



CITY COUNCIL

Council Meeting

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

7232 East Main Street
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

Mollie Prasher, Clerk of Council
614-322-6836

Monday, November 9, 2020

Council Chambers

CITY COUNCIL MEETING

1. **CALL TO ORDER**
2. **INVOCATION - COUNCILMEMBER LAWSON-ROWE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF MINUTES**
 - a. City Council – Regular Meeting – October 26, 2020
7. **COMMUNITY COMMENTS**

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

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

8. PUBLIC HEARING

1. An Ordinance to Amend Chapter Eleven - Planning and Zoning Code for the City of Reynoldsburg, Ohio (First Reading 10/12/2020). --- Baker. Development, Parks and Recreation Committee.

9. COMMUNICATIONS

10. MOTIONS

- a. A Resolution to Recognize the Hindu Festival Diwali

11. REPORTS

a. **Liquor Permit**

1. Liquor Permit for Hotwired Restaurant Group DBA Tempe Taco Company
2. Liquor Permit for Doste Indian Cuisine LLC

b. **Auditor's Report**

1. Auditor's Report, September, 2020

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

1. An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprises (MPE) for the 2021 Tomato Festival, and Declaring an Emergency

d. **There is no Public Safety, Law & Courts Committee meeting.**

e. **Public Service & Transportation Committee**

1. 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
2. An Ordinance Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services

3. 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
4. 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

f. **Finance & Administration Committee**

1. An Ordinance Authorizing Renewal of the City's Dental Insurance Coverage with Delta Dental for the Period from January 1, 2021 through December 31, 2022 and Waiving Competitive Bidding
2. An Ordinance to Amend Chapter 160 Employee Compensation, Section 160.01 Definitions, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades, Section 160.03 Salary Schedule, Section 160.04 Other Compensation, Section 160.05 Overtime Eligibility and 160.08 Administration of Pay Plan of the Code of Ordinances for the City of Reynoldsburg, Ohio
3. An Ordinance to Amend the Personnel Procedure Manual Regarding Military Service, Hours of Work and Overtime
4. An Ordinance Authorizing the Mayor to Enter into a Contract with Donald J. Schonhardt & Associates, Inc. for Management Consulting Services and Waive Competitive Bidding

12. LEGISLATION FOR EMERGENCY ADOPTION

- a. An Ordinance to Appropriate \$_____ from the Cares Act Fund to be Used for Payroll Expenses for Public Safety Employees Whose Services Were Substantially Dedicated to Mitigating or Responding to the Covid-19 Public Health Emergency; and Declaring an Emergency (First Reading 10/26/2020). --- Salvati. Finance and Administration Committee.

13. CONSENT AGENDA FOR FIRST READING

- a. 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.

- b. An Ordinance Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services --- Strickland. Public Service and Transportation Committee.
- c. 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.
- d. 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.
- e. An Ordinance to Amend Chapter 160 Employee Compensation, Section 160.01 Definitions, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades, Section 160.03 Salary Schedule, Section 160.04 Other Compensation, Section 160.05 Overtime Eligibility, and Section 160.08 Administration of Pay Plan of the Code of Ordinances for the City of Reynoldsburg, Ohio --- Salvati. Finance and Administration Committee.
- f. An Ordinance to Amend the Personnel Procedure Manual Regarding Police Command Staff Promotions, Military Service, Hours of Work, and Overtime --- Salvati. Finance and Administration Committee.
- g. An Ordinance Authorizing the Mayor to Enter into a Contract with Donald J. Schonhardt & Associates, Inc. for Management Consulting Services and Waive Competitive Bidding --- Salvati. Finance and Administration Committee.

14. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprises (MPE) for the 2021 Tomato Festival, and Declaring an Emergency (Second Reading 10/26/2020). --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance from the Reynoldsburg City Council Supporting the Ohio Department of Transportation (ODOT) Project to Resurface US Route 40 and Other Related Improvements in Franklin County (Second Reading 10/26/2020). --- Strickland. Public Service and Transportation Committee.

- c. An Ordinance Authorizing Renewal of the City's Dental Insurance Coverage with Delta Dental for the Period from January 1, 2021 through December 31, 2022 and Waiving Competitive Bidding, and Declaring an Emergency (Second Reading 10/26/2020). --- Salvati. Finance and Administration Committee.

15. OTHER COUNCIL MATTERS

16. UPCOMING MEETINGS

- a. November 19, 2020 BZBA
- b. November 23, 2020 Council
- c. December 3, 2020 Planning Commission
- d. December 7, 2020 Council Added Date
- e. December 14, 2020 Council
- f. December 17, 2020 BZBA
- g. December 28, 2020 Council CANCELLED

ADJOURNMENT

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MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL October 26, 2020

Council President Leanora Jenkins called the meeting to order at 6:35 PM

Invocation - Councilmember Baker

PRESENT: Cotner, Baker, Bryant, Jenkins, Strickland, Salvati, Pyakurel, Lawson-Rowe
ABSENT:

Approval of Agenda

The agenda stands as submitted.

Approval of Minutes

a. City Council – Regular Meeting – October 12, 2020

The minutes stand approved as submitted.

RESULT:	ACCEPTED
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Community Comments

Councilmember Baker

I just want to remind everyone that the deadline for the Mel Clemens Community Service Award is this Friday, October 30th. If there is anyone you would like to nominate for this award, please have it submitted by 4:00 PM this Friday.

President Jenkins

And where can we find that form?

Councilmember Baker

The form should be on the City's website and the Parks and Rec website.

Councilmember Pyakurel

Sunday, yesterday, was one of the most important festivals for the Nepali community. It's called Dashain. It is closed to Thanksgiving for the community here. It is the celebration of good over evil. The younger members of the family come to the elders and they receive blessings from the elder members of the family. There are many rituals and a lot to do with

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the family. With this Covid situation there were not much celebration at all but some don't agree and continue to celebrate. Generally, we can see outside. People with the red mark on their forehead that we can see more often times, <INAUDIBLE> raw rice it is mixed with yogurt and blessed with some kind of things, <INAUDIBLE> and all and the elderly put it on the younger members of the family. You might be seeing it more. The festival is called Dashain. Most of the Indian communities call it Dusshera. It is the same, the name is changed from one cultural to the other.

Mayor Begeny

I would like to thank anyone is Reynoldsburg who participated in the activities sponsored by the Reynoldsburg Community Association. Those included Trunk or Treat as well as our virtual Halloween programming. Thank you to everyone who participated with that. I would like to let Council know that our goal as an administration is to present you with a budget at our next Council meeting on November 9th. We are working right now to get that budget finalized. It may be interim due to uncertainty because of Covid but it may also be a full budget.

Communications

There are no additional communications.

Motions

A MOTION TO APPROVE A RESOLUTION STATING WHAT SERVICES THE CITY OF REYNOLDSBURG WILL PROVIDE TO THE PROPOSED ANNEXATION OF PARCEL NUMBERS 010-017466-00.000, 010-018030-00.000, AND 010-018030-00.001 IN LICKING COUNTY

Attorney Shook

We discussed the annexation of land off of Summit Road and Main Street near Summit Road, into the City of Reynoldsburg that related directly and goes hand in hand with the Highway Responsibility Ordinance that is up for a 3rd read and vote tonight. The application for annexation has been filed with the Licking County Commissioners and this Council is required to pass a resolution of services in response to the application having been filed. This is going to be on the west side of Summit Road, closer to Main Street. There are two parcels that are currently farmland that are going to be developed as single family residential housing. Then there is a parcel of land that is not on the corner of Main and Summit but just west of that corner on Main Street. That land is proposed to

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be developed as mixed use development. All three of those parcels are currently located in Etna Township and in the Southwest Licking School District.

Councilmember Cotner

When the annexation is completed, the two parcels come in zoned as single family residential and the other comes in as commercial? What does this zoning on all of these parcels look like?

Attorney Shook

After Council passes tonight's resolution it goes back to the County Commissioners who have to approve the annexation and then we have to wait 60 days to accept it. At that time Council has the option of designating those parcels under anyone of the zoning districts, if they do not designate a zoning district, they are automatically suburban residential. I think at that time, we will be asking them to designate them appropriately.

Councilmember Cotner

With our new zoning code, the way it is set up, is it any new parcel that comes in unless we designate it, it comes in as suburban residential?

Attorney Shook

That is correct.

Councilmember Cotner

We designate it as it fits to the new code. The next question then, it talks about water and sewage. Lines are not there now, I apologize maybe this is a question for Mr. Bowsher or Mr. Dorman, getting supply, do we know what that looks like.

Mayor Begeny

I can actually answer the majority of that question. We are working with the developer of that land to extend those lines as well as with Columbus. It will be at the expense of the developer.

Councilmember Cotner

And the plant will be across from the Ag Center?

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Mayor Begeny

It supposed to go up that way and then another parcel that would connect up that way as your moving closer, north toward Summit High School.

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

Reports

Liquor Permit Report

LIQUOR PERMIT REPORT - MSR 2009

Deputy Chief Grizzell

The application is for a liquor permit transfer from Fuzzy Cigar and More at 6035 East Main Street in Columbus to Fuzzy Cigar and More at 1750 Brice Road here is Reynoldsburg. The location will be a beer and liquor drive through and convenient store. The owner Atika Bahrar holds no other liquor permits and Ms. Bahrar has never been cited for a permit violation at her location. There were a total of 12 calls for service from 2010 to present at the address on Brice Road with the last one being September 10, 2020. The business location is not situated in a location that would have an adverse impact on the operation of any hospitals schools or playgrounds. I recommend we do not request a hearing.

Councilmember Lawson-Rowe

Where specifically on Brice Road is this?

Deputy Chief Grizzell

1750 Brice Road.

Attorney Shook

There is a strip mall there that is closer to Livingston on the East side of Brice road and in front of the strip mall there is a stand-alone convenient store. We had cited that convenient store with several code violations and the property owner has gotten that store up to code and I think now they are just transferring ownership into a new owner.

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Deputy Chief Grizzell

Yes, it says Brice Road and Century City South.

Councilmember Baker

Yes, it looks like a little grocery store by the bakery.

President Jenkins

Oh the one that stands alone, oh. The liquor store. Ok.

RESULT: READ INTO THE MINUTES

West Licking Fire District

Councilmember Baker

As you see in the packet, there are the statistics for September and October, the number of runs and looking at the time, the time of service that we get is still excellent. Even though there has been an increase in value, the service stays the same. Everything is going to plan and we are still on track with the new fire house being built on Taylor.

WEST LICKING FIRE DISTRICT REPORT

Clerk of Court Report

CLERK OF COURT REPORT

Clerk Prasher

The Clerk of Court reported proceeds from September 3, 10, 17 and 24 in the amount of \$18, 206.00.

RESULT: READ INTO THE MINUTES

There is no Development, Parks & Recreation Committee meeting.

There is no Public Safety, Law & Courts Committee meeting.

There is no Public Service & Transportation Committee meeting.

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Finance & Administration Committee

This is the Finance and Administration Committee meeting for October 26, 2020.

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

An Ordinance to Appropriate \$_____ from the Cares Act Fund to be Used for Payroll Expenses for Public Safety Employees Whose Services Were Substantially Dedicated to Mitigating or Responding to the Covid-19 Public Health Emergency; and Declaring an Emergency

Councilmember Salvati

I have been told that this is a 2 read emergency so we will have that amount of money before we vote on this.

Attorney Shook

To date, and this is in consultation and according to the City Auditor. The City has now received \$3,060,808.00 in CARES Act dollars. We have to rely on guidance that we receive from the United States Treasury Department and from the Ohio Office of Management and Budget to determine how it is that we can spend this money. We have over \$2,000,000.00 that we have not encumbered to date and we received guidance on September 2, 2020 from the United States Treasury, and full credit goes to the City Auditor, Mr. Cicak, who attended a seminar explaining the full scope of what this guidance means. Essentially it allows the City to be able to use CARES Act Funds for the full amount of payroll and benefits that we have expended for public safety employees. The United States Treasury has determined that our Police Officers jobs are now substantially different or dedicated to addressing the Covid-19 pandemic in our City, we are now able to utilize those CARES Act funds to reimburse the City for their payroll and expenses during that time period. That is what we intend to do, we will have a final number for Council on second read.

Councilmember Strickland

With the \$2,000,000.00 that we have left and with the public safety, it sounds like we made the determination based off of the guidelines that we have, that some of this money will go to the payroll expenses for our Police Officers. Is there any other discussion as to where this money can be spent, maybe in a future state on how we

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can spend this particular money? I know we don't have the amount right now but is there a roundabout figure on where we will be trying to spending this money?

Attorney Shook

We have come to Council a couple times already to encumber certain of our CARES Act funds. As you know we appropriated \$300,000 for our Small Business Grant program, we are now going through our second round of applications on that program. At this time I would consider it unlikely that we are going to exhaust the full \$300,000.00 of that appropriation. We also appropriated \$200,000.00 to the school district for them to be able to provide expanded access to the remote learning for students during the pandemic. We have another appropriation this evening for air purifying equipment for City Hall that the Mayor will probably discuss here in a minute. We appropriated money for Heart Food Pantry and we have reached out to other non-profits to gain their interest as well. We have other expenses that we are still calculating up that we have taken on this year for addressing the Covid-19 pandemic but they are not significant expenses. Like masks and Plexiglas windows, additional salary for Parks and Rec employees to be able to monitor what's going on with our youth sports. Ultimately, at this time we have a little over \$2,000,000.00 left that we have not spent and we have now been given the ability to be able to use that money in a manner that's going to make sure our Police Department is fully staffed through the end of this year.

Councilmember Cotner

Fully funded through the end of this year. We are looking to pass this with a dollar amount filled in at the next meeting. What is our time frame looking back and looking forward?

Attorney Shook

The time frame that we have is what's given to us by the federal government. They say that we have to have this money spent by the end of year. Whatever we don't have spent, we have to give back. That could change. They could also give more money to local governments, which I think we anticipate happening in time. As of now we have to operate with the guidance we currently have which is to spend this money by the end of the year or we have to give it back.

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Councilmember Cotner

Not that I am opposed to getting this passed at the next meeting, if we are going to be operating, why do we want to pass this at the next meeting instead of a 3rd reading and keep adjusting those totals.

Auditor Cicak

We have to encumber this money by November 20th. Or we then send a report back to the state for them to redistribute it. That's the bottom dollar on the deadline. City Attorney is right, I think we have until December 30th to have everything purchased and in place. There is a plan for the rest of the dollars. I think we have done very well with the administration to protect the City and workers from Covid-19 and that's the whole intent with this money. Not replace tax revenue. It just so happens that the balance we received, matches what we lost in revenue for the year. Just right around \$2,000,000.00. If we break even, we are going to be very lucky.

Councilmember Salvati makes a motion to forward the ordinance to Council for first read. Second by Councilmember Bryant. Motion carriers.

An Ordinance to Enter into an Agreement with Limbach Company LLC Using Monies from the CARES Act Funds for Covid-19 Pandemic Related Expenses of the City of Reynoldsburg, Waiving Competitive Bidding, and Declaring an Emergency

Mayor Begeny

This is being brought to you for the use of air purifying systems that are portable, that way we can move them to the location that we need them most. A couple of high lights for these particular things. They will basically be treating the air with the UV light treatment as well as bipolar ionization. They will be used to move around so we can put them in where ever they are needed, RPD, City Hall for Court days, the Senior Center. The reason for the emergency read is the amount of time turnaround time that is needed to get these items in. As you heard the Auditor speak, everything not only has to be spent by a certain date but the items have to be in procession by the end of the year and to make sure we meet that 6 week deadline. That's why we are asking for the emergency read.

Councilmember Strickland

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This piece of equipment is portable, how many are we planning on purchasing and then if we have funds, could we purchase more so we don't have to make them portable.

Mayor Begeny

We are purchasing 8. We did look into a number of different options. We are looking at 8 items right now. We did look at bringing in an in house ionization and UV light system into City Hall, RPD and the Senior Center as well but the cost in those items is significant. I believe in excess of \$500,000. At that point in time when we looked at it, it's prohibited for us to spend that money on those kind of items. The portable units will give us the opportunity to maintain some of the services we need while we are there. RPD has put in a request for numbers and we feel it's appropriate, the same as for City Hall and the Senior Center as well. We don't know if we would use them as needed, given the amount of space covered. I would hate to spend more on items and not get the good use on them.

Councilmember Cotner

Just to clarify the number of units, this says 20. And what do the filter units look like, this is something we will have for quite some time. Do they last a year, do we expect them to be accessible?

Mayor Begeny

Yes 20. It does not say how long those filters will last. <INAUDIBLE> It was nothing that was going to be an access cost to the City or the unit itself. I can get those numbers to you first thing tomorrow.

Councilmember Salvati makes a motion to forward the ordinance to Council for single read emergency approval. Second by Councilmember Baker. Motion carries.

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LEGISLATION FOR EMERGENCY APPROVAL

81-2020

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH LIMBACH COMPANY LLC USING MONIES FROM THE CARES ACT FUNDS FOR COVID-19 PANDEMIC RELATED EXPENSES OF THE CITY OF REYNOLDSBURG, WAIVING COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

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

Consent Agenda for First Reading

AN ORDINANCE TO APPROPRIATE \$_____ FROM THE CARES ACT FUND TO BE USED FOR PAYROLL EXPENSES FOR PUBLIC SAFETY EMPLOYEES WHOSE SERVICES WERE SUBSTANTIALLY DEDICATED TO MITIGATING OR RESPONDING TO THE COVID-19 PUBLIC HEALTH EMERGENCY; AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL	Next: 11/9/2020 6:30 PM
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Consent Agenda for Second Reading

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2021 TOMATO FESTIVAL --- Baker. Development, Parks and Recreation Committee.

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RESULT: REFERRED TO COUNCIL

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AN ORDINANCE FROM THE REYNOLDSBURG CITY COUNCIL SUPPORTING THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) PROJECT TO RESURFACE US ROUTE 40 AND OTHER RELATED IMPROVEMENTS IN FRANKLIN COUNTY --- Strickland. Public Service and Transportation Committee.

RESULT: REFERRED TO COUNCIL

Next: 11/9/2020 6:30 PM

AN ORDINANCE AUTHORIZING RENEWAL OF THE CITY'S DENTAL INSURANCE COVERAGE WITH DELTA DENTAL FOR THE PERIOD FROM JANUARY 1, 2021 THROUGH DECEMBER 31, 2022 AND WAIVING COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

RESULT: REFERRED TO COUNCIL

Next: 11/9/2020 6:30 PM

Consent Agenda for Third Reading

82-2020

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST FOR THE PARKS AND RECREATION DEPARTMENT --- Baker. Development, Parks and Recreation Committee.

83-2020

AN ORDINANCE TO DISSOLVE REYNOLDSBURG ECONOMIC DEVELOPMENT, INC. AND THE FORMER REYNOLDSBURG COMMUNITY IMPROVEMENT CORPORATION AND TRANSFER ANY REMAINING FUNDS TO THE GENERAL FUND OF THE CITY TO BE DISTRIBUTED FOR CHARITABLE PURPOSES --- Baker. Development, Parks and Recreation Committee.

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Councilmember Cotner

The last dollar amount of \$354.00 where was that going to go? We talked about Heart, Helping Hands.

Attorney Shook

I don't think we have made that decision yet but it goes back to the general fund and we are able to get that out for charity per the statute.

Councilmember Cotner

Ok, so we will talk about it again. I just wanted to make sure where those dollars were going.

84-2020

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

85-2020

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE PROJECT GRANT/LOAN AGREEMENT WITH THE OHIO PUBLIC WORKS COMMISSION FOR THE EAST MAIN STREET ROADWAY IMPROVEMENTS --- Strickland. Public Service and Transportation Committee.

86-2020

AN ORDINANCE ASSUMING MAINTENANCE RESPONSIBILITY FOR THE FULL WIDTH OF SUMMIT ROAD BETWEEN THE SOUTHERN/MOST BOUNDARY OF PARCEL NUMBER 010-018030-00.001 AND THE NORTHERN/MOST BOUNDARY OF PARCEL NUMBER 010-018030-00.000 UPON ANNEXATION OF SAID PARCELS INTO THE CITY OF REYNOLDSBURG, AGREEING TO COOPERATE IN THE MAINTENANCE OF SAID ROADWAY, AND INDEMNIFYING THE TOWNSHIP OF ETNA AND LICKING COUNTY --- Strickland. Public Service and Transportation Committee.

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87-2020

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE OHIO BUREAU OF WORKERS' COMPENSATION TO IMPLEMENT COVERAGE FOR INDIVIDUALS SENTENCED BY THE REYNOLDSBURG MAYOR'S COURT TO PERFORM COMMUNITY SERVICE SUPERVISED BY THE CRIMINAL JUSTICE ADMINISTRATOR --- Salvati. Finance and Administration Committee.

LEGISLATION FOR THIRD READING

88-2020

AN ORDINANCE CREATING THE WAGGONER ROAD TAX INCREMENT FINANCING INCENTIVE DISTRICTS; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN EACH INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; AND SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS THAT BENEFIT OR SERVE PARCELS IN THE INCENTIVE DISTRICT --- Baker. Development, Parks and Recreation Committee.

Attorney Shook

Yes, this item was passed last meeting as part of the third reading consent agenda. I have to take responsibility for that. I did not notice it was in the third read consent agenda. We are required by the state statute to wait 30 days after the public hearing until you can vote on a TIF ordinance. Public hearing was held on September 14. The vote taken last meeting will be void under state law and will have to be re-voted on.

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

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Other Council Matters

Mayor Begeny

Yes, I just looked at the information for Councilmember Cotner. The average life expectancy for one of the filters is anywhere from 3 to 6 months depending on use. Filter cost is around \$120.00.

Councilmember Lawson-Rowe

I would like to publicly thank all those that were involved, and I don't know names other than our Clerk of Council, for putting measures in place for us being able to come back in person. It nice to be back in person so I can see your faces outside of boxes. Now we are just in Plexiglas boxes. Thank you.

Councilmember Baker

I would like to thank the Reynoldsburg Community Association for the Trunk or Treat they had this past weekend. Heard it was a great event with a lot of people, more than expected. My wife took my kids. I also want to thanks our Police services, our fire fighters. Those who are in the medical filed, retail and logistic industry. Those are the ones helping to keep us moving.

Upcoming Meetings

November 5, 2020 Planning Commission
November 9, 2020 Council
November 19, 2020 BZBA
November 23, 2020 Council

Adjournment

Leanora Jenkins

Leanora Jenkins, President of Council

Mollie Prasher

Mollie Prasher, Clerk of Council

Minutes Acceptance: Minutes of Oct 26, 2020 6:30 PM (Approval of Minutes)

Development Department

Andrew Bowsher

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6831 Phone

ORDINANCE REQUEST

DATE: **November 9, 2020**

TO: **Development, Parks and Recreation Committee**

RE: Zoning Code Amendment

Approval:

Completed Joe Begeny	Skipped Chris Shook	Stephen Cicak
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Minor amendments to the Reynoldsburg Zoning Code. This include text changes and calibration to workflow items.

AN ORDINANCE TO AMEND CHAPTER ELEVEN - PLANNING AND ZONING CODE FOR THE CITY OF REYNOLDSBURG, OHIO

WHEREAS, the City of Reynoldsburg determined that the Zoning Code of the City should be revised to improve efficiency, address concerns of residents in the community, and maintain consistency with the Reynoldsburg Comprehensive Master Plan in 2018; and

WHEREAS, the modifications are to be made to the Code that went into effect on April 23, 2020.

WHEREAS, these amendments are to align, and re-calibrate the text to better conform to the usefulness of the code.

WHEREAS, the new Reynoldsburg code, should continually adopt and be revised to better suite new policies, and practices within the administration, and city planning.

Development Department**Andrew Bowsher****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6831 Phone**

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

SECTION 1. That Chapter 11-Planning and Zoning Code will be amended with this updated code -

See Exhibit “A” attached hereto and incorporated herein.

SECTION 2. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

Proposed Zoning Code Amendments Overview September 2020

Section 1103.15 Brice & East Main Street and East Main Street Insight Districts

- Section 1103.15(III) - Remove maximum side yard setback and maximum rear yard setback in BMD; Amend minimum side and rear yard setbacks in BMD (p 45)
- Section 1103.15(III) - Amend minimum height in BMD (p 46)
- Section 1103.15(III) - Remove maximum side yard setback and maximum side yard setback aggregate in EMD (p 47)
- Section 1103.15(III) - Amend minimum height in EMD (p 48)

Section 1103.17 Suburban Residential Zone (SR)

- Section 1103.17(III) - Amend accessory building location in Suburban Residential Zone (SR) to align with Section 1105.05 (p 54)

Section 1103.21 Community Commercial Zone (CC)

- Section 1103.21(II) - Add 'Food Service- Quick Serve/Fast Food With Drive Thru' as a permitted use in CC Zone (p 60)
- Section 1103.21(II) - Add all 'Vehicular' uses as either permitted or conditional uses in CC Zone (p 61)
- Section 1103.21(III) - Remove maximum front yard setback, maximum side yard setback, and maximum side yard setback aggregate in CC Zone (p 62)
- Section 1103.21(III) - Amend parking location in CC Zone to allow front yard parking (p 63)

Section 1105.03 Signs

- Section 1105.03(C)(ix) - Add sign area formula for wall signs in commercial/mixed-use zones (p 139)
- Section 1105.03(C)(x) - Add sign area formula for wall signs in Innovation Zone (p 140)
- Section 1105.03(D) - Add language stating supplemental signs are exempt from zoning sign permits (p 140)
- Section 1105.03(D) - Add 'Window Sign' as supplemental sign type exempt from permitting and remove from all 'Window Sign' subsections from Section 1105.03(C) (p 140)
- Section 1105.03(C)(x) - Add 'Monument Sign' as permitted principal sign type in commercial/mixed-use zones (p 139)

Section 1105.07 Landscaping and Buffering

- Section 1105.07(B) - Submittal of landscape plan and/or tree survey at the discretion of PZA (p 144)
- Section 1105.07(C) - Zoning certificate not required for addition of previous surface (p 144)

Section 1105.13 Supplementary Use Conditions

- Section 1105.13(K) - Submittal of traffic study for drive thru establishments at the discretion of PZA or BZBA (p 169)

Section 1109.11 Zoning Certificate

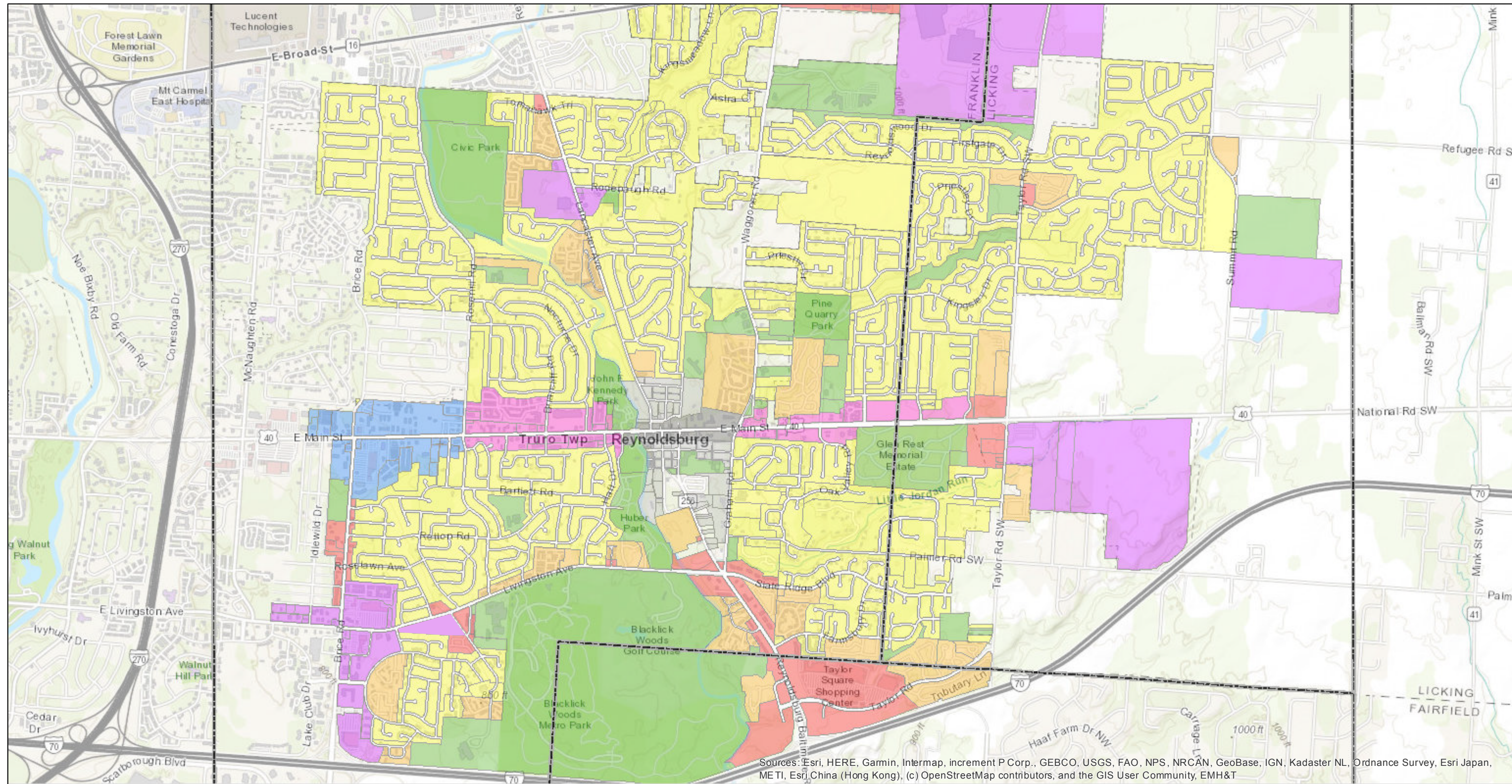
- Section 1109.11(B) - Zoning certificate does not have to be issued if there are open building or property maintenance code violations (p 189)

Section 1109.19 Site Plan and Design Review

- Section 1109.19(K) - Change appeal timeline to 30 days for consistency with Section 1109.21(G) (p 199)

Section 1109.21 Certificate of Appropriateness

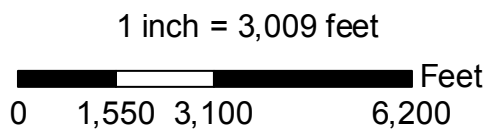
- Section 1109.21(B) - Change COA deadline to 14 days prior to Planning Commission meeting (p 200)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, EMH&T

Printed Date: 11/6/2020

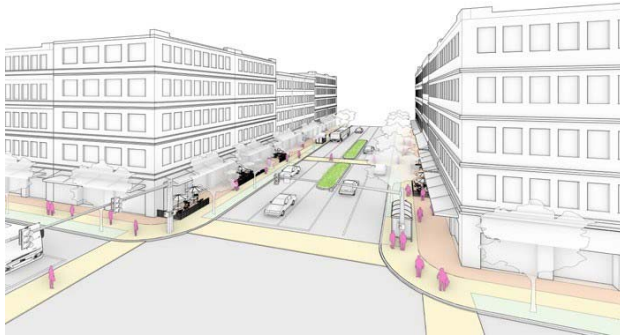
The City of Reynoldsburg Utility GIS Zoning Map



Attachment: Zoning Map Nov 2020 (Reynoldsburg Zoning Code Update 2020)

REYNOLDSBURG ZONING CODE

SECTION 1103.15 BRICE & EAST MAIN STREET AND EAST MAIN STREET INSIGHT DISTRICTS



Example Development Pattern in Brice & East Main Street District



Example Development Pattern in East Main Street District

I. Purpose and Intent

Brice and East Main Street and the East Main Street Insight Districts are intended to create compact, mixed-use, walkable environments, remove regulatory barriers, and encourage the establishment of local enterprises (e.g. Main Street businesses, start-up makers and other platforms such as shared work spaces, community hubs, and markets). By creating this type of physical environment and reducing regulatory barriers in these two Insight Districts, investors and start-up businesses will be more likely to deploy capital. This will, in turn, enhance community character and

allow existing businesses and residents to remain along with newer uses.

The Brice and Main Street Insight District is intended to be more of an urban, mixed-use zone or Transit oriented Development (TOD) that centers around a transportation hub or multi-modal transportation and leverages the area's proximity to major public transportation routes.

The East Main Street Insight District is intended to serve as a transportation corridor lined with compact, mixed-use, development and with standards to address the transition area where each corridor abuts adjoining neighborhoods.

DISTRICTS AND ZONES

Regulations found in the Insight Districts that are unique to both zones include:

- Transit supportive development standards: Walkways connecting streets to buildings and locating buildings or pedestrian plazas close to transit stops can set up development to accommodate future transit.
- On-site facilities for pedestrian, bike, and vehicular travel: Standards for bike parking and pedestrian access, particularly within 1/4 mile or not more than 1/2 mile of a transit stop.
- Adjusted regulations for nonconforming buildings and uses: Leaves the nonconforming section of the zoning code intact on nuisances but more lenient on improvements and adaptive re-use.
- Right-sized application fees: Fees are adjusted to reflect the policies of the community. Infill and suburban retrofit is a priority, fees in those environments should be less.
- Adjust front setback regulations: Amend front setback regulations to specify setback ranges instead of just minimums.
- Reduced parking requirements for affordable housing: The reduction depends upon the urban/ suburban context and public transportation access.
- Reduced minimum parking requirements: Requiring more parking than is necessary is a financial barrier to development, wastes site area for parking, and increases impervious surface.

REYNOLDSBURG ZONING CODE

II. Insight District Uses

The following uses are either permitted or conditional uses as indicated in the following table:

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
ANIMAL SERVICES			
Boarding/Kennel		C	
Shelter		C	
Veterinary	P	P	
COMMUNITY FACILITIES			
Community Facility - Activity Center	P	P	
Community Facility - Outdoor Recreation	P	P	
Community Facility - Park	P	P	
Community Facility - Public Health Safety	P	C	
Community Facility - Trail	P	P	
CONGREGATION			
Event Center - Private Events and Conferences	P	P	
Event Center - Public Meetings and Conventions	C	P	
Religious Assembly		P	
CULTURAL			
Library	P	P	
Live Theater	P	P	
Movie Theater	P	P	
Museum	P	P	
Visual Arts Center	P	P	
DWELLING			
Dwelling - Assisted		C	
Dwelling - Attached Single-Family	C	C	
Dwelling - Group	C		
Dwelling - Multi-Unit Building	CP	CP	
Dwelling - Multi-Unit Building Complex	CP	CP	
Dwelling - Developmental Disability	C		
FOOD AND BEVERAGE			

DISTRICTS AND ZONES

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
Bakery - Retail	P	P	
Beverage - Brewing and Distilling	P	P	Produces less than 15,000 barrels.
Beverage Sales - Liquor and Beer Sit Down/Bar Establishment	P	P	
Beverage - Retail Sales	P	P	
Food Sales - Farm Market	P	P	
Food Sales - Large Format Grocery	P	P	At least 25,00 sq. ft. of gross floor area with at least 1,000 sq. ft. devoted to fresh produce
Food Sales - Small Format Grocery	P	P	5,000 to 25,00 sq. ft. of gross floor area with at least 500 sq. ft. devoted to fresh produce
Food Service - Commissary/Bakery	P	P	
Food Service - Deli	P	P	
Food Service - Fast Casual Restaurant	P	P	
Food Service - Full Service Restaurant	P	P	
Food Service - Quick Serve/Fast Food With Drive Thru	C	C	See 1105.13(K)
Food Service - Quick Serve/Fast Food Without Drive Thru	P	P	
EDUCATION			
School - College/University	P	P	
School - Secondary	C	C	
School - Trade	C	C	
HEALTH / WELLNESS			
Health and Wellness - Clinic	P	P	
Health and Wellness - Fitness Facility/Gym	P	P	
Health and Wellness - Massage	P	P	
Health and Wellness - Physical Therapy	P	P	

REYNOLDSBURG ZONING CODE

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
MANUFACTURING / PROCESS / INNOVATION			
Manufacturing - Artisan	P	P	
Research Facility/Laboratory	P	P	
MEDICAL			
Medical - Clinic	P	P	
Medical - Emergency Services	P	P	
Medical - Full Service Hospital	P	P	
Medical - Office	P	P	
Medical - Outpatient and Urgent Care	P	P	No overnight visits; ambulance services may not be provided
Medical - Psychiatric Facility - Standalone	C	C	
Medical - Standalone Emergency Services	C	C	
OFFICE			
Office - Corporate	P	P	
Office - Data Processing/Call Center	P	P	
Office - Professional Services	P	P	
PERSONAL SERVICES			
Clothing Services - Tailor	P	P	
Financial Services and Banking - with drive thru	C	P	See 1105.13(K)
Financial Services and Banking - without drive thru	P	P	
Personal Care and Beauty Services	P	P	
REPAIR SERVICES			
Vehicular Repair - Light		C	
RECREATION			
Indoor Recreation Enterprise	C	C	
Outdoor Recreation Enterprise	C		
Private Club	P	P	
Shooting Range - Indoor Only		C	

DISTRICTS AND ZONES

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
Studio - Art	P	P	
Studio - Gymnastics/martial arts	P	P	
SALES AND EXHIBITION			
Antique Shop	P	P	80 percent of goods must be 30 years or older or have collectible value.
Auction Facility		C	Excludes livestock and motor vehicle auctions.
Gallery - Art	P	P	
Garden Center - Indoor and Outdoor		C	
Retail - Convenience with gasoline		P	
Retail - Convenience without gasoline		P	
Retail - Large Format		P	
Retail - Medium Format	P	P	
Retail - Pharmacy	P	P	
Retail - Shopping Center - Enclosed	P	P	
Retail - Shopping Center - Outdoor	P	P	
Retail - Small Format	P	P	
TOURISM / VISITING			
Overnight Lodging - Bed and Breakfast	P		
Overnight Lodging - Boutique Hotel	P		Fewer than 30 rooms
Overnight Lodging - Hotel	P	P	
Overnight Lodging - Limited Service		P	
Overnight Lodging - Resort	P	P	
UTILITY FACILITIES			
Power Substation Facility		C	

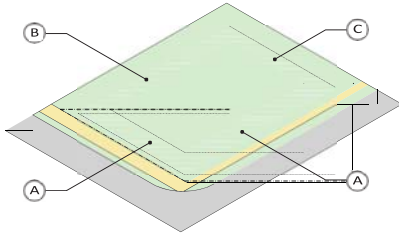
Allowable Use	P
Conditional Use	C

REYNOLDSBURG ZONING CODE

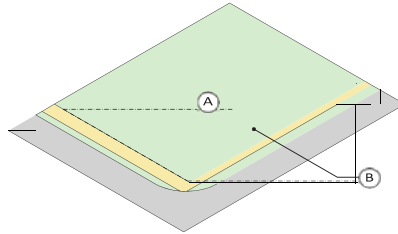
III. Insight District Development Standards

The Brice and Main District includes the more urban attached typologies with off-street parking in a garage, driveway, or parking lot, in addition to instances of on-street, parallel parking.

A. Lot Dimensions and Setbacks



B. Lot Coverage

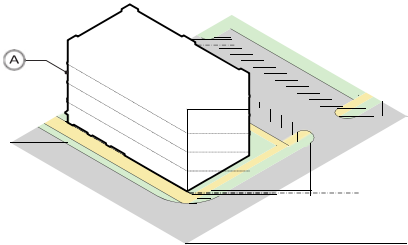


LOT DIMENSIONS	LOT SIZE (MIN./MAX SQ. FT.)	NA
	LOT WIDTH (MIN./MAX.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	NA
SETBACKS	A FRONT YARD SETBACK (MIN. FT.)	5 from ROW
	A FRONT YARD SETBACK (MAX. FT.)	20 ft from ROW
	B SIDE YARD SETBACK (MIN. FT.)	10 from lot line; 30-10 feet between buildings
	B SIDE YARD SETBACK (MAX. FT.)	20 feet from lot line; 40 feet between buildings NA
	B SIDE YARD SETBACK (MIN./MAX. AGGREGATE. FT.)	NA
	C REAR YARD SETBACK (MIN. FT.)	10 feet from lot line; 30-10 feet between buildings
	C REAR YARD SETBACK (MAX. FT.)	20 feet from lot line; 40 feet between buildings NA
		A

LOT COVERAGE/ OPEN SPACE	A LOT COVERAGE (MIN.)	50%
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	80%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	100%
	OPEN SPACE (MIN.)	30%
LANDSCAPE REVIEW	OPEN SPACE (MAX.)	50%
	LANDSCAPE AND NATURAL BUFFERS	NA
	DENSITY (MIN. UNITS PER ACRE)	12
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MAX. UNITS PER ACRE)	NA

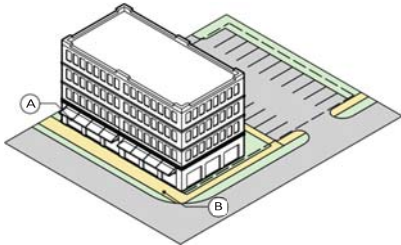
DISTRICTS AND ZONES

C. Height and Parking



HEIGHT	A	BUILDING HEIGHT (MIN. FT.)	3522
		BUILDING HEIGHT (MAX. FT.)	75; 40 townhouse; 60 apartment building; 40
ACCESSORY STRUCTURE DIMENSIONS		ACCESSORY BUILDING LOCATION	NP
		ADU HEIGHT (MAX. FT.)	NP
		ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION		LOCATION	Interior of the development or structured parking
SIGN REGULATIONS		PERMITTED SIGN TYPES	Commercial uses only - Any two of the following: Awning, Monument, Projecting, Wall
DESIGN		DESIGN STANDARDS	Facade of natural materials similar in design, materials and color to majority of buildings in development; at least 60% ground floor transparency
		SITE PLAN STANDARDS	See Chapter 1109.19 and Supplemental Regulations below.

