



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, December 18, 2023

7:30 PM

Council Chambers

- 1. CALL TO ORDER**
- 2. INVOCATION - Toni Kleckley of Grandparents Educating Minds**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF MINUTES - There are no minutes for approval.**
- 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. 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.

- a. 250th Anniversary of the Boston Tea Party - DAR

8. PROCLAMATIONS

- a. A Proclamation Recognizing Leanora "Angie" Jenkins Contributions to the Reynoldsburg City Council

9. REPORTS

a. Finance & Administration Committee

1. A Resolution Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2024 and Waive Competitive Bidding
2. 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

3. 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

b. Public Service and Transportation Committee

1. A Resolution Authorizing the Mayor to Enter into a Contract Extension with the Franklin County Public Health Department and Clarke Environmental Mosquito Management Inc. for Mosquito Management Services from January 1, 2024 through December 31, 2024
2. A Resolution Authorizing Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for General Engineering Consulting and Professional Design Services
3. A Resolution Authorizing the Mayor to Enter into an Agreement with Sands Decker for Back-up General Engineering Consulting and Professional Design Services
4. A Resolution Authorizing the Mayor to Enter into an Agreement with DLZ to Provide Project Inspection Services and General Engineering Consulting and Professional Design Services
5. A Resolution Authorizing the Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for Back-up Inspection Services
6. A Resolution to Authorize the Mayor to Enter into an Intergovernmental Agreement with Etna Township as it Pertains to Contracting a Taylor Road Traffic Study
7. An Ordinance to Amend Chapter 174 Procedure for the Selection of Design Professionals of the Code of Ordinances for the City of Reynodlsburg, Ohio, and Declaring an Emergency
8. An Ordinance Authorizing the Mayor to Enter into a Contract with _____ for the Waggoner Road Phase 1 Improvement Project, Appropriating Funds, and Declaring an Emergency

c. Public Safety, Law & Courts Committee

1. A Resolution Authorizing the Mayor to Enter Into an Agreement With Axon Enterprise, Inc. to Purchase the TASER 10 Certification Bundles and Waive Competitive Bidding
2. A Resolution Authorizing the City Auditor to Remove a Vehicle from the City's Fixed Asset List for the Reynoldsburg Police Department
3. A Resolution Authorizing the Mayor to Enter Into an Intergovernmental Agreement with the City of Columbus for 911 Services

d. There is no Development, Parks & Recreation Committee meeting.

10. RESOLUTIONS - CONSENT AGENDA

- a. A Resolution Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2024 and Waive Competitive Bidding

- b. A Resolution Authorizing the Mayor to Enter into a Contract Extension with the Franklin County Public Health Department and Clarke Environmental Mosquito Management Inc. for Mosquito Management Services from January 1, 2024 through December 31, 2024
- c. A Resolution Authorizing the Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for General Engineering Consulting and Professional Design Services
- d. A Resolution Authorizing the Mayor to Enter into an Agreement with Sands Decker for Back-up General Engineering Consulting and Professional Design Services
- e. A Resolution Authorizing the Mayor to Enter into an Agreement with DLZ to Provide Project Inspection Services and General Engineering Consulting and Professional Design Services
- f. A Resolution Authorizing the Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for Back-up Inspection Services
- g. A Resolution Authorizing the Mayor to Enter Into an Agreement With Axon Enterprise, Inc. to Purchase the TASER 10 Certification Bundles and Waive Competitive Bidding
- h. A Resolution Authorizing the City Auditor to Remove a Vehicle from the City's Fixed Asset List for the Reynoldsburg Police Department
- i. A Resolution Authorizing the Mayor to Enter Into an Intergovernmental Agreement with the City of Columbus for 911 Services
- j. A Resolution to Authorize the Mayor to Enter into an Intergovernmental Agreement with Etna Township as it Pertains to Contracting a Taylor Road Traffic Study

11. CONSENT AGENDA FOR EMERGENCY ADOPTION

- a. An Ordinance Amending Ordinance No. 137-98 to Extend the Exemption from Taxation for the Taylor Square TIF Area for an Additional Thirty Years, and Declaring an Emergency
- b. 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. An Ordinance to Amend the Personnel Procedure Manual Regarding Holidays, Network Devices, Use of Space Heaters, and Lactation Breaks, and Declaring an Emergency
- d. 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
- e. 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
- f. An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency
- g. An Ordinance to Amend Chapter 174 Procedure for the Selection of Design Professionals of

the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

12. CONSENT AGENDA FOR FIRST READING

- a. An Ordinance Authorizing the Mayor to Enter into a Contract with _____ for the Waggoner Road Phase 1 Improvement Project, Appropriating Funds, and Declaring an Emergency

13. CONSENT AGENDA FOR SECOND READING

- a. An Ordinance to Amend Section 331.42 Texting While Driving Prohibited of the Codified Ordinances for the City of Reynoldsburg

14. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance to Approve the Final Plat Plans (Phases 2 & 3) for the Eastwood Development Project
- b. 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

15. OTHER COUNCIL MATTERS

16. UPCOMING MEETINGS

- a. December 22, 2023 City Offices Closed
December 25, 2023 City Offices Closed
December 29, 2023 City Offices Closed
January 1, 2024 City Offices Closed
January 4, 2024 Planning & Zoning Board - Cancelled
January 8, 2024 Council Organizational Meeting
January 15, 2024 MLK Day City Offices Closed
January 18, 2024 Planning & Zoning Board
January 22, 2024 Council

ADJOURNMENT



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Proclamation Recognizing Leanora "Angie" Jenkins Contributions to the Reynoldsburg City Council

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Whereas, the City of Reynoldsburg wishes to recognize Leanora "Angie" Jenkins for her contributions and commitment to the City of Reynoldsburg and the community since 2000; and,

Whereas, Angie has served with dedication as Council President from January 2020 until present; and

Whereas, during her tenure as President, Angie has had the responsibility to serve as Acting Mayor of Reynoldsburg on numerous occasions; and

Whereas, under Angie's leadership, she oversaw the redrawing of district ward boundaries, the revision of the Rules of Council, the City Charter review process, establishing a mask mandate during COVID, distributed masks to the community, supported legislation to ban single plastic, passed legislation to improve fair housing, and declared racism a public health hazard. Angie also supported the encouragement of new development to the City such as The Alliance and Central Ohio Primary Care as well as many housing developments that addresses the housing shortage in central Ohio; and

Whereas, during her years of service, Angie has provided concerned, thoughtful, and attentive counsel and commentary to Council, the Mayor, City staff, and to the citizenry of the City of Reynoldsburg.

Now, therefore, be it resolved by the City Council of Reynoldsburg:

SECTION 1: The City Council of Reynoldsburg is proud to acknowledge, recognize, and appreciate Angie Jenkins for her years of community service, her commitment to City Council, and her attention to the Reynoldsburg community.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2024 and Waive Competitive Bidding

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

We are able to secure coverage through our broker with CFC in the amount of \$28,500 and Cyberedge Terrorism coverage in the amount of \$2,000 for a total of \$30,500. This a 17% decrease from the current carrier quote with more coverage to include in part:

- Increased ransomware limit from \$1M to \$2M
- Increased bricking/hardware replacement limit from \$1M to \$2M
 - Increased reputational harm limit from \$1M to \$2M
 - Reduced retention from \$40,000 to \$25,000
 - Reduced waiting period from 12 hours to 8 hours
-

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CITY CYBER INSURANCE FOR 2024 AND WAIVE COMPETITIVE BIDDING

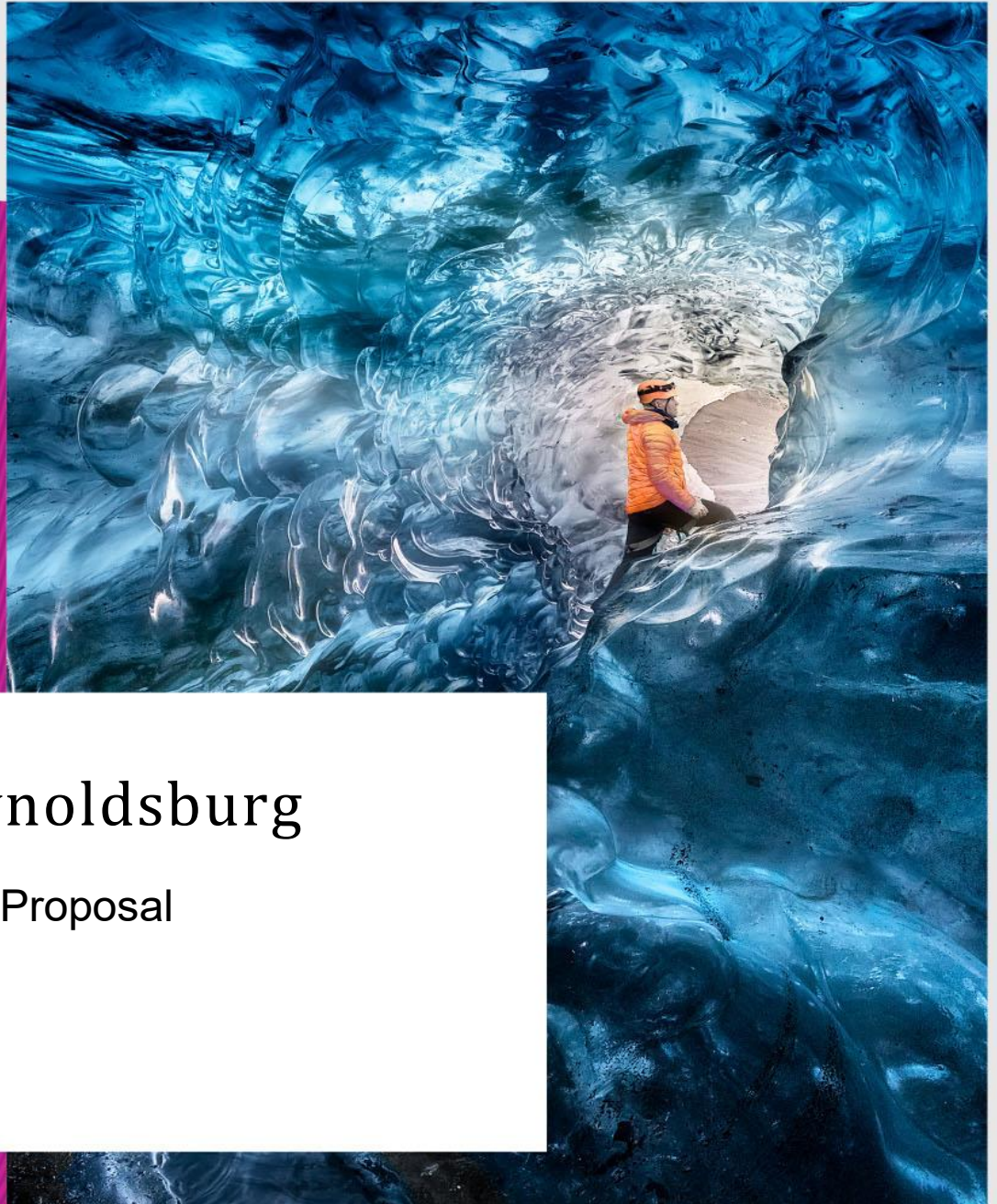
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into contract for City cyber insurance coverage for a one year period beginning January 1, 2024 and ending December 31, 2024 with Willis of Ohio, Inc. and its related companies in the amounting the amount of

\$30,500.

SECTION 2. That pursuant to Reynoldsburg City Code Section 175, competitive bidding for said insurance is hereby suspended.

SECTION 3. That this Resolution will be effective immediately upon adoption by Council and the signature of the Mayor



City of Reynoldsburg

Cyber Renewal Proposal

Thank you for the opportunity to place Cyber coverage for City of Reynoldsburg. The results of our negotiations are outlined in the attached comparison along with a full marketing summary under a separate tab within the document. We have included renewal quote from Cowbell.

Financial Summary

FINANCIAL SUMMARY – SL TAX IS NOT INCLUDED IN THE PREMIUMS BELOW

Coverage	Cowbell Expiring Premium	CFC Annual Premium	\$ Change	% Change	Quote Expiration Date
Cyber \$2M	\$34,374	\$28,500	-\$5,874	-17%	1/1/24

Coverage Summary

We believe that CFC is a great choice as we believe they offer the best combination of coverage terms and service. Enhancements achieved this year include:

- Increased ransomware limit from \$1M to \$2M
- Increased bricking/hardware replacement limit from \$1M to \$2M
- Increased reputational harm limit from \$1M to \$2M
- Reduced retention from \$40,000 to \$25,000
- Reduced waiting period from 12 hours to 8 hours

The differences noted here may not be a complete list of all differences; please refer to the attached coverage comparison, actual policy forms/endorsements.

Please note that Cyber policies are written on a claims-made basis and contain specific claim reporting requirements. If for any reason a carrier needs to be put on notice for anything that either is, or may give rise to a claim, we recommend notifying the carrier & WTW no later than expiration of the current policy period. Late reporting could result in denial of coverage by the Insurer, particularly when changing carriers.

Subjectivities

Description	Due
CFC	
Confirmation a network monitoring solution &/or an EDR solution is implemented.	Prior to binding
Confirmation critical patches and updates are implemented within 30 days.	Prior to binding
Confirmation the insured has not had any claims in the past 3 years and they are not aware of any circumstances that could give rise to a claim to which this insurance relates. If otherwise, provide details.	Prior to binding
Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents.	30 days post binding

Commission Disclosure

Willis Towers Watson negotiates commission rates with certain insurers on a corporate level. If the rate on your placement is lower than the negotiated rate, Willis Towers Watson will collect the difference directly from the insurer. These payments will not increase the cost of your insurance or otherwise impact your premium or rates. Details of these arrangements where there is compensation beyond the base compensation detailed in your Quote Proposal can be found at: http://www.willis.com/About_Willis/The_Willis_Way/Commission_Rates/.

Important Notices

WHOLESALE

In our search for your insurance coverage we used the following wholesaler:

LINE OF BUSINESS	SUB-BROKER / INTERMEDIARY / WHOLESALE / AGENT
Network Security/ Privacy Liability	RT Specialty

PANEL PROCESS

Please note that the quotes from CFC and AIG was obtained through the Willis Towers Watson Panel Process.

FINMAR

A separate business unit within the Willis Towers Watson Group, FINMAR Market Services, provides a wide range of services direct to certain insurers that write business for FINEX Global clients. A separate fee is paid to FINMAR Market services by insurers for the delivery of these services to them. This fee is calculated within a range of 2.75% and 7.5% (plus VAT, if applicable) of the overall premiums placed depending on the scale of services provided. Unless otherwise stated, premiums paid by the clients of FINEX Global will not be increased as a result of these arrangement

SURPLUS LINES

The premium quoted by CFC and Cowbell is subject to Surplus Lines Tax which is in addition to the premium charged.



Brokerage Terms, Conditions & Disclosures

An order to bind the coverage presented in this proposal shall be deemed an acceptance and agreement that this proposal is subject to WTW Brokerage Terms, Conditions, and Disclosures "Brokerage Terms" that are incorporated as part of this proposal and available at: <https://media.wtwco.com/-/media/WTW/Notices/BTCD-CRB-NA-NEW-Business-ALL-SEGMENTS-AND-RENEWAL-Business-Select-MM-Canada-July-2023>. If you would like a hard copy of the "Brokerage Terms," please contact any member of your WTW service team. If you have received a hard copy of this proposal, a hard copy of the "Brokerage Terms" is included for your convenience.

ORDER TO BIND

To request the binding of coverage, please send an e-mail and request that coverage be bound as set forth in the quotes recommended by Willis Towers Watson or indicate changes that you are requesting.

If you have any questions, or if you would like to discuss your insurance program, please contact us. We appreciate your business.

INDICATION OF TERMS

REFERENCE NUMBER:	3833684
COMPANY NAME:	City of Reynoldsburg
TOTAL PAYABLE:	USD28,500.00
Premium breakdown:	
Cyber & Privacy:	USD25,000.00
Cyber Crime:	USD3,000.00
Policy Administration Fee:	USD500.00
TRIA:	USD0.00
BUSINESS OPERATIONS:	Municipality
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
WAITING PERIOD:	8 hours
WORDING:	Cyber, Private Enterprise (US) v3.1
ENDORSEMENTS:	Policyholder Disclosure Notice Of Terrorism Insurance Coverage
SUBJECTIVITIES:	This quote is subject to the following being provided by the stated deadline: 1. Full details of the surplus lines broker, including name, company name, address, license number, state of filing and expiry date. (prior to binding) 2. Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding) 3. Confirmation the insured has not had any claims in the past 3 years and they are not aware of any circumstances that could give rise to a claim to which this insurance relates. If otherwise, provide details. (prior to binding) 4. Confirmation critical patches and updates are implemented within 30 days. (prior to binding) 5. Confirmation a network monitoring solution &/or an EDR solution is implemented. (prior to binding)
POLICY PERIOD:	12 months
DATE OF ISSUE:	07 Dec 2023
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100% of applicable annualized premium
SECURITY:	Certain underwriters at Lloyd's and other insurers



UNDERWRITER:

Matthew O'Connor

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS,
RETENTIONS AND APPLICABLE CLAUSES

DECLARATIONS

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD0	each and every claim

SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD25,000	each and every claim

SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD25,000	each and every claim

SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD25,000	each and every claim

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD25,000	each and every claim

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD25,000	each and every claim

SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability:	USD50,000	each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event
Deductible:	USD0	each and every claim



INSURING CLAUSE 2: CYBER CRIME

SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION D: EXTORTION

Limit of liability: USD2,000,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION F: TELEPHONE HACKING

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION G: PUSH PAYMENT FRAUD

Limit of liability: USD50,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: USD250,000 each and every claim

Deductible: USD25,000 each and every claim

INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: USD2,000,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: USD2,000,000 each and every claim, sub-limited to USD1,000,000 in respect of **system failure**

Deductible: USD25,000 each and every claim

SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: USD100,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: USD2,000,000 each and every claim, sub-limited to USD1,000,000 in respect of **system failure**

Deductible: USD25,000 each and every claim

SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: USD2,000,000 each and every claim

Deductible: USD25,000 each and every claim

SECTION F: CLAIM PREPARATION COSTS

Limit of liability: USD25,000 each and every claim

Deductible: USD0 each and every claim

SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: USD2,000,000 each and every claim

Deductible: USD25,000 each and every claim

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

SECTION D: REGULATORY FINES

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

INSURING CLAUSE 5: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	USD2,000,000	in the aggregate, including costs and expenses
Deductible:	USD25,000	each and every claim, including costs and expenses

INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN



INSURING CLAUSE 7: COURT ATTENDANCE COSTS

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD0 each and every claim



POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: City of Reynoldsburg

WITH EFFECT FROM: -

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is USD0.00 and does not include any charges for the portion of losses covered by the United States government under the Act.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY



Thank you for your interest in AIG's cyber solutions.

Your policy will be eligible* for complimentary loss prevention services – valued at up to \$25,000 – to help you proactively reduce your company's cyber risk.

Services include:

- One-on-one review of your cyber risk maturity report ([see a sample report](#)) that shows your threat profile, control effectiveness and peer benchmarking**
- Managed employee eLearning and unlimited phishing simulations
- Infrastructure vulnerability scanning of up to 250 IP addresses, plus a follow up scan
- 24/7 Cyber Claims Hotline for suspected or actual breaches
- Incident response, PR and legal consulting

See the full list of complimentary services at www.aig.com/CyberRiskConsulting.

Once you become a policyholder, email us at CyberRiskConsulting@aig.com to set up your orientation discussion.

We look forward to helping you better understand and reduce your company's cyber risk.

Did you know 95% of cyber incidents are caused by human error?

Phishing simulations help reduce
AIG clients' susceptibility by over

92%

Domain protection and IP blocking stop

6.5 million

threats monthly for AIG clients

*AIG insureds who purchase CyberEdge and spend more than \$5,000 in premium qualify for complimentary services.

**Upon submission and underwriting of AIG's Cyber Insurance Application (2018 version or newer)

AIG may modify (by adding, removing or replacing a tool or service) or discontinue the Services at any time. AIG may partner with third party vendors to provide any or all Services. In some instances, AIG may have a referral fee structure in place, or an ownership interest, with certain third party vendors. AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at www.aig.com.

0819



CyberEdge® Communications Platform

Your AIG Cyber Insurance policy includes access to the dynamic CyberEdge Com Platform, powered by Cygnvs, which allows for the reporting of a claim and in to CyberEdge loss prevention services.

- The platform is a dynamic, off-network collaboration resource designed for making the most of your cyber insurance policy and critical incident management.
- Finely-grained access controls empower you – the policyholder – to efficiently manage incident response, out-of-band communications, and document storage.

Why
Com

Learn more about Cygnvs by visiting www.cyg

**AIG Cyber Insurance poli
(No-Reply@Cygnvs.net**

Questions? Conta

AIG Cyb
[cyber](#)

AIG i
in

Risk Specialists Companies Insurance Agency, Inc.
d/b/a RSCIA in NH, UT & VT

CA Surplus Lines License #: 0G29322

1650 Market Street
Suite 3700
Philadelphia, PA 19103
www.aig.com



December 06, 2023

NASH SEIBERLICH
WILLIS TOWERS WATSON NORTHEAST INC
200 NORTH WARNER ROAD SUITE 300
KING OF PRUSSIA, PA 19406

Insured: CITY OF REYNOLDSBURG
7232 E MAIN ST
REYNOLDSBURG, OHIO 43068-2014

Insurance Carrier: AIG SPECIALTY INSURANCE COMPANY
1271 AVE OF THE AMERICAS, FL 37, NEW YORK, NY, 10020-1304

Policy: SPECIALTY RISK PROTECTOR
SUBMISSION #: 65672745
NEW LINE-POLICY PERIOD OF 12 MONTHS

NOTICE: THIS INSURER IS NOT LICENSED IN THE STATE OF NEW YORK AND IS NOT SUBJECT TO ITS SUPERVISION.

Dear NASH:

As per your request for a SPECIALTY RISK PROTECTOR quote, and based upon the information submitted, we are pleased to quote the following

Quote is Subject to:

1.) Call with Cyber Risk Advisor Team - Prior to Binding

Option:1

Limit of Liability	\$2,000,000
Total Premium	42,550
Commission	20.00%

CyberEdge® Security and Privacy Liability	
Coverage Section Limit	2,000,000

Security and Privacy Insuring Agreement Sublimit	2,000,000
Data Privacy Regulatory Insuring Agreement Sublimit	n/a
Retention	50,000
Security and Privacy Continuity Date	01/01/2024
Data Privacy Regulatory Continuity Date	n/a
Security and Privacy Retroactive Date	Full prior Acts
Data Privacy Regulatory Retroactive Date	n/a

CyberEdge® Event Management Insurance	
Coverage Section Limit	2,000,000
Event Response Insuring Agreement Sublimit	2,000,000
Electronic Data Insuring Agreement Sublimit	2,000,000
Retention	50,000

CyberEdge® Network Interruption Insurance			
Coverage Section Limit		2,000,000	
Extended Period of Indemnity		180 days	
Extra Expense Sublimit		2,000,000	
Proof of Loss Costs Sublimit		2,000,000	
Security Failure of:	Sublimit	Retention	Waiting Period
Insured's Computer System	2,000,000	50,000	24 hours
IT Service Provider's Computer System	2,000,000	50,000	24 hours
Non-IT Service Provider's Computer System	2,000,000	50,000	24 hours

CyberEdge® Cyber Extortion Insurance	
Coverage Section Limit	2,000,000
Retention	50,000

Media Content Insurance (Claims Made)	
Coverage Section Limit	2,000,000
Retention	50,000
Continuity Date	01/01/2024
Retroactive Date	Full prior Acts

Premium figures do not include surplus lines tax, or stamping office fee (if applicable) or any other surcharges or taxes required by law (if any). The Surplus Lines Agent/Broker of Record listed below is responsible to follow applicable state surplus lines laws and, in particular, to see that appropriate premium tax, stamping fee (if applicable) and any other surcharges or taxes required by law are collected, reported and paid.

For purposes of surplus lines compliance, our records indicate the following:

1. The state set forth in the above- referenced Insured Address is the Home State¹ of the Insured.

2. Surplus Lines Agent/Broker of Record:

3. Firm Name:

WILLIS TOWERS WATSON NORTHEAST INC

4. Firm Address:

200 NORTH WARNER ROAD, SUITE 300

KING OF PRUSSIA, PA, 19406

5. Home State Surplus Lines License Number:

If the information enumerated above is complete and correct, no action is necessary.

If any of the above mentioned information is incomplete or incorrect, you must notify us in writing prior to binding

¹Home State means:

(A) In general. - Except as provided in subparagraph (B), the term “home state” means, with respect to an insured -

- (i) the state in which an insured maintains its principal place of business or, in the case of an individual, the individual’s principal residence; or
- (ii) if 100 percent of the insured risk is located out of the state referred to in clause (i), the state to which the greatest percentage of the insured’s taxable premium for that insurance contract is allocated.

(B) Affiliated Groups. - If more than 1 insured from an affiliated group are named insureds on a single non-admitted insurance contract, the term “home State” means the home State, as determined pursuant to subparagraph (A), of the member of the affiliated group that has the largest percentage of premium attributed to it under such insurance contract.

SPECIALTY RISK PROTECTOR 143590 (07/23) will provide the basic contract. If you have not been previously provided with a copy of this policy form, a specimen is enclosed or will be provided at your request. Please read it carefully.

The following will be added to the basic policy:

#	Form #	Ed Dt	Title
1	143590	07/23	SRP - GENERAL TERMS AND CONDITIONS-(07/23)
2	143592	07/23	SRP - CYBER EXTORTION COVERAGE SECTION (US)-(07/23)
3	143593	07/23	SRP - EVENT MANAGEMENT COVERAGE SECTION (US)-(07/23)
4	143594	07/23	SRP - MEDIA CONTENT COVERAGE SECTION (CLAIMS MADE) (US)-(07/23)
5	143596	07/23	SRP - NETWORK INTERRUPTION COVERAGE SECTION (US)-(07/23)
6	143600	07/23	SRP - SECURITY AND PRIVACY COVERAGE SECTION (US)-(07/23)

The following endorsements will be added to the basic policy:

#	Form #	Ed Dt	Title
1	125593	03/17	CYBEREDGE LOSS PREVENTION SERVICES

2	149492	11/23	CYBEREDGE MEDIA ENDORSEMENT
3	149160	08/23	REPUTATIONBASED INCOME LOSS COVERAGE ENDORSEMENT - Sublimit:\$2M - Waiting Period: 14 Days
4	149135	08/23	SYSTEM FAILURE COVERAGE ENDORSEMENT - Insured's Computer System: \$2M; \$50k retention; 24hours - IT Service Provider's Computer system: \$2M limit; \$50k retention; 24 hours - Non-IT Service Provider's Computer System : \$2M limit; \$50k retention; 24 hours
5	147462	02/23	RANSOMWARE EVENT SUBLIMIT AND COINSURANCE ENDORSEMENT - Sublimit: \$1M - Coinsurance: 50%
6	147516	02/23	CHOICE OF PANEL COUNSEL ENDORSEMENT
7	147510	02/23	CRIMINAL REWARD COVERAGE EXTENSION
8	149157	08/23	APPROVED VENDOR ENDORSEMENT (LINK TO APPROVED VENDOR LIST)
9	149133	08/23	NOTICE PROVISION AMENDED ENDORSEMENT
10	147709	03/23	SERVICE OF SUIT CLAUSE ADDED ENDORSEMENT
11	119679	09/15	ECONOMIC SANCTIONS ENDORSEMENT
12	125595	03/17	FEDERAL SHARE OF COMPENSATION UNDER TRIA AND CAP ON LOSSES ENDORSEMENT
13	78859	10/01	FORMS INDEX ENDORSEMENT

With respect to each Option above, the following will apply

Premium for Certified Acts of Terrorism Coverage under Terrorism Risk Insurance Act, as amended (TRIA): \$0 included in policy premium stated above. Any coverage provided for losses caused by an act of terrorism as defined by TRIA (TRIA Losses) may be partially reimbursed by the United States under a formula established by TRIA as follows: 80% of TRIA Losses in excess of the insurer deductible mandated by TRIA, the deductible to be based on a percentage of the insurer's direct earned premiums for the year preceding the act of terrorism.

The TRIA disclosure is attached hereto.

IMPORTANT : READ CAREFULLY

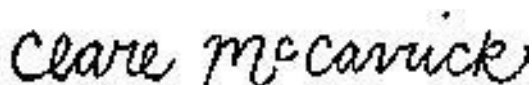
This quote is strictly conditioned upon no material change in the risk occurring between the date of this letter and the inception date of the proposed policy. In the event of such change in risk, the Insurer may in its sole discretion, whether or not this quote has been already accepted by the Insured, modify and/or withdraw this quote.

This quote will remain open until the earliest of the following dates: (1) 30 days from the date of this letter; (2) the effective date of the quoted policy; or (3) the date of any withdrawal of this quote by the Insurer pursuant to any terms of this quote providing for such withdrawal.

If coverage is bound, the premium must be remitted within thirty (30) days of the effective date of this policy or fifteen (15) days from the date of billing, whichever is later. It is your responsibility to follow the surplus lines laws of the State of Ohio, and in particular to see that the appropriate premium tax is collected and paid.

Thank you for the opportunity to quote this account. Policy highlights are attached for your review. Please note that this quotation contains only a general description of coverages provided. For a detailed description of the terms of the policy, you must refer to the policy itself and any endorsements quoted. If you have any questions about this quote, please do not hesitate to call. We would also be pleased to meet with you and your client to answer any questions they may have.

Sincerely,

A handwritten signature in black ink that reads "Clare McCarrick". The signature is written in a cursive, flowing style.

Clare McCarrick
Regional Underwriting Manager

CC:
Joshua Landers
Underwriter

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM INSURANCE COVERAGE
(RIGHT TO PURCHASE COVERAGE)**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, *as defined in Section 102(1) of the Act*: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury-in consultation with the Secretary of Homeland Security, and the Attorney General of the United States-to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING JANUARY 1, 2018; 81% BEGINNING JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

	I hereby elect to purchase terrorism coverage for the prospective premium as set forth in the quote letter.
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism. I further understand that by declining to purchase coverage for certified acts of terrorism, I am also declining to purchase coverage for non-certified acts of terrorism. This will be reflected in the policy by Terrorism Exclusion - Form No. 118950(1/15)

Policyholder/Applicant's Signature

Policyholder/Applicant's Printed Name

Date

Insured Name: CITY OF REYNOLDSBURG Policy Form: SPECIALTY RISK PROTECTOR Tab: 1884879, Submission: 65672745 Policy Period of 12 Months

ENDORSEMENT#

This endorsement, effective at
Policy number
Issued to:

forms a part of

By:

CYBEREDGE LOSS PREVENTION SERVICES ENDORSEMENT

In consideration of your purchase of this policy, it is hereby understood and agreed that the Named Entity is eligible to enroll for Loss Prevention Services. It is solely at the discretion of the Named Entity to enroll in the Loss Prevention Services, and such enrollment shall have no impact on the premium charged under this Policy. The Named Entity can begin the enrollment process by visiting the following site: www.aig.com/cyberlosscontrol.

For purposes of this endorsement, "Loss Prevention Services" means cyber risk management tools and services made available to the Named Entity as further described at the link set forth above.

The Insurer may modify (by adding, removing or replacing a tool or service) or discontinue the Loss Prevention Services at any time. The Insurer may partner with third party vendors to provide any or all of the Loss Prevention Services to the Named Entity.

The Named Entity is only eligible for Loss Prevention Services during the Policy Period.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

AUTHORIZED REPRESENTATIVE



This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

CYBEREDGE MEDIA ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
Media Content Coverage Section**

In consideration of the premium charged, it is hereby understood and agreed that the **Media Content Coverage Section** is amended as follows:

1. In Clause 2. **DEFINITIONS**, the definition of “**Material**” is deleted in its entirety and replaced with the following:

“**Material**” means electronic, digital or digitized media content displayed on a **Company’s** website, including advertising, audio, video and written content. Notwithstanding the foregoing, “**Material**” shall not include any musical works or sound recordings.

2. In Clause 2. **DEFINITIONS**, the definition of “**Wrongful Act**” is deleted in its entirety and replaced with the following:

“**Wrongful Act**” means any act, error, omission, negligent supervision of an employee, misstatement or misleading statement by an **Insured** in connection with **Material** that results solely in:

- (1) infringement of copyright, title, slogan, trademark, trade name, trade dress, mark, service mark, service name, infringement of domain name, deep-linking or framing, including, without limitation, unfair competition in connection with such conduct;
- (2) plagiarism, piracy or misappropriation or theft of ideas under implied contract or other misappropriation or theft of ideas or information; including, without limitation, unfair competition in connection with such conduct;
- (3) invasion, infringement or interference with rights of privacy, false light, public disclosure of private facts, and intrusion; including, without limitation, emotional distress or mental anguish in connection with such conduct; or
- (4) defamation, libel, slander, product disparagement or trade libel or other tort related to disparagement or harm to character or reputation; including, without limitation, unfair competition, emotional distress or mental anguish in connection with such conduct.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

3. In Clause 3. **EXCLUSIONS**, exclusions (p) and (s) are deleted in their entirety and replaced with the following:

- (p) alleging, arising out of, based upon or attributable to:
- (1) false advertising or misrepresentation in advertising;
 - (2) any failure of goods, products or services to conform with an advertised quality or performance; or
 - (3) any infringement of trademark or trade dress by any goods, products or services, including any goods or products displayed or contained in any **Material**.
- (s) alleging, arising out of, based upon or attributable to any infringement of copyright related to software, source code or software license.

4. Clause 3. **EXCLUSIONS** is further amended by adding the following additional exclusions to the end thereof:

- CM(a) alleging, arising out of, based upon or attributable to:
- (1) corporate financial data of a **Company**;
 - (2) infringement of copyright, trademark, trade dress or other intellectual property right by a **Company's** name or by a product manufactured or sold by a **Company**; or
 - (3) **Material** posted on a **Company's** internal system or intranet.
- CM(b) alleging, arising out of, based upon or attributable to:
- (1) copyright infringement related to any musical work or sound recording; or
 - (2) the unauthorized use or dissemination of any musical work or sound recording.
- CM(c) alleging, arising out of, based upon or attributable to any misappropriation of the name, persona or likeness of any individual.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

REPUTATION-BASED INCOME LOSS COVERAGE ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
Event Management Coverage Section
General Terms and Conditions**

ENDORSEMENT SCHEDULE

Reputation Income Loss Sublimit	
Waiting Period	_____ days

In consideration of the premium charged, it is hereby understood and agreed that the policy is amended as follows:

1. The following clause is added to the end of Clause 1. **INSURING AGREEMENTS** of the **Event Management Coverage Section** and is solely with respect to **Adverse Publicity** concerning a **Security Failure, Privacy Event or Extortion Threat** first discovered during the **Policy Period**:

REPUTATION INCOME LOSS INSURING AGREEMENT

The **Insurer** shall pay all **Loss** in excess of the applicable Retention that an **Insured** incurs after the **Waiting Period** solely as a result of **Adverse Publicity** concerning an actual or alleged **Security Failure, Privacy Event or Extortion Threat**.

2. Solely with respect to the coverage afforded under this endorsement, the following definitions are added to Clause 2. **DEFINITIONS** of the **Event Management Coverage Section**:

“**Adverse Publicity**” means the dissemination via any medium (including but not limited to dissemination via print, video, audio, electronic, or digital or digitized form) of previously non-public information specifically concerning an actual or alleged **Security Failure, Privacy Event or Extortion Threat** affecting an **Insured’s** customers, clients or patients. In determining the applicable **Waiting Period** and **Period of Indemnity**, all **Adverse Publicity** relating to the same **Security Failure, Privacy Event or Extortion Threat** or any **Related Acts** thereto shall be deemed to occur at the time of the first such **Adverse Publicity**.

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This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

“Period of Indemnity” means the six (6) month period of time beginning at the conclusion of the **Waiting Period**.

“Waiting Period” means the amount of time set forth in the ENDORSEMENT SCHEDULE that must elapse after the **Adverse Publicity**.

3. Solely with respect to the coverage afforded in this endorsement, the definition of **“Loss”** in Clause 2. **DEFINITIONS** of the **Event Management Coverage Section** is deleted in its entirety and replaced with the following:

“Loss” means the Net Income (Net Profit before income taxes) that would have been earned by the **Insured** during the **Period of Indemnity** but for the **Adverse Publicity**.

4. Solely with respect to the coverage afforded in this endorsement, the definition of **“First Party Event”** in Clause 2. **DEFINITIONS** of the **Event Management Coverage Section** is deleted in its entirety and replaced with:

“First Party Event” means any **Privacy Event, Security Failure, Extortion Threat, or Adverse Publicity**.

5. Solely with respect to the coverage afforded in this endorsement, Clause 3. **EXCLUSIONS** of the **Event Management Coverage Section** is amended to include the following additional exclusions at the end thereof:

- RB(a) for the fees or expenses for the services of a public relations firm, crisis management firm or law firm to advise an **Insured** on minimizing the harm to an **Insured’s** brand or reputation or restoring public confidence in an **Insured**.
- RB(b) for public relations expenses, advertising expenses, or expenses to notify those persons or entities that may have been affected by the **Security Failure, Privacy Event or Extortion Threat**.
- RB(c) arising out of, based upon or attributable to **Adverse Publicity** that refers or relates to the security or privacy of other entities in the same or similar business or industry as an **Insured**, including an **Insured’s** competitors, unless there are specific assertions as to a **Security Failure, Privacy Event or Extortion Threat** affecting the **Insured**.
- RB(d) for any liability to third parties regardless of reason, including, without limitation, any legal costs and expenses, liquidated damages, contractual penalties, civil or criminal fines or penalties, or consequential damages.
- RB(e) for any **Loss** resulting from an actual interruption or suspension of an **Insured’s** business directly caused by a **Security Failure or Extortion Threat**.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

6. Solely with respect to the coverage afforded under this endorsement, subparagraphs (b)(1)(a)-(b)(1)(g) of Clause 7. **INSURED'S OBLIGATIONS** of the **General Terms and Conditions** are deleted in their entirety and replaced with the following:

- (b) complete and sign a written, detailed and affirmed proof of loss no earlier than ninety (90) days after, and no later than one hundred fifty (150) days after, the end of the **Period of Indemnity** (unless such requirement has been modified by the **Insurer** in writing) which shall include, along with any other pertinent information:
 - (1) a full description of such **Loss** and the circumstances surrounding such **Loss**, which shall include, among any other necessary information, the time, place and cause of the **Loss**;
 - (2) a detailed calculation of any **Loss**; and
 - (3) all underlying documents and materials that reasonably relate to or form a part of the basis of the proof of such **Loss**.

7. **SUBLIMIT OF LIABILITY**

The maximum liability of the **Insurer** for all **Loss** for which coverage is provided by this endorsement shall be the **Reputation Income Loss Sublimit** set forth in the **ENDORSEMENT SCHEDULE**. The **Reputation Income Loss Sublimit** is part of, and not in addition to, the **Limit of Liability** and the **Coverage Section Limit** for the **Event Management Coverage Section**.

8. **CONDITIONS**

Solely with respect to the coverage afforded by this endorsement, due consideration shall be given to the following conditions when calculating **Loss**:

- (a) the experience of the **Insured's** business before the **Adverse Publicity** and probable experience thereafter during the **Period of Indemnity** had no **Adverse Publicity** occurred and to the continuation of only those normal charges and expenses that would have existed had no **Adverse Publicity** occurred.
 - (b) any **Loss** made up during, or within a reasonable time after the end of, the **Period of Indemnity**.
9. Solely with respect to the coverage afforded by this endorsement, Clause 16. **DISPUTE RESOLUTION PROCESS** of the **General Terms and Conditions** is deleted in its entirety and replaced with the following **APPRAISAL** clause:

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

APPRAISAL

Notwithstanding any other provision of this policy to the contrary, if the **Named Entity** and the **Insurer** disagree on the amount of **Loss**, either may make a written demand for an appraisal of such **Loss**. If such demand is made, each party will select a competent and impartial appraiser. The appraisers will then jointly select an umpire. If the appraisers cannot agree on an umpire, they may request that selection be made by a judge of a court having jurisdiction. Each appraiser will separately state the amount of **Loss**. If they fail to agree, they will submit their differences to the umpire. A decision agreed to by any two of these three will be binding.

Such **Insured** and the **Insurer** will:

- (a) pay their respective chosen appraiser; and
- (b) bear the expenses of the umpire equally.

Any appraisal of **Loss** shall be calculated in accordance with all terms, conditions and exclusions of this policy.

If there is an appraisal, it is without prejudice to the **Insurer's** rights under the terms and conditions of this policy and the **Insurer's** right to deny the claim in whole or in part.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

SYSTEM FAILURE COVERAGE ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
Declarations
Network Interruption Coverage Section**

In consideration of the premium charged, it is hereby understood and agreed:

1. In Item 6. of the **Declarations**, the CyberEdge® Network Interruption Insurance section is amended to include the following:

System Failure of:	Sublimit	Retention	Waiting Period
Insured's Computer System			hours
IT Service Provider's Computer System			hours
Non-IT Service Provider's Computer System			hours

2. In Clause 2. **DEFINITIONS** of the **Network Interruption Coverage Section**, the following definitions are deleted in their entirety and replaced with the following:

"Material Interruption" means:

- (1) the partial or total interruption, suspension or impairment of an **Insured's** business directly caused by a **Security Failure** or **System Failure**; or
- (2) the necessary, partial or total, interruption or suspension of an **Insured's** business directly caused by a **Voluntary Shutdown**.

"Period of Indemnity" means the period of time beginning at the inception of the **Material Interruption** and ending:

- (1) with respect to a **Security Failure, System Failure** or **Voluntary Shutdown** of a **Computer System** under the ownership, operation or control of, or leased by, a **Company**, at the time the **Insured** restores access to the **Computer System** to the same or similar conditions that existed prior to the time of the **Material Interruption**

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

(or could have restored access to the **Computer System** if the **Insured** exercised due diligence and dispatch); or

- (2) with respect to a **Security Failure** or **System Failure** of a **Computer System** under the ownership, operation or control of an **Outsource Provider**, the earlier of:
- (i) the time the **Insured** restores its business to the same or similar conditions that existed prior to the time of the **Material Interruption** (or could have restored its business if the **Insured** exercised due diligence and dispatch); or
 - (ii) the time such **Outsource Provider** restores access to the **Computer System** to the same or similar conditions that existed prior to the time of the **Material Interruption**.

The **Period of Indemnity** shall not be cut short by the end of the **Policy Period**.

3. Clause 2. **DEFINITIONS** of the **Network Interruption Coverage Section** is further amended to include the following additional definition at the end thereof:

“System Failure” means any unintentional and unplanned outage of a **Computer System**. **System Failure** does not include:

- (1) any unintentional and unplanned outage of a **Computer System** that is part of or results from a **Security Failure**;
- (2) an unintentional and unplanned outage of the **Insured’s Computer System** that results, in whole or in part, from a **System Failure** or **Security Failure** of the **Computer System** of an **Outsource Provider**; or
- (3) an unintentional and unplanned outage of an **Outsource Provider’s Computer System** that results, in whole or in part, from the interruption or outage of computer systems that are not controlled by such **Outsource Provider**.

4. In Clause 3. **EXCLUSIONS** of the **Network Interruption Coverage Section**, exclusion (g) is deleted in its entirety and replaced with the following:

(g) arising out of, based upon or attributable to any **System Failure**, **Security Failure**, **Material Interruption** or **Related Act** thereto which has been reported, or in any circumstances of which notice has been given, under any policy of which this **Network Interruption Coverage Section** is a renewal or replacement or which it may succeed in time.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

RANSOMWARE EVENT SUBLIMIT AND COINSURANCE ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
All Coverage Sections**

ENDORSEMENT SCHEDULE

Ransomware Event Sublimit	VAR001
Ransomware Event Coinsurance	VAR002

In consideration of the premium charged, it is hereby understood and agreed that the policy is amended as follows:

1. The maximum liability of the **Insurer** for all **Ransomware Loss** (under all **Coverage Sections** combined) is the **Ransomware Event Sublimit**, regardless of the number of **Ransomware Events** occurring. The **Ransomware Event Sublimit** is part of and not in addition to the **Limit of Liability** and any applicable **Sublimit of Liability**.
2. Notwithstanding any provision of this policy to the contrary, the **Ransomware Event Coinsurance** percentage of **Ransomware Loss** (under all **Coverage Sections**), in excess of any applicable Retention(s), shall be borne by the **Insureds** and remain uninsured. Payments of the **Ransomware Event Coinsurance** percentage of any **Loss** by an **Insured** shall not reduce the **Ransomware Event Sublimit**, the **Limit of Liability** or any applicable **Sublimit of Liability**. Only the portion of any such **Loss** paid by the **Insurer** shall reduce the **Ransomware Event Sublimit**, the **Limit of Liability** and the applicable **Sublimit of Liability**.
3. “**Ransomware Event**” means any:
 - (a) use of unauthorized or malicious code to encrypt electronic data on, or interrupt the operations of, a **Computer System**; or
 - (b) threat to sell or disclose any data that was misappropriated from such **Computer System** prior to or as part of an event described in (a) above;

in connection with an actual or expected demand for money (including, without limitation, cryptocurrencies). An event shall be considered a **Ransomware Event**

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

regardless of whether a ransom is actually paid, the specific amount of the demand is communicated, or any portion of any data exfiltrated is disclosed at any time.

4. As used in this endorsement:

“Ransomware Loss” means any **Loss** arising out of a **Ransomware Event**.

“Computer System” means any system described in the definition of **Computer System** in any **Coverage Section**.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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END

This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

CHOICE OF PANEL COUNSEL ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
General Terms and Conditions**

In consideration of the premium charged, it is hereby understood and agreed that the policy is amended as follows:

- A. With regard to any **Claim** for which an **Insured** seeks coverage, the initial choice of counsel (“**Chosen Counsel**”) shall be made by such **Insured** from the **Insurer’s** list of panel firms, which list is available upon request by an **Insured**, provided, however, that any and all **Defense Costs** of **Chosen Counsel** shall be paid and satisfied on an ongoing basis by the **Insureds** until all applicable Retention amounts have been satisfied.
- B. With regard to any **Claim** for which an **Insured** seeks coverage, such **Insured** agrees that as a condition precedent to coverage for **Defense Costs** incurred through **Chosen Counsel** in excess of the applicable Retention amount, such **Insured** and **Chosen Counsel** must comply with the **Insurer’s** Litigation Management Guidelines (the “**Guidelines**”), which are available upon request by an **Insured**. The **Insureds** understands and agrees that the **Guidelines** contain reasonable and necessary reporting and billing procedures to be followed by **Chosen Counsel**, including, without limitation:
1. development of a litigation plan and litigation budget;
 2. pre-approved rates for services;
 3. pre-approval by the **Insurer** before designated legal services are provided; and
 4. the required format for submitting **Defense Costs** to the **Insurer**.

The **Guidelines** also require that **Chosen Counsel** work closely and communicate regularly with the **Insurer’s** assigned claims professional in coordinating defense efforts and that **Chosen Counsel** apprise the **Insurer** on a regular and timely basis as to significant case developments.

- C. In the event **Insured(s)** cannot select legal counsel from the list of **Chosen Counsel** due to: (1) no firm is available in the jurisdiction in which such **Claim** is brought; (2) an actual conflict of interest; or (3) other circumstances in which the use of unlisted counsel is both reasonable and necessary, the **Insurer** and the **Insured(s)** shall jointly agree upon counsel who will defend the **Insured(s)** in such matter. If the **Insurer** and

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Policy number: _____
Issued to: _____

By: _____

the **Insured(s)** are unable to agree upon selection of defense counsel, the **Insurer** shall select defense counsel.

- D. Fees, costs, charges, billings and any other expense incurred through any law firm or other service provider, other than **Chosen Counsel** or a firm chosen pursuant to paragraph C above, shall not be recoverable under this policy as **Defense Costs** or otherwise.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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Policy number: _____
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By: _____

CRIMINAL REWARD COVERAGE EXTENSION

This endorsement modifies insurance provided under the following:

Specialty Risk Protector® General Terms and Conditions

In consideration of the premium charged, it is hereby understood and agreed that the policy is amended as follows:

1. The terms, conditions, exclusions and other limitations set forth in this endorsement are solely applicable to coverage afforded by this endorsement, and do not modify the terms, conditions, exclusions and other limitations contained in the policy unless specifically set forth herein. Unless otherwise set forth herein, the terms, conditions, exclusions and other limitations contained in the policy apply to the coverage provided by this endorsement.

2. CRIMINAL REWARD INSURING AGREEMENT

The **Insurer** may pay on an **Insured's** behalf, at the **Insurer's** sole and absolute discretion, up to fifty thousand dollars (\$50,000), in the aggregate, as a **Criminal Reward Fund**. No Retention shall apply to this coverage.

3. Solely with respect to the coverage afforded under this endorsement, "**Criminal Reward Fund**" means any amount offered by the **Insurer** for information that leads to the arrest and conviction of any individual(s) committing or trying to commit any illegal act related to the coverage afforded by any **Coverage Section** of this policy.
4. The **Insurer** shall not pay any **Criminal Reward Fund** for, and this policy shall not cover any amount based upon, any information provided by any **Insured**, an **Insured's** auditors, whether internal or external, any individual hired or retained to investigate the aforementioned illegal acts, or any other individuals with responsibilities for the supervision or management of the aforementioned individuals.
5. All exclusions applicable to **Loss** under the **SPL Coverage Section**, the **Security and Privacy Coverage Section**, the **Network Interruption Coverage Section**, or the **Event Management Coverage Section** (to the extent any such **Coverage Sections** are purchased)

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This endorsement, effective _____ forms a part of
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By: _____

shall apply to the **Criminal Reward Fund** and the coverage afforded under this endorsement.

6. Solely with respect to the coverage afforded under this endorsement, Clause 4. **LIMIT OF LIABILITY** of the **General Terms and Conditions** is amended to include the following paragraph at the end thereof:

CR(a) The **Insurer's** maximum payment as a **Criminal Reward Fund** arising from any and all events occurring during the **Policy Period**, in the aggregate, regardless of the number of events, incidents or **Claims** or amount of **Loss** reported during the **Policy Period**, shall be \$50,000. The **Criminal Reward Fund** shall be in addition to, and is not part of, the **Limit of Liability**.

7. There shall be no Retention applicable to the coverage afforded by this endorsement.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

**APPROVED VENDOR ENDORSEMENT
(LINK TO APPROVED VENDOR LIST)**

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
Event Management Coverage Section**

In consideration of the premium charged, it is hereby understood and agreed that the definition of “**Approved Vendor**” in the **Event Management Coverage Section** is amended to include the following:

“**Approved Vendor**” also means any entity listed on the AIG U.S. Post-Incident Partners and Vendors list found at the following URL on or after the discovery of a **First Party Event**, retained by the **Insured** in connection with a **First Party Event**, but in each case, only with respect to the services that such vendor is approved for:

<http://www.aig.com/cyber-incident-vendors>.

It is further understood and agreed that, unless expressly approved in writing by the **Insurer**, only one vendor may be retained to perform each service listed in the definition of **Loss**.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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By: _____

NOTICE PROVISION AMENDED ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
General Terms and Conditions**

In consideration of the premium charged, it is hereby understood and agreed that paragraph (e) of Clause 6. **NOTICE** of the **General Terms and Conditions** is amended to include the following at the end thereof:

In addition to the above, written notice may be given to the **Insurer** by completing and submitting the First Notice of Loss (“FNOL”) form in the CyberEdge^(R) Communications Platform (powered by Cygnvs) available to the **Named Entity** at <https://cygnvs.net>.

Use of the above method of reporting is conditioned upon the **Named Entity** first being provisioned to the CyberEdge^(R) Communications Platform. If the **Named Entity** has not been provisioned to the CyberEdge^(R) Communications Platform already, they should contact CyberLossControl@aig.com for support or submit a request at cygnvs.info/aigriskservices.

The date of submission to the **Insurer** on CyberEdge^(R) Communications Platform shall constitute the date that such notice was given.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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This endorsement, effective _____ forms a part of
Policy number: _____
Issued to: _____

By: _____

SERVICE OF SUIT CLAUSE ADDED ENDORSEMENT

This endorsement modifies insurance provided under the following:

**Specialty Risk Protector®
General Terms and Conditions**

In consideration of the premium charged, it is hereby understood and agreed that the **General Terms and Conditions** is amended to include the following additional Clause at the end thereof:

S-1. SERVICE OF SUIT

Subject to Clause 16 above, it is agreed that in the event of the **Insurer's** failure to pay any amount claimed to be due under this policy, the **Insurer**, at the request of any **Insured**, will submit to the jurisdiction of a court of competent jurisdiction within the United States of America. Nothing in this Clause constitutes, or should be understood to constitute, a waiver of the **Insurer's** rights to commence an action in any court of competent jurisdiction in the United States of America, to remove an action to a United States District Court, or to seek a transfer of a case to another court as permitted by the laws of the United States of America or of any state in the United States of America. It is further agreed that service of process may be made upon General Counsel, Legal Department, at the **Insurer** address set forth in Item 4 of the Declarations, or his or her representative, and that in any suit instituted against the **Insurer** upon this contract, the **Insurer** will abide by the final decision of such court or of any appellate court in the event of any appeal.

