



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, June 28, 2021

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 – June 14, 2021
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. 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. COMMUNICATIONS

- a. Treasury Board Minutes

9. MOTIONS

- a. A Motion to Approve the Economic Development Transfer Permit (TRES) for Los Pinos Mexican Grill, LLC
- b. A Motion to Approve a Resolution Authorizing the Mayor to Apply for a Grant from the Ohio Public Works Commission (OPWC) for the Waggoner Road Phase I (East Broad Street to Priestly Drive) Improvement Project
- c. A Motion to Approve a Resolution to Adopt an Expanded Reynoldsburg City Policy Supporting Minority and Women-Owned Businesses and to Direct Actions by the City Administration to Investigate, Recommend, Research, and Draft a Proposed Equal Opportunity Ordinance for the City of Reynoldsburg

10. REPORTS

- a. **Clerk of Court Report**

- 1. Clerk of Court Report

- b. **Auditor's Report**

- 1. Auditor's Reports April, 2021

- c. **West Licking Fire District**

- 1. West Licking Fire District Report

- d. **Development, Parks & Recreation Committee**

- 1. An Ordinance to Amend Chapter Eleven - Planning and Zoning Code for the City of Reynoldsburg, Ohio
 - 2. An Ordinance Establishing Chapter 785 Medical Marijuana Facilities of the Codified Ordinances for the City of Reynoldsburg

- e. **Public Safety, Law & Courts Committee**

- 1. An Ordinance to Amend Section 505.17 Nuisance Conditions Prohibited Limiting the Number of Domesticated Animals Kept in a Residential District

2. An Ordinance Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List of the Police Department
3. An Ordinance to Repeal and Replace Ordinance No. 121-19 Authorizing the Mayor to Enter into a Contract with Equivant for Courtview Software, to Waive Competitive Bidding, Appropriate Funds, and Declaring an Emergency

f. **Public Service & Transportation Committee**

1. An Ordinance to Amend Section 1399.05 Exemptions to Vacant Property Registration of the Codified Ordinances of the City of Reynoldsburg
2. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering & Bidding Services Police Department West Parking Lot and Appropriating Funds Therefor
3. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering & Bidding Services for a Traffic Signal Interconnect and Preemption System Along the Main Street Corridor (Brice to Waggoner Roads) and Appropriating Funds Therefor
4. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering, & Bidding Services for the Graham Road Multi-Use Trail/Sidewalk Extension (Palmer Road to Livingston Avenue) Project and Appropriating Funds Therefor
5. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering, & Bidding Services for the Hill Road Methodist Cemetery Improvements and Appropriating Funds Therefor
6. An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 Square Feet) from Meyersco Builders, LLC, and Declaring an Emergency
7. An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 Square Feet) from Robert E. Kenyon, Jr., and Declaring an Emergency
8. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.003 Acres) from Kevin Patel, LLC, and Declaring an Emergency
9. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.014 Acres) from Jack and Leshan Sun, and Declaring an Emergency

10. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.005 Acres) from Trivium Reynoldsburg Developments, LLC, and Declaring an Emergency
11. An Ordinance Authorizing the Mayor to Execute a Right-Of-Way Deed (0.017 Acres) to the City of Reynoldsburg to be Filed with the Franklin County Recorder's Office, and Declaring an Emergency

g. **Finance & Administration Committee**

1. An Ordinance to Amend the Personnel Procedure Manual Regarding Fleet Safety Policy Medical Marijuana, and Juneteenth Holiday

11. CONSENT AGENDA FOR EMERGENCY ADOPTION

- a. An Ordinance Authorizing the Mayor to Enter into a Contract with Strawser Paving for Construction Services for the 2021 Waterline Replacement Project, and Declaring an Emergency (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- b. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Waterline Replacement Project, and Declaring an Emergency (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- c. An Ordinance Authorizing the Mayor to Enter into a Contract with Visu-Sewer, Inc. for the 2021 Sewer Improvement Project, and Declaring an Emergency (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- d. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Sewer Line Replacement Project, and Declaring an Emergency (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- e. An Ordinance to Establish Separate Funds and Accountability for Federal Programs Authorized by the American Rescue Plan Act of 2021, and Declaring an Emergency (First Reading 6/14/2021). --- Salvati. Finance and Administration Committee.
- f. A Resolution Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2022, and Declaring an Emergency (Second Reading 6/14/2021). --- Salvati. Finance and Administration Committee.

- g. An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 Square Feet) from Meyersco Builders, LLC, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- h. An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 Square Feet) from Robert E. Kenyon, Jr., and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- i. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.003 Acres) from Kevin Patel, LLC, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- j. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.014 Acres) from Jack and Leshan Sun, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- k. An Ordinance to Accept an Unrecorded Right-Of-Way Deed (0.005 Acres) from Trivium Reynoldsburg Developments, LLC, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- l. An Ordinance Authorizing the Mayor to Execute a Right-Of-Way Deed (0.017 Acres) to the City of Reynoldsburg to be Filed with the Franklin County Recorder's Office, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.

12. CONSENT AGENDA FOR FIRST READING

- a. An Ordinance to Amend Chapter Eleven - Planning and Zoning Code for the City of Reynoldsburg, Ohio --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance Establishing Chapter 785 Medical Marijuana Facilities of the Codified Ordinances for the City of Reynoldsburg --- Baker. Development, Parks and Recreation Committee.
- c. An Ordinance to Amend Section 505.17 Nuisance Conditions Prohibited Limiting the Number of Domesticated Animals Kept in a Residential District --- Bryant. Public Safety, Law and Courts Committee.
- d. An Ordinance Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List of the Police Department --- Bryant. Public Safety, Law and Courts Committee.

- e. An Ordinance to Repeal and Replace Ordinance No. 121-19 Authorizing the Mayor to Enter into a Contract with Equivant for Courtview Software, to Waive Competitive Bidding, Appropriate Funds, and Declaring an Emergency --- Bryant. Public Safety, Law and Courts Committee.
- f. An Ordinance to Amend Section 1399.05 Exemptions to Vacant Property Registration of the Codified Ordinances for the City of Reynoldsburg --- Strickland. Public Service and Transportation Committee.
- g. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering, & Bidding Services for the Police Department West Parking Lot and Appropriating Funds Therefor --- Strickland. Public Service and Transportation Committee.
- h. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering & Bidding Services for a Traffic Signal Interconnect and Preemption System Along the Main Street Corridor (Brice to Waggoner Roads) and Appropriating Funds --- Strickland. Public Service and Transportation Committee.
- i. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering, & Bidding Services for the Graham Road Multi-Use Trail/Sidewalk Extension (Palmer Road to Livingston Avenue) Project and Appropriating Funds Therefor - -- Strickland. Public Service and Transportation Committee.
- j. An Ordinance Authorizing EMH&T to Conduct Survey, Design, Engineering, & Bidding Services for the Hill Road Methodist Cemetery Improvements and Appropriating Funds Therefor --- Strickland. Public Service and Transportation Committee.

13. CONSENT AGENDA FOR SECOND READING

- a. An Ordinance to Amend Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg to Remove Bicycle Licensing Requirements (First Reading 6/14/2021). --- Bryant. Public Safety, Law and Courts Committee.
- b. An Ordinance to Authorize the Purchase of 2000 MXU Meters from Sensus for the Upgrade Program and Waive Competitive Bidding (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- c. An Ordinance to Certify Nuisance Abatement Costs Associated with 54 Scenic Road in the City of Reynoldsburg (First Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.

- d. An Ordinance to Amend the Personnel Procedure Manual Regarding Fleet Safety Policy Medical Marijuana, and Juneteenth Holiday (First Reading 6/14/2021). --
- Salvati. Finance and Administration Committee.

14. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part A (Second Reading 6/14/2021). --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part B (Second Reading 6/14/2021). --- Baker. Development, Parks and Recreation Committee.
- c. An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Franklin County Auditor (Second Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- d. An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Licking County Auditor (Second Reading 6/14/2021). --- Strickland. Public Service and Transportation Committee.
- e. An Ordinance Appropriating Funds for the Brice Road/Main Street TIF for Agency Transfer to Allow for Payment to the Reynoldsburg City School District (Second Reading 6/14/2021). --- Salvati. Finance and Administration Committee.

15. OTHER COUNCIL MATTERS

16. UPCOMING MEETINGS

- a. June 17, 2021 BZBA
- b. June 22, 2021 Special Planning Commission
- c. June 28, 2021 Council
- d. July 1, 2021 Planning Commission
- e. July 12, 2021 Council
- f. July 15, 2021 BZBA
- g. July 26, 2021 Council

ADJOURNMENT



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 14, 2021**

Council President Leanora Jenkins called the meeting to order at 6:31 PM

Invocation - Councilmember Bhuwan Pyakurel

The invocation was given by Councilmember Pyakurel.

President Jenkins led the pledge.

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

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

a. City Council – Regular Meeting – May 24, 2021

The minutes of the May 24, 2021 regular Council meeting was approved as submitted.

RESULT:	ACCEPTED
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b. City Council – Special Meeting – May 27, 2021

The minutes of the May 27, 2021 special Council meeting was approved as submitted.

RESULT:	ACCEPTED
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Community Comments

Tatjana Bozhinovski

412 Cheyenne Way

I am honored that I was asked to speak here tonight as we celebrate immigrant heritage month. As most of you know, I was born and raised in Macedonia. I lived a very happy childhood, unconcerned about what was going to happen in the future with my country, which at that point was still Yugoslavia. My parents were concerned and knew that in order for my brother and I to have a better future, they had to move across the ocean. Just like it

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**MINUTES REGULAR MEETING
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was yesterday, dozens of friends and relatives coming to the train station to say goodbye. Tears, hugs, and promises that we will see each other again, soon. At the time, I hated my parent's decision. I was going to a country where I did not know the know language. I wouldn't know anyone or have any friends. I told my parents that they ruined my life. What I didn't know, is that shortly after we left Macedonia both my parents' factories were shut down and Yugoslavia fell apart. We would have not survived. We would have struggled. Many of my friends, I left behind, did the same, picked up their things and went to different corners of the globe. I am now, very glad that my parents made that move. America is and will probably always be the promise land. The land of opportunities. I have spoken once or twice before about my journey and others. The transition is not easy, I know. The opportunities are endless. Now, I have the opportunity to work with many new Americans who are doing their best and strive in this new land. We don't have to go too far to see this, look at our own Reynoldsburg. Look at the colors of our fabric, our schools, the businesses, different cultures, food, music, and so much more. All of this adds to the richness of our City. Immigrants make Reynoldsburg great. Immigrants make Ohio great and immigrants make American great. I am proud to be part of the committee, and some others are here with me today. The Welcome and Diversity Committee of Reynoldsburg. We have decided to present you with an all nation's flag. As we celebrate immigrant heritage month, we would like to remind all immigrants and refugees that they are all welcome here. I would ask something else of immigrants. As you are thriving here and reaching new goals, living a free life in this wonderful land of opportunities and beautiful City of Respect, never forget where you come from and always celebrate your heritage. I am a proud Macedonian American.

Rebecca Nelson

223 Blenheim Road
Columbus

Good evening Council. My name is Rebecca Nelson. I am here to support everything you and your City is doing around National Immigrant Month. I notice the Pride conversation on the agenda as well. I thought I would open by sharing a personal family story as to why all this is so important to me. My Mom is the Hawaiian Chinese side and my Dad is the Danish side. Their marriage is one of the three marriages that changed the anti-miscegenation law in South Dakota. Since then, we celebrated Loving Day, which celebrates when interracial marriages were allowed in this country. The Virginia case. I think there is an intersection between who we are as immigrants and who we are as leaders, with in our families and who we can chose to love and be with, to who we are as Americans and who we want to be as humans. My Grandfather, on my Dad's side, was a tenant farmer his entire life. They never owned property. They lived through the dust bowl in the South Dakota and he wrote a letter

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to the Agrion Times. I always think about Grandpa, who never went beyond a 4th grade education. For me as a product of immigrants and working now with many immigrants across central Ohio, it's important that we uplift our personal stories and truths to know where we want to go. I did want to share this great video that's being shared around National Immigrant Month. It's called "Out of Many, We Are One." The person who speaks throughout the video, her name is Guerline Jozef, is the president of the Haitian Bridge Alliance. One of the things she says in the video really speaks to me. It says "we've come to bring our full selves." I want to thank you as a Council for being forward thinking and knowing that the path forward is being a welcoming City and to accept that support and advocate for all. Thank you for standing with immigrants.

John Seryak

8322 Bedlington

I am also a member of the Welcome and Diversity Committee and I was asked to come and just say a few words. During the time Mayor Begeny was elected, I spoke to him personally, we has been so kind to give his time to me. I told him, my neighborhood is changing. In 18 months we have had people walking around and I was just so struck to say we will have cultural shifts in our community and we should have conversations about that. I was listening to my neighbors who had positive comments and there were concerns. I said Mr. Mayor we should get a committee here and he was amazingly receptive to that and I think the Citizens committees is one of the fruits from that conversation I had with the Mayor. So I am on the Welcome and Diversity Committee and I was asked to say a few words. After i was asked that, I woke up the next morning to do my regular routine and I'm a member of a book club and the book we are reading is a member of fertility and social friendship by Pope Francis. And so I thought better than me speak, I'll let Pope Francis say a few words about members of Diversity here in our Community of Reynoldsburg. I will quote him, "Our local experience needs to develop in contrast to and in harmony with the experiences of others living in diverse cultural contexts. In fact, a healthy openness never threatens once own identity. A living in culture enriched by other elements does not import a mirror carbon copy of elements but integrates them in its own unique way. The result is a new symphonist that is ultimately beneficial to all since the original cultural itself, ends up being nourished. That is why I have urged indigenous people to cherish their roots and their accentual cultures. The same time though, I wanted to stress that I have no intention of proposing a completely enclosed historic static indigenouness that would reject any kind of blending. For our own cultural identity is strengthened and enriched dialogue for those like ourselves. Nor is our authentic identify preserved by an impoverish isolation. The world grows and is filled with new beauty, thanks to the success of symphonist produced by cultures that are open and free

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of any form of cultural impositions. For a healthy relationship between love of one's land and a sound sense of family to one's family, it is helpful to keep in mind that global society is not the sum total of differences but rather the communion that exist among them. Thank you Council for this time.

David Hamad

Dave's Tires Wheels & Auto Service

Dear Mr. Mayor, Members of City Council, my fellow merchants and fellow citizens, My name is Dave Hamad. I own Dave's Tires Wheels and Auto Service on Main Street in Reynoldsburg. I've been in business for 31 years and a Reynoldsburg resident for 40+ years. Like most of my fellow merchants, our homes are here, our children have been in or are in our school system. We have definitely taken our civic responsibilities very seriously and, when needed for our city, have stepped up. Most of our merchants remember "Streetscape" when the traffic disruptions put some out of business and crippled many others. We all bought into that project as a matter of civic priority despite the pain and financial hardship it caused.

Fast forward to 2021. We all are facing a new issue. I can't be sure who is backing this assault on our merchants and property owners. It has been a very difficult 18 months for all of us with the pandemic and all that has come with it.

While I was in the hospital a zoning code inspector stopped by my store and talked to my office manager. His name is William Delong and he claimed he has the full authority of the city. He wanted me to repave my parking lot (not needed), remove the concrete apron of the building and put new concrete in (not needed), paint the building and hide the dumpster as well as a few other things. I have since found out that the code inspector has made the same demands of my fellow merchants. This all came with threats of fines and worse if we do not comply. I am not sure about anyone else but I don't have \$60,000 or so for capital improvements.

My property tax at the store is over \$22,000.00 and my house is over \$7,500.00 per year plus all of the payroll taxes and on and on. And now the city wants even more from all of the property owners using threats and intimidation. How can this possibly be happening? Please, City Leaders, stop this before you kill the goose that lays the golden eggs!!!

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MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL June 14, 2021

Gregg Detty

1531 Truro Avenue

Dear President Jenkins and Members of Council

Issue 1 - **Drug rehab that has moved into 1551 Truro Ave**

When 1551 Truro Ave. facility was built, the use was to be for a MRDD home. Our neighborhood attended multiple Council meetings trying to block this. We felt that those in charge did not care and it was built. Now it is in use by Lighthouse Behavioral Health Solutions for drug rehab. We, the Truro Ave Residents, were not notified prior to this change. I am concerned for the safety of my pet, grandchildren and ourselves. There has been ongoing suspicious behavior since the move in back in April 2021. This includes Fire, EMS, Reynoldsburg police and Sheriff Department. All have documented runs to the 1551 Truro location. This was a quiet residential street. It was rare for any law enforcement or Emergency services to have a reason to be in this “forgotten” street. The traffic has greatly increased at all hours for the day and night. And still a lot of horn honking from the Lighthouse drivers. We have documented activity and safety concerns with Reynoldsburg Police Department and Franklin County Sheriff's department.

The documented activity is still on going.

Issue 2 - **Apple Alley**

This was put on the City maps in the 1800's. It was never built. I have maintained, at my expense, the portion of Apple Alley behind my properties for the past 30 years. The area is approximately 20 feet wide and 120 feet long. I spoke with the past and present City Attorneys over the last 5 years to acquire this swath of land that I have been maintaining. Both were going to research for an answer to my inquiry.

Bill Samson had Apple Alley surveyed, at taxpayers' expense, and deemed it too costly to utilize.

Issue 3 - **Sale of City Water Plant**

The proposed Sale and Future development of the City Water Plant, will cause hardships on this quiet residential neighborhood. Property value decrease, potential crime, traffic increase, litter and noise. Truro Ave is a single lane road beginning just past my property and continuing on to John St. There is no other road access to the City Water Plant. Truro Ave is a very old and well-established quiet neighborhood and not designed for the traffic increase from a potential Condo/Apartment development. In my opinion, Reynoldsburg has enough Apartment complexes. Only the Developer will benefit from this.

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Mayor Begeny

I have some proclamations.

Office of the Mayor Proclamation

WHEREAS, For many years, yoga teachers and students desired a collective global celebration of the over 5,000 year old physical, mental, and spiritual practice of yoga; and

WHEREAS, In 2014, the United Nations General Assembly declared June 21 the International Day of Yoga. During his address to the General Assembly in support of declaring the global celebration, the Prime Minister of India, Narendra Modi, observed, “Yoga is an invaluable gift of India’s ancient tradition. It embodies unity of mind and body; thought and action; restraint and fulfillment; harmony between man and nature; a holistic approach to health and well-being. It is not about exercise but to discover the sense of oneness with yourself, the world and the nature”; and

WHEREAS, The word “yoga” is derived from the Sanskrit work “yuj,” which means “to unite or integrate,” and one objective of yoga practice is to harmonize the body, spirit, and mind through various breathing exercises, yoga poses, also called asana, and meditation; and

WHEREAS, There are an estimated 36 million Americans who practice Yoga; and

WHEREAS, While Yoga originated from Hindu and Vedic traditions, yoga is currently practiced by people of different cultures, traditions, religions, and nationalities, demonstrating that all people have the shared goal to uplift the human experience; and

WHEREAS, Yoga brings strength, stability, and unity within the body, mind, and emotions. Yoga, however, can be more than a type of mental or physical exercise. Yoga may be used as a means to discover a sense of oneness and connection within oneself, other people, the world, nature, and the universe. A regular practice of yoga may help promote a healthy body, a violence-free society, a clear mind, an open intellect, peacefulness with past experiences, a joyful soul, and a strong breath.

NOW, THEREFORE, I, Joe Begeny, Mayor of the City of Reynoldsburg, Ohio proclaim June 21, 2021, as:

INTERNATIONAL DAY OF YOGA

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Akshay Dhariwal

I am here to talk about international yoga day. I start by saying during this pandemic time, the importance of the physical elements and nature. Yoga is commonly understood as a therapy or exercise system for health and wellness. Physical and mental health are natural consequences of yoga. The goal of yoga is to raise consciousness. Yoga is about harmonizing one's self and aligning individual comicality to achieve the highest level of perception and harmony. The practice of yoga is believed to have started with the dawn of civilization long before the first religions or belief systems were born. Yoga does not adhere to any particular religion, belief system, or community. It has always been approached for a technology of inner wellbeing. Anyone who practices yoga can reap its benefits and achieve the practices within one's faith or culture. Thank you.

**Office of the Mayor
Proclamation**

WHEREAS, it is one of the responsibilities of the Mayor of Reynoldsburg to recognize occasions of outstanding significance; and

WHEREAS, the City of Reynoldsburg recognizes that many members of our community continue to face hardship because of their identity; and

WHEREAS, the City of Reynoldsburg supports the rights of every citizen to experience equality and freedom from discrimination and is committed to an inclusive, safe, and welcoming place for all those who live here; and

WHEREAS, all people regardless of age, race, color, religion, marital status, national origin, sexual orientation, gender identity, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, the City of Reynoldsburg accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) communities contribute to the cultural, civic and economic successes of the City of Reynoldsburg; and

WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender, we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice.

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NOW, THEREFORE, I, Mayor Joe Begeny do hereby recognize June 2021, as

PRIDE MONTH

in the City of Reynoldsburg, Ohio and urge our residents to reflect on the ongoing struggle for equality that members of the LGBTQ community face and celebrate their contributions which enhance our City.

**Office of the Mayor
Proclamation**

WHEREAS, Juneteenth is a holiday marking the end of slavery in the United States; and,
WHEREAS, this year marks the 2nd City of Reynoldsburg Juneteenth Freedom Day Recognition; and,

WHEREAS, the Emancipation Proclamation went into effect January 1, 1863; and

WHEREAS, the Civil War ended in April 1865; and

WHEREAS, when Union Army General Gordon Granger landed at the Texas Port City of Galveston in June 1865 one of his first actions on June 19, 1865 was to read General Order #3, which stated that all slaves are free and that former masters and slaves have absolute equality of personal and property rights; and,

WHEREAS, following his statement, June 19th (Juneteenth) became the emancipation date of those long suffering for freedom; and,

WHEREAS, since then, as the oldest known celebration commemorating the end of slavery in America, this tradition of celebration has remained strong well into the 21st century to recognize the triumph of the human spirit over the cruelty of slavery and to honor the strength, endurance, and faith of African American ancestors; and,

WHEREAS, it is imperative that citizens across the state join together to acknowledge this time in our history that is a recognized holiday in 47 of 50 states, that works to carry on the nation's ideals of equality and democracy and celebrate the joys of liberty and justice for every American citizen;

NOW, THEREFORE, I, Joe Begeny, Mayor of the City of Reynoldsburg, do hereby proclaim June 19, 2021 as

JUNETEENTH CELEBRATION DAY

I have gotten the luxury of celebrating Mary Lou Curtis and her 100th birthday. I was honored to celebrate her 99th birthday last year during a pandemic drive by. This year we got a huge group of people together at Huber Park for cake, cookies, and ice cream. She is in

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better shape than I am. This woman has accomplished so many things in her life, including being a substitute in our school system, an American Airlines stewardess. We joked that she was born at the tail end of a pandemic and here she is already at the next one. She has seen 100 years of American history, the good, the bad and everything in between. I would like to wish her a very happy birthday, if she is watching yet again. Thank you.

Discussion of Upcoming Juneteenth Event

Councilmember Lawson-Rowe

I would like to highlight the point of relationship building and connections. It is my passion and makes my heart beat. I would like to personally thank Mr. Chavez. It's because of his relationship that I met him and he introduced me to many members of the African American male wellness group. He has introduced me to Mr. Gregory, a resident and neighbor here in Reynoldsburg. I would like for them to come forward. They have a presentation they would like to share. This is a segue into our celebration that we are planning for this Saturday at Huber Park from 10:00 AM to 3:00 PM. I hope everyone here in the audience and my Council colleagues will join us in all of the fun.

John Gregory

Thank you Council. My wife and I are proud Reynoldsburg residents. We are so what this City Council is doing in Reynoldsburg with all of the new improvements. Reynoldsburg is catching up and you should give yourselves a round of applause for doing a great job. I am here today to discuss the partnering with members of the City of Reynoldsburg and getting representatives from every City to be an ambassador. I would just like to show you the card that we have. Councilmember Baker is an ambassador for Reynoldsburg. He is going to create a Reynoldsburg Passion Team. This initiative is about saving African American men. The day is August 14th. Free testing and vaccines with the county health department will be available. African American male life expectancy is 67, while white male is 79. We're trying to close that gap. We have lots of different programs. We have a fatherhood program. In Franklin County, 73% of African American kids are kindergarten ready. We work to get fathers involved with their kids so they can become kindergarten ready. We have cook with Dad programs where we cook with kids so that fathers and their kids can be together. We do a financial wellness for African Americans to get them prepared and close that gap too. We also do an opiate campaign and there is will be a table at your event. People don't really understand that in your urban community, we have an opiate crisis as well. We have a lot of stuff going on

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and we are proud to be here on Saturday. We thank the City Council, Marlin, and Chavez are the ones that pulled this together.

Marlon Platt

Thank you for having us today. Thank you Mayor for jumping in and being so willing to advocate and celebrate Juneteenth. To have the City of Reynoldsburg embrace that and have Councilmember Lawson-Rowe really put this on her back and make this event and do what's right. I want to give you a round of applause. You have been a blessing and a pleasure to work with. We are really looking to come out and make a change and work as well as Franklin County. The weather is looking good and were excited for the event on Saturday. Thank you.

John Gregory

Were excited. We chose to come here and be here with you all. I am a proud Reynoldsburg resident. So see you all Saturday and have a great time. Thank you very much for your support.

Councilmember Baker

I wanted to say thank you and welcome you to Reynoldsburg. Mr. Gregory's son and I played football together.

Councilmember Pyakurel

I was talking to Councilmember Lawson-Rowe and the 5k Walk/Run Saturday, I am going to claim that first prize.

John Gregory

We want everyone to come to the walk Saturday. Everyone is welcome. I should have told you this Thursday of the week, we want the men to bring the woman in their life to get screened. Women don't like to get screened either. OSU will be there to get you screened as well. Free mammogram and a couple others as well.

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Public Hearing

A Resolution Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2022, and Declaring an Emergency

Auditor Cicak

Council has had an opportunity to review a copy of the budget spreadsheet for a few weeks. If you have any questions, I'll be happy to answer them.

Communications

Motions

A MOTION TO APPROVE A RESOLUTION OF APPRECIATION FOR TINA MAHARATH

Senator Maharath

Councilmember Pyakurel undersold this to me, I thought I was just coming to recognize Asian Americans. I don't have anything prepared. The last time I lived in Reynoldsburg was 2008. This is the last place I lived before I was placed in foster services. My history with Reynoldsburg has been long and enduring. There has been a lot of trauma, but I am happy the people like me and Bhuwan are trying to make success for our future generation of refugees. My time at Reynoldsburg High school, I was the only Laotian at the time. During that time, I always had a battle of I am not Asian enough, not American enough, but finally I found my place here in Reynoldsburg as the first Asian American woman. I appreciate your time here today and everlasting efforts to be more inclusive. Back in 2008, the refugee resettlement services were slim to none, so it's very refreshing to see more diversity and to see us welcomed here in the City of Reynoldsburg.

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

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A MOTION TO APPROVE A RESOLUTION RECOGNIZING PRIDE MONTH - JUNE, 2021

Councilmember Bryant reads the motion into the minutes.

Councilmember Lawson-Rowe

I just wanted to personally thank Councilmember Bryant for planning and executing the pride celebration that we had at Civic Park this past Saturday. It was a huge success and great turn out. Good job, thank you.

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

A MOTION TO APPROVE A RESOLUTION RECOGNIZING THE CITY OF REYNOLDSBURG AS A WELCOMING CITY THAT CELEBRATES THE GROWING DIVERSITY OF ITS RESIDENTS AND ACKNOWLEDGES THAT REFUGEES, IMMIGRANTS, AND ALL NEWCOMERS ENHANCE THE CULTURE AND THE ECONOMY BY ACKNOWLEDGING WORLD REFUGEE DAY

Councilmember Pyakurel

I spent 18 years of my of my life in a refugee camp in Nepal. All because of the rulers. Today, I sit here in City Council and recognize this day. This is very important to me, and thousands and millions of refugees around the world. Thank you for this country and the people of this country for giving me an opportunity to live a second chance of my life. Thank you all. This is so much more important than anything else, you can imagine. I often tell it's more important than even God, because if you are a citizen, you can chose which God you want to pray to. This is a very important day. This country has given everything possible; a country that recognizes me as human and others.

I also want to thank Tatjana, for coming out and speaking and bringing the all nations flag today. I did not know this until this morning. Thank you for doing all the work behind the scenes and John for being a longtime resident here and recognizing the diversity of the community. It is so important. Thank you so much for that. Akshay, thank you for coming all the way and speaking about this. Hearing your story that is very important and that we continue to tell our story. Senator Maharath's story behind each one of us. You are an inspiration. Many young people, especially young ladies, look at

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you, my daughter talks about you quite a lot. They talk about being a Senator and all kinds of politics. Thank you for being what who you are and what you're doing. Thank you everyone for being here and recognizing this day. I also like to recognize Auditor Cicak for bringing the importance of language and being able to speak language and native language. We provide language services or the ability to speak language other than English.

Councilmember Baker

I want to thank Tatjana and the Committee for that presentation. They really highlight what Reynoldsburg is. We are growing into that motto of The City of Respect. Councilmember Pyakurel, don't sell yourself short. You are a true historic of coming here and making something. Mr. Mayor, thank you. It is an honor and a privilege to be called the City of Respect and all are welcome, no matter who you are or where you are from.

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

A MOTION TO APPROVE A RESOLUTION TO PROCLAIM JUNE AS BRAIN AND ALZHEIMER AWARENESS MONTH

Councilmember Bryant

Thank you Councilmember Cotner for bringing this motion forward. I think you are well aware of my family's story and struggle. Thank you.

