



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

April Beggerow
614-322-6836

Monday, December 17, 2018

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

a. Finance and Administration Committee – Committee Meeting – December 10, 2018

4. LEGISLATION FOR EMERGENCY ADOPTION

a. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INCORPORATED (DISPATCHERS) FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2021 AND DECLARING AN EMERGENCY (First Reading 12/10/2018).

b. 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, 2019; AND DECLARING AN EMERGENCY. (Second Reading 12/10/2018).

- c. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Sections 160.01 Definitions; 160.02 Authorized Positions, Personnel, Classification and Pay Grade; 160.03 Salary Schedule; 160.05 Overtime Eligibility; 160.07 Longevity and 160.10 Educational Assistance AND DECLARING IT AN EMERGENCY. (Second Reading 12/10/2018).
- d. ORDINANCE AUTHORIZING RENEWAL OF CITY'S HEALTH INSURANCE COVERAGE WITH MEDICAL MUTUAL OF OHIO FOR THE PERIOD FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 AND DECLARING AN EMERGENCY. (Second Reading 12/10/2018).
- e. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR CITY INSURANCE FOR 2019 AND DECLARING AN EMERGENCY. (Second Reading 12/10/2018).
- f. ORDINANCE AUTHORIZING CITY AUDITOR TO FUND HEALTH SAVINGS ACCOUNTS FOR 2019 AND DECLARING AN EMERGENCY. (Second Reading 12/10/2018).
- g. ORDINANCE MAKING TRANSFER OF FUNDS AMONG VARIOUS GENERAL FUND DEPARTMENTS, MAKING APPROPRIATIONS FOR THE SENIOR CENTER, BUILDING DEPARTMENT, CITY ATTORNEY, HUMAN RESOURCES, GENERAL ADMINISTRATION, WATER, WASTEWATER, SEWER CAPACITY, SIDEWALK, VISITOR BUREAU, BRICE/MAIN TIF AND SUMMIT RD TIF#1; AND DECLARING AN EMERGENCY. (Second Reading 11/26/2018).

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
December 10, 2018

Chairman Barth R. Cotner called the meeting to order at 8:16 PM

Call to Order - Roll Call

PRESENT: Cotner, Luzader, Spalding, Joseph

ABSENT: Clemens

Approval of Agenda

Stands as submitted.

Approval of Minutes

- a. Finance and Administration Committee – Committee Meeting – November 26, 2018

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INCORPORATED (DISPATCHERS) FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2021 AND DECLARING AN EMERGENCY --- Cotner. Finance and Administration Committee.

Ms. Boller: This is the contract for the Dispatchers Union. You should have a copy in your packet. If you have any questions on the details of it, I'd be happy to answer them.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

ORDINANCE MAKING TRANSFER OF FUNDS AMONG VARIOUS GENERAL FUND DEPARTMENTS, MAKING APPROPRIATIONS FOR THE SENIOR CENTER, BUILDING DEPARTMENT, CITY ATTORNEY, HUMAN RESOURCES, GENERAL ADMINISTRATION, WATER, WASTEWATER, SEWER CAPACITY, SIDEWALK, VISITOR BUREAU, BRICE/MAIN TIF AND SUMMIT RD TIF#1; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Mr. Cicak: Were holding this because were waiting for the end of the year.

Mr. Cotner: Yup, not a problem. Yea we always kind of do this one the last meeting of the year and make sure any last minute transfers, everything gets cleaned up.

Minutes Acceptance: Minutes of Dec 10, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
December 10, 2018

RESULT:	ITEM HELD	Next: 12/17/2018 7:33 PM
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LEGISLATION FOR EMERGENCY ADOPTION

115-18

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT, AND FRANKLIN COUNTY PUBLIC HEALTH FOR HEALTH SERVICES FROM JANUARY 1, 2019 TO DECEMBER 31, 2019; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

116-18

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH KIRCH GROUP TECHNOLOGIES, LLC., FOR INFORMATION TECHNOLOGY SERVICES FOR THE PERIOD OF JANUARY 1, 2019 THROUGH DECEMBER 31, 2019; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

LEGISLATION FOR SECOND READING

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, 2019; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Mayor McCloud: Just briefly. First of all, I want to extend a public thank you to City Auditor Cicak. He and I have huddled up quite a bit last week in assisting us to put these numbers together. We are still working on some final tweaks. However, you all will have a final product well in advance of next weeks meeting so that you can, again, ask any questions that you may have. I will also reiterate, I will make myself and my staff available at your convenience for any questions or if you just want to get together and go over some detailed things on the budget. But it will be balanced and we will

Minutes Acceptance: Minutes of Dec 10, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 December 10, 2018

have a street program and probably, no one is going to be completely happy with it. Which is generally the hallmark of a good compromise.

Mr. Cotner: I will say, in all the years I've had just, very great full to the Mayor and all of his staff. Again, Councilman Spalding was just saying, you go and talk to the Auditor, you can be in there all day and looking at numbers and his office is very gracious. Everybody in our City is really willing to share and talk with, not only with us but with the community. Thank you for the openness and willingness to help as we go through this process. To all of the departments too, we really appreciate that.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE; 160.03 SALARY SCHEDULE; 160.05 OVERTIME ELIGIBILITY; 160.07 LONGEVITY AND 160.10 EDUCATIONAL ASSISTANCE AND DECLARING IT AN EMERGENCY --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

ORDINANCE AUTHORIZING RENEWAL OF CITY'S HEALTH INSURANCE COVERAGE WITH MEDICAL MUTUAL OF OHIO FOR THE PERIOD FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR CITY INSURANCE FOR 2019 AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Minutes Acceptance: Minutes of Dec 10, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 December 10, 2018

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

ORDINANCE AUTHORIZING CITY AUDITOR TO FUND HEALTH SAVINGS ACCOUNTS FOR 2019 AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/10/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding	
ABSENT:	Clemens	

Minutes Acceptance: Minutes of Dec 10, 2018 7:33 PM (Approval of Minutes)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **December 17, 2018**

TO: **Finance and Administration Committee**

RE: ORDINANCE AUTHORIZING MAYOR TO ENTER INTO
CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND THE
FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL,
INCORPORATED (DISPATCHERS) FROM JANUARY 1, 2019
THROUGH DECEMBER 31, 2021 AND DECLARING AN
EMERGENCY

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

EMERGENCY: FOR FINANCIAL NEEDS OF THE CITY'S GOVERNMENT

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE
CITY OF REYNOLDSBURG AND THE FRATERNAL ORDER OF POLICE, OHIO LABOR
COUNCIL, INCORPORATED (DISPATCHERS) FROM JANUARY 1, 2019 THRU
DECEMBER 31, 2021 AND DECLARING AN EMERGENCY



**AGREEMENT BETWEEN
THE CITY OF REYNOLDSBURG**



**THE FRATERNAL ORDER OF POLICE
OHIO LABOR COUNCIL, INC.
DISPATCHERS**

**Effective January 1, 2019
Through
December 31, 2021**

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ARTICLE 1 - CONTRACT

Section 1.1 Contract This contract is made and entered into by and between the City of Reynoldsburg, Ohio (hereinafter referred to as the “City”, and the Fraternal Order of Police, Ohio Labor Council, Inc., (hereinafter referred to as the “Labor Council”).

Section 1.2 Purpose This purpose of this Agreement is to comply with the requirements of Chapter 4117 of the Ohio Revised Code and to set forth the full and complete understandings and agreements between the parties governing the wages, hours, terms and conditions of employment for those employees included in the bargaining units as defined herein.

Section 1.3 Legal References

- A. Unless otherwise indicated, the terms used in this Contract shall be interpreted in accordance with the provisions of Chapter 4117 of the Revised Code. Where this Contract makes no specification about a matter, the City, members and the Labor Council are subject to all applicable federal and state laws or local ordinances pertaining to the wages, hours, and terms and conditions of employment for public employees. However, said laws or ordinances are not incorporated into this Contract. Laws pertaining to civil rights, affirmative action, unemployment compensation, workers’ compensation, and retirement of members are not superseded by this Contract, except where they have been negotiated and included herein.
- B. Should any part of this Contract be held invalid by operation of law or by any tribunal of competent jurisdiction, or should compliance with or enforcement of any part of this Contract be restrained by any such tribunal pending a final determination as to its validity or affect the remaining portions hereof shall remain in effect nor will the application of such portions be applied to persons or circumstances other than those to whom or to which it has been held invalid or has been restrained. In the event of invalidation of any portion of this written contract and upon written request by either party, the parties to this Contract shall meet within a reasonable time (not to exceed 28 calendar days) in an attempt to modify the invalidated provision through negotiations.

Section 1.4 Sanctity of Contract Unless otherwise specifically provided in this Contract, no changes in this Contract shall be negotiated during its duration unless there is a written accord by and between the parties hereto to do so. Any negotiated changes, to be effective and incorporated in this Contract, must be in writing and signed by the parties.

Section 1.5 Past Practices The City and Labor Council acknowledge that certain customs and practices presently exist on a Department-wide basis with respect to the operation of the Police Department that are too detailed to be set forth herein. Such customs and practices are defined as having been in effect for a period of time and known to a lieutenant or the chief. One incident does not generally constitute a past practice, but may, by affirmative action on the part of a lieutenant or the chief, constitute a past practice or custom. When those customs and practices fall within Management Rights as set forth in Article 9 herein, the City agrees not to alter them without notice to the Labor Council Committee Chairman, when practicable.

When the above-referenced customs and practices do not fall within Management Rights as set forth in Article 9 herein, then the City agrees not to alter them without prior notice to the Labor Council Committee Chairman.

A meeting of the Labor-Management committee to discuss those alterations will be held should the Labor Council so request. If the proposed alteration violates any provision of this Contract, then it is subject to the Grievance Procedure.

ARTICLE 2 - RECOGNITION

Section 2.1 Recognition The Labor Council is recognized by the City as the exclusive representative for all members identified in the Bargaining Unit described in Section 2 of this Article in any and all matters relating to wages, hours, and terms and conditions of employment, and the continuation, modification, or deletion of existing provisions of this Contract.

Section 2.2 Bargaining Unit All Police Dispatchers as certified by the State Employment Relations Board (SERB) in case #91-REP-02-0028.

Section 2.3 Exclusions Excluded are all part-time, temporary, seasonal or casual employees, all supervisory or management level employees, and all positions and classifications not specifically described herein.

ARTICLE 3 - LABOR COUNCIL SECURITY

Section 3.1 Deduction of Due and Fees The City agrees to deduct Labor Council membership dues in the amount certified to the City, the first pay period of each month from the pay of any member requesting the same in writing. The City also agrees to deduct any fees and assessments, in the amount certified by the Labor Council to the City, from the pay of any appropriate member during the first pay period of each month, in which such fees and assessments are due. If a member has insufficient pay due on that payday, such amount shall be deducted from the next or a subsequent pay. The City agrees to furnish to the Labor Council at 222 East Town Street, Columbus, Ohio 43215, once each calendar month, a warrant in the aggregate amount of the deductions made for that calendar month, together with a listing of the members for whom deductions were made.

Any member may withdraw from payment of dues deduction by submitting a letter to the City Auditor and the Labor Council expressing the member's desire to withdraw dues deduction authorization.

No other employee organization's dues shall be deducted from any member's pay for the duration of this Contract.

Section 3.2 Indemnification The City assumes no obligation, financial or otherwise, arising out of these provisions regarding the deduction of membership dues, fees or assessments.

The Labor Council hereby agrees that it will indemnify and hold the City harmless from any claims, actions or proceedings by any employee arising from deductions made by the City pursuant to these provisions. Once the funds are remitted to the Labor Council their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Labor Council.

Section 3.3 Use of Intra-Department Mails The Labor Council shall be permitted to utilize the intra-departmental mail system for the purpose of providing information, pertaining to Labor Council business or Bargaining Unit representation, to members. The Labor Council agrees that the use of the mail system will be reasonable and limited to providing information that is necessary for the normal conduct of business for Bargaining Unit representation. All mail placed into the mail system by the Labor Council shall be the property of the members to whom it is addressed, and such mail shall not be subject to the City's review.

Section 3.4 Ballot Box The Labor Council shall be permitted, upon prior notification to the Chief of Police, to place a ballot box at the Department headquarters for the purpose of collecting members' ballots on all Labor Council issues subject to ballot. Such box shall be the property of the Labor Council and neither the ballot box nor its contents shall be subject to the City's review.

This box shall be portable in nature and of a size large enough to collect the ballots of the affected members. The placement of the box shall be in an area accessible to the members as determined by the Police Chief. The box will be placed in position for voting not more than six (6) hours prior to the voting and will be removed immediately after the voting period is completed.

Section 3.5 Bargaining Unit Meetings Bargaining Unit Committees shall be permitted, upon prior notification to the Chief of Police to hold meetings at Department headquarters or other City buildings, rooms or facilities when such facilities have not been previously scheduled for other City business. The notification required under this Section shall be in writing, shall be delivered to the Chief at least twenty-four (24) hours prior to the time of the meeting and shall state the date, time and requested location of the meeting.

If it is not practicable for the City to provide the requested location to the members, the City will so notify the requesting party. No Bargaining Unit members shall be obligated or asked to divulge to the City information discussed at said meetings.

Section 3.6 Bulletin Boards The City shall provide space on a bulletin board for the Labor Council's use at a suitable location on City premises. The location of such bulletin boards shall be determined by mutual agreement between the Labor Council and the City. Notices shall be signed, posted and removed by employees during non-work time.

The use of bulletin boards shall be confined to:

A. Factual notices and announcements of the Labor Council pertaining to the following:

1. Meetings
2. Elections and nominations
3. Social and recreational affairs

- B. Any issued financial statements of the Labor Council.
- C. Signed minutes of meetings between the Labor Council and the City.
- D. Such other material as may be approved in writing, prior to posting by the personnel in charge of labor relations for the City.

Section 3.7 Labor Council Business The Labor Council representative and/or designee shall be permitted to transact official business at departmental work sites at reasonable times, provided that normal departmental operations shall not thereby be interfered with or interrupted.

ARTICLE 4 - NON-DISCRIMINATION

Section 4.1 Joint Pledge The City and the Labor Council shall not unlawfully discriminate against any member on the basis of the member's age, race, color, sex, creed, religion, ancestry, national origin, political affiliation, or legally recognized disability.

Section 4.2 City Pledge The City agrees not to discriminate against any member on the basis of the employee's membership or non-membership in the Labor Council, nor to discriminate, interfere with, restrain or coerce any member because of or regarding the employee's activities as an officer or other representative of the Labor Council.

Section 4.3 Interpretation Words, whether in the masculine or feminine genders, shall be construed to include both genders. By the use of either gender it is understood that the use is for convenience purposes only and it is not to be interpreted as discriminatory. Whenever the context so requires, the use of words in the singular shall be construed to include the plural, and words in the plural, the singular.

ARTICLE 5 - GRIEVANCE PROCEDURE

Section 5.1 Definition of "Grievance" The term "grievance" shall mean an allegation that there has been a breach, misinterpretation or improper application of this agreement. Nothing in this Grievance Procedure shall deny members any rights available at law to achieve redress of their legal rights. However, once a member elects to pursue a legal or administrative remedy in lieu of this Grievance Procedure the member is thereafter precluded from seeking a remedy under this Procedure.

Section 5.2 Representation A grievance can be initiated by the Labor Council Representative or an aggrieved member. When a group of members desire to file a grievance involving each member of the group in a substantially similar manner, all members shall sign the grievance, and the Labor Council Representative or the designated representative of the affected group of members will process the grievance.

Attachment: Tentative Agreement- REYNOLDSBURG DISPATCH 2019-2021 (Dispatcher Contract)

Section 5.3 Written Grievance All written grievances must contain the following information to be considered and must be filed using the grievance form mutually agreed upon by the Parties.

- A. Grievied employee's name and signature.
- B. Grievied employee's classification.
- C. Date grievance was first discussed and name of supervisor with whom the grievance was discussed.
- D. Date grievance was filed in writing.
- E. Date and time grievance occurred.
- F. The location where the grievance occurred.
- G. A description of the incident giving rise to the grievance.
- H. Specific sections of the Agreement violated.
- I. Desired remedy to resolve the grievance.

Section 5.4 Grievance Chairman Members of the Bargaining Units shall elect a member as Steward. The authorized function of the Steward shall include the attendance at any City and Labor Council joint meetings relating to a grievance and the representation of the Labor Council in investigating, processing or coordinating grievances pertaining to the grievance procedure contained in the Contract.

When an employee, as an authorized representative of the Labor Council, attends a joint conference with the City, they shall be paid for such day an amount that is no greater and no less than they would have been paid for their normal tour of duty had such joint conference not been held.

Section 5.5 Timeliness All grievances must be timely processed at the proper step in order to be considered at subsequent steps. Any employee may withdraw a grievance at any point by submitting in writing a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal. Any grievance which is not submitted by the employee within the time limits provided herein shall be considered resolved based upon management's last answer. Any grievance not answered by management within the stipulated time limits may be advanced by the employee to the next step in the grievance procedure. All time limits on grievances may be extended upon mutual written consent of the parties.

Section 5.6 Time Off for Presenting Grievances All employees shall be allowed time off from regular duties with pay for attendance at scheduled meetings under the grievance procedure with prior approval of the Chief, which will not be unreasonably withheld. Grievance meetings at Step 3 shall be held during the grievant's shift hours or immediately before or after said shift hours, as determined by the Chief. Time spent and paid for in grievance processing will not be counted as hours worked for purposes of overtime compensation.

Section 5.7 Grievance Procedure It is the mutual desire of the City and the Labor Council to provide for prompt adjustment of grievances, with a minimum amount of interruption of the work schedules. The City and the Labor Council agree to make a responsible effort to effect the resolution of grievances at the earliest step possible. In furtherance of this objective, the following procedure shall be followed:

Step 1 - Supervisor In order for an alleged grievance to receive consideration under this procedure, the grievant, with the appropriate Labor Council representative, if applicable, must identify the alleged grievance to the employee's immediate supervisor within ten (10) calendar days of the occurrence which gave rise to the grievance or date when the grievant should have known of the occurrence, whichever comes later. The supervisor shall investigate and provide an appropriate answer within ten (10) calendar days following the date which the supervisor was presented the grievance.

Step 2 - Chief of Police If the grievance is not resolved in Step One, the employee with the appropriate Labor Council representative, if applicable, shall reduce the grievance to writing and shall within seven (7) calendar days of the date the answer was received or should have been received from Step 1, refer the grievance to the Chief of Police (or designee). The Chief of Police shall have seven (7) calendar days in which to schedule a meeting, when necessary, with the aggrieved employee and representative, if applicable. The Chief shall investigate and respond in writing to the grievance within fourteen (14) calendar days following the meeting date.

Step 3 - Safety Director If the grievance is not resolved in Step Two, the employee, with the appropriate Labor Council representative, if the former desires, may refer the grievance to the Safety Director (or designee) within seven (7) calendar days after receiving the Step 2 reply. The Safety Director shall have fourteen (14) calendar days in which to schedule a meeting with the grieved employee and the employee's representative, if applicable. The Safety Director shall investigate and respond to the grievant and/or appropriate representative within fourteen (14) calendar days following the meeting.

ARTICLE 6 - ARBITRATION

Section 6.1 Arbitration Should a grievant, after receiving the answer to the grievance procedure, still feel that the grievance has not been satisfactorily resolved, the grievant may, through their Labor Council representative, notify the City of the intent to have the grievance be heard before an arbitrator. The Labor Council or City may advance the grievance to arbitration upon written notice to the other party. A notification of arbitration must be submitted within fourteen (14) calendar days following the date the grievance was answered in Step 3 of the grievance procedure. In the event the grievance is not referred to arbitration by the Labor Council within the time limits prescribed, the grievance shall be considered resolved based upon the third step reply.

Upon receipt of a request for arbitration the City (or designee) and the representative of the Labor Council shall, within ten (10) calendar days following the request for arbitration, request a list of nine (9) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS). Upon receipt of the list of nine (9) arbitrators the parties shall meet to select an arbitrator within ten (10) working days from the date the list is received. If agreement cannot be reached as to one mutually acceptable arbitrator from the panel, the parties shall use the alternate strike method from the list of nine (9) arbitrators. The Party requesting the arbitration shall be the first to strike a name from the list, then the other party shall strike a name and alternate in this matter until one (1) name

remains on the list. The remaining name shall be designed as the arbitrator to hear the dispute in question. Either party shall have the option to completely reject the list of names provided by the Federal Mediation and Conciliation Service and request another list, one time each. The parties shall agree on a submission agreement outlining the specific issues to be determined by the arbitrator prior to the hearing.

Section 6.2 Arbitrability The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's scope of authority or jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. The arbitrator will decide the question of arbitrability before consideration of the merits.

Section 6.3 Authority and Responsibility of Arbitrator The arbitrator shall conduct a fair and impartial hearing pertaining to the grievance. The arbitrator shall afford both parties the opportunity to be heard, to present and examine witnesses, to offer documentary and other evidence and to submit post-hearing briefs. The arbitrator shall issue a written award setting forth a decision and rationale in support of said decision. The Arbitrator's decision and award shall be final and binding upon both parties. It is expressly understood and agreed that the arbitrator shall be without jurisdiction or authority to detract from, alter, add to or otherwise amend in any respect, any of the provisions of this Contract or any supplements or appendices thereto. It is agreed and understood that the jurisdiction and authority of the arbitrator shall be expressly limited by the provisions of this Contract. It is further agreed that no grievance shall be arbitrated together with any other grievance except by mutual consent of the parties.

Section 6.4 Costs of Arbitration The costs of any proofs produced at the direction of the arbitrator, the fee of the arbitration and the rent, if any, for the hearing shall be borne jointly by the parties. The expenses of any non-member witnesses shall be borne, if at all, by the Party calling them. The fees of the court reporter shall be paid by the party asking for one; such fee shall be split equally if both parties desire a reporter, or request a copy of the transcript. Any affected member in attendance for such hearing shall not lose pay or any benefits to the extent such hearing hours are during the member's normally scheduled working hours on the day of the hearing.

ARTICLE 7- NEGOTIATIONS

Section 7.1 Committees The Labor Council and the City have the right to select their own negotiations committee and to change committee members at will. Negotiations teams shall consist of no more than four (4) committee members, including consultants.