D. Frontage



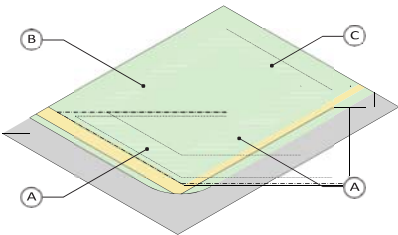
ELEMENT	SHOPFRONT	A
	PATIO	B

REYNOLDSBURG ZONING CODE

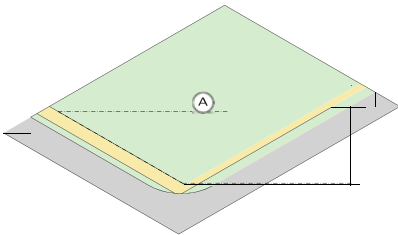
III. Insight Zone Development Standards

The East Main Street District includes urban and some suburban typologies (Section IV Building Typologies) with off-street parking, driveway, or parking lot, in addition to instances of on-street, parallel parking.

A. Lot Dimensions and Setbacks



B. Lot Coverage



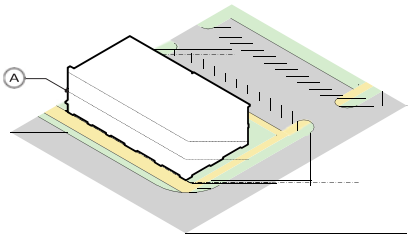
LOT DIMENSIONS	LOT SIZE (MIN./MAX SQ. FT.)	NA
	LOT WIDTH (MIN./MAX.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	NA
SETBACKS	A FRONT YARD SETBACK (MIN. FT.)	5 ft from ROW
	A FRONT YARD SETBACK (MAX. FT.)	20 ft from ROW
	B SIDE YARD SETBACK (MIN. FT.)	5 from lot line; 10 feet between buildings
	B SIDE YARD SETBACK (MAX. FT.)	10 feet from lot line; 20 feet between buildings
	B SIDE YARD SETBACK (MIN. FT.)	20 ft
	C REAR YARD SETBACK (MIN. FT.)	30
	C REAR YARD SETBACK (MAX. FT.)	NA

LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	50%
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	80%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	70%
	OPEN SPACE (MIN.)	30%
	OPEN SPACE (MAX.)	50%
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	YES
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	8
	DENSITY (MAX. UNITS PER ACRE)	NA 24

DISTRICTS AND ZONES

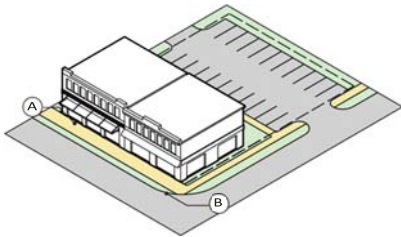
INSIGHT ZONE SUPPLEMENTAL REGULATIONS

C. Height and Parking



HEIGHT	A	BUILDING HEIGHT (MIN. FT.)	3522
		BUILDING HEIGHT (MAX. FT.)	60; 40 townhouse75
ACCESSORY STRUCTURE DIMENSIONS		ACCESSORY BUILDING LOCATION	NP
		ADU HEIGHT (MAX. FT.)	NP
		ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION		LOCATION	Rear or side yard, well-screened; private garages; structured parking
SIGN REGULATIONS		PERMITTED SIGN TYPES	Commercial uses only - Any two of the following: Awning, Monument, Projecting, Wall
DESIGN		DESIGN STANDARDS	Facade of natural materials similar in design, materials and color to majority of buildings in development; at least 60% ground floor transparency
		SITE PLAN STANDARDS	See Chapter 1109.19 and Supplemental Regulations below.

D. Frontage



ELEMENT	SHOPFRONT	A
	PATIO	B

REYNOLDSBURG ZONING CODE

IV. Building Typologies

Buildings in the Brice and Main District (BMD) and East Main Street District (EMD) ~~may~~**shall** be developed in accordance with the following typologies.

BUILDING TYPOLOGIES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)
DETACHED SINGLE-FAMILY BUILDING		
ATTACHED SINGLE-FAMILY BUILDING	X	
DUPLEX BUILDING		
MULTI-UNIT BUILDING		X
MULTI-UNIT COMPLEX BUILDING	X	X
SMALL FLEX RETAIL BUILDING	X	X
MEDIUM FLEX RETAIL BUILDING	X	X
LARGE FLEX RETAIL BUILDING	X	
INSTITUTIONAL FLEX BUILDING		X
BED AND BREAKFAST BUILDING		
SCHOOL AND INSTITUTIONAL BUILDING		
COMMUNITY CENTER BUILDING		
OFFICE BUILDING	X	X
OFFICE-CORPORATE BUILDING		
RETAIL LARGE FORMAT BUILDING		
INDUSTRIAL BUILDING		
WAREHOUSE BUILDING		
PRIMARY SCHOOL BUILDING		
COMMUNITY ACTIVITY CENTER BUILDING		
EVENT CENTER BUILDING		

DISTRICTS AND ZONES

The following supplemental regulations shall apply to all development in the Brice and Main Street and East Main Street Insight Zones. The intent of these regulations to promote the development of the City's auto-oriented corridors to allow for more residential development and access to employment opportunities. The standards and guidelines set forth herein are not intended to stifle innovative design. Instead, these regulations should serve as minimum standards and guidelines to ensure that new development and redevelopment advances the purposes described under this section.

V. Transit Supportive Development

- A. Enable bus stops, pullouts, shelters, and appropriate road geometry.
- B. Retail, office, institutional buildings provide convenient access to transit:
 - (1) Walkways connecting streets to buildings;
 - (2) Within ½ mile of transit stop: Bicycle facilities, including bicycle racks and areas for storing scooters; and
 - (3) At major transit stops:
 - i. Buildings located within 20 feet or provide pedestrian plaza;
 - ii. Reasonably direct connection to buildings;
 - iii. Accessibility for disabled persons;
 - iv. Easement or dedication for shelter if transit provider requests;
 - v. Lighting;
 - vi. Accommodations for seating or leaning;
 - vii. Bicycle facilities, including bike racks and areas for storing scooters.

VI. Exceptions and Reductions in Parking Standards

- A. There is no minimum number of required automobile parking spaces for uses within Brice and Main Street and East Main Street Insight Zones. The applicant may propose a parking standard that is different than the standard under 1105.01 Off-Street Parking and Loading for review and action by the Planning and Zoning Administrator.
 - (1) Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;
 - (2) Site has dedicated parking spaces for carpool or vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;
 - (3) Site has dedicated parking spaces for motorcycles, scooters, or electric carts;
 - (4) Site has more than the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the number of automobile parking spaces.

VII. Lot Coverage Bonus

- A. The Planning and Zoning Administrator, subject to review, may approve increases to the lot coverage standards as follows:
 - (1) Lot coverage may increase by up to one-half square foot for every one square foot of proposed automobile parking area to be contained in a parking structure, either above or below leasable ground floor space (e.g., residential, commercial, or civic use),

REYNOLDSBURG ZONING CODE

not to exceed a 20 percent increase in allowable coverage.

- (2) Lot coverage may increase by up to one-half a square foot for every one square foot of proposed parking area paving that uses a City-approved porous or permeable paving material (i.e., allowing stormwater infiltration).
- (3) Lot coverage may increase by up to one-half a square foot for every one square foot of City-approved water quality treatment area (e.g., vegetative swale or bio-filtration) to be provided on the subject site.
- (4) In approving increases in lot coverage under subsections i-iii of this section, the City may require additional landscape buffering or screening, above that which is required by other provisions of this code, and may impose reasonable conditions of approval to ensure the ongoing maintenance of parking areas and surface water management facilities.
- (5) Notwithstanding the lot coverage increases authorized by this section, all other development standards of this chapter, and other applicable provisions of this Code, must be met.

VIII. Building Height Transition

To provide for compatible scale and height relationships between new multi-story buildings and existing single-story dwellings, new buildings shall maintain a building height transition to adjacent single-story building(s), as follows:

- A. This standard applies to new and vertically expanded buildings and structures (in any zone) within 40 feet (as measured horizontally) of an existing single-story building with a height of 20 feet or less; and
- B. The building height transition standard is met

where the new or vertically expanded building or structure meets the following criteria:

- (1) The existing single-story dwelling is located within 40 feet of, and on the same side of the street as, the proposed structure.
 - (2) The height of the proposed structure is not more than 120 percent of the height of the subject single-story dwelling.
 - (3) Where the proposed structure is to be located between two existing single-story dwellings, the height of the proposed structure shall not exceed 120 percent of the average maximum height of both adjacent dwellings. For example, where the two adjacent dwellings have an average maximum height of 24 feet, the new or vertically expanded structure shall not exceed 28.8 feet in height.
- C. **Exception:** The building height transition standard does not apply when the approval body finds that the subject single-story buildings located within 40 of the subject site are redevelopable. "Redevelopable," for the purposes of this section, means a lot either has an assessed market value that exceeds the assessed market value of all improvements on the lot, based on the most recent data from the [name] County Assessor's Office; or the front yard of the subject lot is large enough that it could be subdivided based on the minimum lot size standards of the applicable zone.

DISTRICTS AND ZONES

SECTION 1103.17 SUBURBAN RESIDENTIAL ZONE (SR)

I. Purpose and Intent

A. The Suburban Residential (SR) Zone is intended to regulate all land in the city platted for medium-scale suburban single-unit residential development. The existing development pattern in the SR Zone is traditional single-family residential subdivisions with single-unit residential structures. The desired development pattern in the SR Zone is to accommodate multiple forms of single-family development, including attached single-family dwellings. New development in the SR Zone should also promote pedestrian connectivity and the retention of open space as an amenity. Where possible, new residential development should be connected to trail systems and within a half-mile walk from parks or significant open space.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	- Community Facility - Park - Community Facility - Trail - Dwelling - Detached Single-family - Library - Residential Model Home - School - Primary - School - Secondary
CONDITIONAL USES:	- Child Day Care - Center (See 1105.13(G)) - Child Day Care - In Home* - Community Facility - Activity Center - Community Facility - Outdoor Recreation - Community Facility - Public Health Safety - Dwelling - Assisted - Dwelling - Attached Single-Family - Dwelling - Developmental Disability - Dwelling - Group - Dwelling - Two Family - Golf Course - Private Club - Religious Assembly - School - Primary - School - Secondary - Studio - Art - Studio - Gymnastics/martial arts - Visual Arts Center

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** Subject to Home Occupation Regulations
(see 1103.13(H))*

REYNOLDSBURG ZONING CODE

III. Development Standards

The Suburban Residential Zone includes the traditional suburban single-family detached and attached typologies with off-street parking in a garage, driveway, or parking space.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	50
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	100
	LOT FRONTAGE (MIN. FT.)	50
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	20
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.)	8
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	20
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	30
	REAR YARD SETBACK (MIN. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	35
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	60%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

DISTRICTS AND ZONES

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	Rear yard, 35 feet from all any lot lines, 10 feet from the house
	ADU HEIGHT (MAX. FT.)	24; provided height of ADU does not exceed height of principal structure
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	15
PARKING LOCATION	LOCATION	Driveway leading to private attached or detached garage; no front yard parking
SIGN REGULATIONS	PERMITTED SIGN TYPES	Temporary signs only
DESIGN	DESIGN STANDARDS	Single-family building types; Porch permitted to encroach up to 6" beyond front building facade. Garage doors must be located at least three feet behind front building line. For garage requirements, please see Section 1105.05.
	SITE PLAN STANDARDS	For subdivision requirements, see Chapter 1111

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REYNOLDSBURG ZONING CODE

III. Development Standards

The Residential Medium Zone includes the traditional suburban single-family detached, attached, two-family, townhouse, and apartment building typologies with off-street parking in a garage, driveway, or parking space.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	50
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	100
	LOT FRONTAGE (MIN. FT.)	50
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	24
	DENSITY (MAX. UNITS PER ACRE)	24
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	20
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.)	8
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE FT.)	20
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	30
	REAR YARD SETBACK (MIN. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	35 single-family; two-family; townhouse; 42 apartment building 5 single-family; two-family; townhouse; 60 apartment building
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	60%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

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DISTRICTS AND ZONES

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	Same as primary
	ADU HEIGHT (MAX. FT.)	NA
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	20
PARKING LOCATION	LOCATION	Driveway leading to private attached or detached garage; rear yard
SIGN REGULATIONS	PERMITTED SIGN TYPES	Temporary signs only; monument sign for each frontage
DESIGN	DESIGN STANDARDS	Single-unit attached and detached building types; For garage requirements, please see Section 1105.05.
	SITE PLAN STANDARDS	See site plan review, Chapter 1109.19
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	NA

DISTRICTS AND ZONES

SECTION 11039.21 COMMUNITY COMMERCIAL ZONE (CC)

I. Purpose and Intent

A. The Community Commercial (CC) Zone is intended to promote development patterns and businesses that are consistent with larger retail and office-users, including companies with a workforce residing throughout the region that is seeking the convenience of access from heavily-traveled corridors. Existing development in the CC Zone is comprised of traditional large lot retail development with surface parking. Future development patterns in the CC Zone should accommodate changes in retail and transportation, including smaller lots and smaller format retail uses.

II. Uses

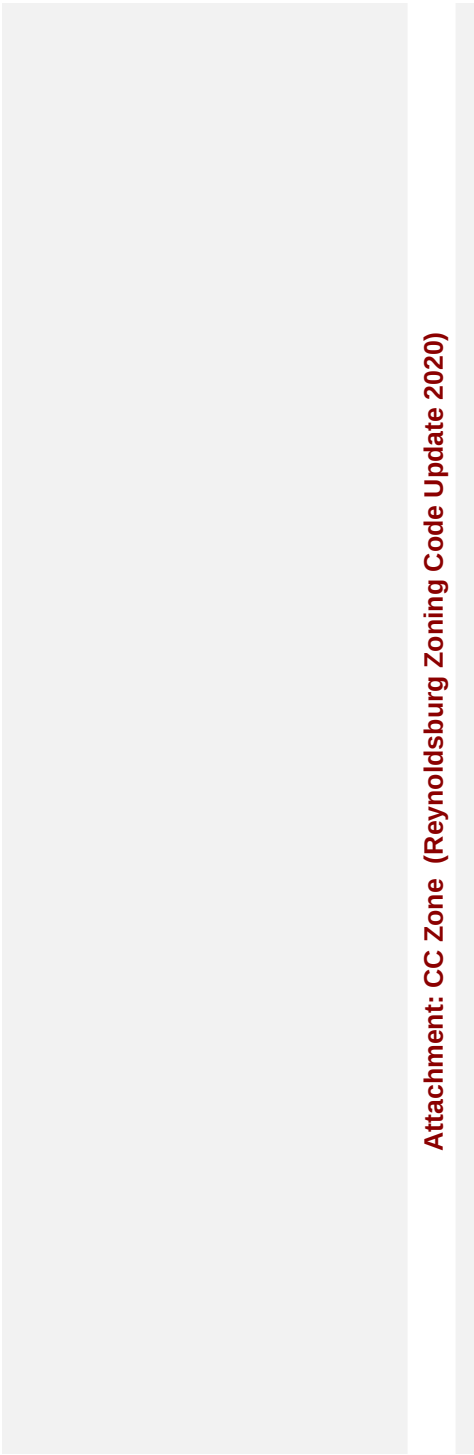
A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Adult Day Care • <u>Adult Oriented Businesses (Subject to Section 795.02 of Codified Ordinances)</u> • Antique Shop (See definition) • Bakery – Retail • <u>Beverage - Brewing and Distilling (See definition)</u> • Boarding/Kennel • Child Day Care - In Home (See 1105.13(H)) • Clothing Services - Dry Cleaning with drive thru • Clothing Services - Dry Cleaning without drive thru • Clothing Services - Tailor • Community Facility - Park • Community Facility - Trail • Dwelling - Group • Dwelling - Multi-Unit Building • Dwelling - Two-family • Dwelling - Developmental Disability • <u>Event Center - Private Events and Conferences</u> • <u>Event Center - Public Meetings and Conventions</u> • Financial Services and Banking - with drive thru (See 1105.13(K)) • Financial Services and Banking - without drive thru • Food Sales - Farm Market • Food Sales - Small Format Grocery • <u>Food Service - Commissary/Bakery</u> • Food Service - Deli • Food Service - Fast Casual Restaurant • Food Service - Full Service Restaurant • Food Service - Quick Serve/Fast Food Without Drive Thru • <u>Food Service - Quick Serve/Fast Food With Drive Thru</u> • Gallery - Art • Health and Wellness - Clinic • Health and Wellness - Fitness Facility/Gym • Health and Wellness - Massage • Health and Wellness - Physical Therapy • Indoor Recreation Enterprise • <u>Indoor Recreation Enterprise</u> • Library • <u>Live Theater</u> • Manufacturing - Artisan • <u>Medical - Clinic</u> • <u>Medical - Emergency Services</u> • <u>Medical - Full Service Hospital</u> • <u>Medical - Office</u> • <u>Medical - Outpatient and Urgent Care</u> • <u>Medical - Psychiatric Facility - Standalone</u> • <u>Medical - Standalone Emergency Services</u> • Medical - Clinic • Medical - Office • <u>Office - Professional Services</u> • <u>Office - Professional Services</u> • <u>Outdoor Recreation Enterprise</u> • Overnight Lodging - Bed and Breakfast (See definition) • Overnight Lodging - Boutique Hotel • Personal Care and Beauty Services • Private Club
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REYNOLDSBURG ZONING CODE

DISTRICT USES (CONT.)	
PERMITTED USES:	• Meeting Facility • Movie Theater • Museum • Office – Corporate • Office - Data Processing/Call Center • Office - Professional Services • Religious Assembly • Retail - Small/Medium Format • Retail - Medium Format • Retail - Large Format • Retail - Pharmacy • Retail - Shopping Center - Outdoor • Retail - Small Format • School - Secondary • School - Primary • Shelter • Studio - Art • Studio - Gymnastics/Martial Arts • Veterinary • Visual Arts Center
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CONDITIONAL USES:	• Auction Facility • Beverage Sales - Liquor and Beer • Sit Down/Bar Establishment • Beverage Sales - Liquor Store • Child Day Care - Center (See 1105.13(G)) • Community Facility - Activity Center • Community Facility - Outdoor Recreation • Community Facility - Public Health Safety • Dwelling - Assisted • Dwelling - Multi-Unit Building Complex • Dwelling - Nursing • Dwelling - Two-family • Event Center - Private Events and Conferences • Event Center - Public Meetings and Conventions • Live Theater • Mortuary • Movie Theater • Museum • Private Club • Religious Assembly • Research Facility and Laboratory • Retail - Convenience with gasoline • Retail - Convenience without gasoline • Shooting Range - Indoor • Vehicular Care Services - Major • Vehicular Care Services - Minor • Vehicle Care Services - Washes • Vehicular Repair - Heavy • Vehicular Repair - Light • Vehicular Sales - Automobiles
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- [Vehicular Sales - Motorcycles](#)
- [Vehicular Sales - Boats](#)
- [Vehicular Sales - Recreational Vehicles](#)
- [Visual Arts Center](#)



DISTRICTS AND ZONES

III. Development Standards

The Community Commercial Zone includes small and medium flex buildings, retail/large format, retail large restaurant building typologies, and off street parking.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	NA
	LOT WIDTH (MAX. FT.)	80
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	80
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	10
	FRONT YARD SETBACK (MAX. FT.)	20 NA
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	10
	SIDE YARD SETBACK (MAX. FT.)	20 NA
	SIDE YARD SETBACK (MIN. AGGREGATE, FT.)	20
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	40 NA
	REAR YARD SETBACK (MIN. FT.)	20
	REAR YARD SETBACK (MAX IN. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	45
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC.	70%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	70%
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

REYNOLDSBURG ZONING CODE

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	NP
	ADU HEIGHT (MAX. FT.)	NP
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION	LOCATION	Front, side, or rear yard Rear or side yard , well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	Commercial uses only - Any two of the following: Hanging, Wall, Projecting, Monument
DESIGN	DESIGN STANDARDS	Small to Medium Commercial Building Types; Natural Materials or Hardie Panel on front and side facades
	SITE PLAN STANDARDS	NA
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	NA

DISTRICTS AND ZONES

IV. Development Typologies

Buildings in the Community Commercial Zone (CC) ~~shall~~may be developed in accordance with the following typologies.

BUILDING TYPOLOGIES	COMMUNITY COMMERCIAL ZONE (CC)
DETACHED SINGLE-FAMILY BUILDING	X
ATTACHED SINGLE-FAMILY BUILDING	X
DUPLEX BUILDING	
MULTI-UNIT BUILDING	
MULTI-UNIT COMPLEX BUILDING	
SMALL FLEX RETAIL BUILDING	X
MEDIUM FLEX RETAIL BUILDING	X
LARGE FLEX RETAIL BUILDING	
INSTITUTIONAL FLEX BUILDING	
BED AND BREAKFAST BUILDING	
SCHOOL AND INSTITUTIONAL BUILDING	
COMMUNITY CENTER BUILDING	
OFFICE BUILDING	
OFFICE-CORPORATE BUILDING	
RETAIL LARGE FORMAT BUILDING	X
INDUSTRIAL BUILDING	
WAREHOUSE BUILDING	
PRIMARY SCHOOL BUILDING	
COMMUNITY ACTIVITY CENTER BUILDING	
EVENT CENTER BUILDING	

REYNOLDSBURG ZONING CODE

SECTION 1103.23 INNOVATION ZONE (I)

I. Purpose and Intent

A. Innovation (I) Zone incorporates a mix of industrial and office uses that will facilitate the creation of economic centers that will serve Reynoldsburg and surrounding communities. The existing development pattern in the I Zone is traditional, auto-oriented retail and commercial development. The desired development pattern includes the construction of signature industrial/flex buildings to facilitate access to I-70 and I-270. New construction should be well-designed and site plans should incorporate attractive landscaping, streetscape elements and signage. Pedestrian crossing should be incorporated throughout the zone.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	Adult Oriented Businesses (Subject to Section 795.02 of Codified Ordinances) - Air Transportation Services Antique Shop (See definition) - Auction Facility (See definition) - Beverage - Brewing and Distilling (See definition) - Beverage - Distribution - Beverage - Non-Alcoholic Production - Boarding/Kennel - Community Facility - Activity Center - Community Facility - Outdoor Recreation - Community Facility - Park - Community Facility - Public Health Safety - Community Facility - Trail - Equipment Repair - Heavy - Equipment Repair - Light - Event Center - Private Events and Conferences - Event Center - Public Meetings and Conventions Financial Services and Banking - with drive thru (See 1105.13(K)) Financial Services and Banking - without drive thru - Food Service - Commissary/Bakery - Food Service - Processing - Food Service - Production - Forestry - Garden Center - Indoor and Outdoor Health and Wellness - Clinic - Health and Wellness - Fitness Facility/Gym Indoor Enterprise - Library - Manufacturing - Artisan Manufacturing - Heavy Manufacturing - Light Medical - Clinic Medical - Emergency Services Medical - Full Service Hospital Medical - Office - Medical - Outpatient and Urgent Care Medical - Psychiatric Facility - Standalone Medical - Standalone Emergency Services Museum - Office - Corporate - Office - Data Processing/Call Center Office - Professional Services Outdoor Enterprise
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Attachment: Innovation (Reynoldsburg Zoning Code Update 2020)

DISTRICTS AND ZONES

DISTRICT USES (CONT.)	
PERMITTED USES:	- Plant Cultivation - Printing and Publishing Private Club - Religious Assembly - Research Facility/Laboratory <u>School - College/University</u> - School - Trade - Shelter Shooting Range - Indoor Only - Storage - Contractor - Storage - Commercial Gases Storage - Self-Store (See 1105.13 (F)) - Studio - Art - Studio - Gymnastics/martial arts Tattoo/Piercing Establishment - Vehicle Care Services - Washes - Vehicular Care Services - Major - Vehicular Care Services - Minor - Vehicular Repair - Heavy - Vehicular Repair - Light Vehicular Sales - Automobiles Vehicular Sales - Motorcycles Vehicular Sales - Boats Vehicular Sales - Recreational Vehicles - Veterinary <u>Visual Arts Center</u> - Warehouse - Large Format - Warehouse - Small Format
CONDITIONAL USES:	Child Day Care - Center - Community Facility - Detention and Corrections - Community Facility - Government Administration and Courts <u>Food Sales - Farm Market</u> Food Sales - Small Format Grocery <u>Indoor Recreation Enterprise</u> - Junk Storage and Sales - Mineral Extraction/Processing <u>Outdoor Recreation Enterprise</u> - Outdoor Processing - Agriculture - Outdoor Processing - Composting - Outdoor Processing - Concrete and Asphalt - Power Generation Facility - Power Substation Facility Private Club <u>School - Primary</u> <u>School - Secondary</u> <u>Shooting Range - Indoor</u> <u>Storage - Self-Store (See 1105.13 (E))</u> - Storage - Vehicular and Boat Tattoo/Piercing Establishment <u>Vehicular Sales - Automobiles</u> <u>Vehicular Sales - Motorcycles</u> <u>Vehicular Sales - Boats</u> <u>Vehicular Sales - Recreational Vehicles</u>

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REYNOLDSBURG ZONING CODE

III. Development Standards

The Innovation Zone includes office, industrial, and warehouse typologies with on-street and off-street parking.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	200
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	150
	LOT FRONTAGE (MIN. FT.)	80
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	10
	FRONT YARD SETBACK (MAX. FT.)	20
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	20
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	40
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	40
	REAR YARD SETBACK (MIN. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	35
	BUILDING HEIGHT (MAX. FT.)	75
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC.	70%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	NA
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

DISTRICTS AND ZONES

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	Side or Rear Yards
	ADU HEIGHT (MAX. FT.)	NA
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	35
PARKING LOCATION	LOCATION	Front or side yards, well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	Any two: Wall; Monument, Awning
DESIGN	DESIGN STANDARDS	Natural materials on front facade
	SITE PLAN STANDARDS	NA
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	NA

REYNOLDSBURG ZONING CODE

IV. Building Typologies

Buildings in the Innovation Zone (I) ~~may~~shall be developed in accordance with the following typologies.

BUILDING TYPOLOGIES	INNOVATION ZONES (I)
DETACHED SINGLE-FAMILY BUILDING	
ATTACHED SINGLE-FAMILY BUILDING	
DUPLEX BUILDING	
MULTI-UNIT BUILDING	
MULTI-UNIT COMPLEX BUILDING	
SMALL FLEX RETAIL BUILDING	
MEDIUM FLEX RETAIL BUILDING	
LARGE FLEX RETAIL BUILDING	
INSTITUTIONAL FLEX BUILDING	
BED AND BREAKFAST BUILDING	
SCHOOL AND INSTITUTIONAL BUILDING	
COMMUNITY CENTER BUILDING	X
OFFICE BUILDING	
OFFICE-CORPORATE BUILDING	X
RETAIL LARGE FORMAT BUILDING	
INDUSTRIAL BUILDING	X
WAREHOUSE BUILDING	X
PRIMARY SCHOOL BUILDING	
COMMUNITY ACTIVITY CENTER BUILDING	
EVENT CENTER BUILDING	

1105

COMMON REGULATIONS

Common Regulations

SECTION 1105.01 OFF-STREET PARKING AND LOADING

- A. Applicability.** Except as otherwise provided herein, these regulations shall apply under the following circumstances:
- i. The construction of a new building or structure;
 - ii. The substantial expansion of an existing building or structure;
 - iii. A change in the existing use to be conducted upon land or in a building or structure; and
 - iv. Whenever a building or use is changed in floor area, number of employees, number of dwelling units, seating capacity, or in a manner which otherwise creates a need for an increase in the number of parking or loading spaces, such spaces shall be provided for the entire increased use in conformance with the requirements of this article.
- B. Parking Requirements in Olde Reynoldsburg Commercial District (ORD-C), Brice and Main District (BMD) and East Main District (EMD).** Notwithstanding anything to the contrary contained herein, the parking requirements for any use conducted in the ORD-C, BMD, or EMD shall be determined based upon the applicable regulations set forth under Chapter 1105 hereof.
- C. Supplemental Parking Regulations in Residential Districts.** The provision of parking space, either open or enclosed, for the parking or storage of vehicles in a residential zoning district for residential uses shall be subject to the following:
- i. **Commercial Vehicles.** Trucks having dual tires on one (1) or more axles, or having more than two (2) axles, designed for the transportation of cargo and including tractor-trucks, trailers, and semi-trailers, shall not be permitted on a lot or parked on a street or alley in a residential zoning district.
 - ii. **Parking of Recreational Equipment.** The parking of recreational equipment and vehicles, including but not limited to travel trailers, motor homes, pickup campers, folding tent trailers, boats or boat trailers, and other similar recreational equipment and vehicles, semi-trailers, travel trailers, or other trailers or motor homes shall not be permitted on any street within the City,

REYNOLDSBURG ZONING CODE

other than for the purpose of loading or unloading such equipment or vehicle. When located on property in a residential district for the purpose of loading or unloading, travel trailers, motor homes, boats or boat trailers, and other similar recreational vehicles shall not exceed a loading or unloading time of ~~48~~ consecutive hours. Residents shall be permitted to park a maximum of one (1) recreational vehicle on property located in a residential district if such vehicle is located in an enclosed structure OR all of the following requirements are satisfied for a vehicle parked or store outside of an enclosed structure:

1. Such recreational equipment and vehicles shall be stored or parked at least three (3) feet from any dedicated right-of-way and/or walkway and shall not be located within ten (10) feet of any property line.
2. Not more than one (1) item of recreational equipment shall be permitted to be stored outside on any property used for a residential purpose. All recreational vehicles must be registered and licensed (if applicable) to the resident of the property on which the items are parked or stored. For the purposes of this chapter, a boat stored on a boat trailer shall be deemed one (1) piece of recreational equipment.
3. Under no circumstances shall any recreational vehicle or equipment be occupied or used for living, sleeping, housekeeping, storage or business purposes.
4. No such recreational vehicle shall be parked in any manner in which such vehicle may be deemed, in the professional opinion of the Planning and Zoning Administrator, to obstruct the view of traffic in a manner that endangers the safety of motorists or pedestrian.

D. Conversion of Use. No parking or loading space (including a residential garage) which is required by this Zoning Code shall be removed or converted to another use unless the parking or loading requirement is satisfied by the existence or construction of an additional parking or loading space conforming to this Zoning Code.

E. Required Parking and Loading Spaces.

- i. **Required Parking Spaces.** Except as otherwise provided herein, the number of off-street parking spaces provided for a use shall not be less than set forth in the table identified as "Table 1105.01A: Required Parking Spaces." The number of parking and loading spaces required for a use shall be as determined by the Zoning Administrator in conformance with the provisions of this Zoning Code.
- ii. **Requirements for Unlisted Use.** For a use for which off-street parking requirements have not been specifically stated in this Zoning Code, parking and loading facilities shall be provided as determined by the Zoning Administrator to be sufficient for the parking and loading needs of the proposed use and structures, giving consideration to the following criteria:
 1. The number of off-street parking spaces required for a use listed in the table that is the most similar to the proposed use in terms of anticipated parking demand;
 2. The floor area of the proposed use;
 3. The anticipated number of employees and patrons; and
 4. Any evidence submitted regarding the parking demand for the same use on similar existing sites.

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All recreational equipment stored outside shall be screened from view from all contiguous dwelling public rights-of-way by suitable screening that otherwise is in compliance with the applicable regulations for the underlying district, as determined by the Zoning Administrator.

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notice to the sign owner to remove the abandoned panel and replace it with a blank. This shall not apply to signs maintained on lots that do not have any existing structure.

- i. Whenever the Planning and Zoning Administrator determines that a sign face in a multi-tenant sign is abandoned but other panels on the sign are not abandoned, he or she may issue a notice to the sign owner to remove the abandoned panel and replace it with a blank.

B. Special Sign Regulations for Gasoline Stations. Gasoline stations present several unique challenges for signage purposes due to industry-wide advertisement of the price of fuels for sale. In order to address these unique challenges, ground signs on lots with gasoline stations shall be permitted to incorporate electronic signage. Exempted ground signs of this type shall be subject to the following special regulations:

- i. The electronic signage shall take up no more than one-third (1/3) of the sign area permitted by this chapter.
- ii. The electronic signage shall consist of a solid background with only one illuminated color per electronic panel.
- iii. Such signs shall be subject to all other sign regulations of this chapter, and of the applicable zone or district.

SECTION 1105.05 ACCESSORY STRUCTURES

A. Generally Applicable Regulations for Accessory Uses and Accessory Structures. An accessory use or accessory structure shall be permitted in any district provided that:

- i. It is incidental to and customarily found in connection with the main use or main building permitted in the district;
- ii. It is subordinate to and serves the main use or building;
- iii. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;
- iv. It is located on the same lot as the main building or main use which it serves; and
- v. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.
- vi. Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the Planning and Zoning Administrator or by the Board of Zoning and Building Appeals to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.
- vii. Except as otherwise provided in this Zoning Code, an accessory structure:
 1. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
 2. Shall not be located closer than ~~three~~ feet (3FT) to any rear lot line and not closer than three feet (3FT) to any side lot line;
 3. Shall not be located closer than ten feet (10FT) to a main building;
 4. Shall not occupy more than twenty percent (20%) of the required rear yard;

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5. In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the finished floor area of the main structure;
 6. Except for accessory dwelling units, where permitted, shall not contain facilities for dwelling purposes; and
 7. Shall not exceed fifteen feet (15FT) in height.
- viii. For the purposes of this section, a storage building equal to or less than fifty square feet (50SF) in area, not permanently attached to the ground, is not considered a structure. Only one such storage building may be placed on a lot without a zoning certificate. Any additional buildings shall be considered accessory structures and subject to the provisions of this section. Storage buildings of this type shall be located behind the main structure and shall conform with the minimum lot line setbacks listed in this section.

B. Garage Standards

- i. All garages in a residential district facing the street shall not be located more than eight (8) feet in front of the front façade of the structure.
- ii. In the Suburban Residential District Only. No garage door or combination of garage doors facing the street shall occupy more than sixty percent (60%) of the width of the ground level façade.

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REYNOLDSBURG ZONING CODE

SECTION 1105.03 SIGNS

TABLE 1105.03A PERMITTED PRINCIPAL SIGNS BY ZONE AND DISTRICT

DISTRICT/ZONE	MONUMENT SIGN	PROJECTING SIGN	WALL SIGN	AWNING SIGN	WINDOW SIGN	ROOF SIGN
Olde Reynoldsburg Neighborhood District (ORD-N)	MU or NR					
Olde Reynoldsburg Commercial District (ORD-C)	X	X	X	X	✗	X
Brice and Main Street District (BMD)	X	X	X	X		
East Main Street District (EMD)	X	X	X	X		
Community Commercial (CC)	✗	X	X	X	✗	
Residential Zones (SR and RM)	NE or NR	NR				
Innovation Zone (I)	X	X	X	X	✗	
Sign Key: MU - Multi-Unit Development NR - Non-Residential Development, excluding home occupation NE - Neighborhood Entry Sign						

- A. Purpose and Applicability.** This section regulates the type, number, design, size, time of display, location, maintenance, and other characteristics of signs in order to: protect the public health, safety, and welfare in all zones and districts; promote clarity in sign communications; promote harmony between and among the physical characteristics of signs and the physical characteristics of surrounding land, structures, and other development features; and to promote attractive and orderly appearance in all districts. The provisions of this section shall apply to all existing signs, to all signs erected or installed after the effective date of this Zoning Code, and to any sign which replaces an existing sign or component thereof.
- B. Zoning Sign Permits Required.** Every sign, except those specifically exempted by the provisions of this section, shall only be erected or installed subsequent to and in conformance with the provisions of a zoning sign permit issued by the Planning and Zoning Administrator. The Planning and Zoning Administrator shall not be required to issue a zoning sign permit to any use or business that does not have a valid zoning certificate or that is otherwise not in compliance with the Zoning Code, Building Code or Property Maintenance Code. For the purposes of approving a sign in conformance with the Zoning Code, a zoning sign permit shall have the same effect as a zoning certificate.

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C. Signs Requiring Permits

- i. **Signs in Zones and Districts.** Signs shall be permitted in the respective districts as established in Table 1105.03A: Permitted Signs and as further provided in this section.
- ii. **Signs in Olde Reynoldsburg Districts.** Subject to the approval of the Planning and Zoning Administrator or the Planning Commission, as applicable, in conjunction with the certificate of appropriateness process required under Section 1109.21, signs shall be permitted in Olde Reynoldsburg Districts as established in Table 1105.03A and in conformity with the following specific provisions:
 1. **Residential Signs – Olde Reynoldsburg Commercial District (ORD-C) and Olde Reynoldsburg Neighborhood District (ORD-N).** One (1) monument sign per entrance may be located on a lot or lots within a multi-dwelling unit development within the ORD-C or ORD-N. When located in the public right-of-way, all such signs shall be subject to a perpetual maintenance agreement and shall not be internally illuminated.
 2. **Non-Residential Use or Mixed-Use Signs – ORD-C.** The following sign types shall be permitted to be displayed on structures or buildings utilized for non-residential or mixed-use purposes in conformity with the following specific provisions:
- iii. **Sign Lighting.** The following types of lighting shall be permitted in the ORD-C: exterior illuminated, gooseneck lighting, shadow lit, bulb surround – non-flashing or blinking, and bulb surround – flashing or blinking.
- iv. **Changeable Copy Types.** The following changeable copy types shall be permitted in the ORD-C: channel letters.
- v. **Principal Signs.** A maximum of two (2) of any combination of the following sign types shall be permitted per lot in the ORD-C in accordance with the following provisions:
 1. **Wall Sign.** One (1) wall sign may be erected on the wall of a building which most nearly parallels a street, parking lot or service drive, as determined by the Planning and Zoning Administrator. The total permitted area for any wall sign is two (2) square feet per lineal foot of building façade or tenant space, as applicable. Any wall sign located in accordance with this subsection shall be attached parallel to the building wall, mounted on a raceway, or painted directly on a wall, provided no wall sign shall extend outward from the building wall more than twelve inches (12"). Where a building is located on a corner lot, one (1) additional wall signs may be permitted on both walls which parallel the intersecting streets. Wall signs shall be composed of wood or metal frames with a face of wood, metal or polycarbonate materials. Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets. Wall signs shall be composed of wood or metal frames with a face of wood, metal or polycarbonate materials.
 2. **Projecting Sign.** One (1) projecting sign constructed of wood or metal, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building at a ninety (90) degree angle. The surface area of each face of such projecting sign shall be a maximum of six (6) square feet. It shall not project more than three feet (3') from the building façade, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projecting sign shall be located no less than nine feet (9') above the sidewalk or ground level. Any applicant requesting a permit for a projecting sign which

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extends over a public right-of-way shall provide for a hold-harmless agreement with the City.

3. **Roof Sign.** One (1) roof sign constructed of metal with a maximum surface area of eighty (80) square feet may be located on the roof of a principal structure located in the ORD-C. Such roof sign shall be setback a minimum of five feet (5') from the edge of the roof of the principal structure and may be illuminated with a direct light.