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

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Reports

Liquor Permit

YUSH SPORTS BAR LIQUOR PERMIT

Chief Baker

We completed an investigation for a transfer of a liquor permit held by Bhim International Market LLC that was doing business as DBA VS Cafe at 1355 Briarcliff Road. The permit is being transferred to Yush Sports Bar and doing business as Chautari Sports Bar. It is owned by <INAUDIBLE>. The permit is a D1, D2, D3, D6 in class, which allows for the sale of beer, wine and liquor on premise and also allows for the sale of intoxicating liquors on Sundays. There have been no alcohol related calls between now and 2018 at that location. The Ohio Department of Liquor Control advised our department that the transfer does have a tax issue that could prevent transfer from happening, but that is not an issue that we decide. I do not request a hearing for this permit at this time. Thank you.

RESULT:	READ INTO THE MINUTES
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There is no Development, Parks and Recreation Committee meeting.

Public Safety, Law & Courts Committee

This is the Public Safety, Laws & Court Committee meeting for June 14, 2021.

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

AN ORDINANCE TO AMEND SECTION 505.17 NUISANCE CONDITIONS PROHIBITED LIMITING THE NUMBER OF DOMESTICATED ANIMALS KEPT IN A RESIDENTIAL DISTRICT --- Bryant. Public Safety, Law and Courts Committee.

Attorney Shook

This is an ordinance that is being brought before Council for a work session. This is not a particularly popular ordinance, it's not the kind of law you need until you have a situation that demonstrated your need for it. Later in the meeting this evening you

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will be hearing an ordinance for the certification for nuisance abatement cost associated with the property over on Scenic Road. We had a situation where residents has been harboring over 40 Australian shepherds. For years they had been engaged in breeding activities and it got to the point where the property became inhabitable for animals and humans. We had to condemn the property and engage in self-help efforts to clean the property. This raised the question of where we are at a City and the ability to address situations like that in the future. We are a suburban community and not an agricultural community as are the residential lots. I researched other communities and how they address them. Bexley has animal limitation of 5 dogs, cats and/or chickens combined. Upper Arlington has a maximum of 4 dogs and cats combined, as well as Grandview and Hilliard. Whitehall has a maximum of 3 dogs. The ordinance being presented is intentionally blank as to what that number and it would be what is best for the City and there would be a recommendation that there is a number that would promote both health and sanitary conditions in the community and support the humane treatment of animals in our community as we know there can become a point an individual is no longer capable of handling a situation and a number of animals and being able to provide care for them as necessary. This is on for a work session for that kind of discussion. I reached out to the executive director of the Licking County Humane Society and I wanted to make sure that we were considering whether a limitation would be the proper humane action, she agreed in a suburban community such as Reynoldsburg, there is an appropriate limitation that both promotes health and safety as well as humane treatment for those animals. I would like to have significant discussion and direction as to where to go with this.

Councilmember Bryant

I think one of the things that we need to be mindful of is the residents that already may have a number of animals whether their cats, dogs or otherwise, we don't want to be in a position of telling anyone that they need to get rid of their pets. I think one thing we need to be doing here is coming up with a solution of grandfathering in people that have multiple pets but also so we don't have another incident like Scenic Drive.

Attorney Shook

Yes, I think that's something we can accommodate. We obviously want to look for the right language of how to grandfather that in and keep in mind there may be situations in the City that we just don't know about.

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Councilmember Bryant

I don't know how this would affect people that have a lawful breeding service. When we're looking at the numbers, we need to possibly look at an age of an animal. If someone dog has a litter of 10 puppies, that could put them over the limit of number of animals.

Attorney Shook

Yeah, in my discussion with the executive director of the humane society, she expressed the long standing position of various humane societies around the country that they are opposed to private residential breeding. But she did recommend that we create an exemption for a six months older or younger puppies or kittens.

Councilmember Bryant

That seems appropriate to me.

Councilmember Pyakurel

So 40 animals were found, what were they doing with those animals?

Attorney Shook

Well, there's a pretty long background here. Since we're going to talk about later on, I will give a little bit of background now. This is a property that had been reported by several neighbors on the street. This is an offshoot street from Broad Street. It's in the Jefferson township portion. In 2019 there was an investigation conducted by the Department of Agriculture, to determine if they were required to the license commercial breeder and determined that the dogs on the premises for being treated inhumanely. At the time the conclusion was that they were not a commercial breeder but it was apparent they were engaging in breeding activity. In addition at that time the Capital Area Humane Society determined that the dogs were not being treated in a humane condition. However, what happened after that, is that the owners started keeping the dogs inside and not letting them outside. At that point the condition of the property deteriorate over a short period time. So I think the history here was that they were breeding and then at some point they just could not continue to handle the situation.

Councilmember Bryant

We did an overhaul of the animals and fowl code about a year and a half ago and I don't recall there being any limits on breeding, is that permitted in the City?



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Attorney Shook

We have provisions in our zoning code that we put certain commercial activity in residential districts. We are bringing some zoning code changes here in the next couple meetings and I think that is something that we can discuss then, essentially with commercial activity in a residential home, no one should be able to tell that's what is going on. And if you can tell that is what is going on, that they are engaging in commercial breeding, then that would be a zoning code violation in the City. Nothing specific. Certainly we can put that in there, but it is a difficult thing to police unless they are putting themselves out there as a commercial breeder in a residential area of the City.

President Jenkins

When you researched the other communities and you found the numbers to be 3 and 4 for dogs and cats, did you find any exceptions for breeders?

Attorney Shook

They did not. They did have similar exception for puppies and kittens under a certain age. I can tell you the City of Whitehall has had their restriction in for several decades. They were actually sued back in 1991 over their ordinance and they were actually able to uphold their ordinance. I don't think in my conversations with Chair Bryant, we were thinking of doing anything as restrictive as Whitehall does in limiting their ownership to just 3 dogs. The number in the proposed ordinance is intentionally blank, we don't know what that number will be but there is a correct number. It may just be a number that we have to reach a compromise about. I can tell you the recommendation of the Licking County Executive Director of the Humane Society was 6 to 8 dogs. We did not discuss limitations on cats. Dogs of course present additional presence of nuisance issues in neighborhoods that cats don't because they are louder. That is why we have dog barking ordinances.

Councilmember Baker

When you give a general number of 5 dogs, 5 cats, that's not a total but what you can have of each breed?

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Attorney Shook

In Grandview and Hilliard, you can have 4 cats and 4 dogs, up to 8 total. In Bexley its 5 total of dogs, cats or chickens, in any combination. And Upper Arlington it's a combination maximum of any kind.

Councilmember Bryant

I would suggest, we discussed having a limit on the number of dogs but leaving cats out of it. I don't know how anybody on Council feels about that, if there should be a total number of dogs and cats or if we want to just look at the number of dogs for the reason of noise and taking them outdoors.

Councilmember Baker

I would say if you're doing one for dogs, you have to do one for cats, it's only fair. Some people are dog lovers and not cat and vice versa, we want to make sure its equal. I'm leaning towards making it a total number of animals. Just an overall number.

Councilmember Cotner

I am trying to think it all through. If we are doing it for nuisance purposes, that house could have just as easily had 40 cats in it. I have gone into places that they had cats that weren't taken care of either. It's good to have a work session for these issues. If you did 8 and 8, 16 animals in a Huber home. That's a lot of animals that your neighbors have to put up with maybe. I don't know the answer either, but it's worth talking about.

Attorney Shook

6-8 was the recommendation from Licking County Humane Society. I have a good working relationship with her, I used to be a board member for the humane society there. Her recommendation was limited to a suburban community, it would be different if we had an abundance of farmland. We have different size homes like Huber homes, there needs to be a number there. It's difficult because we're talking about animals that we care about and then our neighbors who we may know own more than the number we are thinking about and that makes it very difficult. My suggestion would be to get back with Chair Bryant and draft something consistent with the recommendations and bring it back to Council at a future date.

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RESULT:**REFERRED TO COMMITTEE****Next: 6/28/2021 6:30 PM**

An Ordinance to Amend Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg to Remove Bicycle Licensing Requirements

Attorney Shook

This was brought to my attention by our Police Department. They had been contacted by a resident to obtain a bicycle license, at which time, we all became aware that we have an ordinance on the books to obtain a bicycle license, so kudos to that resident for following the law. However, we have not issued bicycle license in anyone's memory who currently works at the Reynoldsburg Police Department. This is not a law that we have enforced or giving people the opportunity to comply because we have not been issuing them. As a general bicycle license, the purpose is twofold, one they are used to identify stolen bicycles and for others it's to raise revenue. We do not see a need for a licensing requirement, we haven't for several decades, we are not enforcing it and it seems appropriate to take it off the books.

Councilmember Baker

When was this written?

Attorney Shook

It was written before most of us were born.

Councilmember Pyakurel

It reminds me from awhile back in Bhutan, we were required to buy a license for a radio.

Attorney Shook

I would ask that this be moved forward for a first reading.

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

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Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for June 14, 2021.

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

An Ordinance to Authorize the Purchase of 2000 MXU Meters from Sensus for the Upgrade Program and Waive Competitive Bidding

Director Dorman

This ordinance is so the City can begin completing the implementation of our remote reads. Back in the day you had someone walk around and read the physical meter. Bermax is a company that drives around and as they drive the reads will hit them and then they have to come and download them. These MXUs, the City has started installing them a couple years ago, they are remote reads. What this allows your meter to read every 12 hours. So your meter sends the read to the cell tower and we have the software to download your reading. We are able to pinpoint if someone has leaks or high consumption and we can contact the resident and advise them they may want to get it checked. We have technicians that we can send out if it's an older couple or someone who needs help. Paul Hellman is here, he is the City Water Superintendent. The City has a few cycles is what we call it, every quarter we send out bills. We have completed one in putting these out, our goal is to complete two other cycles so we can get away from Bermax, which will save us some money. We will be able to provide our residents better customer service and readings with the MXUs.

Councilmember Strickland

Once this is passed, how long will it take for us to get this new software in?

Director Dorman

The City was working in this for a few years before I came on board. We're getting all the pieces in place, the software for billing is another goal that hopefully, mid next year, you would have the entire City complete. You have some businesses too with two meters. Our goal is middle next year we will be completely done. It is budgeted

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for in the Water Department CIP budget. At the end of this year the Bermax one will expire so we will have to enter into some kind of 1 year extension with them based on where we are with these.

Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Lawson-Rowe. Motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract with Strawser Paving for Construction Services for the 2021 Waterline Replacement Project, and Declaring it an Emergency

Director Dorman

A few months ago we came to Council for EMH&T to do the design for this project. We discussed where we would be doing this and why. This line was constructed in the 1950's. We have had several breaks on this line throughout the years. When we look at replacing a line we look at several things, the age, the material and break history. If have 6 or 7 breaks we know that that line needs repaired. EMH&T went out and did the design, we bid it out. We got 3 bids. \$827,137.00, there is a contingency also.

Councilmember Strickland

Have we done work with Strawser before?

Director Dorman

Yes, pretty much every year they pick up 1 or 2 projects, they are currently doing our street project as well.

Councilmember Pyakurel

Why is this an emergency?

Direct Dorman

This is something we will work on next year in charter review. Any of my public work projects, they have a 60 day turnaround. We either have to sign or deny the contracts within 60 days. We open these on May 28th. If we do the 3 reads plus the 30 day referendum, that puts me beyond the contract. That's the way it's been for years. WE can do two reads but three would be past the timeline.

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Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Pyakurel. Motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Waterline Replacement Project, and Declaring an Emergency

Director Dorman

This essentially is part b to the ordinance we just read. This allows EMH&T to go out there. We always have an onsite inspector on all of our projects which is great because if the residents have questions they can walk out their door and speak with a representative from the City. They are measuring quantities and the work is being done per the drawings. They are our quality assurance.

Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Lawson-Rowe. Motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract with Visu-Sewer, Inc. for the 2021 Sewer Improvement Project, and Declaring it an Emergency

Director Dorman

Every year we do a water and sewer project, this is our sewer project this year. As you know, we are mandated my EPA sewer requirements. We go out every year and camera the sewer lines. With the flooding we had, a lot of areas in the City our water lines and sewer lines run parallel pretty close to each other. Our storm sewer lines are not water tight and are not supposed to be. But sanitary should be but over time they tend to separate and gets cracks them. So we have a company come in and line them, they basically put a sock over. They put it in one man hole and out the other. The heat it up and it causes it to harden. When they are done it's like a brand new pipe without having to dig it up. The good thing about that is when you have somewhere like the Briarcliff area, the storm sewer has nowhere to go with the flooding. The stream starts to flow into the sanitary sewer. We hope it will help with the backup issues in some of these areas as well.

Councilmember Strickland

Where will be concentrating on?



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Director Dorman

The Briarcliff area, it was supposed to be another but it was moved to Briarcliff.

Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Pyakurel. Motion carries.

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Sewer Line Replacement Project, and Declaring an Emergency

Director Dorman

Once again part b to the above ordinance. An inspector out there on site working.

Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Pyakurel. Motion carries.

An Ordinance to Certify Nuisance Abatement Costs Associated with 54 Scenic Drive in the City of Reynoldsburg

Attorney Shook

This is an item that we discussed early in the Council meeting. The photographs of the property before and after clean up were sent to members of Council so you can get an idea of the property and the cost of the cleanup. It's clear in the aftermath, that the widow did not have the financial ability to be able to clean it up and the bank had not taken any action. We could not let the property stay in the current condition so we had to take action. Because of that, we are able to certify those cost to the County Auditor. They will place them as a lean on the property. This is similar to other nuisance cost that are presented to Council other than the fact that they are much higher. We would ask that Council move this forward for a first read tonight.

Councilmember Strickland

I heard earlier that this particular property that the Police were called out the City was notified. How did we miss this?

Attorney Shook

To be candid with you, we didn't miss it. We knew that there were dogs there but we also didn't have any law in place that they were breaking. We didn't have a limit on the number of dogs they could have. We also knew that the Capital Area Humane

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Society had investigated the property in late 2019 and cleared it. We would have needed knew evidence. Because the pandemic hit when it hit we weren't able to contact the residents, they put a sign out that they were high risk. In addition we sent code officers out to the property the code officers did not observe any additional evidence to proceed. We did not have enough evidence to proceed with anything or get a warrant. Of course, when once of the residents passed away, we were able to see with our own eyes what was going on inside. It was very disturbing.

Councilmember Pyakurel

Why were the conditions like that?

Attorney Shook

I don't know, I can't say what was going on in their minds but based on the evidence and the neighbors reporting back in 2019, its clear that what they did after the 2019 they left them inside so the neighbors wouldn't complain and that's how it deteriorated so quickly.

Councilmember Strickland makes a motion to forward the ordinance to Council for a first read. Second by Councilmember Lawson-Rowe. Motion carries.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for June 14, 2021

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

An Ordinance to Establish Separate Funds and Accountability for Federal Programs Authorized by the American Rescue Plan Act of 2021, and Declaring an Emergency

Auditor Cicak

Just like last year when we opened up the funds for the CARES Act we are opening up a fund for the American Rescue Plan. We are anticipated these funds coming in soon and we need Council to approve the fund.

Councilmember Strickland

Is there a time period that we have to spend this money?

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Auditor Cicak

Yes, 2026. We are not under the gun like we were with the CARES Act money.

Mayor Begeny

We are getting 7.5 million dollars broken up over two payment periods. Roughly 3.7 this year and 3.7 next year. We should be getting it as soon as this is authorized. At the next meeting you will see a number of potential items for this fund. A number of Cities across the country waiting for the treasury reports on what we can and cannot use this money for. We talked about some water infrastructure issues, small business grants as well as improving Main Street traffic light sync using and Opticom system for emergency vehicles. This would allow them to have green lights all the way, similar to Violet Township, Waggoner Road project for 2023 as well as the new service location. In addition to a number of other ones.

Councilmember Pyakurel

Can we use that money for sidewalks and streets?

Mayor Begeny

There are two things we cannot use that money for. The first is road infrastructure improvement outside of something directly impacted by Covid. The sidewalk program would fall in line with that and some of our other sidewalk programs you will see from our other existing funds. I don't want to call it a shell game as some have referred to it at times but there is money here that will other revenues from traditional means for using those for other items that we go through. Most cities are identifying long term projects that have been unable to be fulfilled as items to target with this, especially in this. The water infrastructure, especially the areas where we have older piping and things of that nature.

Auditor Cicak

Councilmember Pyakurel, there is a directive from the treasury if you would like it, its available online for anyone. One thing is that these directives tend to change. It could become more liberal or stricter. We will never know until it happens. That's why you are getting a lot of things sooner than later.

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

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 14, 2021**

An Ordinance to Amend the Personnel Procedure Manual Regarding Fleet Safety Policy and Medical Marijuana

Director Boller

This ordinance is requesting two items be added to the personal procedure manual. When we switched insurance company carriers, they did an audit of some of our policies. We were lacking a little bit in our fleet safety, which we had pieces and parts in other places of our PPM but they wanted it in one section, we have done that. The second part is the medical marijuana. Just adding language in there for medical marijuana.

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

Consent Agenda for First Reading

AN ORDINANCE TO AMEND CHAPTER 373 BICYCLES AND MOTORCYCLES OF THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG TO REMOVE BICYCLE LICENSING REQUIREMENTS --- Bryant. Public Safety, Law and Courts Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/28/2021 6:30 PM
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AN ORDINANCE TO AUTHORIZE THE PURCHASE OF 2000 MXU METERS FROM SENSUS FOR THE UPGRADE PROGRAM AND WAIVE COMPETITIVE BIDDING --- Strickland. Public Service and Transportation Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/28/2021 6:30 PM
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AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH STRAWSER PAVING FOR CONSTRUCTION SERVICES FOR THE 2021 WATERLINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY -- - Strickland. Public Service and Transportation Committee.

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)

Reynoldsburg

OHIO • 1839

MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL June 14, 2021

RESULT: REFERRED TO COUNCIL

Next: 6/28/2021 6:30 PM

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE 2021 WATERLINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY -- Strickland. Public Service and Transportation Committee.

RESULT: REFERRED TO COUNCIL

Next: 6/28/2021 6:30 PM

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH VISU-SEWER, INC. FOR THE 2021 SEWER IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

RESULT: REFERRED TO COUNCIL

Next: 6/28/2021 6:30 PM

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE 2021 SEWER LINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY -- Strickland. Public Service and Transportation Committee.

RESULT: REFERRED TO COUNCIL

Next: 6/28/2021 6:30 PM

AN ORDINANCE TO CERTIFY NUISANCE ABATEMENT COSTS ASSOCIATED WITH 54 SCENIC ROAD IN THE CITY OF REYNOLDSBURG --- Strickland. Public Service and Transportation Committee.

RESULT: REFERRED TO COUNCIL

Next: 6/28/2021 6:30 PM

AN ORDINANCE TO ESTABLISH SEPARATE FUNDS AND ACCOUNTABILITY FOR FEDERAL PROGRAMS AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT OF 2021, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)

Reynoldsburg

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MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL June 14, 2021

RESULT:	REFERRED TO COUNCIL	Next: 6/28/2021 6:30 PM
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AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL REGARDING FLEET SAFETY POLICY MEDICAL MARIJUANA, AND JUNETEENTH HOLIDAY --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/28/2021 6:30 PM
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Consent Agenda for Second Reading

AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART A --- Baker. Development, Parks and Recreation Committee.

AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART B --- Baker. Development, Parks and Recreation Committee.

AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY NUISANCE COSTS (2020) FOR COLLECTION BY THE FRANKLIN COUNTY AUDITOR --- Strickland. Public Service and Transportation Committee.

AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY NUISANCE COSTS (2020) FOR COLLECTION BY THE LICKING COUNTY AUDITOR --- Strickland. Public Service and Transportation Committee.

A RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG, OHIO FOR THE FISCAL YEAR BEGINNING 2022, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

AN ORDINANCE APPROPRIATING FUNDS FOR THE BRICE ROAD/MAIN STREET TIF FOR AGENCY TRANSFER TO ALLOW FOR PAYMENT TO THE REYNOLDSBURG CITY SCHOOL DISTRICT --- Salvati. Finance and Administration Committee.

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 14, 2021**

Consent Agenda for Third Reading

74-2021

AN ORDINANCE APPROPRIATING FUNDS FROM THE UNAPPROPRIATED GENERAL FUND TO VARIOUS ACCOUNTS IN THE PARKS & RECREATION DEPARTMENT --- Baker. Development, Parks and Recreation Committee.

Other Council Matters

Councilmember Pyakurel

The 17th we have the farmers market among many other things. There is a special event in the Farmers' Market being celebrated, the Bhutanese cultural event. Food, music and display. I would like all of you to come and enjoy the food and music this Thursday.

Councilmember Baker

Last year, we awarded the first Mel Clemens Community Service award and I just want to start advertising for nominations for the award. Last year April Darling won the award, rightfully so. We are looking for someone who has helped the community grow through service. We will announce the winner in December.

Executive Session

Pursuant to Ohio Revised Code Section 121.22(G)(2) "(2) to consider the purchase of property for public purposes."

President Jenkins advised that Council was going into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(2) "(2) to consider the purchase of property for public purposes."

Motion to move into Executive Session by Councilmember Baker. Second by Councilmember Bryant.

Roll call: Baker - Yes; Bryant - Yes; Strickland - Yes; Salvati - Yes; Pyakurel - Yes; Lawson-Rowe - Yes; Cotner - Yes.

Motion carried.

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)

Reynoldsburg

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MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL June 14, 2021

Mayor Begeny, Attorney Shook, Auditor Cicak, Director Bowsher and Clerk Prasher are invited to remain for Executive Session.

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

Roll call: Baker - Yes; Bryant - Yes; Strickland - Yes; Salvati - Yes; Pyakurel - Yes; Lawson-Rowe - Yes; Cotner - Yes.

Motion carried.

Council returned to the regular meeting.

Upcoming Meetings

June 17, 2021 BZBA

June 28, 2021 Council

July 1, 2021 Planning Commission

July 12, 2021 Council

July 15, 2021 BZBA

Council, 2021 Council

Adjournment

Mollie Prasher
Mollie Prasher, Clerk of Council

Leanora Jenkins
Leanora Jenkins, President of Council

Minutes Acceptance: Minutes of Jun 14, 2021 6:30 PM (Approval of Minutes)

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

DATE: June 28, 2021**TO:****CC:****RE: Treasury Board Minutes - May and June 2021**

MINUTES

CITY OF REYNOLDSBURG TREASURY INVESTMENT BOARD MEETING

May 18, 2021

The May meeting of the Treasury Investment Board (T.I.B.), was called to order at 10:02 a.m. by Chairman Begeny. Members present were, Mayor Joe Begeny, and Auditor Steve Cicak.

- 1) The Auditor presented:
 - A) Fund Balance Report dated March 31, 2021
 - B) Monthly Transaction Report
 - C) Meeder Investment Manager Report dated April 30, 2021 with a yield of 0.82%.

The next meeting of the T.I.B. will be Tuesday, June 15, 2021 at 10:00 a.m. in the Mayor's Conference Room.

There being no further business, this meeting adjourned at 10:15 am.

Respectfully submitted,



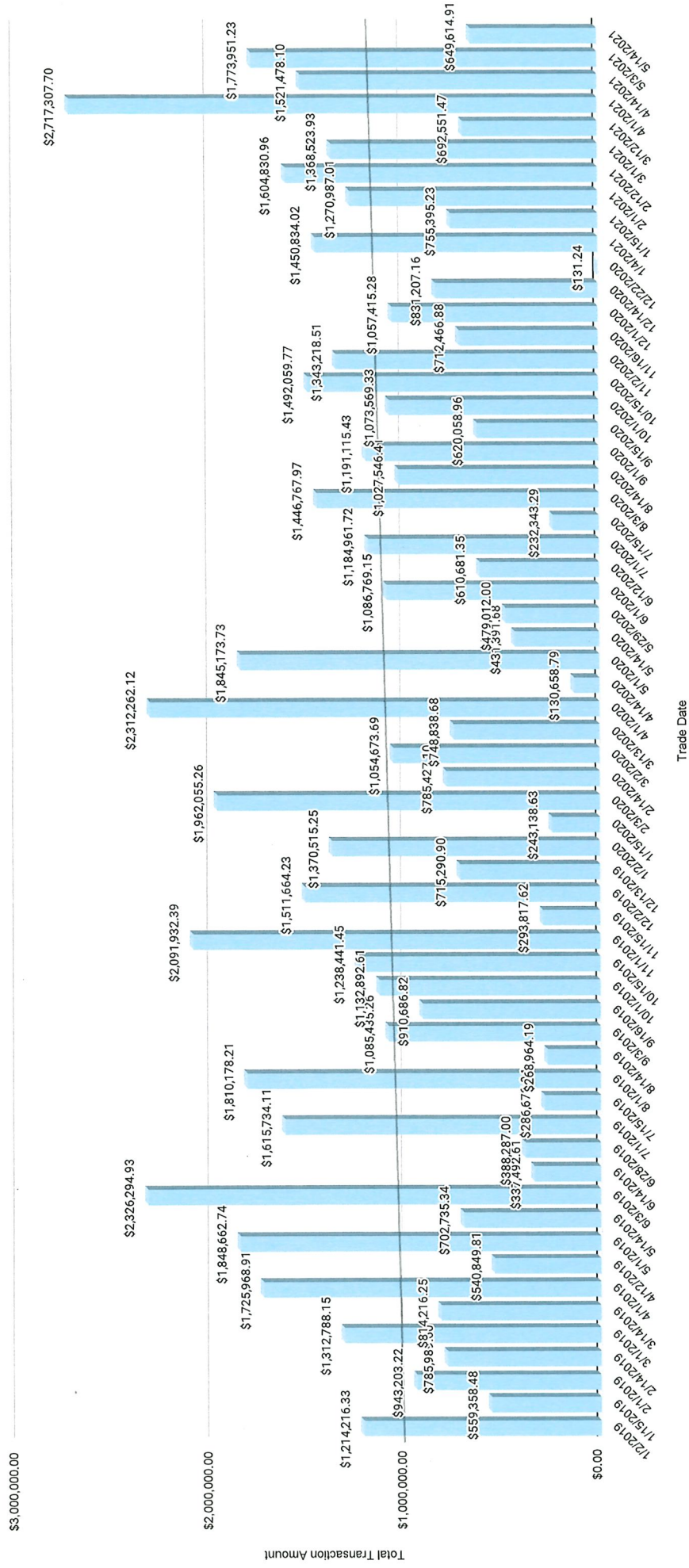
Chris Shook, Secretary

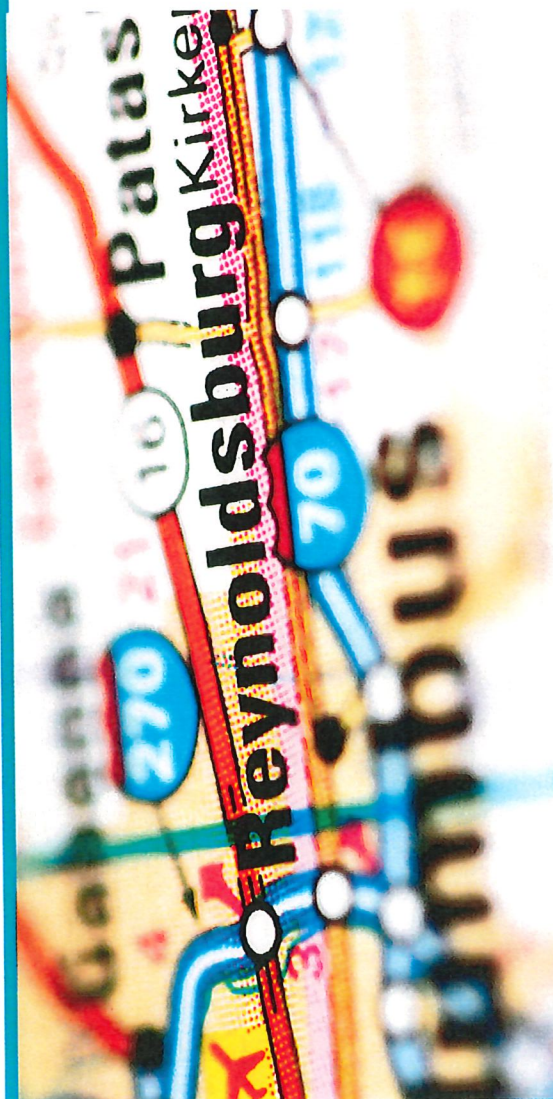
CITY OF REYNOLDSBURG
FUND BALANCE REPORT
MARCH 31, 2021