Section 7.2 Good Faith Bargaining The parties are obligated to bargain collectively with one another in good faith effort to reach an agreement. Each side will provide supporting data and rational for its own proposals and counterproposals, and will not arbitrarily or capriciously reverse positions previously taken. Such good faith bargaining does not mean that either party is compelled to agree to a proposal nor does it require the making of a concession.

Section 7.3 Information Furnished The parties are obligated to provide each other with relevant financial and other information, as requested, which is necessary for each party to develop proposals, and counterproposals, and to negotiate in good faith.

Section 7.4 Private Meetings The Parties agree to negotiate in private meetings pursuant to Section 4117.21 of the Ohio Revised Code. These meetings will be held at times and places as agreed by the parties during a period not more than one hundred twenty (120) days before the expiration of this Contract.

Section 7.5 Spokesman The Negotiation Committees will formally communicate with each other through a spokesman named by each party.

Section 7.6 Informal Minutes Each party may informally keep its own minutes or written records of the negotiations. No official transcript of the negotiations will be maintained.

Section 7.7 Proposals At the initial negotiations meeting, each party will explain the basic structure and content of its proposals, except that either party may reserve its presentation as to economic matters to a later date. Nothing herein precludes either Party, by mutual agreement, from making a preliminary written submission of its proposal to the other Party prior to the initial meeting.

Section 7.8 Caucus and Adjournment Either party has the right to call a caucus at any time or to adjourn the negotiations session.

Section 7.9 Release Time for Negotiations If all bargaining unit members of the negotiating Committee are on duty at the time of the scheduled negotiations sessions, two (2) members will be given release time with pay and full benefits for time actually spent in negotiations. However, time spent and paid for in negotiations will not be counted as hours worked for purposes of overtime compensation. If negotiations end prior to the last thirty (30) minutes of the released member's scheduled quitting time, the released member shall report to their supervisor for duty.

Section 7.10 Applicable Law The City and the Labor Council agree that all matters pertaining to negotiations, impasse, ratification and/or rejection of a tentative contract shall be governed by Ohio Revised Code Sections 4117.10 and 4117.14.

ARTICLE 8 - NO STRIKE/NO LOCKOUT

Section 8.1 No Lockout The City agrees not to cause, permit or engage in any lockout of members during the term of this contract.

Section 8.2 No Strike The Labor Council agrees that neither it nor any of its members or any employees covered by this contract, individually or collectively during the term of this contract, shall for any reason, engage in a boycott, a slow down, a work stoppage, curtailment or

restriction of production, interference or interruption of work or other interference with the City's business, including but not limited to a sympathy strike, or other interference or interruption.

- A. The City and Labor Council agree that the grievance and arbitration procedures of this contract are adequate to provide a fair and final determination of all grievances arising under the terms of the contract. It is the desire of the Labor Council and City to avoid strikes and work stoppages and any other conduct set forth above.
- B. The Labor Council and its officers, agents and members shall not authorize, condone, ratify, permit, sanction or acquiesce in activities such as those described above and, should any such activities occur, the Labor Council, by its officers, agents and members, shall be obligated to take affirmative steps to terminate such activities including promptly ordering its members to resume their normal work duties, notwithstanding the existence of any picket line.

ARTICLE 9 - MANAGEMENT RIGHTS

Section 9.1 Management Rights Except as specifically limited herein, the City shall have the exclusive right to administer the business of the City of Reynoldsburg in addition to all other functions and responsibilities which are required by law. Specifically, the City's exclusive management rights include, but are not limited to the following:

- A. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, and recall or to reprimand, suspend, discharge, or discipline for just cause and to maintain order among employees;
- B. To promulgate and enforce employment rules and regulations and to otherwise exercise the prerogatives of management;
- C. To manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;
- D. To determine the City's goals, objectives, programs and services;
- E. To determine the size, composition, and duties of the work force, the number of shifts required, to establish work schedules, to establish hours of work, to establish, modify, consolidate, or abolish jobs (or classifications); and to determine staffing patterns, including, but not limited to the assignments of employees, duties to be performed, qualifications required, and areas worked;
- F. To relieve employees from duty due to the lack of work, lack of funds, or for other legitimate reasons which improve the economy or efficiency of the City;
- G. To determine when a job vacancy exists, the standards of quality and performance to be maintained;
- H. To determine the necessity to schedule overtime and the amount required thereof;
- I. To maintain the security of records and other pertinent information;
- J. To determine the overall budget;
- K. To maintain and improve the efficiency and effectiveness of the City's operation; and
- L. To determine and implement necessary actions in emergency situations.

The Labor Council recognizes and accepts that all rights and responsibilities of the City not expressly restricted or modified herein and as permitted by law shall remain the function of the City.

**ARTICLE 10 - INTERNAL INVESTIGATIONS,
DURATION OF RECORDS AND PERSONNEL FILES**

Section 10.1 Internal Investigations This section is designed to address internal investigations of Police Department members. During such investigations, the following criteria apply:

- A. Whenever an investigation appears to be leading to the possibility of an employee being suspended from work or discharged, the employee will be informed of the general nature of the investigation prior to any questioning. During such questioning, the employee has the right of choice to privately consult with and be advised by a Labor Council Representative, (and or an attorney,) provided that such representative is not also a subject of the investigation.
- B. Whenever an investigation appears to be leading to the possibility of criminal charges being brought against an employee, the employee will be informed of the general nature of the investigation prior to any questioning. During such questioning, the employee has the right to be represented and advised by a Labor Council Representative (and or an Attorney), provided that such representative is not also a subject of the investigation.
- C. In all internal investigations, the member's chosen representative shall have a reasonable period of time to appear for the investigation.
- D. Before a member may be charged with insubordination for refusing to answer questions or participate in any investigation, the member shall be advised that such conduct, if continued, may be the basis for such a charge.
- E. Any interviewing of a member will be conducted at hours reasonably related to their shift, preferably during work hours, unless the seriousness of the offense in question warrants otherwise. Sessions shall be for reasonable periods of time, and time shall be allowed during such interviews for rest periods and attendance to other personal necessities.
- F. Members shall be informed of the nature of the investigation prior to any questioning, including whether or not the investigation is focused on the member for either a potential felony or misdemeanor charge if known at the time.
- G. When a member suspected of a violation is being interviewed in an internal investigation, such questioning shall be tape recorded by the City at the request of either party.

- H. Any evidence obtained in the course of internal investigations through the use of threats, coercions, or promises shall not be admissible in any subsequent criminal action or internal hearing. However, explaining to a member that potential corrective action could result if the member continues to refuse to answer questions or participate in an investigation shall not be construed as such threats, coercions, or promises. Further, explanation of the potential disciplinary consequences as to the matter under investigation shall not be construed as a threat or coercion.
- I. In the course of internal investigations, a member may be given a polygraph examination only if the member is within the primary focus of the investigation or a known witness to an incident which precipitates the investigation, and at the member's written request directly to the Chief of Police. No polygraph examination shall be administered without the members consent. Polygraph examinations shall be administered by a polygraph examiner certified by a school accredited by the American Polygraph Association, provided that the polygraph examiner is from an outside agency and has no interest in the proceedings, and further provided that the selection of the polygraph examiner is made by mutual agreement of the member and the City. No polygraph examination may be given without the advance permission of the Chief of Police (or designee). The results of the examination shall not be used in any subsequent criminal action unless agreed to by both parties. For purposes of this agreement, polygraph examinations include, without limitation, devises, instruments and procedures which purport to differentiate between truthful and untruthful statements (e.g. polygraph, psychological stress evaluations (PSE), etc.).
- J. When a member is to be interviewed in an investigation of any other member, such interview will be conducted in accordance with the procedures established in this Section.
- K. When any anonymous complaint is made against a member and there is no corroborative evidence and none can be found after an investigation, the complaint shall be classified as unfounded.
- L. A member who is charged with violating department orders or regulations will be provided access to pertinent data related to the completed investigation. Such access shall be provided no later than fourteen (14) calendar days in advance of any department hearing related to the charge involved.
- M. All complaints, internal investigations and department charges shall initially be under the province of a supervisor to investigate who shall make recommendations to the Chief of Police through the chain of command. Prior to any suspension, demotion or termination being levied against any member based on complaints or charges, the Safety Director shall conduct a hearing at which the member and/or representative shall have the opportunity to cross-examine the accusers and offer testimony and other evidence on behalf of the member. Reasonable advance notice

of a hearing date and time, as well as the charges to be heard will be provided to the member.

- N. Any member who has been under internal investigation and has been interviewed shall be informed, in writing, of the outcome of the case at the conclusion of the investigation. The Employer shall attempt to complete internal investigations within ninety (90) days. The Employer shall notify the employee if the investigation cannot be completed within ninety (90) days.
- O. If any of these procedures are violated, such violation shall be subject to the Grievance Procedure beginning at Step 3.

Section 10.2 Corrective Action No member shall be removed, reduced in pay or position, suspended, or reprimanded without just cause.

- A. For charges other than serious offenses, insubordination or violations that could amount to a violation of law, the principles of progressive action will be followed. The progression will at least include a documented warning before a written reprimand, a written reprimand before a suspension, and a suspension before demotion/removal for the same or related offenses. If the offense is of the serious nature, the Chief of Police may determine that a different sequence of discipline be utilized.

Section 10.3 Duration of Records All actions of record will be maintained in each member's personnel file throughout the employee's period of employment, with the exception that any records of documented warnings will be removed from the file, upon the request of the member, one (1) year after such action was taken, provided no further corrective action has occurred. Any records of written reprimands will be removed from the file upon the request of the member, 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 member'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. Reductions in pay or position shall be expunged from the file, upon the member's request, in the event the City should rescind the reduction action. Records expunged from a personnel file shall be maintained in a sealed file. Expunged records, maintained in a sealed file, may only be accessed by the City in response to and defense of; actions filed against the City or its officials by the member or by a third party, but shall not be utilized for any other purpose including discipline, promotions or assignments.

The City will maintain a Records Commission, which will be responsible for ensuring that the City complies with all federal, state and/or local laws concerning the retention, expungement and/or destruction of records.

In any case in which an action or record is disaffirmed through the Grievance Procedure, by the Safety Director, by the Civil Service Commission, and/or by a court of competent jurisdiction, the members personnel file shall clearly reflect such disaffirmance. At the member's request, the City shall also expunge records of the case from the member's personnel file when such disaffirmance

has occurred. In addition, unsubstantiated, unproven or untimely allegations or complaints made against a member appearing in the files of the City shall not be considered in further corrective action or promotional considerations, and shall not be shared outside the Police Department.

Section 10.4 Review of Personnel File The City and the Labor Council agree that members are responsible for periodically reviewing their personnel files. Members shall be allowed to review any of their own personnel files at any reasonable time upon written request. Such request may be made to the supervisor directly responsible for the maintenance of such files and review of the file shall be made in the presence of such supervisor or designated representative.

Except as required by Law and except for supervisory and administrative personnel with a legitimate need to know, a member's personnel file shall not be made available for review by anyone. Except, as stated above, no information in a member's personnel file will be shared with anyone outside the Department and City Administration, except name, place of employment, dates of employment, job classification and pay range. However, additional specified information may be given upon the advance, written approval of the member involved to the Chief of Police. Any member may copy documents in their own file. The City may levy a charge for such copying, which charge shall bear a reasonable relationship to actual costs.

Section 10.5 Inaccurate Documents If upon examining the personnel file, any member has reason to believe that there are inaccuracies in documents contained therein, the member may write a memorandum to the Chief explaining the alleged inaccuracy. If the Chief concurs with the member's contentions, the Chief shall remove the faulty document. The employee maintains the right to use the grievance procedures in this matter.

Section 10.6 Placement of Material in Personnel File No document which does not include as part of its normal distribution a copy to the member, or which does not originate with the member, shall be placed in the personnel file unless the member is simultaneously provided a copy.

Section 10.7 Performance Evaluations A member's signature on any performance evaluation shall be viewed by the parties hereto as only a representation that the member has read it and shall not be viewed as representation that the member has concurred with any or all of the contents or comments thereon. The member shall be the last person to sign an annual performance evaluation. The member shall receive a copy of the evaluation in its final form when signed upon request.

Section 10.8 Departmental Hearings Department hearings will be held prior to the imposition of any suspension, reduction in pay or rank, and/or removal. Prior to any Departmental hearing before the Mayor (or designee), the member will receive from the Chief of Police a written statement of all charges and specifications. At a Departmental hearing, the charged member shall be allowed to be represented by an attorney and/or Labor Council Representative. A member who is charged, the member's attorney and/or Labor Council Representative, may make a written request, directly to the Chief of Police, to review that member's personnel file. Such request will be granted within a reasonable time by the Chief in the case of a pending Departmental hearing.

Hearings will be held in the Police Department, Office of the Mayor (or designee) unless an alternative site is mutually agreed upon by the parties. Hearings may be tape recorded by either party.

A member who is charged, their attorney and/or a Labor Council Representative, may make a written request for one continuance of the departmental hearing not to exceed five (5) working days. Such request will be granted where practicable at the discretion of the Mayor (or designee).

The Departmental hearing shall be closed to the public, press, and others not directly involved in such hearing.

The City will make a good faith effort to notify the affected member of the decision reached as a result of the Departmental hearing prior to any public statement.

Section 10.9 Administrative Leave Prior to the disposition of the Departmental hearing, including any decision by the Mayor, the member may be placed on administrative leave with pay should the Chief determine there are urgent reasons to take this action. The length of the leave shall be solely at the Chiefs discretion. No member shall be suspended without pay pending a disposition of the Departmental hearing.

Section 10.10 Appeal from Disciplinary Decision If suspension, reduction or removal is imposed as a result of the disposition of the Departmental hearing, a member, with the approval of the Labor Council Representative, may appeal such decision directly to binding arbitration under the provisions of Article 6.

ARTICLE 11- WORK RULES AND DIRECTIVES

Section 11.1 Notification The City agrees that, to the extent practicable, work rules and/or Departmental directives shall be reduced to writing and provided to all members in advance of their enforcement. All rules and directives shall be applied uniformly to all members.

ARTICLE 12- LABOR/MANAGEMENT MEETINGS

Section 12.1 Meetings In the interest of sound Labor/Management relations, the Safety Director and representatives of the City shall meet at a mutually agreeable time with representatives of the Labor Council to discuss those matters addressed in Section 12.2 of this Article. At least twenty-four (24) hours prior to convening the meeting, either party may request the presence of specific individuals to address issues that are subjects for the meeting. Representatives for either party may attend by mutual advance agreement. Labor/Management meetings are not intended to be negotiation sessions to alter or amend the basic contract.

Section 12.2 Agenda An agenda will be furnished by the party requesting the meeting at least five (5) working days in advance. The purpose of such meetings shall be to:

- A. Discuss administration of this contract.
- B. Notify the Labor Council of any changes made by the City which affect bargaining unit members.
- C. Disseminate general information of interest to the parties.
- D. Discuss ways to increase productivity and improve efficiency.
- E. Discuss other matters mutually agreed to by the parties.

Section 12.3 Release Time Efforts will be made to schedule meetings at such times as to minimize City release time. Permission shall be granted to those members who are on duty and whose presence at the scheduled meeting is necessary or appropriate to attend at no loss of pay or benefits. All members are subject to recall to duty if and when needed.

ARTICLE 13 - LAYOFFS AND RECALL, SENIORITY AND PROBATIONARY PERIOD

Section 13.1 Notification When the City determines that a long term layoff or job abolishment is necessary, they shall notify the affected employees fourteen (14) calendar days in advance of the effective date of the layoff or job abolishment. Employees will be notified as soon as is practical in advance of the City's decision to implement any short term layoffs lasting seventy-two (72) hours or less. The City, upon request from the Labor Council, agrees to discuss with representatives of the Labor Council, the impact of the layoff on bargaining unit employees.

Section 13.2 Layoffs The City shall determine in which classifications layoffs will occur and layoffs of bargaining unit employees will be by classification. Employees shall be laid off within each classification in order of seniority, beginning with the least senior and progressing to the most senior up to the number of employees that are to be laid off.

Section 13.3 Recall List When employees are laid off, the City shall create a recall list for each classification. The City shall recall employees from layoff within each classification as needed. The City shall recall such employees according to seniority, beginning with the most senior employee in the classification and progressing to the least senior employee up to the number of employees to be recalled. An employee shall be eligible for recall for a period of one (1) year after the effective date of the layoff. When the City recalls persons off the list, they shall be recalled to their previous classification, but not necessarily to the unit in which they were working when laid off.

Section 13.4 Recall Notice Notice of recall shall be sent to the employee by certified or registered mail with a copy to the Labor Council. The City shall be deemed to have filled its obligations by mailing the recall notice by registered mail, return receipt requested, to the last mailing address provided by the employee or agreed to by the parties.

The recalled employee shall have fourteen (14) calendar days following the date of mailing of the recall notice to notify the City of the intention to return to work and shall have five (5) calendar days following notification to the City in which to report for duty, unless a later date for returning to work is otherwise specified in the notice.

Section 13.5 Seniority List A seniority list by title shall be kept by the Chief according to job titles and shall be updated as needed. A copy shall be available for inspection in a location designated by the Chief for the purpose of defining seniority, a member's continuous service with the Reynoldsburg Police Department by title shall qualify. The seniority list shall list all members and the dates of their first date of work for the Department as a full-time employee in order from the most senior to the least senior member in service.

Section 13.6 Probationary Period Every newly hired member will be required to successfully complete an initial probationary period. The initial probationary period shall be twelve (12) months from the date of hire.

A newly hired probationary member may be terminated at any time during the initial probationary period for unsatisfactory service and shall have no right to appeal the termination under Article 5 and 6 of this Contract.

ARTICLE 14 - MISCELLANEOUS NON-ECONOMIC

Section 14.1 Equipment The City will furnish and maintain the tools, facilities, and equipment required to carry out the member's job duties. It is the member's responsibility to report unsafe conditions or practices, to avoid accidents or negligence and properly use and care for all tools, facilities, vehicles, supplies and equipment provided by the City.

Section 14.2 Safe Working Conditions The City shall undertake reasonable efforts to put in place and utilize policies and procedures that provide for the safety of members in the performance of their assigned duties.

Section 14.3 Shift Bidding Each year between November 1 and November 15, the City shall post the shift assignments available for the following year. Fulltime dispatchers shall have the right to bid on the available shifts by seniority. The new shifts shall take effect the first full pay period in January following the bidding process. A dispatcher's bid request shall not be unreasonably denied.

ARTICLE 15 - HOURS OF WORK AND OVERTIME

Section 15.1 Hours of Work The workweek shall consist of forty (40) hours based on five (5) consecutive eight (8) hour workdays and two (2) regularly scheduled days off; except as provided below in this Section of this Article. The wage rates prescribed in this contract for the respective classification are based upon an average workweek of forty (40) paid hours and a work year of two thousand eighty (2,080) paid hours. Members shall be in paid status for all work hours as well as all hours while on approved paid leave.

It is understood that the Chief may authorize certain members, based upon their regular assignment, to work a ten (10) hour workday. If so authorized, the member's forty (40) hour

workweek shall consist of four (4) ten (10) hour workdays and three (3) regularly scheduled days off.

Section 15.2 Overtime All hours in paid status in excess of the scheduled workday or forty (40) hours in any workweek shall be compensated at one and one-half (1-1/2) times the member's normal straight time rate. The Employer shall not change the employees' schedule once posted solely to avoid payment of overtime.

When an overtime assignment (defined by the number of posted hours) is first known to exist that is at least ten (10) or more days prior to the assignment, notice of its availability shall be communicated to all eligible members. On the next regular working day that the Chief or Support Services Supervisor (or designee) works, the overtime assignment will be awarded to the most senior member who indicates interest by a return communication. Member's working the overtime assignment will continue to have the option of overtime pay, an adjustment of hours, or use another day off within the same pay period.

When an overtime assignment first becomes known to exist that is less than ten (10) days prior to the assignment, notice shall be communicated to all eligible members. On the next regular work day that the Chief or Support Services Supervisor (or designee) works, the overtime assignment will be awarded on a first come, first selected basis. Seniority will have no deciding factor in the selection of a member volunteering for the overtime. A double shift and or schedule adjustments may be considered by the Chief, Support Service Supervisor (or designee).

When no member volunteers to fill an overtime assignment as outlined above, the Chief or Support Services Supervisor or (designee), may fill the overtime assignment by ordering a member to work the overtime. Except in exigent circumstances, no overtime assignment shall be given to a member, or mandated, which would require the member to work a full double shift or schedule adjustment in order to perform the overtime assignment. When reasonably possible, mandated overtime shall be rotated among available members by seniority.

Section 15.3 Compensatory Time A member may choose to take compensatory time in lieu of overtime compensation if such choice is indicated during the tour of duty in which the overtime is worked. Compensatory time shall be credited to the member and accumulated at the rate of one and one-half (1-1/2) hours for each overtime hour worked.

Compensatory time may be taken by a member, upon approval of their supervisor, provided that the member's absence does not create a hardship on the operations of the Department.

Each member's compensatory time bank shall be limited in accumulation to a maximum of one hundred (100) hours per year. Once an employee has chosen one hundred (100) hours of compensatory time per year as compensation for overtime hours worked, all additional overtime will be paid. The member may choose to carry over any balance into the following year or "cash out" the balance at the end of each year. Any balance of compensatory time carried over into the following year shall count towards the one hundred (100) hour cap in that year.

On November 15 of each year employees may opt to cash in all or part of their compensatory time bank by notifying the Employer in writing. This payment shall be made no later than the last full payment period in the calendar year.

Section 15.4 Call-In Pay When a member is called back to work by a supervisor for hours not abutting the regular shift hours, the member shall be guaranteed a minimum of three (3) hours pay at the member's overtime rate. If the member is called in and works more than two (2) hours the member shall be paid at the overtime rate for all hours worked.

Section 15.5 Court Pay If a member is required to appear in court as a part of the employee's job duties at a time when the employee would otherwise be off duty, the employee shall be paid the applicable rate for the actual hours necessary to fulfill the employee's court appearance, including travel time to and from a court session other than the Mayor's Court. In court appearances while off duty, a member shall be guaranteed a minimum of three (3) hours pay at the member's overtime rate.

Section 15.6 Separation Upon separation from employment with the City for any reason, a member (the surviving spouse or estate of the deceased upon 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 member's current rate of pay at time of separation.

