



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
November 14, 2022**

At-Large Councilmember Stacie Baker called the meeting to order at 6:34 PM

Invocation - Aaron Delong of Simple Church

PRESENT: Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel

ABSENT: Jenkins, Lawson Rowe

Approval of Agenda

President Pro Temp Baker requested to add a presentation by Moody Nolan for the new West Licking Fire District firehouse.

The agenda was approved as amended.

Approval of Minutes

The regular meeting minutes of October 24, 2022 were approved as submitted.

a. City Council – Regular Meeting – October 24, 2022

RESULT:	ACCEPTED
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Community Comments

Mayor Begeny

WHEREAS, Cornelia M. Parkinson was a Founding Member of the Reynoldsburg-Truro Historical Society (RTHS), as well as past president, curator, and editor for the RTHS newsletter, the Courier for ten years; and

WHEREAS, Cornelia M. Parkinson graduated from Reynoldsburg high school in 1943; was a writer most of her life, composing a book at the age of 10; to a school play; to editor of the first Reynoldsburg High School Reynolian yearbook, and

WHEREAS, Cornelia M. Parkinson was the author of the History of Reynoldsburg and Truro Township, Ohio which she published in 1981, that is currently used as a textbook in our local schools; as well as the book she recently co-authored, with Mary Turner Stoots, titled Reynoldsburg and Truro Township, that was included in the “Images of America” series through Arcadia Publishers, and released on February 7, 2022, and



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WHEREAS, Cornelia M. Parkinson was an accomplished author of over 29 publications, some of which were international bestsellers, and on the NY Times Best Seller List for ten weeks, because of the historical romance novels she wrote in the 1970s under the pen name of Day Taylor titled The Black Swan, followed by Moss Rose, Sands of Gold, The Magnificent Dream, and

WHEREAS, Cornelia M. Parkinson was not only a published author of books, but also wrote over 100 articles, short stories, etc.; edited about 70 books, for publishing companies and individuals; indexed about 50 books for publishing companies; wrote two master's theses for others and got an A on each; wrote articles for the Columbus Area Chamber of Commerce; plus one television presentation, narrated by locally recognized announcer Bob Connors; and

WHEREAS, Cornelia M. Parkinson was a member of the Good Will Club; the Columbus branch and Central Ohio Branch of the National League of American Pen Women; recognized in "Who's Who"; and secretary to Reynoldsburg High School Superintendent Robert P. Heischman for many years, and

WHEREAS, Cornelia M. Parkinson remained fiercely independent and said yes to any adventure offered. She is one of the few people who improved with age, probably due to her continued voracious reading and her dedication to spiritual work, and

WHEREAS, Cornelia M. Parkinson was, and always will be, the premier historian for the City of Reynoldsburg

NOW, THEREFORE, I, Joseph Begeny, Mayor of the City of Reynoldsburg, Ohio proclaim, November 14, 2022

AS RECOGNITION DAY

FOR CORNELIA MARGARET PARKINSON

TO HONOR HER LIFE-LONG SERVICE

PROVIDED TO THE CITIZENS OF REYNOLDSBURG

Mayor Begeny then read a letter sent to him by Mary Stoots, the RTHS President

To Mayor Begeny,

The local Parkinson family members regret they are unable to attend this lovely presentation, but would like to express the family's appreciation for this Proclamation and acknowledgement of our mother's contributions to the City of Reynoldsburg and local history; and for recognizing multiple generations of residency in Reynoldsburg.

With sincere gratitude, Cassie Adams and the Parkinson Family.



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Margaret Parkinson's second daughter was able to attend the Council meeting and thanked everyone for honoring her mother and the work she had done.

Mayor Begeny then gave an update on the Main Street Project stating that over the next week they will begin to see the power cables coming down and Columbia Gas should be wrapping up their work as well which means the orange barrels will be going away soon. The only issue left to deal with is the one odd pole that is in Main Street and once they figure that out, all of the orange barrels should be able to go away.

Mayor Begeny also stated that along with Reynoldsburg City Schools, they have hired a Diversity, Equity, and Inclusion Officer and she has accepted their offer. He explained that Nadia Miller will be starting with Reynoldsburg on November 28 and comes from the Columbus Diversity Office and is excited to be working here.

Mayor Begeny stated that the budget will be coming to the next Council meeting to make sure that everything is complete and won't be needing any revisions.

Mayor Begeny also gave an update on the 2023 Tomato Festival stating that it will be held on August 10, 11, and 12.

Recognition of the Lady Raiders Tennis Team

Coach Les Somogyi is the varsity tennis coach for the Lady Raiders, he wanted to recognize the team for their hard work this year and has achieved incredible things. He stated that it has always been their goal to achieve the OCC Championship and after 29 years of trying, this team has achieved it. He explained that he was very proud of how hard this team has worked and that they are awesome.

President Pro Temp Baker congratulated the team and especially congratulated the seniors for their great achievements.



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Moody Nolan West Licking Fire District Presentation

Ms. Laurie Mayle is the Administrator for the West Licking Fire District and she started by thanking the Council and the City of Reynoldsburg for working with them throughout this project and providing them the opportunity to build a new Station 404 on Taylor Road. She stated that they have been managing a three crew staff since 2016 but with the growth within the City, they found it necessary to begin the process to build a larger station. She stated that the current station has a medic, a bay area, sleeping quarters, and living quarters and is cramped trying to fit this into the current station. Ms. Mayle reiterated that they are thankful to have the opportunity to move into a larger space and continue the great work they are doing throughout the communities that they serve. She stated that they will be changing from only a medic crew to an engine and medic crew and building 6 bays to accommodate future growth.

Mr. Jay Boone gave a description of the future Station 404 showing where it will be located on Taylor Road. He stated that the Station will only have one road access. The building will be two stories and around 15,000 square feet and will also include a bike path. They will also create a buffer behind the station to attempt to limit light and noise. The bike path will end at Waggoner Road Middle School. He stated that they are very close to starting construction as they are almost done with the permit process.

President Pro Temp Baker expressed that he too has visited the current fire station and that it is very cramped. He stated that this upgrade will be great for those working there but also the growing community around it. He took the time to thank everyone that is involved in this project and helping to move it forward.

Communications

FINANCIAL REPORT DATA COMPARISON SEPTEMBER 2022

OCTOBER TREASURY BOARD MINUTES



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Reports

Auditor's Report

AUDITOR'S REPORTS SEPTEMBER, 2022

The Auditor's Office submitted a budget by department and classification for the month of September 2022.

Liquor Permit

BMAN CORPORATION LIQUOR PERMIT

Chief Baker explained that this liquor permit is for a transfer from the New Alliance 99 LLC located at 7820 E Main Street to Bman Corporation with the owner doing business as Shell. This permit is for a C1, C2, and D6 class, which is for the sale of beer, wine, and mixed beverages in original sealed containers; the D6 permit allows for sales of intoxicating liquor on Sundays. This location was cited for sales to underage persons on March 24, 2022. This case would need to be resolved before they allow for the transfer of a liquor permit. But this issue by itself is not a reason to request a hearing; so, Chief Baker stated that they are not requesting a hearing.

2 HIGH DRIVE THRU LLC LIQUOR PERMIT

Chief Baker explained that this application is for 2 High Drive Thru LLC located at 1800 Brice Road and currently has no business in it. The application is for a C2 permit. He added that the City's current zoning, prohibits a drive thru business in that location. That does not prohibit them from being issued a liquor permit and does not require a hearing. Attorney Shook clarified that this business had withdrawn their application, but they have not seen the official documentation.

There was no Development, Parks & Recreation Committee meeting.



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Public Safety, Law & Courts Committee

This is the Public Safety, Laws & Court Committee meeting for November 14, 2022.

Members in attendance are: Councilmember Cotner, Councilmember Pyakurel, Chair Bryant, and President Pro Temp Baker.

An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds and Declaring an Emergency

Chief Baker explained that this Ordinance was for the payment of their MARCs radio service. He stated that they have been going back and forth with the Franklin County EMA on this bill for quite some time. He explained that they were getting invoiced for radios that they did not have. He stated that his assistant noticed this when she was going through the invoice and has been negotiating with them for the last six months resulting in a savings of about \$16,000. He stated that this is a budgeted item but didn't have a PO for the entire amount.

Councilmember Bryant moved to forward this Ordinance to Council as a single read emergency. Second by Councilmember Pyakurel. Motion carried.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for November 14, 2022.

Members in attendance are: Councilmember Cotner, Councilmember Pyakurel, Chair Strickland, and President Pro Temp Baker.

An Ordinance to Accept an Unrecorded Sanitary Sewer Easement (0.739 Acres) from Eastwood Development Partners, LLC, and Declaring an Emergency

Attorney Shook explained that this sanitary sewer easement is for Lot 4 of the Eastwood development on Main Street. He stated that this Ordinance would need to be a two-read emergency.

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



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An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(A) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

Director Dorman advised that all of the master meter communities in the central Ohio area (Gahanna, Bexley, Westerville and Obetz) met with Columbus to discuss the increase in water and sewer rates, infrastructure improvements and the new plant Columbus is building for 2023. Columbus has advised that the water rates will increase by four percent (4%) and the sewer rates will increase by five percent (5%). Reynoldsburg will add one percent (1%) to the water rate to five percent (5%) and a point five percent (.5%) to the sewer rate to six percent (6%). Columbus also announced a two percent (2%) stormwater rate increase. The current water rate per one thousand gallons is \$9.00 to a new rate of \$9.45 per one thousand gallons, a forty-five cent increase. The current sewer rate per one thousand gallons is \$9.50 to a new rate of \$10.02 per one thousand gallons, a fifty-five cent increase. The average single-family household uses 15,000 gallons of water per quarter at a cost currently of \$358 going to \$373 per quarter. Seniors use 10,000 gallons of water per quarter. The extra percentage added by Reynoldsburg to cover the cost of the City maintaining a water billing staff and staff to make repairs. The City is able to immediately respond to water main breaks whereas Columbus could be weeks to respond to breaks. Additionally, residents may come in and speak to someone about their bills or questions instead of driving to Columbus. Once the electronic meter reading system is live to the community, residents would be able to excess their information online to see daily usage. These funds also allow the City to replace the City water lines that date back to the 1950s. The City has already relined most of the sewer lines in the community. These extra funds the City add help to provide all of these services. Reynoldsburg's rated were in line with other master meter communities. Bexley's quarterly average rate of \$390 with Gahanna's at \$365.

Council President Pro Temp Baker stated that since he has served as a Councilmember, Columbus has raised rates every year. He asked if the master meter communities indicated that these continual increases squeezed our residents. Would they ever stop raising rates? Director Dorman stated that the various communities expressed concern about the increasing rates, but Columbus anticipates rates continuing to go up as Columbus is building a new processing plant. Columbus raised the rates on Columbus residents also. Last year be introduced a ten percent (10%) discount for seniors 65 and older on the first 10,000 gallons of water used.



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The program has been a great success. Director Dorman stated that the 2022 rate increase did not result in many complaints from residents. The City did receive a lot of complaints during Covid.

Councilmember Strickland asked if there was something the City could do to help residents who might have difficulty paying their bills. Director Dorman stated that the City offers the ten percent (10%) senior discount. We work with residents on payment issues; however, anything else that the City would do to supplement paying bills would cost the City a use funds to supplement payments over making infrastructure improvements.

Council President Pro Temp Baker asked if a cost estimate was available for the City to build our own water treatment/distribution policy. Director Dorman stated he could get that information. The City of Columbus' new facility was costing four hundred million dollars.

Councilmember Cotner stated that the City did not have to add anything to the Columbus rate increases. He asked if the City was still adding CIP Water and Sewer contributions to the bill. He suggested that perhaps the City could look at reducing or adjusting those CIP amounts. He asked the status of those funds. Director Dorman said he was not familiar with the CIP amounts. I know those charges were added to help with infrastructure repairs and for water loss that was about ten percent (10%). Auditor Cicak stated it is an Enterprise Fund and those costs could only be used for water and sewer infrastructure projects. He also suggested that Finance Administrator Crawford suggested that the increase this year for the City should be two percent (2%), not one and one half percent (1.5%). Director Dorman added that he asked his Utility Supervisor to provide a rate increase that was as minimal as possible. Councilmember Cotner added that he was happy that seniors seemed to be aware of the discounted rate.

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



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An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(C) Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

Director Dorman restated that Columbus was increasing the sewer rates by five (5%) and the City was adding a point five percent for a total of five point five percent (5.5%) increase. The current rate was \$9.50 with the 2023 rate at \$10.02 per 1,000 gallons of consumption.

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

Finance & Administration Committee

This is the Finance & Administration Committee meeting for November 14, 2022.

Members in attendance are: Councilmember Strickland, Councilmember Bryant, Chair Salvati, and President Pro Temp Baker.

An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency

Auditor Cicak advised that this Ordinance was an annual legislation that allows for the transfer of funds within the 110 fund to balances accounts for the end of the year. All information was not yet available and would be added for a December 12th passage as an emergency allowing all departments to submit needed transfers. It was especially important that our records reflect the best standing for the City this year as we were working with Moody Nolan on bonding for the City's service/parks building project in 2023.

Councilmember Salvati moved to forward the Ordinance to Council for a first reading. Second by President Pro Temp Baker. Motion carried.

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



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Director Boller indicated that there were several changes to Chapter 160 adjusting personnel position classifications and pay grades. We are changing the title of the Special Events Media Coordinator position and pay grade to Public Information Special Events Manager at a pay grade of 15. An assistant to that position would also be added that would focus on getting out information and advertising events with a pay grade of 10. We are also staffing the existing position of Human Resources Generalist, but changing the pay grade to 14. We are also adding Public to the title of the Service Manager position. We are adding an Electrical Inspector position, as requested by the CBO, with a pay grade of 14. Previously, the City relied on outside contractors to provide this service. The Water Maintenance Specialist/Equipment Operator position was being moved up from pay grade 6 to 7. We are updating the list of positions exempt from overtime eligibility. The amount for longevity pay were being increased to better reflect other municipal equivalents to encourage long-term employees. This Ordinance should return to Committee to allow for the inclusion of an additional position in the Auditor's Office.

Councilmember Strickland asked the impact of increasing and the total number of positions being increased at the administrative level. Director Boller indicated that it would impact about six (6) employees. The total financial impact will be shown in the 2023 Budget that would be presented to Council at the next meeting.

Councilmember Cotner asked if an approximate estimate of the total cost for all of these increases would amount to. Director Boller indicated she could provide that information, but that would be part of the budget presentation at the next meeting.

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

An Ordinance to Amend the Personnel Procedure Manual Regarding Military Leave, Work from Home, Overtime, and Declaring an Emergency

Director Boller stated the changes to the PPM were addressing military leave policy, establishing a work from home policy and to remove the listing of positions exempt from the overtime eligibility section. Positions eligible for overtime are currently listed in Chapter 160. With the number of changes and additions to the exempt list, it would be better to have the list only in Chapter 160 for ease of updating. Regarding military leave, language was being added to refer have non-bargaining individuals



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refer to bargaining contracts. A section was also added to address the issue of employees working from home. Very few employees work from home, but the City is required to address how tax revenue is reported due to changes in state law. The language requires employees to be responsible for directing their taxable income to their home municipalities by working with the payroll department.

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

An Ordinance Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2023, Waive Competitive Bidding, and Declaring an Emergency

Director Dorman advised that the new premium amount for the City's cyber insurance for 2023 was not yet available. However, we were expecting an increase of possibly seven (7%) for 2023 as cyberattacks on government entities continue to increase. The City made several changes in our cyber protection mechanisms in 2022 to hope keep our costs reduced.

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

Consent Agenda for Emergency Adoption

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristin Bryant, At-Large Councilmember
SECONDER:	Bhuwan Pyakurel, Councilman
AYES:	Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel

131-2022

AN ORDINANCE TO APPROVE PAYMENT OF SERVICES PERFORMED TO THE AUDITORS CERTIFICATE OF AVAILABILITY OF FUNDS AND DECLARING AN EMERGENCY --- Bryant. Public Safety, Law and Courts Committee.



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132-2022

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE INSTALLATION OF A PREEMPTION/INTERCONNECT TRAFFIC SYSTEM ALONG EAST MAIN STREET, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

133-2022

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE STATE OF OHIO FOR ADMINISTRATION/INSPECTION/TESTING SERVICES FOR BRIDGES OWNED BY THE CITY OF REYNOLDSBURG, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

134-2022

AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN INTERGOVERNMENTAL WORKING AGREEMENT WITH OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO RESURFACE STATE ROUTE 256, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

Consent Agenda for First Reading

RESULT:	REFERRED TO COUNCIL
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AN ORDINANCE TO AMEND CHAPTER 945 SEWER CHARGES, SECTION 945.02(C) RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES, SECTION 953.01(A) WATER RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.



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AN ORDINANCE TO TRANSFER FUNDS AMONG VARIOUS GENERAL FUND ACCOUNTS, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE TO AMEND CHAPTER 160, SECTION 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL REGARDING MILITARY LEAVE, WORK FROM HOME, OVERTIME, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR CITY CYBER INSURANCE FOR 2023, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE TO ACCEPT AN UNRECORDED SANITARY SEWER EASEMENT (0.739 ACRES) FROM EASTWOOD DEVELOPMENT PARTNERS, LLC, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

Consent Agenda for Second Reading

RESULT:	REFERRED TO COUNCIL
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AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH TOOLE & ASSOCIATES FOR 2023 PROFESSIONAL PLAN REVIEW AND INSPECTION SERVICES, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BERMEX INC. METER READING SERVICE FOR JANUARY 2023 THROUGH DECEMBER 2025 --- Strickland. Public Service and Transportation Committee.



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AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH SAVINGS ACCOUNTS FOR 2023 --- Salvati. Finance and Administration Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE KIRCH GROUP TECHNOLOGIES, LLC FOR INFORMATION TECHNOLOGY SERVICES FOR THE PERIOD OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2023, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE AUTHORIZING RENEWAL OF THE CITY'S DENTAL INSURANCE COVERAGE WITH DELTA DENTAL FOR THE PERIOD FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2024, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Consent Agenda for Third Reading

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristin Bryant, At-Large Councilmember
SECONDER:	Shanette Strickland, Councilwoman
AYES:	Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel

136-2022

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2023 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Other Council Matters

President Pro Temp Baker wanted to thank police officers, nurses, doctors, teachers, and all those who have worked throughout the pandemic.



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Executive Session

Pursuant to Ohio Revised Code Section 121.22(G)(3) "to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action."

Councilmember Pyakurel moved to go into Executive Session "to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action." Second by Councilmember Bryant.

Roll call: Pyakurel - yes; Cotner - yes; Bryant - yes; Strickland - yes; Salvati - yes; Baker - yes. Motion carried 6 - 0.

Council President Pro Temp Baker invited Mayor Begeny, Attorney Shook, Auditor Cicak, Attorney Yazem Ashwari; and Clerk Prasher.

Councilmember Bryant moved to leave Executive Session. Second by Councilmember Salvati.

Roll call: Pyakurel - yes; Cotner - yes; Bryant - yes; Strickland - yes; Salvati - yes; Baker - yes. Motion carried 6 - 0.

Upcoming Meetings

November 17, 2022 BZBA

November 24, 2022 Thanksgiving Day City Offices Closed

November 25, 2022 City Offices Closed

November 28, 2022 Council

December 1, 2022 Planning Commission

December 5, 2022 Special Council

December 12, 2022 Council



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December 15, 2022 BZBA

December 23, 2022 City Offices Closed

December 26, 2022 City Offices Closed

December 31, 2022 City Offices Closed

Adjournment

Stacie Baker

Stacie Baker, Council President Pro Temp

Mollie Prasher

Mollie Prasher, Clerk of Council



**MINUTES REGULAR MEETING
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October 24, 2022**

Council President Leanora Jenkins called the meeting to order at 6:33 PM

Invocation - Councilmember Lawson-Rowe

PRESENT: Cotner, Baker, Jenkins, Strickland, Salvati, Lawson Rowe

ABSENT: Bryant, Pyakurel

Approval of Agenda

Councilmember Baker requested to add item 10 (c) West Licking Fire District.

The agenda was approved as amended

Approval of Minutes

The regular meeting minutes of October 10, 2022 were approved as submitted.

- a. City Council – Regular Meeting – October 10, 2022

RESULT:	ACCEPTED
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Community Comments

Mayor Begeny

Mayor Begeny started by congratulating everyone who was involved with the organization and implementation of the Diwali event at Civic Park. There were lots of exciting things to share about this event and how great it was. He also stated that it was much larger than what was originally anticipated. He thanked the Parks Department and the Events Coordinator and everyone who attended for being part of such a great event.

Mayor Begeny stated that they are in the final days of the Main Street Project construction in Phase 1. He stated that the majority of the concrete work has been completed and the brick will be going in soon. He stated what you will be seeing are more aesthetic in nature and will continue to see power lines removed from the intersection at Lancaster and Main Street. There is also additional work in that area as well seeing street lights, tree pits, and things like that all coming to fruition. He stated that two weeks from 10/24/22, traffic will open up both ways on Main Street which will be a nice and welcomed change. He explained that Columbia

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)

Reynoldsburg

OHIO • 1839

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Gas is working hard to finish up their information on that as well. Mayor Begeny explained that Phase 2 is from Jackson to Waggoner Road and preliminary work will be done soon but won't see any major construction until February most likely.

Mayor Begeny explained that one week from Council (10/24/22) is Halloween (10/31/22) and trick or treating from 6pm to 8pm. He stated that Reynoldsburg Police will be out during this time and also wanted to remind everyone to drive slowly through neighborhoods and keep in mind all of the people that will be out that night.

Yvette Ellis, Director Vision Support Network

Ms. Ellis stated that October is Domestic Violence Awareness Month and that she is the Director of Vision Support Network which just recently moved to Reynoldsburg. She stated that they have been in Reynoldsburg for a year and are excited to be a part of this community. They have been doing work for over 15 years. She recently looked at some statistics and noticed that in Reynoldsburg, there have been 313 domestic violence incidents that included with injury, no injury, and fatal injury. She explained how important it was for everyone to understand that domestic violence has increased. She stated that at Vision Support Network, they work with batterers, both male and female. She explained that they were here to service the community and do whatever they could. They do drug and alcohol, anger management, and were a counseling center. They do trauma informed care services. She stated that their program More Life is a collaboration with faith-based organizations where they were able to offer ten free counseling sessions to those without medical insurance. Ms. Ellis stated that their address is 6434 E Main Street, Suite 101 and phone number was (614)528-4471.

Communications

Motions

A MOTION TO APPROVE A RESOLUTION RECOGNIZING LGBTQ+ HISTORY MONTH

Councilmember Lawson-Rowe read the resolution.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)

Reynoldsburg

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Louis Salvati, Councilman
SECONDER:	Shanette Strickland, Councilwoman
AYES:	Cotner, Baker, Strickland, Salvati, Lawson Rowe

Reports

Auditor's Report

AUDITOR'S REPORTS, AUGUST, 2022

Clerk Prasher stated that the Auditor's office submitted the budget by department and classification for the month of August 2022.

Liquor Permits

LIQUOR PERMIT FOR OHIO SPRINGS (SHEETZ)

Deputy Chief Grizzell explained that this application is to add a D1 permit to the existing C1/C2 permit. She stated there have been no citations on the existing license and there have been no calls for service related to the existing licenses. The business location is not situated in an area that would have an adverse effect on the operation of any hospitals, schools, or playgrounds. She stated there is no legal reason to deny the permit, so we recommend that we do not request a hearing.

West Licking Fire District

Councilmember Baker gave an update on the firehouse construction on Taylor Road. A construction kickoff meeting will be held with Mayor Begeny, Director Dorman, and Director Meyer to make sure that everything has been planned accordingly. He also explained that the soil on this property is not quality enough to construct on so new dirt will be added to the lot to ensure the construction will have a sound foundation. Construction is scheduled to begin next year.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



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October 24, 2022**

Development, Parks & Recreation Committee

This is the Development, Parks & Recreation Committee meeting for October 24, 2022.

Members in attendance are: Councilmember Cotner, Councilmember Lawson-Rowe, Chair Baker, and President Jenkins.

**An Ordinance to Vacate a Portion of the Easement on Parcel 060-009612, and
Declaring an Emergency**

Attorney Shook explained that this Ordinance is a landscape easement on Main Street that is for a new Caribou Coffee being constructed on a vacant portion of that parcel near Massey's Pizza. He stated that the building and the building plan was approved by the planning commission however the building itself encroaches on the City's landscaping easement and in order for the developer to be able to close on the sale, the City needs to vacate a portion of the landscaping easement to clear the title. They haven't had a need for that easement, it has been with the City since 2005 with no use. The City is retaining a waterline easement that goes underneath that property but that will be unaffected by this ordinance. Attorney Shook explained that they are requesting this as a single read emergency so that they can close on this property.

Councilmember Cotner asked why they just now realized that they are in need of this easement and the need for the single read emergency. Attorney Shook stated that had this been brought up earlier in the title process from buyer and seller it probably would not have to be a single read emergency but unfortunately this was not something that was identified until recently and for the business to be able to close on time this will have to be done as an emergency. He stated that this is partially the City's fault and partially their fault. Councilmember Cotner stated that he has a real problem with the single read emergency to which Attorney Shook responded that he understands and this is something that they would like to avoid if at all possible.

Councilmember Baker moved to forward this Ordinance to Council for a single read emergency. Second by Councilmember Lawson-Rowe. Motion carried.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

Public Safety, Law & Courts Committee

This is the Public Safety, Laws & Court Committee meeting for October 24, 2022.

Members in attendance are: Councilmember Cotner, Vice Chair Lawson-Rowe, and President Jenkins.

An Ordinance Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List for the Police Department, and Declaring an Emergency

Deputy Chief Grizzell explained that this Ordinance is to remove a totaled 2021 Ford Explorer from the Police Department's fleet due to a traffic crash.

Councilmember Lawson-Rowe moved to forward this Ordinance to Council for a single read emergency. Second by President Jenkins. Motion carried.

An Ordinance Appropriating Funds from the Unappropriated General Fund to the Police Department, and Declaring an Emergency

Deputy Chief Grizzell explained that this Ordinance is to appropriate the funds from the insurance company from the totaled vehicle and re-appropriate it into their budget to purchase a new vehicle.

Councilmember Lawson-Rowe moved to forward this Ordinance to Council for a single read emergency. Second by President Jenkins. Motion carried.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for October 24, 2022.

Members in attendance are: Councilmember Cotner, Councilmember Lawson-Rowe, Chair Strickland, and President Jenkins.

An Ordinance Authorizing Mayor to Enter into an Intergovernmental Working Agreement with Ohio Department of Transportation (ODOT) to Resurface State Route 256, and Declaring an Emergency

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

Director Dorman explained that this Ordinance is for the resurfacing of 256 from the Fairfield County line to where they ended paving last year on Main Street. He stated that they walked through this project around 2 years ago. The City is responsible for paying for 10% of the construction costs and this Ordinance is just an agreement that the City will participate in this program. He stated that they will come back to Council with the actual cost once that comes in but it is anticipated to be around \$200,000. Director Dorman explained that the emergency is needed for this Ordinance because they were left out of the original conversation with ODOT and were unaware of the deadline and now need it passed sooner than they expected.

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

An Ordinance Authorizing the Mayor to Enter into a Contract with the State of Ohio for Administration/Inspection/Testing Services for Bridges Owned by the City of Reynoldsburg, and Declaring an Emergency

Director Dorman explained that this is the final year of a three year contract with ODOT. ODOT pays for the inspection work of these bridges as long as the City uses one of their pre certified engineers.

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

An Ordinance Authorizing the Mayor to Enter into a Contract with Toole & Associates for 2023 Professional Plan Review and Inspection Services, and Declaring an Emergency

Director Dorman explained that this Ordinance is for an annual contract for 2023 for professional plan reviews and inspections. He stated that eventually they want these services to be more in house.

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

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the Installation of a Preemption/Interconnect Traffic System Along East Main Street, and Declaring an Emergency

Director Dorman explained that this Ordinance for a preemption system connected to the traffic lights that will allow the fire department to turn all traffic lights on Main Street red to allow them to move through traffic faster. This contract is for the inspection of this work. This is expected to be completed in 2023.

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

An Ordinance to Approve Payment of Services Performed Prior to the Auditor's Certification of Availability of Funds, and Declaring an Emergency

Director Dorman explained that this Ordinance is for the Building Maintenance department. He stated that they had had issues in the Police Department with the cooling system during the summer and they thought there was enough money on the purchase order but there was not. There is enough money in the budget it was just not listed on the purchase order.

Councilmember Strickland moved to forward this Ordinance to Council for a single read emergency. Second by Councilmember Lawson-Rowe. Motion carried.

An Ordinance Authorizing the Mayor to Enter into an Agreement with Bermex Inc. Meter Reading Service for January 2023 through December 2025

Director Dorman explained that Bermex is the company that currently takes the meter readings in the city for water usage. Reynoldsburg is moving towards a wireless system and will hopefully not need to use this company within a few years. He stated that even when they move to a fully wireless system they would still use this company in case of emergency or natural disaster. With the new wireless system, residents will be able to check their daily water usage online and pay bills more frequently than once a month if they would like.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

Councilmember Strickland asked for some clarification on what residents can see online. Director Dorman stated that this online portal will come with the new system that is being installed in 4 cycles, not with Bermex.

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

Finance & Administration Committee

This is the Finance & Administration Committee meeting for October 24, 2022.

Members in attendance are: Councilmember Baker, Councilmember Strickland, Chair Salvati, and President Jenkins.

An Ordinance Authorizing the City Auditor to Fund the Health Savings Accounts for 2023, and Declaring an Emergency

Auditor Cicak explained that this Ordinance is an annual piece of legislation to allow the Auditor's Office to fund the Health Savings Account for the City's employees for 2023.

Councilmember Strickland asked if the cost has changed. Auditor Cicak stated that no it has not changed.

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

An Ordinance Authorizing Renewal of the City's Dental Insurance Coverage with Delta Dental for the Period from January 1, 2023 through December 31, 2024, Waive Competitive Bidding, and Declaring an Emergency

Director Boller stated that this Ordinance is for a renewal of the contract with Delta Dental and has a 3% reduction because it is a 2 year contract. She stated that they are requesting this as a 3 read emergency so it will be completed before the end of the year.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

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

An Ordinance Authorizing the Mayor to Enter into an Agreement with the Kirch Group Technologies, LLC for Information Technology Services for the Period of January 1, 2023 through December 31, 2023, Waive Competitive Bidding, and Declaring an Emergency

Director Boller stated that this Ordinance is for computer services for 2023 with a 5% increase in the cost totaling \$152,000 for the year. She is requesting emergency language so that the contract will be signed by the end of the year.

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

Consent Agenda for Emergency Adoption

126-2022

AN ORDINANCE TO VACATE A PORTION OF THE EASEMENT ON PARCEL 060-009612, AND DECLARING AN EMERGENCY --- Baker. Development, Parks and Recreation Committee.

127-2022

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY --- Bryant. Public Safety, Law and Courts Committee.

128-2022

AN ORDINANCE APPROPRIATING FUNDS FROM THE UNAPPROPRIATED GENERAL FUND TO THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY --- Bryant. Public Safety, Law and Courts Committee.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

129-2022

AN ORDINANCE TO APPROVE PAYMENT OF SERVICES PERFORMED PRIOR TO THE AUDITOR'S CERTIFICATION OF AVAILABILITY OF FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

Consent Agenda for First Reading

RESULT:	REFERRED TO COUNCIL
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AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN INTERGOVERNMENTAL WORKING AGREEMENT WITH OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO RESURFACE STATE ROUTE 256, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE STATE OF OHIO FOR ADMINISTRATION/INSPECTION/TESTING SERVICES FOR BRIDGES OWNED BY THE CITY OF REYNOLDSBURG, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH TOOLE & ASSOCIATES FOR 2023 PROFESSIONAL PLAN REVIEW AND INSPECTION SERVICES, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE INSTALLATION OF A PREEMPTION/INTERCONNECT TRAFFIC SYSTEM ALONG EAST MAIN STREET, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 24, 2022**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BERMEX INC. METER READING SERVICE FOR JANUARY 2023 THROUGH DECEMBER 2025 --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH SAVINGS ACCOUNTS FOR 2023 --- Salvati. Finance and Administration Committee.

AN ORDINANCE AUTHORIZING RENEWAL OF THE CITY'S DENTAL INSURANCE COVERAGE WITH DELTA DENTAL FOR THE PERIOD FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2024, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE KIRCH GROUP TECHNOLOGIES, LLC. FOR INFORMATION TECHNOLOGY SERVICES FOR THE PERIOD OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2023, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Consent Agenda for Second Reading

RESULT:	REFERRED TO COUNCIL
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AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2023 TOMATO FESTIVAL, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Consent Agenda for Third Reading

130-2022

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CIVICPLUS FOR CIVICCLERK MEETING/AGENDA MANAGEMENT SOFTWARE AND APPROPRIATING FUNDS THEREFOR --- Salvati. Finance and Administration Committee.

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)

Reynoldsburg

OHIO • 1839

MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL October 24, 2022

Other Council Matters

Councilmember Strickland stated that she had a meeting with the Franklin County Office on Aging and there were a number of programs available to seniors. Some of these services include senior option, minor home repair, adult protective services, caregiver support programs, and kinship support programs. She stated they can be reached at (614)525-6200 or their website at OfficeonAging.org.

Councilmember Baker congratulated the Reynoldsburg High School football team for making it to the first round of playoffs. He also wanted to thank police officers, nurses, doctors, teachers, and all those who have worked throughout the pandemic.

Upcoming Meetings

November 3, 2022 Planning Commission

November 11, 2022 Veteran's Day City Offices Closed

November 14, 2022 Council

November 17, 2022 BZBA

November 24, 2022 Thanksgiving Day City Offices Closed

November 25, 2022 City Offices Closed

November 28, 2022 Council

Adjournment

Leanora Jenkins

Leanora Jenkins, President of Council

Mollie Prasher

Mollie Prasher, Clerk of Council

Minutes Acceptance: Minutes of Oct 24, 2022 6:30 PM (Approval of Minutes)

City Auditor's Office**Joni Crawford****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6862 phone****Memo**

DATE: November 14, 2022**TO:** City Council**CC:****RE:** Financial Report Data Comparison Report September 2022

CITY OF REYNOLDSBURG
FINANCIAL DATA COMPARISON-SEPTEMBER 2022

	September, 2022 unencumbered Balance	September, 2021 unencumbered Balance	Balance Increase (Decrease)	Percent Change
FUND BALANCE				
110 - General Fund	\$18,182,381.71	\$12,452,681.61	\$5,729,700.10	46.01%
310 - General Debt Retirement Fund	\$3,796,889.07	\$2,476,382.43	\$1,320,506.64	53.32%
410 - Capital Improvements Fund	\$2,245,724.45	\$3,354,059.55	(\$1,108,335.10)	-33.04%

	September, 2022 MTD REVENUE	September, 2021 MTD REVENUE	Increase (Decrease)	
MTD REVENUE				
110 - General Fund	\$ 2,558,066.14	\$ 2,186,101.58	\$371,964.56	17.01%
310 - General Debt Retirement Fund	\$ 376,406.21	\$ 343,790.13	\$32,616.08	9.49%
410 - Capital Improvements Fund	\$ 450,458.28	\$ 1,553,400.16 #	(\$1,102,941.88)	-71.00%
# Includes 1,165,000 transfer from Gen Fund in 2021				

	September, 2022 YTD REVENUE	September, 2021 YTD REVENUE	Increase (Decrease)	
YTD REVENUE				
110 - General Fund	\$ 21,506,382.28	\$ 19,597,862.09	\$1,908,520.19	9.74%
310 - General Debt Retirement Fund	\$ 3,128,189.99	\$ 2,916,094.97	\$212,095.02	7.27%
410 - Capital Improvements Fund	\$ 5,243,066.41	\$ 7,236,442.46 *	(\$1,993,376.05)	-27.55%

	September, 2022 MTD EXPENDITURES	September, 2021 MTD EXPENDITURES	Increase (Decrease)	
MTD EXPENDITURES				
110 - General Fund	\$ 1,835,117.59	\$ 2,597,389.38	(\$762,271.79)	-29.35%
310 - General Debt Retirement Fund	\$ -	\$ -	\$0.00	
410 - Capital Improvements Fund	\$ 95,275.28	\$ 85,596.45	\$9,678.83	11.31%

	September, 2022 YTD EXPENDITURES	September, 2021 YTD EXPENDITURES	Increase (Decrease)	
YTD EXPENDITURES				
110 - General Fund	\$ 16,454,520.14	\$ 19,054,034.02	(\$2,599,513.88)	-13.64%
310 - General Debt Retirement Fund	\$ 646,067.33	\$ 669,656.39	(\$23,589.06)	-3.52%
410 - Capital Improvements Fund	\$ 2,714,511.09	\$ 4,209,739.08	(\$1,495,227.99)	-35.52%

* includes \$3,820,000 for transfer from General Fund to CIP

	SEPTEMBER, 2022 OUTSTANDING ENCUMBRANCES	AUGUST, 2022 OUTSTANDING ENCUMBRANCES		
ENCUMBRANCES				
110 - General Fund	\$ 3,013,628.85	\$ 2,446,131.39	\$567,497.46	23.20%
310 - General Debt Retirement Fund	\$ 2,239,290.00	\$ 2,344,658.09	(\$105,368.09)	-4.49%
410 - Capital Improvements Fund	\$ 9,110,884.12	\$ 6,647,009.76	\$2,463,874.36	37.07%

Unencumbered General Fund Balance percent to 2022 Budget

General Fund Unencumbered Balance	18,182,381.71
General Fund 2022 budget	25,580,605.00
Percent of Fund balance/budget	71%

Attachment: Sept2022 (Financial Report Data Comparison 2022)

**CITY OF REYNOLDSBURG
FINANCIAL DATA COMPARISON-SEPTEMBER 2022**

FUND BALANCE	September, 2022 unencumbered Balance	September, 2021 unencumbered Balance	Balance Increase (Decrease)	Percent Change
110 - General Fund	\$18,182,381.71	\$12,452,681.61	\$5,729,700.10	46.01%
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410 - Capital Improvements Fund	\$2,245,724.45	\$3,354,059.55	(\$1,108,335.10)	-33.04%

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310 - General Debt Retirement Fund	\$ 376,406.21	\$ 343,790.13	\$32,616.08	9.49%
410 - Capital Improvements Fund	\$ 450,458.28	\$ 1,553,400.16 #	(\$1,102,941.88)	-71.00%
# Includes 1,165,000 transfer from Gen Fund in 2021				

YTD REVENUE	September, 2022 YTD REVENUE	September, 2021 YTD REVENUE	Increase (Decrease)	
110 - General Fund	\$ 21,506,382.28	\$ 19,597,862.09	\$1,908,520.19	9.74%
310 - General Debt Retirement Fund	\$ 3,128,189.99	\$ 2,916,094.97	\$212,095.02	7.27%
410 - Capital Improvements Fund	\$ 5,243,066.41	\$ 7,236,442.46 *	(\$1,993,376.05)	-27.55%

MTD EXPENDITURES	September, 2022 MTD EXPENDITURES	September, 2021 MTD EXPENDITURES	Increase (Decrease)	
110 - General Fund	\$ 1,835,117.59	\$ 2,597,389.38	(\$762,271.79)	-29.35%
310 - General Debt Retirement Fund	\$ -	\$ -	\$0.00	
410 - Capital Improvements Fund	\$ 95,275.28	\$ 85,596.45	\$9,678.83	11.31%

YTD EXPENDITURES	September, 2022 YTD EXPENDITURES	September, 2021 YTD EXPENDITURES	Increase (Decrease)	
110 - General Fund	\$ 16,454,520.14	\$ 19,054,034.02	(\$2,599,513.88)	-13.64%
310 - General Debt Retirement Fund	\$ 646,067.33	\$ 669,656.39	(\$23,589.06)	-3.52%
410 - Capital Improvements Fund	\$ 2,714,511.09	\$ 4,209,739.08	(\$1,495,227.99)	-35.52%

* includes \$3,820,000 for transfer from General Fund to CIP

ENCUMBRANCES	SEPTEMBER, 2022 OUTSTANDING ENCUMBRANCES	AUGUST, 2022 OUTSTANDING ENCUMBRANCES		
110 - General Fund	\$ 3,013,628.85	\$ 2,446,131.39	\$567,497.46	23.20%
310 - General Debt Retirement Fund	\$ 2,239,290.00	\$ 2,344,658.09	(\$105,368.09)	-4.49%
410 - Capital Improvements Fund	\$ 9,110,884.12	\$ 6,647,009.76	\$2,463,874.36	37.07%

Unencumbered General Fund Balance percent to 2022 Budget

General Fund Unencumbered Balance	18,182,381.71
General Fund 2022 budget	25,580,605.00
Percent of Fund balance/budget	71%

Attachment: Sept2022 (Financial Report Data Comparison 2022)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 phone****Memo**

DATE: November 14, 2022**TO:****CC:****RE: October Treasury Board Minutes**

MINUTES

CITY OF REYNOLDSBURG TREASURY INVESTMENT BOARD MEETING

October 18, 2022

Chairman Begeny called the September meeting of the Treasury Investment Board (T.I.B.), to order at 10:00 a.m. Members present were, Mayor Joe Begeny, and City Auditor Stephen Cicak.

The Auditor presented the Meeder Monthly Investment Report dated September 30, 2022, Daily Treasury Par Yield Curve Rates- graphs for 1 year and 5 years, Star Ohio Daily Rate & Investment report; U.S. Bank Month End Investment Report dated 9/30/22; and Collateral Sufficiency Analysis Report.

The next meeting of the T.I.B. will be Tuesday, November 15, 2022 at 10:00 a.m. in the Mayor's Conference Room.

There being no further business, this meeting adjourned at 10:11 a.m.

Respectfully submitted,

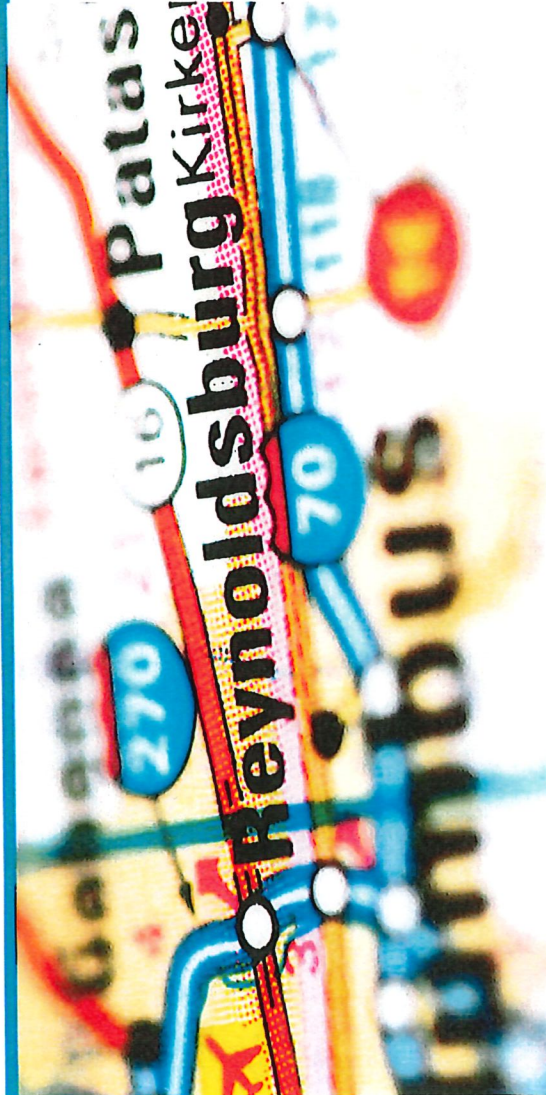

Joe Begeny
Mayor

Attachment: 101822 Treasury Board (October Treasury Board Minutes)



City of Reynoldsburg Operating Account

Monthly Investment Report
September 30, 2022



Your Investment Representative:

Eileen Stanic
(440) 662-8268
estanic@meederinvestment.com

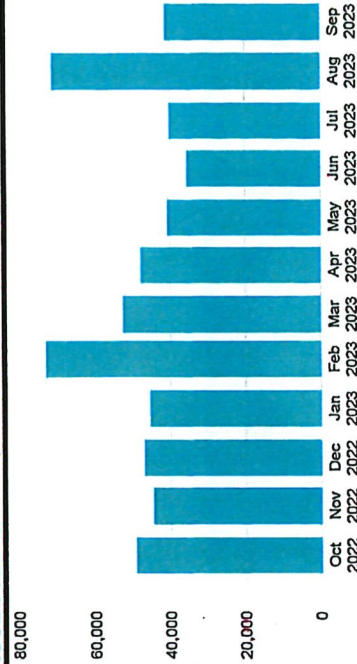
For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com
Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

City of Reynoldsburg Operating Account
PORTFOLIO SUMMARY
 As of September 30, 2022

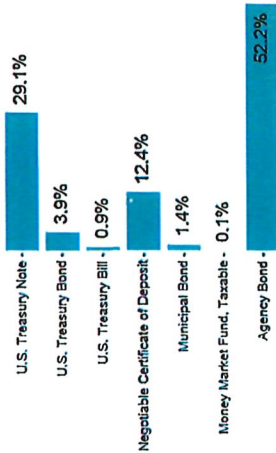


MONTHLY RECONCILIATION		PORTFOLIO CHARACTERISTICS	
Beginning Book Value	54,775,049.51	Portfolio Yield to Maturity	1.40%
Contributions	3,000,000.00	Portfolio Effective Duration	2.02 yrs
Withdrawals		Weighted Average Maturity	2.11 yrs
Prior Month Custodian Fees	(441.75)		
Realized Gains/Losses	(2,981.64)		
Purchased Interest	(10,230.97)		
Gross Interest Earnings	55,441.92		
Ending Book Value	57,816,837.07		

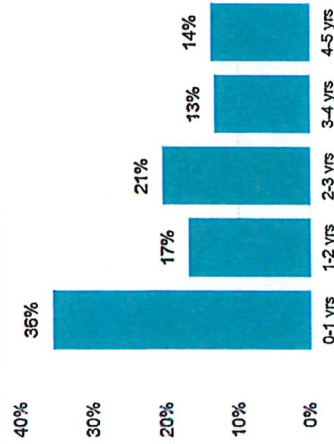
PROJECTED MONTHLY INCOME SCHEDULE



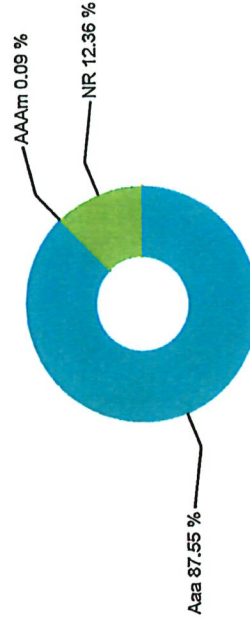
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



PROJECTED INCOME SCHEDULE

As of September 30, 2022

CUSIP	SECURITY DESCRIPTION	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
02589ABQ4	American Express National Bank 2.000% 03/09/2027						2,450						2,490
05465DAG3	Axos Bank 1.600% 03/27/2023	193	200	193	200	200	260						
05580AVA9	BMW Bank of North America 1.650% 02/28/2023					1,664							
066519RW1	BankUnited, FSB 1.350% 12/08/2026			838			829			847			847
06654BCL3	Bankwell Bank 0.400% 07/28/2023				502						643		
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	468	484	468	484	484	437	484					
14042RTS0	Capital One, National Association 3.400% 08/17/2027					4,199						4,131	
14042TJN8	Capital One Bank (Usa), National Association 3.400% 08/17/2027					4,199						4,131	
17312QJ26	Citibank, N.A. 2.900% 04/11/2023	3,562						3,543					
254673KT2	Discover Bank 2.550% 01/10/2023				1,735								
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023							2,842					
27002YFE1	Eagle Bancorp, Inc. 3.300% 08/18/2025	675	698	675	698	698	630	698	675	698	675	698	698
29278TNA4	EnerBank USA 1.650% 02/14/2023	338	349	338	349	847							8,125
3130A0XE5	FHLB 3.250% 03/08/2024						8,125						
3130ADRX2	FHLB 2.625% 12/09/2022			11,433								3,750	
3130AGWK7	FHLB 1.500% 08/15/2024					3,750							300
3130AK3S3	FHLB 0.300% 09/29/2023						225						
3130AKJR8	FHLB 0.570% 12/16/2025			2,166						2,166			
3130AKM45	FHLB 0.600% 10/29/2026				1,650						1,650		
3130AKXB7	FHLB 0.580% 02/11/2026					725						725	

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
As of September 30, 2022



CUSIP	SECURITY DESCRIPTION	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
3130AKXD3	FHLB 0.300% 02/17/2026					825						1,375	
3130AL2X1	FHLB 0.850% 02/17/2027					2,125						2,125	
3130AL5X8	FHLB 0.650% 02/24/2026					813						813	
3130ALRG1	FHLB 0.125% 03/17/2023						562						
3130AMRY0	FHLB 0.125% 06/02/2023			313						936			
3130AMSB9	FHLB 0.700% 06/16/2025			875						875			
3130AN3E8	FHLB 0.520% 07/12/2024				1,300						1,300		
3130AN4T4	FHLB 0.875% 06/12/2026			3,281						3,281			
3130ANDX5	FHLB 0.500% 08/16/2024					1,875						1,875	
3130ANH41	FHLB 0.750% 08/26/2025					825						825	
3130ANK58	FHLB 0.450% 08/26/2024					1,249						1,249	
3130ANN71	FHLB 1.050% 08/26/2026					3,413						3,413	
3130ANW89	FHLB 1.050% 09/17/2026						2,625						2,625
3130ANYM6	FHLB 0.125% 08/28/2023					313						1,313	
3130ANYN4	FHLB 1.000% 09/30/2026						2,125						
3130AQKJ1	FHLB 1.700% 01/28/2027				3,273							3,273	
3133EK4Y9	FFCB 1.650% 11/01/2024		4,125						4,125				
3133EK6J0	FFCB 1.625% 11/08/2024		4,063						4,063				
3133EL3E2	FFCB 0.320% 08/10/2023					960						1,195	
3133EL4J0	FFCB 0.470% 08/19/2024					235						235	
3133EL6U3	FFCB 0.280% 09/14/2023						1,400						2,000
3133EL7K4	FFCB 0.550% 09/16/2025						2,063						2,063
3133EM2E1	FFCB 0.160% 08/10/2023					1,600						3,756	
3133EMAM4	FFCB 0.250% 09/21/2023						938						1,253
3133EMBH4	FFCB 0.530% 09/29/2025						2,849						2,849

City of Reynoldsburg Operating Account

PROJECTED INCOME SCHEDULE

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CUSIP	SECURITY DESCRIPTION	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
3133EMCP5	FFCB 0.520% 10/14/2025	195						195					
3133EMHF2	FFCB 0.600% 11/24/2025		975					975					
3133EMND0	FFCB 0.570% 01/20/2026			285						285			
3133EMSJ2	FFCB 0.430% 03/03/2025					1,075						1,075	
3133EMTQ5	FFCB 0.700% 03/17/2025					1,750						1,750	
3133EMUJ6	FFCB 1.050% 03/25/2026					2,625						2,625	
3133EMXM9	FFCB 0.125% 04/27/2023	938						2,053					
3133EMZP0	FFCB 0.140% 05/18/2023		700						1,600				
3133EMZW5	FFCB 0.730% 05/19/2025		913						913				
3133ENHA1	FFCB 1.500% 12/14/2026			750						750			
3133ENHV5	FFCB 1.390% 06/22/2026			2,780						2,780			
3133ENKS8	FFCB 1.125% 01/06/2025				2,813						2,813		
3133ENQ29	FFCB 4.000% 09/29/2027						6,500						6,500
3134GV5F1	FMCC 0.375% 07/14/2023				563						563		
3134GWN44	FMCC 0.450% 09/11/2024					1,125						1,125	
3134GWP91	FMCC 0.500% 06/16/2025					1,875						1,875	
3134GWW93	FMCC 0.550% 09/30/2025					688							
3134GWZV1	FMCC 0.650% 10/22/2025	325						325					
3135G05G4	FNMA 0.250% 07/10/2023				844						919		
3135G06G3	FNMA 0.500% 11/07/2025		313						313				
3135G0W66	FNMA 1.625% 10/15/2024	12,188						12,188					
3135GA2Z3	FNMA 0.560% 11/17/2025		672						672				
3136G43H4	FNMA 0.400% 09/16/2024					1,000						1,000	
3136G4Z71	FNMA 0.450% 08/26/2024					1,688						1,688	
3137EAEV7	FMCC 0.250% 08/24/2023					313						7,953	

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE

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CUSIP	SECURITY DESCRIPTION	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
32056GCS7	First Internet Bancorp 2.350% 12/19/2022	483	499	499									
32110YUD5	First National Bank of America 0.650% 09/08/2025						803						816
33646CJP0	1st Source Bank 2.850% 04/11/2023	3,215						3,197					
353172V5	Franklin County Board of Commissioners 0.600% 06/01/2025			1,035						1,035			
549104VF1	Luana Savings Bank 0.450% 12/30/2025			562						559			
61690UQZ6	Morgan Stanley Bank, National Association 1.850% 12/26/2023			2,291						2,278			
61760A4Z9	Morgan Stanley Private Bank, National Association 1.900% 12/26/2023			2,353						2,340			
680616X95	Olentangy Local School District 0.521% 12/01/2024			1,303						1,303			
69506YTX7	Pacific Western Bank 3.150% 02/12/2024					3,906						3,843	
732329BD8	Ponce Bank 3.500% 09/15/2027	716	740	716	740	740	669	740	716	740	716	740	740
75472RAK7	Raymond James Bank, National Association 1.800% 11/08/2024		2,241						2,205				
795451AM5	Sallie Mae Bank 0.400% 08/11/2023					423						837	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	327	338	327	338	712							
856283S31	State Bank of India 0.600% 02/25/2026					747						747	
856285Q95	State Bank of India 3.450% 08/16/2027					4,226						4,226	
87165FTH7	Synchrony Bank 2.700% 02/23/2023					476							
880591EW8	TNNLL 0.750% 05/15/2025		1,875							1,875			
88413QCJ5	Third Federal Savings and Loan Association of Cleveland 1.750% 11/13/2023		2,179							2,143			

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CUSIP	SECURITY DESCRIPTION	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
91282CCK5	UST 0.125% 06/30/2023			625						2,109			
91282CCL3	UST 0.375% 07/15/2024				938						938		
91282CCN9	UST 0.125% 07/31/2023				625						2,400		
91282CCT6	UST 0.375% 08/15/2024					938						938	
91282CCU3	UST 0.125% 08/31/2023					313						1,504	
91282CCW9	UST 0.750% 08/31/2026					1,875						1,875	
91282CCZ2	UST 0.875% 09/30/2026						3,281						
91282CDA6	UST 0.250% 09/30/2023						844						
91282CDZ1	UST 1.500% 02/15/2025					5,625						5,625	
91282CEF4	UST 2.500% 03/31/2027						4,688						
91282CEK3	UST 2.500% 04/30/2024	6,250						6,250					
91282CEN7	UST 2.750% 04/30/2027	7,219						7,219					
91282CET4	UST 2.625% 05/31/2027		3,938						3,938				
91282CEW7	UST 3.250% 06/30/2027			10,563						10,563			
91282CFB2	UST 2.750% 07/31/2027				3,506						3,506		
949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	379	391	565									
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	386	399	386	399	399	360	399	386	399	386	399	399
TOTAL		49,398	44,655	47,053	45,352	73,024	52,799	47,832	40,691	35,378	40,070	71,136	41,154