Fund	Beginning Balance	Y-T-D Revenues	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
110 - General Fund	\$14,354,984.93	\$5,840,722.99	\$5,326,198.28	\$14,869,509.64	\$3,357,120.17	\$11,512,389.47
201 - Fema Federal Emergency Mgmt Agen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203 - Cares Act (CRF) Franklin Cty	\$8,935.99	\$0.00	\$0.00	\$8,935.99	\$7,701.02	\$1,234.97
204 - Cares Act (CRF) Licking Cty	\$36,482.79	\$0.00	\$28,516.31	\$7,966.48	\$7,886.06	\$80.42
205 - Cares Act (CRF) Fairfield Cty	\$7.67	\$0.00	\$0.00	\$7.67	\$0.00	\$7.67
211 - Computerized Needs (courts)	\$181,991.22	\$2,740.00	\$7,872.48	\$176,858.74	\$8,653.11	\$168,205.63
220 - Income Tax Fund	\$3,454,468.78	\$825,349.27	\$756,985.22	\$3,522,832.83	\$3,396,423.22	\$126,409.61
230 - Permissive Tax Fund	\$2,204,240.02	\$207,970.44	\$1,550,000.00	\$862,210.46	\$88,973.23	\$773,237.23
240 - Police Pension Fund	\$218,264.78	\$121,998.22	\$1,898.76	\$338,364.24	\$0.00	\$338,364.24
250 - Sewer Capacity Fund	\$174,678.81	\$17,610.59	\$124.43	\$192,164.97	\$0.00	\$192,164.97
260 - Street Fund	\$3,166,555.45	\$466,865.08	\$387,977.07	\$3,245,443.46	\$321,404.99	\$2,924,038.47
270 - State Highway Fund	\$404,007.18	\$37,669.31	\$28,991.79	\$412,684.70	\$43,241.61	\$369,443.09
282 - Cops in School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
283 - Cops More Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
285 - Endowments & Contributions	\$390,728.75	\$1,163.06	\$0.00	\$391,891.81	\$0.00	\$391,891.81
286 - G.R.E.A.T. Grant Fund	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00
287 - Reynoldsburg Recovery Court	\$39,721.60	\$0.00	\$0.00	\$39,721.60	\$0.00	\$39,721.60
290 - Law Enforcement Fund	\$106,294.28	\$415.81	\$0.00	\$106,710.09	\$0.00	\$106,710.09
291 - Drug Enforcement Fund	\$47,968.74	\$35.00	\$0.00	\$48,003.74	\$0.00	\$48,003.74
292 - Safety Belt Program Fund	\$4,376.00	\$0.00	\$0.00	\$4,376.00	\$0.00	\$4,376.00
293 - DUI/Education/Enforcement Fund	\$18,304.19	\$235.00	\$0.00	\$18,539.19	\$0.00	\$18,539.19
294 - Federal Forfeiture Fund	\$151,175.27	\$0.00	\$0.00	\$151,175.27	\$0.00	\$151,175.27
295 - Law Enforcement Asst Fund	\$57,121.76	\$0.00	\$0.00	\$57,121.76	\$0.00	\$57,121.76
297 - Edward Byrne Fund	\$3.42	\$0.00	\$0.00	\$3.42	\$0.00	\$3.42
298 - Secure Our Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
299 - Indigent Drivers Interlock Fund	\$16,077.59	\$0.00	\$0.00	\$16,077.59	\$0.00	\$16,077.59
310 - General Debt Retirement Fund	\$2,574,601.94	\$862,219.80	\$0.00	\$3,436,821.74	\$0.00	\$3,436,821.74
320 - Special Assessment Debt Ret Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
330 - Taylor Sq Tif Debt Retirement	\$290,647.91	\$0.00	\$0.00	\$290,647.91	\$0.00	\$290,647.91
410 - Capital Improvements Fund	\$6,974,365.93	\$995,128.20	\$718,338.27	\$7,251,155.86	\$2,447,205.11	\$4,803,950.75
420 - Sidewalk Construction Fund	\$898,578.60	\$169.00	\$0.00	\$898,747.60	\$53,165.47	\$845,582.13
440 - Brice-Main Streetscape	\$0.08	\$0.00	\$0.00	\$0.08	\$0.00	\$0.08
450 - Rosehill Road Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
605 - Arts Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610 - Delinquency Prevention Fund	\$16,554.81	\$0.00	\$0.00	\$16,554.81	\$0.00	\$16,554.81
615 - Beautification Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
620 - French Creek Footbridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
640 - Supervision and Inspection	\$182,856.92	\$161,150.00	\$25,971.44	\$318,035.48	\$289,410.22	\$28,625.26
650 - Plot Grade & Utility	\$153,719.82	\$12,442.50	\$25,809.00	\$140,353.32	\$125,181.10	\$15,172.22
660 - Unclaimed Funds	\$24,652.22	\$0.00	\$132.76	\$24,519.46	\$0.00	\$24,519.46
690 - Employees Fund	\$854.62	\$0.00	\$0.00	\$854.62	\$300.00	\$554.62
710 - Water Fund	\$5,852,392.52	\$1,852,909.86	\$1,569,956.00	\$6,135,346.38	\$1,437,057.82	\$4,698,288.56
720 - Wastewater/Sewer Fund	\$4,645,208.67	\$1,670,689.88	\$1,500,994.61	\$4,814,903.94	\$1,671,667.54	\$3,143,236.40
730 - Utility Deposits Fund	\$146,462.87	\$5,350.00	\$0.00	\$151,812.87	\$0.00	\$151,812.87
740 - Storm Water Drainage Fund	\$1,101,681.14	\$494,794.09	\$554,729.50	\$1,041,745.73	\$440,316.15	\$601,429.58
750 - Solid Waste Fund	\$856,827.11	\$589,854.26	\$561,149.88	\$885,531.49	\$342,362.03	\$543,169.46
905 - School Ski Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
910 - Miscellaneous Agency	\$46,843.33	\$72,340.07	\$103,448.70	\$15,734.70	\$61,294.56	(\$45,559.86)
915 - Board of Building Standards	\$15,994.41	\$1,942.57	\$2,641.92	\$15,295.06	\$9,490.31	\$5,804.75
920 - Visitors Bureau Fund	\$0.00	\$31,408.53	\$31,408.53	\$0.00	\$43,591.47	(\$43,591.47)
925 - Demolition Expense Fund	\$119,449.00	\$23,402.69	\$40,000.00	\$102,851.69	\$0.00	\$102,851.69
930 - Columbus Sewer Capacity	\$29,132.73	\$10,147.00	\$3,044.00	\$36,235.73	\$0.00	\$36,235.73
941 - JEDD1-ETNA-REYNOLDSBURG	\$26,487.85	\$5,733.29	\$26,658.52	\$5,562.62	\$5,800.00	(\$237.38)
942 - JEDD2-ETNA-REYNOLDSBURG	\$41,561.96	\$13,127.63	\$41,955.81	\$12,733.78	\$13,500.00	(\$766.22)
943 - JEDD3-ETNA-REYNOLDSBURG	\$25,885.98	\$11,581.68	\$26,233.45	\$11,234.21	\$12,000.00	(\$765.79)
944 - JEDD4-ETNA-REYNOLDSBURG	\$1,395.56	\$1,254.18	\$1,433.18	\$1,216.56	\$1,300.00	(\$83.44)
960 - Eng Fees/Plan Review Deposits	\$107,359.58	\$11,405.40	\$12,824.50	\$105,940.48	\$15,994.00	\$89,946.48
970 - Taylor Sq School Tif	\$982,435.61	\$624,539.55	\$7,771.31	\$1,599,203.85	\$1,200,000.00	\$399,203.85
971 - Brice Main Tif	\$13,972.18	\$180,401.71	\$2,389.89	\$191,984.00	\$75,000.00	\$116,984.00
972 - Kroger Tif Debt Retirement	\$80,016.16	\$0.00	\$0.00	\$80,016.16	\$0.00	\$80,016.16
973 - Summit Rd Tif #1	\$92,827.48	\$21,805.98	\$273.01	\$114,360.45	\$0.00	\$114,360.45
974 - Taylor Rd Tif #1	\$231,086.08	\$12,120.29	\$152.01	\$243,054.36	\$0.00	\$243,054.36
975 - Taylor Rd Tif #2	\$18,904.38	\$895.41	\$11.17	\$19,788.62	\$0.00	\$19,788.62
	\$50,589,696.67	\$15,189,588.34	\$13,345,891.80	\$52,433,393.21	\$15,476,039.19	\$36,957,354.02

Total Transaction Amount vs. Trade Date

■ Total Transaction Amount — Trendline for Total Transaction Amount R² = 0.007





City of Reynoldsburg Operating Account

Monthly Investment Report
April 30, 2021

Your Investment Representative:

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

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

City of Reynoldsburg Operating Account
PORTFOLIO SUMMARY
As of April 30, 2021



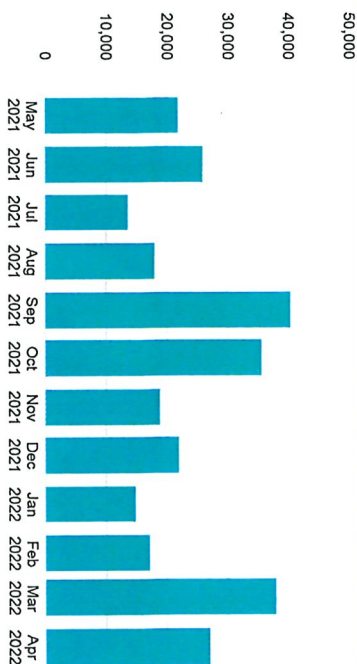
MONTHLY RECONCILIATION

Beginning Book Value	36,387,916.17
Contributions	3,000,000.00
Withdrawals	
Prior Month Management Fees	(6,936.90)
Prior Month Custodian Fees	(305.51)
Realized Gains/Losses	49.20
Gross Interest Earnings	39,003.69
Ending Book Value	39,419,726.65

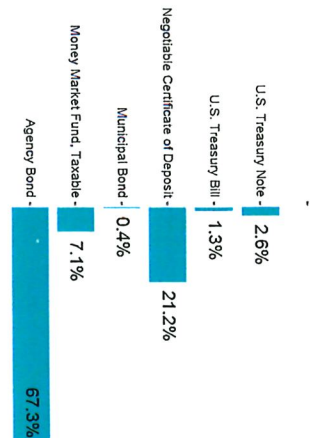
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	0.82%
Portfolio Effective Duration	1.63 yrs
Weighted Average Maturity	2.31 yrs

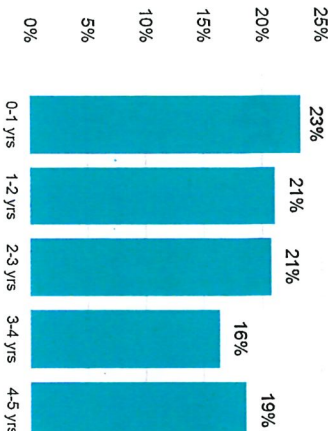
PROJECTED MONTHLY INCOME SCHEDULE



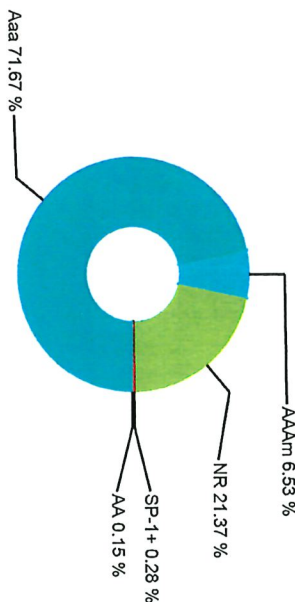
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY





City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
As of April 30, 2021

CUSIP	SECURITY DESCRIPTION	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
02007GMS9	Ally Bank 1.700% 01/24/2022		2,082							2,561			
05465DAG3	Axos Bank 1.600% 03/27/2023	193	200	193	200	200	193	200	193	200	200	180	200
05580AVA9	BMW Bank of North America 1.650% 02/28/2023				1,636						1,664		
05600XAA8	BMO Harris Bank National Association 0.600% 06/26/2023		377			377			372			368	
06251A2B5	Bank Hapoalim B.M. 0.250% 07/22/2022			309						314			
06607ABU4	BankChampaign, National Association 0.700% 05/07/2021	1,540											
06654BCL3	Bankwell Bank 0.400% 07/28/2023			494						502			
06740KKJ5	Barclays Bank Delaware 2.200% 07/19/2022			764						776			
080257RN0	Belmont, County of 1.000% 08/25/2021				265								
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	468	484	468	484	484	468	484	468	484	484	437	484
11373QJN9	Brookline Bank 0.650% 05/07/2021	153											
15118RVA2	Celtic Bank Corporation 0.400% 06/07/2021	198	36									1,222	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022					1,235							
17312QJ26	Citibank, N.A. 2.900% 04/11/2023						3,562						3,543
254673KT2	Discover Bank 2.550% 01/10/2023			1,707						1,735			
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023						2,858						2,842
29278TNA4	EnerBank USA 1.650% 02/14/2023	338	349	338	349	349	338	349	338	349	349	315	349
29976D2N9	TIAA, FSB 2.250% 03/29/2022					1,872							1,841

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
 As of April 30, 2021



CUSIP	SECURITY DESCRIPTION	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
3130ADRX2	FHLB 2.625% 12/09/2022		6,563						6,563				
3130AGWK7	FHLB 1.500% 08/15/2024				3,750						3,750		
3130AHSR5	FHLB 1.625% 12/20/2021		3,250						3,438				
3130AK2E5	FHLB 0.125% 08/26/2021				745								
3130AK3S3	FHLB 0.300% 09/29/2023					225						225	
3130AK6Z4	FHLB 0.125% 09/17/2021					1,043							
3130AKJR8	FHLB 0.570% 12/16/2025		2,166						2,166				
3130AKXB7	FHLB 0.580% 02/11/2026				725						725		
3130AL5X8	FHLB 0.650% 02/24/2026				813						813		
3130ALKA1	FHLB 1.000% 03/17/2026					2,125						2,125	
3130ALQX5	FHLB 1.125% 03/30/2026					4,219						4,219	
3130ALRG1	FHLB 0.125% 03/17/2023					311							313
3130AMCE0	FHLB 1.050% 05/12/2026							3,413					
313376C94	FHLB 2.625% 12/10/2021		2,625					(1,409)					
3133EK4Y9	FFCB 1.650% 11/01/2024		4,125					4,125					
3133EK6J0	FFCB 1.625% 11/08/2024		4,063					4,063					
3133EL2W3	FFCB 0.350% 05/04/2023		438					438					
3133EL3E2	FFCB 0.320% 08/10/2023							960				960	
3133EL4J0	FFCB 0.470% 08/19/2024				235						235		
3133EL6U3	FFCB 0.280% 09/14/2023					1,400						1,400	
3133EL7K4	FFCB 0.550% 09/16/2025					2,063						2,063	
3133ELN26	FFCB 0.260% 06/22/2022		650						650				
3133ELT95	FFCB 0.200% 07/13/2022			500						500			
3133EMAM4	FFCB 0.250% 09/21/2023					938						938	
3133EMBH4	FFCB 0.530% 09/29/2025					2,849						2,849	

PROJECTED INCOME SCHEDULE

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CUSIP	SECURITY DESCRIPTION	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
3133EMCP5	FFCB 0.520% 10/14/2025						195						195
3133EMHF2	FFCB 0.600% 11/24/2025	975						975					
3133EMND0	FFCB 0.570% 01/20/2026			285						285			
3133EMTQ5	FFCB 0.700% 03/17/2025					1,750						1,750	
3133EMTT9	FFCB 0.750% 03/17/2025					2,813						2,813	
3133EMUK6	FFCB 1.050% 03/25/2026					2,625						2,625	
3133EMXM9	FFCB 0.125% 04/27/2023						313						313
3134GV5E4	FMCC 0.270% 07/08/2022			675						675			
3134GV5F1	FMCC 0.375% 07/14/2023			563						563			
3134GVJ66	FMCC 0.250% 06/08/2022		625						625				
3134GWDP8	FMCC 0.260% 07/28/2022			650						650			
3134GWE36	FMCC 0.200% 09/01/2022					1,000							1,000
3134GWEH5	FMCC 0.280% 07/27/2022			1,050						1,050			
3134GWL46	FMCC 0.330% 09/15/2023		285			285			285				285
3134GWN44	FMCC 0.450% 09/11/2024					1,125						1,125	
3134GWP91	FMCC 0.500% 06/16/2025					1,875						1,875	
3134GWR73	FMCC 0.270% 06/30/2023					911						911	
3134GWTL0	FMCC 0.300% 09/28/2023					1,125						1,125	
3134GWVF0	FMCC 0.250% 07/07/2023				844								844
3134GWW93	FMCC 0.550% 09/30/2025					688						688	
3134GWZV1	FMCC 0.650% 10/22/2025						325						325
3135G06G3	FNMA 0.500% 11/07/2025	304						313					
3135G0W66	FNMA 1.625% 10/15/2024						12,188						12,188
3135GA2Z3	FNMA 0.560% 11/17/2025	672						672					
3136G43H4	FNMA 0.400% 09/16/2024					1,000						1,000	

City of Reynoldsburg Operating Account
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CUSIP	SECURITY DESCRIPTION	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
3136G4Z71	FNMA 0.450% 08/26/2024				1,688						1,688		
32056GCS7	First Internet Bancorp 2.350% 12/19/2022	483	499	483	499	499	483	499	483	499	499	451	499
33646CJP0	1st Source Bank 2.850% 04/11/2023						3,215						3,197
38148PGZ4	Goldman Sachs Bank USA 2.350% 03/15/2022					2,902						2,855	
549104VF1	Luana Savings Bank 0.450% 12/30/2025		559						562				
59013KFD3	Merrick Bank Corporation 1.650% 01/31/2022	349	338	349	349	338	349	338	349	598			
61690UQZ6	Morgan Stanley Bank, National Association 1.850% 12/26/2023		2,278						2,291				
61760A4Z9	Morgan Stanley Private Bank, National Association 1.900% 12/26/2023		2,340						2,353				
65344AAB1	Nextier Bank, Na. 1.600% 02/22/2022	327	338	327	338	338	327	338	327	338	412		
668571FA5	Northwood Local School District 0.374% 07/01/2021			103									
75472RAK7	Raymond James Bank, National Association 1.800% 11/08/2024	2,205						2,241					
78414TBW1	SB One Bank 1.500% 02/28/2022				1,837						2,115		
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	327	338	327	338	338	327	338	327	338	338	306	338
856283S31	State Bank of India 0.600% 02/25/2026				747						747		
857894F53	Stearns Bank National Association 1.600% 02/10/2022	327	338	327	338	338	327	338	327	338	401		
87165FTH7	Synchrony Bank 2.700% 02/23/2023				469						476		
87270LAD5	TIAA, FSB 2.150% 07/19/2022			640						650			
88224PLZ0	Texas Capital Bank, National Association 0.250% 08/08/2022				309						314		
88241THL7	Texas Exchange Bank, SSB 0.700% 06/16/2023	121	125	121	125	125	121	125	121	125	125	113	125

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CUSIP	SECURITY DESCRIPTION	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
88413QCJ5	Third Federal Savings and Loan Association of Cleveland 1.750% 11/13/2023	2,143						2,179					
89235MKY6	Toyota Financial Savings Bank 0.900% 04/22/2026						1,119						1,113
912796C31	UST 01/27/2022									468			
912828R77	UST 1.375% 05/31/2021	1,269											
912828T91	UST 1.625% 10/31/2023						7,109						
947547MD4	WebBank 0.600% 06/01/2023		299						301				
949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	379	391	379	391	391	379	391	379	391	366	379	
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	386	399	386	399	399	386	399	386	399	399	360	399
TOTAL		21,783	25,852	13,520	17,989	40,551	35,426	22,217	21,895	14,788	17,057	38,153	26,953

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	4/30/2021 4/30/2021	\$2,830,259.12	\$2,830,259.12	\$2,830,259.12	0.03%	0.003	\$1.00 \$2,830,259.12	\$0.00	6.20%	AAAm
STARPLUS1	STAR Plus 1	4/30/2021 4/30/2021	\$186.24	\$186.24	\$186.24	0.07%	0.003	\$1.00 \$186.24	\$0.00	0.00%	AAAm
STAROHIO	STAR Ohio XX812	4/30/2021 4/30/2021	\$5,897,660.99	\$5,897,660.99	\$5,897,660.99	0.08%	0.003	\$1.00 \$5,897,660.99	\$0.00	12.93%	AAAm
SubTotal			\$8,728,106.35	\$8,728,106.35	\$8,728,106.35	0.06%		\$8,728,106.35	\$0.00	19.13%	
Agency Bond											
3130AKZE5	FHLB 0.125% 08/26/2021	8/28/2020 8/31/2020	\$1,000,000.00	\$999,880.00	\$999,880.00	0.14%	0.323	\$100.02 \$1,000,170.00	\$290.00	2.19%	Aaa AA+
3130AKGZ4	FHLB 0.125% 09/17/2021	9/22/2020 9/23/2020	\$1,500,000.00	\$1,499,895.00	\$1,499,895.00	0.13%	0.384	\$100.02 \$1,500,315.00	\$420.00	3.29%	Aaa AA+
313376C94	FHLB 2.625% 12/10/2021	8/8/2017 8/8/2017	\$200,000.00	\$204,034.05	\$204,034.05	2.14%	0.614	\$101.58 \$203,158.00	(\$876.05)	0.45%	Aaa AA+
3130AHSR5	FHLB 1.625% 12/20/2021	12/19/2019 12/23/2019	\$400,000.00	\$399,812.00	\$399,812.00	1.65%	0.641	\$101.00 \$404,008.00	\$4,196.00	0.89%	Aaa AA+
3134GVJ66	FMCC 0.250% 06/08/2022	7/17/2020 7/20/2020	\$500,000.00	\$500,300.00	\$500,300.00	0.22%	1.107	\$100.17 \$500,825.00	\$525.00	1.10%	Aaa AA+
3133ELN26	FFCB 0.260% 06/22/2022	6/29/2020 6/30/2020	\$500,000.00	\$500,235.00	\$500,235.00	0.24%	1.145	\$100.18 \$500,910.00	\$675.00	1.10%	Aaa AA+
3134GV5E4	FMCC 0.270% 07/08/2022	7/9/2020 7/10/2020	\$500,000.00	\$499,900.00	\$499,900.00	0.28%	1.189	\$100.03 \$500,145.00	\$245.00	1.10%	Aaa AA+
3133ELT95	FFCB 0.200% 07/13/2022	7/9/2020 7/13/2020	\$500,000.00	\$499,765.00	\$499,765.00	0.22%	1.203	\$100.11 \$500,550.00	\$785.00	1.10%	Aaa AA+
3134GWEH5	FMCC 0.280% 07/27/2022	7/28/2020 7/29/2020	\$750,000.00	\$749,887.50	\$749,887.50	0.29%	1.241	\$100.03 \$750,217.50	\$330.00	1.64%	Aaa AA+
3134GWDP8	FMCC 0.260% 07/28/2022	7/17/2020 7/28/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.26%	1.244	\$99.98 \$499,885.00	(\$115.00)	1.10%	Aaa AA+
3134GWE36	FMCC 0.200% 09/01/2022	8/28/2020 9/1/2020	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.20%	1.340	\$99.94 \$999,440.00	(\$560.00)	2.19%	Aaa AA+
3130ADRX2	FHLB 2.625% 12/09/2022	3/2/2018 3/2/2018	\$500,000.00	\$495,130.00	\$495,130.00	2.85%	1.611	\$103.98 \$519,900.00	\$24,770.00	1.14%	Aaa AA+



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3133EMXM9	FFCB 0.125% 04/27/2023	4/26/2021 4/27/2021	\$500,000.00	\$499,515.00	\$499,515.00	0.17%	1.992 1.988	\$99.88 \$499,415.00	(\$100.00)	1.09%	Aaa AA+
3133EL2W3	FFCB 0.350% 05/04/2023	9/17/2020 9/18/2020	\$250,000.00	\$250,000.00	\$250,000.00	0.35%	2.011 0.181	\$100.00 \$250,005.00	\$5.00	0.55%	Aaa AA+
3134GWR73	FMCC 0.270% 06/30/2023	9/18/2020 9/30/2020	\$675,000.00	\$675,000.00	\$675,000.00	0.27%	2.167 1.240	\$99.86 \$674,068.50	(\$931.50)	1.48%	Aaa AA+
3134GWWF0	FMCC 0.250% 07/07/2023	9/22/2020 10/7/2020	\$675,000.00	\$675,000.00	\$675,000.00	0.25%	2.186 1.245	\$99.92 \$674,466.75	(\$533.25)	1.48%	Aaa AA+
3134GV5F1	FMCC 0.375% 07/14/2023	7/6/2020 7/14/2020	\$300,000.00	\$300,000.00	\$300,000.00	0.38%	2.205 1.253	\$100.14 \$300,408.00	\$408.00	0.66%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	9/17/2020 9/18/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.32%	2.279 1.039	\$100.02 \$100,020.00	\$20.00	0.22%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	8/10/2020 8/11/2020	\$500,000.00	\$499,765.00	\$499,765.00	0.34%	2.279 1.039	\$100.02 \$500,100.00	\$335.00	1.10%	Aaa AA+
3133EL6U3	FFCB 0.280% 09/14/2023	9/16/2020 9/17/2020	\$1,000,000.00	\$999,400.00	\$999,400.00	0.30%	2.375 1.224	\$99.91 \$999,120.00	(\$280.00)	2.19%	Aaa AA+
3134GWL46	FMCC 0.330% 09/15/2023	9/3/2020 9/15/2020	\$345,000.00	\$345,000.00	\$345,000.00	0.33%	2.378 0.466	\$100.01 \$345,031.05	\$31.05	0.76%	Aaa AA+
3133EMAM4	FFCB 0.250% 09/21/2023	9/22/2020 9/23/2020	\$750,000.00	\$749,685.00	\$749,685.00	0.26%	2.395 1.882	\$100.00 \$749,970.00	\$285.00	1.64%	Aaa AA+
3134GWTL0	FMCC 0.300% 09/28/2023	9/18/2020 9/28/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.30%	2.414 0.969	\$100.08 \$750,570.00	\$570.00	1.65%	Aaa AA+
3130AK3S3	FHLB 0.300% 09/29/2023	9/11/2020 9/29/2020	\$150,000.00	\$149,925.00	\$149,925.00	0.32%	2.416 1.264	\$99.82 \$149,731.50	(\$193.50)	0.33%	Aaa AA+
3130AGWK7	FHLB 1.500% 08/15/2024	11/6/2019 11/7/2019	\$500,000.00	\$495,935.00	\$495,935.00	1.68%	3.296 3.211	\$103.69 \$518,460.00	\$22,525.00	1.14%	Aaa AA+
3133EL4J0	FFCB 0.470% 08/19/2024	8/20/2020 8/21/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.47%	3.307 1.423	\$100.07 \$100,071.00	\$71.00	0.22%	Aaa AA+
3136G4Z71	FNMA 0.450% 08/26/2024	8/28/2020 8/31/2020	\$750,000.00	\$749,700.00	\$749,700.00	0.46%	3.326 2.230	\$100.11 \$750,855.00	\$1,155.00	1.65%	Aaa AA+
3134GWN44	FMCC 0.450% 09/1/2024	9/3/2020 9/11/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.45%	3.370 1.470	\$99.60 \$498,000.00	(\$2,000.00)	1.09%	Aaa AA+
3136G43H4	FNMA 0.400% 09/16/2024	9/8/2020 9/16/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.40%	3.384 2.421	\$99.85 \$499,245.00	(\$755.00)	1.09%	Aaa AA+
3135G0V66	FNMA 1.625% 10/15/2024	12/24/2019 12/26/2019	\$500,000.00	\$495,970.00	\$495,970.00	1.80%	3.463 3.370	\$104.05 \$520,235.00	\$24,265.00	1.14%	Aaa AA+

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3135G0W66	FNMA 1.625% 10/15/2024	11/5/2019 11/6/2019	\$1,000,000.00	\$995,010.00	\$995,010.00	1.73%	3.463 3.370	\$104.05 \$1,040,470.00	\$45,460.00	2.28%	Aaa AA+
3133EK4Y9	FFCB 1.650% 11/01/2024	11/6/2019 11/7/2019	\$500,000.00	\$498,145.00	\$498,145.00	1.73%	3.510 3.388	\$104.14 \$520,700.00	\$22,555.00	1.14%	Aaa AA+
3133EK6J0	FFCB 1.625% 11/08/2024	11/6/2019 11/8/2019	\$500,000.00	\$497,545.00	\$497,545.00	1.73%	3.529 3.408	\$104.06 \$520,310.00	\$22,765.00	1.14%	Aaa AA+
3133EMTT9	FFCB 0.750% 03/17/2025	3/16/2021 3/17/2021	\$750,000.00	\$749,737.50	\$749,737.50	0.76%	3.882 1.416	\$100.00 \$750,022.50	\$285.00	1.64%	Aaa AA+
3133EMTC5	FFCB 0.700% 03/17/2025	3/19/2021 3/22/2021	\$500,000.00	\$499,625.00 \$48.61	\$499,673.61	0.72%	3.882 2.072	\$100.01 \$500,030.00	\$405.00	1.10%	Aaa AA+
3134GWP91	FMCC 0.500% 06/16/2025	9/16/2020 9/17/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.50%	4.132 3.349	\$98.12 \$735,877.50	(\$14,122.50)	1.61%	Aaa AA+
3133EL7K4	FFCB 0.550% 09/16/2025	9/16/2020 9/17/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.55%	4.384 3.170	\$97.95 \$734,632.50	(\$15,367.50)	1.61%	Aaa AA+
3133EMBH4	FFCB 0.530% 09/29/2025	9/29/2020 10/1/2020	\$675,000.00	\$674,325.00	\$674,325.00	0.55%	4.419 2.676	\$98.82 \$667,041.75	(\$7,283.25)	1.46%	Aaa AA+
3133EMBH4	FFCB 0.530% 09/29/2025	10/1/2020 10/2/2020	\$400,000.00	\$399,600.00	\$399,600.00	0.55%	4.419 2.676	\$98.82 \$395,284.00	(\$4,316.00)	0.87%	Aaa AA+
3134GWW93	FMCC 0.550% 09/30/2025	10/7/2020 10/8/2020	\$250,000.00	\$249,878.33	\$249,878.33	0.56%	4.422 2.937	\$98.12 \$245,295.00	(\$4,583.33)	0.54%	Aaa AA+
3133EMCP5	FFCB 0.520% 10/14/2025	10/2/2020 10/14/2020	\$75,000.00	\$74,906.25	\$74,906.25	0.55%	4.460 3.003	\$98.11 \$73,582.50	(\$1,323.75)	0.16%	Aaa AA+
3134GWZV1	FMCC 0.650% 10/22/2025	10/9/2020 10/23/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.65%	4.482 1.788	\$99.74 \$99,739.00	(\$261.00)	0.22%	Aaa AA+
3135G06G3	FNMA 0.500% 11/07/2025	3/2/2021 3/5/2021	\$125,000.00	\$124,161.25 \$196.18	\$124,357.43	0.65%	4.526 4.444	\$98.73 \$123,406.25	(\$755.00)	0.27%	Aaa AA+
3135GAZ23	FNMA 0.560% 11/17/2025	11/5/2020 11/17/2020	\$240,000.00	\$240,000.00	\$240,000.00	0.56%	4.553 3.417	\$98.70 \$236,877.60	(\$3,122.40)	0.52%	Aaa AA+
3133EMHF2	FFCB 0.600% 11/24/2025	12/1/2020 12/2/2020	\$325,000.00	\$324,756.25 \$43.33	\$324,799.58	0.62%	4.573 2.795	\$98.77 \$320,999.25	(\$3,757.00)	0.70%	Aaa AA+
3130AKJR8	FHLB 0.570% 12/16/2025	12/11/2020 12/16/2020	\$650,000.00	\$649,675.00	\$649,675.00	0.58%	4.633 2.918	\$98.18 \$638,170.00	(\$11,505.00)	1.40%	Aaa AA+
3130AKJR8	FHLB 0.570% 12/16/2025	12/14/2020 12/16/2020	\$110,000.00	\$109,945.00	\$109,945.00	0.58%	4.633 2.918	\$98.18 \$107,998.00	(\$1,947.00)	0.24%	Aaa AA+
3133EMMND0	FFCB 0.570% 01/20/2026	1/11/2021 1/20/2021	\$100,000.00	\$99,850.00	\$99,850.00	0.60%	4.729 2.855	\$98.39 \$98,392.00	(\$1,458.00)	0.22%	Aaa AA+