ARTICLE 16 - HOLIDAY PAY

Section 16.1 Holiday Pay The following are designated paid holidays:

- A. New Years Day, January 1
- B. Martin Luther King Day, 3rd Monday in January
- C. President's Day, 3rd Monday in February
- D. Memorial Day, 1st Monday in May
- E. Independence Day, July 4th
- F. Labor Day, first Monday in September
- G. Veteran's Day, November 11th
- H. Thanksgiving Day, 4th Thursday in November
- I. Day after Thanksgiving, 4th Friday in November
- J. Day before Christmas, December 24th
- K. Christmas Day, December 25th
- L. Day before New Years Day, December 31st
- M. Personal Day
- N. Any day or part of any day as proclaimed by the Mayor.

Section 16.2 Holiday Not Worked

- A. Members on 8-hour shifts will be compensated 8 hours;
- B. Members on 10-hour shifts will be compensated 10 hours;

Section 16.3 Holiday Worked

- A. When a holiday is worked by a member, the member will be compensated at the overtime rate for hours actually worked, in addition to straight time.

Section 16.4 Method of Payment

- A. Members have the option of compensatory time or holiday pay. Such compensatory time shall be applied to the cap set forth in Article 15. A member may choose to bank holiday pay for each holiday. If a member chooses this option, the member must declare the intent by December 15 of the preceding year and will be paid for holidays in a lump sum in the first pay period of December each year.

ARTICLE 17 – WAGES

Effective January 1, 2019:

+3%	A	B	C	D	E
HOURLY	\$22.92	\$24.15	\$25.41	\$26.68	\$28.19
ANNUALLY	\$47,673.60	\$50,332.00	\$52,852.80	\$55,494.40	\$58,635.20

Effective January 1, 2020:

+3%	A	B	C	D	E
HOURLY	\$23.61	\$24.87	\$26.17	\$27.48	\$29.04
ANNUALLY	\$49,108.80	\$51,729.60	\$54,433.60	\$57,158.40	\$60,403.20

Effective January 1, 2021

+3%	A	B	C	D	E
HOURLY	\$24.32	\$25.62	\$26.96	\$28.30	\$29.91
ANNUALLY	\$50,585.60	\$53,289.60	\$56,076.80	\$58,864.00	\$62,212.80

Section 17.2 Shift Differential A shift differential of one dollar Twenty-five cents (\$1.25) per hour worked shall be paid to any employee when the majority of their scheduled shift is after 1:00 P.M. and before 6:00 AM. (During the life of this Agreement, should any other Police Department Bargaining Unit receive a higher shift differential this Bargaining Unit shall receive the higher differential at the same time.)

Section 17.3 Pension Pick-up The City method of payment of salary and the provision of fringe benefits to the members who are participants in the PERS Pension Fund are hereby modified as follows, in order to provide for a fringe benefit pick-up of employee contributions to the PERS Pension Fund.

1. In addition to the total salary and salary per pay period which is otherwise payable to each member, the total portion of the member's contribution to the PERS Pension Fund shall be paid by the City.
2. The sums paid by the City under paragraph 1 in lieu of payment by the member shall not be treated as additional salary, wages or compensation. The pick-up shall not be included in the member's total annual salary for the purpose of computing daily rate of pay, for the determining paid salary adjustments to be made due to absence, or for any similar purpose.

3. The pick-up by the City of a member's contribution to the PERS Pension Fund shall be mandatory for all members who are participants in the Fund. No such member shall have the option of choosing to receive contributed amounts directly instead of having them paid by the City to the Fund.

Section 17.4 Pay Periods All members shall be paid on a bi-weekly basis. The official pay date shall be every other Friday in that period, provided that when a holiday falls on a regular pay day the payroll shall be distributed on the day immediately preceding the holiday.

Section 17.5 Administration of Pay Plan In the administration of the pay plan for all covered employees, the five steps of the plan shall be applied as set forth below:

1. Step A is the minimum rate and shall be the hiring rate for the classification except that if a person is qualified by education or experience the appointing authority may establish the hiring rate at Step A, Step B, or Step C.
2. Progression from Step A through Step E shall be made at intervals of one year of satisfactory service from the employee's service date.

Section 17.6 Training New Employee Pay Any member who serves as a training officer for bargaining unit members shall receive a pay differential of \$2.50 per hour for each hour of training time spent with the trainee.

Section 17.7 TAC/ATAC Assignment. Any member selected by the Chief of Police or designee to perform the duties of TAC officer shall be compensated an additional one dollar (\$1.00) per hour for all hours actually assigned and working as the TAC or ATAC.

Section 17.8 Longevity. Bargaining unit employees shall receive longevity pay as listed below.

Years of Service	Longevity Pay
4 through 6 years	\$425.00
7 through 9 years	\$600.00
10 through 14 Yrs.	\$750.00
15 through 19 Yrs.	\$800.00
20 or more years	\$850.00

ARTICLE 18 - VACATION LEAVE

Section 18.1 Accrual Each full-time employee is entitled, during each year following the first year of service, to earned vacation leave with full pay in accordance with the following schedule:

Completed Years of Service	Hours Earned Each Year
1 thru 6 years	80 hours
7 thru 11 years	120 hours
12 thru 15 years	160 hours

16 thru 19 years
20 or more

208 hours
224 hours

Section 18.2 Carry Over An employee may, at the discretion of the City, carry over from year to year, a maximum of forty (40) hours of accumulated vacation leave. Any vacation balance in excess of this permitted carry over shall be forfeited, unless the Chief of Police determines that an employee may not take all or a portion due to job requirements. In that event, any vacation balance in excess of forty (40) hours may be paid to the employee at the earned rate of pay.

Section 18.3 Annual Leave The Department shall attempt to accommodate each member's vacation leave request. Prior to February 1, members shall submit annual vacation requests by seniority to their chain of command for vacation scheduling. These requests shall be granted as requested to the extent practicable unless a conflict in scheduling necessitates that all requests cannot be granted. In such an instance, length of service with the Department as a full-time member shall be the determining factor in the granting of vacation leave requests. Employees who earn one hundred twenty (120) hours or more of vacation per year shall be required to request and take one forty (40) hour block of vacation each year. Such employees may also "cash in" up to forty (40) hours of earned vacation each year after their anniversary date of hire.

Section 18.4 Casual Leave Casual vacation leave may be granted in hourly segments upon approval of the supervisor.

Section 18.5 Payout Upon separation from City Service, employees are entitled to compensation for the pro-rated portion of any unused vacation leave to their credit at the time of separation at their prevailing rate of pay.

In case of death of an employee, the unused vacation leave credited to any such employee shall be paid to the surviving spouse, or the estate of the deceased if there is no surviving spouse.

Section 18.6 For purposes of this article, time spent on an unpaid leave of absence shall not count as service for purposes of computing years of service. Time spent on an approved unpaid leave of absence shall not constitute a break in service.

ARTICLE 19 - SICK LEAVE

Section 19.1 Credit Sick leave credit shall be earned at the rate of 4.6 hours for each eighty (80) hours of service in active pay status, which for the purpose(s) of this Article shall include paid vacation, overtime and sick leave, but not during leave of absence or layoff. Unused sick leave shall accumulate without limit. Sick leave shall not be advanced prior to its being earned.

Section 19.2 Usage

- A. Sick leave shall be granted to an employee upon approval of the City. Sick leave may be requested for the following reasons:
 - 1. Illness of the employee or a member of the employee's immediate family. Injury to the employee (after injury leave expires if the employee so qualifies.)

2. Medical, dental or optical examinations or treatment of the employee or member of the employee's immediate family, which requires the presence of the employee, and which cannot be scheduled during non-working hours;
 3. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee or when, through exposure to a contagious disease, the presence of the employee on the job would jeopardize the health of others;
 4. Pregnancy and/or childbirth and other conditions related thereto.
- B. Definition of immediate family: Mother, father, brother, sister, child, spouse, grandparent, grandchild, guardian, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or other person who stands in place of a parent.

Sick leave shall be charged in minimum units of one (1) hour. It is understood that employees shall, whenever possible, schedule medical/dental appointments so as to not disrupt the operations of their Department. An employee shall be charged for sick leave only for days upon which the employee would otherwise have been scheduled to work. Compensation for approved sick leave shall be at the employee's base hourly rate of pay.

- C. When an employee is unable to report to work, the employee shall notify their supervisor or other designated person, no later than one (1) hour prior to their assigned shift and shall leave a telephone number where the employee may be reached by the supervisor.

Section 19.3 Verification

- A. The City may require an employee to furnish a standard written signed statement explaining the nature of the illness to justify the use of sick leave. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal. Any illness exceeding three days must be accompanied by a doctor's certificate.
- B. If medical attention is required, the employee shall be required to furnish a statement from a licensed physician notifying the City that the employee was unable to perform the required duties. Where sick leave is requested to care for a member of the immediate family, the City may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill person.
- C. The City may require an employee to take an examination, conducted by a licensed physician of the City's choice, to determine the employee's physical or mental capability to perform the duties of the employee's position. If found not qualified, the employee may be placed on sick leave or other leave. The cost of such examination shall be paid by the City. The employee, at the employee's own expense, shall be allowed to provide the City with a 2nd opinion, from a licensed physician.
- D. Employees failing to comply with sick leave rules and regulations shall not be paid and disciplinary action may be taken. Application for sick leave with intent to defraud will result in dismissal and may result in refund of salary or wages paid.

Beginning with the sixth time and each time thereafter a member is granted sick leave in any calendar year, the first day of each such leave shall be without pay, except as follows:

1. Such absence may, with the approval of the Chief, be charged to compensatory time or to vacation leave.
2. Intermittent period of sick leave for the same illness or injury, when such usage is approved by the chief, shall be counted as one absence if they occur during a period of not to exceed thirty (30) calendar days from the date the member returns to work.

Sick Leave Donation: See Appendix 1.

Section 19.4 Separation. Payment of accrued but unused sick leave will be made to each bargaining unit employee, upon disability or service retirement under the Ohio Public Employee's Retirement System, who has ten (10) or more years of service with the City. The amount of payment will be as set forth in the following scale. Such payment shall be based on the employee's rate of pay at the time of retirement.

Minimum Years Of Service	Percentage of Accrued but Unused Sick Leave	Maximum Hours Paid Out
10 years	25%	320
15 years	30%	540
20 years	40%	760
25 years	50%	880

Section 19.5 Employees who use no sick leave in a calendar year shall earn one personal day to be used in the next calendar year.

ARTICLE 20 - INSURANCE

Section 20.1 Insurance The City may modify health insurance coverage offered to bargaining unit employees. If the City is considering any health insurance changes, it shall provide the Union with at least thirty (30) days advance notice. Upon request, the City shall meet with the Union to discuss all aspects of health insurance coverage, including the affect of any potential changes on bargaining unit members.

The medical, prescription, dental and vision coverage offered to bargaining unit employees shall not differ from the benefits offered to non-bargaining unit employees of the city.

Section 20.2 The City shall pay for life insurance for each member in the amount of \$40,000 with double indemnity for accidental death.

Premium contribution for dental and vision coverage shall remain at 7% for the duration of this agreement.

Bargaining unit employees shall pay the same premium contribution paid by non-bargaining unit employees of the City.

Bargaining unit employees shall receive the same contribution to the H.S.A. account as non-bargaining unit employees of the City.

Employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive fifty (\$50) dollars per month while such forfeiture is in effect.

Section 20.3 Liability Coverage The City will defend and indemnify members as required by O.R.C. Chapter 2744 for the good faith performance of their duties within the scope of their employment.

ARTICLE 21 - INJURY LEAVE

Section 21.1 Injury Leave

- A. For each separate injury sustained, injury leave shall be paid to any member who suffers an incapacitating injury arising out of their performance of job duties for the City. Such injury may include exposure of the member 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. Such injury leave shall be paid at the member's prevailing rate of pay, and be limited to a maximum of seven hundred twenty (720) hours per occurrence.
- B. To qualify for injury leave, it must be established that the injury arose out of performance of job duties, and did not result from misbehavior on the part of the member. It shall be the obligation of the member to report said injury immediately to the supervisor and to receive necessary medical treatment, present to the City a certificate from an attending physician or psychologist stating the nature of the injury and the prognosis, and to return to work status at the earliest time permitted by the attending physician. After the member has been given permission to return to work status by the attending physician, and member is taken off injury leave status, a member may reapply for injury leave and exhaust a total of seven hundred twenty (720) hours of injury leave per occurrence when continued use of injury leave is appropriate.
- C. The appointing authority or Chief may obtain an additional opinion from a licensed physician or psychologist in order to substantiate the nature of the injury and/or establish conclusively that the injury qualifies for injury leave as defined in this Section. Should this additional opinion be necessary, it shall be paid for by the City.
- D. Upon exhaustion of injury leave, a member may use sick leave or other available paid leave.

ARTICLE 22 - LEAVES OF ABSENCE

Section 22.1 Leave Without Pay Employees may be granted the following types of unpaid leaves of absence by the appointing authority.

- A. Disability Leave

A physically incapacitated employee may request a disability leave. A disability leave may be granted not to exceed six (6) months when the disability continues beyond accumulated sick leave- rights and provided the employee is:

1. Hospitalized or institutionalized;
2. On a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or
3. Is declared incapacitated for the performance of the duties of the position by a licensed physician designated by the City. Such examination may be required by the City.

It is the employee's responsibility to request a disability leave and such leave is not granted automatically when the employee's sick leave has expired.

B. Personal Leave

The Employer may grant a leave of absence to any employee for a maximum duration of six (6) months for any personal reasons of the employee. Such leave may not be renewed or extended beyond six (6) months. The employee shall include all pertinent information relating to the need for a personal leave of absence with the request for leave. Such leave shall be at the total discretion of the City. No leave of absence shall be granted for the purpose of working another job.

1. The authorization of a leave of absence without pay is a matter of administrative discretion. The City shall decide in each individual case if a leave of absence is to be granted. A leave of absence shall be requested on the standard Request For Leave Form. Employees who are on an unpaid personal leave of absence which exceeds sixty (60) calendar days shall be required, in order to retain insurance benefits, to pay the entire premiums for all insurance during the term of such leave.
2. An employee on leave of absence without pay does not earn sick leave or vacation credit.
3. If a leave of absence is granted for a specific purpose, and it is found that leave is not actually being used for such purpose, the City may cancel the leave and direct the employee to report for work by giving written notice to the employee.
4. Upon completion of a leave of absence, the employee may be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists. An employee may be returned to work before the scheduled expiration of leave if requested by the employee and agreed to by the City. If an employee fails to return to work at the expiration of an approved leave of absence, and does not submit a resignation, the employee will be considered "absent without leave" and shall be subject to immediate termination.

C. Family and Medical Leave

1. Pursuant to the Family and Medical Leave Act of 1993 (as amended), FMLA leave may be granted to an employee who has been employed by the City for at least twelve (12)

months before the leave is requested and who has provided at least 1,250 hours of service during the twelve (12) months before the leave is requested. The leave may be granted up to a total of twelve (12) weeks during any twelve (12) month rolling period for the following reasons:

- I. Because of the birth of a child or placement for adoption or foster care of a child;
 - II. In order to care for the spouse, son, daughter, parent, or one who stood in place of a parent of the employee, if such spouse, son, daughter, parent, or "in loco parentis" has a serious health condition;
 - III. Because of a serious health condition that makes the employee unable to perform essential employment functions.
2. The employee must provide the Employer with thirty (30) days advance notice of the leave, when such leave is reasonably foreseeable, or such notice as is practicable, if thirty (30) days notice is not possible. The employee must provide the Employer with certification of the condition from a health care provider. The Employer, at Employer expense, may require a second opinion (which is binding) on the validity of the certification,

An employee seeking FMLA leave must first use paid sick time (if applicable), vacation and holidays before going on unpaid leave. The total amount of family leave paid and unpaid will not exceed a total of twelve (12) weeks. In any case in which a husband and wife entitled to family leave are both employed by the City, the aggregate number of workweeks of leave to which both may be entitled may be limited to twelve (12) weeks during any twelve (12) month rolling period if such leave is taken because of the birth of a child or placement for adoption or foster care of a child. The employee will be responsible for the employee share of the health insurance cost (if any) during the unpaid leave. If the employee does not return from the leave, the employee is responsible for the total insurance premium paid by the City. The City, at its sole discretion, may waive the repayment of insurance premiums. The City will be responsible for thirty (30) days premium under COBRA.

It is intended that the Article comply with the Family and Medical Leave Act of 1993 as amended and the City may promulgate policies in furtherance of the Family and Medical Leave Act that are not inconsistent with this agreement.

Section 22.2 Leaves of Absence With Pay

A. Maternity/Paternity Leave

Any employee, who is expecting to become a new parent, shall be granted a leave of absence for maternity/paternity purposes. The date of departure and the date of return to work shall be established by the employee. The employee may utilize sick leave and vacation leave for said purposes. Additional leave may be granted on a case-by-case basis at the City's discretion.

B. Jury Duty

1. A fee or expense reimbursement paid to an employee for serving on any Municipal, County, or Federal Jury, shall be remitted to the City and said employee's regular pay will not be adjusted by reason of service performed.
 2. The Employer shall not pay any employee who appears in court for criminal or civil cases, when the employee is the Plaintiff or Defendant.
- C. **Military Leave**
The Employer shall comply with applicable state and federal law concerning military leave.
- D. **Funeral Leave**
1. Each full-time employee shall be granted up to a maximum of three consecutive working days upon a death in the employee's immediate family.
 2. It is recognized that situations will develop where matters involving other than the employee's immediate family warrant the City granting excused time with pay. The employee's supervisor may grant such excused time based upon the circumstances peculiar to each case. Such time shall not exceed three (3) days.
- E. **Voting Leave**
A member shall be excused for such time as is reasonably necessary to vote. A member shall be paid for such excused time not to exceed one (1) hour, provided the member could not otherwise reach the polls to vote during the time the polls are open outside the member's tour of duty.
- F. **Examination Leave**
A paid leave shall be allowed a member who participates in a Reynoldsburg Civil Service test or who must take a requested examination pertinent to their City employment before a state, county, or federal licensing board, provided that such test or examination is scheduled and taken during the member's regularly scheduled tour of duty

ARTICLE 23 - EDUCATIONAL ASSISTANCE PROGRAM

Section 23.1 Participation All employees are eligible to participate in the Educational Assistance and Incentive Plan. Participation is voluntary and available to those who elect job relevant self-development activities, during non-working hours. Participation shall be approved by the appointing authority.

Section 23.2 Allowances The allowances for assistance are described below:

- A. For approved courses earning college credit, a maximum of \$2,250 of tuition expenses for each academic year may be requested by the employee.
- B. For approved courses earning other than college level credit, a maximum of \$750.00 of tuition expense for each academic year may be requested by the employee.
- C. Fifty percent (50%) of the expenses incurred for text books required for above approved courses will be paid except that for non-college level courses, the \$750.00 limit is not to be exceeded.

- D. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a passing grade.
- E. 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, that employee must repay any assistance received in the one (1) year period. Employees who separate from service with the City within two (2) years following completion of the courses must repay fifty percent (50%) of the assistance received.

ARTICLE 24 - UNIFORMS AND ALLOWANCE

Section 24.1 Initial Issue The City shall furnish the basic Uniforms and new equipment for all members. Uniform parts and equipment shall be replaced by the City as needed. 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 member's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the member's separation pay.

Section 24.2 Repair and Replacement of Uniforms 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 member's misconduct or negligence.

Section 24.3 Repair or Replacement of Eye Glasses The City shall repair or replace eyeglasses damaged or destroyed in the line of duty so long as the damage is not due to the member's misconduct or negligence. This Section shall provide coverage only for a like amount of the damaged eye glasses.

Section 24.4 Dry Cleaning Members shall be reimbursed for necessary dry cleaning of uniforms. Members shall utilize the dry cleaning facility or facilities designated by the City.

Section 24.5 Clothing/Equipment Schedule

DISPATCHERS	
Police Dispatch Badges	2
Name Badges	2
Service Since Pin	1
Shirts (short sleeve)	5
Shirts (long sleeve)	5
Pants	5
Sweater	1
Shoes	1 pair
Belt	1
All Weather Jacket	1

ARTICLE 25 - MISCELLANEOUS ECONOMIC PROVISIONS

Section 25.1 Travel Allowance If a member uses their personal automobile for City or Department business, including travel to and from court appearances, as authorized by the Chief of Police, the member shall be reimbursed for such use at the current rate allowed by the Internal Revenue Service Regulations.

Section 25.2 Copies of Contract The Labor Council shall provide each member, at no cost to the member, a copy of this Contract within forty (40) days of the parties' ratification of this Contract. The City shall provide a copy to each newly hired member during the term of this Contract.

ARTICLE 26 - DRUG/ALCOHOL TESTING

Section 26.1 Employees Tested

In accordance with the Reynoldsburg Division of Police Drug/Alcohol Policy bargaining unit employees may be subjected to testing conducted under the following conditions: 1. Reasonable suspicion of drug and/or alcohol use; 2. Post-Incident testing; 3. Follow-up drug and/or alcohol testing;

A bargaining unit employee may of their own volition, even if not ordered to do so, undergo a drug and/or alcohol screening test if the employee is involved in an on duty incident. Testing done under these circumstances will be treated in the same manner as if the employee had been ordered to undergo screening.

Section 26.2 Testing Requirements

All drug screening tests shall be conducted by medical laboratories meeting the standards of and certified by, the National Institute of Drug Abuse, the National Institutes of Health and the Department of Health and Human Services. No test shall be considered positive until it has been confirmed by a gas Chromatography/Mass Spectrometry full scan test or its equivalent. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures in accordance with the City policy. All procedures shall be outlined in writing in the City policy and this policy shall be followed in all situations arising under this Article.

Section 26.3 Alcohol Tests

Alcohol testing shall be done in the same manner as to detect drivers operating a motor vehicle under the influence. A positive result of a blood alcohol concentration of .02% or above (based on a breathalyzer) shall entitle the Employer to proceed with sanctions as set forth in this Article.

Section 26.4 Test Results

A. The results of the testing shall be delivered to the Employer and the employee tested. An Employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The employee shall provide a signed

release for disclosure of the testing results. Refusal to submit to the testing provided for under this Agreement may be grounds for discipline up to termination.

- B. The employer may suspend the employee without loss of pay before the time the confirmatory test results are complete. If the screening test and confirmatory test are positive, the Employer may discipline the employee. The use of illegal substances, on or off duty, will ordinarily result in termination. The improper use of prescription drugs, over the counter drugs and/or alcohol may result in a lesser discipline, depending upon the relevant circumstances.