Further, pursuant to any statute of any state, territory, or district of the United States of America which makes provision therefore, the **Insurer** hereby designates the Superintendent, Commissioner, or Director of Insurance, or other officer specified for that purpose in the statute, or his or her successor or successors in office as the **Insurer's** true and lawful attorney upon whom may be served any lawful process in any action, suit, or proceeding instituted by or on behalf of any **Insured** or any beneficiary hereunder arising out of this contract of insurance, and hereby designates the above-named General Counsel as the person to whom the said officer is authorized to mail such process or a true copy thereof.

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END

ENDORSEMENT# (Continued)

This endorsement, effective
Policy number:
Issued to:

forms a part of

By:

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

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END

ENDORSEMENT#

This endorsement, effective
policy number
issued to

forms a part of

by

FORMS INDEX ENDORSEMENT

The contents of the Policy is comprised of the following forms:

FORM NUMBER	EDITION DATE	FORM TITLE

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

AUTHORIZED REPRESENTATIVE



ENDORSEMENT#

This endorsement, effective
policy number
issued to

forms a part of

by

FORMS INDEX ENDORSEMENT

The contents of the Policy is comprised of the following forms:

FORM NUMBER	EDITION DATE	FORM TITLE

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

AUTHORIZED REPRESENTATIVE



ENDORSEMENT#

This endorsement, effective
policy number
issued to

forms a part of

by

FORMS INDEX ENDORSEMENT

The contents of the Policy is comprised of the following forms:

FORM NUMBER	EDITION DATE	FORM TITLE

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

AUTHORIZED REPRESENTATIVE





**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 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	Supplies	Services	Debt	Other	Capital Purchases	2024 Budget Request
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	
TRANSFERS	110							0
POLICE	111	13,622,601	578,000	1,048,700			761,000	16,010,301
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	541,500			1,500	804,294
SERVICE	448	1,004,443	38,500	1,167,350			8,000	2,218,293
BUILDING	479	1,005,321	22,000	380,500			40,000	1,447,821
MAYOR	522	375,956	1,450	61,700			2,500	441,606
CIVIL SERVICE	534	77,841	3,500	39,000			4,000	124,341
CITY AUDITOR	545	572,672	6,500	153,625			4,000	736,797
CITY ATTORNEY	554	708,024	7,400	157,750			6,500	879,674
CITY COUNCIL	571	217,562	2,000	56,950			0	276,512
DEVELOPMENT	580	520,020	3,750	280,700			5,000	809,470
HUMAN RE.	582	222,168	22,500	49,600			0	294,268
COMPUTER	584		13,250	1,371,900			215,000	1,600,150
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		21,106,101	1,256,329	7,489,662	0	0	1,418,783	31,270,875

SECTION 2. That the following appropriations are hereby made in the following funds:

Fund	#	Personal Services	Supplies	Services	Debt	Other	Capital Purchases	2024 Budget Request
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	
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					550,000		550,000
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	3,369,500	1,442,500	29,472,491

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	13,622,601	578,000	1,048,700	0	0	761,000	16,010,301		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	541,500	0	0	1,500	804,294		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	1,005,321	22,000	380,500	0	0	40,000	1,447,821		1,318,349	709,785	585,533	525,957	482,464	432,502
110-522-0000	MAYOR	375,956	1,450	61,700	0	0	2,500	441,606		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	572,672	6,500	153,625	0	0	4,000	736,797		663,290	462,664	449,050	456,964	421,097	395,019
110-554-0000	CITY ATTORNEY	708,024	7,400	157,750	0	0	6,500	879,674		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	520,020	3,750	280,700	0	0	5,000	809,470		801,074	390,044	437,990	449,623	489,815	436,995
110-582-0000	HUMAN RESOURCES	222,168	22,500	49,600	0	0	0	294,268		302,724	170,608	159,767	160,024	151,446	146,825
110-584-0000	COMPUTER	0	13,250	1,371,900	0	0	215,000	1,600,150		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	21,106,101	1,256,329	7,489,662	0	0	1,418,783	31,270,875	24,944,193	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	550,000	0	550,000	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	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
976-000-0000	BROAD STREET TIF			3,000				3,000							
	TOTAL MISC FUNDS	0	15,000	64,400	2,667,559	2,455,000	0	5,201,959	7,022,411	6,613,434	5,497,006	4,079,848	5,861,288	3,879,366	3,315,978
	GRAND TOTALS	23,838,050	2,195,879	25,517,111	2,961,543	3,369,500	2,861,283	60,743,366	56,500,139	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	2024
		Services					Purchases	Budget
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request
TRANSFERS	110							0
POLICE	111	13,622,601	578,000	1,048,700			761,000	16,010,301
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	541,500			1,500	804,294
SERVICE	448	1,004,443	38,500	1,167,350			8,000	2,218,293
BUILDING	479	1,005,321	22,000	380,500			40,000	1,447,821
MAYOR	522	375,956	1,450	61,700			2,500	441,606
CIVIL SERVICE	534	77,841	3,500	39,000			4,000	124,341
CITY AUDITOR	545	572,672	6,500	153,625			4,000	736,797
CITY ATTORNEY	554	708,024	7,400	157,750			6,500	879,674
CITY COUNCIL	571	217,562	2,000	56,950			0	276,512
DEVELOPMENT	580	520,020	3,750	280,700			5,000	809,470
HUMAN RE.	582	222,168	22,500	49,600			0	294,268
COMPUTER	584		13,250	1,371,900			215,000	1,600,150
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		21,106,101	1,256,329	7,489,662	0	0	1,418,783	31,270,875

SECTION 2. That the following appropriations are hereby made in the following funds:

Fund	#	Personal	Supplies	Services	Debt	Other	Capital	2024
		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					550,000		550,000
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	3,369,500	1,442,500	29,472,491

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 10. That the effective date of the appropriations in this ordinance shall be January 1, 2024.

SECTION 11. 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
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	383,732.00		
5111	Wages Chief	152,194.00	128,639.60	156,770.00		
5113	Wages Enforcement	7,473,774.00	5,956,958.22	7,835,091.00		
5151	PERS Contribution	199,234.00	148,641.78	205,932.00		
5152	PFDPF Contribution	1,252,770.00	1,233,876.13	1,286,121.00	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	1,671,849.00		
5166	Medicare	137,178.00	109,821.50	143,140.00		
Account Classification Total: 5100 - Personal Services		\$13,248,137.42	\$10,674,270.34	\$13,622,601.00		
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		
5300 - Services						
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		
Account Classification Total: 5300 - Services		\$1,037,705.81	\$575,053.55	\$1,048,700.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	Comments
5600 - Capital Purchases						
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		
Account Classification Total: 5600 - Capital Purchases		\$1,159,992.35	\$321,142.81	\$761,000.00		
Department Total: 111 - Police Division		\$15,977,184.65	\$11,877,266.19	\$16,010,301.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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
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		
<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
Department: 343 - Senior Center						
5100 - Personal Services						
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		
Account Classification Total: 5100 - Personal Services		\$186,530.00	\$157,365.53	\$187,669.00		
5200 - Supplies						
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		
Account Classification Total: 5200 - Supplies		\$25,993.74	\$3,656.23	\$13,150.00		
5300 - Services						
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		
Account Classification Total: 5300 - Services		\$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
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	90,000.00		
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	\$541,500.00		
<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	\$804,294.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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
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	569,366.00		
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	38,000.00		
5151	PERS Contribution	87,091.00	59,630.43	94,218.00		
5161	Group Insurance	184,124.00	111,431.75	187,824.00		
5166	Medicare	9,056.00	6,184.99	9,795.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$938,849.00	\$646,159.31	\$1,005,321.00		
<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	\$1,447,821.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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	50,000.00		
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	\$61,700.00		
<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	\$441,606.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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
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	284,644.00		
5104	Wages-Part time	50,298.00	42,013.39	52,217.00		
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	59,854.00		
5161	Group Insurance	46,328.00	46,136.15	62,016.00		
5166	Medicare	6,003.00	4,347.94	6,272.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$531,270.00	\$409,886.67	\$572,672.00		
<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	\$736,797.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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	296,034.00		
5104	Wages-Part time	91,900.00	65,060.10	95,332.00		
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	72,464.00		
5161	Group Insurance	84,246.00	75,270.06	89,916.00		
5166	Medicare	6,953.00	5,209.90	7,541.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$653,457.00	\$522,426.57	\$708,024.00		
<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	\$879,674.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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
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	266,101.00		
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	16,000.00		
5151	PERS Contribution	36,145.00	27,505.23	52,712.00		
5161	Group Insurance	44,020.00	24,669.32	66,799.00		
5166	Medicare	3,780.00	2,901.50	5,496.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$352,624.00	\$265,030.66	\$520,020.00		
<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	\$809,470.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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	800.00		
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	\$49,600.00		
<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	\$294,268.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry 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	1,193,900.00	
<i>Account Classification Total: 5300 - Services</i>		\$893,244.08	\$494,595.66	\$1,371,900.00	
<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	\$1,600,150.00	

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry	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
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
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	\$31,270,875.00		
Fund EXPENSE	Total: 110 - General Fund	\$31,043,655.79	\$21,124,479.30	\$31,270,875.00		
EXPENSE GRAND Totals:		\$31,043,655.79	\$21,124,479.30	\$30,662,583.00		

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department 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	

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.

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	

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	

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

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

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	

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	

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		

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	

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

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	Water Level Monitoring Device
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	New Truck
5633	Machinery and Equipment	152,207.34	152,207.34	60,000.00	New camera
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	

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	

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	

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	

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	550,000.00	
Account Classification Total: 5500 - Transfers/Other			\$875,000.00	\$775,575.49	\$550,000.00	
Department Total: 000 - General			\$875,000.00	\$775,575.49	\$550,000.00	
EXPENSES Total			\$875,000.00	\$775,575.49	\$550,000.00	
Fund EXPENSE	Total: 942 - JEDD2-ETNA-REYNOLDSBURG		\$875,000.00	\$775,575.49	\$550,000.00	

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	

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	

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	

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	

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department 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	

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	

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	

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	

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	

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	3,000.00	
Account Classification Total: 5300 - Services			\$0.00	\$2,625.75	\$3,000.00	
Project Total: 4000 - Tief-General			\$0.00	\$2,625.75	\$3,000.00	
Department Total: 000 - General			\$0.00	\$2,625.75	\$3,000.00	
EXPENSES Total			\$0.00	\$2,625.75	\$3,000.00	
Fund EXPENSE	Total: 976 - Broad Street TIF		\$0.00	\$2,625.75	\$3,000.00	
EXPENSE GRAND Totals:			\$32,208,203.93	\$19,735,708.86	\$27,005,809.00	



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 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.

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):	
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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:	Diversity, Equity, & Inclusion Compliance Manager	Employee Type: Full-Time (40-hr week)
Working Title:	Diversity, Equity, & Inclusion Compliance Manager	City DEPT: Mayor's Office Schools DEPT: Superintendent
Pay Grade:	21	Ord/Contract: Supervisory
Reports To:	Mayor/City Superintendent/Schools	FLSA Status: Exempt
Revision Date:	2021	Civil Service Type: Classified

General Description:

A combined position working with both the Reynoldsburg City Schools and the City of Reynoldsburg. This is classified exempt position that works 50% of the time with the City and 50% with the Schools.

City -Under administrative direction of the Mayor. The DEI Officer is dedicated to creating and implementing programs, policies and procedures that will deliver and capture value through supplier and workforce diversity. Additionally, the office will assist underserved, under-utilized and economically disadvantaged businesses with gaining greater access to procurement opportunities and resources to build viable and sustainable businesses.

~~**Schools**—Under the direction of the Superintendent. Responsibilities will include supporting the schools mission and strategic planning, providing district training to teams throughout the schools' community to build internal capacity and progress diversity, equity and inclusion goals to support organizational growth.~~

Essential Functions of Work - City

- Administration and enforcement of compliance with Chapter 176, Diversity, Equity and Inclusion;
- Receiving and reviewing all rules and regulations by the State of Ohio or the federal government to contract compliance, and assuring the City is conforming to rules or regulations;
- Policy and procedure development in compliance with Chapter 176, Diversity, Equity and Inclusion.
- Investigations on violation of the policy and procedures;
- Analysis and review of programs on an annual, bi-annual or quarterly basis, and in accordance with the review and reporting requirement in Chapter 176.
- May in conjunction with City departments and management, develop guidelines, initiatives and programs to help advance and promote workforce diversity.
- Provide outreach efforts to solicit and encourage M/WBE to bid on city contracts.
- Responsible for the Certification and verification for women and minority owned business located in the City or Reynoldsburg or within fifteen (15) miles of city-limits per ordinance.
- Shall be responsible for providing a listing of certified M/WBE business in accordance with Chapter 176.07 Outreach and Solicitation.
- Establish and review all applicable specific contact participation goals;
- Evaluate plans submitted by contractors regarding their EEO compliance;
- Train staff on the policy and procedures to ensure compliance at all levels
- Performs other related duties as assigned

~~Essential Functions of Work—School District~~

- ~~• Supports the school's mission and strategic planning~~
- ~~• Provide district training to teams throughout the school community to build internal capacity and progress diversity, equity and inclusion goals to support organizational growth~~

- ~~Provide leadership consultation and resources to the school community and school stakeholders~~
- ~~Take appropriate actions to support and create a respectful inclusive school environment~~
- ~~Be an agent for growth who is passionate about the power of diversity, equity and inclusion~~
- ~~Performs other related duties as assigned~~

Minimum Qualifications

Education

- Bachelor's degree in business administration or human resources from an accredited University

Experience

- Three (3) to Five (5) years' experience in Diversity, Equity and Inclusion, EEO implementation and compliance
- Experience creating and facilitating diversity, equity and inclusion related roles and responsibilities

Preferred Experience

- Minority owned business or Women owned business program implementation is highly desirable
- Proper endorsements and certifications

Knowledge, Skills and Abilities

Knowledge of:

- City and Department goals and objectives.
- Knowledge of Federal and state laws regarding EEO, Minority Business Enterprises, and Women Business Enterprises.
- Ohio Revised Code; federal laws; office practices and procedures; Open Meetings laws; public records; project management.
- Knowledge of current trends relating to diversity, inclusion, access and social justice within schools

Skill in:

- Computer operation and use of modern office equipment.
- Contract compliance
- Use statistical analysis, develop complex reports,
- Establish friendly atmosphere as city representative,
- Handle sensitive inquiries from & contacts with elected officials & public

Ability to:

- Interpret a variety of instructions in written oral, picture, or schedule form
- Apply management principles to solve problems; 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
- Communicate effectively
- Demonstrate sensitivity, knowledge, and understanding in building rapport and trust with students, families and communities of diverse backgrounds
- Demonstrate leadership and success stewarding an inclusive, culturally responsive school community
- Ability to inspire open, productive and challenging conversations centered on diversity, equity and inclusion.
- Ability to build consensus and design processes that are transparent, clear and efficient
- Deal with citizens and/or employees who are emotionally distraught, angered, or violent
- Handle very sensitive/confidential information from and contact with Elected Officials and general public

Working Conditions:

- While performing the duties of this job, the employee is regularly required to communicate with others.
- The employee is required to sit or stand and move around for extended periods. While performing the duties of this job the employee.
- Must be able to push, pull, lift and carry over 25 pounds on occasion.
- The employee in this position may experience occasional exposure to blood, bodily fluids and tissue. The employee may also be required to interact with unruly children.
- Work is performed in a normal office environment
- The incumbent's working conditions are typically moderately quiet.
- May be required to attend City Council ~~and School Board~~ 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 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:	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:	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:	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	Public Information/Special Events	DEPT: Mayor's Office
Title:	Manager	
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:	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

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:	Senior Accountant	Employee Type: Full-Time (40-hr week)
Working Title:	Senior Accountant	DEPT: Auditor
Pay Grade:	17	
Reports To:	Finance Manager	FLSA Status: Exempt
Revision Date:	11/7/2022	Civil Service Type: Classified

General Description:

Under the direction of the Finance Manager, performs a variety of accounting and auditing functions. Oversees the office in the absence of the Finance Manager.

Essential Functions of Work

- Performs initial reconciliation in NWS bank rec module. Check off o/s checks, ACH payments and receipts; deposits, transfers.
- Audit and post daily receipts for Auditor and Utility departments.
- Review Ordinance requests for proper account numbers and language.
- Review change orders for Contracts to ensure funds availability prior to Auditor signing.
- Document asset purchases, deletions and transfers; maintain inventory of capital equipment, provide departments with asset tags on purchases.
- Prepare and post journal entries when necessary for additional appropriations, corrections and transactions.
- Maintain and audit original contracts received in the Auditor's office to the corresponding Ordinances and Purchase Orders.
- Prepare and Audit payroll quarterly and annual reports.
- Complete internal reports as requested, revise and update reports to be more useful and efficient.
- Review and recommend system and procedures to ensure an efficient flow of transactions ensuring compliance with laws, regulations, contracts and generally accepted accounting principles.
- Monitor financial data including appropriations, expenditures, encumbrances and invoice payment requests to determine proper coding
- Prepares or participates in the preparation of data, journal entries and documentation for City's Annual Comprehensive Financial Report
- Prepares or participates in the preparation of monthly journal entries and reports in compliance with all applicable laws, rules and regulations.
- Participates with maintaining the Chart of Accounts; assign and maintain CIP project numbers.
- Assists Finance Manager with the preparation and filing of the Annual W-2, 1099, and 1065 forms.
- Prepares or participates in the monthly reporting and payments to retirement systems
- Assist with annual budget process
- Responsible for reporting of assets and inventories in the City's Annual Comprehensive Financial Report.
- Manage department and staff when Finance Manager out of office
- Performs other related duties as assigned

Minimum Qualifications

Education

Completion of a Bachelor's degree in accounting, or business administration or related field.

Experience

- Five (5) years of previous experience in accounting or auditing; or an equivalent combination of education, training and experience.
- Working knowledge of payroll requirements, rules and reports.
- Clear understanding of rules for Fair Labor Standards, Workers Compensation, and pension requirements.
- Municipal government experience preferred.
- High-level knowledge of income tax collections, TIF's, JEDDS and CRC's preferred but not required.

Licensure or Certification Requirements

- CPA or CGFM certificates preferred or working towards certificate

Required Skills/Abilities:

- Knowledge of generally accepted accounting principles, practices and procedures. Preferably with a focus on public administration.
- Knowledge of internal accounting controls, practices and procedures.
- Knowledge of microcomputer software applications such as Excel and Microsoft Word.
- Knowledge of windows based Financial Software, preferably New World Systems or other Tyler Technology Software.
- Ability to communicate clearly in written, verbal and graphic forms.
- Ability to work independently; be a self-starter and develop solutions to accounting issues as they arise.
- Ability to prepare financial reports and statements and analyze financial transactions for appropriate journal entries and budget amendments.
- Have the ability to interpret union contracts to determine proper handling of contract requirements.
- Ability to maintain an effective working relationship with all city departments
- Ability to gain knowledge of the Auditor's office in order to assist other departments with accounting inquiries and procedures.
- Skilled in office equipment and procedures.
- Acquire knowledge of the City's timekeeping systems, credit card collections and other software used in financial data.

Working Conditions:

- Work is performed in a normal office environment.
- The incumbent's working conditions are typically moderately quiet.

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:	Zoning and Code Enforcement Inspector Assistant	Employee Type: Full-Time (40-hr week)
Working Title:	Zoning and Code Enforcement Inspector Assistant	Department: Public Service<u>Development</u> Division: Building
Pay Grade:	12	FLSA Status: Non-Exempt
Reports To:	Chief Building Official <u>Planning and Zoning Administrator</u>	Civil Service Type: Classified
Revision Date:	10/31/2022 <u>12/13/2023</u>	

General Description:

Under the direction of the ~~Chief Building Official~~ Planning and Zoning Administrator. The Zoning ~~and Code Enforcement Inspector Assistant~~ enforces the International Property Maintenance Code, while assisting in the review and approval of non-major zoning permits with the final interpretation of zoning codes under the direction of the Planning and Zoning Administrator. Communicates with staff and outside consultants, regarding permit applications and issuance; investigates complaints regarding alleged zoning or property maintenance code violations; buildings and properties within the jurisdiction to ensure compliance and zoning ordinance, property maintenance code, and related state and/or local regulations.

Essential Functions of Work

- Reviews and may approve all non-major project permits (i.e., fence, sheds, driveway, sidewalks, etc.) on residential properties as assigned by the Planning and Zoning Administrator
- Reviews and may approve signage within the city.
- Conducts limited final inspection of work performed/completed for zoning compliance on projects requested by the Planning and Zoning Administrator
- Interprets various zoning codes, answers questions, regarding same under the direction of the Planning and Zoning Administrator
- Assist with the enforcement of zoning ordinances/environmental codes of Reynoldsburg.
- Prepares and maintains various work related documents.
- Schedules and performs all follow-up necessary to gain compliance with zoning code including letters, applications, inspections, citations, calls, meetings, discussions and negotiations.
- Explain zoning code to members of the general public, contractors, business owners in the office or on the telephone.
- Prepare a variety of written reports, memos and correspondence maintaining accurate documentation and case files on all permit applications, and other job-related activities
- Receives and responds to routine inquiries in person or via telephone
- Provides assistance to general public regarding zoning on existing structure matters; confers with Director of Development, Chief Building Official, and Planning and Zoning Administrator regarding zoning matters/issues
- Performs other related duties as assigned

Required Attributes

- Outstanding communication skills, both verbally and written
- Reliability and positive attitude, with a self-starter mentality

- Able to plan long term, but readily adapt to daily changes in circumstance
- The ability to interact with the public in a positive, professional manner
- Able to multi-task and determine priorities quickly on a daily basis
- Make critical decisions quickly and rationally in situations that demand immediate attention
- Able to work outside in a variety of weather conditions
- Able to lift and move supplies up to 30 pounds
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Performs other duties as required

Minimum Qualifications

Education

- Associate degree in City Planning; Architecture; Civil Engineering Technology; Construction Management, Geographic Information Systems (GIS), Landscape Design, Real Estate, or other relevant field.
- Preferred - Bachelor's degree in city planning, Architecture, Civil Engineering Technology, Construction Management, Geographic Information Systems, Landscape Design, Real Estate, or other relevant field.
- Relevant paraprofessional experience (planning, architecture, civil engineering, construction management, geographic information systems, landscaping, real estate, or other relevant experience preferred), or any equivalent combination of education and experience.
- One (1) years' experience in related field
- Any combination of education, training and experience with provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licensure or Certification Requirements:

- Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan

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

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

5/8/2023 01/01/2024

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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 – Forty hours: an employee whose employment is expected to continue for longer than one year and who normally works a standard workweek of a minimum of 40 hours.~~

~~A permanent employee who normally works a standard workweek of a minimum of forty (40) hours and is entitled to benefits and accruals based upon a forty (40) hour workweek.~~

~~Employee, Part-Time: an employee who works less than thirty (30) hours per week, who is not entitled to benefits except vacation pay, holiday pay, sick leave and personal(s) days based upon the workweek assigned. .~~

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. – a permanent employee who normally works a standard workweek of a minimum of thirty (30) hours and is entitled to benefits and accruals based upon a thirty (30) hour workweek.~~

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>
<u>Zoning Assistant</u>	<u>1</u>	<u>Classified</u>	<u>12</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 61	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 <u>FT (3/4)</u>	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	1	Unclassified	22
Service Director			
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 <u>18</u>
Custodian	3	Classified	5
Maintenance Crew Leader Assistant Superintendent	1	Classified	12 <u>14-A</u>
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 <u>15</u>
Residential Building Inspector	1	Classified	13 <u>14</u>
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
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**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
14	\$—27.00	\$—48.00
15	\$—28.00	\$—50.00
16	\$—29.00	\$—52.00

17	\$ 30.00	\$ 56.00
18	\$ 31.00	\$ 58.00
19	\$ 32.00	\$ 60.00
20	\$ 33.00	\$ 62.00
21	\$ 40.00	\$ 64.00
22	\$ 42.00	\$ 66.00

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

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>
14-A	\$27.81	\$49.44
15-A	\$28.84	\$51.50
16	\$29.87	\$53.56
17	\$30.90	\$57.68
18	\$31.93	\$59.74
19	\$32.96	\$61.80
20	\$33.99	\$63.86
21	\$41.20	\$65.92
22	\$43.26	\$67.98

(c) Senior Police Management

<u>Pay Grade</u>	<u>Minimum</u>	<u>Maximum</u>
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
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(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~~permitted 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 for one academic year. If no credit is given for the internship, then the student will be compensated in the hourly rate range of the Seasonal Recreation Leader pay.

~~(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

(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)~~ one dollar (\$1.00) 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>Senior Accountant</u>
<u>Building Maintenance Superintendent</u>	
Criminal Justice Program Administrator	
Public Safety Social Worker/Victim Advocate Supervisor	
Diversity Equity Inclusion Compliance Manager	

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 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.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter into a Contract Extension with the Franklin County Public Health Department and Clarke Environmental Mosquito Management Inc. for Mosquito Management Services from January 1, 2024 through December 31, 2024

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Annual contract with the Franklin County Health Department and Clarke Environmental for citywide mosquito spraying

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE FRANKLIN COUNTY PUBLIC HEALTH DEPARTMENT AND CLARKE ENVIRONMENTAL MOSQUITO MANAGEMENT INC. FOR THE MOSQUITO MANAGEMENT SERVICES FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

WHEREAS, the City of Reynoldsburg contracts with the Franklin County Health Department and Clarke Environmental Mosquito Management Inc. for the management of the City's mosquito program; and

WHEREAS, the cost of this program for 2024 is \$32,587.41, which reflects a 30% increase.

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

SECTION 1. That the Mayor is hereby authorized to enter into a contract extension with the Franklin County Public Health Department and Clarke Environmental Mosquito Management

Inc. for mosquito management services for the period beginning January 1, 2024 until December 31, 2024.

SECTION 2. That the cost of this contract is \$32,587.41.

SECTION 3. These services are included in the Public Service Department 2024 Budget under Miscellaneous Contractual Services (110.448.5339).

SECTION 4. Upon adoption by Council, this Resolution shall be in effect immediately upon signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for General Engineering Consulting and Professional Design Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Currently, City code requires that the City Engineer be selected for a two year contract based on specifics listed in Chapter 174.

A RESOLUTION AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EVANS, MECHWART, HAMBLETON & TILTON, INC. (EMH&T) FOR GENERAL ENGINEERING CONSULTING AND PROFESSIONAL DESIGN SERVICES

WHEREAS, the Codified Ordinances of the City of Reynoldsburg require the City to select a Consulting City Engineer every two years to provide engineering consulting and design services; and

WHEREAS, a public announcement was placed to request for proposals from qualified engineering firms to submit bids for evaluation; and

WHEREAS, a committee consisting of the Mayor, Director of Public Service, Director of Parks and Recreation, Director of Economic Development, and two members of Council reviewed and evaluated the criteria in accordance with the Consultant Evaluation Form and have selected Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) as the Consulting City Engineer.

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 agreement with Evans, Mechwart, Hambleton & Tilton Inc. (EMH&T) for the period of January 1, 2024 through December 31, 2025, for general engineering and professional design services for the City of Reynoldsburg.

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That Council does hereby waive Section 174.04 Timetable for Selection Process.

SECTION 2. That this Resolution, upon approval by Council, shall be effective January 1, 2024 following the signature of the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter into an Agreement with Sands Decker for Back-up General Engineering Consulting and Professional Design Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This resolution selects the back-up engineer of Sands Decker for the next 2 years.

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SANDS DECKER FOR BACK-UP GENERAL ENGINEERING CONSULTING AND PROFESSIONAL DESIGN SERVICES

WHEREAS, the Codified Ordinances of the City of Reynoldsburg require the City to select a back-up Consulting City Engineer every two years to provide engineering consulting and design services; and

WHEREAS, a public announcement was placed to request for proposals from qualified engineering firms to submit bids for evaluation; and

WHEREAS, a committee consisting of the Mayor, Director of Public Service, Director of Parks and Recreation, Director of Economic Development, and two members of Council reviewed and evaluated the criteria in accordance with the Consultant Evaluation Form and have selected Sands Decker as the back-up Consulting City Engineer.

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 agreement with Sands Decker for the period of January 1, 2024 through December 31, 2025, for back-up general engineering and professional design services for the City of Reynoldsburg.

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That Council does hereby waive Section 174.04 Timetable for Selection Process.

SECTION 2. That this Resolution, upon approval by Council, shall be effective January 1, 2024 following the signature of the Mayor.

**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter into an Agreement with DLZ to Provide Project Inspection Services and General Engineering Consulting and Professional Design Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This next City Engineer selection process has separated the role of City Engineer and inspection services have been separated. This legislation appoints DLZ as the contractor to provide inspection services for most City projects.

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH DLZ TO PROVIDE PROJECT INSPECTION SERVICES AND GENERAL ENGINEERING CONSULTING AND PROFESSIONAL DESIGN SERVICES

WHEREAS, the Codified Ordinances of the City of Reynoldsburg require the City to select an engineering firm every two years to provide inspection services and engineering consulting and design services; and

WHEREAS, a public announcement was placed to request for proposals from qualified engineering firms to submit bids for evaluation; and

WHEREAS, a committee consisting of the Mayor, Director of Public Service, Director of Parks and Recreation, Director of Economic Development, and two members of Council reviewed and evaluated the criteria in accordance with the Consultant Evaluation Form and have selected DLZ to provide inspection services and engineering consulting and professional design services.

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 agreement with DLZ for the period of January 1, 2024 through December 31, 2025, for inspection services and general engineering and professional design services for the City of Reynoldsburg.

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That Council does hereby waive Section 174.04 Timetable for Selection Process.

SECTION 2. That this Resolution, upon approval by Council, shall be effective January 1, 2024 following the signature of the Mayor.

MASTER AGREEMENT FOR ENGINEERING SERVICES

This Agreement is entered into as of this [] day of [], 20[], (hereinafter referred to as the "effective date of the Agreement"), by and between **DLZ OHIO, INC**, hereinafter called "DLZ," located at **6121 HUNTLEY RD, COLUMBUS, OH 43229** and **THE CITY OF REYNOLDSBURG**, hereinafter called "Client," located at **7232 EAST MAIN STREET, REYNOLDSBURG, OH 43068**. Client and DLZ are sometimes collectively referred to as the "Parties."

Client is authorized to make and enter into all contracts or agreements which it determines are necessary or incidental to the performance of its duties and to the execution of the purposes of and the powers granted by the State of **Ohio**; and

Client desires to hire DLZ on an as-needed basis to perform certain services ("Services") for one or more Client projects (each, a "Project"); and

The Parties desire to establish the terms and conditions that will apply to individual written task orders issued by Client to DLZ for Project Services under this Agreement (each, a "Task Order"); and

DLZ desires to provide Services in accordance with the terms of this Agreement and individual Task Orders;

In consideration of the mutual promises and obligations of the Parties hereunder, the Parties agree as follows:

1. Scope of Services

- a. DLZ shall perform, in a professional manner, the Services set forth in Client's Task Orders.
- b. No Task Order shall take effect until it has been: (1) executed by both Parties, or (2) executed and issued by Client and DLZ commences to provide the Services listed in the Task Order following Client's issuance of a Notice to Proceed. The Parties agree that the terms and conditions of this Agreement are incorporated into, and are a part of, each Task Order, and each Task Order shall be governed by this Agreement, except to the limited extent explicitly stated otherwise in a Task Order.
- c. In the event of any conflict or inconsistency between the requirements of this Agreement and a Task Order including, without limitation, as to insurance coverage and indemnity requirements, the terms and conditions of the Task Order shall control.
- d. Client shall have the right to increase, decrease or alter the scope of DLZ's Services under any Task Order ("Scope of Services"), without invalidating the Task Order; however, Client shall not be entitled to alter the general nature of DLZ's Scope of Services except by mutual agreement of DLZ and Client. In the event of an increase, decrease, or other change in DLZ's Scope of Services under a Task Order, except to the extent necessitated by DLZ's breach of, or negligent acts or omissions under, this Agreement or a Task Order, the Parties shall negotiate appropriate modifications to this Agreement and/or the Task Order, including to the extent appropriate changes in compensation and time of performance, before DLZ begins performance of the revised Scope of Services.

2. Compensation

- a. DLZ shall be compensated for its Services as set forth in Client's Task Orders.
- b. DLZ shall invoice Client monthly for DLZ's professional fees earned and expenses incurred, and Client shall pay all undisputed portions to DLZ within thirty (30) days of the date of each invoice.
- c. If Client does not pay all undisputed amounts to DLZ within sixty (60) days of the date of an invoice, DLZ may suspend services upon seven (7) days written notice on the basis of non-performance on the part of Client. When all payments due have been made, DLZ will continue its Services.

3. Period of Performance

DLZ agrees to commence performance of Services upon receipt of a written "Notice to Proceed." Client recognizes that DLZ's Services may be conditioned upon Client's review of DLZ's work and/or the timely performance and completion of certain activities by Client. DLZ shall not be held liable for delays in performance of its Services to the extent caused by persons, events, or circumstances for which DLZ is not responsible.

4. Client Responsibility

- a. Client shall identify and coordinate all Services to be performed hereunder.
- b. Client will verify that DLZ has a complete understanding of its Scope of Services to be performed hereunder. Client shall provide DLZ, in a timely fashion, all information reasonably required for the performance of the Services to be performed by DLZ hereunder.
- c. Client shall upon execution of each Task Order, designate a coordinator of the Project described herein and of the professional services to be performed under this Agreement. Client shall promptly notify DLZ of the project coordinator after designation.
- d. Client shall provide DLZ with reasonable access to all premises necessary for the performance of the Services.

5. Independent Contractor

It is understood and agreed that DLZ is providing its Services as an independent contractor, and that DLZ's employees shall not be considered employees of Client.

6. Termination

- a. If either Party should fail materially to fulfill its obligations under this Agreement or a Task Order, the other Party may notify the breaching party of its intent to terminate the Agreement or Task Order, in whole or in part, if the breach is not cured as provided in this Article. Such notice to the breaching party shall be given, in the manner required in Article XII of this Agreement, thirty (30) days prior to the effective date of the intended termination and shall identify the breach to be cured. The breaching party shall have thirty (30) days from receipt of the notice to cure the breach identified in the notice. Failure to cure the breach within thirty (30) days shall entitle the nonbreaching party to terminate the Agreement. DLZ shall use reasonable efforts to minimize fees and expenses upon giving or receiving notice of any intended termination. Client shall pay DLZ all fees and expenses accrued for Services rendered up to the effective date of any termination.
- b. Task Orders will terminate automatically upon termination of this Agreement.

7. Insurance

During the term of this Agreement DLZ shall maintain, at DLZ's expense, the following insurance coverage:

- | | | | |
|----|--|---|---|
| a. | Workers' Compensation (A)
Employer's Liability (B) | Coverage A:
Coverage B:
Bodily injury by accident:
Bodily injury by disease: | Statutory

\$1,000,000 each accident
\$1,000,000 policy limit
\$1,000,000 each employee |
| b. | Commercial General Liability
(Coverage shall cover liability arising from | Each occurrence:
General aggregate limit | \$1,000,000
\$2,000,000 |

premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract)	Products and completed operations aggregate limit:	\$2,000,000
	Personal and advertising injury limit:	\$1,000,000
c. Auto Liability (Coverage shall apply to any auto including owned, hired, and non-owned autos)	Each accident:	\$1,000,000
d. Professional Liability	Each claim:	\$2,000,000
	Aggregate:	\$2,000,000

Certificates of Insurance shall be furnished to Client upon request.

8. Changes

Changes or amendments to this Agreement may be made only in writing signed by a duly authorized representative of each of the Parties.

9. Assignment and Delegation

Neither of the Parties shall assign or delegate this Agreement to any other person or entity without the prior express written approval of the other Party.

10. Trademark and Trade Name

Notwithstanding any other provision of this Agreement, neither Party shall have the right to use the trademark or trade name of the other Party without prior written approval of the other Party.

11. Standard Terms and Conditions

The Standard Terms and Conditions attached hereto as Exhibit [A] are incorporated herein and made a part of this Agreement.

12. Notices

All notices shall be in writing and be deemed to be given or made when delivered by hand or by regular U.S. mail as follows:

- a. Notices to DLZ shall be addressed to: **GARY BOWEN, DLZ OHIO, INC, 6121 HUNTLEY RD, COLUMBUS, OH 43229.**
- b. Notices to the Client shall be addressed to: [_____], **THE CITY OF REYNOLDSBURG, 7232 EAST MAIN STREET, REYNOLDSBURG, OH 43068.**

13. General Provisions

- a. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are of no further force or effect. This Agreement may be amended, changed, or supplemented only by written agreement executed by both of the Parties.
- b. Waiver: No waiver shall be deemed to have been made by either of the Parties unless explicitly stated in writing and signed by the waiving Party. The failure of either of the Parties to insist in any one or more instances upon the other Party's strict performance of any of the terms or provisions of this Agreement or a Task Order, or to exercise any option of election herein contained, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election,

but the same shall continue and remain in full force and effect, and no waiver by any Party of any one or more of its rights or remedies under this Agreement shall be deemed to be waiver of any prior or subsequent rights or remedy hereunder or at law. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.

- c. Severability: If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the applications of such term or provisions of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- d. Captions: Captions and paragraph headings are inserted only as a matter of convenience and in no way define, limit, or describe the scope or intent of this Agreement.
- e. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of **Ohio**.
- f. Confidentiality: DLZ shall each maintain in confidence information acquired from or prepared for Client under this Agreement or a Task Order. If such information is required by law to be disclosed, DLZ agrees to notify Client immediately upon receipt of any such demand or order and will reasonably cooperate with Client in the event Client seeks any legal protective order with respect to such information.

In Witness Whereof, the Parties by their duly authorized representatives, have caused this Agreement to be executed as of the date first written above.

THE CITY OF REYNOLDSBURG

DLZ OHIO, INC.

By: _____
(Name)

(Signature)

(Title)

(Date)

By: _____
(Name)

(Signature)

(Title)

(Date)

**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter into an Agreement with Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) for Back-up Inspection Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This legislation will appoint EMH&T as the back-up contractor for inspection services for the next 2 years.

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH EVANS, MECHWART, HAMBLETON & TILTON, INC. (EMH&T) FOR BACK-UP INSPECTION SERVICES

WHEREAS, the Codified Ordinances of the City of Reynoldsburg require the City to select a Consulting City Engineer every two years to provide inspection services; and

WHEREAS, a public announcement was placed to request for proposals from qualified engineering firms to submit bids for evaluation; and

WHEREAS, a committee consisting of the Mayor, Director of Public Service, Director of Parks and Recreation, Director of Economic Development, and two members of Council reviewed and evaluated the criteria in accordance with the Consultant Evaluation Form and have selected Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) to provide back-up inspection services

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 agreement with Evans, Mechwart, Hambleton & Tilton Inc. (EMH&T) for the period of January 1, 2024 through December 31, 2025, for back-up inspection services.

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That Council does hereby waive Section 174.04 Timetable for Selection Process.

SECTION 2. That this Resolution, upon approval by Council, shall be effective January 1, 2024 following the signature of the Mayor.

INTERGOVERNMENTAL AGREEMENT

Between

CITY OF REYNOLDSBURG, OHIO

and

ETNA TOWNSHIP, OHIO

This Intergovernmental Agreement is made and entered into effective as of the last date of execution (the “Effective Date”) by and between the City of Reynoldsburg, a political subdivision of the State of Ohio (the “City”), and Etna Township, Licking County, a political subdivision of the State of Ohio, through its Board of Trustees (the “Township”).

WHEREAS, the City and Township have been notified that the State of Ohio Department of Transportation (“ODOT”) plans within the next few years to construct an interchange improvement project (the “Project”) at Interstate 70 (“I-70”) and Taylor Road; and

WHEREAS, the Project is expected to have an impact on Taylor Road from I-70 to East Main Street, such corridor of Taylor Road under the jurisdiction and within the right of way and/or highway easements for the City and for the Township; and

WHEREAS, the City and Township recognize the importance of engaging in proactive planning for the anticipated increase in traffic on this portion of Taylor Road that will be generated by the Project onto Taylor Road; and

WHEREAS, the City has requested and received a proposal (“Proposal”) from Evans, Mechwart, Hambleton & Tilton, Inc. (“EMHT”) for field investigation, growth projections, and traffic study analysis associated with the impact anticipated by the Project; and

WHEREAS, the Proposal from EMHT is attached to and incorporated herein as Exhibit A; and

WHEREAS, the City and the Township desire to engage EMHT to complete the scope of services contained in the Proposal and to share in the expense of the completion of these services.

NOW THEREFORE THE CITY AND THE TOWNSHIP AGREE AS FOLLOWS:

1. The City shall enter into an agreement with EMHT for a field investigation, incorporating growth projections, and preparation of a traffic analysis in anticipation of development of the Project by ODOT.
2. The City and the Township agree to cooperate with each other and with EMHT in the preparation and review of the traffic study commissioned by the agreement with EMHT.
3. The City shall be responsible for payment to EMHT in the amount of forty-nine thousand dollars (\$49,000.00) for the services so provided.

4. Upon completion of services and payment by the City to EMHT, the Township shall reimburse the City of Reynoldsburg for one-third (1/3) of the cost of services under the agreement with EMHT, in the total amount of sixteen thousand three hundred thirty-three dollars and thirty-three cents (\$16,333.33).

Contact Information

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, Ohio 43068

Attn: Joe Begeny, Mayor

Email: jbegeny@ci.reynoldsburg.oh.us

Etna Township Board of Trustees
81 Liberty Street

P.O. Box 188

Etna, Ohio 43018-0188

Attn: President

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

ETNA TOWNSHIP BOARD OF TRUSTEES

By: _____

Print Name: _____

Title: _____

Date: _____

CITY OF REYNOLDSBURG, OHIO

By: _____

Print Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

City Attorney, Reynoldsburg, Ohio



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: An Ordinance to Amend Chapter 174 Procedure for the Selection of Design Professionals of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

singe read emergency

REASON FOR EMERGENCY:

to change the language in the code to coincide with the selection of the new engineering firms

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 174 PROCEDURE FOR THE SELECTION OF DESIGN PROFESSIONALS OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY

WHEREAS, it has been determined that Chapter 174 Procedure for the Selection of Design Professionals needs to be updated to amend language to include the addition of an engineer to preform inspection services; and

WHEREAS, the contract period will be reduced from four years to two years.

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

SECTION 1. That Section 174 Procedure for Selection of Design Professionals of the Code of Ordinances for the City of Reynoldsburg shall be and are hereby amended to read as follows:

See Exhibit A attached hereto and incorporated herein.

SECTION 2: That existing Chapter 174 be and are hereby amended.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

CHAPTER 174

Procedure for Selection of Design Professionals for Consulting City Engineer Services

174.01 Evaluation of qualifications.

174.02 Contract duration.

174.03 Public announcement of contracts.

174.04 Timetable for selection process.

174.01 EVALUATION OF QUALIFICATIONS.

(a) The evaluation of qualifications of engineering firms applying for the position of "consulting city engineer" shall be by a committee of six (6) consisting of the Mayor, Director of Public Service, Director of Parks, and Recreation, Director of Development, and two (2) members of Council as designated by Council.

(b) The qualification evaluation criteria shall be in accordance with a Consultant Evaluation Form, as prepared by the Director of Public Service and as approved by the Mayor and City Attorney.

(c) The selection committee will review the submitted qualification packages and select the highest scoring firm to serve as the primary "consulting ~~C~~city ~~E~~ngineer" and "Engineering inspection services", as well as a backup select-a-second firm for each discipline to serve in this role in the event that the primary firm has a conflict of interest.

(d) The ~~selected~~ firm(s) selected for "consulting City Engineer" will provide general consultation services, capital improvement planning, design and construction services and private development plan reviews, whereas the firm(s) selected for "Engineering Inspection services" will and perform any/all necessary field inspections for both public and private projects on behalf of the City. Individual proposals for specific projects will be provided by the primary firm and reviewed by the department and/or division head in charge of the project.

(Ord. 94-19. Passed 9-9-19.)

174.02 CONTRACT DURATION.

(a) The City will enter into two four (24)-year contracts with the primary and back-up firms for said services design professionals as approved by the Mayor and City Attorney.

(b) The necessary contracts with the selected firms design professionals are to be for a consulting City Engineer and Enginerring Inspections services, architect/ structural engineer. Council, by motion, may identify and increase the number of necessary design professional contracts.

(c) The types of future projects may include capacity studies, environmental services, roadway design and rehabilitation, water, sanitary sewer, and storm sewer design, building design and layout, planning, and other related services, as needed.

(d) The City, at the direction of the Mayor, may extend authorized contracts annually by a motion of council.

(Ord. 65-08. Passed 10-13-08; Ord. 06-16. Passed 2-8-16; Ord. 94- 19. Passed 9-9-19.)

174.03 PUBLIC ANNOUNCEMENT OF CONTRACTS.

The form of public announcement of contracts for design professionals will be in accordance with a public announcement as prepared by the Director of Public Service and as approved by the Mayor and City Attorney.

(Ord. 65-08. Passed 10-13-08; Ord. 06-16. Passed 2-8-16; Ord. 94- 19. Passed 9-9-19.)

174.04 TIMETABLE FOR SELECTION PROCESS.

The timetable for qualification based selection process shall be as follows; unless Council, by motion adopts a revised timetable:

(a) Public announcement of contracts for the engineer, ~~architect and structural engineer~~ services in early November ~~to be on or before August 1st of the third year of each four (4) year contract.~~

(b) Receive statements of qualification by end of November ~~September 1st.~~

(c) The committee of six (6) established in Section 174.01 is to evaluate qualifications and rank design professionals by early December ~~September 15th.~~

(d) The Mayor is to submit legislation authorizing contract(s) approvals to Council by ~~October 1st~~ Mid December.

(Ord. 144-96. Passed 12-16-96; Ord. 65-08. Passed 10-13-08; Ord. 94-19. Passed 9-9-19.)



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with _____ for the Waggoner Road Phase 1 Improvement Project, Appropriating Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH _____ FOR THE WAGGONER ROAD PHASE 1 IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg received multiple bids for the Waggoner Road Phase 1 Improvement Project; and

WHEREAS, the City Engineer has reviewed the proposals that were submitted and has determined that the lowest and best for the project is _____; and

WHEREAS, the City Engineer has also concluded that _____ has the ability, the resources, the experience to properly complete the project, and has recommended that the contract for the Waggoner Road Phase 1 Improvement Project for \$10,695,000.00.

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

SECTION 1. That the Mayor is hereby authorized to enter into contract with

_____ for the Waggoner Road Improvement Project for \$10,695,000.00 with a contingency ten percent (10%) amount of \$1,069,500.00

SECTION 2. That the following appropriations shall be made in an amount of \$10,695,000.00 from the unappropriated Capital Improvement Project Fund (410) and appropriated to account number _____.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and further so that construction can begin as soon as possible in order to meet contract deadlines; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



Engineers, Surveyors, Planners, Scientists

December 7, 2023

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

Subject: Waggoner Road Phase 1 Improvements (Main Street to Priestly Drive)
Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

EMH&T is pleased to submit this proposal for Construction Phase Engineering Services for the Waggoner Road Phase 1 Improvements, from Main Street to Priestly Drive.

We understand the scope includes over 20,250 square yards of asphalt pavement reconstruction; 10,270 linear feet of concrete curb and gutter; 25,720 square feet of concrete sidewalk; 6,417 linear feet of storm sewer with two new water quality structures; a 20' reinforced concrete culvert spanning French Run; 5,210 linear feet of water main; 37 new street lights, prefabricated modular retaining walls, landscaping to include the Methodist Hill Cemetery improvements, a new traffic signal at Priestly Drive, a traffic signal modification at E. Main St, and other related work.

The engineer's current opinion of probable construction cost is \$10,695,000. The anticipated construction duration is 450 calendar days from the City's issuance of the Notice to Proceed. The project is currently anticipated to commence in February 2024 and be complete in April 2025.

SCOPE OF SERVICES

EMH&T will provide engineering and project representation services for the above referenced improvements to include the following tasks, as facilitated through the EMH&T CSDocs software program:

1. Construction Engineering Services & Contract Administration

- Conduct a preconstruction coordination meeting with the City, Contractor, Subconsultants, Utilities, Police, Fire, and any other stakeholders, as requested by the City.
 - EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees
- Prepare shop drawing submittal log, review and track shop drawings and other submittals.
 - Along with the City and Design Engineer, EMH&T will review and coordinate submittals and shop drawings for conformance with the plans and specifications, and provide recommendations.
 - EMH&T will prepare a Submittal Log to coordinate, track, and document submittals throughout the duration of the construction contract.

- Provide to the City/other vested parties, submittals requiring specific comments. EMH&T will coordinate comments and approval as necessary.
- Upon request, reviewed submittals and shop drawings will be logged and provided to all interested project parties.
- Conduct periodic Progress Meetings (or as otherwise directed by the City) with the City, Design Engineer, Contractor, Subconsultant, and other project stakeholders. EMH&T will provide the following for the meeting:
 - Meeting agenda, which will include;
 - Recap of current project status, current revised contract amount, project elapsed time and percent complete
 - Updated list of current project management personnel
 - Review project safety concerns
 - Review of previous meeting minutes
 - Coordinate with the Prime Contractor to provide updated list of Subcontractors currently working on site
 - Analysis of current schedule and work completed to date
 - Discuss potential ongoing project delays
 - Update delivery schedule for long lead items
 - Updated submittal log and discuss outstanding submittals for review
 - Status of all change orders, change requests and requests for information
 - Status of all pay requests
 - Follow-up on outstanding items and issues along with new items and issues to be reviewed
 - Review drawings with updates provided by Contractor
 - Sign-in sheet
 - Meeting summary for the City, Engineer, and attendees
- Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the Owner for review and comment.
 - EMH&T will review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the Contract Documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor.
 - Make recommendation to the Owner for time extension requests from the Contractor.
 - If required, ask the Contractor to submit revised schedules when the proposed work is anticipated to not be performed in accordance with the project requirements.
 - Provide guidance to help minimize delays and regain time lost due to delays.
- Review Requests for Information and Facilitate Change Orders
 - EMH&T will review requests for information and coordinate clarification to the Contractor.
 - Change orders will be reviewed by EMH&T and all parties, as required to determine conformance with contract plans and specifications prior to Owner approval.

- EMH&T will maintain logs of quantities and review pay documentation for the Owner and Contractor.
 - Maintain daily logs of quantities for payment.
 - Review monthly and final pay estimates.
 - Generate change orders and process the change orders for Contractor and Owner.
 - Maintain a record of the work performed to include correspondence and daily project representation reports.
- EMH&T will coordinate with the Owner and Contractor prior to conducting both the pre-final and final project walk-throughs for participation and input of documented deficiencies.
 - EMH&T will prepare punch list for work performed not in accordance with the contract documents.
 - EMH&T will coordinate with the Contractor to address required warranty work.
 - Re-inspect punch list work until completed in accordance with the contract documents.
 - Submit a recommendation for acceptance of the project.
- Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings (plan-set projects).
 - EMH&T will prepare and provide record drawings of the completed work.
- Copies of correspondence, change orders, submittals, pay estimates, daily observation reports, and record drawings are retained by EMH&T until completion of the project through the 1-Year warranty period, at which time the project documents will be delivered to the Owner for future retention.
- Project Closeout.

EMH&T will provide:

 - Final Project walkthrough and punchlist.
 - Substantial Completion Affidavit.
 - Record Drawings to the Owner in a digital format (plan set projects).
 - Certificate of Final Acceptance.
 - 1 Year Warranty Review.

2. Resident/Standby Project Representation

- Our Resident Project Representatives, (RPRs) will provide full time observation. Full time observation is defined as approximately 8 hours per day. We will provide on-site project representation during the contract duration, as required, and as coordinated with the Owner to support the Administration and oversight of the improvements.
- EMH&T will observe construction activities performed by the Contractor and their Subcontractors and document the activities in respect to the plans, specifications, and contract conformance. The RPR will measure and track project quantities for payment.
- Assist in coordination of material testing, as needed. Material testing completed shall be under a subconsultant contract with a third-party provider.

- The RPR will record their observations and provide an ongoing progress log with photographs in a daily observation report. The RPR will record the quantity of items performed in conformance with the contract in a quantity log.
- EMH&T's RPR will identify and document non-conforming work if encountered. The RPR will notify the City of non-conforming work. The City will be responsible for providing notices for work stoppage to the Contractor.
- EMH&T's RPR will bring to the attention of the Owner instances:
 - Where the Contractor fails to comply with the terms of the Contract documents.
 - When the Contractor acts in a manner which is not in the best interest of the Owner.
 - When the Contractor's proposed schedule of work is in conflict with the project contract duration.
- The RPR will prepare a punch list(s) for work performed, noting deficiencies which require corrective measures by the Contractor or their assigns, for the purpose of observing and accepting the corrected conforming work. This list will be shared with City and Contractor at a minimum of bi-weekly and during the Progress Meetings to ensure deficiencies can be addressed in a timely, appropriate manner and not negatively impact subsequent work. Final Project walkthrough and 1-year warranty punch list will be conducted as defined above.
- Punch list items will be coordinated with the Contractor and the RPR will observe the work until completed in accordance with Contract documents, or as accepted by the City.
- RPR will observe completed work and provide the Owner a recommendation for acceptance. Copies of the daily observation reports are available for the Owner's review upon request, or periodically as required.