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	9/30/2022	\$49,709.25	\$49,709.25	\$49,709.25	2.74%	0.003	\$1.00	\$0.00	0.08%	AAAm
		9/30/2022					0.003	\$49,709.25			
STAROHIO	STAR Ohio XX812	9/30/2022	\$10,536,973.55	\$10,536,973.55	\$10,536,973.55	2.95%	0.003	\$1.00	\$0.00	16.11%	AAAm
		9/30/2022					0.003	\$10,536,973.55			
	SubTotal		\$10,586,682.80	\$10,586,682.80	\$10,586,682.80	2.95%		\$10,586,682.80	\$0.00	16.19%	
Agency Bond											
3130ADRX2	FHLB 2.625% 12/09/2022	3/2/2018 3/2/2018	\$500,000.00	\$495,130.00	\$495,130.00	2.85%	0.192 0.191	\$99.81 \$499,030.00	\$3,900.00	0.75%	Aaa AA+
3130ALRG1	FHLB 0.125% 03/17/2023	4/30/2021 5/3/2021	\$500,000.00	\$499,750.00	\$499,750.00	0.15%	0.460 0.454	\$98.32 \$491,605.00	(\$8,145.00)	0.75%	Aaa AA+
3133EMXM9	FFCB 0.125% 04/27/2023	4/26/2021 4/27/2021	\$500,000.00	\$499,515.00	\$499,515.00	0.17%	0.573 0.562	\$97.71 \$488,530.00	(\$10,985.00)	0.75%	Aaa AA+
3133EMXM9	FFCB 0.125% 04/27/2023	5/6/2021 5/7/2021	\$1,000,000.00	\$999,370.00	\$999,370.00	0.16%	0.573 0.562	\$97.71 \$977,060.00	(\$22,310.00)	1.49%	Aaa AA+
3133EMZP0	FFCB 0.140% 05/18/2023	5/12/2021 5/18/2021	\$1,000,000.00	\$999,100.00	\$999,100.00	0.19%	0.630 0.618	\$97.46 \$974,620.00	(\$24,480.00)	1.49%	Aaa AA+
3130AMRY0	FHLB 0.125% 06/02/2023	9/17/2021 9/20/2021	\$500,000.00	\$499,376.50	\$499,376.50	0.20%	0.671 0.659	\$97.38 \$486,915.00	(\$12,461.50)	0.74%	Aaa AA+
3135G05G4	FNMA 0.250% 07/10/2023	10/7/2021 10/8/2021	\$675,000.00	\$674,925.08	\$674,925.08	0.26%	0.775 0.761	\$97.05 \$655,080.75	(\$19,844.33)	1.00%	Aaa AA+
3134GV5F1	FMCC 0.375% 07/14/2020	7/6/2020 7/14/2020	\$300,000.00	\$300,000.00	\$300,000.00	0.38%	0.786 0.771	\$97.02 \$291,048.00	(\$8,952.00)	0.45%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	9/17/2020 9/18/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.32%	0.860 0.843	\$96.69 \$96,689.00	(\$3,311.00)	0.15%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	8/10/2020 8/11/2020	\$500,000.00	\$499,765.00	\$499,765.00	0.34%	0.860 0.843	\$96.69 \$483,445.00	(\$16,320.00)	0.74%	Aaa AA+
3133EM2E1	FFCB 0.160% 08/10/2023	8/20/2021 8/23/2021	\$2,000,000.00	\$1,997,844.00	\$1,997,844.00	0.22%	0.860 0.843	\$96.57 \$1,931,300.00	(\$66,544.00)	2.95%	Aaa AA+
3137EAEV7	FMCC 0.250% 08/24/2023	8/10/2022 8/11/2022	\$250,000.00	\$242,359.25	\$242,359.25	3.27%	0.899 0.881	\$96.53 \$241,332.50	(\$1,026.75)	0.37%	Aaa AA+
3130ANYM6	FHLB 0.125% 08/28/2023	9/17/2021 9/20/2021	\$500,000.00	\$499,000.00	\$499,000.00	0.23%	0.910 0.892	\$96.48 \$482,400.00	(\$16,600.00)	0.74%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EL6U3	FFCB 0.280% 09/14/2023	9/16/2020 9/17/2020	\$1,000,000.00	\$999,400.00	\$999,400.00	0.30%	0.956 0.936	\$96.08 \$960,750.00	(\$38,650.00)	1.47%	Aaa AA+
3133EMAM4	FFCB 0.250% 09/21/2023	9/22/2020 9/23/2020	\$750,000.00	\$749,685.00	\$749,685.00	0.26%	0.975 0.955	\$95.97 \$719,737.50	(\$29,947.50)	1.10%	Aaa AA+
3130AK3S3	FHLB 0.300% 09/29/2023	9/11/2020 9/29/2020	\$150,000.00	\$149,925.00	\$149,925.00	0.32%	0.997 0.976	\$95.88 \$143,820.00	(\$6,105.00)	0.22%	Aaa AA+
3130AOXE5	FHLB 3.250% 03/08/2024	8/10/2022 8/15/2022	\$500,000.00	\$499,515.00	\$499,515.00	3.31%	1.438 1.418	\$98.48 \$492,375.00	(\$7,140.00)	0.75%	Aaa AA+
3130AN3E8	FHLB 0.520% 07/12/2024	7/6/2021 7/12/2021	\$500,000.00	\$499,850.00	\$499,850.00	0.53%	1.784 1.736	\$93.16 \$465,800.00	(\$34,050.00)	0.71%	Aaa AA+
3130AGWK7	FHLB 1.500% 08/15/2024	11/6/2019 11/17/2019	\$500,000.00	\$495,935.00	\$495,935.00	1.68%	1.877 1.816	\$95.24 \$476,175.00	(\$19,760.00)	0.73%	Aaa AA+
3130ANDX5	FHLB 0.500% 08/16/2024	7/21/2021 8/16/2021	\$750,000.00	\$750,000.00	\$750,000.00	0.50%	1.879 1.830	\$92.78 \$695,872.50	(\$54,127.50)	1.06%	Aaa AA+
3133EL4J0	FFCB 0.470% 08/19/2024	8/20/2020 8/21/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.47%	1.888 1.839	\$92.78 \$92,781.00	(\$7,219.00)	0.14%	Aaa AA+
3136G4Z71	FNMA 0.450% 08/26/2024	8/28/2020 8/31/2020	\$750,000.00	\$749,700.00	\$749,700.00	0.46%	1.907 1.858	\$92.67 \$695,055.00	(\$54,645.00)	1.06%	Aaa AA+
3130ANK58	FHLB 0.450% 08/26/2024	8/17/2021 8/26/2021	\$555,000.00	\$554,583.75	\$554,583.75	0.48%	1.907 1.857	\$92.59 \$513,852.30	(\$40,731.45)	0.79%	Aaa AA+
3134GWN44	FMCC 0.450% 09/11/2024	9/3/2020 9/11/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.45%	1.951 1.901	\$92.60 \$462,980.00	(\$37,020.00)	0.71%	Aaa AA+
3136G43H4	FNMA 0.400% 09/16/2024	9/8/2020 9/16/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.40%	1.964 1.915	\$92.37 \$461,850.00	(\$38,150.00)	0.71%	Aaa AA+
3135G0W66	FNMA 1.625% 10/15/2024	12/24/2019 12/26/2019	\$500,000.00	\$495,970.00	\$495,970.00	1.80%	2.044 2.000	\$94.90 \$474,485.00	(\$21,485.00)	0.73%	Aaa AA+
3135G0W66	FNMA 1.625% 10/15/2024	11/5/2019 11/6/2019	\$1,000,000.00	\$995,010.00	\$995,010.00	1.73%	2.044 2.000	\$94.90 \$948,970.00	(\$46,040.00)	1.45%	Aaa AA+
3133EK4Y9	FFCB 1.650% 11/01/2024	11/6/2019 11/7/2019	\$500,000.00	\$498,145.00	\$498,145.00	1.73%	2.090 2.006	\$94.95 \$474,745.00	(\$23,400.00)	0.73%	Aaa AA+
3133EK6J0	FFCB 1.625% 11/08/2024	11/6/2019 11/8/2019	\$500,000.00	\$497,545.00	\$497,545.00	1.73%	2.110 2.025	\$94.85 \$474,245.00	(\$23,300.00)	0.73%	Aaa AA+
3133ENKS8	FFCB 1.125% 01/06/2025	9/16/2022 9/19/2022	\$500,000.00	\$469,556.00 \$1,140.63	\$470,696.63	3.92%	2.271 2.194	\$93.08 \$465,380.00	(\$4,176.00)	0.71%	Aaa AA+
3133EIMSJ2	FFCB 0.430% 03/03/2025	8/12/2022 8/15/2022	\$500,000.00	\$465,545.00	\$465,545.00	3.27%	2.425 2.362	\$91.30 \$456,485.00	(\$9,060.00)	0.70%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EMTQ5	FFCB 0.700% 03/17/2025	3/19/2021 3/22/2021	\$500,000.00	\$499,625.00	\$499,625.00	0.72%	2.463 2.388	\$91.25 \$456,250.00	(\$43,375.00)	0.70%	Aaa AA+
880591EW8	TNNLL 0.750% 05/15/2025	8/12/2022 8/15/2022	\$500,000.00	\$467,069.50 \$937.50	\$468,007.00	3.27%	2.625 2.537	\$91.03 \$455,150.00	(\$11,919.50)	0.70%	Aaa AA+
3133EMZW5	FFCB 0.730% 05/19/2025	5/12/2021 5/19/2021	\$250,000.00	\$250,000.00	\$250,000.00	0.73%	2.636 2.545	\$90.75 \$226,875.00	(\$23,125.00)	0.35%	Aaa AA+
3134GWP91	FMCC 0.500% 06/16/2025	9/16/2020 9/17/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.50%	2.712 2.632	\$89.81 \$673,590.00	(\$76,410.00)	1.03%	Aaa AA+
3130AMSB9	FHLB 0.700% 06/16/2025	6/3/2021 6/16/2021	\$250,000.00	\$250,000.00	\$250,000.00	0.70%	2.712 2.621	\$90.30 \$225,755.00	(\$24,245.00)	0.35%	Aaa AA+
3130ANHA1	FHLB 0.750% 08/26/2025	8/10/2021 8/26/2021	\$220,000.00	\$219,890.00	\$219,890.00	0.76%	2.907 2.807	\$89.79 \$197,538.00	(\$22,352.00)	0.30%	Aaa AA+
3133EL7K4	FFCB 0.550% 09/16/2025	9/16/2020 9/17/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.55%	2.964 2.873	\$89.43 \$670,702.50	(\$79,297.50)	1.03%	Aaa AA+
3133EMBH4	FFCB 0.530% 09/29/2025	9/29/2020 10/1/2020	\$675,000.00	\$674,325.00	\$674,325.00	0.55%	3.000 2.908	\$89.01 \$600,817.50	(\$73,507.50)	0.92%	Aaa AA+
3133EMBH4	FFCB 0.530% 09/29/2025	10/1/2020 10/2/2020	\$400,000.00	\$399,600.00	\$399,600.00	0.55%	3.000 2.908	\$89.01 \$356,040.00	(\$43,560.00)	0.54%	Aaa AA+
3134GWW93	FMCC 0.550% 09/30/2025	10/7/2020 10/8/2020	\$250,000.00	\$249,878.33	\$249,878.33	0.56%	3.003 2.901	\$89.06 \$222,642.50	(\$27,235.83)	0.34%	Aaa AA+
3133EMCP5	FFCB 0.520% 10/14/2025	10/2/2020 10/14/2020	\$75,000.00	\$74,906.25	\$74,906.25	0.55%	3.041 2.939	\$88.85 \$66,639.00	(\$8,267.25)	0.10%	Aaa AA+
3134GWZV1	FMCC 0.650% 10/22/2025	10/9/2020 10/23/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.65%	3.063 2.952	\$89.36 \$89,358.00	(\$10,642.00)	0.14%	Aaa AA+
3135G06G3	FNMA 0.500% 11/07/2025	3/2/2021 3/5/2021	\$125,000.00	\$124,161.25	\$124,161.25	0.65%	3.107 3.012	\$89.25 \$111,562.50	(\$12,598.75)	0.17%	Aaa AA+
3135GAZ3	FNMA 0.560% 11/17/2025	11/5/2020 11/17/2020	\$240,000.00	\$240,000.00	\$240,000.00	0.56%	3.134 3.029	\$88.68 \$212,822.40	(\$27,177.60)	0.33%	Aaa AA+
3133EMHF2	FFCB 0.600% 11/24/2025	12/1/2020 12/2/2020	\$325,000.00	\$324,756.25	\$324,756.25	0.62%	3.153 3.042	\$88.85 \$288,746.25	(\$36,010.00)	0.44%	Aaa AA+
3130AKJR8	FHLB 0.570% 12/16/2025	12/11/2020 12/16/2020	\$650,000.00	\$649,675.00	\$649,675.00	0.58%	3.214 3.101	\$88.32 \$574,047.50	(\$75,627.50)	0.88%	Aaa AA+
3130AKJR8	FHLB 0.570% 12/16/2025	12/14/2020 12/16/2020	\$110,000.00	\$109,945.00	\$109,945.00	0.58%	3.214 3.101	\$88.32 \$97,146.50	(\$12,798.50)	0.15%	Aaa AA+
3133EMIND0	FFCB 0.570% 01/20/2026	1/11/2021 1/20/2021	\$100,000.00	\$99,850.00	\$99,850.00	0.60%	3.310 3.192	\$88.16 \$88,162.00	(\$11,688.00)	0.13%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130ACXB7	FHLB 0.580% 02/11/2026	2/24/2021 3/1/2021	\$250,000.00	\$249,000.00	\$249,000.00	0.66%	3.370 3.251	\$87.87 \$219,662.50	(\$29,337.50)	0.34%	Aaa AA+
3130AKXD3	FHLB 0.300% 02/17/2022	6/16/2022 6/22/2022	\$550,000.00	\$495,000.00	\$495,000.00	3.61%	3.386 3.270	\$88.15 \$484,830.50	(\$10,169.50)	0.74%	Aaa AA+
3130AL5X8	FHLB 0.650% 02/24/2026	2/9/2021 2/24/2021	\$250,000.00	\$250,000.00	\$250,000.00	0.65%	3.405 3.279	\$87.97 \$219,922.50	(\$30,077.50)	0.34%	Aaa AA+
3133EMUK6	FFCB 1.050% 03/25/2026	3/18/2021 3/25/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.05%	3.485 3.319	\$89.15 \$445,750.00	(\$54,250.00)	0.68%	Aaa AA+
3130AN4T4	FHLB 0.875% 06/12/2026	9/30/2021 10/1/2021	\$750,000.00	\$747,285.00	\$747,285.00	0.95%	3.701 3.556	\$88.76 \$665,707.50	(\$81,577.50)	1.02%	Aaa AA+
3133ENHV5	FFCB 1.390% 06/22/2026	12/16/2021 12/22/2021	\$400,000.00	\$400,000.00	\$400,000.00	1.39%	3.729 3.488	\$89.63 \$358,528.00	(\$41,472.00)	0.55%	Aaa AA+
3130ANN71	FHLB 1.050% 08/26/2026	8/10/2021 8/26/2021	\$650,000.00	\$649,707.50	\$649,707.50	1.06%	3.907 3.699	\$87.89 \$571,311.00	(\$78,396.50)	0.87%	Aaa AA+
3130ANW89	FHLB 1.050% 09/17/2026	8/30/2021 9/17/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.05%	3.967 3.755	\$87.74 \$438,705.00	(\$61,295.00)	0.67%	Aaa AA+
3130ANYN4	FHLB 1.000% 09/30/2021	9/15/2021 9/30/2021	\$425,000.00	\$425,000.00	\$425,000.00	1.00%	4.003 3.776	\$87.47 \$371,764.50	(\$53,235.50)	0.57%	Aaa AA+
3130AKM45	FHLB 0.600% 10/29/2026	6/29/2022 6/30/2022	\$550,000.00	\$488,658.50	\$488,658.50	3.39%	4.082 3.908	\$85.81 \$471,971.50	(\$16,687.00)	0.72%	Aaa AA+
3133ENHA1	FFCB 1.500% 12/14/2026	12/9/2021 12/14/2021	\$100,000.00	\$100,000.00	\$100,000.00	1.50%	4.208 3.875	\$88.93 \$88,927.00	(\$11,073.00)	0.14%	Aaa AA+
3130AQKJ1	FHLB 1.700% 01/28/2027	7/14/2022 7/15/2022	\$385,000.00	\$358,600.55	\$358,600.55	3.34%	4.332 3.952	\$89.22 \$343,485.45	(\$15,115.10)	0.53%	Aaa AA+
3130AL2X1	FHLB 0.850% 02/17/2027	6/29/2022 6/30/2022	\$500,000.00	\$446,700.00	\$446,700.00	3.35%	4.386 4.150	\$86.34 \$431,690.00	(\$15,010.00)	0.66%	Aaa AA+
3133ENQ29	FFCB 4.000% 09/29/2027	9/23/2022 9/30/2022	\$325,000.00	\$323,791.00 \$36.11	\$323,827.11	4.08%	5.000 4.480	\$99.63 \$323,810.50	\$19.50	0.50%	Aaa AA+
SubTotal			\$30,785,000.00	\$30,443,923.71 \$2,114.24	\$30,446,037.95	1.09%		\$28,624,324.15	(\$1,819,599.56)	43.77%	
Municipal Bond											
680616X95	Olentangy Local School District 0.521% 12/01/2024	9/16/2021 10/13/2021	\$500,000.00	\$500,000.00	\$500,000.00	0.52%	2.173 2.112	\$92.18 \$460,880.00	(\$39,120.00)	0.70%	AAA

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3531727V5	Franklin County Board of Commissioners 0.600% 06/01/2025	6/17/2021 7/7/2021	\$345,000.00	\$345,000.00	\$345,000.00	0.60%	2.671 2.587	\$90.27 \$311,417.70	(\$33,582.30)	0.48%	Aaa AAA
	SubTotal		\$845,000.00	\$845,000.00	\$845,000.00	0.55%		\$772,297.70	(\$72,702.30)	1.18%	
Negotiable Certificate of Deposit											
32056GCS7	First Internet Bancorp 2.350% 12/19/2022	12/7/2017 9/18/2019	\$250,000.00	\$250,000.00	\$250,000.00	2.35%	0.219 0.218	\$99.80 \$249,490.00	(\$510.00)	0.38%	
949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	12/19/2019 12/30/2019	\$249,000.00	\$248,813.25	\$248,813.25	1.88%	0.249 0.247	\$99.62 \$248,053.80	(\$759.45)	0.38%	
254673KT2	Discover Bank 2.550% 01/10/2023	1/3/2018 8/23/2019	\$135,000.00	\$135,000.00	\$135,000.00	2.55%	0.279 0.277	\$99.75 \$134,658.45	(\$341.55)	0.21%	
29278TNA4	EnerBank USA 1.650% 02/14/2023	2/12/2020 2/14/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.72%	0.375 0.369	\$99.27 \$247,179.81	(\$1,322.19)	0.38%	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,626.50	\$248,626.50	1.65%	0.395 0.388	\$99.20 \$246,998.04	(\$1,628.46)	0.38%	
87165FTH7	Synchrony Bank 2.700% 02/23/2023	2/21/2018 9/19/2019	\$35,000.00	\$35,000.00	\$35,000.00	2.70%	0.400 0.395	\$99.61 \$34,862.45	(\$137.55)	0.05%	
05580AVA9	BMW Bank of North America 1.650% 02/28/2023	3/11/2020 3/12/2020	\$200,000.00	\$200,000.00	\$200,000.00	1.65%	0.414 0.408	\$99.14 \$198,278.00	(\$1,722.00)	0.30%	
05465DAG3	Axos Bank 1.600% 03/27/2023	2/27/2020 3/26/2020	\$147,000.00	\$146,926.50	\$146,926.50	1.62%	0.488 0.479	\$98.90 \$145,387.41	(\$1,539.09)	0.22%	
17312QJ26	Citibank, N.A. 2.900% 04/11/2023	4/4/2018 9/19/2019	\$245,000.00	\$245,000.00	\$245,000.00	2.90%	0.529 0.514	\$99.49 \$243,760.30	(\$1,239.70)	0.37%	
33646CJP0	1st Source Bank 2.850% 04/11/2023	4/6/2018 9/19/2019	\$225,000.00	\$225,000.00	\$225,000.00	2.85%	0.529 0.514	\$99.47 \$223,803.00	(\$1,197.00)	0.34%	
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023	4/4/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	0.534 0.519	\$99.46 \$198,922.00	(\$1,078.00)	0.30%	
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	4/16/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	0.548 0.535	\$99.44 \$198,882.00	(\$1,118.00)	0.30%	

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06654BCL3	Bankwell Bank 0.400% 07/28/2023	7/1/2020 7/28/2020	\$249,000.00	\$248,850.60	\$248,850.60	0.42%	0.825 0.809	\$97.07 \$241,699.32	(\$7,151.28)	0.37%	
795451AM5	Sallie Mae Bank 0.400% 08/11/2023	7/30/2021 8/11/2021	\$210,000.00	\$209,580.00	\$209,580.00	0.50%	0.863 0.846	\$96.92 \$203,521.50	(\$6,058.50)	0.31%	
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	10/31/2019 11/4/2019	\$247,000.00	\$246,876.50	\$246,876.50	1.91%	1.049 1.019	\$97.74 \$241,420.27	(\$5,456.23)	0.37%	
88413QCJ5	Third Federal Savings and Loan Association of Cleveland 1.750% 11/13/2023	11/5/2019 11/12/2019	\$247,000.00	\$246,259.00	\$246,259.00	1.83%	1.121 1.086	\$97.45 \$240,703.97	(\$5,555.03)	0.37%	
61690UQZ6	Morgan Stanley Bank, National Association 1.850% 12/26/2023	12/23/2019 12/30/2019	\$247,000.00	\$245,765.00	\$245,765.00	1.98%	1.238 1.201	\$97.32 \$240,375.46	(\$5,389.54)	0.37%	
61760A4Z9	Morgan Stanley Private Bank, National Association 1.900% 12/26/2023	12/23/2019 12/30/2019	\$247,000.00	\$245,765.00	\$245,765.00	2.03%	1.238 1.201	\$97.38 \$240,523.66	(\$5,241.34)	0.37%	
69506YTX7	Pacific Western Bank 3.150% 02/12/2024	8/2/2022 8/11/2022	\$246,000.00	\$245,877.00 \$21.23	\$245,898.23	3.18%	1.370 1.320	\$98.78 \$242,991.42	(\$2,885.58)	0.37%	
75472RAK7	Raymond James Bank, National Association 1.800% 11/08/2024	11/5/2019 11/8/2019	\$247,000.00	\$246,506.00	\$246,506.00	1.84%	2.110 2.022	\$95.48 \$235,843.01	(\$10,662.99)	0.36%	
27002YFE1	Eagle Bancorp, Inc. 3.300% 08/18/2025	8/9/2022 8/18/2022	\$249,000.00	\$248,626.50	\$248,626.50	3.35%	2.885 2.689	\$97.26 \$242,174.91	(\$6,451.59)	0.37%	
32110YUD5	First National Bank of America 0.650% 09/08/2025	8/23/2021 9/8/2021	\$249,000.00	\$248,377.50	\$248,377.50	0.71%	2.942 2.852	\$89.93 \$223,915.74	(\$24,461.76)	0.34%	
549104VF1	Luana Savings Bank 0.450% 12/30/2025	12/22/2020 12/30/2020	\$249,000.00	\$248,103.60	\$248,103.60	0.52%	3.252 3.155	\$88.33 \$219,934.23	(\$28,169.37)	0.34%	
856283S31	State Bank of India 0.600% 02/25/2026	2/9/2021 2/25/2021	\$249,000.00	\$247,755.00	\$247,755.00	0.70%	3.408 3.299	\$88.36 \$220,026.36	(\$27,728.64)	0.34%	
89235MKY6	Toyota Financial Savings Bank 0.900% 04/22/2026	4/14/2021 4/22/2021	\$248,000.00	\$247,008.00	\$247,008.00	0.98%	3.562 3.416	\$88.93 \$220,543.92	(\$26,464.08)	0.34%	

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066519RW1	BankUnited, FSB 1.350% 12/08/2026	11/30/2021 12/10/2021	\$249,000.00	\$247,755.00	\$247,755.00	1.45%	4.192 3.883	\$89.00 \$221,597.55	(\$26,157.45)	0.34%	
02589ABQ4	American Express National Bank 2.000% 03/09/2027	3/2/2022 3/9/2022	\$247,000.00	\$245,765.00	\$245,765.00	2.11%	4.441 4.161	\$91.06 \$224,908.32	(\$20,856.68)	0.34%	
856285Q95	State Bank of India 3.450% 08/16/2027	8/9/2022 8/16/2022	\$245,000.00	\$243,775.00	\$243,775.00	3.56%	4.879 4.405	\$96.61 \$236,694.50	(\$7,080.50)	0.36%	
14042RTS0	Capital One, National Association 3.400% 08/17/2027	8/10/2022 8/17/2022	\$245,000.00	\$243,775.00	\$243,775.00	3.51%	4.882 4.412	\$96.39 \$236,155.50	(\$7,619.50)	0.36%	
14042TJN8	Capital One Bank (Usa), National Association 3.400% 08/17/2027	8/10/2022 8/17/2022	\$245,000.00	\$243,775.00	\$243,775.00	3.51%	4.882 4.412	\$96.39 \$236,155.50	(\$7,619.50)	0.36%	
732329BD8	Ponce Bank 3.500% 09/15/2027	8/30/2022 9/15/2022	\$249,000.00	\$248,626.50	\$248,626.50	3.53%	4.962 4.443	\$96.77 \$240,952.32	(\$7,674.18)	0.37%	
	SubTotal		\$7,048,000.00	\$7,031,689.45 \$21.23	\$7,031,710.68	2.10%		\$6,780,412.72	(\$251,276.73)	10.37%	
U.S. Treasury Bill											
912796S34	UST 01/26/2023	2/1/2022 2/2/2022	\$500,000.00	\$496,270.83	\$496,270.83	0.76%	0.323 0.320	\$98.89 \$494,445.00	(\$1,825.83)	0.76%	Aaa AA+
	SubTotal		\$500,000.00	\$496,270.83	\$496,270.83	0.76%		\$494,445.00	(\$1,825.83)	0.76%	
U.S. Treasury Bond											
91282CCU3	UST 0.125% 08/31/2023	8/25/2021 8/31/2021	\$500,000.00	\$498,808.59	\$498,808.59	0.24%	0.918 0.920	\$96.30 \$481,523.50	(\$17,285.09)	0.74%	Aaa AA+
91282CEK3	UST 2.500% 04/30/2024	8/12/2022 8/15/2022	\$500,000.00	\$493,789.07 \$3,634.51	\$497,423.58	3.25%	1.584 1.549	\$97.24 \$486,211.00	(\$7,578.07)	0.74%	Aaa AA+
91282CCG4	UST 0.250% 06/15/2024	8/23/2021 8/24/2021	\$500,000.00	\$497,851.56	\$497,851.56	0.40%	1.710 1.706	\$93.42 \$467,090.00	(\$30,761.56)	0.71%	Aaa AA+
9128283V0	UST 2.500% 01/31/2025	7/18/2022 7/19/2022	\$275,000.00	\$270,423.83	\$270,423.83	3.19%	2.340 2.229	\$96.15 \$264,407.00	(\$6,016.83)	0.40%	Aaa AA+
912828Y95	UST 1.875% 07/31/2026	6/29/2022 6/30/2022	\$500,000.00	\$475,585.94	\$475,585.94	3.16%	3.836 3.621	\$92.09 \$460,450.00	(\$15,135.94)	0.70%	Aaa AA+
	SubTotal		\$2,275,000.00	\$2,236,458.99 \$3,634.51	\$2,240,093.50	1.94%		\$2,159,681.50	(\$76,777.49)	3.30%	

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U.S. Treasury Note											
91282CAR2	UST 0.125% 10/31/2022	2/2/2022 2/3/2022	\$250,000.00	\$249,179.69	\$249,179.69	0.57%	0.085 0.086	\$99.78 \$249,457.50	\$277.81	0.38%	Aaa AA+
912828TY6	UST 1.625% 11/15/2022	2/2/2022 2/3/2022	\$250,000.00	\$251,884.77	\$251,884.77	0.65%	0.126 0.127	\$99.82 \$249,552.50	(\$2,332.27)	0.38%	Aaa AA+
91282CAX9	UST 0.125% 11/30/2022	2/18/2022 2/22/2022	\$350,000.00	\$347,894.53	\$347,894.53	0.91%	0.167 0.167	\$99.49 \$348,225.50	\$330.97	0.53%	Aaa AA+
912828P38	UST 1.750% 01/31/2023	3/29/2022 3/30/2022	\$175,000.00	\$175,273.44	\$175,273.44	1.56%	0.337 0.333	\$99.37 \$173,890.50	(\$1,382.94)	0.27%	Aaa AA+
91282CBN0	UST 0.125% 02/28/2023	9/14/2022 9/15/2022	\$750,000.00	\$738,046.88 \$38.85	\$738,085.73	3.66%	0.414 0.408	\$98.50 \$738,780.00	\$733.12	1.13%	Aaa AA+
91282CCK5	UST 0.125% 06/30/2023	8/24/2021 8/25/2021	\$1,000,000.00	\$998,515.63	\$998,515.63	0.21%	0.748 0.735	\$97.08 \$970,780.00	(\$27,735.63)	1.48%	Aaa AA+
912828ZY9	UST 0.125% 07/15/2023	8/25/2021 8/26/2021	\$500,000.00	\$499,121.09	\$499,121.09	0.22%	0.789 0.774	\$96.86 \$484,295.00	(\$14,826.09)	0.74%	Aaa AA+
91282CCN9	UST 0.125% 07/31/2023	8/19/2021 8/20/2021	\$1,000,000.00	\$998,225.00	\$998,225.00	0.22%	0.833 0.817	\$96.68 \$966,840.00	(\$31,385.00)	1.48%	Aaa AA+
91282CAF8	UST 0.125% 08/15/2023	8/20/2021 8/23/2021	\$1,000,000.00	\$998,068.80	\$998,068.80	0.22%	0.874 0.857	\$96.55 \$965,470.00	(\$32,598.80)	1.48%	Aaa AA+
91282CDA6	UST 0.250% 09/30/2023	9/28/2021 9/30/2021	\$675,000.00	\$674,182.62	\$674,182.62	0.31%	1.000 0.979	\$96.12 \$648,789.75	(\$25,392.87)	0.99%	Aaa AA+
912828T91	UST 1.625% 10/31/2023	12/30/2019 12/31/2019	\$625,000.00	\$624,755.86	\$624,755.86	1.64%	1.085 1.051	\$97.22 \$607,618.75	(\$17,137.11)	0.93%	Aaa AA+
9128285P1	UST 2.875% 11/30/2023	9/16/2022 9/19/2022	\$250,000.00	\$246,904.30 \$2,179.82	\$249,084.12	3.94%	1.167 1.123	\$98.43 \$246,075.00	(\$829.30)	0.38%	Aaa AA+
912828V80	UST 2.250% 01/31/2024	8/15/2022 8/16/2022	\$250,000.00	\$246,582.03 \$244.57	\$246,826.60	3.22%	1.337 1.293	\$97.39 \$243,467.50	(\$3,114.53)	0.37%	Aaa AA+
9128285Z9	UST 2.500% 01/31/2024	9/16/2022 9/19/2022	\$250,000.00	\$245,224.61 \$849.18	\$246,073.79	3.95%	1.337 1.291	\$97.68 \$244,210.00	(\$1,014.61)	0.37%	Aaa AA+
9128286G0	UST 2.375% 02/29/2024	9/16/2022 9/19/2022	\$500,000.00	\$489,062.50 \$623.27	\$489,685.77	3.94%	1.416 1.370	\$97.41 \$487,070.00	(\$1,992.50)	0.74%	Aaa AA+
91282CCL3	UST 0.375% 07/15/2024	7/29/2021 7/30/2021	\$500,000.00	\$499,921.88	\$499,921.88	0.38%	1.792 1.749	\$93.42 \$467,090.00	(\$32,831.88)	0.71%	Aaa AA+
91282CCT6	UST 0.375% 08/15/2024	8/23/2021 8/24/2021	\$500,000.00	\$499,082.03	\$499,082.03	0.44%	1.877 1.832	\$93.09 \$465,470.00	(\$33,612.03)	0.71%	Aaa AA+

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91282CDZ1	UST 1.500% 02/15/2025	7/25/2022 7/26/2022	\$250,000.00	\$240,634.77	\$240,634.77	3.03%	2.381 2.292	\$93.82 \$234,540.00	(\$6,094.77)	0.36%	Aaa AA+
91282CDZ1	UST 1.500% 02/15/2025	9/16/2022 9/19/2022	\$500,000.00	\$472,832.03 \$713.32	\$473,545.35	3.89%	2.381 2.292	\$93.82 \$469,080.00	(\$3,752.03)	0.72%	Aaa AA+
91282BZL7	UST 0.375% 04/30/2025	8/26/2021 8/27/2021	\$805,000.00	\$797,924.80	\$797,924.80	0.62%	2.584 2.514	\$90.63 \$729,563.45	(\$68,361.35)	1.12%	Aaa AA+
91282CAB7	UST 0.250% 07/31/2025	8/23/2021 8/24/2021	\$500,000.00	\$492,753.91	\$492,753.91	0.62%	2.836 2.765	\$89.46 \$447,285.00	(\$45,468.91)	0.68%	Aaa AA+
91282CAJ0	UST 0.250% 08/31/2025	8/10/2021 8/11/2021	\$530,000.00	\$520,932.03	\$520,932.03	0.68%	2.921 2.848	\$89.17 \$472,611.60	(\$48,320.43)	0.72%	Aaa AA+
91282CCF6	UST 0.750% 05/31/2026	7/16/2021 7/17/2021	\$350,000.00	\$349,398.44	\$349,398.44	0.79%	3.668 3.533	\$88.46 \$309,613.50	(\$39,784.94)	0.47%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	6/29/2021 6/30/2021	\$250,000.00	\$249,707.03	\$249,707.03	0.90%	3.751 3.605	\$88.70 \$221,737.50	(\$27,969.53)	0.34%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	9/1/2021 9/2/2021	\$500,000.00	\$499,277.34	\$499,277.34	0.78%	3.921 3.780	\$87.86 \$439,315.00	(\$59,962.34)	0.67%	Aaa AA+
91282CCZ2	UST 0.875% 09/30/2026	9/28/2021 9/30/2021	\$750,000.00	\$745,048.83	\$745,048.83	1.01%	4.003 3.833	\$88.13 \$660,967.50	(\$84,081.33)	1.01%	Aaa AA+
91282U24	UST 2.000% 11/15/2026	6/29/2022 6/30/2022	\$525,000.00	\$499,652.34 \$1,312.50	\$500,964.84	3.19%	4.129 3.858	\$92.02 \$483,120.75	(\$16,531.59)	0.74%	Aaa AA+
91282BZT8	UST 1.500% 01/31/2027	6/29/2022 6/30/2022	\$550,000.00	\$510,941.41	\$510,941.41	3.18%	4.340 4.107	\$89.83 \$494,054.00	(\$16,887.41)	0.76%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/29/2022 6/30/2022	\$375,000.00	\$364,042.97	\$364,042.97	3.17%	4.501 4.129	\$93.61 \$351,022.50	(\$13,020.47)	0.54%	Aaa AA+
91282CEN7	UST 2.750% 04/30/2027	4/28/2022 5/2/2022	\$525,000.00	\$521,411.13 \$78.46	\$521,489.59	2.90%	4.584 4.281	\$94.57 \$496,471.50	(\$24,939.63)	0.76%	Aaa AA+
91282BZ88	UST 2.375% 05/15/2027	6/9/2022 6/10/2022	\$500,000.00	\$483,593.75 \$838.99	\$484,432.74	3.10%	4.625 4.261	\$92.90 \$464,475.00	(\$19,118.75)	0.71%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	6/29/2022 6/30/2022	\$300,000.00	\$292,734.38 \$645.49	\$293,379.87	3.16%	4.668 4.281	\$94.08 \$282,234.00	(\$10,500.38)	0.43%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	9/16/2022 9/19/2022	\$650,000.00	\$638,294.92 \$4,649.79	\$642,944.71	3.66%	4.751 4.303	\$96.60 \$627,887.00	(\$10,407.92)	0.96%	Aaa AA+
91282CFB2	UST 2.750% 07/31/2027	8/12/2022 8/15/2022	\$255,000.00	\$252,679.10 \$285.83	\$252,964.93	2.95%	4.836 4.432	\$94.36 \$240,615.45	(\$12,063.65)	0.37%	Aaa AA+

City of Reynoldsburg Operating Account
POSITION STATEMENT
As of September 30, 2022



CUSIP	Security Description*	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
SubTotal			\$16,940,000.00	\$16,713,784.84 \$12,460.07	\$16,726,244.91	1.66%		\$15,981,675.75	(\$732,109.09)	24.44%	
Grand Total			\$68,979,682.80	\$68,353,810.62 \$18,230.05	\$68,372,040.67	1.65%		\$65,399,519.62	(\$2,954,291.00)	100.00%	

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
As of September 30, 2022



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	9/14/2022	9/15/2022	91282CBN0	UST 0.125% 02/28/2023	750,000.00	738,046.88	38.85	738,085.73	3.66%
Purchase	8/30/2022	9/15/2022	732329BD8	Ponce Bank 3.500% 09/15/2027	249,000.00	248,626.50		248,626.50	3.53%
Purchase	9/16/2022	9/19/2022	9128286G0	UST 2.375% 02/29/2024	500,000.00	489,062.50	623.27	489,685.77	3.94%
Purchase	9/16/2022	9/19/2022	9128285P1	UST 2.875% 11/30/2023	250,000.00	246,904.30	2,179.82	249,084.12	3.94%
Purchase	9/16/2022	9/19/2022	9128285Z9	UST 2.500% 01/31/2024	250,000.00	245,224.61	849.18	246,073.79	3.95%
Purchase	9/16/2022	9/19/2022	91282CDZ1	UST 1.500% 02/15/2025	500,000.00	472,832.03	713.32	473,545.35	3.89%
Purchase	9/16/2022	9/19/2022	91282CEW7	UST 3.250% 06/30/2027	650,000.00	638,294.92	4,649.79	642,944.71	3.66%
Purchase	9/16/2022	9/19/2022	3133ENKS8	FFCB 1.125% 01/06/2025	500,000.00	469,556.00	1,140.63	470,696.63	3.92%
Purchase	9/23/2022	9/30/2022	3133ENQZ9	FFCB 4.000% 09/29/2027	325,000.00	323,791.00	36.11	323,827.11	4.08%
Total					3,974,000.00	3,872,338.74	10,230.97	3,882,569.71	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	9/15/2022	9/15/2022	912828YF1	UST 1.500% 09/15/2022	490,000.00	491,741.80	490,000.00	(1,741.80)
Maturity	9/30/2022	9/30/2022	9128282W9	UST 1.875% 09/30/2022	230,000.00	231,239.84	230,000.00	(1,239.84)
Total					720,000.00	722,981.64	720,000.00	(2,981.64)

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
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City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
As of September 30, 2022



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	9/1/2022	9/1/2022	31846V567	First American Funds, Inc.	2,488.09
Interest/Dividends	9/6/2022	9/6/2022	3133EMSJ2	FFCB 0.430% 03/03/2025	1,075.00
Interest/Dividends	9/8/2022	9/8/2022	32110YUD5	First National Bank of America 0.650% 09/08/2025	815.90
Interest/Dividends	9/8/2022	9/8/2022	066519RW1	BankUnited, FSB 1.350% 12/08/2026	847.28
Interest/Dividends	9/8/2022	9/8/2022	3130A0XE5	FHLB 3.250% 03/08/2024	8,125.00
Interest/Dividends	9/9/2022	9/9/2022	02589ABQ4	American Express National Bank 2.000% 03/09/2027	2,490.30
Interest/Dividends	9/12/2022	9/12/2022	3134GWN44	FMCC 0.450% 09/11/2024	1,125.00
Interest/Dividends	9/14/2022	9/14/2022	29278TNA4	EnerBank USA 1.650% 02/14/2023	348.94
Interest/Dividends	9/14/2022	9/14/2022	3133EL6U3	FFCB 0.280% 09/14/2023	1,400.00
Interest/Dividends	9/15/2022	9/15/2022	912828YF1	UST 1.500% 09/15/2022	3,675.00
Interest/Dividends	9/16/2022	9/16/2022	3133EL7K4	FFCB 0.550% 09/16/2025	2,062.50
Interest/Dividends	9/16/2022	9/16/2022	3134GWP91	FMCC 0.500% 06/16/2025	1,875.00
Interest/Dividends	9/16/2022	9/16/2022	3136G43H4	FNMA 0.400% 09/16/2024	1,000.00
Interest/Dividends	9/19/2022	9/19/2022	080515CN7	Belmont Savings Bank 2.850% 04/18/2023	484.11
Interest/Dividends	9/19/2022	9/19/2022	27002YFE1	Eagle Bancorp, Inc. 3.300% 08/18/2025	697.88
Interest/Dividends	9/19/2022	9/19/2022	949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	398.58
Interest/Dividends	9/19/2022	9/19/2022	32056GCS7	First Internet Bancorp 2.350% 12/19/2022	498.97
Interest/Dividends	9/19/2022	9/19/2022	3130ANW89	FHLB 1.050% 09/17/2026	2,625.00

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
As of September 30, 2022



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	9/19/2022	9/19/2022	3130ALRG1	FHLB 0.125% 03/17/2023	312.50
Interest/Dividends	9/19/2022	9/19/2022	3133EMTQ5	FFCB 0.700% 03/17/2025	1,750.00
Interest/Dividends	9/21/2022	9/21/2022	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	338.37
Interest/Dividends	9/21/2022	9/21/2022	3133EMAM4	FFCB 0.250% 09/21/2023	937.50
Interest/Dividends	9/26/2022	9/26/2022	05465DAG3	Axos Bank 1.600% 03/27/2023	199.76
Interest/Dividends	9/26/2022	9/26/2022	3133EMUK6	FFCB 1.050% 03/25/2026	2,625.00
Interest/Dividends	9/29/2022	9/29/2022	3130AK3S3	FHLB 0.300% 09/29/2023	225.00
Interest/Dividends	9/29/2022	9/29/2022	3133EMBH4	FFCB 0.530% 09/29/2025	2,848.75
Interest/Dividends	9/30/2022	9/30/2022	9128282W9	UST 1.875% 09/30/2022	2,156.25
Interest/Dividends	9/30/2022	9/30/2022	949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	391.24
Interest/Dividends	9/30/2022	9/30/2022	3134GWW93	FMCC 0.550% 09/30/2025	687.50
Interest/Dividends	9/30/2022	9/30/2022	3130ANYN4	FHLB 1.000% 09/30/2026	2,125.00
Interest/Dividends	9/30/2022	9/30/2022	91282CDA6	UST 0.250% 09/30/2023	843.75
Interest/Dividends	9/30/2022	9/30/2022	91282CCZ2	UST 0.875% 09/30/2026	3,281.25
Interest/Dividends	9/30/2022	9/30/2022	91282CEF4	UST 2.500% 03/31/2027	4,687.50
Total					55,441.92

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
 As of September 30, 2022



Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Contribution				
Contribution	9/8/2022	9/8/2022	Cash In	3,000,000.00
Total				3,000,000.00
Custodian Fee				
Custodian Fee	9/26/2022	9/26/2022	Cash Out	(441.75)
Total				(441.75)



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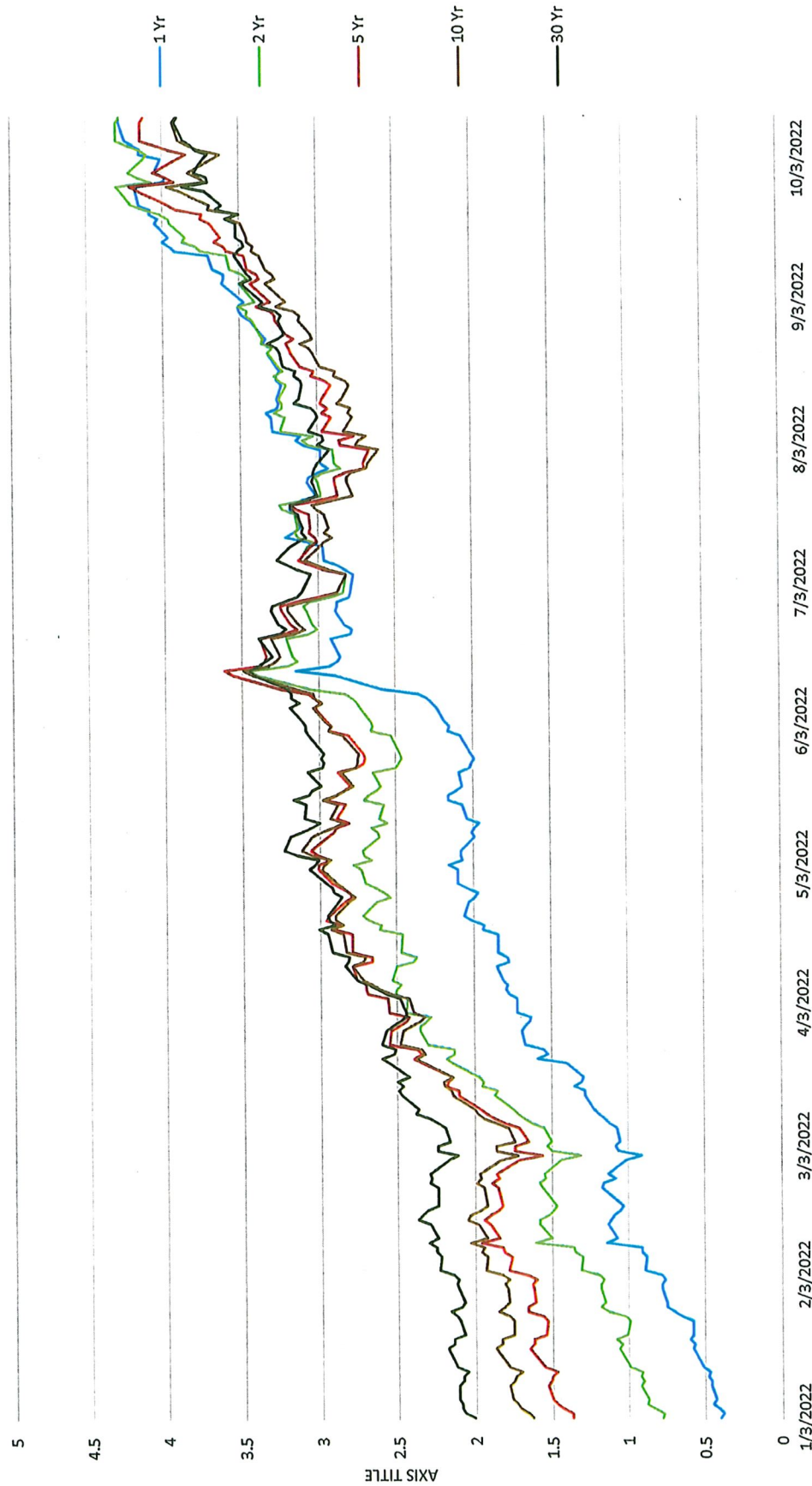
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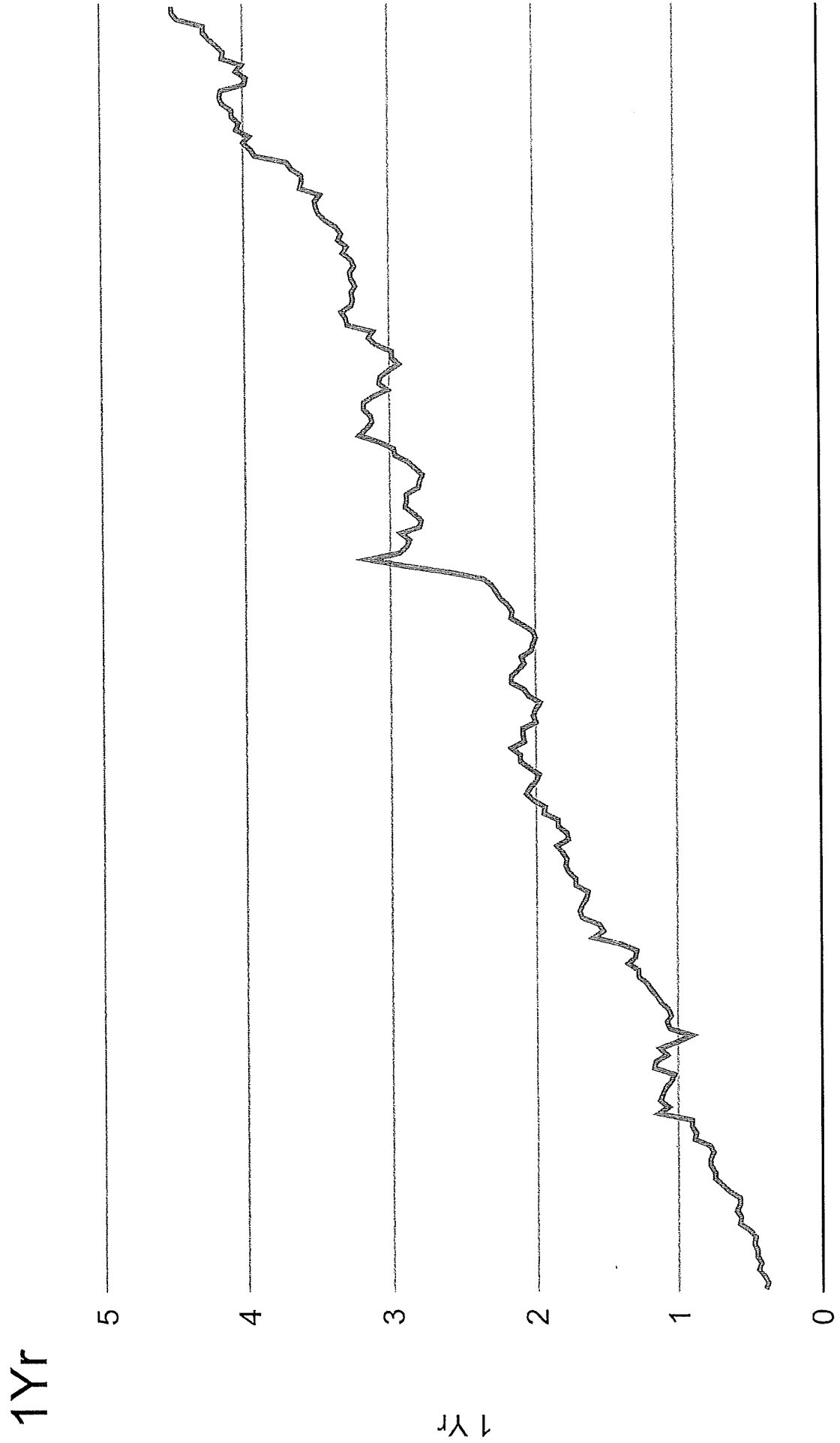
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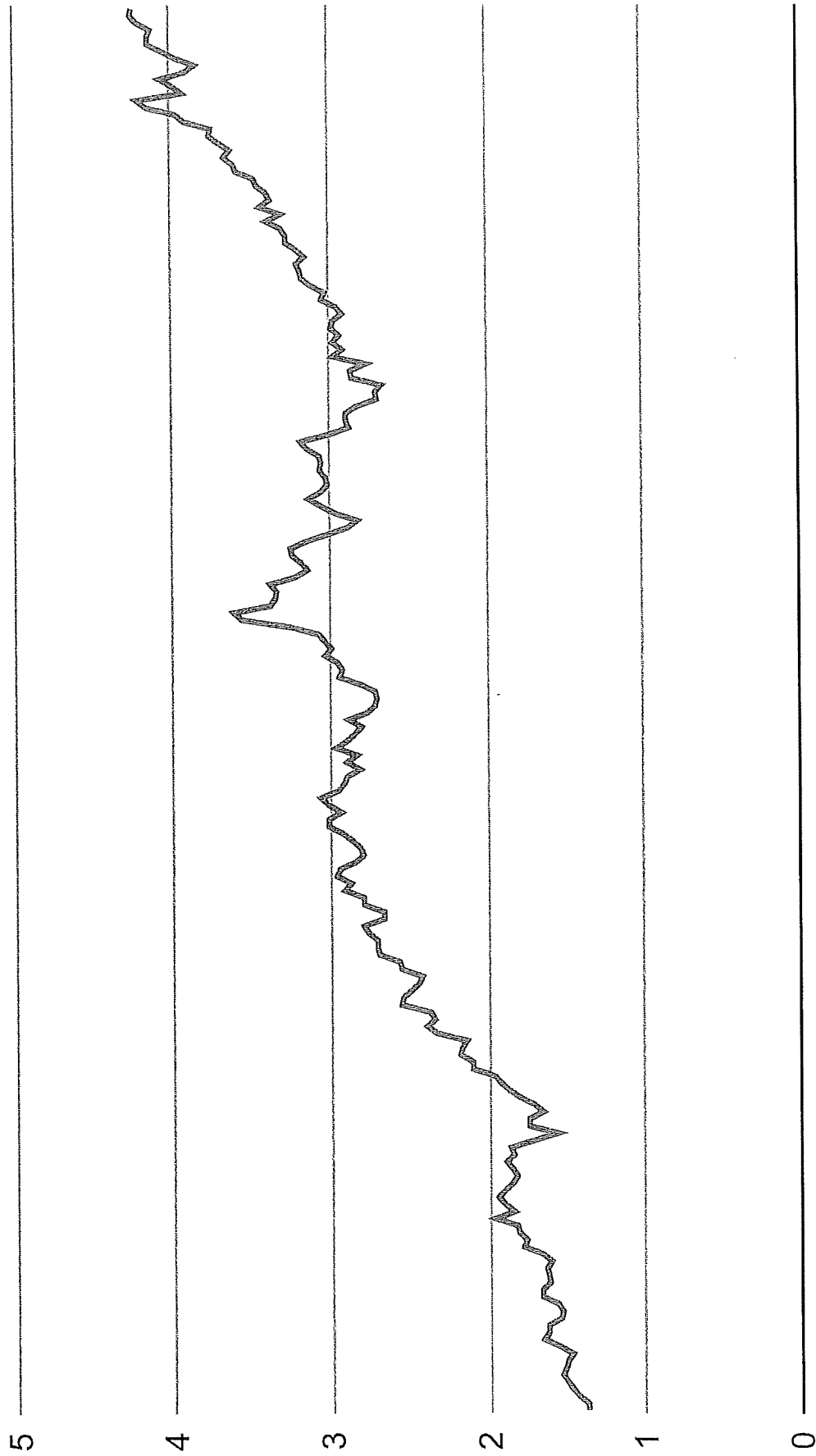
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Daily Treasury Par Yield Curve Rates





5 Yr





STAR OHIO DAILY RATE

STAR Ohio Rate as of 9/30/2021	
Total Shares:	17.823 Billion
Overnight Yield:	0.08 %
Annualized Yield:	0.08 %
Daily Dividend Rate:	0.0000021020
Average Days to Maturity:	41.3 days

Select a Different Date

Enter Date mm/dd/yyyy

Update

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STAR OHIO DAILY RATE

STAR Ohio Rate as of 9/30/2022	
Total Shares:	18.020 Billion
Overnight Yield:	2.95 %
Annualized Yield:	2.99 %
Daily Dividend Rate:	0.0000808160
Average Days to Maturity:	29.2 days

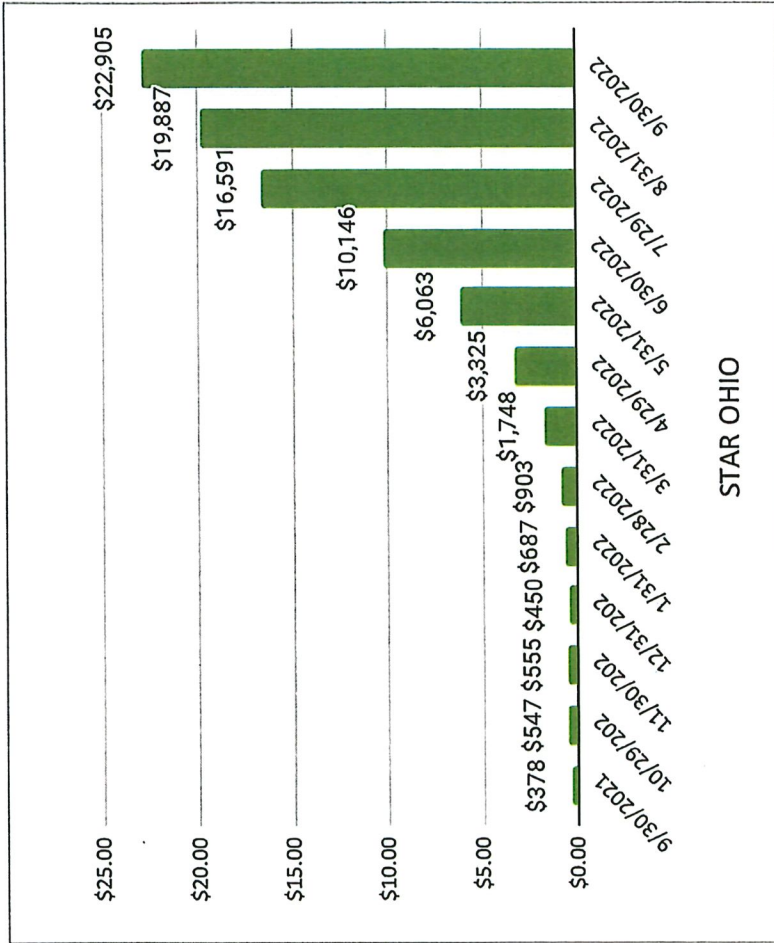
Select a Different Date

Enter Date mm/dd/yyyy

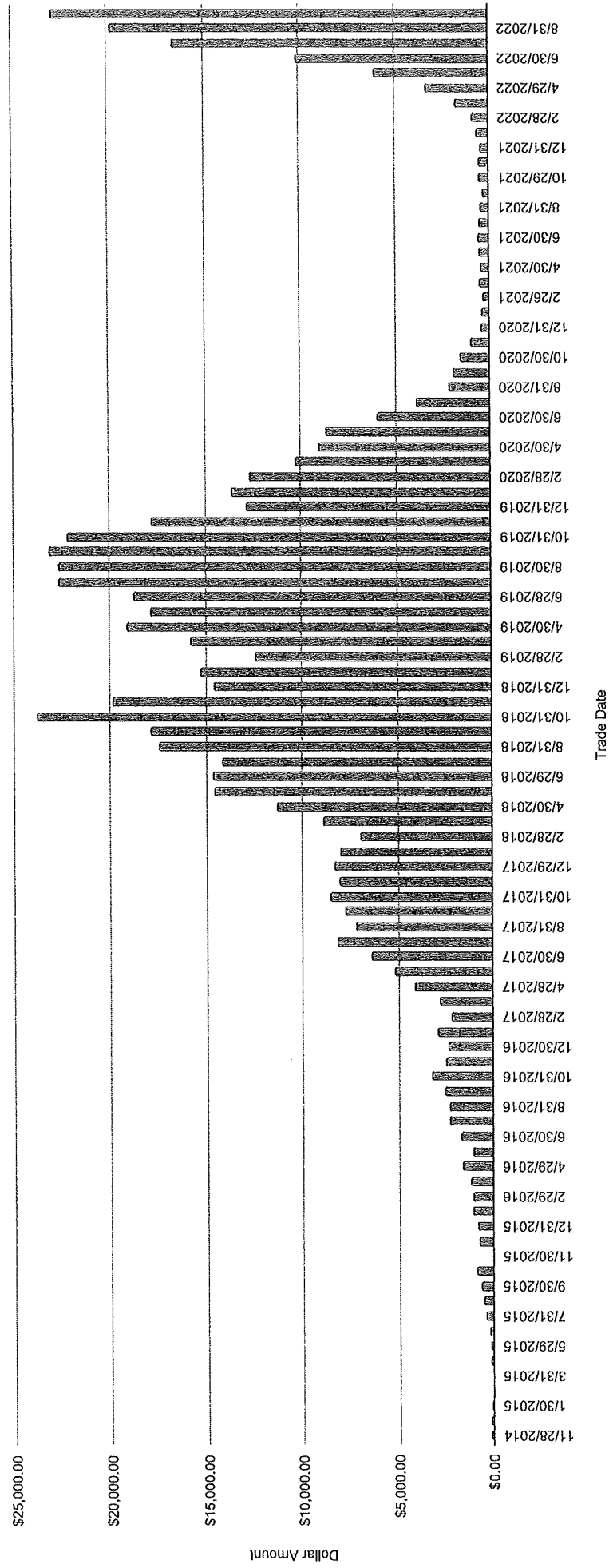
Update

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Trade Date	Dollar Amount
9/30/2021	\$378.18
10/29/2021	\$546.96
11/30/2021	\$554.87
12/31/2021	\$450.01
1/31/2022	\$686.73
2/28/2022	\$903.02
3/31/2022	\$1,748.25
4/29/2022	\$3,324.57
5/31/2022	\$6,063.40
6/30/2022	\$10,146.39
7/29/2022	\$16,591.42
8/31/2022	\$19,887.38
9/30/2022	\$22,904.86



Dollar Amount vs. Trade Date - Star Ohio



City Auditor's Office**Joni Crawford****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6862 phone****Memo**

DATE: November 14, 2022**TO:****CC:****RE:**



Budget by Classification-September, 2022

9.a.1.a

Through 09/30/22
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	337,406.00	104,949.32	333,622.86	.00	3,783.14	99	329,781
Municipal Tax	17,666,074.00	2,183,613.31	18,180,293.22	.00	(514,219.22)	103	16,564,300
Other Local Taxes	400,000.00	51,993.20	371,026.00	.00	28,974.00	93	420,900
State Levied Shared Taxes	1,019,200.00	3,701.64	881,191.11	.00	138,008.89	86	796,411
Licenses	51,400.00	2,525.00	38,320.00	.00	13,080.00	75	44,250
Permits	338,200.00	50,117.72	338,605.26	.00	(405.26)	100	298,521
Fees	25,000.00	4,680.00	21,454.90	.00	3,545.10	86	23,080
Miscellaneous Charges for Services	40,050.00	2,679.05	65,391.04	.00	(25,341.04)	163	37,230
Recreational Charges	148,500.00	10,717.84	143,506.87	.00	4,993.13	97	132,580
Fines and Forfeitures	199,000.00	34,671.00	154,043.22	.00	44,956.78	77	161,550
Investment Earnings	240,000.00	65,677.15	297,712.52	.00	(57,712.52)	124	200,280
Other Revenues	703,776.00	41,784.81	614,897.75	.00	88,878.25	87	425,400
Donations	5,000.00	56.10	9,358.10	.00	(4,358.10)	187	14,820
Reimbursements	21,000.00	.00	53,359.66	.00	(32,359.66)	254	142,230
Sale of Assets	2,500.00	.00	2,649.77	.00	(149.77)	106	5,310
Transfers/Advances	1,500.00	900.00	950.00	.00	550.00	63	1,140
Department 000 - General Totals	\$21,198,606.00	\$2,558,066.14	\$21,506,382.28	\$0.00	(\$307,776.28)	101%	\$19,597,860
REVENUE TOTALS	\$21,198,606.00	\$2,558,066.14	\$21,506,382.28	\$0.00	(\$307,776.28)	101%	\$19,597,860
EXPENSE							
Department 000 - General							
Transfers/Other	1,864,364.00	.00	.00	.00	1,864,364.00	0	3,830,000
Department 000 - General Totals	\$1,864,364.00	\$0.00	\$0.00	\$0.00	\$1,864,364.00	0%	\$3,830,000
Department 111 - Police Division							
Personal Services	12,419,305.00	1,110,304.01	8,830,582.27	276,990.97	3,311,731.76	73	8,438,240
Supplies	518,512.26	44,589.15	293,816.38	102,842.17	121,853.71	76	189,540
Services	863,543.72	40,335.94	326,127.65	216,743.19	320,672.88	63	371,310
Capital Purchases	786,823.73	46,073.66	383,445.19	329,240.03	74,138.51	91	154,350
Department 111 - Police Division Totals	\$14,588,184.71	\$1,241,302.76	\$9,833,971.49	\$925,816.36	\$3,828,396.86	74%	\$9,153,450
Department 290 - Mechanic							
Personal Services	157,770.00	5,277.77	40,368.60	7,845.00	109,556.40	31	111,850
Supplies	149,413.17	2,843.63	43,452.51	40,351.90	65,608.76	56	63,470
Services	47,659.31	91.41	19,362.56	26,255.90	2,040.85	96	11,820
Department 290 - Mechanic Totals	\$354,842.48	\$8,212.81	\$103,183.67	\$74,452.80	\$177,206.01	50%	\$187,150

Attachment: Budget by Classification-September, 2022 11 02 2022 1 06 07 PM Joni Crawford 46108CE8



Budget by Classification-September, 2022

9.a.1.a

Through 09/30/22
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 340 - Parks and Recreation							
Personal Services	1,404,486.00	92,089.56	841,353.63	50,461.77	512,670.60	63	815,521
Supplies	271,510.53	18,652.49	159,202.55	39,267.10	73,040.88	73	172,521
Services	548,707.03	22,552.04	230,003.97	114,657.94	204,045.12	63	198,521
Transfers/Other	.00	968.00	4,097.50	.00	(4,097.50)	+++	11,501
Capital Purchases	221,824.60	32,264.50	32,264.50	156,548.60	33,011.50	85	17,161
Department 340 - Parks and Recreation Totals	\$2,446,528.16	\$166,526.59	\$1,266,922.15	\$360,935.41	\$818,670.60	67%	\$1,215,241
Department 343 - Senior Center							
Personal Services	178,971.00	15,594.58	134,119.35	7,471.02	37,380.63	79	107,041
Supplies	29,363.38	498.21	3,314.51	7,408.23	18,640.64	37	3,241
Services	30,062.46	546.84	9,085.81	4,036.50	16,940.15	44	8,971
Capital Purchases	2,439.00	.00	.00	2,439.00	.00	100	
Department 343 - Senior Center Totals	\$240,835.84	\$16,639.63	\$146,519.67	\$21,354.75	\$72,961.42	70%	\$119,261
Department 344 - Community Events							
Personal Services	161,658.00	10,012.78	115,788.69	5,550.00	40,319.31	75	82,811
Supplies	37,918.54	(859.46)	18,368.73	5,346.36	14,203.45	63	7,881
Services	358,443.16	30,171.49	238,393.46	12,692.32	107,357.38	70	195,161
Department 344 - Community Events Totals	\$558,019.70	\$39,324.81	\$372,550.88	\$23,588.68	\$161,880.14	71%	\$285,861
Department 448 - Service Department							
Personal Services	772,537.00	69,849.15	583,043.66	32,080.37	157,412.97	80	560,841
Supplies	26,486.61	837.80	12,560.94	10,063.23	3,862.44	85	13,131
Services	823,201.94	5,891.72	284,002.10	271,414.83	267,785.01	67	362,971
Transfers/Other	.00	.00	40.00	.00	(40.00)	+++	
Capital Purchases	5,000.00	.00	.00	.00	5,000.00	0	5,001
Department 448 - Service Department Totals	\$1,627,225.55	\$76,578.67	\$879,646.70	\$313,558.43	\$434,020.42	73%	\$941,951
Department 479 - Building Department							
Personal Services	738,808.00	52,909.53	475,082.77	33,363.09	230,362.14	69	338,681
Supplies	13,975.97	527.42	4,877.47	3,598.50	5,500.00	61	4,271
Services	157,837.33	133.27	44,281.71	79,787.59	33,768.03	79	58,231
Transfers/Other	.00	.00	200.00	.00	(200.00)	+++	
Capital Purchases	40,000.00	.00	.00	.00	40,000.00	0	
Department 479 - Building Department Totals	\$950,621.30	\$53,570.22	\$524,441.95	\$116,749.18	\$309,430.17	67%	\$401,181
Department 522 - Mayor							
Personal Services	355,369.00	20,419.79	178,632.86	5,740.97	170,995.17	52	166,441



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Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 522 - Mayor							
Supplies	1,050.00	.00	377.22	200.00	472.78	55	29
Services	86,043.66	599.11	42,022.61	18,742.30	25,278.75	71	9,760
Department 522 - Mayor Totals	\$442,462.66	\$21,018.90	\$221,032.69	\$24,683.27	\$196,746.70	56%	\$176,50
Department 534 - Civil Service Commission							
Personal Services	69,930.00	5,403.99	49,994.74	.00	19,935.26	71	47,14
Supplies	5,099.00	.00	1,641.95	322.74	3,134.31	39	3,47
Services	34,881.00	2,747.11	17,322.22	14,447.81	3,110.97	91	10,36
Department 534 - Civil Service Commission Totals	\$109,910.00	\$8,151.10	\$68,958.91	\$14,770.55	\$26,180.54	76%	\$60,98
Department 545 - City Auditor							
Personal Services	376,283.00	29,718.89	275,306.16	4,570.68	96,406.16	74	274,81
Supplies	4,173.54	.00	1,175.55	673.00	2,324.99	44	47
Services	119,877.60	6,745.44	64,858.08	46,523.23	8,496.29	93	61,30
Department 545 - City Auditor Totals	\$500,334.14	\$36,464.33	\$341,339.79	\$51,766.91	\$107,227.44	79%	\$336,59
Department 554 - City Attorney							
Personal Services	609,071.00	50,707.68	438,712.40	15,236.15	155,122.45	75	439,47
Supplies	6,773.37	303.10	3,539.66	2,503.71	730.00	89	3,35
Services	126,498.75	2,891.02	34,293.22	29,358.33	62,847.20	50	59,10
Department 554 - City Attorney Totals	\$742,343.12	\$53,901.80	\$476,545.28	\$47,098.19	\$218,699.65	71%	\$501,93
Department 571 - City Council							
Personal Services	186,073.00	16,168.91	138,962.16	1,864.52	45,246.32	76	135,62
Supplies	2,618.83	220.57	993.97	624.86	1,000.00	62	1,26
Services	59,800.46	981.75	20,863.96	16,386.63	22,549.87	62	29,02
Department 571 - City Council Totals	\$248,492.29	\$17,371.23	\$160,820.09	\$18,876.01	\$68,796.19	72%	\$165,91
Department 580 - Development Department							
Personal Services	314,505.00	18,111.94	198,665.80	13,104.00	102,735.20	67	248,04
Supplies	3,800.00	58.40	512.78	718.57	2,568.65	32	1,65
Services	290,861.52	3,417.18	86,097.12	139,786.83	64,977.57	78	99,84
Transfers/Other	.00	.00	.00	.00	.00	+++	100
Capital Purchases	5,000.00	.00	604.00	800.00	3,596.00	28	
Department 580 - Development Department Totals	\$614,166.52	\$21,587.52	\$285,879.70	\$154,409.40	\$173,877.42	72%	\$349,65
Department 582 - Human Resources Department							
Personal Services	128,739.00	10,402.19	95,519.06	2,535.00	30,684.94	76	87,75