Section 26.5 Confirmatory Tests

- A. If a drug screening test is positive, a confirmatory test shall be conducted in the manner prescribed in the City policy.
- B. In the event the second test confirms the results of the first test, the Employer may proceed with the sanctions as set forth in this Article.
- C. In the event that the second test contradicts the result of the first test, the Employer may request a third test in accordance with the procedures prescribed above. The results of this test, if positive, shall allow the Employer to proceed with sanctions as set forth in this Article. If the results are negative, the employee shall be given the benefit of the doubt and no sanctions shall be imposed.
- D. A Medical Review Officer (MRO) shall be utilized to review all positive test results.

Section 26.6 Laboratories

A list of two (2) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

Section 26.7

If the testing required above has produced a positive result, the Employer may take disciplinary action in accordance with the division policy and may require the employee to participate in any rehabilitation or detoxification program that is covered by the employee's health insurance. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick time, compensatory days, vacation leave, and personal leave days for the period of the rehabilitation or detoxification program.

If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Family Medical Leave may be used if available and appropriate.

Upon completion of such program, and upon receiving results from a return to duty test demonstrating that the employee is no longer abusing a controlled substance, the employee may be returned to their former position. Such employee may be subject to periodic retesting upon return to the employee's position for a period of one (1) year from the date of return to work. Any employee in rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, except in those cases where the employee is placed on leave of absence

without pay. Employees eligible to utilize Family Medical Leave and are in an unpaid status will still be eligible for health care benefits in accordance with the division FMLA policy.

Section 26.8 Discipline

If the employee refuses to undergo rehabilitation or detoxification, or if the employee tests positive during a follow-up test within one (1) year after return to work from such a program, the employee shall be subject to disciplinary action up to and including termination of employment.

Section 26.9 Testing Cost

Costs of all drug screening tests and confirmatory tests shall be borne by the Employer except that any test initiated at the request of the employee shall be at the employee's expense.

Section 26.10 Confidentiality

All tests results and actions taken under or pursuant to this Article shall be kept confidential in accordance with and subject to state and federal law.

ARTICLE 27 - WAIVER IN CASE OF EMERGENCY

Section 27.1 Waiver In case of emergency declared by the President of the United States, Governor of the State of Ohio, the City of Reynoldsburg, the Federal or State Legislature, for such acts of God or civil disorder, the following conditions of the Agreement may automatically be suspended:

- A. Time limits for processing of grievances.
- B. Selected work rules and/or agreements or practices relating to the assignment of employees.

Section 27.2 Expiration of Waiver Upon the termination of the emergency, should valid grievances exist, they shall be processed in accordance with the provisions outlined in the Grievance Procedure to which they (the Grievance(s)) had properly progressed.

ARTICLE 28- DURATION

Section 28.1 Duration The provisions of this Contract are effective January 1, 2019 except where otherwise indicated, and shall remain in full force and effect through December 31, 2021. This Contract shall remain in full force and effect until a successor agreement is reached by the parties or a final settlement award is reached through the use of Section 4117.14 of the Revised Code or through the legal system.

SIGNATURE PAGE

FOR THE CITY OF REYNOLDSBURG:

FOR FRATERNAL ORDER OF POLICE:

Bradley L. McCloud, Mayor

Tracy Rader, Staff Representative

David Plesich, Police Chief

Gail Leppert, Committee Chairman

Curtis Baker, Deputy Chief

Maria Mauger, Committee Member

Approved as to Content:

Marc Fishel, Labor Counsel

Approved as to Form Only:

Jed Hood, City Attorney

Attachment: Tentative Agreement- REYNOLDSBURG DISPATCH 2019-2021 (Dispatcher Contract)

APPENDIX 1

The below Sick Leave Donation Policy is the Cities current policy for non-union employees that will now apply to full-time Dispatchers starting on the effective date of this Agreement.

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.

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **December 17, 2018**

TO: **Finance and Administration Committee**

RE: 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, 2019; AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Ordinance to make Final Appropriations for current and other expenditures of the City of Reynoldsburg, State of Ohio during fiscal year ending December 31, 2019.

Updated 12/17/2018 to a revised version fixing an error in the Development Department.

City of Reynoldsburg

2019 Budget

Submitted by Brad McCloud

Packet Pg. 46

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, 2019 AND DECLARING AN EMERGENCY

WHEREAS, various appropriations are required effective January 1, 2019, to provide for the current expenses and other expenditures associated with the operations of the City for the fiscal year ending December 31, 2019.

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

SECTION 1. That the following appropriations are hereby made in the General Fund (110):

Department	#	Personal Services (5100)	Supplies (5200)	Services (5300)	Debt (5400)	Other (5500)	Capital Purchases (5600)	2019 Budget Request
TRANSFERS	110	0	0	0			0	0
POLICE	111	9,404,975	493,000	769,480	0	0	619,870	11,287,325
MECHANIC	290	163,416	120,800	46,850	0	0	16,100	347,166
PARKS & RECR.	340	910,321	254,225	369,375	0	0	84,033	1,617,954
SENIOR CENTER	343	171,739	17,200	76,350	0	0	0	265,289
COMMUNITY EVENTS	344	97,665	13,610	160,485				271,760
SERVICE	448	636,464	22,200	590,350	0	0	0	1,249,014
BUILDING	479	388,555	10,000	83,300	0	0	0	481,855
MAYOR	522	135,613	800	38,000	0	0	0	174,413
CIVIL SERVICE	534	67,912	2,600	36,000	0	0	500	107,012
CITY AUDITOR	545	356,010	5,500	77,600	0	0	0	439,110
CITY ATTORNEY	554	624,450	3,400	89,204	0	0	0	717,054
CITY COUNCIL	571	196,947	2,000	62,400	0	0	0	261,347
DEVELOPMENT	580	313,263	3,750	290,250	0	0	5,000	612,263
HUMAN RE.	582	132,613	15,000	28,100	0	0	500	176,213
COMPUTER	584	0	13,000	404,600	0	0	317,000	734,600
CLERK OF COURTS	593	281,116	4,500	84,600	0	0		370,216
GENERAL ADMIN.	595	276,165	3,500	669,000	0	0	16,500	965,165
PUBLIC HEALTH	810			319,733				319,733
GENERAL FUND		14,157,224	985,085	4,195,677	0	0	1,059,503	20,397,489

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

Fund	#	Personal Services (5100)	Supplies (5200)	Services (5300)	Debt (5400)	Other (5500)	Capital Purchases (5600)	2019 Budget Request
INCOME TAX	220	76,868	600	30,700		2,306,000	0	2,414,168
COURT COMPUTER	211		16,000	27,000			15,000	58,000
STREET	260	665,763	293,500	145,630			149,600	1,254,493
STATE HIGHWAY	270		70,000	24,000				94,000
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	422,102	164,000	5,469,360	367,758		291,000	6,714,220
WASTEWATER	720	477,149	102,000	5,372,845	39,945		291,000	6,282,939
STORM WATER	740	329,381	47,000	1,024,890	120,227		65,600	1,587,098
REFUSE COLL.	750		2,000	2,815,000				2,817,000
PERMISSIVE LIC.	230							0
POLICE PENSION	240	200,000		3,000				203,000
SEWER CAPACITY	250			500	64,178			64,678
GENERAL DEBT	310				3,123,823			3,123,823
S. A. DEBT	320							0
TAYLOR SQ. DEBT	330				567,860			567,860
EMPLOYEE FUND	690							0
Taylor Sq Tif	970			50,000				50,000
BRICE-MAIN DEBT	971			4,500	81,800			86,300
KROGER TIF DEBT	972							0
SUMMIT RD TIF #1	973			2,000				2,000
TAYLOR RD TIF #1	974			500				500
TAYLOR RD TIF #2	975			100				100
TOTALS		2,171,263	695,100	14,970,025	4,365,591	2,306,000	812,200	25,320,179

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.

4.b.a

SECTION 4. That the unencumbered balances as of December 31, 2018 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 2018 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 \$ 567,861 shall be and is hereby appropriated in the Taylor Square School TIEF Fund (970) and transferred to the Taylor Square TIEF Debt Retirement Fund (330).

SECTION 7. That the amount of \$ 990,000 shall be and is hereby appropriated in the Taylor Square School TIEF Fund (970) to comply with the TIF agreement.

SECTION 8. That the amount of \$ 170,000 shall be and is hereby appropriated in the Brice-Main TIF Fund (971) to comply with the TIF agreement.

SECTION 9. 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, 2019.

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, 2019 must be adopted by City Council prior to April 1, 2019; wherefore, upon adoption by Council this ordinance shall be in effect upon the signature by the Mayor.

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Attachment: 2016 Budget Final (2019 Budget Appropriations)

AS OF December 11, 2018

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry	Department Entry Comments
Fund: 110 - General Fund					
EXPENSES					
Department: 111 - Police Division					
5100 - Personal Services					
5101	Salary-Elected Official/Director	46,062.0000	46,062.0000	0.0000	
5102	Wages-Staff	867,260.0000	867,260.0000	881,997.0000	
5104	Wages-Part time	87,832.0000	87,832.0000	122,892.0000	
5105	Overtime	350,000.0000	350,000.0000	350,000.0000	
5106	Longevity	56,550.0000	56,550.0000	52,550.0000	
5109	HSA Employer Funding	260,000.0000	260,000.0000	252,000.0000	
5111	Wages Chief	115,782.0000	115,782.0000	119,480.0000	
5113	Wages Enforcement	5,335,492.0000	5,335,492.0000	5,299,278.0000	
5151	PERS Contribution	141,141.0000	141,141.0000	141,315.0000	
5152	PFDPF Contribution	966,192.0000	966,192.0000	908,093.0000	
5155	PERS Pickup	46,957.0000	46,957.0000	46,322.0000	
5161	Group Insurance	1,035,011.0000	1,035,011.0000	1,132,076.0000	
5166	Medicare	98,829.0000	98,829.0000	98,972.0000	
Account Classification Total: 5100 - Personal Services		\$9,407,108.00	\$9,407,108.00	\$9,404,975.00	
5200 - Supplies					
5201	Office Supplies	8,500.0000	9,568.0500	9,500.0000	
5202	Photo Copy Supplies	3,500.0000	3,500.0000	3,500.0000	
5203	Computer Supplies	20,000.0000	21,704.9400	18,000.0000	
5205	Small Tools/Minor Equipment	5,000.0000	5,074.9800	6,000.0000	
5206	Evidence	10,000.0000	10,000.0000	10,000.0000	
5207	Law Enforcement Supplies	85,800.0000	97,230.8700	93,000.0000	
5213	Repair and Maintenance Supplies	12,100.0000	12,100.0000	11,000.0000	
5241	Uniforms-Purchased	130,000.0000	132,119.0800	212,000.0000	
5251	MV Gas and Oil	120,000.0000	126,514.6000	130,000.0000	
Account Classification Total: 5200 - Supplies		\$394,900.00	\$417,812.52	\$493,000.00	
5300 - Services					
5311	Utilities	144,530.0000	157,848.0900	144,530.0000	
5321	Professional Training	50,000.0000	50,287.8400	55,000.0000	
5323	Publications	2,850.0000	2,850.0000	2,850.0000	
5324	Professional Association Dues	2,500.0000	2,500.0000	2,500.0000	
5325	Educational Assistance	10,000.0000	10,654.3900	10,000.0000	
5339	Misc Contract Services	72,000.0000	72,795.9300	83,600.0000	
5351	Liability Insurance Deductible	25,000.0000	25,000.0000	25,000.0000	
5361	Building Repair/Maintenance	70,000.0000	77,781.7900	132,500.0000	
5362	Equipment Maintenance	50,000.0000	50,650.0000	72,000.0000	
5363	MV Repair/Maintenance-External	22,000.0000	24,208.5000	27,000.0000	
5366	Computer Maintenance	3,000.0000	3,000.0000	3,000.0000	
5375	Prisoner Care	140,000.0000	144,700.5000	140,000.0000	
5391	Postage	5,000.0000	5,165.0300	6,500.0000	
5392	Fingerprinting Services	5,000.0000	6,188.0000	2,500.0000	
5393	L.E.A.D.S Terminal	8,500.0000	9,100.0000	8,500.0000	
5395	Printing/Advertising	15,000.0000	15,114.1800	15,000.0000	
5396	Uniform Cleaning/Repairs	30,000.0000	32,530.0500	35,000.0000	
5399	Other Miscellaneous Services	4,500.0000	4,500.0000	4,000.0000	
Account Classification Total: 5300 - Services		\$659,880.00	\$694,874.30	\$769,480.00	
5600 - Capital Purchases					
5631	Furniture and Fixtures	7,500.0000	8,435.5500	10,000.0000	
5632	Motor Vehicles	475,000.0000	735,779.2000	383,470.0000	
5633	Machinery and Equipment	99,500.0000	99,500.0000	93,000.0000	

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
5634	Unmarked Vehicles	40,000.0000	40,000.0000	58,400.0000
5639	Other Equipment	50,000.0000	51,008.9700	75,000.0000
Account Classification Total: 5600 - Capital Purchases		\$672,000.00	\$934,723.72	\$619,870.00
Department Total: 111 - Police Division		\$11,133,898.00	\$11,454,518.54	\$11,287,325.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 290 - Mechanic				
<i>5100 - Personal Services</i>				
5102	Wages Staff	98,338.0000	98,338.0000	101,288.0000
5106	Longevity	450.0000	450.0000	550.0000
5109	HSA Employer Funding	8,000.0000	8,000.0000	8,000.0000
5151	PERS Contribution	13,830.0000	13,830.0000	14,257.0000
5161	Group Insurance	32,228.0000	32,228.0000	37,844.0000
5166	Medicare	1,433.0000	1,433.0000	1,477.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$154,279.00</i>	<i>\$154,279.00</i>	<i>\$163,416.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	100.0000	100.0000	100.0000
5203	Computer Supplies	200.0000	200.0000	200.0000
5205	Small Tools/Minor Equipment	3,000.0000	3,000.0000	3,000.0000
5213	Repair and Maintenance Supplies	90,000.0000	92,045.1800	110,000.0000
5259	Operating Materials and Supplies	7,500.0000	7,500.0000	7,500.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$100,800.00</i>	<i>\$102,845.18</i>	<i>\$120,800.00</i>
<i>5300 - Services</i>				
5321	Professional Training	1,000.0000	1,000.0000	1,000.0000
5362	Equipment Maintenance	3,000.0000	3,000.0000	3,000.0000
5363	MV Repair/Maintenance-External	35,000.0000	40,291.5700	40,000.0000
5397	Uniform Rental	1,350.0000	1,398.4200	1,350.0000
5399	Other Miscellaneous Services	1,500.0000	1,500.0000	1,500.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$41,850.00</i>	<i>\$47,189.99</i>	<i>\$46,850.00</i>
<i>5600 - Capital Purchases</i>				
5632	Motor Vehicles	50,000.0000	50,000.0000	0.0000
5633	Machinery and Equipment	4,000.0000	4,000.0000	16,100.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$54,000.00</i>	<i>\$54,000.00</i>	<i>\$16,100.00</i>
Department Total: 290 - Mechanic		\$350,929.00	\$358,314.17	\$347,166.00

Tire Changer - Balance - A/C Recycle Machine

(Attachment: 2016 Budget Final 6102 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 340 - Parks and Recreation				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	86,914.0000	86,914.0000	89,522.0000
5102	Wages-Staff	366,097.0000	366,097.0000	407,677.0000
5105	Overtime	15,700.0000	15,700.0000	15,700.0000 Additional \$8,000 for Tomato Festival
5106	Longevity	500.0000	500.0000	1,500.0000
5109	HSA Employer Funding	32,000.0000	32,000.0000	34,000.0000
5141	Wages Seasonal Labor	100,000.0000	100,000.0000	110,000.0000
5151	PERS Contribution	79,689.0000	79,689.0000	87,416.0000
5161	Group Insurance	126,202.0000	126,202.0000	155,452.0000
5166	Medicare	8,254.0000	8,254.0000	9,054.0000
Account Classification Total: 5100 - Personal Services		\$915,356.00	\$915,356.00	\$910,321.00
5200 - Supplies				
5201	Office Supplies	2,000.0000	2,000.0000	500.0000
5203	Computer Supplies	1,500.0000	1,500.0000	500.0000
5205	Small Tools/Minor Equipment	4,000.0000	4,000.0000	5,600.0000
5209	Chemicals	28,000.0000	28,000.0000	32,125.0000
5213	Repair and Maintenance Supplies	53,000.0000	68,222.2600	75,000.0000
5215	Recreational Supplies	52,000.0000	58,823.7000	54,000.0000
5241	Uniforms-Purchased	1,500.0000	1,500.0000	2,500.0000
5251	MV Gas and Oil	20,000.0000	20,108.2200	19,000.0000
5252	Aggregates	17,000.0000	17,000.0000	17,000.0000
5259	Operating Materials and Supplies	58,000.0000	58,000.0000	48,000.0000
Account Classification Total: 5200 - Supplies		\$237,000.00	\$239,154.18	\$254,225.00
5300 - Services				
5303	Community Events	24,300.0000	76,811.3700	10,000.0000
5311	Utilities	29,000.0000	31,998.2800	36,000.0000
5321	Professional Training	6,000.0000	6,550.0000	4,500.0000
5322	Conference/Reimb	8,500.0000	9,075.0000	9,425.0000
5323	Publications	0.0000	0.0000	250.0000
5324	Professional Association Dues	2,200.0000	2,530.0000	2,200.0000
5338	Personal Service Contracts	72,000.0000	73,226.0000	55,000.0000
5339	Misc Contract Services	120,000.0000	136,764.5200	170,000.0000
5361	Building Repair/Maintenance	63,500.0000	91,021.0300	47,000.0000
5362	Equipment Maintenance	3,500.0000	3,500.0000	2,000.0000
5391	Postage	1,000.0000	1,000.0000	6,000.0000
5395	Printing/Advertising	23,000.0000	26,218.0000	23,000.0000
5399	Other Miscellaneous Services	5,000.0000	5,000.0000	4,000.0000
Account Classification Total: 5300 - Services		\$358,000.00	\$463,634.20	\$369,375.00
5600 - Capital Purchases				
5602	Land Improvements	65,000.0000	57,000.0000	0.0000
5631	Furniture and Fixtures	3,500.0000	3,500.0000	0.0000
5632	Motor Vehicles	141,000.0000	141,000.0000	60,533.0000
				1 ton truck, ext cab \$36,846 SUV-Pool Car multi-dept use \$23,687

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
5633	Machinery and Equipment	100,000.0000	100,000.0000	12,000.0000 60" Z Turn mower \$10,000 Gas powered T-Post driver \$2,000
5639	Other Equipment	58,300.0000	58,300.0000	11,500.0000 Additional Pine Quarry Camera \$6000 Windscreen Tennis Courts \$5,500
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$367,800.00</i>	<i>\$359,800.00</i>	<i>\$84,033.00</i>
Department Total: 340 - Parks and Recreation		\$1,778,156.00	\$1,897,944.38	\$1,617,954.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 343 - Senior Center				
<i>5100 - Personal Services</i>				
5102	Wages-Staff	64,254.0000	64,254.0000	66,182.0000
5104	Wages-Part time	60,216.0000	60,216.0000	62,021.0000
5105	Overtime	3,000.0000	3,000.0000	0.0000
5106	Longevity	500.0000	500.0000	600.0000
5109	HSA Employer Funding	4,000.0000	4,000.0000	4,000.0000
5151	PERS Contribution	17,916.0000	17,916.0000	18,032.0000
5161	Group Insurance	16,203.0000	16,203.0000	19,036.0000
5166	Medicare	1,856.0000	1,856.0000	1,868.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$167,945.00</i>	<i>\$167,945.00</i>	<i>\$171,739.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	1,200.0000	1,200.0000	1,200.0000
5203	Computer Supplies	2,200.0000	2,200.0000	1,500.0000
5213	Repair and Maintenance Supplies	8,500.0000	8,500.0000	8,500.0000
5215	Recreational Supplies	2,840.0000	3,107.7500	3,000.0000
5216	Contributed Supplies Purchased	0.0000	19,687.1200	0.0000
5259	Operating Materials and Supplies	4,300.0000	4,300.0000	3,000.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$19,040.00</i>	<i>\$38,994.87</i>	<i>\$17,200.00</i>
<i>5300 - Services</i>				
5311	Utilities	15,000.0000	15,856.7400	15,000.0000
5321	Professional Training	300.0000	300.0000	300.0000
5322	Conference/Reimb	300.0000	519.0000	400.0000
5324	Professional Association Dues	150.0000	250.0000	150.0000
5339	Misc Contract Services	12,300.0000	12,360.0000	8,000.0000
5361	Building Repair/Maintenance	206,000.0000	206,000.0000	50,000.0000
5391	Postage	2,500.0000	2,500.0000	2,500.0000
5395	Printing/Advertising	1,200.0000	1,200.0000	0.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$237,750.00</i>	<i>\$238,985.74</i>	<i>\$76,350.00</i>
Department Total: 343 - Senior Center		\$424,735.00	\$415,925.61	\$265,289.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget		Budget	Entry Department Entry Comments
Department: 344 - Community Events					
5100 - Personal Services					
5102	Wages-Staff	0.0000	0.0000	59,740.0000	
5105	Overtime	0.0000	0.0000	5,000.0000	
5109	HSA Employer Funding	0.0000	0.0000	4,000.0000	
5151	PERS Contribution	0.0000	0.0000	9,064.0000	
5161	Group Insurance	0.0000	0.0000	18,922.0000	
5166	Medicare	0.0000	0.0000	939.0000	
Account Classification Total: 5100 - Personal Services		\$0.00	\$0.00	\$97,665.00	
5200 - Supplies					
5201	Office Supplies	0.0000	0.0000	300.0000	
5215	Recreational Supplies	0.0000	0.0000	13,310.0000	
Account Classification Total: 5200 - Supplies		\$0.00	\$0.00	\$13,610.00	
5300 - Services					
5303	Community Events	0.0000	0.0000	520.0000	
5311	Utilities	0.0000	0.0000	840.0000	
5322	Conference/Reimb	0.0000	0.0000	1,250.0000	
5324	Professional Association Dues	0.0000	0.0000	700.0000	
5339	Misc Contract Services	0.0000	0.0000	127,975.0000	
5395	Printing/Advertising	0.0000	0.0000	15,000.0000	
5399	Other Miscellaneous Services	0.0000	0.0000	14,200.0000	
Account Classification Total: 5300 - Services		\$0.00	\$0.00	\$160,465.00	
Department Total: 344 - Community Events		\$0.00	\$0.00	\$271,760.00	