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3130AKXB7	FHLB 0.580% 02/11/2026	2/24/2021 3/1/2021	\$250,000.00	\$249,000.00 \$80.56	\$249,080.56	0.66%	4.789 2.917	\$98.77 \$246,935.00	(\$2,065.00)	0.54%	Aaa AA+
3130AL5X8	FHLB 0.650% 02/24/2026	2/9/2021 2/24/2021	\$250,000.00	\$250,000.00	\$250,000.00	0.65%	4.825 2.928	\$98.80 \$247,010.00	(\$2,990.00)	0.54%	Aaa AA+
3130ALKA1	FHLB 1.000% 03/17/2026	3/1/2021 3/17/2021	\$425,000.00	\$425,000.00	\$425,000.00	1.00%	4.882 2.159	\$99.39 \$422,386.25	(\$2,613.75)	0.93%	Aaa AA+
3133EMUK6	FFCB 1.050% 03/25/2026	3/18/2021 3/25/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.05%	4.904 2.409	\$100.00 \$500,015.00	\$15.00	1.10%	Aaa AA+
3130ALQX5	FHLB 1.125% 03/30/2026	3/15/2021 3/30/2021	\$750,000.00	\$749,910.00	\$749,910.00	1.13%	4.918 1.819	\$100.00 \$750,000.00	\$90.00	1.64%	Aaa AA+
SubTotal			\$26,670,000.00	\$26,644,803.13 \$368.88	\$26,645,171.81	0.65%		\$26,734,469.40	\$89,666.27	58.60%	
Municipal Bond											
668571FA5	Northwood Local School District 0.374% 07/01/2021	8/19/2020 9/9/2020	\$60,000.00	\$60,000.00	\$60,000.00	0.37%	0.170 0.172	\$100.03 \$60,019.80	\$19.80	0.13%	AA
080257RN0	Belmont, County of 1.000% 08/25/2021	8/13/2020 8/26/2020	\$110,000.00	\$110,831.60	\$110,831.60	0.24%	0.321 0.323	\$100.26 \$110,288.20	(\$543.40)	0.24%	SP-1+
SubTotal			\$170,000.00	\$170,831.60	\$170,831.60	0.29%		\$170,308.00	(\$523.60)	0.37%	
Negotiable Certificate of Deposit											
06607ABU4	BankChampaign, National Association 0.700% 05/07/2021	4/28/2020 5/7/2020	\$220,000.00	\$220,000.00	\$220,000.00	0.70%	0.019 0.022	\$100.02 \$220,033.00	\$33.00	0.48%	
11373QJN9	Brookline Bank 0.650% 05/07/2021	4/21/2020 5/8/2020	\$249,000.00	\$248,975.10	\$248,975.10	0.66%	0.019 0.022	\$100.01 \$249,034.86	\$59.76	0.55%	
15118RVA2	Celtic Bank Corporation 0.400% 06/07/2021	5/12/2020 5/18/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.40%	0.104 0.107	\$100.04 \$100,041.00	\$41.00	0.22%	
02007GMS9	Ally Bank 1.700% 01/24/2022	1/16/2020 1/23/2020	\$247,000.00	\$246,567.75	\$246,567.75	1.79%	0.737 0.735	\$101.23 \$250,045.51	\$3,477.76	0.55%	
59013KFD3	Merrick Bank Corporation 1.650% 01/31/2022	1/21/2020 1/31/2020	\$249,000.00	\$248,751.00	\$248,751.00	1.70%	0.756 0.753	\$101.22 \$252,025.35	\$3,274.35	0.55%	
857894F53	Stearns Bank National Association 1.600% 02/10/2022	1/30/2020 2/10/2020	\$249,000.00	\$248,937.75	\$248,937.75	1.61%	0.784 0.781	\$101.22 \$252,025.35	\$3,087.60	0.55%	

City of Reynoldsburg Operating Account
POSITION STATEMENT
 As of April 30, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
65344AAB1	Nextier Bank, Na. 1.600% 02/22/2022	1/30/2020 2/21/2020	\$249,000.00	\$248,937.75	\$248,937.75	1.61%	0.816 0.813	\$101.26 \$252,137.40	\$3,199.65	0.55%	
78414TBW1	SB One Bank 1.500% 02/28/2022	1/31/2020 2/28/2020	\$247,000.00	\$246,753.00	\$246,753.00	1.55%	0.833 0.831	\$101.21 \$249,981.29	\$3,228.29	0.55%	
38148PGZ4	Goldman Sachs Bank USA 2.350% 03/15/2022	3/7/2017 8/23/2019	\$245,000.00	\$245,000.00	\$245,000.00	2.35%	0.874 0.870	\$102.02 \$249,953.90	\$4,953.90	0.55%	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022	3/10/2020 3/20/2020	\$245,000.00	\$245,000.00	\$245,000.00	1.00%	0.890 0.890	\$100.84 \$247,053.10	\$2,053.10	0.54%	
29976D2N9	TIAA, FSB 2.250% 03/29/2022	3/24/2017 9/19/2019	\$165,000.00	\$165,000.00	\$165,000.00	2.25%	0.912 0.909	\$102.01 \$168,313.20	\$3,313.20	0.37%	
87270LAD5	TIAA, FSB 2.150% 07/19/2022	7/14/2017 9/19/2019	\$60,000.00	\$60,000.00	\$60,000.00	2.15%	1.219 1.205	\$102.49 \$61,494.60	\$1,494.60	0.13%	
06740KKJ5	Barclays Bank Delaware 2.200% 07/19/2022	7/14/2017 9/19/2019	\$70,000.00	\$70,000.00	\$70,000.00	2.20%	1.219 1.204	\$102.55 \$71,786.40	\$1,786.40	0.16%	
06251A2B5	Bank Hapoalim B.M. 0.250% 07/22/2022	7/8/2020 7/22/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.30%	1.227 1.226	\$100.17 \$249,413.34	\$662.34	0.55%	
88224PLZ0	Texas Capital Bank, National Association 0.250% 08/08/2022	7/28/2020 8/7/2020	\$249,000.00	\$248,626.50	\$248,626.50	0.33%	1.274 1.273	\$100.17 \$249,418.32	\$791.82	0.55%	
32056GCS7	First Internet Bancorp 2.350% 12/19/2022	12/7/2017 9/18/2019	\$250,000.00	\$250,000.00	\$250,000.00	2.35%	1.638 1.608	\$103.61 \$259,032.50	\$9,032.50	0.57%	
949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	12/19/2019 12/30/2019	\$249,000.00	\$248,813.25	\$248,813.25	1.88%	1.668 1.642	\$102.84 \$256,079.07	\$7,265.82	0.56%	
254673KT2	Discover Bank 2.550% 01/10/2023	1/3/2018 8/23/2019	\$135,000.00	\$135,000.00	\$135,000.00	2.55%	1.699 1.662	\$104.08 \$140,505.30	\$5,505.30	0.31%	
29278TNA4	EnerBank USA 1.650% 02/14/2023	2/12/2020 2/14/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.72%	1.795 1.768	\$102.68 \$255,668.22	\$7,166.22	0.56%	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,626.50	\$248,626.50	1.65%	1.814 1.788	\$102.61 \$255,508.86	\$6,882.36	0.56%	
87165FTH7	Synchrony Bank 2.700% 02/23/2023	2/21/2018 9/19/2019	\$35,000.00	\$35,000.00	\$35,000.00	2.70%	1.819 1.780	\$104.63 \$36,620.15	\$1,620.15	0.08%	
05580AV49	BMW Bank of North America 1.650% 02/28/2023	3/1/2020 3/12/2020	\$200,000.00	\$200,000.00	\$200,000.00	1.65%	1.833 1.808	\$102.74 \$205,476.00	\$5,476.00	0.45%	

POSITION STATEMENT

As of April 30, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
05465DAG3	Axos Bank 1.600% 03/27/2023	2/27/2020 3/26/2020	\$147,000.00	\$146,926.50	\$146,926.50	1.62%	1.907 1.878	\$102.75 \$151,036.62	\$4,110.12	0.33%	
17312QJ26	Citibank, N.A. 2.900% 04/11/2023	4/4/2018 9/19/2019	\$245,000.00	\$245,000.00	\$245,000.00	2.90%	1.948 1.906	\$105.35 \$258,102.60	\$13,102.60	0.57%	
33646CJP0	1st Source Bank 2.850% 04/11/2023	4/6/2018 9/19/2019	\$225,000.00	\$225,000.00	\$225,000.00	2.85%	1.948 1.906	\$105.25 \$236,812.50	\$11,812.50	0.52%	
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023	4/4/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	1.953 1.912	\$105.26 \$210,528.00	\$10,528.00	0.46%	
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	4/16/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	1.967 1.914	\$105.28 \$210,558.00	\$10,558.00	0.46%	
947547MD4	WebBank 0.600% 06/01/2023	5/15/2020 6/1/2020	\$100,000.00	\$99,850.00	\$99,850.00	0.65%	2.088 0.588	\$100.00 \$100,003.00	\$153.00	0.22%	
88241THL7	Texas Exchange Bank, SSB 0.700% 06/16/2023	5/15/2020 6/2/2020	\$210,000.00	\$209,580.00	\$209,580.00	0.77%	2.129 0.348	\$100.06 \$210,128.10	\$548.10	0.46%	
05600XAA8	BMO Harris Bank National Association 0.600% 06/26/2023	6/9/2020 6/30/2020	\$249,000.00	\$248,427.30	\$248,427.30	0.68%	2.156 0.473	\$100.09 \$249,216.63	\$789.33	0.55%	
06654BCL3	Bankwell Bank 0.400% 07/28/2023	7/1/2020 7/28/2020	\$249,000.00	\$248,850.60	\$248,850.60	0.42%	2.244 2.232	\$100.48 \$250,190.22	\$1,339.62	0.55%	
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	10/31/2019 11/4/2019	\$247,000.00	\$246,876.50	\$246,876.50	1.91%	2.468 2.410	\$104.17 \$257,307.31	\$10,430.81	0.56%	
88413QCJ5	Third Federal Savings and Loan Association of Cleveland 1.750% 11/13/2023	11/5/2019 11/12/2019	\$247,000.00	\$246,259.00	\$246,259.00	1.83%	2.540 2.473	\$103.89 \$256,618.18	\$10,359.18	0.56%	
61690UQZ6	Morgan Stanley Bank, National Association 1.850% 12/26/2023	12/23/2019 12/30/2019	\$247,000.00	\$245,765.00	\$245,765.00	1.98%	2.658 2.587	\$104.32 \$257,667.93	\$11,902.93	0.56%	
61760A4Z9	Morgan Stanley Private Bank, National Association 1.900% 12/26/2023	12/23/2019 12/30/2019	\$247,000.00	\$245,765.00	\$245,765.00	2.03%	2.658 2.585	\$104.45 \$257,996.44	\$12,231.44	0.57%	

City of Reynoldsburg Operating Account

POSITION STATEMENT

As of April 30, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
75472RAK7	Raymond James Bank, National Association 1.800% 11/08/2024	11/5/2019 11/8/2019	\$247,000.00	\$246,506.00	\$246,506.00	1.84%	3.529 3.400	\$105.09 \$259,582.18	\$13,076.18	0.57%	
549104VF1	Luana Savings Bank 0.450% 12/30/2025	12/22/2020 12/30/2020	\$249,000.00	\$248,103.60	\$248,103.60	0.52%	4.671 4.593	\$98.43 \$245,100.66	(\$3,002.94)	0.54%	
856283S31	State Bank of India 0.600% 02/25/2026	2/9/2021 2/25/2021	\$249,000.00	\$247,755.00	\$247,755.00	0.70%	4.827 4.729	\$98.70 \$245,755.53	(\$1,999.47)	0.54%	
89235MKY6	Toyota Financial Savings Bank 0.900% 04/22/2026	4/14/2021 4/22/2021	\$248,000.00	\$247,008.00	\$247,008.00	0.98%	4.981 4.846	\$99.72 \$247,293.20	\$285.20	0.54%	
SubTotal			\$8,266,000.00	\$8,254,914.10	\$8,254,914.10	1.57%		\$8,435,543.82	\$180,629.72	18.49%	
U.S. Treasury Bill											
912796C31	UST 01/27/2022	1/25/2021 1/28/2021	\$500,000.00	\$499,532.36	\$499,532.36	0.09%	0.745 0.747	\$99.98 \$499,875.00	\$342.64	1.10%	Aaa AA+
SubTotal			\$500,000.00	\$499,532.36	\$499,532.36	0.09%		\$499,875.00	\$342.64	1.10%	
U.S. Treasury Note											
912828R77	UST 1.375% 05/31/2021	2/5/2020 2/6/2020	\$145,000.00	\$144,728.13	\$144,728.13	1.52%	0.085 0.088	\$100.11 \$145,163.85	\$435.72	0.32%	Aaa AA+
912828T91	UST 1.625% 10/31/2023	12/30/2019 12/31/2019	\$875,000.00	\$874,658.21	\$874,658.21	1.64%	2.504 2.442	\$103.43 \$905,012.50	\$30,354.29	1.98%	Aaa AA+
SubTotal			\$1,020,000.00	\$1,019,386.34	\$1,019,386.34	1.62%		\$1,050,176.35	\$30,790.01	2.30%	
Grand Total			\$45,354,106.35	\$45,317,573.88	\$45,317,942.56	0.72%		\$45,618,478.92	\$300,905.04	100.00%	

TRANSACTION STATEMENT

As of April 30, 2021



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Pending Purchase									
Pending Purchase	4/30/2021	5/3/2021	3130ALRG1	FHLB 0.125% 03/17/2023	500,000.00	499,750.00	78.13	499,828.13	0.15%
Pending Purchase	4/27/2021	5/12/2021	3130AMCE0	FHLB 1.050% 05/12/2026	150,000.00	149,932.50		149,932.50	1.06%
Pending Purchase	4/30/2021	5/12/2021	3130AMCE0	FHLB 1.050% 05/12/2026	500,000.00	499,625.00		499,625.00	1.07%
Total					1,150,000.00	1,149,307.50	78.13	1,149,385.63	

Purchase									
Purchase	4/14/2021	4/22/2021	89235MKY6	Toyota Financial Savings Bank 0.900% 04/22/2026	248,000.00	247,008.00		247,008.00	0.98%
Purchase	4/26/2021	4/27/2021	3133EMXM9	FFCB 0.125% 04/27/2023	500,000.00	499,515.00		499,515.00	0.17%
Total					748,000.00	746,523.00		746,523.00	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	4/20/2021	4/20/2021	89788HAU7	Truist Bank 1.150% 04/20/2021	247,000.00	246,975.30	247,000.00	24.70
Maturity	4/30/2021	4/30/2021	149159QF5	Cathay Bank 0.800% 04/30/2021	245,000.00	244,975.50	245,000.00	24.50
Total					492,000.00	491,950.80	492,000.00	49.20

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	4/1/2021	4/1/2021	31846V567	First American Funds, Inc.	33.02
Interest/Dividends	4/2/2021	4/2/2021	88241THL7	Texas Exchange Bank, SSB 0.700% 06/16/2023	124.85

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
 As of April 30, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	4/7/2021	4/7/2021	3134GWWF0	FMCC 0.250% 07/07/2023	843.75
Interest/Dividends	4/8/2021	4/8/2021	11373QJN9	Brookline Bank 0.650% 05/07/2021	137.46
Interest/Dividends	4/12/2021	4/12/2021	857894F53	Stearns Bank National Association 1.600% 02/10/2022	338.37
Interest/Dividends	4/12/2021	4/12/2021	17312QJ26	Citibank, N.A. 2.900% 04/11/2023	3,542.77
Interest/Dividends	4/12/2021	4/12/2021	33646CJP0	1st Source Bank 2.850% 04/11/2023	3,197.47
Interest/Dividends	4/13/2021	4/13/2021	25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023	2,842.19
Interest/Dividends	4/14/2021	4/14/2021	29278TNA4	EnerBank USA 1.650% 02/14/2023	348.94
Interest/Dividends	4/14/2021	4/14/2021	3133EMCP5	FFCB 0.520% 10/14/2025	195.00
Interest/Dividends	4/15/2021	4/15/2021	3135GOW66	FNMA 1.625% 10/15/2024	12,187.50
Interest/Dividends	4/19/2021	4/19/2021	949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	398.58
Interest/Dividends	4/19/2021	4/19/2021	080515CN7	Belmont Savings Bank 2.850% 04/18/2023	484.11
Interest/Dividends	4/19/2021	4/19/2021	32066GCS7	First Internet Bancorp 2.350% 12/19/2022	498.97
Interest/Dividends	4/20/2021	4/20/2021	89788HAU7	Truist Bank 1.150% 04/20/2021	2,832.72
Interest/Dividends	4/21/2021	4/21/2021	65344AAB1	Nextier Bank, Na. 1.600% 02/22/2022	338.37
Interest/Dividends	4/21/2021	4/21/2021	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	338.37
Interest/Dividends	4/22/2021	4/22/2021	3134GWZV1	FMCC 0.650% 10/22/2025	323.19
Interest/Dividends	4/26/2021	4/26/2021	05465DAG3	Axos Bank 1.600% 03/27/2023	199.76
Interest/Dividends	4/30/2021	4/30/2021	912828T91	UST 1.625% 10/31/2023	7,109.38
Interest/Dividends	4/30/2021	4/30/2021	949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	391.24

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
 As of April 30, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	4/30/2021	4/30/2021	59013KFD3	Merrick Bank Corporation 1.650% 01/31/2022	337.68
Interest/Dividends	4/30/2021	4/30/2021	149159QF5	Cathay Bank 0.800% 04/30/2021	1,960.00
Total					39,003.69

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Contribution				
Contribution	4/15/2021	4/15/2021	Cash In	3,000,000.00
Total				3,000,000.00

Custodian Fee				
Custodian Fee	4/27/2021	4/27/2021	Cash Out	(305.51)
Total				(305.51)

Management Fee				
Management Fee	4/22/2021	4/22/2021	Cash Out	(6,936.90)
Total				(6,936.90)

City of Reynoldsburg Operating Account
STATEMENT DISCLOSURE
 As of April 30, 2021



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MINUTES

CITY OF REYNOLDSBURG TREASURY INVESTMENT BOARD MEETING

June 15, 2021

The June meeting of the Treasury Investment Board (T.I.B.), was called to order at 10:01 a.m. by Chairman Begeny. Members present were, Mayor Joe Begeny, and Auditor Steve Cicak, and City Attorney Chris Shook.

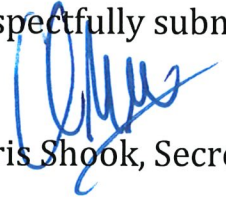
The Auditor presented:

Fund Balance Report dated March 30, 2021; Daily Treasury Yield Curve Rates; and the Meeder Investment Manager Report dated May 31, 2021.

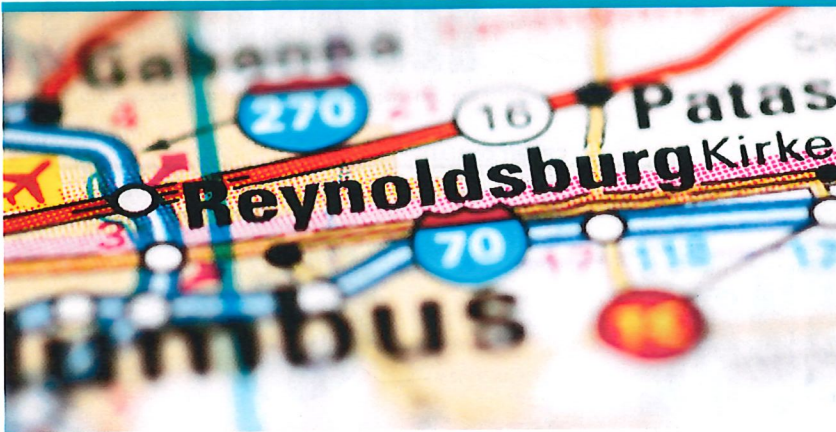
The next meeting of the T.I.B. will be Tuesday, July 20, 2021 at 10:00 a.m. in the Mayor's Conference Room.

There being no further business, this meeting adjourned at 10:19 am.

Respectfully submitted,


Chris Shook, Secretary

Attachment: 061521 Treasury Minutes (Treasury Board Minutes)



City of Reynoldsburg Operating Account

Monthly Investment Report
May 31, 2021

Your Investment Representative:

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

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

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
02007GMS9	Ally Bank 1.700% 01/24/2022		2,082						2,561				
05465DAG3	Axos Bank 1.600% 03/27/2023	200	193	200	200	193	200	193	200	200	180	200	193
05580AVA9	BMW Bank of North America 1.650% 02/28/2023			1,636						1,664			
05600XAA8	BMO Harris Bank National Association 0.600% 06/26/2023	377			377			372			368		
06251A2B5	Bank Hapoalim B.M. 0.250% 07/22/2022		309						314				
06654BCL3	Bankwell Bank 0.400% 07/28/2023		494						502				
06740KKJ5	Barclays Bank Delaware 2.200% 07/19/2022		764						776				
080257RNO	Belmont, County of 1.000% 08/25/2021			265									
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	484	468	484	484	468	484	468	484	484	437	484	468
15118RVA2	Celtic Bank Corporation 0.400% 06/07/2021	36											
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022				1,235						1,222		
17312QJ26	Citibank, N.A. 2.900% 04/11/2023					3,562						3,543	
254673KT2	Discover Bank 2.550% 01/10/2023		1,707						1,735				
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023					2,858						2,842	
29278TNA4	EnerBank USA 1.650% 02/14/2023	349	338	349	349	338	349	338	349	349	315	349	338
29976D2N9	TIAA, FSB 2.250% 03/29/2022				1,872						1,841		
3130ADRX2	FHLB 2.625% 12/09/2022	6,563						6,563					
3130AGWK7	FHLB 1.500% 08/15/2024			3,750						3,750			
3130AHSR5	FHLB 1.625% 12/20/2021	3,250						3,438					

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
3133EMTT9	FFCB 0.750% 03/17/2025				2,813						2,813		
3133EMUK6	FFCB 1.050% 03/25/2026				2,625						2,625		
3133EMXM9	FFCB 0.125% 04/27/2023					938						938	
3133EMZP0	FFCB 0.140% 05/18/2023						700						700
3133EMZW5	FFCB 0.730% 05/19/2025						913						913
3134GV5E4	FMCC 0.270% 07/08/2022		675						675				
3134GV5F1	FMCC 0.375% 07/14/2023		563						563				
3134GVJ66	FMCC 0.250% 06/08/2022	625						625					
3134GWDP8	FMCC 0.260% 07/28/2022		650						650				
3134GWE36	FMCC 0.200% 09/01/2022				1,000						1,000		
3134GWEH5	FMCC 0.280% 07/27/2022		1,050						1,050				
3134GWL46	FMCC 0.330% 09/15/2023	285			285			285			285		
3134GWN44	FMCC 0.450% 09/11/2024				1,125						1,125		
3134GWP91	FMCC 0.500% 06/16/2025				1,875						1,875		
3134GWR73	FMCC 0.270% 06/30/2023				911						911		
3134GWTLO	FMCC 0.300% 09/28/2023				1,125						1,125		
3134GWWF0	FMCC 0.250% 07/07/2023					844						844	
3134GWW93	FMCC 0.550% 09/30/2025				688						688		
3134GWZV1	FMCC 0.650% 10/22/2025					325						325	
3135G06G3	FNMA 0.500% 11/07/2025						313						313
3135G0W66	FNMA 1.625% 10/15/2024					12,188						12,188	
3135GA2Z3	FNMA 0.560% 11/17/2025						672						672
3136G43H4	FNMA 0.400% 09/16/2024				1,000						1,000		
3136G4Z71	FNMA 0.450% 08/26/2024			1,688						1,688			
32056GCS7	First Internet Bancorp 2.350% 12/19/2022	499	483	499	499	483	499	483	499	499	451	499	483

City of Reynoldsburg Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
89235MKY6	Toyota Financial Savings Bank 0.900% 04/22/2026					1,119						1,113	
912796C31	UST 01/27/2022								468				
912828T91	UST 1.625% 10/31/2023					7,109						7,109	
949495AF2	Wells Fargo National Bank West 1.850% 12/30/2022	391	379	391	391	379	391	379	391	366	379	391	379
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	399	386	399	399	386	399	386	399	399	360	399	386
TOTAL		25,552	13,520	17,989	40,551	36,051	23,392	21,594	14,788	17,057	38,153	35,078	22,215

Attachment: 061521 Treasury Minutes (Treasury Board Minutes)

City of Reynoldsburg Operating Account
POSITION STATEMENT
 As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130ALRG1	FHLB 0.125% 03/17/2023	4/30/2021 5/3/2021	\$500,000.00	\$499,750.00 \$78.13	\$499,828.13	0.15%	1.803 1.800	\$99.95 \$499,755.00	\$5.00	1.03%	Aaa AA+
3133EMXM9	FFCB 0.125% 04/27/2023	4/26/2021 4/27/2021	\$500,000.00	\$499,515.00	\$499,515.00	0.17%	1.915 1.912	\$99.91 \$499,525.00	\$10.00	1.03%	Aaa AA+
3133EMXM9	FFCB 0.125% 04/27/2023	5/6/2021 5/7/2021	\$1,000,000.00	\$999,370.00 \$34.72	\$999,404.72	0.16%	1.915 1.912	\$99.91 \$999,050.00	(\$320.00)	2.06%	Aaa AA+
3133EMZP0	FFCB 0.140% 05/18/2023	5/12/2021 5/18/2021	\$1,000,000.00	\$999,100.00	\$999,100.00	0.19%	1.973 0.951	\$99.91 \$999,100.00	\$0.00	2.06%	Aaa AA+
3134GWR73	FMCC 0.270% 06/30/2023	9/18/2020 9/30/2020	\$675,000.00	\$675,000.00	\$675,000.00	0.27%	2.090 0.823	\$100.03 \$675,168.75	\$168.75	1.39%	Aaa AA+
3134GWVFO	FMCC 0.250% 07/07/2023	9/22/2020 10/7/2020	\$675,000.00	\$675,000.00	\$675,000.00	0.25%	2.110 1.042	\$99.98 \$674,831.25	(\$168.75)	1.39%	Aaa AA+
3134GV5F1	FMCC 0.375% 07/14/2023	7/6/2020 7/14/2020	\$300,000.00	\$300,000.00	\$300,000.00	0.38%	2.129 1.165	\$100.14 \$300,411.00	\$411.00	0.62%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	9/17/2020 9/18/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.32%	2.203 0.785	\$100.02 \$100,019.00	\$19.00	0.21%	Aaa AA+
3133EL3E2	FFCB 0.320% 08/10/2023	8/10/2020 8/11/2020	\$500,000.00	\$499,765.00	\$499,765.00	0.34%	2.203 0.785	\$100.02 \$500,095.00	\$330.00	1.03%	Aaa AA+
3133EL6U3	FFCB 0.280% 09/14/2023	9/16/2020 9/17/2020	\$1,000,000.00	\$999,400.00	\$999,400.00	0.30%	2.299 1.112	\$99.97 \$999,710.00	\$310.00	2.06%	Aaa AA+
3134GWL46	FMCC 0.330% 09/15/2023	9/3/2020 9/15/2020	\$345,000.00	\$345,000.00	\$345,000.00	0.33%	2.301 0.930	\$100.01 \$345,017.25	\$17.25	0.71%	Aaa AA+
3133EMAM4	FFCB 0.250% 09/21/2023	9/22/2020 9/23/2020	\$750,000.00	\$749,685.00	\$749,685.00	0.26%	2.318 1.807	\$100.03 \$750,225.00	\$540.00	1.55%	Aaa AA+
3134GWTLO	FMCC 0.300% 09/28/2023	9/18/2020 9/28/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.30%	2.337 0.838	\$100.04 \$750,285.00	\$285.00	1.55%	Aaa AA+
3130AK3S3	FHLB 0.300% 09/29/2023	9/11/2020 9/29/2020	\$150,000.00	\$149,925.00	\$149,925.00	0.32%	2.340 1.190	\$99.88 \$149,826.00	(\$99.00)	0.31%	Aaa AA+
3130AGWK7	FHLB 1.500% 08/15/2024	11/6/2019 11/7/2019	\$500,000.00	\$495,935.00	\$495,935.00	1.68%	3.219 3.134	\$103.59 \$517,965.00	\$22,030.00	1.07%	Aaa AA+
3133EL4J0	FFCB 0.470% 08/19/2024	8/20/2020 8/21/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.47%	3.230 0.899	\$100.07 \$100,067.00	\$67.00	0.21%	Aaa AA+
3136G4Z71	FNMA 0.450% 08/26/2024	8/28/2020 8/31/2020	\$750,000.00	\$749,700.00	\$749,700.00	0.46%	3.249 2.147	\$100.18 \$751,350.00	\$1,650.00	1.55%	Aaa AA+
3134GWN44	FMCC 0.450% 09/11/2024	9/3/2020 9/11/2020	\$500,000.00	\$500,000.00	\$500,000.00	0.45%	3.293 1.505	\$99.80 \$498,995.00	(\$1,005.00)	1.03%	Aaa AA+