4. ~~**Window Sign.** Up to two (2) window signs no larger than fifteen percent (15%) of the surface area of the window or windows on which such sign or signs are placed. Any window sign located in accordance with this subsection shall be located on a window or windows on the front façade of the principal building.~~

5. ~~**Awning Signs.**~~ A maximum of one (1) awning sign may be permitted in accordance with the provisions set forth under this subsection. All new awnings, or changes to awning colors shall be subject to a design and site plan review. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed sixteen inches in height (16").

6. ~~**Monument Sign.**~~ One (1) monument sign with a base constructed of brick may be installed in ~~the ORD-C EMD or BMD~~. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.

- vi. ~~**Signs in East Main Street District (EMD) and Brice and Main Street District (BMD).**~~ Subject to the approval of the Planning and Zoning Administrator or the Planning Commission, as applicable, in conjunction with the site plan and design review process required under Section 1109.19, signs shall be permitted in the EMD and BMD as established in Table 1105.03A and in conformity with the following specific provisions:

1. ~~**Sign Lighting (EMD).**~~ The following types of lighting shall be permitted in the EMD: exterior illuminated, gooseneck lighting, shadow lit, internally lit, and bulb surround — non flashing or blinking.
2. ~~**Sign Lighting (BMD).**~~ The following types of lighting shall be permitted in the BMD: exterior illuminated, gooseneck lighting, shadow lit, and bulb surround — non flashing or blinking.
3. ~~**Changeable Copy Types.**~~ The following changeable copy types shall be permitted in the EMD and BMD: channel letters and scrolling. Changeable copy types are not permitted in the BMD.

- vii. ~~**Principal Sign Types.**~~ A maximum of two (2) of any combination of the following sign types shall be permitted in the EMD and BMD in accordance with the following provisions:

1. ~~**Awning Signs.**~~ A maximum of one (1) awning sign may be permitted in accordance with the provisions set forth under this subsection. All new awnings, or changes to awning colors shall be subject to a design and site plan review. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered

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a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed sixteen inches in height (16").

2. ~~**Monument Sign.** One (1) monument sign with a base constructed of brick may be installed in the EMD or BMD. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.~~
3. ~~**Wall Sign.** One (1) wall sign may be erected on the wall of a building which most nearly parallels a street, parking lot or service drive, as determined by the Planning and Zoning Administrator. The total permitted area for any wall sign is two and one-half (2.5) square feet per lineal foot of building façade or tenant space, as applicable. Any wall sign located in accordance with this subsection shall be attached parallel to the building wall, mounted on a raceway, or painted directly on a wall, provided no wall sign shall extend outward from the building wall more than twenty-four inches (24"). Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets. Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets. Wall signs shall be composed of wood or metal frames with a face of wood, metal or polycarbonate materials.~~
4. ~~**Projecting Sign.** One (1) projecting sign constructed of wood or metal, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building at a ninety (90) degree angle. The surface area of each face of such projecting sign shall be a maximum of six (6) square feet. It shall not project more than three feet (3') from the building façade, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projecting sign shall be located no less than nine feet (9') above the sidewalk or ground level. Any applicant requesting a permit for a projecting sign which extends over a public right-of-way shall provide for a hold harmless agreement with the City.~~

~~viii.vi.~~ **Signs in Residential Zones (SR and RM Zoning Districts).** Subject to the approval of the Planning and Zoning Administrator or the Planning Commission, as applicable, in conjunction with the site plan and design review process required under Section 1109.19, signs shall be permitted in the SR and RM zones as established in Table 1105.03A and in conformity with the following specific provisions:

1. **Sign Lighting.** The following types of lighting shall be permitted in RM zones: exterior illuminated and gooseneck lighting. Sign lighting is not permitted in SR zones.
2. **Changeable Copy Types.** Changeable copy types are not permitted in SR and RM zones.
3. **Principal Sign Types.** The following sign types shall be permitted in the SR and RM zones in accordance with the following provisions:
4. **Neighborhood entry sign.** One (1) or more permanent ground signs may be located on a lot or lots within a subdivision or multi-family dwelling development. When located in the public right-of-way, all such signs shall be subject to a perpetual maintenance agreement and shall not be internally illuminated.
5. **Flags.** Flags are permitted as a supplemental sign type in SR and RM zones.

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6. **Real Estate Signs.** One (1) freestanding real estate sign per lot frontage is permitted on premises for individual lots or building until such lots are sold or rented in accordance with the following provisions:
 - (a) Maximum Sign Face. Six (6) square feet.
 - (b) Maximum Height. Five (5) feet.
 - (c) Location Requirements. At least one foot from street right of way and at least five feet from side or rear lot lines.
 - (d) Time Restrictions. Sold signs shall be removed within five (5) calendar days from closing on the sale of the subject property.

7. **Temporary Signs.** Temporary signs are permitted provided that any temporary sign may have a maximum area of two (2) square feet and may be located a maximum of three feet (3') above grade. Any temporary sign located in accordance with these provisions shall be constructed of vinyl with metal supports.

vii. Signs in Commercial and Mixed-Use Zones (BMD/EMD Districts, CC Zone, and Innovation Zone). Subject to the approval of the Planning and Zoning Administrator or the Planning Commission, as applicable, in conjunction with the site plan and design review process required under Section 1109.19, signs shall be permitted in commercial and mixed-use zones as established in Table 1105.03A and in conformity with the following specific provisions:

ix.viii.

1. **Wall sign.** One (1) wall sign may be erected on the wall of a building which most nearly parallels a street, parking lot or service drive, as determined by the Planning and Zoning Administrator. The total permitted area for any wall sign is two (2) square feet per lineal foot of building façade or tenant space, as applicable. A wall sign shall be attached parallel to the building wall and shall not extend outward from the building wall more than fourteen inches (14"). A sign may be attached to a canopy, marquee or roof that projects beyond a structure provided that no part of such sign extends more than two feet (2') beyond such roof, canopy or marquee. Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets. ~~Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets.~~ Wall signs shall be composed of wood or metal frames with a face of wood, metal or polycarbonate materials.
2. **Projecting Sign.** One (1) projecting sign, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building and shall not extend beyond any other dimension of the wall. It shall not project more than four feet (4') from the wall, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projected sign shall be located no less than eight feet (8') above the sidewalk or ground level and no closer than six feet (6') to a street's pavement or curb. Any applicant requesting a permit for a projecting sign which extends over a public right-of-way shall provide for a hold-harmless agreement with the City.
3. **Awnings.** Awnings may be permitted in addition to or in lieu of a wall sign. Where awnings are used as the primary sign identification, the standards for wall signs shall apply. All new awnings, or changes to awning colors in the design review districts shall be subject to a certificate of appropriateness. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed twelve inches (12") in height.
4. **Monument Sign.** One (1) monument sign with a base constructed of stone or brick may be installed in commercial or mixed-use zones. In the EMD or BMD the base shall be constructed of brick only. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.

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4. ~~Ground signage.~~ See provisions in Table 1105.03A.

~~x. Signs in Innovation Zone (I).~~

1. ~~Wall sign. One (1) wall sign may be erected on the wall of a building which most nearly~~

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~~parallels a street, parking lot or service drive, as determined by the Planning and Zoning Administrator. A wall sign shall be attached parallel to the building wall and shall not extend outward from the building wall more than fourteen inches (14"). A sign may be attached to a canopy, marquee or roof that projects beyond a structure provided that no part of such sign extends more than two feet (2') beyond such roof, canopy or marquee. Where a building is located on a corner lot, wall signs may be permitted on both walls which parallel the intersecting streets.~~

2. ~~**Projecting Sign.** One (1) projecting sign, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building and shall not extend beyond any other dimension of the wall. It shall not project more than four feet (4') from the wall, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projected sign shall be located no less than eight feet (8') above the sidewalk or ground level and no closer than six feet (6') to a street's pavement or curb. Any applicant requesting a permit for a projecting sign which extends over a public right-of-way shall provide for a hold-harmless agreement with the City.~~
3. ~~**Awnings.** Awnings may be permitted in addition to or in lieu of a wall sign. Where awnings are used as the primary sign identification, the standards for wall signs shall apply. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed twelve inches (12").~~
4. ~~**Window Sign.** Up to two (2) window signs no larger than thirty percent (30%) of the surface area of the window or windows on which such sign or signs are placed. Any window sign located in accordance with this subsection shall be located on a window or windows on the front façade of the principal building.~~
5. ~~**Monument Sign.** One (1) monument sign with a base constructed of brick may be installed in the EMD or BMD. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.~~

~~8.1.j.X~~ **Signs in Open Space/Schools Zone.** Signs in the OS ~~Z~~zone shall be subject to review and approval by the Planning and Zoning Administrator or the Planning Commission, as applicable.

- D. **Supplemental Signs Non-Residential Districts.** In addition to the above-listed principal sign types, the following supplemental sign types ~~are exempt from zoning sign permits and~~ may be permitted in non-residential districts, as specified below, in accordance with the following provisions:
- i. **Banner Signs.** In all non-residential districts a maximum of one (1) banner sign may be permitted in accordance with the provisions set forth under this subsection. Banner signs shall be a maximum of ~~two feet (2') wide~~ thirty-two (32) square feet and shall be located a maximum of eight feet (8') above grade. The display of banners shall be allowed for no more than ~~one hundred and eighty-four (180)~~ one hundred and eighty-four (180) days per year, ~~which may include any combination of consecutive ten (10) day periods, twenty (20) periods, or forty (40) days periods.~~
 - ii. **Flags.** Flags are permitted as a supplemental sign type in all non-residential districts.

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- iii. **Sandwich Board Signs.** A maximum of one (1) sandwich board sign may be permitted in accordance with the provisions set forth under this subsection. Sandwich board signs shall have a maximum sign face area of six (6) square feet with a maximum board width of twenty-four inches (24") and a maximum board height of thirty-six inches (36"). Any sandwich board located in accordance with this subsection shall be constructed of wood and shall be displayed for a maximum of twelve (12) hours per day.
- iv. **Real Estate Signs.** Any combination of free-standing, wall or window real estate signs may be located upon any non-residential property for a total of three (3) signs, provided that such signs do not exceed the permitted dimensions for the corresponding sign-type in the zoning district that is applicable to the subject property. Notwithstanding anything to the contrary contained herein, if freestanding signs are not permitted in the zoning district applicable to the subject property, then one free-standing sign not exceeding seven (7) feet in height with a maximum sign face of twenty (20) square feet may be located upon the subject property. All real estate signs located in accordance with this subsection shall be removed within five (5) calendar days from closing on the sale of the subject property.
- v. **Window Sign.** Up to two (2) window signs no larger than thirty percent (30%) of the surface area of the window or windows on which such sign or signs are placed. Any window sign located in accordance with this subsection shall be located on a window or windows on the front façade of the principal building.
- vi. **Temporary Signs.** Temporary signs are permitted provided that any temporary sign may have a maximum area of two (2) square feet and may be located a maximum of three feet (3') above grade. Any temporary sign located in accordance with these provisions shall be constructed of vinyl with metal supports.

E. Generally Applicable Regulations for all Signs.

- i. **Sign height.** The height of a sign shall be measured from the finished grade which shall be defined as that point where the grade line intersects the front wall of the building. The height of a sign may not be artificially increased beyond the permitted height by placement of the sign on an earth mound.
- ii. **Sign setbacks.** Signs shall be located in conformity with the side and rear yard requirements of the applicable zone or district.
- iii. **Sign colors.** No sign requiring a permit under the provisions of this chapter shall contain more than four (4) colors, including black and white. Where a corporate logo is used, the logo shall count as one of the four (4) colors. Where a multi-tenant sign is present, no individual sign face panel may contain more than four (4) colors.
- iv. **Construction.** All signs shall be properly constructed and maintained to ensure that no safety hazard is created. All signs shall be built in conformity with the requirements of the Building Code and the procedures of the Building Division.
- v. **Location.** Except as otherwise provided in this Zoning Code, no sign or any part of any sign shall be placed in, over or extend into any public right-of-way.
- vi. **Lighting.** The level of illumination emitted or reflected from a sign shall not be so intense as to constitute a safety hazard to vehicular movement on any street from which the sign may be viewed, as determined by an average person. Illuminated signs shall be constructed and maintained so that the source of illumination is shielded or otherwise prevented from beaming directly onto adjacent lots or streets.
- vii. **Concealment of Wires and Components.** Irrespective of the sign type permitted under this section, all wiring and components of such sign shall be concealed from public view.

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- viii. **Contractor Identification.** All signs shall be plainly marked with the name of the person or company that installed the sign.
- ix. **Maintenance and Repair Required:**
 - 1. The owner of a sign shall repair, support, clean, repaint, or perform any maintenance service necessary to maintain the reasonable and proper appearance and condition of the sign. Whenever the Planning and Zoning Administrator determines a sign to be in need of repair, support, cleaning, repainting or other maintenance, he/she may issue a notice to the sign owner to complete the needed repairs or maintenance.
 - 2. All sign face panels shall be intact and free from cracks. No sign shall be permitted to exist without an intact face panel. Whenever the Planning and Zoning Administrator determines that a sign face is cracked or not intact, he/she may issue a notice to the sign owner to replace the sign face.
 - 3. If the Planning and Zoning Administrator determines that the existing condition of the sign creates an immediate hazard to the public health, safety or welfare, he/she shall issue a notice to the owner requiring the sign to be removed immediately.

F. Nonconforming Signs.

- i. An existing sign that does not meet the requirements of this chapter shall be deemed a nonconforming sign.
- ii. A nonconforming sign shall exist and be maintained in accordance with the following:
 - 1. The size and shape of the sign structure shall not be altered, except that sign face panels may be replaced.
 - 2. If damage occurs to a sign to the extent of sixty percent (60%) or more of either the structure or its replacement cost at the time of destruction, the sign shall be brought into compliance with the provisions of this Zoning Code.
- iii. A nonconforming sign shall not be structurally relocated or replaced, unless the new sign is in compliance with this chapter.

G. Abandoned Signs and Sign Faces.

- i. A sign or sign face shall be considered abandoned when:
 - 1. The sign or sign face remains after the discontinuance of a use. A use is considered to be discontinued if it is closed to the public for at least ninety (90) consecutive days.
 - 2. The sign or sign face is not maintained in accordance with the provisions of this chapter and the owner of the sign has not complied with notices to maintain the reasonable and proper appearance and condition of the sign.
- ii. Whenever the Planning and Zoning Administrator determines that a sign has been abandoned as defined in this chapter, the right to maintain and use such a sign shall terminate immediately. Physical removal of a sign may be accomplished pursuant to the nuisance abatement procedures and ordinances of the City.
- iii. Whenever the Planning and Zoning Administrator determines that a sign face is abandoned as defined in this chapter but the existing sign conforms to the Zoning Code, he/she may issue a

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notice to the sign owner to remove the abandoned panel and replace it with a blank. This shall not apply to signs maintained on lots that do not have any existing structure.

- iv. Whenever the Planning and Zoning Administrator determines that a sign face in a multi-tenant sign is abandoned but other panels on the sign are not abandoned, he or she may issue a notice to the sign owner to remove the abandoned panel and replace it with a blank.

H. Special Sign Regulations for Gasoline Stations. Gasoline stations present several unique challenges for signage purposes due to industry-wide advertisement of the price of fuels for sale. In order to address these unique challenges, ground signs on lots with gasoline stations shall be permitted to incorporate electronic signage. Exempted ground signs of this type shall be subject to the following special regulations:

- i. The electronic signage shall take up no more than one-third (1/3) of the sign area permitted by this chapter.
- ii. The electronic signage shall consist of a solid background with only one illuminated color per electronic panel.
- iii. Such signs shall be subject to all other sign regulations of this chapter, and of the applicable zone or district.

SECTION 1105.05 ACCESSORY STRUCTURES

A. Generally Applicable Regulations for Accessory Uses and Accessory Structures. An accessory use or accessory structure shall be permitted in any district provided that:

- i. It is incidental to and customarily found in connection with the main use or main building permitted in the district;
- ii. It is subordinate to and serves the main use or building;
- iii. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;
- iv. It is located on the same lot as the main building or main use which it serves; and
- v. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.
- vi. Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the Planning and Zoning Administrator or by the Board of Zoning and Building Appeals to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.
- vii. Except as otherwise provided in this Zoning Code, an accessory structure:
 1. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
 2. Shall not be located closer than six feet (6FT) to any rear lot line and not closer than three feet (3FT) to any side lot line;
 3. Shall not be located closer than ten feet (10FT) to a main building;
 4. Shall not occupy more than twenty percent (20%) of the required rear yard;

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5. In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the finished floor area of the main structure;
 6. Except for accessory dwelling units, where permitted, shall not contain facilities for dwelling purposes; and
 7. Shall not exceed fifteen feet (15FT) in height.
- viii. For the purposes of this section, a storage building equal to or less than fifty square feet (50SF) in area, not permanently attached to the ground, is not considered a structure. Only one (1) such storage building may be placed on a lot without a zoning certificate. Any additional buildings shall be considered accessory structures and subject to the provisions of this section. Storage buildings of this type shall be located behind the main structure and shall conform with the minimum lot line setbacks listed in this section.

SECTION 1105.07 LANDSCAPING AND BUFFERING

A. Purpose and Intent. These standards are intended to establish landscaping regulations that:

- i. Improve the aesthetic appearance of setback areas, common open space areas, public rights-of-way and off-street vehicular parking areas;
- ii. Encourage the preservation of existing trees and natural features;
- iii. Promote compatibility among different land uses;
- iv. Promote the use of generally accepted landscape design principles; and
- v. Protect public health, safety and welfare by minimizing the impact of all forms of physical and visual pollution, controlling soil erosion, screening unsightly areas, preserving the integrity of neighborhoods and enhancing pedestrian and vehicular traffic and safety.

B. Application. ~~The Planning and Zoning Administrator may require a~~ landscape plan and/or tree survey ~~shall be required to be submitted~~ in conjunction with any application for a zoning certificate, a variance, a conditional use permit, a similar use determination, a subdivision plat, or a site plan and design review approval. Such landscape plan and/or tree survey shall include the following:

- i. The present location, size, and description of all existing major trees, with a designation of existing major trees sought to be removed.
- ii. ~~The~~ location, size and description of landscaping materials proposed to be placed on the lot in order to comply with this section.
- iii. The location and size of any structures presently on the lot, and those proposed to be placed on the lot.
- iv. The proposed location and description of screening to be placed on the lot in order to comply with this section.

C. General Landscape Provisions.

- i. ~~When required by the Planning and Zoning Administrator, No zoning certificate, variance, conditional use permit, similar use determination, subdivision plat or site plan and design approval shall be granted until~~ a landscape plan ~~shall be~~ approved in

COMMON REGULATIONS

5. In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the finished floor area of the main structure;
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- viii. For the purposes of this section, a storage building equal to or less than fifty square feet (50SF) in area, not permanently attached to the ground, is not considered a structure. Only one (1) such storage building may be placed on a lot without a zoning certificate. Any additional buildings shall be considered accessory structures and subject to the provisions of this section. Storage buildings of this type shall be located behind the main structure and shall conform with the minimum lot line setbacks listed in this section.

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accordance with this chapter prior to granting a zoning certificate, a variance, a conditional use permit, a similar use determination, a subdivision plat, or a site plan and design review. -A zoning certificate is not required for the addition of pervious surface including grass, mulched groundcover, other planted areas, and/or permeable or pervious pavers or paving that facilitates the infiltration of water into the soil.

- ii. No landscaped area shall be used for display and/or storage purposes.
 - iii. The species, location and spacing of trees and shrubs planted in all public rights-of-way and on all sites shall be subject to approval by the Planning and Zoning Administrator.
 - iv. No Certificate of Occupancy shall be granted until all conditions herein have been met; however, in the event landscaping cannot be completed due to weather conditions, or peculiar conditions related to the development of the subject property such as conditions related to phased development, the applicant shall provide financial security, in a form acceptable to the City, in the amount of one hundred twenty-five percent (125%) of the cost of materials and installation of all remaining landscaping to be completed and an estimate of such costs in order to be eligible for a Certificate of Occupancy.
 - v. When phasing development upon a property, a proportionate share of landscaping acceptable to the City shall be installed and maintained with each phase based on the size of the proposed phase and shall be considered completed for the purposes of these regulations when such proportionate share of landscaping has been installed, unless special circumstances warrant the installation of a greater amount of landscaping with any phase.
 - vi. The developer and/or property owner shall be responsible for the installation and maintenance of all landscaping, buffering, perimeter treatment and screening improvements in a healthy condition. This provision shall also apply to single-family and two-family dwellings.
 - vii. Bare earth shall not be considered landscaping or a landscaped area for the purposes of meeting the landscape requirements herein. Land area shall be considered "covered" if it is used for growing grass, shrubs, trees, plants or flowers, or if covered by decorative rock, stone or wood chips, or otherwise landscaped as provided herein. This provision shall also apply to single-family and two-family dwellings.
 - viii. These landscaping provisions are not intended to require multiple or overlapping setbacks, buffers and perimeter treatments. When more than one (1) such standard applies, that standard which results in the higher landscaping or buffering requirement shall apply. Buffering and perimeter treatments may be located within the required setbacks and may be counted toward required open space except not as usable open space.
 - ix. Utility easements which conflict with required buffer yards, perimeter treatment, parkway or median standards may require an alternative design approach to address such conflicts.
- D. **Tree Preservation.** Unless exempted in accordance with this subsection, all existing major trees shall be preserved. The Building Inspector may approve the cutting down, removal or destruction of a major tree/trees when the tree or trees interferes with the proper development of the lot, provided that the lot is the subject of an application for approval of a zoning certificate, development plan approval or variance, such application is approved and one of the following applies:
- i. The tree or trees will be located within the public right of way.
 - ii. The subject property cannot be arranged in a manner to avoid removal of the tree or trees at the same time permitting the desirable and logical development of the lot.
 - iii. The tree/trees are located within the proposed driveway to service a single-family home, and such driveway cannot otherwise be relocated.

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per street.

- K. Drive-Thru Service.** The following regulations shall apply to the approval and operation of drive-thru establishments:
- i. Loudspeakers shall be located and designed, with volume and hours of operation controlled, in a manner to minimize noise impacts on nearby residential uses.
 - ii. Lanes required for vehicle access to and waiting for use of a drive thru facility shall be designed to have sufficient length to accommodate the peak number of vehicles projected to use the facility at any one (1) time, to provide escape/abort lanes for vehicles desiring to leave the stacking lanes or to avoid disabled vehicles, and to minimize impacts on the use of other required parking or drives or on the use of abutting streets and hazards to pedestrians. ~~The Planning and Zoning Administrator or Board of Zoning and Building Appeals, as applicable, may require The applicant shall provide~~ a traffic study which documents ~~to the satisfaction of the Board~~ the projected vehicular use of the proposed facilities and evidence of compliance with the provisions of this Zoning Code.
 - iii. The Planning and Zoning Administrator or Board of Zoning and Building Appeals, as applicable, may impose restrictions on the hours of operation in order to reduce inappropriate impacts on abutting uses and on street traffic and to ensure compatibility with normal vehicular activity in the district.
 - iv. The applicant shall so design the site plan or otherwise provide assurances as to reduce the impacts of lighting, litter, noise, and exhaust resulting from the facility, especially impacts on nearby residential uses.
- L. Solar Panels and Solar Panel Arrays.** The following regulations shall apply to the installation of solar panels and solar panel arrays:
- i. **Accessory Use.** A solar panel or a solar panel array, in each case, whether freestanding or roof mounted, shall be classified as a permitted accessory use in all zoning districts in the city, subject to the regulations set forth herein. Any solar panel or solar panel array shall be installed in accordance with all applicable building and electrical codes. Except as otherwise, provided herein, solar panels and solar panel arrays shall be installed and located in accordance with the zoning regulations for the base zoning district in which such panels or arrays are to be installed. Applications for solar panels or solar panel arrays shall be submitted to the Planning and Zoning Administrator on the forms provided from time to time.
 - ii. **Roof mounted solar panels and solar panel arrays.** Roof-mounted solar panels or solar arrays shall be located in accordance with the following regulations.
 - 1. **Roof Line.** A roof-mounted solar panel or solar panel array shall not be located so that it extends beyond the roof line in any direction including above and beyond the roof peak.
 - 2. **Roof Height Projection.** When located on a flat roof, solar panels or solar panel arrays shall not be project vertically more than ten feet from the surface of the flat roof. For purpose of this subsection, "flat roof" shall mean any roof that is less than seventeen (17) degrees or 2/12 pitch.
 - 3. **Glare.** Roof mounted solar panels or solar panel arrays shall not be positioned so as to create glare on to adjacent roads, buildings, lots, or rights-of-way.
 - iii. **Freestanding solar panels and solar panel arrays.** Free-standing solar panels or solar arrays shall

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SECTION 1107.09 CONTIGUOUS LOT

- A. If two (2) or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Code, and if all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Code.

SECTION 1107.11 ALTERATION OF NON-CONFORMING STRUCTURE

- A. No such non-conforming structure may be enlarged or altered in a manner which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
- B. If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Code that would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
- i. No existing structure devoted to a use not permitted by this Code in the zone or district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone or district in which it is located.
 - ii. Any non-conforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Code, but no such use shall be extended to occupy any land outside such building.
 - iii. Any structure, or structure and land in combination, in or on which a non-conforming use is superseded by a permitted use, shall thereafter conform to the regulations for the applicable zone or district, and the non-conforming use may not thereafter be resumed.
 - iv. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 12 or more continuous months, the non-conforming use shall be permanently terminated.
 - v. Any non-conforming structure damaged to an extent of more than 75% of its then fair market value, exclusive of foundations, shall not be restored or reconstructed, used or occupied as a non-conforming use. If such damage amounts to 75% or less of the fair market value, the non-conforming structure may be restored, provided a building permit is obtained and that such restoration shall begin within one year from the time of damage.
 - vi. The BZBA may approve the reconstruction of a non-conforming structure damaged to a greater extent than permitted herein upon review of a request for variance submitted under Chapter 1109.

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SECTION 1107.13 CONTINUATION OF NON-CONFORMITY

- A. If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Code that would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
- No existing structure devoted to a use not permitted by this Code in the zone or district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone or district in which it is located.
 - Any non-conforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Code, but no such use shall be extended to occupy any land outside such building.
 - Any structure, or structure and land in combination, in or on which a non-conforming use is superseded by a permitted use, shall thereafter conform to the regulations for the applicable zone or district, and the non-conforming use may not thereafter be resumed.
 - Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 24 or more continuous months, the non-conforming use shall be permanently terminated.
 - ~~Any non-conforming structure damaged to an extent of more than 75% of its then fair market value, exclusive of foundations, shall not be restored or reconstructed, used or occupied as a non-conforming use. If such damage amounts to 75% or less of the fair market value, the non-conforming structure may be restored, provided a building permit is obtained and that such restoration shall begin within one year from the time of damage.~~
 - ~~The BZBA may approve the reconstruction of a non-conforming structure damaged to a greater extent than permitted herein upon review of an application for variance submitted pursuant to Chapter 1109 of this Code.~~

SECTION 1107.15 REPAIRS AND ALTERATIONS

- A. Repairs, alterations and maintenance work as required to keep said non-conforming structure in sound condition and repair may be made to a non-conforming structure; provided that the total repairs and alterations shall not exceed 50% of the structure's then fair market value.
- B. Nothing in this Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

SECTION 1107.17 EFFECT OF PRIOR REGULATIONS

- A. Chapter 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for

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NON-CONFORMITIES

those lawful non-conforming uses which were established prior to the effective date of that ordinance. The adoption of this Code shall not repeal or diminish those requirements or rights which were applicable to the lawful non-conforming uses which were subject to Ordinance 37-69.

- B. Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.
- C. Any lawfully existing use or structure existing on the effective date of this Code, which use or structure does not conform with one (1) or more of the provisions of this Code, shall be deemed a non-conforming use or structure under the provisions of this Code. Provided that such non-conforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful non-conforming use or structure and shall be permitted to continue under the provisions of this Code.

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thirty (30) days of the receipt of such written request.

SECTION 1109.21 CERTIFICATE OF APPROPRIATENESS—OLDE REYNOLDSBURG DISTRICTS.

- A. **Certificate of Appropriateness (COA).** A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications of non-residential structures located within the Olde Reynoldsburg Districts. The Planning and Zoning Administrator shall not issue a zoning certificate prior to the Planning Commission's review and approval of a certificate of appropriateness in accordance with the provisions of this chapter. The Planning and Zoning Administrator shall review all zoning certificate applications for projects within the design review districts exempted from a COA by this section or any other section of this Zoning Code, for compliance with the standards of Section design guidelines adopted by the Planning Commission or City Council. If in the professional opinion of the Planning and Zoning Administrator, the proposed project does not meet those standards or design guidelines, a certificate of appropriateness from the Planning Commission shall be required.
- B. **Application for COA.** All applications and attachments for a COA shall be made to the Planning and Zoning Administrator at least ~~thirty-fourteen (30) 14~~ days prior to a regularly scheduled meeting of the Planning Commission.
- C. **Exception to COA.** A certificate of appropriateness shall not be required in the case of customary building maintenance activities that do not alter the building material types or exterior colors.
- D. **COA Review.** The Planning Commission shall review an application for a COA to determine if proposed new construction or alteration to an existing non-residential structure promotes, preserves and enhances the overall architectural character and integrity of the Olde Reynoldsburg Neighborhood District or Olde Reynoldsburg Commercial District, as applicable, and to endeavor to assure that the proposed structure or alteration would not be at variance with existing non-residential structures within such district. In considering the new construction or alteration, the Planning Commission shall evaluate the application based whether the proposal:
 - i. Enhances the attractiveness and desirability of the district;
 - ii. Encourages the orderly and harmonious development in a manner in keeping with the overall character of the district.
 - iii. Improves residential amenities in any adjoining residential neighborhood.
 - iv. Enhances and protects the public and private investment in the value of all land and improvements within the district.
 - v. Satisfies the applicable guidelines set forth under Chapter 1103; and
 - vi. Overall effects of the project or development on the appearance and environment of the district.
- E. **Time for Decision on COA.** The Planning Commission shall render a decision on all applications within sixty (60) days from the original hearing of the Planning Commission unless additional time is requested by the applicant. Upon approval by the Board, the Planning and Zoning Administrator shall

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- D. If a decision on the application is to be made by someone other than the Planning and Zoning Administrator, then the complete application shall be forwarded to the appropriate body for review in accordance with this Code.
- E. Unless otherwise prescribed by this Code or requested by the applicant, the applicable decision-making body or administrator shall render a decision on all applications within sixty (60) days from the original hearing.
- F. The Planning and Zoning Administrator, in consultation with the Director of Development, BZBA, or any additional City staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference.
The Planning and Zoning Administrator shall make the most current version of this document available to the public in a manner that is easily accessible.
- G. In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for conditional uses, similar use determinations, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.
- H. Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

SECTION 1109.11 ZONING CERTIFICATE

- A. The submission and review of zoning certificates shall be conducted in accordance with the provisions set forth hereunder.
- B. No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the Planning and Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning and Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. The Planning and Zoning Administrator shall not be required to issue a zoning certificate where the subject property is not in compliance with the Zoning Code, Building Code, or Property Maintenance Code.
- C. Except as otherwise provided in this Code, a zoning certificate shall be required before:
- D. An application for a zoning certificate shall be submitted to the Planning and Zoning Administrator and shall include, a plan or plans drawn to scale showing:
 - i. The dimensions and the shape of the lot to be used or built upon;
 - ii. the sizes and locations of existing structures and uses on the lot;
 - iii. the dimensions and locations of proposed structures and uses;

SECTION 1109.15 CONDITIONAL USES

- A. Reviews of applications for conditional uses shall be conducted by the Planning and Zoning Administrator in accordance with the provisions set forth under this section; provided however, if, the Planning and Zoning Administrator determines in his or her professional opinion that an application warrants public review, then the Planning and Zoning Administrator shall forward such application to the BZBA for review. The intent of the procedure for authorizing a conditional use is to set forth the development standards and criteria for locating and developing conditional uses in harmony with the character of the surrounding area, conditions of development and with regard to appropriate laws.
- B. In addition to such standard information regarding the subject property and the applicant, the application for a conditional use shall contain the following:
 - i. description of the zoning district and existing uses of adjacent lots;
 - ii. a statement of the conditional use for which the application is submitted,
 - iii. including a description of the activities proposed on the subject property, the goods and services sold or provided, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will assist the BZBA with understanding the nature of the proposed use and its potential impacts;
 - iv. a plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
 - v. a narrative statement describing the compatibility of the proposed use with the existing uses of adjacent lots and with the Land Use Plan, including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;
 - vi. a narrative addressing each of the applicable criteria set forth in the standards and requirements for all conditional uses set forth below and, as applicable, the supplementary requirements for special uses set forth under the applicable district or zone regulations.
 - vii. Such other information as the BZBA deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations. Such additional information may include, but shall not be limited to:
 1. Traffic impact analysis;
 2. Storm water impact analysis; and/or
 3. Utility impact analysis.
- C. When review of an application for a conditional use permit is forwarded by the Planning and Zoning Administrator to the BZBA, before approving or denying a request for a conditional use, the BZBA shall hold at least one public hearing on the matter. The BZBA shall cause notice of the hearing to be made in accordance with its standard process for providing notice of a hearing. The notice of hearing shall state thereon the nature of the request and the time and place of the public hearing.
- D. Upon reviewing an application for a conditional use, the Planning and Zoning Administrator or the BZBA, as applicable, shall consider whether the application provides adequate evidence that the

proposed conditional use is consistent with the following standards:

- i. The proposed use shall be in harmony with the existing or intended character of the zone or district and nearby affected zones and districts and shall not change the essential character of the zones and districts;
 - ii. The proposed use shall not adversely affect the use of adjacent property;
 - iii. The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
 - iv. The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;
 - v. The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the zone or district;
 - vi. The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;
 - vii. The proposed use complies with the applicable specific provisions and standards of this Code;
 - viii. The proposed use shall be found to meet the definition and intent of a use specifically listed as a conditional use in the zone or district in which the subject property is situated.
- E. After review of the application and any additional information presented by the applicant, the Planning and Zoning Administrator or the BZBA, as applicable, shall take action to:
- i. Approval the conditional use, based upon findings of compliance with the standards and requirements of this Code and subject to conditions to ensure compliance with this Code; or
 - ii. deny the conditional use, upon finding that the application does not comply with the provisions of this Code
- F. In approving a conditional use, the Planning and Zoning Administrator or the BZBA, as applicable, may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of this Code, to protect the character of the surrounding properties and neighborhood affected by the proposed use, and to mitigate the special impacts of the use. Such conditions may include, but shall not be limited to:
- i. Locations, setbacks, and configurations of structures and of uses of interior and exterior space;
 - ii. Screening comprised of landscaping, walls, fencing or other materials or construction;
 - iii. Access points and traffic management provisions, including those impacting vehicular and pedestrian access, and the locations and design of parking facilities;
 - iv. Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;
 - v. Other features of construction, including but not limited to paving and parking, signs, and landscaping;
 - vi. Hours and method of operation;

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- vii. Maintenance of the site, structures, and landscaping;
 - viii. Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water; and
 - ix. A time limit for operation of the use, if temporary operation is determined to be a typical characteristic of the proposed use or otherwise appropriate given unique circumstances of the proposed use.
- G. Subsequent to approval by the Planning and Zoning Administrator or the BZBA, and compliance with all applicable conditions of such approval and of this Zoning Code, the Planning and Zoning Administrator shall issue a zoning certificate stating the conditional use and all conditions of its approval.
- H. Approval of a conditional use shall be void upon the occurrence of any or all of the following:
- i. The applicant fails to commence construction of the structure in which the approved conditional use is to be conducted within one (1) year of the date of approval;
 - ii. the applicant fails to commence the operation of the conditional use within six (6) months of the date of the approval, where such use is to be conducted in an existing structure; and/or
 - iii. The conditional use is operated in a manner which violates any condition of the approval.
- I. The Planning and Zoning Administrator shall review all approved conditional use permit applications six (6) months after final action to determine if the approved use is in operation and otherwise in compliance with all conditions of approval. Upon such six (6) month review the Planning Zoning Administrator shall proceed in accordance with the circumstances outlined below:
- i. If the Planning and Zoning Administrator finds the conditional use to be in operation and in compliance with the conditions of approval, the Planning and Zoning Administrator shall notify the BZBA of such compliance.
 - ii. If the Planning and Zoning Administrator finds that construction has not begun, the Planning and Zoning Administrator shall record that information for an additional six (6) month review, and shall notify the BZBA of such inaction.
 - iii. If the Planning and Zoning Administrator finds a use in an existing structure or building not to be in operation, the permit and zoning certificate shall be deemed revoked and the Planning and Zoning Administrator shall notify the applicant of such revocation as well as the BZBA. Upon such revocation, the applicant shall have the right to appeal that decision of the Planning and Zoning Administrator to the BZBA and request the BZBA allow up to one (1) additional six (6) month period to begin operation following the administrative appeal procedure.
- J. Whenever the Planning and Zoning Administrator determines that a conditional use is being operated in a manner that violates any condition of the use's approved permit, the permit and zoning certificate shall be considered revoked. The Planning and Zoning Administrator shall notify the permit holder as such, who shall immediately discontinue operation of the use:
- i. If this determination is made in conjunction with the six (6) month review procedure for an approved permit, the Planning and Zoning Administrator shall also notify the BZBA. The applicant shall have the right to appeal this determination of the Planning and Zoning

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- Administrator to the BZBA following the administrative appeal procedure. Upon appeal, the BZBA shall (a) approve upholding the revocation, (b) overturn the revocation and reapprove the conditional use permit or (c) overturn the revocation and modify of the conditions of approval.
- ii. If this determination is made at any other time, the Planning and Zoning Administrator shall notify the BZBA. The applicant shall have the right to appeal this determination of the Planning and Zoning Administrator following the normal administrative appeal procedure. Upon appeal, the BZBA shall have the power to uphold the revocation or reapprove the permit.
- K. If this determination is made in conjunction with the six (6) month review procedure for an approved permit, the Planning and Zoning Administrator shall also notify the BZBA. The applicant shall have the right to appeal this determination of the Planning and Zoning Administrator to the BZBA following the administrative appeal procedure. Upon appeal, the BZBA shall (a) approve upholding the revocation, (b) overturn the revocation and reapprove the conditional use permit or (c) overturn the revocation and modify of the conditions of approval.
 - L. The conditions of an approved conditional use permit may be amended upon request of the permit holder. Any amendment proceeding shall be conducted in accordance with the procedures, requirements, and standards applicable to review of a new conditional use permit.
 - M. Subsequent to disapproval of an application for a conditional use permit, a period of at least one (1) year shall elapse before another application for the same conditional use at the location may be considered by the Planning and Zoning Administrator or the BZBA.
 - N. Appeals of decisions of the Planning and Zoning Administrator may be taken to the BZBA pursuant to the procedures set forth under Chapter 1109.25 hereof. Appeals of decisions of the BZBA may be taken to the Franklin County Court of Common Pleas as allowed by Ohio Revised Code Chapter 2506.

SECTION 1109.17 SIMILAR USE DETERMINATION

- A. The conditions of an approved conditional use permit may be amended upon request of the permit holder. Any amendment proceeding shall be conducted in accordance with the procedures, requirements, and standards applicable to review of a new conditional use permit.
- B. Subsequent to disapproval of an application for a conditional use permit, a period of at least one (1) year shall elapse before another application for the same conditional use at the location may be considered by the Planning and Zoning Administrator or the BZBA.
- C. Appeals of decisions of the Planning and Zoning Administrator may be taken to the BZBA pursuant to the procedures set forth under Chapter 1109.25 hereof. Appeals of decisions of the BZBA may be taken to the Franklin County Court of Common Pleas as allowed by Ohio Revised Code Chapter 2506.
 - i. Such use is not listed in any other zone or district as a permitted use;
 - ii. Such use has characteristics and impacts consistent with those of one (1) or more of the permitted uses in the district; and such use has characteristics and impacts more consistent with those of the permitted uses of the zone or district than with the permitted uses of any other district;

ADMINISTRATION AND PROCEDURES

- iii. The establishment of such use in the zone or district will not significantly alter the nature of the district;
 - iv. Such use does not create dangers to health and safety and does not create offensive noise, vibration, dust, heat, smoke, odor, glare, traffic, or other objectionable impacts or influences to an extent greater than normally resulting from permitted uses listed in the zone or district; and
 - v. Such use does not typically require site conditions or features, building bulk or mass, parking lots or spaces, or other requirements dissimilar from permitted uses; and the typical development of site and buildings for such use is compatible with those required for permitted uses and can be constructed in conformance with the standard regulations for height, lot dimensions, setbacks, and other provisions of the zone or district.
- D. A similar use shall be heard by the BZBA in accordance with the notice provisions applicable to a conditional use.
- E. Based upon the application of the foregoing factors, the BZBA shall determine whether a proposed use should be or should not be determined to be a similar use for the district or zone. Appeals of any similar use determination shall be heard by City Council in accordance with the appeals provisions set forth under Chapter 1109.25 hereof.
- F. Following the approval of any similar use determination, the Planning and Zoning Administrator shall conduct the six (6) month review applicable to conditional uses and make such determinations and reports as provided for under Chapter 1109.15(J) hereof.
- G. Within fourteen (14) days of the BZBA's denial of a similar use determination, the applicant may file a written appeal with City Council. Any applicant who does not file an appeal within fourteen (14) days of the date of denial by the BZBA shall have waived such right to appeal, and the decision of the BZBA shall become final.