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 448 - Service Department				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	88,467.0000	88,467.0000	91,121.0000
5102	Wages-Staff	276,786.0000	276,786.0000	317,913.0000
5105	Overtime	3,000.0000	3,000.0000	3,000.0000
5106	Longevity	1,700.0000	1,700.0000	2,500.0000
5109	HSA Employer Funding	28,000.0000	28,000.0000	28,000.0000
5151	PERS Contribution	51,793.0000	51,793.0000	58,035.0000
5161	Group Insurance	113,116.0000	113,116.0000	129,884.0000
5166	Medicare	5,365.0000	5,365.0000	6,011.0000
Account Classification Total: 5100 - Personal Services		\$568,227.00	\$568,227.00	\$636,464.00
5200 - Supplies				
5201	Office Supplies	1,500.0000	1,500.0000	1,700.0000 Increase to allow for printer cartridges
5203	Computer Supplies	1,000.0000	1,000.0000	1,000.0000
5213	Repair and Maintenance Supplies	18,000.0000	18,368.9400	18,000.0000
5251	MV Gas and Oil	1,500.0000	1,527.7500	1,500.0000
Account Classification Total: 5200 - Supplies		\$22,000.00	\$22,396.69	\$22,200.00
5300 - Services				
5301	Boards/Commissions	750.0000	750.0000	750.0000
5302	Street Lighting	240,000.0000	257,370.0200	260,000.0000 Increase to allow for inflation
5303	Community Events	28,000.0000	28,000.0000	35,000.0000 \$29,250 for Fireworks Display \$4,000 for Street It Truck/Community Clean Up
5321	Professional Training	1,000.0000	1,000.0000	500.0000
5322	Conference/Reimb	250.0000	250.0000	250.0000
5325	Educational Assistance	3,000.0000	3,000.0000	1,500.0000 decrease from 2018
5331	Engineering/Architecture	125,000.0000	133,454.5700	125,000.0000
5339	Misc Contract Services	65,000.0000	66,681.4300	86,550.0000 Increase in mosquito management
5362	Equipment Maintenance	4,000.0000	4,099.0000	4,000.0000
5366	Computer Maintenance	500.0000	500.0000	0.0000
5367	Streetscape Maintenance	108,000.0000	108,000.0000	0.0000 This should be in Parks budget
5374	Emergency Management Services	40,000.0000	40,000.0000	40,000.0000
5391	Postage	500.0000	500.0000	500.0000
5395	Printing/Advertising	1,000.0000	1,255.3600	1,500.0000 Increase to allow for additional advertising needs
5397	Uniform Rental	2,500.0000	2,500.0000	2,500.0000
5398	Tree/Grass Service	30,000.0000	30,330.0000	31,000.0000
5399	Other Miscellaneous Services	1,000.0000	1,000.0000	1,300.0000
Account Classification Total: 5300 - Services		\$650,500.00	\$678,690.38	\$590,350.00
Department Total: 448 - Service Department		\$1,240,727.00	\$1,269,314.07	\$1,249,014.00

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 479 - Building Department				
5100 - Personal Services				
5101	Salary-Elected Official/Director	75,300.0000	75,300.0000	77,559.0000
5102	Wages-Staff	184,449.0000	184,449.0000	189,508.0000
5106	Longevity	500.0000	500.0000	600.0000
5109	HSA Employer Funding	14,000.0000	14,000.0000	14,000.0000
5151	PERS Contribution	36,085.0000	36,085.0000	37,179.0000
5161	Group Insurance	55,766.0000	55,766.0000	65,422.0000
5166	Medicare	3,774.0000	3,774.0000	3,887.0000
Account Classification Total: 5100 - Personal Services		\$369,874.00	\$369,874.00	\$389,555.00
5200 - Supplies				
5201	Office Supplies	2,000.0000	2,000.0000	2,000.0000
5203	Computer Supplies	6,000.0000	6,000.0000	0.0000
5241	Uniforms-Purchased	3,000.0000	3,000.0000	3,000.0000
5251	MV Gas and Oil	5,000.0000	5,239.3900	5,000.0000
Account Classification Total: 5200 - Supplies		\$16,000.00	\$16,239.39	\$10,000.00
5300 - Services				
5311	Utilities	2,000.0000	2,372.9600	5,000.0000 Increase due to WIFI for tablets out in the field
5321	Professional Training	5,000.0000	5,000.0000	5,000.0000
5322	Conference/Reimb	1,500.0000	1,500.0000	1,500.0000
5323	Publications	1,500.0000	1,500.0000	1,500.0000
5324	Professional Association Dues	800.0000	800.0000	800.0000
5331	Engineering/Architecture	1,500.0000	1,500.0000	1,500.0000
5339	Misc Contract Services	20,000.0000	22,063.7500	20,000.0000
5362	Equipment Maintenance	5,000.0000	5,353.9500	6,000.0000
5366	Computer Maintenance	2,000.0000	2,000.0000	2,000.0000
5376	County Health Services	35,000.0000	40,595.0000	35,000.0000
5391	Postage	1,000.0000	1,000.0000	1,000.0000
5395	Printing/Advertising	3,500.0000	3,500.0000	3,500.0000 Increase to allow for printing needs
5399	Other Miscellaneous Services	500.0000	500.0000	500.0000
Account Classification Total: 5300 - Services		\$79,300.00	\$87,685.66	\$83,300.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	2,000.0000	2,000.0000	0.0000
Account Classification Total: 5600 - Capital Purchases		\$2,000.00	\$2,000.00	\$0.00
Department Total: 479 - Building Department		\$467,174.00	\$475,799.05	\$481,855.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 522 - Mayor				
<i>5100 - Personal Services</i>				
5101	Salary-Elected Official/Director	97,803.0000	97,803.0000	97,803.0000
5102	Wages-Staff	58,000.0000	58,000.0000	0.0000
5109	HSA Employer Funding	8,000.0000	8,000.0000	4,000.0000
5151	PERS Contribution	21,812.0000	21,812.0000	13,692.0000
5161	Group Insurance	32,085.0000	32,085.0000	18,700.0000
5166	Medicare	2,259.0000	2,259.0000	1,418.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$219,959.00</i>	<i>\$219,959.00</i>	<i>\$135,613.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	600.0000	600.0000	600.0000
5203	Computer Supplies	200.0000	200.0000	200.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$800.00</i>	<i>\$800.00</i>	<i>\$800.00</i>
<i>5300 - Services</i>				
5311	Utilities	850.0000	982.1400	50.0000
5322	Conference/Reimb	5,000.0000	5,000.0000	1,000.0000
5324	Professional Association Dues	0.0000	0.0000	700.0000
5332	Legal Services	30,000.0000	31,108.7500	30,000.0000
5339	Misc Contract Services	5,000.0000	5,000.0000	5,000.0000
5391	Postage	250.0000	250.0000	250.0000
5399	Other Miscellaneous Services	1,000.0000	1,000.0000	1,000.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$42,100.00</i>	<i>\$43,340.89</i>	<i>\$39,000.00</i>
Department Total: 522 - Mayor		\$262,859.00	\$264,099.89	\$174,413.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 534 - Civil Service Commission				
<i>5100 - Personal Services</i>				
5104	Wages-Part time	75,536.0000	75,536.0000	59,273.0000
5151	PERS Contribution	10,575.0000	10,575.0000	7,780.0000
5166	Medicare	1,095.0000	1,095.0000	859.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$87,206.00</i>	<i>\$87,206.00</i>	<i>\$67,912.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	600.0000	600.0000	700.0000
5203	Computer Supplies	400.0000	400.0000	1,000.0000
5259	Operating Materials and Supplies	350.0000	350.0000	900.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$1,350.00</i>	<i>\$1,350.00</i>	<i>\$2,600.00</i>
<i>5300 - Services</i>				
5321	Professional Training	600.0000	600.0000	600.0000
5322	Conference/Reimb	700.0000	700.0000	700.0000
5332	Legal Services	1,000.0000	1,000.0000	4,000.0000
5336	Medical Services/Physical Exams	8,700.0000	17,874.0000	15,000.0000
5339	Misc Contract Services	11,000.0000	11,000.0000	10,000.0000
5391	Postage	200.0000	200.0000	200.0000
5395	Printing/Advertising	7,000.0000	7,000.0000	5,000.0000
5399	Other Miscellaneous Services	500.0000	500.0000	500.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$29,700.00</i>	<i>\$38,874.00</i>	<i>\$36,000.00</i>
<i>5600 - Capital Purchases</i>				
5631	Furniture and Fixtures	500.0000	500.0000	500.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$500.00</i>	<i>\$500.00</i>	<i>\$500.00</i>
Department Total: 534 - Civil Service Commission		\$118,756.00	\$127,930.00	\$107,012.00

We will be replacing outdated books for sergeant's exam and a new Civil Service Laws and Rules book.

we have paid for nine medicals for new employees at 1200.00 each and the PD is looking to hire 4 new officers before the end of the year. This is why we increased this figure

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 545 - City Auditor				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	81,548.0000	81,548.0000	87,342.0000
5102	Wages-Staff	138,742.0000	138,742.0000	159,710.0000
5104	Wages-Part time	35,947.0000	35,947.0000	39,065.0000
5105	Overtime	2,000.0000	2,000.0000	2,000.0000
5106	Longevity	1,100.0000	1,100.0000	600.0000
5109	HSA Employer Funding	16,000.0000	16,000.0000	4,000.0000
5151	PERS Contribution	36,307.0000	36,307.0000	39,370.0000
5161	Group Insurance	64,552.0000	64,552.0000	20,008.0000
5166	Medicare	3,759.0000	3,759.0000	3,915.0000
Account Classification Total: 5100 - Personal Services		\$379,955.00	\$379,955.00	\$356,010.00
5200 - Supplies				
5201	Office Supplies	3,000.0000	3,000.0000	2,500.0000
5203	Computer Supplies	3,500.0000	3,724.0900	3,000.0000
Account Classification Total: 5200 - Supplies		\$6,500.00	\$6,724.09	\$5,500.00
5300 - Services				
5321	Professional Training	2,450.0000	2,450.0000	2,650.0000
5322	Conference/Reimb	3,800.0000	3,800.0000	2,800.0000
5324	Professional Association Dues	1,000.0000	1,000.0000	1,000.0000
5333	Outside Professional Services	38,000.0000	38,000.0000	38,000.0000
5339	Misc Contract Services	23,300.0000	23,300.0000	15,300.0000
5362	Equipment Maintenance	1,200.0000	1,200.0000	1,200.0000
5391	Postage	1,800.0000	1,800.0000	2,000.0000
5395	Printing/Advertising	3,000.0000	3,000.0000	2,650.0000
5399	Other Miscellaneous Services	11,000.0000	11,000.0000	12,000.0000
Account Classification Total: 5300 - Services		\$85,550.00	\$85,550.00	\$77,600.00
Department Total: 545 - City Auditor		\$472,005.00	\$472,229.09	\$439,110.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 554 - City Attorney				
<i>5100 - Personal Services</i>				
5101	Salary-Elected Officials/Director	97,803.0000	97,803.0000	97,803.0000
5102	Wages-Staff	186,445.0000	186,445.0000	247,038.0000
5104	Wages-Part time	84,624.0000	84,624.0000	87,163.0000
5106	Longevity	500.0000	500.0000	600.0000
5109	HSA Employer Funding	18,000.0000	18,000.0000	22,000.0000
5151	PERS Contribution	51,712.0000	51,712.0000	60,565.0000
5161	Group Insurance	71,874.0000	71,874.0000	103,008.0000
5166	Medicare	5,356.0000	5,356.0000	6,273.0000
Account Classification Total: 5100 - Personal Services		\$516,314.00	\$516,314.00	\$624,450.00
<i>5200 - Supplies</i>				
5201	Office Supplies	1,500.0000	1,500.0000	2,500.0000
5203	Computer Supplies	400.0000	400.0000	400.0000
5205	Small Tools/Minor Equipment	500.0000	500.0000	500.0000
Account Classification Total: 5200 - Supplies		\$2,400.00	\$2,400.00	\$3,400.00
<i>5300 - Services</i>				
5321	Professional Training	2,500.0000	2,500.0000	2,500.0000
5322	Conference/Reimb	250.0000	250.0000	250.0000
5323	Publications	6,500.0000	6,880.8000	6,800.0000
5324	Professional Association Dues	1,500.0000	1,500.0000	2,500.0000
5332	Legal Services	40,000.0000	40,000.0000	40,000.0000
5333	Outside Professional Services	14,500.0000	14,500.0000	14,504.0000
5337	Public Defender	5,000.0000	5,514.2000	5,000.0000
5339	Misc Contract Services	14,100.0000	14,100.0000	14,100.0000
5341	Court Costs and Fees	300.0000	300.0000	300.0000
5366	Computer Maintenance	250.0000	250.0000	250.0000
5391	Postage	500.0000	500.0000	500.0000
5399	Other Miscellaneous Services	2,500.0000	2,500.0000	2,500.0000
Account Classification Total: 5300 - Services		\$87,900.00	\$88,795.00	\$89,204.00
Department Total: 554 - City Attorney		\$606,614.00	\$607,509.00	\$717,054.00

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 571 - City Council				
<i>5100 - Personal Services</i>				
5101	Salary-Elected Officials/Director	60,902.0000	60,902.0000	62,162.0000
5102	Wages-Staff	87,950.0000	87,950.0000	65,431.0000
5104	Wages-Part time	0.0000	0.0000	22,495.0000
5106	Longevity	0.0000	0.0000	550.0000
5109	HSA Employer Funding	4,000.0000	4,000.0000	4,000.0000
5151	PERS Contribution	20,664.0000	20,664.0000	21,089.0000
5161	Group Insurance	16,398.0000	16,398.0000	19,036.0000
5166	Medicare	2,159.0000	2,159.0000	2,184.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$192,073.00</i>	<i>\$192,073.00</i>	<i>\$196,947.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	1,200.0000	1,224.0000	1,500.0000
5203	Computer Supplies	500.0000	500.0000	500.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$1,700.00</i>	<i>\$1,724.00</i>	<i>\$2,000.00</i>
<i>5300 - Services</i>				
5321	Professional Training	1,000.0000	1,000.0000	3,000.0000
5322	Conference/Reimb	1,800.0000	1,800.0000	3,000.0000
5323	Publications	100.0000	100.0000	100.0000
5324	Professional Association Dues	500.0000	500.0000	500.0000
5325	Educational Assistance	5,500.0000	5,500.0000	3,500.0000
5339	Misc Contract Services	40,000.0000	40,040.9500	43,000.0000
5391	Postage	300.0000	300.0000	300.0000
5395	Printing/Advertising	8,500.0000	8,611.9300	3,000.0000
5399	Other Miscellaneous Services	6,000.0000	6,000.0000	6,000.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$63,700.00</i>	<i>\$63,852.88</i>	<i>\$62,400.00</i>
<i>5600 - Capital Purchases</i>				
5639	Other Equipment	3,000.0000	3,000.0000	0.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$3,000.00</i>	<i>\$3,000.00</i>	<i>\$0.00</i>
Department Total: 571 - City Council		\$260,473.00	\$260,649.88	\$261,347.00

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 580 - Development Department				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	85,399.0000	85,399.0000	87,550.0000
5102	Wages-Staff	89,906.0000	89,906.0000	115,360.0000
5104	Wages-Part time	0.0000	0.0000	20,000.0000
5109	HSA Employer Funding	6,000.0000	6,000.0000	10,000.0000
5151	PERS Contribution	24,368.0000	24,368.0000	31,207.0000
5161	Group Insurance	23,642.0000	23,642.0000	45,914.0000
5166	Medicare	2,542.0000	2,542.0000	3,232.0000
Account Classification Total: 5100 - Personal Services		\$231,857.00	\$231,857.00	\$313,263.00
5200 - Supplies				
5201	Office Supplies	3,500.0000	3,500.0000	3,500.0000
5203	Computer Supplies	250.0000	250.0000	250.0000
Account Classification Total: 5200 - Supplies		\$3,750.00	\$3,750.00	\$3,750.00
5300 - Services				
5301	Boards/Commissions	3,500.0000	3,500.0000	6,000.0000
5311	Utilities	1,750.0000	1,952.2200	1,750.0000 Cell Phone
5321	Professional Training	2,500.0000	2,500.0000	1,500.0000
5322	Conference/Reimb	10,000.0000	10,025.0000	10,000.0000
5323	Publications	150.0000	150.0000	500.0000
5324	Professional Association Dues	2,500.0000	2,500.0000	3,500.0000
5325	Educational Assistance	0.0000	0.0000	3,000.0000
5331	Engineering/Architecture	0.0000	0.0000	30,000.0000 EHM&T Services OHM Services
5332	Legal Services	5,000.0000	5,000.0000	10,000.0000
5339	Misc Contract Services	160,000.0000	284,237.8900	217,000.0000 Calfee Zoning Code Rewrite - 150k Costar - 5k LoopNet - 5k
5391	Postage	750.0000	750.0000	1,000.0000
5395	Printing/Advertising	0.0000	0.0000	5,000.0000 Business Cards/ Envelopes Social Media Marketing/ Advertising
5399	Other Miscellaneous Services	1,000.0000	1,000.0000	1,000.0000 Binding of BZBA and PC minutes
Account Classification Total: 5300 - Services		\$187,150.00	\$311,615.11	\$290,250.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	0.0000	0.0000	5,000.0000
Account Classification Total: 5600 - Capital Purchases		\$0.00	\$0.00	\$5,000.00
Department Total: 580 - Development Department		\$422,757.00	\$547,222.11	\$612,263.00

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 582 - Human Resources Department				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	83,350.0000	83,350.0000	85,850.0000
5104	Wages-Part time	0.0000	0.0000	20,000.0000
5106	Longevity	450.0000	450.0000	550.0000
5109	HSA Employer Funding	2,000.0000	2,000.0000	2,000.0000
5151	PERS Contribution	11,732.0000	11,732.0000	14,896.0000
5161	Group Insurance	6,752.0000	6,752.0000	7,774.0000
5166	Medicare	1,215.0000	1,215.0000	1,543.0000
Account Classification Total: 5100 - Personal Services		\$105,499.00	\$105,499.00	\$132,613.00
5200 - Supplies				
5201	Office Supplies	800.0000	800.0000	800.0000
5203	Computer Supplies	200.0000	274.9900	200.0000
5208	OSHA Supplies	12,000.0000	13,176.0800	14,000.0000
Account Classification Total: 5200 - Supplies		\$13,000.00	\$14,251.07	\$15,000.00
5300 - Services				
5321	Professional Training	1,000.0000	1,000.0000	0.0000
5322	Conference/Reimb	500.0000	500.0000	0.0000
5323	Publications	400.0000	400.0000	400.0000
5324	Professional Association Dues	450.0000	450.0000	500.0000
5336	Medical Services/Physical Exams	3,000.0000	3,116.0000	3,000.0000
5339	Misc Contract Services	5,000.0000	5,000.0000	5,000.0000
5391	Postage	200.0000	200.0000	200.0000
5399	Other Miscellaneous Services	18,000.0000	20,250.2900	19,000.0000
Account Classification Total: 5300 - Services		\$28,550.00	\$30,916.29	\$28,100.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	0.0000	0.0000	500.0000
Account Classification Total: 5600 - Capital Purchases		\$0.00	\$0.00	\$500.00
Department Total: 582 - Human Resources Department		\$147,049.00	\$150,666.36	\$176,213.00

If assistant is approved - furniture will be needed.

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 584 - Computer Department				
<i>5200 - Supplies</i>				
5201	Office Supplies	500,000	500,000	250,000
5203	Computer Supplies	12,500,000	15,747,700	12,750,000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$13,000,00</i>	<i>\$16,247,77</i>	<i>\$13,000,00</i>
<i>5300 - Services</i>				
5311	Utilities	800,000	800,000	800,000
5339	Misc Contract Services	159,500,000	159,515,000	161,000,000
5366	Computer Maintenance	204,100,000	204,400,000	242,800,000
<i>Account Classification Total: 5300 - Services</i>		<i>\$364,400,00</i>	<i>\$364,715,00</i>	<i>\$404,600,00</i>
<i>5600 - Capital Purchases</i>				
5631	Furniture and Fixtures	2,500,000	2,500,000	0,000
5639	Other Equipment	121,500,000	121,500,000	317,000,000
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$124,000,00</i>	<i>\$124,000,00</i>	<i>\$317,000,00</i>
Department Total: 584 - Computer Department		\$501,400,00	\$504,962,77	\$734,600,00

Phone System approximately \$180,000. Contract up this year.