City of Reynoldsburg Operating Account
POSITION STATEMENT
 As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130AKJR8	FHLB 0.570% 12/16/2025	12/11/2020 12/16/2020	\$650,000.00	\$649,675.00	\$649,675.00	0.58%	4.556 2.737	\$98.52 \$640,360.50	(\$9,314.50)	1.32%	Aaa AA+
3130AKJR8	FHLB 0.570% 12/16/2025	12/14/2020 12/16/2020	\$110,000.00	\$109,945.00	\$109,945.00	0.58%	4.556 2.737	\$98.52 \$108,368.70	(\$1,576.30)	0.22%	Aaa AA+
3133EMND0	FFCB 0.570% 01/20/2026	1/11/2021 1/20/2021	\$100,000.00	\$99,850.00	\$99,850.00	0.60%	4.652 2.720	\$98.73 \$98,733.00	(\$1,117.00)	0.20%	Aaa AA+
3130AKXB7	FHLB 0.580% 02/11/2026	2/24/2021 3/1/2021	\$250,000.00	\$249,000.00 \$80.56	\$249,080.56	0.66%	4.712 2.862	\$98.95 \$247,372.50	(\$1,627.50)	0.51%	Aaa AA+
3130AL5X8	FHLB 0.650% 02/24/2026	2/9/2021 2/24/2021	\$250,000.00	\$250,000.00	\$250,000.00	0.65%	4.748 2.879	\$98.85 \$247,120.00	(\$2,880.00)	0.51%	Aaa AA+
3130ALKA1	FHLB 1.000% 03/17/2026	3/1/2021 3/17/2021	\$425,000.00	\$425,000.00	\$425,000.00	1.00%	4.805 1.914	\$99.72 \$423,814.25	(\$1,185.75)	0.87%	Aaa AA+
3133EMUK6	FFCB 1.050% 03/25/2026	3/18/2021 3/25/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.05%	4.827 2.271	\$100.06 \$500,305.00	\$305.00	1.03%	Aaa AA+
3130ALQX5	FHLB 1.125% 03/30/2026	3/15/2021 3/30/2021	\$750,000.00	\$749,910.00	\$749,910.00	1.13%	4.841 0.891	\$100.01 \$750,052.50	\$142.50	1.55%	Aaa AA+
3130AMCE0	FHLB 1.050% 05/12/2026	4/27/2021 5/12/2021	\$150,000.00	\$149,932.50	\$149,932.50	1.06%	4.959 1.876	\$99.71 \$149,565.00	(\$367.50)	0.31%	Aaa AA+
3130AMCE0	FHLB 1.050% 05/12/2026	4/30/2021 5/12/2021	\$500,000.00	\$499,625.00	\$499,625.00	1.07%	4.959 1.876	\$99.71 \$498,550.00	(\$1,075.00)	1.03%	Aaa AA+
SubTotal			\$29,820,000.00	\$29,792,580.63 \$242.02	\$29,792,822.65	0.62%		\$29,913,030.00	\$120,449.37	61.69%	
Municipal Bond											
668571FA5	Northwood Local School District 0.374% 07/01/2021	8/19/2020 9/9/2020	\$60,000.00	\$60,000.00	\$60,000.00	0.37%	0.093 0.096	\$100.02 \$60,010.80	\$10.80	0.12%	AA
080257RN0	Belmont, County of 1.000% 08/25/2021	8/13/2020 8/26/2020	\$110,000.00	\$110,831.60	\$110,831.60	0.24%	0.244 0.246	\$100.19 \$110,210.10	(\$621.50)	0.23%	SP-1+
SubTotal			\$170,000.00	\$170,831.60	\$170,831.60	0.29%		\$170,220.90	(\$610.70)	0.35%	
Negotiable Certificate of Deposit											
15118RVA2	Celtic Bank Corporation 0.400% 06/07/2021	5/12/2020 5/18/2020	\$100,000.00	\$100,000.00	\$100,000.00	0.40%	0.027 0.030	\$100.01 \$100,011.00	\$11.00	0.21%	
02007GMS9	Ally Bank 1.700% 01/24/2022	1/16/2020 1/23/2020	\$247,000.00	\$246,567.75	\$246,567.75	1.79%	0.660 0.658	\$101.10 \$249,704.65	\$3,136.90	0.51%	

City of Reynoldsburg Operating Account
POSITION STATEMENT
 As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,626.50	\$248,626.50	1.65%	1.737 1.714	\$102.54 \$255,327.09	\$6,700.59	0.53%	
87165FTH7	Synchrony Bank 2.700% 02/23/2023	2/21/2018 9/19/2019	\$35,000.00	\$35,000.00	\$35,000.00	2.70%	1.742 1.704	\$104.47 \$36,563.80	\$1,563.80	0.08%	
05580AVA9	BMW Bank of North America 1.650% 02/28/2023	3/11/2020 3/12/2020	\$200,000.00	\$200,000.00	\$200,000.00	1.65%	1.756 1.732	\$102.66 \$205,318.00	\$5,318.00	0.42%	
05465DAG3	Axos Bank 1.600% 03/27/2023	2/27/2020 3/26/2020	\$147,000.00	\$146,926.50	\$146,926.50	1.62%	1.830 1.804	\$102.68 \$150,935.19	\$4,008.69	0.31%	
17312QJ26	Citibank, N.A. 2.900% 04/11/2023	4/4/2018 9/19/2019	\$245,000.00	\$245,000.00	\$245,000.00	2.90%	1.871 1.829	\$105.18 \$257,683.65	\$12,683.65	0.53%	
33646CJP0	1st Source Bank 2.850% 04/11/2023	4/6/2018 9/19/2019	\$225,000.00	\$225,000.00	\$225,000.00	2.85%	1.871 1.830	\$105.08 \$236,436.75	\$11,436.75	0.49%	
25665QAY1	Dollar Bank, Federal Savings Bank 2.850% 04/13/2023	4/4/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	1.877 1.835	\$105.10 \$210,194.00	\$10,194.00	0.43%	
080515CN7	Belmont Savings Bank 2.850% 04/18/2023	4/16/2018 9/19/2019	\$200,000.00	\$200,000.00	\$200,000.00	2.85%	1.890 1.842	\$105.12 \$210,240.00	\$10,240.00	0.43%	
88241THL7	Texas Exchange Bank, SSB 0.700% 06/16/2023	5/15/2020 6/2/2020	\$210,000.00	\$209,580.00	\$209,580.00	0.77%	2.052 0.340	\$100.07 \$210,138.60	\$558.60	0.43%	
05600XAA8	BMO Harris Bank National Association 0.600% 06/26/2023	6/9/2020 6/30/2020	\$249,000.00	\$248,427.30	\$248,427.30	0.68%	2.079 0.297	\$100.04 \$249,107.07	\$679.77	0.51%	
06654BCL3	Bankwell Bank 0.400% 07/28/2023	7/1/2020 7/28/2020	\$249,000.00	\$248,850.60	\$248,850.60	0.42%	2.167 2.155	\$100.51 \$250,264.92	\$1,414.32	0.52%	
949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	10/31/2019 11/4/2019	\$247,000.00	\$246,876.50	\$246,876.50	1.91%	2.392 2.337	\$104.09 \$257,112.18	\$10,235.68	0.53%	
88413QCJ5	Third Federal Savings and Loan Association of Cleveland 1.750% 11/13/2023	11/5/2019 11/12/2019	\$247,000.00	\$246,259.00	\$246,259.00	1.83%	2.463 2.418	\$103.84 \$256,482.33	\$10,223.33	0.53%	
61690UQZ6	Morgan Stanley Bank, National Association 1.850% 12/26/2023	12/23/2019 12/30/2019	\$247,000.00	\$245,765.00	\$245,765.00	1.98%	2.581 2.511	\$104.24 \$257,472.80	\$11,707.80	0.53%	

City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
 As of May 31, 2021



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Purchase									
Purchase	4/30/2021	5/3/2021	3130ALRG1	FHLB 0.125% 03/17/2023	500,000.00	499,750.00	78.13	499,828.13	0.15%
Purchase	5/6/2021	5/7/2021	3133EMXM9	FFCB 0.125% 04/27/2023	1,000,000.00	999,370.00	34.72	999,404.72	0.16%
Purchase	4/27/2021	5/12/2021	3130AMCE0	FHLB 1.050% 05/12/2026	150,000.00	149,932.50		149,932.50	1.06%
Purchase	4/30/2021	5/12/2021	3130AMCE0	FHLB 1.050% 05/12/2026	500,000.00	499,625.00		499,625.00	1.07%
Purchase	5/12/2021	5/18/2021	3133EMZP0	FFCB 0.140% 05/18/2023	1,000,000.00	999,100.00		999,100.00	0.19%
Purchase	5/12/2021	5/19/2021	3133EMZW5	FFCB 0.730% 05/19/2025	250,000.00	250,000.00		250,000.00	0.73%
Total					3,400,000.00	3,397,777.50	112.85	3,397,890.35	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Called Securities								
Called Securities	5/1/2021	5/1/2021	947547MD4	WebBank 0.600% 06/01/2023	100,000.00	99,850.00	100,000.00	150.00
Called Securities	5/12/2021	5/12/2021	3133EL2W3	FFCB 0.350% 05/04/2023	250,000.00	250,000.00	250,000.00	0.00
Total					350,000.00	349,850.00	350,000.00	150.00
Maturity								
Maturity	5/7/2021	5/7/2021	11373QJN9	Brookline Bank 0.650% 05/07/2021	249,000.00	248,975.10	249,000.00	24.90
Maturity	5/7/2021	5/7/2021	06607ABU4	BankChampaign, National Association 0.700% 05/07/2021	220,000.00	220,000.00	220,000.00	0.00
Total					469,000.00	468,975.10	469,000.00	24.90

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
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City of Reynoldsburg Operating Account
TRANSACTION STATEMENT
 As of May 31, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	5/18/2021	5/18/2021	949763M60	Wells Fargo Bank, National Association 1.900% 10/18/2023	385.73
Interest/Dividends	5/21/2021	5/21/2021	65344AAB1	Nextier Bank, Na. 1.600% 02/22/2022	327.45
Interest/Dividends	5/21/2021	5/21/2021	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	327.45
Interest/Dividends	5/24/2021	5/24/2021	3133EMHF2	FFCB 0.600% 11/24/2025	975.00
Interest/Dividends	5/26/2021	5/26/2021	05465DAG3	Axos Bank 1.600% 03/27/2023	193.32
Total					20,064.70

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	5/25/2021	5/25/2021	Cash Out	(331.06)
Total				(331.06)

Attachment: 061521 Treasury Minutes (Treasury Board Minutes)

U.S. DEPARTMENT OF THE TREASURY

Resource Center

Daily Treasury Yield Curve Rates

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XML These data are also available in XML format by clicking on the XML icon.

XSD The schema for the XML is available in XSD format by clicking on the XSD icon.

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To access interest rate data in the legacy XML format and the corresponding XSD schema, [click here](#).

Select type of Interest Rate Data

Daily Treasury Yield Curve Rates



Go

Select Time Period

2021



Go

Date	1 Mo	2 Mo	3 Mo	6 Mo	1 Yr	2 Yr	3 Yr	5 Yr	7 Yr	10 Yr	20 Yr	30 Yr
01/04/21	0.09	0.09	0.09	0.09	0.10	0.11	0.16	0.36	0.64	0.93	1.46	1.66
01/05/21	0.08	0.09	0.09	0.09	0.10	0.13	0.17	0.38	0.66	0.96	1.49	1.70
01/06/21	0.09	0.09	0.09	0.09	0.11	0.14	0.20	0.43	0.74	1.04	1.60	1.81
01/07/21	0.09	0.09	0.09	0.09	0.11	0.14	0.22	0.46	0.78	1.08	1.64	1.85
01/08/21	0.08	0.08	0.08	0.09	0.10	0.14	0.24	0.49	0.81	1.13	1.67	1.87
01/11/21	0.09	0.08	0.08	0.10	0.10	0.14	0.22	0.50	0.84	1.15	1.68	1.88
01/12/21	0.09	0.08	0.09	0.09	0.11	0.14	0.23	0.50	0.83	1.15	1.68	1.88
01/13/21	0.09	0.08	0.09	0.10	0.12	0.14	0.22	0.48	0.80	1.10	1.63	1.82
01/14/21	0.09	0.09	0.09	0.09	0.10	0.16	0.23	0.49	0.82	1.15	1.69	1.88
01/15/21	0.08	0.09	0.09	0.10	0.10	0.13	0.20	0.46	0.78	1.11	1.66	1.85
01/19/21	0.07	0.09	0.09	0.11	0.10	0.14	0.21	0.45	0.78	1.10	1.65	1.84
01/20/21	0.08	0.08	0.08	0.10	0.10	0.13	0.19	0.45	0.78	1.10	1.65	1.84
01/21/21	0.07	0.09	0.09	0.09	0.10	0.13	0.19	0.45	0.79	1.12	1.68	1.87
01/22/21	0.07	0.08	0.08	0.10	0.10	0.13	0.19	0.44	0.77	1.10	1.66	1.85
01/25/21	0.07	0.08	0.09	0.09	0.10	0.13	0.17	0.42	0.73	1.05	1.61	1.80
01/26/21	0.05	0.07	0.07	0.09	0.09	0.11	0.18	0.42	0.74	1.05	1.61	1.80
01/27/21	0.05	0.06	0.08	0.09	0.09	0.12	0.18	0.41	0.72	1.04	1.60	1.79
01/28/21	0.05	0.06	0.07	0.08	0.08	0.12	0.18	0.42	0.75	1.07	1.63	1.81
01/29/21	0.07	0.07	0.06	0.07	0.10	0.11	0.19	0.45	0.79	1.11	1.68	1.87
02/01/21	0.06	0.07	0.07	0.08	0.08	0.11	0.17	0.42	0.76	1.09	1.66	1.84
02/02/21	0.04	0.05	0.07	0.08	0.08	0.11	0.18	0.45	0.79	1.12	1.69	1.87
02/03/21	0.03	0.04	0.04	0.06	0.08	0.11	0.19	0.46	0.81	1.15	1.73	1.92
02/04/21	0.03	0.04	0.04	0.06	0.07	0.11	0.18	0.46	0.81	1.15	1.75	1.93
02/05/21	0.02	0.03	0.03	0.05	0.06	0.09	0.19	0.47	0.83	1.19	1.79	1.97
02/08/21	0.04	0.03	0.05	0.05	0.07	0.11	0.20	0.48	0.83	1.19	1.78	1.96
02/09/21	0.04	0.04	0.04	0.06	0.07	0.11	0.19	0.48	0.83	1.18	1.78	1.95
02/10/21	0.05	0.04	0.05	0.06	0.07	0.11	0.19	0.46	0.80	1.15	1.75	1.92
02/11/21	0.05	0.05	0.05	0.06	0.07	0.11	0.19	0.46	0.81	1.16	1.77	1.94
02/12/21	0.03	0.04	0.04	0.05	0.06	0.11	0.20	0.50	0.85	1.20	1.83	2.01
02/16/21	0.03	0.04	0.04	0.06	0.08	0.13	0.23	0.57	0.94	1.30	1.92	2.08
02/17/21	0.03	0.04	0.04	0.06	0.07	0.11	0.21	0.57	0.94	1.29	1.92	2.06
02/18/21	0.03	0.03	0.03	0.04	0.06	0.11	0.21	0.56	0.94	1.29	1.91	2.08

02/19/21	0.03	0.03	0.04	0.06	0.07	0.11	0.22	0.59	0.98	1.34	1.98	2.14
02/22/21	0.03	0.02	0.03	0.04	0.06	0.11	0.22	0.61	1.00	1.37	2.02	2.19
02/23/21	0.03	0.02	0.04	0.05	0.08	0.11	0.22	0.59	1.00	1.37	2.03	2.21
02/24/21	0.03	0.03	0.03	0.05	0.08	0.12	0.24	0.62	1.02	1.38	2.07	2.24
02/25/21	0.04	0.03	0.04	0.06	0.09	0.17	0.34	0.81	1.23	1.54	2.25	2.33
02/26/21	0.04	0.04	0.04	0.05	0.08	0.14	0.30	0.75	1.15	1.44	2.08	2.17
03/01/21	0.03	0.03	0.05	0.07	0.08	0.13	0.27	0.71	1.12	1.45	2.11	2.23
03/02/21	0.04	0.04	0.04	0.06	0.08	0.13	0.26	0.67	1.08	1.42	2.09	2.21
03/03/21	0.04	0.04	0.05	0.07	0.08	0.14	0.29	0.73	1.14	1.47	2.12	2.25
03/04/21	0.03	0.05	0.04	0.07	0.08	0.14	0.32	0.77	1.21	1.54	2.18	2.30
03/05/21	0.04	0.04	0.04	0.07	0.08	0.14	0.32	0.79	1.23	1.56	2.18	2.28
03/08/21	0.04	0.04	0.05	0.06	0.09	0.17	0.34	0.86	1.28	1.59	2.20	2.31
03/09/21	0.04	0.04	0.05	0.07	0.10	0.17	0.35	0.83	1.23	1.55	2.16	2.26
03/10/21	0.03	0.03	0.04	0.06	0.08	0.16	0.32	0.80	1.20	1.53	2.15	2.24
03/11/21	0.04	0.04	0.04	0.05	0.08	0.14	0.31	0.78	1.20	1.54	2.18	2.29
03/12/21	0.03	0.03	0.04	0.06	0.09	0.14	0.34	0.85	1.30	1.64	2.31	2.40
03/15/21	0.02	0.02	0.04	0.06	0.08	0.14	0.33	0.84	1.28	1.62	2.27	2.37
03/16/21	0.01	0.02	0.02	0.06	0.07	0.15	0.33	0.83	1.28	1.62	2.30	2.38
03/17/21	0.01	0.02	0.02	0.05	0.07	0.13	0.29	0.80	1.27	1.63	2.32	2.42
03/18/21	0.01	0.01	0.01	0.03	0.08	0.16	0.33	0.86	1.35	1.71	2.36	2.45
03/19/21	0.01	0.01	0.01	0.03	0.07	0.16	0.33	0.90	1.38	1.74	2.36	2.45
03/22/21	0.02	0.02	0.03	0.05	0.06	0.15	0.32	0.87	1.34	1.69	2.29	2.38
03/23/21	0.02	0.02	0.01	0.04	0.08	0.15	0.31	0.83	1.29	1.63	2.24	2.34
03/24/21	0.02	0.02	0.02	0.04	0.07	0.14	0.31	0.83	1.27	1.62	2.21	2.31
03/25/21	0.02	0.03	0.02	0.04	0.07	0.14	0.30	0.82	1.29	1.63	2.24	2.34
03/26/21	0.02	0.02	0.02	0.04	0.06	0.14	0.31	0.85	1.32	1.67	2.27	2.37
03/29/21	0.02	0.03	0.03	0.04	0.06	0.14	0.32	0.89	1.37	1.73	2.32	2.43
03/30/21	0.01	0.01	0.02	0.04	0.06	0.16	0.33	0.90	1.39	1.73	2.29	2.38
03/31/21	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74	2.31	2.41
04/01/21	0.02	0.02	0.02	0.04	0.06	0.17	0.35	0.90	1.37	1.69	2.24	2.34
04/02/21	0.02	0.02	0.02	0.04	0.07	0.19	0.39	0.97	1.42	1.72	2.27	2.35
04/05/21	0.03	0.02	0.03	0.04	0.06	0.17	0.37	0.94	1.40	1.73	2.28	2.36
04/06/21	0.02	0.02	0.02	0.04	0.06	0.16	0.35	0.88	1.34	1.67	2.24	2.32
04/07/21	0.01	0.02	0.02	0.04	0.06	0.16	0.34	0.87	1.34	1.68	2.26	2.35
04/08/21	0.02	0.02	0.01	0.04	0.05	0.14	0.33	0.85	1.30	1.64	2.22	2.32
04/09/21	0.02	0.01	0.02	0.03	0.06	0.16	0.35	0.87	1.33	1.67	2.23	2.34
04/12/21	0.02	0.02	0.02	0.04	0.06	0.18	0.38	0.89	1.35	1.69	2.24	2.34
04/13/21	0.03	0.02	0.03	0.05	0.06	0.16	0.35	0.85	1.29	1.64	2.21	2.32
04/14/21	0.02	0.02	0.02	0.04	0.06	0.16	0.35	0.87	1.31	1.64	2.22	2.32
04/15/21	0.02	0.01	0.02	0.04	0.06	0.16	0.32	0.81	1.24	1.56	2.13	2.23
04/16/21	0.02	0.02	0.02	0.04	0.06	0.16	0.34	0.84	1.26	1.59	2.15	2.26
04/19/21	0.01	0.02	0.02	0.04	0.08	0.16	0.34	0.85	1.28	1.61	2.18	2.29
04/20/21	0.01	0.02	0.03	0.04	0.07	0.15	0.31	0.81	1.25	1.58	2.16	2.27
04/21/21	0.00	0.02	0.03	0.04	0.07	0.15	0.32	0.81	1.24	1.57	2.16	2.26
04/22/21	0.02	0.02	0.03	0.04	0.06	0.16	0.32	0.81	1.24	1.57	2.13	2.24
04/23/21	0.01	0.02	0.03	0.03	0.07	0.16	0.34	0.83	1.26	1.58	2.14	2.25
04/26/21	0.02	0.02	0.03	0.04	0.06	0.18	0.35	0.85	1.27	1.58	2.13	2.24
04/27/21	0.01	0.02	0.01	0.04	0.06	0.17	0.36	0.88	1.32	1.63	2.18	2.29
04/28/21	0.01	0.01	0.01	0.04	0.05	0.17	0.35	0.86	1.31	1.63	2.19	2.29

04/29/21	0.01	0.01	0.01	0.04	0.05	0.16	0.35	0.86	1.32	1.65	2.20	2.31
04/30/21	0.01	0.02	0.01	0.03	0.05	0.16	0.35	0.86	1.32	1.65	2.19	2.30
05/03/21	0.02	0.02	0.04	0.04	0.06	0.16	0.33	0.84	1.29	1.63	2.18	2.30
05/04/21	0.01	0.01	0.02	0.04	0.06	0.16	0.33	0.82	1.28	1.61	2.16	2.27
05/05/21	0.01	0.01	0.02	0.04	0.06	0.16	0.32	0.80	1.25	1.59	2.14	2.25
05/06/21	0.01	0.02	0.02	0.04	0.05	0.16	0.32	0.81	1.25	1.58	2.14	2.24
05/07/21	0.01	0.01	0.02	0.04	0.05	0.14	0.29	0.77	1.24	1.60	2.17	2.28
05/10/21	0.02	0.01	0.02	0.04	0.05	0.16	0.32	0.80	1.27	1.63	2.20	2.32
05/11/21	0.01	0.01	0.01	0.04	0.05	0.16	0.31	0.80	1.28	1.64	2.23	2.35
05/12/21	0.01	0.02	0.02	0.04	0.05	0.16	0.35	0.87	1.34	1.69	2.29	2.40
05/13/21	0.00	0.01	0.02	0.03	0.05	0.16	0.33	0.84	1.31	1.66	2.28	2.39
05/14/21	0.01	0.01	0.01	0.03	0.06	0.16	0.33	0.82	1.29	1.63	2.25	2.35
05/17/21	0.00	0.01	0.02	0.04	0.06	0.16	0.34	0.84	1.30	1.64	2.27	2.36
05/18/21	0.00	0.01	0.02	0.03	0.06	0.16	0.34	0.83	1.29	1.64	2.27	2.37
05/19/21	0.00	0.01	0.01	0.03	0.05	0.16	0.35	0.87	1.34	1.68	2.30	2.38
05/20/21	0.01	0.01	0.01	0.03	0.05	0.15	0.34	0.83	1.29	1.63	2.25	2.34
05/21/21	0.00	0.01	0.01	0.02	0.04	0.17	0.34	0.84	1.29	1.63	2.24	2.33
05/24/21	0.01	0.01	0.02	0.03	0.04	0.15	0.32	0.82	1.28	1.61	2.22	2.31
05/25/21	0.01	0.01	0.02	0.04	0.04	0.15	0.30	0.79	1.23	1.56	2.16	2.26
05/26/21	0.00	0.00	0.02	0.04	0.04	0.14	0.31	0.80	1.24	1.58	2.17	2.27
05/27/21	0.00	0.01	0.02	0.04	0.04	0.14	0.31	0.81	1.28	1.61	2.20	2.29
05/28/21	0.01	0.01	0.01	0.03	0.05	0.14	0.30	0.79	1.24	1.58	2.18	2.26
06/01/21	0.01	0.01	0.02	0.04	0.04	0.16	0.31	0.81	1.28	1.62	2.22	2.30
06/02/21	0.01	0.01	0.02	0.04	0.05	0.13	0.30	0.80	1.26	1.59	2.21	2.28
06/03/21	0.00	0.01	0.02	0.04	0.04	0.16	0.34	0.84	1.30	1.63	2.22	2.30
06/04/21	0.01	0.02	0.02	0.04	0.05	0.14	0.32	0.78	1.23	1.56	2.16	2.24
06/07/21	0.01	0.02	0.02	0.04	0.05	0.16	0.33	0.79	1.24	1.57	2.17	2.25
06/08/21	0.01	0.02	0.02	0.04	0.05	0.14	0.32	0.77	1.20	1.53	2.13	2.21
06/09/21	0.01	0.02	0.03	0.04	0.05	0.16	0.31	0.75	1.17	1.50	2.10	2.17
06/10/21	0.01	0.02	0.03	0.04	0.05	0.14	0.30	0.73	1.14	1.45	2.07	2.15
06/11/21	0.01	0.02	0.03	0.04	0.05	0.16	0.31	0.76	1.16	1.47	2.08	2.15
06/14/21	0.01	0.02	0.03	0.05	0.05	0.16	0.33	0.80	1.20	1.51	2.12	2.19

* The 2-month constant maturity series begins on October 16, 2018, with the first auction of the 8-week Treasury bill.

30-year Treasury constant maturity series was discontinued on February 18, 2002 and reintroduced on February 9, 2006. From February 18, 2002 to February 8, 2006, Treasury published alternatives to a 30-year rate. See Long-Term Average Rate for more information.

Treasury discontinued the 20-year constant maturity series at the end of calendar year 1986 and reinstated that series on October 1, 1993. As a result, there are no 20-year rates available for the time period January 1, 1987 through September 30, 1993.

Treasury Yield Curve Rates: These rates are commonly referred to as "Constant Maturity Treasury" rates, or CMTs. Yields are interpolated by the Treasury from the daily yield curve. This curve, which relates the yield on a security to its time to maturity is based on the closing market bid yields on actively traded Treasury securities in the over-the-counter market. These market yields are calculated from composites of indicative, bid-side market quotations (not actual transactions) obtained by the Federal Reserve Bank of New York at or near 3:30 PM each trading day. The CMT yield values are read from the yield curve at fixed maturities, currently 1, 2, 3 and 6 months and 1, 2, 3, 5, 7, 10, 20, and 30 years. This method provides a yield for a 10 year maturity, for example, even if no outstanding security has exactly 10 years remaining to maturity.

Treasury Yield Curve Methodology: The Treasury yield curve is estimated daily using a cubic spline model. Inputs to the model are primarily indicative bid-side yields for on-the-run Treasury securities. Treasury reserves the option to make changes to the yield curve as appropriate and in its sole discretion. See our [Treasury Yield Curve Methodology page](#) for details.

Negative Yields and Nominal Constant Maturity Treasury Series Rates (CMTs): At times, financial market conditions, in conjunction with extraordinary low levels of interest rates, may result in negative yields for some Treasury securities trading in the secondary market. Negative

yields for Treasury securities most often reflect highly technical factors in Treasury markets related to the cash and repurchase agreement markets, and are at times unrelated to the time value of money.

At such times, Treasury will restrict the use of negative input yields for securities used in deriving interest rates for the Treasury nominal Constant Maturity Treasury series (CMTs). Any CMT input points with negative yields will be reset to zero percent prior to use as inputs in the CMT derivation. This decision is consistent with Treasury not accepting negative yields in Treasury nominal security auctions.

In addition, given that CMTs are used in many statutorily and regulatory determined loan and credit programs as well as for setting interest rates on non-marketable government securities, establishing a floor of zero more accurately reflects borrowing costs related to various programs.

For more information regarding these statistics contact the Office of Debt Management by email at debt.management@do.treas.gov.

