



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 10, 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 – November 26, 2018

4. NEW LEGISLATION/DISCUSSION ITEMS

- a. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT BETWEEN THE CITY OF REYNOLDSBURG AND THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INCORPORATED (Dispatchers) AND DECLARING AN EMERGENCY
- b. 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). Requests Item be held until 12/17/2018 meeting.

5. LEGISLATION FOR EMERGENCY ADOPTION

- a. 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. (Second Reading 11/26/2018).
- b. 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. (Second Reading 11/26/2018).

6. LEGISLATION FOR SECOND READING

- a. 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. (First Reading 11/26/2018; Requests Emergency Adoption upon Third Read).
- b. 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 (First Reading 11/26/2018; Requests Emergency Adoption upon Third Read).
- c. 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. (First Reading 11/26/2018; Requests Emergency Adoption upon Third Read).
- d. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT FOR CITY INSURANCE FOR 2019 AND DECLARING AN EMERGENCY. (First Reading 11/26/2018; Requests Emergency Adoption upon Third Read).
- e. ORDINANCE AUTHORIZING CITY AUDITOR TO FUND HEALTH SAVINGS ACCOUNTS FOR 2019 AND DECLARING AN EMERGENCY. (First Reading 11/26/2018; Requests Emergency Adoption upon Third Read).

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 November 26, 2018

Chairman Barth R. Cotner called the meeting to order at 8:25 PM

Call to Order - Roll Call

PRESENT: Clemens, Cotner, Luzader, Spalding, Joseph

ABSENT:

Approval of Agenda

Agenda stands approved.

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – November 13, 2018

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

94-18

MOTION THAT THE COUNCIL OF THE CITY OF REYNOLDSBURG DOES HEREBY ADOPT A RESOLUTION TO RECOGNIZE AND HONOR REYNOLDSBURG RAIDERS FOOTBALL --- Cotner. Finance and Administration Committee.

Mr. Cotner: I think everyone knows they've had an exceptional season so we wanted to try to find a way to show our appreciation and acknowledge them. So we've got a resolution and its a little different than what we normally do, just trying to bring it forward tonight and hopefully pass this this evening and invite them back after we've passed. So invite them back next week to present so they don't have to sit through and wait and I think we will have a nice turnout of players and participants of the band and players hopefully. So if maybe doing it this way would allow a bigger amount to come and show our appreciation and gratitude toward them. So that is what we got going on for the first one, the Raiders Football Team.

Ms. Bryant: Just to say that I will make an announcement at the football banquet next week to make sure that everybody has an opportunity to be aware of it and attend.

Mr. Cotner: Great. That's the other reason we thought maybe again, giving it a couple weeks, past it tonight, make sure everybody knows about it and then hopefully invite as many players, families, friends to be apart of it.

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RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

95-18

MOTION THAT THE COUNCIL OF THE CITY OF REYNOLDSBURG DOES HEREBY ADOPT A RESOLUTION TO RECOGNIZE AND HONOR REYNOLDSBURG RAIDER MARCHING PRIDE --- Cotner. Finance and Administration Committee.

Mr. Cotner: Again same thing. Just trying to recognize them, they've had an outstanding year. Try to invite all of them and hopefully, you know it would be nice, the room filled up next week with players and band members. So if we could hopefully announce that to all them and invite everyone that could be to come out there too. Questions or comments then on this item?

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AYES:	Clemens, Cotner, Luzader, Spalding	

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: As I said two weeks ago, the draft of the budget you have in front of you is what I call the kitchen sink. It has not been combed through, I've advised that my directors add everything that they wanted to do and from there we will begin pairing down and eliminating. So it is a working document. It is by no means complete and I do have the Chief of Police here and Donna Bauman from Parks, as those are two of the biggest departments, here to answer any questions respectively of their departments.

Mr. Cotner: Thank you. Maybe could we get you to come up Chief and... did you fall asleep down there.

Chief Plesich: Good evening members of Council. How you doing?

Mr. Cotner: good thank you. So yea, if you could just maybe you know share some of the vision of your budget and what its looking like for next and what you see hopefully happening.

Chief Plesich: Ok well we are very appreciative of the financial state of the City. And for the increase in tax revenue that has occurred since I've been here. So I think that you send a message to this community, that public safety is of, is very important when you have a well funded Police Department and we appreciate that. So some of the things that were asking or for this year that might

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be a little out of the ordinary, we think everyone of those things supports the vision of the agency, the mission of the agency and helps us to attain our goal of being the most respected agency in the state of Ohio. And that's what were all about. So some of the bigger ticket items, I'll just hit on two or three tonight because those are the ones that are catching peoples attention. Number one would be the vehicles. Last year you did purchase ten vehicles and we increased the amount of cars in the fleet and this year we are asking for five patrol cruisers so that we can start a rotation. So we don't ever have to come back and ask for ten cruisers in any one year. So that would be a replacing five on a four year rotation. We also are in need of a couple specialty vehicles. One of those would be a SWAT vehicle which would replace two vehicles that are on their last legs. Our transport van is also its last leg so were asking to replace that and I'm asking for a 4x4 pick up truck for the motorcycle unit to operate during inclement weather. Now, we have some other uses for that pick up truck. One of the things that we began here since I got here was the Special Investigations Unit and the type of investigations they do sometime lead to finding operations such as indoor grows in our city in basements believe it or not. Those grows can have a lot of watering and lighting equipment. So when you serve a search warrant on a place that has a grow operation in it, there's a lot of stuff to impound. And I can tell you that sometimes, there's so much stuff to impound that you have to rent a storage unit, we've done that on the west side. So to move that back to the station without making a hundred trips, we would use that 4x4 pick up truck. So a couple specialty vehicles plus getting the cruisers on a four year rotation, that's why that number is high again this year. We're also asking for body warn cameras this year. We think that's important to show the citizens that we are open and record what our officers do. And then I think the final thing that I'll share with you tonight that's significant monies is new uniforms. Now I know that my predecessor apparently came to you for new uniforms about four or five years ago. And so I would assume you would have questions about that. My position is, if we want to be the most respected agency in the state, it begins with professionalism. And professionalism begins with appearance. The uniforms that our officers wear are black. We believe that that is not the message we want to send our community. We think it is more appropriate for our officers to wear blue. Traditional blue, standing for law enforcement. The uniforms that we wear today are somewhat of a compromise that has stitching and metal. Which doesn't go together. My DC, my Deputy Chief has looked into the materials that we use, they fade pretty quickly and sometimes our trousers are not matching our shirts. This makes us look bad. Some of the uniforms they have the feel of cardboard. So he has researched and found a, was is that a poly blend, what is that? (INAUDIBLE) Poly wool mix that is, is cost efficient, it looks great, it will wear great and it should maintain its appearance for a long time. So those are the major purchases I think that have increased the budget over what you might have been expecting. If you have any specific questions, like the Mayor says, will be pairing this down but if you have any questions on those, I could take those now.

Mr. Cotner: Chief on the cars, your looking at a few new cars, patrol cars. Are there some that are ready to come out of the rotation that really need to be moved on or are there some that can be rehabed. What would be the condition of and the need to replace some of these.

Chief Plesich: So the question is the necessity for the rotation, is that an immediate need? And the answer to that is, my fleet manager, Sgt. Bauchmoyer has identified three cars that he believes are not properly, not proper for patrol. So we use those exclusively for special duty and emergencies.

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And then there's two others that are getting there. So those would be the five that we would put into the rotation and trade in or sell. But again, you know we'll trying to make work what the budget allows.

Mr. Cotner: And would you like to turn into about a rotation of five every year, is that....

Chief Plesich: Yes.

Mr. Cotner: That's a number that your hoping to get to?

Chief Plesich: Yes, we currently have counting the two brand new K9 cars, we have twenty one cruisers that are designated for patrol or school resource officer duties. So those, and one of those is a lot of special duty, an old crown vic. So if you look at it, if you take the crown vic away your looking at twenty cars and if I could rotate five every year, that would be on a four year rotation, which would be very appropriate.

Mr. Cotner: Others, yes Councilman Spalding.

Mr. Spalding: Yea, I have another question. On the, where we we're, I did notice one thing that I'll share with you. I am pleased with the overtimes flat, seems like for years we were dealing with monstrous overtime. But since we hired the new officers that has been dropped down and we certainly appreciate that.

Chief Plesich: Thank you.

Mr. Spalding: But it was more over the, this one big thing, wages enforcement. That you were asking for an increase in different equipment, oh no it was with the locks or something I'm sorry. Building repair maintenance. That one looked like kind of a big jump and I understand the other things you mentioned. Those were pretty linear. But this one I need a little bit more information because of the size of the increase.

Chief Plesich: Lets see, what's the number on that?

Mr. Spalding: Its 5361.

Chief Plesich: Oh, ok.

Mr. Spalding: And it was, it did with locks and so forth. I know those were some of the items but if I just get a little more clarity.

Chief Plesich: Well thank you for the question. So the question concerns the account that handles the building repairs and maintenance. And so I have five different items in there that increase the budget significantly from last year. Number one is to change the locks on the Police Department. The physical locks, the key locks on the doors that would change. All those locks for the security of the

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building. The reason for this is you are aware that we had an incident a couple years ago where a couple of our officers had abused their position. And prior to my arrival there were rumors that a couple of keys were outstanding. And so, not knowing that that has been completely eradicated and I don't think there would ever be a way to know that for certain. I think that the thing to do is to change those locks at a cost of \$15, 000.00, to maintain the integrity and security of the building. Also, on this account would be range led reduction. Which is \$25,000.00. This is something that has to be done to our range every so often. And we're due for it, that led up there from spent rounds can cause issues with air quality and health issues for those who breathe it. So we have to be careful that were not harming our employees or setting our selves up for some type of damages for those employees. So those are the two major costs under that one and there is a few other repairs that I've listed there.

Mr. Spalding: Thank you, I appreciate you.

Mr. Cotner: Questions from other members of committee for starters?

Mr. Luzader: I may still have some later but I talked to the Chief this afternoon on a number of different items.

Mr. Cotner: Alright, Council members, Council Woman Bryant.

Ms. Bryant: Yes, Chief. I don't recall whether you were on board with us yet but we had a change to the animal code and there was a request paid to Mr. McCloud about looking into a dog warden or an animal control officer. Is that something that can be fit into your request, as far as officers salaries go.

Chief Plesich: Well, I'll defer to the Mayor on that.

Mayor McCloud: I don't know yet. It is not off my radar. I know we talked about that earlier. My primary obligation or priority would be to the staffing of the Police Officers. But if we can do it and it makes sense then obviously I think we still need to take a look at that.

Ms. Bryant: Ok, I just wanted to make sure that that hadn't been forgotten. Because I do think in light of the changes that we made earlier in the year, I think its an important piece of the department.

Mr. Cotner: Anyone else? Yes Councilman Baker.

Mr. Baker: First of all I would like to say thank you for putting in your budget for body cameras, that's much appreciated. First of all. Second of all, I know I had asked you before about National Night Out, about trying to increase its budget. But my question is, is that still going to be under the Police Department, since now that we have a community events departments. Will that fall under them or will that be under you?

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Chief Plesich: Well we've had meetings with the City on that, the dates are just a few days apart, I believe. We were spending an incredible amount of man power on National Night Out. My area three officer was telling me the amount of time he spent on that, we just thought that was excessive. So we were looking for a solution that got to back the roots of National Night Out was supposed to be all about. You know this is, I've done lots of National Nights Outs in Charleston and Hilliard and when I did the one here, I was kind of surprised that there wasn't a lot of reference to Police Officers or crime fighting or anything like that. It just seemed like it was a big party and stuff like that so. So, I'm thinking, I was thinking we could refocus what National Night Out is supposed to be. Take it to the neighborhoods that would appreciate it. So maybe change the location of it and then scale it down because its within a couple days of the Tomato Festival that's coming. We've asked the City to work with us on that to, so that we can work together to meet all of those objectives.

Mr. Baker: Ok, cause I mean I know its a popular thing. A lot of families and people come out to it and so I just like to see it, obviously continue, but to grow. Because it is something that the community comes together for.

Chief Plesich: Well we, you know we got some time and were looking for suggestions and ideas. I think everything's on the table at this point.

Mr. Baker: Ok, thank you.

Mr. Clemens: Yeah Chief, I have one question that's just something that kind of bothers me a little bit. I notice you put in there a truck for the motorcycle patrol, that's why I bring this up. I was here when we began that patrol and started buying motorcycles and so forth and what it was put on for and this is what was stated, this is how it was handled, that they would patrol the neighborhoods. I kind of see that they're not in the neighborhoods quite a bit because I drive around Reynoldsburg a lot since I'm retired. But I think that they should spend more time in our neighborhoods, that's where we have a lot of speed problems on our smaller streets and so forth and that's why it was brought to us at the beginning and I notice they spend a lot of time on Main Street, Brice Road and I understand they're speedways but that's what we have our cruisers for. I would like to see them basically more back in our neighborhoods back where we have problems with speeding on our small streets. That's what we set it up for. Its that type, and I'm not saying it's wrong, but its never been, in all the meetings I've been to, it's never been presented back to Council that that's what were going to change, but I would think that the people would see it and be more, because I get a lot of questions about speeding so I can understand that we have a lot of things for our police to do, but I think the more they would see the motorcycle units back there I think would be good for the public relations plus it would get the job done a little bit better because we do have a lot of speeding and we all know that and its tough to slow it down. I mean, we try. Even I scream at people, course I'm not a good driver anyways so I gotta keep my mouth shut.

Chief Plesich: To get more motorcycles into the neighborhoods and there's good news on that which is you equip this motorcycle team with four operational motorcycles. I think in 2018 we had a bit of an anomaly in that we had 2 motorcycle operators and one was off for an extended period of time with a medical issue, so we essentially had a one man motorcycle unit and that man was also a

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supervisor in charge of community resource and he had other duties. So it would surprise me if people didn't even know we had a motorcycle unit in 2018. I can tell you that we put in the budget to train and outfit a third motorcycle operator for next year. So that is something we would like to accomplish and the man who was out on leave is back and he's at full duty. So I think 2019 things are going to look different.

Mr. Cotner: Anyone else questions or comments? Thank you Chief. Mayor McCloud you said you wanted to have Mrs. Bauman speak a little bit too tonight? Alright, come on down.

Mrs. Bauman: Thank you. The 2019 budget request for the Parks and Recreation Department overall is pretty much the same as 2018. In my entries, I did put a lot of detailed notes, so if you have any questions on any of that, anything you would like me to elaborate on, I'd be happy to answer those questions.

Mr. Cotner: Any questions right away? Tomato festival, talk a little about that, we're moving back from more privately run to city led on this event. And therefore city dollars involved, what is the vision looking like for that?

Mrs. Bauman: We're looking probably an additional, and this is all just a guesstimate, we went high, about \$8,000 extra in our overtime budget to help compensate for preparing so now our staff members doing a lot more of the leg work that RFI used to do like setting up, having staff members there all of the time, we're going to have to have people there the whole 3 days of the event and leading up to so we'll have to have extra staff mowing, preparing the grounds, all of that that that will encompass and then the actual event will be placed in the community events budget line item and we're roughly looking at about \$80,000. That's where we're at. It could be low, we may need additional funding, we may have to come back depending on how sponsorship dollars come in and where we're at. We're already starting to get in quotes for the electric that we're going to need to run at Huber Park for the restrooms and for entertainment and booking agents. We've been dealing with trying to get quotes so we can try to see where our budget needs to be and what type of sponsorship dollars we need to try to raise.