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 582 - Human Resources Department							
Supplies	20,089.95	187.35	10,196.40	2,729.74	7,163.81	64	13,62
Services	45,241.90	1,153.62	21,553.27	7,367.48	16,321.15	64	20,72
Department 582 - Human Resources Department Totals	\$194,070.85	\$11,743.16	\$127,268.73	\$12,632.22	\$54,169.90	72%	\$122,09
Department 584 - Computer Department							
Supplies	18,986.82	2,486.18	13,845.21	5,141.61	.00	100	1,85
Services	652,047.55	7,912.84	328,628.88	276,225.52	47,193.15	93	288,15
Capital Purchases	182,214.68	10,129.46	91,178.59	49,686.35	41,349.74	77	40,36
Department 584 - Computer Department Totals	\$853,249.05	\$20,528.48	\$433,652.68	\$331,053.48	\$88,542.89	90%	\$330,36
Department 593 - Clerk of Courts							
Personal Services	304,502.00	26,110.55	226,690.37	12,080.00	65,731.63	78	224,01
Supplies	4,617.39	.00	1,452.99	1,992.29	1,172.11	75	1,09
Services	120,295.05	4,159.73	52,270.50	33,557.45	34,467.10	71	43,91
Capital Purchases	6,500.00	793.60	793.60	35.11	5,671.29	13	
Department 593 - Clerk of Courts Totals	\$435,914.44	\$31,063.88	\$281,207.46	\$47,664.85	\$107,042.13	75%	\$269,02
Department 595 - General and Administrative							
Personal Services	419,865.87	.00	257,889.87	10,000.00	151,976.00	64	47,33
Supplies	7,399.90	.00	2,355.42	960.50	4,083.98	45	2,28
Services	866,526.12	11,131.70	313,518.39	456,069.06	96,938.67	89	206,34
Capital Purchases	30,000.00	.00	5,811.20	7,188.80	17,000.00	43	6,87
Department 595 - General and Administrative Totals	\$1,323,791.89	\$11,131.70	\$579,574.88	\$474,218.36	\$269,998.65	80%	\$262,84
Department 810 - Public Health and Welfare							
Services	350,898.00	.00	351,003.42	.00	(105.42)	100	343,97
Department 810 - Public Health and Welfare Totals	\$350,898.00	\$0.00	\$351,003.42	\$0.00	(\$105.42)	100%	\$343,97
EXPENSE TOTALS	\$28,446,254.70	\$1,835,117.59	\$16,454,520.14	\$3,013,628.85	\$8,978,105.71	68%	\$19,054,03
Fund 110 - General Fund Totals							
REVENUE TOTALS	21,198,606.00	2,558,066.14	21,506,382.28	.00	(307,776.28)	101%	19,597,86
EXPENSE TOTALS	28,446,254.70	1,835,117.59	16,454,520.14	3,013,628.85	8,978,105.71	68%	19,054,03
Fund 110 - General Fund Net Gain (Loss)	(\$7,247,648.70)	\$722,948.55	\$5,051,862.14	(\$3,013,628.85)	\$9,285,881.99	(28%)	\$543,82
Fund Type Totals							
REVENUE TOTALS	21,198,606.00	2,558,066.14	21,506,382.28	.00	(307,776.28)	101%	19,597,86
EXPENSE TOTALS	28,446,254.70	1,835,117.59	16,454,520.14	3,013,628.85	8,978,105.71	68%	19,054,03



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Classification			Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category	General Fund								
	Fund Type	Net Gain (Loss)	(\$7,247,648.70)	\$722,948.55	\$5,051,862.14	(\$3,013,628.85)	\$9,285,881.99	(28%)	\$543,821
Fund Category	General Fund Totals								
		REVENUE TOTALS	21,198,606.00	2,558,066.14	21,506,382.28	.00	(307,776.28)	101%	19,597,861
		EXPENSE TOTALS	28,446,254.70	1,835,117.59	16,454,520.14	3,013,628.85	8,978,105.71	68%	19,054,034
Fund Category	General Fund	Net Gain (Loss)	(\$7,247,648.70)	\$722,948.55	\$5,051,862.14	(\$3,013,628.85)	\$9,285,881.99	(28%)	\$543,821



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 203 - Cares Act (CRF) Franklin Cty							
REVENUE							
Department 000 - General							
Investment Earnings	.00	.00	.00	.00	.00	+++	\$:
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$:
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$:
EXPENSE							
Department 000 - General							
Transfers/Other	161.99	.00	161.99	.00	.00	100	\$:
Department 000 - General Totals	\$161.99	\$0.00	\$161.99	\$0.00	\$0.00	100%	\$:
EXPENSE TOTALS	\$161.99	\$0.00	\$161.99	\$0.00	\$0.00	100%	\$:
Fund 203 - Cares Act (CRF) Franklin Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	\$:
EXPENSE TOTALS	161.99	.00	161.99	.00	.00	100%	\$:
Fund 203 - Cares Act (CRF) Franklin Cty Net Gain (Loss)	(\$161.99)	\$0.00	(\$161.99)	\$0.00	\$0.00	100%	\$:



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 204 - Cares Act (CRF) Licking Cty							
REVENUE							
Department 000 - General							
Investment Earnings	.00	.00	.00	.00	.00	+++	
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE							
Department 000 - General							
Transfers/Other	42.09	.00	42.09	.00	.00	100	28,510
Department 000 - General Totals	\$42.09	\$0.00	\$42.09	\$0.00	\$0.00	100%	\$28,510
EXPENSE TOTALS	\$42.09	\$0.00	\$42.09	\$0.00	\$0.00	100%	\$28,510
Fund 204 - Cares Act (CRF) Licking Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	
EXPENSE TOTALS	42.09	.00	42.09	.00	.00	100%	28,510
Fund 204 - Cares Act (CRF) Licking Cty Net Gain (Loss)	(\$42.09)	\$0.00	(\$42.09)	\$0.00	\$0.00	100%	(\$28,507)



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 205 - Cares Act (CRF) Fairfield Cty							
EXPENSE							
Department 000 - General							
Transfers/Other							
	7.67	.00	7.67	.00	.00	100	
Department 000 - General Totals	\$7.67	\$0.00	\$7.67	\$0.00	\$0.00	100%	\$0.00
EXPENSE TOTALS	\$7.67	\$0.00	\$7.67	\$0.00	\$0.00	100%	\$0.00
Fund 205 - Cares Act (CRF) Fairfield Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	
EXPENSE TOTALS	7.67	.00	7.67	.00	.00	100%	
Fund 205 - Cares Act (CRF) Fairfield Cty Net Gain (Loss)	(\$7.67)	\$0.00	(\$7.67)	\$0.00	\$0.00	100%	\$0.00



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 206 - American Rescue Plan Act							
REVENUE							
Department 000 - General							
Intergovernmental-State	.00	.00	2,023,424.89	.00	(2,023,424.89)	+++	2,007,390
Department 000 - General Totals	\$0.00	\$0.00	\$2,023,424.89	\$0.00	(\$2,023,424.89)	+++	\$2,007,390
REVENUE TOTALS	\$0.00	\$0.00	\$2,023,424.89	\$0.00	(\$2,023,424.89)	+++	\$2,007,390
EXPENSE							
Department 000 - General							
Transfers/Other	437,900.00	16,126.67	83,276.59	85,993.41	268,630.00	39	
Capital Purchases	2,833,615.79	34,832.81	421,385.98	2,412,229.81	.00	100	
Department 000 - General Totals	\$3,271,515.79	\$50,959.48	\$504,662.57	\$2,498,223.22	\$268,630.00	92%	\$1,518,762.32
EXPENSE TOTALS	\$3,271,515.79	\$50,959.48	\$504,662.57	\$2,498,223.22	\$268,630.00	92%	\$1,518,762.32
Fund 206 - American Rescue Plan Act Totals							
REVENUE TOTALS	.00	.00	2,023,424.89	.00	(2,023,424.89)	+++	2,007,390
EXPENSE TOTALS	3,271,515.79	50,959.48	504,662.57	2,498,223.22	268,630.00	92%	
Fund 206 - American Rescue Plan Act Net Gain (Loss)	(\$3,271,515.79)	(\$50,959.48)	\$1,518,762.32	(\$2,498,223.22)	\$2,292,054.89	30%	\$2,007,390

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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	805,000.00	139,365.55	902,784.00	.00	(97,784.00)	112	935,581
Investment Earnings	5,000.00	4,331.82	17,118.00	.00	(12,118.00)	342	1,471
Reimbursements	.00	.00	558.19	.00	(558.19)	+++	3,411
Department 000 - General Totals	\$810,000.00	\$143,697.37	\$920,460.19	\$0.00	(\$110,460.19)	114%	\$940,471
REVENUE TOTALS	\$810,000.00	\$143,697.37	\$920,460.19	\$0.00	(\$110,460.19)	114%	\$940,471
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	134,269.46	11,905.36	103,724.48	5,626.68	24,918.30	81	124,751
Supplies	2,015.25	94.08	109.33	655.92	1,250.00	38	191
Services	88,600.00	1,570.14	19,850.24	766.10	67,983.66	23	3,751
Transfers/Other	2,410,000.00	93,628.07	452,443.05	122,405.99	1,835,150.96	24	637,941
Department 564 - Income Tax Division Totals	\$2,634,884.71	\$107,197.65	\$576,127.10	\$129,454.69	\$1,929,302.92	27%	\$766,641
EXPENSE TOTALS	\$2,634,884.71	\$107,197.65	\$576,127.10	\$129,454.69	\$1,929,302.92	27%	\$766,641
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	810,000.00	143,697.37	920,460.19	.00	(110,460.19)	114%	940,471
EXPENSE TOTALS	2,634,884.71	107,197.65	576,127.10	129,454.69	1,929,302.92	27%	766,641
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,824,884.71)	\$36,499.72	\$344,333.09	(\$129,454.69)	\$2,039,763.11	(12%)	\$173,821

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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,900,000.00	168,763.63	1,489,070.34	.00	410,929.66	78	1,497,260
Other Revenues	.00	.00	1,225.80	.00	(1,225.80)	+++	34,740
Reimbursements	.00	2,605.97	21,357.48	.00	(21,357.48)	+++	20,500
Department 000 - General Totals	\$1,900,000.00	\$171,369.60	\$1,511,653.62	\$0.00	\$388,346.38	80%	\$1,552,500
REVENUE TOTALS	\$1,900,000.00	\$171,369.60	\$1,511,653.62	\$0.00	\$388,346.38	80%	\$1,552,500
EXPENSE							
Department 000 - General							
Capital Purchases	800,000.00	.00	.00	800,000.00	.00	100	\$0
Department 000 - General Totals	\$800,000.00	\$0.00	\$0.00	\$800,000.00	\$0.00	100%	\$0
Department 268 - Street Department							
Personal Services	802,538.98	67,843.12	577,256.19	21,724.88	203,557.91	75	523,470
Supplies	339,874.50	7,465.47	132,438.01	83,851.52	123,584.97	64	89,800
Services	227,667.97	81,384.42	113,347.00	87,788.50	26,532.47	88	78,790
Capital Purchases	37,375.00	.00	17,457.48	19,900.00	17.52	100	184,960
Department 268 - Street Department Totals	\$1,407,456.45	\$156,693.01	\$840,498.68	\$213,264.90	\$353,692.87	75%	\$877,030
EXPENSE TOTALS	\$2,207,456.45	\$156,693.01	\$840,498.68	\$1,013,264.90	\$353,692.87	84%	\$877,030
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,900,000.00	171,369.60	1,511,653.62	.00	388,346.38	80%	1,552,500
EXPENSE TOTALS	2,207,456.45	156,693.01	840,498.68	1,013,264.90	353,692.87	84%	877,030
Fund 260 - Street Fund Net Gain (Loss)	(\$307,456.45)	\$14,676.59	\$671,154.94	(\$1,013,264.90)	(\$34,653.51)	111%	\$675,460

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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	160,000.00	13,683.55	120,735.45	.00	39,264.55	75	121,391
Department 000 - General Totals	\$160,000.00	\$13,683.55	\$120,735.45	\$0.00	\$39,264.55	75%	\$121,391
REVENUE TOTALS	\$160,000.00	\$13,683.55	\$120,735.45	\$0.00	\$39,264.55	75%	\$121,391
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	270.00	55,865.50	14,000.00	134.50	100	44,950
Services	34,607.09	18,562.51	23,005.25	9,401.84	2,200.00	94	25,930
Department 268 - Street Department Totals	\$104,607.09	\$18,832.51	\$78,870.75	\$23,401.84	\$2,334.50	98%	\$70,890
EXPENSE TOTALS	\$104,607.09	\$18,832.51	\$78,870.75	\$23,401.84	\$2,334.50	98%	\$70,890
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	160,000.00	13,683.55	120,735.45	.00	39,264.55	75%	121,391
EXPENSE TOTALS	104,607.09	18,832.51	78,870.75	23,401.84	2,334.50	98%	70,890
Fund 270 - State Highway Fund Net Gain (Loss)	\$55,392.91	(\$5,148.96)	\$41,864.70	(\$23,401.84)	(\$36,930.05)	33%	\$50,500
Fund Type Totals							
REVENUE TOTALS	2,870,000.00	328,750.52	4,576,274.15	.00	(1,706,274.15)	159%	4,621,780
EXPENSE TOTALS	8,218,675.79	333,682.65	2,000,370.85	3,664,344.65	2,553,960.29	69%	1,743,090
Fund Type Net Gain (Loss)	(\$5,348,675.79)	(\$4,932.13)	\$2,575,903.30	(\$3,664,344.65)	\$4,260,234.44	20%	\$2,878,690
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,870,000.00	328,750.52	4,576,274.15	.00	(1,706,274.15)	159%	4,621,780
EXPENSE TOTALS	8,218,675.79	333,682.65	2,000,370.85	3,664,344.65	2,553,960.29	69%	1,743,090
Fund Category Special Revenue Funds Net Gain (Loss)	(\$5,348,675.79)	(\$4,932.13)	\$2,575,903.30	(\$3,664,344.65)	\$4,260,234.44	20%	\$2,878,690

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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	780,000.00	102,749.65	570,686.91	.00	209,313.09	73	578,100
Other Revenues	.00	.00	.00	.00	.00	+++	1,000
Reimbursements	.00	.00	.00	.00	.00	+++	860
Department 000 - General Totals	\$780,000.00	\$102,749.65	\$570,686.91	\$0.00	\$209,313.09	73%	\$579,960
Department 735 - Water Division							
Utility Charges	6,923,881.00	1,020,709.60	5,375,213.62	.00	1,548,667.38	78	5,231,460
Other Revenues	96,119.00	(8,801.92)	24,718.82	.00	71,400.18	26	61,390
Reimbursements	.00	.00	28,674.56	.00	(28,674.56)	+++	290
Department 735 - Water Division Totals	\$7,020,000.00	\$1,011,907.68	\$5,428,607.00	\$0.00	\$1,591,393.00	77%	\$5,293,150
REVENUE TOTALS	\$7,800,000.00	\$1,114,657.33	\$5,999,293.91	\$0.00	\$1,800,706.09	77%	\$5,873,120
EXPENSE							
Department 000 - General							
Capital Purchases	1,825,435.66	9,333.90	831,282.70	994,152.96	.00	100	206,500
Department 000 - General Totals	\$1,825,435.66	\$9,333.90	\$831,282.70	\$994,152.96	\$0.00	100%	\$206,500
Department 735 - Water Division							
Personal Services	505,685.72	42,451.74	365,573.90	27,102.60	113,009.22	78	363,890
Supplies	208,942.34	14,831.45	120,312.25	72,765.39	15,864.70	92	113,230
Services	6,501,949.70	406,694.43	3,960,405.33	1,177,636.27	1,363,908.10	79	3,857,470
Transfers/Other	.00	.00	.00	.00	.00	+++	1,450
Capital Purchases	713,759.97	76,260.00	223,519.97	325,795.44	164,444.56	77	12,490
Department 735 - Water Division Totals	\$7,930,337.73	\$540,237.62	\$4,669,811.45	\$1,603,299.70	\$1,657,226.58	79%	\$4,348,560
Department 991 - Debt Service							
Debt Service	255,115.00	.00	52,554.83	158,927.00	43,633.17	83	55,560
Department 991 - Debt Service Totals	\$255,115.00	\$0.00	\$52,554.83	\$158,927.00	\$43,633.17	83%	\$55,560
EXPENSE TOTALS	\$10,010,888.39	\$549,571.52	\$5,553,648.98	\$2,756,379.66	\$1,700,859.75	83%	\$4,610,630
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,800,000.00	1,114,657.33	5,999,293.91	.00	1,800,706.09	77%	5,873,120
EXPENSE TOTALS	10,010,888.39	549,571.52	5,553,648.98	2,756,379.66	1,700,859.75	83%	4,610,630
Fund 710 - Water Fund Net Gain (Loss)	(\$2,210,888.39)	\$565,085.81	\$445,644.93	(\$2,756,379.66)	(\$99,846.34)	105%	\$1,262,490

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Budget by Classification-September, 2022

9.a.1.a

Through 09/30/22
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	380,000.00	49,018.31	280,813.78	.00	99,186.22	74	283,361
Department 000 - General Totals	\$380,000.00	\$49,018.31	\$280,813.78	\$0.00	\$99,186.22	74%	\$283,361
Department 736 - Wastewater Division							
Utility Charges	6,515,000.00	927,125.58	5,215,366.34	.00	1,299,633.66	80	4,983,941
Other Revenues	.00	200.00	1,600.00	.00	(1,600.00)	+++	351
Reimbursements	5,000.00	.00	28,674.56	.00	(23,674.56)	573	291
Department 736 - Wastewater Division Totals	\$6,520,000.00	\$927,325.58	\$5,245,640.90	\$0.00	\$1,274,359.10	80%	\$4,984,591
REVENUE TOTALS	\$6,900,000.00	\$976,343.89	\$5,526,454.68	\$0.00	\$1,373,545.32	80%	\$5,267,951
EXPENSE							
Department 000 - General							
Capital Purchases	1,222,370.03	7,680.07	316,013.19	906,356.84	.00	100	311,851
Department 000 - General Totals	\$1,222,370.03	\$7,680.07	\$316,013.19	\$906,356.84	\$0.00	100%	\$311,851
Department 736 - Wastewater Division							
Personal Services	542,676.62	48,805.92	415,689.30	26,900.58	100,086.74	82	404,001
Supplies	113,931.40	10,001.28	51,091.71	49,961.59	12,878.10	89	34,641
Services	6,760,697.41	256,461.62	4,120,996.96	1,390,531.71	1,249,168.74	82	3,865,871
Capital Purchases	717,559.97	76,260.00	223,519.97	325,795.44	168,244.56	77	12,491
Department 736 - Wastewater Division Totals	\$8,134,865.40	\$391,528.82	\$4,811,297.94	\$1,793,189.32	\$1,530,378.14	81%	\$4,317,011
Department 991 - Debt Service							
Debt Service	39,972.00	.00	487.50	39,484.00	.50	100	961
Department 991 - Debt Service Totals	\$39,972.00	\$0.00	\$487.50	\$39,484.00	\$0.50	100%	\$961
EXPENSE TOTALS	\$9,397,207.43	\$399,208.89	\$5,127,798.63	\$2,739,030.16	\$1,530,378.64	84%	\$4,629,831
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,900,000.00	976,343.89	5,526,454.68	.00	1,373,545.32	80%	5,267,951
EXPENSE TOTALS	9,397,207.43	399,208.89	5,127,798.63	2,739,030.16	1,530,378.64	84%	4,629,831
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$2,497,207.43)	\$577,135.00	\$398,656.05	(\$2,739,030.16)	\$156,833.32	94%	\$638,121

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Budget by Classification-September, 2022

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Through 09/30/22
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 737 - Storm Water Division							
Utility Charges	2,000,000.00	273,544.00	1,579,494.57	.00	420,505.43	79	1,509,82
Reimbursements	.00	.00	1,116.38	.00	(1,116.38)	+++	19
Department 737 - Storm Water Division Totals	\$2,000,000.00	\$273,544.00	\$1,580,610.95	\$0.00	\$419,389.05	79%	\$1,510,01
REVENUE TOTALS	\$2,000,000.00	\$273,544.00	\$1,580,610.95	\$0.00	\$419,389.05	79%	\$1,510,01
EXPENSE							
Department 000 - General							
Capital Purchases	808,375.63	.00	151,165.18	657,210.45	.00	100	259,47
Department 000 - General Totals	\$808,375.63	\$0.00	\$151,165.18	\$657,210.45	\$0.00	100%	\$259,47
Department 737 - Storm Water Division							
Personal Services	321,901.35	26,017.20	234,931.55	15,350.00	71,619.80	78	227,23
Supplies	64,344.00	2,712.01	17,740.76	15,463.68	31,139.56	52	20,39
Services	1,176,701.93	76,086.68	704,266.87	331,596.16	140,838.90	88	668,48
Capital Purchases	160,000.00	.00	.00	159,055.44	944.56	99	
Department 737 - Storm Water Division Totals	\$1,722,947.28	\$104,815.89	\$956,939.18	\$521,465.28	\$244,542.82	86%	\$916,12
Department 991 - Debt Service							
Debt Service	123,110.00	.00	6,554.00	116,554.00	2.00	100	7,79
Department 991 - Debt Service Totals	\$123,110.00	\$0.00	\$6,554.00	\$116,554.00	\$2.00	100%	\$7,79
EXPENSE TOTALS	\$2,654,432.91	\$104,815.89	\$1,114,658.36	\$1,295,229.73	\$244,544.82	91%	\$1,183,39
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	2,000,000.00	273,544.00	1,580,610.95	.00	419,389.05	79%	1,510,01
EXPENSE TOTALS	2,654,432.91	104,815.89	1,114,658.36	1,295,229.73	244,544.82	91%	1,183,39
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$654,432.91)	\$168,728.11	\$465,952.59	(\$1,295,229.73)	(\$174,844.23)	127%	\$326,62

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Budget by Classification-September, 2022

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Through 09/30/22
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior YTD T
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,200,000.00	226,278.74	1,902,035.85	.00	297,964.15	86	1,735,277.00
Other Revenues	.00	342.78	24,583.91	.00	(24,583.91)	+++	
Department 738 - Refuse Collection Totals	<u>\$2,200,000.00</u>	<u>\$226,621.52</u>	<u>\$1,926,619.76</u>	<u>\$0.00</u>	<u>\$273,380.24</u>	<u>88%</u>	<u>\$1,735,277.00</u>
REVENUE TOTALS	<u>\$2,200,000.00</u>	<u>\$226,621.52</u>	<u>\$1,926,619.76</u>	<u>\$0.00</u>	<u>\$273,380.24</u>	<u>88%</u>	<u>\$1,735,277.00</u>
EXPENSE							
Department 738 - Refuse Collection							
Supplies	2,000.00	.00	.00	.00	2,000.00	0	1,377.00
Services	3,020,257.04	208,566.32	2,055,949.43	257,758.74	706,548.87	77	1,749,257.00
Department 738 - Refuse Collection Totals	<u>\$3,022,257.04</u>	<u>\$208,566.32</u>	<u>\$2,055,949.43</u>	<u>\$257,758.74</u>	<u>\$708,548.87</u>	<u>77%</u>	<u>\$1,750,621.00</u>
EXPENSE TOTALS	<u>\$3,022,257.04</u>	<u>\$208,566.32</u>	<u>\$2,055,949.43</u>	<u>\$257,758.74</u>	<u>\$708,548.87</u>	<u>77%</u>	<u>\$1,750,621.00</u>
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	<u>2,200,000.00</u>	<u>226,621.52</u>	<u>1,926,619.76</u>	<u>.00</u>	<u>273,380.24</u>	<u>88%</u>	<u>1,735,277.00</u>
EXPENSE TOTALS	<u>3,022,257.04</u>	<u>208,566.32</u>	<u>2,055,949.43</u>	<u>257,758.74</u>	<u>708,548.87</u>	<u>77%</u>	<u>1,750,621.00</u>
Fund 750 - Solid Waste Fund Net Gain (Loss)	<u>(\$822,257.04)</u>	<u>\$18,055.20</u>	<u>(\$129,329.67)</u>	<u>(\$257,758.74)</u>	<u>\$435,168.63</u>	<u>47%</u>	<u>(\$15,353.00)</u>
Fund Type Totals							
REVENUE TOTALS	<u>18,900,000.00</u>	<u>2,591,166.74</u>	<u>15,032,979.30</u>	<u>.00</u>	<u>3,867,020.70</u>	<u>80%</u>	<u>14,386,377.00</u>
EXPENSE TOTALS	<u>25,084,785.77</u>	<u>1,262,162.62</u>	<u>13,852,055.40</u>	<u>7,048,398.29</u>	<u>4,184,332.08</u>	<u>83%</u>	<u>12,174,487.00</u>
Fund Type Net Gain (Loss)	<u>(\$6,184,785.77)</u>	<u>\$1,329,004.12</u>	<u>\$1,180,923.90</u>	<u>(\$7,048,398.29)</u>	<u>\$317,311.38</u>	<u>95%</u>	<u>\$2,211,889.00</u>
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	<u>18,900,000.00</u>	<u>2,591,166.74</u>	<u>15,032,979.30</u>	<u>.00</u>	<u>3,867,020.70</u>	<u>80%</u>	<u>14,386,377.00</u>
EXPENSE TOTALS	<u>25,084,785.77</u>	<u>1,262,162.62</u>	<u>13,852,055.40</u>	<u>7,048,398.29</u>	<u>4,184,332.08</u>	<u>83%</u>	<u>12,174,487.00</u>
Fund Category Enterprise Funds Net Gain (Loss)	<u>(\$6,184,785.77)</u>	<u>\$1,329,004.12</u>	<u>\$1,180,923.90</u>	<u>(\$7,048,398.29)</u>	<u>\$317,311.38</u>	<u>95%</u>	<u>\$2,211,889.00</u>
Grand Totals							
REVENUE TOTALS	<u>42,968,606.00</u>	<u>5,477,983.40</u>	<u>41,115,635.73</u>	<u>.00</u>	<u>1,852,970.27</u>	<u>96%</u>	<u>38,606,027.00</u>
EXPENSE TOTALS	<u>61,749,716.26</u>	<u>3,430,962.86</u>	<u>32,306,946.39</u>	<u>13,726,371.79</u>	<u>15,716,398.08</u>	<u>75%</u>	<u>32,971,617.00</u>
Grand Total Net Gain (Loss)	<u>(\$18,781,110.26)</u>	<u>\$2,047,020.54</u>	<u>\$8,808,689.34</u>	<u>(\$13,726,371.79)</u>	<u>\$13,863,427.81</u>	<u>26%</u>	<u>\$5,634,410.00</u>

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Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	1,259,870.00	.00	1,259,870.00	83,137.82	.00	798,457.25	461,412.75	63	780,111
5104	Wages-Part time	132,897.00	.00	132,897.00	10,909.90	.00	82,500.78	50,396.22	62	89,291
5105	Overtime	365,000.00	.00	365,000.00	24,451.46	.00	180,156.23	184,843.77	49	189,571
5106	Longevity	59,100.00	.00	59,100.00	17,400.00	.00	48,950.00	10,150.00	83	41,881
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(477)
5109	HSA Employer Funding	328,648.00	.00	328,648.00	.00	.00	327,227.69	1,420.31	100	296,281
5111	Wages Chief	138,029.00	.00	138,029.00	11,148.80	.00	101,398.40	36,630.60	73	98,911
5113	Wages Enforcement	6,844,633.00	.00	6,844,633.00	595,233.39	.00	4,863,316.32	1,981,316.68	71	4,669,071
5151	PERS Contribution	197,459.00	.00	197,459.00	12,582.87	.00	124,342.29	73,116.71	63	113,501
5152	PFDPF Contribution	1,288,596.00	.00	1,288,596.00	104,758.23	.00	967,901.67	320,694.33	75	939,021
5155	PERS Pickup	57,955.00	.00	57,955.00	4,154.81	.00	40,248.27	17,706.73	69	40,311
5161	Group Insurance	1,619,525.00	.00	1,619,525.00	236,100.71	276,990.97	1,210,999.34	131,534.69	92	1,098,351
5166	Medicare	127,593.00	.00	127,593.00	10,426.02	.00	85,084.03	42,508.97	67	82,381
	Personal Services Totals	\$12,419,305.00	\$0.00	\$12,419,305.00	\$1,110,304.01	\$276,990.97	\$8,830,582.27	\$3,311,731.76	73%	\$8,438,241
	Supplies									
5201	Office Supplies	10,000.00	2,322.55	12,322.55	1,042.75	3,668.17	7,568.87	1,085.51	91	5,371
5202	Photo Copy Supplies	3,500.00	.00	3,500.00	859.80	640.20	859.80	2,000.00	43	1,991
5203	Computer Supplies	13,600.00	513.99	14,113.99	556.82	4,246.89	6,411.23	3,455.87	76	6,371
5205	Small Tools/Minor Equipment	11,500.00	.00	11,500.00	.00	747.77	2,438.63	8,313.60	28	3,271
5206	Evidence	10,000.00	.00	10,000.00	.00	.00	5,000.00	5,000.00	50	5,001
5207	Law Enforcement Supplies	66,000.00	33,013.83	99,013.83	12,683.12	14,694.43	69,928.55	14,390.85	85	29,921
5213	Repair and Maintenance Supplies	16,100.00	1,503.74	17,603.74	36.17	871.20	5,901.67	10,830.87	38	4,901
5241	Uniforms-Purchased	145,500.00	5,624.25	151,124.25	17,958.72	22,377.98	89,643.37	39,102.90	74	52,501
5251	MV Gas and Oil	190,000.00	9,333.90	199,333.90	11,451.77	55,595.53	106,064.26	37,674.11	81	80,171
	Supplies Totals	\$466,200.00	\$52,312.26	\$518,512.26	\$44,589.15	\$102,842.17	\$293,816.38	\$121,853.71	76%	\$189,541
	Services									
5311	Utilities	150,000.00	12,192.45	162,192.45	8,992.00	52,997.64	85,174.81	24,020.00	85	76,421
5321	Professional Training	91,000.00	6,719.10	97,719.10	5,614.03	20,514.85	58,213.85	18,990.40	81	40,401
5323	Publications	30,350.00	.00	30,350.00	159.00	.00	1,809.00	28,541.00	6	
5324	Professional Association Dues	5,600.00	50.00	5,650.00	50.00	1,668.76	2,180.24	1,801.00	68	1,231
5325	Educational Assistance	10,000.00	.00	10,000.00	.00	4,720.02	7,079.98	(1,800.00)	118	3,401
5339	Misc Contract Services	69,200.00	4,110.39	73,310.39	1,179.34	24,083.60	34,945.99	14,280.80	81	38,781
5351	Liability Insurance Deductible	50,000.00	.00	50,000.00	.00	10,000.00	.00	40,000.00	20	8,401
5361	Building Repair/Maintenance	60,000.00	7,780.68	67,780.68	7,555.66	23,866.94	27,849.69	16,064.05	76	41,141
5362	Equipment Maintenance	68,000.00	2,942.69	70,942.69	203.64	19,466.07	16,608.30	34,868.32	51	16,231
5363	MV Repair/Maintenance-External	30,000.00	.00	30,000.00	5,358.49	14,283.69	3,102.02	12,614.29	58	9,581
5364	MV Repair/Maintenance-Internal	.00	.00	.00	340.00	260.00	340.00	(600.00)	+++	41



Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Services									
5366	Computer Maintenance	3,000.00	10,115.00	13,115.00	.00	.00	10,115.00	3,000.00	77	
5375	Prisoner Care	126,000.00	4,262.66	130,262.66	5,784.00	19,720.00	49,542.66	61,000.00	53	43,830
5391	Postage	8,000.00	8.35	8,008.35	121.20	675.11	1,552.87	5,780.37	28	1,840
5392	Fingerprinting Services	750.00	47.25	797.25	.00	39.50	207.75	550.00	31	480
5393	L.E.A.D.S Terminal	8,000.00	600.00	8,600.00	1,200.00	1,800.00	6,000.00	800.00	91	5,400
5395	Printing/Advertising	27,000.00	43.20	27,043.20	3,351.64	8,720.36	5,317.35	13,005.49	52	7,920
5396	Uniform Cleaning/Repairs	65,000.00	1,634.50	66,634.50	.00	12,000.00	12,520.70	42,113.80	37	16,600
5399	Other Miscellaneous Services	10,700.00	437.45	11,137.45	426.94	1,926.65	3,567.44	5,643.36	49	59,530
	Services Totals	\$812,600.00	\$50,943.72	\$863,543.72	\$40,335.94	\$216,743.19	\$326,127.65	\$320,672.88	63%	\$371,310
	Capital Purchases									
5631	Furniture and Fixtures	10,000.00	.00	10,000.00	355.54	4,017.51	804.72	5,177.77	48	420
5632	Motor Vehicles	344,000.00	128,991.94	472,991.94	23,923.00	297,221.36	154,501.62	21,268.96	96	61,060
5633	Machinery and Equipment	40,000.00	21,838.44	61,838.44	.00	13,455.00	44,046.48	4,336.96	93	4,860
5634	Unmarked Vehicles	28,400.00	.00	28,400.00	1,800.00	1,800.00	5,400.00	21,200.00	25	5,500
5639	Other Equipment	50,000.00	163,593.35	213,593.35	19,995.12	12,746.16	178,692.37	22,154.82	90	82,500
	Capital Purchases Totals	\$472,400.00	\$314,423.73	\$786,823.73	\$46,073.66	\$329,240.03	\$383,445.19	\$74,138.51	91%	\$154,350
	EXPENSE TOTALS	\$14,170,505.00	\$417,679.71	\$14,588,184.71	\$1,241,302.76	\$925,816.36	\$9,833,971.49	\$3,828,396.86	74%	\$9,153,450
Department 111 - Police Division Totals		(\$14,170,505.00)	(\$417,679.71)	(\$14,588,184.71)	(\$1,241,302.76)	(\$925,816.36)	(\$9,833,971.49)	(\$3,828,396.86)	74%	(\$9,153,455)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 290 - Mechanic										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	104,043.00	.00	104,043.00	3,353.60	.00	26,313.22	77,729.78	25	69,570
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	550
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	3,000.00	3,000.00	50	6,000
5151	PERS Contribution	14,643.00	.00	14,643.00	469.50	.00	4,289.64	10,353.36	29	9,920
5161	Group Insurance	31,017.00	.00	31,017.00	1,407.59	7,845.00	6,394.16	16,777.84	46	24,780
5166	Medicare	1,517.00	.00	1,517.00	47.08	.00	371.58	1,145.42	24	1,020
	Personal Services Totals	\$157,770.00	\$0.00	\$157,770.00	\$5,277.77	\$7,845.00	\$40,368.60	\$109,556.40	31%	\$111,850
	Supplies									
5201	Office Supplies	200.00	.00	200.00	.00	.00	.00	200.00	0	
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	1,188.05	311.95	1,500.00	50	
5213	Repair and Maintenance Supplies	130,000.00	6,213.17	136,213.17	1,680.09	35,846.71	41,457.70	58,908.76	57	60,890
5259	Operating Materials and Supplies	9,500.00	.00	9,500.00	1,163.54	3,317.14	1,682.86	4,500.00	53	2,580
	Supplies Totals	\$143,200.00	\$6,213.17	\$149,413.17	\$2,843.63	\$40,351.90	\$43,452.51	\$65,608.76	56%	\$63,470
	Services									
5311	Utilities	600.00	81.47	681.47	.00	355.64	325.83	.00	100	350
5321	Professional Training	800.00	.00	800.00	.00	.00	.00	800.00	0	120
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	1,907.01	92.99	1,000.00	67	280
5363	MV Repair/Maintenance-External	40,000.00	.00	40,000.00	.00	22,115.18	17,805.92	78.90	100	9,790
5397	Uniform Rental	1,650.00	27.84	1,677.84	91.41	978.07	549.77	150.00	91	1,100
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	900.00	588.05	11.95	99	150
	Services Totals	\$47,550.00	\$109.31	\$47,659.31	\$91.41	\$26,255.90	\$19,362.56	\$2,040.85	96%	\$11,820
	EXPENSE TOTALS	\$348,520.00	\$6,322.48	\$354,842.48	\$8,212.81	\$74,452.80	\$103,183.67	\$177,206.01	50%	\$187,150
Department 290 - Mechanic Totals		(\$348,520.00)	(\$6,322.48)	(\$354,842.48)	(\$8,212.81)	(\$74,452.80)	(\$103,183.67)	(\$177,206.01)	50%	(\$187,150)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	105,500.00	.00	105,500.00	8,115.20	.00	76,910.00	28,590.00	73	70,030
5102	Wages-Staff	678,070.00	.00	678,070.00	36,967.06	.00	392,934.80	285,135.20	58	382,720
5105	Overtime	15,000.00	.00	15,000.00	1,175.52	.00	7,919.14	7,080.86	53	26,430
5106	Longevity	3,455.00	.00	3,455.00	550.00	.00	2,750.00	705.00	80	1,650
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(1,860)
5109	HSA Employer Funding	54,000.00	.00	54,000.00	.00	.00	40,000.00	14,000.00	74	40,000
5141	Wages-Seasonal Labor	125,000.00	.00	125,000.00	7,812.13	.00	69,449.61	55,550.39	56	45,100
5151	PERS Contribution	129,784.00	.00	129,784.00	9,375.43	.00	76,311.02	53,472.98	59	72,110
5161	Group Insurance	280,235.00	.00	280,235.00	27,337.20	50,461.77	167,482.70	62,290.53	78	172,060
5166	Medicare	13,442.00	.00	13,442.00	757.02	.00	7,596.36	5,845.64	57	7,250
<i>Personal Services Totals</i>		\$1,404,486.00	\$0.00	\$1,404,486.00	\$92,089.56	\$50,461.77	\$841,353.63	\$512,670.60	63%	\$815,520
<i>Supplies</i>										
5201	Office Supplies	750.00	.00	750.00	.00	280.35	416.78	52.87	93	180
5203	Computer Supplies	680.00	.00	680.00	316.89	.00	316.89	363.11	47	740
5205	Small Tools/Minor Equipment	6,750.00	.00	6,750.00	.00	566.48	8,169.86	(1,986.34)	129	5,130
5209	Chemicals	47,320.00	3,000.00	50,320.00	10,215.00	638.16	42,404.41	7,277.43	86	40,250
5213	Repair and Maintenance Supplies	46,050.00	1,843.92	47,893.92	1,228.16	11,400.59	25,989.74	10,503.59	78	49,620
5215	Recreational Supplies	83,941.00	7,429.90	91,370.90	5,176.19	9,855.48	38,164.54	43,350.88	53	36,060
5241	Uniforms-Purchased	5,000.00	689.92	5,689.92	.00	34.03	2,598.89	3,057.00	46	390
5251	MV Gas and Oil	22,000.00	4,441.05	26,441.05	1,181.85	9,754.86	16,781.18	(94.99)	100	11,010
5252	Aggregates	16,950.00	.00	16,950.00	278.45	2,698.37	5,552.36	8,699.27	49	7,790
5259	Operating Materials and Supplies	22,750.00	1,914.74	24,664.74	255.95	4,038.78	18,807.90	1,818.06	93	21,310
<i>Supplies Totals</i>		\$252,191.00	\$19,319.53	\$271,510.53	\$18,652.49	\$39,267.10	\$159,202.55	\$73,040.88	73%	\$172,520
<i>Services</i>										
5303	Community Events	7,200.00	.00	7,200.00	355.00	3,270.00	6,966.90	(3,036.90)	142	5,350
5311	Utilities	39,000.00	3,175.26	42,175.26	1,943.06	12,076.97	24,890.00	5,208.29	88	22,180
5321	Professional Training	1,900.00	.00	1,900.00	.00	350.00	1,120.00	430.00	77	450
5322	Conference/Reimb	9,200.00	967.00	10,167.00	74.00	120.18	3,837.59	6,209.23	39	4,030
5323	Publications	250.00	.00	250.00	.00	.00	.00	250.00	0	1,320
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	633.00	1,700.00	167.00	93	1,860
5338	Personal Service Contracts	66,086.00	121.33	66,207.33	2,028.50	6,834.00	18,623.33	40,750.00	38	21,820
5339	Misc Contract Services	279,339.00	53,055.70	332,394.70	16,165.54	78,438.55	139,935.25	114,020.90	66	115,830
5361	Building Repair/Maintenance	18,000.00	5,771.20	23,771.20	.00	8,513.97	757.23	14,500.00	39	2,630
5362	Equipment Maintenance	2,000.00	.00	2,000.00	.00	131.70	568.30	1,300.00	35	
5391	Postage	7,500.00	3,062.26	10,562.26	19.95	26.99	5,440.89	5,094.38	52	6,420
5395	Printing/Advertising	25,000.00	7,476.29	32,476.29	1,052.00	1,016.50	19,709.57	11,750.22	64	13,710
5399	Other Miscellaneous Services	14,290.00	2,812.99	17,102.99	913.99	3,246.08	6,454.91	7,402.00	57	2,880



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
EXPENSE										
	Services Totals	\$472,265.00	\$76,442.03	\$548,707.03	\$22,552.04	\$114,657.94	\$230,003.97	\$204,045.12	63%	\$198,521
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	968.00	.00	4,097.50	(4,097.50)	+++	11,500
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$968.00	\$0.00	\$4,097.50	(\$4,097.50)	+++	\$11,500
	Capital Purchases									
5601	Land	.00	1,217.60	1,217.60	.00	1,217.60	.00	.00	100	
5631	Furniture and Fixtures	15,000.00	.00	15,000.00	14,439.50	.00	14,439.50	560.50	96	
5633	Machinery and Equipment	170,000.00	.00	170,000.00	17,825.00	144,724.00	17,825.00	7,451.00	96	
5639	Other Equipment	25,000.00	10,607.00	35,607.00	.00	10,607.00	.00	25,000.00	30	17,160
	Capital Purchases Totals	\$210,000.00	\$11,824.60	\$221,824.60	\$32,264.50	\$156,548.60	\$32,264.50	\$33,011.50	85%	\$17,160
	EXPENSE TOTALS	\$2,338,942.00	\$107,586.16	\$2,446,528.16	\$166,526.59	\$360,935.41	\$1,266,922.15	\$818,670.60	67%	\$1,215,240
	Department 340 - Parks and Recreation Totals	(\$2,338,942.00)	(\$107,586.16)	(\$2,446,528.16)	(\$166,526.59)	(\$360,935.41)	(\$1,266,922.15)	(\$818,670.60)	67%	(\$1,215,240)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 343 - Senior Center										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	120,042.00	.00	120,042.00	9,201.62	.00	86,465.48	33,576.52	72	51,283.00
5104	Wages-Part time	.00	.00	.00	.00	.00	1,478.23	(1,478.23)	+++	33,290.00
5105	Overtime	2,000.00	.00	2,000.00	26.31	.00	1,174.72	825.28	59	
5106	Longevity	650.00	.00	650.00	.00	.00	.00	650.00	0	
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	6,000.00	.00	100	2,000.00
5151	PERS Contribution	17,177.00	.00	17,177.00	1,376.63	.00	12,376.81	4,800.19	72	11,781.00
5161	Group Insurance	31,323.00	.00	31,323.00	4,865.22	7,471.02	25,417.38	(1,565.40)	105	7,460.00
5166	Medicare	1,779.00	.00	1,779.00	124.80	.00	1,206.73	572.27	68	1,211.00
	Personal Services Totals	\$178,971.00	\$0.00	\$178,971.00	\$15,594.58	\$7,471.02	\$134,119.35	\$37,380.63	79%	\$107,041.00
	Supplies									
5201	Office Supplies	1,300.00	.00	1,300.00	276.39	3,710.42	276.39	(2,686.81)	307	150.00
5203	Computer Supplies	1,500.00	.00	1,500.00	.00	.00	402.30	1,097.70	27	
5213	Repair and Maintenance Supplies	5,000.00	130.00	5,130.00	64.48	49.10	368.62	4,712.28	8	1,290.00
5215	Recreational Supplies	2,000.00	454.82	2,454.82	125.99	1,423.39	1,293.38	(261.95)	111	1,150.00
5216	Contributed Supplies Purchased	.00	18,978.56	18,978.56	31.35	2,225.32	973.82	15,779.42	17	62.00
	Supplies Totals	\$9,800.00	\$19,563.38	\$29,363.38	\$498.21	\$7,408.23	\$3,314.51	\$18,640.64	37%	\$3,240.00
	Services									
5311	Utilities	8,500.00	312.46	8,812.46	546.84	2,445.06	5,574.71	792.69	91	2,230.00
5321	Professional Training	.00	.00	.00	.00	.00	.00	.00	+++	90.00
5322	Conference/Reimb	400.00	.00	400.00	.00	17.94	289.00	93.06	77	
5324	Professional Association Dues	150.00	100.00	250.00	.00	.00	100.00	150.00	40	100.00
5339	Misc Contract Services	9,500.00	600.00	10,100.00	.00	1,573.50	2,428.50	6,098.00	40	6,540.00
5361	Building Repair/Maintenance	8,000.00	.00	8,000.00	.00	.00	693.60	7,306.40	9	
5391	Postage	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	
	Services Totals	\$29,050.00	\$1,012.46	\$30,062.46	\$546.84	\$4,036.50	\$9,085.81	\$16,940.15	44%	\$8,970.00
	Capital Purchases									
5639	Other Equipment	.00	2,439.00	2,439.00	.00	2,439.00	.00	.00	100	
	Capital Purchases Totals	\$0.00	\$2,439.00	\$2,439.00	\$0.00	\$2,439.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$217,821.00	\$23,014.84	\$240,835.84	\$16,639.63	\$21,354.75	\$146,519.67	\$72,961.42	70%	\$119,261.00
Department 343 - Senior Center Totals		(\$217,821.00)	(\$23,014.84)	(\$240,835.84)	(\$16,639.63)	(\$21,354.75)	(\$146,519.67)	(\$72,961.42)	70%	(\$119,261.00)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 344 - Community Events										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	67,637.00	.00	67,637.00	5,203.20	.00	49,404.80	18,232.20	73	48,411
5105	Overtime	50,000.00	.00	50,000.00	268.30	.00	31,728.93	18,271.07	63	4,709
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000
5151	PERS Contribution	16,469.00	.00	16,469.00	960.64	.00	11,357.03	5,111.97	69	7,400
5161	Group Insurance	21,846.00	.00	21,846.00	3,504.41	5,550.00	18,151.05	(1,855.05)	108	17,541
5166	Medicare	1,706.00	.00	1,706.00	76.23	.00	1,146.88	559.12	67	741
	Personal Services Totals	\$161,658.00	\$0.00	\$161,658.00	\$10,012.78	\$5,550.00	\$115,788.69	\$40,319.31	75%	\$82,811
	Supplies									
5201	Office Supplies	300.00	.00	300.00	.00	300.00	.00	.00	100	(37)
5203	Computer Supplies	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
5215	Recreational Supplies	27,000.00	3,118.54	30,118.54	(4,443.90)	3,077.40	14,784.29	12,256.85	59	7,531
5251	MV Gas and Oil	4,000.00	.00	4,000.00	3,584.44	1,968.96	3,584.44	(1,553.40)	139	381
	Supplies Totals	\$34,800.00	\$3,118.54	\$37,918.54	(\$859.46)	\$5,346.36	\$18,368.73	\$14,203.45	63%	\$7,881
	Services									
5303	Community Events	.00	.00	.00	.00	.00	.00	.00	+++	(135)
5311	Utilities	1,500.00	81.47	1,581.47	.00	1,255.64	325.83	.00	100	501
5321	Professional Training	831.00	.00	831.00	.00	.00	.00	831.00	0	
5322	Conference/Reimb	1,970.00	.00	1,970.00	.00	.00	.00	1,970.00	0	
5324	Professional Association Dues	1,154.00	.00	1,154.00	.00	.00	.00	1,154.00	0	
5339	Misc Contract Services	270,000.00	5,225.00	275,225.00	22,380.61	3,786.98	201,875.94	69,562.08	75	181,591
5395	Printing/Advertising	49,100.00	15,357.69	64,457.69	3,268.53	5,320.75	22,882.34	36,254.60	44	12,871
5399	Other Miscellaneous Services	10,000.00	3,224.00	13,224.00	4,522.35	2,328.95	13,309.35	(2,414.30)	118	321
	Services Totals	\$334,555.00	\$23,888.16	\$358,443.16	\$30,171.49	\$12,692.32	\$238,393.46	\$107,357.38	70%	\$195,161
	EXPENSE TOTALS	\$531,013.00	\$27,006.70	\$558,019.70	\$39,324.81	\$23,588.68	\$372,550.88	\$161,880.14	71%	\$285,861
Department 344 - Community Events Totals		(\$531,013.00)	(\$27,006.70)	(\$558,019.70)	(\$39,324.81)	(\$23,588.68)	(\$372,550.88)	(\$161,880.14)	71%	(\$285,861)

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 448 - Service Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	108,680.00	.00	108,680.00	8,360.00	.00	79,230.00	29,450.00	73	72,147.00
5102	Wages-Staff	383,730.00	.00	383,730.00	29,602.51	.00	282,603.53	101,126.47	74	274,880.00
5105	Overtime	7,000.00	.00	7,000.00	.00	.00	1,193.73	5,806.27	17	980.00
5106	Longevity	3,150.00	.00	3,150.00	.00	.00	.00	3,150.00	0	.00
5109	HSA Employer Funding	30,000.00	.00	30,000.00	.00	.00	30,000.00	.00	100	30,000.00
5151	PERS Contribution	70,358.00	.00	70,358.00	5,465.40	.00	50,636.75	19,721.25	72	48,530.00
5161	Group Insurance	162,332.00	.00	162,332.00	25,897.26	32,080.37	134,367.35	(4,115.72)	103	129,490.00
5166	Medicare	7,287.00	.00	7,287.00	523.98	.00	5,012.30	2,274.70	69	4,800.00
<i>Personal Services Totals</i>		\$772,537.00	\$0.00	\$772,537.00	\$69,849.15	\$32,080.37	\$583,043.66	\$157,412.97	80%	\$560,840.00
<i>Supplies</i>										
5201	Office Supplies	2,500.00	.00	2,500.00	66.53	442.10	1,464.38	593.52	76	1,000.00
5203	Computer Supplies	1,250.00	.00	1,250.00	.00	525.64	274.36	450.00	64	680.00
5213	Repair and Maintenance Supplies	20,000.00	368.74	20,368.74	680.58	8,485.24	9,714.58	2,168.92	89	10,810.00
5251	MV Gas and Oil	1,800.00	67.87	1,867.87	90.69	610.25	1,107.62	150.00	92	470.00
5259	Operating Materials and Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	160.00
<i>Supplies Totals</i>		\$26,050.00	\$436.61	\$26,486.61	\$837.80	\$10,063.23	\$12,560.94	\$3,862.44	85%	\$13,130.00
<i>Services</i>										
5301	Boards/Commissions	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5302	Street Lighting	275,000.00	13,480.00	288,480.00	(5,155.97)	120,712.49	96,992.85	70,774.66	75	151,600.00
5303	Community Events	45,000.00	.00	45,000.00	.00	262.50	37,518.00	7,219.50	84	29,800.00
5311	Utilities	1,600.00	123.33	1,723.33	73.77	994.24	729.09	.00	100	700.00
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5324	Professional Association Dues	250.00	.00	250.00	.00	.00	470.00	(220.00)	188	440.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5331	Engineering/Architecture	150,000.00	35,942.38	185,942.38	4,366.67	98,288.86	18,471.01	69,182.51	63	84,530.00
5339	Misc Contract Services	120,000.00	42,613.24	162,613.24	3,592.16	39,976.59	56,265.71	66,370.94	59	27,000.00
5362	Equipment Maintenance	4,500.00	192.99	4,692.99	349.77	1,035.26	3,186.81	470.92	90	3,140.00
5367	Streetscape Maintenance	50,000.00	200.00	50,200.00	.00	200.00	.00	50,000.00	0	14,770.00
5374	Emergency Management Services	45,000.00	.00	45,000.00	.00	467.08	39,532.92	5,000.00	89	37,020.00
5391	Postage	750.00	.00	750.00	21.57	.00	305.52	444.48	41	380.00
5395	Printing/Advertising	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5396	Uniform Cleaning/Repairs	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	890.06	617.94	492.00	75	800.00
5398	Tree/Grass Service	31,000.00	.00	31,000.00	2,643.75	8,587.75	29,912.25	(7,500.00)	124	12,730.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 448 - Service Department										
	EXPENSE									
	Services Totals	\$730,650.00	\$92,551.94	\$823,201.94	\$5,891.72	\$271,414.83	\$284,002.10	\$267,785.01	67%	\$362,977
	Transfers/Other									
5514	Refunds-Miscellaneous	.00	.00	.00	.00	.00	40.00	(40.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	(\$40.00)	+++	\$0
	Capital Purchases									
5631	Furniture and Fixtures	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,000
	Capital Purchases Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$5,000
	EXPENSE TOTALS	\$1,534,237.00	\$92,988.55	\$1,627,225.55	\$76,578.67	\$313,558.43	\$879,646.70	\$434,020.42	73%	\$941,958
Department 448 - Service Department Totals		(\$1,534,237.00)	(\$92,988.55)	(\$1,627,225.55)	(\$76,578.67)	(\$313,558.43)	(\$879,646.70)	(\$434,020.42)	73%	(\$941,958)

Attachment: Departmental Budget-September, 2022 11 02 2022 1 06 07 PM Joni Crawford 46108CFO



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 479 - Building Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,000.00	.00	95,000.00	7,308.00	.00	69,599.00	25,401.00	73	
5102	Wages-Staff	377,305.00	.00	377,305.00	21,992.00	.00	229,454.97	147,850.03	61	217,730
5105	Overtime	.00	.00	.00	.00	.00	757.60	(757.60)	+++	530
5106	Longevity	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
5109	HSA Employer Funding	30,000.00	.00	30,000.00	.00	.00	24,000.00	6,000.00	80	16,000
5151	PERS Contribution	66,291.00	.00	66,291.00	4,297.09	.00	42,527.67	23,763.33	64	30,170
5161	Group Insurance	162,146.00	.00	162,146.00	18,906.03	33,363.09	104,623.47	24,159.44	85	71,200
5166	Medicare	6,866.00	.00	6,866.00	406.41	.00	4,120.06	2,745.94	60	3,040
<i>Personal Services Totals</i>		\$738,808.00	\$0.00	\$738,808.00	\$52,909.53	\$33,363.09	\$475,082.77	\$230,362.14	69%	\$338,680
<i>Supplies</i>										
5201	Office Supplies	2,500.00	127.70	2,627.70	105.48	909.03	718.67	1,000.00	62	490
5203	Computer Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
5241	Uniforms-Purchased	3,500.00	14.00	3,514.00	.00	500.00	14.00	3,000.00	15	480
5251	MV Gas and Oil	6,000.00	334.27	6,334.27	421.94	2,189.47	4,144.80	.00	100	3,290
<i>Supplies Totals</i>		\$13,500.00	\$475.97	\$13,975.97	\$527.42	\$3,598.50	\$4,877.47	\$5,500.00	61%	\$4,270
<i>Services</i>										
5311	Utilities	6,000.00	305.88	6,305.88	.00	1,827.63	1,478.21	3,000.04	52	1,660
5321	Professional Training	3,500.00	219.00	3,719.00	.00	1,018.00	701.00	2,000.00	46	3,220
5322	Conference/Reimb	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5323	Publications	1,000.00	349.95	1,349.95	.00	.00	349.95	1,000.00	26	230
5324	Professional Association Dues	1,500.00	.00	1,500.00	.00	90.00	410.00	1,000.00	33	910
5325	Educational Assistance	1,000.00	.00	1,000.00	.00	250.50	249.50	500.00	50	
5331	Engineering/Architecture	2,000.00	.00	2,000.00	.00	2,062.50	.00	(62.50)	103	
5339	Misc Contract Services	55,000.00	2,182.50	57,182.50	.00	24,771.00	17,407.50	15,004.00	74	31,160
5362	Equipment Maintenance	7,000.00	.00	7,000.00	.00	3,732.12	3,267.88	.00	100	4,290
5366	Computer Maintenance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
5376	County Health Services	60,000.00	3,780.00	63,780.00	.00	45,252.00	18,528.00	.00	100	14,310
5391	Postage	2,500.00	.00	2,500.00	133.27	.00	1,173.51	1,326.49	47	1,730
5395	Printing/Advertising	3,500.00	.00	3,500.00	.00	783.84	716.16	2,000.00	43	680
<i>Services Totals</i>		\$151,000.00	\$6,837.33	\$157,837.33	\$133.27	\$79,787.59	\$44,281.71	\$33,768.03	79%	\$58,230
<i>Transfers/Other</i>										
5513	Refunds-Permit	.00	.00	.00	.00	.00	200.00	(200.00)	+++	
<i>Transfers/Other Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	+++	\$0
<i>Capital Purchases</i>										
5632	Motor Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
<i>Capital Purchases Totals</i>		\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$0
EXPENSE TOTALS		\$943,308.00	\$7,313.30	\$950,621.30	\$53,570.22	\$116,749.18	\$524,441.95	\$309,430.17	67%	\$401,180



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 479 - Building Department	Totals	(\$943,308.00)	(\$7,313.30)	(\$950,621.30)	(\$53,570.22)	(\$116,749.18)	(\$524,441.95)	(\$309,430.17)	67%	(\$401,188)



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,802.00	.00	97,802.00	7,523.24	.00	71,470.78	26,331.22	73	71,470.78
5102	Wages-Staff	148,809.00	.00	148,809.00	5,649.06	.00	42,981.17	105,827.83	29	41,661.17
5104	Wages-Part time	7,000.00	.00	7,000.00	.00	.00	13,021.75	(6,021.75)	186	4,281.75
5105	Overtime	.00	.00	.00	.00	.00	158.28	(158.28)	+++	321.75
5109	HSA Employer Funding	10,000.00	.00	10,000.00	.00	.00	6,000.00	4,000.00	60	6,000.00
5151	PERS Contribution	35,506.00	.00	35,506.00	2,189.93	.00	17,829.06	17,676.94	50	16,391.06
5161	Group Insurance	52,575.00	.00	52,575.00	4,870.87	5,740.97	25,362.10	21,471.93	59	24,631.93
5166	Medicare	3,677.00	.00	3,677.00	186.69	.00	1,809.72	1,867.28	49	1,661.69
	Personal Services Totals	\$355,369.00	\$0.00	\$355,369.00	\$20,419.79	\$5,740.97	\$178,632.86	\$170,995.17	52%	\$166,441.79
	Supplies									
5201	Office Supplies	800.00	.00	800.00	.00	200.00	377.22	222.78	72	191.22
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	91.00
	Supplies Totals	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$200.00	\$377.22	\$472.78	55%	\$291.22
	Services									
5311	Utilities	800.00	81.47	881.47	.00	555.64	325.83	.00	100	351.47
5322	Conference/Reimb	1,000.00	25.00	1,025.00	175.00	13.87	636.13	375.00	63	321.87
5323	Publications	.00	.00	.00	.00	84.01	115.99	(200.00)	+++	
5324	Professional Association Dues	1,750.00	.00	1,750.00	.00	.00	5,535.00	(3,785.00)	316	1,401.00
5332	Legal Services	30,000.00	16,135.85	46,135.85	400.00	9,839.40	28,796.45	7,500.00	84	5,400.00
5339	Misc Contract Services	6,000.00	28,000.00	34,000.00	14.99	8,242.58	4,947.42	20,810.00	39	
5391	Postage	500.00	.00	500.00	9.12	.00	308.64	191.36	62	211.12
5399	Other Miscellaneous Services	1,500.00	251.34	1,751.34	.00	6.80	1,357.15	387.39	78	2,071.34
	Services Totals	\$41,550.00	\$44,493.66	\$86,043.66	\$599.11	\$18,742.30	\$42,022.61	\$25,278.75	71%	\$9,761.34
	EXPENSE TOTALS	\$397,969.00	\$44,493.66	\$442,462.66	\$21,018.90	\$24,683.27	\$221,032.69	\$196,746.70	56%	\$176,504.11
Department 522 - Mayor Totals		(\$397,969.00)	(\$44,493.66)	(\$442,462.66)	(\$21,018.90)	(\$24,683.27)	(\$221,032.69)	(\$196,746.70)	56%	(\$176,504.11)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
	EXPENSE									
	Personal Services									
5104	Wages-Part time	60,572.00	.00	60,572.00	4,702.88	.00	43,351.74	17,220.26	72	40,900.00
5151	PERS Contribution	8,480.00	.00	8,480.00	632.92	.00	6,014.39	2,465.61	71	5,650.00
5166	Medicare	878.00	.00	878.00	68.19	.00	628.61	249.39	72	590.00
	Personal Services Totals	\$69,930.00	\$0.00	\$69,930.00	\$5,403.99	\$0.00	\$49,994.74	\$19,935.26	71%	\$47,140.00
	Supplies									
5201	Office Supplies	1,700.00	1,099.00	2,799.00	.00	322.74	1,550.41	925.85	67	3,470.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5259	Operating Materials and Supplies	1,300.00	.00	1,300.00	.00	.00	91.54	1,208.46	7	
	Supplies Totals	\$4,000.00	\$1,099.00	\$5,099.00	\$0.00	\$322.74	\$1,641.95	\$3,134.31	39%	\$3,470.00
	Services									
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	
5332	Legal Services	7,000.00	.00	7,000.00	.00	2,000.00	.00	5,000.00	29	2500.00
5336	Medical Services/Physical Exams	12,000.00	.00	12,000.00	2,079.00	9,292.00	7,907.00	(5,199.00)	143	5,820.00
5339	Misc Contract Services	10,000.00	.00	10,000.00	668.11	2,383.81	8,951.19	(1,335.00)	113	2,700.00
5391	Postage	200.00	.00	200.00	.00	100.00	55.03	44.97	78	400.00
5395	Printing/Advertising	5,000.00	81.00	5,081.00	.00	672.00	409.00	4,000.00	21	1,530.00
	Services Totals	\$34,800.00	\$81.00	\$34,881.00	\$2,747.11	\$14,447.81	\$17,322.22	\$3,110.97	91%	\$10,360.00
	EXPENSE TOTALS	\$108,730.00	\$1,180.00	\$109,910.00	\$8,151.10	\$14,770.55	\$68,958.91	\$26,180.54	76%	\$60,980.00
Department 534 - Civil Service Commission Totals		(\$108,730.00)	(\$1,180.00)	(\$109,910.00)	(\$8,151.10)	(\$14,770.55)	(\$68,958.91)	(\$26,180.54)	76%	(\$60,980.00)

Attachment: Departmental Budget-September, 2022 11_02_2022 1_06_07 PM Joni Crawford 46108CFO



