



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

CITY COUNCIL

Committee Meetings Regular Council Meeting

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

April Beggerow
614-322-6836

Monday, July 9, 2018

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

a. Finance and Administration Committee – Committee Meeting – June 25, 2018

4. LEGISLATION FOR SECOND READING

a. ORDINANCE MAKING SUPPLEMENTAL APPROPRIATION FOR DEBT SERVICE PAYMENT (FIRST READING 6/25/2018).

5. LEGISLATION FOR THIRD READING

a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02(f) POLICE DEPARTMENT; 160.03(b) SENIOR POLICE MANAGEMENT; 160.04 OTHER COMPENSATION; 160.05(a)(1) Exempt - Salary; 160.08 (b)(6) Lieutenants; 160.08 (b)(7) Chief of Police AND 160.09 (a) GROUP INSURANCE OF CHAPTER 160 EMPLOYEE COMPENSATION. (Second Reading 6/25/2018).

b. RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019; AND DECLARING AN EMERGENCY. (Second Reading 6/25/2018).

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
June 25, 2018

Chairman Barth R. Cotner called the meeting to order at 8:52 PM

Call to Order - Roll Call

PRESENT: Clemens, Cotner, Luzader, Spalding, Joseph

ABSENT:

Approval of Agenda

Agenda stands approved.

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – June 11, 2018

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE MAKING SUPPLEMENTAL APPROPRIATION FOR DEBT SERVICE PAYMENT --- Cotner. Finance and Administration Committee.

Mr. Cicak: This ordinance is to make a supplemental appropriation from the unappropriated debt service fund. This is for the completion of the Livingston Avenue project and it is not due until December.

Mr. Cotner asked if there were further questions.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/25/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR SECOND READING

RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Minutes Acceptance: Minutes of Jun 25, 2018 7:35 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 June 25, 2018

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/25/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02(F) POLICE DEPARTMENT; 160.03(B) SENIOR POLICE MANAGEMENT; 160.04 OTHER COMPENSATION; 160.05(A)(1) EXEMPT - SALARY; 160.08 (B)(6) LIEUTENANTS; 160.08 (B)(7) CHIEF OF POLICE AND 160.09 (A) GROUP INSURANCE OF CHAPTER 160 EMPLOYEE COMPENSATION. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/25/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR THIRD READING

75-18

ORDINANCE TO REPEAL AND REPLACE ORDINANCE 14-03 PASSED MARCH 10, 2003 "THE CITY OF REYNOLDSBURG PERSONNEL POLICY AND PROCEDURE MANUAL. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 6/25/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

Minutes Acceptance: Minutes of Jun 25, 2018 7:35 PM (Approval of Minutes)

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

DATE: July 9, 2018**TO: Finance and Administration Committee****RE: Ordinance Making Supplemental Appropriation for Debt Service Payment**

Approval:

Completed Brad McCloud	Completed Jed Hood	Skipped Stephen Cicak
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Ordinance Making Supplemental Appropriation for Debt Service Payment

From the Unappropriated Debt Service Fund for the amount of \$7,767.09 be Appropriated to
Account Number 310.991.5414 Principal

For the completion of the Livingston Ave OWPC project

Payment is due 12/31/2018

Lea's lative

310.991.5414

Stat Ohio

Public Works Commission**Loan Amortization Schedule**

Reynoldsburg City

1 Ave: Brice Rd To Lancaster Ave

i.26 Interest Rate (percent): 0.0

Loan Term (years): 18.0

Schedule CC06S-0-00

Principal	Interest	Payment	Balance	Month - Per	Per Start	Principal	Interest	Payment	Balance
Loan Initialization									
7,767.09	0.00	7,767.09	271,848.17	Jul	2	271,848.17	7,767.09	0.00	279,615.2
7,767.09	0.00	7,767.09	256,313.99	Jul	4	256,313.99	7,767.09	0.00	264,081.0
7,767.09	0.00	7,767.09	240,779.81	Jul	6	240,779.81	7,767.09	0.00	248,546.9
7,767.09	0.00	7,767.09	225,245.63	Jul	8	225,245.63	7,767.09	0.00	233,012.7
7,767.09	0.00	7,767.09	209,711.45	Jul	10	209,711.45	7,767.09	0.00	217,478.5
7,767.09	0.00	7,767.09	194,177.27	Jul	12	194,177.27	7,767.09	0.00	201,944.3
7,767.09	0.00	7,767.09	178,643.09	Jul	14	178,643.09	7,767.09	0.00	186,410.1
7,767.09	0.00	7,767.09	163,108.91	Jul	16	163,108.91	7,767.09	0.00	170,876.0
7,767.09	0.00	7,767.09	147,574.73	Jul	18	147,574.73	7,767.09	0.00	155,341.8
7,767.09	0.00	7,767.09	132,040.55	Jul	20	132,040.55	7,767.09	0.00	139,807.6
7,767.09	0.00	7,767.09	116,506.37	Jul	22	116,506.37	7,767.09	0.00	124,273.4
7,767.09	0.00	7,767.09	100,972.19	Jul	24	100,972.19	7,767.09	0.00	108,739.2
7,767.09	0.00	7,767.09	85,438.01	Jul	26	85,438.01	7,767.09	0.00	93,205.1
7,767.09	0.00	7,767.09	69,903.83	Jul	28	69,903.83	7,767.09	0.00	77,670.9
7,767.09	0.00	7,767.09	54,369.65	Jul	30	54,369.65	7,767.09	0.00	62,136.7
7,767.09	0.00	7,767.09	38,835.47	Jul	32	38,835.47	7,767.09	0.00	46,602.5
7,767.09	0.00	7,767.09	23,301.29	Jul	34	23,301.29	7,767.09	0.00	31,068.3
7,767.09	0.00	7,767.09	7,767.11	Jul	36	7,767.11	7,767.11	0.00	15,534.2
									0.0