3. Engineering Support During Construction

- The EMH&T Waggoner Road design team will continue to support the project through the construction duration by performing the following tasks:
 - Continuing coordination with the private utility companies as needed during construction.
 - Coordination with the Contractor and construction team on design changes or modifications that occur or are requested during construction.
 - Aid and support on land acquisition as needed during construction.
 - Review and finalize record drawings once the project is complete.

4. Subconsultant: Street Lighting and Traffic Signals Engineering & Inspection Services

- EMH&T will subcontract a third-party provider to provide engineering services during construction and submittal review support for the traffic signal and street lighting components of the project.

5. Subconsultant: Material Testing

- EMH&T will subcontract a third-party provider to provide material testing for this project. This testing may include the following:

- Nuclear density testing of the upper 3 feet of soil and/or granular trench backfill.
- Proofrolling of prepared roadway subgrade soils.
- Nuclear density testing of roadway aggregate base.
- Temperature, thickness and placement observations of asphalt placement along with appropriate nuclear density testing.
- Prepare and test concrete compressive strength cylinders for various placements.
- Copies of the material testing reports will be made available for the City Service Director and Assistant Service Director to review in a manner to be determined by the City.

Clarifications and Exclusions

EMH&T shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the Contractor, Subcontractors, any of their agents or Subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents.

The Scope of Services does not include the following:

- Safety Compliance/Monitoring outside of EMH&T's safety procedures
- Construction Layout/Staking

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed. This scope of services is expected to support construction activities performed during the period of February 2024 through April 2025.

FEE

We have evaluated the level of effort associated with completing the construction phase engineering services. These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
Construction Engineering Services & Contract Administration	\$177,000.00
Resident/Standby Project Representation	\$450,000.00
Design Support During Construction	\$35,000.00
EMH&T Labor Fee	\$752,000.00
Reimbursable Expenses (printing, mileage, etc.)	\$25,000.00

Subconsultant – Street Lighting and Traffic Signals Engineering & Inspection Services – Allowance	\$4,000.00
Subconsultant – Material Testing Allowance	\$30,000.00

PROJECT TOTAL FEE	\$811,000.00
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Should the scope of our services change, the project duration increase, or the construction contract cost increase, additional fees may be necessary to cover the cost of the additional professional services. EMH&T will request these additional fees concurrent with the Contractor's modification/change order (if needed.)

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions, please do not hesitate to call me at (614) 775-4556.

Respectfully submitted,



James M. Nolen, PE, CPESC
Director, Construction Services Division
EMH&T

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 1 (Main St. to Just North of Priestly Dr.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
FULL DEPTH ROAD CONSTRUCTION						
1	201	Clearing and Grubbing	1	L.S.	\$50,000.00	\$50,000.00
2	202	Existing Pipe Removed (12-in - 21-in)	700	L.F.	\$18.00	\$12,600.00
3	202	Existing Storm Structure Removed	3	Ea.	\$650.00	\$1,950.00
4	203	Excavation and Embankment for Multi-Use Trail	1	L.S.	\$55,000.00	\$55,000.00
5	203	Excavation and Embankment, Including Pavement and Curb Removal, As Per Plan	9180	C.Y.	\$35.00	\$321,300.00
6	204*	Excavation of Unsuitable Subgrade	200	C.Y.	\$35.00	\$7,000.00
7	204*	Granular Embankment, Item 304	200	C.Y.	\$50.00	\$10,000.00
8	204*	Geogrid	400	S.Y.	\$4.50	\$1,800.00
9	204	Subgrade Compaction	400	S.Y.	\$2.00	\$800.00
10	204*	Proof Rolling	5	Hr.	\$150.00	\$750.00
11	253	Driveway/Parking Lot Pavement Replacement, Type 3A Per Reyn Std. Dwg. R-3	120	S.Y.	\$65.00	\$7,800.00
12	253	Driveway/Parking Lot Pavement Replacement, T=8-in Type 3B Per Reyn Std. Dwg. R-3	70	S.Y.	\$100.00	\$7,000.00
13	253	Driveway/Parking Lot Pavement Replacement, Type 3C Per Reyn Std. Dwg. R-3	150	S.Y.	\$50.00	\$7,500.00
14	301	Asphalt Concrete Base, T=5-in	2,294	C.Y.	\$170.00	\$390,055.56
15	304	Aggregate Base, 6-in	2,753	C.Y.	\$50.00	\$137,666.67
16	407	Tack Coat (0.1Gal / SY)	3,304	Gal.	\$5.00	\$16,520.00
17	441	Asphalt Concrete Intermediate Course, Type 2, (448), T=1.75-in	803	C.Y.	\$185.00	\$148,565.28
18	441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22, T=1.25-in	574	C.Y.	\$190.00	\$108,986.11
19	452	Residential Concrete Drive Approach, Class MS, Per R-11 (T=6-in)	490	S.Y.	\$85.00	\$41,650.00
20	452	Commercial Concrete Drive Approach, Class MS, Per R-11 (T=8-in)	1,000	S.Y.	\$95.00	\$95,000.00
21	605	4-in Underdrain	9,870	L.F.	\$8.50	\$83,895.00
22	606	Guardrail	642	L.F.	\$30.00	\$19,260.00
23	609	Combination Curb and Gutter, Per R-7	9,470	L.F.	\$25.00	\$236,750.00
24	609	Curb, Straight 18-in, Per R-8	400	L.F.	\$30.00	\$12,000.00
25	616*	Water	20	M.Gal	\$25.00	\$500.00
26	616*	Calcium Chloride	3	Ton	\$400.00	\$1,200.00
27	653	Topsoil Furnished and Placed	864	C.Y.	\$55.00	\$47,544.44
28	659	Seeding and Mulching	7,780	S.Y.	\$2.25	\$17,505.00
29	659	Watering, Per Plan	1	L.S.	\$600.00	\$600.00
30	SPEC	Quality Control	1	L.S.	\$2,500.00	\$2,500.00
31	SPEC	Retaining Wall	1,600	S.F.	\$85.00	\$136,000.00
32	SPEC	Mailbox, Removed and Reset	14	Ea.	\$1,000.00	\$14,000.00
FULL DEPTH ROAD CONSTRUCTION SUBTOTAL:						\$1,993,698.06
TRAFFIC CONTROL						
33	630	Signage	1	L.S.	\$20,000.00	\$20,000.00
34	644	Center Line, 5" Yellow	10,790	L.F.	\$1.50	\$16,185.00
35	644	Transverse Line, 20" Yellow	250	L.F.	\$5.00	\$1,250.00
36	644	Channelizing Line, 10" White	300	L.F.	\$2.00	\$600.00
37	644	Crosswalk Line, 10" White	1,180	L.F.	\$3.50	\$4,130.00
38	644	Lane Arrow, 72"	33	Ea.	\$80.00	\$2,640.00
39	644	School Symbol Marking	2	Ea.	\$200.00	\$400.00
40	644	Stop Line, 20" White	100	L.F.	\$8.00	\$800.00
41	644	Word on Pavement, 72", "ONLY"	5	Ea.	\$100.00	\$500.00
TRAFFIC CONTROL SUBTOTAL:						\$46,505.00
STREET LIGHTING						
41	1000	Pull Box	12	Ea.	\$1,000.00	\$12,000.00
42	1000	Conduit, 2-in	4,500	L.F.	\$20.00	\$90,000.00
43	1000	Foundation, Reinforced, 6'	30	Ea.	\$1,200.00	\$36,000.00
44	1000	Pole to Be Wired, Complete, Anchor Base (Pedestal Base)	30	Ea.	\$900.00	\$27,000.00
45	1000	Pole, Aluminum Post Top with Pedestal Base	30	Ea.	\$2,500.00	\$75,000.00
46	1000	Luminaire (Post Style) - 150 W HPS, 480 V	30	Ea.	\$1,000.00	\$30,000.00
47	SPEC	School Zone Flashing Signage	1	Ea.	\$15,000.00	\$15,000.00
48	SPEC	General Traffic Control	16,520	S.Y.	\$5.50	\$90,860.00
STREET LIGHTING SUBTOTAL:						\$375,860.00
BRIDGE						
49	SPEC	Bridge Widening/Replacement Near Main Street Intersection	50	L.F.	\$7,250.00	\$362,500.00
BRIDGE SUBTOTAL:						\$362,500.00
STORM SEWER						
50	601	Rock Channel Protection, Type A with Filter	1	L.S.	\$4,000.00	\$4,000.00
51	604	Pipe End Treatment (Headwall or Endwall)	3	Ea.	\$5,000.00	\$15,000.00
52	604	Curb and Gutter Inlet, Per ST-10	42	Ea.	\$2,500.00	\$105,000.00
53	604	Catch Basin	1	Ea.	\$1,500.00	\$1,500.00
54	604	Manhole, Type C, Per ST-3	20	Ea.	\$4,000.00	\$80,000.00
55	901	12-in Storm Sewer with Type 1 Bedding and Type A Backfill	720	L.F.	\$100.00	\$72,000.00
56	901	18-in Storm Sewer with Type 1 Bedding and Type A Backfill	1,750	L.F.	\$115.00	\$201,250.00
57	901	24-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,100	L.F.	\$165.00	\$346,500.00
58	901	36" Storm Culvert, Removed and Replaced	100	L.F.	\$375.00	\$37,500.00

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 1 (Main St. to Just North of Priestly Dr.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
59	901	48" Storm Sewer Culvert, Removed and Replaced	100	L.F.	\$500.00	\$50,000.00
60	SPEC	Water Quality	1	L.S.	\$70,000.00	\$70,000.00
STORM SEWER SUBTOTAL:						\$982,750.00
WATER LINES						
61	801	6-in Water Pipe and Fittings with Backfill Per 801.11	260	L.F.	\$100.00	\$26,000.00
62	801	10-in Water Pipe and Fittings with Backfill Per 801.12	3,531	L.F.	\$125.00	\$441,375.00
63	802	12-in Water Pipe and Fittings with Backfill Per 801.13	99	L.F.	\$130.00	\$12,870.00
64	809	Fire Hydrant, Type A (Per Std Dwg. WA-3)	8	Ea.	\$3,250.00	\$26,000.00
65	809	Fire Hydrant Removed and Delivered to the City	8	Ea.	\$450.00	\$3,600.00
66	SPEC	As-built Coordinate Table	1	L.S.	\$1,500.00	\$1,500.00
WATER LINES SUBTOTAL:						\$511,345.00
SIDEWALK						
67	202	Concrete Sidewalk and Curb Ramps, Removed	250	S.F.	\$2.50	\$625.00
68	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	20,300	S.F.	\$6.00	\$121,800.00
69	608	Curb Ramp and Landing, Class S, Per R-10	4,250	S.F.	\$8.00	\$34,000.00
70	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	19	Ea.	\$200.00	\$3,800.00
SIDEWALK SUBTOTAL:						\$160,225.00
MULTI-USE PATH						
71	608	Asphalt Multi-use Trail with 4-in Aggregate Base, Per Detail	29,350	S.F.	\$5.50	\$161,425.00
72	608	Detectable Warning System, 2-ft x 8-ft, Type E, Red (Per Columbus SS 1551)	15	Ea.	\$450.00	\$6,750.00
73	SPEC	Rectangular Rapid Flashing Beacon	4	Ea.	\$25,000.00	\$100,000.00
74	SPEC	Pedestrian Trail Fencing	400	L.F.	\$80.00	\$32,000.00
MULTI-USE PATH SUBTOTAL:						\$300,175.00
GENERAL ITEMS						
75	207	Sedimentation and Erosion Control	1	L.S.	\$23,000.00	\$23,000.00
76	207*	Construction Seeding and Mulching	4,750	S.Y.	\$1.00	\$4,750.00
77	614	Maintaining Traffic	1	L.S.	\$50,000.00	\$50,000.00
78	615*	Temporary Pavement	120	S.Y.	\$80.00	\$9,600.00
79	SPEC	Removal and Replacement of Sign/Entry Feature	1	Ea.	\$25,000.00	\$25,000.00
GENERAL ITEMS SUBTOTAL:						\$112,350.00
TOTAL SUBTOTAL:						\$4,845,408.06
CONSTRUCTION CONTINGENCY AT 12%:						\$581,449.00
CONSTRUCTION TOTAL:						\$5,426,857.06
ENGINEERING FEES - FINAL DESIGN:						\$484,541.00
CONSTRUCTION INSPECTION:						\$484,541.00
RIGHT-OF-WAY / LAND ACQUISITION (0.7 Acres/20 Properties):						\$200,000.00
TOTAL PROJECT COST:						\$6,595,939.06
TOTAL COST PHASE 1 & 2:						\$16,249,337.72

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 2 (Just North of Priestly Dr. to Broad St.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
FULL DEPTH ROAD CONSTRUCTION						
1	201	Clearing and Grubbing	1	L.S.	\$75,000.00	\$75,000.00
2	202	Existing Pipe Removed (12-in - 21-in)	900	L.F.	\$18.00	\$16,200.00
3	202	Existing Storm Structure Removed	15	Ea.	\$650.00	\$9,750.00
4	203	Excavation and Embankment, Including Pavement and Curb Removal, As Per Plan	12,700	C.Y.	\$35.00	\$444,500.00
5	204*	Excavation of Unsuitable Subgrade	300	C.Y.	\$35.00	\$10,500.00
6	204*	Granular Embankment, Item 304	300	C.Y.	\$50.00	\$15,000.00
7	204*	Geogrid	600	S.Y.	\$4.50	\$2,700.00
8	204	Subgrade Compaction	22,000	S.Y.	\$2.00	\$44,000.00
9	204*	Proof Rolling	8	Hr.	\$150.00	\$1,125.00
10	253	Driveway/Parking Lot Pavement Replacement, Type 3A Per Reyn Std. Dwg. R-3	420	S.Y.	\$65.00	\$27,300.00
11	253	Driveway/Parking Lot Pavement Replacement, T=8-in Type 3B Per Reyn Std. Dwg. R-3	80	S.Y.	\$100.00	\$8,000.00
12	253	Driveway/Parking Lot Pavement Replacement, Type 3C Per Reyn Std. Dwg. R-3	240	S.Y.	\$50.00	\$12,000.00
13	301	Asphalt Concrete Base, T=5-in	3,171	C.Y.	\$170.00	\$539,070.00
14	304	Aggregate Base, 6-in	3,804	C.Y.	\$50.00	\$190,200.00
15	407	Tack Coat (0.1Gal / SY)	4,400	Gal.	\$5.00	\$22,000.00
16	441	Asphalt Concrete Intermediate Course, Type 2, (448), T=1.75-in	1,109	C.Y.	\$185.00	\$205,165.00
17	441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22, T=1.25-in	765	C.Y.	\$190.00	\$145,350.00
18	452	Residential Concrete Drive Approach, Class MS, Per R-11 (T=6-in)	1,600	S.Y.	\$85.00	\$136,000.00
19	452	Commercial Concrete Drive Approach, Class MS, Per R-11 (T=8-in)	360	S.Y.	\$95.00	\$34,200.00
20	605	4-in Underdrain	14,150	L.F.	\$8.50	\$120,275.00
21	606	Guardrail	590	L.F.	\$30.00	\$17,700.00
22	609	Combination Curb and Gutter, Per R-7	13,550	L.F.	\$25.00	\$338,750.00
23	609	Curb, Straight 18-in, Per R-8	600	L.F.	\$30.00	\$18,000.00
24	616*	Water	35	M.Gal	\$25.00	\$875.00
25	616*	Calcium Chloride	5	Ton	\$400.00	\$2,000.00
26	630	Signage	1	L.S.	\$30,000.00	\$30,000.00
27	644	Center Line, 5" Yellow	16,115	L.F.	\$1.50	\$24,172.50
28	644	Transverse Line, 20" Yellow	600	L.F.	\$5.00	\$3,000.00
29	644	Channelizing Lane, 10"	2,150	L.F.	\$2.00	\$4,300.00
30	644	Crosswalk Line, 10"	1,040	L.F.	\$3.50	\$3,640.00
31	644	Lane Arrow, 72"	30	Ea.	\$80.00	\$2,400.00
32	644	School Symbol Marking	2	Ea.	\$200.00	\$400.00
33	644	Stop Line, 20"	250	L.F.	\$5.00	\$1,250.00
34	644	Word on Pavement, 72", "ONLY"	10	Ea.	\$100.00	\$1,000.00
35	653	Topsoil Furnished and Placed	1,137	C.Y.	\$55.00	\$62,516.67
36	659	Seeding and Mulching	10,230	S.Y.	\$2.25	\$23,017.50
37	659	Watering, Per Plan	1	L.S.	\$1,000.00	\$1,000.00
38	SPEC	Retaining Wall	7,000	S.F.	\$85.00	\$595,000.00
39	SPEC	Quality Control	1	L.S.	\$5,000.00	\$5,000.00
40	SPEC	Mailbox, Removed and Reset	20	Ea.	\$1,000.00	\$20,000.00
FULL DEPTH ROAD CONSTRUCTION SUBTOTAL:						\$3,212,356.67
STREET LIGHTING						
41	1000	Lighting Controller	1	Ea.	\$10,000.00	\$10,000.00
42	1000	Pull Box	20	Ea.	\$600.00	\$12,000.00
43	1000	Conduit, 2-in	6,450	L.F.	\$20.00	\$129,000.00
44	1000	Foundation, Reinforced, 6'	43	Ea.	\$1,000.00	\$43,000.00
45	1000	Pole to Be Wired, Complete, Anchor Base (Pedestal Base)	43	Ea.	\$800.00	\$34,400.00
46	1000	Pole, Aluminum Post Top with Pedestal Base	43	Ea.	\$2,500.00	\$107,500.00
47	1000	Luminaire (Post Style) - 150 W HPS, 480 V	43	Ea.	\$2,500.00	\$107,500.00
STREET LIGHTING SUBTOTAL:						\$443,400.00
TRAFFIC SIGNAL						
48	1000	Traffic Signal Replacement (Rosehill Road and Waggoner Rd. Jr. High)	2	Ea.	\$250,000.00	\$500,000.00
49	1000	School Zone Flashing Signage	2	Ea.	\$15,000.00	\$30,000.00
TRAFFIC SIGNAL SUBTOTAL:						\$530,000.00
BRIDGE						
50	SPEC	Bridge/Culvert Widening (Between Rodebaugh Rd. and St. Mary Church)	35	L.F.	\$6,500.00	\$227,500.00
BRIDGE SUBTOTAL:						\$227,500.00
STORM SEWER						
51	601	Rock Channel Protection, Type A with Filter	1	L.S.	\$6,000.00	\$6,000.00
52	604	Pipe End Treatment (Headwall or Endwall)	3	Ea.	\$5,000.00	\$15,000.00
53	604	Headwall for Twin 48-in Culverts	1	Ea.	\$15,000.00	\$15,000.00
54	604	Curb and Gutter Inlet, Per ST-10	58	Ea.	\$2,250.00	\$130,500.00
55	604	Catch Basin	4	Ea.	\$1,500.00	\$6,000.00
56	604	Manhole Adjusted to Grade	4	Ea.	\$500.00	\$2,000.00
57	604	Manhole, Type C, Per ST-3	27	Ea.	\$2,500.00	\$67,500.00
58	901	12-in Storm Sewer with Type 1 Bedding and Type A Backfill	1,150	L.F.	\$100.00	\$115,000.00
59	901	18-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$115.00	\$230,000.00

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 2 (Just North of Priestly Dr. to Broad St.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
60	901	24-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$165.00	\$330,000.00
61	901	36-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$225.00	\$450,000.00
62	901	48-in Storm Sewer with Type 1 Bedding and Type A Backfill	80	L.F.	\$300.00	\$24,000.00
63	SPEC	Water Quality	1	L.S.	\$125,000.00	\$125,000.00
STORM SEWER SUBTOTAL:						\$1,516,000.00
WATER LINES						
64	801	6-in Water Pipe and Fittings with Backfill Per 801.11	360	L.F.	\$100.00	\$36,000.00
65	801	8-in Water Pipe and Fittings with Backfill Per 801.12	158	L.F.	\$120.00	\$18,960.00
66	801	12-in Water Pipe and Fittings with Backfill Per 801.12	1,619	L.F.	\$165.00	\$267,135.00
67	802	6-in Water Valve with HD Box	18	Ea.	\$1,000.00	\$18,000.00
68	802	8-in Water Valve with HD Box	2	Ea.	\$1,250.00	\$2,500.00
69	802	12-in Water Valve with HD Box	3	Ea.	\$1,500.00	\$4,500.00
70	805	Water Service Transferred	10	Ea.	\$1,750.00	\$17,500.00
71	809	Fire Hydrant, Type A (Per Std Dwg. WA-3)	18	Ea.	\$4,000.00	\$72,000.00
72	809	Fire Hydrant Removed and Delivered to the City	18	Ea.	\$450.00	\$8,100.00
73	SPEC	As-built Coordinate Table	1	L.S.	\$1,500.00	\$1,500.00
WATER LINES SUBTOTAL:						\$446,195.00
SIDEWALK						
74	202	Concrete Sidewalk and Curb Ramps, Removed	450	S.F.	\$2.50	\$1,125.00
75	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	26,700	S.F.	\$6.00	\$160,200.00
76	608	Curb Ramp and Landing, Class S, Per R-10	3,440	S.F.	\$8.00	\$27,520.00
77	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	13	Ea.	\$200.00	\$2,600.00
SIDEWALK SUBTOTAL:						\$191,445.00
MULTI-USE PATH						
78	608	Asphalt Multi-use Trail with 4-in Aggregate Base, Per Detail	45,600	S.F.	\$5.50	\$250,800.00
79	608	Detectable Warning System, 2-ft x 8-ft, Type E, Red (Per Columbus SS 1551)	11	Ea.	\$450.00	\$4,950.00
80	SPEC	Rectangular Rapid Flashing Beacon	3	Ea.	\$25,000.00	\$75,000.00
81	SPEC	Pedestrian Trail Fencing	600	L.F.	\$80.00	\$48,000.00
MULTI-USE PATH SUBTOTAL:						\$378,750.00
GENERAL ITEMS						
82	207	Sedimentation and Erosion Control	1	L.S.	\$37,000.00	\$37,000.00
83	207*	Construction Seeding and Mulching	7,400	S.Y.	\$1.00	\$7,400.00
84	614	Maintaining Traffic	1	L.S.	\$75,000.00	\$75,000.00
85	615*	Temporary Pavement	185	S.Y.	\$80.00	\$14,800.00
86	SPEC	Removal and Replacement of Sign/Entry Feature	1	Ea.	\$25,000.00	\$25,000.00
GENERAL ITEMS SUBTOTAL:						\$159,200.00
TOTAL SUBTOTAL:						\$7,104,846.67
CONSTRUCTION CONTINGENCY AT 10%:						\$852,582.00
CONSTRUCTION TOTAL:						\$7,957,428.67
ENGINEERING FEES - FINAL DESIGN:						\$710,485.00
CONSTRUCTION INSPECTION:						\$710,485.00
RIGHT-OF-WAY / LAND ACQUISITION (0.55 Acres/7 Properties):						\$275,000.00
TOTAL PROJECT COST:						\$9,653,398.67

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
FRANKLIN COUNTY'S PORTION						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
MILL AND OVERLAY						
1	254	Planing, 1.5"	3,490	S.Y.	\$2.50	\$8,725.00
2	407	Trackless Tack Coat (0.1 Gal/SY)	349	Gal	\$5.00	\$1,745.00
3	441	Asphalt Concrete, Surface Course, Type 1, (448), 1.25", PG 64-22	121	C.Y.	\$190.00	\$22,990.00
MILL AND OVERLAY SUBTOTAL:						\$33,460.00
TRAFFIC CONTROL						
4	644	Center Line, 5" Yellow	1,920	L.F.	\$1.50	\$2,880.00
5	644	Edge Line, 5"	1,712	L.F.	\$0.50	\$856.00
6	644	Transverse Line, 20" Yellow	40	L.F.	\$5.00	\$200.00
7	644	Channelizing Line, 10" White	256	L.F.	\$2.00	\$512.00
8	644	Crosswalk Line, 10" White	48	L.F.	\$3.50	\$168.00
9	644	Lane Arrow, 72"	3	Ea.	\$80.00	\$240.00
10	644	Word on Pavement, 72", "ONLY"	1	Ea.	\$100.00	\$100.00
11	644	Stop Line, 20" White	24	L.F.	\$5.00	\$120.00
TRAFFIC CONTROL SUBTOTAL:						\$5,076.00
BRIDGE						
12	SPEC	Bridge Widening/Replacement Near Main Street Intersection	50	L.F.	\$7,250.00	\$362,500.00
BRIDGE SUBTOTAL:						\$362,500.00
SIDEWALK						
13	202	Concrete Sidewalk and Curb Ramps, Removed	250	S.F.	\$2.50	\$625.00
14	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	20,300	S.F.	\$6.00	\$121,800.00
15	608	Curb Ramp and Landing, Class S, Per R-10	4,250	S.F.	\$8.00	\$34,000.00
16	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	19	Ea.	\$200.00	\$3,800.00
SIDEWALK SUBTOTAL:						\$160,225.00
TOTAL SUBTOTAL:						\$561,261.00
CONSTRUCTION CONTINGENCY AT 10%:						\$56,126.00
CONSTRUCTION TOTAL:						\$617,387.00
ENGINEERING FEES - FINAL DESIGN:						\$56,126.00
CONSTRUCTION INSPECTION:						\$56,126.00
TOTAL PROJECT COST:						\$729,639.00

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
FRANKLIN COUNTY'S PORTION						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
MILL AND OVERLAY						
1	254	Planing, 1.5"	18,370	S.Y.	\$2.50	\$45,925.00
2	407	Trackless Tack Coat (0.1 Gal/SY)	1,837	Gal	\$5.00	\$9,185.00
3	441	Asphalt Concrete, Surface Course, Type 1, (448), 1.25", PG 64-22	638	C.Y.	\$190.00	\$121,220.00
MILL AND OVERLAY SUBTOTAL:						\$176,330.00
TRAFFIC CONTROL						
4	644	Center Line, 5" Yellow	10,080	L.F.	\$1.50	\$15,120.00
5	644	Edge Line, 5"	8,988	L.F.	\$0.50	\$4,494.00
6	644	Transverse Line, 20" Yellow	210	L.F.	\$5.00	\$1,050.00
7	644	Channelizing Line, 10" White	1,344	L.F.	\$2.00	\$2,688.00
8	644	Crosswalk Line, 10" White	252	L.F.	\$3.50	\$882.00
9	644	Lane Arrow, 72"	18	Ea.	\$80.00	\$1,440.00
10	644	Word on Pavement, 72", "ONLY"	3	Ea.	\$100.00	\$300.00
11	644	School Symbol Marking	1	Ea.	\$200.00	\$200.00
12	644	Stop Line, 20" White	126	L.F.	\$5.00	\$630.00
TRAFFIC CONTROL SUBTOTAL:						\$26,804.00
RETAINING WALL						
13	SPEC	Retaining Wall (Assume 2.5-ft Height, Needed to Support Sidewalk)	3,485	S.F.	\$85.00	\$296,225.00
						\$296,225.00
SIDEWALK						
14	202	Concrete Sidewalk and Curb Ramps, Removed	450	S.F.	\$2.50	\$1,125.00
15	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	26,700	S.F.	\$6.00	\$160,200.00
16	608	Curb Ramp and Landing, Class S, Per R-10	3,440	S.F.	\$8.00	\$27,520.00
17	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	13	Ea.	\$200.00	\$2,600.00
SIDEWALK SUBTOTAL:						\$191,445.00
TOTAL SUBTOTAL:						\$690,804.00
CONSTRUCTION CONTINGENCY AT 10%:						\$69,080.00
CONSTRUCTION TOTAL:						\$759,884.00
ENGINEERING FEES - FINAL DESIGN:						\$69,080.00
CONSTRUCTION INSPECTION:						\$69,080.00
TOTAL PROJECT COST:						\$898,044.00

Ohio Public Works Commission

PROJECT GRANT/LOAN AGREEMENT

STATE CAPITAL IMPROVEMENTS PROGRAM

Pursuant to Ohio Revised Code Chapter 164 and Ohio Administrative Code Chapter 164-1, this Project Loan Agreement (“Agreement”) is entered into **July 1, 2022** by and between the State of Ohio, acting by and through the Director of the Ohio Public Works Commission (“Director” or the “OPWC”), and **City of Reynoldsburg** (“Recipient”), in respect of the Project named **Waggoner Road Improvements Phase I** as described in Appendix A of this Agreement (“Project”) to provide **46** % of the total Project cost (“Participation Percentage”), not to exceed **Three Million Five Hundred Thousand Dollars** (**\$ 3,500,000**), for the sole and express purpose of financing or reimbursing costs of the Project as more fully set forth in this Agreement and the Appendices as attached.

OPWC Project **CC03Z / CC04Z**

RECITALS

The State Capital Improvements Fund created under Ohio Revised Code Section 164.08 is to benefit local subdivisions for the acquisition, construction, reconstruction, improvement, planning and equipping of roads and bridges, appurtenances to roads and bridges to enhance the safety of animal-drawn vehicles, pedestrians, and bicycles, waste water treatment systems, water supply systems, solid waste disposal facilities, and storm water and sanitary collection, storage, and treatment facilities, including real property, interests in real property, facilities, and equipment related or incidental to those facilities.

Pursuant to Ohio Revised Code Section 164.02, the Ohio General Assembly created the Ohio Public Works Commission (OPWC) to implement the policies set forth in Article VIII of the Ohio Constitution and Ohio Revised Code Chapter 164;

Pursuant to Ohio Revised Code 164.05, the Director is empowered to (i) enter into agreements with Local Subdivisions to provide loans, grants, and local debt support for Capital Improvement Projects; and (ii) authorize payments to Local Subdivisions or their Contractors for costs incurred for Capital Improvement Projects;

Pursuant to Ohio Revised Code Section 164.06, the Director is empowered to review and approve or disapprove requests for financial assistance from the District Public Works Integrating Committees in accordance with the criteria set forth in Ohio Revised Code Sections 164.06(B);

Ohio Revised Code Sections 164.05 and 164.06 permit a grant and loan of funds for such a Capital Improvement Project to be expended or provided only after the District Public Works Integrating Committee has submitted a request to fund the Project to the Director outlining the Recipient's planned use of the funds, and subsequent approval of the request by the Director;

The Recipient desires to engage in the Capital Improvement Project described in Appendix A of this Agreement; and

The Project has been duly recommended to the Director pursuant to Ohio Revised Code 164.06 by the District Committee of which the Recipient is a part.

In consideration of the contained promises and covenants, the undersigned agree as follows:

I. **DEFINITIONS AND GENERAL PROVISIONS.** The following words and terms as used in this Agreement shall have the following meanings.

"Bond Counsel" means an attorney or firm of attorneys of nationally recognized standing on the subject of municipal bonds satisfactory to the Director.

"Business Day" means a day of the year on which banks located in Columbus, Ohio and in New York, New York are not required or authorized by law to remain closed and on which The New York Stock Exchange is not closed.

"Capital Improvement Project" means the eligible project as defined in Ohio Revised Code Section 164.08 and as described in Appendix A.

"Chief Executive Officer" means the single office or official of the Recipient and as designated in Appendix A pursuant to Section V. A. or authorized designee as per written notification to the Director.

"Chief Fiscal Officer" means the single office or official of the Recipient and as designated in Appendix A, pursuant to Section V. A. or authorized designee as per written notification to the Director.

"Code" means the Internal Revenue Code of 1986, as amended. Each reference to the Code shall be deemed to include the United States Treasury Regulations in effect, whether temporary or final, with

respect thereto and applicable to the Infrastructure Bonds or the use of the proceeds thereof.

“Contractor” means a person who has a direct contractual relationship with the Recipient and is the manufacturer of all or a portion of the Project, or the provider of labor, materials or services in connection with the acquisition, improvements, construction, reconstruction, expansion, or engineering of the Project; or both.

“Cost of Project” means the costs of acquiring, constructing, reconstructing, expanding, improving and engineering projects and shall also be deemed to include preliminary costs, including but not limited to, planning costs, design costs, and financing costs.

“District Committee” means the District Public Works Integrating Committees and the Executive Committees created pursuant to Ohio Revised Code Section 164.04.

“Effective Date” means the date set forth on Page One of this Agreement.

“Eligible Project Costs” means such portion of the Project costs disbursed from the OPWC to the Recipient for the sole and express purpose of acquiring, constructing, reconstructing, expanding, improving, engineering and equipping the Project, other direct expenses, and related financing costs.

“Governing Body” means the board of county commissioners or a county council if a county, the legislative authority of a municipal corporation, or the board of township trustees if a township, the board of directors if a sanitary district; or the board of trustees if a regional water and sewer district.

“Local Subdivision” means a county, municipal corporation, township, sanitary district or regional water and sewer district of the State.

“Local Subdivision Contribution” means the Local Subdivision financial share used for the sole and express purpose of paying or reimbursing the costs certified to the Director under this Agreement for the completion of the project. Such funds shall constitute a specified percentage of the total Cost of Project set forth in Appendix B and may consist of money by any person, any Local Subdivision, the State of Ohio, or the federal government or of contributions in-kind by such parties through purchase or donation of equipment, land, easements, labor, or materials necessary to complete the Project.

“Note” means the promissory note provided to the Chief Financial Officer of record.

“Participation Percentage” means the percentage of the total actual Project costs that will be contributed by the OPWC, not to exceed the maximum dollar contribution of the OPWC identified in this Project Agreement, and the percentage of the total actual Project costs that will be contributed by the Recipient. Both percentages are identified in Appendix B. If the total actual Project costs exceed the estimated Project costs identified in Appendix B, the Local Subdivision Participation Percentage will increase to reflect the cost overrun, while the OPWC percentage contribution will decrease recognizing that there is a maximum dollar contribution from the OPWC which is identified in this Project Agreement.

“Private Business Use” means use (directly or indirectly) in a trade or business or activity carried on by any Private Person (other than a Tax-Exempt Organization) other than use as a member of, and on the same basis as, the public.

“Private Person” means any person, firm, entity or individual who or which is other than a governmental unit as defined in Code Section 150 and used in Code Sections 141 and 148.

“Project” means the scope of work specified in Appendix A.

“Project Manager” means the principal employee or agent of the Recipient having administrative authority over the Project designated in Appendix A pursuant to Section V.A., or authorized designee as per written

notification to the Director.

“Repayment Amount” means the amount to be paid by the Recipient to the OPWC on each payment date of each year during the Term pursuant to the terms and conditions of the Note.

“State” means the State of Ohio.

“Tax-Exempt Organization” means a governmental unit, as used in Code Sections 141 and 148.

“Utility” means the Project if a facility which generates revenues from fees, charges or taxes associated with the use of the facility.

II. **FINANCIAL ASSISTANCE - GRANT.** Subject to the terms and conditions contained herein, the Director hereby grants to the Recipient financial assistance, as established in this section, for the sole and express purpose of paying or reimbursing the eligible costs certified to the Director under this Agreement for the completion of the Project. The OPWC hereby agrees to provide financial assistance in the form of a grant, from the State Capital Improvements Fund, which constitutes the proceeds of the Infrastructure Bonds, in an amount not to exceed **Two Million Six Hundred Twenty One Thousand Five Hundred Dollars (\$ 2,621,500)**. Once this grant amount is fully expended, the loan amount below will be drawn on for disbursing the remaining OPWC obligations contained in the Agreement, unless otherwise specified in Appendix A. If the loan amount is necessitated for the local share, grant and loan assistance will be disbursed concurrently.

III. **FINANCIAL ASSISTANCE – LOAN.** Subject to the terms and conditions contained in this Agreement, the Director hereby grants to the Recipient financial assistance, as established in this section, for the sole and express purpose of paying or reimbursing the eligible costs certified to the Director under this Agreement for the completion of the Project. The OPWC shall lend to Recipient and Recipient shall borrow from the OPWC an amount not to exceed **Eight Hundred Seventy Eight Thousand Five Hundred Dollars (\$ 878,500)**, the proceeds of which shall be utilized solely to finance the Eligible Project Costs and/or reimburse the Recipient for its advance payment of such Eligible Project Costs. The Loan shall be disbursed by the OPWC to the Recipient pursuant to Section V of the Agreement. The terms of repayment of the Loan shall be as set forth in the Note and Recipient shall make all payments required to be made under the Note as and when due.

A. In the event the Project to be constructed is or will be a Utility, the Recipient hereby agrees to the following:

1. It shall always prescribe and charge such rates, fees, charges or taxes as shall result in revenues at least adequate to meet operation, maintenance and all expenses of the Utility and the payment of all amounts required by the Note;
2. It shall permit any authorized agent of the OPWC to inspect all records, accounts and data of the Utility at any reasonable time; and
3. It shall segregate the revenues, funds, properties, costs and expenses of the Utility from all other revenues, funds properties, costs and expenses of the Recipient.

B. The Recipient shall pay to the OPWC an amount equal to the Repayment Amount as and when due as provided in the Note from (i) any source of revenues of the Recipient, or (ii) in the event the Project is or will be a Utility, the Recipient shall make such payments from the revenues of such Utility; provided, however, that if otherwise lawful, nothing in this Agreement shall be deemed to prohibit the Recipient from using, of its own volition, any of its general revenues or other revenue sources for such payments. The obligation of the Recipient to pay the Repayment Amount shall not be assignable, and the Recipient shall not be discharged therefrom, without the prior written consent of the OPWC. During the first 15 days of May and November of each year during the Term, the OPWC shall invoice the Recipient for the sum due and owing the OPWC and

the payment of each such invoice shall be made by the Recipient to the OPWC not later than the last Business Day of January or the first day of July. The OPWC may adjust repayment schedules based on the administrative needs of the Lender. Any failure of the OPWC to invoice the Recipient shall not otherwise release the Recipient from its obligations to pay the Repayment Amount as and when due or otherwise fulfilling its obligations.

- C. The Recipient shall pay the Local Subdivision Contribution. If the Term commences prior to the determination of the final costs of the Project, the Repayment Amount and the Local Subdivision Contribution shall be based upon the best figures available at the time of execution of the Agreement or as amended. When such final costs of the Project are greater than or less than the estimated costs of the Project as set forth in Appendix B, the amount of the Loan and the Note shall be adjusted in accordance with the terms and conditions of the Note and the Local Subdivision Contribution shall be paid in full by the Recipient as and when due.
- D. In the event the final costs of the Project are greater than the estimated costs of the Project, the Recipient shall be responsible for the difference.
- E. Prior to the disbursement of the Loan, the Recipient shall demonstrate to the satisfaction of the Director the capability of the Recipient to pay the Repayment Amount and the Local Subdivision Contribution. The Director may withhold any disbursement during the Term if the Director reasonably believes that the Recipient is unable to pay the Repayment Amount or its Local Subdivision Contribution as and when due.
- F. Upon completion of the Project, the Recipient shall make a full and complete accounting to the OPWC of the Eligible Project Cost.
- G. If prior to the completion of the Term the Project shall be damaged or destroyed, partially or completely, by fire, flood, windstorm or other casualty, there shall be no abatement or reduction of the Repayment Amount or the Local Subdivision Contribution payable by the Recipient, and the Recipient shall at its cost and expense (i) promptly repair, rebuild or restore the property damaged or destroyed in substantially the same condition before such damage or destruction, and (ii) apply for any proceeds from insurance policies for claims for such losses as well as utilizing any additional moneys of the Recipient to repair, rebuild and restore the Project.
- H. In the event that title to or the temporary use of the Project, or any part thereof, shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, there shall be no abatement or reduction in the amount of the Repayment Amount or the Local Subdivision Contribution payable by the Recipient, and any net proceeds received from any award made in such eminent domain proceedings shall be paid to and held by the Recipient in a separate condemnation award account and shall be applied by the Recipient in either or both the following ways as shall be determined by the Recipient:
 - 1. The restoration of the improvements located on the Project Site to substantially the same condition as they existed prior to the exercise of said power of eminent domain; or
 - 2. The acquisition of additional real estate, if necessary, and facilities, by construction or otherwise, equivalent to the Project, which real estate and facilities shall be deemed a part of the Project without the payment of any amounts other than provided, to the same extent as if such real estate and facilities were specifically described.

Any balance of the net proceeds of the award in such eminent domain proceedings shall be paid to the Recipient upon delivery to the OPWC of a certificate signed by the Chief Executive Officer that the Recipient has complied with either paragraph (a) or (b), or both, of this Section. The OPWC shall cooperate fully with the Recipient in the handling and conduct of any prospective or

pending condemnation proceedings with respect to the Project or any part thereof. In no event will the Recipient voluntarily settle or consent to the settlement of any prospective or pending condemnation proceedings with respect to the Project or any part thereof without the prior written consent of the Director.

- I. The Recipient agrees that each of the following shall be an event of default ("Event of Default") under this Agreement:
1. The Recipient fails to make any payment to the OSGCIP of the Repayment Amount required as and when due under the Note and/or the Recipient fails to pay its Local Subdivision Contribution.
 2. The Recipient fails to observe and perform any obligations, agreements or provisions of the Agreement and all Appendices thereto, which failure shall continue for 30 days after receipt of written notice thereof from the Administrator.
- J. Whenever an Event of Default shall have happened and be subsisting, in addition to any other rights or remedies provided in this Agreement, the Note, by law or otherwise:
1. The amount of such default, in the event the Recipient defaults on the Repayment Amount, shall bear interest at 8% per annum ("Default Interest Rate"), from the date of the default until the date of the payment thereof, and all the costs incurred by the OPWC in curing such default including, but not limited to, court costs all other reasonable costs and expenses (including reasonable attorney's fees) shall be repaid by the Recipient to the OPWC as a part of the Repayment Amount.
 2. The Director may in his or her sole discretion, in accordance with Ohio Revised Code 164.05, direct the county treasurer of the county in which the Recipient is located to directly pay the amount of any default from the funds which would otherwise be appropriated to the Recipient from such county's undivided local government fund pursuant to Ohio Revised Code Sections 5747.51 to 5747.53.
 3. The OPWC shall be released from all obligations to Recipient.
 4. The entire principal amount of the Loan then remaining unpaid, together with all accrued interests and other charges shall, at the OPWC's option, become immediately due and payable.
- K. No right or remedy conferred upon the OPWC under Section J above is intended to be exclusive of any other right or remedy given in this Agreement, by law or otherwise. Each right or remedy shall be cumulative and shall be in addition to every other remedy given in this Agreement, by law or otherwise.
- L. Notwithstanding any provision contained in this Appendix, the promissory note, or any other provision of this Agreement, should the Repayment Amount equal \$5,000 or less, it shall be paid to the OPWC in two equal payments according to the invoice schedule established in this Agreement.
- M. *Joint Funded Project with the Ohio Department of Transportation.* For those projects advertised, awarded and administered by the Ohio Department of Transportation (ODOT), the Recipient and the Director hereby assign certain responsibilities to the ODOT, an authorized representative of the State of Ohio. Notwithstanding Sections V.A., V.B., and V.C. of the Project Agreement, the Recipient hereby acknowledges that upon notification by the ODOT, all payments for Eligible Project Costs will be disbursed by the Director and the OPWC directly to the ODOT. A Memorandum of Funds issued by the ODOT shall be used to certify the estimated project costs.

Upon receipt of a Memorandum of Funds from the ODOT, the OPWC shall transfer funds directly to the ODOT via an Intra-State Transfer Voucher. The amount or amounts transferred shall be determined by applying the Participation Percentages defined in Appendix B to those Eligible Project Costs within the Memorandum of Funds.

- IV. **LOCAL SUBDIVISION CONTRIBUTION.** The Recipient shall, at a minimum, contribute to the Project the Local Subdivision Participation Percentage as set forth in Appendix B of this Agreement. In the event that the total actual Project costs exceed the estimated Cost of Project identified in Appendix B, the OPWC shall not be required to increase the maximum amount of the grant and the Recipient shall increase its Local Subdivision Contribution to meet such actual Cost of Project.
- V. **PROJECT SCHEDULE.** Construction of the Project must begin within one year of the Effective Date of this Agreement, or this Agreement may become null and void at the sole discretion of the Director. A preliminary construction schedule is provided in Appendix A. Delays, with reason for the delay(s), must be communicated to the Director as soon as possible. The Director will review written requests for extensions and may extend the construction start date taking into consideration the Project can be completed within a reasonable time frame. Failure to meet the schedule without approval for an extension may cause this Agreement to become null and void at the sole discretion of the Director.
- VI. **DISBURSEMENTS.** All payments made by the OPWC shall be made directly to the contractor that performed the work on the Project and originated the invoice unless the Recipient requests reimbursement. The following provisions apply to Project disbursements:
- A. *Project Administration Designation.* Pursuant to Ohio Administrative Code 164-1-21(B) (1-3), the Recipient shall designate its Chief Executive Officer, Chief Fiscal Officer and Project Manager in Appendix A of this Agreement. The Director and OPWC must be notified of changes in these designations in writing including the addition of designees or alternates.
- B. *Disbursements to Contractors to Pay Costs of the Project.* The Recipient shall submit to the Director a Disbursement Request together with the information and certifications required by this section, unless otherwise approved by the Director. The dollar amount set forth in the Disbursement Request shall be calculated based on the Participation Percentage set forth on Page One of this Agreement or as amended, to account for changed conditions in the Project financing scheme. If all requirements for disbursement are deemed by the Director to be accurate and completed, the Director shall initiate a voucher in accordance with applicable State requirements for the payment of the amount set forth in the Disbursement Request. The Office of Budget and Management, Ohio Shared Services, will forward the warrant, drawn in connection with the voucher, by regular first-class United States mail or electronic funds transfer to the contractor or other authorized recipient designated in the Disbursement Request.

Prior to any disbursement from the Fund, the following documents shall be submitted to the Director by the Recipient:

1. If the request is for disbursement to a Contractor, an invoice submitted to the Recipient by the Contractor which invoice requests payment of such sums in connection with its performance of the Project;
2. If the request is for disbursement to the Recipient, proof of payment of the invoice such as check, warrant, or other evidence satisfactory to the Director that payment of such sums has been made by the Recipient in connection with the portion of the Project for which payment is requested;
3. A Disbursement Request Form properly certified by the Project Manager, Chief Executive Officer and the Chief Fiscal Officer; and

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4. Such other certificates, documents and other information as the Director may reasonably require.

If the Director finds that the documents comply with the requirements of this Agreement, the Director is authorized to cause the disbursement of moneys from the Fund for payment of the identified Project costs. The Recipient represents that the Project was initially constructed, installed or acquired by the Recipient no earlier than the Effective Date of this Agreement.

- C. *Limitations on Use.* No part of the moneys delivered to the Recipient pursuant to Section II is being or will be used to refinance, retire, redeem, or otherwise pay debt service on all or any part of any governmental obligations regardless of whether the interest on such obligations is or was excluded from gross income for federal income tax purposes.
- D. *Project Scope.* The physical scope of the Project shall be limited to only those Capital Improvements as described in Appendix A of this Agreement. If circumstances require a change in such physical scope, the change must be approved by the District Committee, recorded in the District Committee's official meeting minutes, and provided to the Director for the execution of an amendment to this Agreement.
- E. *Project Cost Overruns.* If the Recipient determines that the moneys provided pursuant to Section II, together with the Local Subdivision Contribution, are insufficient to pay in full the costs of the Project, the Recipient may make a request for supplemental assistance to its District Committee. Pursuant to Ohio Administrative Code Section 164-1-23, the Recipient must demonstrate that such funding is necessary for the completion of the Project and the cost overrun was the result of circumstances beyond the Recipient's control, that it could not have been avoided with the exercise of due care, and that such circumstances could not have been anticipated at the time of the Recipient's initial application. Should the District Committee approve such request, the action shall be recorded in the District Committee's official meeting minutes and provided to the Director for the execution of an amendment to this Agreement.

VII. CONDITIONS TO FINANCIAL ASSISTANCE AND ITS DISBURSEMENT. The Recipient must comply with the following before receiving funds:

- A. The Recipient certifies that the Local Subdivision Contribution necessary for the completion of the Project is available or expected to be available through the construction of the Project and must demonstrate its compliance with the provisions of Ohio Revised Code Chapter 164 and Ohio Administrative Code Chapter 164-1. If the local share as certified by the Chief Fiscal Officer at the time of the Project application becomes unavailable, the Recipient is to notify the Director and the OPWC as soon as possible or this Agreement may become null and void at the sole discretion at the Director.
- B. The Recipient shall execute all other documents and certificates as deemed necessary by the Director, on the date hereof or at any time hereafter in connection with the financial assistance and disbursement of moneys pursuant to this Agreement, including any amendments to this Agreement.

VIII. REPRESENTATIONS, WARRANTIES AND COVENANTS OF RECIPIENT. The Recipient represents warrants and covenants for the benefit of the Director as follows:

- A. The Recipient is a Local Subdivision of the State with all the requisite power and authority to construct, or provide for the construction of, and operate the Project under the laws of the State and to carry on its activities as now conducted.
- B. The Recipient has the power to enter into and perform its obligations under this Agreement and

has been duly authorized to execute and deliver this Agreement.

- C. This Agreement is the legal, valid and binding obligation of the Recipient, subject to certain exceptions in event of bankruptcy and the application of general principles of equity.
- D. The Recipient has complied with all procedures, prerequisites and obligations for Project application and approval under Ohio Revised Code Chapter 164 and Ohio Administrative Code Chapter 164-1.
- E. The Recipient is not the subject of, or has it initiated any claim or cause of action that would give rise to any liability which would in any way inhibit Recipient's ability to carry out its performance of this Agreement according to its terms.
- F. Use of the Project – Qualified Service Contracts.
 - 1. *General.* The Recipient shall not use the Project or suffer or permit the Project to be used for any Private Business Use. For purposes of the preceding sentence, use pursuant to a contract that satisfies the criteria of paragraphs 2 or 3 of this subsection shall not be regarded as a Private Business Use.
 - 2. *Qualified Service Contracts.* A Service Provider includes any person that is a Related Party to the Service Provider and the phrase "Chief Executive Officer" includes a person with equivalent management responsibilities.
 - a. *Qualified Service Contracts – Rev. Proc. 2017-13.* Unless the Recipient chooses to apply the safe harbors described below in F.2.b. for Service Contracts (defined below) entered into before (and not materially modified after) August 18, 2017, an arrangement under which services are to be provided by a Private Person ("Service Provider") involving the use of all or any portion of, or any function of, the Project (for example, the management services for an entire facility or a specific department of a facility) ("Service Contract") is a "Qualified Service Contract" if either (A) the only compensation provided for in the Service Contract consists of reimbursements of actual and direct expenses paid by the Service Provider to persons other than Related Parties and reasonable related administrative overhead expenses of the Service Provider ("Expense Reimbursement") or (B) all of the following conditions are satisfied:
 - b. The compensation (including Expense Reimbursement) for services provided pursuant to the Service Contract ("Compensation") is reasonable;
 - c. None of the Compensation (disregarding reimbursement of actual and direct expenses paid by the Service Provider to persons other than Related Parties, which for this purpose excludes employees of the Service Provider), including the timing of the payment thereof, is based on net profits from the operation of the portion of the Project with respect to which the Service Provider provides services (the "Managed Property") or any portion thereof. Compensation will not be treated as providing a share of net profits if no element of the Compensation considers, or is contingent upon, either the Managed Property's net profits or both the Managed Property's revenues and expenses for any fiscal period. For this purpose, Compensation will not be treated as providing the Service Provider a share of the Managed Property's net profits or requiring the Service Provider to bear a share of Managed Property's net losses if the Compensation is: (i) based solely on a capitation fee, a periodic fixed fee, or a

per-unit fee; (ii) incentive compensation that is determined by the Service Provider's performance in meeting one or more standards that measure quality of services, performance, or productivity, and the amount and timing of the payment of the incentive compensation does not take into account (or is contingent upon) the Managed Property's net profits; or (iii) a combination of the types of Compensation set forth in (i) and (ii);

- d. The determination of the amount of Compensation and the amount of any expenses to be paid by the Service Provider (and not reimbursed), separately and collectively, do not consider either the Managed Property's net losses or both the Managed Property's revenues and expenses for any fiscal period;
- e. The timing of the payment of Compensation is not contingent upon the Managed Property's net losses or net profits. Deferral of the payment of Compensation will not be treated as contingent on the Managed Property's net losses or net profits if the Service Contract includes requirements that: (i) the Compensation is payable at least annually; (ii) the Recipient is subject to reasonable consequences for late payment, such as reasonable interest charges or late payment fees; and (iii) the Recipient will pay such deferred Compensation (with interest or late payment fees) no later than the end of five years after the original due date of the payment of the Compensation;
- f. The term of the Service Contract, including all renewal options, is no greater than the lesser of 30 years or 80 percent of the weighted average reasonably expected economic life of the Managed Property;
- g. The Recipient must exercise a significant degree of control over the use of the Managed Property. This control requirement is met if the Service Contract requires the Recipient to approve the annual budget of the Managed Property, capital expenditures with respect to the Managed Property, each disposition of property that is part of the Managed Property, rates charged for the use of the Managed Property, and the general nature and type of use of the Managed Property (for example, the type of services);
- h. The Recipient must bear the risk of loss upon damage or destruction of the Managed Property;
- i. The Service Provider must agree that it is not entitled to and will not take any tax position that is inconsistent with being a Service Provider to the Recipient with respect to the Managed Property (e.g., the Service Provider will not claim depreciation, amortization, or investment tax credit, or deduction for any payment as rent, with respect to the Managed Property); and
- j. The Service Provider must have no role or relationship with the Recipient, directly or indirectly, that, in effect, substantially limits the Recipient's ability to exercise its rights under the Service Contract, based on all the facts and circumstances. A Service Provider will not be treated as having a role or relationship that substantially limits the Recipient's ability to exercise its rights under the Service Contract if:
 - (i) Not more than 20% of the voting power of the Governing Body of the qualified user in the aggregate is vested in the directors, officers,

shareholders, partners, members, and employees of the Service Provider;

- (ii) The Governing Body of the Recipient does not include the Chief Executive Officer of the Service Provider or the chairperson (or equivalent executive) of the Service Provider's Governing Body; and
- (iii) The Chief Executive Officer of the Service Provider is not the Chief Executive Officer of the Recipient or any Related Party to the Recipient.