Mr. Spalding: A couple of good things, we did see, remember a few years ago when we actually started using chemicals and started going after the weeds and the weeds were horrible here, they really were and this was about three to four years ago when you really stared on this campaign and Brian was the driver behind this. I know it looks like a lot of dollars, but if we could even take a picture of where we were back then and where we are now, it's phenomenal the progress has been made but it takes that kind of a five year or six year commitment and those kind of \$25-30 thousand dollars a year to really make that happen. So I really appreciate the focus that you gave that. I think one of the biggest things certainly by creating that community events, I think that's going to open up, make a whole budget over to that particular area because that's where its going to be created now going forward and you're right it's a little hard to look at, but I think the big one, I think the biggest one was the one that was kind of the catch all area where we put a lot of things, if you could explain some of that section of miscellaneous contract services, I think that would be that 5339 areas. I think that area jumps out real big but I think there's a lot of things in there that makes sense.

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Mrs. Bauman: So for the miscellaneous contract services, we, the parks and recreation department we are going to go ahead and take over the landscaping contract of East Main Street and the Taylor Road area along with the irrigation that had previously been in the Service Department's budget. So those monies will now come out of the Parks and Recreation Department budget. I believe last year or this year I should say, the contract for the streetscape maintenance was approximately \$59 thousand dollars. I believe that is grossly under funded. That stretch requires a lot of man hours and I don't think we've done its due diligence over the last several years so I think we have to put some money into it to bring it up to speed. Its just a lot for them to keep up with for the amount of money that we were providing so I think we have to boost that if we want it to look better.

Mr. Spalding: Well I think it will also give more management inspection to make sure that we're getting our money's worth. At least it will be our personnel so I would suspect that we will get our money's worth.

Mrs. Bauman: yes, so for that contract we're looking at about \$150thousand dollars and as I said, that would be for Main Street and for Taylor Road area. The irrigation contract I've estimated it at \$30 thousand dollars then we have all of our Parks and Recreation Department Contract that we have. So for tree work, our 2 community gardens they both need to have their fences replaced, so that's about \$25 thousand dollars, continuing with concrete pads throughout the parks that we're placing the trash cans and the picnic tables and park benches on makes for a cleaner look and is easier when the staff mow to get up to that and keep that looking nice and sharp. We need some way finding signs in the parks so we can direct people to restrooms, to the path, parking, that sort of thing cause right now we have a million signs all over the place and we'd like to clean it up, consolidate that look a little bit. Various equipment rental that we have, the basketball courts out at Civic Park need to be resurfaced, so we'd like to do that next year and then just a whole bunch of other things such as the annual fire extinguisher checks that we have for all of the fire extinguishers in our buildings and vehicles, back flow check for out at Civic Park where the concession stand is and for the restroom usage, soil testing for our baskets, irrigation upgrades at Huber Park, our living legacy trees and plaques that we have and our Arbor Day trees so any trees that we purchase either replacement or additional new trees will come out of this budget. Our contract with Rumpke for our dumpster that we have in the parks we have all of the recycling containers so we have to pay Rumpke to come and pick up that dumpster so we have that fee. The port a-johns that we use, Cintas, we pay Real Property Management they maintain 2 of the ponds that are on Rhodebaugh Road, they take care of the mowing of it, we're not equipped to be able to mow those ditch areas so they mow that for us, so that is what all of that encompass and that's how we get to \$360 thousand dollars.

Mr. Luzader: The streetscape contract will now be under you, I understand that, but it was \$59 thousand dollars this year? I thought it was somewhere around \$115 thousand dollars.

Mrs. Bauman: For 2 years it was \$120 thousand for 2 years.

Mr. Luzader: So, then next year we won't have this in there?

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Mrs. Bauman: No, we will, this is for one year. Because this is for Main Street and for Taylor Road. There are a lot of plants that need to be replaced, we've had a lot of plants die off for whatever reason. We did a brief estimate, there's a lot of trash that gets collected in the streetscape and I believe they come one day a week to pick up trash. I believe it needs to be 2 days a week and so we did a brief estimate, the company's normal going rate is about \$40 an hour, that's not obviously what they pay their employees, but that's how they gauge what they're going to do for their contract and we did 2 individuals out here picking up trash 2 days a week. That alone was over \$25 thousand dollars. Now again, that was their estimate and it was high, but we feel it needs more put into it because that is what everybody sees when they enter our city and we want it to be looking good and it's going to need this. Now after these 2 years, maybe we can back it down a little bit, but I think it's behind and we need to catch it up and get it back up to standards.

Mr. Luzader: So we're going from...

Mrs. Bauman: For one year, but it's still going to be a 2 year contract.

Mr. Luzader: But we're going from \$60 thousand dollars last years to \$150 thousand next year. I'll probably have couple more questions because we're just starting to get into it.

Mr. Clemens: I'd like to compliment you on, this has probably been the most beautiful flowers display around this building than I have seen in 50 years.

Mrs. Bauman: Thank you, I will let Ryan know.

Mr. Clemens: They did a wonderful job. Anybody who looks at this building and had the opportunity...

Mrs. Bauman: He wanted you to feel like you were in Hawaii.

Mr. Cotner: I know we had a lot of community volunteers come in and help plant and when everybody pitches in, it's amazing what happens. I also think the streetscape is long overdue to get an improvement. I can't tell you how many times this summer people asked me what happened. It was a huge investment this city made a long time ago and it kind of dragged a little bit so it's nice to have some extra dollars to make that improvement.

Mrs. Bauman: And those dollars are just for the soft scape so it does not include the brick walls at all.

Mr. Cotner: It'll be a long way toward cleaning it up because it collects a lot of junk and there's a lot of deadness in there so that will really help a lot.

Mr. Baker: Does this include upgrades to the park bathrooms?

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Mrs. Bauman: That would be in the CIP.

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SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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.

Mrs. Boller: This is just legislation to make changes to Chapter 160. There are quite a few changes in that, some of them are still in draft form, I will have a more complete document for you but I wanted to get it in the pipeline for three reads in this year.

Mr. Luzader: I was here as an employee here when we had a system which is being proposed in this right here and I was also here when that program was eliminated. When it was eliminated there was a system that was supposed to be put in place but it never actually took hold. So I think this is something that we really need to take a good hard look at to see about getting back into place so we can treat our employees fairly.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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.

Mrs. Boller: This is for the medical insurance for the employees. We are finishing up the negotiations with Medial Mutual so we can get that insurance in place. We will need emergency language after the third reading so it can go into effect January 1.

Minutes Acceptance: Minutes of Nov 26, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
November 26, 2018

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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

Mrs. Boller: This is for our cyber, liability and automobile insurance. Again, we don't have the final numbers on that. We are expecting it not to exceed \$180 thousand dollars for this coming year but we would just like to get that moving so we can have it in place January 1.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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

Mr. Cicak: This legislation is an ordinance authorizing me to fund the Health Savings Accounts for 2019. Declaring an emergency, but reading it three times and signing so it goes into force on January 1st.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR EMERGENCY ADOPTION

111-18

ORDINANCE AWARDING DEPOSITS OF PUBLIC FUNDS AND DECLARING AN EMERGENCY --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR SECOND READING

Minutes Acceptance: Minutes of Nov 26, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 November 26, 2018

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: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 11/26/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

Minutes Acceptance: Minutes of Nov 26, 2018 7:33 PM (Approval of Minutes)

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

DATE: **December 10, 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
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Emergency/Suspension: Emergency

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

Unappropriate \$214700.00 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
Building Dept Acct# 110.479.5161	\$2000.00 Group Insurance
City Attorney Dept Acct# 110.554.5151	\$1500.00 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	\$208500.00 BWC

That an amount of \$381500.00 is unappropriated from the Water Fund and is appropriated as follows:

Acct#710.735.5378	\$375,000.00	Columbus Contract
Acct#710.735.5105	\$6500.00	Overtime

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

That an amount of \$4000.00 is unappropriated from the Waste Water Fund and is appropriated as follows:

Acct#720.736.5102	\$1300.00	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
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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 Treasure Fees
Acct#420.000.005.5653	\$21.00	Auditor Treasure Fees

That an amount of \$75000.00 is unappropriated from the Visitor Bureau Fund and is appropriated as follows:

Acct#920.000.5527	\$75000.00	Misc Distribution
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That an amount of \$495.00 is unappropriated from the Brice/Main TIF Fund and appropriated as follows:

Acct#971.000.4002.5373	\$495.00	Auditor-Treasurer Fees
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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	\$1135.00	Auditor-Treasurer Fees
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Adopt as an Emergency at the Third Reading -Requests hold in Committee on 12/10/2018 meeting

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

ORDINANCE REQUEST

DATE: **December 10, 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:

Pending Brad McCloud	Pending Jed Hood	Pending 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.

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 10, 2018**

TO: **Finance and Administration Committee**

RE: **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.**

Approval:

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

Reason For Emergency: Immediate preservation of the public peace, health, or safety

Authorization for the Mayor to enter into a 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. The cost of services is based upon per capita rate of \$8.61 for a population of 37,135 totaling \$319,732.35.

See Attached.

Requesting emergency adoption upon third read.

CONTRACT
Between
FRANKLIN COUNTY BOARD OF HEALTH
And
CITY OF REYNOLDSBURG

This contract entered into by and between the City of Reynoldsburg (hereafter referred to as "City"), with its principal address being 7232 East Main Street, Reynoldsburg, OH 43068, and the Board of Health of the Franklin County General Health District (hereafter referred to as "Board" or "Franklin County Public Health") for 2019 Public Health Services under the approval of Resolution No.18-105 dated September 12, 2018.

The Board is a general health district as defined under Ohio Revised Code (ORC) Section 3709.01.

ORC Section 3709.08 authorizes cities in Franklin County to contract with the Board to provide public health services to and within the City.

The District Advisory Council (hereafter referred to as "Council") of the Franklin County General Health District, created by ORC 3709.03, after giving due notice by publication as required by law, held a public meeting on March 22, 2018, at which by a majority vote of members representing the Council voted affirmatively to provide public health services to the cities in Franklin County, and did authorize the Chairman of the Council to enter into a contract with the Mayor of each city to provide public health services therein.

The Board is engaged in the governance of providing public health services as described in this contract and the Scope of Work, attached hereto and incorporated herein as Exhibit A, and has the knowledge, skills and resources to provide such services in accordance with the terms and conditions of Ohio law and this contract.

Pursuant to Revised Code 3709.08(C), the contract was submitted to the State of Ohio's director of health. The Board is organized and equipped to provide the services and shall have the powers and shall perform all the duties required of the board of health or the authority having the duties of a board of health within the City.

The City is willing to contract with the Board for such services in accordance with the terms and condition of Ohio law and this Contract.

SECTION 1 – SERVICES

The Board shall, for the consideration hereinafter stated, furnish to the City, and inhabitants thereof, all such public health services as are furnished to all villages and townships and the inhabitants thereof, of Franklin County, Ohio. Said services shall include all services as allowed by law according to the most current version of the Ohio Revised Code and as listed in Exhibit A. Said services shall include the minimum standards and optimal achievable standards for boards of health and local health departments pursuant to Ohio Revised Code Section 3701.342. Said services shall

include enforcement of all rules and regulations as allowed by law according to the most current version of the Ohio Administrative Code and the enforcement of the following Franklin County Public Health Regulations:

- (100) Definitions
- (101) Collection Vehicle Registration, Inspection and Operation for Prevention of Nuisances
- (102) Property Health and Sanitation
- (103) Plumbing for Commercial, Public and Residential Buildings and Places
- (104) Rabies Control
- (105) Approval of Building Plans
- (106) Sewage Treatment Systems
- (199) Administration and Enforcement

And, the current version of the above-described regulations of Franklin County Public Health shall apply to and be enforceable within the jurisdiction of the Franklin County General Health District and the City.

The City Attorney shall be responsible for any litigation involving enforcement of Health Regulations within the corporate limits of said political subdivision.

This contract and any claims arising in any way out of this contract shall be governed by the laws of the State of Ohio. Any litigation arising out of or relating in any way to this contract or the performance hereunder shall be brought only in an Ohio court of competent jurisdiction in Franklin County, Ohio, and the City hereby irrevocably consents to such jurisdiction.

SECTION 2 – TERM

Said public health services shall be furnished beginning January 1, 2019 and ending December 31, 2019 provided, however, that either party to this agreement shall have the right to cancel the same upon four (4) months written notice and the parties hereto may, by mutual written agreement, modify the terms of this agreement.

SECTION 3 – COMMUNICATION

The Board will provide ongoing communication with the Mayor/City Manager and his or her designees through notification at least quarterly. This communication will provide information on timely public health topics, upcoming events and featured services. Reports and other information about direct services that are being provided to the City will be provided upon request.

SECTION 4 – PUBLIC HEALTH PAYMENT, FEES & CHARGES

The City, Ohio shall pay the Board for said public health services furnished to the City and the inhabitants thereof, such sum or sums of money based on a per capita rate as would be charged against municipal corporations composing the Franklin County General Health District at a per capita rate of \$8.61.

Said sums of money shall be paid to the Board in installments of 50% of the total contract amount in January 2019 and 50% of the total contract amount in June 2019 through the

process of withholding the installment amounts from the semi-annual real estate tax settlement distribution to be received by the City and transferred to the Board by the Settlement Officer of the Franklin County Auditor. The sum for 2019 shall not exceed \$319,732.35, notwithstanding any fee established pursuant to the sections set forth below.

In any instance where the Board expends funds to abate a nuisance pursuant to Section 1, above, within the City, the Board may invoice the City for the costs of such nuisance abatement. Further, the City shall pay, in addition to those sums set forth in Section 5, above, to the Board the cost to abate the nuisance.

The Board agrees to certify such nuisance abatement costs to the Franklin County Auditor to be recorded as a lien upon the property and shall reimburse all funds recovered under such a lien to the City.

SECTION 5 - PLUMBING INSPECTION SERVICES AND FEES

The Board shall, for the consideration hereinafter stated, furnish to the City, all plumbing and medical gas inspections as are furnished to all inhabitants within the general health district of Franklin County. Inspectors are to be state certified by the Ohio Department of Commerce.

The City, through its Building Department, shall issue permits and collect fees for such plumbing inspections. The fee to be charged shall be the most current fee charged by the Board. The City shall forward sixty (60) percent of all plumbing inspection fees collected by them to the Board upon receiving monthly statements of the amount due from the Board. The City shall pay said amount, within thirty (30) days after receipt of said statement.

SECTION 6 – APPROVAL

This contract is approved by a majority of the members of the legislative authority of the City, pursuant to the provisions of Ordinance _____ dated _____.

The City has determined that Franklin County Public Health is organized and equipped to adequately provide the service that is the subject of this contract.

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals and have executed this agreement the day and year written below.