Attachment: 20180615143009512 (Ordinance Making Supplemental Appropriation for Debt Service Payment)

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: July 9, 2018****TO: Finance and Administration Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02(f) POLICE DEPARTMENT; 160.03(b) SENIOR POLICE MANAGEMENT; 160.04 OTHER COMPENSATION; 160.05(A)(1) Exempt - Salary; 160.08 (b)(6) Lieutenants; 160.08 (b)(7) Chief of Police AND 160.09 (a) GROUP INSURANCE OF CHAPTER 160 EMPLOYEE COMPENSATION.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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REQUEST CHANGES TO CHAPTER 160.01 DEFINITIONS; 160.02 (f) AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE - Police Department; 160.03 (b) SALARY SCHEDULE - Senior Police Management; 160.04 (4) OTHER COMPENSATION - Lieutenant; 160.05 OVERTIME ELIGIBILITY (A)(1) Policy - Exempt - Salary; 160.08 (b) ADMINISTRATION OF PAY PLAN Individual Increases (6) Lieutenants (7) Chief of Police AND 160.09 (a) (2) GROUP INSURANCE.

City of Reynoldsburg, Ohio
Chapter 160
Employee Compensation

Attachment: Chapter 160 changes 062018 (Chapter 160.01 - 09)

June 27, 2017

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160.01 DEFINITIONS

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

ADA: Americans With Disabilities Act.

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

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

~~Immediate Family: spouse, mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, step-son, step-daughter, step-mother, step-father, brother, brother-in-law, sister, sister-in-law, grandparents.~~

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

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

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

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

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

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

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

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

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

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

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

PERS: abbreviation for the Public Employees Retirement System.

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.

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

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

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

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

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

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

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

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

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

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

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	19
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Mayor's Secretary*	1p/t	Unclassified	15
Clerk of Courts	1	Unclassified	16
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	6
Data Entry Operator	1	Classified	6
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	15
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Finance Manager	1	Classified	21
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
Special Events/Media Coordinator	1	Unclassified	12
* Mayor's Secretary to be shared with Human Resources Department			
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	20
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	21
Development Director			
Administrative Assistant**	1pt	Unclassified	10
Planning & Zoning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	20
Human Resources Generalist	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	20
Administrative Assistant	1	Unclassified	12
Director Senior Citizens Center	1	Classified	16

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	9
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	14
Grounds Superintendent	1	Classified	14
Parks Maintenance –Crew Leader	1	Classified	11
Parks Grounds Maintenance	2	Classified	2
Parks Maintenance	2	Classified	6
Horticulturist	1	Classified	8
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	26
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	32	Classified	22A
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	8	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	25
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	14
Custodian	2	Classified	5

Maintenance Crew Leader	1	Classified	9
(2) Building Division			
Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Administrative Assistant	1	Classified	11
Code Compliance Officer	2	Classified	6
(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1p/t	Classified	10
Billing Supervisor	1	Classified	13
Account Clerk 2	4	Classified	7
(4) Street Division			
Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			
Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10
(4)(a) Storm Water Utility Division			
Asst. Superintendent	1	Classified	13
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Pollution Control Technician	1	Classified	10
Maintenance Spec/Equip Operator	1	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			
(h) DEPARTMENT OF ENGINEERING			
Director of Engineering	1	Unclassified	23

160.03 SALARY SCHEDULE

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

(a) Full Time Employees

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

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

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

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

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

Rev 154-17 12/18/2017

(b) Senior Police Management

CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE

GRADE		MINIMUM	TO	MAXIMUM
22A	Annual	\$ 81,491		\$116,441
<u>24A</u>	<u>Annual</u>	<u>\$85,565</u>		<u>\$122,263</u>
26A	Annual	\$ 85,478 89,756		\$ 122,189 128,298