3. *Qualified Service Contracts – Rev. Proc. 97-13.* A Service Contract is considered to contain termination penalties if the termination limits the Recipient's right to compete with the Service Provider, requires the Recipient to purchase equipment, goods or services from the Service Provider, or requires the Recipient to pay liquidated damages for cancellation of the Service Contract. Another contract between the Service Provider and the Recipient (for example, a loan or guarantee by the Service Provider) is considered to create a contract termination penalty if that contract contains terms that are not customary or arm's length that could operate to prevent the Recipient from terminating the Service Contract. A requirement that the Recipient reimburses the Service Provider for ordinary and necessary expenses, or restrictions on the hiring by the Recipient of key personnel of the Service Provider are not treated as contract termination penalties.

If the Recipient chooses to apply the following safe harbors, a Service Contract is a Qualified Service Contract if entered into before (and not materially modified after) August 18, 2017 and all of the following conditions are satisfied:

- a. The compensation for services provided pursuant to the Service Contract is reasonable;
- b. None of the compensation for services provided pursuant to the Service Contract is based on net profits from operation of the Project or any portion thereof;
- c. The compensation provided in the Service Contract satisfies one of the following subparagraphs:
 - (i) At least 95% of the compensation for each annual period during the term of the Service Contract is based on a periodic fixed fee and the term of the Service Contract, including all renewal options, does not exceed the lesser of 80% of the reasonably expected useful life of the Project and 15 years. For purposes of Section VII.F., a "periodic fixed fee" means a stated dollar amount for services rendered for a specified period of time that does not increase except for automatic increases pursuant to a specified, objective external standard that is not linked to the output or efficiency of the Project (e.g., the Consumer Price Index) and a "renewal option" means a provision under which the Service Provider has a legally enforceable right to renew the Service Contract but does not include a provision under which a Service Contract is automatically renewed for one-year periods absent cancellation by either party, even if such Service Contract is expected to be renewed; or

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- (ii) At least 80% of the compensation for each annual period during the term of the Service Contract is based on a periodic fixed fee and the term of the Service Contract, including all renewal options, does not exceed the lesser of 80% of the reasonably expected useful life of the Project and 10 years; or
 - (iii) At least 50% of the compensation for each annual period during the term of the Service Contract is based on a periodic fixed fee, the term of the Service Contract, including all renewal options, does not exceed five years, and the Service Contract is terminable by the Recipient on reasonable notice, without penalty or cause, at the end of the third year of the Service Contract term; or
 - (iv) All of the compensation for services is based on a capitation fee or a combination of a capitation fee and a periodic fixed fee, the term of the Service Contract, including all renewal options, does not exceed five years, and the Service Contract is terminable by the Recipient on reasonable notice, without penalty or cause, at the end of the third year of the Service Contract term; a “capitation fee” means a fixed periodic amount for each person for whom the Service Provider assumes the responsibility to provide all needed services for a specified period so long as the quantity and type of service actually provided to covered persons varies substantially; or
 - (v) All of the compensation for services is based on a per-unit fee or a combination of a per unit fee and a periodic fixed fee, the term of the Service Contract, including all renewal options, does not exceed three years and the Service Contract is terminable by the Recipient on reasonable notice, without penalty or cause, at the end of the second year of the Service Contract term; a “per-unit fee” means a fee based on a unit of service provided (e.g., a stated dollar amount for each specified procedure) and generally includes separate billing arrangements between physicians and hospitals; or
 - (vi) All of the compensation for services is based on a percentage of fees charged or a combination of a per-unit fee and a percentage of revenue or expense fee, the term of the Service Contract, including all renewal options, does not exceed two years and the Service Contract is terminable by the Recipient on reasonable notice, without penalty or cause, at the end of the first year of the Service Contract term; this subparagraph (vi) applies only to (I) Service Contracts under which the Service Provider primarily provides services to third parties (e.g., health care services) or (II) Service Contracts involving the Project during an initial start-up period for which there has been insufficient operations to establish a reasonable estimate of the amount of the annual gross revenues (or gross expenses in the case of a Service Contract based on a percentage of gross expenses) (e.g., a Service Contract for general management services for the first year of operations), in which case the compensation for services may be based on a percentage of gross revenues, adjusted gross revenues (i.e., gross revenues less allowances for bad debts and contractual and similar allowances), or expenses of the Project, but not more than one of these measures; or

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- (vii) All the compensation for services is based on a stated amount, a periodic fixed fee, a capitation fee, a per-unit fee, or a combination of the preceding. The compensation for services also may include a percentage of gross revenues, adjusted gross revenues, or expenses of the Project (but not both revenues and expenses). The term of the Service Contract, including all renewal options, does not exceed five years, and the Service Contract need not be terminable by the Recipient prior to the end of the term. For purposes of this section, a tiered productivity award as described in section 5.02(3) of Internal Revenue Service Revenue Procedure 97-13, as amplified by Internal Revenue Service Notice 2014-67, will be treated as a stated amount or a periodic fixed fee, as appropriate.
- d. The Service Provider has no role or relationship with the Recipient, directly or indirectly, that, in effect, substantially limits the Recipient's ability to exercise its rights under the Service Contract, including cancellation rights;
- e. The Service Provider and its directors, officers, shareholders and employees possess in the aggregate, directly or indirectly, no more than 20% of the voting power of the Governing Body of the Recipient;
- f. No individual who is a member of the Governing Body of the Service Provider and the Recipient is the Chief Executive Officer of the Recipient or the Service Provider or the chairperson of the Governing Body of the Recipient or the Service Provider; and
- g. The Recipient and the Service Provider are not Related Parties.
4. *Exceptions.* The Recipient may treat a Service Contract that does not comply with one or more of the criteria of Section VII.F. as not resulting in Private Business Use of the Project if it delivers to the Director, at its expense, an opinion of Bond Counsel to the effect that such Service Contract does not result in Private Business Use of the Project and that entering into such Service Contract would not adversely affect the exclusion from gross income of the interest on the bonds that financed the Project or cause the interest on such bonds, or any portion thereof, to become an item of tax preference for purposes of the alternative minimum tax imposed under the Code.
- G. *Use of Proceeds.* With respect to the Project to be financed or reimbursed by moneys granted pursuant to Section II:
1. The total cost of the Project shall not and will not include any cost which does not constitute "Costs of Capital Improvements Projects," as defined in Ohio Revised Code Section 164.01(F);
 2. All the Project is owned, or will be owned, by the Recipient or another Tax-Exempt Organization, upon providing prior written notice to the Director, for as long as the loan is outstanding;
 3. The Recipient shall not use any of the moneys to pay or reimburse the Recipient for the payment of or to refinance costs incurred in connection with the acquisition, construction, improvement and equipping of property that is used or will be used for any Private Business Use; and

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4. The Recipient may engage in Private Business Use only if it delivers to the Director, at the Recipient's expense, an opinion of bond counsel that to do so would not adversely affect the exclusion of interest on the Infrastructure Bonds from gross income for federal income tax purposes and such opinion is accepted by the Director.
- H. *General Tax Covenant.* The Recipient shall not take any action or fail to take any action which would adversely affect the exclusion of interest on the Infrastructure Bonds from gross income for federal income tax purposes.
- I. *Sufficiency of Moneys.* The Recipient has sufficient moneys in addition to those granted to Recipient pursuant to this Agreement to fund the Project to completion, as its Local Subdivision Contribution.
- J. *Construction Contract.* If federal funds are included as part of the financing of the non-OPWC portion of the Project, federal law may prevail, including, but not limited to, application of Davis Bacon prevailing wage rates, the Copeland "Anti-Kickback" Act, the Contract Work Hours and Safety Standards Act, and any federal environmental regulations. Recipient is solely responsible for ensuring compliance with federal requirements applicable to its Local Subdivision Contribution. Notwithstanding the above, the following provisions apply to construction contracts under this Agreement:
1. *Ohio Preference.* The Recipient shall, to the extent practicable, use and shall cause all its Contractors and subcontractors to use Ohio products, materials, services and labor in connection with the Project pursuant to Ohio Revised Code 164.05(A)(6);
 2. *Domestic Steel.* The Recipient shall use and cause all its Contractors and subcontractors to comply with domestic steel use requirements pursuant to Ohio Revised Code 153.011;
 3. *Prevailing Wage.* The Recipient shall require that all Contractors and subcontractors working on the Project comply with the prevailing wage requirements contained in Ohio Revised Code Sections 164.07(B) and 4115.03 through 4115.16;
 4. *Equal Employment Opportunity.* The Recipient shall require all Contractors to secure a valid Certificate of Compliance;
 5. *Construction Bonds.* In accordance with Ohio Revised Code 153.54, et. seq., the Recipient shall require that each of its Contractors furnish a performance and payment bond in an amount at least equal to 100% of its contract price as security for the faithful performance of its contract;
 6. *Insurance.* The Recipient shall require that each of its construction contractors and subcontractors maintain during the life of its contract or subcontract appropriate Workers Compensation Insurance, Commercial General Liability, Public Liability, Property Damage and Vehicle Liability Insurance, and require Professional Liability Insurance for its professional architects and engineers; and
 7. *Supervision.* The Recipient shall provide and maintain competent and adequate Project management covering the supervision and inspection of the development and construction of the Project and bear the responsibility of ensuring that construction conforms to the approved surveys, plans, profiles, cross sections and specifications.
- IX. **PROGRESS REPORTS.** The Recipient shall submit to the Director, at the Director's request, summary reports detailing the progress of the Project pursuant to this Agreement and any additional reports containing such information as the Director may reasonably require.

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- X. **AUDIT RIGHTS.** The Recipient shall, at all reasonable times, provide the Director access to a right to inspect all sites and facilities involved in the Project and access to and a right to examine or audit any and all books, documents and records, financial or otherwise, relating to the Project or to ensure compliance with the provisions of this Agreement. The Recipient shall maintain all such books, documents and records for a period of six years after the termination of this Agreement, and such shall be kept in a common file to facilitate audits and inspections. All disbursements made pursuant to the terms of this Agreement shall be subject to all audit requirements applicable to State funds. The Recipient shall ensure that a copy of any final report of audit prepared in connection with and specific to the Project, regardless of whether the report was prepared during the pendency of the Project or following its completion, is provided to the Director within 10 days of the issuance of the report. The Recipient simultaneously shall provide the Director with its detailed responses to each negative or adverse finding pertaining to the Project and contained in the report. Such responses shall indicate what steps will be taken by the Recipient in remedying or otherwise satisfactorily resolve each problem identified by any such finding. If the Recipient fails to comply with the requirements of this Section or fails to institute steps designated to remedy or otherwise satisfactorily resolve problems identified by negative audit findings, the Director may bar the Recipient from receiving further financial assistance under Ohio Revised Code Chapter 164 until the Recipient so complies or until the Recipient satisfactorily resolves such findings.
- XI. **GENERAL ASSEMBLY APPROPRIATION.** The Recipient acknowledges and agrees that the financial assistance provided under this Agreement is entirely subject to, and contingent upon, the availability of funds appropriated by the General Assembly for the purposes set forth in this Agreement and in Ohio Revised Code Chapter 164. The Recipient further acknowledges and agrees that none of the duties and obligations imposed by this Agreement on the Director shall be binding until the Recipient has complied with all applicable provisions of Ohio Revised Code Chapter 164 and until the Recipient has acquired and committed all funds necessary for the full payment of the Local Subdivision Contribution applicable to the Project.
- XII. **THIRD PARTY RIGHTS AND LIABILITY.** Nothing in this Agreement shall be construed as conferring any legal rights, privileges, or immunities, or imposing any legal duties or obligations, on any person or persons other than the parties named in this Agreement, whether such rights, privileges, immunities, duties, or obligations be regarded as contractual, equitable, or beneficial in nature as to such other person or persons. Nothing in this Agreement shall be construed as creating any legal relations between the Director and any person performing services or supplying any equipment, materials, good, or supplies of the Project sufficient to impose upon the Director any of the obligations specified in Ohio Revised Code Section 126.30. The Recipient shall be responsible for the Recipient's use or application of the funds being provided by the Director and the Recipient's construction or management of the Project.
- XIII. **TERMINATION.** The Director's and OPWC's obligations under this Agreement shall immediately terminate upon the failure of the Recipient to comply with any of the Agreement's terms or conditions. Upon such termination, the Recipient shall be obligated to return any moneys delivered to the Recipient pursuant to the provisions of this Agreement.
- XIV. **GOVERNING LAW.** This Agreement shall be interpreted and construed in accordance with the laws of the State. In the event any disputes related to this Agreement are to be resolved in a Court of Law, said Court shall be in the courts of Franklin County, State of Ohio.
- XV. **SEVERABILITY.** If any of the provisions or parts of this Agreement are found to be invalid or unenforceable, the remainder of this Agreement and the application of this provision to such other persons or circumstances shall not be affected, but rather shall be enforced to the greatest extent permitted by Law.
- XVI. **ENTIRE AGREEMENT.** This Agreement and its Appendices and Attachments contain the entire understanding between the parties and supersede any prior understandings, agreements, proposals and all other communications between the parties relating to the subject matter of this Agreement, whether such shall be oral or written.
- XVII. **CAPTIONS.** Captions contained in this Agreement are included only for convenience of reference and do not

define, limit, explain or modify this Agreement or its interpretation, instruction or meanings and are in no way intended to be construed as part of this Agreement.

- XVIII. NOTICES. Except as otherwise provided, any required notices shall be in writing and shall be deemed duly given when deposited in the mail, postage prepaid, return receipt requested, by the sending party to the other party at the addresses set forth below or at such other addresses as party may from time to time designate by written notice to the other party.
- XIX. NO WAIVER. A failure of a party to enforce strictly a provision of this Agreement in no event shall be considered a waiver of any part of such provision. No waiver by a party of any breach or default by the other party shall operate as a waiver of any succeeding breach or other default or breach by such other party. No waiver shall have any effect unless it is specific, irrevocable and in writing.
- XX. ACCEPTANCE BY RECIPIENT. This Agreement must be signed by the Chief Executive Officer and returned to and received by the Director prior to the acquisition of land and to the disbursement of funds
- XXI. ASSIGNMENT. Neither this Agreement or any rights, duties or obligations as described shall be assigned by either party without the prior written consent of the other party.
- XXII. ETHICS/CONFLICT OF INTEREST. The Recipient, by signature on this Agreement, certifies that it has reviewed and understands the Ohio ethics and conflict of interest laws, and will take no action inconsistent with those laws.
- XXIII. NON-DISCRIMINATION. Pursuant to Ohio Revised Code Section 125.111 the Recipient agrees that the Recipient and any person acting on behalf of the Recipient shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry against any citizen of this State in the employment of any person qualified and available to perform the work under this Agreement. The Recipient further agrees that the Recipient any person acting on behalf of the Recipient shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry.
- XXIV. COMPLIANCE WITH LAW. The Recipient, in expending the funds, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.
- XXV. FACSIMILE SIGNATURES. This Agreement may be executed in multiple counterparts, each of which may be deemed an original agreement and both of which shall constitute one and the same Agreement. The counterparts of this Agreement may be executed and delivered by facsimile or other electronic signature by either of the parties and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received.

All the above is agreed to and understood by the parties signed below. This Agreement for Project No. **CC03Z / CC04Z** is effective as of the date first written above.

RECIPIENT
City of Reynoldsburg

STATE OF OHIO
Ohio Public Works Commission

E-SIGNED by Joe Begeny
on 2022-09-13 09:14:49 EDT

Joe Begeny, Mayor



Linda S. Bailiff, Director

Appendix A

Project Completion Schedule, Administration Designation, Description

- 1) *Project Schedule.* Construction must begin within one year of July 1, 2022 . Construction is scheduled to begin March 31, 2023 with completion by July 1, 2024 . The Recipient may make a written request for an extension of the date to initiate construction, specifying the reasons for the delay and providing new construction start and completion dates. Requests may be approved by the Director providing that the Project can be completed within a reasonable time frame.
- 2) *Project Administration Designation.* The Project Administration Designation required by Section V.A. of this Agreement is designated by the Recipient as follows:

Joe Begeny, Mayor	to act as the Chief Executive Officer;
Stephen Cicak, Auditor	to act as the Chief Fiscal Officer; and
William Dorman, Public Service Director	to act as the Project Manager.
- 3) *Project Location & Description.* The Project, for which the provision of financial assistance is the subject of this Agreement, is hereby described as follows:

Location:

The project is located in the City of Reynoldsburg and includes improvements to Waggoner Road. The improvements will begin at the intersection with East Main Street extending approximately 4,600 linear feet to just north of Prestley Drive.

Description:

The improvements include full reconstruction and widening of the roadway pavement to accommodate a center turn lane where significant intersections are present with the addition of curb and gutter, a multi-use path, and sidewalk. The existing non-ADA compliant curb ramps will be replaced to conform to current regulations and added to all intersection crossings. The undersized storm sewer system will be modified and enlarged to improve drainage within the project corridor. The old, deteriorated water main will be replaced, and street lighting will be replaced to improve night time visibility.

Appendix B

Local Subdivision Contribution, Disbursement Ratio, Project Financing and Expenses Scheme

- 1) *OPWC/Local Subdivision Participation Percentages:* For the sole and express purpose of financing/reimbursing costs of the Project, the estimated costs of which are set forth and described below, the Recipient hereby designates its Local Subdivision Percentage Contribution as amounting to a minimum total value of **54 %** of the total Project Cost. The OPWC Participation Percentage shall be **46 %** not to exceed \$ **3,500,000**.
- 2) *Project Financing and Expenses Scheme:* The Recipient further designates the Project's estimated financial resources and estimated costs certified to the OPWC under this Agreement for the Project to consist of the following components:

Project Estimated Costs	
a) Engineering	559,895
b) Construction Administration	559,895
c) Right-of-Way	321,979
d) Construction	5,598,945
e) Permits, Advertising, Legal	0
f) Construction Contingencies	559,895
Total Estimated Costs	7,600,609
Project Financial Resources	
a) Local Resources	
In-kind/Force Account	0
Local Revenues	4,100,609
Public Revenue – ODOT/FHWA	0
Public Revenue – OEPA/OWDA	0
Public Revenue – Other	0
Total Local Resources	4,100,609
b) OPWC Funds	
Grant	2,621,500
Loan	878,500
Total OPWC Funds	3,500,000
Total Financial Resources	7,600,609

PROMISSORY NOTE**\$ 878,500****City of Reynoldsburg****July 1, 2022****CC04Z**

FOR VALUE RECEIVED, the undersigned (the "Recipient") promises to pay to the order of the Ohio Public Works Commission (hereinafter the "Lender," which term shall include any holder hereof), at its office located at **65 E. State Street, Suite 312, Columbus, OH 43215**, or at such other place as the holder hereof may designate in writing the principal sum of **\$ 878,500** or so much thereof as shall be advanced by Lender and remain unpaid, together with all costs herein provided following Project completion and thereon until said amounts have been paid in full at a rate equal to **0%** per annum.

Principal due under this Note shall be payable as follows. The first payment due shall be made on the last business day in January or the first day in July following the date of Project completion, whichever date first occurs. Thereafter, payments are due the last business day in January or the first day in July for the term of the loan. Principal shall be due and payable in equal consecutive semi-annual installments accordingly until maturity. Subject to adjustment as provided herein, the amount of each such semi-annual installment of principal shall be the amount which would fully amortize the unpaid principal balance of the indebtedness evidenced by this Note, such amortization to be based upon (i) an amortization period of **30** years commencing on the date of the first payment. The Recipient acknowledges that if the semi-annual payments set forth above do not fully amortize this Note, the payment due on the Maturity Date will be a final payment, consisting of the entire unpaid principal balance hereof.

If Recipient shall fail to make any payment when due, and the same is not corrected within 60 days, then the amount of such default shall bear interest thereafter at the rate of 8% per annum (the "Default Rate") from the date of the default until the date of the payment thereof, and the entire principal hereof then remaining unpaid, together with all charges, shall, at the Lender's option, become immediately due and payable and/or the Lender by and through its Director may, in the Director's sole and complete discretion and in accordance with Ohio Revised Code 164.05, direct the county treasurer of the county in which the Recipient is located to pay the amount due from funds which would otherwise be appropriated to the Recipient from such county's undivided local government fund pursuant to Section 5747.51 to 5747.53 of the Revised Code. The Lender may exercise this option to direct the county treasurer to pay the amount due from the local government fund without any notice or demand during any default by Recipient regardless of any prior forbearance. The lender shall be entitled to collect all costs incurred by the Lender in curing such default, including, but not limited to court costs and reasonable attorney fees from a suit brought to collect this Note. In addition, if the Lender exercises its option to direct the county treasurer to pay the amount due from the local government fund, the Lender shall be entitled to collect all reasonable costs and expenses of any efforts by the Lender to collect the amount due from the local government fund, including but not limited to reasonable attorneys' fees. Lender may, at its option, delay in or refrain from exercising some or all its rights and remedies without prejudice thereto and regardless of any prior forbearance.

This Note was executed in **City of Reynoldsburg, Franklin**, Ohio. The Recipient represents that it has received all the necessary approvals from its legislative or authorizing body to execute and deliver this Note to the Lender.

By: _____
Stephen Cicak, Auditor

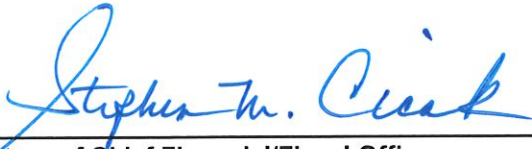
**CHIEF FINANCIAL OFFICER'S CERTIFICATION OF LOCAL FUNDS /
LOAN REPAYMENT LETTER**

September 2, 2021

I understand the staff administrative fee for the SCIP and LTIP programs is funded from a contribution of up to 1% of the original award amount. I understand that all communities receiving awards for FY 2023 will receive an invoice during second quarter of 2023 for administrative services. In addition, I understand that payment for these services must come from local general funds and not from the award funds.

I, Fiscal Officer of the City of Reynoldsburg, hereby certify that the City of Reynoldsburg has the amount of \$4,100,609.00 in the General Fund and that this amount will be used to pay the local share for the Waggoner Road Improvements, Phase 1 when it is required.

I, Fiscal Officer of the City of Reynoldsburg, hereby certify that City of Reynoldsburg has / will have / will collect the amount of \$878,500.00 in the General Fund and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the Waggoner Road Improvements, Phase 1 over a 30-year term.



Signature of Chief Financial/Fiscal Officer

9.9.21

Date

City Auditor

Title

APPLICANT EVALUATION CRITERIA – Round FY23

Instructions: Read each criterion carefully and respond as directed. Many criteria will ask you to enter information in a table. Enter other information for each criterion under the **RESPONSE** prompts. Note that all responses under Applicant Evaluation Criteria are limited to one page per question.

Each question (A1-A16) has a raw score between 0 and 5 points. The raw score for each criterion will be multiplied by its weight to determine its final score.

Begin by completing the project component chart below.



Documentation Required

Attach a plan view or map to illustrate the scope of the project.

Component	Existing? (Y/N)	Quantity	Proposed Change? (Y/N)	Quantity
ADA curb ramps	Y	2 Ramps	Y	37 Ramps
Bike lanes	N		N	
Bridge/Culvert	Y	1 Bridge and 2 Culverts	Y	50 L.F. Bridge Widening and 2 Culverts replaced
Bus stop/shelter	N		N	
Curb and gutter	Y	800 L.F.	Y	Add and Replace 9,500 L.F.
Multi-use path	N		Y	29,300 S.F.
Road	Y	17,250 S.Y.	Y	18,400 S.Y.
Roundabout	N		N	
Sanitary sewer	Y	200 L.F.	N	
Sidewalks	N		Y	20,300 L.F.
Street lighting	Y	6 Luminaires	Y	Add and Replace 32 Luminaires
Storm sewer	Y	500 L.F.	Y	43 Inlets, 20 Manholes, 4570 LF Pipe
Traffic signal	Y	1 Signal	Y	1 Signal Added at Priestley Drive
Turn lane(s)	Y	5 Turn Lanes	Y	Add and Expand Existing Turn Lane along with Creating a Dedicated 3 rd Lane through Congested areas.
Waterlines	Y	4,000 L.F.	Y	Remove and Replace 3,900 L.F.
Other (specify)				

A1) PHYSICAL CONDITION (Weight: SCIP= 8; LTIP= 6) – ORC 164.06(B)(2), 164.14(E)(9)

Skip this question if your project is 100% new or expansion work.

Condition is based on the amount of deterioration that is field verified or documented exclusive of capacity, serviceability, or health, safety, and welfare issues. Condition is rated only on the existing facility being repaired or abandoned. If the existing facility is not being abandoned or repaired, but a new facility is being built, it shall be considered as an expansion project.

Complete chart below for the infrastructure to be repaired or replaced and the applicable project type. If the project type does not have an applicable table, complete the “Other” chart.



Documentation Required

Attach documentation of how the condition rating was determined (with the pavement condition rating form, ODOT Bridge Inspection Field Report, documentation of waterline break frequency, etc.). Applicants are encouraged to provide photos depicting the current physical conditions.

Roads, Bridges and Culverts

Location (Road Segment, Bridge Location, etc.)	Rating (e.g. PCR, Bridge Rating)
Waggoner Road from East Main Street to Priestley Drive	41.5

Water Supply

Average annual number of breaks per 1000 miles of pipe	N/A
Percent of water unaccounted for (out of total produced)	N/A
Number of EPA violations in the past year	N/A
Peak demand compared to design capacity (percent)	N/A
Tuberculation in water lines (Yes/No)	N/A

Wastewater Systems

Facility influent flows and/or organic loads compared to design levels (percent)	N/A
Number of violations that exceed 20% of the NPDES permit limits in the past year *	N/A
Have formal enforcement proceedings started? (Yes/No)	N/A

* Do not include violations due to improper operation of the facility.

Stormwater Collection

Average number of breaks per 1000 miles of pipe	N/A
*Instances of flooding (select one):	
After heavy storms, in limited areas	N/A
After heavy storms, fairly widespread	N/A
Often, in limited areas	N/A
Often, fairly widespread	N/A

* Documentation includes testimony from utility, emergency and public services and/or property owners. Provide pictures if possible.

Solid Waste

Start year of operations	N/A
Percent of approved floor space filled	N/A
Estimated remaining life (years and months)	N/A
List any best available technology (BAT) features in use:	N/A

Other (signals, curb ramps, etc.)

Estimated remaining years of useful life	N/A
--	-----

For any project type, consider the information provided and select the condition rating that represents the average physical condition of all components of the infrastructure to be repaired or replaced.

Select Condition	Condition Rating	Description	Points
	Good	Requires routine maintenance and periodic repairs to maintain integrity.	1
	Fair	Requires minor rehabilitation to maintain integrity.	2
	Poor	Requires <u>partial</u> reconstruction or extensive rehabilitation to maintain integrity.	3
X	Critical	Requires <u>major</u> reconstruction to maintain integrity.	4
	Failed	Permanently closed or out of service. Beyond any corrective action.	5

Why did you select the physical condition checked above? Explain. For road, bridge, and culvert projects, identify the methodology for rating the condition.

RESPONSE:

The pavement on Waggoner Road was rated in accordance to the procedures found in the Ohio Department of Transportation's Pavement Condition Rating (PCR) System. Within the project corridor, the pavement was scored 41.5 out of a possible 100 points based on the Ohio Department of Transportation (ODOT) Standards. Also, the Structural Deduct Score for the pavement is 39.6. Typically, ODOT recommends full reconstruction when the Structural Deduct Score is in excess of 25. With these factors, the pavement section was rated "Critical" as defined by the District 3 OPWC Application Manual. The roadway exhibits extensive wheel track cracking, longitudinal cracking, edge cracking, block cracking, rutting and settlement. These visible surface distresses are indicative of base failure and structural instability.

Both the photographs of the existing pavement and the ODOT PCR Rating form are located in the Supportive Documentation.

A2) AGE (Weight: SCIP = 1; LTIP = 1) – ORC 164.06(B)(2)

How many years have passed since the last major rehabilitation of the primary infrastructure involved in the project? Describe the scope of the major rehabilitation. If the infrastructure was never rehabilitated, provide the number of years since it was constructed. No documentation is necessary. However, OPWC's Small Government Program does require proof of age.

RESPONSE:

Waggoner Road between East Main Street and Priestley Drive was reconstructed in 1957. The majority of the road was resurfaced in 2006 or 15 years ago, but the original pavement base was placed 64 years ago.

Points are awarded based on the primary type of infrastructure/project and its associated life expectancy, according to the following table.

Infrastructure Type	Typical Useful Life (years)	5 points	4 points	3 points	2 points	1 point
		Years Since Last Major Rehabilitation is at Least:				
Bridges	75	75	60	45	30	15
Traffic signals	12	12	10	7	5	2
Full-depth road construction	25	25	20	15	10	5
Less than full-depth replacement	15	15	12	9	6	3
Pump, lift station, equipment	15	15	12	9	6	3
Sanitary sewers	40	40	32	24	16	8
Storm sewer	40	40	32	24	16	8
Water lines	40	40	32	24	16	8
ADA curb ramps	25	25	20	15	10	5

A3) CRASHES (Weight: SCIP = 3; LTIP = 6) – ORC 164.14(E)(10)

How will the project reduce the number of fatal and serious injury (FS) crashes?

RESPONSE:

During a review of recent crash records along Waggoner Road, the Reynoldsburg City Engineer notes a series of similar accidents occurring from two factors:

1. Rear-end accidents occurring as motorist yielding to oncoming traffic make left hand turns. Often times, vehicles behind these yielding cars fail to slow down in time.
2. Vehicles leaving the roadway and striking items such as trees, fire hydrants, mailboxes and signs on the side of the road.

The majority of Waggoner Road from East Main Street to Priestley Drive is a two lane road with narrow lanes. Designated turn lanes will be added to all intersections with significant residential and commercial facilities. This countermeasure will allow vehicles intending to turn across oncoming traffic to do so more safely. Crash Modification Clearinghouse approximates a decline in crashes of 20% by adding a third lane.

The existing roadway does not include a curb along the edge of pavement. Curb and gutter is proposed throughout the corridor, which will help to prevent many accidents where drivers leave the roadway and strike stationary objects. Also, curb and gutter will dramatically improve the drainage during heavy rain events. A designated storm sewer with curb inlets will reduce dangerous ponding. Based on Crash Modification Clearinghouse, adding combination curb and gutter has a Crash Reduction Factor of 11, indicating an estimated reduction in crashes by 11%.

Waggoner Road lacks pedestrian facilities within the project limits, so cyclists and pedestrians must travel on the road or the steep ditch on the side. With narrow lanes and limited passing areas, Waggoner Road is very dangerous for cyclist and pedestrian traffic. In 2018, one resident walking along the road at night was hit by a car. The pedestrian was in critical condition and rushed to a hospital. Please see the Supportive Documentation for the news article outlining the

crash. Creating pedestrian accommodations including ADA compliant ramps, a multi-use path and a sidewalk is essential for the safety of the surrounding communities. According to Crash Modification Clearinghouse, adding a sidewalk and multi-use trail will decrease crashes by 59% and 25%, respectively.

The countermeasures proposed in this improvement will directly result in a reduction of these types of crashes are adding additional left turn lanes, widening the lanes and adding a curb along the edge of the road. Crash Modification Clearinghouse shows that these improvements will reduce the potential for crashes and support letters from the Reynoldsburg Police Department, Truro Township Fire Department and Reynoldsburg City Schools are located in the Supportive Documentation.

In order to receive points, applicant must provide the rationale used and demonstrate that the proposed project will reduce fatal and serious injury (FS) fatal and serious injury (FS) crashes. If this issue is not addressed, no points may be given regardless of the crash rate. Do NOT include police crash reports with the application. A safety study may be provided for additional support.

If the rationale is sufficient, MORPC staff will analyze five years of crash data using information from the Ohio Department of Public Safety and the Ohio Department of Transportation. The following four variables will be used:

1. Crash Frequency or Crash Density
2. FS Crash Frequency or Crash Density
3. FS Crash Rate
4. Pedestrian/Bicyclist FS Crashes

CRASH ANALYSIS VARIABLES	
Variable A1	<u>Crash Frequency</u> is the total number of crashes that have occurred at each intersection. Crash Frequency = N N = Total number of crashes
Variable A2	<u>Crash Density</u> is the total number of crashes that have occurred per mile of segments Crash Density = N/L N = Total number of crashes L=Length
Variable B1	<u>FS Crash Frequency</u> is the total number of FS crashes that have occurred at each intersection. FS Crash Frequency = N N = Total number of FS crashes
Variable B2	<u>FS Crash Density</u> is the total number of FS crashes that have occurred per mile of segments FS Crash Density = N/L N = Total number of FS crashes L=Length
Variable C	<u>FS Crash Rate</u> (per 10 million vehicles) is the total number of FS crashes relative to the average traffic volume entering the intersection and number of crashes per 10 million vehicle miles traveled for segments. FS Crash Rate = $\frac{N}{ADT * 365 \text{ days} * 5 \text{ years} * 10^{-7}}$ ADT = Average daily traffic entering the intersection or segment N = Total number of FS crashes at the project location
Variable D	<u>Pedestrian/Bicyclist FS Crashes</u> is the total number of FS crashes involving a pedestrian or bicyclist that have occurred at the project location. Ped/Bike FS Crashes = N_{pb} N_{pb} = Total number of ped/bike FS crashes

Staff will determine the score from 0 to 5 for each of the four variables from the chart below. The final point score will be determined by the average point value of all four variables (A, B, C, and D).

	A		B		C	D
	(Intersection)	(Segment)	(Intersection)	(Segment)	(Int. or Seg.)	(Int. or Seg.)
Points	A1. Crash Freq	A2. Crash Density (per mile)	B1. FS Crash Freq	B2. FS Crash Density (per mile)	C. FS Crash Rate (per 10M veh/year)	D. Ped/Bike FS Crashes
0	<10	<15	0	0	0	0
1	10-24	15 to <50	1-2	0 to <2	0 to <0.5	—
2	25-39	50 to <85	3-4	2 to <4	0.5 to <1.5	—
3	40-54	85 to <120	5-6	4 to <6	1.5 to <2.5	1
4	55-69	120 to <155	7-8	6 to <8	2.5 to <3.5	—
5	70+	155+	9+	8+	3.5+	2+

A4) PUBLIC SAFETY (Weight: SCIP = 1; LTIP = 2) – ORC 164.06(B)(4), 164.14(E)(10)

Mark the unsafe conditions currently attributable to the infrastructure that will be ameliorated by the project.



Documentation Required

Supportive evidence, such as letters from officials, public notices of service disruptions, photos, media articles, communications to or from residents, etc., is required for each unsafe condition.

Check If Applicable	Current Condition	Points (Cumulative, up to 5)
X	Geometric issues (sharp curve, severe drop-off, poor sight distance, etc.)	1 to 2
	Delayed emergency response	1
X	Insufficient lighting	1
	Frequent flooding or standing water in open areas	1
	Loss of water service (more than 24 hours)	2
	Insufficient fire hydrant flow	1
	Extended closure resulting in rerouted traffic	3
	Extended closure of bridge or emergency route	5
X	Other unsafe conditions	1 to 2

Describe each unsafe condition or situation caused by the existing infrastructure and how the project would address it. If there are applicable design or safety standards that the infrastructure currently fails to meet, provide the standard and its source, and describe how the project compares to the standard both currently and after the project is completed. Where a range of points is specified for a condition, the score will be based on a combination of the severity and frequency of the unsafe condition and the quality of supportive evidence.

RESPONSE:

The safety of the general public, both motorist and pedestrians, have been adversely affected by the infrastructure condition in its current condition and will continue to have negative affects until the completion of the improvements proposed herein.

Steep ditches are found on both sides of Waggoner Road for the majority of the corridor. Utility poles and other obstructions are within the clear zone forming hazards to motorists who leave the roadway. Once improved, ditches will be filled and a storm sewer will be installed to address drainage problems.

The existing corridor is also characterized by several changes in vertical and horizontal grade throughout this curving and hilly roadway. For example, the intersection sight distance is insufficient at the intersections with Oakbrook Drive, Ridgemont Court, Jordan Crossing Way, as well as other private drives. While the road must continue to follow the existing land, the redesign will focus on improving sight distance by decreasing the severity of these hills and curves and by clearing roadside trees as needed for both the establishment of the sidewalk / multi-use path, and to clear the line of sight to oncoming traffic at these intersections.

Street lighting within the corridor is provided sporadically resulting in poor lighting levels throughout the project. A considerable number of horizontal and vertical curves make up the roadway. These horizontal curves become dangerous when insufficient light is present. After enhancements to the corridor, sufficient street lighting will be placed. Also, both vertical and horizontal curves will be optimized and designed in accordance to ODOT standards and specifications.

The pavement section on Waggoner Road is in critical condition. Many of these asphalt failures can be attributed to subgrade drainage and surface ponding. Ponding is incredibly dangerous to both motorists and pedestrians. With the large amount of vehicle traffic present and expected in the future, these conditions will become more unsafe as time goes on.

A 10-in asbestos cement water main runs along the corridor and provides service to the surrounding communities. Asbestos cement is incredibly brittle and will corrode overtime. Often times a pinprick will grow to be a catastrophic crack. Due to both the material and age, breaks often occur which leads to roadway closures and loss of pressure. When breaks happen, city crews must take precautions to limit exposure to the hazardous dust. In February of 2020, a large water main break occurred on Waggoner Road causing a decrease in water pressure and road closure.

Addressing this issues is top priority for the City of Reynoldsburg. This project is well supported by the safety officials having jurisdiction over the area, as exemplified by the letters of support in the Supportive Documentation.

A5) PUBLIC HEALTH PROBLEM (Weight: SCIP = 5; LTIP = 0) – ORC 164.06(B)(4), 164.14(E)(10)

Check applicable conditions in the table that follows.



Documentation Required

Supportive evidence, such as letters from officials, public health notices, photos, media articles, enforcement actions, communications to or from residents, etc. is required for each condition. Contamination must be documented with evidence of the presence of contamination in excess of standards protective of public health.

Check If Applicable	Current Condition	Points (Cumulative, up to 5)
	Infestation of mosquitoes, insects or rodents	1 to 2
	Basement flooding (stormwater)	1 to 3
	Basement flooding (sanitary)	2 to 4
	Health department or EPA orders to fix	2 to 4
	Biofilm in water lines OR contamination of drinking water	1 to 4
	Contamination of environment	2 to 4
	Other public health problem	1 to 5

Describe each public health problem or unhealthy condition. Explain how the existing infrastructure contributed to it, and how the proposed project will correct or mitigate it. The score within the specified range will be based on a combination of the severity, frequency, and quality of supportive evidence.

RESPONSE:

Not Applicable

A6) ECONOMIC GROWTH AND DEVELOPMENT (Weight: SCIP = 3; LTIP = 5) – ORC 164.14(E)(3)

This criterion relates to the potential of the project to facilitate the creation or retention of commercial (i.e., office, industrial, or manufacturing) jobs in District 3 (Franklin County). Retail or residential development does not receive credit. Depending on the type of documentation provided, applicants can receive points for either A6a or the sum of A6b and A6c, for a maximum of 5 total points.

Check If Documented	Documentation	Points
	A6a) Letter from an economic development entity	1
OR		
	A6b) Contract or letter from a commercial developer	3
	A6c) Less than 25 jobs created or retained	1
	A6c) At least 25 jobs created or retained	2

A6a) Letter from an Economic Development Entity



Documentation Required

Provide a copy of a signed letter from an economic development entity not affiliated with the applicant indicating that the project supports the potential creation or retention of commercial (i.e., office, industrial, or manufacturing) jobs in Franklin County.

To receive credit for A6b and A6c, the applicant must provide a satisfactory response to the three items below:

Is this infrastructure improvement necessary to secure a particular commercial (i.e., office, industrial, or manufacturing) development or redevelopment? If so, please explain the relationship between the project and the development. Stating that the improvement

will promote development in the area is not sufficient. A Community Reinvestment Area (CRA) is ineligible unless the agreement clearly states the CRA focuses on commercial development, not retail or residential development.

RESPONSE:

Not Applicable

Name of the commercial development.

RESPONSE:

Not Applicable

Identify the type of industry proposed in this commercial development.

RESPONSE:

Not Applicable

A6b) Contract or Letter from the Commercial Developer



Documentation Required

Provide a copy of a signed contract or letter of commitment from the commercial developer outlining the proposed plan.

A6c) Creation of New Jobs or Retention of Existing Commercial Jobs



Documentation Required

Provide documentation of a development proposal stating number of permanent jobs that will be located there and the geographical area from which any existing jobs would be relocating. The applicant must provide a letter or agreement from the prospective commercial developer outlining the proposed plan or provide an existing land use plan that this improvement directly supports economic development intended to create commercial/office jobs.

How many permanent new jobs are being created in District 3?

RESPONSE:

Not Applicable

How many permanent commercial jobs are being retained within District 3? Provide an explanation below or attach documentation that demonstrates that the jobs would have been lost to the district without the development.

RESPONSE:

Not Applicable

A7) CONGESTION (Weight: SCIP = 0; LTIP = 7) – ORC 164.14(E)(2)

If the facility is currently or forecasted to be congested, complete the chart below with the current and design year (opening + 20 years) peak-hour level of service (LOS) for the no-build and build scenarios. In the "Location of LOS Improvement" column below, specify which portion of the traffic is experiencing the corresponding LOS improvement. For example, does the LOS apply to an entire intersection or to the northbound to westbound turning movement?



Documentation Required

The level of service calculation (using the Highway Capacity Manual, Synchro or similar, including growth rate rationale and showing peak hour, timing, and movements) must be attached to receive credit. If current ADT is not from [MORPC](#) or [ODOT](#), a traffic count report is required.

Location of LOS Improvement	Peak Hour LOS Improvement for (check applicable)		Opening Year LOS		Design Year LOS	
	All Traffic	Portion of Traffic	No-Build Scenario	Build Scenario	No-Build Scenario	Build Scenario
Not Applicable	-	-	-	-	-	-

The scoring rubric below uses the year (current/opening or design) and location of traffic that results in the highest score. Improvements beyond LOS C do not receive credit. If the project is along a road segment that improves multiple intersections, the project will receive a score based on the individual intersection that scores best in the chart.

LOS Improvement Applicable to:			Points
All		Portion	
-		1	1
-		2	2
		3	3
1		-	4
≥2		-	5

Please explain how design year ADT was developed, including the growth rate rationale. If these are insufficient, only the Opening Year LOS will be used to determine the score.

RESPONSE:

Not Applicable

A8) PUBLIC INVOLVEMENT (Weight: SCIP = 4; LTIP = 4)

Complete the chart below to identify how the applicant has identified the project as a need.



Documentation Required

See Required Documentation and Examples in the chart that follows.

Check If Documented	Public Participation	Required Documentation and Examples	Points (Cumulative, up to 5)
	Oral comments	Summary of comments received (e.g. staff summary of public complaints, log of phone calls, etc.)	1
	Written comments	Copy of the comments as received (e.g. letter to the editor, email, comments collected at a public meeting, newspaper articles, 311 records, etc.)	2
	*Public meeting for the project held within the past two years	Sign-in sheet, advance notice of meeting (e.g. flyer, newspaper, neighborhood newsletter, electronic postings, etc.) A social media posting, without any other documentation, is not sufficient evidence of a meeting. A regularly occurring council or board meeting is acceptable <i>only</i> if the public receives prior notice of project-specific discussion beyond a typical meeting.	4
X	Public meeting in combination with written comments	See above	5

* Follow public health orders and guidelines when conducting meetings. Public meetings may be held remotely via telecommunications. Consider using the procedures and methods the local subdivision has used for virtual public meetings to ensure publicity, documentation, and the ability for the public to participate.

A9) RECOGNIZED NEED (Weight: SCIP = 3; LTIP = 3) – ORC 164.06(B)(9), 164.14(E)(5)

Is the project the applicant's highest priority among the applications (or the only application) submitted this round?

RESPONSE:

 X Yes No

Reynoldsburg outlined Waggoner Road as a focus area for improvement in a city plan completed in 2019. The full comprehensive plan for the City of Reynoldsburg can be found at: https://ci.reynoldsburg.oh.us/Uploads/Documents/departments/development/Comp%20Plan/Reynoldsburg%20Final%2012_14-compressed.pdf

Complete the following table to identify how the project was identified as a need.



Documentation Required

Attach an excerpt of the applicable document as proof for each row of the table except priority (i.e., Plans, Programs, and Progress/Readiness). If the origin of the excerpt is unclear, also include the cover, introduction, or executive summary.

Check If Documented	Required Documentation and Examples	Points (Cumulative, up to 5)
X	Identified as first priority below	1
X	Plans: - Preliminary engineering study complete - Comprehensive or community plan - Special study - Task force findings - Other planning document	2
X	Programs: - Capital Improvement Program (CIP) - Annual budget - Voluntary submission of a Capital Improvement Report (CIR) - Other systematic infrastructure inventory	1
X	Progress/Readiness: - Signed engineering design contract specific to the project - Authorized task order within a general contract - A statement that design is in-house (or, for townships and villages, will be completed by the Franklin County Engineer's Office)	2

A10) SERVICE TO THE DISTRICT (Weight: SCIP = 6; LTIP = 6)

Complete the chart below for the applicable project type.



Documentation Required

Provide the documentation requested in the table to support the number of people or size of area served.

Facility Type	Measure & Documentation	People/Area Served	Scoring Guidelines	
			Points	Min. ADT
Road Bridge	Average Daily Traffic (ADT) Include a traffic count report if the ADT is not from MORPC or ODOT.	16,500	1	0
			2	3,000
			3	8,000
			4	15,000
			5	30,000
Waterlines Sanitary Sewer Solid Waste	Number of residents and employees OR Number of residences and businesses Provide a map of the service area.		<175 people	1 point
			175-231	2
			231-519	3
			520-1000	4
			>1000	5
ADA Curb Ramps	Number of pedestrians served daily Provide documentation if available.		Staff compares current and past numbers	
Storm Sewer	Tributary drainage area (in acres) Provide a map of the service area.		<41 acres	1 point
			41-160	2
			161-480	3
			481-800	4
			>800	5

A11) AREA WITH SPECIAL CONDITIONS OR IMPORTANT COMMUNITY FACILITIES
(Weight: SCIP= 4; LTIP = 4)

List community facilities directly served by the project. Community facilities are those that provide public/institutional services, such as hospitals, schools, police/fire stations, community centers, parks, libraries, etc. The facility or combination of facilities must serve a significant number of people daily to count as one item. Commercial facilities shall not be considered important community facilities for purposes of this question.



Documentation Required

Provide documentation of daily number of users.

Name of Community Facility	Address/Location	Number of Daily Users
St. Pius X School	1051 Waggoner Road Reynoldsburg, OH 43068	Over 450

Complete the table below for other community resources or special conditions directly served by the project.

Check If Applicable	Community Resources or Special Conditions	Check If Documentation Provided
X	Community facilities (from table above)	X
X	Regionally significant facility	
X	Public housing site or Federal CDBG-designated low-income area	X
X	Access for persons with disabilities (new sidewalks and ADA curb ramps)	
	COTA route or bus stop within project limits	
	Historic district - must be federal or state approved	
X	Tie-in with other improvements, such as neighborhood revitalization, or earlier phases	

Provide descriptive information to identify the specific resources claimed in the chart above, such as name, address, etc. Do not repeat information from the Community Facilities table above.

RESPONSE:

The Veterans of Foreign Wars Post 9473 is located at 1420 Waggoner Road and a regionally significant facility. POWMIA and other themed parties are held at the building and is a popular venue for weddings. Also, Messiah Lutheran Church is found at 1200 Waggoner Road and considered another regionally significant facility. The Church is host to a small preschool along with numerous activities for the community.

The project corridor is adjacent to a Community Development Block Grant (CDBG) eligible area, as defined by applicable federal laws and as recognized by the Franklin County Community and Economic Development Department (see the supporting Documents section). This designation entails that at least 51% of the residents of the area are living at or below 80% of the area median household income (MHI), as defined by the same figures for Franklin County.

The proposed improvements will provide access for person with disabilities to the facilities along Waggoner Road. This will include ADA compliant ramps at all intersection crossings with the necessary sidewalk and multi-use path accommodations. People with disabilities will be able to safely and efficiently travel along Waggoner Road and better traverse the city.

This is a continuation of the roadway and pedestrian improvements from the City's East Main Street, Phase 1 and 2 improvements. Currently the East Main Street Improvements, Phase 1 is in construction and the Phase 2 project is in design. These were Reynoldsburg's 2019 and 2020 SCIP funded projects. The Phase 2 project terminates at the intersection with Waggoner Road. The project outlined in this application will extend these ongoing "complete street" improvements to the north along Waggoner Road.

Scoring:

2 points for one item

4 points for two items

5 points for three or more items

A12) OTHER INFORMATION (Weight: SCIP = 2; LTIP = 2)

What other information should the District 3 Committee know that would warrant additional points? Highlight qualities and characteristics that would not be evident elsewhere in the application.

Examples:

- Unusual/unique and relevant material
- Innovative green construction techniques (LEED certification, etc.)
- Project characteristics considered under other criteria, which either do not meet the standards to receive points or greatly exceed the guidelines for maximum points

RESPONSE:

The planned Waggoner Road Improvements will be completed in the following two phases: Phase 1-East Main Street to Priestley Drive and Phase 2-Priestley Drive to East Broad Street. The City of Columbus completed Waggoner Road Improvements to the north of East Broad Street, which widened the roadway and added a path from East Broad Street to Chapel Stone Road. Once Waggoner Road Phases 1 and 2 are complete, there will be multi-use trail connectivity from Chapel Stone Road to East Main Street, which will provide regional connectivity to the Blacklick Creek Trail and the many parks and recreational facilities along it including JFK Park, Huber Park, and Blacklick Woods Metro Park.

M/I Homes is in the process of constructing a 354 housing development called Spring Hill Farms. The development entrance will be south of Rodebaugh Road on Waggoner Road and bring a significant amount of traffic to the area. The current unsafe infrastructure on Waggoner Road will be exacerbated with the addition of Spring Hill Farms. Please see the Supportive Documentation for more information of this development.

This project will involve the use of innovative green building principles. Stormwater management and water quality will be provided through the use of post-construction storm water best management practices (BMPs). Green infrastructure solutions such as vegetative filter strips, bioretention basins, and/or rain gardens will be used in the final design and construction of these improvements. The exact design and preferred technology will be

selected during the detailed engineering process. Additionally, green lighting technology will be used on the project corridor. The City of Reynoldsburg has implemented a policy of including high efficiency LED lighting in all of their new roadway improvement projects.

The City of Reynoldsburg's Pine Quarry Park has an entrance located along the project corridor at 1106 Waggoner Road. This 39 acre park offers hiking trails along the scenic banks of Dysart Run. In 2017, the City completed improvements for the park, which replaced two deteriorating pedestrian bridges that cross the creek. The project involved the restoration of the trail that leads to Waggoner Road, creating another possible destination / point of interest along the proposed Waggoner Road multi-use path. In 2020, the City completed the Pine Quarry Park Master Plan, which was the result of the City purchasing a second parcel adjacent to the park, fronting Waggoner Road. Now the City will have the space needed to add a parking lot, nature center facility, and nature play and an outdoor classroom to Pine Quarry Park. The Waggoner Road, Phase 1 improvements are an essential component to the park's master plan as they will provide the access point for both the roadway and multi-use trail. A copy of the Pine Quarry Park Master Plan Renderings are included in the Supportive Documentation.