ADMINISTRATION AND PROCEDURES

- iii. The establishment of such use in the zone or district will not significantly alter the nature of the district;
 - iv. Such use does not create dangers to health and safety and does not create offensive noise, vibration, dust, heat, smoke, odor, glare, traffic, or other objectionable impacts or influences to an extent greater than normally resulting from permitted uses listed in the zone or district; and
 - v. Such use does not typically require site conditions or features, building bulk or mass, parking lots or spaces, or other requirements dissimilar from permitted uses; and the typical development of site and buildings for such use is compatible with those required for permitted uses and can be constructed in conformance with the standard regulations for height, lot dimensions, setbacks, and other provisions of the zone or district.
- D. A similar use shall be heard by the BZBA in accordance with the notice provisions applicable to a conditional use.
- E. Based upon the application of the foregoing factors, the BZBA shall determine whether a proposed use should be or should not be determined to be a similar use for the district or zone. Appeals of any similar use determination shall be heard by City Council in accordance with the appeals provisions set forth under Chapter 1109.25 hereof.
- F. Following the approval of any similar use determination, the Planning and Zoning Administrator shall conduct the six (6) month review applicable to conditional uses and make such determinations and reports as provided for under Chapter 1109.15(J) hereof.
- G. Within fourteen (14) days of the BZBA's denial of a similar use determination, the applicant may file a written appeal with City Council. Any applicant who does not file an appeal within fourteen (14) days of the date of denial by the BZBA shall have waived such right to appeal, and the decision of the BZBA shall become final.

SECTION 1109.19 SITE PLAN AND DESIGN REVIEW

SITE PLAN AND DESIGN REVIEW	WHEN APPLICABLE....
Standard Site Plan and Design Review	Any non-residential development, building addition, or site improvement <u>which involves under five thousand square feet (5,000SF) of structure or building, other than a fence or accessory structure, under 5,000 square feet (200SF)</u>

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REYNOLDSBURG ZONING CODE

SITE PLAN AND DESIGN REVIEW	WHEN APPLICABLE....
Major Site Plan and Design Review	Any non-residential development, which involves more than five thousand square feet (5,000SF) of structure or building;
	Any non-residential development proposal which seeks to deviate from the district regulations applicable to the subject property, including but not limited to deviation from landscape requirements, lighting requirements and design elements;
	Any non-residential development impacting or adjacent to an environmentally sensitive feature;
	Any non-residential development which in the professional opinion of the Planning and Zoning Administrator, warrants public review.

Commented [EW2]:

Commented [EW3]: Variance?

- A. **Applicability.** Except as otherwise provided herein or elsewhere in this Zoning Code, standard site plan and design review or major site plan and design review is required for all non-residential development in any district in accordance with the provisions contained herein. The Planning and Zoning Administrator shall conduct standard site plan and design review and the Planning Commission shall conduct major site plan and design review, in each case, as provided below.
- B. **Standard Site Plan and Design Review.** Standard site plan and design review shall be required for any development, building addition, or site improvement, other than a fence or accessory structure, under five thousand square feet (5,000 s.f.), that does not otherwise require major site plan and design review as described below.
- C. **Standard Site Plan and Design Review—Application.** An application for standard site plan and design plan review shall be submitted to the Planning and Zoning Administrator and shall include the following information:
- i. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.
 - ii. A site plan illustrating the following:
 1. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.
 2. ~~The names and addresses of all adjoining property within one hundred fifty feet (150 ft.) of the proposed development.~~
 - 3.2 The current zoning of the parcel and all adjacent parcels.
 - 4.3 The location of proposed buildings and structures.
 - 5.4 The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150 ft.) of the proposed development.
 5. Setbacks and building separations shall be noted in accordance with zoning requirements.
 6. A landscape concept plan.
 7. A transportation and parking plan that addresses the applicable district requirements.
 6. —
 - iii. ~~A landscape plan that illustrates the applicable district requirements;~~
 - iv. ~~A transportation and parking plan that addresses the applicable district requirements, including parking requirements and a traffic access study;~~
 - v. ~~A lighting plan that addresses the applicable district requirements;~~

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ADMINISTRATION AND PROCEDURES

~~vi.iii.~~ An architectural plan, including building materials and lighting features, that addresses the applicable district design requirements; and

~~vii.iv.~~ Such other information as the Planning and Zoning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code. Any applicant requesting review of a major site and design plan shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as may be required by the Planning and Zoning Administrator or the Planning Commission. The Commission shall act upon the application for major site and design plan review based upon the adopted regulations, standards, and design guidelines of the City.

- D. Standard Site Plan and Design Review—Review and Approval or Denial.** Any applicant requesting standard site plan and design review shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as the Planning and Zoning Administrator may require. Within thirty (30) days of filing a complete application, the Planning and Zoning Administrator shall act upon the application for standard site plan and design review based upon the applicable district regulations, and other applicable regulations, standards, and design guidelines of the City. If the Planning and Zoning Administrator determines that the proposed development complies with the applicable standards of the applicable districts, then, the Planning and Zoning Administrator shall issue a zoning certificate. If the Planning and Zoning Administrator determines that the proposed development does not comply with the applicable standards of the applicable district, then the Planning and Zoning Administrator shall deny the application and state the reasons for such denial in writing.
- E. Major Site Plan and Design Review.** Major site plan review shall be required for the following forms of development in any district:
- Any non-residential development, which involves more than five thousand square feet (5,000SF) of structure or building;
 - A development proposal which seeks to deviate from the district regulations applicable to the subject property, including but not limited to deviation from landscape requirements, lighting requirements and design elements;
 - A development impacting or adjacent to an environmentally sensitive feature; or
 - A development which in the professional opinion of the Planning and Zoning Administrator, warrants public review.
- F. Major Site Plan and Design Review—Application.** An application for major site plan and design review shall be submitted to the Planning and Zoning Administrator and shall include the following information:

- All materials required for standard site plan and design review as set forth above;

~~—A basic utility plan;~~

~~ii.~~

~~iii. Where required, a~~ A plot-grade-utility plan shall be submitted to the Director of Development for review and approval subsequent to and in conformance with an approved site plan, prior to issuance of a zoning certificate for any development that qualifies for site plan review. The Director of Development shall have the power to require a plot-grade-utility plan for minor or residential site plans upon finding that the scale of the project's infrastructure warrants review by the City. A plot-grade utility plan shall only be approved subsequent to and in conformance with an approved site plan.

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REYNOLDSBURG ZONING CODE

- iii. Such other information as the Planning and Zoning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code. Any applicant requesting review of a major site and design plan shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as may be required by the Planning and Zoning Administrator or the Planning Commission. The Commission shall act upon the application for major site and design plan review based upon the adopted regulations, standards, and design guidelines of the City.
- G. **Site Plan and Design Review—Conditions.** In accordance with the site plan and design review procedures contained in this chapter, the Planning and Zoning Administrator or the Planning Commission, as applicable, may place such reasonable conditions on the approval of a site plan that may be required to address the standards for review set forth herein or are otherwise consistent with the purpose and intent of this Zoning Code.
- H. **Approved Site Plan—Modifications.** The Director of Development or his or her designee, may approve such adjustments to an approved site plan as are required for engineering purposes such as proper function of utilities or to accommodate soil conditions. Such adjustments shall meet the following conditions:
 - i. The adjustment is required in order to ensure the life-safety, proper function of the site utilities or building, or to comply with the regulations of a State or Federal agency;
 - ii. The adjustment is as de minimis as possible to correct the engineering issue;
 - iii. The adjustment does not increase the impervious surface on the subject property by more than one hundred square feet (100SF) as compared to the impervious surfaces contemplated on the approved site plan;
 - iv. The adjustment shall not be used to add any additional uses or tenants;
 - v. The adjustment does not increase the number of curb cuts on a public street; and
 - vi. The adjustment does not violate any specific condition of the approved site plan.
- I. **Approved Site Plan—Amendment.** Any amendment to an approved site and design plan shall be considered by the applicable approving body based on the standards applicable to such amendment; provided however, any amendment that in the direction of the Planning and Zoning Administrator constitutes a minor amendment may be reviewed and approved by the Planning and Zoning Administrator even if such amendment pertains to a major site and design plan.
- J. **Approved Site Plan—Amendment.** Any amendment to an approved site and design plan shall be considered by the applicable approving body based on the standards applicable to such amendment; provided however, any amendment that in the direction of the Planning and Zoning Administrator constitutes a minor amendment may be reviewed and approved by the Planning and Zoning Administrator even if such amendment pertains to a major site and design plan.
- K. **Site Plan—Appeals.** The BZBA shall hear all appeals of individuals who are directly affected by a decision of the Planning Commission or Planning and Zoning Administrator when such appeal is properly and timely filed as required by this chapter. An applicant refused such certificate shall appeal in writing to the BZBA within ~~fifteen-thirty~~ **(+530)** days of the date of refusal by the applicable decision-making body. BZBA shall set a date for a hearing on the appeal and render a decision on the appeal within

SECTION 1109.27 DURATION OF CERTIFICATES, PERMITS, APPROVALS

- A. Unless otherwise provided in this Code, all zoning certificates, permits or other approvals granted by the Planning and Zoning Administrator, Planning Commission or BZBA, shall be valid for a period of one (1) year from date of approval by the BZBA or date of issue by the Planning and Zoning Administrator.
- B. Once a building permit is secured, a zoning certificate, permit or other approval shall be considered to expire when that building permit expires.
- C. Within that period, that applicant must complete the following for the proposed improvement:
 - i. If required, submit a subsequent zoning application;
 - ii. If required, secure a building permit; and
 - iii. If no other permits are required, construct the proposed improvement.
- D. Any application that is incomplete or otherwise un-issued by the Planning and Zoning Administrator shall expire one (1) year from the date of application.
- E. One (1) additional period of six (6) months may be granted by the Planning and Zoning Administrator upon finding that unique circumstances warrant the additional time and that the conditions upon which approval was granted have not changed.

SECTION 1109.29 VIOLATIONS; REMEDIES

- A. In the event of a violation of any provision of this Code, or imminent threat thereof, the City, or the owner of any contiguous or neighboring property who would be especially damaged by such violation, in addition to any other remedies provided by law, may institute a suit for injunction to prevent or terminate such violation. The City may file for a judgment for damages if the violation is deemed to have caused damages to the City.
- B. Notice of Violation.
 - (1) Whenever the Planning and Zoning Administrator, or her or his designee, determines there are reasonable grounds to believe that there is a violation of any provisions or requirements set forth in this Zoning Code, the Administrator or designee may issue a notice setting forth the alleged violations and advising the owner or person having a charge that such violations must be corrected.
 - (2) Content of Notice of Violation.
 - a. All notices of violation shall be in writing and shall be served on the owner, operator, occupant, or any person from whom action, forbearance, or compliance is required.
 - b. All notices of violation shall identify the sections of this Zoning Code to which the order applies.

- c. All notices of violation shall provide a description of the property, dwelling, dwelling unit, multiple dwelling, business building or premises where the violations are alleged to exist or to have been committed; and/ or a description of the violation. Such description of property may include, but is not limited to, the address where the violation exists.
 - d. All notices of violation shall specify a reasonable time for compliance with the order. Such reasonable time may vary depending upon the nature of the violation.
 - e. All notices of violation shall advise the owner or person having charge of the right to appeal to the Board of Zoning and Building Appeals within fourteen (14) days of receipt of the notice of violation.
 - f. All notices of violation shall advise the owner or person having charge that if the order is not complied with by the specified date of compliance the Administrator may initiate a civil and/or criminal complaint against the owner or person having charge.
- (3) Service of Notice of Violation. A Notice of Violation shall be served upon the owner, operator, occupant, or any person from whom action, forbearance, or compliance is required. Such notice shall be served by any one (1) of the following methods:
- a. Personal service; or
 - b. Certified mail; or
 - c. Residence service; or
 - d. If the methods prescribed by in (a)-(c) are ineffective, service may be effectuated by publication in a newspaper of general circulation in the City; or
 - e. If service is returned marked as having been refused or unclaimed, service may be effectuated by regular mail service to an address that is reasonably believed to be:
 - i. A place of residence of the owner or operator, or
 - ii. A Location at which the owner or operator regularly receives mail; or
 - f. For any owner, operator, or occupant that is a business registered with the Ohio Secretary of State, service may, in addition to the above, be effectuated by Certified Mail service on the statutory agent of the business.
- (4) When the Notice of Violation has been properly serviced, the order shall be effective as to anyone having any interest in the premises whether recorded or not at the time the order was issued and shall be effective against any subsequent owner of the premises as long as the violation exists and there remains a city record of the order in a public file maintained by the director.
- (5) Written or oral acknowledgment by the owner of a receipt of a notice of violation shall be evidence that the owner received the notice of violation. An appeal of the notice of violation to the Board of Zoning and Building Appeals by the owner pursuant shall constitute evidence of written acknowledgment by the owner of service of notice of violation.

C. Civil Penalties

- 1. In addition to any other remedy or penalty provided in this Section, any owner of property who fails to comply with a Notice of Violation issued under this Section by the date specified in the notice shall incur a civil penalty of \$1,000.00 for each calendar day thereafter that an owner, operator, or occupant fails to comply with the Notice of Violation.

- 2 The Administrator shall provide notice to the owner prior to the assessment of a civil penalty. Such notice shall state the date on which the assessment of a civil penalty will commence and shall be served on the owner as provided in this Section.
- 3 The Administrator must document the non-compliance for each day for which a civil penalty is to be assessed against an owner under this Section. Such documentation may include periodic, but not necessarily daily, photographic evidence of non-compliance demonstrating the continued existence of the condition of the premises for which the Notice of Violation was issued.
- 4 The Administrator shall also document that prior to the issuance of the notice of civil penalty that the Administrator personally conferred or attempted to confer with the owner of the premises in an effort to establish a reasonable period of time for the owner to comply.
- 5 The City, through the Administrator, may file a civil action in a court of competent jurisdiction seeking a court order to recover any accumulated civil penalties.
- 6 Any accumulation of civil penalties under this Section shall be stayed pending an appeal of the Notice of Violation to the Board of Zoning and Building Appeals until the Board of Zoning and Building Appeals issues its decision on the appeal.
- 7 This section shall apply to any Condominium Association organized under Chapter 5311 of the Ohio Revised Code as the owner and/or operator of common areas under the control of the Condominium Association.

D. Additional Penalties

1. In addition to any other civil penalties provided for by this Code, any owner, operator, or occupant of a premises found in violation of this Chapter who fails to comply with the written Notice of Violation as provided in this Chapter is guilty of an unclassified misdemeanor, which is punishable by a fine of up to one thousand dollars (\$1,000.00) each calendar day the offender fails to comply with the notice of violation.
2. A separate offense shall be deemed committed for each and every day during or upon which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use occurs or continues. It shall not be necessary for a separate complaint to be filed for each calendar day such violation persists.
3. On a second or subsequent offense occurring within a two (2) years of a prior offense, any owner, operator, or occupant of a premises found in violation of this Chapter who fails to comply with the written notice provided herein is guilty of an unclassified misdemeanor punishable by up to sixty (60) days in jail and a fine of up to one thousand dollars (\$1,000.00) each calendar day the offender fails to comply with the notice of violation.

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

MOTION REQUEST

DATE: **November 9, 2020**

TO:

RE: Hindu Festival Diwali

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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A RESOLUTION RECOGNIZING THE HINDU FESTIVAL DIWALI

WHEREAS, the Hindu American Foundation and over one billion Hindus worldwide observe the festival of Diwali, the “Festival of Lights” which symbolizes the victory of dharma or good over evil; and

WHEREAS, Diwali is one of the most celebrated festivals of great significance to Hindus, Sikhs, Jains, and Buddhists; and

WHEREAS, recognizing the religious and historical significance of Diwali, the U.S. Congress has officially passed a unanimous resolution in 2007 and has since been a part of official White House celebrations; and

WHEREAS, Diwali renews our commitment to upholding values of truth, non-harming, charitable giving, community service etc.; and

WHEREAS, Diwali is a time for worshipping light in the form of wisdom, knowledge, peace, compassion and wellbeing; and

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, Diwali is celebrated by many Hindus as a day of thanksgiving for the homecoming of Lord Rama and the beginning of the new year for many Hindus; and

WHEREAS, for Sikhs, Diwali is celebrated as a day that the sixth founding Sikh Guru, or revered teacher, Guru Hargobind, was released from the captivity by Mughal Emperor Jehangir; and

WHEREAS, for Jains, Diwali marks the anniversary of the attainment of Moksha or liberation by Mahavira, the last of the Tirthankars (the great teachers of Jain Dharma), at the end of his life in 527 B.C; and

WHEREAS, for Buddhists, especially the Newar Buddhists, Diwali is commemorated as Ashok Vijayadashami, the day the great Emperor Ashoka embraced Buddhism as his faith; and

WHEREAS, there is a sizeable population of Hindus mainly originating from Bhutan, Nepal and India who have made Reynoldsburg their home.

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF REYNOLDSBURG that the City of Reynoldsburg does hereby recognize the religious and historical significance of **Diwali**, the **Festival of Lights**, and its message of victory of good over evil, which resonates with the American spirit; and

BE IT FURTHER RESOLVED that the City of Reynoldsburg, Ohio, in our deepest respect for all Hindu American heritage proudly resolves to celebrate ‘Diwali’ every year.

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

DATE: November 9, 2020**TO:****CC:****RE: Liquor Permit for Hotwired Restaurant Group**

Chief Curtis will provide a review for the requested D5 and D6 liquor permit for Tempe Taco Company

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

4000162		STCK		HOTWIRED RESTAURANT GROUP LLC DBA TEMPE TACO COMPANY MEZZANINE PATIO & BALCONY 7360 E MAIN ST 1ST FL REYNOLDSBURG OH 43068
PERMIT NUMBER		TYPE		
ISSUE DATE				
01 17 2020				
FILING DATE				
D5 D6		PERMIT CLASSES		
25	220	B	F24182	
TAX DISTRICT		RECEIPT NO.		

FROM 10/13/2020

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



MAILED 10/13/2020

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/13/2020

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 STCK 4000162

(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 OfficerCLERK OF REYNOLDSBURG CITY COUNCIL
7232 EAST MAIN STREET
REYNOLDSBURG OHIO 43068

Attachment: Hotwired Restaurant for Tempe Taco (Liquor Permit for Hotwired Restaurant Group)

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. For best results, search only ONE criteria at a time. If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA

Permit Number

4000162

Permit Name / DBA

Member / Officer Name

Search

Reset

Main Menu

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 4000162; Name: HOTWIRED RESTAURANT GROUP LLC; DBA: DBA TEMPE TACO COMPANY MEZZANINE PATIO & BALCONY; Address: 7360 E MAIN ST 1ST FL REYNOLDSBURG 43068		
DEREK MAKLEZOW	MANAGE MEM	CEO
KATRINA MAKLEZOW	MANAGE MEM	PRESIDENT

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)

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Office Hours
8:00 a.m. - 5:00 p.m.
For Questions call
(614) 644-3156

Ohio Department of Commerce - Division of Liquor Control
6606 Tussing Road, Reynoldsburg, Ohio 43068-9005

<http://www.com.ohio.gov/liq>

APPLICATION FOR CHANGE OF LLC MEMBERSHIP INTERESTS
PROCESSING FEE \$100.00

CAUTION: ALLOW 10 TO 12 WEEKS FOR PROCESSING.



PERMIT HOLDER REQUESTS APPROVAL OF THE DIVISION OF LIQUOR CONTROL OF THE FOLLOWING:

Permit Holder Name:

Hotwired Restaurant Group LLC

Permit Premises Address:

Liquor Permit Number(s):

4000162

Federal Tax ID Number:

82-4696866

Email
Address:

Attorney's Name, Address and Telephone Number (If represented):

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

PLEASE COMPLETE ALL AREAS OF SECTION A & B BELOW

Section A - PREVIOUS List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

NAME	SOCIAL SECURITY # OR FEDERAL TAX ID #	OFFICE HELD	INTEREST	BIRTHDATE
1) Derek Maklezow		President	☒ Managing Member ☐ Voting interest _____ % ☒ Membership interest 50 %	
2) Katrina Maklezow			☐ Managing Member ☐ Voting interest _____ % ☒ Membership interest 50 %	
3)			☐ Managing Member ☐ Voting interest _____ % ☐ Membership interest _____ %	
4)			☐ Managing Member ☐ Voting interest _____ % ☐ Membership interest _____ %	

Section B - REVISED List of managing members and all persons with a 5% or greater membership or voting interest in the LLC

NAME	SOCIAL SECURITY # OR FEDERAL TAX ID #	OFFICE HELD	INTEREST	BIRTHDATE
1) Derek Maklezow		CEO	☒ Managing Member ☐ Voting interest _____ % ☒ Membership interest 50 %	
2) Brett Sawman		President	☐ Managing Member ☐ Voting interest _____ % ☒ Membership interest 50 %	
3)			☐ Managing Member ☐ Voting interest _____ % ☐ Membership interest _____ %	
4)			☐ Managing Member ☐ Voting interest _____ % ☐ Membership interest _____ %	

Attachment: Hotwired Restaurant for Tempe Taco (Liquor Permit for Hotwired Restaurant Group)

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

DATE: November 9, 2020**TO:****CC:****RE: Liquor Permit Request for Doste Indian Cuisine LLC**

Chief Curtis will provide a review of the liquor permit request for a D5 permit for Doste Indian Cuisine LLC.

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

2258744		NEW		DOSTE INDIAN CUISINE LLC 6563 E LIVINGSTON AVE REYNOLDSBURG OH 43068
PERMIT NUMBER		TYPE		
ISSUE DATE				
06 04 2020				
FILING DATE				
D5				
PERMIT CLASSES				
25	220	B	C73165	
TAX DISTRICT		RECEIPT NO.		

FROM 10/16/2020

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



MAILED 10/16/2020

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/16/2020

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 NEW 2258744**

(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: Doste Indian Cuisine (Liquor Permit for Doste Indian Cuisine LLC)

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA**Permit Number**

2258744

Permit Name / DBA**Member / Officer Name****Search****Reset****Main Menu**

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 2258744; Name: DOSTE INDIAN CUISINE LLC; DBA: ; Address: 6563 E LIVINGSTON AVE REYNOLDSBURG 43068		
BHIM TIWARI	5% MEMBER	
CHHABI KHATIWADA	5% MEMBER	
PREM BHANDARI	5% MEMBER	
BARUN NEOPANEY	5% MEMBER	
SANTI BHATTARAI	5% MEMBER	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)

Attachment: Doste Indian Cuisine (Liquor Permit for Doste Indian Cuisine LLC)

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

DATE: November 9, 2020**TO: City Council****CC:****RE: Auditor's Report for September, 2020**



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 111 - Police Division										
EXPENSE										
<i>Personal Services</i>										
5102	Wages-Staff	1,032,179.00	.00	1,032,179.00	74,529.64	.00	723,349.22	308,829.78	70	914,230
5104	Wages-Part time	123,109.00	.00	123,109.00	8,671.90	.00	65,347.68	57,761.32	53	96,590
5105	Overtime	365,000.00	.00	365,000.00	16,446.29	.00	163,914.28	201,085.72	45	376,170
5106	Longevity	51,300.00	.00	51,300.00	11,600.00	.00	45,050.00	6,250.00	88	48,420
5109	HSA Employer Funding	294,690.00	.00	294,690.00	4,488.00	.00	297,932.20	(3,242.20)	101	260,650
5111	Wages Chief	127,792.00	.00	127,792.00	10,307.20	.00	104,618.73	23,173.27	82	119,320
5113	Wages Enforcement	6,216,831.00	.00	6,216,831.00	498,183.58	.00	4,684,992.30	1,531,838.70	75	5,602,320
5151	PERS Contribution	164,302.00	.00	164,302.00	11,281.29	.00	105,786.40	58,515.60	64	139,120
5152	PFDPF Contribution	1,161,513.00	.00	1,161,513.00	(56,450.81)	.00	752,433.02	409,079.98	65	1,012,080
5155	PERS Pickup	57,388.00	.00	57,388.00	3,918.84	.00	37,050.58	20,337.42	65	46,740
5161	Group Insurance	1,388,933.00	462.41	1,389,395.41	106,372.97	336,592.40	964,998.53	87,804.48	94	1,137,680
5166	Medicare	114,779.00	.00	114,779.00	8,719.52	.00	81,180.05	33,598.95	71	100,460
<i>Personal Services Totals</i>		\$11,097,816.00	\$462.41	\$11,098,278.41	\$698,068.42	\$336,592.40	\$8,026,652.99	\$2,735,033.02	75%	\$9,853,840
<i>Supplies</i>										
5201	Office Supplies	8,000.00	770.51	8,770.51	659.49	3,835.55	4,898.08	36.88	100	7,170
5202	Photo Copy Supplies	2,500.00	.00	2,500.00	505.86	3.28	2,499.30	(2.58)	100	2,040
5203	Computer Supplies	15,000.00	524.77	15,524.77	843.88	4,224.80	4,456.13	6,843.84	56	15,370
5205	Small Tools/Minor Equipment	8,000.00	142.38	8,142.38	.00	3,050.71	2,617.02	2,474.65	70	2,910
5206	Evidence	10,000.00	.00	10,000.00	.00	.00	5,000.00	5,000.00	50	
5207	Law Enforcement Supplies	52,000.00	21,399.83	73,399.83	987.89	20,214.38	47,452.09	5,733.36	92	133,670
5213	Repair and Maintenance Supplies	11,000.00	.00	11,000.00	1,109.89	2,124.50	5,279.45	3,596.05	67	8,100
5241	Uniforms-Purchased	139,000.00	10,250.48	149,250.48	4,540.38	27,710.90	57,603.01	63,936.57	57	188,180
5251	MV Gas and Oil	100,000.00	8,466.65	108,466.65	6,688.07	14,742.76	63,610.24	30,113.65	72	97,300
<i>Supplies Totals</i>		\$345,500.00	\$41,554.62	\$387,054.62	\$15,335.46	\$75,906.88	\$193,415.32	\$117,732.42	70%	\$454,770
<i>Services</i>										
5311	Utilities	145,000.00	14,578.20	159,578.20	9,150.11	62,070.38	78,447.82	19,060.00	88	102,360
5321	Professional Training	108,091.00	20,479.00	128,570.00	3,381.25	22,204.44	43,942.58	62,422.98	51	71,030
5323	Publications	2,850.00	.00	2,850.00	.00	500.00	2,727.72	(377.72)	113	1,070
5324	Professional Association Dues	2,500.00	99.00	2,599.00	.00	1,372.00	1,227.00	.00	100	1,300
5325	Educational Assistance	10,000.00	.00	10,000.00	.00	1,020.00	2,680.00	6,300.00	37	3,540
5339	Misc Contract Services	75,000.00	2,974.35	77,974.35	2,203.57	17,660.98	40,847.44	19,465.93	75	58,780
5351	Liability Insurance Deductible	100,000.00	.00	100,000.00	8,594.92	1,405.08	33,594.92	65,000.00	35	25,000
5361	Building Repair/Maintenance	80,000.00	4,986.71	84,986.71	833.01	6,219.40	23,920.10	54,847.21	35	122,570
5362	Equipment Maintenance	60,000.00	.00	60,000.00	1,819.69	26,972.30	24,527.61	8,500.09	86	40,830
5363	MV Repair/Maintenance-External	30,000.00	.00	30,000.00	.00	6,231.05	2,468.95	21,300.00	29	22,030
5366	Computer Maintenance	3,000.00	413.00	3,413.00	.00	.00	413.00	3,000.00	12	
5375	Prisoner Care	65,000.00	7,246.25	72,246.25	5,832.00	15,008.26	41,237.99	16,000.00	78	67,220



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 111 - Police Division										
EXPENSE										
<i>Services</i>										
5391	Postage	6,000.00	.00	6,000.00	207.35	3,271.15	1,678.65	1,050.20	82	3,680.00
5392	Fingerprinting Services	1,500.00	47.25	1,547.25	47.25	336.25	211.00	1,000.00	35	270.00
5393	L.E.A.D.S Terminal	8,500.00	600.00	9,100.00	600.00	1,800.00	6,000.00	1,300.00	86	6,600.00
5395	Printing/Advertising	15,000.00	161.80	15,161.80	272.99	1,137.55	7,006.61	7,017.64	54	10,550.00
5396	Uniform Cleaning/Repairs	40,000.00	1,424.40	41,424.40	1,527.10	15,724.10	15,700.30	10,000.00	76	19,140.00
5399	Other Miscellaneous Services	4,000.00	254.33	4,254.33	120.00	2,818.01	3,269.72	(1,833.40)	143	2,170.00
<i>Services Totals</i>		\$756,441.00	\$53,264.29	\$809,705.29	\$34,589.24	\$185,750.95	\$329,901.41	\$294,052.93	64%	\$558,230.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	10,000.00	.00	10,000.00	3,531.00	182.95	4,817.05	5,000.00	50	8,210.00
5632	Motor Vehicles	77,300.00	68,701.62	146,001.62	5,965.16	64,236.46	5,965.16	75,800.00	48	284,020.00
5633	Machinery and Equipment	100,000.00	.00	100,000.00	.00	85,908.82	.00	14,091.18	86	75,410.00
5634	Unmarked Vehicles	8,400.00	.00	8,400.00	.00	766.00	6,434.00	1,200.00	86	49,300.00
5639	Other Equipment	70,000.00	213.57	70,213.57	2,285.64	25,978.45	20,735.12	23,500.00	67	35,150.00
<i>Capital Purchases Totals</i>		\$265,700.00	\$68,915.19	\$334,615.19	\$11,781.80	\$177,072.68	\$37,951.33	\$119,591.18	64%	\$452,110.00
EXPENSE TOTALS		\$12,465,457.00	\$164,196.51	\$12,629,653.51	\$759,774.92	\$775,322.91	\$8,587,921.05	\$3,266,409.55	74%	\$11,318,950.00
Department 111 - Police Division Totals		(\$12,465,457.00)	(\$164,196.51)	(\$12,629,653.51)	(\$759,774.92)	(\$775,322.91)	(\$8,587,921.05)	(\$3,266,409.55)	74%	(\$11,318,950.00)

Attachment: Departmental Budget-Sept., 2020 10 19 2020 2 32 17 PM Joni Crawford 4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 290 - Mechanic										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	109,245.00	.00	109,245.00	6,879.21	.00	54,393.00	54,852.00	50	101,930.00
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	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	15,371.00	.00	15,371.00	755.94	.00	7,216.38	8,154.62	47	14,520.00
5161	Group Insurance	41,593.00	.00	41,593.00	1,710.41	10,445.00	20,525.28	10,622.72	74	37,790.00
5166	Medicare	1,592.00	.00	1,592.00	96.76	.00	751.15	840.85	47	1,410.00
	Personal Services Totals	\$176,351.00	\$0.00	\$176,351.00	\$9,442.32	\$10,445.00	\$90,885.81	\$75,020.19	57%	\$164,220.00
	Supplies									
5201	Office Supplies	100.00	.00	100.00	.00	70.21	29.79	.00	100	
5203	Computer Supplies	200.00	.00	200.00	.00	.00	90.35	109.65	45	60.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	1,452.99	1,047.01	500.00	83	2,250.00
5213	Repair and Maintenance Supplies	120,000.00	5,616.39	125,616.39	4,239.86	35,707.26	46,807.08	43,102.05	66	94,200.00
5259	Operating Materials and Supplies	8,500.00	1,935.90	10,435.90	766.24	3,543.50	5,892.40	1,000.00	90	6,070.00
	Supplies Totals	\$131,800.00	\$7,552.29	\$139,352.29	\$5,006.10	\$40,773.96	\$53,866.63	\$44,711.70	68%	\$102,600.00
	Services									
5311	Utilities	.00	.00	.00	.00	400.00	.00	(400.00)	+++	
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5362	Equipment Maintenance	3,000.00	.00	3,000.00	241.45	1,672.55	327.45	1,000.00	67	1,620.00
5363	MV Repair/Maintenance-External	40,000.00	.00	40,000.00	190.00	19,429.75	11,890.25	8,680.00	78	17,780.00
5397	Uniform Rental	1,450.00	67.80	1,517.80	184.13	486.19	931.61	100.00	93	1,320.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	105.38	692.71	507.29	300.00	80	120.00
	Services Totals	\$46,950.00	\$67.80	\$47,017.80	\$720.96	\$22,681.20	\$13,656.60	\$10,680.00	77%	\$20,840.00
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	15,500.00
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,500.00
	EXPENSE TOTALS	\$355,101.00	\$7,620.09	\$362,721.09	\$15,169.38	\$73,900.16	\$158,409.04	\$130,411.89	64%	\$303,170.00
Department 290 - Mechanic Totals		(\$355,101.00)	(\$7,620.09)	(\$362,721.09)	(\$15,169.38)	(\$73,900.16)	(\$158,409.04)	(\$130,411.89)	64%	(\$303,170.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	7,092.80	.00	70,804.18	24,950.82	74	89,411.00
5102	Wages-Staff	501,122.00	.00	501,122.00	35,652.62	.00	355,633.18	145,488.82	71	412,831.00
5105	Overtime	42,000.00	.00	42,000.00	.00	.00	2,730.48	39,269.52	7	35,141.00
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	550.00	1,150.00	32	1,700.00
5109	HSA Employer Funding	40,000.00	.00	40,000.00	.00	.00	37,500.00	2,500.00	94	35,331.00
5141	Wages-Seasonal Labor	110,000.00	.00	110,000.00	1,710.78	.00	15,426.66	94,573.34	14	70,541.00
5151	PERS Contribution	105,081.00	.00	105,081.00	6,273.06	.00	59,462.04	45,618.96	57	84,691.00
5161	Group Insurance	203,360.00	.00	203,360.00	15,621.36	48,525.00	140,609.74	14,225.26	93	164,201.00
5166	Medicare	10,883.00	.00	10,883.00	610.75	.00	6,104.44	4,778.56	56	8,491.00
	Personal Services Totals	\$1,109,901.00	\$0.00	\$1,109,901.00	\$66,961.37	\$48,525.00	\$688,820.72	\$372,555.28	66%	\$902,361.00
	Supplies									
5201	Office Supplies	500.00	.00	500.00	.00	96.09	624.03	(220.12)	144	811.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	284.89	215.11	57	121.00
5205	Small Tools/Minor Equipment	5,000.00	175.00	5,175.00	887.92	2,041.44	1,392.23	1,741.33	66	21,121.00
5209	Chemicals	34,440.00	.00	34,440.00	.00	5,260.25	13,086.25	16,093.50	53	35,271.00
5213	Repair and Maintenance Supplies	63,510.00	7,116.29	70,626.29	2,642.30	12,371.05	26,924.32	31,330.92	56	63,231.00
5215	Recreational Supplies	65,694.00	5,426.55	71,120.55	1,711.52	8,392.40	21,273.54	41,454.61	42	38,041.00
5241	Uniforms-Purchased	2,500.00	409.88	2,909.88	.00	101.17	1,413.71	1,395.00	52	2,091.00
5251	MV Gas and Oil	20,000.00	278.46	20,278.46	843.14	14,206.68	7,771.78	(1,700.00)	108	15,481.00
5252	Aggregates	16,330.00	5,448.61	21,778.61	.00	198.83	9,505.27	12,074.51	45	9,071.00
5259	Operating Materials and Supplies	37,950.00	.00	37,950.00	.00	1,522.00	1,276.33	35,151.67	7	23,611.00
	Supplies Totals	\$246,424.00	\$18,854.79	\$265,278.79	\$6,084.88	\$44,189.91	\$83,552.35	\$137,536.53	48%	\$208,891.00
	Services									
5303	Community Events	8,200.00	.00	8,200.00	287.00	20.00	957.00	7,223.00	12	27,181.00
5311	Utilities	37,000.00	2,575.63	39,575.63	1,576.60	18,819.93	19,478.19	1,277.51	97	26,761.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	.00	328.89	2,671.11	11	561.00
5322	Conference/Reimb	8,675.00	32.00	8,707.00	.00	16.66	1,605.97	7,084.37	19	6,981.00
5323	Publications	250.00	.00	250.00	.00	21.00	.00	229.00	8	211.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	.00	175.00	1,235.00	90.00	94	1,911.00
5338	Personal Service Contracts	72,000.00	2,467.50	74,467.50	275.00	17,649.25	12,672.25	44,146.00	41	59,001.00
5339	Misc Contract Services	311,040.00	105,731.76	416,771.76	7,590.18	101,512.04	216,387.07	98,872.65	76	251,521.00
5361	Building Repair/Maintenance	26,250.00	14,188.67	40,438.67	124.50	3,889.69	18,485.28	18,063.70	55	20,481.00
5362	Equipment Maintenance	2,000.00	.00	2,000.00	.00	21.90	868.70	1,109.40	45	861.00
5391	Postage	6,500.00	.00	6,500.00	3.00	.00	149.70	6,350.30	2	5,781.00
5395	Printing/Advertising	23,000.00	3,690.48	26,690.48	2,652.86	459.95	8,391.19	17,839.34	33	7,821.00
5399	Other Miscellaneous Services	2,860.00	.00	2,860.00	.00	119.00	.00	2,741.00	4	2,181.00
	Services Totals	\$502,275.00	\$128,686.04	\$630,961.04	\$12,509.14	\$142,704.42	\$280,559.24	\$207,697.38	67%	\$411,281.00