For other Public Debt information contact (202) 504-3550

CITY OF REYNOLDSBURG
FUND BALANCE REPORT
PERIOD ENDING APRIL 30, 2021

Fund Name/Number	Beginning Balance	Y-T-D Revenues	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
110 - General Fund	\$14,354,984.93	\$9,187,786.10	\$9,575,030.18	\$13,967,740.85	\$2,956,010.75	\$11,011,730.10
201 - Fema Federal Emergency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203 - Cares Act (CRF) Franklin Cty	\$8,935.99	\$0.00	\$0.00	\$8,935.99	\$7,701.02	\$1,234.97
204 - Cares Act (CRF) Licking Cty	\$36,482.79	\$0.00	\$28,516.31	\$7,966.48	\$7,886.06	\$80.42
205 - Cares Act (CRF) Fairfield Cty	\$7.67	\$0.00	\$0.00	\$7.67	\$0.00	\$7.67
211 - Computerized Needs (courts)	\$181,991.22	\$4,150.00	\$8,053.97	\$178,087.25	\$8,471.62	\$169,615.63
220 - Income Tax Fund	\$3,454,468.78	\$994,325.54	\$894,326.63	\$3,554,467.69	\$3,411,108.52	\$143,359.17
230 - Permissive Tax Fund	\$2,204,240.02	\$235,429.38	\$1,550,000.00	\$889,669.40	\$88,973.23	\$800,696.17
240 - Police Pension Fund	\$218,264.78	\$135,976.34	\$1,898.76	\$352,342.36	\$0.00	\$352,342.36
250 - Sewer Capacity Fund	\$174,678.81	\$20,654.59	\$124.43	\$195,208.97	\$0.00	\$195,208.97
260 - Street Fund	\$3,166,555.45	\$618,718.73	\$482,216.76	\$3,303,057.42	\$272,133.98	\$3,030,923.44
270 - State Highway Fund	\$404,007.18	\$49,657.34	\$50,317.63	\$403,346.89	\$21,915.77	\$381,431.12
282 - Cops in School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
283 - Cops More Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
285 - Endowments & Contributions	\$390,728.75	\$1,163.06	\$0.00	\$391,891.81	\$0.00	\$391,891.81
286 - G.R.E.A.T. Grant Fund	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00
287 - Reynoldsburg Recovery	\$39,721.60	\$0.00	\$0.00	\$39,721.60	\$0.00	\$39,721.60
290 - Law Enforcement Fund	\$106,294.28	\$450.81	\$0.00	\$106,745.09	\$0.00	\$106,745.09
291 - Drug Enforcement Fund	\$47,968.74	\$35.00	\$0.00	\$48,003.74	\$0.00	\$48,003.74
292 - Safety Belt Program Fund	\$4,376.00	\$0.00	\$0.00	\$4,376.00	\$0.00	\$4,376.00
293 - DUI/Education/Enforcement	\$18,304.19	\$510.00	\$0.00	\$18,814.19	\$0.00	\$18,814.19
294 - Federal Forfeiture Fund	\$151,175.27	\$0.00	\$0.00	\$151,175.27	\$0.00	\$151,175.27
295 - Law Enforcement Asst Fund	\$57,121.76	\$0.00	\$0.00	\$57,121.76	\$0.00	\$57,121.76
297 - Edward Byrne Fund	\$3.42	\$0.00	\$0.00	\$3.42	\$0.00	\$3.42
298 - Secure Our Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
299 - Indigent Drivers Interlock	\$16,077.59	\$0.00	\$0.00	\$16,077.59	\$0.00	\$16,077.59
310 - General Debt Retirement	\$2,574,601.94	\$1,402,659.57	\$0.00	\$3,977,261.51	\$572,879.00	\$3,404,382.51
320 - Special Assessment Debt Ret	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
330 - Taylor Sq Tif Debt	\$290,647.91	\$0.00	\$0.00	\$290,647.91	\$17,737.00	\$272,910.91
410 - Capital Improvements Fund	\$6,974,365.93	\$4,282,943.21	\$1,185,065.95	\$10,072,243.19	\$1,979,777.43	\$8,092,465.76
420 - Sidewalk Construction Fund	\$898,578.60	\$249.00	\$0.00	\$898,827.60	\$53,165.47	\$845,662.13
440 - Brice-Main Streetscape	\$0.08	\$0.00	\$0.00	\$0.08	\$0.00	\$0.08
450 - Rosehill Road Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
605 - Arts Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610 - Delinquency Prevention Fund	\$16,554.81	\$0.00	\$0.00	\$16,554.81	\$0.00	\$16,554.81
615 - Beautification Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
620 - French Creek Footbridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
640 - Supervision and Inspection	\$182,856.92	\$161,150.00	\$31,287.29	\$312,719.63	\$284,094.37	\$28,625.26
650 - Plot Grade & Utility	\$153,719.82	\$12,442.50	\$28,297.00	\$137,865.32	\$122,693.10	\$15,172.22
660 - Unclaimed Funds	\$24,652.22	\$0.00	\$132.76	\$24,519.46	\$0.00	\$24,519.46
690 - Employees Fund	\$854.62	\$0.00	\$229.41	\$625.21	\$70.59	\$554.62
710 - Water Fund	\$5,852,392.52	\$2,484,869.05	\$2,024,661.38	\$6,312,600.19	\$2,549,452.50	\$3,763,147.69
720 - Wastewater/Sewer Fund	\$4,645,208.67	\$2,264,696.76	\$2,442,238.24	\$4,467,667.19	\$2,264,199.12	\$2,203,468.07
730 - Utility Deposits Fund	\$146,462.87	\$5,450.00	\$0.00	\$151,912.87	\$0.00	\$151,912.87
740 - Storm Water Drainage Fund	\$1,101,681.14	\$657,416.38	\$675,498.61	\$1,083,598.91	\$341,985.44	\$741,613.47
750 - Solid Waste Fund	\$856,827.11	\$783,678.94	\$947,423.63	\$693,082.42	\$431,128.40	\$261,954.02
905 - School Ski Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
910 - Miscellaneous Agency	\$46,843.33	\$100,215.30	\$130,416.07	\$16,642.56	\$34,327.19	(\$17,684.63)
915 - Board of Building Standards	\$15,994.41	\$2,413.63	\$3,093.07	\$15,314.97	\$9,039.16	\$6,275.81
920 - Visitors Bureau Fund	\$0.00	\$47,763.23	\$47,763.23	\$0.00	\$27,236.77	(\$27,236.77)
925 - Demolition Expense Fund	\$119,449.00	\$23,402.69	\$40,000.00	\$102,851.69	\$0.00	\$102,851.69
930 - Columbus Sewer Capacity	\$29,132.73	\$13,191.00	\$13,191.00	\$29,132.73	\$0.00	\$29,132.73
941 - JEDD1-ETNA-	\$26,487.85	\$6,828.81	\$32,254.00	\$1,062.66	\$237.39	\$825.27
942 - JEDD2-ETNA-	\$41,561.96	\$17,536.47	\$54,821.89	\$4,276.54	\$766.19	\$3,510.35
943 - JEDD3-ETNA-	\$25,885.98	\$22,490.91	\$37,794.95	\$10,581.94	\$765.78	\$9,816.16
944 - JEDD4-ETNA-	\$1,395.56	\$1,344.82	\$2,652.46	\$87.92	\$83.44	\$4.48
960 - Eng Fees/Plan Review	\$107,359.58	\$14,535.40	\$17,744.00	\$104,150.98	\$21,073.50	\$83,077.48
970 - Taylor Sq School Tif	\$982,435.61	\$624,539.55	\$790,102.01	\$816,873.15	\$417,669.30	\$399,203.85
971 - Brice Main Tif	\$13,972.18	\$180,401.71	\$2,389.89	\$191,984.00	\$77,009.00	\$114,975.00
972 - Kroger Tif Debt Retirement	\$80,016.16	\$0.00	\$0.00	\$80,016.16	\$0.00	\$80,016.16
973 - Summit Rd Tif #1	\$92,827.48	\$21,805.98	\$273.01	\$114,360.45	\$0.00	\$114,360.45
974 - Taylor Rd Tif #1	\$231,086.08	\$12,120.29	\$152.01	\$243,054.36	\$0.00	\$243,054.36
975 - Taylor Rd Tif #2	\$18,904.38	\$895.41	\$11.17	\$19,788.62	\$0.00	\$19,788.62
	\$50,589,696.67	\$24,393,897.50	\$21,097,977.70	\$53,885,616.47	\$15,979,591.09	\$37,906,025.38

Attachment: 061521 Treasury Minutes (Treasury Board Minutes)

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

MOTION REQUEST

DATE: **June 28, 2021**

TO:

RE: **Los Pinos TREX Permit**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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German Herrera is operating a new restaurant on Brice Road called Los Pinos. He would like to sell beer. There are no longer any D1 permits available for his area of Reynoldsburg. The Ohio Liquor Control Board offers an alternative process to secure permits when all of a municipalities quota permits are taken and no special permits are available. The process is known as TREX (Economic Development Transfer).

The Economic Development Transfer (TREX) is the transfer of a liquor permit into an economic development project. The Ohio Revised Code, §4303.29(B)(2)(b)(i), states TREX is intended to help those areas of the state that have an over-issuance of permits by allowing transfers of permits from other areas of the state. A liquor permit can be bought from a seller in one area of the state and transferred to a buyer area in another area, regardless of municipal boundaries.

The state requires that the municipality to where the permit will be transferred endorse the transfer in writing. (Both businesses seeking to obtain a permit through the TREX system and municipalities should be aware that even if the political subdivision signs the TREX form, the municipalities can still object to the transfer under O.R.C. §4303.26). The buyer is also required to demonstrate that the project is an economic development project.

Los Pinos has received a Certificate of Occupancy and has been open for a few months.

Attorney Shook and Development Director Bowsheer have reviewed the application and are in support of approving the permit.

The Ohio Liquor Board will contact the City once they approve the transfer for Chief Baker to review the applicant's liquor permit.



MARK S. GUTENTAG
ATTORNEY AT LAW
22 EAST GAY STREET, SUITE 201
COLUMBUS, OHIO 43215-3175

Telephone: (614) 365-1700
Facsimile: (614) 221-2768
E-mail: mark@ohioll.com

June 2, 2021

Via E-mail Only (mprasher@ci.reynoldsburg.oh.us)
Ms. Mollie Prasher, CMC, Clerk of Council
City of Reynoldsburg, Ohio
7232 East Main Street
Reynoldsburg, OH 43068

Re: Liquor Permit Trex Application:
Los Pinos Mexican Grill, LLC
1780 Brice Road
Reynoldsburg, OH 43068

Dear Ms. Prasher:

I write as a follow up to our conversation regarding Los Pinos Mexican Grill, LLC 's request to transfer an Ohio D-1 liquor permit to the City of Reynoldsburg in an Economic Development Project. Los Pinos Mexican Grill will open for business 1780 Brice Road in Reynoldsburg. The restaurant is owned by German Herrera. German owner another very successful Mexican restaurant in Whitehall, Ohio. He is investing over \$100,000.00 in the remodeling, reconfiguration, equipment and redecorating of the Brice Road location.

Los Pinos Mexican Grill would like to add a beer liquor permit to this location to allow its of age customers to enjoy a beer, margarita glass of sangria or other beverage with their meals. However, while there are wine and spirit permits available in the State's liquor permit quota and that application is currently in process, there are no beer liquor permits available for this location in Reynoldsburg in the liquor permit quota. Accordingly, Los Pinos Mexican Grill must take advantage of an Economic Development (Trex) liquor permit transfer for the beer permit and would appreciate the City of Reynoldsburg's endorsement and support for an on-premise beer liquor permit transfer to this location. Attached please find the Economic Development Transfer Form submitted on behalf of Los Pinos Mexican Grill.

German Herrera and I are happy to discuss this project further with Reynoldsburg's City Council Members and Economic Development staff and answer any questions they may have.

Thank you.

Respectfully,

Mark S. Gutentag

MSG/bhs
Attachment

Attachment: Los Pinos TREX Transfer (Los Pinos TREX Permit)



ECONOMIC DEVELOPMENT (TREX) TRANSFER FORM

Ohio Revised Code 4303.29 allows for the transfer of location or the transfer of ownership and location of a C-1, C-2, D-1, D-2, D-3, or D-5 permit from a municipal corporation or the unincorporated area of a township to an economic development project located in another municipal corporation or the unincorporated area of another township in which no additional permits of that class may be issued to the applicant under the permit quota. However, the transfer may occur only if the applicant notifies the municipal corporation or township to which the location of the permit will be transferred regarding the transfer and the municipal corporation or township acknowledges in Section B of this form OR in writing to the Division of Liquor Control, that the transfer will be to an economic development project. A permit may be transferred to a different owner at the same location, or to the same owner or a different owner at a different location in the same municipal corporation or in the unincorporated area of the same township. NOTE: The statute requires the applicant to provide the endorsement by the municipal corporation or township at the time the application for the transfer is filed with the division, therefore once Section B is completed return this form to the applicant so they may attach this information to their transfer application. NO fee required.

Seller - Current Permit Holder - (Individual, Corp., LLC or Partnership)

RAM Beechwood, LLC

6554 Beechwood Lane, Hillsboro, OH 45133

Buyer - Prospective Permit Holder - (Individual, Corp., LLC or Partnership)

Name: Los Pinos Mexican Grill, LLC

Address: 1780 Brice Road

Permit Number: 7183625-0005

Reynoldsburg, OH 43068

Check Class of Permits Being TREX Transferred:

☐ C-1 ☐ C-2 ☐ C-2X ☒ D-1 ☐ D-2 ☐ D-2X ☐ D-3 ☐ D-3A ☐ D-3X ☐ D-5 ☐ D-6

SECTION A: (To Be Completed by the Applicant)

NOTE: Section A is for you to provide information to the local legislative authority (City, Village or Township Office) in which this Economic Development Project (Trex) will be located. In addition to the below information, you may be required to provide a projected earnings statement (brand new business), or a profit and loss statement (existing business), and a copy of building plans/drawings outlining any construction plans. The Division will also use this information to determine if you qualify and meet the criteria outlined under Section 4303.29(B)(2)(b).

1. The total amount invested in this project is \$ 100,000.00

2. The total number of jobs that will be created by this economic development project is 8-15

3. Existing or Estimated Tax Revenue generated by this project is:
(Type or print on the lines provided the type of tax & amount, i.e.,
Sales Tax, Property Tax, Unemployment Tax, etc.)Sales Tax ☒ \$ 40,000.00State Withholding Tax ☒ \$ 15,000.00Ohio Unemployment Tax ☒ \$ 9,000.00Other ☒ \$ 25,000.00

On behalf of the applicant as indicated above I am signing below and certifying that all the information provided with this application is complete and accurate to the best of my knowledge.

German Herrera

Print or Type Name

Signature

Managing Member

Date

Phone Number

Title

SECTION B: The applicant must have this section completed by the City, Village or Township Office in which this Economic Development Project (Trex) will be located. This form must be returned to the applicant to accompany the transfer application.

Based upon factors outlined above, the City, Village or Township of Reynoldsburg hereby endorses and
(City, Village or Township Name)

acknowledges that this transfer will be to an economic development project

Print or Type Name

Signature of Mayor, Legislative Office Holder or Law Director

Date

Phone Number

Title (e.g., Mayor, Clerk of Council, Fiscal Officer or Law Director)

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****MOTION REQUEST****DATE: June 28, 2021****TO:****RE:** Waggoner Road Phase I (East Broad Street to Priestly Drive)
Improvement Project

Approval:

Joe Begeny	Pending Chris Shook	Pending Stephen Cicak
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**A MOTION TO APPROVE A RESOLUTION AUTHORIZING THE MAYOR TO
APPLY FOR A GRANT FROM THE OHIO PUBLIC WORKS COMMISSION (OPWC)
FOR THE WAGGONER ROAD PHASE 1 (EAST BROAD STREET TO PRIESTLY
DRIVE) IMPROVEMENT PROJECT**

Whereas, this project would enhance the overall safety (new concrete curbs & gutters, storm sewer, street lighting, crosswalks, multi-use trail/sidewalk, etc.) and aesthetics (signage, street trees, etc.) of the corridor for both vehicle and pedestrian traffic; and

Whereas, pursuant to Article VIII, Section 2K of the Ohio Constitution, the state of Ohio is authorized to issue bonds and other obligations of the state for the purpose of financing public infrastructure capital improvements of political subdivisions as designated by law; and

Whereas, pursuant to Section 164.06 of the Ohio Revised Code, the Ohio Public Works Commission has been created to accept and approve applications for state financing of capital infrastructure improvement projects of political subdivisions in Franklin County; and

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

Whereas, the City of Reynoldsburg has determined that it is necessary to submit an application for financial assistance for capital infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Reynoldsburg of the state of Ohio and Franklin, Licking, and Fairfield Counties that:

SECTION 1. The Mayor is hereby authorized to apply to the District Three Public Works Integrating Committee and the Ohio Public Works Commission for financial assistance for the following capital infrastructure project

Waggoner Road Phase I (East Broad Street to Priestly Drive) Improvements

SECTION 2. The Mayor is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance in conjunction with the recommendation of the City Engineer, and approved as to form by the City Attorney, in accordance with all authority granted to and limitations upon the City Auditor.

SECTION 3. The City Engineer's construction cost Estimate for Phase I is \$9,653,398.67, of which 25% would be funded by grant and 75% by a low interest loan through OPWC.

SECTION 4. That this motion shall take effect and be in force following the signature of the Mayor.

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 1 (Main St. to Just North of Priestly Dr.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
FULL DEPTH ROAD CONSTRUCTION						
1	201	Clearing and Grubbing	1	L.S.	\$50,000.00	\$50,000.00
2	202	Existing Pipe Removed (12-in - 21-in)	700	L.F.	\$18.00	\$12,600.00
3	202	Existing Storm Structure Removed	3	Ea.	\$650.00	\$1,950.00
4	203	Excavation and Embankment for Multi-Use Trail	1	L.S.	\$55,000.00	\$55,000.00
5	203	Excavation and Embankment, Including Pavement and Curb Removal, As Per Plan	9180	C.Y.	\$35.00	\$321,300.00
6	204*	Excavation of Unsuitable Subgrade	200	C.Y.	\$35.00	\$7,000.00
7	204*	Granular Embankment, Item 304	200	C.Y.	\$50.00	\$10,000.00
8	204*	Geogrid	400	S.Y.	\$4.50	\$1,800.00
9	204	Subgrade Compaction	400	S.Y.	\$2.00	\$800.00
10	204*	Proof Rolling	5	Hr.	\$150.00	\$750.00
11	253	Driveway/Parking Lot Pavement Replacement, Type 3A Per Reyn Std. Dwg. R-3	120	S.Y.	\$65.00	\$7,800.00
12	253	Driveway/Parking Lot Pavement Replacement, T=8-in Type 3B Per Reyn Std. Dwg. R-3	70	S.Y.	\$100.00	\$7,000.00
13	253	Driveway/Parking Lot Pavement Replacement, Type 3C Per Reyn Std. Dwg. R-3	150	S.Y.	\$50.00	\$7,500.00
14	301	Asphalt Concrete Base, T=5-in	2,294	C.Y.	\$170.00	\$390,055.00
15	304	Aggregate Base, 6-in	2,753	C.Y.	\$50.00	\$137,666.00
16	407	Tack Coat (0.1Gal / SY)	3,304	Gal.	\$5.00	\$16,520.00
17	441	Asphalt Concrete Intermediate Course, Type 2, (448), T=1.75-in	803	C.Y.	\$185.00	\$148,565.00
18	441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22, T=1.25-in	574	C.Y.	\$190.00	\$108,986.00
19	452	Residential Concrete Drive Approach, Class MS, Per R-11 (T=6-in)	490	S.Y.	\$85.00	\$41,650.00
20	452	Commercial Concrete Drive Approach, Class MS, Per R-11 (T=8-in)	1,000	S.Y.	\$95.00	\$95,000.00
21	605	4-in Underdrain	9,870	L.F.	\$8.50	\$83,895.00
22	606	Guardrail	642	L.F.	\$30.00	\$19,260.00
23	609	Combination Curb and Gutter, Per R-7	9,470	L.F.	\$25.00	\$236,750.00
24	609	Curb, Straight 18-in, Per R-8	400	L.F.	\$30.00	\$12,000.00
25	616*	Water	20	M.Gal	\$25.00	\$500.00
26	616*	Calcium Chloride	3	Ton	\$400.00	\$1,200.00
27	653	Topsoil Furnished and Placed	864	C.Y.	\$55.00	\$47,544.00
28	659	Seeding and Mulching	7,780	S.Y.	\$2.25	\$17,505.00
29	659	Watering, Per Plan	1	L.S.	\$600.00	\$600.00
30	SPEC	Quality Control	1	L.S.	\$2,500.00	\$2,500.00
31	SPEC	Retaining Wall	1,600	S.F.	\$85.00	\$136,000.00
32	SPEC	Mailbox, Removed and Reset	14	Ea.	\$1,000.00	\$14,000.00
FULL DEPTH ROAD CONSTRUCTION SUBTOTAL:						\$1,993,698.00
TRAFFIC CONTROL						
33	630	Signage	1	L.S.	\$20,000.00	\$20,000.00
34	644	Center Line, 5" Yellow	10,790	L.F.	\$1.50	\$16,185.00
35	644	Transverse Line, 20" Yellow	250	L.F.	\$5.00	\$1,250.00
36	644	Channelizing Line, 10" White	300	L.F.	\$2.00	\$600.00
37	644	Crosswalk Line, 10" White	1,180	L.F.	\$3.50	\$4,130.00
38	644	Lane Arrow, 72"	33	Ea.	\$80.00	\$2,640.00
39	644	School Symbol Marking	2	Ea.	\$200.00	\$400.00
40	644	Stop Line, 20" White	100	L.F.	\$8.00	\$800.00
41	644	Word on Pavement, 72", "ONLY"	5	Ea.	\$100.00	\$500.00
TRAFFIC CONTROL SUBTOTAL:						\$46,505.00
STREET LIGHTING						
41	1000	Pull Box	12	Ea.	\$1,000.00	\$12,000.00
42	1000	Conduit, 2-in	4,500	L.F.	\$20.00	\$90,000.00
43	1000	Foundation, Reinforced, 6'	30	Ea.	\$1,200.00	\$36,000.00
44	1000	Pole to Be Wired, Complete, Anchor Base (Pedestal Base)	30	Ea.	\$900.00	\$27,000.00
45	1000	Pole, Aluminum Post Top with Pedestal Base	30	Ea.	\$2,500.00	\$75,000.00
46	1000	Luminaire (Post Style) - 150 W HPS, 480 V	30	Ea.	\$1,000.00	\$30,000.00
47	SPEC	School Zone Flashing Signage	1	Ea.	\$15,000.00	\$15,000.00
48	SPEC	General Traffic Control	16,520	S.Y.	\$5.50	\$90,860.00
STREET LIGHTING SUBTOTAL:						\$375,860.00
BRIDGE						
49	SPEC	Bridge Widening/Replacement Near Main Street Intersection	50	L.F.	\$7,250.00	\$362,500.00
BRIDGE SUBTOTAL:						\$362,500.00
STORM SEWER						
50	601	Rock Channel Protection, Type A with Filter	1	L.S.	\$4,000.00	\$4,000.00
51	604	Pipe End Treatment (Headwall or Endwall)	3	Ea.	\$5,000.00	\$15,000.00
52	604	Curb and Gutter Inlet, Per ST-10	42	Ea.	\$2,500.00	\$105,000.00
53	604	Catch Basin	1	Ea.	\$1,500.00	\$1,500.00
54	604	Manhole, Type C, Per ST-3	20	Ea.	\$4,000.00	\$80,000.00
55	901	12-in Storm Sewer with Type 1 Bedding and Type A Backfill	720	L.F.	\$100.00	\$72,000.00
56	901	18-in Storm Sewer with Type 1 Bedding and Type A Backfill	1,750	L.F.	\$115.00	\$201,250.00
57	901	24-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,100	L.F.	\$165.00	\$346,500.00
58	901	36" Storm Culvert, Removed and Replaced	100	L.F.	\$375.00	\$37,500.00

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 1 (Main St. to Just North of Priestly Dr.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
59	901	48" Storm Sewer Culvert, Removed and Replaced	100	L.F.	\$500.00	\$50,000.00
60	SPEC	Water Quality	1	L.S.	\$70,000.00	\$70,000.00
STORM SEWER SUBTOTAL:						\$982,750.00
WATER LINES						
61	801	6-in Water Pipe and Fittings with Backfill Per 801.11	260	L.F.	\$100.00	\$26,000.00
62	801	10-in Water Pipe and Fittings with Backfill Per 801.12	3,531	L.F.	\$125.00	\$441,375.00
63	802	12-in Water Pipe and Fittings with Backfill Per 801.13	99	L.F.	\$130.00	\$12,870.00
64	809	Fire Hydrant, Type A (Per Std Dwg. WA-3)	8	Ea.	\$3,250.00	\$26,000.00
65	809	Fire Hydrant Removed and Delivered to the City	8	Ea.	\$450.00	\$3,600.00
66	SPEC	As-built Coordinate Table	1	L.S.	\$1,500.00	\$1,500.00
WATER LINES SUBTOTAL:						\$511,345.00
SIDEWALK						
67	202	Concrete Sidewalk and Curb Ramps, Removed	250	S.F.	\$2.50	\$625.00
68	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	20,300	S.F.	\$6.00	\$121,800.00
69	608	Curb Ramp and Landing, Class S, Per R-10	4,250	S.F.	\$8.00	\$34,000.00
70	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	19	Ea.	\$200.00	\$3,800.00
SIDEWALK SUBTOTAL:						\$160,225.00
MULTI-USE PATH						
71	608	Asphalt Multi-use Trail with 4-in Aggregate Base, Per Detail	29,350	S.F.	\$5.50	\$161,425.00
72	608	Detectable Warning System, 2-ft x 8-ft, Type E, Red (Per Columbus SS 1551)	15	Ea.	\$450.00	\$6,750.00
73	SPEC	Rectangular Rapid Flashing Beacon	4	Ea.	\$25,000.00	\$100,000.00
74	SPEC	Pedestrian Trail Fencing	400	L.F.	\$80.00	\$32,000.00
MULTI-USE PATH SUBTOTAL:						\$300,175.00
GENERAL ITEMS						
75	207	Sedimentation and Erosion Control	1	L.S.	\$23,000.00	\$23,000.00
76	207*	Construction Seeding and Mulching	4,750	S.Y.	\$1.00	\$4,750.00
77	614	Maintaining Traffic	1	L.S.	\$50,000.00	\$50,000.00
78	615*	Temporary Pavement	120	S.Y.	\$80.00	\$9,600.00
79	SPEC	Removal and Replacement of Sign/Entry Feature	1	Ea.	\$25,000.00	\$25,000.00
GENERAL ITEMS SUBTOTAL:						\$112,350.00
TOTAL SUBTOTAL:						\$4,845,408.00
CONSTRUCTION CONTINGENCY AT 12%:						\$581,449.76
CONSTRUCTION TOTAL:						\$5,426,857.76
ENGINEERING FEES - FINAL DESIGN:						\$484,541.00
CONSTRUCTION INSPECTION:						\$484,541.00
RIGHT-OF-WAY / LAND ACQUISITION (0.7 Acres/20 Properties):						\$200,000.00
TOTAL PROJECT COST:						\$6,595,939.76
TOTAL COST PHASE 1 & 2:						\$16,249,337.00