This project has been under serious consideration by the City of Reynoldsburg for a long time and now the City of Reynoldsburg and its funding partners have developed a feasible action plan to address the deficiencies in this corridor. There was a "This Week News" article titled Trustees: Grants Needed for Waggoner Sidewalks, published on August 18, 2010, where Truro Township and City of Reynoldsburg officials highlighted the need for pedestrian improvements on Waggoner Road. Additionally, an article was published on April 14, 2015, which highlights the need for more sidewalks throughout the City, especially along Waggoner Road. The challenge in updating this corridor is that it changes jurisdiction between City and County several times between East Main Street and East Broad Street. In the years following this news article, the City has unsuccessfully attempted to obtain OPWC funding for Waggoner Road twice (2017 and 2018). At this time, the City is in a position to fund a higher percentage of the improvement themselves and is willing to annex and maintain the entire road corridor in conjunction with the project. Additionally, Franklin County and Truro Township have also made very generous commitments to join the City as financial partners in the project. The problems on Waggoner Road that were identified over a decade ago are now being addressed with a feasible plan. A successful OPWC application is the last piece that needs to fall into place.

A13) ABILITY & EFFORT TO FINANCE THE PROJECT (Weight: SCIP= 2; LTIP = 2) – ORC
164.06(B)(6), 164.14(E)(6)

Is the unfunded project cost more than 50% of the subdivision's total general fund plus any other funds that can be used for this type of infrastructure? The **unfunded project cost** is the total project cost less any Other Match sources in Criterion S2 (federal, state, private, etc.).



Documentation Required

To receive credit, the applicant is required to submit a copy of the subdivision's Annual Tax Budget for the year commencing January 1, 2022. ORC 5705.28 asks subdivisions to submit these budgets to the Franklin County Auditor's office in July 2021. The applicant must highlight or mark the portions of the budget eligible to fund this project. For an application in which more than one subdivision is contributing to the Applicant Match, submit the Annual Tax Budget for the subdivision making the largest contribution to the project.

Check If Documented	Percentage of Subdivision's Total Funds for the Infrastructure Type	Points
X	Unfunded project cost represents less than 50% of subdivision's total annual funding that can be used for this project.	0
	Unfunded project cost represents 50% to 100% of subdivision's total annual funding that can be used for this project.	3
	Unfunded project cost represents more than 100% of subdivision's total annual funding that can be used for this project.	5

A14) SPECIAL TAX OR FEE (Weight: SCIP= 3; LTIP = 3) – ORC 164.14(E)(6)

Complete the table that follows to show any taxes, fees, or funding mechanisms devoted to local public infrastructure eligible for SCIP or LTIP. The revenue source does not have to be directly related to the project in the application. The purpose of this question is to determine the level of effort the applicant has made to fund its infrastructure by enacting a special tax or fee to improve its infrastructure.



Documentation Required

Documentation (e.g. legislation) is required for any specific tax or fee, except for the optional motor vehicle license fee and TIFs that are included in the [Franklin County Auditor's Tax Incentive Hub](#).

Check If Documented	Special Tax or Fee
X	Optional motor vehicle license fee
	Storm water management fee
X	Tax Increment Financing (TIF) Revenue
	Other (specify):

Scoring:

3 points for one item

5 points for two or more items

A15) PEDESTRIAN, BICYCLE & TRANSIT ACCOMMODATION (Weight: SCIP = 2; LTIP = 2)

When designing accommodations for all users of the transportation system, it is important to ensure safety, ease of use, and ease of transfer between modes. Information about Complete Streets and a toolkit that contains information on different roadway scenarios that accommodate all user is available at: <http://www.morpc.org/tool-resource/complete-streets/>. Applicants are encouraged to contact MORPC for assistance in designing their project.

Consider the following questions and respond below:

What pedestrian, bicycle and transit accommodations will there be within the project area upon completion?

RESPONSE:

When completed, the project will include ADA ramps, sidewalks, and a multi-use path. These accommodations will provide pedestrians and cyclists safe travel along Waggoner Road.

Mid-Ohio Planning Commission's Columbus Metro Bike Map identifies Waggoner Road as a bike route with moderate level of comfort or for intermediate skills. Considering the existing school and park located in the project corridor, intermediate skills are too high for the children utilizing the roadway for walking and biking. The installation of pedestrian and cyclist paths will increase the overall safety of the project.

What pedestrian, bicycle and transit accommodations were considered when developing the project scope? Please provide an explanation of any factors which led to pedestrian, bicycle or transit accommodations not being included in the project scope.

RESPONSE:

Both pedestrian and bicycle accommodations are included within the scope of the project. As it stands, no bus routes currently serve Waggoner Road; however, these improvements will connect the public to the transit locations of East Main Street.

Proposed Accommodations	Points
There will be all of the appropriate pedestrian, bicycle and/or transit accommodations	5
There will be some, but not all, of the appropriate pedestrian, bicycle and/or transit accommodations	3
There will not be any appropriate pedestrian, bicycle or transit accommodations. However, it would be unreasonable to expect the project to improve them because of reasons provided by the applicant	1
There will not be any appropriate pedestrian, bicycle or transit accommodations, and the project would reasonably be expected to provide accommodations	0

A16) JOINT FINANCIAL PARTNERSHIPS (Weight: SCIP = 1; LTIP = 1) – ORC 164.14(E)(7)

Complete the following table if the project is a joint financial partnership where another agency provides **at least 10% of the required local match or 1% of the total project cost (whichever is higher)** as part of the local share. Eligible participating local entities are all political and taxing jurisdictions in Franklin County. Funds provided by federal or state agencies are not eligible for this criterion.

Check If Documented	Participating Local Entity	Match Provided
X	Franklin County	\$729,000
X	Truro Township	\$10,000



Documentation Required

A letter documenting financial commitment between the agencies must be attached.

NOTE: If your project is a joint project in which there are two or more political subdivisions, regardless of the portion, OPWC will require an executed cooperation agreement prior to releasing funds. In the application to District 3, a letter of agreement signed by a representative of the subdivision(s) cooperating with the applicant may serve as a placeholder for an executed agreement. However, if District 3 approves funding for the joint project, OPWC will require an executed agreement. The applicant will need to execute a cooperative agreement by the June following the application submittal (June 2022) to receive OPWC funding.

The score will be determined by the type of partnership in the table below. All partnerships must meet minimum criteria above to receive points.

Type of Partnership	Points
1 entity is partnering with applicant, providing less than 20% of the total project cost	3
1 entity is partnering with applicant, providing more than 20% of the total project cost	5
2 or more entities are partnering with applicant	5

STAFF EVALUATION CRITERIA – Round FY23

Instructions: Read each criterion carefully and respond, if necessary, as directed. Most Staff Evaluation Criteria are scored using information entered into the Ohio Public Works Commission Application for Financial Assistance (on Public WorksWise) and the Applicant Evaluation Criteria. The **RESPONSE** prompts indicate places where the applicant is expected to provide information. The other criteria are provided here to inform the applicant of the scoring methodology.

Staff will review the information contained in the application to score each of the questions outlined below.

Each question (S1- S12) is worth between 0-5 points (raw score). Final score for each question is determined by multiplying the raw score times the weight for each question.

The Overmatch is the portion of the match that exceeds the Required Minimum Match. Applications that provide an Overmatch earn points for S1 or S2, depending on the source of the match.

Funds from other sources are weighted more heavily than those from the applicant because: the applicant is leveraging OPWC funds, thereby using all available resources; because it demonstrates that another agency has seen enough merit in the applicant's project to commit funding to it; and the OPWC assistance may prevent the loss of the other funds to the district, if the applicant could not otherwise find enough funding to proceed with the project.

APPLICANT MATCH – (Weight: SCIP =2; LTIP = 2) – ORC 164.06(B)(6)

S1) Is the applicant or other responsible local public agency putting more than the required minimum into the project?

The Applicant Match is the total local revenues committed to the project by the applicant and any other local agencies that have the responsibility to maintain a portion of the project. It includes:

- Any funds from another local entity that has any maintenance responsibility for the project.
- Tax increment fund (TIF) revenues.
- Permissive license fee revenues, county motor vehicle license tax revenues, or any other funds held by the Franklin County Engineer that are earmarked for a specific local agency.
- Any funds under control of the applicant or other local agencies that have any responsibility to maintain a portion of the project.
- The portion of funds from a Special Improvement District (SID) that were paid by the applicant.

RESPONSE: Enter the Applicant Match information.

Local Subdivision with Maintenance Responsibility	Cash Contribution	In-Kind or Force Account Contribution
Applicant	\$3,361,609.00	
Other: Franklin County	\$729,000.00	
Other: Truro Township	\$10,000.00	
Other:		
Total	\$4,100,609.00	

The Applicant Match does not include federal, state, or private sources or any other sources included in Other Match (Criterion S2).



Documentation Required

If any agencies, other than the applicant, that have any responsibility to maintain a portion of the project are contributing to the Applicant Match, the applicant must provide a letter of commitment or intent from the entity providing the funds.

SCIP

The Required Minimum Match for SCIP assistance is 10 percent of the repair/replacement portion of the project cost and 50 percent of the new/expansion portion of the project cost.

For SCIP scoring, the SCIP Applicant Match is the sum of the Applicant Match and the SCIP loan requested on the application.

The Applicant Overmatch is the percentage of SCIP Applicant Match minus the percentage Required Minimum Match.

(Applicant does not need to fill in this table. Staff will perform calculations.)

SCIP Applicant Match: _____ % (Local Public Agency Funds + SCIP Loan Request)
Required Minimum Match: _____ % (10% for repair/replace & 50% for new/expansion)
Applicant Overmatch (if > 0)
OR
Unmet Minimum Match (if < 0) _____ % (SCIP Applicant Match - Required Minimum Match)

If the SCIP Applicant Match is less than the Required Minimum Match, there is unmet minimum match, which must be met with Other Match (S2). The Applicant Overmatch becomes the Unmet Minimum Match in S2.

LTIP

There is no Required Minimum Match for LTIP grants. Therefore, the Applicant Overmatch is equal to the Applicant Match.

Points for SCIP and LTIP are awarded on the size of the Applicant Overmatch.

Applicant Overmatch (%)				
Greater than or equal to	and	Less than	earns	Points
—	<	5%		0
≥ 5%	<	15%		1
≥ 15%	<	25%		2
≥ 25%	<	35%		3
≥ 35%	<	45%		4
≥ 45%		—		5

OTHER MATCH – (Weight: SCIP = 4; LTIP = 8) – ORC 164.06(B)(7), 164.14(E)(4)

S2) What other funds (federal, state, private) will be utilized in the project's undertaking?

Other Match contributions come from sources that are not under the control of the applicant and **not** from agencies with maintenance responsibility for a portion of the project. Applications that attract Other Match and that provide an Overmatch earn points. The Required Minimum Match is first counted against the Applicant Match (S1). Sources of Other Match may include:

- State, federal, or other public sources.
- Private contributions, such as from a developer.
- County Engineer contributions, if the county has no maintenance responsibility for any portion of the project.
- Portion of Special Improvement District (SID) that were not paid by the applicant.



Documentation Required

The applicant must provide a letter of commitment or intent from any entities contributing to the Other Match.

RESPONSE: Enter the Other Match information below.

Other Match Contributor	Revenue Contribution	Value of In-Kind Contribution
Total		

The Other Match does not include funding from the applicant or any other sources included in Applicant Match (Criterion S1).

SCIP

There is a Required Minimum Match for SCIP Assistance, which was determined for S1. To determine the Other Overmatch, the Other Match must be reduced by any Unmet Minimum Match, also determined in S1.

(Applicant does not need to fill in this table. Staff will perform calculations.)

Other Match: _____ %
 Unmet Minimum Match (if any): _____ % From S1, must be < 0.
 Other Overmatch: _____ % (Other Match + Unmet Minimum Match)

LTIP

There is no Required Minimum Match for LTIP grants. Therefore, the Other Overmatch is equal to the Other Match.

Points for SCIP and LTIP are awarded on the size of the Other Overmatch.

Other Overmatch (%)				
Greater than or equal to	and	Less than	earns	Points
—	<	5%		0
≥ 5%	<	15%		1
≥ 15%	<	25%		2
≥ 25%	<	35%		3
≥ 35%	<	45%		4
≥ 45%		—		5

SCIP LOAN REQUEST – (Weight: SCIP= 8; LTIP =0)

S3) What portion of the total SCIP assistance requested is in the form of a loan or loan assistance?

The following points will be awarded as long as the SCIP loan requested is no less than \$50,000 OR the applicant requests 100% of their assistance in the form of a loan or loan assistance, whichever is less:

Loan Portion of Request				
Greater than or equal to	and	Less than	earns	Points
—	<	10%		0
≥ 10%	<	25%		1
≥ 25%	<	75%		3
≥ 75%	<	100%		5

APPLICANT'S ECONOMIC CONDITION – (Weight: SCIP= 5; LTIP = 0) – ORC 164.06(B)(8)

S4) What is the subdivision's per capita income?

(See staff look up table.)

Agencies with fewer resources available to them earn more points than agencies with more resources. In practice, the community's per capita income is used as a surrogate for its financial

health. Per capita income is taken from census data and cannot be directly affected by the applicant.

USEFUL LIFE – (Weight: SCIP = 0; LTIP = 1)

S5) What is the project's composite useful life?

Use the Design Service Capacity & Useful Life Worksheet to determine the weighted useful life of the project. Staff will use the following table to score the useful life.

Useful Life (Years)				
Greater than or equal to	and	Less than	earns	Points
7	<	10		1
10	<	20		2
20	<	30		3
30	<	40		4
40		—		5

If the useful life of any component exceeds the typical useful life outlined in the worksheet instructions, please explain in the response below, and provide any Supportive Documentation if necessary.

RESPONSE:

The calculated useful life of the proposed improvements will be 30 years. Please refer to the Design Service Capacity & Useful Life provided.

OLDER LAND-LOCKED SUBURBS (Weight: SCIP= 1; LTIP = 1)

S6) Is this project within an older land locked suburb and only repairing or replacing aging infrastructure?

	Points
Yes	5
No	0

To receive credit, the following conditions must be met:

1. The project is within the corporate boundary of an “older land locked suburb,” that is, a municipal corporation with a boundary that has been primarily fixed for at least 30 years and for which no substantial opportunity exists for further expansion. These municipalities are listed below:

Bexley	Riverlea
Brice	Valleyview
Grandview Heights	Whitehall
Marble Cliff	Worthington
Minerva Park	Upper Arlington

2. The costs of the proposed project are 100% for the repair or replacement of infrastructure as certified on the Design Service Capacity & Useful Life Certification.

LAST ROUND FUNDED – (Weight: SCIP = 1; LTIP = 1)

S7) In what round did the applicant last receive any form of OPWC funding: SCIP; LTIP; or the Small Government Commission?

Staff will use OPWC records to determine the last round in which the applicant received OPWC assistance and determine the number of years that have since elapsed.

Years Since Last OPWC Award	Points
0 to 2	0
3 to 4	1
5 to 6	3
7 or more	5

PERCENT NEW/EXPANSION – (Weight: SCIP= 2; LTIP =0) – ORC 164.06(B)(1)

S8) What percent of this project is new or expansion?

Complete the Design Service Capacity & Useful Life Worksheet to determine the percentage of the project that is for new infrastructure or expansion of existing infrastructure.

Expansion (%)				
Greater than or equal to	and	Less than	earns	Points
—	<	0%		5
≥ 0%	<	25%		4
≥ 25%	<	50%		3
≥ 50%	<	75%		2
≥ 75%	<	90%		1
≥ 90%		—		0

PERCENT ROAD, BRIDGE, OR STORM DRAINAGE – (Weight: SCIP= 2; LTIP = 0) – ORC 164.06(B)(3)

S9) What percent of this project is for road, bridge, or storm drainage infrastructure?

Complete the Design Service Capacity & Useful Life Worksheet to determine the percentage and calculate the score.

$$\underline{100} \% \times 5 = \underline{5} \text{ points}$$

The District 3 Committee emphasizes the use of SCIP funds for projects that do not have a direct relationship with a user fee collection. In the SCIP program, projects with higher proportions of road, bridge, or storm drainage components earn more points.

CONSTRUCTION START – (Weight: SCIP=1; LTIP=1)

S10) Is the project construction start date on or before March 31, 2022, and does the applicant have fewer than two delinquent projects from earlier rounds?

It is important that projects start construction within the program year. To encourage projects to meet this requirement, projects scheduled to begin construction by March 31 of the program year are eligible to receive points. The applicant provides the Construction Begin Date in Item 3.3 of the OPWC application form.

Local agencies are also encouraged to complete construction and close out projects with OPWC without undue delay, because any unused project funds will become available for current applications.

Projects that do not begin construction and close out in a timely fashion are considered delinquent. A project is delinquent when any of the following conditions are met:

- Projects awarded assistance in Round 34 or earlier that have not started construction by June 1, 2021. Staff will contact applicants to obtain the construction status of their projects by June 30.
- Projects awarded assistance in Round 31 or earlier that have not been closed out with OPWC by June 30, 2021. "Closed out" means final disbursement has been requested and the appropriate paperwork has been submitted to OPWC to close this project.

If the project construction start date is on or before March 31, 2023, then points will be awarded as follows:

Number of Delinquent Projects	Points
0	5
1	3
2 or more	0

Applicants with delinquent projects based on information on record with OPWC will be notified by July 31, 2021.

TOWNSHIP – (Weight: SCIP = 0; LTIP = 2) – ORC 164.14(E)(8)

S11) Is the applicant a township?

	<u>Points</u>
Yes	5
No	0

Because the District Committee has difficulty in reaching its statutory goal for providing a certain portion of the LTIP funding to townships, bonus points are awarded to township applicants under the LTIP program.

PORTION OF OPWC FUNDS REQUESTED – (Weight: SCIP = 2; LTIP = 1) – ORC
164.06(B)(5)

S12) What is the total amount of OPWC assistance requested?

Total SCIP Assistance Requested

<u>Greater than or equal to</u>	<u>and</u>	<u>Less than</u>	<u>earns</u>	<u>Points</u>
—	<	\$1,000,000		5
≥ \$1,000,000	<	\$2,000,000		3
≥ \$2,000,000	<	\$5,000,000		1
≥ \$5,000,000	<	—		0

LTIP Grant Requested

<u>Greater than or equal to</u>	<u>and</u>	<u>Less than</u>	<u>Earns</u>	<u>Points</u>
—	<	\$1,000,000		5
≥ \$1,000,000	<	\$3,500,000		3
≥ \$3,500,000	<	—		0

Staff Look-Up Table

AGENCY	TYPE	SMALL (1)	ECOCND (2)	MVLICFE (3)	TOWNSHIP
Bexley	City		2	5	0
Canal Winchester	City		3	5	0
Columbus	City		4	5	0
Dublin	City		2	0	0
Gahanna	City		2	5	0
Grandview Heights	City		2	0	0
Grove City	City		3	5	0
Groveport	City		3	5	0
Hilliard	City		3	5	0
New Albany	City		1	5	0
Reynoldsburg	City		3	5	0
Upper Arlington	City		2	5	0
Westerville	City		3	5	0
Whitehall	City		4	5	0
Worthington	City		2	5	0
Blendon	Township		3	5	5
Brown	Township	Y	2	0	5
Clinton	Township	Y	4	5	5
Franklin	Township		4	5	5
Hamilton	Township	Y	4	5	5
Jackson	Township	Y	3	5	5
Jefferson	Township		2	5	5
Madison	Township		4	5	5
Mifflin	Township	Y	3	5	5
Norwich	Township	Y	3	0	5
Perry	Township	Y	2	5	5
Plain	Township	Y	1	5	5
Pleasant	Township		3	0	5
Prairie	Township		4	5	5
Sharon	Township	Y	2	5	5
Truro	Township	Y	4	5	5
Washington	Township	Y	3	0	5
Brice	Village	Y	4	0	0
Harrisburg	Village	Y	3	0	0
Lockbourne	Village	Y	5	5	0
Marble Cliff	Village	Y	1	5	0
Minerva Park	Village	Y	3	0	0
Obetz	Village	Y	4	0	0
Riverlea	Village	Y	2	5	0
Urbancrest	Village	Y	5	5	0
Valleyview	Village	Y	4	0	0
Franklin County	County		3	5	0
Jefferson W/S	District		2	0	0

(1) SMALL - Any community with a 2010 population of 5,000 or less

(2) ECOCND- based on 2010 per capita income

(3) MVLICFE - communities that have enacted the local motor license fee per Chapter 4504 of the Ohio Revised Code. Source: Ohio Department of Public Safety

Supportive Documentation
A1: PHYSICAL CONDITION

SECTION Waggoner Road

LOG MILE:

STATION: East Main to Priestley

KEY
FLEXIBLE PAVEMENT CONDITION
RATING FORM

DATE: 9/3/2021

RATED BY: JAS

NO. OF UTILITY CUTS: N/A

Distress	Distress Weight	Severity Weight			Extent Weight			Distress	Distress Weight	Severity Weight			Extent Weight			Structural	Deduct Points
		Low	Med	High	Occasional	Frequent	Extensive			Low	Med	High	Occasional	Frequent	Extensive		
Raveling	10	Slight Loss of Sand X	Open Texture	Rough or Pitted	< 20%	20-50% X	> 50%	Raveling	10	0.3 0.3	0.6	1	0.5	0.8 0.8	1		2.4
Bleeding	5	Not Rated X	Bitumen & Aggregate Visible	Black Surface	< 10%	10-30%	> 30%	Bleeding	5	0.8 0.8	0.8	1	0.6	0.9	1		0
Patching	5	< 1-ft ²	< 1-yd ²	> 1-yd ² X	< 10/mile	10-20/mile	> 20/mile X	Patching	5	0.3	0.6	1	0.6	0.8	1		5
Debonding	5	depth < 1-in area < 1-yd ² X	< 1-in, > yd ² > 1-in, < 1 yd ²	depth > 1-in area > 1- yd ²	< 5/mile	5-10/mile X	> 10/mile	Debonding	5	0.3 0.3	0.6	1	0.6	0.8 0.8	1		1.2
Rutting	10	1/8-in to 3/8-in	3/8-in to 3/4-in	> 3/4-in X	< 20% X	20-50%	> 50%	Rutting	10	0.3	0.7	1	0.6	0.8	1		6
Map Cracking	5	5'x5' to 9' x9'	1'x1' to 5'x5'	<1'x1' or alligator X	< 20%	20-50% X	> 50%	Map Cracking	5	0.2	0.6	1	0.4	0.8	1		4
Base Failure	10	Barley Noticable Pitch and Roll	Noticable Pitch and Roll, Jarring Bump X	Severe Distortion, Poor Ride	< 2/mile	2-5/mile X	> 5/mile	Base Failure	10	0.6	0.8	1	0.7	0.9	1		7.2
Settlements	5	Noticable effect on ride	Some Discomfort X	Poor Ride	< 2/mile	2-4/mile X	> 4/mile	Settlements	5	0.4	0.7	1	0.6	0.8	1		2.8
Block & Transverse Cracking	10	<1/4", no spalling	1/4-1", >.5 spalled X	>1", >.5 spalled	CS>100'	100<CS<50' X	CS<50'	Block & Transverse Cracking	10	0.4	0.7	1	0.5	0.7	1		4.9
Wheel Track Cracking	15	Single/multiple cracks < 1/4-in	Multiple Cracks > 1/4-in	Alligator > 1/4-in Spalling with X	< 20%	20-50%	> 50% X	Wheel Track Cracking	15	0.4	0.7	1	0.5	0.7	1		15
Longitudinal Cracking	5	Single, < 1/4-in, no Spalling	Single/multiple 1/4 to 1-in, some spalling X	Multiple, > 1-in Spalling	< 50-ft per 100-ft	50 to 150-ft per 100-ft	> 150-ft per 100-ft X	Longitudinal Cracking	5	0.2	0.6	1	0.4	0.8	1		3
Edge Cracking	10	Tight, < 1/4-in	> 1/4-in, some Spalling X	> 1/4-in, moderate Spalling	< 20%	20-50%	> 50% X	Edge Cracking	5	0.4	0.7	1	0.5	0.7	1		3.5
Pressure Damage/Upheaval	10	depth < 1-in area < 1-yd ² X	< 1-in, > yd ² > 1-in, < 1 yd ²	depth > 1-in area > 1- yd ²	< 5/mile X	5-10/mile	> 10/mile	Pressure Damage/Upheaval	5	0.4 0.4	0.6	1	0.5	0.8 0.5	1		1
Crack Sealing Deficiency	5	Not considered X			< 50% X	>50%	No Sealant	Crack Sealing Deficiency	5	1	1	1	0.5	0.8	1		2.5
											1		0.5				

TOTAL DEDUCT = 58.5

SUM OF STRUCTRUAL DEDUCT = 39.6

100 - TOTAL DEDUCT = PCR = 41.5



Pavement deterioration (map cracking, longitudinal & transverse cracking)



Pavement deterioration (longitudinal & transverse cracking, patching, map cracking)



Pavement deterioration (edge cracking, map cracking, patching, rutting)



Pavement deterioration (transverse & longitudinal cracking, map cracking, edge cracking, patching)



Pavement deterioration (rutting, pavement shoving)

Supportive Documentation

A2: AGE

N/A

This sheet intentionally left blank

Supportive Documentation

A3: CRASHES



CMF / CRF Details

CMF ID: 2375

Install curb and gutter

Description: Install AASHTO Type B curb along the outside (right) shoulder of four-lane suburban roadways.

Prior Condition: Suburban four-lane facilities without curb on the outside (right) shoulder. All roads have either two-way left-turn lanes or non-traversable medians.

Category: Shoulder treatments

Study: [*Collision Models for Multilane Highway Segments to Examine the Safety of Curbs*, Baek and Hummer, 2008](#)

Star Quality Rating:



[\[View score details\]](#)

Crash Modification Factor (CMF)

Value:

0.89

Adjusted Standard Error:

Unadjusted Standard Error:

Crash Reduction Factor (CRF)

Value:

11 (This value indicates a **decrease** in crashes)

Adjusted Standard Error:	
Unadjusted Standard Error:	

Applicability	
Crash Type:	All
Crash Severity:	All
Roadway Types:	Not Specified
Number of Lanes:	4
Road Division Type:	Divided by Median
Speed Limit:	45-55mph
Area Type:	Suburban
Traffic Volume:	8333 to 57138
Time of Day:	All

<i>If countermeasure is intersection-based</i>	
Intersection Type:	
Intersection Geometry:	
Traffic Control:	
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	2001 to 2003
Municipality:	

State:	NC
Country:	
Type of Methodology Used:	Regression cross-section
Sample Size Used:	2274 Crashes

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	
Comments:	

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CMF / CRF Details

CMF ID: 9250

Install shared path

Description:

Prior Condition: No shared path present

Category: Bicyclists

Study: [Statewide Analysis of Bicycle Crashes, Alluri et al., 2017](#)

Star Quality Rating	
Star Quality Rating:	 [View score details]

Crash Modification Factor (CMF)	
Value:	0.75
Adjusted Standard Error:	
Unadjusted Standard Error:	

Crash Reduction Factor (CRF)	
Value:	25 (This value indicates a decrease in crashes)
Adjusted Standard Error:	
Unadjusted Standard Error:	

Applicability	
Crash Type:	Vehicle/bicycle
Crash Severity:	All
Roadway Types:	Principal Arterial Other
Number of Lanes:	6
Road Division Type:	Divided by Median
Speed Limit:	
Area Type:	Urban
Traffic Volume:	5700 to 98500 <i>Annual Average Daily Traffic (AADT)</i>
Time of Day:	Not specified
<i>If countermeasure is intersection-based</i>	
Intersection Type:	
Intersection Geometry:	
Traffic Control:	
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	2011 to 2014
Municipality:	
State:	FL
Country:	

Type of Methodology Used:	7
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Jun-17-2018
Comments:	Minor arterial, major collector, and minor collector facility types were also included.

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CMF / CRF Details

CMF ID: 1292

Add two-way left-turn lane

Description:

Prior Condition: *No Prior Condition(s)*

Category: Roadway

Study: [Development of Crash Reduction Factors, Hovey and Chowdhury, 2005](#)

Star Quality Rating	
Star Quality Rating:	 [View score details]

Crash Modification Factor (CMF)	
Value:	0.8
Adjusted Standard Error:	
Unadjusted Standard Error:	0.254

Crash Reduction Factor (CRF)	
Value:	20 (This value indicates a decrease in crashes)
Adjusted Standard Error:	
Unadjusted Standard Error:	25.4

Applicability	
Crash Type:	All
Crash Severity:	K (fatal),A (serious injury),B (minor injury),C (possible injury)
Roadway Types:	All
Number of Lanes:	
Road Division Type:	
Speed Limit:	
Area Type:	
Traffic Volume:	
Time of Day:	
<i>If countermeasure is intersection-based</i>	
Intersection Type:	
Intersection Geometry:	
Traffic Control:	
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	
Municipality:	
State:	OH
Country:	

Type of Methodology Used:	2
Sample Size Used:	Sites
Before Sample Size Used:	3 Sites
After Sample Size Used:	3 Sites

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Dec-01-2009
Comments:	The number of crashes in the after period were not reported in this study, however, they have been recorded as 300 to give 10 points as a benefit of doubt for one or more of the following: (1) number of miles/sites in the reference/treatment group, (2) number of crashes in the references/treatment group, (3) reporting AADTs for the aggregate dataset but not for the disaggregate dataset used for CMF development.

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CMF / CRF Details

CMF ID: 9240

Install sidewalk

Description:

Prior Condition: No sidewalk present

Category: Pedestrians

Study: [*Statewide Analysis of Bicycle Crashes, Alluri et al., 2017*](#)

Star Quality Rating	
Star Quality Rating:	 [View score details]

Crash Modification Factor (CMF)	
Value:	0.41
Adjusted Standard Error:	
Unadjusted Standard Error:	

Crash Reduction Factor (CRF)	
Value:	59 (This value indicates a decrease in crashes)
Adjusted Standard Error:	
Unadjusted Standard Error:	

Applicability	
Crash Type:	Vehicle/bicycle
Crash Severity:	K (fatal),A (serious injury)
Roadway Types:	Principal Arterial Other
Number of Lanes:	2
Road Division Type:	Divided by Median
Speed Limit:	
Area Type:	Urban
Traffic Volume:	600 to 50500 <i>Annual Average Daily Traffic (AADT)</i>
Time of Day:	Not specified
<i>If countermeasure is intersection-based</i>	
Intersection Type:	
Intersection Geometry:	
Traffic Control:	
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	2011 to 2014
Municipality:	
State:	FL
Country:	

Type of Methodology Used:	7
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Jun-17-2018
Comments:	Minor Arterial, Major Collector, and Minor Collector facility types included.

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Supportive Documentation

A4: PUBLIC SAFETY

WBNS 10

WBNS would like to send you push notifications about the latest news and weather.

Notifications can be turned off anytime in the browser settings.

No Thanks

ALLOW

LOCAL

Police searching for the driver in a hit-and-run pedestrian crash in Reynoldsburg

Reynoldsburg Police are searching for the driver who hit a pedestrian at the intersection of Waggoner Road and Oakbrook Apartment Complex. Sunday morning.



Reynoldsburg Facebook

Author: WBNS-10TV Staff

Published: 1:14 PM EST December 9, 2018

Updated: 12:29 AM EST December 28, 2018



REYNOLDSBURG, OHIO - Reynoldsburg Police are searching for the driver who hit a pedestrian at the intersection of Waggoner Road and Oakbrook Apartment Complex. Sunday morning.

Investigators say the crash happened around 2:30 a.m. when the pedestrian was walking in the northbound in the southbound lane of Waggoner Road. After striking the victim the driver and the vehicle did not stop and continued going southbound on Waggoner Road.

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WBNS 10

WBNS would like to send you push notifications about the latest news and weather.

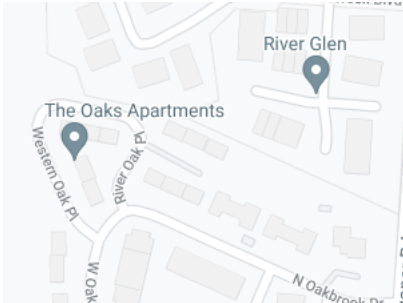
Notifications can be turned off anytime in the browser settings.

No Thanks ALLOW

The victim was transported by first responders to a local hospital in critical condition, according to police.

Authorities are asking if you have any information about the accident or information about the car or driver that you call Reynoldsburg Police at 614-866-6622.

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City of Reynoldsburg, Ohio- Government

February 18, 2020

CITY UPDATE: Water Main Break on Waggoner Road

The City is currently working to repair a water main break on Waggoner Road, South of Broad Street. Residents in the area may notice a decrease in water pressure.

The City of Reynoldsburg apologizes for the inconvenience and appreciates everyone's patience as crews work to make repairs as quickly as possible. If you have any questions please contact the Water Department at 614.322.6811

Reynoldsburg
OHIO • 1839

6

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Denise Upchurch-Little I just saw the sign driving southbound on Waggoner. Waggoner closed at Priestley due to water main break.
1y

Jamie Riggie Tara DeJoseph
1y

1 Reply

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MESSIAH LUTHERAN CHURCH

August 17, 2021

District 3
Public Works Integrating Committee
Mid-Ohio Regional Planning Commission
111 Liberty Street
Columbus, Ohio 43215

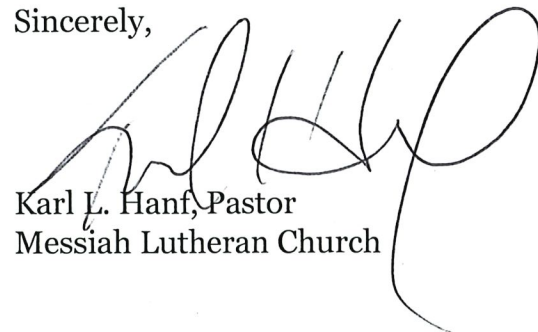
Dear Committee Members:

Messiah Lutheran Church and Preschool enthusiastically support the City of Reynoldsburg's plans to improve Waggoner Road, which serves the main entrance to our church and school.

The City's project will enhance access to our school and improve safety for our parishioners and students. The addition of sidewalks in front of the school would give the students a designated area to walk and would drastically increase safety for the students that walk to school.

Please give the City of Reynoldsburg's application for Ohio Public Works Commission funding assistance strong consideration. If you have any questions, please do not hesitate to contact me at (614) 866-6050.

Sincerely,



Karl L. Hanf, Pastor
Messiah Lutheran Church



Reynoldsburg

DIVISION OF POLICE

Curtis Baker, Chief of Police

August 11, 2021

District 3
Public Works Integrating Committee
Mid-Ohio Regional Planning Commission
111 Liberty Street
Columbus, Ohio 43215

Dear Esteemed Committee Members:

Please allow this letter to signify the City of Reynoldsburg Police Department's support for the Waggoner Road Improvement Project application for financial assistance. The proposed project will improve the surface of the roadway and enhance drainage as well as adding a sidewalk, street lighting, and bike path for pedestrians and bikers, which will enhance the safety of motorists and pedestrians in this heavily traveled corridor.

If you should have any questions or should you want additional information, please do not hesitate to contact me at (614) 866-6622.

Sincerely,

Curtis Baker, Esq.
Chief of Police
Reynoldsburg Police Department

REYNOLDSBURG CITY SCHOOLS

Empowering leaders who impact the NOW and innovate the FUTURE



August 11, 2021

District 3
Public Works Integrating Committee
Mid-Ohio Regional Planning Commission
111 Liberty Street
Columbus, Ohio 43215

Dear Committee Members:

The Reynoldsburg City School District supports the City of Reynoldsburg's planned improvements to Waggoner Road. Our school buses frequently travel through this corridor on their daily routes. The roadway, drainage, and sidewalk project will improve the commute and enhance safety for our students regardless of whether they commute to school on foot, by car or by bus.

Please give the City of Reynoldsburg's application for Ohio Public Works Commission funding assistance strong consideration. If you have any questions, please do not hesitate to contact me at (614) 501-1020.

Sincerely,

A handwritten signature in black ink, appearing to read "Melvin J. Brown", with a long horizontal flourish extending to the right.

Dr. Melvin J. Brown
Superintendent

Board of Education

Debbie Dunlap, President • Neal Whitman, Vice President
Angela Abram • Robert Barga • Jeni Quesenberry
Melvin J. Brown, Ed.D., Superintendent • Tammira S. Miller, Treasurer



Truro Township Fire Department

Chief Jeffrey D. Sharps
6900 E. Main St. ♦ Reynoldsburg, Oh 43068

Phone: 614.729.1901
Fax: 614.729.1932

“Our Community, Our Commitment”

August 11, 2021

District 3 - Public Works Integrating Committee
Mid-Ohio Regional Planning Commission
111 Liberty Street
Columbus, Ohio 43215

Dear Committee Members:

Please allow this letter to express Truro Township Fire Department's support for the Waggoner Road Project for which Reynoldsburg is currently seeking funding assistance from the Ohio Public Works Commission. We routinely make emergency runs in this area. Currently, the narrow roadway width makes it difficult for our vehicles to travel through this corridor. The roadway widening that is being proposed by the City of Reynoldsburg will provide sufficient space for motorists to move to the side of the road, allowing our emergency vehicles to pass safely. Additionally, the roadway and sidewalk improvements proposed in Reynoldsburg's application will improve safety for pedestrians and motorists.

The Truro Township Fire Department fully supports the efforts of the City of Reynoldsburg to acquire funding assistance for this much-needed project. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me at (614) 729-1901.

Sincerely,

Jeffrey D. Sharps
Fire Chief

Supportive Documentation
A5: PUBLIC HEALTH PROBLEM

N/A

This sheet intentionally left blank

Supportive Documentation

A6: ECONOMIC GROWTH AND DEVELOPMENT

N/A

This sheet intentionally left blank

Supportive Documentation

A7: CONGESTION

N/A

This sheet intentionally left blank

Supportive Documentation
A8: PUBLIC INVOLVEMENT

July 28th, 2021

Dear Resident,

The City of Reynoldsburg will be applying for funding in the coming months through the Ohio Public Works Commission (OPWC) for Phase I (Priestly Drive to Main Street) of the Waggoner Road Improvements Project. The City's design will focus on improving safety for vehicular, bicycle and pedestrian traffic along this corridor, while also improving access to and from the surrounding schools, churches, and residential neighborhoods. If selected/awarded this project will include the following elements:

- The addition of a left turn lanes at the following intersections: St. Pius X northern entrance; Quarry Cliff Court and Jordan Crossing.
- Installation of curb and gutter and storm sewer system.
- Installation of street lighting to improve vehicular and pedestrian safety.
- Complete sidewalk and shared use path connectivity inclusive of ADA-compliant curb ramps along the entire corridor, and the installation of Rectangular Rapid Flashing Beacons (RRFBs) at important mid-block crossing locations near schools and churches.

We invite you to attend a public meeting at Reynoldsburg City Hall (7232 East Main Street) on August 11th, 2021 at 6:00 PM to discuss the City's conceptual design for this project. Your attendance is encouraged and greatly appreciated. Should you have any questions, please contact my office at 614.322.6840.

Thank you,



William Dorman
Public Service Director



City of
Reynoldsburg,
Ohio- Government
@CityofReynoldsburg

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City of Reynoldsburg, Ohio- Government
August 3 at 8:15 AM · 🌐

Public Meeting Notice:

All residents are invited to attend a public meeting at Reynoldsburg City Hall (7232 East Main Street) on August 11th, 2021 at 6:00 pm to discuss the City's conceptual design for Phase I (Priestly Drive to Main Street) of the Waggoner Road Improvements Project.

The City will be applying for funding in the coming months through the Ohio Public Works Commission (OPW). The City's design will focus on improving safety for vehicular, bicycle and pedestrian traffic along this corridor, while also improving access to and from the surrounding schools, churches, and residential neighborhoods.



👍 28

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Amy Riley Rosehill Road at Main needs a right only turn lane too. Any plans for that in the future? 🙏

6d

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STEPHEN M CIOAK is responsible for this Page.

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Roadway Improvements for Waggoner Road
OPWC Application
Public Meeting
Wednesday, August 11, 2021
Reynoldsburg, City Council Chambers
6:00 PM

<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>
Emily Gillespie	1050 Waggoner	ekgilles@gmail.com
Patrick R McCullough	1050 Waggoner	ptmccull@gmail.com
JOE, CATHY SCHALLER	7843 JORDAN CROSSING	
LISA POWERS	7700 JORDAN CROSSING	lisapowers1960@gmail.com
DON MCGUIRE	1339 WAGGONER RD	DFM7785@YAHOO.COM
MARK + BEV HEFFKEN	955 MYTON DR.	bevheffken@94.net
JON MADRID	7825 QUARRY CLIFF CT	JONCMADRIDFAMILY.COM
Mary Leftler	971 Waggoner Rd	mcwleftler@aol.com
Alex Furst	1456 Lancaster Ave.	ALEXFURST@GMAIL.COM
Tim Brass / Sarah Reed	7823 Jordan Crossing	tbrass2094@aol.com
JERRY DEAN	999 WAGGONER	DIZZY DEAN 1960 @g-mail.com
Patricia Rolwing	7651 Burken	patriciarolwing@yahoo.com

**Roadway Improvements for Waggoner Road
OPWC Application
Public Meeting
Wednesday, August 11, 2021
Reynoldsburg, City Council Chambers
6:00 PM**

NAME

ADDRESS

EMAIL

Mary Stoots	1070 Waggoner Rd.	RTASCourier@aol.com
STEVE HOUSE	7807 JORDAN CROSSING	HOUSE#356@40k.com
Keith Benner	1200 Creekside Pl.	kdbenner21@gmail.com
Drew Longaberger	8345 reynoldswood Dr.	—
Judy Allensworth	7981 Rodebaugh Rd	—

Public Meeting Agenda
City of Reynoldsburg
August 11, 2021
6:00 p.m.

Waggoner Road Improvements

1. Welcome, Introduction of City Staff, Brief Project Introduction – Mayor Begeny
 - a. Proposing to split Waggoner From Main Street to Broad Street into two phases
 - i. Phase 1 - Main Street to Priestley Drive
 - ii. Phase 2 – Priestley Drive to Broad Street
 - b. Overview of existing roadway conditions
 - c. Relationship to other capital improvement projects
 - i. East Main Street, Phases 1 & 2
 - ii. Future improvement - Waggoner Road, Phase 2 (Priestley Drive to Broad Street)
2. Reason for Public Meeting – Ryan Andrews
 - a. Input from the public on proposed improvements
 - b. Application points
3. Project Overview– Ryan Andrews
 - a. Road widening and reconstruction
 - b. Improve drainage
 - c. Path and sidewalk improvements
 - d. Street lighting
 - e. Water main replacement
4. Explanation of Project Cost – Ryan Andrews
5. Next Steps – Ryan Andrews
 - a. OPWC application due September 13, 2021
 - b. OPWC project recommendations announced December 17, 2021
 - c. Begin project design October 2021
 - d. Project funding available July 2022
 - e. Begin construction March 2023
 - f. Project completion June 2024
6. Discuss Letters of Support – Ryan Andrews
7. Questions and Comments from Public

**PUBLIC HEARING
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD
MEETING MINUTES
August 11, 2021**

The public hearing of August 11, 2021 began promptly at 6:00PM

Introduction:

Joe Begeny, Mayor, began the meeting by providing a summary of the improvements and discussing the funding sources for the Waggoner Road. Mr. Begeny stated Franklin County Engineer's Office, Truro Township, M/I Homes development TIFs and potentially Ohio Public Works Commission will help fund both Phase 1 and 2 of Waggoner Road. This meeting will discuss Ohio Public Works Commission (OPWC) funding process schedule and criteria. Following this, he introducing his staff and Ryan Andrews, EMH&T – Consulting Engineers, to provide an overview of the improvements.

Mr. Andrews began by informing the audience that the purpose of this meeting was to inform the public about the project and to obtain public comments. He stated that the project was in the concept development phase and that the City is planning to submit an application to OPWC for funding assistance.

Existing Conditions:

Mr. Andrews discussed the existing problems within the roadway corridor on Waggoner road from East Main Street to Priestly Drive. An exhibit highlighting the improvement area was displayed at the meeting. It was explained that the existing pavement is in critical / failed condition throughout the project corridor. Additionally, poor drainage along the roadway edge and poor subgrade drainage is causing freeze / thaw damage and failure of the roadway base. The poor drainage and pavement condition along with the steep drainage ditch on the curvy road causes safety concerns for motorists using the roadway. The lack of sidewalks for pedestrians using the road was another safety concern that was discussed.

Project Description:

Mr. Andrews explained that the project is still in a concept phase and the initial exhibit will most likely be changed and updated. The road will be widened to allow for an additional lane with the future increase in traffic. In addition to the widening, the roadway will include curb and gutter with an improved storm sewer that will help with drainage. Also, a sidewalk and multi-use path are proposed within the project to make

pedestrians and cyclist safer. Mr. Andrews said the project would add decorative elements such as street lighting and landscaping to the corridor. Also, to make the trail useable and safe rapid flashing beacons would be constructed at significant crossings such as St. Pius X School. These lights would signal drivers to stop and let pedestrians and cyclists cross.

Open Discussion:

The residents in attendance stated that they supported the improvements and believe that the improvements are a critical need for their neighborhood. Some residents asked about right of way acquisition and specifics about the sidewalk and multi-use trail. Mr. Andrews stated that the project was still just in the conceptual phase, but he did discuss some alignments. The trail and sidewalk will be designed to avoid trees or existing landscape wherever possible. The residents were concerned with the proposed signal at Priestly Drive and visibility of the signal and the flashing lights at pedestrian crossings. Mr. Andrew explained that the proper sight distance and signage would be installed to ensure motorist could see all signals. He suggested that a hawk signal could be added for better visibility at pedestrian crossings.

Closing:

Mr. Begeny stated that any resident with more comments or concerns could reach out and speak directly with him. Also, another meeting will be conducted with a better finalized design. Mr. Andrews provided resident feedback forms and asked meeting attendees to fill them out and submit them, or provide letters of support for the project.

The public meeting ended at 7:15 PM.

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

We want your input regarding the proposed Roadway Improvements for Waggoner Road. Please leave this form with us at the meeting or email it to us at cmontgomery@emht.com In order to include your comments with our OPWC Application, we must receive them by September 6, 2021.

Name: SAUNDRA BOYD-CANNON

Address: 1341 WAGGONER RD. REY. OH. 43068

1 – Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City ☐ Business owner ☐ Truck/freight hauler

☒ travel it for non-business ☐ Travel it for work

2 – In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

☒ I support it because : it will help the neighborhood - traffic and pedestrians that use Waggoner Rd.

☐ I don't support it because : _____

3 – Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? ☒ yes ☐ no.

If yes, please describe: my address is on Waggoner Rd. so I see daily the traffic out my front window, so I ask that to have the sign (Do Not Block DRIVEWAY) (more on back page)

LARGER, so everyone can see it. Constantly Coronado Woods Condo's drive entrance is blocked, and hard to get out.

4 – Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? ☒ yes ___ no.

If yes, please describe: side walks will be Great, so
pedestrian do not have to walk through the Cords.

5- Do you plan to write a letter of support for this project? ___yes ___no

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? ☒ yes ___no FATSO121@ATT e-mail address
ATT. NET.

7 – Additional comments: _____

Sidewalks seem to important, because
just walking to the Bus Stop, is dangerous
your either walking half in the street
or in high snow or wet grass and
for me people walk onto our property
(Coronado Woods Cado) to get out of the street.

Please remember, we must have your comments by September 6, 2021.

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

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Name: MR & MRS ARTHUR P. DANIELS

Address: 7720 JORDAN CROSSING

1 – Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City ☐ Business owner ☐ Truck/freight hauler
☒ travel it for non-business ☐ Travel it for work

2 – In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

☐ I support it because : _____

☒ I don't support it because : 20 FT ENCROACHMENT WILL HAVE A PROFOUND IMPACT ON OURS + OTHERS SUBDIVISION ENTRANCES

3 – Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? ☒ yes ☐ no.

If yes, please describe: THERE'S NO NEED FOR A BIKE PATH OR PEDESTRIAN SIDEWALKS - WHERE WILL THEY WALK TO?

(more on back page)

4 – Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? ☒ yes ☐ no.

If yes, please describe: WE NEED TO SAVE AS MUCH GREEN SPACE (TREES, ETC) AS POSSIBLE FOR FUTURE GENERATIONS

5- Do you plan to write a letter of support for this project? ☐ yes ☒ no

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? ☐ yes ☒ no _____ e-mail address

7 – Additional comments: AS BUSY AS THE ROAD IS NOW, THE BIKE PATH WILL ONLY INVITE ACCIDENTS AND PUT BIKE RIDERS IN DANGER. (AND PEDESTRIANS!)

NO ONE IN POWER SEEMS TO CARE AT ALL ABOUT THE PROPERTY VALUES OF HOMEOWNERS THAT LIVE ON OR ABOUT WAGGONER ROAD.

THIS RECENT FLOODING SHOWS WHERE THE MONEY SHOULD BE INVESTED (INSTEAD OF BIKE PATHS & PEDESTRIAN WALKWAYS)

Please remember, we must have your comments by September 6, 2021.

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

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Name: Alex Furst

Address: 1456 Lancaster Ave. Reynoldsburg, OH 43068

1 – Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City ☐ Business owner ☐ Truck/freight hauler
☐ travel it for non-business ☐ Travel it for work

2 – In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

☒ I support it because : the improvements will greatly increase roadway safety.

☐ I don't support it because : _____

3 – Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? ☐ yes ☒ no.

If yes, please describe: _____

(more on back page)

4 – Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? ___ yes ☒ no.

If yes, please describe: _____

5- Do you plan to write a letter of support for this project? ___yes ___no

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? ☒ yes ___no See below e-mail address

7 – Additional comments: Please contact me at ALEXFURST@GMAIL.COM
if you need a letter of support. The improvements presented
at the meeting are a substantial investment in
safety and connectivity for the community.

Please remember, we must have your comments by September 6, 2021.

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

We want your input regarding the proposed Roadway Improvements for Waggoner Road. Please leave this form with us at the meeting or email it to us at cmontgomery@emht.com. In order to include your comments with our OPWC Application, we must receive them by September 6, 2021.

Name: JON MADRID

Address: 7825 QUARRY CLIFF CT

1 – Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City ☐ Business owner ☐ Truck/freight hauler
☐ travel it for non-business ☐ Travel it for work

2 – In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

☒ I support it because : OF THE MANY BENEFITS IT WILL PROVIDE TO RESIDENTS, INCLUDING IMPROVED SAFETY
☐ I don't support it because : _____

3 – Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? ☐ yes ☒ no.

If yes, please describe: _____

(more on back page)

4 - Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? ☒ yes ☐ no.

If yes, please describe: SUFFICIENT SAFETY MEASURES AT CROSSWALKS;
WALKING PATHS SET FAR ENOUGH BACK FROM ROAD FOR SAFETY.

5- Do you plan to write a letter of support for this project? ☒ yes ☐ no

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? ☒ yes ☐ no JON @ MADRID FAMILY e-mail address

7 - Additional comments: I AM VERY SUPPORTIVE OF THIS INITIATIVE
AND BELIEVE IT WILL BE OF SIGNIFICANT VALUE TO
REYNOLDSBURG. THIS STRETCH OF ROAD IS CURRENTLY:
WORN DOWN, NOT SUITED FOR THE PRESENT OR ANTICIPATED
TRAFFIC VOLUMES, IS UNSAFE DUE TO A VARIETY OF FACTORS
INCLUDING CONGESTION, UNSAFE TURNING OPTIONS, AND VARIED
SPEED LIMITS, AND IS NOT AT ALL PEDESTRIAN FRIENDLY.
ANY OPPORTUNITY TO MEANINGFULLY ADDRESS THESE ITEMS,
WHILE ALSO BEAUTIFYING/MODERNIZING THE CORRIDOR,
IS WELCOME AND WILL BE OF GREAT BENEFIT TO

Please remember, we must have your comments by September 6, 2021.

RESIDENTS AND THOSE WHO TRAVEL THE ROAD

Montgomery, Carly

From: C Mirth <mrsdash07@gmail.com>
Sent: Sunday, August 15, 2021 3:37 PM
To: Montgomery, Carly
Cc: Jessica Rosenthal; kgwilliams@ci.reynoldsburg.oh.us
Subject: Roadway Improvements for Waggoner Road - comments

Good morning -- I am writing with respect to the proposed Waggoner Road expansion project in Reynoldsburg. I don't have an "official" form for input, but my comments are what I would include on one if I had a copy. Please let me know if this must be on an actual form and if so, please forward me a blank one to use. I did complete an online form that allowed for brief answers, but I really want to expand on what I said:

Crystal Mirth
7793 Jordan Crossing
Reynoldsburg

I am a resident of the city and use Waggoner every day.

I am completely in support of the proposal as it was presented in the public meeting on August 11.

Since I moved here nearly 20 years ago, I have been hoping for some sort of path along Waggoner between Broad and Main, and was ecstatic to see this may finally become a reality.

- There are multiple churches and schools along Waggoner. One of our children has several friends that go to Waggoner Middle and Waggoner Junior High. Her friends walk down Rodebaugh and then must walk south on Waggoner to get home after school. This is treacherous enough in the warmer months, but during inclement weather, it's even worse. These are not the only children I see before and after school trying to safely navigate Waggoner.