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	1,842.00	.00	55,249.10	(55,249.10)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$1,842.00	\$0.00	\$55,249.10	(\$55,249.10)	+++	\$0.00
	Capital Purchases									
5602	Land Improvements	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	9,421.00
5632	Motor Vehicles	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	69,311.00
5633	Machinery and Equipment	17,484.00	.00	17,484.00	.00	312.34	15,044.53	2,127.13	88	21,611.00
5639	Other Equipment	28,000.00	9,772.70	37,772.70	.00	17,163.00	9,772.70	10,837.00	71	11,500.00
	Capital Purchases Totals	\$58,484.00	\$9,772.70	\$68,256.70	\$0.00	\$17,475.34	\$24,817.23	\$25,964.13	62%	\$111,851.00
	EXPENSE TOTALS	\$1,917,084.00	\$157,313.53	\$2,074,397.53	\$87,397.39	\$252,894.67	\$1,132,998.64	\$688,504.22	67%	\$1,634,407.00
Department 340 - Parks and Recreation Totals		(\$1,917,084.00)	(\$157,313.53)	(\$2,074,397.53)	(\$87,397.39)	(\$252,894.67)	(\$1,132,998.64)	(\$688,504.22)	67%	(\$1,634,407.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 343 - Senior Center										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	70,794.00	.00	70,794.00	5,243.20	.00	52,340.89	18,453.11	74	66,100.00
5104	Wages-Part time	60,319.00	.00	60,319.00	3,296.44	.00	39,877.35	20,441.65	66	59,070.00
5105	Overtime	4,000.00	.00	4,000.00	.00	.00	198.40	3,801.60	5	2,790.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	2,000.00	2,000.00	50	4,000.00
5151	PERS Contribution	19,000.00	.00	19,000.00	1,190.41	.00	12,284.89	6,715.11	65	18,100.00
5161	Group Insurance	20,909.00	.00	20,909.00	699.59	2,320.00	6,587.93	12,001.07	43	19,010.00
5166	Medicare	1,968.00	.00	1,968.00	122.86	.00	1,330.29	637.71	68	1,840.00
	Personal Services Totals	\$181,590.00	\$0.00	\$181,590.00	\$10,552.50	\$2,320.00	\$114,619.75	\$64,650.25	64%	\$171,530.00
	Supplies									
5201	Office Supplies	1,400.00	.00	1,400.00	.00	27.99	.00	1,372.01	2	590.00
5203	Computer Supplies	1,200.00	.00	1,200.00	.00	1,524.18	.00	(324.18)	127	370.00
5213	Repair and Maintenance Supplies	5,300.00	.00	5,300.00	.00	650.00	196.52	4,453.48	16	2,960.00
5215	Recreational Supplies	2,700.00	278.96	2,978.96	.00	1,801.00	298.85	879.11	70	4,460.00
5216	Contributed Supplies Purchased	.00	18,778.76	18,778.76	410.00	.00	1,082.18	17,696.58	6	2,080.00
5252	Aggregates	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	830.00
5259	Operating Materials and Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
	Supplies Totals	\$13,600.00	\$19,057.72	\$32,657.72	\$410.00	\$4,003.17	\$1,577.55	\$27,077.00	17%	\$11,300.00
	Services									
5311	Utilities	5,000.00	547.51	5,547.51	425.88	3,752.17	3,940.34	(2,145.00)	139	6,370.00
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	110.00
5322	Conference/Reimb	400.00	.00	400.00	.00	86.27	302.73	11.00	97	330.00
5324	Professional Association Dues	150.00	.00	150.00	.00	.00	100.00	50.00	67	100.00
5339	Misc Contract Services	9,200.00	2,104.00	11,304.00	4,480.00	898.52	7,307.20	3,098.28	73	6,680.00
5361	Building Repair/Maintenance	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	37,570.00
5391	Postage	2,500.00	.00	2,500.00	.00	.00	240.00	2,260.00	10	1,000.00
	Services Totals	\$42,550.00	\$2,651.51	\$45,201.51	\$4,905.88	\$4,736.96	\$11,890.27	\$28,574.28	37%	\$52,180.00
	Capital Purchases									
5639	Other Equipment	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	\$0.00
	Capital Purchases Totals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%	\$0.00
	EXPENSE TOTALS	\$252,740.00	\$21,709.23	\$274,449.23	\$15,868.38	\$11,060.13	\$128,087.57	\$135,301.53	51%	\$235,030.00
Department 343 - Senior Center Totals		(\$252,740.00)	(\$21,709.23)	(\$274,449.23)	(\$15,868.38)	(\$11,060.13)	(\$128,087.57)	(\$135,301.53)	51%	(\$235,035.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 344 - Community Events										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	65,107.00	.00	65,107.00	4,902.40	.00	47,795.20	17,311.80	73	61,811.00
5105	Overtime	5,000.00	.00	5,000.00	.00	.00	581.58	4,418.42	12	2,331.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	9,815.00	.00	9,815.00	686.34	.00	6,427.68	3,387.32	65	8,641.00
5161	Group Insurance	20,748.00	.00	20,748.00	1,690.32	5,270.00	15,418.55	59.45	100	18,891.00
5166	Medicare	1,017.00	.00	1,017.00	68.20	.00	672.64	344.36	66	891.00
	Personal Services Totals	\$105,687.00	\$0.00	\$105,687.00	\$7,347.26	\$5,270.00	\$74,895.65	\$25,521.35	76%	\$96,581.00
	Supplies									
5201	Office Supplies	300.00	.00	300.00	.00	27.11	22.89	250.00	17	111.00
5215	Recreational Supplies	16,809.00	388.60	17,197.60	.00	3,160.50	2,410.54	11,626.56	32	10,901.00
	Supplies Totals	\$17,109.00	\$388.60	\$17,497.60	\$0.00	\$3,187.61	\$2,433.43	\$11,876.56	32%	\$10,921.00
	Services									
5303	Community Events	500.00	.00	500.00	.00	.00	.00	500.00	0	
5311	Utilities	1,200.00	88.63	1,288.63	48.82	198.79	489.84	600.00	53	731.00
5322	Conference/Reimb	950.00	.00	950.00	.00	40.00	135.00	775.00	18	181.00
5324	Professional Association Dues	215.00	.00	215.00	.00	.00	.00	215.00	0	111.00
5339	Misc Contract Services	169,500.00	2,512.00	172,012.00	12.00	38,137.13	30,591.97	103,282.90	40	140,761.00
5395	Printing/Advertising	16,000.00	.00	16,000.00	.00	8,100.00	199.92	7,700.08	52	7,901.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	471.00
	Services Totals	\$198,365.00	\$2,600.63	\$200,965.63	\$60.82	\$46,475.92	\$31,416.73	\$123,072.98	39%	\$150,171.00
	EXPENSE TOTALS	\$321,161.00	\$2,989.23	\$324,150.23	\$7,408.08	\$54,933.53	\$108,745.81	\$160,470.89	50%	\$257,691.00
Department 344 - Community Events Totals		(\$321,161.00)	(\$2,989.23)	(\$324,150.23)	(\$7,408.08)	(\$54,933.53)	(\$108,745.81)	(\$160,470.89)	50%	(\$257,691.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund 110 - General Fund										
Department 448 - Service Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,000.00	.00	95,000.00	7,307.20	.00	65,783.75	29,216.25	69	56,211
5102	Wages-Staff	356,125.00	.00	356,125.00	26,592.41	.00	259,168.26	96,956.74	73	310,710
5105	Overtime	7,000.00	.00	7,000.00	.00	.00	113.51	6,886.49	2	9,140
5106	Longevity	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,550
5109	HSA Employer Funding	30,000.00	.00	30,000.00	.00	.00	30,866.67	(866.67)	103	26,330
5151	PERS Contribution	64,501.00	.00	64,501.00	4,745.96	.00	43,395.37	21,105.63	67	52,340
5161	Group Insurance	154,536.00	.00	154,536.00	12,531.85	38,600.00	112,911.88	3,024.12	98	117,610
5166	Medicare	6,681.00	.00	6,681.00	468.01	.00	4,519.40	2,161.60	68	5,230
<i>Personal Services Totals</i>		\$716,443.00	\$0.00	\$716,443.00	\$51,645.43	\$38,600.00	\$516,758.84	\$161,084.16	78%	\$580,160
<i>Supplies</i>										
5201	Office Supplies	1,500.00	584.57	2,084.57	127.53	119.37	2,605.66	(640.46)	131	490
5203	Computer Supplies	1,000.00	.00	1,000.00	71.50	.00	173.61	826.39	17	440
5213	Repair and Maintenance Supplies	20,000.00	945.01	20,945.01	736.93	7,504.90	8,512.02	4,928.09	76	17,250
5251	MV Gas and Oil	1,700.00	54.74	1,754.74	34.88	1,236.08	318.66	200.00	89	590
5259	Operating Materials and Supplies	.00	.00	.00	.00	100.00	.00	(100.00)	+++	
<i>Supplies Totals</i>		\$24,200.00	\$1,584.32	\$25,784.32	\$970.84	\$8,960.35	\$11,609.95	\$5,214.02	80%	\$18,790
<i>Services</i>										
5301	Boards/Commissions	250.00	.00	250.00	.00	.00	.00	250.00	0	
5302	Street Lighting	235,000.00	17,907.51	252,907.51	16,978.03	75,861.11	158,546.40	18,500.00	93	207,430
5303	Community Events	40,000.00	.00	40,000.00	.00	.00	2,400.00	37,600.00	6	31,790
5311	Utilities	.00	.00	.00	61.30	294.94	505.06	(800.00)	+++	
5321	Professional Training	500.00	.00	500.00	15.00	35.00	15.00	450.00	10	90
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	1,320.00	130.00	(450.00)	145	30
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	
5324	Professional Association Dues	250.00	.00	250.00	.00	.00	.00	250.00	0	
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5331	Engineering/Architecture	100,000.00	33,656.70	133,656.70	728.00	81,914.54	45,770.16	5,972.00	96	30,620
5339	Misc Contract Services	92,000.00	47,004.94	139,004.94	8,061.55	109,356.62	48,275.34	(18,627.02)	113	97,790
5362	Equipment Maintenance	4,500.00	.00	4,500.00	327.90	786.06	3,185.29	528.65	88	3,090
5367	Streetscape Maintenance	1,000.00	200.00	1,200.00	.00	200.00	.00	1,000.00	17	
5374	Emergency Management Services	45,000.00	.00	45,000.00	.00	2,754.33	37,245.67	5,000.00	89	36,730
5391	Postage	250.00	.00	250.00	36.00	.00	64.00	186.00	26	120
5395	Printing/Advertising	1,500.00	500.00	2,000.00	.00	1,239.77	510.23	250.00	88	
5397	Uniform Rental	2,500.00	195.48	2,695.48	.00	889.07	990.21	816.20	70	870
5398	Tree/Grass Service	31,000.00	155.00	31,155.00	825.00	6,995.50	8,159.50	16,000.00	49	20,870
5399	Other Miscellaneous Services	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	90



Departmental Budget-Sept., 2020

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Fiscal Year to Date 09/30/20

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 Total
Fund	110 - General Fund									
Department	448 - Service Department									
	EXPENSE									
	Services Totals	\$556,650.00	\$99,619.63	\$656,269.63	\$27,032.78	\$281,646.94	\$305,796.86	\$68,825.83	90%	\$429,561.00
	EXPENSE TOTALS	\$1,297,293.00	\$101,203.95	\$1,398,496.95	\$79,649.05	\$329,207.29	\$834,165.65	\$235,124.01	83%	\$1,028,522.00
Department	448 - Service Department Totals	(\$1,297,293.00)	(\$101,203.95)	(\$1,398,496.95)	(\$79,649.05)	(\$329,207.29)	(\$834,165.65)	(\$235,124.01)	83%	(\$1,028,522.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 479 - Building Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	.00	.00	.00	.00	.00	.00	.00	+++	38,960
5102	Wages-Staff	302,440.00	.00	302,440.00	21,461.20	.00	192,376.15	110,063.85	64	221,370
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	1,000
5106	Longevity	650.00	.00	650.00	.00	.00	.00	650.00	0	600
5109	HSA Employer Funding	22,000.00	.00	22,000.00	1,333.33	.00	22,666.66	(666.66)	103	15,000
5151	PERS Contribution	42,433.00	.00	42,433.00	2,679.49	.00	25,326.73	17,106.27	60	35,760
5161	Group Insurance	112,631.00	.00	112,631.00	7,460.88	29,875.00	67,341.90	15,414.10	86	65,140
5166	Medicare	4,395.00	.00	4,395.00	294.81	.00	2,651.19	1,743.81	60	3,660
	Personal Services Totals	\$484,549.00	\$0.00	\$484,549.00	\$33,229.71	\$29,875.00	\$310,362.63	\$144,311.37	70%	\$381,520
	Supplies									
5201	Office Supplies	2,000.00	46.90	2,046.90	37.55	321.42	725.48	1,000.00	51	1,250
5203	Computer Supplies	.00	.00	.00	.00	.00	.00	.00	+++	400
5241	Uniforms-Purchased	3,500.00	.00	3,500.00	157.97	999.29	1,616.72	883.99	75	1,070
5251	MV Gas and Oil	5,000.00	188.82	5,188.82	133.89	3,484.50	1,704.32	.00	100	3,530
	Supplies Totals	\$10,500.00	\$235.72	\$10,735.72	\$329.41	\$4,805.21	\$4,046.52	\$1,883.99	82%	\$5,910
	Services									
5311	Utilities	6,500.00	214.40	6,714.40	206.10	1,386.12	1,828.28	3,500.00	48	2,450
5321	Professional Training	2,500.00	.00	2,500.00	30.00	550.00	30.00	1,920.00	23	590
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	300.00	1,200.00	20	300
5323	Publications	500.00	.00	500.00	163.20	.00	249.90	250.10	50	300
5324	Professional Association Dues	1,000.00	.00	1,000.00	.00	75.00	.00	925.00	8	400
5325	Educational Assistance	3,000.00	613.79	3,613.79	.00	3,000.00	613.79	.00	100	800
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	300
5339	Misc Contract Services	20,000.00	21,735.50	41,735.50	3,030.00	12,118.90	22,113.10	7,503.50	82	21,110
5362	Equipment Maintenance	5,000.00	2,326.05	7,326.05	226.17	1,728.29	3,597.76	2,000.00	73	4,180
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	950
5376	County Health Services	35,000.00	30,288.00	65,288.00	888.00	26,662.00	7,647.00	30,979.00	53	27,610
5391	Postage	1,000.00	500.00	1,500.00	124.35	.00	1,120.80	379.20	75	690
5395	Printing/Advertising	2,000.00	1,500.00	3,500.00	52.00	758.92	1,320.08	1,421.00	59	1,220
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	300
	Services Totals	\$82,000.00	\$57,177.74	\$139,177.74	\$4,719.82	\$46,279.23	\$38,820.71	\$54,077.80	61%	\$60,340
	Capital Purchases									
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	34,680
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$34,680
	EXPENSE TOTALS	\$577,049.00	\$57,413.46	\$634,462.46	\$38,278.94	\$80,959.44	\$353,229.86	\$200,273.16	68%	\$482,460
	Department 479 - Building Department Totals	(\$577,049.00)	(\$57,413.46)	(\$634,462.46)	(\$38,278.94)	(\$80,959.44)	(\$353,229.86)	(\$200,273.16)	68%	(\$482,460)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,244.60	.00	72,446.00	25,357.00	74	97,803.00
5102	Wages-Staff	55,080.00	.00	55,080.00	4,080.00	.00	37,536.03	17,543.97	68	55,080.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	6,000.00	.00	100	4,000.00
5151	PERS Contribution	21,403.00	.00	21,403.00	1,585.44	.00	14,338.63	7,064.37	67	14,000.00
5161	Group Insurance	29,556.00	.00	29,556.00	2,389.92	7,480.00	21,718.93	357.07	99	18,670.00
5166	Medicare	2,217.00	.00	2,217.00	160.25	.00	1,555.15	661.85	70	1,380.00
	Personal Services Totals	\$212,059.00	\$0.00	\$212,059.00	\$15,460.21	\$7,480.00	\$153,594.74	\$50,984.26	76%	\$135,870.00
	Supplies									
5201	Office Supplies	750.00	.00	750.00	52.00	152.00	722.31	(124.31)	117	500.00
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	500.00
	Supplies Totals	\$1,000.00	\$0.00	\$1,000.00	\$52.00	\$152.00	\$722.31	\$125.69	87%	\$500.00
	Services									
5311	Utilities	800.00	67.20	867.20	48.82	403.66	461.41	2.13	100	960.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	204.38	129.38	666.24	33	1,000.00
5323	Publications	.00	.00	.00	.00	.00	.00	.00	+++	430.00
5324	Professional Association Dues	1,000.00	.00	1,000.00	.00	.00	1,398.00	(398.00)	140	880.00
5332	Legal Services	30,000.00	50.00	30,050.00	.00	8,850.00	1,200.00	20,000.00	33	33,490.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	380.00
5391	Postage	500.00	.00	500.00	1.50	.00	18.55	481.45	4	600.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	16.11	475.53	508.09	516.38	66	780.00
	Services Totals	\$40,800.00	\$117.20	\$40,917.20	\$66.43	\$9,933.57	\$3,715.43	\$27,268.20	33%	\$37,010.00
	EXPENSE TOTALS	\$253,859.00	\$117.20	\$253,976.20	\$15,578.64	\$17,565.57	\$158,032.48	\$78,378.15	69%	\$172,930.00
Department 522 - Mayor Totals		(\$253,859.00)	(\$117.20)	(\$253,976.20)	(\$15,578.64)	(\$17,565.57)	(\$158,032.48)	(\$78,378.15)	69%	(\$172,934.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
EXPENSE										
<i>Personal Services</i>										
5104	Wages-Part time	57,521.00	.00	57,521.00	4,473.89	.00	39,663.67	17,857.33	69	61,921.00
5151	PERS Contribution	8,053.00	.00	8,053.00	549.92	.00	5,184.06	2,868.94	64	8,151.00
5166	Medicare	834.00	.00	834.00	64.87	.00	575.12	258.88	69	891.00
<i>Personal Services Totals</i>		\$66,408.00	\$0.00	\$66,408.00	\$5,088.68	\$0.00	\$45,422.85	\$20,985.15	68%	\$70,972.00
<i>Supplies</i>										
5201	Office Supplies	700.00	179.10	879.10	.00	187.25	391.85	300.00	66	531.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5259	Operating Materials and Supplies	1,300.00	.00	1,300.00	.00	200.00	.00	1,100.00	15	500.00
<i>Supplies Totals</i>		\$3,000.00	\$179.10	\$3,179.10	\$0.00	\$387.25	\$391.85	\$2,400.00	25%	\$581.00
<i>Services</i>										
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5322	Conference/Reimb	700.00	.00	700.00	.00	.00	.00	700.00	0	700.00
5332	Legal Services	4,000.00	1,000.00	5,000.00	.00	1,750.00	3,050.00	200.00	96	2,000.00
5336	Medical Services/Physical Exams	15,000.00	.00	15,000.00	.00	5,838.00	1,662.00	7,500.00	50	19,560.00
5339	Misc Contract Services	10,000.00	.00	10,000.00	2,500.00	3,109.34	8,361.74	(1,471.08)	115	2,211.00
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	100.00
5395	Printing/Advertising	5,000.00	.00	5,000.00	.00	550.00	1,750.00	2,700.00	46	3,650.00
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
<i>Services Totals</i>		\$36,000.00	\$1,000.00	\$37,000.00	\$2,500.00	\$11,247.34	\$14,823.74	\$10,928.92	70%	\$25,441.00
EXPENSE TOTALS		\$105,408.00	\$1,179.10	\$106,587.10	\$7,588.68	\$11,634.59	\$60,638.44	\$34,314.07	68%	\$97,006.00
Department 534 - Civil Service Commission Totals		(\$105,408.00)	(\$1,179.10)	(\$106,587.10)	(\$7,588.68)	(\$11,634.59)	(\$60,638.44)	(\$34,314.07)	68%	(\$97,006.00)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 545 - City Auditor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	90,769.00	.00	90,769.00	6,410.26	.00	65,352.60	25,416.40	72	87,341.00
5102	Wages-Staff	173,531.00	.00	173,531.00	12,756.80	.00	127,343.21	46,187.79	73	159,411.00
5104	Wages-Part time	45,489.00	.00	45,489.00	3,123.80	.00	32,319.92	13,169.08	71	41,271.00
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	42,684.00	.00	42,684.00	3,118.93	.00	29,503.27	13,180.73	69	39,141.00
5161	Group Insurance	23,250.00	.00	23,250.00	1,802.73	5,965.00	17,241.26	43.74	100	21,121.00
5166	Medicare	4,229.00	.00	4,229.00	295.82	.00	2,990.18	1,238.82	71	3,861.00
	Personal Services Totals	\$386,552.00	\$0.00	\$386,552.00	\$27,508.34	\$5,965.00	\$278,750.44	\$101,836.56	74%	\$356,771.00
	Supplies									
5201	Office Supplies	2,500.00	.00	2,500.00	(5.99)	19.09	(96.42)	2,577.33	-3	1,261.00
5203	Computer Supplies	3,000.00	.00	3,000.00	.00	354.81	145.19	2,500.00	17	0.00
	Supplies Totals	\$5,500.00	\$0.00	\$5,500.00	(\$5.99)	\$373.90	\$48.77	\$5,077.33	8%	\$1,261.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	.00	839.71	1,388.29	272.00	89	321.00
5322	Conference/Reimb	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	951.00
5324	Professional Association Dues	1,300.00	.00	1,300.00	.00	432.00	555.00	313.00	76	631.00
5333	Outside Professional Services	47,750.00	.00	47,750.00	41.00	7,866.50	40,133.50	(250.00)	101	35,291.00
5339	Misc Contract Services	26,300.00	7,563.50	33,863.50	907.60	22,274.00	11,309.50	280.00	99	12,741.00
5362	Equipment Maintenance	1,500.00	.00	1,500.00	65.81	1,037.16	612.84	(150.00)	110	1,061.00
5366	Computer Maintenance	1,800.00	.00	1,800.00	.00	1,800.00	.00	.00	100	0.00
5391	Postage	2,040.00	.00	2,040.00	119.50	.00	1,474.30	565.70	72	1,861.00
5395	Printing/Advertising	2,000.00	118.05	2,118.05	.00	.00	1,752.39	365.66	83	1,521.00
5399	Other Miscellaneous Services	12,000.00	275.00	12,275.00	985.81	405.00	5,041.38	6,828.62	44	8,641.00
	Services Totals	\$101,490.00	\$7,956.55	\$109,446.55	\$2,119.72	\$34,654.37	\$62,267.20	\$12,524.98	89%	\$63,061.00
	EXPENSE TOTALS	\$493,542.00	\$7,956.55	\$501,498.55	\$29,622.07	\$40,993.27	\$341,066.41	\$119,438.87	76%	\$421,091.00
Department 545 - City Auditor Totals		(\$493,542.00)	(\$7,956.55)	(\$501,498.55)	(\$29,622.07)	(\$40,993.27)	(\$341,066.41)	(\$119,438.87)	76%	(\$421,091.00)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,802.00	.00	97,802.00	7,244.60	.00	73,696.00	24,106.00	75	97,802.00
5102	Wages-Staff	205,625.00	.00	205,625.00	15,142.41	.00	170,341.08	35,283.92	83	192,880.00
5104	Wages-Part time	93,236.00	.00	93,236.00	6,809.60	.00	68,033.36	25,202.64	73	87,060.00
5106	Longevity	.00	.00	.00	.00	.00	.00	.00	+++	600.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	.00	.00	13,666.67	4,333.33	76	18,000.00
5151	PERS Contribution	55,533.00	.00	55,533.00	4,087.52	.00	38,686.68	16,846.32	70	52,900.00
5161	Group Insurance	92,052.00	.00	92,052.00	5,770.56	18,185.00	51,239.07	22,627.93	75	83,700.00
5166	Medicare	5,752.00	.00	5,752.00	410.08	.00	4,395.40	1,356.60	76	5,280.00
	Personal Services Totals	\$568,000.00	\$0.00	\$568,000.00	\$39,464.77	\$18,185.00	\$420,058.26	\$129,756.74	77%	\$538,240.00
	Supplies									
5201	Office Supplies	4,500.00	78.26	4,578.26	294.52	398.52	3,186.06	993.68	78	2,400.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
	Supplies Totals	\$5,900.00	\$78.26	\$5,978.26	\$294.52	\$398.52	\$3,186.06	\$2,393.68	60%	\$2,400.00
	Services									
5311	Utilities	.00	.00	.00	141.88	2,872.11	327.89	(3,200.00)	+++	0.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	500.00	2,000.00	20	1,500.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	9,200.00	419.83	9,619.83	440.82	1,984.68	6,549.46	1,085.69	89	6,070.00
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	482.00	800.00	1,218.00	51	1,980.00
5332	Legal Services	40,000.00	8,430.70	48,430.70	.00	4,416.70	20,634.00	23,380.00	52	30,750.00
5333	Outside Professional Services	14,504.00	.00	14,504.00	.00	2,083.35	12,606.69	(186.04)	101	17,220.00
5337	Public Defender	5,459.00	819.00	6,278.00	.00	4,078.80	1,740.20	459.00	93	4,140.00
5339	Misc Contract Services	14,100.00	2,000.00	16,100.00	600.00	172.50	6,926.80	9,000.70	44	13,120.00
5341	Court Costs and Fees	750.00	.00	750.00	.00	.00	.00	750.00	0	750.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	60.85	.00	715.40	(215.40)	143	620.00
5399	Other Miscellaneous Services	3,000.00	.00	3,000.00	.00	590.70	409.30	2,000.00	33	2,190.00
	Services Totals	\$93,013.00	\$11,669.53	\$104,682.53	\$1,243.55	\$16,680.84	\$51,209.74	\$36,791.95	65%	\$77,610.00
	EXPENSE TOTALS	\$666,913.00	\$11,747.79	\$678,660.79	\$41,002.84	\$35,264.36	\$474,454.06	\$168,942.37	75%	\$618,270.00
Department 554 - City Attorney Totals		(\$666,913.00)	(\$11,747.79)	(\$678,660.79)	(\$41,002.84)	(\$35,264.36)	(\$474,454.06)	(\$168,942.37)	75%	(\$618,270.00)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 571 - City Council										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	63,842.00	.00	63,842.00	5,320.15	.00	47,881.35	15,960.65	75	62,151
5102	Wages-Staff	69,992.00	.00	69,992.00	5,184.00	.00	51,749.76	18,242.24	74	61,160
5104	Wages-Part time	26,470.00	.00	26,470.00	1,730.61	.00	18,994.50	7,475.50	72	22,980
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	4,831
5151	PERS Contribution	22,443.00	.00	22,443.00	1,739.88	.00	16,107.28	6,335.72	72	20,090
5161	Group Insurance	8,958.00	.00	8,958.00	699.59	2,355.00	6,593.78	9.22	100	12,920
5166	Medicare	2,324.00	.00	2,324.00	174.96	.00	1,697.69	626.31	73	2,060
	Personal Services Totals	\$196,029.00	\$0.00	\$196,029.00	\$14,849.19	\$2,355.00	\$145,024.36	\$48,649.64	75%	\$186,220
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	239.71	661.48	1,141.63	(303.11)	120	1,460
5203	Computer Supplies	500.00	.00	500.00	.00	.00	161.14	338.86	32	
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$239.71	\$661.48	\$1,302.77	\$35.75	98%	\$1,460
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	.00	975.00	236.04	1,288.96	48	2,750
5322	Conference/Reimb	3,500.00	.00	3,500.00	.00	200.00	313.96	2,986.04	15	1,050
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	350
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	320.00	180.00	64	270
5325	Educational Assistance	.00	.00	.00	.00	.00	.00	.00	+++	2,780
5339	Misc Contract Services	40,000.00	.00	40,000.00	.00	8,250.00	13,245.83	18,504.17	54	20,810
5391	Postage	250.00	.00	250.00	6.90	.00	67.50	182.50	27	70
5395	Printing/Advertising	3,000.00	.00	3,000.00	.00	248.12	1,301.88	1,450.00	52	1,090
5399	Other Miscellaneous Services	6,000.00	.00	6,000.00	.00	.00	55.08	5,944.92	1	
	Services Totals	\$55,850.00	\$0.00	\$55,850.00	\$6.90	\$9,673.12	\$15,540.29	\$30,636.59	45%	\$29,220
	EXPENSE TOTALS	\$253,879.00	\$0.00	\$253,879.00	\$15,095.80	\$12,689.60	\$161,867.42	\$79,321.98	69%	\$216,900
Department 571 - City Council Totals		(\$253,879.00)	\$0.00	(\$253,879.00)	(\$15,095.80)	(\$12,689.60)	(\$161,867.42)	(\$79,321.98)	69%	(\$216,900)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	7,092.80	.00	67,862.33	27,892.67	71	78,831
5102	Wages-Staff	125,227.00	3,226.00	128,453.00	9,707.20	.00	94,301.73	34,151.27	73	115,234
5104	Wages-Part time	.00	.00	.00	.00	.00	282.25	(282.25)	+++	8,351
5109	HSA Employer Funding	10,000.00	.00	10,000.00	.00	.00	8,800.00	1,200.00	88	10,000
5151	PERS Contribution	30,938.00	452.00	31,390.00	2,373.58	.00	21,440.34	9,949.66	68	28,441
5161	Group Insurance	50,391.00	150.00	50,541.00	4,080.23	13,050.00	37,623.21	(132.21)	100	46,261
5166	Medicare	3,204.00	47.00	3,251.00	234.36	.00	2,274.40	976.60	70	2,821
	Personal Services Totals	\$315,515.00	\$3,875.00	\$319,390.00	\$23,488.17	\$13,050.00	\$232,584.26	\$73,755.74	77%	\$289,971
	Supplies									
5201	Office Supplies	3,000.00	8.59	3,008.59	.00	412.91	345.68	2,250.00	25	1,751
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	131
	Supplies Totals	\$3,250.00	\$8.59	\$3,258.59	\$0.00	\$412.91	\$345.68	\$2,500.00	23%	\$1,881
	Services									
5301	Boards/Commissions	2,000.00	.00	2,000.00	.00	1,550.00	181.44	268.56	87	411
5311	Utilities	2,000.00	102.46	2,102.46	100.59	488.23	914.23	700.00	67	1,321
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	4,761
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,761
5323	Publications	500.00	.00	500.00	.00	620.15	484.85	(605.00)	221	91
5324	Professional Association Dues	3,000.00	.00	3,000.00	.00	406.00	1,336.00	1,258.00	58	1,131
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,761
5331	Engineering/Architecture	30,000.00	5,979.08	35,979.08	.00	21,110.28	4,966.10	9,902.70	72	14,511
5332	Legal Services	15,000.00	1,028.55	16,028.55	11,304.00	10,574.55	12,954.00	(7,500.00)	147	17,561
5339	Misc Contract Services	80,000.00	57,273.54	137,273.54	1,186.68	7,416.64	88,238.90	41,618.00	70	152,081
5391	Postage	500.00	.00	500.00	5.00	.00	92.50	407.50	18	111
5395	Printing/Advertising	5,000.00	183.00	5,183.00	.00	548.00	235.00	4,400.00	15	691
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	621
	Services Totals	\$148,000.00	\$64,566.63	\$212,566.63	\$12,596.27	\$42,713.85	\$109,403.02	\$60,449.76	72%	\$192,951
	Transfers/Other									
5513	Refunds-Permit	.00	.00	.00	.00	.00	50.00	(50.00)	+++	51
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	(\$50.00)	+++	\$51
	Capital Purchases									
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	5,001
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,001
	EXPENSE TOTALS	\$466,765.00	\$68,450.22	\$535,215.22	\$36,084.44	\$56,176.76	\$342,382.96	\$136,655.50	74%	\$489,811
Department 580 - Development Department Totals		(\$466,765.00)	(\$68,450.22)	(\$535,215.22)	(\$36,084.44)	(\$56,176.76)	(\$342,382.96)	(\$136,655.50)	74%	(\$489,815)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 582 - Human Resources Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	91,818.00	.00	91,818.00	6,801.60	.00	67,896.97	23,921.03	74	85,730.00
5106	Longevity	550.00	.00	550.00	.00	.00	550.00	.00	100	550.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	12,932.00	.00	12,932.00	952.22	.00	9,092.53	3,839.47	70	12,060.00
5161	Group Insurance	8,850.00	.00	8,850.00	699.58	2,355.00	6,701.51	(206.51)	102	8,350.00
5166	Medicare	1,339.00	.00	1,339.00	97.10	.00	977.25	361.75	73	1,230.00
	Personal Services Totals	\$117,489.00	\$0.00	\$117,489.00	\$8,550.50	\$2,355.00	\$87,218.26	\$27,915.74	76%	\$109,940.00
	Supplies									
5201	Office Supplies	1,000.00	133.01	1,133.01	.00	80.78	942.98	109.25	90	240.00
5203	Computer Supplies	875.00	.00	875.00	.00	.00	.00	875.00	0	120.00
5208	OSHA Supplies	16,000.00	1,251.97	17,251.97	2,795.62	3,998.44	12,204.94	1,048.59	94	13,670.00
	Supplies Totals	\$17,875.00	\$1,384.98	\$19,259.98	\$2,795.62	\$4,079.22	\$13,147.92	\$2,032.84	89%	\$14,040.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	1,500.00	(500.00)	150	190.00
5323	Publications	750.00	.00	750.00	.00	.00	739.80	10.20	99	730.00
5324	Professional Association Dues	600.00	.00	600.00	.00	.00	1,134.00	(534.00)	189	1,650.00
5336	Medical Services/Physical Exams	4,000.00	64.66	4,064.66	.00	1,465.64	2,151.02	448.00	89	4,070.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	1,163.25	70.00	7,497.53	(1,567.53)	126	5,130.00
5391	Postage	200.00	.00	200.00	5.50	.00	53.90	146.10	27	130.00
5399	Other Miscellaneous Services	24,000.00	1,829.82	25,829.82	158.45	6,515.95	10,581.08	8,732.79	66	15,520.00
	Services Totals	\$36,550.00	\$1,894.48	\$38,444.48	\$1,327.20	\$8,051.59	\$23,657.33	\$6,735.56	82%	\$27,450.00
	EXPENSE TOTALS	\$171,914.00	\$3,279.46	\$175,193.46	\$12,673.32	\$14,485.81	\$124,023.51	\$36,684.14	79%	\$151,440.00
Department 582 - Human Resources Department Totals		(\$171,914.00)	(\$3,279.46)	(\$175,193.46)	(\$12,673.32)	(\$14,485.81)	(\$124,023.51)	(\$36,684.14)	79%	(\$151,445.00)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 584 - Computer Department										
	EXPENSE									
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	17%
5203	Computer Supplies	12,750.00	772.56	13,522.56	772.56	9,843.93	3,678.63	.00	100	11,889.00
	Supplies Totals	\$13,000.00	\$772.56	\$13,772.56	\$772.56	\$10,093.93	\$3,678.63	\$0.00	100%	\$12,068.00
	Services									
5311	Utilities	800.00	.00	800.00	.00	800.00	.00	.00	100	
5339	Misc Contract Services	161,000.00	10,400.00	171,400.00	2,325.00	54,035.00	118,365.00	(1,000.00)	101	150,600.00
5366	Computer Maintenance	270,620.00	56,721.53	327,341.53	12,443.58	122,606.07	186,755.06	17,980.40	95	158,440.00
	Services Totals	\$432,420.00	\$67,121.53	\$499,541.53	\$14,768.58	\$177,441.07	\$305,120.06	\$16,980.40	97%	\$309,040.00
	Capital Purchases									
5639	Other Equipment	104,750.00	28,823.75	133,573.75	6,858.38	31,120.45	41,409.23	61,044.07	54	288,550.00
	Capital Purchases Totals	\$104,750.00	\$28,823.75	\$133,573.75	\$6,858.38	\$31,120.45	\$41,409.23	\$61,044.07	54%	\$288,550.00
	EXPENSE TOTALS	\$550,170.00	\$96,717.84	\$646,887.84	\$22,399.52	\$218,655.45	\$350,207.92	\$78,024.47	88%	\$609,660.00
Department 584 - Computer Department Totals		(\$550,170.00)	(\$96,717.84)	(\$646,887.84)	(\$22,399.52)	(\$218,655.45)	(\$350,207.92)	(\$78,024.47)	88%	(\$609,667.00)

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Departmental Budget-Sept., 2020

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Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	80,390.00	.00	80,390.00	5,769.60	.00	58,662.80	21,727.20	73	71,280.00
5102	Wages-Staff	141,380.00	.00	141,380.00	10,713.60	.00	75,673.38	65,706.62	54	87,780.00
5104	Wages-Part time	30,991.00	.00	30,991.00	2,118.00	.00	21,180.01	9,810.99	68	26,160.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	12,000.00	.00	12,000.00	666.67	.00	8,666.67	3,333.33	72	12,000.00
5151	PERS Contribution	34,770.00	.00	34,770.00	2,448.07	.00	19,806.15	14,963.85	57	25,000.00
5161	Group Insurance	62,956.00	.00	62,956.00	4,192.65	13,430.00	32,947.25	16,578.75	74	52,040.00
5166	Medicare	3,674.00	.00	3,674.00	262.04	.00	2,188.41	1,485.59	60	2,650.00
<i>Personal Services Totals</i>		\$366,761.00	\$0.00	\$366,761.00	\$26,170.63	\$13,430.00	\$219,124.67	\$134,206.33	63%	\$277,540.00
<i>Supplies</i>										
5201	Office Supplies	2,500.00	68.39	2,568.39	26.35	1,670.03	1,534.49	(636.13)	125	1,710.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
<i>Supplies Totals</i>		\$4,500.00	\$68.39	\$4,568.39	\$26.35	\$1,670.03	\$1,534.49	\$1,363.87	70%	\$1,710.00
<i>Services</i>										
5321	Professional Training	500.00	.00	500.00	.00	.00	250.00	250.00	50	380.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	450.00	.00	450.00	232.10	.00	296.18	153.82	66	270.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	580.00
5332	Legal Services	63,000.00	7,000.00	70,000.00	.00	26,000.00	38,000.00	6,000.00	91	52,000.00
5339	Misc Contract Services	1,500.00	181.48	1,681.48	.00	1,476.11	1,305.37	(1,100.00)	165	840.00
5344	Witness Fees	250.00	.00	250.00	.00	.00	18.00	232.00	7	300.00
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5377	Municipal Court	25,000.00	.00	25,000.00	.00	10,142.50	4,857.50	10,000.00	60	4,390.00
5391	Postage	1,800.00	.00	1,800.00	79.00	.00	1,071.10	728.90	60	1,070.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	.00	600.00	.00	100	600.00
5399	Other Miscellaneous Services	2,490.00	45.00	2,535.00	45.00	681.00	364.00	1,490.00	41	660.00
<i>Services Totals</i>		\$97,190.00	\$7,226.48	\$104,416.48	\$356.10	\$38,299.61	\$46,762.15	\$19,354.72	81%	\$60,850.00
EXPENSE TOTALS		\$468,451.00	\$7,294.87	\$475,745.87	\$26,553.08	\$53,399.64	\$267,421.31	\$154,924.92	67%	\$340,100.00
Department 593 - Clerk of Courts Totals		(\$468,451.00)	(\$7,294.87)	(\$475,745.87)	(\$26,553.08)	(\$53,399.64)	(\$267,421.31)	(\$154,924.92)	67%	(\$340,108.00)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 110 - General Fund										
Department 595 - General and Administrative										
EXPENSE										
<i>Personal Services</i>										
5164	Workers Compensation	245,150.00	167,139.00	412,289.00	.00	.00	157,705.00	254,584.00	38	184,551.00
5165	Unemployment Compensation	25,000.00	8,440.64	33,440.64	113.83	18,283.77	156.87	15,000.00	55	11,551.00
<i>Personal Services Totals</i>		\$270,150.00	\$175,579.64	\$445,729.64	\$113.83	\$18,283.77	\$157,861.87	\$269,584.00	40%	\$196,102.00
<i>Supplies</i>										
5202	Photo Copy Supplies	3,500.00	534.81	4,034.81	5.64	949.22	2,585.59	500.00	88	3,371.00
<i>Supplies Totals</i>		\$3,500.00	\$534.81	\$4,034.81	\$5.64	\$949.22	\$2,585.59	\$500.00	88%	\$3,371.00
<i>Services</i>										
5301	Boards/Commissions	27,000.00	4,112.82	31,112.82	954.90	4,307.69	11,305.13	15,500.00	50	11,641.00
5311	Utilities	215,000.00	7,962.04	222,962.04	9,394.65	71,048.88	121,199.12	30,714.04	86	163,541.00
5324	Professional Association Dues	28,000.00	.00	28,000.00	.00	5,412.19	20,223.57	2,364.24	92	27,031.00
5351	Liability Insurance Deductible	195,000.00	204,625.50	399,625.50	.00	46,614.00	170,559.50	182,452.00	54	127,481.00
5352	Motor Vehicle Insurance	70,000.00	.00	70,000.00	.00	28,109.00	41,891.00	.00	100	35,731.00
5353	Employee Fidelity Bond	2,500.00	.00	2,500.00	.00	.00	1,301.00	1,199.00	52	1,171.00
5361	Building Repair/Maintenance	65,000.00	6,195.00	71,195.00	8,713.96	18,054.28	46,034.32	7,106.40	90	61,341.00
5362	Equipment Maintenance	2,500.00	.00	2,500.00	.00	469.06	530.94	1,500.00	40	81.00
5371	Election Expense	25,000.00	.00	25,000.00	13,211.70	.00	27,583.48	(2,583.48)	110	25,000.00
5372	Delinquent Tax Advertising	750.00	.00	750.00	252.96	.00	349.95	400.05	47	21.00
5373	Auditor/Treasurer Fees	8,500.00	.00	8,500.00	1,178.06	.00	4,935.67	3,564.33	58	4,341.00
5391	Postage	9,000.00	.00	9,000.00	(775.35)	1,516.70	2,975.94	4,507.36	50	1,681.00
5394	Taxes/Assessments-City Property	60,000.00	.00	60,000.00	.00	56,221.04	3,778.96	.00	100	29,411.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,000.00
<i>Services Totals</i>		\$718,250.00	\$222,895.36	\$941,145.36	\$32,930.88	\$231,752.84	\$452,668.58	\$256,723.94	73%	\$463,511.00
<i>Capital Purchases</i>										
5611	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	164,931.00
5631	Furniture and Fixtures	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	25,000.00
5639	Other Equipment	30,000.00	.00	30,000.00	1,064.95	3,487.61	9,512.39	17,000.00	43	22,221.00
<i>Capital Purchases Totals</i>		\$55,000.00	\$0.00	\$55,000.00	\$1,064.95	\$3,487.61	\$9,512.39	\$42,000.00	24%	\$187,161.00
EXPENSE TOTALS		\$1,046,900.00	\$399,009.81	\$1,445,909.81	\$34,115.30	\$254,473.44	\$622,628.43	\$568,807.94	61%	\$850,164.00
Department 595 - General and Administrative Totals		(\$1,046,900.00)	(\$399,009.81)	(\$1,445,909.81)	(\$34,115.30)	(\$254,473.44)	(\$622,628.43)	(\$568,807.94)	61%	(\$850,164.00)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund 110 - General Fund										
Department 810 - Public Health and Welfare										
	EXPENSE									
	Services									
5376	County Health Services	333,255.00	.00	333,255.00	166,627.38	.00	333,254.77	.23	100	319,731.00
	Services Totals	\$333,255.00	\$0.00	\$333,255.00	\$166,627.38	\$0.00	\$333,254.77	\$0.23	100%	\$319,731.00
	EXPENSE TOTALS	\$333,255.00	\$0.00	\$333,255.00	\$166,627.38	\$0.00	\$333,254.77	\$0.23	100%	\$319,731.00
Department 810 - Public Health and Welfare Totals		(\$333,255.00)	\$0.00	(\$333,255.00)	(\$166,627.38)	\$0.00	(\$333,254.77)	(\$0.23)	100%	(\$319,731.00)
Fund 110 - General Fund Totals		\$21,996,941.00	\$1,108,198.84	\$23,105,139.84	\$1,410,887.21	\$2,293,616.62	\$14,539,535.33	\$6,271,987.89		\$19,547,401.00