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

(c) Part Time Employee

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

(d) Seasonal Employee

1) Parks and Recreation Department:

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

2) Service Department

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

3) Street Department

Street Seasonal Laborer	\$9.00 - \$10.50 per hour
-------------------------	---------------------------

(e) Occasional Labor/Independent Contract

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

(1) Parks and Recreation Department:

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

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 per hour

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

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

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

~~4) A Lieutenant who is temporarily required to perform the duties of the Chief of Police shall be paid at 12% greater pay than that of their current Lieutenant's pay for all time worked as acting Chief. This section only applies to those periods of time when the Chief of Police is incapacitated due to illness or injury, or absent due to training, conference or vacation. The Chief shall issue a written directive (Personnel Order) naming the Lieutenant and specifying inclusive times/dates for the out of rank assignment. In the case the Chief cannot issue the written directive, the Safety Director will issue the Directive. A Lieutenant assigned as acting Chief will not be eligible for overtime pay.~~

~~5)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	Police Lieutenant
<u>Deputy Chief of Police</u>	
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Planning & Zoning Administrator
Chief of Police	Tax Administrator
Finance Manager	Assistant City Prosecutors
Clerk of Council	Assistant City Attorney
Director of Senior Center	

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

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

160.06 OVERTIME PAY

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

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their

current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

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

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

160.07 LONGEVITY

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

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity their actual anniversary dated with the city.

<u>From</u> (Conclusion of):	<u>To</u> (Conclusion of):	
6 th year	9 th year	\$450.00 annually
10 th year	14 th year	\$500.00 annually
15 th year	19 th year	\$550.00 annually
20 th year	----	\$600.00 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. Basis of the Overall Salary Schedule and Adjustments

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

Each year, City Council will review the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation. In doing so, the Council will review the City's available resources, any updated survey information, and any annualized changes in the Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers – U.S. City Average published by the United States Department of Labor Bureau of Labor Statistics. Any percentage adjustment agreed upon by Council will be applied to all Pay Grades, so as to maintain the same differential between them. The adjustment will normally be effective as of January 1 of each year.

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

2. Initial Pay Grade Assignments:

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

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

3. Promotions

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

4. Transfers and Certain Other Appointments

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

(b) INDIVIDUAL INCREASES

~~Each employee covered by this Pay Plan shall maintain his or her 2002 rate of pay until January 1, 2003.~~ After January 1, 2003 and as of each January 1 thereafter, the City Council will determine the amount of increase for which employees are eligible, as follows:

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

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

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

Notwithstanding the above except as provided in Reynoldsburg Chapter, 160.08 pay increases may not exceed the maximum for any Pay Grade. So, for example, if City Council has determined to adjust the overall Pay Grades upward by two percent (2%) and to allow three percent (3%) increases for employees within the Grade, an

employee whose pay was already at the maximum for the Grade is eligible for a two percent (2%) pay increase. The remainder of the increase will be paid to the employee in the form of a 1% lump sum payment. It is possible for an employee whose performance is unsatisfactory to fall below the minimum of the Pay Grade.

2. Employees whose pay is below the grade:

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

3. Employees whose pay is above the grade:

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

4. Performance That Does Not Meet or Exceed Acceptable Levels

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

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

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

5. Probationary Employees and New Employees

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

6. ~~Lieutenants~~

~~Lieutenants, upon promotion, shall be paid at that rate which affords him or her an increase in pay of not less than 5% within pay grade 22A over the rate which was previously paid in the rank prior to promotion.~~

7. ~~Chief of Police~~

~~The Chief of Police upon promotion, shall be paid at that rate which affords him or her an increase in pay of not less than 10% within pay grade 26A over the rate which was previously held in the rank prior to promotion. If this provision does not apply, the Appointing Authority will establish the rate of at equitable level within pay grade 26A. Otherwise the base pay rates for Senior Police Management under this Pay Plan will be administered and subject to the same provisions as set forth in Reynoldsburg Chapter 160 for other employees of the City of Reynoldsburg.~~

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. ~~Any full-time employee or elected official who has received an annual city contribution into an~~

~~established health savings account (HSA) must remain a full-time employee or elected official through the calendar year for which the contribution was disbursed. Should a full-time employee or elected official separate from service with the City of Reynoldsburg, the full-time employee or elected official shall repay to the City of Reynoldsburg the pro-rata share of the City's annual contribution to his/her HSA. (For example, if an employee ceases employment on the 180th day of the year, the employee shall repay 185/365ths of the contribution.) The amount to be repaid to the City shall not exceed the amount remaining in the employee's HSA on the date of separation, so as to not require an employee to repay amounts expended for a qualifying medical expense.~~

A. The following shall apply for each full-time employee and is eligible for Medicare coverage:

The City will reimburse said full-time employee or elected official for qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not eligible for Medicare coverage.