- Because our street is a cul-de-sac, my husband and I must run along Waggoner to get to any of the connecting neighborhoods to continue our running routes. In addition, our children like to walk to Quarry Park. If it weren't for the kindness of a neighbor whose yard backs up to Priestley, and who lets our girls cut through his yard to get to the park, we would have to drive them to the park because Waggoner is that unsafe. My husband and I have noted that there are many drivers who speed along Waggoner and don't seem to notice us running along the road.

- With the addition of our community center, we are excited at the prospect of walking, biking or running to the center as a warmup before our chosen activity there. It would also be great to walk down to Tyler's Pizza or one of the other small businesses in Old Reynoldsburg. I believe that adding a sidewalk/multipurpose trail will encourage more residents along the corridor to actually get out and walk/bike to places, particularly down to the businesses in Old Reynoldsburg, as well as to Quarry Park, with its proposed new entrance.

- To those respondents who are complaining about the loss of 20' on their property, yes, that is unfortunate. But that happens to everyone along the road, not just them. And that is a risk you take when you build/buy next to a busy corridor that over time will need to widen to accommodate increasing traffic as the community expands.

- I have also heard complaints from some of my neighbors that the walking path will "increase crime" because the cul-de-sac will be available to "anyone." My street is a public street, so it is already available to 'anyone.' I

don't believe added foot traffic down Waggoner is going to adversely affect the safety on my street. If someone wants to break into my house and haul off my flat-screen TV, they certainly aren't going to do it on foot. They are going to need a car, and that is something they could do now if they wanted. We get a lot of people who cruise up and down our street and leave. Any of those individuals could be checking out our homes and plotting a theft if they wanted. Yet we don't stop people from driving down the street. If someone really wants to commit crime in our neighborhood, they're going to do it whether or not we have a sidewalk along Waggoner.

- We notice many pedestrians on Waggoner; I don't know where they're from or where they're going, but that doesn't matter. What is important is that they can make their journey safely, which isn't possible on a busy road with virtually no shoulder.

- It will be sad to watch many older trees being taken down, and I do hope some new ones might be planted in their place. No one seems concerned about the trees that were cut down to make new housing developments along Waggoner, including the ones that were lost in creating our subdivision, so I don't feel the removal of trees is a valid argument.

- I believe that the efficient use of any funds we receive would be best served in accommodating this Waggoner Road roadway improvements project, versus any other potential projects, such as trying to circumvent the increasing traffic load. Short of building another north/south road nearby, I'm not sure how that would even be done.

Again, my family is thrilled that we may finally get a long-awaited sidewalk and/or multi-purpose trail. The construction on Waggoner north of E. Broad Street, when a paved trail was added there, was a minor inconvenience compared to the trail that those residents have access to now. I often drive that way to get to Clark State Rd., and always see someone either walking, biking, or running on that trail. I'm excited to think that we may have such a trail in the near future as well.

Please keep me on your list of individuals who would like any further updates (mrstdash07@gmail.com).

I have cc'd the Mayor's office as well as the city's Engineering department. I want to make sure my voice is heard in support of this project.

Again, if I need to repeat this information on a form in order to be included in any documentation supporting this project, please let me know. If there is anyone else to whom I should direct these remarks, please forward their contact information.

Thank you!

(Ms. Rosenthal, could you please forward this to the Mayor? Thank you!)

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

We want your input regarding the proposed Roadway Improvements for Waggoner Road. Please leave this form with us at the meeting or email it to us at cmontgomery@emht.com. In order to include your comments with our OPWC Application, we must receive them by September 6, 2021.

Name: Michael Powers

Address: 7700 Jordan Xing, Reynoldsburg, Ohio

1 — Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City

☐ Business owner

☐ Truck/freight hauler

☐ travel it for non-business

☐ Travel it for work

2 — In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

I support it because :

I don't support it because: _____ 1. The encroachment of 20 feet onto my Waggner-adjacent property will decrease my property value and make it less desirable. 2. The building of a walking or bike path will increase crime as better access will be available to ANYONE. 3. The funds should be focused on DECREASING

a very busy section (traffic has more than doubled since 2008) – the bikers and pedestrians face increased risk with the volume of traffic. 4. Bike paths and walking paths ARE NOT NEEDED – where are people walking TO??? You basically can walk to a strip center and gas station off of Waggoner / Main. 5. The massive destruction of mature trees is detrimental to the environment

3 — Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? YES

If yes, please describe: My property abuts Waggoner Road

(more on back page)

4 — Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? yes no.

If yes, please describe: We have a number of large trees that screen traffic noise – these would be removed and impact the quality of life at my house

5- Do you plan to write a letter of support for this project? yes NO X

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? YES mpowersphd@gmail.com

7- e-mail address

7 — Additional comments:

City of Reynoldsburg, Ohio

PUBLIC MEETING

August 11, 2021

ROADWAY IMPROVEMENTS FOR WAGGONER ROAD

COMMENT FORM

We want your input regarding the proposed Roadway Improvements for Waggoner Road. Please leave this form with us at the meeting or email it to us at cmontgomery@emht.com. In order to include your comments with our OPWC Application, we must receive them by September 6, 2021.

Name: MARY STOOT

Address: 1070 WAGGONER RD, REYNOLDSBURG, OH 43068-9730

1 – Please indicate your use of the Roadway Improvements for Waggoner Road (check all that apply):

☒ Resident of the City ☐ Business owner ☐ Truck/freight hauler

☒ travel it for non-business ☐ Travel it for work

2 – In general, what is your reaction to the overall concept of improving Waggoner Road? (Check one):

☒ I support it because : The road needs improvements

☐ I don't support it because : The Sidewalk & Multi-Purpose Path combination is NOT necessary

3 – Do you live, work or own property that could be directly affected by any of the treatments presented at the meeting ? ☒ yes ☐ no.

If yes, please describe: I own two properties that have frontage facing Waggoner Road directly across the street from St. Pius Catholic Church

(more on back page)

4 – Do you have any specific issues about the road, sidewalks, and/or trees you wish to have addressed? X yes ___ no.

If yes, please describe: It isn't necessary to have both a sidewalk AND a multi-purpose path.

Taking 20 feet from every homeowner facing Waggoner will NOT solve any traffic problems!
It will only cause conflict, devalue our property, kill our trees, and add crime to our area.

5- Do you plan to write a letter of support for this project? ___yes XXno

6- Would you like to be contacted via e-mail in regards to any new or additional information, which may come up in the future? XXyes ___no stootsy1.ms@gmail.com e-mail address

7 – Additional comments: ONE multi-purpose path will be sufficient to handle all of the foot
and bicycle traffic on Waggoner. Put a path on one side and line trees on the other without
taking 20 feet from the property owners. People are talking about moving because of the
decisions made so far. Please consider the property owners. WE pay the taxes. WE support
the schools. Some of us have never had children and never will, but a major portion of our
property taxes support the school system. For once, PLEASE consider those of us who are
active in the community and care about this town. Don't plow up our property and destroy
our trees unless you absolutely have to. Make ONE path for people to walk on and ride their
bikes. That's all they need - JUST ONE.

Please remember, we must have your comments by September 6, 2021.

Montgomery, Carly

From: Nancy Smith <nasmith15@gmail.com>
Sent: Saturday, September 4, 2021 7:56 AM
To: Montgomery, Carly; jennifer.kline@pwc.ohio.gov
Subject: Waggoner Rd Improvement Project

To Whom It May Concern,

I am writing in regards to the proposed Waggoner Road Improvement Project in Reynoldsburg, Ohio. I am a property owner on Waggoner Rd., and reside at 333 S. Waggoner Rd. I am writing to voice my opposition to the proposed plan and to provide specific feedback.

While I agree that road improvements are needed to increase road safety (as a result of an increase in new homes on the road, approved by the Reynoldsburg City Council), I do not support the current plan. First and foremost, I cannot support a plan that lacks sufficient details to understand the implications for individual property owners on the street. Second, and related, I have significant concerns that the proposed project would fundamentally alter the frontage of my property and the characteristics of my property, as well as that of Waggoner Rd in general.

I purchased 333 Waggoner Rd in 2015 and relocated from Columbus. I was drawn to the property for two reasons: the acreage and privacy provided by a tree line that runs across the front of my property. The proposed plans calls for property owners to surrender approximately 20 feet of frontage property. I do not support surrendering land nor do I intend to do so for this project. According to the plan, surrendering property is required for the sidewalk and multi-purpose trail - neither of which are required to increase motor safety nor are needed on a windy, hilly country road. Using 20 feet of my property for this unnecessary purpose would likely require removing the tree line of my property and would fundamentally alter my property, as the tree line is within the 20 foot projection from the street. It is not possible to replant trees to replace any of the trees that might be removed (as the City indicated would happen) bc immediately behind the tree line is a pond. Without the tree line, the privacy and natural sound barrier I currently have would be gone. Moreover, since purchasing the property, I have planned to fence the entire property, including having a fence running along the front (permit approved), and I would not be able to do this given the limited frontage between the street and the pond on my property.

I am focusing on the negative consequences specific to my property, but I can imagine similar impacts will be had throughout the road. The road is lined with beautiful, mature trees. I do not want it to become a barren, soulless road - especially during a time when we need trees for climate and environmental reasons.

I simply cannot support the project for these reasons and I will not surrender land. If the City Council truly were concerned about road safety and increasing traffic, perhaps they should not have approved 400+ new homes and I hope they do not approve any additional housing developments on the road.

While I don't support the project, I imagine motor safety could be increased by reducing the speed limit, adding traffic lights and increasing the road to three lanes in key areas with significant turning traffic. A sidewalk and multi-purpose trails are not necessary and adding additional infringement on the landscape of the road and property owners.

I can be reached via email (nasmith15@gmail.com) or phone (614-284-5143) to discuss my concerns and this project in more detail.

Sincerely,

Nancy Smith

Owner, 333 S. Waggoner Rd.

Sent from my iPhone

I, John Fitz-Gerald would like to discuss Construction ordinance for Priestly Drive to Main Street of the Waggoner Road Improvement Projects.

One lane that splits into 3 to manage traffic just will not work. This is what I call a short term Solution. In 5 years this will be an issue that will need attention which in terms will cost more money. With all the new projects going on and building a bigger residential community 1 lane into 3 will just not work.

The whole Waggoner Road needs to be expanded to at least of 2 lanes on each side. And yes some residential homes will lose some land. With a New infrastructure bill in the works Reynoldsburg needs to take advantage of this new bill.

Also Rosehill Road also needs to be of at least 2 lanes on each side. To 1 widen the Rose Hill road for traffic purposes and 2 to further develop City of Reynoldsburg.

Also I know East Main Street is a state route I know we can't do much about it. East Main Street from Prost on up to Waggoner Road need to be done ASAP along with all sidewalks this is a safety issue. It's no longer safe to walk on.

And last we need to build and connect all neighborhoods with walking paths of 8 feet wide to further connect our community. This will create more foot traffic to all businesses.

Supportive Documentation

A9: RECOGNIZED NEED

REYNOLDSBURG COMPREHENSIVE PLAN 2018



ACKNOWLEDGMENTS

Thank you to the steering committee members, stakeholders and community members who invested their time and expertise in the creation of this plan for the future of the City of Reynoldsburg.

Steering Committee:

Andrew Bowsher
Barth Cotner
Bill Sampson
Brad McCloud
Debbie Dunlap
Donna Bauman
Emily Wheeler
Kerstin Carr
Pat Zollars
Stacie Baker
Stephen Cicak

Position:

Development Director
City Council
Public Service Director
Mayor
Vice President, City of Reynoldsburg School District
Parks and Recreation Director
City Planner
Director of Planning & Environment, MORPC
Chair, Reynoldsburg Planning Commission
City Council
City Auditor

This plan was prepared for:



This plan was prepared by:



with support from:



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07	FOCUS AREAS	
	APPENDIX	



04



MOBILITY

MOBILITY

EXISTING CONDITIONS AND TRENDS

ROADWAY

High Crash Locations

The transportation network must be designed to safely accommodate all modes of travel. More heavily traveled corridors will inherently have more crashes due to the higher volume of cars. However, examining the context of crashes helps identify potential improvements. The map on the following page shows areas marked in the top 100 crash locations in Central Ohio by MORPC. They experience both heavy traffic and have multiple curb cuts in close proximity with little to no access management (shared entrances and access drives).

Traffic Volumes

While Reynoldsburg has several heavily traveled corridors, traffic volume is not as high in comparison with other suburbs. Traffic volumes are measured in terms of average vehicles per day or Average Daily Traffic (ADT). ADT varies considerably based on roadway context and design. High ADT corridors are often attractive for retail development, while less attractive for residential development. Corridors with certain levels of traffic may employ different designs (number of lanes, lane width, intersection type, etc.) depending on context. The new roadway network guidelines will ensure that even roads with high traffic volumes can develop in a safe way for all users.

The East Main Street corridor carries more than 32,000 vehicles per day and Lancaster Avenue nearly 25,000. While these are the busiest roadways in Reynoldsburg, ADT is lower than the busiest



Waggoner Road and Broad Street (#24 on Figure 12.)



*Brice Road and East Livingston Avenue
(#49 on Figure 12).*



Brice Road and East Main Street (#90 on Figure 12.)

roadways in communities such as Dublin and Westerville, which have ADTs between 35,000 to 45,000 vehicles. Despite the high ADT's in these communities, both Dublin and Westerville's downtowns are still vibrant and walkable with a mix of uses. (See recommendations for Olde Reynoldsburg in Chapter 7).

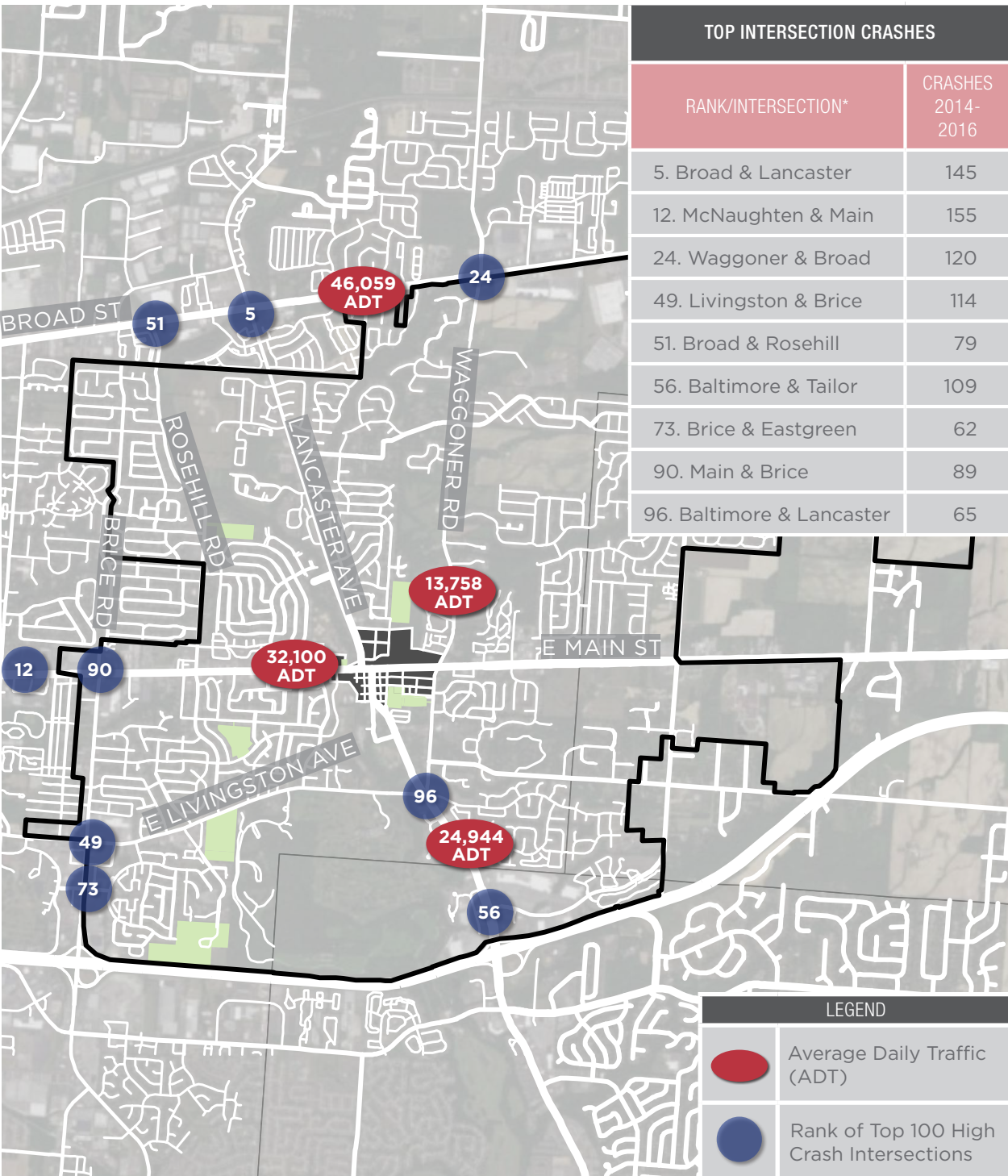


Figure 11: Traffic Counts and High Crash Data Locations



*Intersections are ranked on total crashes and crash severity.

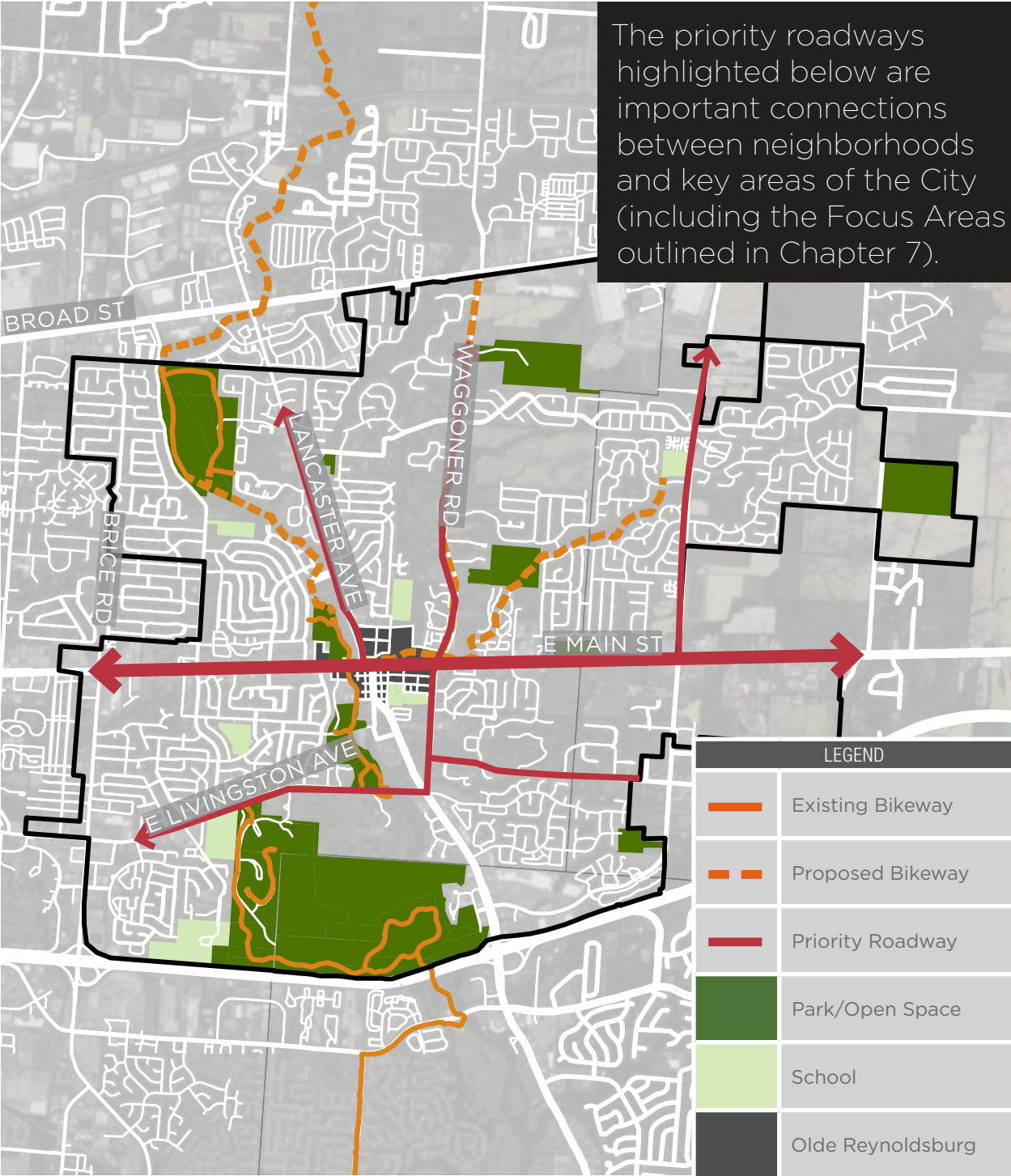


Figure 13: Major City Thoroughfares



See appendix for planned roadway improvements.

A large red square and a vertical red bar of the same color, positioned to the left of the page number and title.

07

FOCUS AREAS

PLANNED ROADWAY IMPROVEMENTS

The City of Reynoldsburg has a number of planned roadway improvement projects. Recent planning studies conducted by the City and MORPC indicate that increases in traffic volumes are expected on several roadways in and around Reynoldsburg. This planned increase in traffic volumes may exceed the existing capacity of those roads at peak times. However, roadway expansion isn't the answer. Often times, as transportation planners provide additional lanes of traffic to alleviate congestion, these new lanes fill up with more traffic, failing to solve congestion while adding a significant cost to the taxpayer.

Instead, future roadway development should align with the new roadway classifications outlined in this Chapter. Many planned roadway improvements should include bikeway facilities and additional off-street trails are planned as the City grows. Smart and safe transportation choices offer reduced congestion, support and encourage desirable growth and character of place, and integrate private vehicles, public transportation, biking, and walking.

PLANNED ROADWAY IMPROVEMENTS

Main Street 1

LOCATION: WESTERN CITY LIMITS TO TAYLOR ROAD

This is a collaborative project with Ohio Department of Transportation (ODOT) to resurface East Main Street using a mill/overlay methodology. Repairing pavement and roadway conditions along this main corridor will improve the useful life and safe traffic movements. This section is approximately 197,820 S.Y. of roadway reconstruction. This project is being funded through the ODOT Urban Paving Program, which is an 80%-ODOT and 20%-City split.

Waggoner Road 2

LOCATION (PHASE 1): EAST MAIN STREET TO PRIESTLY DRIVE

Improvements include full reconstruction and widening of the roadway throughout the entire corridor with the addition of curb, a bike path, and sidewalk. Upgrades to the street lighting and water line are included. This section is approximately 16,500 S.Y. of roadway reconstruction. The City of Reynoldsburg applied for \$5M of funding assistance from the State Capital Improvement Program for this project.

LOCATION (PHASE 2): PRIESTLY DRIVE TO RODEBAUGH ROAD

Improvements include full reconstruction and widening of the roadway throughout the entire corridor with the addition of curb, a bike path, and sidewalk. This section is approximately 21,020 S.Y. of roadway reconstruction. Similar to Phase 1, this project will require additional outside funding and will be the subject of a future Ohio Public Works Commission, Issue 2, funding application.

Davidson Drive 3

LOCATION: EAST MAIN STREET TO HAFT DRIVE

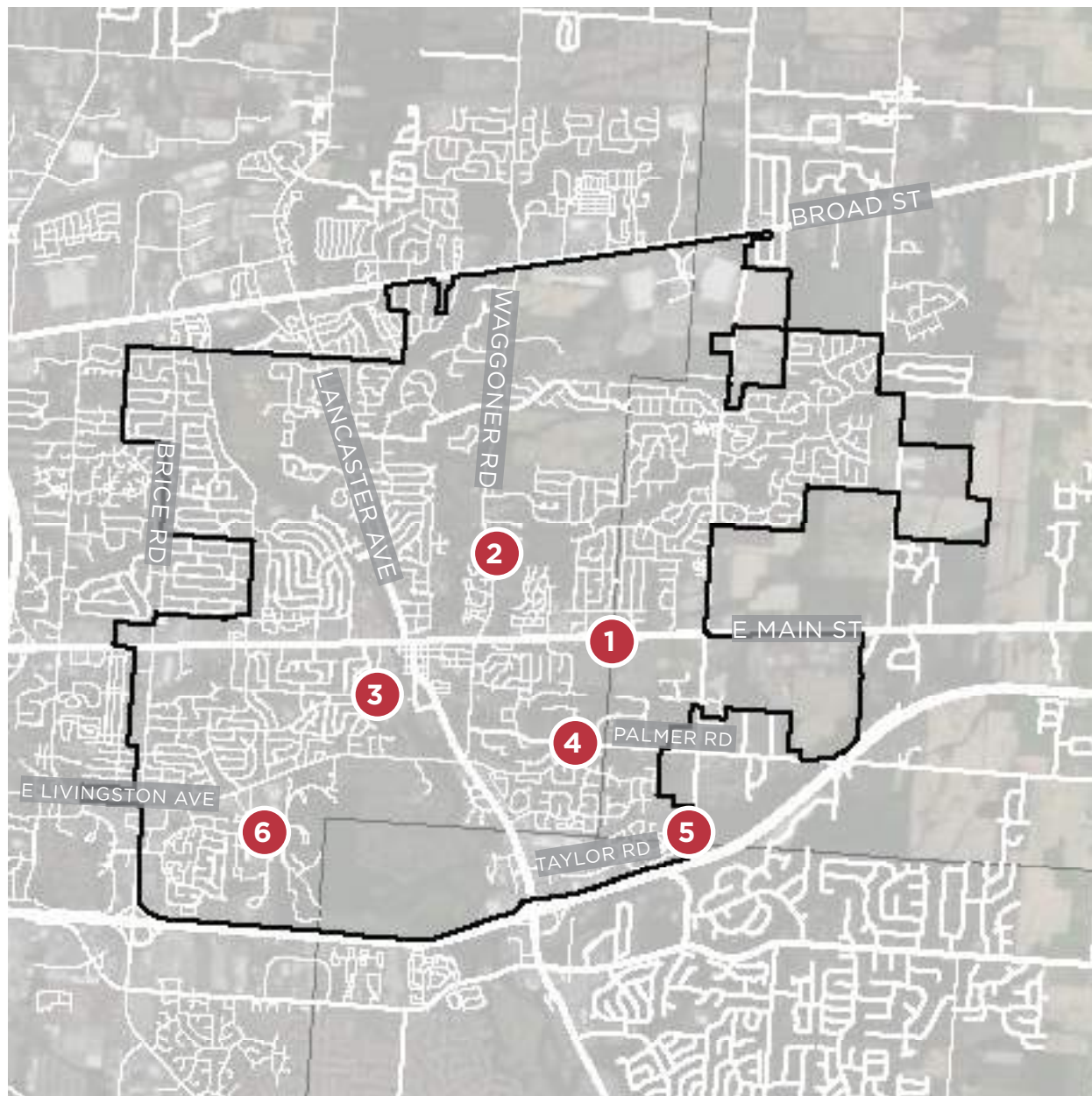
This project would focus on the roadway reconstruction of Davidson Drive. This work would replace the failing inverted crown concrete pavement section with a curbed, asphalt roadway. Storm sewers and inlets would be installed to provide better drainage, adding life to the roadway. This section is 4,700' x 26' (13,578 S.Y.)

Palmer Road 4

LOCATION: GRAHAM ROAD TO EAST CORP. LIMIT

Palmer Road is in need of reconstruction. This work would reinforce the base of the road to provide longer life to the road surface. The road would be widened by four feet to provide proper lane widths. Storm sewers and inlets would be installed to provide better drainage, adding life to the roadway. This section is 4,700' x 26' (13,578 S.Y.)

PLANNED ROADWAY IMPROVEMENTS



Taylor Road 5

LOCATION: MAIN STREET TO BROAD STREET
Taylor Road is in need of milling and paving from Main Street to Broad Street. Some curb repairs and storm inlet repairs will be needed. This section is 11,600' x 36' (46,400 S.Y.) This project will be evaluated further to determine if it is a good candidate for outside funding assistance.

Baldwin Road 6

LOCATION: WOODSEDGE DRIVE TO JUNIOR HIGH SCHOOL
This section of Baldwin Road and Woodsedge Drive is in very poor condition. It measures 1,680' x 26' (4,854 S.Y.). This work will consist of the reconstruction of the roadway and repairs to storm sewer inlets. This street is heavily traveled by school buses.

Ohio Public Works Commission
Five Year Capital Improvement Plan / Maintenance of Effort

CITY OF REYNOLDSBURG
Subdivision

049-66390
Code

September 1, 2021
Date

Project Name/Description	Funding Code(s)	Status (A) Active (P) Pending (C) Complete	Total Cost	Two Year Plan		Five Year Plan				
				2020	2021	2022	2023	2024	2025	2026
				<i>Funded</i>		<i>Planned</i>				
East Main Street Improvements, Phase 1	OPWC, Local, FCIB	A	\$4,308,000	\$408,000	\$3,900,000	\$0	\$0	\$0	\$0	\$0
East Main Street Improvements, Phase 2	OPWC, Local	P	\$2,904,579	\$0	\$214,968	\$2,689,611	\$0	\$0	\$0	\$0
Waggoner Road, Phase 1	Local, OPWC	P	\$7,600,608	\$0	\$0	\$559,895	\$7,040,713	\$0	\$0	\$0
Waggoner Road, Phase 2	Local, OPWC	P	\$9,653,500	\$0	\$0	\$0	\$710,500	\$8,943,000	\$0	\$0
Palmer Road Improvements	Local	C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Baldwin Road Improvements	Local	C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Davidson Drive Improvements	Local	A	\$2,050,000	\$2,050,000	\$0	\$0	\$0	\$0	\$0	\$0
East Main Street (ODOT Urban Paving Program)	Local	P	\$475,000	\$125,000	\$350,000	\$0	\$0	\$0	\$0	\$0
Annual Street Resurfacing Program	Local	A	\$11,962,500	\$212,500	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$3,000,000
Annual Street Prevantative Maintenance	Local	A	\$1,000,000	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Annual Bridge Inspection	Local	A	\$100,000	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Street Light Maintenance (Painting/LED Upgrades)	Local	A	\$125,000	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Taylor Road, Main St. to Broad St.	Local	C	\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0
5-way Intersection Roundabout	Local	P	\$5,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500,000
Annual Storm Sewer Improvement Projects	Local	A	\$1,000,000	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
SR 256 Storm Sewer (Ditch Fill-in)	Local	A	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
Parks Maintenance Projects	Local	A	\$1,050,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
JFK Park - All Children's Playground	Local	C	\$840,000	\$840,000	\$0	\$0	\$0	\$0	\$0	\$0
JFK Park - Restroom and Concession	Local	C	\$540,000	\$540,000	\$0	\$0	\$0	\$0	\$0	\$0
Huber Park - Main Parking Lot	Local	C	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
Civic Park Expansion	Local	A	\$1,100,000	\$0	\$100,000	\$1,000,000	\$0	\$0	\$0	\$0
Pine Quarry Upgrades (Nature Center, Parking, Trails)	Local	P	\$5,725,000	\$0	\$0	\$0	\$275,000	\$2,725,000	\$2,725,000	\$0
JFK Park - Ball Diamond Lighting LED Conversion	Local	P	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Senior Center Building Addition	Local	P	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Rocky Den and Red Fox Area Sewer Imp.	Local	P	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0
Northfield/Cottingham Area Sewer Imp.	Local	P	\$170,288	\$170,288	\$0	\$0	\$0	\$0	\$0	\$0
Graham/Main Area Sewer Imp.	Local	A	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0

Project Name/Description	Funding Code(s)	Status (A) Active (P) Pending (C) Complete	Total Cost	Two Year Plan		Five Year Plan				
				2020	2021	2022	2023	2024	2025	2026
				Funded		Planned				
Rosehill/Kaiser Area Sewer Imp.	Local	A	\$211,327	\$211,327	\$0	\$0	\$0	\$0	\$0	\$0
Astor/Slack Area Sewer Imp.	Local	P	\$145,000	\$0	\$0	\$145,000	\$0	\$0	\$0	\$0
Smithfield/Saratoga Area Sewer Imp.	Local	P	\$240,000	\$0	\$0	\$240,000	\$0	\$0	\$0	\$0
Marabar Heights Area Sewer Imp.	Local	P	\$905,000	\$0	\$70,000	\$835,000	\$0	\$0	\$0	\$0
Nocturne Area Sewer Imp.	Local	P	\$305,000	\$0	\$305,000	\$0	\$0	\$0	\$0	\$0
Marlone/Brauning Area Sewer Imp.	Local	P	\$151,568	\$0	\$0	\$0	\$0	\$151,568	\$0	\$0
Ardele/Carrousel Dr. South Area Sewer Imp.	Local	P	\$113,856	\$0	\$0	\$0	\$0	\$0	\$113,856	\$0
Lucks/Retton Area Sewer Imp.	Local	P	\$141,166	\$0	\$0	\$0	\$0		\$141,166	\$0
Rich/Bryden Area Sewer Imp.	Local	P	\$260,014	\$0	\$0	\$0	\$0	\$0	\$0	\$260,014
Systemwide Annual Sewer Inspection and Cleaning	Local	A	\$525,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Systemwide Annual Manhole Inspection and Cleaning	Local	A	\$280,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Systemwide Annual Contingency Spot Repairs and Rehabilitation	Local	A	\$56,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Roselawn Avenue East Waterline Replacement	Local	C	\$390,000	\$390,000	\$0	\$0	\$0	\$0	\$0	\$0
Saratoga Ave. Waterline Replacement	Local	A	\$827,130	\$0	\$827,130	\$0	\$0	\$0	\$0	\$0
Graham Rd./Burkey Dr. Waterline Replacement	Local	P	\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0
Gilmore Dr. Waterline Replacement	Local	P	\$725,000	\$0	\$0	\$0	\$725,000	\$0	\$0	\$0
Penick Dr./ Mott St. Waterline Replacement	Local	P	\$350,000	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0
Red Fox Rd. Waterline Replacement	Local	P	\$648,610	\$0	\$0	\$0	\$0	\$0	\$648,610	\$0
TOTAL =			\$59,241,567	\$8,045,115	\$7,790,098	\$8,387,506	\$11,219,213	\$14,637,568	\$6,096,632	\$10,278,014



Engineers, Surveyors, Planners, Scientists

May 26, 2021

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

Subject: Proposal for Professional Services – Waggoner Road Survey & Preliminary Engineering

Dear Mr. Dorman,

EMH&T is pleased to present this proposal for professional services related to survey and design of improvements to Waggoner Road between Main Street 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. PROJECT UNDERSTANDING

1. Scope of Improvements to be Designed

- a. Waggoner Road will be widened and reconstructed from Main Street to Broad Street (approximately 11,000 linear feet). One through lane will be provided in each direction, along with center turn lanes as generally shown on the enclosed Schematic Exhibit;
- b. The roadside will feature curb and gutter, with a closed-conduit stormwater drainage system;
- c. A shared-use path will be constructed on one side of the road and a sidewalk will be constructed on the other side. The location (side) of each will be determined during design.
- d. 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 un-signalized intersections;
- e. Street lighting will be installed along the roadway.
- f. Existing overhead utilities will remain overhead, relocated where necessary in coordination with the roadway design;
- g. The existing Bridge over French Run will be widened/extended to accommodate the proposed road section;
- h. Approximately five stormwater drainage pipe/box culverts will be extended throughout the corridor where required;
- i. The existing traffic signals at both Rodebaugh Road and Ross Way (Waggoner Road Jr. High School) will be modified or replaced to accommodate the pavement widening and pedestrian facilities;
- j. Traffic signals at Main Street and Broad Street will remain undisturbed by the project.

2. Phasing

We understand that the City intends to construct the Waggoner Road Improvements in two phases. Phase 1 will extend from Main Street to just north of Priestly Drive. The second phase will extend from Priestly Drive to Broad Street. The survey and preliminary engineering tasks outlined below will cover both Phase 1 and Phase 2 project limits.

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. Survey & Basemapping

EMH&T will perform topographic and boundary survey of the project area to support design activities. This will include the following services:

- a. Research available public records such as deeds, plats, and right-of-way plans (easement research will not be performed as part of this task but be appropriate as part of a future task);
- b. Recover existing monumentation (fee includes up to 24 hours of law enforcement officer time to assist the recovery of centerline monuments within the roadway).
 - i. Property pins will be recovered along the right-of-way but not in rear property corners. Property lines will be plotted based upon record information. Rear property corners will be recovered to confirm property lines as part of a future phase of work when the specific right-of-way needs of the project are better understood;
- c. Establish control network including up to eight horizontal control points using GPS and up to eight benchmarks;
- d. Request plans and markings of underground utilities through the Ohio Utilities Protection Service;
- e. Perform topographic survey of the project corridor;
- f. Gather record plan information from the City and County;
- g. Prepare topographic and boundary basemaps in AutoCAD for use in design and plan production.

2. Preliminary Geometrics Design

The conceptual geometrics shown on the enclosed Schematic Exhibit will be refined to a level commensurate with detailed design activities.

- a. Refine horizontal geometrics;
- b. Geometric design of proposed cross street intersections / driveway locations (8 intersections, 14 commercial driveways, 50 residential driveways). AutoTurn analysis will be performed for intersections and commercial driveways where appropriate;
- c. Design vertical alignment (profile);
- d. Design typical sections;
- e. Develop preliminary cross sections and design roadside grading;
- f. Identify locations and limits of retaining walls;
- g. Develop schematic layouts for utility features such as water mains and street lighting;
- h. Develop preliminary traffic signal layout;
- i. Develop preliminary construction limits;
- j. Prepare and submit a Preliminary Geometrics Plan (scroll plot) for review by the City.

3. Preliminary Stormwater & BMP Design

Preliminary stormwater drainage and BMP design will be prepared in accordance with City of Reynoldsburg standards and ODOT's Location and Design Manual Volume 2 to support preliminary engineering and cost estimate development.

- a. Identify outfalls and develop tributary area mapping;
- b. Preliminary inlet spacing design;
- c. Preliminary storm sewer calculations;
- d. Post-Construction Stormwater BMP concept development;

- e. Perform preliminary culvert analysis
 - i. Preliminary hydrology to determine approximate peak flow rates;
 - ii. Preliminary hydraulics analysis of impact of roadway reconstruction on culvert performance and flood routing conditions;

4. Preliminary Construction Plans

Preliminary construction plans (approx. 30% complete) will be developed in general accordance with City of Reynoldsburg and ODOT standards. The following plan elements will be included:

- a. Title Sheet;
- b. Schematic Plan with Survey Control;
- c. Typical Sections;
- d. Plan & Profile;
- e. Cross Sections;
- f. Traffic Control Plan (Striping Only);
- g. Right-of-Way Exhibits depicting the type and location of permanent and temporary right-of-way needed along the corridor.

Plans will be submitted electronically to the City and Franklin County Engineer's Office for review upon completion of 30% complete plans. Comments received will be addressed as part of final engineering. Plans will also be submitted to private utility companies for verification that their facilities are shown completely and accurately.

5. Opinions of Cost

EMH&T will prepare detailed project cost opinions including design, construction, and right-of-way acquisition costs. Quantities will be based on preliminary construction plans. Unit pricing will be based upon historical bid information. Right-of-way costs will be generally based upon Franklin County Auditor valuations and should be verified by a real estate professional.

6. Project Advocacy, Coordination, and Meetings

We anticipate the following services related to project advocacy, coordination, and management.

- a. Attend progress meetings with the City and other stakeholders (assume two staff at six meetings).
- b. Prepare exhibits for meetings and coordination;
- c. General project coordination and oversight.

C. COMPENSATION

EMH&T proposes to provide our professional services as described in the above Scope of Services for the following prices.

Scope Item #	Description	Price
1	Survey & Basemapping	\$143,000
2.	Preliminary Geometrics Design	\$67,000
3.	Preliminary Stormwater & BMP Design	\$38,000
4.	Preliminary Construction Plans	\$94,000
5.	Opinions of Cost	\$9,000
6.	Project Advocacy, Coordination, and Meetings	\$19,000
	Total (Items 1 through 6) =	\$370,000

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 prepare a detailed Gantt chart schedule for the project. We will review the schedule with the City for approval. We will update the schedule throughout the design phase of the project.

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 Studies;
2. Geotechnical investigations;
3. Detailed design and final engineering;
4. Floodplain analysis and permitting;
5. Environmental services and permitting;

6. Detailed bridge surveys;
7. Legal descriptions and exhibits;
8. Easement or title research;
9. ODOT-style right-of-way plans;
10. Funding applications;
11. Valuation and acquisition of right-of-way and easement parcels including appraisal, offer letter preparation and delivery, negotiation, preparation of transfer documents, recording of documents, etc.

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 614-775-4555 or randrews@emht.com.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON & TILTON, INC.



Ryan M. Andrews, PE

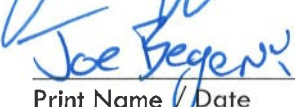
Enclosures: 1 (Project Schematic Exhibit)

Copies: Michael Brehm, PE (EMH&T)

Acceptance and Authorization to Proceed

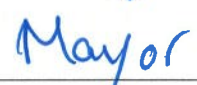
APPROVED – CITY OF REYNOLDSBURG, OHIO



Authorized Signature

Print Name / Date

9/1/2021



Title

Supportive Documentation
A10: SERVICE TO THE DISTRICT



Engineers, Surveyors, Planners, Scientists

MEMO

Date: August 31, 2021
To: District 3 Public Works Integrating Committee
From: Ryan M. Andrews, PE, Reynoldsburg City Engineer
Subject: Waggoner Road Average Daily Traffic (ADT) Analysis
Copies: File

A 24-hour traffic count was performed on Tuesday, August 24, 2021 on Waggoner Road, just north of E. Main Street. In addition to the observed traffic, two new residential neighborhoods are currently being constructed along Waggoner Road north of E. Main Street, which are expected to be occupied and generating traffic by the year the time the Waggoner Road, Phase 1, project is complete (2023 – 2024). One site consists of 354 single-family homes, and second includes 80 townhomes. The Institute of Transportation Engineers (ITE), [Trip Generation Manual](#) was used to forecast trips generated by these two sites. The single-family home site is expected to generate 3,342 trips per day, and the townhomes site is expected to generate 586 trips a day. These trips were distributed along Waggoner Road according to the distribution observed in the August 24, 2021, 24-hour traffic count and assigned to Waggoner Road accordingly. The combination of counted traffic and trips generated from the planned developments is expected to yield an ADT of **16,500** on Waggoner Road prior to the completion of the Phase 1 improvements. Please contact me at 614-775-4555 or randrews@emht.com should you have any questions regarding this ADT calculation.

Attachments: 1. Waggoner Road 24-hour Traffic Count, 8/24/21
2. ITE Trip Generation



EMH&T Inc. : Columbus (OH)
5500 New Albany Rd.

New Albany, Ohio, United States 43054
(614) 775-4500 bmasterson@emht.com

Count Name: 2021-0007 Waggoner Rd 24 Hr
Count
Site Code: 20210007
Start Date: 08/24/2021
Page No: 1

Direction (Southbound)

Start Time	Lights	Other Vehicles	Total
08/24/2021 12:00 AM	13	0	13
12:15 AM	15	0	15
12:30 AM	17	0	17
12:45 AM	4	0	4
1:00 AM	14	0	14
1:15 AM	10	0	10
1:30 AM	8	1	9
1:45 AM	3	0	3
2:00 AM	3	1	4
2:15 AM	8	0	8
2:30 AM	3	0	3
2:45 AM	3	0	3
3:00 AM	8	0	8
3:15 AM	15	0	15
3:30 AM	7	0	7
3:45 AM	3	0	3
4:00 AM	10	1	11
4:15 AM	11	1	12
4:30 AM	13	0	13
4:45 AM	20	1	21
5:00 AM	11	0	11
5:15 AM	15	0	15
5:30 AM	18	0	18
5:45 AM	26	2	28
6:00 AM	40	0	40
6:15 AM	43	0	43
6:30 AM	58	1	59
6:45 AM	64	1	65
7:00 AM	91	4	95
7:15 AM	98	0	98
7:30 AM	70	1	71
7:45 AM	104	4	108
8:00 AM	99	4	103
8:15 AM	62	10	72
8:30 AM	108	6	114
8:45 AM	103	10	113
9:00 AM	101	6	107
9:15 AM	118	13	131
9:30 AM	91	1	92

9:45 AM
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77	3	80
69	3	72
87	2	89
84	0	84
86	0	86
98	3	101
94	6	100
102	3	105
107	4	111
88	3	91
102	3	105
99	2	101
108	3	111
89	3	92
97	3	100
120	1	121
113	2	115
83	1	84
111	5	116
159	4	163
157	2	159
97	1	98
135	5	140
142	5	147
127	2	129
125	8	133
115	5	120
113	3	116
116	2	118
135	0	135
138	1	139
129	0	129
132	0	132
135	1	136
134	1	135
112	1	113
115	0	115
92	0	92
87	0	87
81	2	83
94	1	95
108	1	109
104	1	105
95	1	96
74	1	75
66	0	66
50	0	50
46	0	46
47	1	48
45	1	46
39	0	39
22	0	22

10:45 PM	25	0	25
11:00 PM	24	0	24
11:15 PM	14	0	14
11:30 PM	24	0	24
11:45 PM	9	0	9
Total	6784	168	6952
Total %	97.6	2.4	100.0
AM Times	11:00 AM	8:30 AM	8:30 AM
AM Peaks	401	35	465
PM Times	5:30 PM	2:45 PM	5:30 PM
PM Peaks	530	13	532



EMH&T Inc. : Columbus (OH)
5500 New Albany Rd.

New Albany, Ohio, United States 43054
(614) 775-4500 bmasterson@emht.com

Count Name: 2021-0007 Waggoner Rd 24 Hr
Count
Site Code: 20210007
Start Date: 08/24/2021
Page No: 4

Direction (Northbound)

Start Time	Lights	Other Vehicles	Total
08/24/2021 12:00 AM	13	0	13
12:15 AM	11	0	11
12:30 AM	14	0	14
12:45 AM	7	0	7
1:00 AM	8	0	8
1:15 AM	12	0	12
1:30 AM	5	0	5
1:45 AM	5	0	5
2:00 AM	2	2	4
2:15 AM	5	0	5
2:30 AM	6	0	6
2:45 AM	2	0	2
3:00 AM	5	0	5
3:15 AM	2	0	2
3:30 AM	2	0	2
3:45 AM	7	0	7
4:00 AM	13	1	14
4:15 AM	18	0	18
4:30 AM	16	0	16
4:45 AM	9	0	9
5:00 AM	18	0	18
5:15 AM	27	0	27
5:30 AM	36	1	37
5:45 AM	34	2	36
6:00 AM	34	0	34
6:15 AM	39	2	41
6:30 AM	40	3	43
6:45 AM	42	0	42
7:00 AM	44	1	45
7:15 AM	63	2	65
7:30 AM	69	6	75
7:45 AM	73	1	74
8:00 AM	87	1	88
8:15 AM	121	3	124
8:30 AM	91	9	100
8:45 AM	91	3	94
9:00 AM	77	3	80
9:15 AM	84	1	85
9:30 AM	53	3	56

9:45 AM
10:00 AM
10:15 AM
10:30 AM
10:45 AM
11:00 AM
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9:45 PM
10:00 PM
10:15 PM
10:30 PM

62	6	68
76	2	78
78	3	81
79	3	82
77	1	78
111	2	113
85	2	87
82	1	83
103	2	105
111	1	112
87	1	88
100	0	100
105	1	106
99	2	101
113	2	115
119	2	121
150	5	155
145	2	147
146	1	147
117	1	118
155	5	160
154	5	159
146	6	152
146	5	151
167	0	167
169	2	171
160	3	163
152	0	152
152	1	153
146	1	147
146	0	146
162	1	163
205	0	205
169	1	170
170	0	170
135	0	135
144	1	145
113	0	113
108	0	108
102	0	102
109	0	109
96	1	97
92	0	92
104	0	104
109	0	109
120	0	120
70	0	70
52	0	52
37	0	37
44	0	44
39	0	39
33	1	34

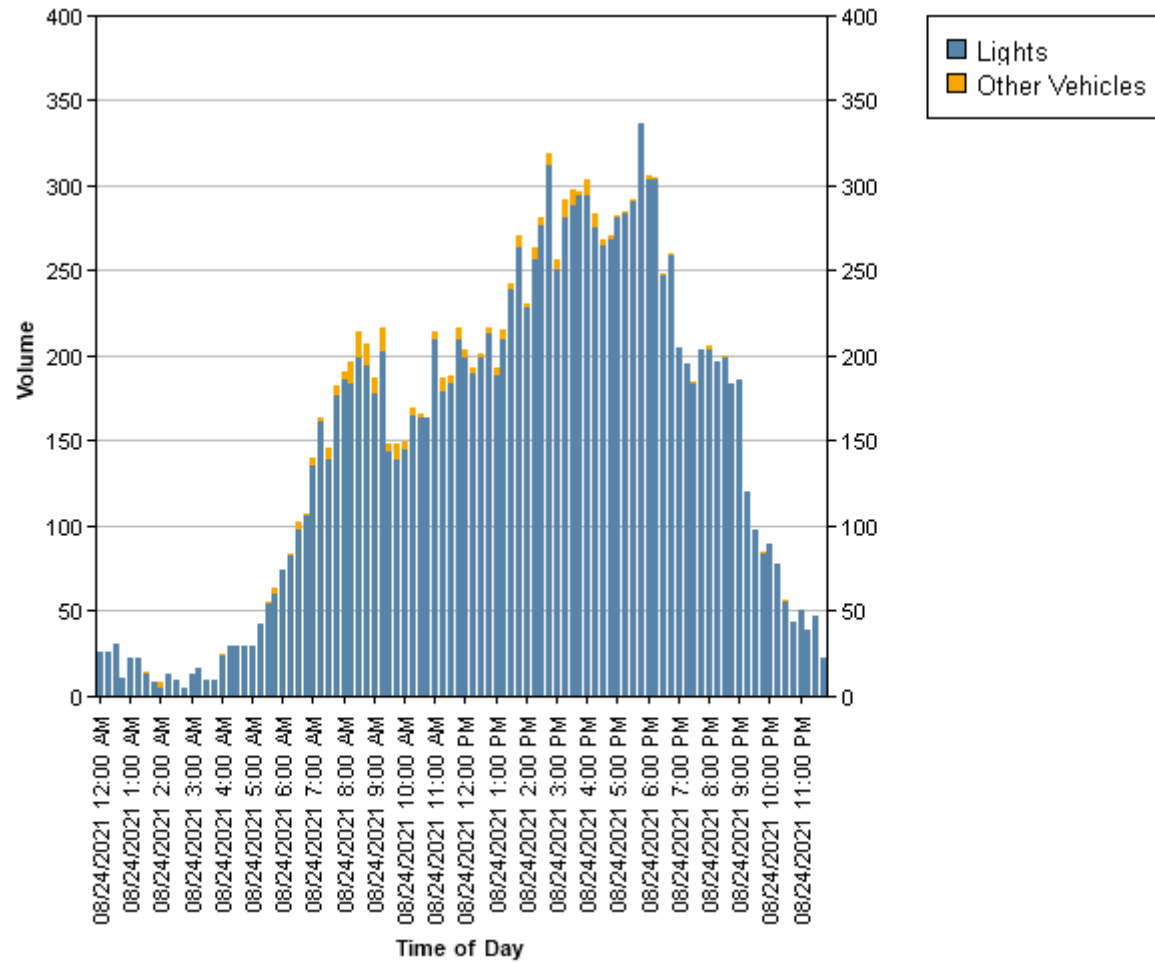
10:45 PM	19	0	19
11:00 PM	27	0	27
11:15 PM	25	0	25
11:30 PM	23	0	23
11:45 PM	13	0	13
Total	7343	117	7460
Total %	98.4	1.6	100.0
AM Times	11:00 AM	8:30 AM	8:30 AM
AM Peaks	381	16	359
PM Times	5:30 PM	2:45 PM	5:30 PM
PM Peaks	706	21	708



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5500 New Albany Rd.