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 545 - City Auditor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	90,769.00	.00	90,769.00	6,789.94	.00	65,754.43	25,014.57	72	65,754.43
5102	Wages-Staff	161,876.00	.00	161,876.00	12,259.20	.00	117,686.57	44,189.43	73	119,931.20
5104	Wages-Part time	46,529.00	.00	46,529.00	3,393.48	.00	34,185.76	12,343.24	73	33,141.00
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
5106	Longevity	1,150.00	.00	1,150.00	.00	.00	550.00	600.00	48	.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(527.00)
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	41,275.00	.00	41,275.00	3,239.82	.00	29,957.75	11,317.25	73	29,941.00
5161	Group Insurance	24,300.00	.00	24,300.00	3,716.12	4,570.68	20,056.44	(327.12)	101	19,541.00
5166	Medicare	4,384.00	.00	4,384.00	320.33	.00	3,115.21	1,268.79	71	3,021.00
	Personal Services Totals	\$376,283.00	\$0.00	\$376,283.00	\$29,718.89	\$4,570.68	\$275,306.16	\$96,406.16	74%	\$274,811.00
	Supplies									
5201	Office Supplies	2,000.00	173.54	2,173.54	.00	434.98	913.57	824.99	62	471.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	238.02	261.98	1,500.00	25	.00
	Supplies Totals	\$4,000.00	\$173.54	\$4,173.54	\$0.00	\$673.00	\$1,175.55	\$2,324.99	44%	\$471.00
	Services									
5321	Professional Training	2,400.00	.00	2,400.00	955.12	1,409.88	990.12	.00	100	.00
5322	Conference/Reimb	6,300.00	.00	6,300.00	260.00	.00	5,083.71	1,216.29	81	200.00
5324	Professional Association Dues	1,300.00	80.00	1,380.00	50.00	432.00	585.00	363.00	74	581.00
5333	Outside Professional Services	49,000.00	7,500.00	56,500.00	356.70	21,143.30	35,356.70	.00	100	37,691.00
5339	Misc Contract Services	29,000.00	999.40	29,999.40	3,791.20	20,034.33	14,465.07	(4,500.00)	115	14,841.00
5362	Equipment Maintenance	1,500.00	.00	1,500.00	107.65	773.72	726.28	.00	100	1,051.00
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	2,500.00	.00	(500.00)	125	.00
5391	Postage	2,500.00	.00	2,500.00	151.08	.00	1,262.72	1,237.28	51	1,241.00
5395	Printing/Advertising	2,000.00	298.20	2,298.20	209.98	.00	508.18	1,790.02	22	41.00
5399	Other Miscellaneous Services	15,000.00	.00	15,000.00	863.71	230.00	5,880.30	8,889.70	41	5,631.00
	Services Totals	\$111,000.00	\$8,877.60	\$119,877.60	\$6,745.44	\$46,523.23	\$64,858.08	\$8,496.29	93%	\$61,301.00
	EXPENSE TOTALS	\$491,283.00	\$9,051.14	\$500,334.14	\$36,464.33	\$51,766.91	\$341,339.79	\$107,227.44	79%	\$336,591.00
Department 545 - City Auditor Totals		(\$491,283.00)	(\$9,051.14)	(\$500,334.14)	(\$36,464.33)	(\$51,766.91)	(\$341,339.79)	(\$107,227.44)	79%	(\$336,591.00)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	100,302.00	.00	100,302.00	7,523.24	.00	72,720.78	27,581.22	73	72,720.78
5102	Wages-Staff	267,515.00	.00	267,515.00	18,669.16	.00	178,683.94	88,831.06	67	187,950.00
5104	Wages-Part time	72,056.00	.00	72,056.00	5,542.80	.00	52,603.30	19,452.70	73	50,600.00
5105	Overtime	.00	.00	.00	.00	.00	11.79	(11.79)	+++	
5106	Longevity	1,100.00	.00	1,100.00	550.00	.00	1,100.00	.00	100	1,100.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(357.00)
5109	HSA Employer Funding	16,000.00	.00	16,000.00	.00	.00	16,000.00	.00	100	15,660.00
5151	PERS Contribution	61,386.00	.00	61,386.00	4,649.86	.00	43,564.48	17,821.52	71	42,440.00
5161	Group Insurance	84,318.00	.00	84,318.00	13,319.14	15,236.15	69,744.66	(662.81)	101	64,940.00
5166	Medicare	6,394.00	.00	6,394.00	453.48	.00	4,283.45	2,110.55	67	4,390.00
	Personal Services Totals	\$609,071.00	\$0.00	\$609,071.00	\$50,707.68	\$15,236.15	\$438,712.40	\$155,122.45	75%	\$439,470.00
	Supplies									
5201	Office Supplies	5,500.00	373.37	5,873.37	303.10	1,708.79	3,254.58	910.00	85	3,350.00
5203	Computer Supplies	400.00	.00	400.00	.00	794.92	285.08	(680.00)	270	
5205	Small Tools/Minor Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Supplies Totals	\$6,400.00	\$373.37	\$6,773.37	\$303.10	\$2,503.71	\$3,539.66	\$730.00	89%	\$3,350.00
	Services									
5311	Utilities	300.00	40.75	340.75	.00	.00	40.75	300.00	12	660.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	550.00	1,950.00	22	900.00
5322	Conference/Reimb	1,200.00	.00	1,200.00	.00	2,456.00	1,044.00	(2,300.00)	292	1,120.00
5323	Publications	7,200.00	445.00	7,645.00	445.00	1,780.00	4,005.00	1,860.00	76	4,990.00
5324	Professional Association Dues	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	1,110.00
5332	Legal Services	40,000.00	3,750.00	43,750.00	.00	7,450.00	14,300.00	22,000.00	50	14,110.00
5333	Outside Professional Services	14,000.00	.00	14,000.00	416.67	11,550.48	3,333.36	(883.84)	106	12,800.00
5337	Public Defender	10,000.00	.00	10,000.00	.00	4,264.00	1,282.90	4,453.10	55	3,370.00
5339	Misc Contract Services	39,100.00	.00	39,100.00	1,888.15	1,551.85	8,098.15	29,450.00	25	17,790.00
5341	Court Costs and Fees	500.00	.00	500.00	.00	.00	46.00	454.00	9	
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	
5391	Postage	1,000.00	.00	1,000.00	111.20	.00	945.11	54.89	95	750.00
5399	Other Miscellaneous Services	3,000.00	13.00	3,013.00	30.00	306.00	647.95	2,059.05	32	1,460.00
	Services Totals	\$122,250.00	\$4,248.75	\$126,498.75	\$2,891.02	\$29,358.33	\$34,293.22	\$62,847.20	50%	\$59,100.00
	EXPENSE TOTALS	\$737,721.00	\$4,622.12	\$742,343.12	\$53,901.80	\$47,098.19	\$476,545.28	\$218,699.65	71%	\$501,930.00
Department 554 - City Attorney Totals		(\$737,721.00)	(\$4,622.12)	(\$742,343.12)	(\$53,901.80)	(\$47,098.19)	(\$476,545.28)	(\$218,699.65)	71%	(\$501,931.00)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 571 - City Council										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	65,336.00	.00	65,336.00	5,430.67	.00	48,876.03	16,459.97	75	47,888.00
5102	Wages-Staff	75,005.00	.00	75,005.00	5,769.60	.00	54,717.20	20,287.80	73	51,191.00
5104	Wages-Part time	10,978.00	.00	10,978.00	1,579.91	.00	8,609.71	2,368.29	78	10,151.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	21,185.00	.00	21,185.00	1,799.68	.00	15,483.52	5,701.48	73	15,391.00
5161	Group Insurance	9,375.00	.00	9,375.00	1,407.47	1,864.52	7,686.27	(175.79)	102	7,431.00
5166	Medicare	2,194.00	.00	2,194.00	181.58	.00	1,589.43	604.57	72	1,561.00
	Personal Services Totals	\$186,073.00	\$0.00	\$186,073.00	\$16,168.91	\$1,864.52	\$138,962.16	\$45,246.32	76%	\$135,621.00
	Supplies									
5201	Office Supplies	2,000.00	118.83	2,118.83	220.57	624.86	993.97	500.00	76	1,261.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
	Supplies Totals	\$2,500.00	\$118.83	\$2,618.83	\$220.57	\$624.86	\$993.97	\$1,000.00	62%	\$1,261.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	.00	850.00	479.40	1,170.60	53	1,911.00
5322	Conference/Reimb	3,500.00	.00	3,500.00	.00	250.00	1,050.00	2,200.00	37	2,021.00
5324	Professional Association Dues	500.00	.00	500.00	.00	180.00	480.00	(160.00)	132	440.00
5339	Misc Contract Services	40,000.00	6,517.55	46,517.55	970.00	13,907.14	17,771.98	14,838.43	68	23,251.00
5391	Postage	200.00	.00	200.00	11.75	.00	31.16	168.84	16	61.00
5395	Printing/Advertising	3,000.00	82.91	3,082.91	.00	1,104.58	978.33	1,000.00	68	1,311.00
5399	Other Miscellaneous Services	3,500.00	.00	3,500.00	.00	94.91	73.09	3,332.00	5	3,332.00
	Services Totals	\$53,200.00	\$6,600.46	\$59,800.46	\$981.75	\$16,386.63	\$20,863.96	\$22,549.87	62%	\$29,021.00
	EXPENSE TOTALS	\$241,773.00	\$6,719.29	\$248,492.29	\$17,371.23	\$18,876.01	\$160,820.09	\$68,796.19	72%	\$165,912.00
Department 571 - City Council Totals		(\$241,773.00)	(\$6,719.29)	(\$248,492.29)	(\$17,371.23)	(\$18,876.01)	(\$160,820.09)	(\$68,796.19)	72%	(\$165,912.00)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,909.00	.00	95,909.00	7,308.80	.00	70,683.60	25,225.40	74	70,030
5102	Wages-Staff	132,702.00	(35,000.00)	97,702.00	4,480.00	.00	74,215.86	23,486.14	76	96,050
5104	Wages-Part time	7,000.00	.00	7,000.00	716.25	.00	5,043.09	1,956.91	72	3,410
5105	Overtime	.00	.00	.00	.00	.00	231.00	(231.00)	+++	
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(150)
5109	HSA Employer Funding	12,000.00	.00	12,000.00	.00	.00	6,000.00	6,000.00	50	10,000
5151	PERS Contribution	32,986.00	.00	32,986.00	1,870.36	.00	19,776.81	13,209.19	60	23,630
5161	Group Insurance	65,492.00	.00	65,492.00	3,559.04	13,104.00	20,580.44	31,807.56	51	42,690
5166	Medicare	3,416.00	.00	3,416.00	177.49	.00	2,135.00	1,281.00	62	2,360
	Personal Services Totals	\$349,505.00	(\$35,000.00)	\$314,505.00	\$18,111.94	\$13,104.00	\$198,665.80	\$102,735.20	67%	\$248,040
	Supplies									
5201	Office Supplies	3,000.00	50.00	3,050.00	58.40	218.57	338.78	2,492.65	18	1,650
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
5241	Uniforms-Purchased	500.00	.00	500.00	.00	500.00	174.00	(174.00)	135	
	Supplies Totals	\$3,750.00	\$50.00	\$3,800.00	\$58.40	\$718.57	\$512.78	\$2,568.65	32%	\$1,650
	Services									
5301	Boards/Commissions	3,500.00	.00	3,500.00	149.37	7,484.33	6,619.35	(10,603.68)	403	1,990
5311	Utilities	2,200.00	81.47	2,281.47	.00	1,055.64	325.83	900.00	61	730
5321	Professional Training	2,000.00	.00	2,000.00	.00	.00	1,010.00	990.00	50	710
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	1,399.00	.00	3,601.00	28	
5323	Publications	2,000.00	.00	2,000.00	.00	100.00	80.00	1,820.00	9	290
5324	Professional Association Dues	3,000.00	.00	3,000.00	.00	801.00	11,108.00	(8,909.00)	397	1,330
5325	Educational Assistance	3,500.00	.00	3,500.00	.00	.00	3,029.75	470.25	87	
5331	Engineering/Architecture	100,000.00	75,691.55	175,691.55	1,987.00	74,576.13	42,919.91	58,195.51	67	45,080
5332	Legal Services	20,000.00	2,566.50	22,566.50	465.00	21,751.17	5,815.33	(5,000.00)	122	8,500
5339	Misc Contract Services	60,000.00	2,120.00	62,120.00	813.86	28,969.56	13,740.44	19,410.00	69	41,380
5391	Postage	500.00	.00	500.00	1.95	.00	93.98	406.02	19	120
5395	Printing/Advertising	4,000.00	52.00	4,052.00	.00	.00	54.53	3,997.47	1	
5399	Other Miscellaneous Services	1,000.00	3,650.00	4,650.00	.00	3,650.00	1,300.00	(300.00)	106	310
	Services Totals	\$206,700.00	\$84,161.52	\$290,861.52	\$3,417.18	\$139,786.83	\$86,097.12	\$64,977.57	78%	\$99,840
	Transfers/Other									
5513	Refunds-Permit	.00	.00	.00	.00	.00	.00	.00	+++	100
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$100
	Capital Purchases									
5631	Furniture and Fixtures	5,000.00	.00	5,000.00	.00	800.00	604.00	3,596.00	28	
	Capital Purchases Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$800.00	\$604.00	\$3,596.00	28%	\$0
	EXPENSE TOTALS	\$564,955.00	\$49,211.52	\$614,166.52	\$21,587.52	\$154,409.40	\$285,879.70	\$173,877.42	72%	\$349,650



Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 580 - Development	Department Totals	(\$564,955.00)	(\$49,211.52)	(\$614,166.52)	(\$21,587.52)	(\$154,409.40)	(\$285,879.70)	(\$173,877.42)	72%	(\$349,653)



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 582 - Human Resources Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	101,152.00	.00	101,152.00	7,391.76	.00	73,351.76	27,800.24	73	67,14
5102	Wages-Staff	.00	.00	.00	389.04	.00	389.04	(389.04)	+++	
5106	Longevity	600.00	.00	600.00	.00	.00	600.00	.00	100	600
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	14,245.00	.00	14,245.00	1,089.32	.00	10,308.76	3,936.24	72	9,44
5161	Group Insurance	9,267.00	.00	9,267.00	1,420.76	2,535.00	7,805.96	(1,073.96)	112	7,59
5166	Medicare	1,475.00	.00	1,475.00	111.31	.00	1,063.54	411.46	72	96
	Personal Services Totals	\$128,739.00	\$0.00	\$128,739.00	\$10,402.19	\$2,535.00	\$95,519.06	\$30,684.94	76%	\$87,75
	Supplies									
5201	Office Supplies	750.00	.00	750.00	90.69	421.54	278.46	50.00	93	86
5203	Computer Supplies	750.00	.00	750.00	.00	21.03	78.97	650.00	13	12
5208	OSHA Supplies	18,000.00	589.95	18,589.95	96.66	2,287.17	9,838.97	6,463.81	65	12,63
	Supplies Totals	\$19,500.00	\$589.95	\$20,089.95	\$187.35	\$2,729.74	\$10,196.40	\$7,163.81	64%	\$13,62
	Services									
5321	Professional Training	1,500.00	.00	1,500.00	411.77	107.90	617.10	775.00	48	
5322	Conference/Reimb	.00	.00	.00	.00	175.00	.00	(175.00)	+++	
5323	Publications	800.00	.00	800.00	.00	.00	703.80	96.20	88	71
5324	Professional Association Dues	600.00	.00	600.00	.00	.00	444.00	156.00	74	21
5336	Medical Services/Physical Exams	5,000.00	.00	5,000.00	.00	706.00	856.00	3,438.00	31	62
5339	Misc Contract Services	6,500.00	.00	6,500.00	475.00	2,605.00	9,008.88	(5,113.88)	179	6,23
5391	Postage	200.00	.00	200.00	2.85	.00	54.97	145.03	27	7
5399	Other Miscellaneous Services	30,000.00	641.90	30,641.90	264.00	3,773.58	9,868.52	16,999.80	45	12,84
	Services Totals	\$44,600.00	\$641.90	\$45,241.90	\$1,153.62	\$7,367.48	\$21,553.27	\$16,321.15	64%	\$20,72
	EXPENSE TOTALS	\$192,839.00	\$1,231.85	\$194,070.85	\$11,743.16	\$12,632.22	\$127,268.73	\$54,169.90	72%	\$122,09
Department 582 - Human Resources Department Totals		(\$192,839.00)	(\$1,231.85)	(\$194,070.85)	(\$11,743.16)	(\$12,632.22)	(\$127,268.73)	(\$54,169.90)	72%	(\$122,09)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 584 - Computer Department										
	EXPENSE									
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	199.80	50.20	.00	100	23
5203	Computer Supplies	12,750.00	5,986.82	18,736.82	2,486.18	4,941.81	13,795.01	.00	100	1,62
	Supplies Totals	\$13,000.00	\$5,986.82	\$18,986.82	\$2,486.18	\$5,141.61	\$13,845.21	\$0.00	100%	\$1,85
	Services									
5339	Misc Contract Services	161,000.00	18,693.55	179,693.55	932.93	45,838.32	133,855.23	.00	100	112,35
5366	Computer Maintenance	513,354.00	(41,000.00)	472,354.00	6,979.91	230,387.20	194,773.65	47,193.15	90	175,79
	Services Totals	\$674,354.00	(\$22,306.45)	\$652,047.55	\$7,912.84	\$276,225.52	\$328,628.88	\$47,193.15	93%	\$288,15
	Capital Purchases									
5639	Other Equipment	143,000.00	39,214.68	182,214.68	10,129.46	49,686.35	91,178.59	41,349.74	77	40,36
	Capital Purchases Totals	\$143,000.00	\$39,214.68	\$182,214.68	\$10,129.46	\$49,686.35	\$91,178.59	\$41,349.74	77%	\$40,36
	EXPENSE TOTALS	\$830,354.00	\$22,895.05	\$853,249.05	\$20,528.48	\$331,053.48	\$433,652.68	\$88,542.89	90%	\$330,36
Department 584 - Computer Department Totals		(\$830,354.00)	(\$22,895.05)	(\$853,249.05)	(\$20,528.48)	(\$331,053.48)	(\$433,652.68)	(\$88,542.89)	90%	(\$330,36)

Attachment: Departmental Budget-September, 2022 11 02 2022 1 06 07 PM Joni Crawford 46108CF0



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	82,090.00	.00	82,090.00	6,123.23	.00	59,375.80	22,714.20	72	57,681.00
5102	Wages-Staff	102,555.00	.00	102,555.00	7,697.62	.00	74,339.29	28,215.71	72	73,561.00
5104	Wages-Part time	33,065.00	.00	33,065.00	2,544.00	.00	22,247.82	10,817.18	67	23,611.00
5105	Overtime	.00	.00	.00	.00	.00	20.41	(20.41)	+++	
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	1,100.00	600.00	65	550.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	30,017.00	.00	30,017.00	2,339.57	.00	21,588.21	8,428.79	72	21,771.00
5161	Group Insurance	43,894.00	.00	43,894.00	7,175.87	12,080.00	37,805.64	(5,991.64)	114	36,631.00
5166	Medicare	3,181.00	.00	3,181.00	230.26	.00	2,213.20	967.80	70	2,181.00
	Personal Services Totals	\$304,502.00	\$0.00	\$304,502.00	\$26,110.55	\$12,080.00	\$226,690.37	\$65,731.63	78%	\$224,011.00
	Supplies									
5201	Office Supplies	2,600.00	17.39	2,617.39	.00	1,992.29	1,452.99	(827.89)	132	1,091.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
	Supplies Totals	\$4,600.00	\$17.39	\$4,617.39	\$0.00	\$1,992.29	\$1,452.99	\$1,172.11	75%	\$1,091.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	600.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	
5323	Publications	500.00	.00	500.00	.00	400.00	.00	100.00	80	70.00
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	.00	500.00	0	580.00
5332	Legal Services	76,000.00	9,000.00	85,000.00	4,000.00	23,000.00	43,000.00	19,000.00	78	35,000.00
5339	Misc Contract Services	1,500.00	105.05	1,605.05	22.95	1,524.45	380.60	(300.00)	119	500.00
5344	Witness Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5377	Municipal Court	25,000.00	.00	25,000.00	.00	7,303.00	7,697.00	10,000.00	60	5,780.00
5391	Postage	2,000.00	.00	2,000.00	136.78	.00	771.11	1,228.89	39	690.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	600.00	.00	.00	100	
5399	Other Miscellaneous Services	2,545.00	45.00	2,590.00	.00	730.00	421.79	1,438.21	44	680.00
	Services Totals	\$111,145.00	\$9,150.05	\$120,295.05	\$4,159.73	\$33,557.45	\$52,270.50	\$34,467.10	71%	\$43,911.00
	Capital Purchases									
5631	Furniture and Fixtures	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	
5639	Other Equipment	.00	.00	.00	793.60	35.11	793.60	(828.71)	+++	
	Capital Purchases Totals	\$6,500.00	\$0.00	\$6,500.00	\$793.60	\$35.11	\$793.60	\$5,671.29	13%	\$0.00
	EXPENSE TOTALS	\$426,747.00	\$9,167.44	\$435,914.44	\$31,063.88	\$47,664.85	\$281,207.46	\$107,042.13	75%	\$269,021.00
Department 593 - Clerk of Courts Totals		(\$426,747.00)	(\$9,167.44)	(\$435,914.44)	(\$31,063.88)	(\$47,664.85)	(\$281,207.46)	(\$107,042.13)	75%	(\$269,021.00)

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Departmental Budget-September, 2022

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 595 - General and Administrative										
	EXPENSE									
	Personal Services									
5164	Workers Compensation	241,740.00	153,125.87	394,865.87	.00	.00	257,889.87	136,976.00	65	40,310
5165	Unemployment Compensation	25,000.00	.00	25,000.00	.00	10,000.00	.00	15,000.00	40	7,020
	Personal Services Totals	\$266,740.00	\$153,125.87	\$419,865.87	\$0.00	\$10,000.00	\$257,889.87	\$151,976.00	64%	\$47,330
	Supplies									
5201	Office Supplies	.00	.00	.00	.00	.00	(83.98)	83.98	+++	
5202	Photo Copy Supplies	7,000.00	399.90	7,399.90	.00	960.50	2,439.40	4,000.00	46	2,280
	Supplies Totals	\$7,000.00	\$399.90	\$7,399.90	\$0.00	\$960.50	\$2,355.42	\$4,083.98	45%	\$2,280
	Services									
5301	Boards/Commissions	40,000.00	693.97	40,693.97	771.17	2,960.70	6,733.27	31,000.00	24	15,080
5311	Utilities	235,000.00	6,239.26	241,239.26	7,781.64	65,096.85	112,140.41	64,002.00	73	102,840
5324	Professional Association Dues	30,000.00	.00	30,000.00	.00	6,135.15	22,782.45	1,082.40	96	20,220
5351	Liability Insurance Deductible	280,000.00	1,886.00	281,886.00	500.00	255,300.00	51,139.70	(24,553.70)	109	31,080
5352	Motor Vehicle Insurance	95,000.00	.00	95,000.00	.00	95,000.00	.00	.00	100	
5353	Employee Fidelity Bond	3,000.00	.00	3,000.00	.00	1,301.00	.00	1,699.00	43	1,300
5361	Building Repair/Maintenance	65,000.00	7,374.25	72,374.25	.00	28,018.75	28,070.03	16,285.47	77	24,820
5362	Equipment Maintenance	2,500.00	.00	2,500.00	.00	721.89	1,278.11	500.00	80	370
5371	Election Expense	20,000.00	.00	20,000.00	.00	.00	14,213.98	5,786.02	71	
5372	Delinquent Tax Advertising	750.00	.00	750.00	2.62	.00	195.38	554.62	26	180
5373	Auditor/Treasurer Fees	10,000.00	.00	10,000.00	39.83	.00	5,333.66	4,666.34	53	5,080
5391	Postage	3,000.00	482.64	3,482.64	2,036.44	1,534.72	3,036.13	(1,088.21)	131	(700)
5394	Taxes/Assessments-City Property	55,000.00	.00	55,000.00	.00	.00	67,995.27	(12,995.27)	124	5,440
5399	Other Miscellaneous Services	10,000.00	600.00	10,600.00	.00	.00	600.00	10,000.00	6	600
	Services Totals	\$849,250.00	\$17,276.12	\$866,526.12	\$11,131.70	\$456,069.06	\$313,518.39	\$96,938.67	89%	\$206,340
	Capital Purchases									
5639	Other Equipment	30,000.00	.00	30,000.00	.00	7,188.80	5,811.20	17,000.00	43	6,870
	Capital Purchases Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$7,188.80	\$5,811.20	\$17,000.00	43%	\$6,870
	EXPENSE TOTALS	\$1,152,990.00	\$170,801.89	\$1,323,791.89	\$11,131.70	\$474,218.36	\$579,574.88	\$269,998.65	80%	\$262,840
Department 595 - General and Administrative Totals		(\$1,152,990.00)	(\$170,801.89)	(\$1,323,791.89)	(\$11,131.70)	(\$474,218.36)	(\$579,574.88)	(\$269,998.65)	80%	(\$262,840)

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Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 110 - General Fund										
Department 810 - Public Health and Welfare										
	EXPENSE									
	Services									
5376	County Health Services	350,898.00	.00	350,898.00	.00	.00	351,003.42	(105.42)	100	343,974
	Services Totals	\$350,898.00	\$0.00	\$350,898.00	\$0.00	\$0.00	\$351,003.42	(\$105.42)	100%	\$343,974
	EXPENSE TOTALS	\$350,898.00	\$0.00	\$350,898.00	\$0.00	\$0.00	\$351,003.42	(\$105.42)	100%	\$343,974
Department 810 - Public Health and Welfare	Totals	(\$350,898.00)	\$0.00	(\$350,898.00)	\$0.00	\$0.00	(\$351,003.42)	\$105.42	100%	(\$343,974)
Fund 110 - General Fund	Totals	\$25,580,605.00	\$1,001,285.70	\$26,581,890.70	\$1,835,117.59	\$3,013,628.85	\$16,454,520.14	\$7,113,741.71		\$15,224,034



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 203 - Cares Act (CRF) Franklin Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	161.99	161.99	.00	.00	161.99	.00	100	
	Transfers/Other Totals	\$0.00	\$161.99	\$161.99	\$0.00	\$0.00	\$161.99	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$0.00	\$161.99	\$161.99	\$0.00	\$0.00	\$161.99	\$0.00	100%	\$0.00
	Department 000 - General Totals	\$0.00	(\$161.99)	(\$161.99)	\$0.00	\$0.00	(\$161.99)	\$0.00	100%	\$0.00
Fund 203 - Cares Act (CRF) Franklin Cty	Totals	\$0.00	\$161.99	\$161.99	\$0.00	\$0.00	\$161.99	\$0.00		\$0.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 204 - Cares Act (CRF) Licking Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	42.09	42.09	.00	.00	42.09	.00	100	28,516
	Transfers/Other Totals	\$0.00	\$42.09	\$42.09	\$0.00	\$0.00	\$42.09	\$0.00	100%	\$28,516
	EXPENSE TOTALS	\$0.00	\$42.09	\$42.09	\$0.00	\$0.00	\$42.09	\$0.00	100%	\$28,516
	Department 000 - General Totals	\$0.00	(\$42.09)	(\$42.09)	\$0.00	\$0.00	(\$42.09)	\$0.00	100%	(\$28,516)
Fund 204 - Cares Act (CRF) Licking Cty Totals		\$0.00	\$42.09	\$42.09	\$0.00	\$0.00	\$42.09	\$0.00		\$28,516



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year
Fund 205 - Cares Act (CRF) Fairfield Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	7.67	7.67	.00	.00	7.67	.00	100	
	Transfers/Other Totals	\$0.00	\$7.67	\$7.67	\$0.00	\$0.00	\$7.67	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$0.00	\$7.67	\$7.67	\$0.00	\$0.00	\$7.67	\$0.00	100%	\$0.00
	Department 000 - General Totals	\$0.00	(\$7.67)	(\$7.67)	\$0.00	\$0.00	(\$7.67)	\$0.00	100%	\$0.00
Fund 205 - Cares Act (CRF) Fairfield Cty	Totals	\$0.00	\$7.67	\$7.67	\$0.00	\$0.00	\$7.67	\$0.00		\$0.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 206 - American Rescue Plan Act										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	437,900.00	437,900.00	16,126.67	85,993.41	83,276.59	268,630.00	39	
	Transfers/Other Totals	\$0.00	\$437,900.00	\$437,900.00	\$16,126.67	\$85,993.41	\$83,276.59	\$268,630.00	39%	\$0.00
	Capital Purchases									
5659	Miscellaneous Infrastructure	.00	2,833,615.79	2,833,615.79	34,832.81	2,412,229.81	421,385.98	.00	100	
	Capital Purchases Totals	\$0.00	\$2,833,615.79	\$2,833,615.79	\$34,832.81	\$2,412,229.81	\$421,385.98	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$0.00	\$3,271,515.79	\$3,271,515.79	\$50,959.48	\$2,498,223.22	\$504,662.57	\$268,630.00	92%	\$0.00
	Department 000 - General Totals	\$0.00	(\$3,271,515.79)	(\$3,271,515.79)	(\$50,959.48)	(\$2,498,223.22)	(\$504,662.57)	(\$268,630.00)	92%	\$0.00
Fund 206 - American Rescue Plan Act Totals		\$0.00	\$3,271,515.79	\$3,271,515.79	\$50,959.48	\$2,498,223.22	\$504,662.57	\$268,630.00		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 220 - Income Tax Fund										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5000	Contingency Reserve	.00	.00	.00	.00	3,784,897.95	.00	(3,784,897.95)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$3,784,897.95	\$0.00	(\$3,784,897.95)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,784,897.95	\$0.00	(\$3,784,897.95)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,784,897.95)	\$0.00	\$3,784,897.95	+++	\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	94,502.00	.00	94,502.00	7,268.80	.00	68,967.22	25,534.78	73	97,081
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,331
5151	PERS Contribution	13,230.00	.00	13,230.00	1,017.64	.00	9,607.09	3,622.91	73	8,991
5161	Group Insurance	16,566.00	.00	16,566.00	3,520.23	5,626.68	18,293.43	(7,354.11)	144	14,021
5164	Workers Compensation	2,681.00	1,920.46	4,601.46	.00	.00	1,920.46	2,681.00	42	
5166	Medicare	1,370.00	.00	1,370.00	98.69	.00	936.28	433.72	68	311
	Personal Services Totals	\$132,349.00	\$1,920.46	\$134,269.46	\$11,905.36	\$5,626.68	\$103,724.48	\$24,918.30	81%	\$124,751
	Supplies									
5201	Office Supplies	1,500.00	15.25	1,515.25	.00	500.00	15.25	1,000.00	34	111
5203	Computer Supplies	500.00	.00	500.00	94.08	155.92	94.08	250.00	50	71
	Supplies Totals	\$2,000.00	\$15.25	\$2,015.25	\$94.08	\$655.92	\$109.33	\$1,250.00	38%	\$191
	Services									
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	268.46	356.54	375.00	62	
5323	Publications	200.00	.00	200.00	.00	.00	200.00	.00	100	
5324	Professional Association Dues	525.00	.00	525.00	.00	.00	25.00	500.00	5	
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	407.64	14,660.36	59,932.00	20	
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	.00	100.00	(25.00)	133	71
5362	Equipment Maintenance	425.00	.00	425.00	35.88	57.90	242.10	125.00	71	201
5373	Auditor/Treasurer Fees	200.00	.00	200.00	83.81	.00	84.95	115.05	42	21
5379	Other Governmental Billings	10,000.00	.00	10,000.00	1,413.97	.00	4,026.94	5,973.06	40	3,431
5391	Postage	675.00	.00	675.00	36.48	32.10	154.39	488.51	28	21
5399	Other Miscellaneous Services	.00	.00	.00	.00	.00	(.04)	.04	+++	
	Services Totals	\$88,600.00	\$0.00	\$88,600.00	\$1,570.14	\$766.10	\$19,850.24	\$67,983.66	23%	\$3,751
	Transfers/Other									
5519	Miscellaneous Costs	110,000.00	.00	110,000.00	475.42	.00	1,459.25	108,540.75	1	7,731
5529	Miscellaneous Distributions	800,000.00	.00	800,000.00	93,152.65	.00	147,911.19	652,088.81	18	328,741
5530	Enterprise Zone Payment	1,500,000.00	.00	1,500,000.00	.00	122,405.99	303,072.61	1,074,521.40	28	301,461
	Transfers/Other Totals	\$2,410,000.00	\$0.00	\$2,410,000.00	\$93,628.07	\$122,405.99	\$452,443.05	\$1,835,150.96	24%	\$637,941
	EXPENSE TOTALS	\$2,632,949.00	\$1,935.71	\$2,634,884.71	\$107,197.65	\$129,454.69	\$576,127.10	\$1,929,302.92	27%	\$766,641
Department 564 - Income Tax Division Totals		(\$2,632,949.00)	(\$1,935.71)	(\$2,634,884.71)	(\$107,197.65)	(\$129,454.69)	(\$576,127.10)	(\$1,929,302.92)	27%	(\$766,641)
Fund 220 - Income Tax Fund Totals		\$2,632,949.00	\$1,935.71	\$2,634,884.71	\$107,197.65	\$3,914,352.64	\$576,127.10	(\$1,855,595.03)		\$766,641

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	80,493.00	.00	80,493.00	6,192.00	.00	58,764.40	21,728.60	73	56,521
5102	Wages-Staff	404,255.00	.00	404,255.00	30,905.61	.00	297,266.84	106,988.16	74	286,731
5105	Overtime	28,000.00	25,000.00	53,000.00	.00	.00	20,747.33	32,252.67	39	25,121
5106	Longevity	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(1,363
5109	HSA Employer Funding	25,000.00	.00	25,000.00	.00	.00	25,000.00	.00	100	19,000
5151	PERS Contribution	71,932.00	.00	71,932.00	5,528.61	.00	51,270.04	20,661.96	71	50,521
5161	Group Insurance	134,548.00	.00	134,548.00	24,699.44	21,724.88	111,313.34	1,509.78	99	81,730
5164	Workers Compensation	14,646.00	7,628.98	22,274.98	.00	.00	7,628.98	14,646.00	34	
5166	Medicare	7,486.00	.00	7,486.00	517.46	.00	5,265.26	2,220.74	70	5,190
	Personal Services Totals	\$769,910.00	\$32,628.98	\$802,538.98	\$67,843.12	\$21,724.88	\$577,256.19	\$203,557.91	75%	\$523,471
	Supplies									
5201	Office Supplies	3,500.00	142.07	3,642.07	92.62	1,217.39	1,124.68	1,300.00	64	1,571
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	800.00	.00	200.00	80	390
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	462.01	1,187.99	(150.00)	110	
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	153.15	1,499.18	1,400.82	(900.00)	145	610
5251	MV Gas and Oil	36,000.00	2,859.05	38,859.05	2,392.56	10,915.94	27,870.09	73.02	100	18,690
5252	Aggregates	19,000.00	1,209.30	20,209.30	.00	7,479.35	7,729.95	5,000.00	75	3,650
5253	Ice Control	140,000.00	.00	140,000.00	.00	5,000.00	47,681.26	87,318.74	38	9,160
5259	Operating Materials and Supplies	130,500.00	1,664.08	132,164.08	4,827.14	56,477.65	45,443.22	30,243.21	77	55,690
	Supplies Totals	\$334,000.00	\$5,874.50	\$339,874.50	\$7,465.47	\$83,851.52	\$132,438.01	\$123,584.97	64%	\$89,800
	Services									
5311	Utilities	19,000.00	1,082.19	20,082.19	612.97	6,664.94	7,117.25	6,300.00	69	9,220
5313	Traffic Light Current	12,000.00	549.02	12,549.02	485.18	2,360.73	4,488.29	5,700.00	55	4,220
5321	Professional Training	500.00	.00	500.00	.00	90.00	.00	410.00	18	
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	
5324	Professional Association Dues	160.00	.00	160.00	.00	65.00	70.00	25.00	84	30
5331	Engineering/Architecture	15,000.00	10,500.00	25,500.00	450.00	13,792.50	4,707.50	7,000.00	73	220
5339	Misc Contract Services	97,000.00	25.16	97,025.16	76,411.84	23,688.73	91,931.46	(18,595.03)	119	14,400
5351	Liability Insurance Deductible	8,000.00	.00	8,000.00	.00	8,000.00	.00	.00	100	
5352	Motor Vehicle Insurance	8,000.00	.00	8,000.00	.00	8,000.00	.00	.00	100	
5361	Building Repair/Maintenance	10,000.00	.00	10,000.00	.00	2,350.00	650.00	7,000.00	30	600
5365	Utility Line Repair/Maintenance	42,000.00	.00	42,000.00	3,317.74	22,182.26	3,317.74	16,500.00	61	48,650
5391	Postage	100.00	.00	100.00	.57	.00	7.50	92.50	8	
5397	Uniform Rental	2,000.00	51.60	2,051.60	106.12	354.59	797.01	900.00	56	940
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	239.75	260.25	1,000.00	33	490



Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	260 - Street Fund									
Department	268 - Street Department									
	EXPENSE									
	<i>Services Totals</i>	\$215,460.00	\$12,207.97	\$227,667.97	\$81,384.42	\$87,788.50	\$113,347.00	\$26,532.47	88%	\$78,799.00
	<i>Capital Purchases</i>									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	184,960.00
5633	Machinery and Equipment	15,000.00	22,375.00	37,375.00	.00	19,900.00	17,457.48	17.52	100	
	<i>Capital Purchases Totals</i>	\$15,000.00	\$22,375.00	\$37,375.00	\$0.00	\$19,900.00	\$17,457.48	\$17.52	100%	\$184,960.00
	EXPENSE TOTALS	\$1,334,370.00	\$73,086.45	\$1,407,456.45	\$156,693.01	\$213,264.90	\$840,498.68	\$353,692.87	75%	\$877,030.00
Department	268 - Street Department Totals	(\$1,334,370.00)	(\$73,086.45)	(\$1,407,456.45)	(\$156,693.01)	(\$213,264.90)	(\$840,498.68)	(\$353,692.87)	75%	(\$877,030.00)
Fund	260 - Street Fund Totals	\$1,334,370.00	\$73,086.45	\$1,407,456.45	\$156,693.01	\$213,264.90	\$840,498.68	\$353,692.87		\$877,030.00

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	55,000.00	.00	55,000.00	.00	.00	55,000.00	.00	100	39,399.00
5259	Operating Materials and Supplies	15,000.00	.00	15,000.00	270.00	14,000.00	865.50	134.50	99	5,550.00
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$270.00	\$14,000.00	\$55,865.50	\$134.50	100%	\$44,950.00
	Services									
5313	Traffic Light Current	12,000.00	607.09	12,607.09	538.47	2,925.88	4,981.21	4,700.00	63	4,800.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	
5365	Utility Line Repair/Maintenance	19,000.00	.00	19,000.00	18,024.04	4,975.96	18,024.04	(4,000.00)	121	21,120.00
	Services Totals	\$34,000.00	\$607.09	\$34,607.09	\$18,562.51	\$9,401.84	\$23,005.25	\$2,200.00	94%	\$25,930.00
	EXPENSE TOTALS	\$104,000.00	\$607.09	\$104,607.09	\$18,832.51	\$23,401.84	\$78,870.75	\$2,334.50	98%	\$70,890.00
Department 268 - Street Department Totals		(\$104,000.00)	(\$607.09)	(\$104,607.09)	(\$18,832.51)	(\$23,401.84)	(\$78,870.75)	(\$2,334.50)	98%	(\$70,890.00)
Fund 270 - State Highway Fund Totals		\$104,000.00	\$607.09	\$104,607.09	\$18,832.51	\$23,401.84	\$78,870.75	\$2,334.50		\$70,890.00

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Departmental Budget-September, 2022

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	195,612.45	195,612.45	.00	.00	14,018.75	181,593.70	7	2,013
5921	Immobilization Expenses	.00	18,657.52	18,657.52	.00	.00	.00	18,657.52	0	
	Transfers/Other Totals	\$0.00	\$214,269.97	\$214,269.97	\$0.00	\$0.00	\$14,018.75	\$200,251.22	7%	\$2,013
	EXPENSE TOTALS	\$0.00	\$214,269.97	\$214,269.97	\$0.00	\$0.00	\$14,018.75	\$200,251.22	7%	\$2,013
	Department 111 - Police Division Totals	\$0.00	(\$214,269.97)	(\$214,269.97)	\$0.00	\$0.00	(\$14,018.75)	(\$200,251.22)	7%	(\$2,013)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$214,269.97	\$214,269.97	\$0.00	\$0.00	\$14,018.75	\$200,251.22		\$2,013

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 291 - Drug Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	46,583.74	46,583.74	.00	.00	6,495.00	40,088.74	14	
	Transfers/Other Totals	\$0.00	\$46,583.74	\$46,583.74	\$0.00	\$0.00	\$6,495.00	\$40,088.74	14%	\$0.00
	EXPENSE TOTALS	\$0.00	\$46,583.74	\$46,583.74	\$0.00	\$0.00	\$6,495.00	\$40,088.74	14%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$46,583.74)	(\$46,583.74)	\$0.00	\$0.00	(\$6,495.00)	(\$40,088.74)	14%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$46,583.74	\$46,583.74	\$0.00	\$0.00	\$6,495.00	\$40,088.74		\$0.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 292 - Safety Belt Program Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	4,376.00	4,376.00	.00	.00	.00	4,376.00	0	
	Transfers/Other Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$4,376.00)	(\$4,376.00)	\$0.00	\$0.00	\$0.00	(\$4,376.00)	0%	\$0.00
Fund 292 - Safety Belt Program Fund	Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00		\$0.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	20,229.19	20,229.19	.00	.00	.00	20,229.19	0	
	Transfers/Other Totals	\$0.00	\$20,229.19	\$20,229.19	\$0.00	\$0.00	\$0.00	\$20,229.19	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$20,229.19	\$20,229.19	\$0.00	\$0.00	\$0.00	\$20,229.19	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$20,229.19)	(\$20,229.19)	\$0.00	\$0.00	\$0.00	(\$20,229.19)	0%	\$0.00
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$20,229.19	\$20,229.19	\$0.00	\$0.00	\$0.00	\$20,229.19		\$0.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 294 - Federal Forfeiture Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	2,044.91	2,044.91	.00	.00	.00	2,044.91	0	
	Transfers/Other Totals	\$0.00	\$2,044.91	\$2,044.91	\$0.00	\$0.00	\$0.00	\$2,044.91	0%	\$0.00
	Capital Purchases									
5659	Miscellaneous Infrastructure	.00	150,000.00	150,000.00	.00	150,000.00	.00	.00	100	
	Capital Purchases Totals	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$0.00	\$152,044.91	\$152,044.91	\$0.00	\$150,000.00	\$0.00	\$2,044.91	99%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$152,044.91)	(\$152,044.91)	\$0.00	(\$150,000.00)	\$0.00	(\$2,044.91)	99%	\$0.00
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$152,044.91	\$152,044.91	\$0.00	\$150,000.00	\$0.00	\$2,044.91		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 295 - Law Enforcement Asst Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	57,121.76	57,121.76	.00	.00	.00	57,121.76	0	
	Transfers/Other Totals	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$57,121.76)	(\$57,121.76)	\$0.00	\$0.00	\$0.00	(\$57,121.76)	0%	\$0.00
Fund 295 - Law Enforcement Asst Fund	Totals	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	41,322.00	.00	41,322.00	3,179.26	.00	30,173.62	11,148.38	73	29,061
5102	Wages-Staff	270,769.00	.00	270,769.00	20,715.20	.00	197,798.91	72,970.09	73	192,294
5105	Overtime	15,400.00	.00	15,400.00	.00	.00	1,090.77	14,309.23	7	13,241
5106	Longevity	2,575.00	.00	2,575.00	.00	.00	1,925.00	650.00	75	1,651
5109	HSA Employer Funding	17,000.00	.00	17,000.00	.00	.00	17,000.00	.00	100	17,000
5151	PERS Contribution	45,999.00	.00	45,999.00	3,392.35	.00	32,148.42	13,850.58	70	31,221
5161	Group Insurance	93,697.00	.00	93,697.00	14,835.31	27,102.60	77,473.14	(10,878.74)	112	76,174
5164	Workers Compensation	9,363.00	4,774.72	14,137.72	.00	.00	4,774.72	9,363.00	34	
5166	Medicare	4,786.00	.00	4,786.00	329.62	.00	3,189.32	1,596.68	67	3,234
	Personal Services Totals	\$500,911.00	\$4,774.72	\$505,685.72	\$42,451.74	\$27,102.60	\$365,573.90	\$113,009.22	78%	\$363,891
	Supplies									
5201	Office Supplies	5,500.00	558.53	6,058.53	245.28	2,989.76	3,155.64	(86.87)	101	2,841
5203	Computer Supplies	7,500.00	.00	7,500.00	91.92	1,373.41	876.59	5,250.00	30	1,161
5213	Repair and Maintenance Supplies	10,000.00	.00	10,000.00	.00	11,000.00	.00	(1,000.00)	110	
5241	Uniforms-Purchased	3,500.00	.00	3,500.00	.00	750.00	.00	2,750.00	21	361
5251	MV Gas and Oil	18,500.00	676.96	19,176.96	877.79	4,090.99	8,085.97	7,000.00	63	5,301
5252	Aggregates	41,000.00	301.68	41,301.68	1,722.96	13,829.41	29,272.27	(1,800.00)	104	23,514
5259	Operating Materials and Supplies	90,000.00	6,213.12	96,213.12	11,893.50	38,731.82	73,729.73	(16,248.43)	117	80,031
5263	Meters-Resale	20,000.00	5,192.05	25,192.05	.00	.00	5,192.05	20,000.00	21	
	Supplies Totals	\$196,000.00	\$12,942.34	\$208,942.34	\$14,831.45	\$72,765.39	\$120,312.25	\$15,864.70	92%	\$113,231
	Services									
5311	Utilities	16,000.00	1,575.06	17,575.06	816.29	8,178.30	11,396.76	(2,000.00)	111	10,441
5321	Professional Training	3,800.00	.00	3,800.00	.00	.00	.00	3,800.00	0	
5322	Conference/Reimb	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	71
5323	Publications	250.00	.00	250.00	.00	681.00	3,819.00	(4,250.00)	1800	3,551
5324	Professional Association Dues	400.00	.00	400.00	.00	.00	.00	400.00	0	
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5331	Engineering/Architecture	20,000.00	650.00	20,650.00	.00	8,387.50	2,262.50	10,000.00	52	3,301
5339	Misc Contract Services	50,000.00	426.62	50,426.62	2,278.37	10,132.19	20,282.46	20,011.97	60	12,231
5351	Liability Insurance Deductible	4,500.00	.00	4,500.00	.00	4,500.00	.00	.00	100	
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	2,750.00	.00	.00	100	
5361	Building Repair/Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
5362	Equipment Maintenance	8,000.00	.00	8,000.00	107.64	173.72	726.28	7,100.00	11	611
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	1,419.96	.00	1,419.96	4,580.04	24	2,781
5365	Utility Line Repair/Maintenance	38,000.00	.00	38,000.00	.00	.00	.00	38,000.00	0	
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	1,810.00	15,260.30	(4,570.30)	137	13,091



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Services									
5378	Columbus Contract	5,600,000.00	500,915.44	6,100,915.44	401,229.75	1,129,287.57	3,876,741.91	1,094,885.96	82	3,772,841.00
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
5391	Postage	15,000.00	.00	15,000.00	71.03	5,000.00	401.15	9,598.85	36	4,900.00
5399	Other Miscellaneous Services	200,000.00	182.58	200,182.58	771.39	6,735.99	28,095.01	165,351.58	17	33,630.00
	Services Totals	\$5,998,200.00	\$503,749.70	\$6,501,949.70	\$406,694.43	\$1,177,636.27	\$3,960,405.33	\$1,363,908.10	79%	\$3,857,471.00
	Transfers/Other									
5514	Refunds-Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	1,450.00
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,450.00
	Capital Purchases									
5611	Buildings	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	
5631	Furniture and Fixtures	1,000.00	259.97	1,259.97	.00	.00	259.97	1,000.00	21	
5632	Motor Vehicles	225,000.00	.00	225,000.00	.00	159,055.44	.00	65,944.56	71	
5633	Machinery and Equipment	250,000.00	.00	250,000.00	76,260.00	43,740.00	76,260.00	130,000.00	48	12,490.00
5639	Other Equipment	75,000.00	150,000.00	225,000.00	.00	123,000.00	147,000.00	(45,000.00)	120	
	Capital Purchases Totals	\$563,500.00	\$150,259.97	\$713,759.97	\$76,260.00	\$325,795.44	\$223,519.97	\$164,444.56	77%	\$12,490.00
	EXPENSE TOTALS	\$7,258,611.00	\$671,726.73	\$7,930,337.73	\$540,237.62	\$1,603,299.70	\$4,669,811.45	\$1,657,226.58	79%	\$4,348,560.00
Department 735 - Water Division Totals		(\$7,258,611.00)	(\$671,726.73)	(\$7,930,337.73)	(\$540,237.62)	(\$1,603,299.70)	(\$4,669,811.45)	(\$1,657,226.58)	79%	(\$4,348,560.00)

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 710 - Water Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	232,830.00	.00	232,830.00	.00	150,000.00	41,105.45	41,724.55	82	39,891
5424	G. O. Bond-Interest	22,285.00	.00	22,285.00	.00	8,927.00	11,449.38	1,908.62	91	15,664
	Debt Service Totals	\$255,115.00	\$0.00	\$255,115.00	\$0.00	\$158,927.00	\$52,554.83	\$43,633.17	83%	\$55,564
	EXPENSE TOTALS	\$255,115.00	\$0.00	\$255,115.00	\$0.00	\$158,927.00	\$52,554.83	\$43,633.17	83%	\$55,564
Department 991 - Debt Service Totals		(\$255,115.00)	\$0.00	(\$255,115.00)	\$0.00	(\$158,927.00)	(\$52,554.83)	(\$43,633.17)	83%	(\$55,564)
Fund 710 - Water Fund Totals		\$7,513,726.00	\$671,726.73	\$8,185,452.73	\$540,237.62	\$1,762,226.70	\$4,722,366.28	\$1,700,859.75		\$4,404,121

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Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	41,322.00	.00	41,322.00	3,179.26	.00	30,173.54	11,148.46	73	29,061
5102	Wages-Staff	305,536.00	.00	305,536.00	23,163.10	.00	222,305.36	83,230.64	73	219,801
5105	Overtime	3,500.00	.00	3,500.00	1,458.64	.00	9,166.36	(5,666.36)	262	6,691
5106	Longevity	1,975.00	.00	1,975.00	550.00	.00	1,975.00	.00	100	1,651
5109	HSA Employer Funding	19,000.00	.00	19,000.00	.00	.00	19,000.00	.00	100	21,831
5151	PERS Contribution	48,977.00	.00	48,977.00	3,943.13	.00	36,717.89	12,259.11	75	37,681
5161	Group Insurance	101,836.00	.00	101,836.00	16,122.28	26,900.58	87,293.67	(12,358.25)	112	83,681
5164	Workers Compensation	9,995.00	5,426.62	15,421.62	.00	.00	5,426.62	9,995.00	35	
5166	Medicare	5,109.00	.00	5,109.00	389.51	.00	3,630.86	1,478.14	71	3,581
	Personal Services Totals	\$537,250.00	\$5,426.62	\$542,676.62	\$48,805.92	\$26,900.58	\$415,689.30	\$100,086.74	82%	\$404,001
	Supplies									
5201	Office Supplies	5,500.00	41.33	5,541.33	245.30	2,989.67	2,924.97	(373.31)	107	2,841
5203	Computer Supplies	7,500.00	.00	7,500.00	91.93	1,373.34	876.66	5,250.00	30	1,161
5213	Repair and Maintenance Supplies	2,500.00	.00	2,500.00	.00	11,000.00	.00	(8,500.00)	440	
5241	Uniforms-Purchased	3,500.00	.00	3,500.00	.00	750.00	.00	2,750.00	21	361
5251	MV Gas and Oil	18,500.00	676.94	19,176.94	877.80	4,090.97	8,086.00	6,999.97	63	5,301
5252	Aggregates	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	341
5259	Operating Materials and Supplies	65,000.00	6,213.13	71,213.13	8,786.25	29,757.61	39,204.08	2,251.44	97	24,611
	Supplies Totals	\$107,000.00	\$6,931.40	\$113,931.40	\$10,001.28	\$49,961.59	\$51,091.71	\$12,878.10	89%	\$34,641
	Services									
5311	Utilities	12,000.00	499.91	12,499.91	32.58	2,773.65	3,226.26	6,500.00	48	2,631
5321	Professional Training	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	71
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5331	Engineering/Architecture	20,000.00	.00	20,000.00	.00	9,062.50	937.50	10,000.00	50	341
5339	Misc Contract Services	45,000.00	426.62	45,426.62	2,278.37	7,607.20	16,657.44	21,161.98	53	13,621
5351	Liability Insurance Deductible	1,750.00	.00	1,750.00	.00	1,750.00	.00	.00	100	
5352	Motor Vehicle Insurance	3,000.00	.00	3,000.00	.00	3,000.00	.00	.00	100	
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	
5362	Equipment Maintenance	3,000.00	.00	3,000.00	107.64	173.72	726.28	2,100.00	30	611
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	1,419.96	.00	1,419.96	4,580.04	24	2,781
5365	Utility Line Repair/Maintenance	115,000.00	131,457.71	246,457.71	9,253.45	91,411.67	127,836.04	27,210.00	89	47,051
5366	Computer Maintenance	15,000.00	.00	15,000.00	.00	.00	14,670.29	329.71	98	12,501
5378	Columbus Contract	5,500,000.00	679,530.57	6,179,530.57	242,516.12	1,265,253.91	3,939,162.62	975,114.04	84	3,775,951
5391	Postage	12,000.00	.00	12,000.00	71.03	5,000.00	401.12	6,598.88	45	4,901



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Services									
5399	Other Miscellaneous Services	200,000.00	182.60	200,182.60	782.47	4,499.06	15,959.45	179,724.09	10	5,388.00
	Services Totals	\$5,948,600.00	\$812,097.41	\$6,760,697.41	\$256,461.62	\$1,390,531.71	\$4,120,996.96	\$1,249,168.74	82%	\$3,865,877.00
	Capital Purchases									
5601	Land	.00	3,800.00	3,800.00	.00	.00	.00	3,800.00	0	
5611	Buildings	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	
5631	Furniture and Fixtures	1,000.00	259.97	1,259.97	.00	.00	259.97	1,000.00	21	
5632	Motor Vehicles	225,000.00	.00	225,000.00	.00	159,055.44	.00	65,944.56	71	
5633	Machinery and Equipment	250,000.00	.00	250,000.00	76,260.00	43,740.00	76,260.00	130,000.00	48	12,499.00
5639	Other Equipment	75,000.00	150,000.00	225,000.00	.00	123,000.00	147,000.00	(45,000.00)	120	
	Capital Purchases Totals	\$563,500.00	\$154,059.97	\$717,559.97	\$76,260.00	\$325,795.44	\$223,519.97	\$168,244.56	77%	\$12,499.00
	EXPENSE TOTALS	\$7,156,350.00	\$978,515.40	\$8,134,865.40	\$391,528.82	\$1,793,189.32	\$4,811,297.94	\$1,530,378.14	81%	\$4,317,010.00
Department 736 - Wastewater Division Totals		(\$7,156,350.00)	(\$978,515.40)	(\$8,134,865.40)	(\$391,528.82)	(\$1,793,189.32)	(\$4,811,297.94)	(\$1,530,378.14)	81%	(\$4,317,010.00)

Attachment: Departmental Budget-September, 2022 11 02 2022 1 06 07 PM Joni Crawford 46108CFO



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	39,000.00	.00	39,000.00	.00	39,000.00	.00	.00	100	
5424	G. O. Bond-Interest	972.00	.00	972.00	.00	484.00	487.50	.50	100	96
	Debt Service Totals	\$39,972.00	\$0.00	\$39,972.00	\$0.00	\$39,484.00	\$487.50	\$0.50	100%	\$96
	EXPENSE TOTALS	\$39,972.00	\$0.00	\$39,972.00	\$0.00	\$39,484.00	\$487.50	\$0.50	100%	\$96
	Department 991 - Debt Service Totals	(\$39,972.00)	\$0.00	(\$39,972.00)	\$0.00	(\$39,484.00)	(\$487.50)	(\$0.50)	100%	(\$96)
Fund 720 - Wastewater/Sewer Fund Totals		\$7,196,322.00	\$978,515.40	\$8,174,837.40	\$391,528.82	\$1,832,673.32	\$4,811,785.44	\$1,530,378.64		\$4,317,97



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 740 - Storm Water Drainage Fund										
Department 737 - Storm Water Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	224,764.00	.00	224,764.00	16,905.60	.00	164,687.34	60,076.66	73	148,331
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	1,042.33	3,857.67	21	1,071
5106	Longevity	2,150.00	.00	2,150.00	.00	.00	550.00	1,600.00	26	
5109	HSA Employer Funding	7,000.00	.00	7,000.00	.00	.00	7,000.00	.00	100	11,000
5151	PERS Contribution	31,754.00	.00	31,754.00	2,828.43	.00	24,160.57	7,593.43	76	22,031
5161	Group Insurance	38,084.00	.00	38,084.00	6,046.22	15,350.00	31,842.72	(9,108.72)	124	42,710
5164	Workers Compensation	6,576.00	3,312.35	9,888.35	.00	.00	3,312.35	6,576.00	33	
5166	Medicare	3,361.00	.00	3,361.00	236.95	.00	2,336.24	1,024.76	70	2,071
	Personal Services Totals	\$318,589.00	\$3,312.35	\$321,901.35	\$26,017.20	\$15,350.00	\$234,931.55	\$71,619.80	78%	\$227,231
	Supplies									
5201	Office Supplies	6,500.00	.00	6,500.00	.00	700.00	.00	5,800.00	11	1,500
5203	Computer Supplies	750.00	.00	750.00	.00	522.73	177.27	50.00	93	
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	65.55	339.38	160.62	1,000.00	33	
5241	Uniforms-Purchased	1,000.00	.00	1,000.00	167.96	820.84	679.16	(500.00)	150	231
5251	MV Gas and Oil	6,000.00	344.00	6,344.00	470.00	2,573.00	3,744.02	26.98	100	2,500
5252	Aggregates	1,250.00	.00	1,250.00	.00	447.10	152.90	650.00	48	250
5259	Operating Materials and Supplies	47,000.00	.00	47,000.00	2,008.50	10,060.63	12,826.79	24,112.58	49	15,900
	Supplies Totals	\$64,000.00	\$344.00	\$64,344.00	\$2,712.01	\$15,463.68	\$17,740.76	\$31,139.56	52%	\$20,390
	Services									
5311	Utilities	7,000.00	370.80	7,370.80	173.04	3,802.03	2,168.77	1,400.00	81	2,470
5321	Professional Training	400.00	.00	400.00	.00	180.00	.00	220.00	45	
5322	Conference/Reimb	20.00	.00	20.00	.00	20.00	.00	.00	100	
5324	Professional Association Dues	220.00	.00	220.00	.00	130.00	70.00	20.00	91	70
5331	Engineering/Architecture	8,000.00	25,935.00	33,935.00	1,782.50	10,256.95	23,678.05	.00	100	170
5339	Misc Contract Services	42,450.00	500.00	42,950.00	1,142.96	11,000.61	29,647.42	2,301.97	95	49,820
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	2,500.00	.00	(250.00)	111	
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	2,750.00	.00	.00	100	
5361	Building Repair/Maintenance	4,000.00	.00	4,000.00	.00	3,000.00	.00	1,000.00	75	
5364	MV Repair/Maintenance-Internal	3,500.00	.00	3,500.00	.00	.00	403.04	3,096.96	12	
5365	Utility Line Repair/Maintenance	7,500.00	.00	7,500.00	.00	2,000.00	.00	5,500.00	27	
5378	Columbus Contract	936,000.00	71,623.53	1,007,623.53	72,723.42	289,331.51	642,292.02	76,000.00	92	609,430
5391	Postage	22,000.00	.00	22,000.00	.00	5,000.00	.00	17,000.00	23	4,500
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
5399	Other Miscellaneous Services	40,000.00	182.60	40,182.60	264.76	1,625.06	6,007.57	32,549.97	19	2,000
	Services Totals	\$1,078,090.00	\$98,611.93	\$1,176,701.93	\$76,086.68	\$331,596.16	\$704,266.87	\$140,838.90	88%	\$668,480



Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	160,000.00	.00	160,000.00	.00	.00	.00	160,000.00	0	
5633	Machinery and Equipment	.00	.00	.00	.00	159,055.44	.00	(159,055.44)	+++	
	<i>Capital Purchases Totals</i>	\$160,000.00	\$0.00	\$160,000.00	\$0.00	\$159,055.44	\$0.00	\$944.56	99%	
	EXPENSE TOTALS	\$1,620,679.00	\$102,268.28	\$1,722,947.28	\$104,815.89	\$521,465.28	\$956,939.18	\$244,542.82	86%	\$916,121.00
Department	737 - Storm Water Division Totals	(\$1,620,679.00)	(\$102,268.28)	(\$1,722,947.28)	(\$104,815.89)	(\$521,465.28)	(\$956,939.18)	(\$244,542.82)	86%	(\$916,121.00)

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	740 - Storm Water Drainage Fund									
Department	991 - Debt Service									
	EXPENSE									
	<i>Debt Service</i>									
5414	G. O. Bond-Principal	110,000.00	.00	110,000.00	.00	110,000.00	.00	.00	100	
5424	G. O. Bond-Interest	13,110.00	.00	13,110.00	.00	6,554.00	6,554.00	2.00	100	7,799.00
	<i>Debt Service Totals</i>	\$123,110.00	\$0.00	\$123,110.00	\$0.00	\$116,554.00	\$6,554.00	\$2.00	100%	\$7,799.00
	EXPENSE TOTALS	\$123,110.00	\$0.00	\$123,110.00	\$0.00	\$116,554.00	\$6,554.00	\$2.00	100%	\$7,799.00
	Department 991 - Debt Service Totals	(\$123,110.00)	\$0.00	(\$123,110.00)	\$0.00	(\$116,554.00)	(\$6,554.00)	(\$2.00)	100%	(\$7,799.00)
Fund	740 - Storm Water Drainage Fund Totals	\$1,743,789.00	\$102,268.28	\$1,846,057.28	\$104,815.89	\$638,019.28	\$963,493.18	\$244,544.82		\$923,911.00

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Departmental Budget-September, 2022

9.a.1.b

Fiscal Year to Date 09/30/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 750 - Solid Waste Fund										
Department 738 - Refuse Collection										
	EXPENSE									
	Supplies									
5201	Office Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,374
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$1,374
	Services									
5315	Private Hauler Contract	2,500,000.00	385,947.39	2,885,947.39	208,230.53	240,840.76	2,045,106.63	600,000.00	79	1,742,451
5391	Postage	14,000.00	.00	14,000.00	71.03	5,000.00	401.10	8,598.90	39	4,901
5399	Other Miscellaneous Services	110,000.00	10,309.65	120,309.65	264.76	11,917.98	10,441.70	97,949.97	19	1,891
	Services Totals	\$2,624,000.00	\$396,257.04	\$3,020,257.04	\$208,566.32	\$257,758.74	\$2,055,949.43	\$706,548.87	77%	\$1,749,251
	EXPENSE TOTALS	\$2,626,000.00	\$396,257.04	\$3,022,257.04	\$208,566.32	\$257,758.74	\$2,055,949.43	\$708,548.87	77%	\$1,750,621
Department 738 - Refuse Collection Totals		(\$2,626,000.00)	(\$396,257.04)	(\$3,022,257.04)	(\$208,566.32)	(\$257,758.74)	(\$2,055,949.43)	(\$708,548.87)	77%	(\$1,750,621)
Fund 750 - Solid Waste Fund Totals		\$2,626,000.00	\$396,257.04	\$3,022,257.04	\$208,566.32	\$257,758.74	\$2,055,949.43	\$708,548.87		\$1,750,621
Grand Totals		\$48,731,761.00	\$6,992,035.51	\$55,723,796.51	\$3,413,948.89	\$14,303,549.49	\$31,028,999.07	\$10,391,247.95		\$28,365,781

Attachment: Departmental Budget-September, 2022 11 02 2022 1 06 07 PM Joni Crawford 46108CFO

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 phone****Memo**

DATE: November 14, 2022**TO:****CC:****RE: Bman Corporation Liquor Permit**

Investigative report presented by the RPD

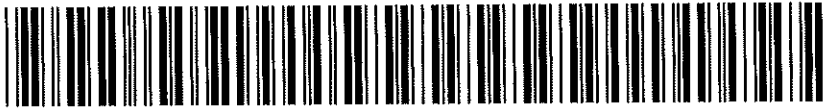
NOTICE TO LEGISLATIVE
AUTHORITYOHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

0347820		TRFO	BMAN CORPORATION 7820 E MAIN ST REYNOLDSBURG OH 43068
PERMIT NUMBER		TYPE	
02	01	2022	
ISSUE DATE			
10	06	2022	
FILING DATE			
C1	C2	D6	
PERMIT CLASSES			
25	220	B	F28575
TAX DISTRICT		RECEIPT NO.	