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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 T
Fund 203 - Cares Act (CRF) Franklin Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	2,693,688.86	2,693,688.86	294,535.67	205,464.33	294,535.67	2,193,688.86	19	
	Transfers/Other Totals	\$0.00	\$2,693,688.86	\$2,693,688.86	\$294,535.67	\$205,464.33	\$294,535.67	\$2,193,688.86	19%	\$0.00
	EXPENSE TOTALS	\$0.00	\$2,693,688.86	\$2,693,688.86	\$294,535.67	\$205,464.33	\$294,535.67	\$2,193,688.86	19%	\$0.00
	Department 000 - General Totals	\$0.00	(\$2,693,688.86)	(\$2,693,688.86)	(\$294,535.67)	(\$205,464.33)	(\$294,535.67)	(\$2,193,688.86)	19%	\$0.00
Fund 203 - Cares Act (CRF) Franklin Cty Totals		\$0.00	\$2,693,688.86	\$2,693,688.86	\$294,535.67	\$205,464.33	\$294,535.67	\$2,193,688.86		\$0.00

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Departmental Budget-Sept., 2020

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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 T
Fund 204 - Cares Act (CRF) Licking Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	342,429.64	342,429.64	.00	.00	.00	342,429.64	0	
	Transfers/Other Totals	\$0.00	\$342,429.64	\$342,429.64	\$0.00	\$0.00	\$0.00	\$342,429.64	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$342,429.64	\$342,429.64	\$0.00	\$0.00	\$0.00	\$342,429.64	0%	\$0.00
	Department 000 - General Totals	\$0.00	(\$342,429.64)	(\$342,429.64)	\$0.00	\$0.00	\$0.00	(\$342,429.64)	0%	\$0.00
Fund 204 - Cares Act (CRF) Licking Cty Totals		\$0.00	\$342,429.64	\$342,429.64	\$0.00	\$0.00	\$0.00	\$342,429.64		\$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 T
Fund 205 - Cares Act (CRF) Fairfield Cty										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	47,693.86	47,693.86	.00	.00	.00	47,693.86	0	
	Transfers/Other Totals	\$0.00	\$47,693.86	\$47,693.86	\$0.00	\$0.00	\$0.00	\$47,693.86	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$47,693.86	\$47,693.86	\$0.00	\$0.00	\$0.00	\$47,693.86	0%	\$0.00
	Department 000 - General Totals	\$0.00	(\$47,693.86)	(\$47,693.86)	\$0.00	\$0.00	\$0.00	(\$47,693.86)	0%	\$0.00
Fund 205 - Cares Act (CRF) Fairfield Cty Totals		\$0.00	\$47,693.86	\$47,693.86	\$0.00	\$0.00	\$0.00	\$47,693.86		\$0.00

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Departmental Budget-Sept., 2020

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Fiscal Year to Date 09/30/20

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 T
Fund 220 - Income Tax Fund										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5000	Contingency Reserve	.00	.00	.00	.00	3,242,015.75	.00	(3,242,015.75)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$3,242,015.75	\$0.00	(\$3,242,015.75)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,242,015.75	\$0.00	(\$3,242,015.75)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,242,015.75)	\$0.00	\$3,242,015.75	+++	\$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 Total
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	62,214.00	.00	62,214.00	4,608.00	.00	45,907.20	16,306.80	74	55,981
5106	Longevity	700.00	.00	700.00	.00	.00	.00	700.00	0	700
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	8,808.00	.00	8,808.00	645.12	.00	5,970.04	2,837.96	68	7,900
5161	Group Insurance	8,868.00	.00	8,868.00	699.59	2,320.00	6,595.67	(47.67)	101	8,211
5164	Workers Compensation	1,785.00	.00	1,785.00	.00	.00	1,785.00	.00	100	1,900
	Personal Services Totals	\$84,375.00	\$0.00	\$84,375.00	\$5,952.71	\$2,320.00	\$62,257.91	\$19,797.09	77%	\$76,721
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	240
5203	Computer Supplies	450.00	.00	450.00	.00	450.00	.00	.00	100	340
	Supplies Totals	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	100%	\$580
	Services									
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	350.00	.00	650.00	35	470
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	140
5324	Professional Association Dues	525.00	.00	525.00	.00	25.00	.00	500.00	5	
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	.00	75.00	.00	100	70
5362	Equipment Maintenance	425.00	.00	425.00	21.93	145.73	204.27	75.00	82	200
5373	Auditor/Treasurer Fees	4,000.00	.00	4,000.00	1,738.37	.00	2,099.87	1,900.13	52	2,610
5379	Other Governmental Billings	10,000.00	.00	10,000.00	34.03	.00	3,146.46	6,853.54	31	7,660
5391	Postage	675.00	.00	675.00	.50	.00	89.20	585.80	13	140
	Services Totals	\$91,900.00	\$0.00	\$91,900.00	\$1,794.83	\$520.73	\$5,614.80	\$85,764.47	7%	\$11,320
	Transfers/Other									
5519	Miscellaneous Costs	110,000.00	.00	110,000.00	1,249.99	777.09	29,810.49	79,412.42	28	4,930
5529	Miscellaneous Distributions	800,000.00	.00	800,000.00	54,132.43	.00	54,395.01	745,604.99	7	396,510
5530	Enterprise Zone Payment	1,500,000.00	.00	1,500,000.00	.00	130,761.47	405,867.36	963,371.17	36	(
	Transfers/Other Totals	\$2,410,000.00	\$0.00	\$2,410,000.00	\$55,382.42	\$131,538.56	\$490,072.86	\$1,788,388.58	26%	\$401,450
	EXPENSE TOTALS	\$2,586,975.00	\$0.00	\$2,586,975.00	\$63,129.96	\$135,079.29	\$557,945.57	\$1,893,950.14	27%	\$490,070
Department 564 - Income Tax Division Totals		(\$2,586,975.00)	\$0.00	(\$2,586,975.00)	(\$63,129.96)	(\$135,079.29)	(\$557,945.57)	(\$1,893,950.14)	27%	(\$490,070)
Fund 220 - Income Tax Fund Totals		\$2,586,975.00	\$0.00	\$2,586,975.00	\$63,129.96	\$3,377,095.04	\$557,945.57	(\$1,348,065.61)		\$490,070



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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 Total
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	78,024.00	.00	78,024.00	5,779.20	.00	57,691.20	20,332.80	74	72,850.00
5102	Wages-Staff	368,750.00	.00	368,750.00	27,376.81	.00	271,891.38	96,858.62	74	336,060.00
5105	Overtime	28,000.00	.00	28,000.00	84.03	.00	3,935.07	24,064.93	14	20,330.00
5106	Longevity	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	3,550.00
5109	HSA Employer Funding	25,000.00	.00	25,000.00	.00	.00	23,000.00	2,000.00	92	21,000.00
5151	PERS Contribution	66,965.00	.00	66,965.00	4,641.84	.00	44,049.37	22,915.63	66	58,810.00
5161	Group Insurance	124,590.00	.00	124,590.00	9,335.34	29,050.00	85,794.51	9,745.49	92	99,080.00
5164	Workers Compensation	13,569.00	.00	13,569.00	.00	.00	13,569.00	.00	100	14,880.00
5166	Medicare	6,936.00	.00	6,936.00	464.81	.00	4,664.49	2,271.51	67	6,080.00
	Personal Services Totals	\$715,384.00	\$0.00	\$715,384.00	\$47,682.03	\$29,050.00	\$504,595.02	\$181,738.98	75%	\$632,660.00
	Supplies									
5201	Office Supplies	2,700.00	253.27	2,953.27	371.99	964.35	2,220.90	(231.98)	108	2,440.00
5203	Computer Supplies	1,800.00	.00	1,800.00	.00	800.00	.00	1,000.00	44	230.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	46.54	620.46	379.54	500.00	67	1,070.00
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	280.00	.00	220.00	56	350.00
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	303.87	800.00	456.34	743.66	63	1,480.00
5251	MV Gas and Oil	38,000.00	2,219.88	40,219.88	1,328.19	6,000.00	12,322.71	21,897.17	46	26,880.00
5252	Aggregates	17,000.00	.00	17,000.00	520.20	11,283.07	7,716.93	(2,000.00)	112	17,650.00
5253	Ice Control	140,000.00	11,931.25	151,931.25	.00	30,000.00	49,838.01	72,093.24	53	61,020.00
5259	Operating Materials and Supplies	90,000.00	9,272.80	99,272.80	4,280.37	39,938.49	40,925.13	18,409.18	81	92,690.00
	Supplies Totals	\$293,500.00	\$23,677.20	\$317,177.20	\$6,851.16	\$90,686.37	\$113,859.56	\$112,631.27	64%	\$203,840.00
	Services									
5311	Utilities	19,000.00	499.78	19,499.78	852.81	8,731.68	7,058.10	3,710.00	81	11,080.00
5313	Traffic Light Current	12,000.00	441.97	12,441.97	422.79	2,678.50	3,763.47	6,000.00	52	4,780.00
5321	Professional Training	500.00	.00	500.00	.00	.00	90.00	410.00	18	80.00
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	130.00	.00	130.00	.00	.00	70.00	60.00	54	60.00
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	5,000.00	.00	9,000.00	36	7,970.00
5339	Misc Contract Services	36,500.00	.00	36,500.00	446.67	11,330.33	10,916.65	14,253.02	61	17,380.00
5351	Liability Insurance Deductible	9,600.00	.00	9,600.00	.00	.00	9,600.00	.00	100	7,530.00
5352	Motor Vehicle Insurance	10,600.00	.00	10,600.00	.00	.00	10,600.00	.00	100	9,600.00
5361	Building Repair/Maintenance	9,500.00	.00	9,500.00	.00	3,000.00	.00	6,500.00	32	2,690.00
5365	Utility Line Repair/Maintenance	30,000.00	12,399.09	42,399.09	.00	12,068.96	13,330.13	17,000.00	60	36,460.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	0.00
5391	Postage	100.00	.00	100.00	8.30	.00	8.80	91.20	9	20.00
5397	Uniform Rental	2,500.00	112.45	2,612.45	164.08	464.56	1,619.43	528.46	80	2,520.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	1,060.00



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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 T
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Services Totals	\$148,830.00	\$13,453.29	\$162,283.29	\$1,894.65	\$46,974.03	\$57,056.58	\$58,252.68	64%	\$101,287.00
	Capital Purchases									
5632	Motor Vehicles	310,000.00	.00	310,000.00	60,115.17	209,000.00	76,571.17	24,428.83	92	133,000.00
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	30,260.00
5639	Other Equipment	.00	17,660.00	17,660.00	.00	.00	17,660.00	.00	100	3,270.00
	Capital Purchases Totals	\$310,000.00	\$17,660.00	\$327,660.00	\$60,115.17	\$209,000.00	\$94,231.17	\$24,428.83	93%	\$166,530.00
	EXPENSE TOTALS	\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$116,543.01	\$375,710.40	\$769,742.33	\$377,051.76	75%	\$1,104,328.00
Department 268 - Street Department Totals		(\$1,467,714.00)	(\$54,790.49)	(\$1,522,504.49)	(\$116,543.01)	(\$375,710.40)	(\$769,742.33)	(\$377,051.76)	75%	(\$1,104,328.00)
Fund 260 - Street Fund Totals		\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$116,543.01	\$375,710.40	\$769,742.33	\$377,051.76		\$1,104,328.00

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Fiscal Year to Date 09/30/20

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 T
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	.00	60,000.00	.00	.00	60,000.00	.00	100	59,974.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	2,701.00	2,863.00	3,137.00	4,000.00	60	9,811.00
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$2,701.00	\$2,863.00	\$63,137.00	\$4,000.00	94%	\$69,785.00
	Services									
5313	Traffic Light Current	12,000.00	498.51	12,498.51	479.23	3,240.48	4,258.03	5,000.00	60	5,381.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	1,500.00
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	16,000.00
	Services Totals	\$24,000.00	\$498.51	\$24,498.51	\$479.23	\$11,740.48	\$4,258.03	\$8,500.00	65%	\$21,381.00
	EXPENSE TOTALS	\$94,000.00	\$498.51	\$94,498.51	\$3,180.23	\$14,603.48	\$67,395.03	\$12,500.00	87%	\$91,171.00
Department 268 - Street Department Totals		(\$94,000.00)	(\$498.51)	(\$94,498.51)	(\$3,180.23)	(\$14,603.48)	(\$67,395.03)	(\$12,500.00)	87%	(\$91,171.00)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$498.51	\$94,498.51	\$3,180.23	\$14,603.48	\$67,395.03	\$12,500.00		\$91,171.00

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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 T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	84,167.33	84,167.33	.00	4,640.00	2,860.00	76,667.33	9	42,531
5921	Immobilization Expenses	.00	16,656.54	16,656.54	.00	.00	.00	16,656.54	0	
	Transfers/Other Totals	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$4,640.00	\$2,860.00	\$93,323.87	7%	\$42,531
	Capital Purchases									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	19,671
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,671
	EXPENSE TOTALS	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$4,640.00	\$2,860.00	\$93,323.87	7%	\$62,216
	Department 111 - Police Division Totals	\$0.00	(\$100,823.87)	(\$100,823.87)	\$0.00	(\$4,640.00)	(\$2,860.00)	(\$93,323.87)	7%	(\$62,216)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$4,640.00	\$2,860.00	\$93,323.87		\$62,216

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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 T
Fund 291 - Drug Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	47,943.74	47,943.74	.00	.00	.00	47,943.74	0	
	Transfers/Other Totals	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$47,943.74)	(\$47,943.74)	\$0.00	\$0.00	\$0.00	(\$47,943.74)	0%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74		\$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 T
Fund	292 - Safety Belt Program Fund									
Department	111 - Police Division									
	EXPENSE									
	<i>Transfers/Other</i>									
5529	Miscellaneous Distributions	.00	4,376.00	4,376.00	.00	.00	.00	4,376.00	0	
	<i>Transfers/Other Totals</i>	\$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 T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	16,469.19	16,469.19	.00	.00	.00	16,469.19	0	88%
	Transfers/Other Totals	\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19	0%	\$880
	EXPENSE TOTALS	\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19	0%	\$880
	Department 111 - Police Division Totals	\$0.00	(\$16,469.19)	(\$16,469.19)	\$0.00	\$0.00	\$0.00	(\$16,469.19)	0%	(\$880)
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19		\$880

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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 T
Fund 294 - Federal Forfeiture Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	87,891.85	87,891.85	.00	.00	.00	87,891.85	0	
	Transfers/Other Totals	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$87,891.85)	(\$87,891.85)	\$0.00	\$0.00	\$0.00	(\$87,891.85)	0%	\$0.00
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85		\$0.00

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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 T
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 Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	2,976.06	.00	29,711.18	10,399.82	74	37,571.00
5102	Wages-Staff	250,495.00	.00	250,495.00	15,169.62	.00	179,162.16	71,332.84	72	232,700.00
5105	Overtime	15,400.00	.00	15,400.00	980.01	.00	7,527.22	7,872.78	49	20,940.00
5106	Longevity	1,750.00	.00	1,750.00	.00	.00	1,100.00	650.00	63	1,150.00
5109	HSA Employer Funding	19,000.00	.00	19,000.00	.00	.00	21,000.00	(2,000.00)	111	16,330.00
5151	PERS Contribution	43,086.00	.00	43,086.00	2,719.02	.00	28,209.80	14,876.20	65	38,210.00
5161	Group Insurance	96,366.00	.00	96,366.00	8,801.41	27,700.00	80,265.81	(11,599.81)	112	75,420.00
5164	Workers Compensation	8,730.00	.00	8,730.00	.00	.00	8,730.00	.00	100	9,570.00
5166	Medicare	4,462.00	.00	4,462.00	260.81	.00	2,926.46	1,535.54	66	3,950.00
	Personal Services Totals	\$479,400.00	\$0.00	\$479,400.00	\$30,906.93	\$27,700.00	\$358,632.63	\$93,067.37	81%	\$435,870.00
	Supplies									
5201	Office Supplies	5,500.00	1,692.50	7,192.50	287.50	1,958.50	2,727.50	2,506.50	65	1,660.00
5203	Computer Supplies	15,000.00	.00	15,000.00	75.68	1,704.59	1,295.41	12,000.00	20	3,270.00
5213	Repair and Maintenance Supplies	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	0.00
5241	Uniforms-Purchased	3,500.00	786.68	4,286.68	.00	940.10	846.58	2,500.00	42	1,830.00
5251	MV Gas and Oil	15,500.00	493.89	15,993.89	284.56	9,283.62	3,710.27	3,000.00	81	6,550.00
5252	Aggregates	38,500.00	1,589.82	40,089.82	.00	21,135.56	12,954.26	6,000.00	85	38,540.00
5259	Operating Materials and Supplies	65,000.00	8,039.69	73,039.69	3,178.80	46,063.92	44,659.91	(17,684.14)	124	60,900.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	0.00
	Supplies Totals	\$173,000.00	\$12,602.58	\$185,602.58	\$3,826.54	\$81,086.29	\$66,193.93	\$38,322.36	79%	\$112,790.00
	Services									
5311	Utilities	15,000.00	761.83	15,761.83	873.94	8,949.20	8,512.63	(1,700.00)	111	8,070.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	1,250.00	.00	1,250.00	50	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	155.00	845.00	(500.00)	200	150.00
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	360.00	.00	360.00	.00	.00	.00	360.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	.00	1,595.66	3,404.34	10,000.00	33	12,770.00
5339	Misc Contract Services	45,000.00	1,170.00	46,170.00	1,974.07	22,061.68	23,526.82	581.50	99	39,790.00
5351	Liability Insurance Deductible	4,500.00	.00	4,500.00	.00	.00	4,500.00	.00	100	3,540.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	2,500.00
5361	Building Repair/Maintenance	2,000.00	.00	2,000.00	107.69	117.04	1,162.96	720.00	64	600.00
5362	Equipment Maintenance	8,000.00	.00	8,000.00	65.80	5,437.23	612.77	1,950.00	76	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	2,114.26	.00	2,114.26	3,885.74	35	4,330.00
5365	Utility Line Repair/Maintenance	38,000.00	7,600.00	45,600.00	.00	1,030.00	8,420.00	36,150.00	21	28,400.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	.00	14,655.00	(2,155.00)	117	12,380.00

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Services									
5378	Columbus Contract	5,245,365.00	968,658.22	6,214,023.22	.00	2,359,912.91	3,323,745.31	530,365.00	91	4,587,351
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	47.10	.00	4,975.34	10,024.66	33	4,931
5399	Other Miscellaneous Services	100,000.00	793.31	100,793.31	129,181.57	11,121.72	138,206.37	(48,534.78)	148	158,791
	Services Totals	\$5,529,175.00	\$978,983.36	\$6,508,158.36	\$134,364.43	\$2,411,630.44	\$3,537,430.80	\$559,097.12	91%	\$4,867,201
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,191
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5632	Motor Vehicles	.00	15,548.50	15,548.50	.00	.00	19,151.00	(3,602.50)	123	38,711
5633	Machinery and Equipment	275,000.00	.00	275,000.00	.00	227.04	114,685.90	160,087.06	42	93,981
5639	Other Equipment	325,000.00	.00	325,000.00	.00	80,952.50	.00	244,047.50	25	74,961
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$0.00	\$81,179.54	\$133,836.90	\$414,031.06	34%	\$219,851
	EXPENSE TOTALS	\$6,795,074.00	\$1,007,134.44	\$7,802,208.44	\$169,097.90	\$2,601,596.27	\$4,096,094.26	\$1,104,517.91	86%	\$5,635,731
Department 735 - Water Division Totals		(\$6,795,074.00)	(\$1,007,134.44)	(\$7,802,208.44)	(\$169,097.90)	(\$2,601,596.27)	(\$4,096,094.26)	(\$1,104,517.91)	86%	(\$5,635,731)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund 710 - Water Fund										
Department 991 - Debt Service										
EXPENSE										
Debt Service										
5414	G. O. Bond-Principal	330,539.00	.00	330,539.00	.00	330,538.75	.00	.25	100	320,641
5424	G. O. Bond-Interest	39,043.00	.00	39,043.00	.00	24,130.02	14,913.12	(.14)	100	47,108
Debt Service Totals		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$354,668.77	\$14,913.12	\$0.11	100%	\$367,751
EXPENSE TOTALS		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$354,668.77	\$14,913.12	\$0.11	100%	\$367,751
Department 991 - Debt Service Totals		(\$369,582.00)	\$0.00	(\$369,582.00)	\$0.00	(\$354,668.77)	(\$14,913.12)	(\$0.11)	100%	(\$367,751)
Fund 710 - Water Fund Totals		\$7,164,656.00	\$1,007,134.44	\$8,171,790.44	\$169,097.90	\$2,956,265.04	\$4,111,007.38	\$1,104,518.02		\$6,003,491

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Departmental Budget-Sept., 2020

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Fiscal Year to Date 09/30/20

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 Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
EXPENSE										
Personal Services										
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	2,976.06	.00	29,711.15	10,399.85	74	37,577.00
5102	Wages-Staff	301,844.00	.00	301,844.00	22,475.25	.00	224,543.36	77,300.64	74	257,990.00
5105	Overtime	3,500.00	.00	3,500.00	413.99	.00	1,076.82	2,423.18	31	1,020.00
5106	Longevity	550.00	.00	550.00	.00	.00	550.00	.00	100	550.00
5109	HSA Employer Funding	21,000.00	.00	21,000.00	.00	.00	21,000.00	.00	100	19,000.00
5151	PERS Contribution	48,091.00	.00	48,091.00	3,582.14	.00	34,188.00	13,903.00	71	43,630.00
5161	Group Insurance	108,707.00	.00	108,707.00	8,801.42	27,525.00	80,553.25	628.75	99	89,560.00
5164	Workers Compensation	9,815.00	.00	9,815.00	.00	.00	9,815.00	.00	100	10,730.00
5166	Medicare	5,017.00	.00	5,017.00	357.09	.00	3,527.59	1,489.41	70	4,120.00
Personal Services Totals		\$538,635.00	\$0.00	\$538,635.00	\$38,605.95	\$27,525.00	\$404,965.17	\$106,144.83	80%	\$464,190.00
Supplies										
5201	Office Supplies	5,500.00	1,692.51	7,192.51	287.50	1,958.50	2,727.51	2,506.50	65	1,660.00
5203	Computer Supplies	15,000.00	.00	15,000.00	75.69	1,704.54	1,295.46	12,000.00	20	3,270.00
5213	Repair and Maintenance Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	350.00
5241	Uniforms-Purchased	2,500.00	786.69	3,286.69	.00	940.10	846.59	1,500.00	54	1,840.00
5251	MV Gas and Oil	15,500.00	493.90	15,993.90	284.56	9,283.59	3,710.31	3,000.00	81	6,550.00
5252	Aggregates	4,500.00	.00	4,500.00	.00	1,365.09	1,134.91	2,000.00	56	0.00
5259	Operating Materials and Supplies	65,000.00	.00	65,000.00	.00	28,240.34	6,913.17	29,846.49	54	6,770.00
Supplies Totals		\$110,500.00	\$2,973.10	\$113,473.10	\$647.75	\$43,492.16	\$16,627.95	\$53,352.99	53%	\$20,470.00
Services										
5311	Utilities	12,000.00	454.47	12,454.47	231.79	2,437.46	2,717.01	7,300.00	41	6,190.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	1,250.00	.00	1,750.00	42	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	155.00	845.00	(500.00)	200	100.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	875.00	2,677.50	2,322.50	10,000.00	33	170.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	1,374.07	9,303.21	11,245.29	19,451.50	51	12,620.00
5351	Liability Insurance Deductible	1,750.00	.00	1,750.00	.00	.00	1,750.00	.00	100	1,340.00
5352	Motor Vehicle Insurance	3,000.00	.00	3,000.00	.00	.00	3,000.00	.00	100	2,900.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	107.70	117.00	283.00	8,600.00	4	60.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	65.80	5,437.23	612.77	(3,050.00)	202	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	2,114.26	.00	2,114.26	3,885.74	35	4,330.00
5365	Utility Line Repair/Maintenance	115,000.00	86,551.39	201,551.39	6,037.73	114,093.91	64,371.48	23,086.00	89	83,240.00
5366	Computer Maintenance	15,000.00	.00	15,000.00	.00	.00	14,065.00	935.00	94	11,790.00
5378	Columbus Contract	5,077,534.00	1,017,239.48	6,094,773.48	600,446.41	1,578,431.73	4,038,807.75	477,534.00	92	3,948,300.00
5391	Postage	12,000.00	.00	12,000.00	47.10	.00	4,975.32	7,024.68	41	4,930.00



Departmental Budget-Sept., 2020

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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 T
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Services									
5399	Other Miscellaneous Services	100,000.00	793.30	100,793.30	105,801.71	8,121.52	110,929.57	(18,257.79)	118	122,101.71
	Services Totals	\$5,414,634.00	\$1,105,038.64	\$6,519,672.64	\$717,101.57	\$1,722,024.56	\$4,258,038.95	\$539,609.13	92%	\$4,202,211.57
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,191.00
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5632	Motor Vehicles	.00	15,548.50	15,548.50	.00	.00	19,151.00	(3,602.50)	123	38,711.00
5633	Machinery and Equipment	275,000.00	.00	275,000.00	.00	227.04	114,685.90	160,087.06	42	93,981.00
5639	Other Equipment	325,000.00	.00	325,000.00	.00	80,952.50	.00	244,047.50	25	74,961.00
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$0.00	\$81,179.54	\$133,836.90	\$414,031.06	34%	\$219,851.00
	EXPENSE TOTALS	\$6,677,268.00	\$1,123,560.24	\$7,800,828.24	\$756,355.27	\$1,874,221.26	\$4,813,468.97	\$1,113,138.01	86%	\$4,906,741.57
Department 736 - Wastewater Division Totals		(\$6,677,268.00)	(\$1,123,560.24)	(\$7,800,828.24)	(\$756,355.27)	(\$1,874,221.26)	(\$4,813,468.97)	(\$1,113,138.01)	86%	(\$4,906,741.57)

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Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	37,100.00	.00	37,100.00	.00	37,100.00	.00	.00	100	36,200.00
5424	G. O. Bond-Interest	2,844.00	.00	2,844.00	.00	1,416.50	1,427.50	.00	100	3,744.00
	Debt Service Totals	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$38,516.50	\$1,427.50	\$0.00	100%	\$39,944.00
	EXPENSE TOTALS	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$38,516.50	\$1,427.50	\$0.00	100%	\$39,944.00
	Department 991 - Debt Service Totals	(\$39,944.00)	\$0.00	(\$39,944.00)	\$0.00	(\$38,516.50)	(\$1,427.50)	\$0.00	100%	(\$39,944.00)
Fund 720 - Wastewater/Sewer Fund Totals		\$6,717,212.00	\$1,123,560.24	\$7,840,772.24	\$756,355.27	\$1,912,737.76	\$4,814,896.47	\$1,113,138.01		\$4,946,680.00

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Fiscal Year to Date 09/30/20

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 Total
Fund 740 - Storm Water Drainage Fund										
Department 737 - Storm Water Division										
EXPENSE										
Personal Services										
5102	Wages-Staff	203,844.00	.00	203,844.00	15,090.40	.00	150,425.29	53,418.71	74	183,600.00
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	207.33	4,692.67	4	700.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,000.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	11,000.00	4,000.00	73	11,330.00
5151	PERS Contribution	29,371.00	.00	29,371.00	2,112.66	.00	20,129.95	9,241.05	69	25,410.00
5161	Group Insurance	77,107.00	.00	77,107.00	4,575.61	14,435.00	41,999.55	20,672.45	73	42,650.00
5164	Workers Compensation	5,951.00	.00	5,951.00	.00	.00	5,951.00	.00	100	6,920.00
5166	Medicare	3,042.00	.00	3,042.00	208.18	.00	2,078.93	963.07	68	2,570.00
Personal Services Totals		\$340,265.00	\$0.00	\$340,265.00	\$21,986.85	\$14,435.00	\$231,792.05	\$94,037.95	72%	\$274,200.00
Supplies										
5201	Office Supplies	6,500.00	1,238.05	7,738.05	.00	2,200.00	1,238.05	4,300.00	44	570.00
5203	Computer Supplies	750.00	.00	750.00	.00	700.00	.00	50.00	93	750.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	731.23	268.77	.00	100	2,900.00
5241	Uniforms-Purchased	1,000.00	.00	1,000.00	.00	672.80	327.20	.00	100	780.00
5251	MV Gas and Oil	7,000.00	237.00	7,237.00	160.00	2,000.00	2,071.83	3,165.17	56	4,550.00
5252	Aggregates	750.00	.00	750.00	.00	501.60	248.40	.00	100	490.00
5259	Operating Materials and Supplies	35,000.00	498.95	35,498.95	2,290.70	7,466.15	25,190.87	2,841.93	92	23,120.00
Supplies Totals		\$52,000.00	\$1,974.00	\$53,974.00	\$2,450.70	\$14,271.78	\$29,345.12	\$10,357.10	81%	\$32,430.00
Services										
5311	Utilities	8,000.00	126.10	8,126.10	247.47	3,558.68	2,227.42	2,340.00	71	3,680.00
5321	Professional Training	400.00	.00	400.00	.00	.00	180.00	220.00	45	170.00
5322	Conference/Reimb	20.00	.00	20.00	.00	.00	12.00	8.00	60	80.00
5324	Professional Association Dues	220.00	.00	220.00	.00	.00	70.00	150.00	32	70.00
5331	Engineering/Architecture	8,000.00	36,400.00	44,400.00	.00	4,830.00	36,570.00	3,000.00	93	320.00
5339	Misc Contract Services	47,250.00	.00	47,250.00	446.67	5,599.07	27,999.43	13,651.50	71	26,990.00
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	1,090.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	1,750.00
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	3,000.00	.00	2,000.00	60	1,990.00
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	969.84	3,530.16	22	1,220.00
5365	Utility Line Repair/Maintenance	8,500.00	.00	8,500.00	.00	2,000.00	.00	6,500.00	24	6,500.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	3,200.00
5378	Columbus Contract	875,000.00	64,926.94	939,926.94	133,427.84	324,627.88	590,299.06	25,000.00	97	760,500.00
5391	Postage	22,000.00	.00	22,000.00	.00	.00	4,625.50	17,374.50	21	4,250.00
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	130.00
5399	Other Miscellaneous Services	39,000.00	246.44	39,246.44	31,783.27	1,901.27	33,805.17	3,540.00	91	34,530.00
Services Totals		\$1,028,090.00	\$101,699.48	\$1,129,789.48	\$165,905.25	\$348,716.90	\$701,758.42	\$79,314.16	93%	\$836,740.00



Departmental Budget-Sept., 2020

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Fiscal Year to Date 09/30/20

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 T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	140,000.00	.00	140,000.00	.00	.00	.00	140,000.00	0	43,101
5633	Machinery and Equipment	23,000.00	6,500.00	29,500.00	.00	.00	28,901.64	598.36	98	15,391
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	16,000
	<i>Capital Purchases Totals</i>	\$163,000.00	\$6,500.00	\$169,500.00	\$0.00	\$0.00	\$28,901.64	\$140,598.36	17%	\$74,501
	EXPENSE TOTALS	\$1,583,355.00	\$110,173.48	\$1,693,528.48	\$190,342.80	\$377,423.68	\$991,797.23	\$324,307.57	81%	\$1,217,891
Department	737 - Storm Water Division Totals	(\$1,583,355.00)	(\$110,173.48)	(\$1,693,528.48)	(\$190,342.80)	(\$377,423.68)	(\$991,797.23)	(\$324,307.57)	81%	(\$1,217,891)

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 T
Fund	740 - Storm Water Drainage Fund									
Department	991 - Debt Service									
	EXPENSE									
	<i>Debt Service</i>									
5414	G. O. Bond-Principal	105,000.00	.00	105,000.00	.00	105,000.00	.00	.00	100	100,000.00
5424	G. O. Bond-Interest	17,967.00	.00	17,967.00	.00	8,983.50	8,983.50	.00	100	20,227.00
	<i>Debt Service Totals</i>	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$113,983.50	\$8,983.50	\$0.00	100%	\$120,227.00
	EXPENSE TOTALS	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$113,983.50	\$8,983.50	\$0.00	100%	\$120,227.00
	Department 991 - Debt Service Totals	(\$122,967.00)	\$0.00	(\$122,967.00)	\$0.00	(\$113,983.50)	(\$8,983.50)	\$0.00	100%	(\$120,227.00)
Fund	740 - Storm Water Drainage Fund Totals	\$1,706,322.00	\$110,173.48	\$1,816,495.48	\$190,342.80	\$491,407.18	\$1,000,780.73	\$324,307.57		\$1,338,118.00

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610519C



Departmental Budget-Sept., 2020

11.b.1.a

Fiscal Year to Date 09/30/20

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 Total
Fund 750 - Solid Waste Fund										
Department 738 - Refuse Collection										
	EXPENSE									
	Supplies									
5201	Office Supplies	2,000.00	1,238.05	3,238.05	.00	1,500.00	1,238.05	500.00	85	
	Supplies Totals	\$2,000.00	\$1,238.05	\$3,238.05	\$0.00	\$1,500.00	\$1,238.05	\$500.00	85%	\$0.00
	Services									
5315	Private Hauler Contract	2,466,000.00	334,061.75	2,800,061.75	183,848.52	638,823.22	1,649,929.19	511,309.34	82	2,051,928.00
5391	Postage	15,000.00	.00	15,000.00	47.10	.00	4,975.29	10,024.71	33	4,930.00
5399	Other Miscellaneous Services	55,000.00	246.44	55,246.44	31,782.27	1,621.52	33,683.92	19,941.00	64	34,410.00
	Services Totals	\$2,536,000.00	\$334,308.19	\$2,870,308.19	\$215,677.89	\$640,444.74	\$1,688,588.40	\$541,275.05	81%	\$2,091,270.00
	EXPENSE TOTALS	\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$215,677.89	\$641,944.74	\$1,689,826.45	\$541,775.05	81%	\$2,091,270.00
Department 738 - Refuse Collection Totals		(\$2,538,000.00)	(\$335,546.24)	(\$2,873,546.24)	(\$215,677.89)	(\$641,944.74)	(\$1,689,826.45)	(\$541,775.05)	81%	(\$2,091,270.00)
Fund 750 - Solid Waste Fund Totals		\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$215,677.89	\$641,944.74	\$1,689,826.45	\$541,775.05		\$2,091,270.00
Grand Totals		\$44,271,820.00	\$7,138,341.01	\$51,410,161.01	\$3,219,749.94	\$12,273,484.59	\$27,848,524.96	\$11,288,151.46		\$35,675,650.00

Attachment: Departmental Budget-Sept., 2020 10_19_2020 2_32_17 PM Joni Crawford_4610519C



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	275,300.00	91,093.96	283,036.44	.00	(7,736.44)	103	278,681
Municipal Tax	17,250,000.00	1,411,549.18	12,520,121.11	.00	4,729,878.89	73	18,361,231
Other Local Taxes	550,000.00	6,112.70	279,046.02	.00	270,953.98	51	504,331
State Levied Shared Taxes	916,200.00	85,305.57	712,549.57	.00	203,650.43	78	928,591
Licenses	54,200.00	2,175.00	30,765.00	.00	23,435.00	57	56,301
Permits	282,000.00	50,680.98	288,053.74	.00	(6,053.74)	102	268,131
Fees	26,000.00	1,485.00	17,506.50	.00	8,493.50	67	21,491
Intergovernmental-State	2,500.00	.00	.00	.00	2,500.00	0	15,741
Miscellaneous Charges for Services	30,100.00	12,652.16	36,429.73	.00	(6,329.73)	121	40,101
Recreational Charges	146,300.00	1,711.00	94,148.81	.00	52,151.19	64	163,991
Fines and Forfeitures	405,000.00	17,897.75	218,425.75	.00	186,574.25	54	385,841
Investment Earnings	500,000.00	35,841.24	389,843.31	.00	110,156.69	78	657,831
Other Revenues	608,776.00	246,804.36	477,103.11	.00	131,672.89	78	682,371
Donations	25,000.00	500.00	3,905.50	.00	21,094.50	16	16,301
Refunds and Voids	.00	2,944.43	2,944.43	.00	(2,944.43)	+++	
Reimbursements	55,250.00	.00	318,867.36	.00	(263,617.36)	577	301,881
Sale of Assets	5,000.00	.00	7,997.58	.00	(2,997.58)	160	127,101
Transfers/Advances	1,500.00	986.30	1,205.20	.00	294.80	80	961
Department 000 - General Totals	\$21,133,126.00	\$1,967,739.63	\$15,681,949.16	\$0.00	\$5,451,176.84	74%	\$22,810,951
REVENUE TOTALS	\$21,133,126.00	\$1,967,739.63	\$15,681,949.16	\$0.00	\$5,451,176.84	74%	\$22,810,951
EXPENSE							
Department 000 - General							
Transfers/Other	39,721.60	.00	39,721.60	.00	.00	100	
Department 000 - General Totals	\$39,721.60	\$0.00	\$39,721.60	\$0.00	\$0.00	100%	\$1
Department 111 - Police Division							
Personal Services	11,098,278.41	698,068.42	8,026,652.99	336,592.40	2,735,033.02	75	9,853,841
Supplies	387,054.62	15,335.46	193,415.32	75,906.88	117,732.42	70	454,771
Services	809,705.29	34,589.24	329,901.41	185,750.95	294,052.93	64	558,231
Capital Purchases	334,615.19	11,781.80	37,951.33	177,072.68	119,591.18	64	452,111
Department 111 - Police Division Totals	\$12,629,653.51	\$759,774.92	\$8,587,921.05	\$775,322.91	\$3,266,409.55	74%	\$11,318,951
Department 290 - Mechanic							
Personal Services	176,351.00	9,442.32	90,885.81	10,445.00	75,020.19	57	164,221
Supplies	139,352.29	5,006.10	53,866.63	40,773.96	44,711.70	68	102,601
Services	47,017.80	720.96	13,656.60	22,681.20	10,680.00	77	20,841