DISTRICT ADVISORY COUNCIL OF THE
FRANKLIN COUNTY GENERAL HEALTH DISTRICT

Chairperson Date

FRANKLIN COUNTY PUBLIC HEALTH

Joe Mazzola, MPA Date
Health Commissioner

THE CITY OF REYNOLDSBURG, OHIO

Mayor Brad McCloud Date

APPROVED AS TO FORM:

Ron O'Brien
Prosecuting Attorney
Franklin County, Ohio

Assistant Prosecuting Attorney Date
Attorney for the District Advisory
Council of the Franklin County General Health District

City Attorney Date
City of Reynoldsburg, Ohio

FINANCIAL CERTIFICATE

It is hereby certified that the amount required to meet the contract agreement, obligation, payment of expenditure for the above has been lawfully appropriated, authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the proper fund and is free from any obligation or certificated now outstanding.

FISCAL OFFICER
City of Reynoldsburg, Ohio

DATE

EXHIBIT A SCOPE OF WORK

Franklin County Public Health ("Board"), hereby agrees to provide health services for the City for the calendar year 2019 as set forth below ("Services").

- The Board shall have full authority to be and act as the public health authority for the City
- The Services described in the schedule listed below in this Exhibit will be provided by the Board to the City.
- The Services will include all necessary medical, nursing, sanitary, laboratory and such other health services as are required by the Statutes of the State of Ohio.

The followings specific services shall be a part of the Services provided under this Contract:

List of Functions, Programs and Services	
Administrative Services:	
Administration	
Budget, Accounts Payable, Accounts Receivable	
Communication & Marketing	
Grant Writing & Management	
Records Management	
Reports - Financial & Statistical	
Data Services:	
Community Health Assessment	
Health Data	
Environmental Health:	
Food Service Operation Licensing, Inspection & Education	
Healthy Homes (Lead, Radon) Inspection & Education	
Mosquito Control Services & Education	
Nuisance & Vector Control Enforcement & Education	
Plumbing & Medical Gas Inspections	
Public Swimming Pool & Spa Licensing, Inspection & Education	
Rabies Surveillance - Animal bite investigation and follow up	
Retail Food Establishment Licensing, Inspection & Education	
School Facilities Inspection & Education	
Sewage Treatment System Permitting, Inspection & Education	
Smoke Free Workplace Enforcement & Education	
Solid Waste, Construction and Demolition Facility, Transfer Station Inspection & Enforcement	
Tattoo & Body Piercing Permitting, Enforcement & Inspection	
Temporary Park Camp Licensing, Enforcement & Inspection	
Water Quality Permitting, Testing & Education	
Emergency Preparedness:	
Community Outreach and Education	
Injury Prevention/Opiate Crisis Programs & Education	

Public Health Emergency Preparedness
Planning and Cities' Readiness Initiative activities
Epidemiology, Surveillance, Investigation Services:
Reportable Infectious Disease investigation and follow-up(excluding HIV/AIDS; STD; TB)
Disease Outbreak Management
Health Promotion:
Community Health Action Teams
Farm to School Program
Nutrition & Physical Activity Education Programs
Safe Routes to Schools
Tobacco Use Prevention, Education & Cessation Program
Health Systems & Planning:
Community Health Improvement Plan
Data & Information Technology
Public Health Accreditation
Immunization Services:
Childhood and Adult Vaccine Administration Services
Occupational Health:
Immunizations and screenings - Fee for Service
Maternal & Child Health:
Bureau for Children with Medical Handicaps (BCMH) Public Health Nursing Services
Safe Sleep & Infant Mortality Prevention Initiatives & Education

The Board maintains a range of grant funded programs for citizens throughout the County who are income qualified.

THE BOARD RESERVES THE RIGHT TO AMEND THIS EXHIBIT AT ANYTIME PRIOR TO AUTHORIZATION OF THE CITY COUNCIL AND THE BOARD OF HEALTH ANNUALLY.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTR0P11

Franklin County Public Health

Journalized on:

Held

20

SEP 11 2018

RESOLUTION 18-105

September 11, 2018

RESOLUTION AUTHORIZING THE FRANKLIN COUNTY BOARD OF HEALTH TO PROVIDE PUBLIC HEALTH AND PLUMBING SERVICES TO POLITICAL SUBDIVISIONS IN 2019

WHEREAS, pursuant to Ohio Revised Code sections 3709.08 and 3709.281, the Franklin County District Advisory Council and/or Franklin County Public Health may contract with political subdivisions located within or adjacent to the general health district of Franklin County, Ohio, for Franklin County Public Health to provide health and plumbing services to said political subdivisions.

Now, therefore, upon motion of Board Member Rudge, second by Board Member Morgan,

BE IT RESOLVED BY THE FRANKLIN COUNTY BOARD OF HEALTH, BOARD MEMBERS;

1. That Franklin County Public Health shall provide such health and plumbing services as set forth in the attached contracts to the following political subdivisions, for the amounts listed below, as executed by the District Advisory Council and political subdivisions for 2019:

City of Bexley	per capita \$8.61; not to exceed \$114,185.82 and 60% of all plumbing fees collected
City of Canal Winchester	per capita \$8.61; not to exceed \$74,657.31 and 60% of all plumbing fees collected
City of Dublin	per capita \$8.61; not to exceed \$417,585.00 and 60% of all plumbing fees collected
City of Gahanna	per capita \$8.61; not to exceed \$307,445.88 and 60% of all plumbing fees collected
City of Grandview Heights	per capita \$8.61; not to exceed \$67,588.50 and 60% of all plumbing fees collected

Attachment: FCPH 2019 (Franklin County Public Health for Health Services from January 1, 2019 to December 31, 2019.)

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTRCP11

Held _____ 20____

Resolution 18-105
Page 2

City of Grove City	per capita \$8.61; not to exceed \$357,271.95 and \$75.00 per plumbing inspection as needed
City of Groveport	per capita \$8.61; not to exceed \$49,877.73 and 60% of all plumbing fees collected
City of Hilliard	per capita \$8.61; not to exceed \$319,112.43 and 60% of all plumbing fees collected
City of New Albany	per capita \$8.61; not to exceed \$92,161.44 and 60% of all plumbing fees collected
City of Pickerington	per capita \$8.61; not to exceed \$182,695.59 and 60% of all plumbing fees collected
City of Reynoldsburg	per capita \$8.61; not to exceed \$319,732.35 and 60% of all plumbing fees collected
City of Upper Arlington	per capita \$8.61; not to exceed \$302,762.04 and 60% of all plumbing fees collected
City of Westerville	per capita \$8.61; not to exceed \$332,242.68 and 60% of all plumbing fees collected
City of Whitehall	per capita \$8.61; not to exceed \$158,122.65 and 60% of all plumbing fees collected

2. That the Health Commissioner is authorized to prepare and execute the following plumbing services contracts for 2019:

Village of Marble Cliff	60% of all plumbing fees collected
Village of Minerva Park	60% of all plumbing fees collected
Village of Obetz	60% of all plumbing fees collected
Village of Riverlea	60% of all plumbing fees collected
City of Worthington	60% of all plumbing fees collected

3. That this resolution shall be in full force and effect from and immediately upon its adoption.

Attachment: FCPH 2019 (Franklin County Public Health for Health Services from January 1, 2019 to December 31, 2019.)

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTR0P11

Held _____ 20____

Resolution 18-105
Page 3

Voting Aye Thereon:

Sally Munson
Greg Linder
Thomas L. Ruether
Roy Bannum

Board Members
Franklin County Board of Health

Voting Nay Thereon:

Board Members
Franklin County Board of Health

Attachment: FCPH 2019 (Franklin County Public Health for Health Services from January 1, 2019 to December 31, 2019.)

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: December 10, 2018****TO: Finance and Administration Committee**

RE: 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.

Approval:

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

Emergency/Suspension: Emergency

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

REQUESTING AUTHORIZATION FOR THE 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 (see attached) AND WAIVE COMPETITIVE BIDDING.

requesting emergency adoption upon third read.

Contract Version 4.0.0_REY (2019)

Kirch Group Technology, LLC Service Agreement Contract

Attachment: 2019 KGT Contract (Kirch Group Technology Contract 2019)

Submitted to:

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



Kirch Group Technology, LLC - Service Contract

This **Kirch Group Technology Service Agreement** (the “Agreement”) is made and entered into as of the last date appearing at the foot of this Agreement by and between Kirch Group Technology, LLC, an Ohio limited liability company (“KGT”) and the client whose name appears at the foot of this Agreement (the “Client”).

Statement of Agreement:

1. **Agreement Basics.** Pursuant to this Agreement, and subject to the terms, conditions and limitations contained in this Agreement, KGT shall provide general Information Technology (IT) management in support of your business and its Covered Hardware (defined on **Exhibit 1A**) and Covered Software (defined on **Exhibit 1B**) (Covered Hardware and Covered Software are collectively, the “Covered Items”).
2. **Overview.** KGT’s uniquely configured support framework for Covered Items provides a range of services, as selected in this Agreement, designed to keep your computer and network systems functioning. Such services, as selected by Client, pertaining to Covered Items include are disclosed on **Exhibit 2**.
3. **System Documentation.** Client shall provide all documentation relative to the Covered Items to KGT.
4. **Getting Started.** Once the Documentation is delivered or provided to KGT, a KGT technician (a “Tech”) shall perform a series of preliminary studies and recommendations. A quotation may be provided to the client with a list of list of hardware and/or software and/or labor required to get client to a state in which KGT will accept client into this agreement. Failure to accept and pay in full for this will result in the immediate cancelation of this agreement as client does not qualify for this arrangement.
5. **Services.** The services provided to the Client under this Agreement are specifically set forth on the Contract Service Schedule as disclosed on **Exhibit 5**.
6. **Services Limitations.** Due to the nature of technology, KGT makes no representation regarding its ability to solve every IT/network problem Client encounters, but KGT does represent that the Tech shall be provided to Client as provided in this Agreement. Details of service limitations are included on **Exhibit 6**.
7. **Deliverables.** Working with Client’s designated contact person (in some special cases, persons), KGT (acting through its Tech) shall address, as provided in this Agreement, any issues and/or problems concerning Client’s current IT environment as it pertains to Covered Items.
8. **Client Obligations.** For KGT to provide the type of service that our Clients deserve and uphold its obligations under this Agreement, Client must strictly observe and where appropriate perform the obligations disclosed on **Exhibit 8**.
9. **Term and Termination.** The Term of this Agreement shall commence on the effective date as defined in this Agreement and is effective for the remainder of the calendar year. This period is also referred to as the “Term.” This Agreement may be terminated by KGT prior to the Agreement End Date upon Client’s failure to perform any of its obligations defined in § 8 or on Exhibit 8-Attached, including, but not limited to failure to discharge Client’s financial obligations under this Agreement with fifteen (15) days of Client’s receipt of a written notice of default. Additional reasons for termination of this agreement are described on **Exhibit 9**.
10. **Fees and Payments.** Client’s fees for services provided in the Contract Service Schedule appear on the Contract Price Schedule disclosed on **Exhibit 10**. Beginning on the Effective Date, Client shall be billed according to the below-stated payment schedule set forth on the Contract Price Schedule, in advance for applicable fees. Any amount due to KGT under this Agreement, whether under the Contract Price Schedule or billing for additional services shall be payable in full upon receipt of an invoice, without withholding, deduction or offset of any amounts for any purpose. ~~Any amount not paid within thirty (30) days of the invoice’s date shall be subject to an interest charge of eighteen percent (18%) per annum.~~ Any KGT billing not disputed by Client both in writing and in good faith, within thirty (30) days of Client’s receipt of an invoice is deemed approved and accepted by Client. The Contract Price Schedule only covers items on the Contract

Service Schedule. The Contract Service Schedule work is performed during normal business hours of 8:00am-5:00pm EST, Monday – Friday. Please see website for list of Holidays and dates KGT office is closed. If Client needs an issue addressed outside the normal business hours, such services (whether or not such service is on the Contract Service Schedule) shall be billed at KGT's then effective "After-Hours Rate", unless KGT agrees to a different rate in writing prior to such services being performed. After-Hours Rates are defined on the KGT website and are subject to change at any time.

11. **Non-interference.** Client shall not hire, interview, solicit for hire or aid any third party in hiring any KGT employee, consultant, technician or agent during the Term and for a period of one (1) year after this Agreement has been terminated, or later if KGT's completion of any services for Client's benefit extends beyond the termination date.
12. **Entire Agreement.** This Agreement along with all attached Exhibits constitute one and only one agreement regarding this Agreement's subject matter. This Agreement may not be amended, altered or modified in any manner, except as specifically provided herein, unless it is done so in a written instrument signed by both the Client and KGT; provided, that, one of such instrument's terms reflects one its purpose is to amend this Agreement.
13. **Notices.** Any notice required or permitted under this Agreement must be in writing and except for the ARTS site and/or voice mail provided for in § 6 (and **Exhibit 6**) and sent to the party at the address appearing on **Exhibit 13**. Such notice(s) shall be deemed received on (a) the date it is posted in the U.S. Mail systems, properly addressed, bearing adequate postage with a return receipt appended, (b) when delivered to an overnight delivery service, if properly addressed (for this purpose only Federal Express and UPS are acceptable), or (c) when sent by email to the party's email address set forth at the foot of this Agreement; provided, that an electronic receipt for such email is received by the sender.
14. **Assigned Technician.** KGT will provide a technician to Client. This technician will operate under the guidelines as described in **Exhibit 14**.

IN WITNESS WHEREOF, KGT and Client have executed this Agreement as of the date appearing next to their signature and each of KGT and Client represent to the other party that the person executing this Agreement on this behalf is fully authorized to bind the party for which it is so executing.

Contract Effective Date: 1/1/2019 – 12/31/2019

CLIENT:

City of Reynoldsburg

By: _____

Printed Name: _____

Date: _____

KGT:

Kirch Group Technology, LLC

By: _____

John Stickel, Managing Member

Date: _____

Exhibit 1A:**“Covered Hardware:”**

Exhibit 1B:**“Covered Software:”**

Client Operating Systems (OS):

- Microsoft Windows 7 (Home, Professional, Enterprise, Ultimate)
- Microsoft Windows 8 and 8.1 (Pro, Enterprise, RT)
- Microsoft Windows 10 (Home, Pro, Enterprise)

Server Operating Systems (OS):

- Microsoft Windows Small Business Server 2011
- Microsoft Windows Server 2008 R2 (all)
- Microsoft Windows Server 2012 (all)
- Microsoft Windows Server 2016 (all)
- Microsoft Windows Server 2019 (all)

Applications:

- Microsoft Office 2010
- Microsoft Office 2013
- Microsoft Office 2016
- Microsoft Office 2019
- Microsoft Office 365

It is not possible for KGT to completely support all software, however, we will attempt to resolve any issues you may have if an error occurs. We must be given an error. To get further support with this agreement for industry specific software, we require you to maintain an ongoing support contract with that software vendor. We will still assist you in troubleshooting, by utilizing the support contract and contacting the specific vendor.

Training is not included in the agreement. Training is helping a user understand how to use the software and/or utilize certain features of the software. Although a technician may choose to train a Client, this is not typically included in the agreement. Client will be notified in advance if training is going to be invoiced and arrangements for payment and amounts will be determined.