FROM 10/17/2022

6367838			NEW ALLIANCE 99 LLC DBA SHELL 7820 E MAIN ST REYNOLDSBURG OH 43068
PERMIT NUMBER		TYPE	
02	01	2022	
ISSUE DATE			
10	06	2022	
FILING DATE			
C1	C2	D6	
PERMIT CLASSES			
25	220		
TAX DISTRICT		RECEIPT NO.	



MAILED 10/17/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/17/2022

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
 REFER TO THIS NUMBER IN ALL INQUIRIES

B TRFO 0347820

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
 THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council☐ Township Fiscal Officer

CLERK OF REYNOLDSBURG CITY COUNCIL
 7232 EAST MAIN STREET
 REYNOLDSBURG OHIO 43068

Attachment: Bman Corporation (Bman Corporation Liquor Permit)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 phone****Memo**

DATE: November 14, 2022**TO:****CC:****RE: 2 High Drive Thru LLC Liquor Permit**

The PD will provide a report following their investigation about the need for any hearing.

NOTICE TO LEGISLATIVE
AUTHORITYOHIO DIVISION OF LIQUOR CONTROL
6806 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

3832048		NEW		2 High Drive Thru LLC 1800 Brice Rd Reynoldsburg OH 43068
PERMIT NUMBER		TYPE		
ISSUE DATE				
07 08 2022		FILING DATE		
C2		PERMIT CLASSES		
25	220	B	D47500	
TAX DISTRICT		RECEIPT NO.		

FROM

10/21/2022

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	

MAILED

10/21/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN.

IMPORTANT NOTICE

11/21/2022

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
 REFER TO THIS NUMBER IN ALL INQUIRIES _____

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
 THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☒ Clerk of City Council☐ Township Fiscal Officer

Clerk of Reynoldsburg City Council
 7232 East Main Street
 Reynoldsburg Ohio 43068



Department of Commerce

Rev 2/10/2021

Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Liquor Control
Sheryl Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You must, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing or not; or
- Ask for your one-time only, 30-day extension.
 - o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered timely, your above response must be:

FAXED to the Division no later than 30 days after the "mailed" date (this is the date listed after the "responses must be postmarked no later than." You can fax your response to: (614) 644 - 3188

EMAILED to the Division no later than 30 days after the "mailed" date (this is the date listed after the "responses must be postmarked no later than." You can email your response to: LiquorLicensingMailUnit@com.state.oh.us

POSTMARKED, if mailed, no later than the date listed on the notice after "responses must be postmarked no later than." You can mail your response to

Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4008
Reynoldsburg, Ohio 43068-9006

In an effort to speed up processing times and reduce paper, the Division respectfully asks that you either fax or email the above notice. In a similar effort, please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

- Go to https://www.comapps.ohio.gov/lqr/lqr_apps/PermitLookup/PermitHolderOwnership.aspx and enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff, if you are a township fiscal officer or county clerk, as the Division sends the applicable law enforcement agency the pertinent ownership disclosure information when it notifies them of the permit application.

Police Department**Curtis Baker****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6907 Phone****ORDINANCE REQUEST**

DATE: November 14, 2022

TO: Public Safety, Law and Courts Committee

RE: Then and Now - MARC's Radios

Approval:

Completed Joe Begeny	Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

The Reynoldsburg Police Department is requesting council's approval to pay a then and now to the Franklin County EMA for MARC's Radios. We have been working with them for about a year to clear up some charges that did not belong to the city. This resulted in a savings to the city of approximately \$16,000.00. During this time a purchase order was not opened in error. At this time we believe the invoice is now correct and can be paid. The total amount due now is \$10,590.00 which is for the first two quarters that were invoiced on October 17, 2022 after the corrections were made.

**AN ORDINANCE TO APPROVE PAYMENT OF SERVICES PERFORMED TO THE
AUDITORS CERTIFICATE OF AVAILABILITY OF FUNDS AND DECLARING AN
EMERGENCY**

WHEREAS, services were rendered by Franklin County EMA for MARCs radios; and

WHEREAS, due to some discrepancies in the original invoice, it has taken several months to rectify the correct invoice amount as well as open a correct purchase order; and

Police Department

Curtis Baker

7240 E. Main Street

Reynoldsburg OHIO 43068

614-322-6907 Phone

WHEREAS, it is necessary to pay for the services rendered in a timely manner; and

WHEREAS, the City Auditor has certified to this Council that at the time the purchase was made, and at the present time, sufficient funds were available or in the process of collection, to the credit of the proper fund, properly appropriated, and free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code (ORC) Section 5705.41 (D) grants to this Council the authority to approve payment for this purchase upon certification from the City's financial representative that both were available at the time of the contract.

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

SECTION 1. That in accordance with ORC 5705.41(D) the following payment for services performed to the Auditor's Certificate shall be and is hereby approved:

Vendor: Franklin County EMA

Description: MARCs radios

Invoice Date: October 17, 2022

Total Amount: \$10,590.00

Account: 110.111.5362

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to pay invoices and ORC 5705.41(D) requires that this Ordinance be passed within thirty days of its presentation to City Council. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: Construction Inspection Services (EMH&T) for Traffic Signal
Preemption System

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

This Ordinance is being requested as a single read emergency to met bid document deadlines.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE
INSTALLATION OF A PREEMPTION/INTERCONNECT TRAFFIC SYSTEM ALONG
EAST MAIN STREET, APPROPRIATING FUNDS THEREFORE, AND DECLARING
AN EMERGENCY**

WHEREAS, the City of Reynoldsburg in collaboration with Truro Fire Department have been evaluating the overall benefits of a traffic signal interconnect/preemption system along East Main Street; and

WHEREAS, a preemption system overrides any signal priority and terminates any extended green light in favor of a green light for the vehicle requesting preemption. This helps emergency vehicles reduce the time it takes them to get to their destination by clearing a path through traffic signals; and

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

WHEREAS, as part of the is project the existing software within the traffic cabinets will be updating to allow for wireless communication, and the timing controls will be updated to improve traffic flow along East Main Street; and

WHEREAS, EMH&T's proposal for these services is \$57,983.00.

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

Section 1. That the Mayor be and is hereby authorized and directed to enter into contract with EMH&T for the construction inspection services pertaining to the installation of a Traffic Signal Interconnect/Preemption System for \$57,983.00.

Section 2. That an amount of \$57,983.00 be approved and taken from the unappropriated American Rescue Plan Fund (206) and be appropriated to account 206.000.5659 Miscellaneous Infrastructure.

Section 3. This Ordinance, being an emergency measure necessary for the immediate preservation of the financial needs of the City, shall be in full force and effective immediately upon passage by Council and the signature of the Mayor.



Engineers, Surveyors, Planners, Scientists

June 16, 2022

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

Subject: 2022 Reynoldsburg East Main Street Traffic Signal Coordination
 Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

EMH&T is pleased to submit this proposal for Construction Phase Engineering Services for the upcoming 2022 Reynoldsburg Traffic Signal Coordination project. We understand the scope includes traffic signal modifications at 13 intersections. Complete General Construction is the apparent low bidder. As selected by the City of Reynoldsburg construction will include the base bid of \$658,500.50.

The construction duration of the project is 150 calendar days from the City's issuance of the Notice to Proceed. The project is anticipated to commence in July 2022.

SCOPE OF SERVICES

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

Construction Representation/Contract Administration

- Conduct a preconstruction coordination meeting with the City, Contractor, Subconsultants, Utilities, Police, Fire, and any other stakeholders, as requested by the City.
 - EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees
- Prepare shop drawing submittal log, review and track shop drawings and other submittals.
 - Along with the City and Design Engineer, EMH&T will review and coordinate submittals and shop drawings for conformance with the plans and specifications, and provide recommendations.
 - EMH&T will prepare a Submittal Log to coordinate, track, and document submittals throughout the duration of the construction contract.
 - Provide to the City/other vested parties, submittals requiring specific comments. EMH&T will coordinate comments and approval as necessary.
 - Upon request, reviewed submittals and shop drawings will be logged and provided to all interested project parties.
- Conduct periodic Progress Meetings (or as otherwise directed by the City) with the City, Design Engineer, Contractor, Subconsultant, and other project stakeholders. EMH&T will provide the following for the meeting:

- Meeting agenda, which will include;
 - Recap of current project status, current revised contract amount, project elapsed time and percent complete
 - Updated list of current project management personnel
 - Review project safety concerns
 - Review of previous meeting minutes
 - Coordinate with the Prime Contractor to provide updated list of Subcontractors currently working on site
 - Analysis of current schedule and work completed to date
 - Discuss potential ongoing project delays
 - Update delivery schedule for long lead items
 - Updated submittal log and discuss outstanding submittals for review
 - Status of all change orders, change requests and requests for information
 - Status of all pay requests
 - Follow-up on outstanding items and issues along with new items and issues to be reviewed
 - Review drawings with updates provided by Contractor
- Sign-in sheet
- Meeting summary for the City, Engineer, and attendees
- Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the Owner for review and comment.
 - EMH&T will review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the Contract Documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor.
 - Make recommendation to the Owner for time extension requests from the Contractor.
 - If required, ask the Contractor to submit revised schedules when the proposed work is anticipated to not be performed in accordance with the project requirements.
 - Provide guidance to help minimize delays and regain time lost due to delays.
- Review Requests for Information and Facilitate Change Orders
 - EMH&T will review requests for information and coordinate clarification to the Contractor.
 - Change orders will be reviewed by EMH&T and all parties, as required to determine conformance with contract plans and specifications prior to Owner approval.
- EMH&T will maintain logs of quantities and review pay documentation for the Owner and Contractor.
 - Maintain daily logs of quantities for payment.
 - Review monthly and final pay estimates.
 - Generate change orders and process the change orders for Contractor and Owner.
 - Maintain a record of the work performed to include correspondence and daily project representation reports.
- EMH&T will coordinate with the Owner and Contractor prior to conducting both the pre-final and final project walk-throughs for participation and input of documented deficiencies.
 - EMH&T will prepare punch list for work performed not in accordance with the contract documents.
 - EMH&T will coordinate with the Contractor to address required warranty work.

- Re-inspect punch list work until completed in accordance with the contract documents.
 - Submit a recommendation for acceptance of the project.
- Copies of correspondence, change orders, submittals, pay estimates, daily observation reports, and record drawings are retained by EMH&T until completion of the project through the 1-Year warranty period, at which time the project documents will be delivered to the Owner for future retention.

Resident/Standby Project Representation

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

Project Closeout

- EMH&T will provide:
 - 1 Year Warranty Review.

Clarifications and Exclusions

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

The Scope of Services does not include the following:

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

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed. This scope of services is expected to support construction activities performed during the period of July 2022 through December 2022.

FEE

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

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
Construction Representation/Contract Administration	\$16,675.00
Design Consultation During Construction	\$12,660.00
Standby Representation	\$26,440.00
EMH&T Labor Fee	\$55,775.00
Reimbursable Expenses (material testing, printing, mileage, etc.)	\$2,208.00
PROJECT TOTAL FEE	\$57,983.00

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

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions, please do not hesitate to call me at (614) 775-4555.

Respectfully submitted,

EMH&T, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: Bridge Inspection Services Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

This legislation is a free program offered to cities with a population of less than fifty thousand. The State of Ohio will contract on our behalf the inspections and reporting of our ten city owned bridges. I would like to have this passed as a two-read emergency measure to ensure we get on their list for next year.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
WITH THE STATE OF OHIO FOR ADMINISTRATION/INSPECTION/TESTING
SERVICES FOR BRIDGES OWNED BY THE CITY OF REYNOLDSBURG, AND
DECLARING AN EMERGENCY**

WHEREAS, the City of Reynoldsburg, Franklin County, Ohio has determined the need for Bridge Inspection Program Services including, but not limited to, routine inspections, element level inspections, critical-finding reports, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and understate dive inspection reports, if needed.

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

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

Section 1. The Reynoldsburg City Council is hereby authorizes the Mayor to enter into a contract with

the Director of Transportation for Bridge Inspection Program Services.

Section 2. Being in the public interest, the City gives consent to the Director of Transportation to

complete the above described project.

Section 3. The City shall cooperate with the Director of Transportation for the Bridge Inspection Program Services.

Section 4. The State shall assume and bear 100% of all of the cost for Bridge Inspection program

Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are

described in the Consultant's Scope of Services Task order Contract (Exhibit A).

Section 5. The City agrees to pay 100% of the cost of those features, which are not included in Exhibit

A. Those features may include, but not limited to, purchasing and erecting the recommended weight

limit postings signs, the implementation of critical finding reports such as partial or total bridge closures,

the implementation of the scour plan of actions. When recommendations affect public safety, ODOT

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone**

expects full implementation by the City of Reynoldsburg. Starting in October 2019, FHWA requires

installing weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.

Section 6. The City agrees that all rights-of-way required for the described project be made available

in accordance with current state and federal regulations.

Section 7. That this Ordinance is deemed to be an emergency measure necessary to expedite the highway project and to promote highway safety; wherefore upon adoption by Council, this Ordinance shall

be in effect immediately upon signature by the Mayor.

Approved Final Scope of Services Minutes Date: _____

GENERAL ENGINEERING SERVICES

Central Office, Office of Structural Engineering

Scope of Services

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Tasks which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action
- Task 1C – Scour Analysis

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – SMS Structure Inventory and Review

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- ODOT SMS Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Section 900), Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Second Edition 2013 interim with revisions, AASHTO

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334

Publication

- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049,
Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027,
Publication Year: 2010

The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders. The invoicing progress reports shall be detailed enough to show the breakdown of each assigned structure indicating the status of all subtasks. Completion of the individual subtasks is necessary for reimbursement credits.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in SMS. This typically includes an office and field review.

The project will be divided into four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. Municipalities with population greater than 50,000 people are excluded from the program. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with municipal inspection responsibility obtained from SMS data as of March 2019.

Project: SP01 - District (1, 2, &3), Total Structures = 435*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	170	158	24	0	352
Multi-Span	21	18	29	15	83
Culvert	156	45	0	0	201
Truss	0	0	2	0	2
Underwater Inspection	0	0	0	0	0
Fracture Critical Inspection	0	4	0	0	4
Load Rating**	149	75	16	10	250

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
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Project: SP02 - District (4, 11, &12), Total Structures = 270*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	86	86	25	0	197
Multi-Span	16	14	27	16	73
Culvert	82	36	0	0	118
Truss	1	1	5	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	5	0	6
Load Rating**	67	35	16	5	123

* Level 1 Bridge Inspection structures

** Tasked as budget allows w/priority for NBI bridges

Project: SP03 - District (5, 6, &10), Total Structures = 355*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	132	126	29	0	287
Multi-Span	7	8	35	18	68
Culvert	108	62	4	0	174
Truss	0	0	8	0	8
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	0	8	1	9
Load Rating**	141	73	20	8	242

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

Project: SP04 - District (7, 8 &9), Total Structures = 426*

Type	L ≤ 20'	20' < L ≤ 60'	60' < L ≤ 200'	L > 200'	Total
Single Span	150	125	29	0	304
Multi-Span	27	42	41	12	122
Culvert	135	93	30		231
Truss	0	1	5	1	7
Underwater Inspection	0	0	1	1	2
Fracture Critical Inspection	0	2	4	1	7
Load Rating	180	81	27	2	290

* Level 1 bridge inspection structures

** Tasked as budget allows w/priority for NBI bridges

Attachment: general engineering bridge services (133-2022 : Bridge Inspection Agreement)

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334

Please note that the total number of structure types is estimated based on current SMS data query, and it may be adjusted when tasks are assigned in the future.

UNDERSTANDING

1. Inspections shall be completed by firm's full-time staff prequalified with ODOT for Level 1 bridge inspection according to the Manual of Bridge Inspection.
2. Task order are intended for maintaining compliance with the FHWA 23-Mertics, Ohio Revised Code, and ODOT policy manuals. Deadlines set by the task orders shall be respected.
3. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.
 - a) CONSULTANT shall perform all applicable updates to SMS with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
 - b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
 - c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, .xml, and .xls formats).
4. Copies of all transmittal letters related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.
 - a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto SMS.

Services to be furnished by CONSULTANT may include:

TASK 1 - SCOUR TASKS

Task 1A – Scour Critical Susceptibility NBIS Item 113) - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334

owner to properly maintain their bridge files. Channel photos or cross sections maybe tasked under this item if assigned.

Task 1B - Scour Plan-of-Action - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

TASK 2 – LOAD RATING TASKS

Task 2A - Field Measurements for Load Rating - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

Task 2B - Load Rating Calculations – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, EV2, and EV3) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update SMS Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading starting October 2010.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.
- e. If applicable, the weight limits posting recommendations including a copy of the standard posting sign; such as R12-1 (24" x 30"), R12-H5 (30" x 48"), and R12-H7 (30" x 30").

TASK 3 – SMS STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website.

The CONSULTANT shall verify this data and determine if the ODOT SMS structure file information needs changing. If no changes are necessary, then no SMS inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

TASK 4 – INSPECTION PROCEDURES

Task 4A – Fracture Critical Plan – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
 - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.

General Engineering Services Scope of Services
Central Office, Office of Structural Engineering
PID No. 109334

- b. Use an elevation view for trusses.
 - c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
- 2. A table or location of important structural details indicating:
 - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
 - b. Location of each occurrence of detail
 - c. AASHTO Fatigue Category of detail
 - d. Identify retrofits previously installed
- 3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 4B – Underwater Inspection Procedures – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection. Please note that ODOT has recently revised Appendix F of the inspection manual. The diving team shall fill out or update the new form and upload it on SMS prior to performing the actual dives. Please contact OSE for a copy of a blank form if not uploaded on SMS at the time.

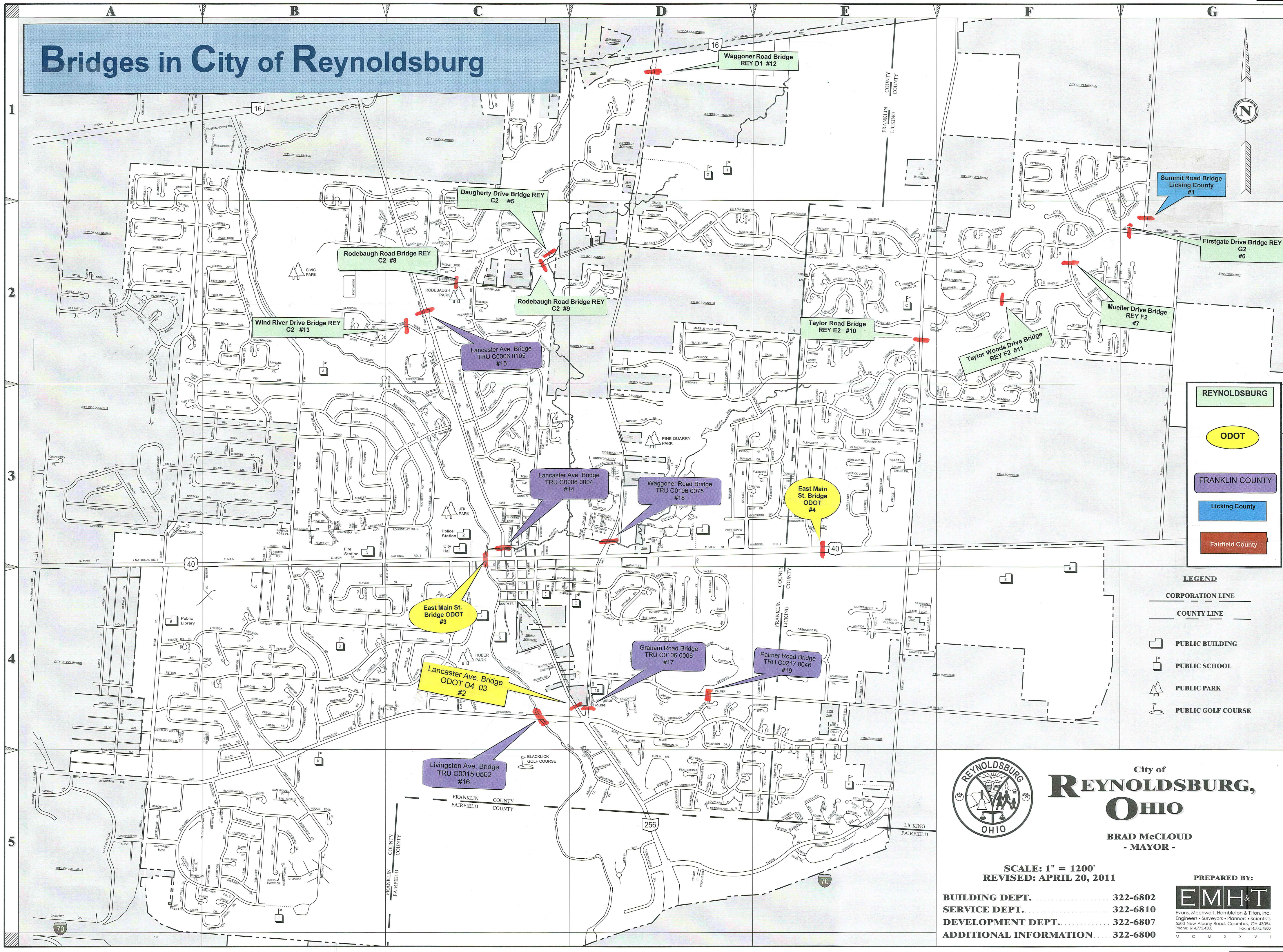
TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (SMS Input) - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes: Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS.

Task 5B – Fracture Critical Inspection - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 5C – Underwater Dive Inspection – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in SMS. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

Bridges in City of Reynoldsburg



Attachment: 2017 Bridge map (133-2022 - Bridge Inspection Agreement)

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE: November 14, 2022****TO: Public Service and Transportation Committee****RE: Ohio Department of Transportation (ODOT) Urban Paving Agreement (256)**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

**AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN
INTERGOVERNMENTAL WORKING AGREEMENT WITH OHIO DEPARTMENT
OF TRANSPORTATION (ODOT) TO RESURFACE STATE ROUTE 256, AND
DECLARING AN EMERGENCY**

WHEREAS, the state of Ohio has identified the need for the pavement repairs and resurfacing to State Route 256 through the City of Reynoldsburg along with associated work within the City limits as part of ODOT's 2023 Urban Paving program; and

WHEREAS, the City authorizes ODOT's Director of Transportation to complete the design work necessary for this project to move forward; and

WHEREAS, the City agrees to pay its required portion as determined by the Director of Transportation.

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES OF FRANKLIN, LICKING, and FAIRFIELD, STATE OF OHIO that:

SECTION 1. Being in the public interest, the City of Reynoldsburg gives consent to the Director of Transportation to complete the above described project, the Mayor is authorized on behalf of the City of Reynoldsburg to enter into contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project and to enter into contracts with the Director of Transportation.

SECTION 2. The City of Reynoldsburg agrees to participate in the cost of construction paying for one hundred percent (100%) of the cost of those features requested by the City, which are determined by the state and Federal highway Administration to be unnecessary for the Project

SECTION 3. The City agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the City. The City shall contribute its share of the cost of these items in accordance with other sections herein.

SECTION 4. The City further agrees to pay one hundred percent (100%) of the costs to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

SECTION 5. Upon completion of the described Project, and unless otherwise agreed, the City shall 1) provide adequate maintenance for the Project in accordance with all applicable state and federal laws including, but not limited to, 23 USC 116; 2) provide ample financial provisions for the maintenance of the described Project; 3) maintain the right-of-way, keeping it free of obstructions; and 4) hold said right-of-way inviolate for public highway purposes.

SECTION 6. Upon request of ODOT, the Mayor is also empowered to assign all rights, title and interest of the City of Reynoldsburg to ODOT arising from any agreement with it consultant in order to allow ODOT to direct additional or corrective work, recover damages due

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION 7. The City of Reynoldsburg agrees that if federal funds are used to pay the cost of any consultant contract, the City shall comply with 23 CFR 172 in the selection of its consultant and the administration of the consultant contract. Further the City agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The City agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The City agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

SECTION 8. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and further to expedite the highway project and to promote highway safety; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

PRELIMINARY PARTICIPATORY LEGISLATION
RC 5521.01

Ordinance/Resolution# _____
PID No. 112796
County/Route/Section FAY-US 62-14.60

The following is _____ enacted by the City of Reynoldsburg of Franklin
(An Ordinance/a Resolution) (Local Public Agency)
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I - Project Description

WHEREAS, the STATE has identified the need for the described project:

Pavement repairs and resurfacing to State Route 256 through the City of Reynoldsburg
along with associated work within the City limits.

NOW, THEREFORE, be it ordained by the City of Reynoldsburg of Franklin County, Ohio.
(LPA)

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the
above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of construction

The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the
LPA which are determined by the State and Federal Highway Administration to be unnecessary for the
Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction
contracts shall be processed as needed. The State shall not approve a change order or extra work contract
until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these
items in accordance with other sections herein.

The LPA further agrees to pay One Hundred Percent (100%) of the cost to install and/or repair curb
ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

Attachment: ODOT 256 agreement (134-2022 : Ohio Department of Transportation (ODOT) Urban Paving Agreement (256))

SECTION IV - Maintenance

Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION V - Authority to Sign

The _____ of said _____ City of Reynoldsburg _____ is hereby empowered on
(Contractual Agent) (LPA)
behalf of the _____ City of Reynoldsburg _____ to enter into contracts with ODOT pre-qualified consultants
(LPA)

for the preliminary engineering phase of the Project and to enter into contracts with the Director of Transportation necessary to complete the above described project.

Upon the request of ODOT, the _____ is also empowered to assign all rights,
(Contractual Agent)

title, and interests of the _____ City of Reynoldsburg _____ to ODOT arising from any agreement with its
(LPA)

consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and the administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

Passed: _____, 20_____
(Date)

Attested: _____
(Clerk) (Officer of LPA - title)

Attested: _____
(Title) (President of Council)

This _____ is hereby declared to be an emergency measure to
(Ordinance/Resolution)
expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY
STATE OF OHIO

City of Reynoldsburg of _____ Franklin County, Ohio,
(LPA)

_____, as Clerk of the _____ City of Reynoldsburg
(LPA)

of _____ Franklin County, Ohio, do hereby certify that the forgoing is a true and
correct copy of _____ adopted by the legislative Authority of the said
(Ordinance/Resolution)

City of Reynoldsburg on the _____ day of _____, 20 _____
(LPA)

that the publication of such _____ has been made and certified of
(Ordinance/Resolution)

record according to law; that no proceedings looking to a referendum upon such
_____ have been taken; and that such _____
(Ordinance/Resolution) (Ordinance/Resolution)

and certificate of publication thereof are of record in _____ Page _____
(Ordinance/Resolution Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if
applicable, this _____ day of _____, 20____

CITY SEAL

Clerk

City of Reynoldsburg of _____ Franklin County, Ohio
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No
Seal is required to accompany the executed legislation.)

The foregoing is accepted as a basis for proceeding with the project herein described.
For the _____ City of Reynoldsburg of _____ Franklin County, Ohio
(LPA)

Attest: _____, Date _____

For the State of Ohio

Attest: _____, Date _____
Director, Ohio Department of Transportation

Attachment: ODOT 256 agreement (134-2022 : Ohio Department of Transportation (ODOT) Urban Paving Agreement (256))

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **November 14, 2022**

TO: **Public Service and Transportation Committee**

RE: 2023 Wastewater Rates

Approval:

Completed Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
-------------------------	------------------------	--------------------------

Emergency/Suspension: Emergency

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

City of Columbus is charging us a 5% increase in sewer rates for 2022. We will be increasing our sewer rate 0.5% higher than Columbus to allow for inflation and cost of living increases from 2022 for the City of Reynoldsburg and to maintain the City's costs and ability to complete maintenance projects.

I am requesting an ordinance authorizing to increase 2023 wastewater rate from (\$9.50) per 1,000 gallons, to ten dollars and two cent (\$10.02) per 1,000 gallons of usage. It is a 5.5% increase from 2022.

Amend Wastewater Rate Schedule 5.5%, which increase to all Wastewater users, this increase is 0.5 % over City of Columbus rate.

AN ORDINANCE TO AMEND CHAPTER 945 SEWER CHARGES, SECTION 945.02(C) RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

SECTION 1. That Section 945.02(c) Rate Schedule of Chapter 945 Sewer Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

945.02 Sewer Rate Schedule

(a) Sewer charges for any building or premises shall be based on water consumption for the buildings. Sewer rental charges are hereby established for all residential, commercial and industrial users, effective ~~January 1, 2022 nine dollars and fifty cents (\$9.50) per 1,000 gallons~~ January 1, 2023 AT THE RATE OF TEN DOLLARS AND TWO CENTS (\$10.02) PER 1,000 GALLONS.

SECTION 2. That existing Section 945.02(c) of Chapter 945 Sewer Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure for the financial needs of the city to ensure the effective date of January 1, 2023. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Utility Increase Comparison									
2023 Rate Increase									
Current Rate	Sewer Rate 2022	Water Rate 2022	over		Recommended Rate for 2023		over		
			Columbus possible	increase			Columbus possible	increase	
Increase from 2022 % Sewer			0.25%	\$10.00	5.50%	\$10.02	1.00%	6.00%	\$10.07
Increase from 2022 % Water			0.50%	\$9.41	5.00%	\$9.45	1.50%	5.50%	\$9.50
Used On Average Quarterly Usage				24000	24000			24000	
Water/Sewer Rate 2022/1000 Gallons				\$18.50	\$18.50			\$18.50	
Average Current Quarterly Bill				\$444.00	\$444.00			\$444.00	
Water/Sewer Rate 2023/1000 gallons				\$19.40	\$19.47			\$19.57	
Proposed Average Quarterly Bill				\$465.69	\$467.34			\$469.56	
Rate increase water and Sewer 1000 gallon				\$0.90	\$0.97			\$1.07	
\$.52 cents is what Columbus is increasing charges too, \$0.45 cent over is Recommended for the total increase to Reynoldsburg Please note that every one is raising cost 6% to 8% ours is 5.25% on average.									

Water				
2019				
	Collected Dollar Amount	Billed	Percent Collected	CIP WTR
Jan	\$476,193.18	\$458,159.25	1.04	\$57,231.00
Feb	\$276,676.32	\$259,172.16	1.07	\$32,719.00
Mar	\$801,682.45	\$756,871.98	1.06	\$95,667.00
Apr	\$443,912.38	\$437,192.39	1.02	\$54,421.00
May	\$289,440.05	\$270,242.60	1.07	\$33,435.00
June	\$743,168.75	\$776,826.84	0.96	\$96,303.00
July	\$508,320.29	\$446,011.40	1.14	\$54,785.00
August	\$336,569.86	\$279,737.84	1.20	\$34,332.00
September	\$877,004.88	\$841,036.32	1.04	\$101,903.00
October	\$505,636.69	\$467,849.98	1.08	\$56,101.00
November	\$302,374.96	\$298,463.00	1.01	\$35,679.00
December	\$895,221.11	\$874,961.08	1.02	\$104,955.00
Total / Percentage	\$6,456,200.92	\$6,166,524.84	1.05	\$757,531.00
2020				
Jan	\$489,007.86	\$463,210.00	1.06	\$55,912.00
Feb	\$284,246.93	\$271,545.08	1.05	\$33,316.00
Mar	\$785,316.54	\$799,746.59	0.98	\$97,867.00
Apr	\$439,672.19	\$469,130.75	0.94	\$56,660.00
May	\$312,280.57	\$282,739.00	1.10	\$33,707.00
June	\$794,694.13	\$791,942.60	1.00	\$94,460.00
July	\$487,391.40	\$465,047.36	1.05	\$55,080.00
August	\$343,950.22	\$320,200.16	1.07	\$37,747.00
September	\$990,588.43	\$949,327.48	1.04	\$109,536.00
October	\$593,210.17	\$555,856.11	1.07	\$67,410.43
November	\$339,575.67	\$331,172.84	1.03	\$38,617.10
December	\$862,519.25	\$919,752.28	0.94	\$99,870.03
Total / Percentage	\$6,722,453.36	\$6,619,670.25	1.02	\$780,182.56
2021				
Water		CIP		
	Collected	Billed		
Jan	\$556,899.21	\$475,920.54	1.17	\$64,634.10
Feb	\$291,318.35	\$277,361.52	1.05	\$33,983.72
Mar	\$764,514.93	\$811,051.03	0.94	\$88,657.88
Apr	\$553,183.29	\$484,347.60	1.14	\$64,325.42
May	\$286,029.28	\$287,205.33	1.00	\$33,136.23
June	\$843,291.92	\$841,706.11	1.00	\$98,229.87
July	\$515,320.18	\$493,563.38	1.04	\$58,386.46
August	\$317,609.55	\$305,735.67	1.04	\$36,251.75
September	\$891,857.71	\$933,523.88	0.96	\$100,494.80

Sewer				
2019				
CIP SWR	Collected	Billed	Percent Collected	
\$28,463.00	\$464,391.25	\$456,562.83	1.02	4912021.09 853899.0686
\$16,459.00	\$272,539.60	\$263,201.28	1.04	
\$46,387.00	\$766,755.42	\$749,600.06	1.02	51155
\$27,097.50	\$434,820.41	\$445,086.50	0.98	
\$16,728.00	\$296,914.44	\$277,980.28	1.07	
\$47,355.50	\$742,920.11	\$785,129.32	0.95	4963176.09
\$27,303.50	\$501,248.64	\$454,126.63	1.10	
\$17,177.00	\$328,193.45	\$285,913.81	1.15	4014423.17 833327.3631
\$47,969.50	\$825,049.88	\$795,350.89	1.04	320475.42
\$27,927.00	\$494,302.43	\$463,950.32	1.07	419262.96
\$17,781.00	\$298,245.20	\$297,304.00	1.00	2618
\$50,054.50	\$840,108.20	\$829,472.53	1.01	20540.66
				199613.61
\$370,702.50	\$6,265,489.03	\$6,103,678.45	1.03	85399
2020				
				5062332.82
\$27,830.50	\$473,620.35	\$463,094.36	1.02	0.534883755
\$16,636.00	\$281,972.66	\$276,919.16	1.02	
\$48,264.50	\$750,428.39	\$811,110.09	0.93	-99156.73
\$28,225.00	\$453,816.59	\$476,795.27	0.95	
\$16,862.00	\$318,996.85	\$291,252.56	1.10	2707759.59
\$46,661.50	\$802,848.18	\$804,616.66	1.00	
\$27,432.50	\$492,881.22	\$474,594.14	1.04	
\$18,848.50	\$343,726.71	\$325,810.14	1.05	
\$52,401.50	\$904,551.21	\$903,315.66	1.00	4.817342317
\$33,541.73	\$572,976.11	\$546,059.02	1.05	0.06
\$19,212.05	\$332,544.78	\$327,930.66	1.01	1.62074
\$48,417.50	\$839,942.63	\$882,532.84	0.95	0.06
				5.752461
\$384,333.28	\$6,568,305.68	\$6,584,030.56	1.00	0.06
2021				
CIP Sewer				
	Collected	Billed		
\$31,556.06	\$535,860.87	\$479,936.40	1.12	
\$16,978.36	\$291,322.05	\$284,089.34	1.03	
\$43,395.93	\$751,081.11	\$819,691.24	0.92	
\$32,016.21	\$561,965.67	\$497,744.01	1.13	
\$16,713.63	\$293,498.28	\$298,597.00	0.98	
\$47,931.43	\$852,293.58	\$851,860.00	1.00	water sewer
\$29,054.22	\$517,687.15	\$507,268.70	1.02	CIP
\$18,064.34	\$322,950.17	\$313,100.92	1.03	Jul-sept \$195,133.01 \$94,776.51
\$47,657.95	\$856,789.81	\$896,498.23	1.00	

Attachment: RATESTUDY.2023 10-31-22 (2023 Wastewater Rates)

October	\$566,290.85	543,087.10	1.04	\$63,230.31		\$31,401.68	\$557,151.90	\$540,810.74	1.03			
November	\$346,099.75	322,401.60	1.07	\$38,618.29		\$19,196.15	\$344,731.46	\$324,402.59	1.06			
December	\$942,462.40	960,899.45	0.98	\$106,812.41		\$51,096.11	\$912,481.56	\$929,825.90	0.98	oct-dec	\$208,661.01	\$101,693.94
Total / Percentage	\$6,874,877.42	\$6,736,803.21	1.02	\$786,761.24		\$385,062.07	\$6,797,813.61	\$6,743,825.07	1.01			

	2022			CIP		CIP		2022			
	Water					Sewer					
	Collected	Billed		billed	Collected	Collected	billed	Collected	Billed		
Jan	\$523,145.51	\$489,025.86	1.07	\$55,923.00	\$59,434.70	\$29,484.45	\$27,855.00	\$527,739.60	\$498,712.39	1.06	
Feb	\$284,515.12	\$283,941.28	1.00	\$32,477.00	\$32,491.33	\$16,191.46	\$16,227.00	\$285,996.06	\$293,087.04	0.98	
Mar	\$861,008.27	\$826,183.70	1.04	\$95,005.00	\$95,165.72	\$46,946.05	\$46,816.50	\$864,964.52	\$855,091.75	1.01	
Apr	\$507,243.06	\$500,836.87	1.01	\$56,484.00	\$57,213.97	\$28,485.27	\$28,163.00	\$515,833.35	\$526,198.13	0.98	
May	\$302,373.49	\$291,013.58	1.04	\$32,281.00	\$33,585.15	\$16,855.78	\$16,150.00	\$317,814.78	\$310,293.72	1.02	
June	\$856,339.27	\$898,802.14	0.95	\$99,915.00	\$95,446.52	\$46,752.59	\$49,028.50	\$880,536.92	\$932,079.77	0.94	water
July	\$524,218.91	\$486,093.85	1.08	\$53,757.00	\$57,745.05	\$28,751.46	\$26,796.50	\$541,885.37	\$510,922.13	1.06	sewer
August	\$360,879.71	\$314,955.32	1.15	\$34,293.00	\$36,854.82	\$18,328.41	\$17,059.50	\$353,120.16	\$330,077.77	1.07	CIP Billed
September	\$946,505.77	\$991,421.77	0.95	\$107,743.00	\$102,758.65	\$49,022.81	\$51,456.00	\$927,206.08	\$977,728.48	1.00	Jan-Dec
October	\$312,353.03	\$556,378.99	0.56	\$59,974.00	\$33,304.82	\$16,597.23	\$29,874.00	\$314,847.35	\$569,510.82	0.55	\$771,834.41
November	\$346,099.75	\$346,786.24	1.00	\$37,170.00	\$29,099.28	\$14,496.72	\$18,399.00	\$344,731.46	\$356,170.35	0.97	\$378,921.11
December est	\$942,462.40	960,899.45	0.98	\$106,812.41	\$80,310.77	\$39,597.57	\$51,096.11	\$912,481.56	\$929,825.90	0.98	
Total / Percentage	\$6,767,144.29	\$6,946,339.05	0.97	\$771,834.41	\$713,410.78	\$351,509.80	\$378,921.11	\$6,787,157.21	\$7,089,698.25	0.96	
					0.92		0.93				

	2023			CIP			CIP			2023	
	Water						Sewer				
	Collected	Billed								Collected	Billed
Jan											
Feb											
Mar											
Apr											
May											
June											
July											
August											
September											
October											
November											
December est											

Attachment: RATESTUDY.2023 10-31-22 (2023 Wastewater Rates)

2010		2011		2012		2013		2014		2015		2016		2017	
gallons		gallons		gallons		Gallons		gallons		gallons		gallons		gallons	
4898864	834,914	4976268	798,217	5335069	818,919	5,385,480	794,319	5494218	794,467	5876388	809266	6258353	809266	6696438	809266
						163,581		377686.2		404633		404633		404633	
149131		63119		63119		0		2731		5462		8193		10924	
				350000		293									
5047995		5039387		5748188		5,549,354		5874635		6286483		6671179		7111994	
3988405	811,693	4245656	815,138	3393121	632,483	4,397,768	811,634	4365026	789,795	4606815	809266	4814122	809266	5054828	809266
328075		350503.9		552070.6		708,503		664164.7		679614.5		710197.2		745707	
398419.9		333013.6		432456		438,219		660556.1		573767.3		585242.6		596947.5	
2732		1262		1200		8,900		19100		10000		10000		10000	
4556		1686.95		38278		146,220		68798		143900		87500		87500	
390102		261438		336467		35,267		654951.2		504633		504633		504633	
182533		394897		229740		190,632		190340		166565		166266		101628	
105199		109407		109562		109,562		109562		109562		109562		109562	
5400022		5697865		5092895		6,035,070		6732498		6794857		6987523		7210806	
0.436245		0.297876		0.461927		0		0.149865		0.073672		0.026368		0.011849	
-352027		-658478		655293.3		-485,716		-857863		-508375		-316344		-98811.2	
2355733		1697255		2352548		1,866,832		1008969		500594.1		184250		85438.85	
						5.42		5.53		5.69		5.95		6.25	
4.91		5.21		5.36		0.01		0.02		0.03		0.05		0.05	
0.02		0.06		0.03		1.82		1.86		1.92		2.00		2.10	
1.65		1.75		1.80		0.01		0.02		0.03		0.05		0.05	
0.02		0.06		0.03		6.78		6.92		7.26		7.73		8.27	
5.87		6.23		6.51		0.04		0.02		0.05		0.07		0.07	
0.02		0.06		0.04											

Attachment: RATESTUDY.2023 10-31-22 (2023 Wastewater Rates)

Proposed Rates - 2023

- Water: 4.0%
- Sewer: 5.0%
- Storm: 2.0%

Overall % Increase To Residential Bill:
4.45%

- Average Estimated Quarterly Residential Bill \$ Increase (30 ccf): **\$14.07**
- Average Estimated Annual Residential Bill \$ Increase (30 ccf): **\$56.29**
- Low income and senior discounts continue.

History

- 2020 Rates (3% Water, 3% Sewer, 2% Storm – 2.95%)
- 2021 Rates (2% Water, 3% Sewer, 1% Storm – 2.49%)
- 2022 Rates (4% Water, 5% Sewer, 3% Storm – 4.49%)
- 2023 SWAB Projections in 2021 (5% Water, 6% Sewer, 2% Storm – 5.45%)

Proposed 2023 Rates

(Based on Quarterly Consumption of 30 CCF and 17 CCF)

➤ INSIDE CITY

- Average Estimated **Residential** Quarterly Bill Increase (4.45%):

At 30 ccf - \$316.25 to \$330.32 – (a \$14.07 quarterly increase, \$56.29 annual)

At 17 ccf - \$206.41 to \$215.46 – (a \$9.05 quarterly increase, \$36.18 annual)

➤ LOW INCOME CUSTOMER

- Average Estimated **Residential** Quarterly Bill Increase (4.42%):

At 30 ccf - \$266.61 to \$278.40 – (a \$11.79 quarterly increase; \$47.18 annual)

At 17 ccf - \$178.73 to \$186.50 – (a \$7.77 quarterly increase; \$31.09 annual)

➤ OUTSIDE CITY (Suburban)

- Average Estimated **Residential** Quarterly Bill Increase (4.51%):

At 30 ccf - \$348.61 to \$364.36 – (a \$15.75 quarterly increase, \$63.00 annual)

At 17 ccf - \$218.92 to \$228.79 – (a \$9.87 quarterly increase, \$39.49 annual)

- Outside City (suburban) may have **additional surcharges** added by political subdivision. No storm for Outside City.

- Avg. residential home uses 139 gallons per day with 2.5 residents living in the home, equating to 55.6 gallons per person per day. Or 16.72 ccf per quarter

Greater Columbus Area Water and Sewer - Rates & Average Monthly Billing

Suburban Communities	Water			Sewer		2022 Average Water & Sewer Quarterly Bill (Residential)		2022 Average Water & Sewer Monthly Bill (Residential)	
	Base Rates		Suburban Water Surcharge	Base Rates	Suburban Sewer Surcharge	Low (32 CCF)	High (40 CCF)	Low	High
	First 5 CCF	Over 5 CCF							
Columbus	3.1/CCF	3.44/CCF		4.64/CCF		\$ 318.80	\$ 383.44	\$ 106.27	\$ 127.81
Suburban Communities	4.03/CCF	4.472/CCF		5.06/CCF		\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Brice			10%		10%	\$ 382.30	\$ 466.18	\$ 127.43	\$ 155.39
Brookside Estates			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Dublin			0.315/CCF		1.275/CCF	\$ 403.34	\$ 492.32	\$ 134.45	\$ 164.11
Grandview			0.12		0.12	\$ 360.14	\$ 438.32	\$ 120.05	\$ 146.11
Grove City			0.315/CCF		0.355/CCF	\$ 373.90	\$ 455.52	\$ 124.63	\$ 151.84
					2 monthly min				
Groveport			0.15			\$ 372.93	\$ 454.56	\$ 124.31	\$ 151.52
Hamilton Meadows			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Hilliard			0.1425		0.1	\$ 396.98	\$ 482.38	\$ 132.33	\$ 160.79
Marblecliff			10%		15%	\$ 390.40	\$ 476.30	\$ 130.13	\$ 158.77
Minerva Park			0.55/CCF		0.086/CCF	\$ 372.81	\$ 454.16	\$ 124.27	\$ 151.39
			0.096 daily base		0.178 Daily Base				
New Albany						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Obetz						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Rickenbacker						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Ridgewood			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Riverlea						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Upper Arlington			15%		23%	\$ 410.18	\$ 501.11	\$ 136.73	\$ 167.04
Urbancrest			0.2/CCF or		0.2/CCF or	\$ 365.26	\$ 444.72	\$ 121.75	\$ 148.24
			1.08 monthly min		1.08 Monthly min				
Valleyview						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Village Park			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Whitehall			\$5.15		\$2.37	\$ 359.98	\$ 436.24	\$ 119.99	\$ 145.41
Worthington			0.075/CCF		0.075/CCF	\$ 357.26	\$ 434.72	\$ 119.09	\$ 144.91
Gahanna	First 3,000 Gal	Over 3,000 Gal		\$9.60/1000 Gal		\$ 451.94	\$ 564.93	\$ 150.65	\$ 188.31
	\$9.28/1000 Gal	Supply Cost							
Reynoldsburg	\$8.57/1000 Gal			\$8.92/1000 Gal		\$ 418.67	\$ 523.34	\$ 139.56	\$ 174.45
Southwest Licking Water & Sewer District	First 2,000 Gal	2,000 - 40,000 Gal		First 2,000 Gal	Over 2,000 Gal	\$ 459.89	\$ 552.71	\$ 153.30	\$ 184.24
	\$18.08	\$5.33/1000 Gal		\$42.48	\$10.18/1000 Gal				

Attachment: 2022 Greater Columbus Area Water Sewer Rates (2023 Wastewater Rates)

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: 2023 Water Rates

Approval:

Completed Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
-------------------------	------------------------	--------------------------

Emergency/Suspension: Emergency

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

Amend water rate schedule to a 5% increase to all water users. This increase is 1% over City of Columbus' rate increase of 4% in order to maintain the City's costs and ability to complete maintenance projects.

AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES, SECTION 953.01(a) WATER RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY

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

SECTION 1. That Section 953.01(a) Water Rate Schedule of Chapter 953 Water Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

953.01 Water Rate Schedule

(a) Charges for water furnished by the municipally-owned water system shall be at the rate of ~~nine dollars and zero cents~~. NINE DOLLARS AND FORTY FIVE CENTS starting JANUARY 1, 2023. A ten (10%) percent discount shall be applied to seniors (65 and older), but only up to the first ten thousand gallons of consumption.

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

SECTION 2. That existing Section 953.01(a) of Chapter 953 Water Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure for the financial needs of the city to ensure the effective date of January 1, 2023. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Water

2019				
	Collected	Billed	Percent	CIP WTR
	Dollar Amount		Collected	
Jan	\$476,193.18	\$458,159.25	1.04	\$57,231.00
Feb	\$276,676.32	\$259,172.16	1.07	\$32,719.00
Mar	\$801,682.45	\$756,871.98	1.06	\$95,667.00
Apr	\$443,912.38	\$437,192.39	1.02	\$54,421.00
May	\$289,440.05	\$270,242.60	1.07	\$33,435.00
June	\$743,168.75	\$776,826.84	0.96	\$96,303.00
July	\$508,320.29	\$446,011.40	1.14	\$54,785.00
August	\$336,569.86	\$279,737.84	1.20	\$34,332.00
September	\$877,004.88	\$841,036.32	1.04	\$101,903.00
October	\$505,636.69	\$467,849.98	1.08	\$56,101.00
November	\$302,374.96	\$298,463.00	1.01	\$35,679.00
December	\$895,221.11	\$874,961.08	1.02	\$104,955.00
Total / Percentage	\$6,456,200.92	\$6,166,524.84	1.05	\$757,531.00

2020

Jan	\$489,007.86	\$463,210.00	1.06	\$55,912.00
Feb	\$284,246.93	\$271,545.08	1.05	\$33,316.00
Mar	\$785,316.54	\$799,746.59	0.98	\$97,867.00
Apr	\$439,672.19	\$469,130.75	0.94	\$56,660.00
May	\$312,280.57	\$282,739.00	1.10	\$33,707.00
June	\$794,694.13	\$791,942.60	1.00	\$94,460.00
July	\$487,391.40	\$465,047.36	1.05	\$55,080.00
August	\$343,950.22	\$320,200.16	1.07	\$37,747.00
September	\$990,588.43	\$949,327.48	1.04	\$109,536.00
October	\$593,210.17	\$555,856.11	1.07	\$67,410.43
November	\$339,575.67	\$331,172.84	1.03	\$38,617.10
December	\$862,519.25	\$919,752.28	0.94	\$99,870.03
Total / Percentage	\$6,722,453.36	\$6,619,670.25	1.02	\$780,182.56

2021

Water

	Collected	Billed		CIP
Jan	\$556,899.21	\$475,920.54	1.17	\$64,634.10
Feb	\$291,318.35	\$277,361.52	1.05	\$33,983.72
Mar	\$764,514.93	\$811,051.03	0.94	\$88,657.88
Apr	\$553,183.29	\$484,347.60	1.14	\$64,325.42
May	\$286,029.28	\$287,205.33	1.00	\$33,136.23
June	\$843,291.92	\$841,706.11	1.00	\$98,229.87
July	\$515,320.18	\$493,563.38	1.04	\$58,386.46
August	\$317,609.55	\$305,735.67	1.04	\$36,251.75
September	\$891,857.71	\$933,523.88	0.96	\$100,494.80

Sewer

2019				2009	
CIP SWR	Collected	Billed	Percent		
			Collected		
\$28,463.00	\$464,391.25	\$456,562.83	1.02	4912021.09	853899.0686
\$16,459.00	\$272,539.60	\$263,201.28	1.04		
\$46,387.00	\$766,755.42	\$749,600.06	1.02	51155	
\$27,097.50	\$434,820.41	\$445,086.50	0.98		
\$16,728.00	\$296,914.44	\$277,980.28	1.07		
\$47,355.50	\$742,920.11	\$785,129.32	0.95	4963176.09	
\$27,303.50	\$501,248.64	\$454,126.63	1.10		
\$17,177.00	\$328,193.45	\$285,913.81	1.15	4014423.17	833327.3631
\$47,969.50	\$825,049.88	\$795,350.89	1.04	320475.42	
\$27,927.00	\$494,302.43	\$463,950.32	1.07	419262.96	
\$17,781.00	\$298,245.20	\$297,304.00	1.00	2618	
\$50,054.50	\$840,108.20	\$829,472.53	1.01	20540.66	
				199613.61	
\$370,702.50	\$6,265,489.03	\$6,103,678.45	1.03	85399	

2020

\$27,830.50	\$473,620.35	\$463,094.36	1.02	0.534883755	
\$16,636.00	\$281,972.66	\$276,919.16	1.02		
\$48,264.50	\$750,428.39	\$811,110.09	0.93	-99156.73	
\$28,225.00	\$453,816.59	\$476,795.27	0.95		
\$16,862.00	\$318,996.85	\$291,252.56	1.10	2707759.59	
\$46,661.50	\$802,848.18	\$804,616.66	1.00		
\$27,432.50	\$492,881.22	\$474,594.14	1.04		
\$18,848.50	\$343,726.71	\$325,810.14	1.05		
\$52,401.50	\$904,551.21	\$903,315.66	1.00	4.817342317	
\$33,541.73	\$572,976.11	\$546,059.02	1.05	0.06	
\$19,212.05	\$332,544.78	\$327,930.66	1.01	1.62074	
\$48,417.50	\$839,942.63	\$882,532.84	0.95	0.06	
				5.752461	
\$384,333.28	\$6,568,305.68	\$6,584,030.56	1.00	0.06	

CIP

Sewer

2021					
	Collected	Billed			
\$31,556.06	\$535,860.87	\$479,936.40	1.12		
\$16,978.36	\$291,322.05	\$284,089.34	1.03		
\$43,395.93	\$751,081.11	\$819,691.24	0.92		
\$32,016.21	\$561,965.67	\$497,744.01	1.13		
\$16,713.63	\$293,498.28	\$298,597.00	0.98		
\$47,931.43	\$852,293.58	\$851,860.00	1.00	water	sewer
\$29,054.22	\$517,687.15	\$507,268.70	1.02		CIP
\$18,064.34	\$322,950.17	\$313,100.92	1.03	Jul-sept	\$195,133.01 \$94,776.51
\$47,657.95	\$856,789.81	\$896,498.23	1.00		

Attachment: RATESTUDY.2023 10-31-22 (2023 Water Rates)

October	\$566,290.85	543,087.10	1.04	\$63,230.31		\$31,401.68	\$557,151.90	\$540,810.74	1.03			
November	\$346,099.75	322,401.60	1.07	\$38,618.29		\$19,196.15	\$344,731.46	\$324,402.59	1.06			
December	\$942,462.40	960,899.45	0.98	\$106,812.41		\$51,096.11	\$912,481.56	\$929,825.90	0.98	oct-dec	\$208,661.01	\$101,693.94
Total / Percentage	\$6,874,877.42	\$6,736,803.21	1.02	\$786,761.24		\$385,062.07	\$6,797,813.61	\$6,743,825.07	1.01			

	2022			CIP		CIP		2022				
	Water Collected	Billed		billed	Collected	Collected	Sewer billed	Collected	Billed			
Jan	\$523,145.51	\$489,025.86	1.07	\$55,923.00	\$59,434.70	\$29,484.45	\$27,855.00	\$527,739.60	\$498,712.39	1.06		
Feb	\$284,515.12	\$283,941.28	1.00	\$32,477.00	\$32,491.33	\$16,191.46	\$16,227.00	\$285,996.06	\$293,087.04	0.98		
Mar	\$861,008.27	\$826,183.70	1.04	\$95,005.00	\$95,165.72	\$46,946.05	\$46,816.50	\$864,964.52	\$855,091.75	1.01		
Apr	\$507,243.06	\$500,836.87	1.01	\$56,484.00	\$57,213.97	\$28,485.27	\$28,163.00	\$515,833.35	\$526,198.13	0.98		
May	\$302,373.49	\$291,013.58	1.04	\$32,281.00	\$33,585.15	\$16,855.78	\$16,150.00	\$317,814.78	\$310,293.72	1.02		
June	\$856,339.27	\$898,802.14	0.95	\$99,915.00	\$95,446.52	\$46,752.59	\$49,028.50	\$880,536.92	\$932,079.77	0.94	water	
July	\$524,218.91	\$486,093.85	1.08	\$53,757.00	\$57,745.05	\$28,751.46	\$26,796.50	\$541,885.37	\$510,922.13	1.06		sewer
August	\$360,879.71	\$314,955.32	1.15	\$34,293.00	\$36,854.82	\$18,328.41	\$17,059.50	\$353,120.16	\$330,077.77	1.07	Jan-Dec	CIP Billed
September	\$946,505.77	\$991,421.77	0.95	\$107,743.00	\$102,758.65	\$49,022.81	\$51,456.00	\$927,206.08	\$977,728.48	1.00		
October	\$312,353.03	\$556,378.99	0.56	\$59,974.00	\$33,304.82	\$16,597.23	\$29,874.00	\$314,847.35	\$569,510.82	0.55		
November	\$346,099.75	\$346,786.24	1.00	\$37,170.00	\$29,099.28	\$14,496.72	\$18,399.00	\$344,731.46	\$356,170.35	0.97		
December est	\$942,462.40	960,899.45	0.98	\$106,812.41	\$80,310.77	\$39,597.57	\$51,096.11	\$912,481.56	\$929,825.90	0.98		
Total / Percentage	\$6,767,144.29	\$6,946,339.05	0.97	\$771,834.41	\$713,410.78	\$351,509.80	\$378,921.11	\$6,787,157.21	\$7,089,698.25	0.96		
					0.92		0.93					

	2023			CIP		CIP		2023				
	Water Collected	Billed					Sewer	Collected	Billed			
Jan												
Feb												
Mar												
Apr												
May												
June												
July												
August												
September												
October												
November												
December est												

Attachment: RATESTUDY.2023 10-31-22 (2023 Water Rates)

2010		2011		2012		2013		2014		2015		2016		2017	
gallons		gallons		gallons		Gallons		gallons		gallons		gallons		gallons	
4898864	834,914	4976268	798,217	5335069	818,919	5,385,480	794,319	5494218	794,467	5876388	809266	6258353	809266	6696438	809266
						163,581		377686.2		404633		404633		404633	
149131		63119		63119		0		2731		5462		8193		10924	
				350000		293									
5047995		5039387		5748188		5,549,354		5874635		6286483		6671179		7111994	
3988405	811,693	4245656	815,138	3393121	632,483	4,397,768	811,634	4365026	789,795	4606815	809266	4814122	809266	5054828	809266
328075		350503.9		552070.6		708,503		664164.7		679614.5		710197.2		745707	
398419.9		333013.6		432456		438,219		660556.1		573767.3		585242.6		596947.5	
2732		1262		1200		8,900		19100		10000		10000		10000	
4556		1686.95		38278		146,220		68798		143900		87500		87500	
390102		261438		336467		35,267		654951.2		504633		504633		504633	
182533		394897		229740		190,632		190340		166565		166266		101628	
105199		109407		109562		109,562		109562		109562		109562		109562	
5400022		5697865		5092895		6,035,070		6732498		6794857		6987523		7210806	
0.436245		0.297876		0.461927		0		0.149865		0.073672		0.026368		0.011849	
-352027		-658478		655293.3		-485,716		-857863		-508375		-316344		-98811.2	
2355733		1697255		2352548		1,866,832		1008969		500594.1		184250		85438.85	
						5.42		5.53		5.69		5.95		6.25	
4.91		5.21		5.36		0.01		0.02		0.03		0.05		0.05	
0.02		0.06		0.03		1.82		1.86		1.92		2.00		2.10	
1.65		1.75		1.80		0.01		0.02		0.03		0.05		0.05	
0.02		0.06		0.03		6.78		6.92		7.26		7.73		8.27	
5.87		6.23		6.51		0.04		0.02		0.05		0.07		0.07	
0.02		0.06		0.04											

Attachment: RATESTUDY.2023 10-31-22 (2023 Water Rates)

Utility Increase Comparison									
2023 Rate Increase									
Current Rate							Recommended Rate		
Sewer Rate 2022	\$9.50	over					for 2023	over	
Water Rate 2022	\$9.00	Columbus						Columbus	
		possible						possible	
		increase						increase	
Increase from 2022 % Sewer		0.25%	\$10.00	5.25%	0.50%	5.50%	\$10.02	1.00%	6.00%
Increase from 2022 % Water		0.50%	\$9.41	4.50%	1.00%	5.00%	\$9.45	1.50%	5.50%
sed On Average Quarterly Usage			24000			24000			24000
Water/Sewer Rate 2022/1000 Gallons			\$18.50			\$18.50			\$18.50
Average Current Quarterly Bill			\$444.00			\$444.00			\$444.00
d Water/Sewer Rate 2023/1000 gallons			\$19.40			\$19.47			\$19.57
Proposed Average Quarterly Bill			\$465.69			\$467.34			\$469.56
l rate increase water and Sewer 1000 gallon			\$0.90			\$0.97			\$1.07
\$.52 cents is what Columbus is increasing charges too, \$0.45 cent over is Recommended for the total increase to Reynoldsburg Please note that every one is raising cost 6% to 8% ours is 5.25% on average.									

Proposed Rates - 2023

- Water: 4.0%
- Sewer: 5.0%
- Storm: 2.0%

Overall % Increase To Residential Bill:
4.45%

- Average Estimated Quarterly Residential Bill \$ Increase (30 ccf): **\$14.07**
- Average Estimated Annual Residential Bill \$ Increase (30 ccf): **\$56.29**
- Low income and senior discounts continue.