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 2 (Just North of Priestly Dr. to Broad St.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
FULL DEPTH ROAD CONSTRUCTION						
1	201	Clearing and Grubbing	1	L.S.	\$75,000.00	\$75,000.00
2	202	Existing Pipe Removed (12-in - 21-in)	900	L.F.	\$18.00	\$16,200.00
3	202	Existing Storm Structure Removed	15	Ea.	\$650.00	\$9,750.00
4	203	Excavation and Embankment, Including Pavement and Curb Removal, As Per Plan	12,700	C.Y.	\$35.00	\$444,500.00
5	204*	Excavation of Unsuitable Subgrade	300	C.Y.	\$35.00	\$10,500.00
6	204*	Granular Embankment, Item 304	300	C.Y.	\$50.00	\$15,000.00
7	204*	Geogrid	600	S.Y.	\$4.50	\$2,700.00
8	204	Subgrade Compaction	22,000	S.Y.	\$2.00	\$44,000.00
9	204*	Proof Rolling	8	Hr.	\$150.00	\$1,125.00
10	253	Driveway/Parking Lot Pavement Replacement, Type 3A Per Reyn Std. Dwg. R-3	420	S.Y.	\$65.00	\$27,300.00
11	253	Driveway/Parking Lot Pavement Replacement, T=8-in Type 3B Per Reyn Std. Dwg. R-3	80	S.Y.	\$100.00	\$8,000.00
12	253	Driveway/Parking Lot Pavement Replacement, Type 3C Per Reyn Std. Dwg. R-3	240	S.Y.	\$50.00	\$12,000.00
13	301	Asphalt Concrete Base, T=5-in	3,171	C.Y.	\$170.00	\$539,070.00
14	304	Aggregate Base, 6-in	3,804	C.Y.	\$50.00	\$190,200.00
15	407	Tack Coat (0.1Gal / SY)	4,400	Gal.	\$5.00	\$22,000.00
16	441	Asphalt Concrete Intermediate Course, Type 2, (448), T=1.75-in	1,109	C.Y.	\$185.00	\$205,165.00
17	441	Asphalt Concrete Surface Course, Type 1, (448), PG 64-22, T=1.25-in	765	C.Y.	\$190.00	\$145,350.00
18	452	Residential Concrete Drive Approach, Class MS, Per R-11 (T=6-in)	1,600	S.Y.	\$85.00	\$136,000.00
19	452	Commercial Concrete Drive Approach, Class MS, Per R-11 (T=8-in)	360	S.Y.	\$95.00	\$34,200.00
20	605	4-in Underdrain	14,150	L.F.	\$8.50	\$120,275.00
21	606	Guardrail	590	L.F.	\$30.00	\$17,700.00
22	609	Combination Curb and Gutter, Per R-7	13,550	L.F.	\$25.00	\$338,750.00
23	609	Curb, Straight 18-in, Per R-8	600	L.F.	\$30.00	\$18,000.00
24	616*	Water	35	M.Gal	\$25.00	\$875.00
25	616*	Calcium Chloride	5	Ton	\$400.00	\$2,000.00
26	630	Signage	1	L.S.	\$30,000.00	\$30,000.00
27	644	Center Line, 5" Yellow	16,115	L.F.	\$1.50	\$24,172.50
28	644	Transverse Line, 20" Yellow	600	L.F.	\$5.00	\$3,000.00
29	644	Channelizing Lane, 10"	2,150	L.F.	\$2.00	\$4,300.00
30	644	Crosswalk Line, 10"	1,040	L.F.	\$3.50	\$3,640.00
31	644	Lane Arrow, 72"	30	Ea.	\$80.00	\$2,400.00
32	644	School Symbol Marking	2	Ea.	\$200.00	\$400.00
33	644	Stop Line, 20"	250	L.F.	\$5.00	\$1,250.00
34	644	Word on Pavement, 72", "ONLY"	10	Ea.	\$100.00	\$1,000.00
35	653	Topsoil Furnished and Placed	1,137	C.Y.	\$55.00	\$62,516.50
36	659	Seeding and Mulching	10,230	S.Y.	\$2.25	\$23,017.50
37	659	Watering, Per Plan	1	L.S.	\$1,000.00	\$1,000.00
38	SPEC	Retaining Wall	7,000	S.F.	\$85.00	\$595,000.00
39	SPEC	Quality Control	1	L.S.	\$5,000.00	\$5,000.00
40	SPEC	Mailbox, Removed and Reset	20	Ea.	\$1,000.00	\$20,000.00
FULL DEPTH ROAD CONSTRUCTION SUBTOTAL:						\$3,212,356.00
STREET LIGHTING						
41	1000	Lighting Controller	1	Ea.	\$10,000.00	\$10,000.00
42	1000	Pull Box	20	Ea.	\$600.00	\$12,000.00
43	1000	Conduit, 2-in	6,450	L.F.	\$20.00	\$129,000.00
44	1000	Foundation, Reinforced, 6'	43	Ea.	\$1,000.00	\$43,000.00
45	1000	Pole to Be Wired, Complete, Anchor Base (Pedestal Base)	43	Ea.	\$800.00	\$34,400.00
46	1000	Pole, Aluminum Post Top with Pedestal Base	43	Ea.	\$2,500.00	\$107,500.00
47	1000	Luminaire (Post Style) - 150 W HPS, 480 V	43	Ea.	\$2,500.00	\$107,500.00
STREET LIGHTING SUBTOTAL:						\$443,400.00
TRAFFIC SIGNAL						
48	1000	Traffic Signal Replacement (Rosehill Road and Waggoner Rd. Jr. High)	2	Ea.	\$250,000.00	\$500,000.00
49	1000	School Zone Flashing Signage	2	Ea.	\$15,000.00	\$30,000.00
TRAFFIC SIGNAL SUBTOTAL:						\$530,000.00
BRIDGE						
50	SPEC	Bridge/Culvert Widening (Between Rodebaugh Rd. and St. Mary Church)	35	L.F.	\$6,500.00	\$227,500.00
BRIDGE SUBTOTAL:						\$227,500.00
STORM SEWER						
51	601	Rock Channel Protection, Type A with Filter	1	L.S.	\$6,000.00	\$6,000.00
52	604	Pipe End Treatment (Headwall or Endwall)	3	Ea.	\$5,000.00	\$15,000.00
53	604	Headwall for Twin 48-in Culverts	1	Ea.	\$15,000.00	\$15,000.00
54	604	Curb and Gutter Inlet, Per ST-10	58	Ea.	\$2,250.00	\$130,500.00
55	604	Catch Basin	4	Ea.	\$1,500.00	\$6,000.00
56	604	Manhole Adjusted to Grade	4	Ea.	\$500.00	\$2,000.00
57	604	Manhole, Type C, Per ST-3	27	Ea.	\$2,500.00	\$67,500.00
58	901	12-in Storm Sewer with Type 1 Bedding and Type A Backfill	1,150	L.F.	\$100.00	\$115,000.00
59	901	18-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$115.00	\$230,000.00

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
Curb & Gutter, Storm Sewer, Full Depth Reconstruction - Phase 2 (Just North of Priestly Dr. to Broad St.)						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
60	901	24-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$165.00	\$330,000.00
61	901	36-in Storm Sewer with Type 1 Bedding and Type A Backfill	2,000	L.F.	\$225.00	\$450,000.00
62	901	48-in Storm Sewer with Type 1 Bedding and Type A Backfill	80	L.F.	\$300.00	\$24,000.00
63	SPEC	Water Quality	1	L.S.	\$125,000.00	\$125,000.00
STORM SEWER SUBTOTAL:						\$1,516,000.00
WATER LINES						
64	801	6-in Water Pipe and Fittings with Backfill Per 801.11	360	L.F.	\$100.00	\$36,000.00
65	801	8-in Water Pipe and Fittings with Backfill Per 801.12	158	L.F.	\$120.00	\$18,960.00
66	801	12-in Water Pipe and Fittings with Backfill Per 801.12	1,619	L.F.	\$165.00	\$267,135.00
67	802	6-in Water Valve with HD Box	18	Ea.	\$1,000.00	\$18,000.00
68	802	8-in Water Valve with HD Box	2	Ea.	\$1,250.00	\$2,500.00
69	802	12-in Water Valve with HD Box	3	Ea.	\$1,500.00	\$4,500.00
70	805	Water Service Transferred	10	Ea.	\$1,750.00	\$17,500.00
71	809	Fire Hydrant, Type A (Per Std Dwg. WA-3)	18	Ea.	\$4,000.00	\$72,000.00
72	809	Fire Hydrant Removed and Delivered to the City	18	Ea.	\$450.00	\$8,100.00
73	SPEC	As-built Coordinate Table	1	L.S.	\$1,500.00	\$1,500.00
WATER LINES SUBTOTAL:						\$446,195.00
SIDEWALK						
74	202	Concrete Sidewalk and Curb Ramps, Removed	450	S.F.	\$2.50	\$1,125.00
75	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	26,700	S.F.	\$6.00	\$160,200.00
76	608	Curb Ramp and Landing, Class S, Per R-10	3,440	S.F.	\$8.00	\$27,520.00
77	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	13	Ea.	\$200.00	\$2,600.00
SIDEWALK SUBTOTAL:						\$191,445.00
MULTI-USE PATH						
78	608	Asphalt Multi-use Trail with 4-in Aggregate Base, Per Detail	45,600	S.F.	\$5.50	\$250,800.00
79	608	Detectable Warning System, 2-ft x 8-ft, Type E, Red (Per Columbus SS 1551)	11	Ea.	\$450.00	\$4,950.00
80	SPEC	Rectangular Rapid Flashing Beacon	3	Ea.	\$25,000.00	\$75,000.00
81	SPEC	Pedestrian Trail Fencing	600	L.F.	\$80.00	\$48,000.00
MULTI-USE PATH SUBTOTAL:						\$378,750.00
GENERAL ITEMS						
82	207	Sedimentation and Erosion Control	1	L.S.	\$37,000.00	\$37,000.00
83	207*	Construction Seeding and Mulching	7,400	S.Y.	\$1.00	\$7,400.00
84	614	Maintaining Traffic	1	L.S.	\$75,000.00	\$75,000.00
85	615*	Temporary Pavement	185	S.Y.	\$80.00	\$14,800.00
86	SPEC	Removal and Replacement of Sign/Entry Feature	1	Ea.	\$25,000.00	\$25,000.00
GENERAL ITEMS SUBTOTAL:						\$159,200.00
TOTAL SUBTOTAL:						\$7,104,846.00
CONSTRUCTION CONTINGENCY AT 10%:						\$852,582.00
CONSTRUCTION TOTAL:						\$7,957,428.00
ENGINEERING FEES - FINAL DESIGN:						\$710,485.00
CONSTRUCTION INSPECTION:						\$710,485.00
RIGHT-OF-WAY / LAND ACQUISITION (0.55 Acres/7 Properties):						\$275,000.00
TOTAL PROJECT COST:						\$9,653,398.00

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
FRANKLIN COUNTY'S PORTION						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
MILL AND OVERLAY						
1	254	Planing, 1.5"	3,490	S.Y.	\$2.50	\$8,725.00
2	407	Trackless Tack Coat (0.1Gal/SY)	349	Gal	\$5.00	\$1,745.00
3	441	Asphalt Concrete, Surface Course, Type 1, (448), 1.25", PG 64-22	121	C.Y.	\$190.00	\$22,990.00
MILL AND OVERLAY SUBTOTAL:						\$33,460.00
TRAFFIC CONTROL						
4	644	Center Line, 5" Yellow	1,920	L.F.	\$1.50	\$2,880.00
5	644	Edge Line, 5"	1,712	L.F.	\$0.50	\$856.00
6	644	Transverse Line, 20" Yellow	40	L.F.	\$5.00	\$200.00
7	644	Channelizing Line, 10" White	256	L.F.	\$2.00	\$512.00
8	644	Crosswalk Line, 10" White	48	L.F.	\$3.50	\$168.00
9	644	Lane Arrow, 72"	3	Ea.	\$80.00	\$240.00
10	644	Word on Pavement, 72", "ONLY"	1	Ea.	\$100.00	\$100.00
11	644	Stop Line, 20" White	24	L.F.	\$5.00	\$120.00
TRAFFIC CONTROL SUBTOTAL:						\$5,076.00
BRIDGE						
12	SPEC	Bridge Widening/Replacement Near Main Street Intersection	50	L.F.	\$7,250.00	\$362,500.00
BRIDGE SUBTOTAL:						\$362,500.00
SIDEWALK						
13	202	Concrete Sidewalk and Curb Ramps, Removed	250	S.F.	\$2.50	\$625.00
14	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	20,300	S.F.	\$6.00	\$121,800.00
15	608	Curb Ramp and Landing, Class S, Per R-10	4,250	S.F.	\$8.00	\$34,000.00
16	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	19	Ea.	\$200.00	\$3,800.00
SIDEWALK SUBTOTAL:						\$160,225.00
TOTAL SUBTOTAL:						\$561,261.00
CONSTRUCTION CONTINGENCY AT 10%:						\$56,126.10
CONSTRUCTION TOTAL:						\$617,387.10
ENGINEERING FEES - FINAL DESIGN:						\$56,126.00
CONSTRUCTION INSPECTION:						\$56,126.00
TOTAL PROJECT COST:						\$729,639.10

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COST						
CITY OF REYNOLDSBURG, OHIO						
ROADWAY IMPROVEMENTS FOR WAGGONER ROAD						
FRANKLIN COUNTY'S PORTION						
March 26, 2021						
REF NO.	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	PRICE
MILL AND OVERLAY						
1	254	Planing, 1.5"	18,370	S.Y.	\$2.50	\$45,925.00
2	407	Trackless Tack Coat (0.1 Gal/SY)	1,837	Gal	\$5.00	\$9,185.00
3	441	Asphalt Concrete, Surface Course, Type 1, (448), 1.25", PG 64-22	638	C.Y.	\$190.00	\$121,220.00
MILL AND OVERLAY SUBTOTAL:						\$176,330.00
TRAFFIC CONTROL						
4	644	Center Line, 5" Yellow	10,080	L.F.	\$1.50	\$15,120.00
5	644	Edge Line, 5"	8,988	L.F.	\$0.50	\$4,494.00
6	644	Transverse Line, 20" Yellow	210	L.F.	\$5.00	\$1,050.00
7	644	Channelizing Line, 10" White	1,344	L.F.	\$2.00	\$2,688.00
8	644	Crosswalk Line, 10" White	252	L.F.	\$3.50	\$882.00
9	644	Lane Arrow, 72"	18	Ea.	\$80.00	\$1,440.00
10	644	Word on Pavement, 72", "ONLY"	3	Ea.	\$100.00	\$300.00
11	644	School Symbol Marking	1	Ea.	\$200.00	\$200.00
12	644	Stop Line, 20" White	126	L.F.	\$5.00	\$630.00
TRAFFIC CONTROL SUBTOTAL:						\$26,804.00
RETAINING WALL						
13	SPEC	Retaining Wall (Assume 2.5-ft Height, Needed to Support Sidewalk)	3,485	S.F.	\$85.00	\$296,225.00
						\$296,225.00
SIDEWALK						
14	202	Concrete Sidewalk and Curb Ramps, Removed	450	S.F.	\$2.50	\$1,125.00
15	608	Concrete Walk (T=4-in) with 4-in Aggregate Base, Class S, Per R-9	26,700	S.F.	\$6.00	\$160,200.00
16	608	Curb Ramp and Landing, Class S, Per R-10	3,440	S.F.	\$8.00	\$27,520.00
17	608	Detectable Warning System, 2-ft x 5-ft, Type E, Red (Per Columbus SS 1551)	13	Ea.	\$200.00	\$2,600.00
SIDEWALK SUBTOTAL:						\$191,445.00
TOTAL SUBTOTAL:						\$690,804.00
CONSTRUCTION CONTINGENCY AT 10%:						\$69,080.40
CONSTRUCTION TOTAL:						\$759,884.40
ENGINEERING FEES - FINAL DESIGN:						\$69,080.00
CONSTRUCTION INSPECTION:						\$69,080.00
TOTAL PROJECT COST:						\$898,044.40

Attachment: Waggoner Road - Construction Cost Estimate (EMH&T) (Waggoner Road Phase I (East Broad Street to Priestly Drive) OPWC Grant Application)

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

DATE: June 28, 2021**TO:****RE: Women/Minorities Purchasing Affirmation**

Approval:

Joe Begeny	Completed Chris Shook	Stephen Cicak
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A MOTION TO APPROVE A RESOLUTION TO ADOPT AN EXPANDED REYNOLDSBURG CITY POLICY SUPPORTING MINORITY AND WOMEN-OWNED BUSINESSES AND TO DIRECT ACTIONS BY THE CITY ADMINISTRATION TO INVESTIGATE, RECOMMEND, RESEARCH, AND DRAFT A PROPOSED EQUAL

OPPORTUNITY ORDINANCE FOR THE CITY OF REYNOLDSBURG

WHEREAS, the City of Reynoldsburg regularly enters into contracts for the procurement of goods, commodities, and services of many kinds. Through its procurement activities, the City has a substantial impact upon the economy of Reynoldsburg and central Ohio area; and

WHEREAS, historically, minorities and women are substantially and significantly less likely to own their own businesses as the result of discrimination than would be expected based upon their observable characteristics, including age, education, geographic location and industry; and

WHEREAS, the City of Reynoldsburg has a compelling governmental interest in remedying the racial and gender discrimination that exists in the market segments in which the City does business, and in ensuring that the City is not a participant in such discrimination, thereby allowing all segments of the Reynoldsburg community to share in the economic benefits of the City; and

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, Council believes the City of Reynoldsburg should investigate, recommend, research, and draft legislation establishing race- and gender-conscious contracting goals, and if utilized, require that goals be based on constitutional standards related to the City's marketplace.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Reynoldsburg, Ohio:

Section 1. That Council hereby adopts a City policy directing the City administration to promote the inclusion of minority and women-owned businesses in the contracts it enters into for the procurement of goods, commodities, and services.

Section 2. That the Mayor and the City Attorney are hereby directed to investigate, research, recommend, and draft, for Council's consideration, strategies, procedures, and appropriate limitations and exemptions for substantial implementation of this policy to be codified as law in the City of Reynoldsburg.

Section 3. That the Mayor and City Attorney are to report and make such recommendations to Council within ninety (90) days of the date of this Resolution.

Section 4. That this Resolution shall take effect and be in force from the earliest period allowed by law.

Clerk of Court**Leslie Clark****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6852 phone****Memo**

DATE: June 28, 2021

TO: City Council

CC:

RE: CLERK OF COURT REPORT MONTH ENDING MAY 2021

I am submitting monies collected from the courts held on, 5/6, 5/13, 5/20 and 5/27/21. I am also submitting monies collected during the same period pursuant to City Ordinance No/s. 146-94 and 104-02.

Fines &Waivers/Bond Costs/Bond Forfeitures Order In	(#110.4512)	\$ 4,910.00
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Court Costs & Misc. Costs Assessed	(#110.4510)	\$ 10,528.00
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Sub-Total (To General Revenue Fund)		\$ 15,438.00
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Computerization Needs Fund	(#211.4510)	\$ 1,160.00
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Enforcement & Education Fund	(#293.4616)	\$ 75.00
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Sub-Total		\$ 1,235.00
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Total Amount Submitted		\$ 16,673.00
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City Auditor's Office**Joni Crawford****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6862 phone****Memo**

DATE: June 28, 2021**TO: City Council****CC:****RE:**



Budget by Classification-April, 2021

10.b.1.a

Through 04/30/21
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	3.19	174,592.00	.00	100,708.00	63	283,031
Municipal Tax	17,348,722.00	3,068,118.10	7,888,523.92	.00	9,460,198.08	45	17,010,411
Other Local Taxes	525,000.00	24,867.02	130,283.57	.00	394,716.43	25	391,861
State Levied Shared Taxes	954,200.00	80,764.50	317,420.44	.00	636,779.56	33	957,371
Licenses	77,100.00	3,850.00	25,275.00	.00	51,825.00	33	50,491
Permits	295,200.00	26,806.50	103,032.84	.00	192,167.16	35	354,471
Fees	26,000.00	1,640.00	8,437.50	.00	17,562.50	32	31,951
Intergovernmental-State	2,500.00	.00	.00	.00	2,500.00	0	
Miscellaneous Charges for Services	40,100.00	34.05	16,286.87	.00	23,813.13	41	38,601
Recreational Charges	121,300.00	2,632.84	58,664.58	.00	62,635.42	48	52,821
Fines and Forfeitures	358,500.00	20,343.75	58,263.75	.00	300,236.25	16	268,771
Investment Earnings	250,000.00	32,373.41	87,163.35	.00	162,836.65	35	456,871
Other Revenues	648,776.00	36,536.92	197,871.24	.00	450,904.76	30	659,391
Donations	20,000.00	3,273.85	13,324.85	.00	6,675.15	67	3,901
Refunds and Voids	.00	.00	.00	.00	.00	+++	2,941
Reimbursements	105,100.00	45,796.73	104,921.15	.00	178.85	100	1,079,941
Sale of Assets	5,000.00	22.25	3,725.04	.00	1,274.96	75	7,991
Transfers/Advances	1,500.00	.00	.00	.00	1,500.00	0	1,861
Department 000 - General Totals	\$21,054,298.00	\$3,347,063.11	\$9,187,786.10	\$0.00	\$11,866,511.90	44%	\$21,652,731
REVENUE TOTALS	\$21,054,298.00	\$3,347,063.11	\$9,187,786.10	\$0.00	\$11,866,511.90	44%	\$21,652,731
EXPENSE							
Department 000 - General							
Transfers/Other	2,655,000.00	2,655,000.00	2,655,000.00	.00	.00	100	39,721
Department 000 - General Totals	\$2,655,000.00	\$2,655,000.00	\$2,655,000.00	\$0.00	\$0.00	100%	\$39,721
Department 111 - Police Division							
Personal Services	11,592,302.26	822,972.01	3,803,618.60	121,196.46	7,667,487.20	34	8,333,361
Supplies	397,709.14	19,481.08	71,469.82	93,151.55	233,087.77	41	278,721
Services	873,353.85	64,946.43	178,471.83	272,067.69	422,814.33	52	447,641
Capital Purchases	523,361.06	55,907.49	95,689.70	275,402.56	152,268.80	71	232,021
Department 111 - Police Division Totals	\$13,386,726.31	\$963,307.01	\$4,149,249.95	\$761,818.26	\$8,475,658.10	37%	\$9,291,751
Department 290 - Mechanic							
Personal Services	164,751.00	10,226.25	51,752.00	2,866.98	110,132.02	33	125,731
Supplies	132,129.14	7,004.68	27,475.38	34,000.26	70,653.50	47	77,381



Budget by Classification- April, 2021

10.b.1.a

Through 04/30/21
Summary List

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 290 - Mechanic							
Services	48,524.99	1,574.19	4,513.72	24,640.30	19,370.97	60	21,311.11
Department 290 - Mechanic Totals	\$345,405.13	\$18,805.12	\$83,741.10	\$61,507.54	\$200,156.49	42%	\$224,430.00
Department 340 - Parks and Recreation							
Personal Services	1,143,123.00	77,420.46	355,193.16	19,568.36	768,361.48	33	892,450.00
Supplies	268,683.60	36,305.69	101,493.02	31,997.46	135,193.12	50	111,820.00
Services	680,785.20	14,054.23	44,889.05	200,929.33	434,966.82	36	322,410.00
Transfers/Other	.00	498.00	4,084.25	.00	(4,084.25)	+++	
Capital Purchases	17,163.00	.00	.00	17,163.00	.00	100	28,450.00
Department 340 - Parks and Recreation Totals	\$2,109,754.80	\$128,278.38	\$505,659.48	\$269,658.15	\$1,334,437.17	37%	\$1,355,150.00
Department 343 - Senior Center							
Personal Services	169,666.00	11,071.32	46,670.17	959.63	122,036.20	28	149,490.00
Supplies	30,667.90	.00	1,785.83	709.39	28,172.68	8	1,680.00
Services	45,128.39	511.22	2,336.74	7,568.65	35,223.00	22	12,980.00
Department 343 - Senior Center Totals	\$245,462.29	\$11,582.54	\$50,792.74	\$9,237.67	\$185,431.88	24%	\$164,160.00
Department 344 - Community Events							
Personal Services	107,397.00	7,726.07	36,534.59	1,981.55	68,880.86	36	99,390.00
Supplies	32,805.57	878.20	849.78	1,970.89	29,984.90	9	2,380.00
Services	368,015.94	259.97	22,393.90	163,552.04	182,070.00	51	31,300.00
Department 344 - Community Events Totals	\$508,218.51	\$8,864.24	\$59,778.27	\$167,504.48	\$280,935.76	45%	\$133,080.00
Department 448 - Service Department							
Personal Services	744,492.00	55,307.06	263,434.83	14,238.78	466,818.39	37	689,830.00
Supplies	25,177.59	1,804.29	6,285.58	8,472.84	10,419.17	59	11,230.00
Services	818,753.69	39,073.42	171,198.83	398,856.66	248,698.20	70	410,630.00
Capital Purchases	5,000.00	.00	2,537.68	2,462.32	.00	100	
Department 448 - Service Department Totals	\$1,593,423.28	\$96,184.77	\$443,456.92	\$424,030.60	\$725,935.76	54%	\$1,111,710.00
Department 479 - Building Department							
Personal Services	635,825.00	32,906.58	154,984.92	16,634.10	464,205.98	27	425,480.00
Supplies	11,636.01	551.83	1,299.79	4,836.22	5,500.00	53	5,360.00
Services	151,429.86	8,783.19	25,202.50	54,186.42	72,040.94	52	95,100.00
Department 479 - Building Department Totals	\$798,890.87	\$42,241.60	\$181,487.21	\$75,656.74	\$541,746.92	32%	\$525,950.00
Department 522 - Mayor							
Personal Services	222,780.00	16,237.67	73,056.84	3,006.08	146,717.08	34	206,010.00



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Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 522 - Mayor							
Supplies	1,170.00	.00	178.27	141.73	850.00	27	72
Services	50,621.84	1,103.72	6,121.28	11,672.07	32,828.49	35	5,21
Department 522 - Mayor Totals	\$274,571.84	\$17,341.39	\$79,356.39	\$14,819.88	\$180,395.57	34%	\$211,94
Department 534 - Civil Service Commission							
Personal Services	68,559.00	4,968.16	19,751.53	.00	48,807.47	29	59,96
Supplies	6,186.00	35.44	3,297.14	388.86	2,500.00	60	46
Services	37,726.00	2,574.35	4,972.85	19,274.26	13,478.89	64	21,96
Capital Purchases	500.00	.00	.00	.00	500.00	0	
Department 534 - Civil Service Commission Totals	\$112,971.00	\$7,577.95	\$28,021.52	\$19,663.12	\$65,286.36	42%	\$82,39
Department 545 - City Auditor							
Personal Services	375,262.00	28,346.96	118,536.54	2,427.31	254,298.15	32	378,46
Supplies	7,103.15	(699.98)	426.93	676.22	6,000.00	16	31
Services	115,366.20	5,388.31	27,658.83	66,740.28	20,967.09	82	78,18
Department 545 - City Auditor Totals	\$497,731.35	\$33,035.29	\$146,622.30	\$69,843.81	\$281,265.24	43%	\$456,96
Department 554 - City Attorney							
Personal Services	590,816.00	44,867.06	193,837.65	5,780.43	391,197.92	34	589,19
Supplies	6,030.65	287.49	1,633.35	1,247.30	3,150.00	48	3,73
Services	118,166.15	24,629.65	42,907.92	24,616.30	50,641.93	57	69,27
Department 554 - City Attorney Totals	\$715,012.80	\$69,784.20	\$238,378.92	\$31,644.03	\$444,989.85	38%	\$662,20
Department 571 - City Council							
Personal Services	196,777.00	14,771.73	61,982.29	1,046.13	133,748.58	32	192,10
Supplies	2,461.95	199.38	553.97	1,307.98	600.00	76	1,36
Services	56,950.00	8,945.52	21,792.79	4,644.74	30,512.47	46	17,12
Department 571 - City Council Totals	\$256,188.95	\$23,916.63	\$84,329.05	\$6,998.85	\$164,861.05	36%	\$210,59
Department 580 - Development Department							
Personal Services	331,719.00	24,494.70	111,535.52	4,927.40	215,256.08	35	311,94
Supplies	3,279.13	158.00	1,507.13	500.00	1,272.00	61	74
Services	189,904.14	8,791.06	57,196.78	70,542.91	62,164.45	67	136,93
Transfers/Other	.00	.00	100.00	.00	(100.00)	+++	
Department 580 - Development Department Totals	\$524,902.27	\$33,443.76	\$170,339.43	\$75,970.31	\$278,592.53	47%	\$449,62
Department 582 - Human Resources Department							
Personal Services	117,759.00	9,544.40	38,909.05	964.90	77,885.05	34	116,78



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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 582 - Human Resources Department							
Supplies	21,665.05	2,050.93	7,432.50	4,442.87	9,789.68	55	16,581.00
Services	46,745.00	1,232.59	12,570.73	7,403.15	26,771.12	43	26,651.00
Department 582 - Human Resources Department Totals	\$186,169.05	\$12,827.92	\$58,912.28	\$12,810.92	\$114,445.85	39%	\$160,021.00
Department 584 - Computer Department							
Supplies	13,000.00	60.62	502.85	12,497.15	.00	100	11,311.00
Services	491,134.32	59,996.13	173,861.54	314,803.56	2,469.22	99	420,231.00
Capital Purchases	189,596.00	11,055.07	11,252.47	140,347.53	37,996.00	80	58,311.00
Department 584 - Computer Department Totals	\$693,730.32	\$71,111.82	\$185,616.86	\$467,648.24	\$40,465.22	94%	\$489,861.00
Department 593 - Clerk of Courts							
Personal Services	296,512.00	22,143.38	100,904.68	5,025.56	190,581.76	36	309,501.00
Supplies	5,463.18	(26.97)	252.92	3,381.28	1,828.98	67	2,241.00
Services	121,902.31	10,198.38	24,561.75	70,265.37	27,075.19	78	61,101.00
Department 593 - Clerk of Courts Totals	\$423,877.49	\$32,314.79	\$125,719.35	\$78,672.21	\$219,485.93	48%	\$372,851.00
Department 595 - General and Administrative							
Personal Services	535,500.84	.00	44,014.06	224,141.78	267,345.00	50	157,871.00
Supplies	5,168.22	399.90	1,199.70	468.52	3,500.00	32	3,571.00
Services	784,142.77	22,107.30	108,023.18	177,195.07	498,924.52	36	752,761.00
Capital Purchases	30,000.00	707.29	3,344.38	6,720.57	19,935.05	34	12,701.00
Department 595 - General and Administrative Totals	\$1,354,811.83	\$23,214.49	\$156,581.32	\$408,525.94	\$789,704.57	42%	\$926,921.00
Department 810 - Public Health and Welfare							
Services	343,400.00	.00	171,987.09	.00	171,412.91	50	333,251.00
Department 810 - Public Health and Welfare Totals	\$343,400.00	\$0.00	\$171,987.09	\$0.00	\$171,412.91	50%	\$333,251.00
EXPENSE TOTALS	\$27,026,248.09	\$4,248,831.90	\$9,575,030.18	\$2,956,010.75	\$14,495,207.16	46%	\$17,202,621.00
Fund 110 - General Fund Totals							
REVENUE TOTALS	21,054,298.00	3,347,063.11	9,187,786.10	.00	11,866,511.90	44%	21,652,731.00
EXPENSE TOTALS	27,026,248.09	4,248,831.90	9,575,030.18	2,956,010.75	14,495,207.16	46%	17,202,621.00
Fund 110 - General Fund Net Gain (Loss)	(\$5,971,950.09)	(\$901,768.79)	(\$387,244.08)	(\$2,956,010.75)	\$2,628,695.26	56%	\$4,450,101.00
Fund Type Totals							
REVENUE TOTALS	21,054,298.00	3,347,063.11	9,187,786.10	.00	11,866,511.90	44%	21,652,731.00
EXPENSE TOTALS	27,026,248.09	4,248,831.90	9,575,030.18	2,956,010.75	14,495,207.16	46%	17,202,621.00
Fund Type Net Gain (Loss)	(\$5,971,950.09)	(\$901,768.79)	(\$387,244.08)	(\$2,956,010.75)	\$2,628,695.26	56%	\$4,450,101.00