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 593 - Clerk of Courts				
<i>5100 - Personal Services</i>				
5101	Salary-Elected Officials/Director	69,369.0000	69,369.0000	71,375.0000
5102	Wages-Staff	82,158.0000	82,158.0000	86,765.0000
5104	Wages-Part time	25,113.0000	25,113.0000	25,867.0000
5106	Longevity	950.0000	950.0000	600.0000
5109	HSA Employer Funding	8,000.0000	8,000.0000	12,000.0000
5151	PERS Contribution	24,163.0000	24,163.0000	25,061.0000
5161	Group Insurance	32,723.0000	32,723.0000	56,771.0000
5166	Medicare	2,575.0000	2,575.0000	2,677.0000
<i>Account Classification Total: 5100 - Personal Services</i>		<i>\$245,051.00</i>	<i>\$245,051.00</i>	<i>\$281,116.00</i>
<i>5200 - Supplies</i>				
5201	Office Supplies	4,500.0000	4,985.6200	4,500.0000
<i>Account Classification Total: 5200 - Supplies</i>		<i>\$4,500.00</i>	<i>\$4,985.62</i>	<i>\$4,500.00</i>
<i>5300 - Services</i>				
5321	Professional Training	500.0000	500.0000	500.0000
5322	Conference/Reimb	250.0000	250.0000	250.0000
5323	Publications	450.0000	450.0000	450.0000
5324	Professional Association Dues	350.0000	350.0000	350.0000
5332	Legal Services	56,000.0000	61,000.0000	56,000.0000
5339	Misc Contract Services	1,000.0000	1,000.0000	1,000.0000
5344	Witness Fees	250.0000	250.0000	250.0000
5362	Equipment Maintenance	1,000.0000	1,000.0000	1,000.0000
5377	Municipal Court	20,000.0000	20,000.0000	20,000.0000
5391	Postage	1,800.0000	1,800.0000	1,800.0000
5393	L.E.A.D.S Terminal	600.0000	600.0000	600.0000
5399	Other Miscellaneous Services	2,400.0000	2,445.0000	2,400.0000
<i>Account Classification Total: 5300 - Services</i>		<i>\$84,600.00</i>	<i>\$89,645.00</i>	<i>\$84,600.00</i>
<i>Department Total: 593 - Clerk of Courts</i>		<i>\$334,151.00</i>	<i>\$339,681.62</i>	<i>\$370,216.00</i>

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	Budget	Entry Department Entry Comments
Department: 595 - General and Administrative				
<i>5100 - Personal Services</i>				
5164	Workers Compensation	253,786.0000	253,786.0000	251,165.0000
5165	Unemployment Compensation	25,000.0000	25,000.0000	25,000.0000
Account Classification Total: 5100 - Personal Services		\$278,786.00	\$278,786.00	\$276,165.00
<i>5200 - Supplies</i>				
5202	Photo Copy Supplies	3,500.0000	3,500.0000	3,500.0000
Account Classification Total: 5200 - Supplies		\$3,500.00	\$3,500.00	\$3,500.00
<i>5300 - Services</i>				
5301	Boards/Commissions	14,000.0000	15,221.9400	15,500.0000
5311	Utilities	175,000.0000	191,078.0100	195,000.0000
5324	Professional Association Dues	24,000.0000	24,000.0000	26,000.0000
5351	Liability Insurance Deductible	185,000.0000	185,000.0000	185,000.0000
5352	Motor Vehicle Insurance	50,000.0000	50,000.0000	50,000.0000
5353	Employee Fidelity Bond	2,000.0000	2,000.0000	2,000.0000
5361	Building Repair/Maintenance	65,000.0000	80,949.0000	65,000.0000
5362	Equipment Maintenance	2,500.0000	2,500.0000	2,500.0000
5371	Election Expense	60,000.0000	60,000.0000	40,000.0000
5372	Delinquent Tax Advertising	1,000.0000	1,000.0000	1,000.0000
5373	Auditor/Treasurer Fees	8,000.0000	8,000.0000	8,500.0000
5391	Postage	8,500.0000	8,500.0000	8,500.0000
5394	Taxes/Assessments-City Property	45,000.0000	45,000.0000	60,000.0000
5399	Other Miscellaneous Services	10,000.0000	10,000.0000	10,000.0000
Account Classification Total: 5300 - Services		\$650,000.00	\$683,148.85	\$669,000.00
<i>5600 - Capital Purchases</i>				
5611	Buildings	278,000.0000	287,000.0000	0.0000
5631	Furniture and Fixtures	0.0000	0.0000	1,500.0000 Unexpected furniture needs
5639	Other Equipment	13,000.0000	13,000.0000	15,000.0000
Account Classification Total: 5600 - Capital Purchases		\$291,000.00	\$300,000.00	\$16,500.00
Department Total: 595 - General and Administrative		\$1,223,286.00	\$1,265,434.85	\$965,165.00
Department: 810 - Public Health and Welfare				
<i>5300 - Services</i>				
5376	County Health Services	302,552.0000	302,552.0000	319,733.0000
Account Classification Total: 5300 - Services		\$302,552.00	\$302,552.00	\$319,733.00
Department Total: 810 - Public Health and Welfare		\$302,552.00	\$302,552.00	\$319,733.00
EXPENSES Total		\$20,047,511.00	\$20,744,753.39	\$20,397,489.00
Fund EXPENSE Total: 110 - General Fund		\$20,047,511.00	\$20,744,753.39	\$20,397,489.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

AS OF DECEMBER 11, 2018

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 211 - Computerized Needs (courts)				
EXPENSES				
Department: 000 - General				
5200 - Supplies				
5201	Office Supplies	4,000.0000	4,000.0000	4,000.0000
5203	Computer Supplies	12,000.0000	12,607.7700	12,000.0000
	Account Classification Total: 5200 - Supplies	\$16,000.00	\$16,607.77	\$16,000.00
5300 - Services				
5366	Computer Maintenance	12,000.0000	12,000.0000	12,000.0000
5399	Other Miscellaneous Services	15,000.0000	15,151.2300	15,000.0000
	Account Classification Total: 5300 - Services	\$27,000.00	\$27,151.23	\$27,000.00
5600 - Capital Purchases				
5639	Other Equipment	12,000.0000	12,000.0000	15,000.0000
	Account Classification Total: 5600 - Capital Purchases	\$12,000.00	\$12,000.00	\$15,000.00
	Department Total: 000 - General	\$55,000.00	\$55,759.00	\$58,000.00
	EXPENSES Total	\$55,000.00	\$55,759.00	\$58,000.00
Fund: 220 - Income Tax Fund				
	Fund EXPENSE Total: 211 - Computerized Needs (courts)	\$55,000.00	\$55,759.00	\$58,000.00
EXPENSES				

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Department: 564 - Income Tax Division				
<i>5100 - Personal Services</i>				
5101	Salary-Elected Officials/Director	65,647,000.00	65,647,000.00	56,160,000.00
5106	Longevity	600,000.00	600,000.00	700,000.00
5109	HSA Employer Funding	2,000,000.00	2,000,000.00	2,000,000.00
5151	PERS Contribution	9,275,000.00	9,275,000.00	7,961,000.00
5161	Group Insurance	7,118,000.00	7,118,000.00	8,140,000.00
5164	Workers Compensation	2,222,000.00	2,222,000.00	1,907,000.00
<i>Account Classification Total: 5100 - Personal Services</i>		\$86,862.00	\$86,862.00	\$75,868.00
<i>5200 - Supplies</i>				
5201	Office Supplies	250,000.00	250,000.00	250,000.00
5203	Computer Supplies	350,000.00	350,000.00	350,000.00
<i>Account Classification Total: 5200 - Supplies</i>		\$600.00	\$600.00	\$600.00
<i>5300 - Services</i>				
5322	Conference/Reimb	700,000.00	700,000.00	1,000,000.00
5323	Publications	200,000.00	200,000.00	200,000.00
5324	Professional Association Dues	25,000.00	25,000.00	525,000.00
5339	Misc Contract Services	75,000,000.00	75,000,000.00	15,000,000.00
5353	Employee Fidelity Bond	75,000.00	75,000.00	75,000.00
5362	Equipment Maintenance	300,000.00	300,000.00	300,000.00
5373	Auditor/Treasurer Fees	1,500,000.00	1,500,000.00	3,000,000.00
5379	Other Governmental Billings	7,500,000.00	7,500,000.00	10,000,000.00
5391	Postage	1,000,000.00	1,000,000.00	600,000.00
<i>Account Classification Total: 5300 - Services</i>		\$86,300.00	\$86,300.00	\$30,700.00
<i>5500 - Transfers/Other</i>				
5519	Miscellaneous Costs	6,000,000.00	6,000,000.00	6,000,000.00
5529	Miscellaneous Distributions	750,000,000.00	750,000,000.00	800,000,000.00
5530	Enterprise Zone Payment	1,000,000,000.00	1,000,000,000.00	1,500,000,000.00
<i>Account Classification Total: 5500 - Transfers/Other</i>		\$1,756,000.00	\$1,756,000.00	\$2,306,000.00
<i>5600 - Capital Purchases</i>				
5639	Other Equipment	3,000,000.00	3,000,000.00	0.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$3,000.00	\$3,000.00	\$0.00
Department Total: 564 - Income Tax Division				
EXPENSES Total		\$1,932,762.00	\$1,932,762.00	\$2,414,168.00
Fund EXPENSE Total: 220 - Income Tax Fund		\$1,932,762.00	\$1,932,762.00	\$2,414,168.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 240 - Police Pension Fund				
EXPENSES				
Department: 000 - General				
5100 - Personal Services				
5152	PFDPF Contribution	160,000.0000	160,000.0000	200,000.0000
	<i>Account Classification Total: 5100 - Personal Services</i>	<i>\$160,000.00</i>	<i>\$160,000.00</i>	<i>\$200,000.00</i>
5500 - Transfers/Other				
5519	Miscellaneous Costs	3,000.0000	3,000.0000	3,000.0000
	<i>Account Classification Total: 5500 - Transfers/Other</i>	<i>\$3,000.00</i>	<i>\$3,000.00</i>	<i>\$3,000.00</i>
	Department Total: 000 - General	\$163,000.00	\$163,000.00	\$203,000.00
	EXPENSES Total	\$163,000.00	\$163,000.00	\$203,000.00
	Fund EXPENSE Total: 240 - Police Pension Fund	\$163,000.00	\$163,000.00	\$203,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 250 - Sewer Capacity Fund				
EXPENSES				
Department: 736 - Wastewater Division				
5300 - Services				
5373	Auditor/Treasurer Fees	250,000	0,000	500,000
	Account Classification Total: 5300 - Services	\$250,00	\$0,00	\$500,00
	Department Total: 736 - Wastewater Division	\$250,00	\$0,00	\$500,00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Department: 991 - Debt Service				
<i>5400 - Debt Service</i>				
5414	G. O. Bond-Principal	58,260.0000	58,260.0000	60,020.0000
5424	G. O. Bond-Interest	5,918.0000	5,918.0000	4,158.0000
<i>Account Classification Total: 5400 - Debt Service</i>		<i>\$64,178.00</i>	<i>\$64,178.00</i>	<i>\$64,178.00</i>
Department Total: 991 - Debt Service		\$64,178.00	\$64,178.00	\$64,178.00
EXPENSES Total		\$64,428.00	\$64,178.00	\$64,678.00
Fund EXPENSE	Total: 250 - Sewer Capacity Fund	\$64,428.00	\$64,178.00	\$64,678.00

Attachment: 2016 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2019 Amended Budget	2019 Department Entry
Fund: 260 - Street Fund				
EXPENSES				
Department: 268 - Street Department				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	70,827.0000	70,827.0000	72,952.0000
5102	Wages-Staff	332,774.0000	332,774.0000	339,316.0000
5105	Overtime	28,000.0000	28,000.0000	28,000.0000
5106	Longevity	2,500.0000	2,500.0000	3,450.0000
5109	HSA Employer Funding	28,000.0000	28,000.0000	25,000.0000
5151	PERS Contribution	60,774.0000	60,774.0000	62,121.0000
5161	Group Insurance	110,908.0000	110,908.0000	113,609.0000
5164	Workers Compensation	14,559.0000	14,559.0000	14,881.0000
5166	Medicare	6,294.0000	6,294.0000	6,434.0000
Account Classification Total: 5100 - Personal Services		\$654,636.00	\$654,636.00	\$665,763.00
5200 - Supplies				
5201	Office Supplies	2,000.0000	2,000.0000	2,700.0000
5203	Computer Supplies	2,500.0000	2,597.9800	1,800.0000
5205	Small Tools/Minor Equipment	1,500.0000	1,500.0000	1,500.0000
5213	Repair and Maintenance Supplies	500.0000	585.3000	500.0000
5241	Uniforms-Purchased	2,000.0000	2,000.0000	2,000.0000
5251	MV Gas and Oil	40,000.0000	42,606.9500	38,000.0000
5252	Aggregates	15,000.0000	15,000.0000	17,000.0000
5253	Ice Control	140,000.0000	140,000.0000	140,000.0000
5259	Operating Materials and Supplies	90,000.0000	92,719.9900	90,000.0000
Account Classification Total: 5200 - Supplies		\$293,500.00	\$299,010.22	\$293,500.00
5300 - Services				
5311	Utilities	19,000.0000	20,707.8400	19,000.0000
5313	Traffic Light Current	12,000.0000	12,446.7300	12,000.0000
5321	Professional Training	500.0000	500.0000	500.0000
5322	Conference/Reimb	200.0000	200.0000	200.0000
5324	Professional Association Dues	130.0000	130.0000	130.0000
5331	Engineering/Architecture	14,000.0000	14,000.0000	14,000.0000
5339	Misc Contract Services	36,500.0000	45,942.0100	36,500.0000
5351	Liability Insurance Deductible	9,600.0000	9,600.0000	9,600.0000
5352	Motor Vehicle Insurance	10,600.0000	10,600.0000	10,600.0000
5361	Building Repair/Maintenance	10,000.0000	10,403.0000	10,000.0000
5365	Utility Line Repair/Maintenance	30,000.0000	30,000.0000	30,000.0000
5391	Postage	100.0000	100.0000	100.0000
5397	Uniform Rental	2,000.0000	2,068.1100	2,000.0000
5399	Other Miscellaneous Services	1,000.0000	1,000.0000	1,000.0000
Account Classification Total: 5300 - Services		\$145,630.00	\$157,717.69	\$145,630.00
5600 - Capital Purchases				
5611	Buildings	240,000.0000	240,000.0000	0.0000
5632	Motor Vehicles	365,000.0000	365,000.0000	145,000.0000
5639	Other Equipment	4,600.0000	15,105.7700	4,600.0000
Account Classification Total: 5600 - Capital Purchases		\$609,600.00	\$620,105.77	\$149,600.00
Department Total: 268 - Street Department		\$1,703,366.00	\$1,731,469.68	\$1,254,493.00
EXPENSES Total		\$1,703,366.00	\$1,731,469.68	\$1,254,493.00
Fund EXPENSE Total: 260 - Street Fund		\$1,703,366.00	\$1,731,469.68	\$1,254,493.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 270 - State Highway Fund				
EXPENSES				
Department: 268 - Street Department				
5200 - Supplies				
5253	Ice Control	60,000.0000	75,006.2700	60,000.0000
5259	Operating Materials and Supplies	10,000.0000	10,000.0000	10,000.0000
	Account Classification Total: 5200 - Supplies	\$70,000.00	\$85,006.27	\$70,000.00
5300 - Services				
5313	Traffic Light Current	12,000.0000	12,497.9600	12,000.0000
5339	Misc Contract Services	3,000.0000	3,000.0000	3,000.0000
5365	Utility Line Repair/Maintenance	9,000.0000	9,000.0000	9,000.0000
	Account Classification Total: 5300 - Services	\$24,000.00	\$24,497.96	\$24,000.00
	Department Total: 268 - Street Department	\$94,000.00	\$109,504.23	\$94,000.00
	EXPENSES Total	\$94,000.00	\$109,504.23	\$94,000.00
	Fund EXPENSE Total: 270 - State Highway Fund	\$94,000.00	\$109,504.23	\$94,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

City of Columbus, GA, 6/20/20

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 310 - General Debt Retirement Fund				
EXPENSES				
Department: 991 - Debt Service				
5400 - Debt Service				
5401	Registrar/Agent/Bank Fees	0.0000	174,002.3200	0.0000
5414	G. O. Bond-Principal	1,482,496.0000	1,490,265.0900	1,886,890.0000
5424	G. O. Bond-Interest	163,188.0000	528,280.5000	1,236,933.0000
	Account Classification Total: 5400 - Debt Service	\$1,645,686.00	\$2,192,547.91	\$3,123,823.00
5500 - Transfers/Other				
5519	Miscellaneous Costs	0.0000	380,240.0000	0.0000
	Account Classification Total: 5500 - Transfers/Other	\$0.00	\$380,240.00	\$0.00
	Department Total: 991 - Debt Service	\$1,645,686.00	\$2,572,787.91	\$3,123,823.00
	EXPENSES Total	\$1,645,686.00	\$2,572,787.91	\$3,123,823.00
Fund EXPENSE	Total: 310 - General Debt Retirement Fund	\$1,645,686.00	\$2,572,787.91	\$3,123,823.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 330 - Taylor Sq Tiel Debt Retirement				
EXPENSES				
Department: 991 - Debt Service				
5400 - Debt Service				
5414	G. O. Bond-Principal	500,000.0000	500,000.0000	510,000.0000
5424	G. O. Bond-Interest	68,675.0000	68,675.2600	57,860.0000
Account Classification Total: 5400 - Debt Service		\$568,675.00	\$568,675.26	\$567,860.00
Department Total: 991 - Debt Service		\$568,675.00	\$568,675.26	\$567,860.00
EXPENSES Total		\$568,675.00	\$568,675.26	\$567,860.00
Fund EXPENSE Total: 330 - Taylor Sq Tiel Debt Retirement		\$568,675.00	\$568,675.26	\$567,860.00

Attachment: 2016 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 710 - Water Fund				
EXPENSES				
Department: 735 - Water Division				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	36,575.0000	36,575.0000	37,618.0000
5102	Wages-Staff	224,540.0000	224,540.0000	231,202.0000
5105	Overtime	15,400.0000	15,400.0000	15,400.0000
5106	Longevity	500.0000	500.0000	1,150.0000
5109	HSA Employer Funding	15,000.0000	15,000.0000	15,000.0000
5151	PERS Contribution	38,432.0000	38,432.0000	39,602.0000
5161	Group Insurance	59,193.0000	59,193.0000	69,258.0000
5164	Workers Compensation	9,291.0000	9,291.0000	9,571.0000
5166	Medicare	3,213.0000	3,213.0000	3,301.0000
Account Classification Total: 5100 - Personal Services		\$402,144.00	\$402,144.00	\$422,102.00
5200 - Supplies				
5201	Office Supplies	5,500.0000	5,500.0000	5,500.0000
5203	Computer Supplies	800.0000	800.0000	7,500.0000
5213	Repair and Maintenance Supplies	10,000.0000	10,234.1100	10,000.0000
5241	Uniforms-Purchased	2,500.0000	2,522.5000	3,500.0000
5251	MV Gas and Oil	12,000.0000	12,861.6900	14,000.0000
5252	Aggregates	37,500.0000	40,022.4200	38,500.0000
5259	Operating Materials and Supplies	60,000.0000	60,634.3100	65,000.0000
5263	Meters-Resale	20,000.0000	20,000.0000	20,000.0000
Account Classification Total: 5200 - Supplies		\$148,300.00	\$152,575.03	\$164,000.00
5300 - Services				
5311	Utilities	10,000.0000	10,519.1000	14,000.0000
5321	Professional Training	2,000.0000	2,020.0000	3,000.0000
5322	Conference/Reimb	500.0000	500.0000	500.0000
5323	Publications	200.0000	200.0000	200.0000
5324	Professional Association Dues	360.0000	360.0000	360.0000
5325	Educational Assistance	500.0000	500.0000	500.0000
5331	Engineering/Architecture	17,500.0000	17,726.6000	15,000.0000
5339	Misc. Contract Services	40,000.0000	41,327.8400	45,000.0000
5351	Liability Insurance Deductible	4,000.0000	4,000.0000	4,500.0000
5352	Motor Vehicle Insurance	2,500.0000	2,500.0000	2,750.0000
5361	Building Repair/Maintenance	8,000.0000	8,000.0000	2,000.0000
5362	Equipment Maintenance	3,900.0000	3,900.0000	8,000.0000
5363	MV Repair/Maintenance-External	1,000.0000	1,000.0000	1,000.0000
5364	MV Repair/Maintenance-Internal	6,000.0000	6,000.0000	6,000.0000
5365	Utility Line Repair/Maintenance	37,500.0000	42,680.0000	38,000.0000
5378	Computer Maintenance	12,500.0000	12,500.0000	12,500.0000
5379	Columbus Contract	4,888,884.0000	5,411,923.7800	5,035,550.0000
5391	Other Governmental Billings	15,000.0000	15,000.0000	15,000.0000
5391	Postage	15,500.0000	15,500.0000	15,500.0000
5399	Other Miscellaneous Services	75,000.0000	75,205.1300	250,000.0000
Account Classification Total: 5300 - Services		\$5,140,844.00	\$5,671,362.45	\$5,469,360.00
5500 - Transfers/Other				
5992	Consumer on Account	0.0000	0.0000	0.0000
Account Classification Total: 5500 - Transfers/Other		\$0.00	\$0.00	\$0.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	1,000.0000	1,000.0000	1,000.0000
5632	Motor Vehicles	87,500.0000	87,500.0000	90,000.0000
5633	Machinery and Equipment	40,000.0000	40,000.0000	50,000.0000
5639	Other Equipment	125,000.0000	125,000.0000	150,000.0000
Account Classification Total: 5600 - Capital Purchases		\$253,500.00	\$253,500.00	\$291,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Department Total: 735 - Water Division		\$5,944,788.00	\$6,479,581.48	\$6,346,462.00

Attachment: 2016 Budget Final (2016 Budget Appropriations)