Exhibit 2:**“Menu of Services:”**

- a. Site Assessment
- b. IT Inventory and Management
- c. Scheduled Visits (either “on-site” or “remote”)
- d. Proactive Service
 - a. Check Server Event Logs
 - b. Verify Backups
 - i. KGT will confirm that backups are getting done. However, KGT will not test backup media at each visit to confirm a full disaster recovery test. This service (disaster recovery test) is an additional charge.
 - c. Verify Anti-Virus Software
- e. Technology Knowledge and Guidance
- f. Help Desk Support (including phone support)
- g. Covered Items Reliability Check
- h. Covered Items Security Check
- i. Cost Management and Control (IT Budget Assistance)

Exhibit 5:**“Contract Service Schedule:”**

Contract Services generally include the following: (a) Scheduled Visits; (b) Server Specific Duties; (c) Personal Computer Specific Duties; (d) Peripheral Specific Duties; (e) ARTS response protocol; and (f) Software Support, which relate to the following services descriptions; provided, however, to the extent there is a conflict between the Contract Service Schedule and this Exhibit 5, the former shall control.

Scheduled Visits. The date, time and frequency for Tech Client Visits are based on the size, amount and complexity of Covered Hardware as determined by KGT. Client and KGT must agree on specific dates and times for the Tech’s performance of the scheduled maintenance covered by this Agreement. **Such schedule may be modified to reflect Covered Items changes.**

Scheduled Visits:

- a. This constitutes scheduled visits under this Agreement.
- b. Scheduled visits typically last between one and two hours.
 1. Scheduled visits not to exceed three hours, unless prior arrangements are made between Client and KGT.
 2. The Tech may, in his/her discretion, reschedule time for incidents not previously submitted to KGT either under ARTS or by telephone phone calls received by KGT at least twenty-four (24) hours prior to the start time for such scheduled visit.
 - A. Any additional services not covered by the terms of this Agreement performed during a scheduled visit, under ARTS or due to a telephone call may result in fees in addition to the basic fees (aka Contract Price) set forth in this Agreement.
 - B. When the technician arrives on the scheduled day, he/she will address any ARTS submitted tickets with the Client’s contact person. The technician will then proceed with the following services on applicable covered hardware.

Server Specific Duties:

During both Scheduled Visits, and where appropriate in the Tech’s opinion, the following Server Specific Duties shall be conducted/reviewed by the Tech: review outside of server housing for warning lights; check server for adequate storage space; Review Windows event logs for messages, warnings, and errors and address as necessary; Review and approve appropriate Windows updates via Windows Software Update Services; Review network Anti-virus management software for issues and address as necessary and Review server and data backups and address as necessary.

Personal Computer Specific Duties.

During both Scheduled Visits, and where appropriate in the Tech’s opinion, the following Personal Computer Specific Duties shall be conducted/reviewed by the Tech: ensure Windows updates are or have been installed correctly; monitor for malware infections; and run cleanup utilities to provide highest available usage speeds.

Peripheral Specific Duties.

During both Scheduled Visits, and where appropriate in the Tech’s opinion, the Tech shall ensure proper operation of printers, scanners, firewalls, switches and the like; **provided, that**, such peripherals are listed in the Covered Hardware Schedule as the date of the visit.

ARTS Response Protocol.

This Agreement provides access to a Tech who provides necessary services to monitor and maintain your current system and network environment as provided herein. Consequently, KGT provides a Tech for an on-site, scheduled visit on the day and time provided in this Agreement. Client is authorized to leave emergency/non-emergency voice mail messages and is granted access to the KGT's Automated Response and Ticket Submission (ARTS) site. All scheduled visits and support occurs during KGT's normal business hours of which are listed on our website. Our offices are also closed on all National Holidays. If support in response to an ARTS request is performed at Client's request either "after normal business hours" and/or over a weekend, Client will be billed for a fee in addition to Client's regular financial obligations set forth in this Agreement.

Software Support.

KGT provides support under this Agreement for Covered Software as it relates to its proper installation and configuration in your current business environment. Usage and appropriate understanding of how the Covered Software is (or may be) utilized in the Client's business is outside this Agreement's scope. KGT, may, where appropriate, endeavor to dispense Covered Software knowledge where and when appropriate based upon the applicable Tech's expertise with the particular software item. However, KGT reserves the right to decline support for Covered Software usage and understanding when it determines that the Client (or Client's applicable user) needs or could benefit from software training.

Upgrading or Replacing Hardware/Software.

Upgrading or replacing hardware or software normally requires an on-site visit. However, hardware and/or software upgrades may be completed remotely, with or without the knowledge of the Client. This Agreement does not include the cost of new or replacement hardware, software, cabling or other equipment that may be required to perform services under this Agreement. A separate labor fee shall be applied for adding any hardware not listed on the Covered Hardware Schedule, or major software upgrades or installations not listed on the Covered Software Schedule. Clients shall be quoted a price for new or replacement hardware prior to installation or repair. Labor fees associated with replacement or repair of hardware on the Covered Hardware Schedule are included in this Agreement, except where outlined on the Client Fee Schedule. Applicable sales tax shall be charged as required by applicable law.

Caveats: KGT recommends Business class hardware and software for all of our clients. Purchasing hardware and software through KGT is not a requirement under this Agreement. However, Client benefits with KGT's price breaks on business class IT hardware and software from Dell and other vendors. Should Client seek to upgrade or replace hardware or software with non-business class hardware or software or items the use of which KGT has recommended against, the labor fees for such replacement or repair are not included in the with this Agreement.

Exhibit 6:**“Service Limitations:”**

- a. Once Client submits an Emergency ticket to the ARTS site and/or an Emergency voice mail message, KGT shall have four (4) business hours to acknowledge the ticket. That does not mean that the issue has to be resolved. KGT shall then have two (2) business hours to begin the attempt at resolving the issue. The attempt is not necessarily limited to an on-site Tech visit. Remote efforts by KGT designed to address the problem(s) are attempts. The agreed response time under this Agreement is set forth in the Contract Services Schedule.
 - a. **MODIFICATION FOR CITY OF REYNOLDSBURG:**
 - i. Should the 911/Communications go down during business hours or After Hours, personal contact via cell phone to KGT Technician is permitted to facilitate immediate response. KGT will invoice client at current After Hours Rate should contact fall outside of normal KGT business hours.
- b. Services not included in this Agreement or listed on the Contract Service Schedule are billable in addition to the Contract Price Schedule and include: setup and configuration of PCs, printers, and other peripherals not listed in the Covered Hardware Schedule; setup and configuration of new servers; installation and configuration of new software and/or major software upgrades; software research related to Client’s business; excessive hardware and/or software quotes; emergency IT support outside normal business hours as define in the Agreement; **direct contact (e-mail, phone calls) with Tech(s) not KGT initiated**; software training for Client’s employees; or reinstallation of server operating systems and programs.
- c. Force majeure—Problems considered force majeure are not services coming within the Contract Services Schedule and this Agreement. Force majeure includes acts of God, fire, theft, insurrection, situations involving marital law, etc. KGT reserves the right to bill for issues that arise directly, or indirectly, from force majeure including issues with ISP’s, telephone companies, power and cellular companies. Force majeure relieves KGT of its response time obligations under this Agreement.

Exhibit 8:**“Client Obligations/Duties:”**

- a. All issues and/or IT related questions must be submitted to KGT via the ARTS site or through KGT’s voicemail system. **Direct contact (e-mail, phone calls) with Tech(s) not KGT initiated**, are not permitted and are subject to additional billing charges;
- b. Pay all invoices by their due date. Failure to pay on due date shall result in late fees, stoppage of service and/or termination of this Agreement;
- c. Pay all Agreement fees by due date stated on the applicable invoice. Failure to pay by due date shall result in late fees, stoppage of service and/or termination of this Agreement;
- d. Provide KGT with as much advanced notice to any changes to current network environment (ISP changes, phone system changes, personnel changes);
- e. Maintain all applicable software licenses and software, whether or not such software is part of the Covered Software Schedule;
- f. **KGT will not install or service illegal software and Client’s installation and/or use of such illegal software may result in KGT’s termination of this Agreement;**
- g. Notify KGT regarding any software installed and purchased without consulting KGT;
- h. Advise Client’s staff on usage of ARTS and against direct Tech contact (for support initiation);
- i. Provide Client staff with proper software training on applicable company software as KGT does not provide support on software usage;
- j. Advise KGT of the presence of mobile devices that connect to Client’s network or gather company email;
- k. Maintain an active virus scanning solution and routine backup solution as deemed appropriate by KGT for Client’s environment;
- l. KGT reserves the right to invoice the client for Spyware/Malware removal should the client refuse to have appropriate preventative software and/or hardware in place as deemed appropriate by KGT for Client’s environment.

Exhibit 9:**“Agreement Terms and Termination Details:”**

- a. If the Agreement End Date arrives, and the Agreement is not renewed, so long as all of Client’s obligations under this Agreement are fully satisfied by such date, then KGT shall return the Documentation to Client and retain copies exclusively for archive and liability purposes upon request by Client. KGT shall make no further use of such Documentation and shall hold it in the strictest of confidence.
- b. If the Agreement End Date arrives or if the Agreement is terminated earlier due to Client’s failure to comply with all its obligations found in § 8 of this Agreement (and Exhibit 8), neither shall the Documentation be returned to Client nor shall the temporary passwords installed by KGT be released, except as provided in c, below, unless and until Client has brought current or remedied, in KGT’s opinion, its obligations under § 8 and (and Exhibit 8).
- c. If the nature of Client’s business is such that temporary protective passwords installed by KGT would create legal liability for Client, which areas must be disclosed to KGT on or before the effective date, the passwords referenced in b, above, shall not be applied to such items.
- d. Should Client terminate this Agreement and the Contract Price Schedule payments shall have been paid either in advance or in full, no refund shall be given and KGT shall not be obligated thereafter to provide any services contemplated by this Agreement.

Exhibit 10:**“Fees and Payments:”**

Quoted Service Agreement - \$144,000.00 yearly, to be billed quarterly (\$36,000.00).

Payment Schedule - Billed on January 1st, April 1st, July 1st, and October 1st in 2019: \$36,000.00.

Exhibit 13:**“Addresses, E-mail Addresses and Telephone Numbers:”****Client Address:**

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

PH: (614)322-6800

Main Contact:

Sandra Boller

Email Contact:

sboller@ci.reynoldsburg.oh.us

Exhibit 14:**“Assigned Technician:”**

Should the details below contradict other statements made above in the contract, the details below take priority.

- a. KGT will provide an assigned technician for Client. This technician will operate outside the current limitations of this contract. Technician will provide routine IT services as expected from a Network Administrator. No additional fees will be billed to the Client for services provided by this technician.
- b. Total technician time onsite will be 24 hours per week. Hours will be reduced when Client offices are closed according to Holiday Schedule. This contract includes ten (10) hours of After-Hours Support per contract year provided by the assigned technician. Routine, scheduled service, outside of normal business hours does not count as After-Hours Support. Routine, scheduled service, outside of normal business hours is included in the contract.
- c. KGT will make a reasonable effort to provide the same technician. Should this technician be unavailable, KGT will provide an alternate technician as to keep the above schedule.
- d. Assigned technician will not be limited to on-site hours only. Should any emergencies arise, assigned technician will be responsible for handling the issue. Should the emergency (not scheduled) arise outside of normal business hours, the included ten (10) hours of After-Hours Support will be used. Once used completely, the Client will be invoiced at the current After-Hours Rate. Any unused hours may not be carried forward to another contract year.
- e. Assigned technician will have a cell phone and can be contacted by Client at any time, understanding this could result in additional billing (according to rules above).

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

ORDINANCE REQUEST

DATE: **December 10, 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.

City of Reynoldsburg

2019 Budget

Submitted by Brad McCloud

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	Supplies	Services	Debt	Other	Capital	2019
		Services					Purchases	Budget
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request
TRANSFERS	110	0	0	0			0	0
POLICE	111	9,033,402	493,000	769,480	0	0	811,400	11,107,282
MECHANIC	290	154,435	120,800	46,850	0	0	16,100	338,185
PARKS & RECR.	340	815,270	263,325	560,375	0	0	84,033	1,723,003
SENIOR CENTER	343	164,583	17,200	76,350	0	0	0	258,133
COMMUNITY EVENTS	344	92,926	13,310	160,485				266,721
SERVICE	448	548,766	22,200	590,110	0	0	0	1,161,076
BUILDING	479	370,318	10,000	83,300	0	0	0	463,618
MAYOR	522	132,883	800	38,000	0	0	0	171,683
CIVIL SERVICE	534	62,290	2,000	34,000	0	0	500	98,790
CITY AUDITOR	545	344,053	5,500	77,600	0	0	0	427,153
CITY ATTORNEY	554	516,327	3,400	89,204	0	0	0	608,931
CITY COUNCIL	571	191,146	2,000	62,400	0	0	0	255,546
DEVELOPMENT	580	276,869	3,750	346,250	0	0	15,000	641,869
HUMAN RE.	582	105,499	15,000	28,100	0	0	500	149,099
COMPUTER	584	0	13,000	399,600	0	0	330,000	742,600
CLERK OF COURTS	593	262,604	4,500	84,600	0	0		351,704
GENERAL ADMIN.	595	279,150	3,500	669,000	0	0	16,500	968,150
PUBLIC HEALTH	810			319,733				319,733
GENERAL FUND		13,350,521	993,285	4,435,437	0	0	1,274,033	20,053,276

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

Fund	#	Personal	Supplies	Services	Debt	Other	Capital	2018
		Services					Purchases	Budget
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request
INCOME TAX	220	70,959	600	30,700		2,306,000		2,408,259
COURT COMPUTER	211		16,000	27,000		15,000		58,000
STREET	260	635,516	293,500	145,630			149,600	1,224,246
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	403,014	164,000	5,469,360	367,758		291,000	6,695,132
WASTEWATER	720	384,518	102,000	5,372,845	39,945		291,000	6,190,308
STORM WATER	740	304,208	47,000	1,024,890	120,227		65,600	1,561,925
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		1,998,215	695,100	14,970,025	4,365,591	2,321,000	797,200	25,147,131

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.