3. Full-time employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.
5. Each permanent three-quarter (30 hour) or more employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
2. The allowances for assistance are as follows:
 - A. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
 - B. The allowances for assistance are as follows:
 1. The annual allowance for college credit coursework education assistance (per employee) is \$2,750.00 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per employee is \$1,000.00 per academic year
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.
4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year

period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.
3. Clothing shall be conducive to the safe and effective performance of required job duties.
4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.
5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.
6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

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

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All

uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

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

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

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

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount of \$850 per year. Clothing selected shall be at the discretion of the employee but shall be moderately conservative in style, cut, and color, and shall be acceptable to the local business community.

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

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

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

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****RESOLUTION REQUEST****DATE: July 9, 2018****TO: Finance and Administration Committee****RE: Resolution Adopting the Tax Budget for the City of Reynoldsburg Ohio, for the Fiscal Year Beginning January 1, 2019; AND DECLARING AN EMERGENCY.**

Approval:

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

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

Per ORC must be PASSED and EFFECTIVE prior to July 20th 2018

Emergency adoption requested upon third reading.

Public Hearing requested for 7/09/2018 as required.

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TOTAL REVENUE

DESCRIPTION

	For 2009 Actual	For 2010 Actual	For 2011 Actual	For 2012 Actual	For 2013 Actual	For 2014 Actual	For 2015 Actual	For 2016 Actual	For 2017 Actual	For 2018 Estimate	For 2019 Estimate
REVENUES											
Local Taxes											
General Property Tax --- Real Estate	277,074	281,616	284,039	248,410	245,164	247,726	241,271	242,331	247,669	255,000	255,000
Tangible Personal Property Tax	12,582	12,514	1,813	77	124	12	0	0	0	0	0
Municipal Income Tax	7,998,393	7,824,045	9,269,311	10,175,369	10,075,605	10,645,209	12,437,681	11,928,194	13,170,421	14,200,000	14,800,000
Other Local Taxes	361,200	421,118	467,430	524,950	541,963	538,770	585,574	653,667	630,438	655,000	675,000
Total Local Taxes	8,649,248	8,539,293	10,022,593	10,948,806	10,862,856	11,431,717	13,264,526	12,824,192	14,048,528	15,110,000	15,730,000

Intergovernmental Revenues

State Shared Taxes and Permits

Local Government	1,222,155	1,226,621	1,225,654	858,169	652,308	635,743	693,340	680,014	680,591	685,000	685,000
Local Government (State Share)	129,879	131,616	126,608	88,051	71,761	70,892	55,707	26,170	9,494	5,000	5,000
Estate Tax	548,908	318,601	262,042	471,401	263,113	65,767	8	681	0	0	0
Cigarette Tax	700	1,427	1,357	1,227	1,259	1,208	1,280	1,160	1,289	1,200	1,200
License Tax		0									
Liquor and Beer Permits	41,057	47,031	45,761	48,723	46,545	45,705	46,874	44,087	41,233	46,000	46,000
Gasoline Tax		0									
Library and Local Government Support Fund		0									
Property Tax Allocation - Homestead & Rollback	36,394	37,841	36,830	41,707	40,207	24,530	34,394	34,391	34,543	35,000	35,000
Other State Shared Taxes and Permits	2,708	2,429	973	0	0	0	0	0	0	0	0
Total State Shared Taxes and Permits	1,981,801	1,765,566	1,699,225	1,509,278	1,075,193	843,845	831,603	786,503	767,150	772,200	772,200

Federal Grants or Aid

State Grants or Aid

Other Grants or Aid

Total Intergovernmental Revenues

	63,729	34,234	219,574	12,722	12,895	158,492	30,041	31,329	15,743	35,000	35,000
	2,045,530	1,799,800	1,918,799	1,522,000	1,088,088	1,002,337	861,644	817,832	782,893	807,200	807,200

Special Assessments

Charges For Services

Fines, Licenses, and Permits

Miscellaneous - Interest

Other Financing Sources:

Proceeds from Sale of Debt

Transfers

Advances

Other sources

TOTAL REVENUE

	329,528	413,298	481,703	629,950	630,497	897,066	1,060,463	881,207	1,216,997	800,000	850,000
	12,383,471	11,899,943	13,528,420	14,008,320	13,634,251	14,358,020	16,148,664	15,390,272	17,101,346	17,837,400	18,582,400