New Albany, Ohio, United States 43054
(614) 775-4500 bmasterson@emht.com

Count Name: 2021-0007 Waggoner Rd 24 Hr
Count
Site Code: 20210007
Start Date: 08/24/2021
Page No: 7



Multifamily Housing (Low-Rise) (220)

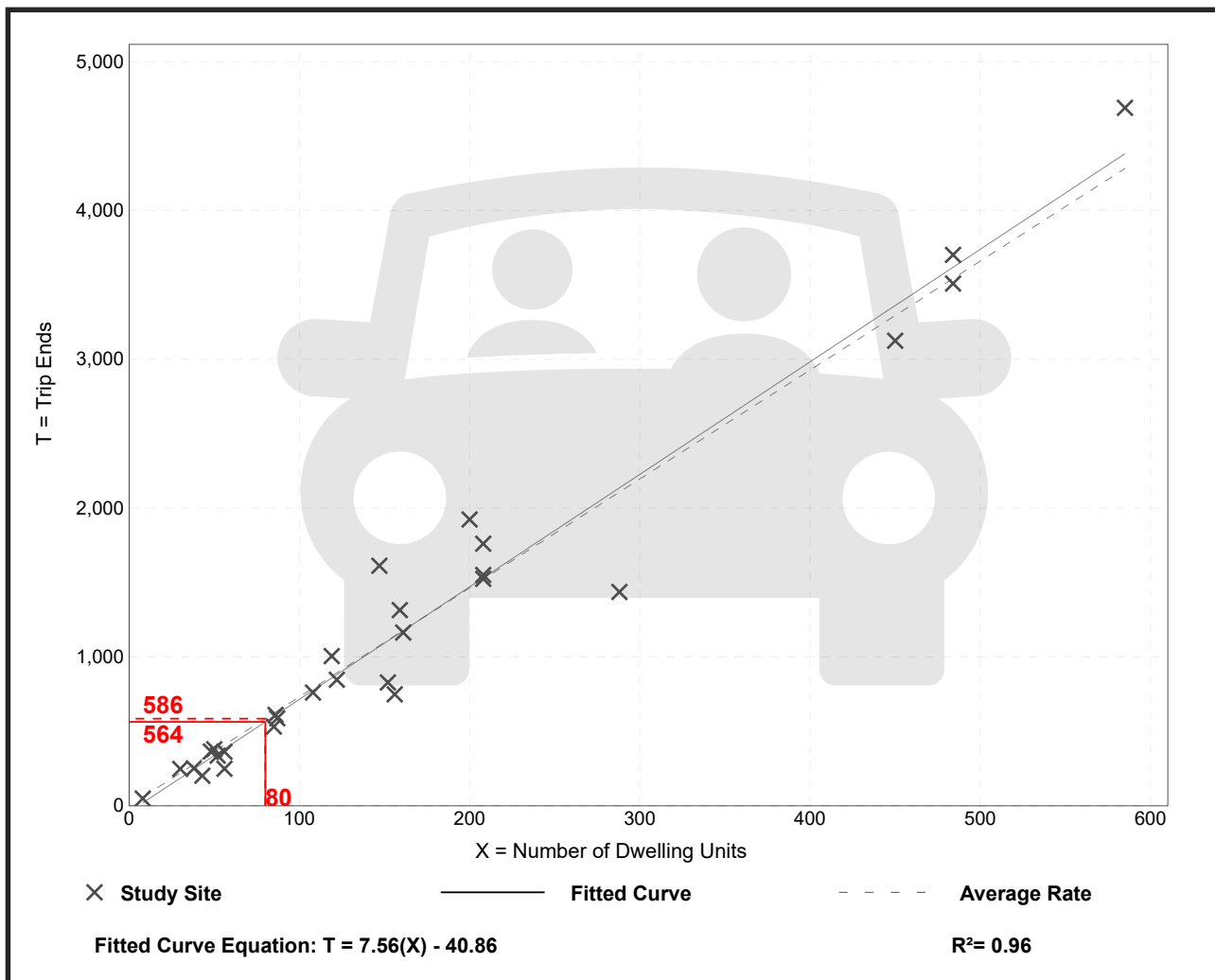
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 29
Avg. Num. of Dwelling Units: 168
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
7.32	4.45 - 10.97	1.31

Data Plot and Equation



Single-Family Detached Housing (210)

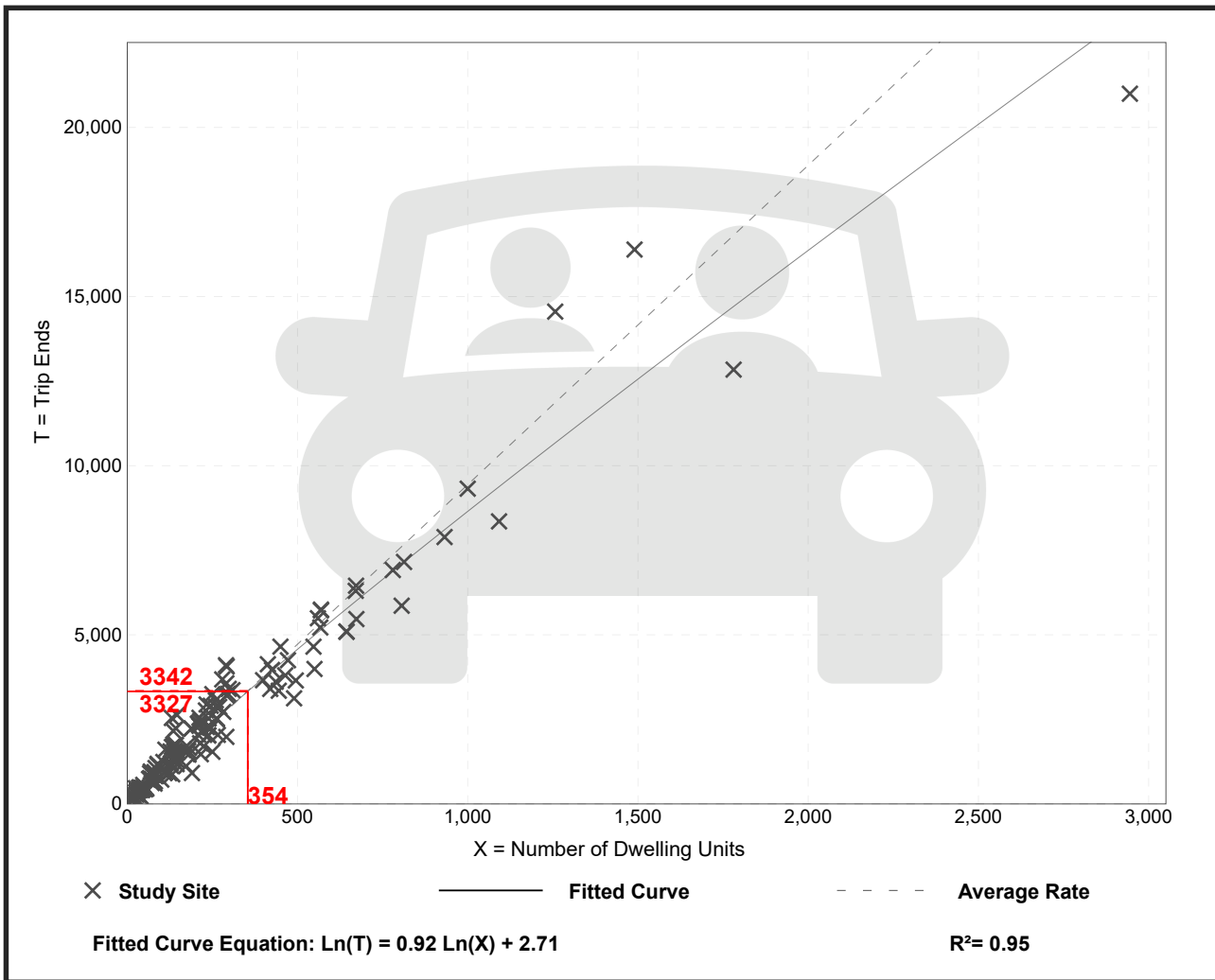
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 159
Avg. Num. of Dwelling Units: 264
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
9.44	4.81 - 19.39	2.10

Data Plot and Equation



Land Use: 220

Multifamily Housing (Low-Rise)

Description

Low-rise multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and that have one or two levels (floors). Multifamily housing (mid-rise) (Land Use 221), multifamily housing (high-rise) (Land Use 222), and off-campus student apartment (Land Use 225) are related land uses.

Additional Data

In prior editions of *Trip Generation Manual*, the low-rise multifamily housing sites were further divided into rental and condominium categories. An investigation of vehicle trip data found no clear differences in trip making patterns between the rental and condominium sites within the ITE database. As more data are compiled for future editions, this land use classification can be reinvestigated.

For the three sites for which both the number of residents and the number of occupied dwelling units were available, there were an average of 2.72 residents per occupied dwelling unit.

For the two sites for which the numbers of both total dwelling units and occupied dwelling units were available, an average of 96.2 percent of the total dwelling units were occupied.

This land use included data from a wide variety of units with different sizes, price ranges, locations, and ages. Consequently, there was a wide variation in trips generated within this category. Other factors, such as geographic location and type of adjacent and nearby development, may also have had an effect on the site trip generation.

Time-of-day distribution data for this land use are presented in Appendix A. For the 10 general urban/suburban sites with data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 7:15 and 8:15 a.m. and 4:45 and 5:45 p.m., respectively. For the one site with Saturday data, the overall highest vehicle volume was counted between 9:45 and 10:45 a.m. For the one site with Sunday data, the overall highest vehicle volume was counted between 11:45 a.m. and 12:45 p.m.

For the one dense multi-use urban site with 24-hour count data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 7:00 and 8:00 a.m. and 6:15 and 7:15 p.m., respectively.

For the three sites for which data were provided for both occupied dwelling units and residents, there was an average of 2.72 residents per occupied dwelling unit.

The average numbers of person trips per vehicle trip at the five general urban/suburban sites at which both person trip and vehicle trip data were collected were as follows:

- 1.13 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 7 and 9 a.m.
- 1.21 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 4 and 6 p.m.

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in British Columbia (CAN), California, District of Columbia, Florida, Georgia, Illinois, Indiana, Maine, Maryland, Minnesota, New Jersey, New York, Ontario, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Virginia, and Washington.

It is expected that the number of bedrooms and number of residents are likely correlated to the number of trips generated by a residential site. Many of the studies included in this land use did not indicate the total number of bedrooms. To assist in the future analysis of this land use, it is important that this information be collected and included in trip generation data submissions.

Source Numbers

168, 187, 188, 204, 211, 300, 305, 306, 319, 320, 321, 357, 390, 412, 418, 525, 530, 571, 579, 583, 864, 868, 869, 870, 896, 903, 918, 946, 947, 948, 951

Land Use: 210

Single-Family Detached Housing

Description

Single-family detached housing includes all single-family detached homes on individual lots. A typical site surveyed is a suburban subdivision.

Additional Data

The number of vehicles and residents had a high correlation with average weekday vehicle trip ends. The use of these variables was limited, however, because the number of vehicles and residents was often difficult to obtain or predict. The number of dwelling units was generally used as the independent variable of choice because it was usually readily available, easy to project, and had a high correlation with average weekday vehicle trip ends.

This land use included data from a wide variety of units with different sizes, price ranges, locations, and ages. Consequently, there was a wide variation in trips generated within this category. Other factors, such as geographic location and type of adjacent and nearby development, may also have had an effect on the site trip generation.

Single-family detached units had the highest trip generation rate per dwelling unit of all residential uses because they were the largest units in size and had more residents and more vehicles per unit than other residential land uses; they were generally located farther away from shopping centers, employment areas, and other trip attractors than other residential land uses; and they generally had fewer alternative modes of transportation available because they were typically not as concentrated as other residential land uses.

Time-of-day distribution data for this land use are presented in Appendix A. For the six general urban/suburban sites with data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 7:15 and 8:15 a.m. and 4:00 and 5:00 p.m., respectively. For the two sites with Saturday data, the overall highest vehicle volume was counted between 3:00 and 4:00 p.m. For the one site with Sunday data, the overall highest vehicle volume was counted between 10:15 and 11:15 a.m.

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in California, Connecticut, Delaware, Illinois, Indiana, Maryland, Minnesota, Montana, New Jersey, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Vermont, and Virginia.

Source Numbers

100, 105, 114, 126, 157, 167, 177, 197, 207, 211, 217, 267, 275, 293, 300, 319, 320, 356, 357, 367, 384, 387, 407, 435, 522, 550, 552, 579, 598, 601, 603, 614, 637, 711, 716, 720, 728, 735, 868, 903, 925, 936

Supportive Documentation

A11: SPECIAL CONDITIONS OR IMPORTANT COMMUNITY FACILITIES

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Welcome to St. Pius X Catholic School!

St. Pius X has a rich tradition steeped in **faith formation** and **academic excellence**.

Students are challenged to reach their full potential and grow in their faith over the course of their elementary school years.

Our faculty views education as a partnership with our parents and knows all students learn differently. St. Pius X offers a comprehensive **Preschool through 8th grade** curriculum **serving 486 students.**

The faculty at St. Pius X is dedicated to Catholic Education and views Catholic Education as a "calling." I would love to personally show you all that Saint Pius X has to offer.

Principal
Darren Smith

2015 CDBG Eligible Block Groups

This map displays CDBG eligible block groups in Franklin County, Ohio.

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-530.1 et seq.

[More information here.](#)

326 views.

Bookmarks

Franklin County, Ohio

+

-

2015 CDBG Eligible Block Groups

The map displays the 2015 CDBG Eligible Block Groups in Franklin County, Ohio. A red rectangular highlight is placed over a specific block group in the Reynoldsburg area, bounded by Reynoldsburg Rd to the north, E Main St to the south, and a road to the east. The map shows various residential streets and landmarks, including John F. Kennedy Park and a Kroger store. The map interface includes a search bar at the top right and navigation controls on the left.

Page 362 of 539

Supportive Documentation

A12: OTHER INFORMATION

ThisWeek COMMUNITY NEWS

Reynoldsburg planning commission OKs 354-home development off Waggoner Road

By **KELLEY YUMAN**

Posted May 11, 2020 at 7:30 AM

Hundreds of new homes are coming to Waggoner Road in Reynoldsburg.

The city's planning commission May 7 unanimously approved a major site-plan application from M/I Homes of Central Ohio for 354 single-family homes.

The meeting was held via Zoom teleconference and livestreamed on the city's Facebook page.

The development is planned for about 130 acres at 700, 704 and 706 Waggoner Road, near the intersection with Rodebaugh Road. The property is being annexed into the city from Truro Township.

City Council on March 23 unanimously approved a motion stating city services - including water, sewer, police and parks -- will be available once the land is annexed. The motion is required under Ohio law as part of the annexation process.

Franklin County commissioners on April 21 unanimously approved the annexation. It next will go back to council for final approval, expected in June.

M/I will build its Smart Series product, allowing buyers to select from about 10 floorplans, in addition to interior and exterior finishes and options like three-car garages, according to plans submitted to the city in April.

Homes will range from 1,500 square feet to about 3,000 square feet, with prices ranging from \$290,000 to \$400,000.

"We're excited to be back in Reynoldsburg. It's been at least 15 years since we've been able to build in Reynoldsburg, so when this opportunity came available, ... we were ecstatic about it," said Josh Barkan, M/I Homes vice president of land.

“We think we have a tremendous opportunity to deliver a product that is desperately needed in the region.”

M/I will finish engineering and surveying work this year, with plans to break ground next spring.

The new community will be called Spring Hill Farms, a nod to the site’s agricultural past.

A few dozen homes should be complete by end of 2021, so homeowners could close on the properties and move in during the first half of 2022, Barkan said.

It will take about five years to fully construct the community, he said.

About 38 acres will be set aside for passive green space and recreation uses including trails, picnic shelters and playgrounds. Other features include nearly 100 street lights, cluster mailboxes and three retention ponds.

An entrance to the community is planned off Waggoner Road, with an entry sign and landscaping including over 600 shrubs, trees and perennials.

The community will have a homeowners association.

It marks the second housing project to be approved since the city overhauled its 50-year-old zoning code earlier this year.

Approved in March by council, the new zoning code includes two types of zoning related to housing: suburban residential (SR) and residential medium (RM).

Spring Hill Farms will be zoned SR, which allows for traditional single-family homes with off-street parking.

Commission member Steven Hicks said Spring Hill Farms implements some of the best parts of the new zoning code, including diverse home styles and increasing green space.

“There’s more open space in this development than what we see in most other subdivisions. It’s a project that fits with where single-family housing is going now -- the trend, or demand for smaller lots,” Hicks said.

The planning commission also approved the preliminary plat for the subdivision.

Lots will range from 50 to 60 feet wide and 125 feet deep, according to plat documents.

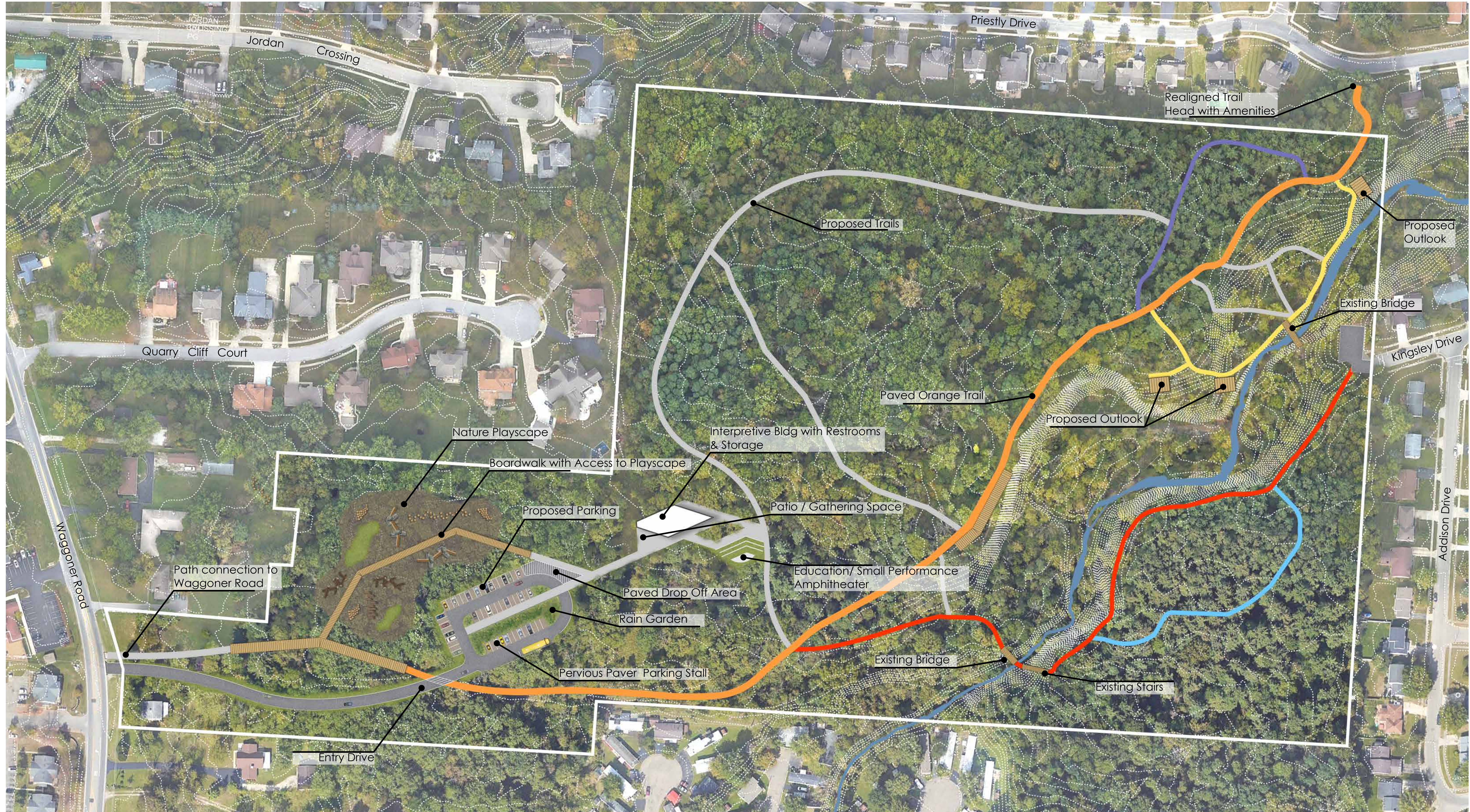
The land is owned by the Rhoderick C. Griffin trust.

A white house and about 10 acres surrounding it will remain on the property of the trust, with the neighborhood built around it.

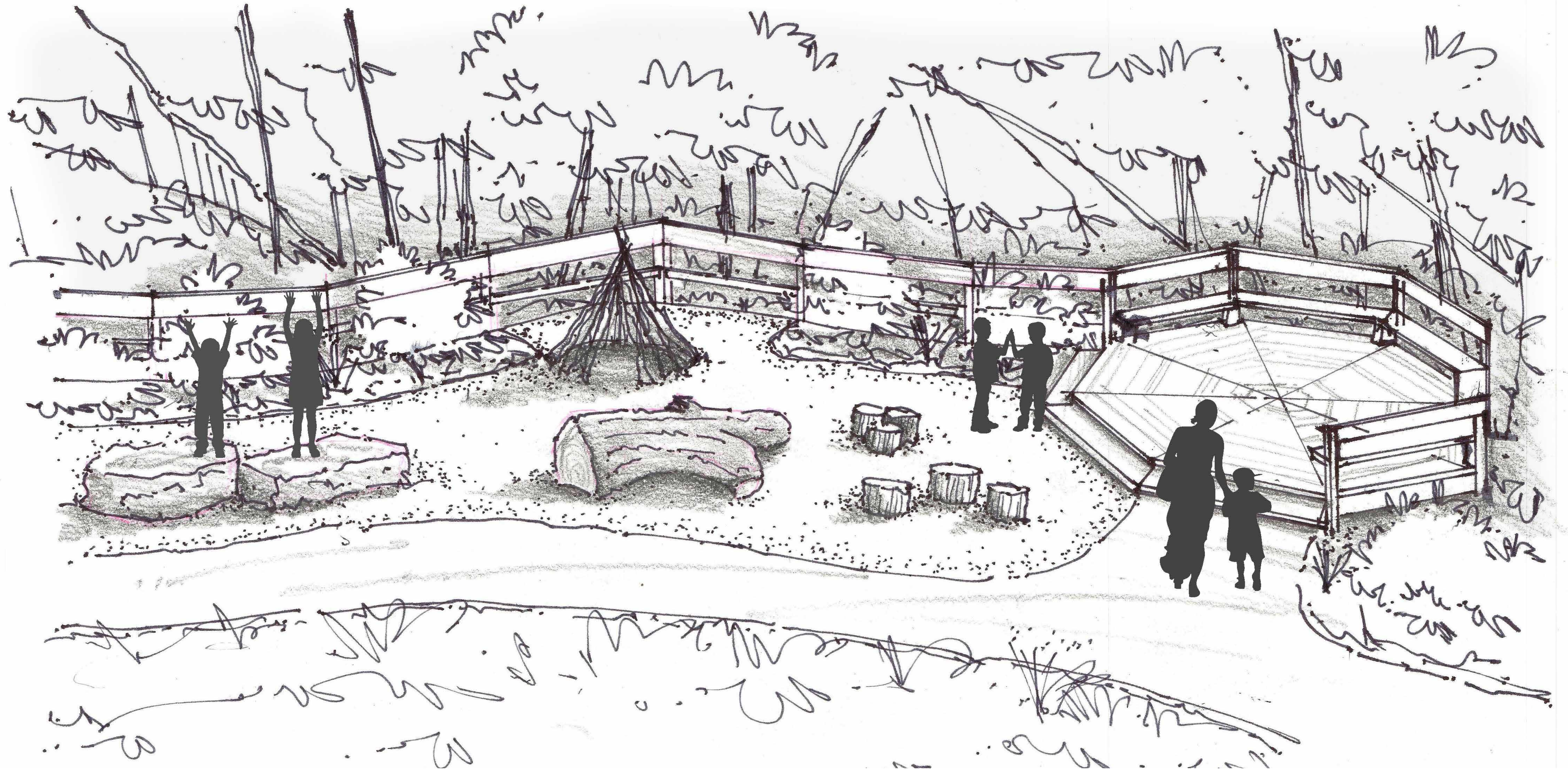
Planning documents, including landscaping, floor plan and home features, are online at <http://reynoldsburgcityoh.iqm2.com/Citizens/>.

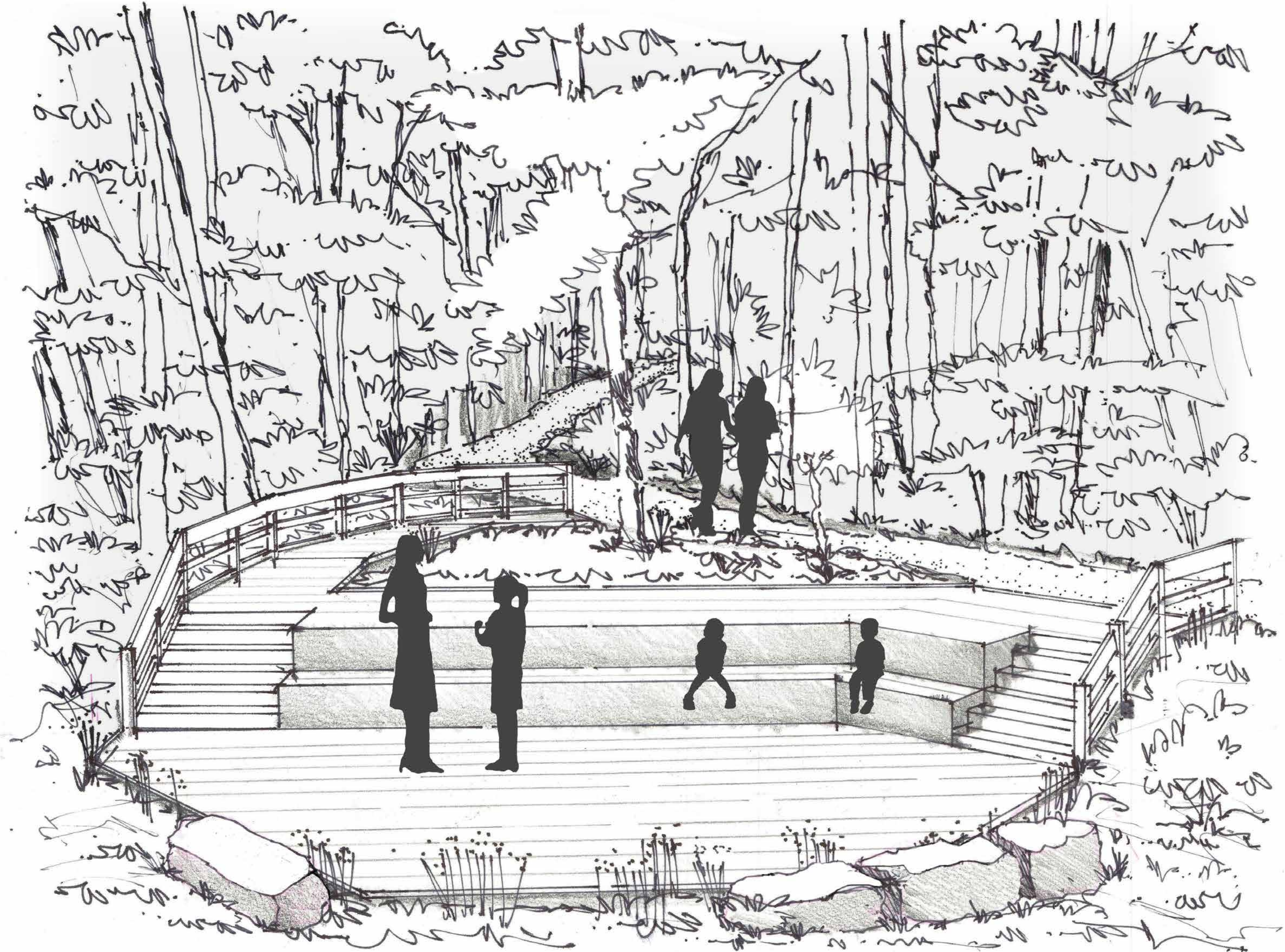
editorial@thisweeknews.com

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ThisWeek COMMUNITY NEWS

Trustees: Grants needed for Waggoner sidewalks

Posted Aug 18, 2010 at 12:01 AM

Updated Aug 18, 2010 at 9:08 PM

Waggoner Road was once little more than a rural route between East Broad Street and East Main Street and didn't have much need for sidewalks.

Waggoner Road was once little more than a rural route between East Broad Street and East Main Street and didn't have much need for sidewalks.

But while development along Waggoner in the past few years has included the construction of homes, businesses and churches, sidewalks exist only in some spots.

Jennifer Williamson, a resident in the Park at Waggoner subdivision, is concerned about pedestrian safety along Waggoner Road. She wants to know when sidewalks will be built along the portions of the road that don't have any now.

"My main concern is that there aren't any sidewalks," she said. "It's not usually adults I see walking along Waggoner Road, it's usually kids.

"Waggoner Road between East Main and East Broad streets has four schools, three churches and two day care centers yet only the first half mile or so, and the last quarter-mile of Waggoner, has a sidewalk," she said.

Waggoner Road stretches almost two miles with roughly 4,000 feet in the city of Reynoldsburg, 6,000 feet in Truro Township, and a small portion in Jefferson Township.

Trustee Dennis Nicodemus said Truro Township is beginning to work with Franklin County engineers on possible plans to install sidewalks along the township portion of Waggoner Road and other road improvements throughout the township.

He said the project will most likely have to be funded by grant money.

“We’re getting ready to work with the county on a project as to where we want to be and there’s going to be some grant money out there,” Nicodemus said.

“We’re going to put a plan together and there is going to be some input from the residents before the final thing is put in place,” he said. “It’s going to let the county see where they need to spend the money. This would be an overall plan as to what we would like to see happen in Truro Township, as far as sidewalks or anything else.”

Nicodemus said it is too early to determine exactly how much it would cost to put new sidewalks in, but said trustees will have to rely on grant money and presenting an overall plan to the county to get the ball rolling.

“Waggoner Road would be an ideal place to start because it’s pretty well developed up there,” he said.

Before sidewalks are built, trustee Barb Strussion suggested reducing the speed limit in response to concerns about children walking along the road.

“It’s such a busy road and I don’t know if I would want my child walking on a sidewalk if they were available,” she said. “I know the schools are there and most of them (students) are on buses or their parents take them.

“I would think we would have to petition for a lower speed limit through there because even though you’ve got a sidewalk, if somebody is speeding through there, that’s not a bit of protection,” she said.

“I’m not against sidewalks. We’ve lived here 40-some years and I couldn’t wait until they got sidewalks on Graham Road, even though we only have them on one side,” Strussion said.

Williamson said she is pleased to know the township is starting a process to get sidewalks built along Waggoner Road, but she hopes they are installed sooner rather than later.

“I’d hate to see it, but it’s going to take a kid getting hurt or, God forbid, killed before these people speed this process up as much as they can,” Williamson said.

Nicodemus said the plan with the county engineers should start to come together in early September but he said it will be up to the county to agree that the project is viable before they can move forward.

“I’m sure we will pursue it. It depends on what the county says. If this is a viable project and if they come back and say, ‘we agree with you,’ then they’ll tell us what part of that they’ll be willing to fund,” Nicodemus said.

Jim Miller, Reynoldsburg’s director of engineering, said most of the city’s portion of Waggoner Road has sidewalks.

“We’ve got sidewalks from Main Street up to Jordan Crossing, and a few little bits and pieces of sidewalk between Rodebaugh Road and Broad, but from Jordan Crossing north to Rodebaugh Road is in the township and there aren’t any,” Miller said.

“It is my understanding that all of the pieces that are in the city have sidewalk,” he said.

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Trustees: Grants needed for Waggoner sidewalks

There are [2](#) comments on the [ThisWeek Community Newspapers](#) story from Aug 18, 2010, titled *Trustees: Grants needed for Waggoner sidewalks*. In it, ThisWeek Community Newspapers reports that:

Waggoner Road was once little more than a rural route between East Broad Street and East Main Street and didn't have much need for sidewalks.

Join the discussion below, or [Read more](#) at ThisWeek Community Newspapers.

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COMMENTS

1 - 2 of 2 Comments | Last updated Aug 25, 2010

Priestley Drive resident

[Hilliard, OH](#)

#1 | Aug 20, 2010

The remarks from Reynoldsburg city engineer Jim Miller are not accurate. The portion of Waggoner Road between Main Street and Jordan Crossing does NOT have sidewalks. Very little of the entire length of Waggoner Road have sidewalks. This is a dangerous road for pedestrians and bicyclists - there is simply no room on the existing road for them. The road is heavily trafficked, there are two narrow lanes, curves and hills that obstruct vision, and a 35 mph speed limit. In many areas of the road, including the Reynoldsburg section between Main Street and Jordan Crossing, there is no berm at the edge of the road - no margin for error, at all.

Mrs. Strussion's opinion that walking on a sidewalk along a busy street is no safer than walking on the street itself, is just ridiculous. She is correct that the speed limit should be reduced, but that in itself will not correct the dangers of this road.

If a sidewalk is ever built on Waggoner Road, it will serve as a multi-purpose path, used by bicycles and pedestrians. Both will be far safer on a sidewalk than on that road.

Judged:

1

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Alex

[North Chicago, IL](#)

#2 | Aug 25, 2010

I absolutely agree that sidewalks are needed, but you have residential property running right up to the roads. Those residents would have to be properly reimbursed for the acquisition of their properties.

If it does happen, I hope they also add a bike lane.

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ThisWeek COMMUNITY NEWS

Middle-schooler's report calls for more sidewalks

Posted Apr 14, 2015 at 12:01 AM

Updated Apr 15, 2015 at 3:24 PM

Over the last few months, 12-year-old Trinity Tobe studied the infrastructure around her Slate Ridge neighborhood and came to the conclusion that more sidewalks are needed.

Over the last few months, 12-year-old Trinity Tobe studied the infrastructure around her Slate Ridge neighborhood and came to the conclusion that more sidewalks are needed.

She presented her findings to Reynoldsburg City Council on Monday, April 13, along with suggestions for a grassroots campaign for funding the work.

Like most of her sixth-grade classmates at Baldwin Road Junior High School, Trinity and her friends are eager for summer to begin. Each year, her mother, Renee, increases the boundaries of the area where she is allowed to peddle on her bicycle.

Part of the annual discussions about where she can ride includes a talk about safety, and Trinity realized the shortage of available sidewalks posed a problem in this regard. She took into consideration the most common routes and created a map to highlight where she believes sidewalks should be constructed.

"I've always been proud of her passion and support what is important to her," Renee Tobe said.

She agrees with her daughter's observation that the neighborhood needs more sidewalks. When they discuss how far she can ride by herself, they also discuss the safest way to get to various locations.

She said Trinity was able to figure out where a sidewalk could go that would benefit pedestrians and bicyclists.

"I know a lot of people who would bike, walk their dogs or just be more active if we had more sidewalks," Trinity said.

Her report to Reynoldsburg City Council listed three areas where sidewalks could promote more pedestrian-friendly travel: Palmer Road, the 8000 block of East Main Street and around the Livingston House on Graham Road.

"I think we all know a lot needs to be done with Palmer," Trinity said. "There's really no reason there shouldn't be sidewalks here, to be honest."

She said she realizes costs are an issue and suggested starting a grassroots campaign to raise money for at least a portion of such a project through websites such as gofundme. com, where a person can outline their goals and ask others to donate toward the cause.

"I know as far as funding, it would take time. But what type of project doesn't take time?" she said.

Council members were impressed with Trinity's initiative in not only considering a problem, but also brainstorming ways to solve it.

Councilman Scott Barrett agreed that the areas she mentioned could benefit from sidewalks. He also said Waggoner Road is another spot that could use pedestrian paths.

"I appreciate her passion to see something happen," Councilman Barth Cotner said.

Service Director Nathan Burd said he was impressed with her thoughts and encouraged Trinity to continue her efforts. He said it is good for young people to hold the city accountable.

In other council action:

– The Reynoldsburg Division of Police was authorized to accept a \$10,166 grant from the Ohio Office of Criminal Justice Services, which will cover most of the cost of replacing mobile data terminals in three city police cruisers. The funds are contingent on the city providing a match of \$1,129.

– Rochelle Menningen was named the new assistant clerk of council during a special council meeting on April 6. She will be paid \$15.50 per hour, plus accruals of paid time off based on a 20-hour work week, according to Sandra Boller, the city's human resources director.

A resident of Canal Winchester, Menningen has served as assistant fiscal officer for Violet Township since February 2008.

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**Nearly 275,000
iPhone cases
decorated with...**

Posted at 3:30 PM

**Good news for
bees as numbers
rise and myster...**

Posted at 3:15 PM

**Trademark for n-
word, swastika
filed after legal...**

Posted at 11:00 AM

**Why horses used
to wear bonnets,
caps and peake...**

Posted at 10:45 AM

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Supportive Documentation

A13: ABILITY & EFFORT TO FINANCE THE PROJECT

N/A

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Supportive Documentation

A14: SPECIAL TAX

Passed: December 19, 2005

ORDINANCE NO. 115-05

AN ORDINANCE PROVIDING FOR THE CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS WITHIN THE CITY BY CREATING AN INCENTIVE DISTRICT ENCOMPASSING CERTAIN PARCELS OF REAL PROPERTY, DECLARING IMPROVEMENTS TO SUCH PARCELS TO BE A PUBLIC PURPOSE, EXEMPTING SUCH IMPROVEMENTS FROM TAXATION, REQUIRING THE OWNERS OF SUCH PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES, PROVIDING FOR THE DISTRIBUTION OF THE APPLICABLE PORTION OF SUCH SERVICE PAYMENTS TO THE APPLICABLE CITY OR LOCAL SCHOOL DISTRICT, ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THE REMAINDER OF SUCH SERVICE PAYMENTS, DESCRIBING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS MADE OR TO BE MADE THAT BENEFIT OR SERVE THOSE PARCELS AND APPROVING AND AUTHORIZING THE EXECUTION OF TAX INCREMENT FINANCING AGREEMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code Sections 5709.40(C), 5709.42 and 5709.43 (collectively, the "TIF Statutes") authorize the legislative authority of a municipal corporation, by ordinance, to create an incentive district, declare the improvement to each parcel of real property located within the incentive district to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, provide for the distribution of the applicable portion of such service payments to the city, local or exempted village school district, establish a municipal public improvement tax increment equivalent fund for the deposit of the remainder of such service payments and specify public infrastructure improvements made or to be made that benefit or serve the parcels in the incentive district; and

WHEREAS, this Council has determined to create an incentive district known as the Summit Road Incentive District #1 (the "Incentive District"), the boundary of which shall be coterminous with the boundary of, and shall include, the parcels of real property specifically identified and depicted in Exhibit A attached hereto (each, individually, a "Parcel" and collectively, the "Parcels"); and

WHEREAS, by Ordinance 111-05 passed on December 19th, 2005, this Council previously approved an economic development plan for the Incentive District (the "Development Plan"), which plan is on file in the office of the Clerk of Council; and

WHEREAS, the City Engineer has certified to this Council that (i) the Incentive District is less than 300 acres in size, (ii) the Incentive District is enclosed by a continuous boundary, and (iii) the public infrastructure serving the Incentive District is inadequate to meet the development needs of the Parcels as evidenced by the Development Plan; and

WHEREAS, the owners of the Parcels (each, individually, an "Owner" and collectively, the "Owners") intend to make or cause to be made certain improvements to the Parcels as described in Exhibit B attached hereto (collectively, the "Project"); and

WHEREAS, this Council has determined that the applicable portion of the service payments shall be paid to the applicable city or local school district (the "School District") in an amount equal to the real property taxes that the School District would have been paid if the Improvements (as defined herein) to each Parcel had not been exempted from taxation pursuant to this Ordinance; and

WHEREAS, notice of this proposed Ordinance has been delivered to the board of education of each affected school district in accordance with and within the time periods prescribed in Ohio Revised Code Sections 5709.40 and 5709.83; and

WHEREAS, this Council has determined to provide for the execution and delivery of a Tax Increment Financing Agreement to provide for the development of the Parcels;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Franklin, Fairfield and Licking Counties, Ohio, that:

Section 1. Pursuant to the TIF Statutes, this Council hereby creates the "Summit Road Incentive District #1", the boundaries of which shall be coextensive with the boundaries of the Parcels and shall include the Parcels as specifically identified and depicted in Exhibit A.

Section 2. This Council hereby finds and determines that 100% of the increase in assessed value of each Parcel subsequent to the effective date of this Ordinance (which increase in assessed value is hereinafter referred to as the "Improvement" as defined in Ohio Revised Code Section 5709.40(A)) is hereby declared to be a public purpose and shall be exempt from taxation for a period coextensive with the life of the Incentive District, which commences with the first tax year that begins after the effective date of this Ordinance and in which an Improvement due to a Project structure first appears on the tax list and duplicate of real and public utility property and ending on the earlier of (a) thirty (30) years after such commencement or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Statutes.

Section 3. As provided in Ohio Revised Code Section 5709.42, the Owner of each Parcel is hereby required to and shall make service payments in lieu of taxes with respect to the Improvements allocable thereto to the Treasurer of Licking County, Ohio (the "County Treasurer") on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against that Parcel if it were not exempt from taxation pursuant to Section 2 of this Ordinance, including any penalties and interest (collectively, the "Service Payments"). The Service Payments, and any other payments with respect to each Parcel that are received by the County Treasurer in connection with the reduction required by Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time

(the "Property Tax Rollback Payments"), shall be allocated and distributed in accordance with Section 4 of this Ordinance.

Section 4. Pursuant to the TIF Statutes, the County Treasurer is requested to distribute the Service Payments and the Property Tax Rollback Payments as follows:

- to the School District, an amount equal to the amounts the School District would otherwise receive as real property tax payments (including the applicable portion of any Property Tax Rollback Payments) derived from the Improvement to each Parcel located within the School District absent the exemption provided for in this Ordinance, and
- to the City, all remaining amounts for further deposit into the Fund (as defined in Section 5 of this Ordinance).

All distributions required under this Section 4 are requested to be made at the same time and in the same manner as real property tax distributions.

Section 5. This Council hereby establishes, pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.43, the Summit Road Project Municipal Public Improvement Tax Increment Equivalent Fund #1 (the "Fund"). The Fund shall be maintained in the custody of the City and shall receive all distributions to be made to the City pursuant to Section 4 of this Ordinance. Those Service Payments and Property Tax Rollback Payments received by the City with respect to the Improvement of each Parcel and so deposited pursuant to Ohio Revised Code Section 5709.42 shall be used solely for the purposes authorized in the TIF Statutes or this Ordinance. The Fund shall remain in existence so long as such Service Payments and Property Tax Rollback Payments are collected and used for the aforesaid purposes, after which time the Fund shall be dissolved and any surplus funds remaining therein transferred to the City's General Fund, all in accordance with Ohio Revised Code Section 5709.43.

Section 6. This Council hereby designates the public infrastructure improvements described in Exhibit C attached hereto as public infrastructure improvements made or to be made that benefit or serve the Parcels in the Incentive District.

Section 7. The form of Tax Increment Financing Agreement (the "TIF Agreement") presently on file with the Clerk of this Council, providing for, among other things, the development of the Incentive District and the payment of Service Payments, is hereby approved and authorized with changes therein and amendments thereto not inconsistent with this Ordinance and not substantially adverse to this City and which shall be approved by the Mayor. The Mayor, for and in the name of this City, is hereby authorized to execute one or more TIF Agreements with one or more Owners in substantially that form along with any amendments thereto, provided that the approval of such changes and amendments thereto by the Mayor, and the character of those changes and amendments as not being substantially adverse to this City, shall be evidenced conclusively by the Mayor's execution thereof.

Section 8. This Council hereby authorizes and directs the Mayor, the Auditor, the City Attorney, or other appropriate officers of the City, to make such arrangements as are necessary and proper for collection from the Owners of the Service Payments. This Council further hereby authorizes and directs Mayor, the Auditor, the City Attorney, or other appropriate officers of the City to prepare and sign all agreements and instruments and to take any other actions as may be appropriate to implement this Ordinance.

Section 9. Pursuant to Ohio Revised Code Section 5709.40(G), the Clerk of Council is hereby directed to deliver a copy of this Ordinance to the Director of Development of the State of Ohio within fifteen days after its effective date. Further, and on or before March 31 of each year that the Exemption set forth in this Ordinance remains in effect, the Director of the Department of Development or other authorized officer of the City shall prepare and submit to the Director of Development of the State of Ohio the status report required under Ohio Revised Code Section 5709.40(G).

Section 10. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or its committees, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Ohio Revised Code Section 121.22.

Section 11: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health or safety of this City and for the further reason that this Ordinance is required to be immediately effective in order that the City can timely initiate and proceed with the construction of the Public Improvements and thereby improve the traffic flow and sanitation system in and around the Incentive Districts; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

(signature pages to follow)

Passed: December 19, 2005

Attest:

Nancy C. Frazier
Clerk of Council
Nancy C. Frazier

President of Council
William L. Hills

Approved:

Robert L. McPherson
Mayor
Robert L. McPherson

Date: 12/28, 2005

CERTIFICATE

I, Nancy C. Frazier, Clerk of Council, City of Reynoldsburg, Ohio, do hereby certify the foregoing to be a true and correct copy of Ordinance No. 115 -05 as passed by Council of said City on the 19th day of December, 2005 and as recorded in the Record of Proceedings of said Council.

Nancy C. Frazier
Nancy C. Frazier, Clerk of Council

Filed with Mayor: December 22, 2005

Published: _____, 2005

EXHIBIT A

PROPERTY

Ord. No. 115-05

Passed Dec. 19, 2005

The shaded area on the following map specifically identifies and depicts the Parcels and constitutes part of this Exhibit A. The Parcels include the following tax parcels:

A-1

EXHIBIT B

PROJECT DESCRIPTION

Ord. No. 115-05
Passed Dec. 19, 2005

The Project will include the construction of approximately 310 housing units.

EXHIBIT C

Ord. No. 115-05
Passed Dec. 19, 2005

PUBLIC INFRASTRUCTURE IMPROVEMENTS

The public infrastructure improvements include the construction of the following improvements and all related costs (as defined in Ohio Revised Code Section 133.15(B)):

- installation of a sanitary sewer trunk line along Taylor Road from the south side of East Main Street to a point north of East Main Street and the installation of necessary manholes, including the acquisition of any interests in real property necessary therefor; and
- reconstruction and improvement of a bridge on Summit Road; and
- improvement and realignment of Summit Road; and
- improvements to and in proximity to the intersection of East Main Street and Summit Road that benefit, or will benefit, the Incentive District,

together with constructing and installing curbs and gutters, public utilities which include water mains, sanitary sewer, and storm sewer, stormwater improvements, burial of utility lines, gas, electric and communications service facilities (including fiber optics), street lighting and signs, sidewalks, bikeways, and landscaping (including scenic fencing and irrigation), traffic signs and signalization, and including design and other related costs, any right-of-way or real estate acquisition, erosion and sediment control measures, grading, drainage and other related work, survey work, soil engineering, inspection fees and construction staking, and in each case, all other costs and improvements necessary and appurtenant thereto that will benefit or serve the parcels in the Incentive District.

Supportive Documentation

A15: PEDESTRIAN, BICYCLE & TRANSIT ACCOMMODATION

BIKE MAP

MAPS:
METROPOLITAN AREA
CENTRAL COLUMBUS
CENTRAL OHIO GREENWAYS

INFORMATION:
MORPC: RIDE SOLUTIONS
COTA: BIKE & BUS

INSTRUCTION:
BIKE SAFETY TIPS

This free map is available at many local bike shops and libraries. It is also available online at apps.morpc.org/bikemap.

5TH EDITION | 2016
COLUMBUS METRO BIKE MAP

Mid-Ohio Regional
Planning Commission

morpc

Designed by IBEL AGENCY

LEVEL OF COMFORT

- GOOD**
Road suitable for bicyclists with basic skills.
- MODERATE**
Road suitable for bicyclists with intermediate skills.
- POOR**
Road suitable for bicyclists with advanced skills. Extreme caution should be used.
- RESIDENTIAL**
Low speed residential road suitable for bicyclists with basic skills.
- MULTI-USE PATH**
Path separate from roadway, on which bicyclists and other non-motorized users are permitted.
- BIKE LANE OR BIKE BOULEVARD**
Section of roadway designated for bicyclists by paint markings.

CENTRAL OHIO GREENWAY TRAIL

- Trailhead
- Park and Pedal at Trailhead
- COTA Park & Ride
- Library
- Middle/High School
- Park
- River
- Stream
- Railroad
- County Boundary

THE CITY OF COLUMBUS

ANDREW J. GINTHER, MAYOR

The City of Columbus is committed to creating safe, livable neighborhoods rich with transportation alternatives and mobility options. Columbus is a Bronze-level Bicycle Friendly Community and works collaboratively across departments to continuously improve biking conditions.

The Department of Public Service plans and executes multi-modal transportation infrastructure including streets, sidewalks, bikeways, parking and traffic calming.

The Recreation and Parks Department works to connect communities to Central Ohio Greenway trails and is responsible for the CoGo Bike Share system in Columbus.

And Columbus Public Health supports all of this vital work with education and encouragement programs such as the Safe Routes to School, Share the Road, Bike Friendly Businesses, and Columbus Art Rides.

yaybikes.com
Let's Ride!
yay Bikes!



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Stop in today and sign up for your free library card.
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IBEL AGENCY
branding | design | website development
ibelagency.com

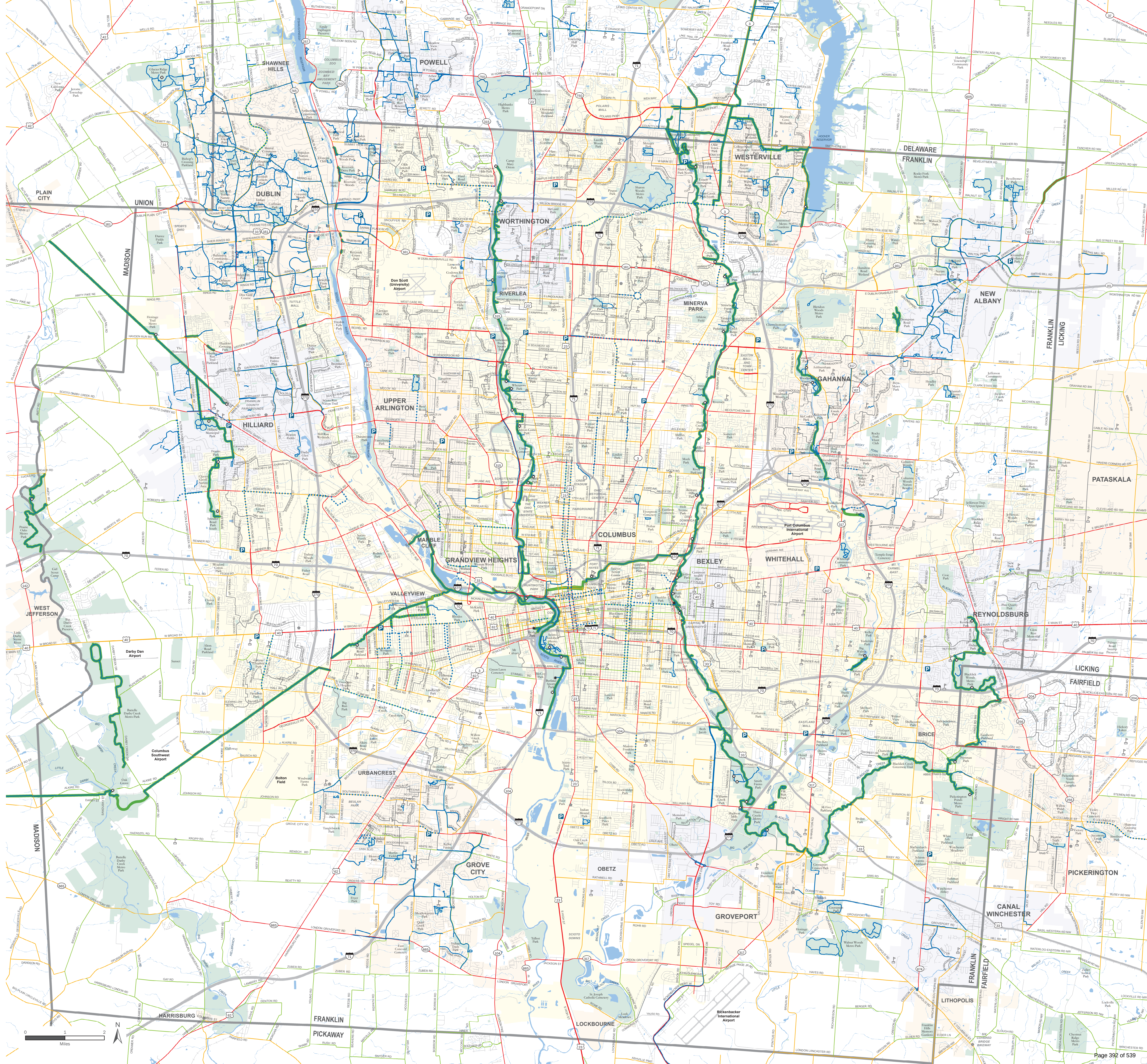




Photo credit: Thea Walsh

The City of Columbus and the Mid-Ohio Regional Planning Commission are excited to release the fifth edition of the Columbus Metro Bike Map.

Our staffs share a passion for bicycling - as a mode of transportation, for recreation, and as a way of improving our own health and the air quality of our region. We work with many other partners, including residents and businesses, to make the Columbus region a safe and enjoyable place for bike riding. We hope to see you out on two wheels on the roads and trails.

Safe cycling!