6.a.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 Council 11092019 (2019 Budget Appropriations)

6.a.a

BUDGET	DEPARTMENT	Personal	Supplies	Services	Debt	Other	Capital	2019	2019	2018	2017	2016	2015	2014	2013
		Services (5100)	(5200)	(5300)	(5400)	(5500)	Purchases (5600)	Budget Request	Estimated Revenue	Budget Final	Actual Expense	Actual Expense	Actual Expense	Actual Expense	Actual Expense
110-11-0000	POLICE	9,033,402	493,000	769,480	0	0	811,400	11,107,282		11,133,888	9,317,966	9,289,780	8,875,623	8,704,181	8,175
110-290-0000	MECHANIC	154,435	120,800	46,850	0	0	16,100	338,185		350,929	240,649	224,729	221,253	217,706	239
110-340-0000	PARKS & RECR.	815,270	263,325	560,375	0	0	84,033	1,723,003		1,778,156	1,207,562	1,279,293	993,901	951,653	784
110-343-0000	SENIOR CENTER	164,583	17,200	76,350	0	0	0	258,133		424,735	189,391	200,931	314,285	153,502	168
110-344-0000	COMMUNITY EVENTS	0	92,926	13,310	0	0	0	266,721		1,240,727	1,030,452	1,002,175	925,522	944,559	893,380
110-448-0000	SERVICE	548,766	22,200	590,110	0	0	0	1,161,076		0	436,492	383,216	330,220	307,925	287,726
110-449-0000	ENGINEERING	0	0	0	0	0	0	463,618		467,174	157,070	189,287	194,211	193,731	204,851
110-479-0000	BUILDING	370,318	10,000	83,300	0	0	0	171,683		118,756	75,675	72,699	63,720	53,232	50,788
110-522-0000	MAYOR	132,883	800	38,000	0	0	0	98,790		118,756	435,644	398,956	387,236	362,712	337,503
110-534-0000	CIVIL SERVICE	62,290	2,000	34,000	0	0	500	427,153		472,005	562,918	565,381	476,524	454,495	478,277
110-545-0000	CITY AUDITOR	344,053	5,500	77,600	0	0	0	608,931		606,614	216,226	223,052	206,947	172,331	186,458
110-554-0000	CITY ATTORNEY	516,327	3,400	89,204	0	0	0	255,546		422,757	240,092	250,989	215,348	215,348	146,651
110-571-0000	CITY COUNCIL	191,146	2,000	62,400	0	0	0	149,099		501,400	433,560	106,509	82,439	54,160	51,404
110-580-0000	DEVELOPMENT	276,869	3,750	346,250	0	0	500	742,800		1,223,286	637,659	660,798	645,762	610,131	459,396
110-582-0000	HUMAN RE.	105,499	15,000	28,100	0	0	0	351,704		334,151	300,943	274,937	288,371	246,632	236,628
110-584-0000	COMPUTER	0	13,000	399,600	0	0	330,000	968,150		302,552	285,500	271,798	257,940	219,428	212,965
110-593-0000	CLERK OF COURTS	262,604	4,500	84,600	0	0	0	1,223,286		1,223,286	637,659	660,798	645,762	610,131	459,396
110-595-0000	GENERAL ADMIN.	279,150	3,500	669,000	0	0	16,500	319,733		302,552	285,500	271,798	257,940	219,428	212,965
110-810-0000	PUBLIC HEALTH	0	0	319,733	0	0	0	20,053,276		20,047,511	15,901,485	15,820,218	14,731,737	14,303,591	12,648,127
TOTAL	GENERAL FUND	13,350,521	993,285	4,435,437	0	0	1,274,033	20,053,276	18,100,000	20,047,511	15,901,485	15,820,218	14,731,737	14,303,591	12,648,127
220-564-0000	INCOME TAX	70,959	600	30,700	0	2,306,000	0	2,408,259		1,932,762	466,442	1,101,541	402,389	366,265	766,343
260-268-0000	STREET	635,516	293,500	145,630	0	0	149,600	1,224,246	1,415,000	1,703,866	812,522	1,237,706	1,085,882	1,049,402	866,750
270-288-0000	STATE HIGHWAY	0	70,000	24,000	0	0	0	94,000	111,500	94,000	41,104	167,750	159,786	92,893	142,116
710-735-0000	WATER	403,014	164,000	5,469,360	367,758	0	291,000	6,695,132	6,525,000	6,310,545	5,544,171	5,993,688	5,377,544	5,540,189	5,830,050
720-736-0000	WASTEWATER	384,518	102,000	5,372,845	39,945	0	291,000	6,190,308	6,105,000	5,666,783	5,295,698	5,511,808	6,796,975	4,942,690	5,999,020
740-737-0000	STORM WATER	304,208	47,000	1,024,890	120,227	0	65,600	1,561,925	1,350,000	1,482,157	1,249,921	1,168,788	632,187	513,640	488,020
750-738-0000	REFUSE COLL.	0	2,000	2,815,000	0	0	0	2,817,000	2,200,000	2,111,850	1,662,906	2,047,500	1,876,883	2,016,260	2,046,808
230-000-0000	PERMISSIVE LIC.	0	0	0	0	0	0	0	0	0	0	0	0	0	117,653
240-000-0000	POLICE PENSION	200,000	0	3,000	0	0	0	203,000	215,300	163,000	182,695	163,000	162,739	192,970	192,743
250-000-0000	SEWER CAPACITY	0	0	500	64,178	0	0	64,678	35,000	64,428	64,383	127,449	133,080	71,331	74,827
TOTALS	TOTALS	1,998,215	679,100	14,885,925	592,108	2,306,000	797,200	21,258,548	17,956,800	19,528,991	15,325,842	17,479,210	16,627,465	14,785,640	16,505,111
211-000-0000	COURT COMPUTER	0	16,000	27,000	0	15,000	0	58,000	20,000	55,000	23,990	55,000	26,388	28,068	36,936
282-11-0000	COPS IN SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	0	30,054
290-11-0000	LAW ENFORCEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
291-11-0000	DRUG ENFORCEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
292-11-0000	SAFETY BELT PROG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
293-11-0000	DUI/EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0
294-11-0000	FEDERAL FORFEITURE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
295-11-0000	LAW ENFOR/CASST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
297-11-0000	EDWARD BYRNE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
310-000-0000	GENERAL DEBT	0	0	3,123,823	0	0	0	3,123,823	2,240,000	1,645,686	1,576,811	1,494,935	1,498,890	1,756,500	1,830,362
320-000-0000	S.A. DEBT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
330-000-0000	TAYLOR SQ. DEBT	0	0	0	0	0	0	567,860	567,860	568,675	574,382	605,598	601,348	608,347	603,522
690-000-0000	EMPL YEE FUND	0	0	0	0	0	0	0	0	0	0	0	0	0	2,339
970-000-0000	Taylor Sq TIF	0	0	50,000	0	0	0	50,000	1,560,000	45,000	26,120	39,000	1,291,496	1,764,450	2,046,808
971-000-0000	BRICE-MAIN DEBT	0	0	4,500	81,800	0	0	86,300	285,000	96,975	87,380	89,330	89,509	90,725	306,582
972-000-0000	KROGER TIF DEBT	0	0	0	0	0	0	0	0	1,500	0	1,200	35,111	35,082	39,711
973-000-0000	SUMMIT RD TIF #1	0	0	2,000	0	0	0	2,000	30,000	50	2	100	0	0	0
974-000-0000	TAYLOR RD TIF #1	0	0	500	0	0	0	500	18,000	1,000	265	350	248	192	309
975-000-0000	TAYLOR RD TIF #2	0	0	100	0	0	0	100	1,000	50	12	50	10	10	10
TOTAL MISC FUNDS	TOTAL MISC FUNDS	0	16,000	84,100	3,773,483	15,000	0	3,888,563	4,721,860	2,413,936	2,288,962	2,285,563	3,668,551	4,493,676	4,912,775
GRAND TOTALS	GRAND TOTALS	15,348,736	1,688,385	19,405,462	4,365,591	2,321,000	2,071,233	45,200,407	40,778,660	41,990,438	33,516,289	35,584,991	35,027,753	33,582,908	34,066,013

Account Number	Account Description	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry	Department Entry Comments
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Fund: 110 - General Fund

EXPENSES

Department: 111 - Police Division

5100 - Personal Services

5101	Salary-Elected Officials/Director	46,062.0000	46,062.0000	0.0000	
5102	Wages-Staff	867,260.0000	867,260.0000	867,359.0000	
5104	Wages-Part time	87,832.0000	87,832.0000	85,332.0000	
5105	Overtime	350,000.0000	350,000.0000	350,000.0000	
5106	Longevity	56,550.0000	56,550.0000	51,550.0000	
5109	HSA Employer Funding	260,000.0000	260,000.0000	248,000.0000	
5111	Wages Chief	115,782.0000	115,782.0000	116,000.0000	
5113	Wages Enforcement	5,335,492.0000	5,335,492.0000	5,167,837.0000	deputy chief
5151	PERS Contribution	141,141.0000	141,141.0000	150,498.0000	
5152	PFDPF Contribution	966,192.0000	966,192.0000	884,477.0000	
5155	PERS Pickup	46,957.0000	46,957.0000	46,384.0000	
5161	Group Insurance	1,035,011.0000	1,035,011.0000	969,720.0000	
5166	Medicare	98,829.0000	98,829.0000	96,245.0000	

Account Classification Total: 5100 - Personal Services

\$9,407,108.00 \$9,407,108.00 \$9,033,402.00

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	96,730.8700	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 \$417,312.52 \$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
<i>Account Classification Total: 5300 - Services</i>		<i>\$659,880.00</i>	<i>\$694,874.30</i>	<i>\$769,480.00</i>
<i>5600 - Capital Purchases</i>				
5631	Furniture and Fixtures	7,500.0000	8,435.5500	10,000.0000
5632	Motor Vehicles	475,000.0000	735,779.2000	575,000.0000
5633	Machinery and Equipment	99,500.0000	99,500.0000	93,000.0000
5634	Unmarked Vehicles	40,000.0000	40,000.0000	58,400.0000
5639	Other Equipment	50,000.0000	51,008.9700	75,000.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		<i>\$672,000.00</i>	<i>\$934,723.72</i>	<i>\$811,400.00</i>
Department Total: 111 - Police Division		\$11,133,888.00	\$11,454,018.54	\$11,107,282.00

Department: 290 - Mechanic*5100 - Personal Services*

5102	Wages-Staff	98,338.0000	98,338.0000	98,338.0000
5106	Longevity	450.0000	450.0000	450.0000
5109	HSA Employer Funding	8,000.0000	8,000.0000	8,000.0000
5151	PERS Contribution	13,830.0000	13,830.0000	13,830.0000
5161	Group Insurance	32,228.0000	32,228.0000	32,384.0000
5166	Medicare	1,433.0000	1,433.0000	1,433.0000

Account Classification Total: 5100 - Personal Services

\$154,279.00

\$154,279.00

\$154,435.00

5200 - Supplies

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

Account Classification Total: 5200 - Supplies

\$100,800.00

\$102,845.18

\$120,800.00

5300 - Services

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

Account Classification Total: 5300 - Services

\$41,850.00

\$47,189.99

\$46,850.00

5600 - Capital Purchases

5632	Motor Vehicles	50,000.0000	50,000.0000	0.0000
5633	Machinery and Equipment	4,000.0000	4,000.0000	16,100.0000

Account Classification Total: 5600 - Capital Purchases

\$54,000.00

\$54,000.00

\$16,100.00

Department Total: 290 - Mechanic

\$350,929.00

\$358,314.17

\$338,185.00

Tire Changer - Balancer - A/C Recycle Machine

Department: 340 - Parks and Recreation

5100 - Personal Services

5101	Salary-Elected Officials/Director	86,914.0000	86,914.0000	86,914.0000
5102	Wages-Staff	366,097.0000	366,097.0000	364,298.0000
5105	Overtime	15,700.0000	15,700.0000	15,700.0000 Additional \$8,000 for Tomato Festival
5106	Longevity	500.0000	500.0000	1,400.0000
5109	HSA Employer Funding	32,000.0000	32,000.0000	30,000.0000
5141	Wages-Seasonal Labor	100,000.0000	100,000.0000	110,000.0000
5151	PERS Contribution	79,689.0000	79,689.0000	80,964.0000
5161	Group Insurance	126,202.0000	126,202.0000	117,608.0000
5166	Medicare	8,254.0000	8,254.0000	8,386.0000

Account Classification Total: 5100 - Personal Services

\$815,356.00 \$815,356.00 \$815,270.00

5200 - Supplies

5201	Office Supplies	2,000.0000	2,000.0000	1,600.0000
5203	Computer Supplies	1,500.0000	1,500.0000	1,500.0000
5205	Small Tools/Minor Equipment	4,000.0000	4,000.0000	5,600.0000

Hand tools, pruners, loppers, hoses, sprinklers, landscape tools--\$3,650; weed eater, chainsaw, surface cleaner for tennis courts--\$1,950

5209	Chemicals	28,000.0000	28,000.0000	32,125.0000
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Suppliers have informed the P&R Dept that prices will increase 5% for chemicals; \$2 per bag for fertilizer; grass seed will most likely increase as well (saw a \$.30 per lb increase from 2017 to 2018)

5213	Repair and Maintenance Supplies	53,000.0000	65,722.2600	80,000.0000
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Adding butterfly garden at New Rodebaugh Park \$7,000; Soil and Water Conservation Projects \$15,000; Remaining \$58,000--misc supplies for general park maintenance--paint, shop towels, restroom supplies, flags, mulch, Arbor Day trees, greenhouse supplies, hanging baskets, athletic field supplies

5215	Recreational Supplies	52,000.0000	58,277.7000	55,000.0000
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Growth of leagues, replacement nets for soccer, replacement bases/anchors/pitching rubbers

5241	Uniforms-Purchased	1,500.0000	1,500.0000	2,500.0000
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5251	MV Gas and Oil	20,000.0000	20,108.2200	20,000.0000
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5252	Aggregates	17,000.0000	17,000.0000	17,000.0000
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5259	Operating Materials and Supplies	58,000.0000	58,000.0000	48,000.0000
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Account Classification Total: 5200 - Supplies

\$237,000.00 \$256,108.18 \$263,325.00

5300 - Services

5303	Community Events	24,300.0000	73,811.3700	10,000.0000
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5K Race

5311	Utilities	29,000.0000	31,938.2800	36,000.0000
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Civic Park Lease \$4,300; Data Package 3-tablets \$1500; Pine Quarry Camera \$2,500; Lights in parks, greenhouse, cell phones, \$27,700

5321	Professional Training	6,000.0000	6,550.0000	4,500.0000
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5322	Conference/Reimb	8,500.0000	9,075.0000	9,425.0000
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Attend National Parks and Recreation Association Conf X 2 staff=\$4,000; misc conference and reimbursements for mileage for 7 staff members \$5,425

5323	Publications	0.0000	0.0000	250.0000	Professional Educational Literature and Subscriptions for Master Arborist
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	360,000.0000	Streetscape Landscape contract \$150,000; Streetscape Irrigation contract \$30,000; Tree Work \$20,000; Replacement Fencing Community Gardens \$25,000; Concrete Pads Installed \$35,000; Park Wayfinding signs \$5,000; Equipment Rentals \$5,000; Other Park Misc Contracts \$76,000; Basketball Resurfacing \$14,000
5361	Building Repair/Maintenance	63,500.0000	91,021.0300	52,000.0000	
5362	Equipment Maintenance	3,500.0000	3,500.0000	3,000.0000	
5391	Postage	1,000.0000	1,000.0000	1,000.0000	
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	
<i>Account Classification Total: 5300 - Services</i>		\$358,000.00	\$460,634.20	\$560,375.00	
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
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>		\$367,800.00	\$359,800.00	\$84,033.00	
Department Total: 340 - Parks and Recreation		\$1,778,156.00	\$1,891,898.38	\$1,723,003.00	