Account Number		Account Description	2018 Adopted Budget	2019 Amended Budget	2019 Department Entry
Department: 991 - Debt Service					
5400 - Debt Service					
5414	G. O. Bond-Principal		310,827.0000	310,827.0000	320,649.0000
5424	G. O. Bond-Interest		54,930.0000	54,930.0000	47,109.0000
Account Classification Total: 5400 - Debt Service			\$365,757.00	\$365,757.00	\$367,758.00
Department Total: 991 - Debt Service			\$365,757.00	\$365,757.00	\$367,758.00
EXPENSES Total			\$6,310,545.00	\$6,845,338.48	\$6,714,220.00
Fund: 720 - Wastewater/Sewer Fund			Fund EXPENSE Total: 710 - Water Fund	\$6,310,545.00	\$6,845,338.48
EXPENSES					
Department: 736 - Wastewater Division					
5100 - Personal Services					
5101	Salary-Elected Officials/Director		36,575.0000	36,575.0000	37,618.0000
5102	Wages-Staff		227,418.0000	227,418.0000	278,520.0000
5105	Overtime		3,500.0000	3,500.0000	3,500.0000
5106	Longevity		450.0000	450.0000	550.0000
5109	HSA Employer Funding		15,000.0000	15,000.0000	17,000.0000
5151	PERS Contribution		37,162.0000	37,162.0000	44,126.0000
5161	Group Insurance		59,259.0000	59,259.0000	80,454.0000
5164	Workers Compensation		8,986.0000	8,986.0000	10,738.0000
5166	Medicare		3,257.0000	3,257.0000	4,613.0000
Account Classification Total: 5100 - Personal Services			\$391,607.00	\$391,607.00	\$477,149.00
5200 - Supplies					
5201	Office Supplies		5,500.0000	5,500.0000	5,500.0000
5203	Computer Supplies		800.0000	800.0000	7,500.0000
5213	Repair and Maintenance Supplies		2,000.0000	20,391.0100	2,500.0000
5241	Uniforms-Purchased		2,500.0000	2,522.5000	2,500.0000
5251	MV Gas and Oil		12,000.0000	12,861.6900	14,500.0000
5252	Aggregates		750.0000	750.0000	4,500.0000
5259	Operating Materials and Supplies		60,000.0000	60,308.1100	65,000.0000
Account Classification Total: 5200 - Supplies			\$43,550.00	\$103,133.31	\$102,000.00
5300 - Services					
5311	Utilities		11,000.0000	12,085.2600	12,000.0000
5321	Professional Training		2,000.0000	2,020.0000	3,000.0000
5322	Conference/Reimb		500.0000	500.0000	500.0000
5324	Professional Association Dues		160.0000	160.0000	350.0000
5325	Educational Assistance		500.0000	500.0000	500.0000
5331	Engineering/Architecture		15,000.0000	15,000.0000	18,500.0000
5339	Misc Contract Services		40,000.0000	41,327.8300	40,000.0000
5351	Liability Insurance Deductible		1,500.0000	1,500.0000	1,750.0000
5352	Motor Vehicle Insurance		2,900.0000	2,900.0000	3,000.0000
5361	Building Repair/Maintenance		9,000.0000	9,000.0000	9,000.0000
5362	Equipment Maintenance		3,000.0000	3,000.0000	3,000.0000
5363	MV Repair/Maintenance-External		1,000.0000	1,000.0000	1,000.0000
5364	MV Repair/Maintenance-Internal		6,000.0000	6,000.0000	6,000.0000
5365	Utility Line Repair/Maintenance		85,000.0000	100,350.3500	115,000.0000
5366	Computer Maintenance		13,500.0000	13,500.0000	15,000.0000
5378	Columbus Contract		4,740,042.0000	4,875,793.9900	4,882,245.0000
5391	Postage		15,500.0000	15,500.0000	12,000.0000
5397	Uniform Rental		1,600.0000	1,600.0000	0.0000
5399	Other Miscellaneous Services		75,000.0000	75,205.1400	250,000.0000
Account Classification Total: 5300 - Services			\$5,023,202.00	\$5,176,942.57	\$5,372,845.00
5600 - Capital Purchases					
5631	Furniture and Fixtures		1,000.0000	1,000.0000	1,000.0000

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
5632	Motor Vehicles	87,500.0000	87,500.0000	90,000.0000
5633	Machinery and Equipment	40,000.0000	40,000.0000	50,000.0000
5639	Other Equipment	0.0000	85,000.0000	150,000.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$128,500.00	\$213,500.00	\$291,000.00
Department Total: 736 - Wastewater Division		\$5,626,859.00	\$5,885,182.88	\$6,242,994.00
Department: 991 - Debt Service				
<i>5400 - Debt Service</i>				
5414	G. O. Bond-Principal	35,300.0000	35,300.0000	36,200.0000
5424	G. O. Bond-Interest	4,624.0000	4,624.0000	3,745.0000
<i>Account Classification Total: 5400 - Debt Service</i>		\$39,924.00	\$39,924.00	\$39,945.00
Department Total: 991 - Debt Service		\$39,924.00	\$39,924.00	\$39,945.00
<i>EXPENSES Total</i>		\$5,666,783.00	\$5,925,106.88	\$6,282,939.00
Fund EXPENSE Total: 720 - Wastewater/Sewer Fund		\$5,666,783.00	\$5,925,106.88	\$6,282,939.00

Attachment: 2016 Budget Final (2019 610 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 740 - Storm Water Drainage Fund				
EXPENSES				
Department: 737 - Storm Water Division				
5100 - Personal Services				
5102	Wages-Staff	186,532.0000	186,532.0000	200,028.0000
5105	Overtime	4,900.0000	4,900.0000	4,900.0000
5106	Longevity	1,350.0000	1,350.0000	1,550.0000
5109	HSA Employer Funding	16,000.0000	16,000.0000	15,000.0000
5151	PERS Contribution	26,989.0000	26,989.0000	27,801.0000
5161	Group Insurance	64,498.0000	64,498.0000	70,183.0000
5164	Workers Compensation	6,466.0000	6,466.0000	6,925.0000
5166	Medicare	2,795.0000	2,795.0000	2,994.0000
Account Classification Total: 5100 - Personal Services		\$309,530.00	\$309,530.00	\$329,381.00
5200 - Supplies				
5201	Office Supplies	6,500.0000	6,742.3500	6,500.0000
5203	Computer Supplies	750.0000	750.0000	750.0000
5205	Small Tools/Minor Equipment	1,000.0000	1,000.0000	1,000.0000
5241	Uniforms-Purchased	750.0000	750.0000	1,000.0000
5251	MV Gas and Oil	6,500.0000	6,766.5200	7,000.0000
5252	Aggregates	750.0000	750.0000	750.0000
5259	Operating Materials and Supplies	20,000.0000	20,035.0000	30,000.0000
Account Classification Total: 5200 - Supplies		\$36,250.00	\$36,793.87	\$47,000.00
5300 - Services				
5311	Utilities	8,000.0000	8,619.7700	8,000.0000
5321	Professional Training	400.0000	400.0000	400.0000
5322	Conference/Reimb	20.0000	20.0000	20.0000
5324	Professional Association Dues	220.0000	220.0000	220.0000
5331	Engineering/Architecture	8,000.0000	8,000.0000	8,000.0000
5339	Misc Contract Services	47,250.0000	47,817.0100	47,250.0000
5351	Liability Insurance Deductible	2,250.0000	2,250.0000	2,250.0000
5352	Motor Vehicle Insurance	2,750.0000	2,750.0000	2,750.0000
5361	Building Repair/Maintenance	5,000.0000	5,000.0000	5,000.0000
5364	MV Repair/Maintenance-Internal	4,500.0000	4,500.0000	4,500.0000
5365	Utility Line Repair/Maintenance	7,500.0000	7,500.0000	8,500.0000
5378	Columbus Contract	825,000.0000	886,507.6800	875,000.0000
5391	Postage	22,000.0000	22,000.0000	22,000.0000
5397	Uniform Rental	2,000.0000	2,045.0900	2,000.0000
5399	Other Miscellaneous Services	39,000.0000	69,205.1400	39,000.0000
Account Classification Total: 5300 - Services		\$973,890.00	\$1,066,834.69	\$1,024,890.00
5600 - Capital Purchases				
5632	Motor Vehicles	40,000.0000	40,000.0000	50,000.0000
5633	Machinery and Equipment	0.0000	0.0000	15,600.0000
Account Classification Total: 5600 - Capital Purchases		\$40,000.00	\$40,000.00	\$65,600.00
Department Total: 737 - Storm Water Division		\$1,359,670.00	\$1,453,158.56	\$1,466,871.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

City of Belvidere, IL

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Department: 991 - Debt Service				
5400 - Debt Service				
5414	G. O. Bond-Principal	100,000.0000	100,000.0000	100,000.0000
5424	G. O. Bond-Interest	22,487.0000	22,487.0000	20,227.0000
Account Classification Total: 5400 - Debt Service		\$122,487.00	\$122,487.00	\$120,227.00
Department Total: 991 - Debt Service		\$122,487.00	\$122,487.00	\$120,227.00
EXPENSES Total		\$1,482,157.00	\$1,575,645.56	\$1,587,098.00
Fund: 750 - Solid Waste Fund				
Fund EXPENSE Total: 740 - Storm Water Drainage Fund		\$1,482,157.00	\$1,575,645.56	\$1,587,098.00
EXPENSES				
Department: 738 - Refuse Collection				
5200 - Supplies				
5201	Office Supplies	2,000.0000	2,000.0000	2,000.0000
Account Classification Total: 5200 - Supplies		\$2,000.00	\$2,000.00	\$2,000.00
5300 - Services				
5315	Private Hauler Contract	2,050,000.0000	2,345,819.4000	2,750,000.0000
5391	Postage	15,000.0000	15,000.0000	15,000.0000
5399	Other Miscellaneous Services	44,950.0000	45,155.1400	50,000.0000
Account Classification Total: 5300 - Services		\$2,109,950.00	\$2,405,974.54	\$2,815,000.00
Department Total: 738 - Refuse Collection		\$2,111,950.00	\$2,407,974.54	\$2,817,000.00
EXPENSES Total		\$2,111,950.00	\$2,407,974.54	\$2,817,000.00
Fund EXPENSE Total: 750 - Solid Waste Fund		\$2,111,950.00	\$2,407,974.54	\$2,817,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 970 - Taylor Sq School Tiel				
EXPENSES				
Department: 000 - General				
Project: 0002 - Phase II				
5300 - Services				
5373	Auditor/Treasurer Fees	45,000.0000	45,000.0000	50,000.0000
	Account Classification Total: 5300 - Services	\$45,000.00	\$45,000.00	\$50,000.00
5500 - Transfers/Other				
5501	Transfers	568,675.0000	568,675.0000	0.0000
5527	Agency/Tiel Distributions	1,750,000.0000	1,750,000.0000	0.0000
	Account Classification Total: 5500 - Transfers/Other	\$2,318,675.00	\$2,318,675.00	\$0.00
	Project Total: 0002 - Phase II	\$2,363,675.00	\$2,363,675.00	\$50,000.00
	Department Total: 000 - General	\$2,363,675.00	\$2,363,675.00	\$50,000.00
	EXPENSES Total	\$2,363,675.00	\$2,363,675.00	\$50,000.00
	Fund EXPENSE Total: 970 - Taylor Sq School Tiel	\$2,363,675.00	\$2,363,675.00	\$50,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2019 Amended Budget	2019 Department Entry
Fund: 971 - Brice Main Tif				
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5527	Agency/Tief Distributions	190,000.0000	190,000.0000	0.0000
	Account Classification Total: 5500 - Transfers/Other	\$190,000.00	\$190,000.00	\$0.00
Project: 4001 - Tief-Home Depot				
5300 - Services	Auditor/Treasurer Fees	2,500.0000	2,500.0000	2,500.0000
5373		\$2,500.00	\$2,500.00	\$2,500.00
	Account Classification Total: 5300 - Services	\$2,500.00	\$2,500.00	\$2,500.00
	Project Total: 4001 - Tief-Home Depot	\$2,500.00	\$2,500.00	\$2,500.00
Project: 4002 - Tief-Walgreens				
5300 - Services	Auditor/Treasurer Fees	1,200.0000	1,200.0000	2,000.0000
5373		\$1,200.00	\$1,200.00	\$2,000.00
	Account Classification Total: 5300 - Services	\$1,200.00	\$1,200.00	\$2,000.00
	Project Total: 4002 - Tief-Walgreens	\$1,200.00	\$1,200.00	\$2,000.00
	Department Total: 000 - General	\$193,700.00	\$193,700.00	\$4,500.00
Department: 991 - Debt Service				
5400 - Debt Service				
5414	G. O. Bond-Principal	85,000.0000	85,000.0000	75,000.0000
5424	G. O. Bond-Interest	8,275.0000	8,275.0000	6,800.0000
	Account Classification Total: 5400 - Debt Service	\$93,275.00	\$93,275.00	\$81,800.00
	Department Total: 991 - Debt Service	\$93,275.00	\$93,275.00	\$81,800.00
	EXPENSES Total	\$286,975.00	\$286,975.00	\$86,300.00
	Fund EXPENSE Total: 971 - Brice Main Tif	\$286,975.00	\$286,975.00	\$86,300.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 972 - Kroger Tlf Debt Retirement				
EXPENSES				
Department: 000 - General				
Project: 4000 - Tlf-General				
5300 - Services				
5373	Auditor/Treasurer Fees	1,500,000.00	1,500,000.00	0.0000
	<i>Account Classification Total: 5300 - Services</i>	<i>\$1,500.00</i>	<i>\$1,500.00</i>	<i>\$0.00</i>
	Project Total: 4000 - Tlf-General	\$1,500.00	\$1,500.00	\$0.00
	Department Total: 000 - General	\$1,500.00	\$1,500.00	\$0.00
	EXPENSES Total	\$1,500.00	\$1,500.00	\$0.00
Fund EXPENSE	Total: 972 - Kroger Tlf Debt Retirement	\$1,500.00	\$1,500.00	\$0.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 973 - Summit Rd Trf #1				
EXPENSES				
Department: 000 - General				
Project: 4000 - Trif-General				
5300 - Services				
5373	Auditor/Treasurer Fees	50,000	50,000	2,000,000
	<i>Account Classification Total: 5300 - Services</i>	<i>\$50.00</i>	<i>\$50.00</i>	<i>\$2,000.00</i>
	Project Total: 4000 - Trif-General	\$50.00	\$50.00	\$2,000.00
	Department Total: 000 - General	\$50.00	\$50.00	\$2,000.00
	EXPENSES Total:	\$50.00	\$50.00	\$2,000.00
Fund EXPENSE	Total: 973 - Summit Rd Trf #1	\$50.00	\$50.00	\$2,000.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 974 - Taylor Rd TIF #1				
EXPENSES				
Department: 000 - General				
Project: 4000 - Tref-General				
5300 - Services				
5373				
	Auditor/Treasurer Fees	1,000,000	1,000,000	500,000
	Account Classification Total: 5300 - Services	\$1,000.00	\$1,000.00	\$500.00
	Project Total: 4000 - Tref-General	\$1,000.00	\$1,000.00	\$500.00
	Department Total: 000 - General	\$1,000.00	\$1,000.00	\$500.00
	EXPENSES Total	\$1,000.00	\$1,000.00	\$500.00
	Fund EXPENSE Total: 974 - Taylor Rd TIF #1	\$1,000.00	\$1,000.00	\$500.00

Attachment: 2019 Budget Final (2019 Budget Appropriations)

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry
Fund: 975 - Taylor Rd TIF #2				
EXPENSES				
Department: 000 - General				
Project: 4000 - TIF-General				
5300 - Services				
5373	Auditor/Treasurer Fees	50,000	50,000	100,000
	<i>Account Classification Total: 5300 - Services</i>	\$50,00	\$50,00	\$100,00
	Project Total: 4000 - TIF-General	\$50,00	\$50,00	\$100,00
	Department Total: 000 - General	\$50,00	\$50,00	\$100,00
	EXPENSES Total	\$50,00	\$50,00	\$100,00
	Fund EXPENSE Total: 975 - Taylor Rd TIF #2	\$50,00	\$50,00	\$100,00
	EXPENSE GRAND Totals:	\$24,451,602.00	\$26,605,451.54	\$25,320,179.00

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: December 17, 2018****TO: Finance and Administration Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE; 160.03 SALARY SCHEDULE; 160.05 OVERTIME ELIGIBILITY; 160.07 LONGEVITY AND 160.10 EDUCATIONAL ASSISTANCE AND DECLARING IT AN EMERGENCY

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Financial needs of City's government.

REQUEST CHANGES TO CHAPTER 160.01 DEFINITIONS; 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE; 160.03 SALARY SCHEDULE; 160.05 OVERTIME ELIGIBILITY; 160.07 LONGEVITY AND 160.10 EDUCATIONAL ASSISTANCE AND DECLARING IT AN EMERGENCY

City of Reynoldsburg, Ohio
Chapter 160
Employee Compensation

Attachment: Chapter 160 121218 (Chapter 160 Employee Compensation)

~~June 27, 2017~~ December 12,

2018

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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.

Emergency Appointment: an appointment may be made by the Appointing Authority without regard to the Chapter 160 or the rules of O.R.C. 124.01 to 124.64, but in no case to continue longer than six months, and in case shall successive appointments be made.

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 who regularly works 20 hours per week who will receive sick time of 2.30 hours per pay, vacation at 1.54 hours per pay, and holiday pay at 4 hours per holiday.

Employee, Full-Time: an employee whose employment is expected to continue for longer than one year and who normally works a standard workweek of a minimum of 37.5

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: part-time employee who regularly works 30 hours per week who will receive sick time of 3.45 hours per pay, vacation at 2.31 hours per pay, and holiday pay at 6 hours per holiday.

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 an other 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 employees service date to any given date.

Longevity: Full-time employees of the City shall be eligible for longevity compensation at the conclusion of six years of continuous service. Payment will be made annually as a lump sum.

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.

PART-TIME: an individual that does not work a regular 40 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.

Transfer: voluntary and/or involuntary reassignment from one 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 employee=s 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	19 <u>22</u>
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Legal Clerk	1	Classified	12
<u>Criminal Justice Program Administrator</u>	<u>1</u>	<u>Unclassified</u>	<u>12</u>
Mayor's Secretary*	1p/t	Unclassified	15
Clerk of Courts	1	Unclassified	16
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	6
Data Entry Operator	1	Classified	6
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	15 <u>17</u>
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Finance Manager	1	Classified	21 <u>22</u>
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
<u>Special Events/Media Coordinator</u>	<u>1</u>	<u>Unclassified</u>	<u>12</u>

* Mayor's Secretary to be shared with Human Resources Department

(b) DEPARTMENT OF COMPUTER SYSTEMS

Director of Computer Systems	1	Unclassified	20 <u>22</u>
Network Systems Administrator	1	Classified	19

(c) DEPARTMENT OF DEVELOPMENT

Development Director	1	Unclassified	21 <u>22</u>
Development Director			
Administrative Assistant	1	Unclassified	40 <u>13</u>
Planning & Zoning Administrator	1	Classified	19

(d) HUMAN RESOURCES DEPARTMENT

Director of Human Resources	1	Unclassified	20 <u>22</u>
Human Resources Generalist	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	20 <u>22</u>
Administrative Assistant	1	Unclassified	42 <u>13</u>
<u>Director Senior Citizens Center Center Manager</u>	<u>1</u>	<u>Classified</u>	
16			
<u>Special Events/Media Coordinator</u>	<u>1</u>	<u>Unclassified</u>	<u>12</u>

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	<u>97</u>
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	<u>1416</u>
Grounds Superintendent	1	Classified	<u>1416</u>
Parks Maintenance Crew Leader <u>Assistant Grounds Superintendent</u>			1
Classified	<u>112</u>		
Parks Grounds Maintenance	2	Classified	<u>-23</u>
Parks Maintenance	2	Classified	6
Horticulturist	1	Classified	<u>810</u>
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	<u>-2622</u>
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	2	Classified	22A
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	8	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
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
<u>Training Coordinator</u>	<u>1p/t</u>	<u>Classified</u>	<u>10</u>
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	<u>2522</u>
Service Director			
<u>Service</u> Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	<u>1416</u>
Custodian	<u>23</u>	Classified	5
Maintenance Crew Leader	1	Classified	9

(2) Building Division

Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Administrative Assistant Permit Technician	1	Classified	14
11			
Code Compliance Officer	2	Classified	6

(3) Water/Wastewater Division

Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	56	Classified	10
Maintenance Spec/Equip Operator	1p/t	Classified	10
Billing Supervisor	1	Classified	13
Account Clerk 2	4	Classified	7

(4) Street Division

Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
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	14
Fleet Maintenance Technician	1	Classified	10

(4)(a) Storm Water Utility Division

Asst. Superintendent	1	Classified	13
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Pollution Control Technician	1	Classified	10
Maintenance Spec/Equip Operator	1	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			

(h) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	2322
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160.03 SALARY SCHEDULE

BEGINNING January 1, 2018, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees

CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE
(5% Between Grades, 30% Minimum to Maximum)

GRADE		MINIMUM	TO	MAXIMUM
1	Annual	\$ 24,295		\$ 35,078
2	Annual	\$ 25,522		\$ 36,816
3	Annual	\$ 26,801		\$38,661
4	Annual	\$28,132		\$ 40,566
5	Annual	\$ 29,561		\$ 42,589
6	Annual	\$ 31,042		\$ 44,729
7	Annual	\$ 32,580		\$ 46,985
8	Annual	\$34,214		\$ 49,351
9	Annual	\$35,901		\$51,837
10	Annual	\$ 37,690		\$ 54,438
11	Annual	\$ 39,585		\$ 57,152
12	Annual	\$ 41,580		\$59,990
13	Annual	\$ 43,672		\$ 62,991
14	Annual	\$ 45,874		\$ 66,169
15	Annual	\$ 48,177		\$ 69,462
16	Annual	\$ 50,580		\$ 72,586
17	Annual	\$ 53,089		\$ 76,570
18	Annual	\$ 55,745		\$ 80,383
19	Annual	\$ 58,557		\$84,425
20	Annual	\$ 61,472		\$ 88,648
21	Annual	\$ 64,539		\$ 93,100
22	Annual	\$ 67,759		\$ 97,776
23	Annual	\$71,137		\$102,694
24	Annual	\$74,712		\$107,832
25	Annual	\$ 78,452		\$ 113,210
26	Annual	\$ 82,388		\$ 118,873

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

** Based on City of Reynoldsburg Council recommendation of 2%.

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

GRADE		MINIMUM	TO	MAXIMUM
22A	Annual	\$ 81,491		\$116,441
24A	Annual	\$85,565		\$122,263
26A	Annual	\$ 89,756		\$ 128,298

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

(c) Part Time Employee

Part time employees' rate of pay shall begin at the minimum hourly rate for the pay grade assigned.

(d) Seasonal Employee

1) Parks and Recreation Department:

Seasonal Recreation Employee	\$8.00 - \$30.00
Seasonal Maintenance Employee	\$8.50 – 14.00
Bus/Van Driver	\$9.50 per hour-\$16.00

2) Service Department

Water/Wastewater Laborer	\$9.00 - \$10.50 per hour
Service Seasonal Laborer	\$9.00 - \$10.50 per hour

3) Street Department

Street Seasonal Laborer	\$9.00 - \$10.50 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. Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	\$7.00 to \$ \$60.00 per game
Program Assistant	\$7.80 - \$20.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 per hour

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

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

- 3) Employees who work less than 20 hours per week on a regular basis will receive no benefits.
- 4) An employee who is temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to perform the duties of a higher classification with additional responsibilities should be granted a minimum of (five percent (5%)), but no more than ten percent (10%) temporary increase, as determined by the Appointing Authority.