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 290 - Mechanic							
Capital Purchases	.00	.00	.00	.00	.00	+++	15,50:
Department 290 - Mechanic Totals	\$362,721.09	\$15,169.38	\$158,409.04	\$73,900.16	\$130,411.89	64%	\$303,17:
Department 340 - Parks and Recreation							
Personal Services	1,109,901.00	66,961.37	688,820.72	48,525.00	372,555.28	66	902,36:
Supplies	265,278.79	6,084.88	83,552.35	44,189.91	137,536.53	48	208,89:
Services	630,961.04	12,509.14	280,559.24	142,704.42	207,697.38	67	411,28:
Transfers/Other	.00	1,842.00	55,249.10	.00	(55,249.10)	+++	
Capital Purchases	68,256.70	.00	24,817.23	17,475.34	25,964.13	62	111,85:
Department 340 - Parks and Recreation Totals	\$2,074,397.53	\$87,397.39	\$1,132,998.64	\$252,894.67	\$688,504.22	67%	\$1,634,40:
Department 343 - Senior Center							
Personal Services	181,590.00	10,552.50	114,619.75	2,320.00	64,650.25	64	171,53:
Supplies	32,657.72	410.00	1,577.55	4,003.17	27,077.00	17	11,30:
Services	45,201.51	4,905.88	11,890.27	4,736.96	28,574.28	37	52,18:
Capital Purchases	15,000.00	.00	.00	.00	15,000.00	0	
Department 343 - Senior Center Totals	\$274,449.23	\$15,868.38	\$128,087.57	\$11,060.13	\$135,301.53	51%	\$235,03:
Department 344 - Community Events							
Personal Services	105,687.00	7,347.26	74,895.65	5,270.00	25,521.35	76	96,58:
Supplies	17,497.60	.00	2,433.43	3,187.61	11,876.56	32	10,92:
Services	200,965.63	60.82	31,416.73	46,475.92	123,072.98	39	150,17:
Department 344 - Community Events Totals	\$324,150.23	\$7,408.08	\$108,745.81	\$54,933.53	\$160,470.89	50%	\$257,69:
Department 448 - Service Department							
Personal Services	716,443.00	51,645.43	516,758.84	38,600.00	161,084.16	78	580,16:
Supplies	25,784.32	970.84	11,609.95	8,960.35	5,214.02	80	18,79:
Services	656,269.63	27,032.78	305,796.86	281,646.94	68,825.83	90	429,56:
Department 448 - Service Department Totals	\$1,398,496.95	\$79,649.05	\$834,165.65	\$329,207.29	\$235,124.01	83%	\$1,028,52:
Department 479 - Building Department							
Personal Services	484,549.00	33,229.71	310,362.63	29,875.00	144,311.37	70	381,52:
Supplies	10,735.72	329.41	4,046.52	4,805.21	1,883.99	82	5,91:
Services	139,177.74	4,719.82	38,820.71	46,279.23	54,077.80	61	60,34:
Capital Purchases	.00	.00	.00	.00	.00	+++	34,68:
Department 479 - Building Department Totals	\$634,462.46	\$38,278.94	\$353,229.86	\$80,959.44	\$200,273.16	68%	\$482,46:



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 522 - Mayor							
Personal Services	212,059.00	15,460.21	153,594.74	7,480.00	50,984.26	76	135,870
Supplies	1,000.00	52.00	722.31	152.00	125.69	87	50
Services	40,917.20	66.43	3,715.43	9,933.57	27,268.20	33	37,010
Department 522 - Mayor Totals	\$253,976.20	\$15,578.64	\$158,032.48	\$17,565.57	\$78,378.15	69%	\$172,930
Department 534 - Civil Service Commission							
Personal Services	66,408.00	5,088.68	45,422.85	.00	20,985.15	68	70,970
Supplies	3,179.10	.00	391.85	387.25	2,400.00	25	580
Services	37,000.00	2,500.00	14,823.74	11,247.34	10,928.92	70	25,440
Department 534 - Civil Service Commission Totals	\$106,587.10	\$7,588.68	\$60,638.44	\$11,634.59	\$34,314.07	68%	\$97,000
Department 545 - City Auditor							
Personal Services	386,552.00	27,508.34	278,750.44	5,965.00	101,836.56	74	356,770
Supplies	5,500.00	(5.99)	48.77	373.90	5,077.33	8	1,260
Services	109,446.55	2,119.72	62,267.20	34,654.37	12,524.98	89	63,060
Department 545 - City Auditor Totals	\$501,498.55	\$29,622.07	\$341,066.41	\$40,993.27	\$119,438.87	76%	\$421,090
Department 554 - City Attorney							
Personal Services	568,000.00	39,464.77	420,058.26	18,185.00	129,756.74	77	538,240
Supplies	5,978.26	294.52	3,186.06	398.52	2,393.68	60	2,400
Services	104,682.53	1,243.55	51,209.74	16,680.84	36,791.95	65	77,610
Department 554 - City Attorney Totals	\$678,660.79	\$41,002.84	\$474,454.06	\$35,264.36	\$168,942.37	75%	\$618,270
Department 571 - City Council							
Personal Services	196,029.00	14,849.19	145,024.36	2,355.00	48,649.64	75	186,220
Supplies	2,000.00	239.71	1,302.77	661.48	35.75	98	1,460
Services	55,850.00	6.90	15,540.29	9,673.12	30,636.59	45	29,220
Department 571 - City Council Totals	\$253,879.00	\$15,095.80	\$161,867.42	\$12,689.60	\$79,321.98	69%	\$216,900
Department 580 - Development Department							
Personal Services	319,390.00	23,488.17	232,584.26	13,050.00	73,755.74	77	289,970
Supplies	3,258.59	.00	345.68	412.91	2,500.00	23	1,880
Services	212,566.63	12,596.27	109,403.02	42,713.85	60,449.76	72	192,950
Transfers/Other	.00	.00	50.00	.00	(50.00)	+++	
Capital Purchases	.00	.00	.00	.00	.00	+++	5,000
Department 580 - Development Department Totals	\$535,215.22	\$36,084.44	\$342,382.96	\$56,176.76	\$136,655.50	74%	\$489,810



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 582 - Human Resources Department							
Personal Services	117,489.00	8,550.50	87,218.26	2,355.00	27,915.74	76	109,941.00
Supplies	19,259.98	2,795.62	13,147.92	4,079.22	2,032.84	89	14,041.00
Services	38,444.48	1,327.20	23,657.33	8,051.59	6,735.56	82	27,451.00
Department 582 - Human Resources Department Totals	\$175,193.46	\$12,673.32	\$124,023.51	\$14,485.81	\$36,684.14	79%	\$151,441.00
Department 584 - Computer Department							
Supplies	13,772.56	772.56	3,678.63	10,093.93	.00	100	12,061.00
Services	499,541.53	14,768.58	305,120.06	177,441.07	16,980.40	97	309,041.00
Capital Purchases	133,573.75	6,858.38	41,409.23	31,120.45	61,044.07	54	288,551.00
Department 584 - Computer Department Totals	\$646,887.84	\$22,399.52	\$350,207.92	\$218,655.45	\$78,024.47	88%	\$609,661.00
Department 593 - Clerk of Courts							
Personal Services	366,761.00	26,170.63	219,124.67	13,430.00	134,206.33	63	277,541.00
Supplies	4,568.39	26.35	1,534.49	1,670.03	1,363.87	70	1,711.00
Services	104,416.48	356.10	46,762.15	38,299.61	19,354.72	81	60,851.00
Department 593 - Clerk of Courts Totals	\$475,745.87	\$26,553.08	\$267,421.31	\$53,399.64	\$154,924.92	67%	\$340,101.00
Department 595 - General and Administrative							
Personal Services	445,729.64	113.83	157,861.87	18,283.77	269,584.00	40	196,111.00
Supplies	4,034.81	5.64	2,585.59	949.22	500.00	88	3,371.00
Services	941,145.36	32,930.88	452,668.58	231,752.84	256,723.94	73	463,511.00
Capital Purchases	55,000.00	1,064.95	9,512.39	3,487.61	42,000.00	24	187,161.00
Department 595 - General and Administrative Totals	\$1,445,909.81	\$34,115.30	\$622,628.43	\$254,473.44	\$568,807.94	61%	\$850,161.00
Department 810 - Public Health and Welfare							
Services	333,255.00	166,627.38	333,254.77	.00	.23	100	319,731.00
Department 810 - Public Health and Welfare Totals	\$333,255.00	\$166,627.38	\$333,254.77	\$0.00	\$0.23	100%	\$319,731.00
EXPENSE TOTALS	\$23,144,861.44	\$1,410,887.21	\$14,579,256.93	\$2,293,616.62	\$6,271,987.89	73%	\$19,547,401.00
Fund 110 - General Fund Totals							
REVENUE TOTALS	21,133,126.00	1,967,739.63	15,681,949.16	.00	5,451,176.84	74%	22,810,951.00
EXPENSE TOTALS	23,144,861.44	1,410,887.21	14,579,256.93	2,293,616.62	6,271,987.89	73%	19,547,401.00
Fund 110 - General Fund Net Gain (Loss)	(\$2,011,735.44)	\$556,852.42	\$1,102,692.23	(\$2,293,616.62)	\$820,811.05	59%	\$3,263,551.00
Fund Type Totals							
REVENUE TOTALS	21,133,126.00	1,967,739.63	15,681,949.16	.00	5,451,176.84	74%	22,810,951.00
EXPENSE TOTALS	23,144,861.44	1,410,887.21	14,579,256.93	2,293,616.62	6,271,987.89	73%	19,547,401.00

Attachment: Budget by Classification-September, 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610518Y



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary List

			Annual	MTD	YTD	YTD	Budget Less	% of	Prior
Classification			Budget Amount	Actual Amount	Actual Amount	Encumbrances	YTD Actual	Budget	Total Ac
Fund Category	General Fund								
	Fund Type	Net Gain (Loss)	(\$2,011,735.44)	\$556,852.42	\$1,102,692.23	(\$2,293,616.62)	\$820,811.05	59%	\$3,263,541
Fund Category	General Fund Totals								
		REVENUE TOTALS	21,133,126.00	1,967,739.63	15,681,949.16	.00	5,451,176.84	74%	22,810,951
		EXPENSE TOTALS	23,144,861.44	1,410,887.21	14,579,256.93	2,293,616.62	6,271,987.89	73%	19,547,401
Fund Category	General Fund	Net Gain (Loss)	(\$2,011,735.44)	\$556,852.42	\$1,102,692.23	(\$2,293,616.62)	\$820,811.05	59%	\$3,263,541



Budget by Classification-September, 2020

11.b.1.b

Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 203 - Cares Act (CRF) Franklin Cty							
REVENUE							
Department 000 - General							
Intergovernmental-State	.00	553,150.08	1,659,450.24	.00	(1,659,450.24)	+++	
Investment Earnings	.00	255.04	574.05	.00	(574.05)	+++	
Department 000 - General Totals	\$0.00	\$553,405.12	\$1,660,024.29	\$0.00	(\$1,660,024.29)	+++	\$0.00
REVENUE TOTALS	\$0.00	\$553,405.12	\$1,660,024.29	\$0.00	(\$1,660,024.29)	+++	\$0.00
EXPENSE							
Department 000 - General							
Transfers/Other	2,693,688.86	294,535.67	294,535.67	205,464.33	2,193,688.86	19%	
Department 000 - General Totals	\$2,693,688.86	\$294,535.67	\$294,535.67	\$205,464.33	\$2,193,688.86	19%	\$0.00
EXPENSE TOTALS	\$2,693,688.86	\$294,535.67	\$294,535.67	\$205,464.33	\$2,193,688.86	19%	\$0.00
Fund 203 - Cares Act (CRF) Franklin Cty Totals							
REVENUE TOTALS	.00	553,405.12	1,660,024.29	.00	(1,660,024.29)	+++	
EXPENSE TOTALS	2,693,688.86	294,535.67	294,535.67	205,464.33	2,193,688.86	19%	
Fund 203 - Cares Act (CRF) Franklin Cty Net Gain (Loss)	(\$2,693,688.86)	\$258,869.45	\$1,365,488.62	(\$205,464.33)	\$3,853,713.15	(43%)	\$0.00

Attachment: Budget by Classification-September, 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610518Y



Budget by Classification-September, 2020

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Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 204 - Cares Act (CRF) Licking Cty							
REVENUE							
Department 000 - General							
Intergovernmental-State	.00	2,432.41	7,297.22	.00	(7,297.22)	+++	
Investment Earnings	.00	.64	.64	.00	(.64)	+++	
Department 000 - General Totals	\$0.00	\$2,433.05	\$7,297.86	\$0.00	(\$7,297.86)	+++	\$0.00
REVENUE TOTALS	\$0.00	\$2,433.05	\$7,297.86	\$0.00	(\$7,297.86)	+++	\$0.00
EXPENSE							
Department 000 - General							
Transfers/Other	342,429.64	.00	.00	.00	342,429.64	0	
Department 000 - General Totals	\$342,429.64	\$0.00	\$0.00	\$0.00	\$342,429.64	0%	\$0.00
EXPENSE TOTALS	\$342,429.64	\$0.00	\$0.00	\$0.00	\$342,429.64	0%	\$0.00
Fund 204 - Cares Act (CRF) Licking Cty Totals							
REVENUE TOTALS	.00	2,433.05	7,297.86	.00	(7,297.86)	+++	
EXPENSE TOTALS	342,429.64	.00	.00	.00	342,429.64	0%	
Fund 204 - Cares Act (CRF) Licking Cty Net Gain (Loss)	(\$342,429.64)	\$2,433.05	\$7,297.86	\$0.00	\$349,727.50	(2%)	\$0.00

Attachment: Budget by Classification-September, 2020 10 19 2020 2 32 17 PM Joni Crawford 4610518Y



Budget by Classification-September, 2020

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Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 205 - Cares Act (CRF) Fairfield Cty							
REVENUE							
Department 000 - General							
Intergovernmental-State	.00	4,306.46	12,919.37	.00	(12,919.37)	+++	
Investment Earnings	.00	1.83	4.31	.00	(4.31)	+++	
Department 000 - General Totals	\$0.00	\$4,308.29	\$12,923.68	\$0.00	(\$12,923.68)	+++	\$0.00
REVENUE TOTALS	\$0.00	\$4,308.29	\$12,923.68	\$0.00	(\$12,923.68)	+++	\$0.00
EXPENSE							
Department 000 - General							
Transfers/Other	47,693.86	.00	.00	.00	47,693.86	0	
Department 000 - General Totals	\$47,693.86	\$0.00	\$0.00	\$0.00	\$47,693.86	0%	\$0.00
EXPENSE TOTALS	\$47,693.86	\$0.00	\$0.00	\$0.00	\$47,693.86	0%	\$0.00
Fund 205 - Cares Act (CRF) Fairfield Cty Totals							
REVENUE TOTALS	.00	4,308.29	12,923.68	.00	(12,923.68)	+++	
EXPENSE TOTALS	47,693.86	.00	.00	.00	47,693.86	0%	
Fund 205 - Cares Act (CRF) Fairfield Cty Net Gain (Loss)	(\$47,693.86)	\$4,308.29	\$12,923.68	\$0.00	\$60,617.54	(27%)	\$0.00

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Budget by Classification-September, 2020

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Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	775,000.00	63,134.27	854,689.04	.00	(79,689.04)	110	726,96
Investment Earnings	15,000.00	313.11	9,806.53	.00	5,193.47	65	29,14
Other Revenues	.00	.00	.00	.00	.00	+++	2
Reimbursements	.00	.00	3,106.60	.00	(3,106.60)	+++	2,05
Department 000 - General Totals	\$790,000.00	\$63,447.38	\$867,602.17	\$0.00	(\$77,602.17)	110%	\$758,19
REVENUE TOTALS	\$790,000.00	\$63,447.38	\$867,602.17	\$0.00	(\$77,602.17)	110%	\$758,19
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	84,375.00	5,952.71	62,257.91	2,320.00	19,797.09	77	76,72
Supplies	700.00	.00	.00	700.00	.00	100	58
Services	91,900.00	1,794.83	5,614.80	520.73	85,764.47	7	11,32
Transfers/Other	2,410,000.00	55,382.42	490,072.86	131,538.56	1,788,388.58	26	401,45
Department 564 - Income Tax Division Totals	\$2,586,975.00	\$63,129.96	\$557,945.57	\$135,079.29	\$1,893,950.14	27%	\$490,07
EXPENSE TOTALS	\$2,586,975.00	\$63,129.96	\$557,945.57	\$135,079.29	\$1,893,950.14	27%	\$490,07
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	790,000.00	63,447.38	867,602.17	.00	(77,602.17)	110%	758,19
EXPENSE TOTALS	2,586,975.00	63,129.96	557,945.57	135,079.29	1,893,950.14	27%	490,07
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,796,975.00)	\$317.42	\$309,656.60	(\$135,079.29)	\$1,971,552.31	(10%)	\$268,12



Budget by Classification-September, 2020

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Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,480,000.00	179,215.36	1,431,861.68	.00	48,138.32	97	1,627,99
Investment Earnings	35,000.00	.00	.00	.00	35,000.00	0	51,47
Other Revenues	.00	.00	1,192.92	.00	(1,192.92)	+++	1,93
Reimbursements	20,000.00	.00	31,271.93	.00	(11,271.93)	156	42,60
Department 000 - General Totals	\$1,535,000.00	\$179,215.36	\$1,464,326.53	\$0.00	\$70,673.47	95%	\$1,724,01
REVENUE TOTALS	\$1,535,000.00	\$179,215.36	\$1,464,326.53	\$0.00	\$70,673.47	95%	\$1,724,01
EXPENSE							
Department 000 - General							
Capital Purchases	684,803.19	403,720.00	403,720.00	281,083.19	.00	100	
Department 000 - General Totals	\$684,803.19	\$403,720.00	\$403,720.00	\$281,083.19	\$0.00	100%	\$
Department 268 - Street Department							
Personal Services	715,384.00	47,682.03	504,595.02	29,050.00	181,738.98	75	632,66
Supplies	317,177.20	6,851.16	113,859.56	90,686.37	112,631.27	64	203,84
Services	162,283.29	1,894.65	57,056.58	46,974.03	58,252.68	64	101,28
Capital Purchases	327,660.00	60,115.17	94,231.17	209,000.00	24,428.83	93	166,53
Department 268 - Street Department Totals	\$1,522,504.49	\$116,543.01	\$769,742.33	\$375,710.40	\$377,051.76	75%	\$1,104,32
EXPENSE TOTALS	\$2,207,307.68	\$520,263.01	\$1,173,462.33	\$656,793.59	\$377,051.76	83%	\$1,104,32
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,535,000.00	179,215.36	1,464,326.53	.00	70,673.47	95%	1,724,01
EXPENSE TOTALS	2,207,307.68	520,263.01	1,173,462.33	656,793.59	377,051.76	83%	1,104,32
Fund 260 - Street Fund Net Gain (Loss)	(\$672,307.68)	(\$341,047.65)	\$290,864.20	(\$656,793.59)	\$306,378.29	54%	\$619,69



Budget by Classification-September, 2020

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Through 09/30/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	117,000.00	14,530.97	116,096.89	.00	903.11	99	131,996.89
Investment Earnings	2,500.00	.00	.00	.00	2,500.00	0	5,610.00
Department 000 - General Totals	\$119,500.00	\$14,530.97	\$116,096.89	\$0.00	\$3,403.11	97%	\$137,606.89
REVENUE TOTALS	\$119,500.00	\$14,530.97	\$116,096.89	\$0.00	\$3,403.11	97%	\$137,606.89
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	2,701.00	63,137.00	2,863.00	4,000.00	94	69,780.00
Services	24,498.51	479.23	4,258.03	11,740.48	8,500.00	65	21,380.00
Department 268 - Street Department Totals	\$94,498.51	\$3,180.23	\$67,395.03	\$14,603.48	\$12,500.00	87%	\$91,170.00
EXPENSE TOTALS	\$94,498.51	\$3,180.23	\$67,395.03	\$14,603.48	\$12,500.00	87%	\$91,170.00
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	119,500.00	14,530.97	116,096.89	.00	3,403.11	97%	137,606.89
EXPENSE TOTALS	94,498.51	3,180.23	67,395.03	14,603.48	12,500.00	87%	91,170.00
Fund 270 - State Highway Fund Net Gain (Loss)	\$25,001.49	\$11,350.74	\$48,701.86	(\$14,603.48)	\$9,096.89	136%	\$46,436.89
Fund Type Totals							
REVENUE TOTALS	2,444,500.00	817,340.17	4,128,271.42	.00	(1,683,771.42)	169%	2,619,820.00
EXPENSE TOTALS	7,972,593.55	881,108.87	2,093,338.60	1,011,940.69	4,867,314.26	39%	1,685,570.00
Fund Type Net Gain (Loss)	(\$5,528,093.55)	(\$63,768.70)	\$2,034,932.82	(\$1,011,940.69)	\$6,551,085.68	(19%)	\$934,250.00
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,444,500.00	817,340.17	4,128,271.42	.00	(1,683,771.42)	169%	2,619,820.00
EXPENSE TOTALS	7,972,593.55	881,108.87	2,093,338.60	1,011,940.69	4,867,314.26	39%	1,685,570.00
Fund Category Special Revenue Funds Net Gain (Loss)	(\$5,528,093.55)	(\$63,768.70)	\$2,034,932.82	(\$1,011,940.69)	\$6,551,085.68	(19%)	\$934,250.00

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Budget by Classification-September, 2020

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Through 09/30/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	780,000.00	109,643.27	572,268.08	.00	207,731.92	73	770,141.00
Other Revenues	.00	.00	1,356.00	.00	(1,356.00)	+++	1,321.00
Reimbursements	.00	.00	.00	.00	.00	+++	15,541.00
Department 000 - General Totals	\$780,000.00	\$109,643.27	\$573,624.08	\$0.00	\$206,375.92	74%	\$787,012.00
Department 735 - Water Division							
Utility Charges	6,546,500.00	995,163.73	5,056,776.97	.00	1,489,723.03	77	6,488,731.00
Other Revenues	68,500.00	48,208.52	102,175.03	.00	(33,675.03)	149	74,341.00
Reimbursements	.00	.00	9,358.92	.00	(9,358.92)	+++	16,791.00
Department 735 - Water Division Totals	\$6,615,000.00	\$1,043,372.25	\$5,168,310.92	\$0.00	\$1,446,689.08	78%	\$6,579,872.00
REVENUE TOTALS	\$7,395,000.00	\$1,153,015.52	\$5,741,935.00	\$0.00	\$1,653,065.00	78%	\$7,366,884.00
EXPENSE							
Department 000 - General							
Capital Purchases	720,701.15	2,556.49	123,370.79	597,330.36	.00	100	454,331.00
Department 000 - General Totals	\$720,701.15	\$2,556.49	\$123,370.79	\$597,330.36	\$0.00	100%	\$454,331.00
Department 735 - Water Division							
Personal Services	479,400.00	30,906.93	358,632.63	27,700.00	93,067.37	81	435,871.00
Supplies	185,602.58	3,826.54	66,193.93	81,086.29	38,322.36	79	112,791.00
Services	6,508,158.36	134,364.43	3,537,430.80	2,411,630.44	559,097.12	91	4,867,201.00
Capital Purchases	629,047.50	.00	133,836.90	81,179.54	414,031.06	34	219,851.00
Department 735 - Water Division Totals	\$7,802,208.44	\$169,097.90	\$4,096,094.26	\$2,601,596.27	\$1,104,517.91	86%	\$5,635,731.00
Department 991 - Debt Service							
Debt Service	369,582.00	.00	14,913.12	354,668.77	.11	100	367,751.00
Department 991 - Debt Service Totals	\$369,582.00	\$0.00	\$14,913.12	\$354,668.77	\$0.11	100%	\$367,751.00
EXPENSE TOTALS	\$8,892,491.59	\$171,654.39	\$4,234,378.17	\$3,553,595.40	\$1,104,518.02	88%	\$6,457,821.00
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,395,000.00	1,153,015.52	5,741,935.00	.00	1,653,065.00	78%	7,366,884.00
EXPENSE TOTALS	8,892,491.59	171,654.39	4,234,378.17	3,553,595.40	1,104,518.02	88%	6,457,821.00
Fund 710 - Water Fund Net Gain (Loss)	(\$1,497,491.59)	\$981,361.13	\$1,507,556.83	(\$3,553,595.40)	(\$548,546.98)	137%	\$909,063.00

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Budget by Classification-September, 2020

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Through 09/30/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	380,000.00	52,494.36	282,111.35	.00	97,888.65	74	377,081.35
Department 000 - General Totals	\$380,000.00	\$52,494.36	\$282,111.35	\$0.00	\$97,888.65	74%	\$377,081.35
Department 736 - Wastewater Division							
Utility Charges	6,105,000.00	904,576.21	4,823,142.16	.00	1,281,857.84	79	6,271,074.16
Other Revenues	.00	25.00	175.00	.00	(175.00)	+++	289.00
Reimbursements	.00	.00	9,371.62	.00	(9,371.62)	+++	8,961.62
Department 736 - Wastewater Division Totals	\$6,105,000.00	\$904,601.21	\$4,832,688.78	\$0.00	\$1,272,311.22	79%	\$6,280,331.78
REVENUE TOTALS	\$6,485,000.00	\$957,095.57	\$5,114,800.13	\$0.00	\$1,370,199.87	79%	\$6,657,411.78
EXPENSE							
Department 000 - General							
Capital Purchases	545,563.57	23,847.61	51,268.54	494,295.03	.00	100	576,381.17
Department 000 - General Totals	\$545,563.57	\$23,847.61	\$51,268.54	\$494,295.03	\$0.00	100%	\$576,381.17
Department 736 - Wastewater Division							
Personal Services	538,635.00	38,605.95	404,965.17	27,525.00	106,144.83	80	464,190.17
Supplies	113,473.10	647.75	16,627.95	43,492.16	53,352.99	53	20,471.75
Services	6,519,672.64	717,101.57	4,258,038.95	1,722,024.56	539,609.13	92	4,202,211.57
Capital Purchases	629,047.50	.00	133,836.90	81,179.54	414,031.06	34	219,851.40
Department 736 - Wastewater Division Totals	\$7,800,828.24	\$756,355.27	\$4,813,468.97	\$1,874,221.26	\$1,113,138.01	86%	\$4,906,741.92
Department 991 - Debt Service							
Debt Service	39,944.00	.00	1,427.50	38,516.50	.00	100	39,944.00
Department 991 - Debt Service Totals	\$39,944.00	\$0.00	\$1,427.50	\$38,516.50	\$0.00	100%	\$39,944.00
EXPENSE TOTALS	\$8,386,335.81	\$780,202.88	\$4,866,165.01	\$2,407,032.79	\$1,113,138.01	87%	\$5,523,071.80
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,485,000.00	957,095.57	5,114,800.13	.00	1,370,199.87	79%	6,657,411.78
EXPENSE TOTALS	8,386,335.81	780,202.88	4,866,165.01	2,407,032.79	1,113,138.01	87%	5,523,071.80
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$1,901,335.81)	\$176,892.69	\$248,635.12	(\$2,407,032.79)	(\$257,061.86)	114%	\$1,134,340.98

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Budget by Classification-September, 2020

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Through 09/30/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 000 - General							
Other Revenues	.00	.00	.00	.00	.00	+++	9%
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,187.00
Department 737 - Storm Water Division							
Utility Charges	1,500,000.00	262,200.27	1,489,191.27	.00	10,808.73	99	1,327,814.00
Reimbursements	.00	.00	6,240.95	.00	(6,240.95)	+++	6,240.95
Department 737 - Storm Water Division Totals	\$1,500,000.00	\$262,200.27	\$1,495,432.22	\$0.00	\$4,567.78	100%	\$1,334,084.95
REVENUE TOTALS	\$1,500,000.00	\$262,200.27	\$1,495,432.22	\$0.00	\$4,567.78	100%	\$1,334,187.00
EXPENSE							
Department 000 - General							
Capital Purchases	781,973.45	392,848.60	402,197.00	372,095.18	7,681.27	99	620,451.00
Department 000 - General Totals	\$781,973.45	\$392,848.60	\$402,197.00	\$372,095.18	\$7,681.27	99%	\$620,451.00
Department 737 - Storm Water Division							
Personal Services	340,265.00	21,986.85	231,792.05	14,435.00	94,037.95	72	274,200.00
Supplies	53,974.00	2,450.70	29,345.12	14,271.78	10,357.10	81	32,436.00
Services	1,129,789.48	165,905.25	701,758.42	348,716.90	79,314.16	93	836,740.00
Capital Purchases	169,500.00	.00	28,901.64	.00	140,598.36	17	74,500.00
Department 737 - Storm Water Division Totals	\$1,693,528.48	\$190,342.80	\$991,797.23	\$377,423.68	\$324,307.57	81%	\$1,217,894.00
Department 991 - Debt Service							
Debt Service	122,967.00	.00	8,983.50	113,983.50	.00	100	120,220.00
Department 991 - Debt Service Totals	\$122,967.00	\$0.00	\$8,983.50	\$113,983.50	\$0.00	100%	\$120,220.00
EXPENSE TOTALS	\$2,598,468.93	\$583,191.40	\$1,402,977.73	\$863,502.36	\$331,988.84	87%	\$1,958,571.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,500,000.00	262,200.27	1,495,432.22	.00	4,567.78	100%	1,334,187.00
EXPENSE TOTALS	2,598,468.93	583,191.40	1,402,977.73	863,502.36	331,988.84	87%	1,958,571.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$1,098,468.93)	(\$320,991.13)	\$92,454.49	(\$863,502.36)	\$327,421.06	70%	(\$624,387.00)

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Budget by Classification-September, 2020

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Through 09/30/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,200,000.00	201,031.31	1,609,376.41	.00	590,623.59	73	2,005,376.41
Department 738 - Refuse Collection Totals	\$2,200,000.00	\$201,031.31	\$1,609,376.41	\$0.00	\$590,623.59	73%	\$2,005,376.41
REVENUE TOTALS	\$2,200,000.00	\$201,031.31	\$1,609,376.41	\$0.00	\$590,623.59	73%	\$2,005,376.41
EXPENSE							
Department 738 - Refuse Collection							
Supplies	3,238.05	.00	1,238.05	1,500.00	500.00	85	2,091,276.41
Services	2,870,308.19	215,677.89	1,688,588.40	640,444.74	541,275.05	81	2,091,276.41
Department 738 - Refuse Collection Totals	\$2,873,546.24	\$215,677.89	\$1,689,826.45	\$641,944.74	\$541,775.05	81%	\$2,091,276.41
EXPENSE TOTALS	\$2,873,546.24	\$215,677.89	\$1,689,826.45	\$641,944.74	\$541,775.05	81%	\$2,091,276.41
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,200,000.00	201,031.31	1,609,376.41	.00	590,623.59	73%	2,005,376.41
EXPENSE TOTALS	2,873,546.24	215,677.89	1,689,826.45	641,944.74	541,775.05	81%	2,091,276.41
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$673,546.24)	(\$14,646.58)	(\$80,450.04)	(\$641,944.74)	(\$48,848.54)	107%	(\$85,901.00)
Fund Type Totals							
REVENUE TOTALS	17,580,000.00	2,573,342.67	13,961,543.76	.00	3,618,456.24	79%	17,363,866.41
EXPENSE TOTALS	22,750,842.57	1,750,726.56	12,193,347.36	7,466,075.29	3,091,419.92	86%	16,030,746.41
Fund Type Net Gain (Loss)	(\$5,170,842.57)	\$822,616.11	\$1,768,196.40	(\$7,466,075.29)	(\$527,036.32)	110%	\$1,333,110.00
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	17,580,000.00	2,573,342.67	13,961,543.76	.00	3,618,456.24	79%	17,363,866.41
EXPENSE TOTALS	22,750,842.57	1,750,726.56	12,193,347.36	7,466,075.29	3,091,419.92	86%	16,030,746.41
Fund Category Enterprise Funds Net Gain (Loss)	(\$5,170,842.57)	\$822,616.11	\$1,768,196.40	(\$7,466,075.29)	(\$527,036.32)	110%	\$1,333,110.00
Grand Totals							
REVENUE TOTALS	41,157,626.00	5,358,422.47	33,771,764.34	.00	7,385,861.66	82%	42,794,656.41
EXPENSE TOTALS	53,868,297.56	4,042,722.64	28,865,942.89	10,771,632.60	14,230,722.07	74%	37,263,736.41
Grand Total Net Gain (Loss)	(\$12,710,671.56)	\$1,315,699.83	\$4,905,821.45	(\$10,771,632.60)	\$6,844,860.41	46%	\$5,530,910.00

Attachment: Budget by Classification-September, 2020 10_19_2020 2_32_17 PM_Joni Crawford_4610518Y

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST**

DATE: November 9, 2020

TO: Finance and Administration Committee

RE: CARES Act Payroll Expense Appropriation

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

Based on the most recent guidance from the United States Treasury Department and the Ohio Office of Management and Budget, the City of Reynoldsburg would elect to utilize CARES Act fund for payroll expenses and benefits for public safety employees whose services were substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

Statement of necessity for Emergency passage: CARES Act funds must be appropriated and spent by December 30, 2020.

**AN ORDINANCE TO APPROPRIATE \$_____ FROM THE CARES ACT FUND
TO BE USED FOR PAYROLL EXPENSES FOR PUBLIC SAFETY EMPLOYEES
WHOSE SERVICES WERE SUBSTANTIALLY DEDICATED TO MITIGATING OR
RESPONDING TO THE COVID-19 PUBLIC HEALTH EMERGENCY; AND
DECLARING AN EMERGENCY**

WHEREAS, the United States Treasury Department ("Treasury Department") issued guidance on September 2, 2020 indicating that local governments may utilize CARES Act funds for "payroll and benefits expenses for public safety, public health, health care, human services, and

City Attorney's Office

Chris Shook

7232 E. Main Street

Reynoldsburg OHIO 43068

6143226869 Phone

similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 health emergency"; and

WHEREAS, the Treasury Department has further stated that the "full amount of payroll and benefits expenses of substantially dedicated employees may be covered using payments from the Fund"; and

WHEREAS, the Treasury Department states, in recognition of the particular importance of public safety workers, that local governments may presume public safety employees meet the substantially dedicated test; and

WHEREAS, the Ohio Office of Management and Budget issued guidance consistent with that of the Treasury Department, stating that the substantially dedicated presumption includes police officers and those who directly support police officers such as dispatchers and supervisory personnel; and

WHEREAS, the City of Reynoldsburg has identified our public safety employees in the Reynoldsburg Police Department as substantially dedicated to mitigating or responding to the COVID-19 health emergency, such that CARES Act funds may be used for payroll expenses and benefits for their services.

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

SECTION 1: There is hereby made an appropriation to account number 203.000.5529 Miscellaneous Distribution, in the amount of \$_____ for payroll expenses and benefits of public safety employees of the City of Reynoldsburg.

SECTION 2: That, for the reasons set forth in the preamble, this Ordinance is hereby declared to be an emergency measure, necessary for the preservation, health, safety, and welfare of the Citizens of the City of Reynoldsburg, such emergency arising out of the

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone**

immediate need for the passage of this legislation to be in compliance with the CARES Act, such that this Ordinance should take effect and be in force immediately from and after its passage and approval by the Mayor.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of September 2, 2020¹**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).² Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

A. Eligible Expenditures

1. *Are governments required to submit proposed expenditures to Treasury for approval?*

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?*

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?*

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

¹ On August 10, 2020, these Frequently Asked Questions were revised to add Questions A.49–52. On September 2, 2020, Questions A.53–56 were added, and Questions A.34 and A.38 were revised.

² The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

4. *May a State receiving a payment transfer funds to a local government?*

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

5. *May a unit of local government receiving a Fund payment transfer funds to another unit of government?*

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

6. *Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?*

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

7. *Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?*

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

8. *Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?*

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

9. *Are States permitted to use Fund payments to support state unemployment insurance funds generally?*

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

10. *Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?*

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

11. *The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?*

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

12. *In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?*

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

13. *If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?*

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

14. *May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?*

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

15. *May Fund payments be used for COVID-19 public health emergency recovery planning?*

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

16. *Are expenses associated with contact tracing eligible?*

Yes, expenses associated with contact tracing are eligible.

17. *To what extent may a government use Fund payments to support the operations of private hospitals?*

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

18. *May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?*

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

19. *May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?*

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

20. *Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?*

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

21. *May recipients create a “payroll support program” for public employees?*

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

22. *May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?*

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

23. *May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?*

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

24. *The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?*

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

25. *The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?*

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

26. *May Fund payments be used to assist impacted property owners with the payment of their property taxes?*

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

27. *May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?*

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

28. *Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?*

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

29. *The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?*

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

30. *The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?*

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

31. *May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?*

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

32. *Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?*

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

33. *Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?*

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

34. *May a State impose restrictions on transfers of funds to local governments?*

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions, such as restrictions on reopening that do not directly concern the use of funds, are not permissible.

35. *If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?*

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

36. *May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?*

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

37. *Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?*

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

38. *May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?*

No. Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Payments from the fund may only be used to cover such hazard pay.

39. *May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?*

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

40. *May recipients use Fund payments to provide loans?*

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

41. *May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?*

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

42. *May funds be used to satisfy non-federal matching requirements under the Stafford Act?*

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

43. *Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?*

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

44. *May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?*

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

45. *May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?*

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

46. *May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?*

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

47. *The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?*

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

48. *May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?*

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

49. Are States permitted to use Coronavirus Relief Fund payments to satisfy non-federal matching requirements under the Stafford Act, including “lost wages assistance” authorized by the Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019 (August 8, 2020)?

Yes. As previous guidance has stated, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund’s eligibility criteria and the Stafford Act. States are fully permitted to use payments from the Fund to satisfy 100% of their cost share for lost wages assistance recently made available under the Stafford Act.

50. At what point would costs be considered to be incurred in the case of a grant made by a State, local, or tribal government to cover interest and principal amounts of a loan, such as might be provided as part of a small business assistance program in which the loan is made by a private institution?

A grant made to cover interest and principal costs of a loan, including interest and principal due after the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”), will be considered to be incurred during the covered period if (i) the full amount of the loan is advanced to the borrower within the covered period and (ii) the proceeds of the loan are used by the borrower to cover expenses incurred during the covered period. In addition, if these conditions are met, the amount of the grant will be considered to have been used during the covered period for purposes of the requirement that expenses be incurred within the covered period. Such a grant would be analogous to a loan provided by the Fund recipient itself that incorporates similar loan forgiveness provisions. As with any other assistance provided by a Fund recipient, such a grant would need to be determined by the recipient to be necessary due to the public health emergency.

51. If governments use Fund payments as described in the Guidance to establish a grant program to support businesses, would those funds be considered gross income taxable to a business receiving the grant under the Internal Revenue Code (Code)?

Please see the answer provided by the Internal Revenue Service (IRS) available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

52. If governments use Fund payments as described in the Guidance to establish a loan program to support businesses, would those funds be considered gross income taxable to a business receiving the loan under the Code?

Please see the answer provided by the IRS available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

53. May Fund recipients incur expenses associated with the safe reopening of schools?

Yes, payments from the Fund may be used to cover costs associated with providing distance learning (e.g., the cost of laptops to provide to students) or for in-person learning (e.g., the cost of acquiring personal protective equipment for students attending schools in-person or other costs associated with meeting Centers for Disease Control guidelines).

To this end, as an administrative convenience, Treasury will presume that expenses of up to \$500 per elementary and secondary school student to be eligible expenditures, such that schools do not need to document the specific use of funds up to that amount.

54. *May Fund recipients upgrade critical public health infrastructure, such as providing access to running water for individuals and families in rural and tribal areas to allow them to maintain proper hygiene and defend themselves against the virus?*

Yes, fund recipients may use payments from the Fund to upgrade public health infrastructure, such as providing individuals and families access to running water to help reduce the further spread of the virus. As required by the CARES Act, expenses associated with such upgrades must be incurred by December 30, 2020. Please see Treasury's Guidance as updated on June 30 regarding when a cost is considered to be incurred for purposes of the requirement that expenses be incurred within the covered period.

55. *How does a government address the requirement that the allowable expenditures are not accounted for in the budget most recently approved as of March 27, 2020, once the government enters its new budget year on July 1, 2020 (for governments with June 30 fiscal year ends) or October 1, 2020 (for governments with September 30 year ends)?*

As provided in the Guidance, the "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Furthermore, the budget most recently approved as of March 27, 2020, provides the spending baseline against which expenditures should be compared for purposes of determining whether they may be covered using payments from the Fund. This spending baseline will carry forward to a subsequent budget year if a Fund recipient enters a different budget year between March 27, 2020 and December 30, 2020. The spending baseline may be carried forward without adjustment for inflation.

56. *Does the National Environmental Policy Act, 42 U.S.C. § 4321 et seq, (NEPA) apply to projects supported by payments from the Fund?*

NEPA does not apply to Treasury's administration of the Fund. Projects supported with payments from the Fund may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

B. Questions Related to Administration of Fund Payments

1. *Do governments have to return unspent funds to Treasury?*

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

2. *What records must be kept by governments receiving payment?*

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

3. *May recipients deposit Fund payments into interest bearing accounts?*

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

4. *May governments retain assets purchased with payments from the Fund?*

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

5. *What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?*

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

6. *Are Fund payments to State, territorial, local, and tribal governments considered grants?*

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

7. *Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?*

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

8. *Are Fund payments subject to other requirements of the Uniform Guidance?*

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

9. *Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?*

Yes. The CFDA number assigned to the Fund is 21.019.

10. *If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?*

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

11. *Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?*

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

12. *If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?*

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

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

DATE: November 9, 2020

TO: Public Service and Transportation Committee

RE: Bridge Inspection Services Contract

Approval:

Completed Joe Begeny	Pending 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, hereinafter referred to as the Local Public Agency (LPA), has determined the need for Bridge Inspection Program Services including, but not limited to, routine inspections, element level inspections, critical-findings 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 LPA gives consent to the Director of

Transportation to complete the above described project.