DESCRIPTION	For 2009 Actual	For 2010 Actual	For 2011 Actual	For 2012 Actual	For 2013 Actual	For 2014 Actual	For 2015 Actual	For 2016 Actual	For 2017 Actual	For 2018 Estimate	For 2019 Estimate
EXPENDITURES											
Security of Persons and Property											
Personal Services	6,587,083	6,606,959	6,947,566	7,344,083	7,460,963	7,848,127	8,063,715	8,450,618	8,432,848	9,407,108	9,689,32
Travel Transportation	0										
Contractual Services	477,514	380,736	375,532	435,590	403,013	424,307	452,790	449,467	458,678	659,880	553,86
Supplies and Materials	210,922	227,646	271,301	249,118	261,163	242,060	204,791	204,693	230,819	394,900	266,74
Capital Outlay	77,850	18,190	112,744	140,205	59,286	190,815	154,327	185,001	195,621	672,000	
Total Security of Persons and Property	7,353,369	7,233,531	7,707,143	8,168,996	8,184,425	8,705,309	8,875,623	9,289,779	9,317,966	11,133,888	10,509,92
Public Health Services											
Personal Services	0										
Travel Transportation	0										
Contractual Services	202,756	202,756	205,060	205,667	212,964	219,428	257,940	271,288	285,500	302,552	310,00
Supplies and Materials	0										
Capital Outlay	0										
Total Public Health Services	202,756	202,756	205,060	205,667	212,964	219,428	257,940	271,288	285,500	302,552	310,00
Leisure Time Activities											
Personal Services	667,455	645,102	671,937	659,661	657,472	741,676	738,369	823,832	850,466	983,301	1,002,96
Travel Transportation	0	0	0	0	0	0	0	0	0	0	
Contractual Services	195,673	237,062	225,284	198,134	169,922	194,917	348,041	223,652	325,701	595,750	394,65
Supplies and Materials	78,626	92,482	82,756	81,298	100,377	148,567	132,848	169,486	184,476	256,040	240,42
Capital Outlay	6,928	21,089	1,162	20,169	24,629	19,994	58,928	263,254	36,310	367,800	
Total Leisure Time Activities	948,682	995,735	981,139	959,262	952,400	1,105,154	1,278,186	1,480,224	1,396,953	2,202,891	1,638,04
Community Environment											
Personal Services	1,110,083	990,155	677,238	731,011	787,536	759,307	772,115	812,729	863,654	938,101	956,86
Travel Transportation	0	0			0		0	0	0	0	
Contractual Services	304,951	350,524	403,707	475,324	455,435	470,043	468,472	535,223	559,809	729,800	641,14
Supplies and Materials	25,133	25,273	16,735	17,267	16,292	15,956	15,155	15,058	18,827	38,000	24,74
Capital Outlay	220	9,332	9,129	191	0	9,950	0	22,382	24,653	2,000	
Total Community Environment	1,440,387	1,375,284	1,106,809	1,223,793	1,259,263	1,255,256	1,255,742	1,385,392	1,466,943	1,707,901	1,622,75
Basic Utility Service											
Personal Services											
Travel Transportation											
Contractual Services											
Supplies and Materials											
Capital Outlay											
Total Basic Utility Services											

DESCRIPTION

For 2009 Actual	For 2010 Actual	For 2011 Actual	For 2012 Actual	For 2013 Actual	For 2014 Actual	For 2015 Actual	For 2016 Actual	For 2017 Estimate	For 2018 Estimate	For 2019 Estimate
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EXPENDITURES (Continued)

Transportation

Personal Services
Travel Transportation
Contractual Services
Supplies and Materials
Capital Outlay

Total Transportation

General Government

Personal Services
Travel Transportation
Contractual Services
Supplies and Materials
Capital Outlay

Total General Government

Debt Service

Redemption of Principal
Interest
Other Debt Service

Total Debt Service

Other Uses of Funds

Transfers
Advances
Contingencies
Other Uses of Funds

Total Other Uses of Funds

TOTAL EXPENDITURES

2,175,524	2,019,962	2,032,618	1,878,630	1,751,248	1,944,286	2,155,011	2,259,542	2,258,497	2,410,979	2,459,195
0	0	0	0	0	0	0	0	0	0	0
750,872	705,168	921,531	788,706	827,062	964,400	769,461	962,809	989,561	1,665,500	1,263,965
111,082	109,788	99,178	89,540	93,550	99,389	98,908	92,316	100,169	151,300	127,000
17,504	16,734	32,538	24,916	71,565	9,805	40,866	78,359	85,897	472,500	30,000
3,054,983	2,851,652	3,085,865	2,781,792	2,743,425	3,017,880	3,064,244	3,393,026	3,434,124	4,700,279	3,880,171
502,000	1,000,000		150,000	250,000		10,000				
0										
0										
0										
502,000	1,000,000	0	150,000	250,000	0	10,000	0	0	0	0
13,502,177	13,658,958	13,086,016	13,489,510	13,602,477	14,303,027	14,741,735	15,819,709	15,901,486	20,047,511	17,960,898
(1,118,706)	(1,759,015)	442,404	518,810	31,774	54,993	1,406,929	(429,437)	1,199,860	(2,210,111)	621,502
5,654,638	4,535,932	2,776,917	3,219,321	3,738,132	3,769,906	3,824,899	5,231,828	4,802,391	6,002,251	3,792,140
4,535,932	2,776,917	3,219,321	3,738,132	3,769,906	3,824,899	5,231,828	4,802,391	6,002,251	3,792,140	4,413,642
295,864	333,296	325,827	329,824	425,682	269,171	403,065	518,275	651,499	400,000	400,000
4,240,068	2,443,621	2,893,494	3,408,308	3,344,224	3,555,728	4,828,763	4,284,116	5,350,752	3,392,140	4,013,642