Department: 343 - Senior Center**5100 - Personal Services**

5102	Wages-Staff	64,254.0000	64,254.0000	64,254.0000
5104	Wages-Part time	60,216.0000	60,216.0000	60,215.0000
5105	Overtime	3,000.0000	3,000.0000	0.0000
5106	Longevity	500.0000	500.0000	500.0000
5109	HSA Employer Funding	4,000.0000	4,000.0000	4,000.0000
5151	PERS Contribution	17,916.0000	17,916.0000	17,496.0000
5161	Group Insurance	16,203.0000	16,203.0000	16,306.0000
5166	Medicare	1,856.0000	1,856.0000	1,812.0000

Account Classification Total: 5100 - Personal Services \$167,945.00 \$167,945.00 \$164,583.00

5200 - Supplies

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

Account Classification Total: 5200 - Supplies \$19,040.00 \$38,994.87 \$17,200.00

5300 - Services

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

Account Classification Total: 5300 - Services \$237,750.00 \$238,985.74 \$76,350.00

Department Total: 343 - Senior Center \$424,735.00 \$445,925.61 \$258,133.00

Department: 344 - Community Events*5100 - Personal Services*

5102	Wages-Staff	58,000.00
5105	Overtime	5,000.00
5106	Longevity	-
5109	HSA Employer Funding	4,000.00
5151	PERS Contribution	8,820.00
5161	Group Insurance	16,192.00
5166	Medicare	914.00

Account Classification Total: 5100 - Personal Services

92,926.00

5200 - Supplies

5215

Recreational Supplies

0.0000

0.0000

13,310.0000

Account Classification Total: 5200 - Supplies

\$0.00

\$0.00

\$13,310.00

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

\$160,485.00

Department Total: 344 - Community Events

\$0.00

\$0.00

\$266,721.00

Department: 448 - Service Department

5100 - Personal Services

5101	Salary-Elected Officials/Director	88,467.0000	88,467.0000	88,467.0000
5102	Wages-Staff	276,786.0000	276,786.0000	278,362.0000
5105	Overtime	3,000.0000	3,000.0000	3,000.0000
5106	Longevity	1,700.0000	1,700.0000	2,150.0000
5109	HSA Employer Funding	28,000.0000	28,000.0000	24,000.0000
5151	PERS Contribution	51,793.0000	51,793.0000	52,077.0000
5161	Group Insurance	113,116.0000	113,116.0000	95,316.0000
5166	Medicare	5,365.0000	5,365.0000	5,394.0000

Account Classification Total: 5100 - Personal Services \$568,227.00 \$568,227.00 \$548,766.00

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 Shred 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	66,809.9900	86,310.0000 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 \$678,818.94 \$590,110.00

Department Total: 448 - Service Department

\$1,240,727.00

\$1,269,442.63

\$1,161,076.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Department: 479 - Building Department*5100 - Personal Services*

5101	Salary-Elected Officials/Director	75,300.0000	75,300.0000	75,300.0000
5102	Wages-Staff	184,449.0000	184,449.0000	184,449.0000
5106	Longevity	500.0000	500.0000	500.0000
5109	HSA Employer Funding	14,000.0000	14,000.0000	14,000.0000
5151	PERS Contribution	36,085.0000	36,085.0000	36,085.0000
5161	Group Insurance	55,766.0000	55,766.0000	56,210.0000
5166	Medicare	3,774.0000	3,774.0000	3,774.0000

Account Classification Total: 5100 - Personal Services

\$369,874.00

\$369,874.00

\$370,318.00

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	
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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

\$463,618.00

Department: 522 - Mayor*5100 - Personal Services*

5101	Salary-Elected Officials/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	15,970.0000
5166	Medicare	2,259.0000	2,259.0000	1,418.0000

Account Classification Total: 5100 - Personal Services

\$219,959.00

\$219,959.00

\$132,883.00

5200 - Supplies

5201	Office Supplies	600.0000	600.0000	600.0000
5203	Computer Supplies	200.0000	200.0000	200.0000

Account Classification Total: 5200 - Supplies

\$800.00

\$800.00

\$800.00

5300 - Services

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

Account Classification Total: 5300 - Services

\$42,100.00

\$43,340.89

\$38,000.00

Department Total: 522 - Mayor

\$262,859.00

\$264,099.89

\$171,683.00

2017-18 Budget	2018-19 Budget	2019-20 Budget
1,000,000	1,000,000	1,000,000

53 954 0000

7.554.0000

782.0000

\$62,290.00

700.0000

400,0000

900.0000

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

\$2,000.00

600.0000

700.0000

3,000.0000

14,000.0000

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

10,000.0000

200.0000

5,000.0000

500.0000

\$34,000.00

500.0000

\$500.00

\$98,790.00

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	152,866.0000
5104	Wages-Part time	35,947.0000	35,947.0000	38,000.0000
5105	Overtime	2,000.0000	2,000.0000	2,000.0000
5106	Longevity	1,100.0000	1,100.0000	500.0000
5109	HSA Employer Funding	16,000.0000	16,000.0000	4,000.0000
5151	PERS Contribution	36,307.0000	36,307.0000	38,249.0000
5161	Group Insurance	64,552.0000	64,552.0000	17,278.0000
5166	Medicare	3,759.0000	3,759.0000	3,818.0000

\$379,955.00	\$379,955.00	\$344,053.00
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5203 Computer Supplies

\$6,500.00	\$6,724.09	\$5,500.00
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Conference/Reimb

Outside Professional Services

Equipment Maintenance

Postage

Printing/

Other Miscellaneous Services

\$85,550.00	\$85,550.00	\$77,600.00
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\$472,005.00	\$472,229.09	\$427,153.00
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Department: 554 - City Attorney*5100 - Personal Services*

5101	Salary-Elected Officials/Director	97,803.0000	97,803.0000	97,803.0000
5102	Wages-Staff	186,445.0000	186,445.0000	186,446.0000
5104	Wages-Part time	84,624.0000	84,624.0000	84,624.0000
5106	Longevity	500.0000	500.0000	500.0000
5109	HSA Employer Funding	18,000.0000	18,000.0000	18,000.0000
5151	PERS Contribution	51,712.0000	51,712.0000	51,712.0000
5161	Group Insurance	71,874.0000	71,874.0000	71,886.0000
5166	Medicare	5,356.0000	5,356.0000	5,356.0000

Account Classification Total: 5100 - Personal Services

\$516,314.00

\$516,314.00

\$516,327.00

5200 - Supplies

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

5300 - Services

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

\$608,931.00

Department: 571 - City Council*5100 - Personal Services*

5101	Salary-Elected Officials/Director	60,902.0000	60,902.0000	62,162.0000
5102	Wages-Staff	87,950.0000	87,950.0000	63,525.0000
5104	Wages-Part time	0.0000	0.0000	21,840.0000
5106	Longevity	0.0000	0.0000	450.0000
5109	HSA Employer Funding	4,000.0000	4,000.0000	4,000.0000
5151	PERS Contribution	20,664.0000	20,664.0000	20,717.0000
5161	Group Insurance	16,398.0000	16,398.0000	16,306.0000
5166	Medicare	2,159.0000	2,159.0000	2,146.0000

Account Classification Total: 5100 - Personal Services

\$192,073.00

\$192,073.00

\$191,146.00

5200 - Supplies

5201	Office Supplies	1,200.0000	1,224.0000	1,500.0000
5203	Computer Supplies	500.0000	500.0000	500.0000

Account Classification Total: 5200 - Supplies

\$1,700.00

\$1,724.00

\$2,000.00

5300 - Services

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

Account Classification Total: 5300 - Services

\$63,700.00

\$63,852.88

\$62,400.00

5600 - Capital Purchases

5639	Other Equipment	3,000.0000	3,000.0000	0.0000
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Account Classification Total: 5600 - Capital Purchases

\$3,000.00

\$3,000.00

\$0.00

Department Total: 571 - City Council

\$260,473.00

\$260,649.88

\$255,546.00

Department: 580 - Development Department*5100 - Personal Services*

5101	Salary-Elected Officials/Director	85,399.0000	85,399.0000	85,000.0000
5102	Wages-Staff	89,906.0000	89,906.0000	112,000.0000
5109	HSA Employer Funding	6,000.0000	6,000.0000	10,000.0000
5151	PERS Contribution	24,368.0000	24,368.0000	27,580.0000
5161	Group Insurance	23,642.0000	23,642.0000	39,432.0000
5166	Medicare	2,542.0000	2,542.0000	2,857.0000

Account Classification Total: 5100 - Personal Services

\$231,857.00 \$231,857.00 \$276,869.00

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	2,500.0000
5322	Conference/Reimb	10,000.0000	10,025.0000	10,000.0000
5323	Publications	150.0000	150.0000	1,000.0000
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	50,000.0000 EMH&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	250,000.0000 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	2,500.0000 Binding of BZBA and PC minutes

Account Classification Total: 5300 - Services

\$187,150.00 \$311,615.11 \$346,250.00

5600 - Capital Purchases

5631	Furniture and Fixtures	0.0000	0.0000	15,000.0000
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Account Classification Total: 5600 - Capital Purchases

\$0.00 \$0.00 \$15,000.00

Department Total: 580 - Development Department

\$422,757.00 \$547,222.11 \$641,869.00

Department: 582 - Human Resources Department*5100 - Personal Services*

5101	Salary-Elected Officials/Director	83,350.0000	83,350.0000	83,350.0000
5106	Longevity	450.0000	450.0000	450.0000
5109	HSA Employer Funding	2,000.0000	2,000.0000	2,000.0000
5151	PERS Contribution	11,732.0000	11,732.0000	11,732.0000
5161	Group Insurance	6,752.0000	6,752.0000	6,752.0000
5166	Medicare	1,215.0000	1,215.0000	1,215.0000

Account Classification Total: 5100 - Personal Services

\$105,499.00

\$105,499.00

\$105,499.00

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	Training materials/train the trainer
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	If assistant is approved - furniture will be needed.
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Account Classification Total: 5600 - Capital Purchases

\$0.00

\$0.00

\$500.00

Department Total: 582 - Human Resources Department

\$147,049.00

\$150,666.36

\$149,099.00

Department: 584 - Computer Department*5200 - Supplies*

5201	Office Supplies	500.0000	500.0000	250.0000
5203	Computer Supplies	12,500.0000	15,747.7700	12,750.0000

Account Classification Total: 5200 - Supplies

\$13,000.00	\$16,247.77	\$13,000.00
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5300 - Services

5311	Utilities	800.0000	800.0000	800.0000
5339	Misc Contract Services	159,500.0000	159,515.0000	156,000.0000
5366	Computer Maintenance	204,100.0000	204,400.0000	242,800.0000

Account Classification Total: 5300 - Services

\$364,400.00	\$364,715.00	\$399,600.00
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5600 - Capital Purchases

5631	Furniture and Fixtures	2,500.0000	2,500.0000	0.0000
5639	Other Equipment	121,500.0000	121,500.0000	330,000.0000

Account Classification Total: 5600 - Capital Purchases

\$124,000.00	\$124,000.00	\$330,000.00
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Department Total: 584 - Computer Department

\$501,400.00	\$504,962.77	\$742,600.00
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Phone System approximately \$180,000. Contract up this year.

Department: 593 - Clerk of Courts*5100 - Personal Services*

5101	Salary-Elected Officials/Director	69,369.0000	69,369.0000	69,369.0000
5102	Wages-Staff	82,158.0000	82,158.0000	79,659.0000
5104	Wages-Part time	25,113.0000	25,113.0000	25,113.0000
5106	Longevity	950.0000	950.0000	950.0000
5109	HSA Employer Funding	8,000.0000	8,000.0000	12,000.0000
5151	PERS Contribution	24,163.0000	24,163.0000	24,163.0000
5161	Group Insurance	32,723.0000	32,723.0000	48,811.0000
5166	Medicare	2,575.0000	2,575.0000	2,539.0000

Account Classification Total: 5100 - Personal Services

\$245,051.00 \$245,051.00 \$262,604.00

5200 - Supplies

Office Supplies

4,500.0000 4,985.6200 4,500.0000

Account Classification Total: 5200 - Supplies

\$4,500.00 \$4,985.62 \$4,500.00

5300 - Services

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

Account Classification Total: 5300 - Services

\$84,600.00 \$89,645.00 \$84,600.00

Department Total: 593 - Clerk of Courts

\$334,151.00 \$339,681.62 \$351,704.00

Department: 595 - General and Administrative*5100 - Personal Services*

5164	Workers Compensation	253,786.0000	253,786.0000	254,150.0000
5165	Unemployment Compensation	25,000.0000	25,000.0000	25,000.0000

Account Classification Total: 5100 - Personal Services

	\$278,786.00	\$278,786.00	\$279,150.00
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5200 - Supplies

5202	Photo Copy Supplies	3,500.0000	3,500.0000	3,500.0000
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Account Classification Total: 5200 - Supplies

	\$3,500.00	\$3,500.00	\$3,500.00
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5300 - Services

5301	Boards/Commissions	14,000.0000	15,221.8400	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	80,849.0000	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
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5600 - Capital Purchases

5611	Buildings	278,000.0000	287,000.0000	0.0000
5631	Furniture and Fixtures	0.0000	0.0000	1,500.0000
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
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Department Total: 595 - General and Administrative

	\$1,223,286.00	\$1,265,434.85	\$968,150.00
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Department: 810 - Public Health and Welfare
5300 - Services

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	\$20,738,335.95	\$20,053,276.00
Fund EXPENSE	Total: 110 - General Fund	\$20,047,511.00	\$20,738,335.95	\$20,053,276.00

Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 Department Entry	Department Entry Comments
Fund: 211 - Computerized Needs (courts)						
EXPENSES						
Department: 000 - General						
5200 - Supplies						
5201	Office Supplies	0.0000	4,000.0000	4,000.0000	4,000.0000	
5203	Computer Supplies	9,551.8800	12,000.0000	12,607.7700	12,000.0000	
	Account Classification Total: 5200 - Supplies	\$9,551.88	\$16,000.00	\$16,607.77	\$16,000.00	
5300 - Services						
5366	Computer Maintenance	6,784.9400	12,000.0000	12,000.0000	12,000.0000	
5399	Other Miscellaneous Services	1,754.7900	15,000.0000	15,151.2300	15,000.0000	
	Account Classification Total: 5300 - Services	\$8,539.73	\$27,000.00	\$27,151.23	\$27,000.00	
5600 - Capital Purchases						
5639	Other Equipment	5,898.0000	12,000.0000	12,000.0000	15,000.0000	
	Account Classification Total: 5600 - Capital Purchases	\$5,898.00	\$12,000.00	\$12,000.00	\$15,000.00	
	Department Total: 000 - General	\$23,989.61	\$55,000.00	\$55,759.00	\$58,000.00	
	EXPENSES Total	\$23,989.61	\$55,000.00	\$55,759.00	\$58,000.00	
Fund EXPENSE	Total: 211 - Computerized Needs (courts)	\$23,989.61	\$55,000.00	\$55,759.00	\$58,000.00	

Fund: 220 - Income Tax Fund

Attachment: 2019 Council 1109202019 (2019 Budget Appropriations)