Section 3. The LPA 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 LPA 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, the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the LPA. 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 LPA agrees that all rights-of-way required for the described project will be made available in accordance with current state and federal regulations.

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

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
PID No. 109334

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 (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
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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
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- 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.

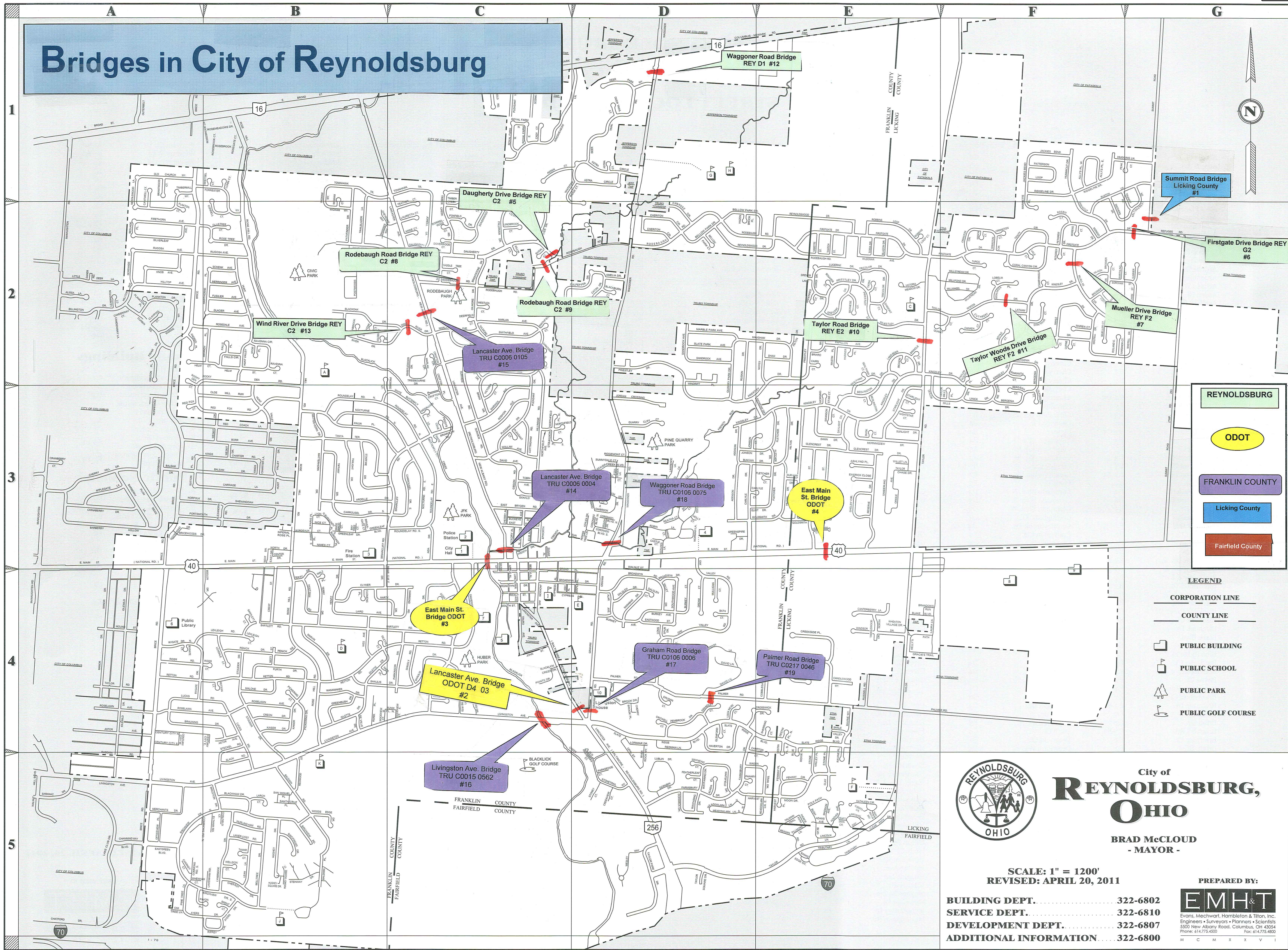
TASK 5 – BRIDGE INSPECTION

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



REYNOLDSBURG

ODOT

FRANKLIN COUNTY

Licking County

Fairfield County

LEGEND

CORPORATION LINE

COUNTY LINE

PUBLIC BUILDING

PUBLIC SCHOOL

PUBLIC PARK

PUBLIC GOLF COURSE



City of
REYNOLDSBURG, OHIO

BRAD McLOUD
- MAYOR -

SCALE: 1" = 1200'
REVISED: APRIL 20, 2011

BUILDING DEPT. 322-6802
SERVICE DEPT. 322-6810
DEVELOPMENT DEPT. 322-6807
ADDITIONAL INFORMATION 322-6800

PREPARED BY:

EMHT

Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43254
Phone: 614.775.4300 Fax: 614.775.4800

Attachment: 2017 Bridge map (Bridge Inspection Agreement)

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

DATE: November 9, 2020

TO: Public Service and Transportation Committee

RE: Franklin County Health Department Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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This legislation is a housekeeping item to renew the contract with the Franklin County Health Department for services to the City of Reynoldsburg. The contract costs a percapita rate of \$9.14 based on a population of 37,571 for a total of \$343,398.94 annually.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY
GENERAL HEALTH DISTRICT AND FRANKLIN COUNTY PUBLIC HEALTH FOR
HEALTH SERVICES**

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 with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for health services to the City of Reynoldsburg from January 1, 2021 to December 31, 2021.

The agreement and all associated exhibits are attached as Exhibit "A" and shall be incorporated by reference herein.

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

SECTION 2. That the cost of services is based upon per capita rate of \$9.14 for a population of 37,571 totaling \$343,398.94.

SECTION 3. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

CONTRACT
Between
FRANKLIN COUNTY BOARD OF HEALTH
And
CITY OF REYNOLDSBURG

This contract entered into by and between the City of Reynoldsburg (hereafter referred to as "City"), with its principal address being 7232 East Main Street, Reynoldsburg, Ohio 43068, and the Board of Health of the Franklin County General Health District (hereafter referred to as "Board" or "Franklin County Public Health") for 2021 Public Health Services under the approval of Resolution No. 20-122, dated September 15, 2020.

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

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

The District Advisory Council (hereafter referred to as "Council") of the Franklin County General Health District, created by ORC 3709.03, after giving due notice by publication as required by law, held a public meeting on March 25, 2020, at which by a majority vote of members representing the Council voted affirmatively to provide public health services to the cities in Franklin County, and did authorize the Chairman of the Council to enter into a contract with the Mayor of each city to provide public health services therein.

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

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

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

SECTION 1 – SERVICES

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

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

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

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

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

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

SECTION 2 – TERM

Said public health services shall be furnished beginning January 1, 2021 and ending December 31, 2021 provided, however, that either party to this agreement shall have the right to cancel the same upon four (4) months written notice and the parties hereto may, by mutual written agreement, modify the terms of this agreement.

SECTION 3 – COMMUNICATION

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

SECTION 4 – PUBLIC HEALTH PAYMENT, FEES & CHARGES

The City, Ohio shall pay the Board for said public health services furnished to the City and the inhabitants thereof, such sum or sums of money based on a per capita rate as would be charged against municipal corporations composing the Franklin County General Health District at a per capita rate of \$9.1361.

Said sums of money shall be paid to the Board in installments of 50% of the total contract amount in January 2021 and 50% of the total contract amount in June 2021 through the

process of withholding the installment amounts from the semi-annual real estate tax settlement distribution to be received by the City and transferred to the Board by the Settlement Officer of the Franklin County Auditor. The sum for 2021 shall not exceed \$343,974.17, notwithstanding any fee established pursuant to the sections set forth below.

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

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

SECTION 5 - PLUMBING INSPECTION SERVICES AND FEES

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

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

SECTION 6 – APPROVAL

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

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

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

DISTRICT ADVISORY COUNCIL OF THE
FRANKLIN COUNTY GENERAL HEALTH DISTRICT

Chairperson Date

FRANKLIN COUNTY PUBLIC HEALTH

Joe Mazzola, MPA Date
Health Commissioner

THE CITY OF REYNOLDSBURG, OHIO

Mayor Joe Begeny Date

APPROVED AS TO FORM:

Ron O'Brien
Prosecuting Attorney
Franklin County, Ohio

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

City Attorney Date
City of Reynoldsburg, Ohio

FINANCIAL CERTIFICATE

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

Fiscal Officer
City of Reynoldsburg, Ohio

Date

EXHIBIT A SCOPE OF WORK

Franklin County Public Health ("Board"), hereby agrees to provide health services for the City for the calendar year 2021 as set forth below ("Services").

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

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

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

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

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

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **November 9, 2020**

TO: **Public Service and Transportation Committee**

RE: **2021 Water Rate Increase**

Approval:

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

Emergency/Suspension: Emergency

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

Amend water rate schedule to a 3% increase to all water users. This increase is 1% over City of Columbus' rate increase 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 ~~eight dollars and thirty six cents (\$8.36) per thousand gallons effective January 1, 2020 to~~ EIGHT DOLLARS AND SIXTY ONE CENTS (\$8.61) PER 1000 GALLONS EFFECTIVE JANUARY 1, 2021

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 necessary for the financial needs of the city and further to have rate increase in place on January 1, 2021; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Utility Increase Comparison
2021 Rate Increase

Sewer Rate 2020	8.62				
Water Rate 2020	8.36				
Total	16.98				
Increase from 2020 % Sewer		3.00%	8.88	4.00%	8.96
Increase from 2020 % Water		2.00%	8.53	3.00%	8.61
					5.00%
					4.00%
Based On Average Quarterly Usage of 24000 Gallons		24000		24000	24000
Current Water/Sewer Rate 2020/1000 Gallons		16.98		16.98	16.98
Average Current Quarterly Bill		407.52		407.52	407.52
Proposed Water/Sewer Rate 2021/1000 gallons		17.41		17.58	17.75
Proposed Average Quarterly Bill		417.74		421.81	425.89
Estimated total rate increase water and Sewer 1000 gallon		0.43		0.60	0.77
Difference Between Current and Proposed/Quarter		10.22		14.29	18.37
Total increase W/S Charge only for 2021 using 24000 gallons of Water/Quarter		40,876.8		57,177.6	73,478.4

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **November 9, 2020**

TO: **Public Service and Transportation Committee**

RE: **2021 Wastewater Rate Increase**

Approval:

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

Emergency/Suspension: Emergency

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

City of Columbus is charging us a 3% increase in sewer rates for 2021. We will be increasing our sewer rate 1% higher than Columbus to allow for inflation and cost of living increases from 2020 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 2021 wastewater rate from (\$8.62) per 1,000 gallons, to eight dollars and ninety six cent (\$8.96) per 1,000 gallons of usage. It is a 4 percent increase from 2020.

Amend Wastewater Rate schedule 4%, which increase to all Wastewater users, this increase is 1% 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:

SECTION 1. That Section 945.02(c) Rate Schedule of Chapter 945 Sewer Charges of the Code

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

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, 2020 eight dollars and sixty two cents (\$8.62) per 1,000 gallons~~ January 1, 2021 AT THE RATE OF EIGHT DOLLARS AND NINETY SIX CENTS (\$8.96) 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 necessary for the financial needs of the city and further to have the rate increase in place on January 1, 2021; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Total increase W/S Charge only for 2021
using 24000 gallons of Water/Quarter

Attachment: Rate increase information Sheet (2021 Wastewater Rates)

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

DATE: November 9, 2020

TO: Finance and Administration Committee

RE: Amend Sections 160.01, 160.02, 160.03, 160.04, 160.5 and 160.08 in Chapter 160

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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AN ORDINANCE TO AMEND CHAPTER 160 SECTION 160.01 DEFINITIONS, SECTION 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATIONS AND PAY GRADES, SECTION 160.03 SALARY SCHEDULE, SECTION 160.04 OTHER COMPENSATION, SECTION 160.05 OVERTIME ELIGIBILITY, AND SECTION 160.08 ADMINISTRATION OF PAY PLAN OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to amend Reynoldsburg Chapter 160.

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

SECTION 1. That the City of Reynoldsburg, Ohio Chapter 160 does hereby amend the Section 160.01 Definitions, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades, Section 160.03 Salary Schedule, Section 160.04 Other Compensation, Section 160.05 Overtime Eligibility and Section 160.08 Administration of Pay Plan polices to read as follows:

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

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

Attachment: Chapter 160 Fall 2020 (Updates for Chapter 160 for 2021)

Effective 5/25/2020

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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.

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

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

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

Employee, Half-Time: part-time employee who regularly works 20 hours per week who will receive sick time of 2.30 hours per pay, vacation at 1.54 hours per pay, and holiday pay at 4 hours per holiday.

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

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

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

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

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

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

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

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

Length of Service: interval from the employees service date to any given date.

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

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

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

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

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

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

PART-TIME

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

PERS: abbreviation for the Public Employees Retirement System.

PFDPE: 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
Clerk of Courts	1	Unclassified	18
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	8
Data Entry Operator	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	1 p/t	Unclassified	10
Finance Manager	1	Classified	22
Civil Service Administrative Assistant	2 p/t	Unclassified	15
<u>Special Events and Media Coordinator 1</u>		<u>Unclassified</u>	<u>12</u>
(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	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Special Events/Media Coordinator	1	Unclassified	12
Senior Citizens Assistant	2 p/t	Classified	75
Senior Center Activities Instructor	1 p/t	Classified	53
Recreation Superintendent	1	Classified	16
Grounds Superintendent	1	Classified	16
Assistant Grounds Superintendent/Arborist	1	Classified	14
Parks Grounds Maintenance	2	Classified	3-4
Field and Landscape Operator	2	Classified	6
Horticulturist	1	Classified	10
Recreation Coordinator	1	Classified	7

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	2	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	9	Classified	See Chapter 162
Support Services Supervisor	1	Classified	18
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Safety Records Technician	2	Classified	9
Public Safety Records/Research Technician	1	Classified	10
Court Specialist	1	Classified	9 <u>10</u>
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10-11
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	22
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8

Maintenance Foreman	1	Classified	16
Custodian	3	Classified	5
Maintenance Crew Leader	1	Classified	9
(2) Building Division			
Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Permit Technician	2	Classified	11
Code Compliance Officer	4	Classified	-610
(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	6	Classified	10
Billing Supervisor <u>Manager</u>	1	Classified	14 15
Account Clerk 2	4	Classified	-7 8
(4) Street Division			
Superintendent	1	Classified	17 18
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			
Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10
(4)(a) Storm Water Utility Division			
Asst. Superintendent	1	Classified	14
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

BEGINNING July 1, 2019 with the implementation of steps, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees – NON SUPERVISORY PERSONNEL

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3	\$ 15.15	\$ 15.91	\$ 16.70	\$ 17.54	\$ 18.41	\$ 19.34	\$ 20.30
4	\$ 15.29	\$ 16.88	\$ 18.51	\$ 20.12	\$ 21.74	\$ 23.30	\$ 24.96
5	\$ 15.67	\$ 17.30	\$ 18.97	\$ 20.62	\$ 22.29	\$ 23.89	\$ 25.58
6	\$ 15.98	\$ 17.65	\$ 19.35	\$ 21.02	\$ 22.73	\$ 24.36	\$ 26.09
7	\$ 16.56	\$ 18.00	\$ 19.74	\$ 21.44	\$ 23.18	\$ 24.85	\$ 26.61
8	\$ 17.48	\$ 19.13	\$ 20.78	\$ 22.45	\$ 24.08	\$ 25.75	\$ 27.41
9	\$ 18.32	\$ 20.05	\$ 21.78	\$ 23.53	\$ 25.24	\$ 26.99	\$ 28.73
10	\$ 18.78	\$ 20.55	\$ 22.53	\$ 24.12	\$ 25.87	\$ 27.67	\$ 29.45
11	\$ 19.15	\$ 20.96	\$ 22.77	\$ 24.60	\$ 26.38	\$ 28.22	\$ 30.04
12	\$ 19.53	\$ 21.38	\$ 23.23	\$ 25.09	\$ 26.91	\$ 28.78	\$ 30.64
13	\$ 19.92	\$ 21.81	\$ 23.69	\$ 25.59	\$ 27.45	\$ 29.36	\$ 31.25
14	\$ 20.32	\$ 22.24	\$ 24.16	\$ 26.11	\$ 27.99	\$ 29.95	\$ 31.88
15	\$ 20.65	\$ 22.69	\$ 24.65	\$ 26.63	\$ 28.55	\$ 30.55	\$ 32.52

Attachment: Chapter 160 Fall 2020 (Updates for Chapter 160 for 2021)

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
		2%		2%		2%		2%		2%	
3	\$15.91	COLA	\$16.70	COLA	\$17.54	COLA	\$18.41	COLA	\$19.34	COLA	\$20.30
		2%		2%		2%		2%		2%	
4	\$16.88	COLA	\$18.51	COLA	\$20.12	COLA	\$21.74	COLA	\$23.30	COLA	\$24.96
		2%		2%		2%		2%		2%	
5	\$17.30	COLA	\$18.97	COLA	\$20.62	COLA	\$22.29	COLA	\$23.89	COLA	\$25.58
		2%		2%		2%		2%		2%	
6	\$17.65	COLA	\$19.35	COLA	\$21.02	COLA	\$22.73	COLA	\$24.36	COLA	\$26.09
		2%		2%		2%		2%		2%	
7	\$18.00	COLA	\$19.74	COLA	\$21.44	COLA	\$23.18	COLA	\$24.85	COLA	\$26.61
		2%		2%		2%		2%		2%	
8	\$19.13	COLA	\$20.78	COLA	\$22.45	COLA	\$24.08	COLA	\$25.75	COLA	\$27.41
		2%		2%		2%		2%		2%	
9	\$20.05	COLA	\$21.78	COLA	\$23.53	COLA	\$25.24	COLA	\$26.99	COLA	\$28.73
		2%		2%		2%		2%		2%	
10	\$20.55	COLA	\$22.53	COLA	\$24.12	COLA	\$25.87	COLA	\$27.67	COLA	\$29.45
		2%		2%		2%		2%		2%	
11	\$20.96	COLA	\$22.77	COLA	\$24.60	COLA	\$26.38	COLA	\$28.22	COLA	\$30.04
		2%		2%		2%		2%		2%	
12	\$21.38	COLA	\$23.23	COLA	\$25.09	COLA	\$26.91	COLA	\$28.78	COLA	\$30.64
		2%		2%		2%		2%		2%	
13	\$21.81	COLA	\$23.69	COLA	\$25.59	COLA	\$27.45	COLA	\$29.36	COLA	\$31.25
		2%		2%		2%		2%		2%	
14	\$22.24	COLA	\$24.16	COLA	\$26.11	COLA	\$27.99	COLA	\$29.95	COLA	\$31.88
		2%		2%		2%		2%		2%	
15	\$22.69	COLA	\$24.65	COLA	\$26.63	COLA	\$28.55	COLA	\$30.55	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	\$ 24.50 <u>26.00</u>	\$ 34.00 <u>40.00</u>
15	\$ 25.50 <u>27.00</u>	\$ 36.00 <u>42.00</u>
16	\$ 26.00 <u>28.00</u>	\$ 38.00 <u>44.00</u>
17	\$ 27.00 <u>29.00</u>	\$ 41.00 <u>46.00</u>
18	\$ 28.00 <u>30.00</u>	\$ 43.00 <u>48.00</u>
19	\$ 29.00 <u>31.00</u>	\$ 45.00 <u>50.00</u>
20	\$ 31.00 <u>32.00</u>	\$ 47.00 <u>52.00</u>
21	\$ 33.00 <u>34.00</u>	\$ 49.00 <u>54.00</u>
22	\$ 35.00 <u>36.00</u>	\$ 51.00 <u>56.00</u>

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

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 45.00 <u>50.00</u>	\$ 60.00 <u>65.00</u>
26A	\$ 50.00 <u>55.00</u>	\$ 65.00 <u>70.00</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 ~~begin at the minimum~~ be set by the Appointing Authority within the hourly rate for the pay grade assigned.

(d) Seasonal Employee

1) Parks and Recreation Department:

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

2) Service Department

Water/Wastewater Laborer	\$10.00 - \$12.00 per hour
Service Seasonal Laborer	\$10.00 - \$12.00 per hour

3) Street Department

Street Seasonal Laborer	\$10.00 - \$12.00 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-	\$7.00 to \$ \$60.00 per game
Program Assistant	\$7.80 - \$20.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 - \$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. There will be no benefits, holiday, vacation and sick leave earned.

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

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

~~4) An employee who is temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to perform the duties of a higher classification with additional responsibilities should be granted a minimum of (five percent (5%)), but no more than ten percent (10%) temporary increase, as determined by the Appointing Authority.~~

160.05 OVERTIME ELIGIBILITY

A. POLICY

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

Safety Director	Service Director
Development Director	Deputy Chief of Police
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Chief of Police
Tax Administrator	Finance Manager
Assistant City Prosecutors	Clerk of Council
Planning & Zoning Administrator	Assistant City Attorney

Criminal Justice Program Administrator

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

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

160.06 OVERTIME PAY

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

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

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

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

160.07 LONGEVITY

Full-time employee of the City shall be eligible for longevity compensation at the conclusion of six (6) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity their actual anniversary dated with the city. The new rate effective January 1, 2019 is:

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

Employee must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

- ~~1) Effective July 1, 2019-2021 the City will implement 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). There are two methods by which employees shall receive pay increase based upon steps 1) on their anniversary date of hire and 2) if Council approves an increases in the step table, employees would be given that adjustment effective January 1. Each employee will move through their steps on the first of each year that falls on years that are odd numbers, unless the Appointing Authority makes an adjustment at another time during the year. The scale will adjust by two percent (2%) each year.~~

~~During the implementation of steps, on an employee's anniversary date they will move to the next step based upon the assigned step as of July 1, 2019. For example, an employee with an August 15 anniversary date and a current rate of pay that is between Step 3 and Step 4, but closest to a step 3, would be assigned a step 3 and they will move to Step 4 on their anniversary date. If the current rate of pay is closest to a step 4, they would be placed in a Step 4.~~

- ~~2) All new employees will be assigned to Step 1 at the time of hire, unless they meet qualifications that the Appointing Authority approves a start of a higher step up to step 3 of each pay grade. Based the qualification at the time of the initial hiring/transfer/promotion the Appointing Authority will determine what step an~~

employee are assigned. At the beginning of each calendar year, any adjustments in step assignments can be made at the discretion of the Appointing Authority.

In order to move to the next step an employee's performance must meet or exceed expectations. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. 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 earned, 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. Increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will effective January 1 of each year. If the Appointing Authority determines that substantial permanent additional duties and responsibilities were assigned to a position, there may be an adjustments in salary at his/her discretion.

- ~~a. The Human Resources Director with the approval of the Mayor will present to City Council from time to time a recommendation based upon a review of the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation~~

(b) Cost of Living Adjustments

~~Cost of living adjustment will be determined by Council and would be effective January 1. The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment. On 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 the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion 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 level is to remain at the same Pay Grade and ratepay rate will be set by the Appointing Authority.~~ 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.

(e) All employee change forms must be signed by two elected officials for transparency purposes, not as an approval, but an acknowledgement.

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

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

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Employees shall utilize the dry cleaning facility or facilities designated by the City. The following items shall be provided by the City:

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

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

DATE: November 9, 2020

TO: Finance and Administration Committee

RE: Updates to Personnel Procedure Manual

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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**AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL
REGARDING MILITARY SERVICE, HOURS OF WORK, AND OVERTIME**

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:

SECTION 1. That the City of Reynoldsburg, Ohio Personnel Procedure Manual does hereby amended the Police Command Staff Promotions, Military Service, Hours of Work and Overtime polices to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

CITY OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL

Attachment: PPM Fall 2020 updates.docx (PPM Updates)

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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.

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 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
<u>Criminal Justice Program Administrator</u>	
Clerk of Council	

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 two (2) hours pay at the employee's overtime rate. If the employee is called-in and works more than two (2) 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

Permanent part-time employees are entitled to a reduced amounts of vacation accruals based the hours assigned to work.

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employees is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

In the case of the death of an employee, the unused vacation leave credited to the employee shall be paid to the surviving spouse, or secondarily, the employee's estate.

FUNERAL LEAVE

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave based upon the circumstances peculiar to each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees

Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees covered under a collective bargaining unit, should referred to thier current contract.

Paid Military Leave

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. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veterans Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving
- j. Day before Christmas Day
- k. Christmas Day (December 25)
- l. Day before New Year's Day
- m. Personal day
- n. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

All full-time employees are entitled to eight (8) hours' of pay at their current rate of pay, or ten (10) hours of pay if assigned to a ten (10) hour shift.

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to either eight (8) hours' holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours holiday pay at the straight time rate if the employee is regularly assigned to a ten (10) hour shift.

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to an additional eight (8) hours' pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to eight (8) hours holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift. No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.

Should an employee be injured during the course of employment with the City, he or she shall report to his or her supervisor within 24 hours or as soon as possible thereafter, and his or her supervisor shall notify his or department/division head and shall complete an Injury Report Form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless whether medical attention is required. Such report shall be forwarded to the department/division head (or designee) no later than 48 hours after the accident. An employee injured in a work-related accident may be required by the department/division head to see a physician. This completed report should be forwarded to the Ohio Bureau of Workers' Compensation through the Director of Human Resources.

Should the department/division head require it, or should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Workers' Compensation claim form, which shall be completed by the attending physician.

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

Any documents received from the injured employee, his or her physician, hospital, or the state, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department.

Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensation rate for the balance of time left in their scheduled workday.

An injured employee may elect to use accrued injury leave, sick leave, and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.

Further information on Workers' Compensation can be obtained through the Human Resources Department.

TRANSITIONAL WORK PROGRAM

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

- a. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;
- b. have been released for participation in the program by their doctor; and
- c. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

- a. paid at his or her regular hourly rate of pay while participating in a transitional work program; and
- b. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked

by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

- a. original work assignment and shift with duty modification;
- b. same work activity at different location and/or shift;
- c. different work activity, same shift; and
- d. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

- a. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.
- b. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.
- c. All credit cards issued for City business must have "City of Reynoldsburg" on the card.

Cardholder Responsibilities:

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.
- b. Every purchase must have a detailed itemized receipt.

- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

- 1. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.
- 2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
- 3. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

1. Meals

- a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
- b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

- a. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg is located in, on official City business and such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.
- b. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.

- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

- a. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

C. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE POLICY

Email

Policy Overview

Electronic mail (“Email”) is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy

City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mobile Device Policy

Policy Overview

The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use

The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support

Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement

The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers

While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Computer, Internet, and Network Policy

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use

The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.

2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private

regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.

3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time.

Personal phone calls must be kept to an “on emergency basis” only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Vehicles

Employees operating a City motor vehicle are required to have a proper and valid motor vehicle operator’s license. An employee who operates a motor vehicle for work and who has his license suspended, but who has acceptable court-ordered driving privileges, may nevertheless have his driving privileges temporarily suspended by the City. When the City suspends driving privileges, the employee will be temporarily reassigned. The City need not reassign an employee who drives for work and has his license suspended by a court with no work-related driving privileges. Employees that are required to drive as a part of their job are required to remain insurable on the City’s fleet liability policy. Employees must notify their supervisor of any traffic offense which may impair their ability to remain insurable or their ability to perform an essential function of their job, such as driving.

Any City employee who operates a City-owned motor vehicle, or a privately owned motor vehicle in the discharge of official City business, shall at all times during the course of operation, fully utilize the front seat occupant restraint systems provided in the vehicles and require like use of said systems by any passengers in the vehicle. Employees who operate City vehicles must have appropriate insurance coverage as designated by the Appointing Authority or Agency Head.

Use of a City-owned vehicle must be pre-approved by the employee’s supervisor. Employees shall not use, or permit the use of City automobiles for any purpose other than official City business. Passengers not on official City Business (i.e. children, spouses, friends, etc.) are not permitted in City-owned vehicles. Employees, as representatives of the City, are expected to be courteous to the public and to obey all traffic laws. City employees should drive and conduct themselves as to enhance the reputation of the City and Department.

Employees who drive City vehicles or who drive their personal vehicles for City business are subject to periodic (at least annual) record checks at the Bureau of Motor Vehicles. Employees who utilize City vehicles are responsible for reporting to their supervisor any moving traffic violations obtained while on, or off, duty as an employee’s personal driving record may impact his ability to be covered on the City’s liability policy. Employees who drive on behalf of the City are subject to reassignment and/or discipline in the event of a license revocation, suspension or traffic offense conviction

Concerns regarding repairs or vehicle maintenance must be reported to the employee's immediate supervisor.

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.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from

performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence.

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors.

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

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

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

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

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

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

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid “administrative” leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid “administrative” leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee’s position, the employee’s record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City’s discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee’s off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee’s immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide

the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed

records, maintained in a sealed file, may only be accessed by the City in response to and defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

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: _____

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

DATE: November 9, 2020

TO: Finance and Administration Committee

RE: Management Consulting Services Contract

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Request Council authorize the Mayor to enter into the attached contract with DONALD J. SCHONHARDT & ASSOCIATES, INC. for the City of Reynoldsburg 2020-2022 Comprehensive Annual Financial Report Services and Annual Accounting Consulting

This company is a specialized financial professional service and is on the City of Reynoldsburg No Bid list. There has been no increase in their fee since 2017

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
WITH DONALD J. SCHONHARDT & ASSOCIATES, INC. FOR MANAGEMENT
CONSULTING SERVICES AND WAIVE COMPETITIVE BIDDING**

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 Donald J. Schonhardt & Associates, Inc. for management consulting services for a three year contract from 2020 to 2022.

SECTION 2. That pursuant to CRC Section 8.04(c) competitive bidding is hereby suspended.

SECTION 3. That upon adoption by Council this Ordinance shall be in effect thirty days following signature by the Mayor.

EXECUTIVE SUMMARY

Overview

The City of Reynoldsburg, Ohio (City) has completed the preparation of their 2019 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Stephen M. Cicak, City Auditor, is currently in the process of planning for the preparation of the City's 2020 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2020 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by City staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous award winning CAFRs. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Reynoldsburg and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2021, the City will be required to do the following: 1) submit their 2020 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle Annual Financial Data Reporting System (Hinkle System). Both processes must be completed to meet statutory requirements.

Audit Considerations: To meet the program deadline for a Certificate of Achievement for Excellence in Financial Reporting, the City must submit a 2020 CAFR to the GFOA no later than June 30, 2021. DJS&A intends to provide the auditors with all necessary information prior to June 1, 2021. Please note that DJS&A is not responsible for the timing of the audit and makes no commitments regarding the outcome of the audit.

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the CAFR.

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2021 and 2022 CAFR at the same annual fee quoted for the 2020 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2020	\$17,000
2021	17,000
2022	17,000

The amount that will be billed to the City of Reynoldsburg for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2020 CAFR. It is anticipated that the engagement will be completed by June 30, 2021. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED (Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2020 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Finalize statement preparation formats for the CAFR and prepare one (1) final PDF version of the report suitable for fulfilling the City's GFOA filing and printing needs.

Appendix I

***Proposal to the
City of Reynoldsburg, Ohio***

***for
CONSULTING SERVICES
FOR
THE PREPARATION OF
ANNUAL FINANCIAL REPORT***

Prepared by
Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409
(614) 876-2020

October 23, 2020

Attachment: Proposal (Contract for Management Consulting Services)

EXECUTIVE SUMMARY

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Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2020 CAFR. It is anticipated that the engagement will be completed by June 30, 2021. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED (Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2020 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Finalize statement preparation formats for the CAFR and prepare one (1) final PDF version of the report suitable for fulfilling the City's GFOA filing and printing needs.

CONTRACT
for
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this _____ day of _____, 20____, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Reynoldsburg, Ohio, 7232 East Main Street, Reynoldsburg, Ohio 43068 acting through the City Mayor, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2020 Comprehensive Annual Financial Report (CAFR); and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City dated October 23, 2020, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein.

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

Scope of Services (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated October 23, 2020, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract may cover a multi-year term as specified by the number of years designated below. Each CAFR prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

_____	_____	_____
# of years	signature	Title

Term of Agreement (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination".

Compensation (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

Termination (Section IV)

The Client shall furnish the Consultant with written notice of the Consultant's alleged breach of this Agreement. The Consultant shall have thirty (30) days after the Consultant's receipt of such notice to cure such breach and, if timely cured, this Agreement shall not terminate but continue in full force and effect. If the Consultant fails to cure such alleged breach, the Client may terminate this Agreement by furnishing to the Consultant written intent to terminate and the Consultant shall have no further right to cure. Termination under this provision shall not relieve the Client any payment obligations under this Agreement. Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc., shall be made on or prior to the termination date.

General Provisions (Section V)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

General Provisions (Section V) (Continued)

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

Approved As to Form

By: _____
City Attorney

City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

By: _____
Joe Begeny, Mayor

Date: _____

Date: _____

Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409

PO #: _____

By: Roy O. Porter
Roy O. Porter, CPA
Executive Vice President

Date: 10/23/20

Attachment: Contract (Contract for Management Consulting Services)

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****ORDINANCE REQUEST**

DATE: November 9, 2020

TO: Development, Parks and Recreation Committee

RE: Media promotions Agreement for 2021 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 2021 Tomato Festival

Request authorization to enter into contract with MPE for an amount not to exceed \$90,000 for professional services as the booking agent and production services (portable stage, sound system, lighting, backline equipment) for the 2021 Tomato Festival.

The Mayor has requested that an emergency be added to the ordinance in order to have the contract executed before the end of the year.

Pursuant to Reynoldsburg Code of Ordinances Chapter 175.01 (d) *As an alternative to competitive bidding, contracts for professional services are not subject to competitive bidding requirements and shall not require further legislative authorization where there are adequate unencumbered appropriations for that purpose. Professional services includes, but are not limited to services of an accountant, appraiser, architect, attorney at law, physician,*

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone**

professional engineer, construction project manager, surveyor, or fiscal and management consultants.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2021 TOMATO
FESTIVAL, 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 an agreement with Media Promotion Enterprises (MPE) for a price not to exceed ninety thousand dollars (\$90,000.00).

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.



MEDIA PROMOTION ENTERPRISES

TALENT AND PRODUCTION CONTRACT

This agreement, and the attached addenda herein, duly executed this 8 October 2020, between **Media Promotion Enterprises** (herein known as "Producer") and the **Reynoldsburg Tomato Festival** (herein known as "Purchaser") shall verify the terms and conditions of our agreement regarding the following entertainment event.

Artists: Thursday August 12, 2021 – The Landsharks
 Friday August 13, 2021 – T.B.D.
 Saturday August 14, 2021 – T.B.D.

Dates: August 12-14, 2021

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 2021 festival as well as present talent stated above.
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.

(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-ContractTomatoFestival2021Ver2 (2021 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 backstage 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 4 strong, able bodied, and sober individuals for production load-in on Wednesday and load-in and load-out 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 on from August 11-14, 2021 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 (preferably indoors) within walking distance from stage. A space should be made available indoors for exclusive use of each headlining Artist on Friday and Saturday.
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.



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 a. Later in the year 2021 or b. Move the lineup to 2022. 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 not to exceed \$90,000.00 to be paid as follows:

- 1) A 50% deposit payable to MPE Entertainment by certified funds will be due within 15 days of issuance with the returned signed contract.
- 2) The remaining balance payable to MPE Entertainment will be due on or before August 11, 2021.

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 _____
 Name:
 Title:
 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

(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-ContractTomatoFestival2021Ver2 (2021 Tomato Festival Contract - Media)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone****ORDINANCE REQUEST**

DATE: November 9, 2020

TO: Public Service and Transportation Committee

RE: US Route 40 Preliminary Project Agreement for Franklin County

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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This legislation is a housekeeping item required for ODOT in preparation of the upcoming resurfacing project in 2021 on US Route 40 in Franklin County. The City's estimated contribution toward the project is \$246,000.00.

**AN ORDINANCE FROM THE REYNOLDSBURG CITY COUNCIL SUPPORTING
THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) PROJECT TO
RESURFACE US ROUTE 40 AND OTHER RELATED IMPROVEMENTS IN
FRANKLIN COUNTY**

WHEREAS, the City of Reynoldsburg, Frankling County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project to resurface portions of US 40 within the City limits, together with associated work; and

WHEREAS, the Ohio Department of Transportation (ODOT) has identified the need to resurface and complete all related work to US Route 40; and

WHEREAS, ODOT agrees to bear one hundred percent (100%) of the necessary costs of the State's highway improvement project; and

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, the LPA agrees that all rights-of-way required for the described Project will be acquired and/or made available in accordance with current state and federal regulations including eligible utility costs; the LPA also understands that rights-of-way costs include eligible utility costs; and

WHEREAS, the City's portion of the project is estimated to be \$246,000.00 to be allocated in 2021 and any cost of features requested by the City.

WHEREAS, the City of Reynoldsburg agrees, upon completion of the Project, to maintain the roadway, the public rights-of-way, and hold the said rights-of-way inviolate as a public highway.

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

Section 1. The Reynoldsburg City Council is hereby in support of the Ohio Department of Transportation (ODOT) project for the resurfacing and other related improvements to US Route 40 in 2021.

Section 2. Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

Section 3. The LPA agrees to cooperate with the Director of Transportation for the state of Ohio in the planning, design, and construction of the identified highway improvement project and grants consent to the Ohio Department of Transportation (ODOT) for its development and construction of the project in accordance with plans, specifications, and estimates as approve by the Director.

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

Section 4. ODOT shall assume and bear pay one hundred percent (100%) of the cost of the
necessary

costs of the state's highway improvement project with the LPA's share of the cost for
the project at an estimated \$246,000.000.

Section 5. The LPA agrees to assume and bear one hundred percent (100%) of the total cost of
those features requested by the LPA, which are not necessary for the improvement as
determined by the state and Federal Highway Administration.

Section 6. The LPA agrees that all rights-of-way required for the described project will be
acquired and/or made available in accordance with current state and federal
regulations. The LPA also understands that rights-of-way costs include eligible
utility costs. The LPA agrees that all utility accommodation, relocations, and
reimbursements will comply with the current provisions of 23 CFR 645 and the
ODOT Utilities Manual.

Section 5. Upon completion of the project, and unless otherwise agreed, the LPA shall provide
adequate maintenance for the project in accordance with all applicable state and
federal law including, but not limited to, Title 23 USC Section 116, provide ample
financial provisions, as necessary, for the maintenance of the project, shall maintain
the rights-of-way keeping it free of obstructions and hold said rights-of-way inviolate
for public highway purposes.

Section 6. This Ordinance is hereby adopted by Council and shall be in effect at the earliest date
allowed by law following the signature by the Mayor.

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

DATE: **November 9, 2020**

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 no increase 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, 2021 THROUGH DECEMBER 31, 2022 AND WAIVING 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, 2020 and the City has received quotes to renew the coverage with effective dates of January 1, 2021 through December 31, 2022; 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, 2021 through December 31, 2022.

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 and further to have rate increase in place as of January 1, 2021; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

September 24, 2020

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: Dental Dental City of Reynoldsburg 1.1.2021 Renewal (Renewal of Delta Dental Contract for 2021 and 2022)



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

September 24, 2020

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.

We have completed a comprehensive review of your dental plan premiums. Enclosed are the rates and renewal documents related to your contract renewal. Payment of the new rates will be your consent to renew Delta Dental coverage. No action is required from you at this time unless you wish to change the benefits you offer.

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.

This is a prepaid dental benefits program, so your group's first payment at this rate is due by January 1. If you do not wish to renew coverage, please provide notice to us in accordance with your Contract. Notwithstanding the above terms of this "evergreen" 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.

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, 2021

Rates - Non-Retention

Rates per enrollee per month	Current Rate(s)	Renewal Rate(s)
	January 1, 2020 through December 31, 2020	January 1, 2021 through December 31, 2021
Composite	\$99.27	\$99.27
Overall Percent Change	0.00%	

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 one 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) are payable once in any five-year period.
- 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.

Delta Dental of Ohio
Dental Benefit Highlights for
City of Reynoldsburg #0280

Delta Dental PPO (Point-of-Service)

Coverage effective **January 1, 2021**

	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 -	up to age 19	up to age 19	up to age 19

* 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 person total per Benefit Year on all services except orthodontic services. \$1,500 per person 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 Consumer Toolkit 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>.