Revenues Over (Under) Expenditures

Beginning Cash Fund Balance

Ending Cash Fund Balance

Estimated Encumbrances (outstanding at year end)

Estimated Ending Unencumbered Fund Balance

Fund Balance % of expenditures

25%

Attachment: 20180607094407886 (2019 Tax Budget)

DESCRIPTION	For 2009 Actual	For 2010 Actual	For 2011 Actual	For 2012 Actual	For 2013 Actual	For 2014 Actual	For 2015 Actual	For 2016 Actual	For 2017 Estimate	For 2018 Estimate	For 2019 Estimate
REVENUE											
Real Estate & Public Utility Taxes	191,000	193,616	195,181	169,997	166,829	170,706	165,775	165,894	170,000	165,000	165,00
Tangible Personal Property Tax	9,399	9,371	7,227	4,623	2,377	2,292	1,142	0	2,500	0	
Trailer Tax	338	196	309	332	343	301	313	365	400	400	40
Real Property Tax - Homestead	25,149	25,208	25,164	14,415	17,911	34,517	22,079	22,037	20,000	20,000	20,00
TOTAL REVENUE	225,886	228,391	227,881	189,367	187,460	207,816	189,309	188,296	192,900	185,400	185,40
EXPENDITURES											
Police Pension Expenses	302,895	277,876	233,232	192,705	192,743	192,970	162,740	162,761	163,000	163,000	185,00
TOTAL EXPENDITURES	302,895	277,876	233,232	192,705	192,743	192,970	162,740	162,761	163,000	163,000	185,00
Revenues Over (Under) Expenditures	(77,009)	(49,485)	(5,351)	(3,338)	(5,283)	14,846	26,569	25,535	29,900	22,400	400
Beginning Cash Fund Balance	160,740	83,731	34,246	28,895	25,557	20,274	35,120	61,689	87,224	117,124	139,524
Ending Cash Fund Balance	83,731	34,246	28,895	25,557	20,274	35,120	61,689	87,224	117,124	139,524	139,924
Estimated Encumbrances (outstanding at end of year)	0	0	0	0	0	0	0	0	0	0	0
Estimated Ending Unencumbered Fund Balance	83,731	34,246	28,895	25,557	20,274	35,120	61,689	87,224	117,124	139,524	139,924

DESCRIPTION	For 2009 Actual	For 2010 Actual	For 2011 Actual	For 2012 Actual	For 2013 Actual	For 2014 Actual	For 2015 Actual	For 2016 Actual	For 2017 Estimate	For 2018 Estimate	For 2019 Estimate
REVENUE											
Real Estate & Public Utility Tax	0										
Tangible Personal Property Tax	0										
Trailer Tax	0										
Real Property Tax - Rollback	0										
Sale of Bonds	0										
Sale of Notes								35,942			
Operating Transfers	300,000	300,000	150,000	150,000	250,000		0	0	100,000	100,000	100,000
Operating Transfers - Income Tax	1,333,066	1,304,007	1,544,885	1,695,895	1,679,268	1,774,201	2,072,947	1,988,032	1,800,000	1,935,000	2,031,800
Interest Earned											
Miscellaneous Reimbursements			176,955	82,724		154,200					
TOTAL REVENUE	1,633,066	1,604,007	1,871,840	1,928,619	1,929,268	1,928,401	2,072,947	2,023,974	1,900,000	2,035,000	2,131,800
EXPENDITURES											
Registrar/Agent Fees	0			77,800	1,000						
Expense of Issue	0							34,320			
G.O. Note - Principal	814,828	1,189,662	1,280,663	1,241,626	1,415,520	1,396,084	1,174,296	986,433	1,328,225	1,482,500	1,416,800
G.O. Bond Principal											
G.O. Note - Interest	664,052	648,661	621,129	587,780	393,842	360,416	324,594	184,872	194,706	528,700	141,600
G.O. Bond - Interest	0				20,000			311,100			
Payment to Refunded Bond Escrow Agent											
TOTAL EXPENDITURES	1,478,880	1,838,323	1,901,792	1,907,206	1,830,362	1,756,500	1,498,890	1,516,725	1,522,931	2,011,200	1,558,400
Revenues Over (Under) Expenditures	154,186	(234,316)	(29,952)	21,413	98,906	171,901	574,057	507,249	377,069	23,800	573,250
Beginning Cash Fund Balance	216,264	370,450	136,134	106,182	127,595	226,501	398,402	972,459	1,479,708	1,856,777	1,880,577
Ending Cash Fund Balance	370,450	136,134	106,182	127,595	226,501	398,402	972,459	1,479,708	1,856,777	1,880,577	2,453,800
Estimated Encumbrances (outstanding at end of year)	148,148	0	0	0	0	0	0	0	0	0	0
Estimated Ending Unencumbered Fund Balance	222,302	136,134	106,182	127,595	226,501	398,402	972,459	1,479,708	1,856,777	1,880,577	2,453,800