History

- 2020 Rates (3% Water, 3% Sewer, 2% Storm – 2.95%)
- 2021 Rates (2% Water, 3% Sewer, 1% Storm – 2.49%)
- 2022 Rates (4% Water, 5% Sewer, 3% Storm – 4.49%)
- 2023 SWAB Projections in 2021 (5% Water, 6% Sewer, 2% Storm – 5.45%)

Proposed 2023 Rates

(Based on Quarterly Consumption of 30 CCF and 17 CCF)

➤ INSIDE CITY

- Average Estimated **Residential** Quarterly Bill Increase (4.45%):

At 30 ccf - \$316.25 to \$330.32 – (a \$14.07 quarterly increase, \$56.29 annual)

At 17 ccf - \$206.41 to \$215.46 – (a \$9.05 quarterly increase, \$36.18 annual)

➤ LOW INCOME CUSTOMER

- Average Estimated **Residential** Quarterly Bill Increase (4.42%):

At 30 ccf - \$266.61 to \$278.40 – (a \$11.79 quarterly increase; \$47.18 annual)

At 17 ccf - \$178.73 to \$186.50 – (a \$7.77 quarterly increase; \$31.09 annual)

➤ OUTSIDE CITY (Suburban)

- Average Estimated **Residential** Quarterly Bill Increase (4.51%):

At 30 ccf - \$348.61 to \$364.36 – (a \$15.75 quarterly increase, \$63.00 annual)

At 17 ccf - \$218.92 to \$228.79 – (a \$9.87 quarterly increase, \$39.49 annual)

- Outside City (suburban) may have **additional surcharges** added by political subdivision. No storm for Outside City.

- Avg. residential home uses 139 gallons per day with 2.5 residents living in the home, equating to 55.6 gallons per person per day. Or 16.72 ccf per quarter

Greater Columbus Area Water and Sewer - Rates & Average Monthly Billing

Suburban Communities	Water			Sewer		2022 Average Water & Sewer Quarterly Bill (Residential)		2022 Average Water & Sewer Monthly Bill (Residential)	
	Base Rates		Suburban Water Surcharge	Base Rates	Suburban Sewer Surcharge	Low (32 CCF)	High (40 CCF)	Low	High
	First 5 CCF	Over 5 CCF							
Columbus	3.1/CCF	3.44/CCF		4.64/CCF		\$ 318.80	\$ 383.44	\$ 106.27	\$ 127.81
Suburban Communities	4.03/CCF	4.472/CCF		5.06/CCF		\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Brice			10%		10%	\$ 382.30	\$ 466.18	\$ 127.43	\$ 155.39
Brookside Estates			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Dublin			0.315/CCF		1.275/CCF	\$ 403.34	\$ 492.32	\$ 134.45	\$ 164.11
Grandview			0.12		0.12	\$ 360.14	\$ 438.32	\$ 120.05	\$ 146.11
Grove City			0.315/CCF		0.355/CCF	\$ 373.90	\$ 455.52	\$ 124.63	\$ 151.84
					2 monthly min				
Groveport			0.15			\$ 372.93	\$ 454.56	\$ 124.31	\$ 151.52
Hamilton Meadows			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Hilliard			0.1425		0.1	\$ 396.98	\$ 482.38	\$ 132.33	\$ 160.79
Marblecliff			10%		15%	\$ 390.40	\$ 476.30	\$ 130.13	\$ 158.77
Minerva Park			0.55/CCF		0.086/CCF	\$ 372.81	\$ 454.16	\$ 124.27	\$ 151.39
			0.096 daily base		0.178 Daily Base				
New Albany						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Obetz						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Rickenbacker						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Ridgewood			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Riverlea						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Upper Arlington			15%		23%	\$ 410.18	\$ 501.11	\$ 136.73	\$ 167.04
Urbancrest			0.2/CCF or		0.2/CCF or	\$ 365.26	\$ 444.72	\$ 121.75	\$ 148.24
			1.08 monthly min		1.08 Monthly min				
Valleyview						\$ 352.46	\$ 428.72	\$ 117.49	\$ 142.91
Village Park			1.97/CCF		0.59/CCF	\$ 434.38	\$ 531.12	\$ 144.79	\$ 177.04
Whitehall			\$5.15		\$2.37	\$ 359.98	\$ 436.24	\$ 119.99	\$ 145.41
Worthington			0.075/CCF		0.075/CCF	\$ 357.26	\$ 434.72	\$ 119.09	\$ 144.91
Gahanna	First 3,000 Gal	Over 3,000 Gal		\$9.60/1000 Gal		\$ 451.94	\$ 564.93	\$ 150.65	\$ 188.31
	\$9.28/1000 Gal	Supply Cost							
Reynoldsburg	\$8.57/1000 Gal			\$8.92/1000 Gal		\$ 418.67	\$ 523.34	\$ 139.56	\$ 174.45
Southwest Licking Water & Sewer District	First 2,000 Gal	2,000 - 40,000 Gal		First 2,000 Gal	Over 2,000 Gal	\$ 459.89	\$ 552.71	\$ 153.30	\$ 184.24
	\$18.08	\$5.33/1000 Gal		\$42.48	\$10.18/1000 Gal				

Attachment: 2022 Greater Columbus Area Water Sewer Rates (2023 Water Rates)

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

DATE: November 14, 2022

TO: Finance and Administration Committee

RE: Transfer of Funds Among Various Departments for Year End 2022 -
Clean Up Ordinance

Approval:

Completed Joe Begeny	Skipped Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

Appropriate from the General Fund as follows: Adopt as an Emergency at the Third Reading

Adopt as an Emergency at the Third Reading -Requests hold in Committee on 12/05/2022
meeting for any last minute changes.

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

DATE: **November 14, 2022**

TO: **Finance and Administration Committee**

RE: **Amend Chapter 160**

Approval:

Completed Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
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Emergency/Suspension: Emergency

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

Statement of necessity for Emergency passage: Financial needs of city government.

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

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to amend Chapter 160, Section 160.02 Authorized Positions, Personnel Classifications and Pay Grade, Sections (a) Administration, (d) Human Resources (e) Parks and Recreation, (f) Police Department, (f) Police Department, (g)(1) Service Department (g) (2) Building Division, (g) (3) Water/Wastewater Division, (g) (4) Street Division (g) (4) (a) Storm Water Utility Division; Chapter 160:03 (a) Salary Schedule, (b) Supervisory Pay Range, (c) Senior Police Management; Chapter 160.04 Other Compensation (1) Water/Wastewater Departments - License Compensation; Chapter 160.05 (a) (1) Overtime Eligibility; and 160.07 Longevity.

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

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

SECTION 1. That the City of Reynoldsburg, Ohio Chapter 160 does hereby amend Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grade Sections (a) Administration, (d) Human Resources (e) Parks and Recreation, (f) Police Department, (f) Police Department, (g)(1) Service Department (g) (2) Building Division, (g) (3) Water/Wastewater Division, (g) (4) Street Division (g) (4) (a) Storm Water Utility Division; Chapter 160:03 (a) Salary Schedule, (b) Supervisory Pay Range, (c) Senior Police Management; Chapter 160.04 Other Compensation (1) Water/Wastewater Departments - License Compensation; Chapter 160.05 (a) (1) Overtime Eligibility; and 160.07 Longevity in the City of Reynoldsburg polices to read as follows:

Exhibit A attached hereto and incorporated herein.

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

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

Attachment: Chapter 160 012023.doc (Amend Chapter 160 for January 2023)

7/25/2022

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160.01 DEFINITIONS

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

ADA: Americans With Disabilities Act.

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

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 whose employment is expected to continue for longer than one year and who normally works a minimum of 30 hours per week.

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

Interim Appointment: Interim appointment, made necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees shall continue only during, such period of sickness, disability or other approved leave of absence. Interim appointments shall be made only to fill a vacancy that results from an employee's absence, or to fill a vacancy that results because of 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 on the anniversary of five (5) 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.

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

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

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

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

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

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

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

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

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

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

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

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Criminal Justice Program Administrator	1	Unclassified	12
Mayor's Secretary	1	Unclassified	15-A
Clerk of Courts	1	Unclassified	18
Assistant Clerk of Courts	1	Classified	11
Deputy Clerk	1p/t	Classified	8
Deputy Clerk	1	Classified	8
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	17
Deputy Auditor	1	Unclassified	15
Auditor's Secretary Payroll Specialist	1 p/t	Unclassified	10
Finance Manager	1	Classified	22
Senior Accountant	1	Classified	17
Civil Service Administrative Assistant	2 p/t	Unclassified	15
Public Information/Special Events Manager Special Events and Media Coordinator	1	Unclassified	14 15-A
Public Information Specialist	1	Classified	10
Diversity, Equity, Inclusion Compliance Manager		Classified	21
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	22
Development Director			
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22

Human Resources ~~Generalist Coordinator~~
~~12~~ 14-A

1

Unclassified

(e) PARKS & RECREATION DEPARTMENT

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

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	3	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	59	Classified	See Chapter 166
Dispatcher	9	Classified	See Chapter 162
Support Services Supervisor	1	Classified	18 16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14 -A
Public Safety Records Technician	3	Classified	9
Public Safety Records/Research Technician	1	Classified	10
Court Specialist	1	Classified	10
Command & Staff Administrative Assistant	1	Classified	11
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1p/t (3/4)	Classified	10
Court Liaison	2 p/t	Classified	13
Public Safety Social Worker Supervisor	1	Classified	17
Public Safety Social Worker/			
Victim Advocate	2	Classified	16

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	22
Service Director			
<u>Public</u> Service Manager	1	Unclassified	21
Administrative Assistant	1	Unclassified	13
Secretary *	1	Classified	8
<u>Administrative Assistant Front Desk * 1</u>		<u>Classified</u>	<u>8</u>
Maintenance Foreman	1	Classified	16
Custodian	3	Classified	5
Maintenance Crew Leader	1	Classified	12

* Once the Administrative Assistant Front Desk is on boarded the position of Secretary will be eliminated.

(2) Building Division			
Chief Building Official	1p/t (3/4 time)	Classified	21
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
<u>Electrical Inspector</u>	<u>1</u>	<u>Classified</u>	<u>14</u>
Zoning & Code Enforcement Inspector 1		Classified	12
Permit Technician	2	Classified	11
Code Compliance Officer	4	Classified	10

(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15-A
Maintenance Spec/Equip Operator	6 7	Classified	10
Billing Manager	1	Classified	15
Account Clerk 2	4	Classified	8

(4) Street Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15-A
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			

Fleet Maintenance Supervisor	1	Classified	14 15-A
Fleet Maintenance Technician	2	Classified	10

(4)(a) Storm Water Utility Division			
Asst. Superintendent	1	Classified	14 -15-A
Administrative Assistant	1	Classified	8

(To be shared with Street Division)

Maintenance Spec/Equip Operator 2 Classified 10

Maintenance Spec/Equip Operator 1* Classified 10

(To be shared with Street Division)

(h) DEPARTMENT OF ENGINEERING

Director of Engineering 1 Unclassified 22

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

160.03 SALARY SCHEDULE

(a) Full Time Employees – NON SUPERVISORY PERSONNEL

BEGINNING July 1, 2021 with the implementation of steps, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT ON JANUARY 1, 2023:

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

Pay Grade	Step-1	Year-2 COLA	Step-2	Year-4 COLA	Step-3	Year-6 COLA	Step-4	Year-8 COLA	Step-5	Year-10 COLA	Step-6
3	\$15.91	2% COLA	\$16.70	2% COLA	\$17.54	2% COLA	\$18.41	2% COLA	\$19.34	2% COLA	\$20.30
4	\$16.88	2% COLA	\$18.51	2% COLA	\$20.12	2% COLA	\$21.74	2% COLA	\$23.30	2% COLA	\$24.96
5	\$17.30	2% COLA	\$18.97	2% COLA	\$20.62	2% COLA	\$22.29	2% COLA	\$23.89	2% COLA	\$25.58
6	\$17.65	2% COLA	\$19.35	2% COLA	\$21.02	2% COLA	\$22.73	2% COLA	\$24.36	2% COLA	\$26.09
7	\$18.00	2% COLA	\$19.74	2% COLA	\$21.44	2% COLA	\$23.18	2% COLA	\$24.85	2% COLA	\$26.61
8	\$19.13	2% COLA	\$20.78	2% COLA	\$22.45	2% COLA	\$24.08	2% COLA	\$25.75	2% COLA	\$27.41
9	\$20.05	2% COLA	\$21.78	2% COLA	\$23.53	2% COLA	\$25.24	2% COLA	\$26.99	2% COLA	\$28.73
10	\$20.55	2% COLA	\$22.53	2% COLA	\$24.12	2% COLA	\$25.87	2% COLA	\$27.67	2% COLA	\$29.45
11	\$20.96	2% COLA	\$22.77	2% COLA	\$24.60	2% COLA	\$26.38	2% COLA	\$28.22	2% COLA	\$30.04
12	\$21.38	2% COLA	\$23.23	2% COLA	\$25.09	2% COLA	\$26.91	2% COLA	\$28.78	2% COLA	\$30.64
13	\$21.81	2% COLA	\$23.69	2% COLA	\$25.59	2% COLA	\$27.45	2% COLA	\$29.36	2% COLA	\$31.25
14	\$22.24	2% COLA	\$24.16	2% COLA	\$26.11	2% COLA	\$27.99	2% COLA	\$29.95	2% COLA	\$31.88
15	\$22.69	2% COLA	\$24.65	2% COLA	\$26.63	2% COLA	\$28.55	2% COLA	\$30.55	2% COLA	\$32.52

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

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

(b) SUPERVISORY PAY RANGE

Pay Grade	Minimum	Maximum
14	\$ 26.00 <u>27.00</u>	\$ 47.00 <u>48.00</u>
15	\$ 27.00 <u>28.00</u>	\$ 49.00 <u>50.00</u>
16	\$ 28.00 <u>29.00</u>	\$ 51.00 <u>52.00</u>
17	\$ 29.00 <u>30.00</u>	\$ 53.00 <u>56.00</u>
18	\$ 30.00 <u>31.00</u>	\$ 55.00 <u>58.00</u>
19	\$ 31.00 <u>32.00</u>	\$ 57.00 <u>60.00</u>
20	\$ 32.00 <u>33.00</u>	\$ 59.00 <u>62.00</u>
21	\$ 34.00 <u>40.00</u>	\$ 61.00 <u>64.00</u>
22	\$ 36.00 <u>42.00</u>	\$ 63.00 <u>66.00</u>

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

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 50.00 <u>51.00</u>	\$ 67.00 <u>70.00</u>
26A	\$ 55.00 <u>56.00</u>	\$ 72.00 <u>75.00</u>

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

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

(c) Part Time Employee

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

(d) Seasonal Employee

1) Parks and Recreation Department:

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

2) Service Department

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

3) Street Department

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

(e) Occasional Labor/Independent Contract

Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act. Exceptions to this area are as follows:

(1) Parks and Recreation Department:

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

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 - \$16.00 per hour

(f) Other

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

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

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

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

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

(3) Tomato Festival Event Staffing Compensation

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

160.05 OVERTIME ELIGIBILITY

A. POLICY

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

Safety Director	Service Director
Development Director	Deputy Chief of Police
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Chief of Police

Tax Administrator	Finance Manager
Assistant City Prosecutors	Clerk of Council
Planning & Zoning Administrator	Assistant City Attorney

Public Service Manager

– Criminal Justice Program Administrator

~~Public Safety Social Worker/Victim Advocate **~~

Public Safety Social Worker/Victim Advocate Supervisor

Diversity Equity Inclusion Compliance Manager

~~**Public Safety Worker/Victim Advocate will become an hourly position once the Supervisor role is filled.~~

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

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.
3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

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

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

(c) The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City's right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d) In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY

Effective January 1, 2022, full-time employee of the City shall be eligible for longevity compensation on the anniversary of five (5) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity their actual anniversary dated with the city. The new rate effective January 1, 2022 is:

<u>From</u> (Anniversary)	<u>To</u> (Conclusion of):	
of 5 th year	9 th year	\$ 550.00 <u>650.00</u> annually
10 th year	14 th year	\$ 600.00 <u>900.00</u> annually
15 th year	19 th year	\$ 650.00 <u>1,050.00</u> annually
20 th year	----	\$ 700.00 <u>1,200.00</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

- 1) Effective January 1, 2021 the City will update the step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). Effective January 1, 2021, any adjustments in step assignments will be made at the discretion of the Appointing Authority to fall in line with the new step program being implemented. Effective January 1, 2023, each employee will then move through their steps on their anniversary date of each year that falls on years that end in odd numbers. Effective January 1, 2022 and each January 1 thereafter the scale will adjust by two percent (2%) each year.
- 2) The Appointing Authority will determine what step an individual is assigned based upon the qualification at the time of the initial hiring/transfer/promotion.

In the event an individual does not meet expectations on their annual review, moving to the next step could be delayed. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee

meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase.

- 3) If there are specific required certifications and/or licenses that is required for a position and it is achieved, the Appointing Authority may authorize the moving to a higher step within the range.
 - 4) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Annual increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will be effective January 1 of each year. Any other salary adjustments will be made at the discretion of the Appointing Authority.
 - 5) All employee change forms shall be signed by the Appointing Authority, City Auditor or designee of the City Auditor, and the Human Resources Director to confirm that such change forms are consistent with the requirements set forth in Chapter 160.
- (b) Cost of Living Adjustments
On January 1 of each calendar year that is an even number, there will be a two-percent (2%) cost of living adjustment for all non-bargaining unit employees.
- (c) Promotions
 Upon promotion, the employee's rate of pay shall be adjusted from their current pay grade and step and to the assigned pay grade and the step determined by the Appointing Authority.
- (d) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay rate will be set by the Appointing Authority pursuant to Section 160.08 (a) (2). If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

- (a) Each employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which,

including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible employees and each newly elected official 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 \$3,000.00 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per employee is \$1,000.00 per academic year
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.
4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.
3. Clothing shall be conducive to the safe and effective performance of required job duties.
4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.
5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.
6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.
7. Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets, etc. with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible for approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does not negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.

The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.

The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.

The City will provide clothing/equipment per the collective bargaining agreements.

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

DATE: November 14, 2022

TO: Finance and Administration Committee

RE: Updates to the Personnel Procedure Manual

Approval:

Completed Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
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Emergency/Suspension: Emergency

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

Explanation of legislation and need: To have in place and taking effect 1/1/2023

Statement of necessity for Emergency passage: Three read and passing as an emergency on third read waiving thirty day waiting period.

**AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL
REGARDING MILITARY LEAVE, WORK FROM HOME, OVERTIME, AND
DECLARING AN EMERGENCY**

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg Personnel Procedure Manual.

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

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

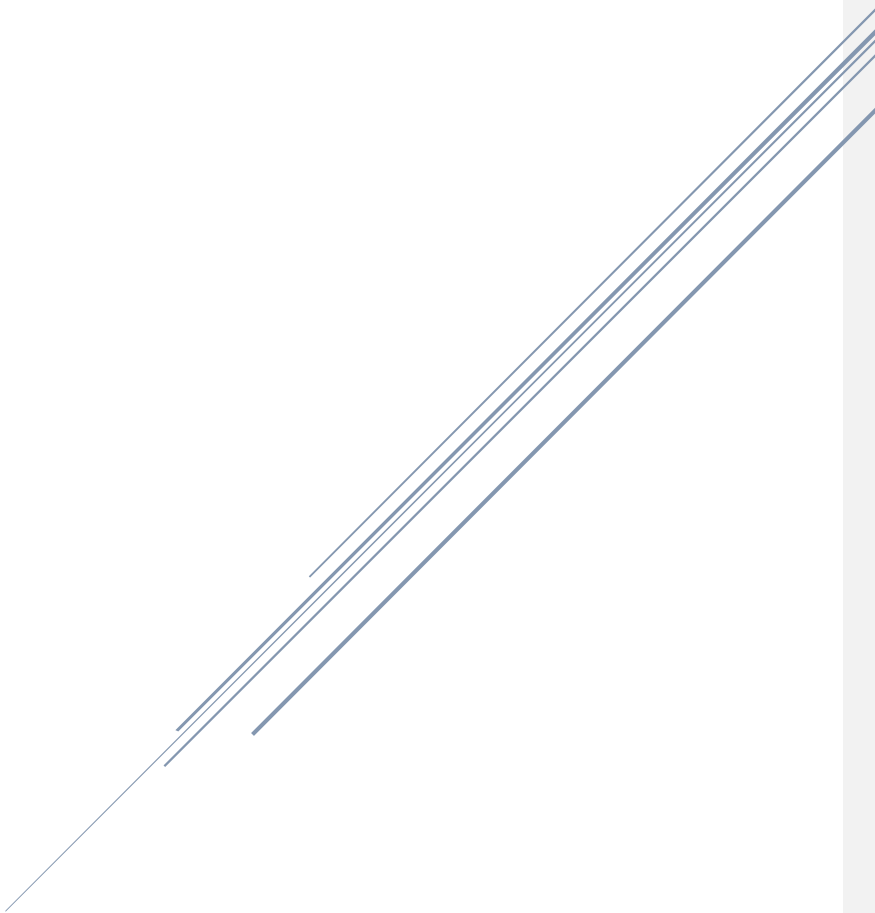
SECTION 1. That the City of Reynoldsburg Ohio Personnel Procedure Manual does hereby amended the Military Leave, Work from Home, Overtime Pay policies to read as follows:

See Exhibit “A” attached hereto and incorporated herein.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2023; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

CITY OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL



Ordinance 75-18 passed 06/25/2018; updated 2/11/2019

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INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

The provisions of this Personnel Procedure Manual (Manual) are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Manual is not a contract of employment or a guarantee of any rights or benefits, but is merely intended to be used to assist and guide employees in the day-to-day directions and performance of their duties.

The policies adopted in this Manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160, which may be amended from time to time. This Manual is also intended to be construed in such a manner as to comply with all applicable federal, state, and civil service laws and regulations. Employees are responsible, as a condition of their employment, to familiarize themselves with, and abide by, these policies and procedures.

The City may revise these policies with or without advance notice. The City will attempt to give employees advance notice of any Manual changes. Notice of revisions shall be provided to all employees.

If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (O.R.C.), applicable federal law, or applicable local law and this Manual, law shall prevail. Additionally, should a direct conflict exist between this Manual and a Collective Bargaining Agreement, the Bargaining Agreement shall prevail.

Questions regarding the interpretation and application of these policies and procedures contained herein shall be directed to the employee's Department Head/Supervisor with input from the Human Resources Director.

In addition to the policies and procedures contained herein, each department and/or division of the City may have operational rules and/or policies in writing or practice that are unique to that department or division which are not covered by this Manual. Employees are responsible for complying with those departmental or divisional rules and policies, in addition to the policies and procedures contained herein.

All supervisory personnel responsible for administering the policies and procedures contained in this Manual. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification ("BFOQ"). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories.

The City does not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

AMERICANS WITH DISABILITY ACT

The City prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his position, with or without a reasonable accommodation.

The City will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis after engaging in an interactive process. An employee who wishes to request an accommodation shall direct such request to the HR Director, or EEO/ADA Coordinator, each of whom shall have the authority and responsibility to investigate and take appropriate action. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

Definitions

Sex-Based Discrimination

Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment.
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.

4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.
5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing an environment that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias. Discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy. Unlawful discrimination and/or harassment may be committed against employees by elected officials, department heads, supervisors, co-workers, or members of the public. Further, unlawful discrimination and/or harassment may occur on-duty or off-duty.

Off Duty Conduct

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy. Employees are also cautioned that conduct off-duty and online may be constitute unlawful discrimination or harassment.

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action

concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy shall report the conduct to their supervisor immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

False Complaints.

Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

Corrective Action.

If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

Coverage.

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

EMPLOYEE CONDUCT

A fair, inclusive and respectful workplace is vital to all individuals and is essential to the success of the staff of the City of Reynoldsburg. Therefore, the City of Reynoldsburg is committed to promoting an environment where employees respect each other regardless of their roles or responsibilities, or the nature of their contributions.

Every employee of the City of Reynoldsburg has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to show respect in all interactions with coworkers of interpersonal behavior, communication and professionalism.

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation

of any policy or work rule of the City, any other failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

Unclassified employees serve at the pleasure of the City and may be terminated or otherwise separated from employment for any reason not inconsistent with law. An unclassified employee may not be rendered classified due to the provisions of this Manual.

PROBATIONARY PERIOD

Newly hired or newly promoted employees in the classified service shall be required to successfully complete a one (1) year probationary period. The probationary period allows the City to closely observe and evaluate the employee's fitness and suitability for the position. Only those employees who demonstrate an acceptable standard of conduct and performance shall be retained in their positions.

A newly hired probationary period may be removed at any time during their probationary period due to unsatisfactory work performance. If an employee is removed during their original appointment probationary period, the employee lacks any appeal rights. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period. An employee's probationary period may be extended due to time spent in inactive pay status or on a non-paid leave of absence.

Employees working irregular schedules and intermittent employees shall have a one (1) year probationary period.

The failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position he held at the time of his promotion.

Unclassified employees serve at the pleasure of the appropriate appointing authority and do not serve a probationary period. Nothing contained in this policy should be considered a waiver of the right to remove an unclassified employee consistent with law.

POLICE COMMAND STAFF PROMOTIONS

- A. Senior Police Department Management by definition includes all positions as set forth herein above the rank of Sergeant and not included in a collective bargaining agreement. Senior Police Department Management positions are:
 - a. Chief of Police

- b. Deputy Chief of Police
 - c. Lieutenant
2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
 3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

The following selection procedure shall be followed whether by original appointment or promotion:

- (1) a competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
- (2) a candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved a rank of command with at least one (1) year of police- command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
- (3) successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- Safety Committee Chair
- A representative from the OACP
- A representative from the FOP
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Chief of Police.

The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The Committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee will be comprised of:

- Mayor
- A representative from the OACP
- A representative from the FOP
- Council President
- Safety Committee Chair
- City Attorney
- A representative appointed by the Mayor

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

4. The Deputy Chief of Police may be filled by original appointment or of a person who is not in the Reynoldsburg Police Department.
 - a. The following selection procedure shall be followed whether by original appointment or promotional appointment:
 - (1) A competitive promotional Civil Service examination as set forth in Reynoldsburg City Code 157.04 shall not be given;

- (2) Candidate for promotion to Deputy Chief of Police or original appointment to Deputy Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
 - (3) Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).
- b. Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

- A representative appointed by the Mayor
 - Current Chief of Police
 - Human Resource Director
- Any of the above can be replaced by a designee if necessary. Such Designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Deputy Chief of Police.

- c. The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee shall be comprised of:

- Mayor
- Chief of Police
- City Attorney
- Safety Director
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

- d. The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

5. A candidate for promotion to the rank of Lieutenant shall have:

- a. The following selection procedure shall be followed whether by original appointment or promotion:
- i at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university
 - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
 - iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.
- i. the outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
- ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to

perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.

3. If a conflict of interest exists between the relative and the employee or the relative and the City.
4. If the hiring of relatives could result in a conflict of interest.
5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term “relative” shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all City officials and employees:

- A. No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
- B. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.

- C. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.
- D. No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.
- E. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

RESIGNATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

POLITICAL ACTIVITY

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

- a. Registration and voting.
- b. Expressing opinions, either orally or in writing.
- c. Voluntary financial contributions to political candidates or organizations.
- d. Circulating non-partisan petitions or petitions stating views on legislation.
- e. Attendance at political rallies.
- f. Signing nominating petitions in support of individuals.
- g. Displaying political materials in the employee's home or on the employee's property.
- h. Wearing political badges or buttons, or the display of political stickers on private vehicles.
- i. Serving as a precinct official under O.R.C. § 3501.22.

A. The following activities are examples of conduct prohibited by classified employees.

- 1. Candidacy for public office in a partisan election.
- 2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
- 3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
- 4. Circulating official nominating petitions for any partisan candidate.
- 5. Holding an elected or appointed office in any partisan political organization.

6. Accepting appointment to any office normally filled by partisan election.
7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

- A.** Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.
- B.** Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
- C.** Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The list of exempt employees are in Chapter 160.05 Overtime Eligibility, following positions have been determined to be exempt from the overtime provisions of the FLSA:

Safety Director	Service Director
Development Director	Parks & Recreation Director
Computer Systems Director	Tax Administrator
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Planning and Zoning Administrator
Chief of Police	Director of Senior Center
Deputy Chief of Police	Assistant City Attorney
Finance Manager	Assistant City Prosecutors
Clerk of Council	
Public Safety Social Worker/Victim Advocate *	
Public Safety Social Worker/Victim Advocate Supervisor**	

* Once the supervisor position filled, the Public Safety Social Worker/Victim Advocate position will be hourly.

** Position being added to Chapter 160 for 1/1/2022.

WORKING FROM HOME (TAXES)

In rare circumstances employee may be permitted to work remotely if their duties allow for it and their supervisor grants approval. This approval is on a case-by-case basis and it not considered a permanent arrangement for the conditions of their employment. If granted permission to work remotely, employees need to understand how the City of Reynoldsburg will handle the income tax withholding based upon the permissions granted.

The "General Withholding Rule" is that the employer (City of Reynoldsburg, City) is required to withhold to the jurisdiction where you (the Employee) physically performs work. As a Government entity, the City also withholds residence tax for those employees living in a higher taxing jurisdiction or one with reduced credit.

- The above "General Rule" holds true for the majority of City employees, but there may be a few exceptions. Below are the most common exceptions.

1. If you are permitted to have **100% Work from Home (WFH)** or remote work location, income tax will be withhold at the remote location.
2. If you are permitted to work in a **Hybrid WFH Model**, i.e. 2 days at home /3 days in office, or 40% / 60%. If permitted to work a hybrid model on a regular basis then you will need to contact the payroll department to complete a withholding allocation change form. Once complete the City will withhold to both the remote home location and primary office location, but will discontinue the courtesy residence tax.

Note:

- You may need to set-up estimates for the taxing jurisdiction in which you reside.
- It is the responsibility of you and your supervisor to determine the hybrid percentage and notify payroll of any changes in reporting requirements.

3. The **20-day Occasional Entrant** rule.

This may be applicable if your position requires you to perform work outside of the City more than 20 days per year. In this case, your withholding falls under the General guidelines above with the option for you to track and claim those days worked out as a refund. To complete a refund request you would complete the RITA Form 10A and submit it to your supervisor for approval. This must be tracked by the employee and the supervisor.

Note:

- All refunds are subject to residency tax and it is your responsibility to file and pay that tax.
- Mutual aid does not qualify.
- _____

Any changes to the remote work status must be reported to the Auditor's office immediately as it is the responsibility of the employee to ensure that the proper information is provided in order to have the correct income tax withheld.

COMPENSATORY TIME

Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

- a. Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.
 - b. Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.
 - c. Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid no later than mid-November of that year.
 - d. Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.
2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.
 3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.
 4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

CALL-IN PAY

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of three (3) hours pay at the employee's overtime rate. If the employee is called-in and works more than three (3) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.

When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:

- A. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
- B. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.
- C. Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their immediate supervisor as soon as possible. Employees unable to report to work may:
 - a. Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;
 - b. Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;
 - c. Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

- A. Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;
- B. If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;
- C. If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.

Employees working in facilities that operate 24-hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

- A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);
- B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work. Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM

All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee

separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

SICK LEAVE

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.

6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement

The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the

employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave Conversion

An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated but unused sick leave as follows:

- a. Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated but unused sick leave, not to exceed 320 hours.
- b. Employees who have completed at least 15 years of service to the City shall be entitled to 30% of their accumulated but unused sick leave, not to exceed 540 hours.
- c. Employees who have completed at least 20 or more years of service to the City shall be entitled to 40% of their accumulated but unused sick leave, not to exceed 760 hours.
- d. Employees who have completed at least 25 years of service to the City shall be entitled to 50% of their accumulated but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City,

so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.

If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.

All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Medical Information

The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions.

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under particular circumstances. Such leave may be taken only for the following qualifying events:
 - a. Upon the birth of an employee's child and in order to care for the child.
 - b. Upon the placement of a child with an employee for adoption or foster care.

- c. When an employee is needed to care for a family member who has a serious health condition.
 - d. When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e. Qualifying service member leave.
2. Service Member Leave: The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty" In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12)-month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12)-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
 3. "Per year": A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.
 4. "Serious health condition": Any illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient care.
 - b. Any period of incapacity of more than three consecutive calendar days that also involves:

- i. Two or more treatments by a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii. Treatment by a health care provider on one occasion that result in a regimen of continuing treatment under the supervision of a health care provider.
- c. Any period of incapacity due to pregnancy or for prenatal care.
- d. A chronic serious health condition which requires at least two “periodic” visits for treatment to a health care provider per year and continues over an extended period. The condition may be periodic rather than continuing.
- e. Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer’s disease, etc.).
- f. Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
- 5. “Licensed health care provider”: A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, clinical psychologists, and others as specified by law.
- 6. “Family member”: Spouse, child, parent or a person who stands “*in loco parentis*” to the employee.
- 7. “Covered Service Member”: Means either:
 - a. A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five-year period for covered veteran status.
- 8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
- 9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.

10. A “serious injury or illness”, for purposes for the 26 week military caregiver leave means either:
- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
11. “Covered Active Duty” or “call to covered active duty”:
- a. In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country.”
 - b. In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. “Deployment to a foreign country” means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
13. “Qualifying Exigency”: (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
 - a. Up to seven days of leave to deal with issues arising from a covered military member’s short notice deployment, which is a deployment on seven (7) or fewer days notice.
 - b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
 - d. Making or updating financial and legal arrangements to address a covered military member’s absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
 - e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
 - f. Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
 - g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member’s duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.
 - h. Qualifying parental care for military member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises

out of the military member's covered active duty or call to covered active duty status.

- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

A. Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
 - a. The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
 - b. Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the

twelve (12) week period. *(Note: See section E below for information on disability leaves.)*

3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the

employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military

member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the

premium is late by more than thirty (30) days. If the employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

INJURY LEAVE

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a fellow Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

- a. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
- b. donates a minimum of eight (8) hours;
- c. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
- d. does not donate more than 200 hours in one (1) year.

Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

- a. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
- b. has no accrued leave; and
- c. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
- d. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
- e. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
- f. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

- a. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or
- b. an employee's application for retirement is approved;
- c. death of the employee, whichever should first occur; or
- d. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE

Jury Duty

Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings

Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters

Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0 – 5 years	3.08 hours
5 – 11 years	4.62 hours
11 – 15 years	6.16 hours
15 plus years	7.70 hours

Effective January 1, 2022 any permanent part-time employee working 20 or more per week will begin earning vacation accruals based upon their total years of public service. For permanent half-time the accruals will be as follows:

Length of Service	Hours Earned Each Biweekly Pay
0-5 years	1.54 hours
5-11 years	2.31 hours
11-15 years	3.08 hours
15 plus years	3.85 hours

For permanent three-quarter employee accruals will be as follows:

Completed Years of Service	Hours Earned Biweekly Pay
0-5 years	2.31
5-11 years	3.47

12-15 years	4.62
15 plus	5.78

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employee is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

In the case of the death of an employee, the unused vacation leave credited to the employee shall be paid to the surviving spouse, or secondarily, the employee's estate.

FUNERAL LEAVE

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave based upon the circumstances peculiar to each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees

Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Non – bargaining unit must refer to current contract language. All non-bargaining unit City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars (\$500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS

The following days shall be considered legal holidays for which full-time, non-union employees shall receive their regular compensation:

- a. New Year's Day (January 1)
- b. Martin Luther King, Jr. Day (third Monday in January)
- c. Presidents Day (third Monday in February)
- d. Memorial Day (last Monday in May)
- e. Juneteenth (June 19)

- f. Independence Day (July 4)
- g. Labor Day (first Monday in September)
- h. Veterans Day (November 11)
- i. Thanksgiving Day (fourth Thursday in November)
- j. Day after Thanksgiving
- k. Day before Christmas Day
- l. Christmas Day (December 25)
- m. Day before New Year's Day
- n. Personal day
- n. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

All full-time employees are entitled to eight (8) hours' of pay at their current rate of pay, or ten (10) hours of pay if assigned to a ten (10) hour shift.

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to either eight (8) hours' holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours holiday pay at the straight time rate if the employee is regularly assigned to a ten (10) hour shift.

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to an additional eight (8) hours' pay at the straight-time rate if the employee is regularly assigned to an

eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to eight (8) hours holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift. No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.

Should an employee be injured during the course of employment with the City, he or she shall report to his or her supervisor within 24 hours or as soon as possible thereafter, and his or her supervisor shall notify his or department/division head and shall complete an Injury Report Form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless whether medical attention is required. Such report shall be forwarded to the department/division head (or designee) no later than 48 hours after the accident. An employee injured in a work-related accident may be required by the department/division head to see a physician. This completed report should be forwarded to the Ohio Bureau of Workers' Compensation through the Director of Human Resources.

Should the department/division head require it, or should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Workers' Compensation claim form, which shall be completed by the attending physician.

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

Any documents received from the injured employee, his or her physician, hospital, or the state, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department.

Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensation rate for the balance of time left in their scheduled workday.

An injured employee may elect to use accrued injury leave, sick leave, and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.

Further information on Workers' Compensation can be obtained through the Human Resources Department.

TRANSITIONAL WORK PROGRAM

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

- a. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;
- b. have been released for participation in the program by their doctor; and
- c. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

- a. paid at his or her regular hourly rate of pay while participating in a transitional work program; and
- b. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

- a. original work assignment and shift with duty modification;
- b. same work activity at different location and/or shift;
- c. different work activity, same shift; and
- d. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

- a. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.
- b. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.

- c. All credit cards issued for City business must have “City of Reynoldsburg” on the card.

Cardholder Responsibilities

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor’s office and Department head immediately.
- b. Every purchase must have a detailed itemized receipt.
- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor’s Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

- 1. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance

permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.

2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
3. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

1. Meals

- a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
- b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

- a. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg

is located in, on official City business and such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.

- b. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

- a. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

C. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE POLICY

Email

Policy Overview

Electronic mail (“Email”) is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy

City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mobile Device Policy

Policy Overview

The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use

The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support

Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement

The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers

While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Computer, Internet, and Network Policy

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted

from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use

The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others

- based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
 17. Using the Internet or instant messenger for political activity.
 18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
 19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
 20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
 21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
 22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed of properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;
7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;

12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head (employee and passenger (if 18 or older)

13.

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

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D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).

9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

H. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

I. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

- J. Cleaning of Vehicles
 - 1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.
- K. Maintenance of Vehicles
 - 1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
 - 2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
 - 3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
 - 4. Fuel levels are to be checked and maintained daily.
 - 5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.
 - 6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways,

common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a

workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in

accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within in House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employee's use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;

- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical

violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimidation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid “administrative” leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid “administrative” leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee’s position, the employee’s record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City’s discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good

behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as

- noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to and defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from

workers and members of the public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
 US Mail: Ohio Auditor of State's Office
 Special Investigations Unit
 88 East Broad Street
 P.O. Box 1140
 Columbus, OH 43215
 Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the

information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____

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

DATE: **November 14, 2022**

TO: **Finance and Administration Committee**

RE: **Contract for City Cyber Insurance for 2023**

Approval:

Completed Joe Begeny	Skipped Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

Explanation of legislation and need to have cyber coverage in effect on January 1, 2023.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
FOR CITY CYBER INSURANCE FOR 2023, WAIVE COMPETITIVE BIDDING, AND
DECLARING AN EMERGENCY**

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

SECTION 1. That the Mayor be and is hereby authorized to enter into contract for City cyber insurance coverage for a one year period beginning January 1, 2023 and ending December 31, 2023 with Willis of Ohio, Inc. and its related companies in the amount \$???????

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

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

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city and further that the current policy expires on December 31, 2022; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST**

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: Accept Unrecorded Sanitary Sewer Easement

Approval:

Completed Joe Begeny	Skipped Chris Shook	Stephen Cicak
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Emergency/Suspension: Emergency

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

Explanation of legislation and need:

Statement of necessity for Emergency passage: This legislation is necessary to aid in the timely facilitation of ongoing development.

An Ordinance to Accept an Unrecorded Sanitary Sewer Easement (0.739 Acres) from Eastwood Development Partners, LLC, and Declaring an Emergency

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

Section 1. That the following unrecorded Sanitary Sewer Easement (0.739 Acres) from Eastwood Development Partners, LLC, be and are hereby accepted:

See Exhibit A attached hereto and made a part hereof.

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone**

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

SANITARY SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS that EASTWOOD DEVELOPMENT PARTNERS, LLC, an Ohio limited liability company (hereinafter referred to as "Grantor), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, "Grantee", a municipal corporation, the receipt of which is hereby acknowledged, does hereby grant to Grantee, its successors and assigns forever, a perpetual, non-exclusive sanitary sewer easement ("Sewer Easement") in, over, under, across, and through the following described real property (the "Sewer Easement Area"), for the purposes of maintaining, operating, inspecting, repairing, renewing, removing, and replacing sanitary sewer facilities, including, but not limited to, sanitary sewer lines, valves, controls, and appurtenances related to that certain tract of land consisting of approximately 0.739 acres being particularly described in Exhibit A attached hereto and made apart hereof.

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

Prior Instrument reference number: 202205160012210
Recorder's Office, Licking County, Ohio

Grantee shall have the right hereunder, at all times and in its sole discretion, to access the Real Property, to ingress and egress over Grantor's adjacent lands, and to enter upon the Easement Areas together with any equipment (including, but not limited to: vehicles, machinery, and materials), to store the same thereon, and to do all things necessary for the purposes of Operating the Facilities and any other such rights granted herein.

Grantor, for itself and its successors and assigns, reserves the right to use and enjoy the surface of the Sewer Easement Area in any manner not inconsistent with the terms, conditions and limitations of the Sewer Easement granted herein to Grantee, including: constructing private roads, drives, and sidewalks; and installing landscaping and planting (except trees) upon the surface thereof. Notwithstanding the foregoing, Grantor agrees not to build, construct, or place any building or other structure within the Sewer Easement Area which may interfere with Grantee's rights herein and agrees it shall not conduct any excavating or other similar activity which may interfere with or disturb the Facilities or Grantee's rights herein (collectively, "Non-Conforming Improvements").

Grantee agrees that it shall restore, as necessary, any grass or improvement upon the Real Property damaged in connection with Grantee Operating the Facilities so that said Real Property shall be returned to the same or substantially similar condition as such existed prior to the occurrence of said damage; provided, however, Grantee shall not be required to replace any trees in existence prior to these Easements nor shall it be required to replace Non-Conforming Improvements installed within the Sewer Easement Area after the initial construction of the Facilities and subsequently disturbed by Grantee in connection with Operating the Facilities.

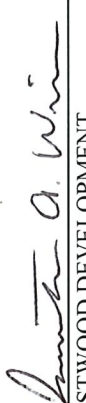
This grant of Sewer Easement shall run with the land and be binding upon and inure to the benefit of the Grantor and Grantee, their respective heirs, successors, and assigns and the rights herein granted shall continue in perpetuity. Grantor hereby covenants with Grantee that Grantor is the true and lawful owner of the Easement Areas

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

and that Grantor has the right and full power to grant the Easements described herein. This grant of Easements shall not be modified or amended except in a writing signed by both parties hereto. All provisions herein shall inure to the benefit of and be enforceable by and against the respective successors and assigns of Grantor and Grantee.

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

IN ACKNOWLEDGEMENT WHEREOF, EASTWOOD DEVELOPMENT PARTNERS, LLC has caused this instrument to be executed and subscribed this 26th day of OCTOBER, 2022.


EASTWOOD DEVELOPMENT
PARTNERS, LLC

Printed Name: JONATHAN A. WILCOX

Title: AUTHORIZED MEMBER

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 26th day of October, 2022, before me, the subscriber, a Notary Public in and for said county and state, personally came Jonathan Wilcox, who acknowledged the signing thereof to be his/her free act and deed.

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



NATALIE J. PHILLIPS
Notary Public, State of Ohio
My Commission Expires:
9/28/26


Notary Public

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

Sanitary Easement Description

~ 0.739 Acres ~

North of Main Street

East of Taylor Road

-1-

Situated in the State of Ohio, County of Licking, the Township of Etna, being part of Section 9, Township 16, Range 20, Refugee Lands, and being part of that 15.912 acre tract of land as numbered and delineated as Lot 4 on the Eastwood plat of record in Instrument No. 202205160012210, said Lot 4 being in the name of Development Partners, LLC of record in Instrument No. 202108160024662, said 0.739 acres more particularly described as follows;

Beginning, for Reference, at the southeasterly corner of said Lot 4, said corner also being the northeasterly corner of Lot 1 of said plat and in the westerly right-of-way line of Eastwood Drive (70') as dedicated upon said record plat;

Thence with an easterly line of said Lot 4 and with said westerly right-of-way line, with a curve to the right having a central angle of **30°58'27"** and a radius of **480.00 feet**, an arc length of **259.49 feet** and a chord bearing and distance of **N 18°57'39" E, 256.34 feet** to a point;

Thence **N 55°33'08" W**, across said Lot 4, **25.00 feet** to the **True Point of Beginning** for the easement herein described, said point being on the westerly line of an existing 25' Easement as dedicated upon said plat;

Thence across said Lot 1 the following seventeen (17) courses and distances:

N 13° 51' 25" W, 124.98 feet to a point;

N 36° 11' 34" W, 80.94 feet to a point;

N 53° 48' 26" E, 25.00 feet to a point;

S 36° 11' 34" E, 70.91 feet to a point;

N 53° 48' 26" E, 191.96 feet to a point;

N 36° 11' 34" W, 241.46 feet to a point;

N 53° 48' 26" E, 137.03 feet to a point;

N 36° 11' 34" W, 342.00 feet to a point;

N 53° 48' 26" E, 25.00 feet to a point;

S 36° 11' 34" E, 367.00 feet to a point;

S 53° 48' 26" W, 137.03 feet to a point;

S 36° 11' 34" E, 219.69 feet to a point;

N 70° 42' 23" E, 152.19 feet to a point;

S 19° 17' 37" E, 25.00 feet to a point;

S 70° 42' 23" W, 159.60 feet to a point;

S 53° 48' 26" W, 206.73 feet to a point;

Sanitary Easement Description

~0.739 Acres ~

North of Main Street
East of Taylor Road

-2-

S 13° 51' 25" E, 98.21 feet to a point of curvature in the westerly line of said existing 25' easement;

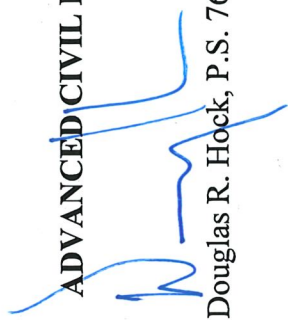
Thence with a curve to the left having a central angle of **03° 41' 42"** and a radius of **505.00 feet**, an arc length of **32.57 feet** and a chord bearing and distance of **S 36° 17' 43" W, 32.56 feet** to the **True Point of Beginning**, containing 0.739 acres more or less.

The above description was prepared by Advanced Civil Design Inc. on October 11, 2022 and is based on existing Licking County Auditor records, Licking County Recorder records and an actual field survey conducted in October and November of 2021.

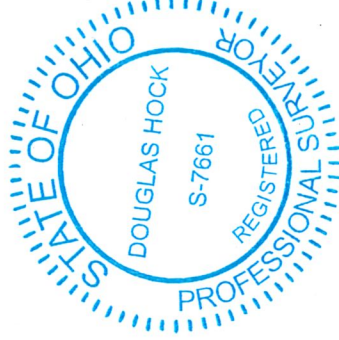
Bearings are based on the Ohio State Plane Coordinate System South Zone (NAD 83, NSRS 2011). Said bearings were derived from a portion of the southerly right of way line of U.S. Route 40 having a bearing of N 88° 05' 34" E.

All references used in this description can be found at the Recorder's Office Licking County Ohio.

ADVANCED CIVIL DESIGN INC.


Douglas R. Hock, P.S. 7661 Date: **10/12/22**

Z:\21-0036-414\survey\0.739 ac sanitary easement desc.doc



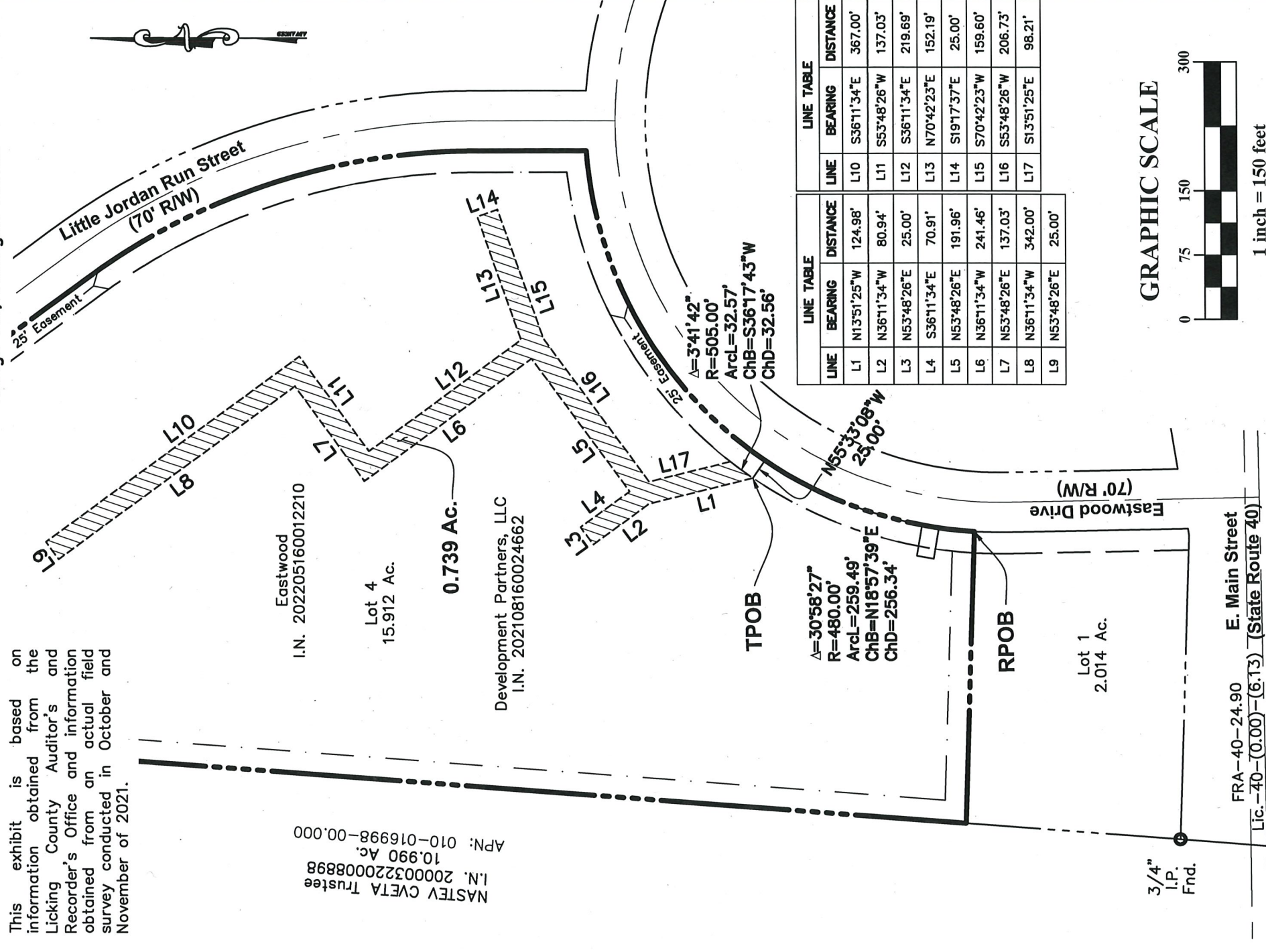
*Sanitary Easement Exhibit
0.739 Ac.*

0.739 AC.

Township of Etna, County of Licking, State of Ohio
Section 9, Township 16,
Range 20, Refugee Lands

Bearings are based on the Ohio State Plane Coordinate System South Zone (NAD 83, NSRS 2011). Said bearings were derived from a portion of the southerly right of way line of U.S. Route 40 having a bearing of N 88°05'34" E

This exhibit is based on information obtained from the Licking County Auditor's and Recorder's Office and information obtained from an actual field survey conducted in October and November of 2021.



DRAWN BY: BCK	JOB NO.: 21-0036-414
DATE: 10-11-22	CHECKED BY: DRB



ADVANCED
CIVIL DESIGN

781 Science Boulevard, Suite 100
Gahanna, Ohio 43230
ph **614.428.7750**
fax 614.428.7755

ENGINEERS SURVEYORS

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: Toole & Associates 2023 Plan Review and Inspection Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

Over the past several years Toole & Associates has served as the City's acting Chief Building Official (CBO), which includes residential/commercial plan review and construction inspection services required by the Ohio Building Code and the Residential Code of Ohio, as well as the City's Floodplain Administrator. As of November 2021 the City hired a Master Plans Examiner to serve as the City's in house CBO pertaining to all residential plan review and construction inspections.

In 2023 Toole & Associates will be utilized as a backup pertaining to the City's residential plan review inspections services, and primary as it relates to commercial plan review and inspection services.

Toole & Associates proposal for these services is \$82,500.00.

Requesting a three read and emergency approval

**AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT
WITH TOOLE & ASSOCIATES FOR PROFESSIONAL PLAN REVIEW AND**

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****INSPECTION SERVICES FOR 2023, AND DECLARING AN EMERGENCY**

WHEREAS, the City of Reynoldsburg utilizes Toole & Associates as an outside source for development plan and engineering reviews; and

WHEREAS, Toole and Associates provides professional services to the City that are not subject to competitive bidding pursuant to Section 175.01 (d) of the Codified Ordinances of the City of Reynoldsburg.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES OF FRANKLIN, LICKING, and FAIRFIELD, STATE OF OHIO that:

SECTION 1. That the Mayor be and is hereby authorized to enter into an agreement with Toole & Associates for plan review and inspection services for the City of Reynoldsburg for 2023 at a cost of \$82,500.00.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to allow the City to immediately engage Toole & Associates on a number of important projects; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Toole & Associates

September 6, 2022

City of Reynoldsburg
William Dorman
7232 E Main Street
Reynoldsburg, OH 43068

Re: Contract for Residential and Nonresidential Building Department Services

Dear Mr. Dorman,

We are pleased to submit this proposal for commercial building department services to City of Reynoldsburg. We propose to provide the following services to City of Reynoldsburg for the period January 1, 2023 through December 31, 2023.

1. **Back Up Chief Building Official:** The Chief Building Official shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Chief Building Official is responsible for building department administration. The Building Official shall issue Certificates of Plan Approval for Construction, Certificates of Occupancy, and all other orders as may be necessary for enforcement of the OBC. The Chief Building Official oversees all commercial reports required by the State.
2. **Back Up Plans Examiner:** The Plans Examiner shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The primary responsibility of the Plans Examiner is to review plans and specifications for compliance with the provisions of the OBC and issue a detailed plan review as required by the OBC.
3. **Electrical Inspector:** The Electrical Inspector shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Electrical Inspector is responsible for electrical inspections, investigation and determination of conformance and compliance with all current Ohio building codes and standards.
4. **Plan Review:** It is the goal of Toole & Associates to provide timely plan review to all applicants equally. We make every effort to complete plan review within 10 working days of receipt of application in our office. Upon completion we will return the review to the building department either via local courier or UPS. Toole & Associates is required by the Ohio Board of Building Standards to complete all plan review in the order received and acknowledges we have up to 30 days after an application has been made to issue our review.
5. **Professional Liability Insurance:** Toole & Associates shall carry Professional Liability Insurance in the base amount of \$1,000,000. The amount of recoverable damages for any error or omission or negligence by Toole & Associates shall be limited to a maximum of the annual fees paid to Toole & Associates by the City of Reynoldsburg for that year. Each party agrees to waive claims for inconsequential damages.

Attachment: Toole & Associates Contract (2023) (Toole Associates 2023 Plan Review/Inspection Contract)

6. **Monthly Invoices:** Invoices are provided monthly by the 10th of the following month for all services performed. The City of Reynoldsburg shall review each invoice and authorize payment within thirty calendar days. Questions regarding items invoiced shall be resolved within fifteen calendar days of invoice receipt, and a replacement invoice will be submitted if required.
7. **Duration of Agreement:** This agreement shall be in effect for one year. Each September moving forward Toole & Associates will provide the City of Reynoldsburg with an updated contract for the following year that shall go in effect January 1. No services can be provided without a current contract. Adjustments in labor and/or expense rates may only be made at the time of renewal. Should either the City of Reynoldsburg or Toole & Associates chose to end the contract a minimum of 30 days' notice in writing is required.
8. This Agreement shall be construed and enforced under the laws of the State of Ohio, Franklin County. Each provision of this Agreement shall be separable. If any provision of this Agreement is found to be void or unenforceable, the balance of the Agreement shall remain in full force and effect.
9. **Reynoldsburg Budget:** The City's budget for CBO and Inspection Services is \$25,000 for the calendar year 2023. If the City exceeds the budgeted amount, any additional funds will need Council Approval.
10. **Rates:** The current rates for 2023 are listed below:

Back Up Chief Building Official Services:	\$100.00 / Hour
Back Up Plans Examiner:	\$ 80.00 / Hour
Back Up Residential Plans Examiner – New Build	\$160.00 / Each
Back Up Residential Plans Examiner – Additions and Alterations	\$ 85.00 / Each
Electrical Inspection Services:	\$ 70.00 / Hour

City of Reynoldsburg 2023 Contract Agreement:

We very much appreciate the opportunity to provide residential and nonresidential building department services to the City of Reynoldsburg.

Sincerely yours in safety,

Toole & Associates, LLC

William R Toole, CBO
Principal

We agree as to the terms and conditions as set forth above. This Agreement is entered the

_____ day of _____, 2022. This agreement is in effect for the period of
January 1, 2023 through December 31, 2023.

For City of Reynoldsburg:

Approved as to form:

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: November 14, 2022

TO: Public Service and Transportation Committee

RE: Bermex Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Annual Contract Renewal for Meter Reading Services with Bermex, the end of 2022 contract expires we will need to renew, under current contract and the renewal contract the City has the right to cancel without cause giving a 60 day notice.

The cost of this contract will be split between Water and Wastewater. It will be paid with existing funds scheduled within the budget. The new contract will charge ~~\$.70~~ to \$.74 per Touch Pad and manual reads and ~~\$.48~~ \$.51 for all Radio Read units. The annual cost in 2023 for Bermex's services was \$28,656.00 An estimated annual cost for 2023 once all is converted to radio read \$ 26,500 to \$29,500 New builds are the wild card not sure how many will be installed in the next 3 years with every install its another .51 cent to read that meter with Bermex.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BERMEX INC. METER READING SERVICE FOR 2023 THROUGH 2025

WHEREAS, the City of Reynoldsburg hires an outside firm to handle the meter reading functions for the water and wastewater department; and

WHEREAS, the rates for Bermex, Inc. services for 2023-2025 are \$.74 per Touch Pad and manual reads and \$.51 per Radio Read units; and

WHEREAS, Bermex Inc. has provided those services in the past and this legislation would

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

renew that annual contract from January 1, 2023 to December 31, 2025.

WHEREAS, the City of Reynoldsburg council needs to waive the 30 days from the Signature of the Mayor to be active for January 2023.

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

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into an agreement with Bermex Inc. for meter reading services for the City of Reynoldsburg beginning January 1, 2023 through December 31, 2025.

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That the new rates for Bermex, Inc. services at for this contract are \$.74 per Touch Pad and manual reads and \$.51 per Radio Read units.

SECTION 3. Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

Agreement

THIS AGREEMENT is entered on this _____ day of _____, 2022 by and between the City of Reynoldsburg (hereinafter referred to as “Reynoldsburg”) and Bermex, Inc. (herein after referred to as “Bermex”).

Recitals

WHEREAS, Reynoldsburg is a Municipal Corporation organized under the laws of the State of Ohio, whose territory lies in Franklin, Licking and Fairfield Counties. Reynoldsburg operates a water and sanitary sewer utility for the benefit of its residents; and

WHEREAS, Bermex is a Michigan for-profit corporation duly licensed to transact business in the State of Ohio; and

WHEREAS, Bermex is in the business of supplying labor and transportation for meter reading for various utilities; and

WHEREAS, Reynoldsburg is interested in contracting with Bermex for meter reading services; and

WHEREAS, the parties desire to set forth their agreement in writing.

Agreement

NOW AND THEREFORE, the parties agree as follows:

- 1) Bermex shall read water meters within Reynoldsburg’s service area for the period of **January 01, 2023 through December 31, 2025**. Any extension of this period of service shall be mutually agreed upon in writing by both parties.
- 2) This Agreement and its terms may be terminated, with or without cause, by either party giving sixty (60) days written notice to the other party at the address provided elsewhere in this Agreement.
- 3) Reynoldsburg shall pay Bermex **\$0.74** cents per manual read or Touchpad read attempt, **and \$0.51 cent per radio read Collected**. Bermex shall invoice Reynoldsburg once per month for the services provided, and Reynoldsburg shall remit payment within thirty (30) days after receipt of a correct invoice.

4) In addition to remuneration set forth in Paragraph 3, above, Bermex may charge Reynoldsburg a fuel surcharge of two and one-half percent (2.5%) of the total monthly charges when fuel for the vehicle being utilized exceeds \$4.40 per gallon for the days worked within the City of Reynoldsburg and working for the City of Reynoldsburg. Any work being completed outside of the current contract, a fee of 49.00/hour will be paid to Bermex for any additional work not pre-disclose in this contract.

5) Bermex employee(s) shall provide the meter reading services no earlier than 8:00 am and not later than 5:00 pm., Monday through Friday. The meter reader shall attempt to complete the reading of the entire route on its scheduled day. Reading of meters on a Saturday will be allowed if circumstances so require and prior approval has been obtained from Reynoldsburg. Readings on Sundays and Holidays are prohibited. It is understood that this certain weather conditions may interrupt the services to be provided under this contract, and all weather-related work stoppages shall be agreed upon by the parties. The Bermex employee(s) shall check-in at the start of their shift and check out at the end of their shift and check – out at the end of their shift. An employee of Reynoldsburg may periodically inspect the work being done by Bermex.

6) Bermex' meter reader(s) shall be responsible for obtaining complete and accurate meter readings and recording them in hand held meter-reading devices or to be provided by Reynoldsburg in accordance with the schedule established. Reynoldsburg shall be responsible for providing electronic meter reading devices which are properly functioning and calibrated for Bermex use. The electronic meter reading devices shall be programmed on a daily basis by Reynoldsburg and available to Bermex at the beginning of each day. The individual meter reader(s) shall be responsible, on a daily basis, to report damaged and /or broken meters, meter boxes and unreadable meters, etc., observed during the performance of their duties. In the event that such conditions exist, the meter reader will promptly advise Reynoldsburg of same. In no case shall Bermex be liable for not reading a meter due to unforeseen circumstances or circumstances beyond Bermex control.

7) The individual(s) performing the service shall at all times, be properly attired including the use of hard sole shoes. Uniforms which clearly identify Bermex' meter readers must be worn at work at all times. Bermex' vehicles will clearly identify that they are a Contract Meter Reader. Bermex will promptly return all hand held devices to Reynoldsburg upon termination or non-renewal of this Agreement.

8) It is expressly understood that the meter readers are employees of Bermex, and not employees of Reynoldsburg. Bermex shall furnish its employees with Workers' Compensation Insurance. Unemployment Insurance, Health Insurance, and the like. Liability Insurance for bodily injury and property damage in the amount of \$500,000 per occurrence shall cover the employees, and documentation of the same shall be supplied to employees, and documentation of the same shall be supplied to Reynoldsburg upon request. Bermex shall also provide Automobile Insurance in the same coverage amount for all vehicles being used by its employees in performing these services. Bermex shall be responsible for withholding all federal, state, and local taxes from its employees pay.