EXPENSES

Department: 564 - Income Tax Division

5100 - Personal Services

5101	Salary-Elected Officials/Director	61,261.5300	65,647.0000	65,647.0000	52,096.0000
5106	Longevity	600.0000	600.0000	600.0000	600.0000
5109	HSA Employer Funding	2,000.0000	2,000.0000	2,000.0000	2,000.0000
5151	PERS Contribution	8,635.2600	9,275.0000	9,275.0000	7,378.0000
5161	Group Insurance	7,248.2400	7,118.0000	7,118.0000	7,118.0000
5164	Workers Compensation	2,078.1100	2,222.0000	2,222.0000	1,767.0000

Account Classification Total: 5100 - Personal Services

\$81,823.14 \$86,862.00 \$86,862.00 \$70,959.00

5200 - Supplies

5201	Office Supplies	332.0800	250.0000	250.0000	250.0000
5203	Computer Supplies	245.6900	350.0000	350.0000	350.0000

Account Classification Total: 5200 - Supplies

\$577.77 \$600.00 \$600.00 \$600.00

5300 - Services

5322	Conference/Reimb	497.6000	700.0000	700.0000	1,000.0000
5323	Publications	140.0000	200.0000	200.0000	200.0000
5324	Professional Association Dues	25.0000	25.0000	25.0000	525.0000
5339	Misc Contract Services	0.0000	75,000.0000	75,000.0000	15,000.0000
5353	Employee Fidelity Bond	75.0000	75.0000	75.0000	75.0000
5362	Equipment Maintenance	195.9000	300.0000	300.0000	300.0000
5373	Auditor/Treasurer Fees	598.6500	1,500.0000	1,500.0000	3,000.0000
5379	Other Governmental Billings	5,099.5100	7,500.0000	7,500.0000	10,000.0000
5391	Postage	80.1100	1,000.0000	1,000.0000	600.0000

Account Classification Total: 5300 - Services

\$6,711.77 \$86,300.00 \$86,300.00 \$30,700.00

5500 - Transfers/Other

5519	Miscellaneous Costs	6,663.5000	6,000.0000	6,000.0000	6,000.0000
5529	Miscellaneous Distributions	366,666.4400	750,000.0000	750,000.0000	800,000.0000
5530	Enterprise Zone Payment	(0.0200)	1,000,000.0000	1,000,000.0000	1,500,000.0000

Account Classification Total: 5500 - Transfers/Other

\$373,329.92 \$1,756,000.00 \$1,756,000.00 \$2,306,000.00

5600 - Capital Purchases

5639	Other Equipment	0.0000	3,000.0000	3,000.0000	0.0000
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Account Classification Total: 5600 - Capital Purchases

\$0.00 \$3,000.00 \$3,000.00 \$0.00

Department Total: 564 - Income Tax Division

\$462,442.60 \$1,932,762.00 \$1,932,762.00 \$2,408,259.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Fund: 240 - Police Pension Fund		EXPENSES Total		Total: 220 - Income Tax Fund	
EXPENSES		\$462,442.60	\$1,932,762.00	\$1,932,762.00	\$2,408,259.00
5100 - Personal Services		\$462,442.60	\$1,932,762.00	\$1,932,762.00	\$2,408,259.00
Department: 000 - General					
EXPENSES					
5152		PRDPF Contribution	190,000.0000	160,000.0000	160,000.0000
5500 - Transfers/Other		Account Classification Total: 5100 - Personal Services	\$190,000.00	\$160,000.00	\$160,000.00
5519		Miscellaneous Costs	2,694.6700	3,000.0000	3,000.0000
		Account Classification Total: 5500 - Transfers/Other	\$2,694.67	\$3,000.00	\$3,000.00
		Department Total: 000 - General	\$192,694.67	\$163,000.00	\$163,000.00
		EXPENSES Total	\$192,694.67	\$163,000.00	\$163,000.00
					\$203,000.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

		EXPENSES Total			
		\$462,442.60	\$1,932,762.00	\$1,932,762.00	\$2,408,259.00
Fund: 240 - Police Pension Fund		Fund EXPENSE Total: 220 - Income Tax Fund			
		\$462,442.60	\$1,932,762.00	\$1,932,762.00	\$2,408,259.00
EXPENSES					
Department: 000 - General					
5100 - Personal Services					
5152	PPDPF Contribution	190,000.0000	160,000.0000	160,000.0000	200,000.0000
5500 - Transfers/Other					
		\$190,000.00	\$160,000.00	\$160,000.00	\$200,000.00
5519	Miscellaneous Costs	2,694.6700	3,000.0000	3,000.0000	3,000.0000
Account Classification Total: 5500 - Transfers/Other		\$2,694.67	\$3,000.00	\$3,000.00	\$3,000.00
Department Total: 000 - General		\$192,694.67	\$163,000.00	\$163,000.00	\$203,000.00
EXPENSES Total		\$192,694.67	\$163,000.00	\$163,000.00	\$203,000.00
Fund EXPENSE Total: 240 - Police Pension Fund		\$192,694.67	\$163,000.00	\$163,000.00	\$203,000.00

Fund: 250 - Sewer Capacity Fund

EXPENSES

Department: 000 - General

Project: 0080 - Cobblestone/Windsor

5300 - Services

5373 Auditor/Treasurer Fees

192,720.00 0.000 0.000 250,000

Account Classification Total: 5373 - Services

Project Total: 0080 - Cobblestone/Windsor

\$192,720.00 \$0.00 \$0.00 \$250.00

Project: 0093 - Pleasantview Hgt Sanitary Sewer

5300 - Services

5373 Auditor/Treasurer Fees

12,220.00 0.000 0.000 250,000

Account Classification Total: 5373 - Services

Project Total: 0093 - Pleasantview Hgt Sanitary Sewer

\$12,220.00 \$0.00 \$0.00 \$250.00

Department Total: 000 - General

\$204,940.00 \$0.00 \$0.00 \$500.00

Department: 736 - Wastewater Division

5300 - Services

5373 Auditor/Treasurer Fees

0.000 250,000 250,000 0.000

Account Classification Total: 5373 - Services

Department Total: 736 - Wastewater Division

\$0.00 \$250.00 \$250.00 \$0.00

Department: 991 - Debt Service

5400 - Debt Service

5414 G. O. Bond-Principal

56,550,230.00 58,260,000.00 58,260,000.00 60,020,000.00

5424 G. O. Bond-Interest

7,627,390.00 5,918,000.00 5,918,000.00 4,158,000.00

Account Classification Total: 5400 - Debt Service

Department Total: 991 - Debt Service

\$64,177,620.00 \$64,178,000.00 \$64,178,000.00 \$64,178,000.00

EXPENSES Total

\$64,382,560.00 \$64,428,000.00 \$64,428,000.00 \$64,678,000.00

Fund EXPENSE Total: 250 - Sewer Capacity Fund

\$64,382,560.00 \$64,428,000.00 \$64,428,000.00 \$64,678,000.00

5101

5201

Account Classification Total: 5200 - Supplies

Account Classification Total: 5300 - Services

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Fund: 310 - General Debt Retirement Fund

EXPENSES

Department: 991 - Debt Service

5400 - Debt Service

5401

Registrar/Agent/Bank Fees

0.0000

0.0000

174,002.3200

0.0000

5414

G. O. Bond-Principal

1,382,498.0600

1,482,498.0000

1,490,265.0900

1,886,890.0000

5424

G. O. Bond-Interest

194,313.0000

163,188.0000

528,280.5000

1,236,933.0000

5500 - Transfers/Other

Account Classification Total: 5400 - Debt Service

\$1,576,811.06

\$1,645,686.00

\$2,197,547.91

\$3,123,823.00

5519

Miscellaneous Costs

0.0000

0.0000

380,240.0000

0.0000

Account Classification Total: 5500 - Transfers/Other

\$0.00

\$0.00

\$380,240.00

\$0.00

Department Total: 991 - Debt Service

\$1,576,811.06

\$1,645,686.00

\$2,577,787.91

\$3,123,823.00

EXPENSES Total

\$1,576,811.06

\$1,645,686.00

\$2,577,787.91

\$3,123,823.00

Fund EXPENSE

Total: 310 - General Debt Retirement Fund

\$1,576,811.06

\$1,645,686.00

\$2,572,787.91

\$3,123,823.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Fund: 330 - Taylor Sq Tier Debt Retirement

EXPENSES

Department: 991 - Debt Service

5400 - Debt Service

5414	G. O. Bond-Principal	495,000.0000	500,000.0000	500,000.0000	510,000.0000
5424	G. O. Bond-Interest	79,382.1000	68,675.0000	68,675.0000	57,860.0000
Account Classification Total: 5400 - Debt Service		\$574,382.10	\$568,675.00	\$568,675.00	\$567,860.00
Department Total: 991 - Debt Service		\$574,382.10	\$568,675.00	\$568,675.00	\$567,860.00
EXPENSES Total		\$574,382.10	\$568,675.00	\$568,675.00	\$567,860.00
Fund EXPENSE Total: 330 - Taylor Sq Tier Debt Retirement		\$574,382.10	\$568,675.00	\$568,675.00	\$567,860.00

Fund: 710 - Water Fund

EXPENSES

Department: 735 - Water Division

5100 - Personal Services

5101	Salary-Elected Officials/Director	41,616.3800	36,575.0000	36,575.0000	36,575.0000
5102	Wages-Staff	205,756.0300	224,540.0000	224,540.0000	224,541.0000
5105	Overtime	16,228.5100	15,400.0000	15,400.0000	15,400.0000
5106	Longevity	500.0000	500.0000	500.0000	950.0000
5109	HSA Employer Funding	15,083.3400	15,000.0000	15,000.0000	15,000.0000
5151	PERS Contribution	34,423.9300	38,432.0000	38,432.0000	38,495.0000
5161	Group Insurance	53,732.5700	59,193.0000	59,193.0000	59,535.0000
5164	Workers Compensation	9,741.8000	9,291.0000	9,291.0000	9,306.0000
5166	Medicare	3,692.1100	3,213.0000	3,213.0000	3,212.0000

5200 - Supplies	Account Classification Total: 5100 - Personal Services	\$380,774.67	\$402,144.00	\$402,144.00	\$403,014.00
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5201	Office Supplies	2,777.0300	5,500.0000	5,500.0000	5,500.0000
5203	Computer Supplies	235.6300	800.0000	800.0000	7,500.0000
5213	Repair and Maintenance Supplies	2,915.3200	10,000.0000	10,234.1100	10,000.0000
5241	Uniforms-Purchased	2,067.9300	2,500.0000	2,522.5000	3,500.0000
5251	MV Gas and Oil	5,789.7400	12,000.0000	12,861.6900	14,000.0000
5252	Aggregates	23,281.6600	37,500.0000	40,022.4200	38,500.0000
5259	Operating Materials and Supplies	69,042.1000	60,000.0000	60,634.3100	65,000.0000
5263	Meters-Resale	0.0000	20,000.0000	20,000.0000	20,000.0000

5300 - Services	Account Classification Total: 5200 - Supplies	\$106,109.41	\$148,300.00	\$152,575.03	\$164,000.00
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5311	Utilities	5,345.8900	10,000.0000	10,519.1000	14,000.0000
5321	Professional Training	1,261.8300	2,000.0000	2,020.0000	3,000.0000
5322	Conference/Reimb	73.5000	500.0000	500.0000	500.0000
5323	Publications	0.0000	200.0000	200.0000	200.0000
5324	Professional Association Dues	150.0000	360.0000	360.0000	360.0000
5325	Educational Assistance	0.0000	500.0000	500.0000	500.0000
5331	Engineering/Architecture	4,545.3700	17,500.0000	17,726.6000	15,000.0000
5339	Misc Contract Services	27,711.8400	40,000.0000	41,370.7000	45,000.0000
5351	Liability/ Insurance Deductible	4,000.0000	4,000.0000	4,000.0000	4,500.0000
5352	Motor Vehicle Insurance	2,500.0000	2,500.0000	2,500.0000	2,750.0000
5361	Building Repair/Maintenance	1,009.5000	8,000.0000	8,000.0000	2,000.0000
5362	Equipment Maintenance	1,163.7300	3,900.0000	3,900.0000	8,000.0000
5363	MV Repair/Maintenance-External	0.0000	1,000.0000	1,000.0000	1,000.0000
5364	MV Repair/Maintenance-Internal	4,216.2800	6,000.0000	6,000.0000	6,000.0000
5365	Utility Line Repair/Maintenance	38,188.8000	37,500.0000	42,680.0000	38,000.0000
5366	Computer Maintenance	13,027.9700	12,500.0000	12,500.0000	12,500.0000
5376	Columbus Contract	4,335,099.8500	4,888,884.0000	5,411,923.7800	5,035,550.0000
5379	Other Governmental Billings	13,460.6400	15,000.0000	15,000.0000	15,000.0000
5391	Postage	5,617.2200	15,500.0000	15,500.0000	15,500.0000
5397	Uniform Rental	1,160.9500	0.0000	0.0000	0.0000
5399	Other Miscellaneous Services	155,486.1400	75,000.0000	75,205.1300	250,000.0000

5500 - Transfers/Other	Account Classification Total: 5300 - Services	\$4,614,019.51	\$5,140,844.00	\$5,671,405.31	\$5,469,360.00
5592	Consumer on Account	0.0000	0.0000	0.0000	0.0000
5600 - Capital Purchases	Account Classification Total: 5500 - Transfers/Other	\$0.00	\$0.00	\$0.00	\$0.00

5631	Furniture and Fixtures	0.0000	1,000.0000	1,000.0000	1,000.0000
5632	Motor Vehicles	0.0000	87,500.0000	87,500.0000	90,000.0000
5633	Machinery and Equipment	714.5000	40,000.0000	40,000.0000	50,000.0000

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

5639	Other Equipment	60,000.0000	125,000.0000	125,000.0000	150,000.0000
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$60,714.50	\$253,500.00	\$253,500.00	\$291,000.00
<i>Department Total: 735 - Water Division</i>		\$5,161,618.09	\$5,944,788.00	\$6,479,624.34	\$6,327,374.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Department: 991 - Debt Service							
5400 - Debt Service							
5401	Registrar/Agent/Bank Fees	16,530.0000	0.0000	0.0000	0.0000		
5414	G. O. Bond Principal	316,169.7300	310,827.0000	310,827.0000	320,649.0000		
5424	G. O. Bond-Interest	49,853.4700	54,930.0000	54,930.0000	47,109.0000		
<i>Account Classification Total: 5400 - Debt Service</i>		<i>\$382,553.20</i>	<i>\$365,757.00</i>	<i>\$365,757.00</i>	<i>\$367,758.00</i>		
Department Total: 991 - Debt Service		\$382,553.20	\$365,757.00	\$365,757.00	\$367,758.00		
EXPENSES Total		\$5,544,171.29	\$6,310,545.00	\$6,845,381.34	\$6,695,132.00		
Fund: 720 - Wastewater/Sewer Fund		\$5,544,171.29	\$6,310,545.00	\$6,845,381.34	\$6,695,132.00		