FUND All Funds Not Listed on Exhibits I or II	Estimated Unencumbered Fund Balance 01/01/19	2018 Estimated Receipt	Available For Expenditure	2018 Expenditures & Encumbrances			Estimated Unencumbered Fund Balance 12/31/19
				Personal Services	Other	Total	
GOVERNMENTAL:							
SPECIAL SERVICE:							
Income Tax	613,055	600,000	1,213,055	88,434	300,000	388,434	824,621
Permissive Tax	1,174,384	270,000	1,444,384	0	275,000	275,000	1,169,384
Sewer Capacity	207,720	35,000	242,720	0	35,000	35,000	207,720
Street	2,983,963	1,450,000	4,433,963	669,834	1,000,000	1,669,834	2,764,129
State Highway	216,497	110,000	326,497		95,000	95,000	231,497
Cops in Schools Grant	0	0	0	0	0	0	0
Cops More	0	0	0	0	0	0	0
G.R.E.A.T. Grant Fund	0	0	0	0	0	0	0
Law Enforcement	260,491	30,000	290,491		35,000	35,000	255,491
Drug Enforcement	49,290	1,000	50,290		1,000	1,000	49,290
Safety Belt Program	4,376	0	4,376		0	0	4,376
DUI Education	7,401	2,500	9,901		2,500	2,500	7,401
Federal Forfeiture	98,230	30,000	128,230		25,000	25,000	103,230
Computerization Needs (court)	165,927	30,000	195,927		15,000	15,000	180,927
Law enforcement Asst Fund	16,770	1,000	17,770		1,000	1,000	16,770
TOTAL SPECIAL REVENUE FUNDS	5,798,104	2,559,500	8,357,604	758,268	1,784,500	2,542,768	5,814,836
DEBT SERVICE FUNDS							
Special Assessment	0	0	0	0	0	0	0
Taylor sq. TIEF debt retirement	290,000	568,000	858,000	0	568,000	568,000	290,000
TOTAL DEBT SERVICE FUNDS	290,000	568,000	858,000	0	568,000	568,000	290,000
CAPITAL PROJECT FUNDS							
Capital Improvements	3,401,646	5,650,000	9,051,646	0	6,000,000	6,000,000	3,051,646
Sidewalk Construction	825,815	40,000	865,815	0	1,000	1,000	864,815
Brice-Main Corridor	0	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS	4,227,461	5,690,000	9,917,461	0	6,001,000	6,001,000	3,916,461