RESOURCES

PLANS AND MAPS

Mid-Ohio Regional Planning Commission (MORPC)
www.morpc.org
Find regional bikeway maps and information from our various member governments.
City of Columbus
www.columbus.gov/bike
Columbus Recreation and Parks
www.parks.columbus.gov
Central Ohio Greenways
www.centralohiogreenways.com
Find off road trails to ride.
Metro Parks
www.metroparks.net
Ohio Department of Transportation (ODOT)
www.dot.state.oh.us/bike
Ohio-to-Erie Trail
www.ohiotoeerietrail.org
Rails to Trails Conservancy
www.railstotrails.org

HELPING YOU RIDE

COTA
www.cota.com
Take your bike with you on the bus.
League of American Bicyclists
www.bikeleague.org
Get bicycle education/safety training offered by League Certified Instructors.

BICYCLE ORGANIZATIONS

Columbus Outdoor Pursuits
www.outdoor-pursuits.org
Yay Bikes!
www.yaybikes.com
Ohio Bicycle Federation
www.ohiobike.org

CONSTRUCTION UPDATES

Paving the Way
www.pavingtheway.org
Road construction and road safety information in and around Columbus.
OHGO
www.ohgo.com
Road conditions, traffic, construction, and other activity on state maintained roadways.

This map is available at many local bike shops and libraries. It is also available online at apps.morpc.org/bikemap. To request more maps, please email bikemaps@morpc.org or call 614-228-2663.

The information shown on this map is compiled from various sources available to us which we believe to be reliable. Visit apps.morpc.org/bikemap for recent updates to the bike map.

The Columbus Metro Bike Map is a publication of the Mid-Ohio Regional Planning Commission (MORPC), 111 Liberty Street, Suite 100, Columbus, OH 43215.

TOTAL COPIES PRINTED: 50,000.
UNIT COST: \$.24
PUBLICATION DATE: May 2016. Fifth printing of this map.
DESIGN: bel Agency

DISCLAIMER: Users of this map should be aware that potential hazards and obstructions may exist on the roadways/routes shown, and MORPC, the City of Columbus, and its partners in no way warrant the safety or fitness of the suggested roadways/routes. This map does not expand the liability of the City of Columbus or MORPC to bicyclists beyond existing law. The user of this map bears the full responsibility of his or her safety.

LEVEL OF COMFORT

- GOOD**
Road suitable for bicyclists with basic skills.
- MODERATE**
Road suitable for bicyclists with intermediate skills.
- POOR**
Road suitable for bicyclists with advanced skills. Extreme caution should be used.
- RESIDENTIAL**
Low speed residential road suitable for bicyclists with basic skills.
- MULTI-USE PATH**
Path separate from roadway, on which bicyclists and other non-motorized users are permitted.
- BIKE LANE OR BIKE BOULEVARD**
Section of roadway designated for bicyclists by paint markings.

CENTRAL OHIO GREENWAY TRAIL

- Trailhead**
- COGO Bikeshare Location**
- Park and Pedal at Trailhead**
- COTA Park & Ride**
- Library**
- Middle/High School**
- Park**
- River**
- Stream**
- Railroad**



morpc.org/ridesolutions

FIND A BETTER WAY TO WORK

MORPC's RideSolutions program promotes alternatives to driving alone via carpools, vanpools, transit, walking, and cycling to work. RideSolutions helps you, the community, and the environment by saving commuters on fuel costs, reducing congestion in our region, and improving our environment.

RIDESOLUTIONS' SAFETY NET FOR BIKE COMMUTERS

As a bike commuter, have you ever wondered, "How will I get home quickly and safely in case of a home emergency, illness, or bad weather?"

RIDESOLUTIONS CAN HELP!

Please call MORPC's RideSolutions at 1.888.742.RIDE or email ridesolutions@morpc.org to learn more about our free service.

BIKE & BUS



Bike, Ride, Relax and let COTA do the driving

LOAD YOUR BIKE

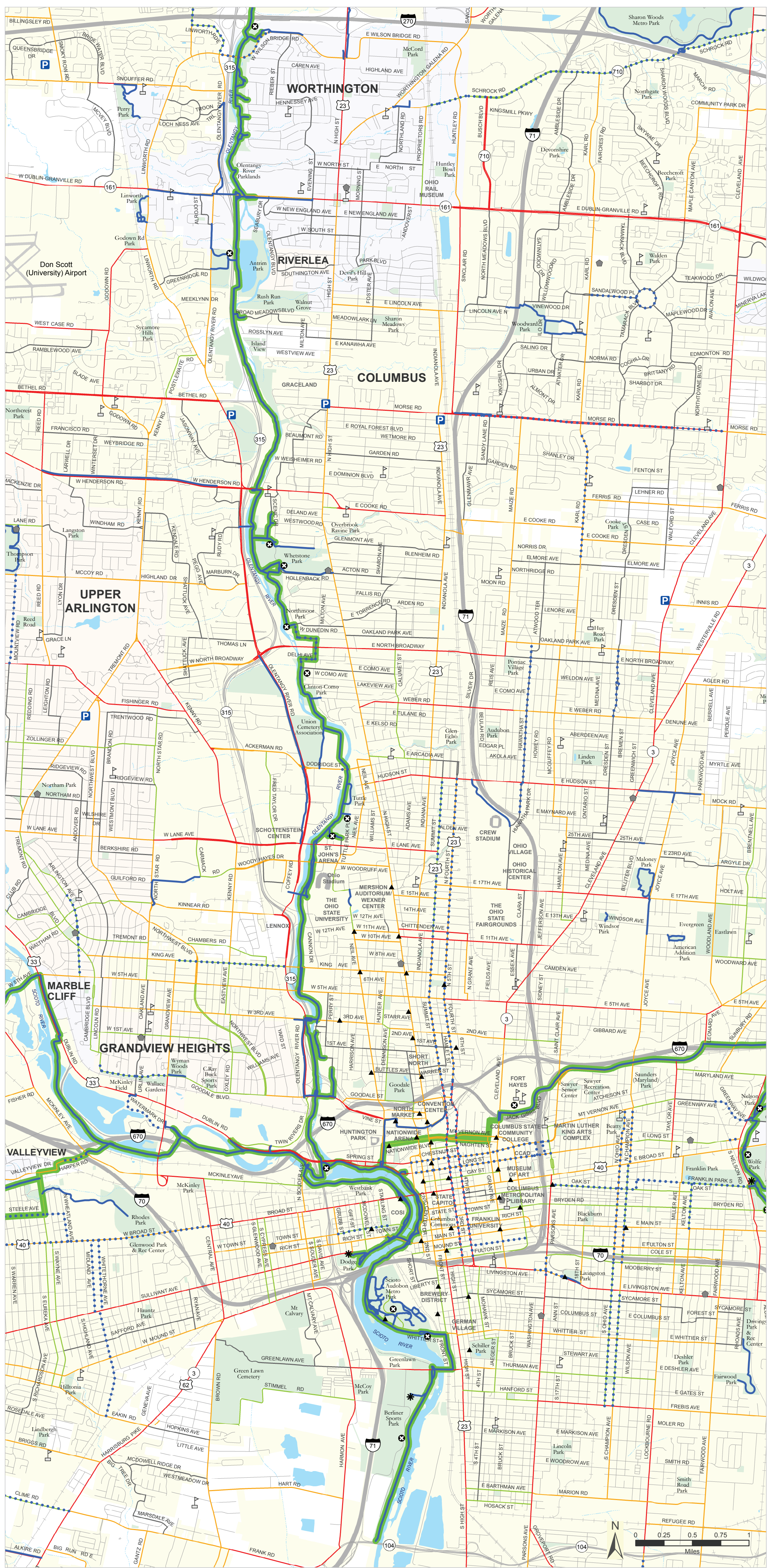
- Get ready by removing all loose items.
- Give the driver a signal that you want to load your bike. When the bus stops, begin to load your bike. Always load from the curb side.
- Lock and go by squeezing the handle on the bike rack to release the latch and lower the rack. Lift your bike onto the rack and position the bike into the rack's wheel wells. Make sure your front tire is on the same end as the support arm. Raise and pull the support arm up and over the bike's front tire.

UNLOAD YOUR BIKE

- Remind the driver that you need to unload your bike when you get close to your stop.
- Release and go by raising the support arm off the front tire and lowering it out of the way. Lift your bike out of the rack. If yours was the only bike on the rack, return the rack to the upright and locked position. Signal the bus driver that you have removed your bike.

COTA.com

CENTRAL COLUMBUS



BICYCLE SAFETY TIPS

GENERAL BIKE SAFETY

Wear a helmet.

Be visible: use front and back lights.

Check tires and brakes regularly.

Dress to be seen.

Ride predictably.

Obey traffic signals and signs.

KNOW YOUR ROAD POSITION

Ride in the middle of a narrow lane.

Keep your distance from parked cars 4ft or more and ride at least 3ft from the curb.

Never ride against traffic and don't pass on the right.

ENSURE GOOD ROAD COMMUNICATIONS

LEFT TURN
Hold your left arm out.

RIGHT TURN
Hold your right arm out or raise your left arm.

STOP
Hold your left arm down.

COMMUNICATE CLEARLY

► Use hand signals to show motorists and pedestrians where you intend to go next.

► Ride straight and don't weave in and out of parked cars.

► Make eye contact with drivers.

APPROACHING INTERSECTIONS

CHOOSE YOUR LANE
Choose your lane based on where you want to be after the intersection.

RIDING RIGHT
Position yourself in the right-most lane that goes in the direction of your destination.

USE HAND SIGNALS
Scan behind you before you change lanes.

AVOID RIDING ON SIDEWALKS

► Riding on sidewalks is illegal in the City of Columbus for anyone other than small children.

► Riding on the sidewalk puts you at higher risk of being hit by a car.

► Walk your bicycle if you choose to use the sidewalk.

ROUNDABOUTS

A Bicyclists can ride through a roundabout. Take the lane - ride in the center of the lane.

B Walk your bicycle on the sidewalk.

SHARED LANE MARKINGS

SHARED LANE
Sharrows without a separation line: be aware of other traffic.

BIKE LANE
Bike markings with a solid separation line: bicyclists only.

WHAT ARE SHARROWS?

Sharrows are road markings that tell motorists and bicyclists that they both belong in the lane.

QUEUE BOX

1 Enter the intersection on a green light and wait in the queue box. Orient your bicycle to your new direction.

2 Wait for the cross-traffic light to turn green, then continue through the intersection.

HIDDEN HAZARDS

Watch the road for debris and uneven surfaces.

Be wary of puddles and leaves that may hide potholes.

Cross railroad tracks at a right angle.

Avoid riding on grates and gutter pans, particularly when they are wet.

BAD HABITS

Don't text or use your phone or other electronic devices while riding.

Don't wear headphones.

Don't run red lights.

morpc.org

CENTRAL OHIO GREENWAYS



rail-to-trails
conservancy
railstotrails.org

TrailLink.com
By Rails to Trails Conservancy

CT Consultants
engineers, architects, planners
proud to sponsor the Columbus Metro Bike Map

SIERRA CLUB
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cog.volunteer@sierraclub.org 614-461-0734

Our Services
Parks & Trails
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Architecture
Comprehensive Planning & Zoning
Project Management / Owner's Representative
Planning & Funding
Community Development
Downtown Revitalization
Land Development
as well as many more
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your trusted bikeway advisor

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BICYCLES, CYCLING GEAR, EXCEPTIONAL SERVICE
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roll:

let's get lost instead!

UPPER ARLINGTON : BEXLEY : POLARIS : ROLLBIKES.COM
bicycles.clothing.gear

Supportive Documentation
A16: JOINT FINANCIAL PARTNERSHIPS



CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER

August 12, 2021

The Honorable Mayor Joseph Begeny
Mayor of the City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

RE: Waggoner Road Improvements, Phases 1 and 2

Dear Mayor Begeny:

The Franklin County Engineer's Office appreciates the opportunity to partner with the City of Reynoldsburg on the much-needed improvements to Waggoner Road between East Main Street and East Broad Street. Through our previous coordination efforts, we understand the improvements to include full reconstruction and widening of the roadway with curb, storm sewer, water main replacement, sidewalk, multi-use path, street lighting, bridge widening, and traffic signal improvements. We also understand, due to the magnitude and cost of these improvements, the City is planning to complete this project in two phases with Phase 1 occurring between East Main Street and Priestley Drive. Phase 2 will extend the improvements from Priestley Drive to East Broad Street.

This project will vastly improve this corridor for both motorists and pedestrians. The drainage improvements, street lighting, traffic signalization, and modifications to the roadway geometrics will make it a much safer corridor. I understand that the City intends to annex the public right-of-way during the design and land acquisition phase of the project. To further emphasize our support for this improvement, the Franklin County Engineer's Office will contribute financially to the construction of both phases of Waggoner Road in the following amounts and timeframes:

- Phase 1 (East Main Street to Priestley Drive) in 2023: \$729,000.00
- Phase 2 (Priestley Drive to East Broad Street) in 2024: \$898,000.00

We appreciate the City's willingness to lead this project and thank you for your hard work. Should you have any questions, please feel free to contact me directly at 614-525-3043.

Sincerely,

A handwritten signature in blue ink that reads "Cornell R. Robertson".

Cornell R. Robertson, P.E., P.S.
Franklin County Engineer

CRR:WFC:bc



August 12, 2021

Mayor Joseph Begeny
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

Subject: Letter of Support for Waggoner Road Improvements, Phase 1

Dear Mayor Begeny,

This letter is intended to document Truro Township's support of the City of Reynoldsburg's public roadway improvements on Waggoner Road between East Main Street and Priestly Drive. The Township believes that this project will enhance safety in this corridor for both motorists and pedestrians. The planned improvements to add turn lanes, improve roadway geometrics, add street lighting, improve drainage, and, most importantly, provide safe pedestrian access, will directly benefit many Township residents. Additionally, these enhancements will make Waggoner Road a safer and easier corridor for the Township Fire Department to pass through during emergency runs.

On August 5, 2021, the Truro Township Trustees voted to both pledge our support as well as commit Ten Thousand Dollars (\$10,000) in funding to the Waggoner Road Improvements project. We are excited about the opportunity to partner with the City of Reynoldsburg on this public improvement project. Please keep us informed on the project schedule and let me know if you have any questions.

Sincerely,

Jason Nicodemus
Township Administrator

City of Reynoldsburg
Bid Opening

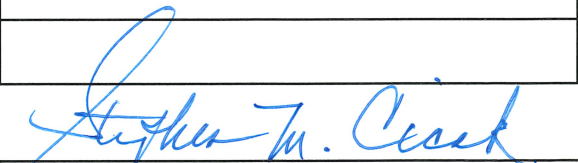


PROJECT: - Waggoner Road Phase 1

ADVERTISED DATES: 11/30/23 and 12/07/23
ESTIMATED PROJECT COSTS: \$9,725,000.00
BID OPENING DATE & TIME: December 15, 2023 @ 11am
BID OPENING LOCATION: 7232 East Main Street, Reynoldsburg, OH 43068

REPRESENTATIVES AT OPENING:	Mayor	Joe Begeny
	City Auditor	Stephen Cicak
	Engineer of Record	EMH&T
	Public Service Director	William Dorman
	Public Service Manager	Mark Riley

Bidders	Base Bid	ALT BID #1	
COMPLETE GEN.	\$ 10,554,503. ⁰⁵	\$ 35,720. ⁰⁰	\$ 9,725,000
SHELLY & SANDS	\$ 10,660,548. ²⁰	\$ 38,800. ⁰⁰	


City Auditor Signature

12.15.23
Date



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the Mayor to Enter Into an Agreement With Axon Enterprise, Inc. to Purchase the TASER 10 Certification Bundles and Waive Competitive Bidding

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A Resolution Authorizing the Mayor to Enter Into an Agreement With Axon Enterprise, Inc. to Purchase the TASER 10 Certification Bundles and Waive Competitive Bidding

WHEREAS, the Reynoldsburg Police Department has received a proposal from Axon Enterprise, Inc. for the purchase of sixty (60) TASER 10 certification bundles, which includes all equipment for the devices, as well as instructor courses on the use of the device; and

WHEREAS, the TASER 10 certification bundle is listed on the state bid list as Contract Number #MCSA0096, and the City is receiving pricing consistent with the state bid pricing; and

WHEREAS, the funds for the purchase of the TASER 10 are appropriated in the 2024 Budget, and the first invoice associated with this purchase will be remitted in 2024; and

WHEREAS, the Council has considered the need for this purchase as provided by the Reynoldsburg Police Department and authorizes the same.

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

Section 1. That the Mayor is authorized to enter into an Agreement with Axon Enterprise, Inc. for the purchase of sixty (60) TASER 10 certification bundles at the total cost of \$274,762.00.

Section 2. That competitive bidding for this purchase is hereby waived pursuant to RCO Section 175.01(d)(2).

Section 3. That this Resolution shall take full force and be in effect upon the signature of the Mayor.



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-502321-45174.698KH

Issued: 09/05/2023

Quote Expiration: 12/29/2023

Estimated Contract Start Date: 02/01/2024

Account Number: 109676

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Delivery;Invoice-7232 E Main St 7232 E Main St Reynoldsburg, OH 43068-2014 USA	Reynoldsburg Police Department- OH 7232 E Main St Reynoldsburg OH 43068-2014 USA Email: rkiser@reypd.com

SALES REPRESENTATIVE	PRIMARY CONTACT
Kyle Hites Phone: Email: khites@axon.com Fax:	Ryan Kiser Phone: 614-679-0475 Email: rkiser121@gmail.com Fax: (614) 322-6962

Quote Summary

Program Length	60 Months
TOTAL COST	\$274,762.00
ESTIMATED TOTAL W/ TAX	\$274,762.00

Discount Summary

Average Savings Per Year	\$10,087.20
TOTAL SAVINGS	\$50,436.00

Payment Summary

Date	Subtotal	Tax	Total
Jan 2024	\$64,386.02	\$0.00	\$64,386.02
Jan 2025	\$49,541.45	\$0.00	\$49,541.45
Jan 2026	\$51,523.11	\$0.00	\$51,523.11
Jan 2027	\$53,584.03	\$0.00	\$53,584.03
Jan 2028	\$55,727.39	\$0.00	\$55,727.39
Total	\$274,762.00	\$0.00	\$274,762.00

Quote Unbundled Price:	\$325,198.00
Quote List Price:	\$289,738.00
Quote Subtotal:	\$274,762.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
T10Cert	TASER 10 Certification Bundle	60	60	\$85.68	\$75.83	\$71.67	\$258,012.00	\$0.00	\$258,012.00
A la Carte Services									
85149	CEW 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1			\$6,800.00	\$6,800.00	\$6,800.00	\$0.00	\$6,800.00
85147	CEW STARTER	1			\$9,950.00	\$9,950.00	\$9,950.00	\$0.00	\$9,950.00
Total							\$274,762.00	\$0.00	\$274,762.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
TASER 10 Certification Bundle	100390	TASER 10 HANDLE, YLW, CLASS 3R	60	01/01/2024
TASER 10 Certification Bundle	100390	TASER 10 HANDLE, YLW, CLASS 3R	2	01/01/2024
TASER 10 Certification Bundle	100393	TASER 10 LIVE DUTY MAGAZINE BLACK	60	01/01/2024
TASER 10 Certification Bundle	100393	TASER 10 LIVE DUTY MAGAZINE BLACK	2	01/01/2024
TASER 10 Certification Bundle	100394	TASER 10 HALT TRN MAGAZINE BLUE (HOOK-AND-LOOP-TRAINING)	3	01/01/2024
TASER 10 Certification Bundle	100395	TASER 10 LIVE TRAINING MAGAZINE PURPLE	3	01/01/2024
TASER 10 Certification Bundle	100396	TASER 10 INERT MAGAZINE RED	3	01/01/2024
TASER 10 Certification Bundle	100399	LIVE UNITARY CARTRIDGE (TASER 10) - TBC	1200	01/01/2024
TASER 10 Certification Bundle	100400	HALT UNITARY CARTRIDGE (TASER 10) - TBC	360	01/01/2024
TASER 10 Certification Bundle	100401	INERT UNITARY CARTRIDGE (TASER 10)	24	01/01/2024
TASER 10 Certification Bundle	100611	TASER 10 SAFARILAND HOLSTER, RH	60	01/01/2024
TASER 10 Certification Bundle	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	01/01/2024
TASER 10 Certification Bundle	20018	TASER BATTERY PACK, TACTICAL	60	01/01/2024
TASER 10 Certification Bundle	20018	TASER BATTERY PACK, TACTICAL	11	01/01/2024
TASER 10 Certification Bundle	20018	TASER BATTERY PACK, TACTICAL	2	01/01/2024
TASER 10 Certification Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	01/01/2024
TASER 10 Certification Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	01/01/2024
TASER 10 Certification Bundle	74200	TASER 6-BAY DOCK AND CORE	1	01/01/2024
TASER 10 Certification Bundle	80087	TASER TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	01/01/2024
TASER 10 Certification Bundle	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	01/01/2024
TASER 10 Certification Bundle	100399	LIVE UNITARY CARTRIDGE (TASER 10) - TBC	120	01/01/2025
TASER 10 Certification Bundle	100400	HALT UNITARY CARTRIDGE (TASER 10) - TBC	360	01/01/2025
TASER 10 Certification Bundle	100399	LIVE UNITARY CARTRIDGE (TASER 10) - TBC	120	01/01/2026
TASER 10 Certification Bundle	100400	HALT UNITARY CARTRIDGE (TASER 10) - TBC	360	01/01/2026
TASER 10 Certification Bundle	100399	LIVE UNITARY CARTRIDGE (TASER 10) - TBC	120	01/01/2027
TASER 10 Certification Bundle	100400	HALT UNITARY CARTRIDGE (TASER 10) - TBC	360	01/01/2027
TASER 10 Certification Bundle	100399	LIVE UNITARY CARTRIDGE (TASER 10) - TBC	120	01/01/2028
TASER 10 Certification Bundle	100400	HALT UNITARY CARTRIDGE (TASER 10) - TBC	360	01/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 10 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	60	02/01/2024	01/31/2029
TASER 10 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	1	02/01/2024	01/31/2029

Services

Bundle	Item	Description	QTY
TASER 10 Certification Bundle	100751	TASER 10 DUTY CARTRIDGE REPLACEMENT ACCESS PROGRAM	60
TASER 10 Certification Bundle	20119	TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	1

Services

Bundle	Item	Description	QTY
TASER 10 Certification Bundle	20119	TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	1
TASER 10 Certification Bundle	20119	TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	1
TASER 10 Certification Bundle	20119	TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	1
TASER 10 Certification Bundle	20119	TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	1
TASER 10 Certification Bundle	20120	TASER 7 INSTRUCTOR COURSE VOUCHER	1
TASER 10 Certification Bundle	20120	TASER 7 INSTRUCTOR COURSE VOUCHER	1
TASER 10 Certification Bundle	20120	TASER 7 INSTRUCTOR COURSE VOUCHER	1
TASER 10 Certification Bundle	20120	TASER 7 INSTRUCTOR COURSE VOUCHER	1
TASER 10 Certification Bundle	20120	TASER 7 INSTRUCTOR COURSE VOUCHER	1
A la Carte	85147	CEW STARTER	1
A la Carte	85149	CEW 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 10 Certification Bundle	100704	EXT WARRANTY, TASER 10 HANDLE	60	01/01/2025	01/31/2029
TASER 10 Certification Bundle	100704	EXT WARRANTY, TASER 10 HANDLE	2	01/01/2025	01/31/2029
TASER 10 Certification Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	60	01/01/2025	01/31/2029
TASER 10 Certification Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	2	01/01/2025	01/31/2029
TASER 10 Certification Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	11	01/01/2025	01/31/2029
TASER 10 Certification Bundle	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	01/01/2025	01/31/2029

Payment Details

Jan 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront PSO	85147	CEW STARTER	1	\$9,950.00	\$0.00	\$9,950.00
Upfront PSO	85149	CEW 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	\$6,800.00	\$0.00	\$6,800.00
Year 1	T10Cert	TASER 10 Certification Bundle	60	\$47,636.02	\$0.00	\$47,636.02
Total				\$64,386.02	\$0.00	\$64,386.02

Jan 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	T10Cert	TASER 10 Certification Bundle	60	\$49,541.45	\$0.00	\$49,541.45
Total				\$49,541.45	\$0.00	\$49,541.45

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	T10Cert	TASER 10 Certification Bundle	60	\$51,523.11	\$0.00	\$51,523.11
Total				\$51,523.11	\$0.00	\$51,523.11

Jan 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	T10Cert	TASER 10 Certification Bundle	60	\$53,584.03	\$0.00	\$53,584.03
Total				\$53,584.03	\$0.00	\$53,584.03

Jan 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	T10Cert	TASER 10 Certification Bundle	60	\$55,727.39	\$0.00	\$55,727.39
Total				\$55,727.39	\$0.00	\$55,727.39

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Buyback credit of \$250/ handle (\$15,000 total value) has been applied to this quote directly as a discount.

Signature

Date Signed

9/5/2023





**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: A Resolution Authorizing the City Auditor to Remove a Vehicle from the City's Fixed Asset List for the Reynoldsburg Police Department

APPROVALS:

Joe Begeny
Stephen Cicak
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Remove cruiser 254 from the fixed asset list and send to auction as we no longer use this cruiser.

Fixed Asset #:

Vin#:

Make/Model: 2013 Ford Taurus

Mileage: over 106,000

A RESOLUTION AUTHORIZING THE CITY AUDITOR TO REMOVE A VEHICLE FROM THE CITY'S FIXED ASSET LIST FOR THE REYNOLDSBURG POLICE DEPARTMENT

WHEREAS, the City of Reynoldsburg Police Department is requesting the removal of a vehicle from the department's fixed asset; and

WHEREAS, the vehicle being removed is either no longer functional or operational and will be sold at auction.

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

SECTION 1. That the City Auditor be and is hereby authorized and directed to remove the following items from the city's Fixed Asset list:

<u>Tag #</u>	<u>Description of Item</u>	<u>VIN Number</u>
FA1916	2013 Ford Taurus - Car 254	1FAHP2M82DG134831

SECTION 2. That the Reynoldsburg Police Department will dispose of the items referred to in Section 1 through auction and any monies received from the auction of items shall be deposited into the General Fund.

SECTION 3. That upon adoption by Council, this Resolution shall be in effect immediately following signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 2023

RE: An Ordinance Amending Ordinance No. 137-98 to Extend the Exemption from Taxation for the Taylor Square TIF Area for an Additional 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 TAYLOR 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: December 18, 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: December 18, 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:

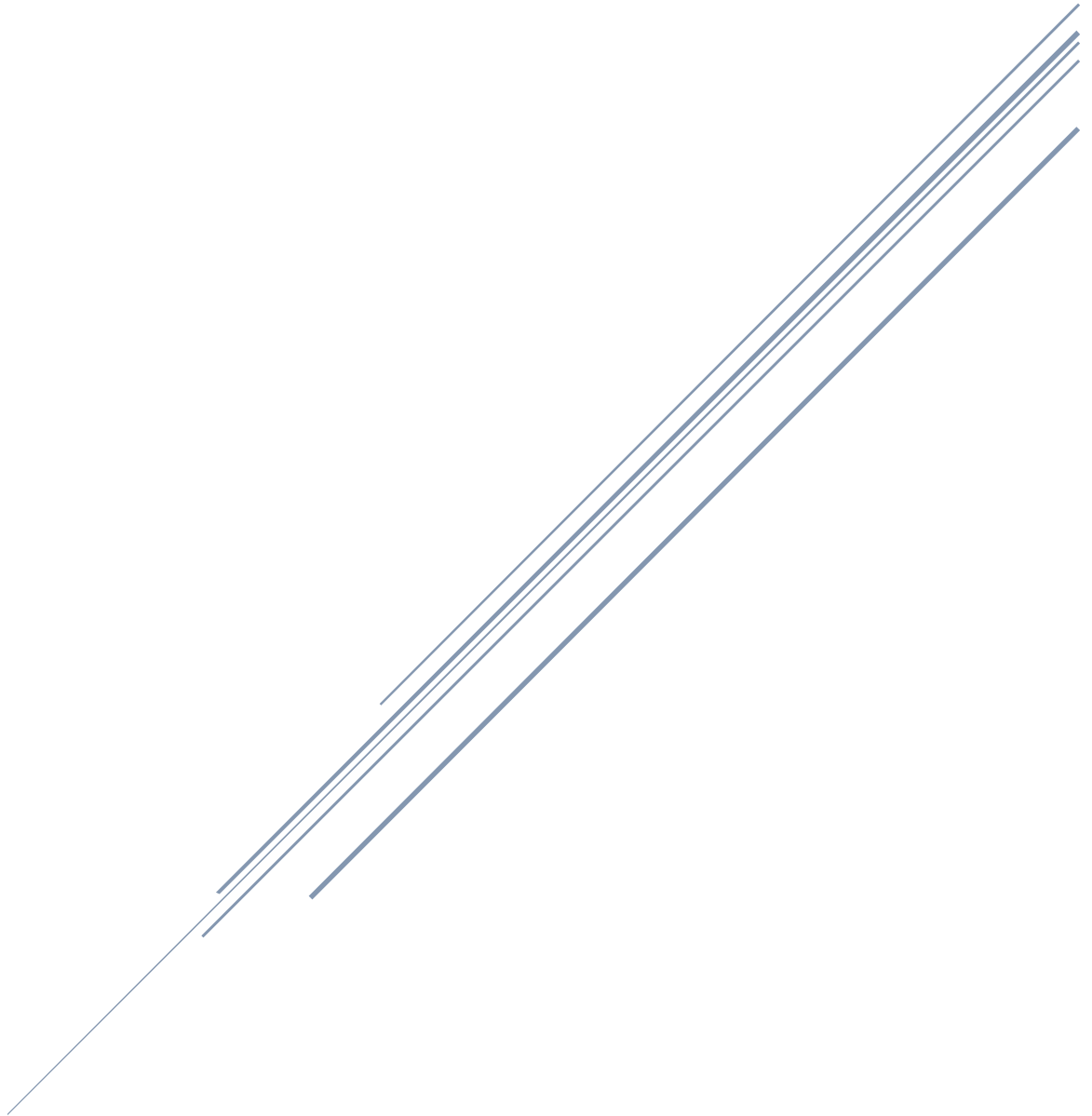
See Exhibit "A" attached hereto and incorporated herein.

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



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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: December 18, 2023

RE: An Ordinance to Amend Section 331.42 Texting While Driving Prohibited of the Codified Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This is an Ordinance to update the City's current codified ordinance as it relates to Texting While Driving for the purpose of maintaining consistency with recent updates to state law. This amended ordinance will allow our police officers to directly cite violators into Reynoldsburg Mayor's Court for these violations. Without the amendment, the officers would have to file under state code directly into Municipal Court.

An Ordinance to Amend Section 331.42 Texting While Driving Prohibited of the Codified Ordinances of the City of Reynoldsburg

WHEREAS, the Ohio General Assembly passed legislation amending Ohio Revised Code Section 4511.204, Driving While Texting, pursuant to Senate Bill 288 and House Bill 33; and

WHEREAS, the changes to state law necessitate appropriate, identical amendments to city code for the purpose of consistency in enforcement and to allow law enforcement officers the option whether to cite offenders under city or state code; and

WHEREAS, this Council finds that such amendment, as attached hereto, is in the best interest of the City of Reynoldsburg.

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

Section 1. That Section 331.42 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 take effect 30 days after the signature of the Mayor.

331.42 TEXTING WHILE DRIVING PROHIBITED.

(a) No person shall drive a motor vehicle on any street, highway, or property open to the public for vehicular traffic while using a handheld electronic wireless communications device to write, send, or read a text-based communication.

(b) Division (a) of this section does not apply to any of the following:

(1) A person using a handheld electronic wireless communications device in that manner for emergency purposes, including an emergency contact with a law enforcement agency, hospital or health care provider, fire department, or other similar emergency agency or entity;

(2) A person driving a public safety vehicle who uses a handheld electronic wireless communications device in that manner in the course of the person's duties;

(3) A person using a handheld electronic wireless communications device in that manner whose motor vehicle is in a stationary position and who is outside a lane of travel;

(4) A person receiving wireless messages on a device regarding the operation or navigation of a motor vehicle; safety- related information, including emergency, traffic, or weather alerts; or data used primarily by the motor vehicle; provided that the person does not hold or support the device with any part of the person's body;

(5) A person receiving wireless messages via radio waves;

(6) A person using a device for navigation purposes; provided that the person does not do either of the following during the use

(a) Manually enter letters, numbers, or symbols into the device;

(b) Hold or support the device with any part of the person's body

(7) A person operating a commercial truck while using a mobile data terminal that transmits and receives data;

(8) A person using a handheld electronic wireless communications device in conjunction with a voice-operated or hands- free device feature or function of the vehicle.

(9) A person using technology that physically or electronically integrates the device into the motor vehicle, provided that the person does not do either of the following during the use:

(a) Manually enter letters, numbers, or symbols into the device;

(b) Hold or support the device with any part of the person's body.

(10) A person storing an electronic wireless communications device in a holster, harness, or article of clothing on the person's body.

(c) Whoever violates division (a) of this section is guilty of operating a motor vehicle while using an electronic wireless communication device, an unclassified misdemeanor, and shall be punished as provided in divisions (c)(1) to (5) of this section.

(1) The offender shall be fined, and is subject to a suspension of the offender's driver's license, temporary instruction permit, probationary license, or nonresident operating privilege, as follows:

- (a) Except as provided in divisions (c)(1)(b), (c), (d), and (2) of this section, the court shall impose upon the offender a fine of not more than one hundred fifty dollars.
- (b) If, within two years of the violation, the offender has been convicted of or pleaded guilty to one prior violation of this section or a substantially equivalent municipal ordinance, the court shall impose the offender a fine of not more than two hundred fifty dollars
- (c) If, within two years of the violation, the offender has been convicted of or pleaded guilty to two or more prior violations of this section or a substantially equivalent municipal ordinance, the court shall impose upon the offender a fine of not more than five hundred dollars. The court also may impose a suspension of the offender's driver's license, commercial driver's license, temporary instruction permit, probationary license, or nonresident operating privilege for ninety days

Notwithstanding divisions (c)(1)(a) to (c) of this section, if the offender was operating the motor vehicle at the time of the violation in a construction zone where a sign was posted in accordance with section 4511.98 of the Ohio Revised Code, the court in addition to all other penalties provided by law, shall impose upon the offender a fine of two times the amount imposed for the violation under division (c)(1)(a), (b), (c) of this section, as applicable.

- (2) If the offender is in the category of offenders to whom division (c)(1)(a) of this section applies, in lieu of payment of the fine of one hundred fifty dollars under division (c)(1)(a) of this section and the assessment of points under division (c)(4) of this section, the offender instead may elect to attend the distracted driving safety course, as described in section 4511.991 of the Ohio Revised Code. If the offender attends and successfully completes the course, the offender shall be issued written evidence that the offender successfully completed the course. The offender shall not be required to pay the fine and shall not have the points assessed against that offender's driver license if the offender submits the written evidence to court within 90 days of the violation of division (a) of this section. However, successful completion of the course does not result in a dismissal of the charges for the violation, and the violation is a prior offense under divisions (c)(1)(b), and (c) of this section if the offender commits a subsequent violation or violations of division (a) of this section within two years of the offense for which the course was completed this division does not apply with respect to any offender in the category of offenders to whom division (c)(1)(b), (c) of this section applies.
- (3) The court may impose any other penalty authorized under sections 2929.21 to 2929.28 of the Ohio Revised Code. However, the court shall not impose a fine or a suspension not otherwise specified in division (c)(1) of this section.
- (4) Except provided in division (c)(2) of this section, points shall be assessed for a violation of divisions (a) of this section in accordance with section 4510.036 of the Ohio Revised Code

(5) The offense established under this section is a strict liability offense and section 2901.20 of the Ohio Revised Code does not apply the designation of this offense as a strict liability offense shall not be construed to imply that any other offense, for which where is no specified degree of culpability.

(6) A prosecution for a violation of this section does not preclude a prosecution for a violation of R.C. § 4511.204 based on the same conduct. However, if an offender is convicted of or pleads guilty to a violation of this section and is also convicted of or pleads guilty to a violation of R.C. § 4511.204 based on the same conduct, the two offenses are allied offenses of similar import under R.C. § 2941.25.

(d)(1) A law enforcement officer does not have probable cause and shall not stop the operator of a motor vehicle for purposes of enforcing this section unless the officer visually observes the operator using, holding, or physically supporting with any part of the person's body the electronic wireless communications device.

(2) A law enforcement officer who stops the operator of a motor vehicle, trackless trolley, or streetcar for a violation of division (a) of this section shall inform the operator that the operator may decline a search of the operator's electronic device. The officer shall not do any of the following:

(a) Access the device without a warrant, unless the operator voluntarily and unequivocally gives consent for the officer to access the device;

(b) Confiscate the device while awaiting the issuance of a warrant to access the device;

(c) Obtain consent from the operator to access the device through coercion or any other improper means. Any consent by the operator to access the device shall be voluntary and unequivocal before the officer may access the device without a warrant.

(f) As used in this section:

(1) "Electronic wireless communications device." Includes any of the following:

A. A wireless telephone;

B. A text-messaging device;

C. A personal digital assistant;

D. A computer, including a laptop computer and a computer tablet;

E. Any other substantially similar wireless device that is designed or used to communicate text.

(2) "Voice-operated or hands-free device." A device that allows the user to vocally compose or send, or to listen to a text-based communication without the use of either hand except to activate or deactivate a feature or function.

(3) “Write, send, or read a text-based communication.” To manually write or send, or read a text-based communication using an electronic wireless communications device, including manually writing or sending, or reading communications referred to as text messages, instant messages, or electronic mail.

(ORC 4511.204)

Statutory reference:

No preemption for local regulations imposing greater penalties, see Ohio R.C. 4511.204(E)

331.42 TEXTING WHILE DRIVING PROHIBITED.

—(a) No person shall drive a motor vehicle on any street, highway, or property open to the public for vehicular traffic while using a handheld electronic wireless communications device to write, send, or read a text-based communication.

(b) Division (a) of this section does not apply to any of the following:

(1) A person using a handheld electronic wireless communications device in that manner for emergency purposes, including an emergency contact with a law enforcement agency, hospital or health care provider, fire department, or other similar emergency agency or entity;

(2) A person driving a public safety vehicle who uses a handheld electronic wireless communications device in that manner in the course of the person's duties;

(3) A person using a handheld electronic wireless communications device in that manner whose motor vehicle is in a stationary position and who is outside a lane of travel;

~~—(4) A person reading, selecting, or entering a name or telephone number in a handheld electronic wireless communications device for the purpose of making or receiving a telephone call;~~

—(45) A person receiving wireless messages on a device regarding the operation or navigation of a motor vehicle; safety- related information, including emergency, traffic, or weather alerts; or data used primarily by the motor vehicle; provided that the person does not hold or support the device with any part of the person's body;

(56) A person receiving wireless messages via radio waves;

(67) A person using a device for navigation purposes; provided that the person does not do either of the following during the use

(a) Manually enter letters, numbers, or symbols into the device;

(b) Hold or support the device with any part of the person's body

~~—(8) A person conducting wireless interpersonal communication with a device that does not require manually entering letters, numbers, or symbols or reading text messages, except to activate, deactivate, or initiate the device or a feature or function of the device;~~

(79) A person operating a commercial truck while using a mobile data terminal that transmits and receives data;

(810) A person using a handheld electronic wireless communications device in conjunction with a voice-operated or hands-free device feature or function of the vehicle.

(9) A person using technology that physically or electronically integrates the device into the motor vehicle, provided that the person does not do either of the following during the use:

(a) Manually enter letters, numbers, or symbols into the device;

(b) Hold or support the device with any part of the person's body.

(10) A person storing an electronic wireless communications device in a holster, harness, or article of clothing on the person's body.

~~—(c) Notwithstanding any provision of law to the contrary, no law enforcement officer shall cause an operator of an automobile being operated on any street or highway to stop the automobile for the sole purpose of determining whether a violation of division (a) of this section has been or is being committed or for the sole purpose of issuing a ticket, citation, or summons for a violation of that nature or causing the arrest of or commencing a prosecution of a person for a violation of that nature, and no law enforcement officer shall view the interior or visually inspect any automobile being operated on any street or highway for the sole purpose of determining whether a violation of that nature has been or is being committed.~~

~~—(cd) Whoever violates division (a) of this section is guilty of operating a motor vehicle while using an electronic wireless communication device, an unclassified misdemeanor, and shall be punished as provided in divisions (c)(1) to (5) of this section, a minor misdemeanor.~~

(1) The offender shall be fined, and is subject to a suspension of the offender's driver's license, temporary instruction permit, probationary license, or nonresident operating privilege, as follows:

(a) Except as provided in divisions (c)(1)(b), (c), (d), and (2) of this section, the court shall impose upon the offender a fine of not more than one hundred fifty dollars.

(b) If, within two years of the violation, the offender has been convicted of or pleaded guilty to one prior violation of this section or a substantially equivalent municipal ordinance, the court shall impose the offender a fine of not more than two hundred fifty dollars

(c) If, within two years of the violation, the offender has been convicted of or pleaded guilty to two or more prior violations of this section or a substantially equivalent municipal ordinance, the court shall impose upon the offender a fine of not more than five hundred dollars. The court also may impose a suspension of the offender's driver's license, commercial driver's license, temporary instruction permit, probationary license, or nonresident operating privilege for ninety days

—Notwithstanding divisions (c)(1)(a) to (c) of this section, if the offender was operating the motor vehicle at the time of the violation in a construction zone where a sign was posted in accordance with section 4511.98 of the Ohio Revised Code, the court in addition to all other penalties provided by law, shall impose upon the offender a fine of two times the amount imposed for the violation under division (c)(1)(a), (b), (c) of this section, as applicable.

—(e) A prosecution for a violation of this section does not preclude a prosecution for a violation of R.C. § 4511.204 based on the same conduct. However, if an offender is convicted of or pleads guilty to a violation of this section and is also convicted of or pleads guilty to a violation of R.C. § 4511.204 based on the same conduct, the two offenses are allied offenses of similar import under R.C. § 2941.25.

(2) If the offender is in the category of offenders to whom division (c)(1)(a) of this section applies, in lieu of payment of the fine of one hundred fifty dollars under division (c)(1)(a) of this section and the assessment of points under division (c)(4) of this section, the offender instead may elect to attend the distracted driving safety course, as described in section 4511.991 of the Ohio Revised Code. If the offender attends and successfully completes the course, the offender shall be issued written evidence that the offender successfully completed the course. The offender shall not be required to pay the fine and shall not have the points assessed against that offender's driver license if the offender submits the written evidence to court within 90 days of the violation of division (a) of this section. However, successful completion of the course does not result in a dismissal of the charges for the violation, and the violation is a prior offense under divisions (c)(1)(b), and (c) of this section if the offender commits a subsequent violation or violations of division (a) of this section within two years of the offense for which the course was completed this division does not apply with respect to any offender in the category of offenders to whom division (c)(1)(b), (c) of this section applies.

(3) The court may impose any other penalty authorized under sections 2929.21 to 2929.28 of the Ohio Revised Code. However, the court shall not impose a fine or a suspension not otherwise specified in division (c)(1) of this section.

(4) Except provided in division (c)(2) of this section, points shall be assessed for a violation of divisions (a) of this section in accordance with section 4510.036 of the Ohio Revised Code

(5) The offense established under this section is a strict liability offense and section 2901.20 of the Ohio Revised Code does not apply the designation of this offense as a strict liability offense shall not be construed to imply that any other offense, for which where is no specified degree of culpability.

(6) A prosecution for a violation of this section does not preclude a prosecution for a violation of R.C. § 4511.204 based on the same conduct. However, if an offender is convicted of or pleads guilty to a violation of this section and is also convicted of or pleads guilty to a violation of R.C. § 4511.204 based on the same conduct, the two offenses are allied offenses of similar import under R.C. § 2941.25.

(d)(1) A law enforcement officer does not have probable cause and shall not stop the operator of a motor vehicle for purposes of enforcing this section unless the officer visually observes the operator using, holding, or physically supporting with any part of the person's body the electronic wireless communications device.

(2) A law enforcement officer who stops the operator of a motor vehicle, trackless trolley, or streetcar for a violation of division (a) of this section shall inform the operator that the operator may decline a search of the operator's electronic device. The officer shall not do any of the following:

(a) Access the device without a warrant, unless the operator voluntarily and unequivocally gives consent for the officer to access the device;

(b) Confiscate the device while awaiting the issuance of a warrant to access the device;

(c) Obtain consent from the operator to access the device through coercion or any other improper means. Any consent by the operator to access the device shall be voluntary and unequivocal before the officer may access the device without a warrant.

(f) As used in this section:

(1) "Electronic wireless communications device." Includes any of the following:

A. A wireless telephone;

B. A text-messaging device;

C. A personal digital assistant;

D. A computer, including a laptop computer and a computer tablet;

E. Any other substantially similar wireless device that is designed or used to communicate text.

(2) "Voice-operated or hands-free device." A device that allows the user to vocally compose or send, or to listen to a text-based communication without the use of either hand except to activate or deactivate a feature or function.

(3) "Write, send, or read a text-based communication." To manually write or send, or read a text-based communication using an electronic wireless communications device, including manually writing or sending, or reading communications referred to as text messages, instant messages, or electronic mail.

(ORC 4511.204)

Statutory reference:

No preemption for local regulations imposing greater penalties, see Ohio R.C. 4511.204(E)



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: December 18, 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: Reynoldsborg.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?
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OR Visit our website at: Reynoldsburg.gov

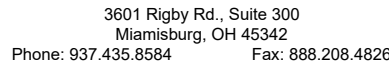
STATE OF OHIO, COUNTY OF LICKING, CITY OF REYNOLDSBURG,
BEING A PART OF LOT 12, NORTHEAST QUARTER OF SECTION 9,
TOWNSHIP 16, RANGE 20, REFUGEE LANDS

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:	

1

NOTE "A": AT THE TIME OF PLATTING, THE 20.791-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	20.791 ACRES
ACREAGE IN R/W	3.775 ACRES
ACREAGE IN REMAINING LOTS	13.552 ACRES
ACREAGE IN OPEN SPACE "C"	3.464 ACRES

NOTE "C": ACREAGE BREAKDOWN: EASTWOOD RESERVE PHASE 2 IS OUT OF LICKING COUNTY PARCEL NUMBERS:

PARCEL NUMBER 107-018030-00.000 (ORIGINAL 39.797 ACRES)	0.729 ACRES
PARCEL NUMBER 107-018030-00.001 (ORIGINAL 39.828 ACRES)	20.062 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 2 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDER'S OFFICE.

NOTE "F":

CITY OF REYNOLDSBURG ZONING CODE FOR "EASTWOOD RESERVE PHASE 2" IN EFFECT AT TIME OF PLATTING OF "EASTWOOD RESERVE PHASE 2" SPECIFIES THE FOLLOWING SETBACK REQUIREMENTS:

DESIGNATION (LOTS 49-71, 81-122, & 156-178)	(SR) SUBURBAN RESIDENTIAL
FRONT:	25 FEET
REAR:	30 FEET
SIDE:	5 FEET

NOTE "G": RESERVE "C", 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.

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)



RESERVE "C"
3.464 AC.
SEE NOTE "G"

LOT 5
EASTWOOD
IN. 20225160012210

PID 010-019752-00.000
LISA A. MASTERS
O.R. 489, PG. 405
1.5 ACRES (RECORD)



CESO
WWW.CESOINC.COM

3601 Rigby Rd., Suite 300
Mammaring, OH 43042
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
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© 2023 CESO, INC.

Project Number: 759547

Scale: N/A

Drawn By: RLC

Checked By: ALB

Date: 10/3/2023

Issue:

Drawing Title:

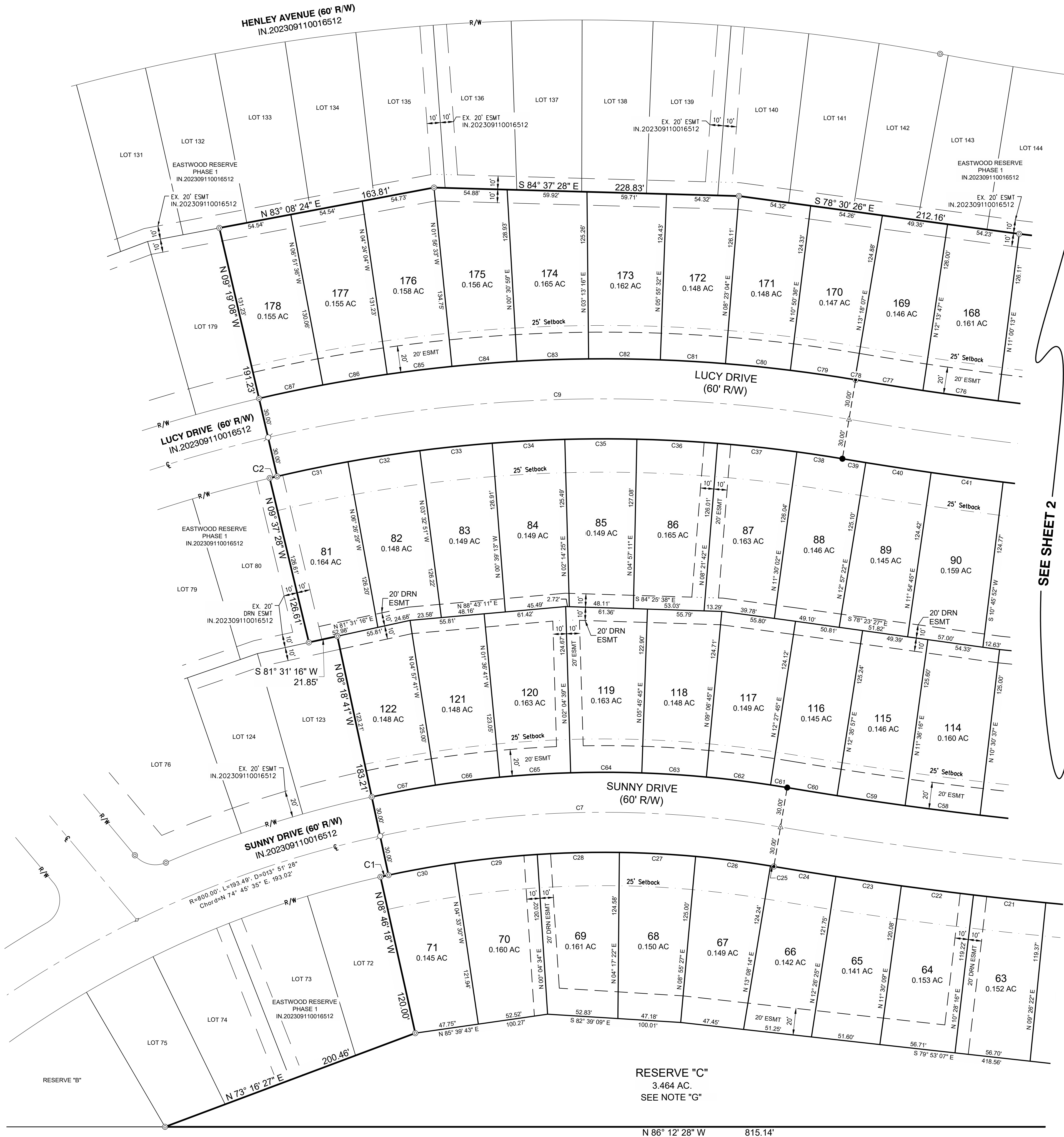
PLAT

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'

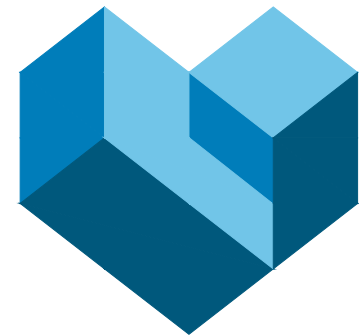
CESO IRON PIN LEGEND

- ⊙ 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
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© 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

Zoning District: _____
☐ Olde Reynoldsburg District

☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

Planning and Zoning Board Meeting

Date: _____

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

PHASE 3

NORTH

SITE

HENLEY AVE

LUCY DR

SUNNY DR

EASTWOOD DR

SUMMIT ROAD SW

U.S. ROUTE 40

VICINITY MAP NOT TO SCALE



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

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

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:		

2023 CESCO, INC.

Project Number: 759547

Scale: 1" = 40'

Drawn By: RLC

Checked By: ALB

Date: 10/3/2023

Drawing Title:

PLAT

1



SEE BELOW

MAPLE WOOD FARMS, LTD
O.R. 849, PG. 558 (TRACT 1)
PID: 011-026598-00.003
35.517 ACRES (AUDITOR)

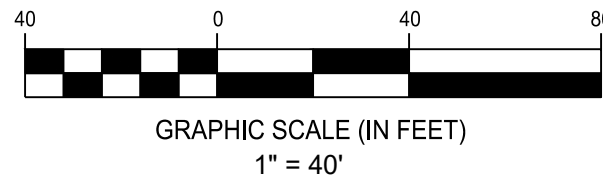


2



TABLE 9
PART OF LOT 12, NE QTR. SEC. 8, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

PLAT



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
Miamisburg, OH 45342
Phone: 937.435.8584 Fax: 937.208.4826

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
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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: December 18, 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.