EXPENSES

Department: 736 - Wastewater Division

5100 - Personal Services

5101	Salary-Elected Officials/Director	41,616.1100	36,575.0000	36,575.0000	36,575.0000
5102	Wages-Staff	196,182.9400	227,418.0000	227,418.0000	228,894.0000
5105	Overtime	839.9500	3,500.0000	3,500.0000	3,500.0000
5106	Longevity	0.0000	450.0000	450.0000	450.0000
5109	HSA Employer Funding	20,083.3300	15,000.0000	15,000.0000	13,000.0000
5151	PERS Contribution	33,184.7300	37,162.0000	37,162.0000	37,006.0000
5161	Group Insurance	62,523.1600	59,259.0000	59,259.0000	52,873.0000
5164	Workers Compensation	8,318.3400	8,986.0000	8,986.0000	9,033.0000
5166	Medicare	3,346.9500	3,257.0000	3,257.0000	3,227.0000

5200 - Supplies

Account Classification Total: 5100 - Personal Services

\$366,095.51 \$391,607.00 \$391,607.00 \$384,518.00

5201	Office Supplies	2,926.8700	5,500.0000	5,500.0000	5,500.0000
5203	Computer Supplies	235.5500	800.0000	800.0000	7,500.0000
5213	Repair and Maintenance Supplies	44.0000	2,000.0000	20,391.0100	2,500.0000
5241	Uniforms-Purchased	2,144.0000	2,500.0000	2,522.5000	2,500.0000
5251	MV Gas and Oil	5,755.7400	12,000.0000	12,861.6900	14,500.0000
5252	Aggregates	0.0000	750.0000	750.0000	4,500.0000
5259	Operating Materials and Supplies	6,618.7400	60,000.0000	60,308.1100	65,000.0000

5300 - Services

Account Classification Total: 5200 - Supplies

\$17,724.90 \$83,550.00 \$103,123.31 \$102,000.00

5311	Utilities	8,321.1700	11,000.0000	12,085.2600	12,000.0000
5321	Professional Training	176.8300	2,000.0000	2,020.0000	3,000.0000
5322	Conference/Reimb	73.5000	500.0000	500.0000	500.0000
5324	Professional Association Dues	167.0000	160.0000	160.0000	350.0000
5325	Educational Assistance	0.0000	500.0000	500.0000	500.0000
5331	Engineering/Architecture	2,218.8400	15,000.0000	15,000.0000	18,500.0000
5339	Misc Contract Services	20,424.8900	40,000.0000	41,370.6900	40,000.0000
5351	Liability Insurance Deductible	1,500.0000	1,500.0000	1,500.0000	1,750.0000
5352	Motor Vehicle Insurance	2,900.0000	2,900.0000	2,900.0000	3,000.0000
5361	Building Repair/Maintenance	670.2200	9,000.0000	9,000.0000	9,000.0000
5362	Equipment Maintenance	1,163.7400	3,000.0000	3,000.0000	3,000.0000
5363	MV Repair/Maintenance-External	0.0000	1,000.0000	1,000.0000	1,000.0000
5364	MV Repair/Maintenance-Internal	4,216.2500	6,000.0000	6,000.0000	6,000.0000
5365	Utility Line Repair/Maintenance	84,488.2300	85,000.0000	100,350.3500	115,000.0000
5366	Computer Maintenance	12,947.5300	13,500.0000	13,500.0000	15,000.0000
5378	Columbus Contract	4,484,248.0100	4,740,042.0000	4,875,793.9900	4,882,245.0000
5391	Postage	5,617.2000	15,500.0000	15,500.0000	12,000.0000
5397	Uniform Rental	485.4400	1,600.0000	1,600.0000	0.0000
5399	Other Miscellaneous Services	116,748.2900	75,000.0000	75,205.1400	250,000.0000

5600 - Capital Purchases

Account Classification Total: 5300 - Services

\$4,746,367.14 \$5,023,202.00 \$5,176,985.43 \$5,372,845.00

5631	Furniture and Fixtures	0.0000	1,000.0000	1,000.0000	1,000.0000
5632	Motor Vehicles	0.0000	87,500.0000	87,500.0000	90,000.0000
5633	Machinery and Equipment	2,929.6700	40,000.0000	40,000.0000	50,000.0000
5639	Other Equipment	60,000.0000	0.0000	85,000.0000	150,000.0000

Account Classification Total: 5600 - Capital Purchases

\$62,929.67 \$128,500.00 \$121,500.00 \$291,000.00

Department Total: 736 - Wastewater Division

\$5,193,117.22 \$5,626,659.00 \$5,885,225.74 \$6,150,363.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Department: 991 - Debt Service						
5400 - Debt Service						
5414	G. O. Bond-Principal		94,500.0000	35,300.0000	35,300.0000	36,200.0000
5424	G. O. Bond-Interest		8,080.9800	4,624.0000	4,624.0000	3,745.0000
Account Classification Total: 5400 - Debt Service			\$102,580.98	\$39,924.00	\$39,924.00	\$39,945.00
Department Total: 991 - Debt Service			\$102,580.98	\$39,924.00	\$39,924.00	\$39,945.00
EXPENSES Total			\$5,295,698.20	\$5,666,783.00	\$5,925,149.74	\$6,190,308.00
Fund EXPENSE Total: 720 - Wastewater/Sewer Fund			\$5,295,698.20	\$5,666,783.00	\$5,925,149.74	\$6,190,308.00

EXPENSES

Department: 737 - Storm Water Division

5102

5200 - Supplies

5201 Office Supplies

5300 - Services

5311 Unitres

100

5633 Machinery and Equipment

5400 - Debt Service

Packet Pg. 124

Fund: 750 - Solid Waste Fund

EXPENSES

Department: 738 - Refuse Collection

5200 - Supplies

5201	Office Supplies	1,127,250.00	2,000,000.00	2,000,000.00	2,000,000.00
Account Classification Total: 5200 - Supplies		\$1,127,250	\$2,000,000	\$2,000,000	\$2,000,000
5300 - Services					
5315	Private Hauler Contract	1,621,876.5200	2,050,000,0000	2,345,819.4000	2,750,000,0000
5391	Postage	5,617.1300	15,000,0000	15,000,0000	15,000,0000
5399	Other Miscellaneous Services	34,285.4400	44,950,0000	45,155.1400	50,000,0000
Account Classification Total: 5300 - Services		\$1,661,779.09	\$2,109,950.00	\$2,405,974.54	\$2,815,000.00
Department Total: 738 - Refuse Collection		\$1,662,906.34	\$2,111,950.00	\$2,407,974.54	\$2,817,000.00
EXPENSES Total		\$1,662,906.34	\$2,111,950.00	\$2,407,974.54	\$2,817,000.00
Fund/EXPENSE - Total: 750 - Solid Waste Fund		\$1,662,906.34	\$2,111,950.00	\$2,407,974.54	\$2,817,000.00

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Fund: 970 - Taylor Sq School Tief

EXPENSES

Department: 000 - General

Project: 0002 - Phase II

5300 - Services

5373	Auditor/Treasurer Fees	26,120.1100	45,000.0000	45,000.0000	50,000.0000
Account Classification Total: 5300 - Services		\$26,120.11	\$45,000.00	\$45,000.00	\$50,000.00
5500 - Transfer/Other					
5501	Transfers	574,385.0000	568,675.0000	568,675.0000	0.0000
5527	Agency/Tief Distributions	1,373,122.9700	1,750,000.0000	1,750,000.0000	
Account Classification Total: 5500 - Transfer/Other		\$1,947,507.97	\$2,318,675.00	\$2,318,675.00	\$0.00
Project Total: 0002 - Phase II		\$1,973,628.08	\$2,363,675.00	\$2,363,675.00	\$50,000.00
Department Total: 000 - General		\$1,973,628.08	\$2,363,675.00	\$2,363,675.00	\$50,000.00
EXPENSES Total		\$1,973,628.08	\$2,363,675.00	\$2,363,675.00	\$50,000.00
Fund EXPENSE Total: 970 - Taylor Sq School Tief		\$1,973,628.08	\$2,363,675.00	\$2,363,675.00	\$50,000.00

Fund: 971 - Brice Main TIF

EXPENSES

Department: 000 - General

Project: 4001 - Tif-Home Depot

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4001 - Tif-Home Depot

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4002 - Tif-Walgreens

Department Total: 000 - General

Department: 991 - Debt Service

5400 - Debt Service

5414

G. O. Bond-Principal

5424

G. O. Bond-Interest

Account Classification Total: 5400 - Debt Service

Department Total: 991 - Debt Service

EXPENSES Total

Fund EXPENSE: Total: 971 - Brice Main TIF

Fund: 972 - Kroger TIF Debt Retirement

EXPENSES

Department: 000 - General

Project: 4000 - Tif-General

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4000 - Tif-General

Department Total: 000 - General

EXPENSES Total

Fund EXPENSE: Total: 972 - Kroger TIF Debt Retirement

Fund: 973 - Summit Rd TIF #1

EXPENSES

Department: 000 - General

Project: 4000 - Tif-General

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4000 - Tif-General

Department Total: 000 - General

EXPENSES Total

Fund EXPENSE: Total: 973 - Summit Rd TIF #1

Fund: 974 - Taylor Rd TIF #1

EXPENSES

Department: 000 - General

Project: 4000 - Tif-General

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4000 - Tif-General

Department Total: 000 - General

EXPENSES Total

Fund EXPENSE: Total: 974 - Taylor Rd TIF #1

Fund: 975 - Taylor Rd TIF #1

EXPENSES

Department: 000 - General

Project: 4000 - Tif-General

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Total: 5300 - Services

Project Total: 4000 - Tif-General

Attachment: 2019 Council 11092019 (2019 Budget Appropriations)

Fund: 975 - Taylor Rd Tr #2

EXPENSES

Department: 000 - General

Project: 4000 - Tref-General

5300 - Services

5373

Auditor/Treasurer Fees

Account Classification Totals: 5300 - Services		11,5500	50,0000	50,0000	100,0000
Project Total: 4000 - Tref-General		\$11.55	\$50.00	\$50.00	\$100.00
Department Total: 000 - General		\$11.55	\$50.00	\$50.00	\$100.00
EXPENSES Total		\$11.55	\$50.00	\$50.00	\$100.00
Fund EXPENSE Total: 975 - Taylor Rd Tr #2		\$11.55	\$50.00	\$50.00	\$100.00
EXPENSE GRAND Totals:		\$19,554,579.25	\$24,261,602.00	\$26,415,872.72	\$25,147,131.00

Budget updates:

The following changes were made to the budget that submitted on 11/13/2018:

CIVIL SERVICES

110.534.5332	Legal Services	increased from \$3,000 to \$4,000
110.534.5336	Medical Services	increased from \$14,000 to \$15,000

PARKS AND RECREATION

110.340.5105	Overtime	increased from \$15,700 to \$23,700
110.340.5391	Postage	increased from \$1,000 to \$5,000

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: December 10, 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 112618 updates (Chapter 160 Employee Compensation)

June 27, 2017

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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 Clerk	1	Classified	12
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
Special Events/Media Coordinator	1	Unclassified	12
* 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 22
Administrative Assistant	1	Unclassified	42 13
Director Senior Citizens Center <u>Center Superintendent</u>	1	Classified	
	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	9
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	44 16
Grounds Superintendent	1	Classified	44 16
Parks Maintenance—Crew Leader <u>Assistant Grounds Superintendent</u>			1
Classified	44 12		
Parks Grounds Maintenance	2	Classified	23
Parks Maintenance	2	Classified	6
Horticulturist	1	Classified	8 10
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	26 22
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 Manager</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	25 22
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Rev. 44-16, 5/10/2016 Rev. 45-16 5/10/2016, Rev. 110-16 10/24/16, Rev. 119-16 11/14/2016; Rev 64 -17 6/27/2017; 136-17 11/30/2017;

Rev 154-17 12/18/2017

Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	14 16
Custodian	23	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

11

Code Compliance Officer	2	Classified	6
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(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 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	23 22
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Rev. 44-16, 5/10/2016 Rev. 45-16 5/10/2016, Rev. 110-16 10/24/16, Rev. 119-16 11/14/2016; Rev 64 -17 6/27/2017; 136-17 11/30/2017;

Rev 154-17 12/18/2017

160.03 SALARY SCHEDULE

BEGINNING January 1, ~~2018~~2019, 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
31	Annual	\$ 26,801 <u>27,605</u>		\$ 38,661 <u>39,821</u>
42	Annual	\$ 28,132 <u>28,976</u>		\$ 40,566 <u>41,783</u>
53	Annual	\$ 29,561 <u>30,448</u>		\$ 42,589 <u>43,867</u>
64	Annual	\$ 31,042 <u>31,973</u>		\$ 44,729 <u>46,071</u>
75	Annual	\$ 32,580 <u>33,557</u>		\$ 46,985 <u>48,395</u>
86	Annual	\$ 34,214 <u>35,240</u>		\$ 49,351 <u>50,832</u>
97	Annual	\$ 35,901 <u>36,978</u>		\$ 51,837 <u>53,392</u>
108	Annual	\$ 37,690 <u>38,821</u>		\$ 54,438 <u>56,071</u>
119	Annual	\$ 39,585 <u>40,773</u>		\$ 57,152 <u>58,867</u>
1210	Annual	\$ 41,580 <u>42,827</u>		\$ 59,990 <u>61,790</u>
1311	Annual	\$ 43,672 <u>44,982</u>		\$ 62,991 <u>64,881</u>
1412	Annual	\$ 45,874 <u>47,250</u>		\$ 66,169 <u>68,154</u>
1513	Annual	\$ 48,177 <u>49,622</u>		\$ 69,462 <u>71,546</u>
1614	Annual	\$ 50,580 <u>52,097</u>		\$ 72,586 <u>74,764</u>
1715	Annual	\$ 53,089 <u>54,682</u>		\$ 76,570 <u>78,867</u>
1816	Annual	\$ 55,745 <u>57,417</u>		\$ 80,383 <u>82,794</u>
1917	Annual	\$ 58,557 <u>60,314</u>		\$ 84,425 <u>86,958</u>
2018	Annual	\$ 61,472 <u>63,316</u>		\$ 88,648 <u>91,307</u>
2119	Annual	\$ 64,539 <u>66, 475</u>		\$ 93,100 <u>95,893</u>
22 20	Annual	\$ 67,759 <u>69,792</u>		\$ 97,776 <u>100,709</u>
2321	Annual	\$ 71,137 <u>73,271</u>		\$ 102,694 <u>105,067</u>

Rev. 44-16, 5/10/2016 Rev. 45-16 5/10/2016, Rev. 110-16 10/24/16, Rev. 119-16 11/14/2016; Rev 64 -17 6/27/2017; 136-17 11/30/2017;

Rev 154-17 12/18/2017

<u>2422</u>	Annual	\$74,712 <u>76,953</u>	\$107,832 <u>111,067</u>
<u>2523</u>	Annual	\$ 78,452 <u>80,806</u>	\$ 113,210 <u>116,606</u>
<u>2624</u>	Annual	\$ 82,388 <u>84,860</u>	\$ 118,873 <u>122,439</u>

*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, 2018 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 January 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 affective 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 January 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

TABLE FOR PAY GRADE 13 – 26A SUPERVISORY POSITIONS
WILL BE INSERTED

~~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 service 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 with 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

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: December 10, 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 10, 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 10, 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
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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.