FUND All Funds Not Reported on Exhibits I or II	Estimated Unencumbered Fund Balance 01/01/19	Estimated Receipts 2018	Total Available For Expenditures	2018 Encumbrances and Expenditures			Estimated Unencumbered Fund Balance 12/31/19
				Personal Services	Other	Total	
PROPRIETARY:							
ENTERPRISE FUNDS							
Water	1,549,974	7,100,000	8,649,974	492,150	6,350,000	6,842,150	1,807,824
Sewer	1,986,446	6,300,000	8,286,446	399,534	5,300,000	5,699,534	2,586,912
Utility Deposits	97,138	10,000	107,138	0	10,000	10,000	97,138
Storm Water	1,661,000	1,350,000	3,011,000	315,792	900,000	1,215,792	1,795,208
Solid Waste	807,000	2,000,000	2,807,000		2,000,000	2,000,000	807,000
TOTAL ENTERPRISE FUNDS	6,101,558	16,760,000	22,861,558	1,207,476	14,560,000	15,767,476	7,094,082
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Arts Commission	0	0	0	0	0	0	0
Delinquency Prevention	16,555	0	16,555	0	0	0	16,555
Beautification Commission	0	0	0	0	0	0	0
French Creek Footbridge	0	0	0	0	0	0	0
Supervision and Inspection	100,000	65,000	165,000	0	65,000	65,000	100,000
Plot Grade and Utility	75,000	75,000	150,000	0	60,000	60,000	90,000
Unclaimed Funds	45,000	5,000	50,000	0	3,000	3,000	47,000
Employee Fund	1,200	500	1,700	0	500	500	1,200
School Ski Club	0	0	0	0	0	0	0
Miscellaneous Trust	75,000	350,000	425,000	0	300,000	300,000	125,000
Board of Building Standards	9,000	7,500	16,500	0	7,500	7,500	9,000
Visitors Bureau	0	75,000	75,000	0	75,000	75,000	0
Sewer Capacity Charge - Columbus	26,000	25,000	51,000	0	25,000	25,000	26,000
Engineering Fees/Plan Reviews	100,000	35,000	135,000	0	35,000	35,000	100,000
Taylor Square School TIEF	400,000	2,000,000	2,400,000	0	1,800,000	1,800,000	600,000
Brice - Main TIF	25,000	250,000	275,000	0	275,000	275,000	0
Kroger Tif	324,000	10,000	334,000	0	1,000	1,000	333,000
Summit Rd Tif #1	5,100	0	5,100	0	0	0	5,100
Taylor Rd Tif #1	167,700	20,000	187,700	0	300	300	187,400
Taylor Rd Tif #2	14,750	800	15,550	0	50	50	15,500
TOTAL TRUST AND AGENCY FUNDS	1,384,305	2,918,800	4,303,105	0	2,647,350	2,647,350	1,655,755
TOTAL FOR MEMORANDUM ONLY	7,485,863	19,678,800	27,164,663	1,207,476	17,207,350	18,414,826	8,749,837

Attachment: 20180607094407886 (2019 Tax Budget)

STATEMENT OF PERMANENT IMPROVEMENTS

(Excludes Expenses to be Paid from Bond Issues)

DESCRIPTION	Estimated Cost of Permanent Improvement Equipment	Amount Budgeted 2019	Amount Budgeted 2019	Source Fund
TOTAL	0	0	0	

Attachment: 20180607094407886 (2019 Tax Budget)

PURPOSE OF BONDS
AND NOTES

Authority for
Levy Outside
10 Mill Limit

Date of
Issue

Date
Due

Ordinance/
Resolution

Serial
or Term

Rate of
Interest

Amounts of Bonds
& Notes Outstanding
as of 1/1/2019

Amount Required
for Principal and
Interest 2019

Source Fund to Pay
Debt Payments

INSIDE 10 MILL LIMIT

Taylor Square TIEF	4/26/16	2023	Ord 85-15	S	2.163	2,675,000	567,860	TIEF Fund
Cobblestone/Windsor San. Sewer	05/2001	2021	Ord 124-99	S	3	153,470	64,178	Sewer Fund
Public Safety Building	4/26/16	2025	Ord 85-15	S	2.163	2,690,000	418,185	Debt Retirement
Old Reyn North Waterline	7/1/03	2023	Ord 141-99	S	3.0	117,785	25,544	Water Fund
SR 256 Waterline	12/1/03	2023	Ord 103-00	S	3.0	284,559	61,712	Water Fund
Commercial Corridor Rehabilitation	7/1/04	2019	Ord 16-03	S	0	58,333	58,333	Debt Retirement
Commercial Corridor Phase II	6/28/05	2022	Ord 53-05	S	0	495,000	123,750	Debt Retirement
Huber Water Line Replacement	2012	2021	Ord 11-12	S	2.49	322,500	112,930	Water Fund
Commercial Corridor Refunding	2012	2023	Ord 80-12	S	1.7	810,000	198,770	Debt Retirement
Commercial Corridor Refunding	2012	2023	Ord 81-12	S	1.7	400,000	81,800	TIF Fund
Commercial Corridor II Partial Refunding	2012	2025	Ord 81-12	S	1.7	4,100,000	689,700	Debt Retirement
2012 Sewer Rehab and Manhole Project	2012	2022	Ord 39-12	S	2.49	150,400	39,945	Sewer Fund
Brice Road Corridor Improvements	2016	2036	Ord 22-13	S	0	949,785	54,273	Debt Retirement
2017 Stormwater Project	2017	2026	Ord 15-17	S	2.26	895,000	120,227	Stormwater Fund
2017 Main St Waterline Replacement	2017	2026	Ord 16-17	S	2.26	1,220,000	167,572	Water Fund
Livinston Ave Improvements	2018	2036	Ord 22-16	S	0	271,848	15,534	Debt Retirement
TOTAL						15,593,680	2,800,313	

OUTSIDE 10 MILL LIMIT:

TOTAL 0.00 0.00