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
Director of Senior Center	

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

Full-time employee of the City shall be eligible for longevity compensation at the conclusion of six (6) 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 their actual anniversary dated with the city. The new rate effective January 1, 2019 is:

<u>From</u> (Conclusion of):	<u>To</u> (Conclusion of):	
6 th year	9 th year	\$450.00 <u>550.00</u> annually
10 th year	14 th year	\$500.00 <u>600.00</u> annually
15 th year	19 th year	\$550.00 <u>650.00</u> annually
20 th year	----	\$600.00 <u>700.00</u> 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

- a) 1. Effective July 1, 2019 the City will implement a step program for non-bargaining unit employees in pay grades 1 through 14 in non-supervisory rolls as depicted below. There are two methods by which employees shall receive pay increase; anniversary date of hire and the annual increases in the pay table, which go in effect January 1 of each year as approved by City Council. All employees move to the rate in effect for their step on January 1.
- b) All new employees will be assigned to Step 1 at the time of hire, unless there is qualifications that the Appointing Authority approves a start of a higher step.
- c) In order to move to the next step an employee's performance must meet or exceed expectations. 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.
- d) During the implementation of steps, each employee will move to the next step from their current pay as of July 1, 2019 on their anniversary date. For example, an employee's current rate of pay is between Step 3 and Step 4, they will move to Step 4 on their anniversary date.
1. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase

1.—Basis of the Overall Salary Schedule and Adjustments

TABLE FOR STEPS FOR PAY GRADE 1 -14 NON SUPERVISORY
WILL BE INSERTED HERE FOR APPROVAL BY COUNCIL NO LATER THAN
APRIL 1, 2019 FOR JULY 1, 2019 IMPLEMENTATION.

TABLE FOR PAY GRADE 13 – 26A SUPERVISORY POSITIONS
WILL BE INSERTED HERE FOR APPROVAL BY COUNCIL NO LATER THAN
APRIL 1, 2019 FOR JULY 1, 2019 IMPLEMENTATION.

~~—The overall level of pay of non-bargaining unit employees is based in part on
—available resources and in part on a survey of the City's competitive standing in
—relation to comparable cities within the Greater Columbus area. Since it is
—impractical for the City to survey all classifications within the compensation plan,
—the City surveyed certain benchmark classifications that are common in most
—similar cities. Then, through a point factoring process, each individual job
—classification was assigned a Pay Grade based upon that classification's level of
—responsibility, nature of duties, complexity of duties, and qualifications compared to
—the benchmarks and compared to all other classifications covered by this Pay
—Plan.~~

Each year, City Council will review the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation. In doing so, the Council will review the City's available resources, any updated survey information, and any annualized changes in the Consumer Price

Index (CPI) for Urban Wage Earners and Clerical Workers – U.S. City Average published by the United States Department of Labor Bureau of Labor Statistics. Any percentage adjustment agreed upon by Council will be applied to all Pay Grades, so as to maintain the same differential between them. The adjustment will normally be effective as of January 1 of each year.

The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment.

2. Initial Pay Grade Assignments:

~~Each non-bargaining unit position authorized by the City Council shall be assigned to a job classification, and each classification shall be assigned to a Pay Grade as set forth in Reynoldsburg Chapter 160.02. Each Pay Grade shall be assigned a minimum and maximum rate as set forth in Reynoldsburg Chapter 160.03.~~

~~The appointing authority may establish the hiring rate within the Pay Grade, based upon qualifications, education and experience.~~

3. Promotions

Upon promotion, the employee's rate of pay shall be the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion.

4. Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay level is to remain at the same Pay Grade and rate. 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 are to be in accordance with Reynoldsburg Chapter 160.08. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

(b) INDIVIDUAL INCREASES FOR PAY GRADES SUPERVISORY STAFF 13 – 26A

Employees in pay grades 13 and above that serve in a supervisory role will receive increases based upon an annual evaluation completed by their direct supervisor each spring. The amount of the increase will be within the salary range for the pay grade determined by the Appointing Authority. After January 1, 2003 and as of each January

~~1 thereafter, the City Council will determine the amount of increase for which employees are eligible, as follows:~~

~~1. Employees whose pay falls within their Assigned Pay Grades:~~

~~Any employee whose pay falls within his or her assigned pay ranges after the Council makes any annual adjustment to the Salary Schedule and whose performance meets or exceeds an acceptable level for the previous evaluation year (Dec. 1 – Nov. 30), shall receive a increase. All such employees shall receive the same percentage increase, as determined by Council, unless the Council elects to allow a higher percentage for employees who have not yet reached a certain level within their respective Pay Grades (e.g., the top quartile).~~

~~Beginning January 1, 2005, adjustments will be made based on actual evaluations.~~

~~Notwithstanding the above except as provided in Reynoldsburg Chapter, 160.08 pay increases may not exceed the maximum for any Pay Grade. So, for example, if City Council has determined to adjust the overall Pay Grades upward by two percent (2%) and to allow three percent (3%) increases for employees within the Grade, an employee whose pay was already at the maximum for the Grade is eligible for a two percent (2%) pay increase. The remainder of the increase will be paid to the employee in the form of a 1% lump sum payment. It is possible for an employee whose performance is unsatisfactory to fall below the minimum of the Pay Grade.~~

~~2. Employees whose pay is below the grade:~~

~~Each employee whose pay rate remains below the minimum for his or her assigned Pay Grade after the Council makes any annual adjustment to the Salary Schedule shall be eligible for a performance-based increase each January 1 on the same basis as employees whose pay falls within their respective Pay Grades (based on performance). However, if the employee earns an increase, but that increase is insufficient to increase the employee's pay to at least the minimum for his or her Pay Grade, the employee's pay will be increased to that minimum.~~

~~3. Employees whose pay is above the grade:~~

~~Each employee whose pay rate is above the maximum for his or her assigned Pay Grade after Council makes any annual adjustment to the Salary Scale and whose performance would otherwise have warranted an increase (based on performance) will receive a lump sum amount equal to the increase allowed by Council but such amount will not be added to the employee's base pay. Once the maximum for the Pay Grade exceeds the employee's rate of pay, such employee will be eligible for increases on the same basis as other employees whose pay falls within their Pay Grades.~~

~~4. Performance That Does Not Meet or Exceed Acceptable Levels~~

~~If the appointing authority determines that the employee's performance did not meet or exceed an acceptable level during the previous evaluation year, the employee will not receive a January 1 increase. However, the employee may request a meeting with the appointing authority or his or her designee to review, and if appropriate, adjust the ratings. The appointing authority may invite other appropriate people to the meeting, and will decide whether to revise the individual's evaluation. If he or she decides to adjust the score to a level that would warrant an increase, such increase shall be retroactive to the date the increase would normally have been effective. If no increase is warranted, the appointing authority will see that the employee is given additional direction as to what he or she must do in order to meet or exceed an acceptable level of performance for the next round of annual evaluations.~~

~~An employee whose performance was rated as not meeting or exceeding acceptable levels will receive a special evaluation as of the immediately following April 30, if he or she is still employed as of that date. If the employee receives a satisfactory evaluation at that time, he or she will receive the percentage increase effective May 1, but not retroactive to January 1.~~

~~The denial of an increase is not a disciplinary action nor a reduction in pay—
The employee has simply not earned an increase.~~

5. Probationary Employees and New Employees

The appointing authority shall have the option of withholding a January 1 increase for a probationary employee or for a non-classified employee whose employment with the City is less than six months.

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 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 for 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 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 ~~\$2,750.00~~ \$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.

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 of \$850 per year. Clothing selected shall be at the discretion of the employee but shall be moderately conservative in style, cut, and color, and shall be acceptable to the local business community.

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. Employees shall utilize the dry cleaning facility or facilities designated by the City. The following items shall be provided by the City:

Trousers — 5	Holster — 1
Shirts, Winter — 5	Magazine — 2
Shirts, Summer — 5	Magazine Pouches — 1 (dbl)
Ties — 3	Handcuffs — 1
Tie Bar — 1	Handcuff Case — 1
Shoes — 1 pair	Handcuff Key — 1
Boots — 1 pair	Belt Keepers — 4
Jacket – All Season – 1	Walkie Talkie Holder — 1
Raincoat — 1	Mace — 1
Hat, Winter — 1	Mace Holder — 1
Trooper Winter Hat — 1	Gloves — 1 pair
Hat, Summer — 1	Flashlight — 1 (3 cell)
Raincoat Cover — 1	Cite Bookholder — 2
Hat Badge — 1	Wristwatch — 1
Breast Badge — 2	Protective Vest — 1
Name Plate — 2	Belt (Trouser) — 1
Whistle — 1	Gun Belt — 1
Whistle Chain — 1	Service Weapon — 1

REYNOLDSBURG

An Equal Opportunity Employer

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CLASSIFICATION SPECIFICATION

Class Title:	Criminal Justice Program Adm.	Class Number:	
Dept./Div.:	Office of the City Attorney	Civil Service Status:	Unclassified
Reports to:	City Attorney	FLSA Status:	Exempt

JOB RESPONSIBILITIES:

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 .

QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in Criminology, Social Work, or a related field; and two (2) to four (4) years of progressively responsible related experience; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. 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.
2. 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.
3. 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..
4. 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).
5. Maintains licenses and certifications as required, if any.
6. Demonstrates regular and predictable attendance.

Date Adopted: 12/17/2018

Date Revised:

REYNOLDSBURG
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Page 2 of 3

Class Title:	Criminal Justice Program Adm.	Class Number:	
Dept./Div.:	Office of the City Attorney	Civil Service Status:	Unclassified
Reports to:	City Attorney	FLSA Status:	Exempt

7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Effectively communicates status reports to Court Personnel

OTHER DUTIES AND RESPONSIBILITIES:

9. Performs other duties as required. (5%)

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy. Complete Ohio Probation Officer Training Program within one (1) year of hire unless already completed.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

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.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Personal computer, computer software (e.g. Microsoft Office); printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Attachment: Job Descriptions for Chapter 160 changes (Chapter 160 Employee Compensation)

REYNOLDSBURG

An Equal Opportunity Employer

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CLASSIFICATION SPECIFICATION

Class Title:	Criminal Justice Program Adm.	Class Number:	
Dept./Div.:	Office of the City Attorney	Civil Service Status:	Unclassified
Reports to:	City Attorney	FLSA Status:	Exempt

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 15 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

CITY VALUES:

Incumbent must model the following established city values: Teamwork/Collaboration, Integrity, Service, Leadership, Communication, Growth, Professionalism & Ethics, and Fun.

Employee Signature

Date

Appointing Authority

Date

Human Resources Director

Date

Date Adopted: 12/17/2018

Date Revised:

REYNOLDSBURG

An Equal Opportunity Employer

POSITION DESCRIPTION

DEPT./OFFICE: POLICE
CLASS TITLE: TRAINING
COORDINATOR

WORKING TITLE: TRAINING
COORDINATOR
EMPLOYEE NUMBER:

Status: Classified ☒ Unclassified ☐

Citation Code: 160.02

Full-Time ☐ **Part-Time** ☒ **Other** ☐

Reports To: Deputy Chief

OT Status Per Ord.: Non-exempt

Normal Working Hours: 20 hours per week

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- 70% (1) Coordinates, organizes, plans and executes training for all Division employees. Responsible for ensuring the education and career development of our staff. Develops training tracks for each job title, ensures compliance with training paths, and maintains the training schedule and curriculum. Ensures new hires are properly equipped, ensures specific skill instructors are utilized effectively, conducts and instructs classes, coordinates attendance of employees at off-location sites, disseminates information about training opportunities, evaluates and coordinates in-service training. Assists specific skill instructors. Conducts on-shift scenario training; flexes schedule to accommodate shift employees; operates motor vehicle as necessary.
- 15% (2) Trains attendees from outside agencies when appropriate. Assesses employees' skills and performance and provides written evaluations to identify training needs. Provides instructional templates and supplies to trainers and assists the Field Training Sergeant with the general administration and evaluation of the field training program.
- 15% (3) Researches and evaluates new training topics and methods; orders training supplies and materials. Reviews and approves all instructional lesson plans; maintains training records. Budgets for and ensures distribution of training bulletins and other pertinent information, e.g., Supreme Court decisions, new legislation, search and seizure decisions, etc., for roll call presentation or general department circulation.
- (4) Annually reviews training budget and submits budget requests.
- (5) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and conferences.
- (6) Maintains required licenses and/or certificates
- (7) Meets all job safety requirements and all applicable OSHA standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

(9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: laws, rules, and regulations of law enforcement and criminal justice;* technical writing; training principles; agency policy; training best practices; and public relations.

Skill in: use of modern office equipment; (e.g., fax, copier, calculator, pager, cell phone); personal computer/word processing and software (e.g., Corel, WordPerfect, Microsoft Word, PowerPoint, Excel, Windows, Access and Internet).

Ability to: work independently and solve problems involving many variables; analyze facts and make sound judgments; calculate fractions, decimals, and percentages; read and understand a wide range of technical literature; complete assignments in timely fashion; delegate tasks and accept responsibility for outcome; prepare and deliver public addresses before specialized audiences and general public.

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or GED or equivalent; one (1) course or six months' experience in word processing; two (2) years' experience in law enforcement, or equivalent combination of education and experience; must be able to pass a physical examination, psychological examination, and background investigation.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
(FOR PURPOSES OF O.R.C. 4167)

1. Uses of works in proximity to the use of firearms.

PHYSICAL DEMANDS:

Light Work: lift, push, pull 20 pounds occasionally; 10 pounds frequently

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have received and understand the contents of my position description.

Employee Signature

Date

Appointing Authority

Date

Human Resources Director

Date

CITY OF REYNOLDSBURG

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 3

DEPT./OFFICE: BUILDING**WORKING TITLE:** PERMIT TECHNICIAN**CLASS TITLE:** PERMIT TECHNICIAN**EMPLOYEE NUMBER:****Status:** Classified ☒ Unclassified ☐**Citation Code:** 160.02**Full-Time** ☒ **Part-Time** ☐ **Other** ☐**Reports To:** Chief Building Inspector**OT Status Per Ord.:** Non-exempt**Normal Working Hours:** 8:00 a.m. – 5:00 p.m.**ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- 60% (1) Performs secretarial tasks: receives and processes all permit contractor registration applications; maintains permit files (e.g., building, plumbing, HVAC, electric permits, etc.); logs plans into the computer when received; processes plans for delivery to the Plans examiner; prepares mailing labels and packaging of plans for shipment; processes plans when returned from plans examiner; updates computer with information about plan reviews; returns plans to Chief Building Inspector for final approval; calls applicants when plans and permits are ready to issue; issues permits to applicants; prepares monthly and yearly reports (e.g., permit activity report, census, County reports, Board of Building Standards report); provides correlation of plumbing permit activity with the Franklin County Board of Health relative to contract with that agency; prepares correspondence (e.g., memos, letters, notices); schedules appointments and inspections; schedules training and conferences for department personnel; answers routine questions concerning activities, programs, policies, procedures & rules governing department; enters data into computer (e.g., Inspections, owner information, permit applications, permit fees); deals with complaints from citizens over the telephone and at the counter.
- 15% (2) Performs non-routine administrative tasks: budgetary functions (e.g., encumbering monies appropriated by council, paying invoices received; managing department accounts); assists in preparing annual department budget.
- 25% (3) Performs clerical tasks: receives, opens, sorts & distributes mail to appropriate people, answers telephone & screens calls; greets customers at counter; maintains inventory of office supplies; maintains files and retrieves information; prepares records retention & disposal schedules; fills in for receptionist during breaks &/or lunch (e.g., answers front desk telephone, greets public, directs visitors); performs other clerical tasks as assigned.
- (4) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities; attends staff meetings.

Developed by:

Effective Date: 01/01/03

Clemans, Nelson & Associates, Inc.

Date Revised: 10/14/03, 6/10/2013, 1/29/2016

Dublin, Ohio 43017

052802jrCO

pdreybdsec

CITY OF REYNOLDSBURG

An Equal Opportunity Employer POSITION DESCRIPTION

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Working Title: Building Department
Administrative Assistant

Employee Number: 0485

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Office practices & procedures, human relations, city zoning & planning ordinances, English & grammar.

Skill in: Word processing (e.g., Corel WordPerfect, Microsoft word), office equipment (personal computer, fax, copier, calculator).

Ability to: Interpret variety of instructions in written, oral, picture or schedule form, add, subtract, multiply & divide whole numbers, comprehend & record figures accurately, copy material accurately & recognize grammatical & spelling errors, maintain accurate records, screen mail, prepare meaningful, concise & accurate reports, originate &/or edit articles for publication, sort items categories according to established methods, gather, collate, & classify information about data, people or things, cooperate with co-workers on group projects, answer routine telephone inquiries from the public, resolve complaints from angry citizens and government officials.

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or GED or equivalent; two (2) courses or twelve (12) months' experience in word processing; two (2) years' experience or training in office practices and procedures; or equivalent combination of training and experience.

Effective Date: 01/01/03
Date Revised: 10/14/03, 6/10/2013, 1/29/2016

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

052802jrCO
pdreybdsec

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

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Working Title: Building Department
 Administrative Assistant

Employee Number: 0485

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
 (FOR PURPOSES OF O.R.C. 4167)

N/A

PHYSICAL DEMANDS:

Sedentary: lift, push, pull 10 pounds occasionally.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

 Employee Signature

 Date

 Appointing Authority

 Date

 Human Resources Director

 Date

Effective Date: 01/01/03
 Date Revised: 10/14/03, 6/10/2013, 1/29/2016

Developed by:
 Clemans, Nelson & Associates, Inc.
 Dublin, Ohio 43017

052802jrCO
 pdreybdsec

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: December 17, 2018****TO: Finance and Administration Committee**

RE: ORDINANCE AUTHORIZING RENEWAL OF CITY'S HEALTH INSURANCE COVERAGE WITH MEDICAL MUTUAL OF OHIO FOR THE PERIOD FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Financial needs of the City's government.

Authorizing the Mayor to enter into a one-year agreement with Medical Mutual of Ohio for the City's Health Insurance coverage with Medical Mutual of Ohio for the period of January 1, 2019 through December 31, 2019 and declaring it an emergency.

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST**

DATE: December 17, 2018**TO: Finance and Administration Committee****RE: ORDINANCE AUTHORIZING MAYOR TO ENTER INTO
CONTRACT FOR CITY INSURANCE FOR 2019 AND DECLARING
AN EMERGENCY.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Financial needs of the City's government.

Request authorization for the Mayor to enter into a contract for city insurance (property, liability, automobile and cyber coverage) for a year period beginning January 1, 2019 and ending December 31, 2019 with Willis of Ohio and its related companies in the amount not to exceed \$190,000 and declaring it as an emergency

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****ORDINANCE REQUEST**

DATE: **December 17, 2018**

TO: **Finance and Administration Committee**

RE: **Ordinance Authorizing the City Auditor to Fund Health Savings
Accounts for 2019 and Declaring an Emergency**

Approval:

Completed Brad McCloud	Completed Jed Hood	Skipped Stephen Cicak
---------------------------	-----------------------	--------------------------

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Be it Ordained by the City Council of the City of Reynoldsburg, Ohio:

Section 1: That the City Auditor is at this moment authorized and directed to fund the Health Savings Accounts that have been established by Chapter 160 Employee Compensation, for City Employees and Elected Officials, in the following amounts for 2019:

	FAMILY	SINGLE
Chapter 160	Up to \$4000	Up to \$2000
FOP	as negotiated in contract	
FOP-OLC	as negotiated in contract	
FOP-POBA	as negotiated in contract	

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone**

Section 2. That for all those employees who begin employment after the Health Care Savings Accounts have been funded; the City Auditor will determine the amounts and dates applicable to them.

Section 3. That this ordinance is to be deemed an emergency measure necessary for the financial needs of the city and further to be effective January 1, 2019, as per Labor Contracts and PPM; wherefore upon adoption by the council, this ordinance shall be in effect immediately upon the signature of the Mayor.

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****ORDINANCE REQUEST**

DATE: December 17, 2018

TO: Finance and Administration Committee

RE: Adopt as an Emergency at the Third Reading

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
---------------------------	-----------------------	----------------------------

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Unappropriate ~~\$214,700.00~~ **\$222,450.00** from Acct 110.111.5113 (Police Enforcement Wages) and returned to the Unappropriated General Fund, (110)

Appropriate from the General Fund as follows:

Mechanic Acct# 110.290.5151 \$850.00 PERS Contribution

Senior Center Acct# 110.343.5151 \$900.00 PERS Contribution

Senior Center Acct# 110.343.5102 \$750.00 Wages

Building Dept Acct# 110.479.5161 \$2,000.00 Group Insurance

Building Dept Acct#110.479.5102 \$1000.00 Wages

City Attorney Dept Acct# 110.554.5151 \$1,500.00 PERS Contribution

HR Dept Acct# 110.582.5151 \$200.00 PERS Contribution

HR Dept# Acct#110.582.5161 \$750.00 Group Insurance

General Admin Dept Acct#110.595.5164 \$208,500.00 BWC

Civil Service Acct# 110.534.5336 \$3,500.00 Medical Services/Testing

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

Clerk of Courts Acct#110.593.5102 \$2,500.00 Wages

That an amount of ~~\$381,500.00~~ **\$444,000.00** is unappropriated from the Water Fund and is appropriated as follows:

Acct#710.735.5378 \$375,000.00 Columbus Contract

Acct# 710.735.5339 \$60,000.00 Other Misc Services

Acct#710.735.5105 ~~\$6500.00~~ **\$9,000.00** Overtime

That an amount of ~~\$4000.00~~ **\$4,700.00** is unappropriated from the Waste Water Fund and is appropriated as follows:

Acct#720.736.5102 ~~\$1300.00~~ **\$2,000.00** Wages

Acct#720.736.5151 \$2700.00 PERS Contribution

That an amount of \$180.00 is unappropriated from the Sewer Capacity Fund and is appropriated as follows:

Acct# 250.000.0093.5373 \$180.00 Auditor-Treasurer Fees

That an amount of \$210.00 is unappropriated from the Sidewalk Construction Fund and is appropriated as follows:

Acct#420.000.0004.5653 \$189.00 Auditor Treasurer Fees

Acct#420.000.005.5653 \$21.00 Auditor Treasurer Fees

That an amount of \$75,000.00 is unappropriated from the Visitor Bureau Fund and is appropriated as follows:

Acct#920.000.5527 \$75,000.00 Misc Distribution

That an amount of ~~\$495.00~~ **\$746.00** is unappropriated from the Brice/Main TIF Fund and is appropriated as follows:

Acct#971.000.4002.5373 \$495.00 Auditor-Treasurer Fees

Acct#971.991.5424 \$251.00 G.O. Bond Interest

That an amount of \$1135.00 is unappropriated from the Summit Rd TIF #1 Fund and is appropriated as follows:

Acct#973.000.4000.5373 \$1,135.00 Auditor-Treasurer Fees

Adopt as an Emergency at the Third Reading -Requests hold in Committee on 12/10/2018 meeting