9) Bermex shall furnish an Insurance Policy in the amount of \$10,000 to cover the complete loss or damage to the hand held unit supplied by Reynoldsburg. Bermex understands that damage resulting from neglect or misuse will be paid by Bermex.

10) NOTICES: All notices to be delivered by one party to this Agreement to the other shall be addressed as follows:

Bermex, Inc.
4500 Court House Blvd
Stow, Ohio 44224
Acting President: Mike Weldner

City of Reynoldsburg: Water Department.
7232 E. Main St
Reynoldsburg, Ohio 43068
Superintendent: Paul Hellman

Both parties agree to notify the other in writing if the contact information stated herein changes.

11) Neither party may assign its terms or obligations under this contact without previous written consent of the other party.

12) If any legal dispute arises out of this Agreement, the parties hereby stipulate that the proper jurisdiction and venue for any legal action will be held in the Court Common Pleas of Franklin County, Ohio.

13) BERMEX AGREES THAT REYNOLDSBURG WILL NOT BE LIABLE IN ANY WAY FOR ANY LOSS, DAMAGE OR INJURY OF ANY KIND OR CHARACTER OR DEATH TO ANY PERSON, EMPLOYEE, AGENT, CONTRACTOR, GUEST, INVITEE, OR TO ANY OTHER INDIVIDUAL OR ENTITY FOR ANY PROPERTY LOSS. BERMEX AGREES TO DEFEND, INDEMNIFY, AND HOLD REYNOLDSBURG HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, CAUSES OF ACTION, IN LAW AND EQUITY, LAWSUITS, CHARGES, COSTS INCLUDING, BUT NOT LIMITED TO COURT COSTS, ATTORNEY'S FEES, AND COST OF INVESTIGATION, DAMAGES, EXPENSES, AWARDS, AND/OR JUDGEMENTS BY REASON OF ANY LOSS, DAMAGE, INJURY, OR DEATH OR ANY PROPERTY LOSS CAUSED OR CONTRIBUTED, (IN WHOLE OR IN PART) BY ANY NEGLIGENT ACT(S) OR OMISSION(S) OF BERMEX, AND ITS OFFICERS, EMPLOYEES, AGENTS, LICENSEES, INVITEES, OR GUESTS, IF ANY PROCEEDING SHALL BE BROUGHT BY OR AGAINST ANY ONE OR MORE PERSON OR ENTITY IN CONNECTION WITH SUCH LIABILITY OR CLAIM, BERMEX, UPON NOTICE FROM REYNOLDSBURG, SHALL DEFEND SUCH ACTION(S) OR PROCEEDING(S) OF ANY KIND AT BERMEX' EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO REYNOLDSBURG. BERMEX' OBLIGATIONS HEREUNDER SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY BERMEX UNDER THIS AGREEMENT, THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

14) FORCE MAJEURE: Performance of this Agreement by each party shall pursued with due diligence in all requirements hereof; however, neither party shall be liable for any loss or damage for delay or for nonperformance due to the causes not reasonably within its control, such as acts of civil, or military authority (including courts or administrative agencies) acts of God, war, riot, or insurrection, inability, to obtain required permits or licenses, blockades, embargoes, sabotage, epidemics, fires, unusually severe floods, strikes, lockouts or other labor disputes or difficulties: and provide the party affected shall promptly notify the other in writing of the nature, cause, date of commencement thereof, the anticipated extent of such delay. In the event of any delay resulting from such causes, the time of performance of each parties hereunder shall be extended for a period equal to the period of such delay.

15) This Agreement is intended as the complete and exclusive statement of the agreement between the parties. This Agreement, shall not be amended or modified, and no waiver of any provision hereof shall be effective, unless set forth in a written instrument, authorized and executed with the same formality as the agreement and agreed to by both parties.

WHEREFORE, the parties hereto set their hands in furtherance of this Agreement.

City of Reynoldsburg

BERMEX, INC.

Signature _____

Signature _____

Printed _____

Printed _____

Title _____

Title _____

Dated _____

Dated _____

APPROVED AS TO FORM:

Chris Shook, City Attorney

FISCAL OFFICER'S CERTIFICATE

The undersigned Auditor for the City of Reynoldsburg hereby certifies that the funds necessary to pay this contract are either in the treasury or in the process of being collected.

Steve Cicak, Auditor

Attachment: Bremex Contract 10-19-2022 (002) (Bermex Contract)

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****ORDINANCE REQUEST****DATE: November 14, 2022****TO: Finance and Administration Committee****RE: Authorization for City Auditor to Fund HSA Payments for 2023**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
-------------------------	--------------------------	----------------------------

Approval of funding \$2,000.00 for employees with individual coverage and up to \$4,000.00 to employees with family coverage. HSA funding will be included in the 2023 Appropriation Ordinance.

**AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH AN
ORDINANCE AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH
SAVINGS ACCOUNTS FOR 2023**

WHEREAS, the City Council has determined a procedure to establish healthcare insurance costs and benefits for City employees; and

WHEREAS, Council approves a contribution to be made to employees' health savings account and health reimbursement accounts for the employer sponsored high deductible health plan.

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 2023:

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

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

FOP-OLC

as negotiated in contract

FOP-POBA

as negotiated in contract

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

Section 3. This Ordinance shall be in effect on January 1, 2023 upon the signature of the Mayor.

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

DATE: November 14, 2022

TO: Finance and Administration Committee

RE: Kirch Group Technology Contract 2023

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
-------------------------	--------------------------	----------------------------

Emergency/Suspension: Emergency

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

Statement of necessity for emergency passage: To have an agreement in place for January 1, 2023 for information technology services.

This legislation will have three readings, but waive the 30 referendum period following passage.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH KIRCH GROUP TECHNOLOGIES, LLC, FOR INFORMATION
TECHNOLOGY SERVICES FOR THE PERIOD OF JANUARY 1, 2023 TO
DECEMBER 31, 2023, WAIVE COMPETITIVE BIDDING, AND DECLARING AN
EMERGENCY**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES
OF FRANKLIN, LICKING, and FAIRFIELD, STATE OF OHIO that:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into an agreement with Kirch Group Technologies, LLC for the period of January 1, 2023 through December 31, 2023, for information technology services for the City of Reynoldsburg.

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

See Exhibit A attached hereto and incorporated herein.

SECTION 2. That pursuant to section 175.01 (d) of the Codified Ordinances of the City of Reynoldsburg, competitive bidding is waived for the professional services provided by Kirch Group Technologies, LLC.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government; and further the current agreement expires December 31, 2022; wherefore upon adoption by Council, this Ordinance shall be in effect on January 1, 2023 upon signature by the Mayor.

Contract Version 8.0.0_REY (2023)

Kirch Group Technology, LLC Service Agreement Contract

Submitted to:

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



Attachment: 2023 KGT Support Contract - SA Contract 8.0.0_REY (Kirch Group Technology Contract 2023)

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, pertaining to Covered Items, are disclosed on **Exhibit 2**.
3. **System Documentation.** Client shall provide all documentation relative to the Covered Items to KGT. Should documentation be unavailable, KGT will perform a site audit (at an additional cost) to obtain the required information.
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 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 the Client encounters, but KGT does represent that the Tech shall be provided to the 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. 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**, 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 as 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.

TERM - Contract Effective Date: 1/1/2023 – 12/31/2023

CLIENT:

City of Reynoldsburg

By: _____

Printed Name: _____

Date: _____

KGT:

Kirch Group Technology, LLC

By: _____

John Stickel, Managing Member

Date: _____

Exhibit 1A:**“Covered Hardware:”**

Covered Hardware list will be provided to client in December 2022. Hardware changes are still being made and the list for now is not an accurate representation of the final list. Current list is available on the ARTS website.

Exhibit 1B:**“Covered Software:”**

Client Operating Systems (OS):

- Microsoft Windows 8 and 8.1 (Pro, Enterprise, RT)
- Microsoft Windows 10 (Home, Pro, Enterprise)
- Microsoft Windows 11 (Home, Pro, Enterprise)

Server Operating Systems (OS):

- Microsoft Windows Server 2012 (all)
- Microsoft Windows Server 2016 (all)
- Microsoft Windows Server 2019 (all)
- Microsoft Windows Server 2022 (all)

Applications:

- Microsoft Office 2013
- Microsoft Office 2016
- Microsoft Office 2019
- Microsoft Office 365
- Microsoft Office 2021

NOTICE: KGT may charge extra if support is required on any device running an operating system that has passed the Vendor EOL (End of Life) date.

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(s) for Errors
 - 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 Basic Security Check
- i. Cost Management and Control (IT Budget Assistance; if asked by Client)

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 one business day 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 Related 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 Related 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 Related 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 visits. 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 occur during KGT's normal business hours of which are listed on our website. Our offices are closed on all National Holidays. If support in response to an ARTS request is performed at Client's request "after normal business hours", 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. A separate labor fee shall be applied for major software upgrades or new installations. Clients shall be quoted a price for new or replacement hardware prior to installation or repair. Labor fees associated with repair of hardware on the Covered Hardware Schedule are included in this Agreement, except where outlined on the Contract Price 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, 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. 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. No guarantee can be made that the issue will be resolved in the above stated time.
 - 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** is not permitted and is 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 of this Agreement (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:**“Contract Price Schedule:”****Service Agreement:**

Payment Schedule: Quarterly

Payment Amount: \$36,950.00

Invoice Date(s): 1/1/2023, 4/1/2023, 7/1/2023, 10/1/2023

Total Payment for Entire 2023 Contract: \$147,800.00

Support Ticketing System:

Payment Schedule: Quarterly

Payment Amount: \$1,050.00

Invoice Date(s): 1/1/2023, 4/1/2023, 7/1/2023, 10/1/2023

Total Payment for Entire 2023 Contract: \$4,200.00

Note: Above prices do not include any applicable taxes.

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

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

PH: (614)322-6800

Client Primary Contact (and secondary if applicable):

Sandra Boller
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 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).

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

DATE: November 14, 2022

TO: Finance and Administration Committee

RE: Renew Delta Dental Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

Authorization for the Mayor to enter into a renewal contract with Delta Dental for the City's dental coverage for the period of January 1, 2021 through December 31, 2021. There is 3% decrease in premium costs.

The emergency measures is being requested in order to waive the 30 day waiting period to begin to process the contracts so they can be effective January 1st.

AN ORDINANCE AUTHORIZING RENEWAL OF THE CITY'S DENTAL INSURANCE COVERAGE WITH DELTA DENTAL FOR THE PERIOD FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2024, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg provides its employees dental benefits with Delta Dental; and

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

WHEREAS, that existing coverage expires on December 31, 2022 and the City has received quotes to renew the coverage with effective dates of January 1, 2023 through December 31, 2024; and

WHEREAS, the cost for the two-year extension will be the same as the existing coverage.

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

SECTION 1. That the Mayor be and is hereby authorized to renew the City's dental insurance coverage with Delta Dental for the period from January 1, 2023 through December 31, 2024.

SECTION 2. That pursuant to Ordinance No. 44-17 and Section 175.01(f) of the Codified Ordinances of the City of Reynoldsburg, competitive bidding is hereby waived.

SECTION 3: That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government and further to have a rate decrease in place as of January 1, 2023; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



**Delta Dental PPO™ (Point-of-Service)
Summary of Dental Plan Benefits
For Group# 0280-0001
City of Reynoldsburg**

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan - Delta Dental of Ohio

Benefit Year - January 1 through December 31

Covered Services -

	Delta Dental PPO™ Dentist Plan Pays	Delta Dental Premier® Dentist Plan Pays	Nonparticipating Dentist Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment - to temporarily relieve pain	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Radiographs - X-rays	100%	100%	100%
Basic Services			
Minor Restorative Services - fillings and crown repair	75%	75%	75%
Endodontic Services - root canals	75%	75%	75%
Periodontic Services - to treat gum disease	75%	75%	75%
Oral Surgery Services - extractions and dental surgery	75%	75%	75%
Major Restorative Services - crowns	75%	75%	75%
Other Basic Services - misc. services	75%	75%	75%
Relines and Repairs - to prosthetic appliances	75%	75%	75%
Major Services			
Prosthodontic Services - bridges, implants, dentures, and crowns over implants	75%	75%	75%
Orthodontic Services			
Orthodontic Services - braces	75%	75%	75%
Orthodontic Age Limit -	through age 18 and under	through age 18 and under	through age 18 and under

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges or Delta Dental approves and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice in any period of 12 consecutive months.
- Prophylaxes (cleanings) are payable twice in any period of 12 consecutive months.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice in any period of 12 consecutive months for people age 18 and under.
- Bitewing X-rays are payable once in any period of 12 consecutive months and full mouth X-rays (which include bitewing X-rays) or a panorex are payable once in any five-year period.
- Sealants are not a Covered Service.
- Composite resin (white) restorations are payable on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Implants are payable once per tooth in any five-year period. Implant related services are Covered Services.
- Crowns over implants are payable once per tooth in any five-year period. Services related to crowns over implants are Covered Services.

- People with special health care needs may be eligible for additional services including exams, hygiene visits, dental case management, and sedation/anesthesia. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, healthcare intervention, and/or use of specialized services or programs. The condition may be congenital, developmental, or acquired through disease, trauma, or environmental cause and may impose limitations in performing daily self-maintenance activities or substantial limitations in major life activity.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – \$1,500 per Member total per Benefit Year on all services except orthodontic services. \$1,500 per Member total per lifetime on orthodontic services.

Payment for Orthodontic Service – When orthodontic treatment begins, your Dentist will submit a payment plan to Delta Dental based upon your projected course of treatment. In accordance with the agreed upon payment plan, Delta Dental will make an initial payment to you or your Participating Dentist equal to Delta Dental's stated Copayment on 30% of the Maximum Payment for Orthodontic Services as set forth in this Summary of Dental Plan Benefits. Delta Dental will make additional payments as follows: Delta Dental will pay 75% of the per monthly fee charged by your Dentist based upon the agreed upon payment plan provided by Delta Dental to your Dentist.

Deductible – None.

Waiting Period – Enrollees who are eligible for Benefits are covered on the first day of the month following the date of hire.

Eligible People – All full-time employees of the City and COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) enrollees, if applicable.

Also eligible are your Spouse and your Children to the end of the calendar year in which they turn 24, including your Children who are married, who no longer live with you, who are not your dependents for Federal income tax purposes, and/or who are not permanently disabled.

Coordination of Benefits – If you and your Spouse are both eligible to enroll in This Plan as Enrollees, you may be enrolled as both an Enrollee on your own application and as a Dependent on your Spouse's application. Your Dependent Children may be enrolled on both your and your Spouse's applications as well. Delta Dental will coordinate benefits between your coverage and your Spouse's coverage.

Benefits will cease on the last day of the month in which your employment is terminated.



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

September 27, 2022

Ms. Cindy McDermott
Willis Towers Watson Midwest, Inc.
775 Yard St Ste 200
Columbus, OH 43212-3891

Dear Ms. McDermott,

Enclosed is renewal information for one of your Delta Dental Plan of Ohio groups that renews in the month of January. A renewal letter indicating the group's renewal rates is included.

Please ensure that the enclosed renewal documents are delivered to the group.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Adam Q Clifton
Account Manager

Enclosures:
0280-0001 City of Reynoldsburg

Attachment: City of Reynoldsburg 1.1.23 Renewal (Renewal of Delta Dental Contract 2023 - 2024)

DeltaVision®

Dear Valued Delta Dental Customer,

We're excited to inform you of a new partnership between Delta Dental and VSP® Vision Care. Delta Dental has partnered with VSP—a national leader in vision benefits—to offer an exciting new addition for our dental benefits programs—DeltaVision®.

DeltaVision is committed to meeting and exceeding expectations by delivering value, choice and savings, including:

- The largest network of participating providers nationwide
- Innovative plan designs
- One-stop administration
- World-class customer service
- Support for overall health and wellness

VSP is well known for their best-in-class vision programs, making them the ideal complement to your dental plan. When DeltaVision is combined with your Delta Dental benefits, you get two great programs in one convenient and affordable package.

We have included with this letter our current product offerings along with more information about our new partnership. As questions arise, please reach out to your local Delta Dental sales and account management team as they will be able to assist you moving forward.

As always, we appreciate your business and look forward to working with you on any of your vision benefit needs.

Sincerely,

Delta Dental

VSP and VSP Vision Care are registered trademarks of Vision Service Plan.

Delta Dental of Michigan
PO Box 30416
Lansing, MI 48909

Delta Dental of Ohio
5600 Blazer Parkway, Suite 150
Dublin, OH 43017

Delta Dental of Indiana
225 South East Street, Suite 358
Indianapolis, IN 46202

Introducing DeltaVision®

Vision plans for
your employees
by Delta Dental

Delta Dental is committed to the whole health of your employees—including eye health. That's why we've partnered with VSP Vision Care to offer DeltaVision, the best vision care for your employees and their families, exclusive to Delta Dental groups.

Why offer DeltaVision?

With DeltaVision, your company will receive an award-winning vision program powered by VSP® to complement your Delta Dental benefits.

More choice. Members have the freedom to choose the provider that's right for them. VSP has 104,000 access points, including the largest national network of independent doctors and 22,000 retail locations.

Better value. Your employees get a fully covered WellVision Exam®, and an average savings of 30 percent off the most popular lens enhancements.

Award-winning customer service. Your employees will have access to VSP award-winning customer service team seven days a week.

Healthy, happy employees. Both dental and vision benefits encourage people to keep their health in check. Dentists and eye doctors are both trained to detect early signs of many conditions, which can lead to earlier intervention and better overall health.

See what DeltaVision offers.

12.5.b

We offer robust plans with a variety of copayment options, allowances and frequencies to fit any group's needs. Plus, exceptional network access ensures you receive the benefits you want, when you want them. We're committed to meeting and exceeding your expectations by delivering the best value, choices and service.

DeltaVision plans are sold only in combination with Delta Dental plans. Compare plan coverages and pricing below.

	DeltaVision 130 Standard	DeltaVision 130 Enhanced	DeltaVision 150 Standard	DeltaVision 150 Enhanced	DeltaVision 180 Standard	DeltaVision 180 Enhanced
Exam/lens/frame frequency (months)	12/12/24	12/12/12	12/12/24	12/12/12	12/12/12	12/12/12
Contacts (instead of glasses) frequency (months)	12	12	12	12	12	12

In-network coverage

Exam copay	\$10	\$10	\$10	\$10	\$10	\$0
Materials copay	\$25	\$25	\$25	\$10	\$10	\$0
Frames allowance	\$130	\$130	\$150	\$150	\$180	\$180
Elective contact lenses allowance	\$130	\$130	\$150	\$150	\$180	\$180
Necessary contact lenses	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full
Contact lens fit evaluation copay	Up to \$60	Up to \$60	Up to \$60	Up to \$60	Up to \$60	Up to \$60

Rates (up to 500 enrolled subscribers)

Employee only	\$5.48	\$7.50	\$5.70	\$8.92	\$10.16	\$11.51
Employee + spouse	\$10.96	\$15.01	\$11.41	\$17.84	\$20.32	\$23.02
Employee + child(ren)	\$11.74	\$16.08	\$12.22	\$19.10	\$21.76	\$24.66
Employee + family	\$18.75	\$25.68	\$19.51	\$30.52	\$34.77	\$39.39

All DeltaVision plans have the below lens enhancement and additional savings benefits:

Lens enhancements ¹	
Benefit	Member cost
Standard progressive lenses	\$0
Premium progressive lenses	\$95-\$105
Custom progressive lenses	\$150-\$175
Additional savings ²	
Benefit	Details
Frames discount over allowance	An extra \$20 allowance on featured designer brands for frames. 20% savings on any amount above the retail allowance.
Additional pair	20% savings on unlimited additional pairs of prescription glasses and/or nonprescription sunglasses from any VSP network provider within 12 months of exam.
LASIK	Average 15% off the regular price, or 5% off the promotional price; discounts only available from contracted facilities.
Retinal imaging	Routine retinal screening covered for a maximum fee of \$39.
Lens coverage	Glass or plastic single vision, lined bifocal, lined trifocal or lenticular lenses are covered in full. ³
	Retinal screening for members with diabetes, \$0 copay.
VSP Diabetic EyeCare Plus Program SM	Additional exams and services for members with diabetic eye disease, glaucoma, or age-related macular degeneration. Limitations and coordination with your medical coverage may apply. Ask your VSP network doctor for details. \$20 copay per exam.
Low vision	Pre-approved low-vision supplemental testing covered every two years. 75% coverage for approved low-vision aids, up to \$1,000 (less any amount paid for supplemental testing) every two years.
Eyeconic®	Go to eyeconic.com® for an easy-to-use, convenient online eyewear option.
TruHearing®	Save up to 60% on hearing aids and batteries. Visit truhearing.com/vsp or call 877-396-7194 for more information. ⁴

¹ Prices shown reflect the standard plastic price for each respective category. Premium lens enhancement prices may vary. Prices are valid only through VSP Choice network providers and are subject to change without notice. ² In-network only. ³ Covered in full materials and services are less any applicable copay. Based on applicable laws, benefits and savings may vary by location. Benefits may also vary at participating retail chains. Promotions like rebates are continually evaluated and subject to change without notice. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business. Promotions and Featured Frame Brands do not apply at Costco® Optical. Costco® Optical allowance may differ and is equivalent to the frame allowance at VSP doctor locations and participating retail chains. The following items are excluded under this plan: plano lenses (lenses with refractive correction of less than ± .50 diopter), two pairs of glasses instead of bifocals; replacement of lenses, frames, or contacts; medical or surgical treatment; orthoptics; vision training or supplemental testing. ⁴ VSP is providing information to its members, but does not offer or provide any discount hearing program. The relationship between VSP and TruHearing is that of independent contractors. VSP makes no endorsement, representations, or warranties regarding any products or services offered by TruHearing, a third-party vendor. The vendor is solely responsible for the products or services offered by them. If you have any questions regarding the services offered here, you should contact the vendor directly. TruHearing offers individuals the opportunity to purchase hearing aids at discounted prices, including individuals covered by self-funded health plans not subject to state insurance or health plan regulations. TruHearing is not insurance and not subject to state insurance regulations. TruHearing provides discounts to certain health care groups for hearing aid sales and services; TruHearing provides fitting, programming and three adjustment visits at no cost; the member is obligated to pay for testing, and all post-fitting hearing care services, but will receive a discount from those health care providers who have contracted with TruHearing. Not available directly from VSP in the states of Washington and California

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FLI-6619-OH v2

Delta Dental of Ohio



Did you know?

Employees
satisfied with
their benefits are
2x more loyal.

See the difference.
Contact your
Delta Dental sales
representative.

Packet Pg. 338

Attachment: City of Reynoldsburg 1.1.23 Renewal (Renewal of Delta Dental Contract 2023 - 2024)



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

September 27, 2022

Mr. Joe Begeny
Mayor
City of Reynoldsburg
7232 E Main St
Reynoldsburg, OH 43068-2014

Re: Dental Plan Rate Review, Group #0280-0001

Dear Mr. Begeny,

Thank you for placing your confidence in Delta Dental. We are committed to improving the oral health of our communities by providing access to the nation's largest dental network at competitive rates. This allows your enrollees to obtain the dental care they need to remain healthy.

Enclosed is a contract for the renewal of your existing dental plan. Please have your group's authorized representative sign the contract and return it to me at your earliest convenience. If we are not in receipt of the signed contract by the effective date, we will consider remittance of payment as acceptance of the contract, and we will continue to administer your dental benefits accordingly. By permitting us to do so, you accept the terms of this contract in full and agree that this contract is binding, even if you do not return a signed copy of the contract to us. If you do not wish to renew coverage, please provide notice to us in accordance with your Contract. Notwithstanding the above terms of this contract, all delinquent balances due to Delta Dental must be paid in full prior to acceptance on the above-mentioned renewal date. If there is a deficit at the time of your acceptance, Delta Dental reserves the right to revoke this offer and terminate your existing contract upon its natural expiration date.

Also enclosed is a rate sheet outlining the premiums applicable to your new contract period, and a Benefit Highlight Sheet noting some of the benefits available under your current contract. These documents are intended to serve as quick reference guides outlining some of your contract and are not part of the contract noted above.

If your coverage or budget goals have changed, please contact Ms. Cindy McDermott or me for more plan design options. We can administer many different plan designs to suit your needs and provide you with a comprehensive analysis of how any changes would affect your rates. Benefit changes can be effective at your renewal, but you must request them no later than 15 days prior to your plan's renewal date.

Please call me at (614) 776-2309 if you have any questions or if I can be of help in any way. Thank you, we look forward to continuing our relationship with you and we greatly appreciate your business.

Sincerely,

Adam Q Clifton
Account Manager

cc: Ms. Cindy McDermott



Delta Dental of Ohio
Renewal Rates for City of Reynoldsburg #0280
Effective January 1, 2023

Rates - Non-Retention		
Rates per enrollee per month	Current Rate(s) January 1, 2021 through December 31, 2022	Renewal Rate(s) January 1, 2023 through December 31, 2024
Composite	\$99.27	\$96.29
Overall Percent Change	-3.00%	

Rating Requirements
Minimum client contributions: 100 percent for employee and 100 percent for dependent(s).
Tied to medical: No

Rating Assumptions
Rates do not include any applicable claims taxes. The rates are valid only for the effective date noted above and are guaranteed for a two year non-retention contract.
Self-billing is not allowed and you agree to pay as invoiced each month.
Standard subscriber materials will be provided to you to distribute to your members. These include the Summary of Dental Plan Benefits, Certificate, and reference cards.
Printed dentist directories are not included. You can find participating dentists on our website at https://www.DeltaDentalOH.com .
The plan specifications are subject to Delta Dental's standard exclusions and limitations, including: ➤ Oral exams (including evaluations by a specialist) are payable twice in any period of 12 consecutive months. ➤ Prophylaxes (cleanings) are payable twice in any period of 12 consecutive months. ➤ People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment. ➤ Fluoride treatments are payable twice in any period of 12 consecutive months for people age 18 and under. ➤ Bitewing X-rays are payable once in any period of 12 consecutive months and full mouth X-rays (which include bitewing X-rays) or a panorex are payable once in any five-year period. ➤ Sealants are not a Covered Service. ➤ Composite resin (white) restorations are payable on posterior teeth. ➤ Porcelain and resin facings on crowns are optional treatment on posterior teeth. ➤ Implants are payable once per tooth in any five-year period. Implant related services are Covered Services. ➤ Crowns over implants are payable once per tooth in any five-year period. Services related to crowns over implants are Covered Services. ➤ People with special health care needs may be eligible for additional services including exams, hygiene visits, dental case management, and sedation/anesthesia. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, healthcare intervention, and/or use of specialized services or programs. The condition may be congenital, developmental, or acquired through disease, trauma, or environmental cause and may impose limitations in performing daily self-maintenance activities or substantial limitations in major life activity.

Delta Dental of Ohio
Dental Benefit Highlights for
City of Reynoldsburg #0280

Delta Dental PPO™ (Point-of-Service)

Coverage effective **January 1, 2023**

	Delta Dental PPO™ Dentist	Delta Dental Premier® Dentist	Nonparticipating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment - to temporarily relieve pain	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Radiographs - X-rays	100%	100%	100%
Basic Services			
Minor Restorative Services - fillings and crown repair	75%	75%	75%
Endodontic Services - root canals	75%	75%	75%
Periodontic Services - to treat gum disease	75%	75%	75%
Oral Surgery Services - extractions and dental surgery	75%	75%	75%
Major Restorative Services - crowns	75%	75%	75%
Other Basic Services - misc. services	75%	75%	75%
Relines and Repairs - to prosthetic appliances	75%	75%	75%
Major Services			
Prosthodontic Services - bridges, implants, dentures, and crowns over implants	75%	75%	75%
Orthodontic Services			
Orthodontic Services - braces	75%	75%	75%
Orthodontic Age Limit -	through age 18 and under	through age 18 and under	through age 18 and under

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges or Delta Dental approves and you are responsible for that difference.

Maximum Payment - \$1,500 per Member total per Benefit Year on all services except orthodontic services. \$1,500 per Member total per lifetime on orthodontic services.

Deductible - None.

Note - This document is only intended to provide a brief description of your benefits. Please refer to your Certificate and summary for a complete description of benefits, exclusions, and limitations.



Welcome to Ohio's largest dental benefits family!

As a member of Delta Dental of Ohio, you have access to the nation's largest dental networks: Delta Dental PPO and Delta Dental Premier.

- It's easy to find a dentist! Four out of five dentists nationwide participate in our network.
- You have superior access to care and fee savings because of our agreements with participating dentists.
- Our dentists cannot balance bill you, which means more money in your pocket!
- No troublesome paperwork! Network dentists will fill out and file your claims.
- Pay only your copayments and/or deductibles when you receive care from network dentists -- there are no hidden fees.
- You can still visit nonparticipating dentists, but you may be billed the full amount at the time of service and then have to wait to be reimbursed.

Quality Dental Program

With our quick and accurate claims processing, we pay more than 90% of claims in 10 days or less. Delta Dental also offers world-class customer service from our BenchmarkPortal Certified Center of Excellence call center.

Online Access

Our online Member Portal lets you access your dental plan securely over the Internet. You can find a dentist, check benefits, select paperless notices, review claims and amounts used toward maximums, print ID cards, and more -- all at your own convenience.

A Healthy Smile

Keep your smile healthy with dental benefits from Delta Dental. Your smile is a good indicator of your health. Did you know that your dentist can detect up to 120 different diseases, including diabetes and heart disease? Early detection is one of the best ways to prevent further complications.

Questions?

If you have questions, please call our Customer Service team at 800-524-0149 (TTY users call 711) or look online at <https://www.DeltaDentalOH.com>.



Delta Dental Contract For City of Reynoldsburg

This Contract ("Contract") is entered into by and between City of Reynoldsburg (the "Contractor") and Delta Dental Plan of Ohio, Inc., an Ohio non-profit corporation ("Delta Dental"). This is a legally binding contract between the Contractor and Delta Dental and is effective on January 1, 2023, the ("Effective Date").

SECTION I - DECLARATIONS

The Benefits afforded are only with respect to such benefits as are indicated in this Contract, including the Summary of Dental Plan Benefits. Delta Dental's liability is limited to the Benefits stated herein; subject to all the terms of this Contract having reference thereto. This Declarations Section and the Summary of Dental Plan Benefits supersedes any contrary provision of the subsequent sections of this Contract.

A. Effective Date: 12:01 A.M. Standard Time, January 1, 2023

B. First Renewal Date: January 1, 2025

C. Client Number: 0280-0001

D. Rate(s):

Composite - \$96.29 per month per Enrollee

This rate is contingent upon 100 percent enrollment of the eligible members of the defined group and their eligible dependents. Rates do not include any applicable claims taxes.

DELTA DENTAL PLAN OF OHIO, INC.

BY:

President and CEO

DATE: September 27, 2022

CONTRACTOR

BY:

(Authorized Signature)

(Title)

BY:

(Witnessed By)

(Title)

DATE:

Attachment: City of Reynoldsburg 1.1.23 Renewal (Renewal of Delta Dental Contract 2023 - 2024)

SECTION II. Definitions

A. Contract

This document, including the Certificate and applicable Summary (ies) of Dental Plan Benefits (the terms of which are incorporated herein), and, if applicable, any appendices, supplements, riders, successor agreements, renewal letters, or renewals now or hereafter issued or executed.

B. Rate

The amount, per Enrollee and Enrollee classification, the Contractor agrees to pay Delta Dental® each month. This amount, or the information necessary to compute it, is specified in the Declarations Section.

Any capitalized terms not defined herein are defined in the Certificate.

C. License

A limited, non-transferable, non-exclusive, non-sublicensable, temporary license granted to Contractor by Delta Dental to access and use Delta Dental's web portals.

SECTION III. Eligibility

A. Eligibility Requirements and Waiting Periods for Members

Eligibility requirements and waiting periods for Members are set forth in the Certificate and the applicable Summary(ies) of Dental Plan Benefits.

B. General Eligibility Rules

No person will be eligible for Benefits under this Contract unless the Contractor has either currently enrolled that person as an Enrollee or currently listed or acknowledged that person as a Dependent. Contractor shall provide eligibility information in accordance with Section V B. of this Contract.

C. Termination of Eligibility

Eligibility for Benefits will terminate for all Members under this Contract at the earlier of:

1. The termination of this Contract; or
2. Midnight of the last day of the month for which payment has been made if the Contractor fails to make the payments required by this Contract.

Eligibility of an individual Member will also terminate under the following circumstances:

1. The Member ceases to meet the definition of an Enrollee or a Dependent as defined by this Contract;
2. The Member fails to comply with the eligibility requirements of this Contract; or
3. The Member commits fraud or misrepresentation in the submission of any claim.

A Member whose eligibility is terminated may not continue group coverage under this Contract, except as required by the continuation coverage provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, or comparable, non-preempted state law ("COBRA"). An affiliate of Delta Dental also may offer coverage under an individual direct payment policy to a Member whose eligibility is terminated.

D. Continuation Coverage – COBRA

The other provisions of this Contract notwithstanding, eligibility for Benefits will continue for a person who is required to be provided with and elects continuation coverage pursuant to COBRA, provided:

1. Continuation coverage is required to be provided under COBRA, the person elects COBRA coverage and the Contractor notifies Delta Dental that the person is eligible for Benefits under COBRA. Not all employers are subject to the continuation coverage requirements contained in COBRA. For those that are not, this Section III.D. does not apply. Contractor should consult with its legal counsel to determine how and when the law applies.
2. Continuation coverage shall only be in effect up to the first day of the month after the person notifies the Contractor that he or she no longer wants coverage from Delta Dental, the date a COBRA premium payment was due and was not remitted by the end of the COBRA Grace Period, or until the end of that person's continuation coverage period, whichever occurs first.
3. Further, if the Contractor fails to make payments required by this Contract, continuation coverage shall only

remain in effect until the last day of the month for which payment has been made to Delta Dental by the Contractor; provided, however, that any payment for COBRA continuation coverage received during a period that is 30 days following the date the COBRA premium payment was due (the "COBRA Grace Period") will provide continuation coverage from the due date. A person's coverage may be retroactively reinstated for the 60-day COBRA "election" period if the Contractor pays the applicable rate for the period within the 45-day period following the date of the COBRA election. Delta Dental may, at its sole option and without notice, continue coverage, if legally required.

4. Continuation coverage will not continue beyond the termination of this Contract.
5. The person who is receiving continuation coverage is responsible for the costs of any services provided after he or she is no longer eligible for continuation coverage under this Section III.D.
6. Contractor shall be solely responsible for identifying Members entitled to COBRA continuation coverage. Contractor shall provide all required notices, collect all necessary payments, and otherwise administer all facets of its COBRA program. In the event that Contractor continues to provide eligibility information to Delta Dental for a Member during the COBRA election period, as opposed to terminating coverage and then retroactively reinstating the Member upon the Member's election of COBRA coverage, Contractor shall be liable for any Benefits paid or Rates due during that period if the Member ultimately does not elect COBRA coverage.
7. The monthly Rate that must be paid on behalf of any person who is provided coverage under this Section III.D. will be based on the COBRA continuation coverage rates in effect during that month.
8. A person who continues coverage will be considered to be a Member under this Contract and the dental care certificate as long as coverage is provided under this Section III.D.
9. Delta Dental does not assume any of the obligations assigned by COBRA to the Contractor or any employer (including the obligation to notify potential beneficiaries of their rights or options under COBRA), and the Contractor agrees that it will perform those obligations in full.

E. Loss of Eligibility During Treatment

1. If a Member loses eligibility while receiving dental treatment, only Covered Services received while that person was eligible under the Contract will be payable.
2. Certain services begun before the loss of eligibility may be covered if they are completed within a 60 day period measured from the date of termination. In those cases, Delta Dental evaluates those services in progress to determine what portion may be paid by Delta Dental.

SECTION IV. Benefits

Delta Dental agrees to provide Benefits to Members in accordance with the terms and conditions set forth in this Contract and the policies and procedures of Delta Dental. Notwithstanding the foregoing, Contractor acknowledges that Delta Dental periodically updates its Certificates to account for CDT code changes issued by the American Dental Association and processing policy changes made by Delta Dental, and Contractor agrees that any such changes shall apply to this Contract provided that Delta Dental provides Contractor prior notice of any such changes. Such changes shall become effective as of the date indicated in such notice.

SECTION V. Agreements

A. Delta Dental Agrees:

1. To provide all claims processing, service, and administration of Benefits to Members of the Contractor subject to the terms and conditions of this Contract.
2. To provide to the Contractor, for submission to the Enrollee, a Certificate of the Benefits provided pursuant to this Contract.
3. To endeavor to enlist Dentists to become Participating Dentists in sufficient number to ensure an adequate choice of Dentists, and to make periodic checks as to the adequacy of care provided by Dentists to Members covered by this Contract. Delta Dental is not required to provide a dental appointment to a Member.
4. To contractually require each Participating Dentist to schedule and render all dental treatment provided under this Contract according to the standards of the dental profession in the community in which the dental procedures are rendered.
5. Consistent with any applicable law protecting the confidentiality of a patient's health records, data, or information, to make standard reports available to the Contractor or Plan Sponsor upon request for no additional charge and to provide agreed-to, non-standard reports on a time and materials basis.

6. To provide a copy of the Certificate, Summary(ies) of Dental Plan Benefits and Delta Dental's Notice of Privacy Practices to Contractor for distribution to Enrollees at the Contractor's or Plan Sponsor's expense.

B. Contractor Agrees:

1. Unless otherwise stated in the Declarations Section of this Contract, to pay Delta Dental the monthly Rate specified in the Declarations Section of this Contract as billed by Delta Dental, with no payment adjustments for updates not yet reflected on the monthly invoice. To ensure timely coverage, unless otherwise stated in the Declaration Section of this Contract, the amount to be paid will be due by the 5th of the month of the intended coverage. For example, the premium for April coverage is due on April 5th. If payment is not received by the due date, Delta Dental shall, at its sole discretion, have the right to suspend claims processing, unless otherwise stated in the Declaration Section of this Contract. Coverage will terminate effective the first day of the coverage month if Delta Dental receives no payment by the end of the coverage month.

Delta Dental may, at its sole option, send notification to the Contractor of an adjustment in Rates, Benefits, or Copayments to correct potential adverse group experience resulting from the following:

- a. Information provided upon enrollment proves to be in error; or
- b. Terms and provisions of the Contract are materially violated; or
- c. Initial size or composition of the group changes by ten percent (10%) or more unless otherwise set forth in the Declarations section of this Contract; or
- d. Monthly invoices are not paid as billed.

Delta Dental will provide the Contractor written notice 30 days prior to implementing any adjustment. If the Contractor refuses to accept this adjustment, Delta Dental may, in its sole discretion, terminate this Contract.

2. To pay all premiums in accordance with subparagraph 1 above in full, irrespective of any Member contributions or COBRA payments. Delta Dental shall not be responsible for collecting Members' contributions or COBRA payments.
3. To enroll as Members with Delta Dental all eligible employees, retirees or members of the Contractor, including that employee's, retiree's or member's Dependents, who enroll for Benefits during the enrollment periods set forth in the Certificate. Contractor shall not enroll any employees, retirees or members of the Contractor, or any such person's Dependents, at any time other than during the enrollment periods set forth in the Certificate. Contractor shall provide to Delta Dental, in a format requested by Delta Dental, an initial enrollment file prior to the initial Effective Date of this Contract.
4. To provide Delta Dental with all eligibility data needed to process claims under this Contract. Eligibility data shall be provided in a timely manner, which in the case of electronic eligibility files shall in no event be less than monthly, and in the format requested by Delta Dental. Delta Dental will not accept additions, terminations, and/or retroactive eligibility updates more than six (6) months after the date of a Member's change in eligibility. Notwithstanding the foregoing, if the Contractor requests that a Member's eligibility be terminated retroactively and a claim was incurred for that Member or any member of that Member's family after the requested termination date, eligibility for that Member and the Member's entire family will continue at the expense of the Contractor until the end of the month in which the claim was incurred. In no event will any Rate adjustments for time periods greater than six months be made for retroactive terminations, and no credits will be issued for any month in which claims were incurred.
5. To permit Delta Dental, by its auditors or other authorized representatives, on reasonable advance written notice, to inspect the Contractor's records to verify the accuracy of the eligibility data submitted to Delta Dental. In the event of a discrepancy, Contractor agrees to reconcile any errors in payment with Delta Dental.
6. To provide each Enrollee with copies of the Certificate, the applicable Summary of Dental Plan Benefits, and all privacy notices as may be required by any applicable federal or state law, at such intervals as may be required by law from time to time.
7. To pay for any agreed-to, non-standard reports on a time and materials basis.
8. To consult as necessary with its own legal counsel regarding the selected covered benefits and to be responsible for determining all potential tax consequences relating to the covered benefits it selects.

SECTION VI. General Provisions

- A. Independent Contractors. Dentists providing services are independent contractors, and neither the Contractor nor Delta Dental will be liable for any act or omission of any Dentist, his or her employees or agents, or any person providing dental or other professional services to Members.

- B. Binding Effect.** All Members, by enrolling in This Plan, are bound by the terms and conditions of this Contract.
- C. Payment Limitations.** Delta Dental will make no payment for services or supplies if a claim for such has not been received by Delta Dental within one year following the date the services or supplies were furnished.
- D. Marketing Materials.** Except for those standard documents and materials Delta Dental generates to administer This Plan, neither Party shall publish or distribute any materials regarding This Plan without the prior written approval of the other Party.
- E. Legal Action.** Unless otherwise prohibited by applicable state or federal law, no action or legal claim arising out of or related to this Contract shall be brought against Delta Dental unless Contractor, or the Member, has first provided Delta Dental with at least sixty (60) days advance written notice of such claim. Notwithstanding the foregoing, in any event, no action shall be brought by either Party or a Member more than three years after the legal claim first arose, or after expiration of the applicable statute of limitations, whichever is shorter.
- F. Indemnification.**
- 1.** Contractor agrees to defend, indemnify and hold harmless Delta Dental, its affiliates, directors, officers, and employees from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of: (i) a breach of this Contract by Contractor, its officers, directors, employees, agents or Members; or (ii) any negligent or willful act or omission by Contractor, its officers, directors, employees, agents or Members.
 - 2.** Delta Dental agrees to defend, indemnify and hold harmless Contractor, its affiliates, directors, officers, and employees from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of: (i) a breach of this Contract by Delta Dental, its officers, directors, employees or agents; or (ii) any negligent or willful act or omission by Delta Dental, its officers, directors, employees or agents.
 - 3.** A Party seeking indemnification shall (i) promptly notify the indemnifying Party in writing of the claim, suit or proceeding for which indemnification is sought; (ii) permit the indemnifying Party to control the defense or settlement of the claim, suit or proceeding; (iii) reasonably cooperate with the indemnifying Party (at the indemnifying Party's expense); and (iv) have the right to provide for its separate defense at its own expense. In no event, shall the indemnifying Party settle a claim, suit or proceeding without first obtaining the written consent of the other Party. Any release obtained as a result of settlement must contain a release of all claims against the non-indemnifying Party as well as its officers, directors, and employees.
- G. Dispute Resolution.** Delta Dental will establish procedures for resolving all questions raised by a Dentist, a Contractor, or a Member in regard to claims for Benefits allowed or denied under the terms of this Contract. These procedures will be used both for the initial determination of those questions and for the resolution of appeals made on the basis of those initial determinations. To the extent the benefit plan sponsored by the Contractor is governed by the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), the procedures established for determining the Benefits to which a Member is entitled will comply with the requirements set forth in ERISA Section 503 as applicable to a limited scope dental benefit plan, and the regulations thereunder, for providing a "full and fair review" of all benefit claims. The ERISA-required claims procedures will be set forth in detail in the Certificate that is to be distributed to Enrollees and that describes the Benefits under this Contract. All determinations made according to this procedure will be final and binding on the Dentist, the Contractor, and the Member; provided, however, that the Member may exercise his or her legal rights after this determination as described in the Claims Appeal Procedure contained in the Certificate.
- H. Severability.** If any provision of this Contract is in violation of the laws of the State in which this Contract was issued, that provision shall be deemed to be void, but the invalidation of that provision will not otherwise impair or affect the rest of the Contract. When any provision in this Contract is in conflict with such laws, the rights, duties and obligations of Delta Dental, the Contractor and all Members shall be governed by such laws.
- I. Compliance with Applicable Law.** This Contract is subject to change if, in the future, federal and state laws and regulations require Delta Dental or the Contractor to comply with such laws and regulations. Should any such change to this Contract be necessary by law, the Contractor will receive written notice from Delta Dental informing the Contractor of the reasons for any change to the Contract and the process by which the Contractor will receive an amended Contract.
- J. Additional Services.** Delta Dental may from time to time provide additional services or coverage by rider or other notice. Delta Dental may withdraw those services or coverage at any time after giving notice.
- K. Notices.** Any notice required or permitted to be given by this Contract will be considered given if in writing and personally delivered, or if in writing and deposited in the United States mail with postage prepaid, addressed to the person at their last address of record.

- L. Amendment and Assignment.** No agent has authority to change any part of this Contract. No changes to this Contract will be valid unless both Parties approve them in writing. Delta Dental shall have the discretion to assign its rights and responsibilities under this Contract to an affiliated entity. If Delta Dental chooses to assign its rights and responsibilities, it shall assign them to an appropriately licensed entity capable of performing similar functions at similar levels as Delta Dental. Delta Dental shall serve written notice of the assignment to Contractor and said notice shall provide the name and address of the assignee. Neither this Contract nor any part of it shall be assigned by Contractor without the prior written consent of Delta Dental, and any attempt at assignment by Contractor without such consent by Delta Dental shall be null and void. Subject to the foregoing limitation, this Contract shall be binding upon the parties and their respective successors and assigns.
- M. Subrogation.** To the extent that This Plan provides or pays Benefits for Covered Services, Delta Dental is subrogated to any right the Member may have to recover from another, his or her insurer, or under his or her "Medical Payments" coverage or any "Uninsured Motorist," "Underinsured Motorist," or other similar coverage provisions.
- N. Right of Recovery Due to Fraud.** If Delta Dental pays for services or supplies that were sought or received under fraudulent, false, or misleading pretenses or circumstances, pays a claim that contains false or misrepresented information, or pays a claim that is determined to be fraudulent due to the acts of the Contractor, and/or Member, it may recover that payment from the person or entity that committed such fraud. Delta Dental may recover any payment determined to be based on false, fraudulent, misleading, or misrepresented information by deducting that amount from any payments properly due to the person(s) or entity(ies) that committed such fraud. Delta Dental will provide an explanation of the payment being recovered at the time the deduction is made.
- O. Force Majeure.** Unless otherwise stated in the Declarations Section of this Contract, neither Delta Dental (including its agents, directors, officers, and employees) nor Contractor shall be liable for delays in performance due to circumstances beyond their reasonable control. Each party shall be excused from performance under this Contract and shall have no liability to the other party for any period during which it is prevented from performing any of its obligations (other than payment obligations), in whole or in part, as a result of delays caused by the other party or by an act of God, war, terrorism, civil unrest, civil disturbance, court order, labor dispute, or other cause beyond its reasonable control, and such nonperformance shall not be a default under or grounds for termination of this Contract. Notwithstanding the foregoing, Force Majeure shall not excuse Contractor's payment obligations under this Contract.
- P. Assignment of Benefits.** Unless otherwise stated in the Declarations Section of this Contract, Benefits to Members are for the personal benefit of those Members and cannot be transferred or assigned; provided, however, Delta Dental shall pay Participating Dentists directly on behalf of Members.
- Q. Governing Laws.** This Contract will be governed by and interpreted under the laws of the State of Ohio.
- R. Legally Mandated Benefits.** If any applicable law requires broader coverage or more favorable treatment for a Member than is provided by this Contract, that law shall control over the language of this Contract.
- S. Entire Agreement.** This Contract constitutes the entire agreement between the Parties.
- T. Effect of Errors on Coverage.** Typographical or administrative errors shall not deprive a Member of Benefits. Neither shall such errors create any rights to additional benefits not in accordance with all of the terms, conditions, limitations, and exclusions of this Contract.
- U. Bankruptcy or Insolvency.** Contractor shall notify Delta Dental immediately in the event of bankruptcy or other insolvency. Delta Dental reserves all rights and remedies with respect to the Contractor's bankruptcy or other insolvency, including but not limited to, the right to automatically terminate or modify performance under this Contract to the extent permitted by applicable law.
- V. Other Goods and Services.** From time to time, Delta Dental may offer or provide Members certain goods and services, including discounts on dental services provided by Participating Dentists in addition to dental coverage (including without limitation toothbrushes, dental floss and other oral hygienic devices/products). Delta Dental also may arrange for third party vendors to provide goods and services at a discount to Members. Though Delta Dental may make the arrangements, the third party vendors are solely liable for providing the goods and services. Delta Dental shall not be responsible for providing or failing to provide the goods and services to Members. Further, Delta Dental shall not be liable to Members for negligent provision of the goods and services by third party vendors. Delta Dental reserves the right to terminate or change these goods or services at any time.
- W. Web Portal License.**
- Delta Dental grants to Contractor the License to access and use Delta Dental's web portals solely for the purpose of administering and/or viewing Member Benefits as set forth in this Contract, subject to any additional terms and conditions appearing on such web portals. Under this license grant, Contractor's Members are permitted to access and use Member Portal, and Contractor and its officers, directors, employees, contractors and agents are permitted to access and use Benefit Manager Toolkit as necessary solely for the purposes of administering Contractor's dental plan.

2. Contractor is solely responsible for managing access to the web portals, for securing the usernames and passwords of its, officers, directors, employees, contractors, agents and Members ("End Users") who use or access such web portals, and for any violation of this Contract by any such End Users. Delta Dental shall not be liable for Contractor's or Contractor's End Users' failure to properly secure their usernames or passwords and, unless otherwise exempt by law, Contractor shall indemnify and hold harmless Delta Dental its affiliates, members, officers, employees and agents from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of i) Contractor's, or Contractor's End Users', failure to properly manage access or secure usernames and passwords, ii) any breach of this Contract by Contractor or its End Users; or (iii) any negligent or willful misuse of Delta Dental's web portals by Contractor or its End Users.
3. Contractor agrees that, to the extent its End Users will be entering eligibility data into Benefit Manager Toolkit on Contractor's behalf, Contractor shall be solely responsible for the accuracy and completeness of the eligibility data entered. Unless otherwise exempt by law, Contractor shall indemnify and hold harmless Delta Dental its affiliates, members, officers, employees and agents from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of any eligibility data entered by Contractor's End Users.
4. Contractor acknowledges that Delta Dental's web portals permit individuals to view and access Protected Health Information ("PHI"), as that term is defined by the Health Insurance Portability and Accountability Act ("HIPAA"). Contractor therefore certifies that, when using the web portals, it and its End Users will abide by the provisions of HIPAA and all other applicable laws. As such, Contractor agrees that it and its End Users shall access and use Delta Dental's web portals for the sole purpose of viewing their own Benefits and/or performing plan administration functions on behalf of Contractor.
5. Contractor recognizes and agrees that Delta Dental retains sole title, right and interest in the intellectual property rights of its web portals including, but not limited to, any applicable patents, trademarks and/or copyrights. Contractor understands that the license granted herein transfers neither title nor proprietary rights to Contractor with respect to any web portals. As such, neither Contractor nor any of its End Users shall attempt to reproduce, modify, reverse assemble, reverse compile or reverse engineer the source code of Delta Dental's web portals.
6. Delta Dental reserves the right to terminate this license grant at any time with or without cause. This license grant shall terminate immediately upon termination of the Contract.

SECTION VII. Coordination of Benefits

All Benefits under this Contract shall be subject to the coordination of benefits provision set forth in the Certificate.

SECTION VIII. Term and Termination

This Contract shall remain in full force and effect for the initial term commencing on the Effective Date and continuing until the First Renewal Date, as specified in the Declarations Section. Thereafter, the Contract may be renewed for subsequent terms as specified in the Declarations Section or in a renewal letter, unless Contractor or Delta Dental provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term. Delta Dental shall have the option of terminating this Contract if:

- A.** The Contractor fails to make a required payment before expiration of the Grace Period specified; or
- B.** Delta Dental cancels pursuant to Section V.B.1 of this Contract; or
- C.** The size of the group changes by ten percent (10%) or more, or the composition of the group materially changes from the time of initial application, and Delta Dental elects not to exercise its rating rights as set forth in Section V.B.1; or
- D.** The Contractor permits Enrollees and/or Dependents to enroll in This Plan outside of the Open Enrollment Period and/or the Special Enrollment Periods set forth in the Certificate; or
- E.** The Contractor has otherwise materially breached this Contract.

Unless otherwise stated in the Declarations Section of this Contract, the Contractor may terminate this Contract without cause by providing Delta Dental with thirty (30) days prior written notice.

Upon termination of this Contract, the Contractor is liable to Delta Dental for any Rate that was then due and unpaid. In the event this Contract terminates mid-month, Contractor shall be liable to Delta Dental for all premiums due and owing through the end of the month in which termination occurs.

SECTION IX. Confidentiality and Disclosure

- A.** The Parties acknowledge that in the course of performing under this Contract each Party may be provided with or given access to information, in oral, recorded or written form, that is proprietary and confidential to the other Party (collectively referred to as the "Confidential Information"). Such Confidential Information includes, but is not limited to: information regarding the other Party's management, business, organizational structure, policies, procedures, business relationships, intellectual property, copyrights, patents, trademarks, software, data, databases, system designs, specifications, documentation, code, architecture, structure, algorithms, techniques, processes, protocols, product materials, notes, slides, ideas, Maximum Approved Fees, Allowed Amounts, preferred provider reports, actuarial formulas, providers' personal information, and financial terms of this Contract.
- B.** Confidential Information shall not include any information that:
- 1.** Is already known to the Party at the time of the disclosure (as evidenced by written documentation existing at that time);
 - 2.** Is generally available to the public or becomes publicly known through no wrongful act of a Party; or
 - 3.** Is received by a Party from a third-party who had a legal right to provide it (as evidenced by written documentation existing at that time).
- C.** The Parties each will make all reasonable, necessary and appropriate efforts to safeguard each other's Confidential Information. Each Party will safeguard the other's Confidential Information to the same extent that it safeguards information relating to its own business, which in no event will be less than the safeguards that a reasonably prudent business would exercise under similar circumstances.
- D.** Each Party agrees not to use, distribute or exploit each other's Confidential Information, in whole or in part, for its own benefit or that of any third party and will not disclose such Confidential Information to any other person or entity without each other's prior written consent. A Party shall be responsible for any breach of this Contract by its employees, authorized subcontractors, agents or representatives.
- E.** Notwithstanding anything to the contrary in this Section, the Parties shall be permitted to disclose Confidential Information as required by order of a court of law, administrative agency, or other governmental body; provided, however, the Party shall provide reasonable advance written notice to the other Party to the extent allowed by law in order to allow that Party the opportunity to seek a protective order or otherwise limit such disclosure, and the disclosing Party shall reasonably cooperate with the other Party to limit any such disclosure or to seek a protective order. If a Party is nonetheless required to disclose the other Party's Confidential Information, said Party shall only disclose the minimum information necessary to respond to the legal request. Notwithstanding the foregoing, Delta Dental shall not be required to provide Contractor notice prior to responding to governmental agency subpoenas regarding potential provider fraud or abuse.



**Delta Dental PPO™ (Point-of-Service)
Summary of Dental Plan Benefits
For Group# 0280-0001
City of Reynoldsburg**

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio

Benefit Year – January 1 through December 31

Covered Services –

	Delta Dental PPO™ Dentist Plan Pays	Delta Dental Premier® Dentist Plan Pays	Nonparticipating Dentist Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment – to temporarily relieve pain	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Minor Restorative Services – fillings and crown repair	75%	75%	75%
Endodontic Services – root canals	75%	75%	75%
Periodontic Services – to treat gum disease	75%	75%	75%
Oral Surgery Services – extractions and dental surgery	75%	75%	75%
Major Restorative Services – crowns	75%	75%	75%
Other Basic Services – misc. services	75%	75%	75%
Relines and Repairs – to prosthetic appliances	75%	75%	75%
Major Services			
Prosthodontic Services – bridges, implants, dentures, and crowns over implants	75%	75%	75%
Orthodontic Services			
Orthodontic Services – braces	75%	75%	75%
Orthodontic Age Limit –	through age 18 and under	through age 18 and under	through age 18 and under

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges or Delta Dental approves and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice in any period of 12 consecutive months.
- Prophylaxes (cleanings) are payable twice in any period of 12 consecutive months.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice in any period of 12 consecutive months for people age 18 and under.
- Bitewing X-rays are payable once in any period of 12 consecutive months and full mouth X-rays (which include bitewing X-rays) or a panorex are payable once in any five-year period.
- Sealants are not a Covered Service.
- Composite resin (white) restorations are payable on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Implants are payable once per tooth in any five-year period. Implant related services are Covered Services.
- Crowns over implants are payable once per tooth in any five-year period. Services related to crowns over implants are Covered Services.

- People with special health care needs may be eligible for additional services including exams, hygiene visits, dental case management, and sedation/anesthesia. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, healthcare intervention, and/or use of specialized services or programs. The condition may be congenital, developmental, or acquired through disease, trauma, or environmental cause and may impose limitations in performing daily self-maintenance activities or substantial limitations in major life activity.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – \$1,500 per Member total per Benefit Year on all services except orthodontic services. \$1,500 per Member total per lifetime on orthodontic services.

Payment for Orthodontic Service – When orthodontic treatment begins, your Dentist will submit a payment plan to Delta Dental based upon your projected course of treatment. In accordance with the agreed upon payment plan, Delta Dental will make an initial payment to you or your Participating Dentist equal to Delta Dental's stated Copayment on 30% of the Maximum Payment for Orthodontic Services as set forth in this Summary of Dental Plan Benefits. Delta Dental will make additional payments as follows: Delta Dental will pay 75% of the per monthly fee charged by your Dentist based upon the agreed upon payment plan provided by Delta Dental to your Dentist.

Deductible – None.

Waiting Period – Enrollees who are eligible for dental benefits are covered on the first day of the month following the date of hire.

Eligible People – All full-time employees of the City and COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) enrollees, if applicable.

Also eligible are your Spouse and your Children to the end of the calendar year in which they turn 24, including your Children who are married, who no longer live with you, who are not your dependents for Federal income tax purposes, and/or who are not permanently disabled.

Coordination of Benefits – If you and your Spouse are both eligible to enroll in This Plan as Enrollees, you may be enrolled as both an Enrollee on your own application and as a Dependent on your Spouse's application. Your Dependent Children may be enrolled on both your and your Spouse's applications as well. Delta Dental will coordinate benefits between your coverage and your Spouse's coverage.

Benefits will cease on the last day of the month in which your employment is terminated.



Delta Dental PPO™

Our national PPO program

Welcome!

Your dental program is administered by Delta Dental Plan of Ohio, Inc., a nonprofit health-insuring corporation, doing business as Delta Dental of Ohio. Delta Dental of Ohio is the state's dental benefits specialist. Good oral health is a vital part of good general health, and your Delta Dental program is designed to promote regular dental visits. We encourage you to take advantage of this program by calling your Dentist today for an appointment.

This Certificate, along with your Summary of Dental Plan Benefits, describes the specific benefits of your Delta Dental program and how to use them. If you have any questions about this program, please call our Customer Service department at 800-524-0149 or access our website at www.DeltaDentalOH.com.

You can easily verify your own Benefit, Claims and eligibility information online 24 hours a day, seven days a week by visiting www.DeltaDentalOH.com and selecting the link for our Member Portal. The Member Portal will also allow you to print claim forms and ID cards, select paperless Explanation of Benefits statements (EOBs), search our Dentist directories, and read oral health tips.

We look forward to serving you!

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Note: Please read this Certificate together with the Summary of Dental Plan Benefits. The Summary of Dental Plan Benefits lists the specific provisions of your group dental plan. If a statement in the Summary conflicts with a statement in this Certificate, the statement in the Summary applies to This Plan and you should ignore the conflicting statement in this Certificate.

NOTICE: IF YOU OR YOUR FAMILY MEMBERS ARE COVERED BY MORE THAN ONE HEALTH CARE AND/OR DENTAL CARE PLAN, YOU MAY NOT BE ABLE TO COLLECT BENEFITS FROM BOTH PLANS. EACH PLAN MAY REQUIRE YOU TO FOLLOW ITS RULES OR USE SPECIFIC DENTISTS, AND IT MAY BE IMPOSSIBLE TO COMPLY WITH BOTH PLANS AT THE SAME TIME. READ ALL OF THE RULES VERY CAREFULLY, INCLUDING THE COORDINATION OF BENEFITS SECTION, AND COMPARE THEM WITH THE RULES OF ANY OTHER PLAN THAT COVERS YOU OR YOUR FAMILY.

I. Delta Dental PPO Certificate

Delta Dental Plan of Ohio, Inc., referred to herein as Delta Dental, issues this Certificate to you, the Enrollee. The Certificate is a summary of your dental benefits coverage. It reflects and is subject to a contract between Delta Dental and the Contractor.

The Benefits provided under This Plan may change if any state or federal laws change.

Delta Dental agrees to provide Benefits as described in this Certificate and the Summary of Dental Plan Benefits.

All the provisions in the following pages form a part of this document as fully as if they were stated over the signature below.

IN WITNESS WHEREOF, this Certificate is executed at Delta Dental's home office by an authorized officer.



Goran M. Jurkovic, CPA, CGMA

President and CEO

Delta Dental Plan of Ohio, Inc.

II. Definitions

Adverse Benefit Determination

Any denial, reduction or termination of the benefits for which you filed a Claim. Or a failure to provide or to make payment (in whole or in part) of the benefits you sought, including any such determination based on eligibility, application of any utilization review criteria, or a determination that the item or service for which benefits are otherwise provided was experimental or investigational, or was not medically necessary or appropriate.

Allowed Amount

The amount permitted under the applicable fee schedule for This Plan, which was selected by your Contractor, and upon which Delta Dental will base its payment for a Covered Service.

Benefit Year

The period during which any benefit frequency limitation and/or annual maximum payment will apply. This will be the calendar year, unless your Contractor elects a different period to serve as the Benefit Year. (See the Summary of Dental Plan Benefits for your Benefit Year.) If the Benefit Year is based upon a calendar year, the terms Benefit Year and Calendar Year may be used interchangeably.

Benefits

Payment for the Covered Services that have been selected under This Plan.

Certificate

This document. Delta Dental will provide Benefits as described in this Certificate. Any changes in this

Certificate will be based on changes to the contract between Delta Dental and the Contractor.

Child(ren)

Your natural child(ren), stepchild(ren), adopted child(ren), child(ren) by virtue of legal guardianship, or child(ren) who is/are residing with you during the waiting period for adoption or legal guardianship.

Claim

A request for payment for a Covered Service. Claims are not conditioned upon your seeking advance approval, certification, or authorization to receive payment for any Covered Service.

Completion Date

The date that treatment is complete. Some procedures may require more than one appointment before they can be completed. Treatment is complete:

- ◆ For dentures and partial dentures, on the delivery dates;
- ◆ For crowns and bridgework, on the permanent cementation date;
- ◆ For root canals and periodontal treatment, on the date of the final procedure that completes treatment.

Copayment

The percentage of the charge, if any, that you must pay for Covered Services.

Contractor

The employer, organization, group, or association sponsoring This Plan.

Covered Services

The unique dental services selected for coverage as described in the Summary of Dental Plan Benefits and subject to the terms of this Certificate.

Deductible

The amount a person and/or a family must pay toward Covered Services before Delta Dental begins paying for those services under this Certificate. The Summary of Dental Plan Benefits lists the Deductible that applies to you, if any.

Delta Dental

Delta Dental Plan of Ohio, Inc., a nonprofit health-insuring corporation providing dental benefits. Delta Dental is not an insurance company.

Delta Dental Member Plan

An individual dental benefit plan that is a member of the Delta Dental Plans Association, the nation's largest, most experienced system of dental health plans.

Delta Dental Premier® Dentist Schedule

The maximum fee allowed per procedure for services rendered by a Premier Dentist as determined by that Dentist's local Delta Dental Member Plan.

Dentist

A person licensed to practice dentistry in the state or jurisdiction in which dental services are performed.

- ◆ **Delta Dental PPO Dentist (“PPO Dentist”)** – a Dentist who has signed an agreement with the Delta Dental Member Plan in his or her state to participate in Delta Dental PPO.
- ◆ **Delta Dental Premier Dentist (“Premier Dentist”)** – a Dentist who has signed an agreement with the Delta Dental Member Plan in his or her state to participate in Delta Dental Premier.
- ◆ **Nonparticipating Dentist** – a Dentist who has not signed an agreement with any Delta Dental Member Plan to participate in Delta Dental PPO or Delta Dental Premier.
- ◆ **Out-of-Country Dentist** – A Dentist whose office is located outside the United States and its territories. Out-of-Country Dentists are not eligible to sign participating agreements with Delta Dental.

PPO Dentists and Delta Dental Premier Dentists are sometimes collectively referred to herein as

“Participating Dentists.” Wherever a definition or provision of this Certificate differs from another state’s Delta Dental Member Plan and its agreement with Participating Dentists, the agreement in that state with that Dentist will be controlling.

Delta Dental Premier Dentists, Nonparticipating Dentists, and Out-of-Country Dentists are sometimes collectively referred to herein as **“Non-PPO Dentists.”**

Deny/Denied/Denial

When a Claim for a particular service is denied for payment due to certain contractual limitations/exclusions. You will be responsible for paying your Dentist the applicable amount for such service regardless of the Dentist’s participating status.

Dependent(s)

Your dependents are as defined by the rules of eligibility as stated in your Summary of Dental Plan Benefits.

Enrollee

You, when the Contractor notifies Delta Dental that you are eligible to receive Benefits under This Plan.

Maximum Approved Fee

The Maximum Approved Fee is the lowest of:

- ◆ The Submitted Amount
- ◆ The lowest fee regularly charged, offered, or received by an individual Dentist for a dental service or supply, irrespective of the Dentist’s contractual agreement with another dental benefits organization.
- ◆ The maximum fee that the local Delta Dental Member Plan approves for a given procedure in a given region and/or specialty based upon applicable Participating Dentist schedules and internal procedures.

Participating Dentists agree not to charge Delta Dental patients more than the Maximum Approved Fee for a Covered Service. In all cases, Delta Dental will make the final determination regarding the Maximum Approved Fee for a Covered Service.

Maximum Payment

The maximum dollar amount Delta Dental will pay in any Benefit Year or lifetime for Covered Services. See the Summary of Dental Plan Benefits for the maximum payments applicable to This Plan.

Member(s)

Any Enrollee or Dependent with coverage under This Plan.

Nonparticipating Dentist Fee

The maximum fee allowed per procedure for services rendered by a Nonparticipating Dentist as determined by Delta Dental.

Open Enrollment Period

The period of time, as determined by the Contractor, during which a Member may enroll or be enrolled for Benefits.

Out-of-Country Dentist Fee

The maximum fee allowed per procedure for services rendered by an Out-of-Country Dentist as determined by Delta Dental.

PPO Dentist Schedule

The maximum fee allowed per procedure for services rendered by a PPO Dentist as determined by that Dentist’s local Delta Dental Member Plan.

Pre-Treatment Estimate

A voluntary and optional process where Delta Dental issues a written estimate of dental benefits that may be available under your coverage for your proposed dental treatment. Your Dentist submits the proposed dental treatment to Delta Dental in advance of providing the treatment.

A Pre-Treatment Estimate is for informational purposes only and is not required before you receive any dental care. It is not a prerequisite or condition for approval of future dental benefits payment. You will receive the same Benefits under This Plan whether or not a Pre-Treatment Estimate is requested. The benefits estimate provided on a Pre-Treatment Estimate notice is based on benefits available on the date the notice is issued. It is not a guarantee of future dental benefits or payment.

Availability of dental benefits at the time your treatment is completed depends on several factors. These factors include, but are not limited to, your continued eligibility for benefits, your available annual or lifetime Maximum Payments, any coordination of benefits, the status of your Dentist, This Plan’s limitations and any other provisions, together with any additional information or changes to your dental treatment. A request for a Pre-Treatment Estimate is not a Claim or a preauthorization, precertification or other reservation of future Benefits.

Processing Policies

Delta Dental's policies and guidelines used for Pre-Treatment Estimate and payment of Claims. The Processing Policies may be amended from time to time.

Special Enrollment Period

A period outside of the Open Enrollment Period in which you or your Dependent can obtain coverage under This Plan due to qualifying life event.

Spouse

Your legal spouse.

Submitted Amount

The amount a Dentist bills to Delta Dental for a specific treatment or service. A Participating Dentist cannot charge you or your Dependents for the difference between this amount and the Maximum Approved Fee.

Summary of Dental Plan Benefits

A description of the specific provisions of your group dental coverage. The Summary of Dental Plan Benefits is and should be read as a part of this Certificate and supersedes any contrary provision of this Certificate.

This Plan

The dental coverage established for Members pursuant to this Certificate and your Summary of Dental Plan Benefits.

III. Enrolling in This Plan

The Open Enrollment Period, if applicable, will be established by the Contractor and will occur on an annual basis. During the Open Enrollment Period, all eligible persons as defined in your Summary of Dental Plan Benefits may enroll in This Plan. You and/or your Dependents may not enroll in This Plan at any other time during the applicable Benefit Year except in the following instances:

- a. Newly hired or rehired employees (if applicable): You will be eligible to enroll on the date for which employment compensation begins or, if applicable, that date plus the number of days specified as a waiting period in the Summary of Dental Plan Benefits.
- b. New Spouse: Your new Spouse will be eligible to enroll on the date of marriage.
- c. Newborn: Your newborn will be eligible to enroll on the date of birth.
- d. Legal adoptions or guardianships: Your newly adopted Child(ren) and/or the minor Child(ren) that you and/or your Spouse have guardianship over will be eligible to enroll on the earlier of (a) date that the legal petition for adoption or guardianship becomes legally final, or (b) the date on which the Child(ren) begins residing with the Enrollee and the Enrollee assumes responsibility for the Child(ren) while waiting for adoption or guardianship to become final.

- e. New Stepchild: Your new stepchild will be eligible to enroll on the date that the Child's natural parent becomes a Dependent.
- f. To the extent Contractor permits Dependents other than those defined in this Certificate to enroll in This Plan, such Dependents will be eligible to enroll on the date that they become an eligible Dependent. Any such additional Dependents permitted by Contractor shall be set forth in your Summary of Dental Plan Benefits.
- g. All others will be permitted on the date that Delta Dental approves in writing the enrollment or listing of those people, unless compelled by a court or administrative order to otherwise provide Benefits for a Dependent.

IV. Selecting a Dentist

You may choose any Dentist. Your out-of-pocket costs are likely to be less if you go to a Delta Dental Participating Dentist.

To verify that a Dentist is a Participating Dentist, you can use Delta Dental's online Dentist Directory at www.DeltaDentalOH.com or call 800-524-0149.

V. Accessing Your Benefits

To utilize your dental benefits, follow these steps:

1. Please read this Certificate and the Summary of Dental Plan Benefits carefully so you are familiar with your benefits, payment methods, and terms of This Plan.
2. Make an appointment with your Dentist and tell him or her that you have dental benefits with Delta Dental. If your Dentist is not familiar with This Plan or has any questions, have him or her contact Delta Dental by writing to Delta Dental, Attention: Customer Service, P.O. Box 9089, Farmington Hills, Michigan 48333-9089, or calling the toll-free number at 800-524-0149.
3. After you receive your dental treatment, you or the dental office staff will file a Claim form, completing the information portion with:
 - a. The Enrollee's full name and address
 - b. The Enrollee's Member ID number
 - c. The name and date of birth of the person receiving dental care
 - d. The Contractor's name and number

Notice of Claim Forms

Delta Dental does not require special Claim forms. However, most dental offices have Claim forms available. Participating Dentists will fill out and submit your dental Claims for you.

Mail Claims and completed information requests to:

Delta Dental
P.O. Box 9085
Farmington Hills, Michigan 48333-9085

Pre-Treatment Estimate

A Pre-Treatment Estimate is not required to receive payment, but it allows Claims to be processed more efficiently and allows you to know what services may be covered before your Dentist provides them. You and your Dentist should review your Pre-Treatment Estimate Notice before treatment. Once treatment is complete, the dental office will submit a Claim to Delta Dental for payment.

Written Notice of Claim and Time of Payment

Because the amount of your Benefits is not conditioned on a Pre-Treatment Estimate decision by Delta Dental, all Claims under This Plan are post-service Claims. All Claims for Benefits must be filed with Delta Dental within one year of the date the services were completed. Once a Claim is filed, Delta Dental will adjudicate it within 30 days of receiving it. If there is not enough information to adjudicate your Claim, Delta Dental will notify you or your Dentist within 30 days. The notice will (a) describe the information needed, (b) explain why it is needed, (c) request an extension of time in which to decide the Claim, and (d) inform you or your Dentist that the information must be received within 45 days or your Claim will be Denied if the services were performed by a Nonparticipating Dentist, or not chargeable to the Member if the services were performed by a Participating Dentist. You will receive a copy of any notice sent to your Dentist. Once Delta Dental receives the requested information, it has 15 days to adjudicate your Claim. If you or your Dentist does not supply the requested information, Delta Dental will deny your Claim. In such case, you will be responsible for all charges if the services were performed by a Nonparticipating Dentist. If the services were performed by a Participating Dentist, the services will not be chargeable to the Member. Once Delta Dental adjudicates your Claim, it will notify you within five days.

Authorized Representative

You may also appoint an authorized representative to deal with Delta Dental on your behalf with respect to any Claim you file or any review of a Denied Claim you wish to pursue (see the Claims Appeal Procedure section). You should contact your Contractor, call Delta Dental's Customer Service department, toll-free, at 800-524-0149, or write them at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089, to request a form to designate the person you wish to appoint as your representative. Delta Dental will only recognize the person whom you have authorized on the last dated form filed with Delta Dental. Once you have appointed an authorized representative, Delta Dental will communicate directly with your representative and will not inform you of the status of your Claim. You will have to get that information from your representative. If you have not designated a representative, Delta Dental will communicate directly with you.

Questions and Assistance

Questions regarding your coverage should be directed to your Contractor or call Delta Dental's Customer Service department, toll-free, at 800-524-0149. You may also write to Delta Dental's Customer Service department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089. When writing to Delta Dental, please include your name, the Contractor's name and number, the Enrollee's Member ID number, and your daytime telephone number.

VI. How Payment is Made

Delta Dental shall make payments for Covered Services in accordance with the type of plan selected by the Contractor. The type of plan selected will be identified in your Summary of Dental Plan Benefits.

Delta Dental PPO (Point-of-Service)

If your Dentist is a Participating Dentist, Delta Dental will base payment on the Maximum Approved Fee for Covered Services.

Delta Dental will send payment directly to Participating Dentists and you will be responsible for any applicable Copayments and/or Deductibles. Unless prohibited by state law, you will be responsible for the Maximum Approved Fee for most commonly performed non-covered services. For other non-covered services, you will be responsible for the Dentist's Submitted Amount.

If your Dentist is a Nonparticipating Dentist, Delta Dental will base payment on the Nonparticipating Dentist Fee for Covered Services.

If your Dentist is an Out-of-Country Dentist, Delta Dental will base payment on the Out-of-Country Dentist Fee for Covered Services.

For Covered Services rendered by a Nonparticipating Dentist or Out-of-Country Dentist, Delta Dental will send payment to you unless otherwise required by law or contract, and you will be responsible for making full payment to the Dentist. You will be responsible for any difference between Delta Dental's payment and the Dentist's Submitted Amount.

Delta Dental PPO (Standard)

Regardless of your Dentist's participating status, Delta Dental will base its payment on the lesser of the Submitted Amount or the PPO Dentist Schedule.

Delta Dental will send payment directly to Participating Dentists and you will be responsible for any applicable Copayments and/or Deductibles. If your Dentist is not a PPO Dentist, but is a Premier Dentist, you will also be responsible for any difference between the PPO Dentist Schedule and the Premier Dentist Schedule for Covered Services, in addition to Copayments and/or Deductibles. Unless prohibited by state law, you will be responsible for the Maximum Approved Fee for most commonly performed non-covered services. For other non-covered services, you will be responsible for the Dentist's Submitted Amount.

For Covered Services rendered by a Nonparticipating Dentist or Out-of-Country Dentist, Delta Dental will send payment to you unless otherwise required by law or contract, and you will be responsible for making full payment to the Dentist. You will be responsible for any difference between Delta Dental's payment and the Dentist's Submitted Amount.

Orthodontics

If This Plan includes orthodontics, it will be identified on and paid as reflected in your Summary of Dental Plan Benefits.

Covered Services Requiring Multiple Visits

In the event a Covered Service requires more than one (1) visit with your Dentist, payment for the Covered Service will be rendered upon Completion Date.

VII. Benefit Categories

The Benefits covered by This Plan are set forth in your Summary of Dental Plan Benefits.

VIII. Exclusions and Limitations

Exclusions

Delta Dental will make no payment for the following services or supplies, unless otherwise specified in the Summary of Dental Plan Benefits. All charges for these services will be your responsibility:

1. Services for injuries or conditions payable under Workers' Compensation or Employer's Liability laws. Services received from any government agency, political subdivision, community agency, foundation, or similar entity. NOTE: This provision does not apply to any programs provided under, Medicaid or Medicare.
2. Services or supplies, as determined by Delta Dental, for correction of congenital or developmental malformations.
3. Cosmetic surgery or dentistry for aesthetic reasons, as determined by Delta Dental.
4. Services completed or appliances completed before a person became eligible under This Plan. This exclusion does not apply to orthodontic treatment in progress (if a Covered Service).
5. Prescription drugs (except intramuscular injectable antibiotics), premedication, medicaments/ solutions, and relative analgesia.
6. General anesthesia and intravenous sedation for (a) surgical procedures, unless medically necessary, or (b) restorative dentistry.
7. Charges for hospitalization, laboratory tests, histopathological examinations and miscellaneous tests.
8. Charges for failure to keep a scheduled visit with the Dentist.
9. Services or supplies, as determined by Delta Dental, for which no valid dental need can be demonstrated.
10. Services or supplies, as determined by Delta Dental that are investigational in nature, including services or supplies required to treat complications from investigational procedures.
11. Services or supplies, as determined by Delta Dental, which are specialized procedures or techniques.
12. Treatment by other than a Dentist, except for services performed by a licensed dental hygienist under the supervision of a licensed Dentist. Treatment rendered by any other licensed dental professional may be covered only as solely determined by the Contractor and/or Delta Dental.
13. Services or supplies for which the patient is not legally obligated to pay, or for which no charge would be made in the absence of Delta Dental coverage.
14. Services or supplies received due to an act of war, declared or undeclared, or terrorism.
15. Services or supplies covered under a hospital, surgical/medical, or prescription drug program.
16. Services or supplies that are not within the categories of Benefits selected by the Contractor and that are not covered under the terms of this Certificate.
17. Fluoride rinses, self-applied fluorides, or desensitizing medicaments.
18. Caries preventive medicament.
19. Preventive control programs (including oral hygiene instruction, caries susceptibility tests, dietary control, tobacco counseling, home care medicaments, etc.).
20. Space maintainers for maintaining space due to premature loss of anterior primary teeth.
21. Lost, missing, or stolen appliances of any type, or replacement or repair of orthodontic appliances or space maintainers.
22. Cosmetic dentistry, including repairs to facings posterior to the second bicuspid position.
23. Veneers.
24. Prefabricated crowns used as final restorations on permanent teeth.
25. Appliances, surgical procedures, and restorations for increasing vertical dimension; for altering, restoring, or maintaining occlusion; for replacing tooth structure loss resulting from attrition, abrasion, abfraction, or erosion; or for periodontal splinting. If Orthodontic Services are Covered Services, this exclusion will not apply to Orthodontic Services as limited by the terms and conditions of the Contract between Delta Dental and the Contractor.
26. Implant/abutment supported interim fixed denture for edentulous arch.
27. Soft occlusal guard appliances.

28. Paste-type root canal fillings on permanent teeth.
29. Replacement, repair, relines, or adjustments of occlusal guards.
30. Chemical curettage.
31. Services associated with overdentures.
32. Metal bases on removable prostheses.
33. The replacement of teeth beyond the normal complement of teeth.
34. Personalization or characterization of any service or appliance.
35. Temporary crowns used for temporization during crown or bridge fabrication.
36. Posterior bridges in conjunction with partial dentures in the same arch.
37. Precision abutments, attachments and stress breakers.
38. Biologic materials to aid in soft and osseous tissue regeneration when submitted on the same day as tooth extraction, periradicular surgery, soft tissue grafting, guided tissue regeneration and periodontal or implant bone grafting.
39. Bone replacement grafts and specialized implant surgical techniques, including radiographic/surgical implant index.
40. Appliances, restorations, or services for the diagnosis or treatment of disturbances of the temporomandibular joint.
41. Diagnostic photographs and cephalometric films, unless done for orthodontics and orthodontics are a Covered Service.
42. Myofunctional therapy.
43. Mounted case analyses.
44. Molecular, antigen or antibody testing for a public health related pathogen.
45. Vaccinations.
46. Bone replacement grafts when performed in conjunction with a hemisection.
47. Fabrication, adjustment or repair of sleep apnea appliances.
48. Any and all taxes applicable to the services.
49. Processing policies may otherwise exclude payment by Delta Dental for services or supplies.

Delta Dental will make no payment for the following services or supplies. Participating Dentists may not charge Members for these services or supplies. All charges from Nonparticipating Dentists for the following services or supplies are your responsibility:

1. Services or supplies, as determined by Delta Dental, which are not provided in accordance with generally accepted standards of dental practice.
2. The completion of forms or submission of Claims.
3. Consultations, patient screening, or patient assessment when performed in conjunction with examinations or evaluations.
4. Caries risk assessment performed on a Member age 2 or under.
5. Local anesthesia.
6. Acid etching, cement bases, cavity liners, and bases or temporary fillings.
7. Infection control.
8. Temporary, interim, or provisional crowns.
9. Gingivectomy as an aid to the placement of a restoration.
10. The correction of occlusion, when performed with prosthetics and restorations involving occlusal surfaces.
11. Diagnostic casts, when performed in conjunction with restorative or prosthodontic procedures.
12. Palliative treatment, when any other service is provided on the same date except X-rays and tests necessary to diagnose the emergency condition.
13. Post-operative X-rays, when done following any completed service or procedure.
14. Periodontal charting.
15. Pins and preformed posts, when done with core buildups.
16. Any substructure when done for inlays, onlays, and veneers.
17. A pulp cap, when done with a sedative filling or any other restoration. A sedative or temporary filling, when done with pulpal debridement for the relief of acute pain prior to conventional root canal therapy or another endodontic procedure. The opening and drainage of a tooth or palliative treatment, when done by the same Dentist or dental office on the same day as completed root canal treatment.
18. A pulpotomy on a permanent tooth, except on a tooth with an open apex.
19. A therapeutic apical closure on a permanent tooth, except on a tooth where the root is not fully formed.
20. Retreatment of a root canal by the same Dentist or dental office within two years of the original root canal treatment.
21. A prophylaxis or full mouth debridement, when done on the same day as periodontal maintenance or scaling in the presence of gingival inflammation.
22. Scaling in the presence of gingival inflammation when done on the same day as periodontal maintenance.
23. Prophylaxis, scaling in the presence of gingival inflammation, or periodontal maintenance when done within 30 days of three or four quadrants of

scaling and root planing or other periodontal treatment.

24. Full mouth debridement when done within 30 days of scaling and root planing.
25. Scaling and debridement in the presence of inflammation or mucositis of a single implant, including cleaning of the implant surfaces without flap entry and closure, when performed within 12 months of implant restorations, provisional implant crowns and implant or abutment supported interim dentures.
26. Scaling and debridement in the presence of inflammation or mucositis of a single implant, when done on the same day as a prophylaxis, scaling in the presence of gingival inflammation, periodontal maintenance, full mouth debridement, periodontal scaling and root planing, periodontal surgery or debridement of a peri-implant defect.
27. Full mouth debridement, when done on the same day as a comprehensive evaluation.
28. A sealant, sealant repair, preventive resin restoration or interim caries arresting medicament is not payable when done on the same day as a sealant, sealant repair, preventive resin restoration or interim caries arresting medicament performed on the same tooth.
29. An occlusal adjustment, when performed on the same day as the delivery of an occlusal guard.
30. Reline, rebase, or any adjustment or repair within six months of the delivery of a denture.
31. Tissue conditioning, when performed on the same day as the delivery of a denture or the reline or rebase of a denture.
32. Adjustments, temporary relines, or tissue conditioning within three months of delivery of an immediate denture.
33. Periapical and/or bitewing X-rays, when done within a clinically unreasonable period of time of performing panoramic and/or full mouth X-rays, as determined solely by Delta Dental.
34. Charges or fees for overhead, internet/video connections, software, hardware or other equipment necessary to deliver services, including but not limited to teledentistry services.
35. Capture only images which are not associated with any interpretation or reporting.
36. Frenulectomy when performed on the same day as any other surgical procedure(s) in the same surgical area by the same dentist or dental office.
37. Implant removal when performed within three (3) months of an implant/mini-implant on the same tooth by the same dentist or dental office.
38. Scaling and root planing when performed on the same day as surgical root repair or exposures.
39. Surgical repair or exposure of root when performed on the same day as endodontic or periodontal surgical procedures.

40. Intraorifice barriers.

41. Excision of benign lesions when performed in the same area and on the same day as another surgical procedure by the same dentist or dental office.
42. Processing policies may otherwise exclude payment by Delta Dental for services or supplies.

Limitations

The Benefits for the following services or supplies are limited as follows, unless otherwise specified in the Summary of Dental Plan Benefits. All charges for services or supplies that exceed these limitations will be your responsibility. All time limitations are measured from the actual date (i.e., to the day) of the applicable prior dates of services in our records with any Delta Dental Member Plan or, at the request of your Contractor, any dental plan:

1. Bitewing X-rays are payable once per calendar year, unless a full mouth X-ray which include bitewings has been paid in that same year.
2. Panoramic or full mouth X-rays (which may include bitewing X-rays) are payable once in any five-year period.
3. Any combination of teeth cleanings (prophylaxes, full mouth debridement, scaling in the presence of inflammation, and periodontal maintenance procedures) are payable twice per calendar year. Full mouth debridement is payable once in a lifetime.
4. Oral examinations and evaluations (not including limited problem focused evaluations or patient screenings) are only payable twice per calendar year, regardless of the Dentist's specialty.
5. Patient screening is payable once per calendar year.
6. Preventive fluoride treatments are payable twice per calendar year for people age 18 and under.
7. Bilateral space maintainers are payable once per arch in a lifetime for people age 13 and under.
8. Unilateral space maintainers are payable once per quadrant in a lifetime for people age 13 and under.
9. A distal shoe space maintainer is payable for first permanent molars once per quadrant for people age 8 and under.
10. Cast restorations (including jackets, crowns and onlays) and associated procedures (such as core buildups and post substructures) are payable once in any five-year period per tooth. Subsequent minor restorations on the same tooth are also subject to this five-year limitation.
11. Crowns or onlays are payable only for extensive loss of tooth structure due to caries (decay) or fracture (lost or mobile tooth structure).
12. Individual crowns over implants are payable at the prosthodontic benefit level once in a five-year period.

13. Substructures, porcelain, porcelain substrate, and cast restorations are not payable for age 11 and under.
14. Hard full or partial arch occlusal guards are payable once in a lifetime.
15. An interim partial denture is payable only for the replacement of permanent anterior teeth for people age 16 and under or during the healing period for people age 17 and over.
16. Biologic materials to aid in soft and osseous tissue regeneration are payable once per natural tooth in a 36-month period.
17. Prosthodontic Services limitations:
 - a. One complete upper and one complete lower denture, and any implant used to support a denture, are payable once in any five-year period.
 - b. A removable partial denture, endosteal implant (other than to support a denture), or fixed bridge is payable once in any five-year period unless the loss of additional teeth requires the construction of a new appliance.
 - c. A removable unilateral partial denture is payable once per quadrant in any five-year period unless the loss of additional teeth requires the construction of a new appliance.
 - d. Fixed bridges and removable partial dentures are not payable for people age 15 and under.
 - e. Rebase hybrid prostheses are payable once in any five-year period per appliance.
 - f. A reline or the complete replacement of denture base material is payable once in any three-year period per appliance.
 - g. Implant removal is payable once per lifetime per tooth or area.
 - h. Implant maintenance is payable once per any 12-month period.
 - i. Removal of a broken implant retaining screw is payable once in a five-year period.
18. Orthodontic Services limitations, if covered under your Plan pursuant to your Summary of Dental Plan Benefits:
 - a. Orthodontic Services are payable for Members pursuant to the age limits specified in your Summary of Dental Plan Benefits.
 - b. If the treatment plan terminates before completion for any reason, Delta Dental's obligation for payment ends on the last day of the month in which the patient was last treated.
 - c. Upon written notification to Delta Dental and to the patient, a Dentist may terminate treatment for lack of patient interest and cooperation. In those cases, Delta Dental's obligation for

payment ends on the last day of the month in which the patient was last treated.

19. Delta Dental's obligation for payment of Benefits ends on the last day of coverage. However, Delta Dental will make payment for Covered Services provided on or before the last day of coverage, as long as Delta Dental receives a Claim for those services within one year of the date of service.
20. When services in progress are interrupted, Delta Dental will not issue payment for any incomplete services; however, Delta Dental will calculate the Maximum Approved Fee that the dentist may charge you for such incomplete services, and those charges will be your responsibility. In the event the interrupted services are completed later by a Dentist, Delta Dental will review the Claim to determine the amount of payment, if any, to the Dentist in accordance with Delta Dental's policies at the time services are completed.
21. Care terminated due to the death of a Member will be paid to the limit of Delta Dental's liability for the services completed or in progress.
22. Optional treatment: If you select a more expensive service than is customarily provided, Delta Dental may make an allowance for certain services based on the fee for the customarily provided service. You are responsible for the difference in cost. In all cases, Delta Dental will make the final determination regarding optional treatment and any available allowance.

Listed below are services for which Delta Dental will provide an allowance for optional treatment. Remember, you are responsible for the difference in cost for any optional treatment.

- a. Resin, porcelain fused to metal, and porcelain crowns (including implant crowns), bridge retainers, or pontics on posterior teeth – Delta Dental will pay only the amount that it would pay for a full metal crown.
- b. Overdentures – Delta Dental will pay only the amount that it would pay for a conventional denture.
- c. Resin, or porcelain/ceramic onlays on posterior teeth – Delta Dental will pay only the amount that it would pay for a metallic onlay.
- d. Inlays, regardless of the material used – Delta Dental will pay only the amount that it would pay for an amalgam or composite resin restoration.
- e. All-porcelain/ceramic bridges – Delta Dental will pay only the amount that it would pay for a conventional fixed bridge.
- f. Implant/abutment supported complete or partial dentures – Delta Dental will pay only the amount that it would pay for a conventional denture.

- g. Gold foil restorations – Delta Dental will pay only the amount that it would pay for an amalgam or composite restoration.
- h. Posterior stainless steel crowns with esthetic facings, veneers or coatings – Delta Dental will pay only the amount that it would pay for a conventional stainless steel crown.

23. Maximum Payment:

- a. All Benefits available under This Plan are subject to the Maximum Payment limitations set forth in your Summary of Dental Plan Benefits.
- 24. If a Deductible amount is stated in the Summary of Dental Plan Benefits, Delta Dental will not pay for any services or supplies, in whole or in part, to which the Deductible applies until the Deductible amount is met.
 - 25. Caries risk assessments are payable once in any 12-month period for Members age 3-18.
 - 26. Assessments of salivary flow by measurement are payable once in any 36-month period.
 - 27. Scaling and debridement in the presence of inflammation or mucositis of a single implant is payable once per tooth in any 24-month period.
 - 28. A sealant, sealant repair, preventive resin restoration or interim caries arresting medicament is not payable when done on the same day as restoration involving the occlusal surface.
 - 29. Interim caries arresting medicament is payable twice per tooth per Benefit Year and is limited to five (5) applications per day.
 - 30. Sealants are covered once per tooth per lifetime on first permanent molars for Members age 9 and under.
 - 31. Sealants are covered once per tooth per lifetime on second permanent molars for Members age 14 and under.
 - 32. One cone beam CT is allowed within a 12-month period except when performed for TMD treatment.
 - 33. Restorations performed within two (2) months of caries arresting medicament.
 - 34. Processing policies may otherwise limit payment by Delta Dental for services or supplies.

Delta Dental will make no payment for services or supplies that exceed the following limitations. All charges are your responsibility. However, Participating Dentists may not charge Members for these services or supplies when performed by the same Dentist or dental office. All time limitations are measured from the actual date (i.e., to the day) of the applicable prior dates of services in our records with any Delta Dental Member Plan or, at the request of your Contractor, any dental plan.

- 1. Amalgam and composite resin restorations are payable once in any two-year period, regardless of

- the number or combination of restorations placed on a surface.
- 2. Core buildups and other substructures are payable only when needed to retain a crown on a tooth with excessive breakdown due to caries (decay) and/or fractures.
- 3. Recementation of a crown, onlay, inlay, veneer, space maintainer, or bridge within six months of the seating date.
- 4. Retention pins are payable once in any two-year period. Only one substructure per tooth is a Covered Service.
- 5. Root planing is payable once in any two-year period.
- 6. Periodontal surgery is payable once in any three-year period.
- 7. A complete occlusal adjustment is payable once in any five-year period. The fee for a complete occlusal adjustment includes all adjustments that are necessary for a five-year period. A limited occlusal adjustment is not payable more than three times in any five-year period. The fee for a limited occlusal adjustment includes all adjustments that are necessary for a six-month period.
- 8. Tissue conditioning is payable twice per arch in any three-year period.
- 9. The allowance for a denture repair (including reline or rebase) will not exceed half the fee for a new denture.
- 10. Services or supplies, as determined by Delta Dental, which are not provided in accordance with generally accepted standards of dental practice.
- 11. Scaling and debridement in the presence of inflammation or mucositis of a single implant is payable once per tooth in any 24-month period when performed by the same office.
- 12. A sealant, sealant repair, preventive resin restoration or interim caries arresting medicament is not payable when done on the same day as restorations involving the occlusal surface when performed by the same office.
- 13. A sealant, sealant repair or preventive resin restoration is not payable when performed within 24 months of a sealant, sealant repair or preventive resin restoration performed on the same tooth.
- 14. One caries risk assessment is allowed on the same date of service.
- 15. One caries risk assessment is allowed within a 12-month period when done by the same dentist/dental office.
- 16. One assessment of salivary flow by measurement is allowed within a 12-month period when done by the same dentist/dental office.
- 17. Processing policies may otherwise limit payment by Delta Dental for services or supplies.

IX. Coordination of Benefits

Coordination of Benefits ("COB") applies to This Plan when a Person has health care coverage under more than one plan. "Plan" is defined below.

The order of benefit determination rules governs the order in which each Plan will pay a claim for benefits. The Plan that pays first is called the Primary Plan. The Primary Plan must pay benefits in accordance with its policy terms without regard to the possibility that another Plan may cover some expenses. The Plan that pays after the Primary Plan is the Secondary Plan. The Secondary Plan may reduce the benefits it pays so that payments from all Plans does not exceed 100 percent of the total Allowable Expense.

Definitions

Plan

A Plan is any of the following that provides benefits or services for medical or dental care or treatment. If separate contracts are used to provide coordinated coverage for members of a group, the separate contracts are considered parts of the same Plan and there is no COB among those separate contracts.

1. Plan includes: group and non-group insurance contracts, health insuring corporation ("HIC") contracts, Closed Panel Plans or other forms of group or group-type coverage (whether insured or uninsured); medical care components of long-term care contracts, such as skilled nursing care; medical benefits under group or individual automobile contracts; and Medicare or any other federal governmental plan, as permitted by law.
2. Plan does not include: hospital indemnity coverage or other fixed indemnity coverage; accident only coverage; specified disease or specified accident coverage; supplemental coverage as described in Revised Code sections 3923.37 and 1751.56; school accident type coverage; benefits for non-medical components of long-term care policies; Medicare supplement policies; Medicaid policies; or coverage under other federal governmental plans, unless permitted by law.

Each contract for coverage under (1) or (2) above is a separate Plan. If a Plan has two parts and COB rules apply only to one of the two, each of the parts is treated as a separate Plan.

This Plan

For purposes of this Article IX, This Plan means, the part of the contract providing the health care benefits to which the COB provision applies and which may be reduced because of the benefits of other Plans. Any other part of the contract providing health care benefits is separate from This Plan. A contract may apply one COB provision to certain benefits, such as dental benefits, coordinating only with similar benefits, and may apply another COB provision to coordinate other benefits.

Order of Benefit Determination Rules

The Order of Benefit Determination Rules determine whether This Plan is a Primary Plan or Secondary Plan when the person has health care coverage under more than one Plan.

When This Plan is primary, it determines payment for its Benefits first before those of any other Plan without considering any other Plan's Benefits. When This Plan is secondary, it determines its Benefits after those of another Plan and may reduce the Benefits it pays so that all Plan benefits do not exceed 100 percent of the total Allowable Expense.

Allowable Expense

Allowable Expense is a health care expense, including deductibles, coinsurance and copayments, that is covered at least in part by any Plan covering the person. When a Plan provides benefits in the form of services, the reasonable cash value of each service will be considered an Allowable Expense and a benefit paid. An expense that is not covered by any Plan covering the person is not an Allowable Expense. In addition, any expense that a provider by law or in accordance with a contractual agreement is prohibited from charging a covered person is not an Allowable Expense.

The following are examples of expenses that are not Allowable Expenses:

1. If a person is covered by two or more Plans that compute their benefit payments on the basis of usual and customary fees or relative value schedule reimbursement methodology or other similar reimbursement methodology, any amount in excess of the highest reimbursement amount for a specific benefit is not an Allowable Expense.
2. If a person is covered by two or more Plans that provide benefits or services on the basis of negotiated fees, an amount in excess of the highest of the negotiated fees is not an Allowable Expense.
3. If a person is covered by one Plan that calculates its benefits or services on the basis of usual and customary fees or relative value schedule reimbursement methodology or other similar reimbursement methodology and another plan that provides its benefits or services on the basis of negotiated fees, the Primary Plan's payment arrangement shall be the Allowable Expense for all Plans.
4. Notwithstanding numbers 1, 2, and 3 above, if the provider has contracted with the Secondary Plan to provide the benefit or service for a specific negotiated fee or payment amount that is different than the Primary Plan's payment arrangement and if the provider's contract permits, the negotiated fee or payment shall be the Allowable Expense used by the Secondary Plan to determine its benefits.
5. The amount of any benefit reduction by the Primary Plan because a covered person has failed to comply with the Plan provisions is not an

Allowable Expense. Examples of these types of plan provisions include second surgical opinions, precertification of admissions, and preferred provider arrangements.

Closed Panel Plan

Closed Panel Plan is a Plan that provides health care benefits to covered persons primarily in the form of services through a panel of providers that have contracted with or are employed by the Plan, and that excludes coverage for services provided by other providers, except in cases of emergency or referral by a panel member.

Custodial Parent

Custodial Parent is the parent awarded custody by a court decree or, in the absence of a court decree, is the parent with whom the Child resides more than one half of the calendar year excluding any temporary visitation.

Order of Benefits Determination Rules

When a person is covered by two or more Plans, the rules for determining the order of benefit payments are as follows:

1. The Primary Plan pays or provides its benefits according to its terms of coverage and without regard to the benefits under any other Plan.
2. Except as provided in paragraph 3 below, a Plan that does not contain a COB provision that is consistent with Ohio regulation is always primary unless the provisions of both Plans state that the complying Plan is primary.
3. Coverage that is obtained by virtue of membership in a group that is designed to supplement a part of a basic package of benefits and provides that this supplementary coverage shall be excess to any other parts of the Plan provided by the contract holder. Examples of these types of situations are major medical coverages that are superimposed over base Plan hospital and surgical benefits, and insurance type coverages that are written in connection with a Closed Panel Plan to provide out-of-network benefits.
4. A Plan may consider the benefits paid or provided by another Plan in calculating payment of its benefits only when it is secondary to that other Plan.
5. Each Plan determines its order of benefits using the first of the following rules that apply:

Non-Dependent or Dependent. The plan that covers the Person other than as a dependent, for example as an employee, member, policyholder, subscriber or retiree is the Primary Plan and the plan that covers the person as a dependent is the Secondary Plan. However, if the Person is a Medicare beneficiary and, as a result of federal law, Medicare is secondary to the Plan covering the person as a dependent, and primary to the Plan covering the person as other than a dependent (e.g. a retired employee), then the

order of benefits between the two Plans is reversed so that the Plan covering the person as an employee, member, policyholder, subscriber or retiree is the Secondary Plan and the other Plan is the Primary Plan.

Dependent Child covered under more than one Plan. Unless there is a court decree stating otherwise, when a dependent Child is covered by more than one Plan the order of benefits is determined as follows:

- a. For a dependent Child whose parents are married or are living together, whether or not they have ever been married:
 - ◆ The Plan of the parent whose birthday falls earlier in the calendar year is the Primary Plan; or
 - ◆ If both parents have the same birthday, the Plan that has covered the parent the longest is the Primary Plan.

However, if one spouse's Plan has some other coordination rule (for example, a "gender rule" which says the father's Plan is always primary), we will follow the rules of that Plan.

- b. For a dependent Child whose parents are divorced or separated or not living together, whether or not they have ever been married:
 - ◆ If a court decree states that one of the parents is responsible for the dependent Child's health care expenses or health care coverage and the Plan of that parent has actual knowledge of those terms, that Plan is primary. This rule applies to plan years commencing after the Plan is given notice of the court decree;
 - ◆ If a court decree states that both parents are responsible for the dependent Child's health care expenses or health care coverage, the provisions of subparagraph (a) above shall determine the order of benefits;
 - ◆ If a court decree states that the parents have joint custody without specifying that one parent has responsibility for the health care expenses or health care coverage of the dependent Child, the provisions of subparagraph (a) above shall determine the order of benefits; or
 - ◆ If there is no court decree allocating responsibility for the dependent Child's health care expenses or health care coverage, the order of benefits for the Child are as follows:
 - (1) The Plan covering the Custodial Parent;
 - (2) The Plan covering the spouse of the Custodial Parent;
 - (3) The Plan covering the non-custodial parent; and then

- (4) The Plan covering the spouse of the non-custodial parent.
- c. For a dependent Child covered under more than one Plan of individuals who are not the parents of the Child, the provisions of subparagraph (a) or (b) above shall determine the order of benefits as if those individuals were the parents of the Child.

Active employee or retired or laid-off

employee. The Plan that covers a person as an active employee, that is, an employee who is neither laid off nor retired, is the Primary Plan. The Plan covering that same person as a retired or laid-off employee is the Secondary Plan. The same would hold true if a person is a dependent of an active employee and that same person is a dependent of a retired or laid-off employee. If the other Plan does not have this rule, and as a result, the Plans do not agree on the order of benefits, this rule is ignored. This rule does not apply if the rule labeled "Non-Dependent or Dependent" can determine the order of benefits.

COBRA or state continuation coverage. If a person whose coverage is provided pursuant to COBRA or under a right of continuation provided by state or other federal law is covered under another Plan, the Plan covering the person as an employee, member, subscriber, or retiree or covering the person as a dependent of an employee, member, subscriber, or retiree is the Primary Plan and the COBRA or state or other federal continuation coverage is the Secondary Plan. If the other Plan does not have this rule, and as a result, the Plans do not agree on the order of benefits, this rule is ignored. This rule does not apply if the rule labeled "Non-Dependent or Dependent" can determine the order of benefits.

Longer or shorter length of coverage. The Plan that covered the person as an employee, member, policyholder, subscriber, or retiree longer is the Primary Plan and the Plan that covered the person the shorter period of time is the Secondary Plan.

If the preceding rules do not determine the order of benefits, the Allowable Expenses shall be shared equally between the Plans meeting the definition of Plan. In addition, This Plan will not pay more than it would have paid had it been the primary plan.

Effect on the Benefits of This Plan

When This Plan is secondary, it may reduce its Benefits so that the total benefits paid or provided by all Plans during a plan year are not more than the total Allowable Expenses. In determining the amount to be paid for any claim, the Secondary Plan will calculate the benefits it would have paid in the absence of other health care coverage and apply that calculated amount to any Allowable Expense under its Plan that is unpaid by the Primary Plan. The Secondary Plan may then reduce its payment by the amount so that, when combined with the amount paid by the Primary Plan, the total benefits paid or

provided by all Plans for the claim do not exceed the total Allowable Expense for that claim. In addition, the Secondary Plan shall credit to its Plan deductible any amounts it would have credited to its deductible in the absence of other health care coverage.

If a covered person is enrolled in two or more Closed Panel Plans and if, for any reason, including the provision of service by a non-panel provider, Benefits are not payable by one Closed Panel Plan, COB shall not apply between that Plan and other Closed Panel Plans.

Right to Receive and Release Needed Information

Certain facts about health care coverage and services are needed to apply these COB rules and to determine benefits payable under This Plan and other Plans. Delta Dental may get the facts it needs from or give them to other organizations or persons for the purpose of applying these rules and determining benefits payable under This Plan and other Plans covering the person claiming benefits. Delta Dental need not tell, or get the consent of, any person to do this. Each person claiming Benefits under This Plan must give Delta Dental any facts it needs to apply those rules and determine Benefits payable.

Facility of Payment

A payment made under another plan may include an amount that should have been paid under This Plan. If it does, Delta Dental may pay that amount to the organization that made that payment.

That amount will then be treated as though it were a Benefit paid under This Plan. Delta Dental will not have to pay that amount again. The term "payment made" includes providing benefits in the form of services, in which case "payment made" means the reasonable cash value of the benefits provided in the form of services.

Right of Recovery

If the amount of the payments made by Delta Dental is more than it should have paid under this COB provision, it may recover the excess from one or more of the persons it has paid or for whom it has paid, or any other person or organization that may be responsible for the benefits or services provided for the covered person. The "amount of the payments made" includes the reasonable cash value of any benefits provided in the form of services.

Coordination Disputes

If you believe that we have not paid a claim properly, you should first attempt to resolve the problem by contacting us. You or your Dentist should contact Delta Dental's Customer Service department and ask them to check the claim to make sure it was processed correctly. You may do this by calling the toll-free number, 800-870-9988, and speaking to a telephone advisor. You may also mail your inquiry to the Customer Service Department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089. You may also follow the Claims Appeal Procedure below. If you are still not satisfied, you may call the Ohio Department of Insurance for

instructions on filing a consumer complaint. Call 1-800-686-1526 or visit the Department's website at <http://insurance.ohio.gov>.

X. Reconsideration and Claims Appeal Procedure

Reconsideration

If you receive notice of an Adverse Benefit Determination and you think that Delta Dental incorrectly denied all or part of your Claim, you or your Dentist may contact Delta Dental's Customer Service department and ask them to reconsider the Claim to make sure it was processed correctly. You may do this by calling the toll-free number, 800-524-0149, and speaking to a telephone advisor. You may also mail your inquiry to the Customer Service Department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089.

When writing, please enclose a copy of your explanation of benefits and describe the problem. Be sure to include your name, telephone number, the date, and any information you would like considered about your Claim.

A request for reconsideration is not required and should not be considered a formal request for review of a denied Claim. Delta Dental provides this opportunity for you to describe problems or submit an explanation or additional information that might indicate your Claim was improperly denied, and allow Delta Dental to correct any errors quickly and immediately.

Whether or not you have asked Delta Dental informally to reconsider its initial determination, you can request a formal review using the Formal Claims Appeal Procedure described below.

Formal Claims Appeal Procedure

If you receive notice of an Adverse Benefit Determination, you, or your Authorized Representative, should seek a review as soon as possible, but **you must file your request for review within 180 days** of the date that you received that Adverse Benefit Determination.

To request a formal review of your Claim, send your request in writing to:

**Dental Director
Delta Dental
P.O. Box 30416
Lansing, Michigan 48909-7916**

Please include your name and address, the Enrollee's Member ID, the reason why you believe your Claim was wrongly denied, and any other information you believe supports your Claim. You also have the right to review the contract between Delta Dental and the Contractor and any documents related to it. If you would like a record of your request and proof that Delta Dental received it, mail your request certified mail, return receipt requested.

The Dental Director or any person reviewing your Claim will not be the same as, nor subordinate to, the person(s) who initially decided your Claim. The reviewer will grant no deference to the prior decision about your Claim. The reviewer will assess the information, including any additional information that

you have provided, as if he or she were deciding the Claim for the first time. The reviewer's decision will take into account all comments, documents, records and other information relating to your Claim even if the information was not available when your Claim was initially decided.

If the decision is based, in whole or in part, on a dental or medical judgment (including determinations with respect to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate), the reviewer will consult a dental health care professional with appropriate training and experience, if necessary. The dental health care professional will not be the same individual or that person's subordinate consulted during the initial determination.

The reviewer will make a determination within 60 days of receipt of your request. If your Claim is denied on review (in whole or in part), you will be notified in writing. The notice of an Adverse Benefit Determination during the Formal Claims Appeal Procedure will meet the requirements described below.

Manner and Content of Notice

Your notice of an Adverse Benefit Determination will inform you of the specific reasons(s) for the denial, the pertinent plan provisions(s) on which the denial is based, the applicable review procedures for dental Claims, including time limits and that, upon request, you are entitled to access all documents, records and other information relevant to your Claim free of charge. This notice will also contain a description of any additional materials necessary to complete your Claim, an explanation of why such materials are necessary, and a statement that you have a right to bring a civil action in court if you receive an Adverse Benefit Determination after your Claim has been completely reviewed according to this Formal Claims Appeal Procedure. The notice will also reference any internal rule, guideline, protocol, or similar document or criteria relied on in making the Adverse Benefit Determination, and will include a statement that a copy of such rule, guideline or protocol may be obtained upon request at no charge. If the Adverse Benefit Determination is based on a matter of medical judgment or medical necessity, the notice will also contain an explanation of the scientific or clinical judgment on which the determination was based, or a statement that a copy of the basis for the scientific or clinical judgment can be obtained upon request at no charge.

If you are still not satisfied, you may contact the Ohio Department of Insurance for instructions on filing a consumer complaint by calling 614-644-2673 or 800-686-1526. You may also write to the Consumer Services Division of the Ohio Department of Insurance, 50 W. Town St., Third Floor, Suite 300, Columbus, Ohio, 4321543215 or visit the Department's website at <http://insurance.ohio.gov>.

XI. Termination of Coverage

Your Delta Dental coverage may automatically terminate:

- ◆ When the Contractor advises Delta Dental to terminate your coverage.
- ◆ On the first day of the month for which the Contractor has failed to pay Delta Dental.
- ◆ For fraud or misrepresentation in the submission of any Claim.
- ◆ For your Dependent, when they no longer qualify as a Dependent.
- ◆ For any other reason stated in the Contract between Delta Dental and the Contractor.

Delta Dental will not continue eligibility for any person covered under This Plan beyond the termination date requested by the Contractor. A person whose eligibility is terminated may not continue group coverage under this Certificate, except as required by the continuation coverage provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 or comparable, non-preempted state law ("COBRA").

XII. Continuation of Coverage

If the Contractor is required to comply with COBRA and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and your dental coverage would otherwise end, you and your Dependents may have the right to continue that coverage at your expense.

When is Plan Continuation Coverage Available?

Continuation coverage is available if your coverage or a covered Dependent's coverage would end because:

1. Your employment, if applicable, ends for any reason other than your gross misconduct.
2. You do not qualify as an Enrollee as set forth in your Summary of Dental Plan Benefits.
3. You are divorced or legally separated.
4. You die.
5. Your Dependent is no longer a Dependent.
6. You become enrolled in Medicare (if applicable).
7. You are called to active duty in the armed forces of the United States.

If you believe you are entitled to continuation coverage, you should contact the Contractor to receive the appropriate documentation required under the Employee Retirement Income Security Act of 1974 ("ERISA").

XIII. General Conditions

Assignment

Services and Benefits are for the personal benefit of Members and cannot be transferred or assigned, other than to pay Participating Dentists directly.

Subrogation and Right of Reimbursement

To the extent that This Plan provides or pays Benefits for Covered Services, Delta Dental is subrogated to any right you and/or your Dependent has to recover from another party or entity, including but not limited

to, that party's insurer, or any other insurer that you or your Dependent may have, which would have been the primary payer if not for the payments made by Delta Dental. This includes but is not limited to, automobile, home, and other liability insurers, as well as any other group health plans.

To the extent that Delta Dental has a subrogation right, you and/or your Dependent must:

1. Provide Delta Dental with any information necessary to identify any other person, entity or plan that may be obligated to provide payments or benefits for the Covered Services that were paid for by Delta Dental,
2. Cooperate fully in Delta Dental's exercise of its right to subrogation and reimbursement,
3. Not do anything to prejudice those rights (such as settling a claim against another party without notifying Delta Dental, or not including Delta Dental as a co-payee of any settlement amount),
4. Sign any document that Delta Dental determines is relevant to protect Delta Dental's subrogation and reimbursement rights, and
5. Provide relevant information when requested.

The term "information" includes any documents, insurance policies, and police or other investigative reports, as well as any other facts that may reasonably be requested to help Delta Dental enforce its rights. Failure by you or your Dependent to cooperate with Delta Dental may result, at the discretion of Delta Dental, in a reduction of future benefit payments available to you or your Dependent under This Plan of an amount up to the aggregate amount paid by Delta Dental that was subject to Delta Dental's equitable lien, but for which Delta Dental was not reimbursed. Please note that Delta Dental's recovery pursuant to this section is subject to your rights as a subrogee as set forth in ORC Section 2323.44.

Obtaining and Releasing Information

While you and/or your Dependent(s) are enrolled in This Plan, you and/or your Dependent(s) agree to provide Delta Dental with any information it needs to process Claims and administer Benefits for you and/or your Dependent(s). This includes allowing Delta Dental access to your dental records.

Dentist-Patient Relationship

Members are free to choose any Dentist. Each Dentist is solely responsible for the treatment and/or dental advice provided to the Member, and Delta Dental does not have any liability resulting therefrom.

Loss of Eligibility During Treatment

If a Member loses eligibility while receiving dental treatment, only Covered Services received while that person was covered under This Plan will be payable.

Certain services begun before the loss of eligibility may be covered if they are completed within 60 days from the date of termination. In those cases, Delta Dental evaluates those services in progress to determine what portion may be paid by Delta Dental.

The difference between Delta Dental's payment and the total fee for those services is your responsibility. This provision does not apply to orthodontics if covered under This Plan.

Late Claims Submission

Delta Dental will make no payment for services or supplies if a Claim for such has not been received by Delta Dental within one year following the date the services or supplies were completed. In the event that a Participating Provider submits a Claim more than one year from the date of service, Delta Dental will deny that portion of the Claim that Delta Dental would have paid if the Claim had been timely submitted, and such denied portion of the Claim will not be chargeable to the Member. However, you will remain responsible for any applicable Deductible and/or Copayment. In the event that a Nonparticipating Provider submits a Claim more than one year from the date of service, Delta Dental will Deny the Claim and you may be responsible for the full amount.

Change of Certificate or Contract

No changes to this Certificate, your Summary of Dental Plan Benefits, or the underlying contract are valid unless Delta Dental approves them in writing.

Actions

You cannot bring an action on a legal claim arising out of or related to this Certificate unless you have provided at least 60 days' written notice to Delta Dental, unless prohibited by applicable state law. In addition, you cannot bring an action more than three years after the legal claim first arose or after expiration of the applicable statute of limitations, whichever is shorter. Any person seeking to do so will be deemed to have waived his or her right to bring suit on such legal claim. Except as set forth above, this provision does not preclude you from seeking a judicial decision or pursuing other available legal remedies.

Change of Status

You must notify Delta Dental, through the Contractor, of any event that changes the status of a Dependent. Events that can affect the status of a Dependent include, but are not limited to, marriage, birth, death, divorce, and entrance into military service.

Governing Law

This Certificate and the underlying group Contract will be governed by and interpreted under the laws of the state of Ohio.

Right of Recovery Due to Fraud

If Delta Dental pays for services that were sought or received under fraudulent, false, or misleading pretenses or circumstances, pays a Claim that contains false or misrepresented information, or pays a Claim that is determined to be fraudulent due to your acts or acts of your Dependents, it may recover that payment from you or your Dependents. Delta Dental may recover any payment determined to be based on false, fraudulent, misleading, or misrepresented information by deducting that amount from any payments properly

due to you or your Dependents. Delta Dental will provide an explanation of the payment recovery at the time the deduction is made.

Insolvency

Delta Dental is not a member of any guaranty fund, and in the event of Delta Dental's insolvency, Enrollees are protected only to the extent that the hold harmless provision required by section 1751.13 of the Ohio Revised Code applies to the health care services rendered.

In the event of insolvency of Delta Dental, an Enrollee may be financially responsible for health care services rendered by a provider or health care facility that is not under contract with Delta Dental, whether or not Delta Dental authorized the use of the provider or health care facility.

Legally Mandated Benefits

If any applicable law requires broader coverage or more favorable treatment for you or your Dependents than is provided by this Certificate, that law shall control over the language of this Certificate.

Any person intending to deceive an insurer, who knowingly submits an application or files a Claim containing a false or misleading statement, is guilty of insurance fraud.

Insurance fraud significantly increases the cost of health care. If you are aware of any false information submitted to Delta Dental, please call our toll-free hotline. We only accept anti-fraud calls at this number.

ANTI-FRAUD TOLL-FREE HOTLINE:

800-524-0147

Mayor's Office
Jennifer Clemens
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **November 14, 2022**

TO: **Finance and Administration Committee**

RE: **Media Promotions Agreement for 2023 Tomato Festival**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Emergency/Suspension: Emergency

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

An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprises (MPE) for the 2023 Tomato Festival.

Request authorization to enter into contract with MPE for an amount not to exceed \$150,000 for professional services as the booking agent and production services (portable stage, sound system, lighting, backline equipment) for the 2023 Tomato Festival

\$120,000 will be budgeted to account number 110.344.5339 (Misc. Contract Services) in the 2023 Budget

\$30,000 we be deposited from remaining funds of the 2022 Budget from account number 110.344.5339 (Misc.Contract Services)

Statement of necessity for Emergency passage: Three reads and then emergency approval to allow for negotiations prior to the end of this year.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT

Mayor's Office
Jennifer Clemens
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

**WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2023 TOMATO
FESTIVAL, AND DECLARING AN EMERGENCY**

WHEREAS, the City of Reynoldsburg, in preparation of the 2023 Tomato Festival needs to secure entertainment contracts well advance of the event; and

WHEREAS, the City has successfully used Media Promotion Enterprises (MPE) as the contractor that negotiates and handles the various agreements with performing artists; and

WHEREAS, the Mayor is authorized to begin the process to secure entertainment for the 2023 Tomato Festival.

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

SECTION 1. That the Mayor be and is hereby authorized to enter into an agreement with Media Promotion Enterprises (MPE) for a price not to exceed one hundred and fifty thousand dollars (\$150,000.00).

SECTION 2. That \$120,000.00 will be budgeted in account #110.344.5339 Miscellaneous Contract Services in the 2023 Budget with \$30,000.00 being deposited from the remaining funds in the 2022 Budget from account #110.344.5339 Miscellaneous Contract Services.

SECTION 3. That this Ordinance is deemed to be an emergency measure for the financial needs of the city in order to schedule and secure talent between now and the end of the year. Therefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



MEDIA PROMOTION ENTERPRISES

TALENT AND PRODUCTION CONTRACT

This agreement, and the attached addenda herein, duly executed this 28 September 2022, between **Media Promotion Enterprises** (herein known as "Producer") and the **City of Reynoldsburg f/s/o Reynoldsburg Tomato Festival** (herein known as "Purchaser") shall verify the terms and conditions of our agreement regarding the following entertainment event.

Artists: Thursday – Artist TBD
Friday – Artist TBD
Saturday – Artist TBD

Dates: August 2023 – Dates TBD

Location: Huber Park, Reynoldsburg, OH

Event: Reynoldsburg Tomato Festival

Times: Approx. 9:00PM TBD

OBLIGATIONS OF PRODUCER

1. **Artist**
MPE is to research and present options for the 2023 festival.
2. **Production**
Producer agrees to provide a professional production package to meet the needs of the Artist/s. This includes the following:
 - 1 – Covered portable stage with sound fly-bays (40x30 feet)
 - 1 – Professional public address system per Artist/s specifications
 - 1 – Professional lighting package per Artists/s specifications
 - 1 – Backline equipment if applicable per Artist/s specifications.
3. **Ground Transportation**
Producer agrees to provide all local ground transportation from the Airport, Hotel, and Venue.
4. **Staffing**
Producer agrees to provide on-site staff to facilitate the needs of the Artist/s and production crew.
5. **Hospitality**
Producer agrees to provide stage water, towels, and bus stock, and other hospitality and rider requirements as needed by each Artist/s.
6. **Lodging**
Producer agrees to provide full service hotel accommodations for Artists if needed at a 4 star or higher hotel property.

(304) 697-4222
(800) 788-4006
(800) 494-7315 FAX

Professional Entertainment

1
423 Sixth Avenue
Huntington, WV 25701
www.mpe-entertainment.com

Attachment: MPE-ContractTomatoFestival2023Ver1 (136-2022 : 2023 Tomato Festival Contract-Media)



MEDIA PROMOTION ENTERPRISES

OBLIGATIONS OF PURCHASER

1. **Venue Access**
PURCHASER agrees to avail premises to MPE beginning Wednesday if needed for production load-in and through Saturday for load-out in order to execute the requirements of ARTIST'S contract.
2. **Electric**
PURCHASER agrees to provide power as needed to fulfill the requirements of MPE's contract with the ARTIST. If utilizing generator power 1 - 200amp 3phase service for sound and 1 – 200amp 3phase service for lighting will be required.
3. **Tent**
PURCHASER agrees to provide a 20x20 tent stage left for use by the production and Artist/s if available. This may be utilized for merchandise sales as well.
4. **Labor**
PURCHASER agrees to provide **6 strong, able bodied**, and sober individuals for production load-in on Wednesday and load-in and load-out of Headlining Artists on Thursday, Friday and Saturday Times are TBD and will be listed on the final production schedule.
5. **Hotel Accommodations**
PURCHASER to provide hotel accommodations for ARTIST and crew not to exceed \$7500.00. A rooming list shall be provided a minimum of thirty (30) days before show date to ensure availability of rooms.
6. **Catering/Meals/Green Room**
PURCHASER to provide catered meals per ARTIST'S specifications for lunch and dinner on Friday and Saturday not to exceed \$3500.00. PURCHASER to make a private space available indoors within walking distance from stage. A space should be made available indoors for exclusive use of each headlining Artist each day.
7. **Security**
PURCHASER shall provide security from the time ARTIST/S arrives until it has been loaded back into ARTIST/S or PRODUCER'S trucks. PURCHASER shall fence in backstage area securely. PURCHASER also agrees to provide overnight security for the venue.
8. **Force Majeure**
PURCHASER agrees that all entertainment performances are subject to Force Majeure parameters. Provided that the ARTISTS are present on location, willing and able to perform pursuant to the terms hereof, payment of all guaranteed compensation shall be made to MPE. The obligation of the ARTIST to perform is subject to detention or prevention by accidents of ground transportation, Acts of God, riots, strikes, labor disputes, epidemics, any act or order of public authority, or any cause, similar or dissimilar beyond the control of MPE, PURCHASER, and ARTIST, which, in the PURCHASER'S determination, would prevent or interfere with the presentation of the show.

Attachment: MPE-ContractTomatoFestival2023Ver1 (136-2022 : 2023 Tomato Festival Contract-Media)



MEDIA PROMOTION ENTERPRISES

In the event of inclement weather creating dangerous or unsafe performance conditions resulting in cancellation of any show, the total contracted amount is to be paid in full. The final decision pertaining to the exercise of this item will lie with the PRODUCER upon consultation with ARTIST'S representatives and PURCHASER.

7. **Cancellation**

Each situation will be handled on a case by case basis. PURCHASER and PRODUCER agree if a forced cancellation due to state mandated order occurs Producer will work with Purchaser to reschedule the above mentioned acts to the following year. This decision shall be made at minimum 30 days from the beginning of the event.

In the event of cancelling an act which will not return the following year PRODUCER would retain a portion of the deposit if applicable on a pro-rata basis to cover expenses already incurred by the ARTIST/S or PRODUCER and the remaining portion of the deposit would be returned to the PURCHASER or carried to the next year. Any remaining balance owed to the PRODUCER would be waived and the contract would be cancelled.

Payment Terms

Purchaser and Producer agree the total contracted amount of \$150,000.00 to be paid as follows:

- 1) Payment 1: A deposit payable to MPE Entertainment before December 31, 2022 will be reflected on the final amended contract.
- 2) Payment 2: A payment to equal 50% of the total contract (\$75000 minus Payment 1) will be due on or before March 1, 2023.
- 3) Payment 3: The remaining balance of \$75,000.00 payable to MPE Entertainment will be due prior to load-in.
- 4) Any amount of the total contracted amount of \$150,000.00 that goes unused in 2023 will be carried over to 2024 if applicable.

SIGNATURES TO APPEAR ON THE FOLLOWING PAGE

(304) 697-4222
(800) 788-4006
(800) 494-7315 FAX

Professional Entertainment

3
423 Sixth Avenue
Huntington, WV 25701
www.mpe-entertainment.com

Attachment: MPE-ContractTomatoFestival2023Ver1 (136-2022 : 2023 Tomato Festival Contract-Media)



MEDIA PROMOTION ENTERPRISES

BY SIGNING THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT THEY ARE AUTHORIZED TO DO SO, AND ASSUME RESPONSIBILITY TO SATISFY ALL TERMS AND CONDITIONS OF THIS CONTRACT.

PURCHASER

X _____
 Mayor Joe Begeny
 City of Reynoldsburg, OH
 7232 E Main Street
 Reynoldsburg, OH 43068
 (614) 322-6839 Office

PRODUCER

X  _____
 Joe Eddins - President
 Media Promotion Enterprises, LLC
 423 Sixth Avenue
 Huntington, WV 25701
 (304) 697-4222

Attachment: MPE-ContractTomatoFestival2023Ver1 (136-2022 : 2023 Tomato Festival Contract-Media)

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