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Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category General Fund Totals							
REVENUE TOTALS	21,054,298.00	3,347,063.11	9,187,786.10	.00	11,866,511.90	44%	21,652,736.10
EXPENSE TOTALS	27,026,248.09	4,248,831.90	9,575,030.18	2,956,010.75	14,495,207.16	46%	17,202,621.00
Fund Category General Fund Net Gain (Loss)	(\$5,971,950.09)	(\$901,768.79)	(\$387,244.08)	(\$2,956,010.75)	\$2,628,695.26	56%	\$4,450,105.10

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Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 203 - Cares Act (CRF) Franklin Cty							
REVENUE							
Department 000 - General							
Intergovernmental-State	.00	.00	.00	.00	.00	+++	2,792,731
Investment Earnings	.00	.00	.00	.00	.00	+++	1,234
Department 000 - General Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$2,793,971</u>
REVENUE TOTALS	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$2,793,971</u>
EXPENSE							
Department 000 - General							
Transfers/Other	7,701.02	.00	.00	7,701.02	.00	100	2,785,034
Department 000 - General Totals	<u>\$7,701.02</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,701.02</u>	<u>\$0.00</u>	<u>100%</u>	<u>\$2,785,034</u>
EXPENSE TOTALS	<u>\$7,701.02</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,701.02</u>	<u>\$0.00</u>	<u>100%</u>	<u>\$2,785,034</u>
Fund 203 - Cares Act (CRF) Franklin Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	2,793,971
EXPENSE TOTALS	7,701.02	.00	.00	7,701.02	.00	100%	2,785,034
Fund 203 - Cares Act (CRF) Franklin Cty Net Gain (Loss)	<u>(\$7,701.02)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$7,701.02)</u>	<u>\$0.00</u>	<u>100%</u>	<u>\$8,934</u>

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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	.00	.00	.00	.00	+++	381,227
Investment Earnings	.00	.00	.00	.00	.00	+++	41
Department 000 - General Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$381,277</u>
REVENUE TOTALS	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$381,277</u>
EXPENSE							
Department 000 - General							
Transfers/Other	33,704.74	.00	28,516.31	7,886.06	(2,697.63)	108	344,797
Department 000 - General Totals	<u>\$33,704.74</u>	<u>\$0.00</u>	<u>\$28,516.31</u>	<u>\$7,886.06</u>	<u>(\$2,697.63)</u>	<u>108%</u>	<u>\$344,797</u>
EXPENSE TOTALS	<u>\$33,704.74</u>	<u>\$0.00</u>	<u>\$28,516.31</u>	<u>\$7,886.06</u>	<u>(\$2,697.63)</u>	<u>108%</u>	<u>\$344,797</u>
Fund 204 - Cares Act (CRF) Licking Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	381,277
EXPENSE TOTALS	33,704.74	.00	28,516.31	7,886.06	(2,697.63)	108%	344,797
Fund 204 - Cares Act (CRF) Licking Cty Net Gain (Loss)	<u>(\$33,704.74)</u>	<u>\$0.00</u>	<u>(\$28,516.31)</u>	<u>(\$7,886.06)</u>	<u>(\$2,697.63)</u>	<u>108%</u>	<u>\$36,487</u>

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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	.00	.00	.00	.00	+++	51,530
Investment Earnings	.00	.00	.00	.00	.00	+++	51,530
Department 000 - General Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$51,530</u>
REVENUE TOTALS	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$51,530</u>
EXPENSE							
Department 000 - General							
Transfers/Other	.00	.00	.00	.00	.00	+++	51,530
Department 000 - General Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$51,530</u>
EXPENSE TOTALS	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$51,530</u>
Fund 205 - Cares Act (CRF) Fairfield Cty Totals							
REVENUE TOTALS	.00	.00	.00	.00	.00	+++	51,530
EXPENSE TOTALS	.00	.00	.00	.00	.00	+++	51,530
Fund 205 - Cares Act (CRF) Fairfield Cty Net Gain (Loss)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>

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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 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	787,500.00	168,869.74	993,764.76	.00	(206,264.76)	126	589,711.00
Investment Earnings	7,500.00	106.53	520.61	.00	6,979.39	7	10,410.00
Reimbursements	.00	.00	40.17	.00	(40.17)	+++	8,900.00
Department 000 - General Totals	<u>\$795,000.00</u>	<u>\$168,976.27</u>	<u>\$994,325.54</u>	<u>\$0.00</u>	<u>(\$199,325.54)</u>	<u>125%</u>	<u>\$609,021.00</u>
REVENUE TOTALS	<u>\$795,000.00</u>	<u>\$168,976.27</u>	<u>\$994,325.54</u>	<u>\$0.00</u>	<u>(\$199,325.54)</u>	<u>125%</u>	<u>\$609,021.00</u>
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	171,851.00	6,890.77	30,148.18	954.28	140,748.54	18	83,490.00
Supplies	2,000.00	.00	.00	750.00	1,250.00	38	10,000.00
Services	92,479.28	(136.33)	1,016.18	413.92	91,049.18	2	7,920.00
Transfers/Other	2,410,000.00	130,586.97	863,162.27	35,424.81	1,511,412.92	37	257,110.00
Department 564 - Income Tax Division Totals	<u>\$2,676,330.28</u>	<u>\$137,341.41</u>	<u>\$894,326.63</u>	<u>\$37,543.01</u>	<u>\$1,744,460.64</u>	<u>35%</u>	<u>\$348,640.00</u>
EXPENSE TOTALS	<u>\$2,676,330.28</u>	<u>\$137,341.41</u>	<u>\$894,326.63</u>	<u>\$37,543.01</u>	<u>\$1,744,460.64</u>	<u>35%</u>	<u>\$348,640.00</u>
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	795,000.00	168,976.27	994,325.54	.00	(199,325.54)	125%	609,021.00
EXPENSE TOTALS	2,676,330.28	137,341.41	894,326.63	37,543.01	1,744,460.64	35%	348,640.00
Fund 220 - Income Tax Fund Net Gain (Loss)	<u>(\$1,881,330.28)</u>	<u>\$31,634.86</u>	<u>\$99,998.91</u>	<u>(\$37,543.01)</u>	<u>\$1,943,786.18</u>	<u>(3%)</u>	<u>\$260,381.00</u>

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Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,453,000.00	147,852.36	612,440.13	.00	840,559.87	42	1,940,510
Investment Earnings	17,000.00	.00	.00	.00	17,000.00	0	36,830
Other Revenues	.00	.00	.00	.00	.00	+++	1,190
Reimbursements	10,000.00	4,001.29	6,278.60	.00	3,721.40	63	79,610
Department 000 - General Totals	\$1,480,000.00	\$151,853.65	\$618,718.73	\$0.00	\$861,281.27	42%	\$2,058,160
REVENUE TOTALS	\$1,480,000.00	\$151,853.65	\$618,718.73	\$0.00	\$861,281.27	42%	\$2,058,160
EXPENSE							
Department 000 - General							
Capital Purchases	24,803.19	.00	.00	24,803.19	.00	100	660,000
Department 000 - General Totals	\$24,803.19	\$0.00	\$0.00	\$24,803.19	\$0.00	100%	\$660,000
Department 268 - Street Department							
Personal Services	738,365.00	49,638.91	249,624.42	9,643.50	479,097.08	35	673,820
Supplies	339,494.67	30,943.52	64,333.40	111,618.98	163,542.29	52	140,300
Services	189,424.81	6,778.26	15,329.94	94,947.31	79,147.56	58	74,450
Capital Purchases	196,050.00	6,879.00	152,929.00	31,121.00	12,000.00	94	151,040
Department 268 - Street Department Totals	\$1,463,334.48	\$94,239.69	\$482,216.76	\$247,330.79	\$733,786.93	50%	\$1,039,630
EXPENSE TOTALS	\$1,488,137.67	\$94,239.69	\$482,216.76	\$272,133.98	\$733,786.93	51%	\$1,699,630
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,480,000.00	151,853.65	618,718.73	.00	861,281.27	42%	2,058,160
EXPENSE TOTALS	1,488,137.67	94,239.69	482,216.76	272,133.98	733,786.93	51%	1,699,630
Fund 260 - Street Fund Net Gain (Loss)	(\$8,137.67)	\$57,613.96	\$136,501.97	(\$272,133.98)	(\$127,494.34)	1,667%	\$358,520

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Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	116,000.00	11,988.03	49,657.34	.00	66,342.66	43	157,331
Investment Earnings	1,000.00	.00	.00	.00	1,000.00	0	4,150
Department 000 - General Totals	\$117,000.00	\$11,988.03	\$49,657.34	\$0.00	\$67,342.66	42%	\$161,490
REVENUE TOTALS	\$117,000.00	\$11,988.03	\$49,657.34	\$0.00	\$67,342.66	42%	\$161,490
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	20,799.29	39,979.60	6,020.40	24,000.00	66	63,131
Services	32,733.40	526.55	10,338.03	15,895.37	6,500.00	80	5,700
Department 268 - Street Department Totals	\$102,733.40	\$21,325.84	\$50,317.63	\$21,915.77	\$30,500.00	70%	\$68,831
EXPENSE TOTALS	\$102,733.40	\$21,325.84	\$50,317.63	\$21,915.77	\$30,500.00	70%	\$68,831
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	117,000.00	11,988.03	49,657.34	.00	67,342.66	42%	161,490
EXPENSE TOTALS	102,733.40	21,325.84	50,317.63	21,915.77	30,500.00	70%	68,831
Fund 270 - State Highway Fund Net Gain (Loss)	\$14,266.60	(\$9,337.81)	(\$660.29)	(\$21,915.77)	(\$36,842.66)	(158%)	\$92,659
Fund Type Totals							
REVENUE TOTALS	2,392,000.00	332,817.95	1,662,701.61	.00	729,298.39	70%	6,055,474
EXPENSE TOTALS	4,308,607.11	252,906.94	1,455,377.33	347,179.84	2,506,049.94	42%	5,298,480
Fund Type Net Gain (Loss)	(\$1,916,607.11)	\$79,911.01	\$207,324.28	(\$347,179.84)	\$1,776,751.55	7%	\$756,994
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,392,000.00	332,817.95	1,662,701.61	.00	729,298.39	70%	6,055,474
EXPENSE TOTALS	4,308,607.11	252,906.94	1,455,377.33	347,179.84	2,506,049.94	42%	5,298,480
Fund Category Special Revenue Funds Net Gain (Loss)	(\$1,916,607.11)	\$79,911.01	\$207,324.28	(\$347,179.84)	\$1,776,751.55	7%	\$756,994

Attachment: Budget by Classification-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D08



Budget by Classification-April, 2021

10.b.1.a

Through 04/30/21
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	64,325.42	251,601.12	.00	528,398.88	32	778,161.12
Other Revenues	.00	.00	1,007.50	.00	(1,007.50)	+++	1,350.00
Reimbursements	.00	.00	350.00	.00	(350.00)	+++	
Department 000 - General Totals	\$780,000.00	\$64,325.42	\$252,958.62	\$0.00	\$527,041.38	32%	\$779,521.12
Department 735 - Water Division							
Utility Charges	6,742,300.00	570,278.39	2,193,362.78	.00	4,548,937.22	33	6,855,000.00
Other Revenues	68,400.00	(2,594.62)	38,427.15	.00	29,972.85	56	91,321.15
Reimbursements	9,300.00	.00	120.50	.00	9,179.50	1	38,271.15
Department 735 - Water Division Totals	\$6,820,000.00	\$567,683.77	\$2,231,910.43	\$0.00	\$4,588,089.57	33%	\$6,984,601.15
REVENUE TOTALS	\$7,600,000.00	\$632,009.19	\$2,484,869.05	\$0.00	\$5,115,130.95	33%	\$7,764,122.27
EXPENSE							
Department 000 - General							
Capital Purchases	428,229.21	8,022.21	155,136.15	273,093.06	.00	100	322,471.15
Department 000 - General Totals	\$428,229.21	\$8,022.21	\$155,136.15	\$273,093.06	\$0.00	100%	\$322,471.15
Department 735 - Water Division							
Personal Services	520,197.00	36,961.60	172,948.15	13,533.46	333,715.39	36	459,231.15
Supplies	193,645.46	17,003.27	51,074.48	79,857.48	62,713.50	68	100,541.15
Services	6,142,694.41	392,718.30	1,633,142.60	2,073,254.00	2,436,297.81	60	5,663,161.15
Capital Purchases	494,452.50	.00	12,360.00	97,777.50	384,315.00	22	134,061.15
Department 735 - Water Division Totals	\$7,350,989.37	\$446,683.17	\$1,869,525.23	\$2,264,422.44	\$3,217,041.70	56%	\$6,357,011.15
Department 991 - Debt Service							
Debt Service	366,235.00	.00	.00	11,937.00	354,298.00	3	364,681.15
Department 991 - Debt Service Totals	\$366,235.00	\$0.00	\$0.00	\$11,937.00	\$354,298.00	3%	\$364,681.15
EXPENSE TOTALS	\$8,145,453.58	\$454,705.38	\$2,024,661.38	\$2,549,452.50	\$3,571,339.70	56%	\$7,044,171.15
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,600,000.00	632,009.19	2,484,869.05	.00	5,115,130.95	33%	7,764,122.27
EXPENSE TOTALS	8,145,453.58	454,705.38	2,024,661.38	2,549,452.50	3,571,339.70	56%	7,044,171.15
Fund 710 - Water Fund Net Gain (Loss)	(\$545,453.58)	\$177,303.81	\$460,207.67	(\$2,549,452.50)	(\$1,543,791.25)	383%	\$719,951.12

Attachment: Budget by Classification-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D08



Budget by Classification-April, 2021

10.b.1.a

Through 04/30/21
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 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	380,000.00	32,016.21	123,946.56	.00	256,053.44	33	383,28
Department 000 - General Totals	\$380,000.00	\$32,016.21	\$123,946.56	\$0.00	\$256,053.44	33%	\$383,28
Department 736 - Wastewater Division							
Utility Charges	6,215,000.00	561,965.67	2,140,579.70	.00	4,074,420.30	34	6,568,80
Other Revenues	.00	25.00	50.00	.00	(50.00)	+++	22
Reimbursements	5,000.00	.00	120.50	.00	4,879.50	2	41,85
Department 736 - Wastewater Division Totals	\$6,220,000.00	\$561,990.67	\$2,140,750.20	\$0.00	\$4,079,249.80	34%	\$6,610,88
REVENUE TOTALS	\$6,600,000.00	\$594,006.88	\$2,264,696.76	\$0.00	\$4,335,303.24	34%	\$6,994,16
EXPENSE							
Department 000 - General							
Capital Purchases	520,341.23	261,334.88	268,101.15	252,240.08	.00	100	54,96
Department 000 - General Totals	\$520,341.23	\$261,334.88	\$268,101.15	\$252,240.08	\$0.00	100%	\$54,96
Department 736 - Wastewater Division							
Personal Services	571,203.00	41,249.09	194,610.69	10,060.87	366,531.44	36	536,82
Supplies	107,616.98	2,563.13	7,214.16	35,389.32	65,013.50	40	46,89
Services	6,392,493.70	636,096.53	1,959,952.24	1,867,767.35	2,564,774.11	60	5,658,59
Capital Purchases	494,452.50	.00	12,360.00	97,777.50	384,315.00	22	134,06
Department 736 - Wastewater Division Totals	\$7,565,766.18	\$679,908.75	\$2,174,137.09	\$2,010,995.04	\$3,380,634.05	55%	\$6,376,38
Department 991 - Debt Service							
Debt Service	40,020.00	.00	.00	964.00	39,056.00	2	39,94
Department 991 - Debt Service Totals	\$40,020.00	\$0.00	\$0.00	\$964.00	\$39,056.00	2%	\$39,94
EXPENSE TOTALS	\$8,126,127.41	\$941,243.63	\$2,442,238.24	\$2,264,199.12	\$3,419,690.05	58%	\$6,471,28
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,600,000.00	594,006.88	2,264,696.76	.00	4,335,303.24	34%	6,994,16
EXPENSE TOTALS	8,126,127.41	941,243.63	2,442,238.24	2,264,199.12	3,419,690.05	58%	6,471,28
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$1,526,127.41)	(\$347,236.75)	(\$177,541.48)	(\$2,264,199.12)	(\$915,613.19)	160%	\$522,88

Attachment: Budget by Classification-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D08



Budget by Classification-April, 2021

10.b.1.a

Through 04/30/21
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 737 - Storm Water Division							
Utility Charges	1,900,000.00	162,622.29	657,336.06	.00	1,242,663.94	35	1,990,570.00
Reimbursements	.00	.00	80.32	.00	(80.32)	+++	27,210.00
Department 737 - Storm Water Division Totals	\$1,900,000.00	\$162,622.29	\$657,416.38	\$0.00	\$1,242,583.62	35%	\$2,017,780.00
REVENUE TOTALS	\$1,900,000.00	\$162,622.29	\$657,416.38	\$0.00	\$1,242,583.62	35%	\$2,017,780.00
EXPENSE							
Department 000 - General							
Capital Purchases	879,774.85	.00	259,476.40	112,618.78	507,679.67	42	402,190.00
Department 000 - General Totals	\$879,774.85	\$0.00	\$259,476.40	\$112,618.78	\$507,679.67	42%	\$402,190.00
Department 737 - Storm Water Division							
Personal Services	327,617.00	23,516.17	110,638.69	5,510.00	211,468.31	35	308,500.00
Supplies	63,047.92	3,892.18	9,434.29	20,513.63	33,100.00	48	40,790.00
Services	1,140,300.87	93,360.76	295,949.23	195,546.03	648,805.61	43	905,110.00
Capital Purchases	.00	.00	.00	.00	.00	+++	28,900.00
Department 737 - Storm Water Division Totals	\$1,530,965.79	\$120,769.11	\$416,022.21	\$221,569.66	\$893,373.92	42%	\$1,283,310.00
Department 991 - Debt Service							
Debt Service	125,595.00	.00	.00	7,797.00	117,798.00	6	122,960.00
Department 991 - Debt Service Totals	\$125,595.00	\$0.00	\$0.00	\$7,797.00	\$117,798.00	6%	\$122,960.00
EXPENSE TOTALS	\$2,536,335.64	\$120,769.11	\$675,498.61	\$341,985.44	\$1,518,851.59	40%	\$1,808,480.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,900,000.00	162,622.29	657,416.38	.00	1,242,583.62	35%	2,017,780.00
EXPENSE TOTALS	2,536,335.64	120,769.11	675,498.61	341,985.44	1,518,851.59	40%	1,808,480.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$636,335.64)	\$41,853.18	(\$18,082.23)	(\$341,985.44)	\$276,267.97	57%	\$209,300.00

Attachment: Budget by Classification-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D08



Budget by Classification-April, 2021

10.b.1.a

Through 04/30/21
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,200,000.00	193,824.68	783,678.94	.00	1,416,321.06	36	2,165,577.00
Department 738 - Refuse Collection Totals	\$2,200,000.00	\$193,824.68	\$783,678.94	\$0.00	\$1,416,321.06	36%	\$2,165,577.00
REVENUE TOTALS	\$2,200,000.00	\$193,824.68	\$783,678.94	\$0.00	\$1,416,321.06	36%	\$2,165,577.00
EXPENSE							
Department 738 - Refuse Collection							
Supplies	3,500.00	.00	1,374.31	2,125.69	.00	100	1,238.45
Services	2,966,694.62	386,273.75	946,049.32	429,002.71	1,591,642.59	46	2,268,441.00
Department 738 - Refuse Collection Totals	\$2,970,194.62	\$386,273.75	\$947,423.63	\$431,128.40	\$1,591,642.59	46%	\$2,269,681.45
EXPENSE TOTALS	\$2,970,194.62	\$386,273.75	\$947,423.63	\$431,128.40	\$1,591,642.59	46%	\$2,269,681.45
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,200,000.00	193,824.68	783,678.94	.00	1,416,321.06	36%	2,165,577.00
EXPENSE TOTALS	2,970,194.62	386,273.75	947,423.63	431,128.40	1,591,642.59	46%	2,269,681.45
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$770,194.62)	(\$192,449.07)	(\$163,744.69)	(\$431,128.40)	\$175,321.53	77%	(\$104,108.45)
Fund Type Totals							
REVENUE TOTALS	18,300,000.00	1,582,463.04	6,190,661.13	.00	12,109,338.87	34%	18,941,657.00
EXPENSE TOTALS	21,778,111.25	1,902,991.87	6,089,821.86	5,586,765.46	10,101,523.93	54%	17,593,621.00
Fund Type Net Gain (Loss)	(\$3,478,111.25)	(\$320,528.83)	\$100,839.27	(\$5,586,765.46)	(\$2,007,814.94)	158%	\$1,348,036.00
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	18,300,000.00	1,582,463.04	6,190,661.13	.00	12,109,338.87	34%	18,941,657.00
EXPENSE TOTALS	21,778,111.25	1,902,991.87	6,089,821.86	5,586,765.46	10,101,523.93	54%	17,593,621.00
Fund Category Enterprise Funds Net Gain (Loss)	(\$3,478,111.25)	(\$320,528.83)	\$100,839.27	(\$5,586,765.46)	(\$2,007,814.94)	158%	\$1,348,036.00
Grand Totals							
REVENUE TOTALS	41,746,298.00	5,262,344.10	17,041,148.84	.00	24,705,149.16	41%	46,649,861.00
EXPENSE TOTALS	53,112,966.45	6,404,730.71	17,120,229.37	8,889,956.05	27,102,781.03	49%	40,094,731.00
Grand Total Net Gain (Loss)	(\$11,366,668.45)	(\$1,142,386.61)	(\$79,080.53)	(\$8,889,956.05)	\$2,397,631.87	79%	\$6,555,130.00

Attachment: Budget by Classification-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D08



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Personal Services									
5102	Wages-Staff	1,071,019.00	.00	1,071,019.00	82,239.46	.00	325,144.30	745,874.70	30	990,721.00
5104	Wages-Part time	122,679.00	.00	122,679.00	9,436.80	.00	37,344.83	85,334.17	30	95,650.00
5105	Overtime	365,000.00	.00	365,000.00	16,972.93	.00	69,332.61	295,667.39	19	209,730.00
5106	Longevity	50,000.00	.00	50,000.00	1,300.00	.00	16,409.00	33,591.00	33	54,500.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	(477.86)	477.86	+++	(2,449,911.00)
5109	HSA Employer Funding	288,868.00	.00	288,868.00	4,537.50	.00	280,715.50	8,152.50	97	310,400.00
5111	Wages Chief	133,994.00	.00	133,994.00	10,307.20	.00	41,228.80	92,765.20	31	140,690.00
5113	Wages Enforcement	6,604,874.00	.00	6,604,874.00	462,028.02	.00	1,991,539.79	4,613,334.21	30	6,329,080.00
5151	PERS Contribution	169,512.00	.00	169,512.00	11,772.65	.00	48,012.45	121,499.55	28	147,370.00
5152	PFDPF Contribution	1,224,841.00	.00	1,224,841.00	96,931.24	.00	397,527.47	827,313.53	32	1,085,480.00
5155	PERS Pickup	57,899.00	.00	57,899.00	4,270.02	.00	17,406.01	40,492.99	30	51,990.00
5161	Group Insurance	1,381,134.00	1,441.26	1,382,575.26	114,986.19	121,196.46	544,565.77	716,813.03	48	1,257,820.00
5166	Medicare	121,041.00	.00	121,041.00	8,190.00	.00	34,869.93	86,171.07	29	109,780.00
	Personal Services Totals	\$11,590,861.00	\$1,441.26	\$11,592,302.26	\$822,972.01	\$121,196.46	\$3,803,618.60	\$7,667,487.20	34%	\$8,333,360.00
	Supplies									
5201	Office Supplies	10,000.00	2,052.65	12,052.65	417.74	3,435.97	2,349.79	6,266.89	48	8,660.00
5202	Photo Copy Supplies	3,500.00	999.75	4,499.75	.00	1,000.00	999.75	2,500.00	44	2,490.00
5203	Computer Supplies	15,000.00	2,645.66	17,645.66	543.07	2,130.17	4,514.52	11,000.97	38	11,390.00
5205	Small Tools/Minor Equipment	9,700.00	30.98	9,730.98	75.00	425.00	105.98	9,200.00	5	5,320.00
5206	Evidence	10,000.00	.00	10,000.00	.00	5,000.00	.00	5,000.00	50	10,000.00
5207	Law Enforcement Supplies	72,000.00	1,297.21	73,297.21	4,699.44	15,242.57	8,501.66	49,552.98	32	57,060.00
5213	Repair and Maintenance Supplies	12,000.00	1,332.43	13,332.43	586.32	4,292.64	1,539.79	7,500.00	44	6,730.00
5241	Uniforms-Purchased	104,700.00	6,043.71	110,743.71	4,578.97	16,228.75	22,919.03	71,595.93	35	96,020.00
5251	MV Gas and Oil	140,000.00	6,406.75	146,406.75	8,580.54	45,396.45	30,539.30	70,471.00	52	81,010.00
	Supplies Totals	\$376,900.00	\$20,809.14	\$397,709.14	\$19,481.08	\$93,151.55	\$71,469.82	\$233,087.77	41%	\$278,720.00
	Services									
5311	Utilities	145,000.00	11,763.54	156,763.54	13,898.69	78,670.79	37,312.75	40,780.00	74	104,440.00
5321	Professional Training	107,150.00	2,254.40	109,404.40	5,040.00	23,641.00	8,090.40	77,673.00	29	59,620.00
5323	Publications	3,750.00	.00	3,750.00	.00	.00	.00	3,750.00	0	3,060.00
5324	Professional Association Dues	2,500.00	290.00	2,790.00	.00	3,968.00	822.00	(2,000.00)	172	1,840.00
5325	Educational Assistance	10,000.00	2,469.75	12,469.75	.00	7,469.75	.00	5,000.00	60	4,030.00
5339	Misc Contract Services	85,200.00	3,516.09	88,716.09	2,633.43	28,302.72	21,617.73	38,795.64	56	52,270.00
5351	Liability Insurance Deductible	50,000.00	3,605.71	53,605.71	.00	9,000.00	8,403.58	36,202.13	32	41,590.00
5361	Building Repair/Maintenance	80,000.00	2,193.09	82,193.09	19,115.16	18,097.55	24,290.58	39,804.96	52	32,550.00
5362	Equipment Maintenance	80,350.00	480.00	80,830.00	8,457.03	22,248.97	11,831.03	46,750.00	42	43,440.00
5363	MV Repair/Maintenance-External	30,000.00	3,145.00	33,145.00	4,880.73	6,628.00	8,075.73	18,441.27	44	2,370.00
5364	MV Repair/Maintenance-Internal	.00	.00	.00	.00	.00	42.78	(42.78)	+++	



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Services									
5366	Computer Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	41,100.00
5375	Prisoner Care	145,000.00	11,834.00	156,834.00	7,015.00	45,901.50	19,232.50	91,700.00	42	56,920.00
5391	Postage	7,000.00	.00	7,000.00	122.54	3,500.00	743.56	2,756.44	61	2,220.00
5392	Fingerprinting Services	750.00	22.00	772.00	22.00	364.75	157.25	250.00	68	250.00
5393	L.E.A.D.S Terminal	8,500.00	.00	8,500.00	600.00	4,800.00	2,400.00	1,300.00	85	7,800.00
5395	Printing/Advertising	20,000.00	215.38	20,215.38	285.99	3,856.54	2,605.17	13,753.67	32	10,120.00
5396	Uniform Cleaning/Repairs	45,000.00	1,864.89	46,864.89	2,267.85	14,506.00	7,358.89	25,000.00	47	21,070.00
5399	Other Miscellaneous Services	6,500.00	.00	6,500.00	608.01	1,112.12	25,487.88	(20,100.00)	409	3,560.00
	Services Totals	\$829,700.00	\$43,653.85	\$873,353.85	\$64,946.43	\$272,067.69	\$178,471.83	\$422,814.33	52%	\$447,640.00
	Capital Purchases									
5631	Furniture and Fixtures	10,000.00	.00	10,000.00	.00	4,778.01	221.99	5,000.00	50	4,810.00
5632	Motor Vehicles	341,000.00	47,210.30	388,210.30	15,744.00	258,328.00	28,660.00	101,222.30	74	61,440.00
5633	Machinery and Equipment	50,000.00	217.43	50,217.43	.00	.00	3,094.43	47,123.00	6	120,240.00
5634	Unmarked Vehicles	8,400.00	533.33	8,933.33	.00	1,383.33	3,550.00	4,000.00	55	7,190.00
5639	Other Equipment	66,000.00	.00	66,000.00	40,163.49	10,913.22	60,163.28	(5,076.50)	108	38,320.00
	Capital Purchases Totals	\$475,400.00	\$47,961.06	\$523,361.06	\$55,907.49	\$275,402.56	\$95,689.70	\$152,268.80	71%	\$232,020.00
	EXPENSE TOTALS	\$13,272,861.00	\$113,865.31	\$13,386,726.31	\$963,307.01	\$761,818.26	\$4,149,249.95	\$8,475,658.10	37%	\$9,291,750.00
Department 111 - Police Division Totals		(\$13,272,861.00)	(\$113,865.31)	(\$13,386,726.31)	(\$963,307.01)	(\$761,818.26)	(\$4,149,249.95)	(\$8,475,658.10)	37%	(\$9,291,753.00)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	99,351.00	.00	99,351.00	6,516.80	.00	28,742.32	70,608.68	29	79,210.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(1,697.00)
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	6,000.00	2,000.00	75	8,660.00
5151	PERS Contribution	13,909.00	.00	13,909.00	1,087.08	.00	4,304.53	9,604.47	31	10,640.00
5161	Group Insurance	42,050.00	.00	42,050.00	2,504.98	2,866.98	12,277.68	26,905.34	36	27,800.00
5166	Medicare	1,441.00	.00	1,441.00	117.39	.00	427.47	1,013.53	30	1,090.00
	Personal Services Totals	\$164,751.00	\$0.00	\$164,751.00	\$10,226.25	\$2,866.98	\$51,752.00	\$110,132.02	33%	\$125,730.00
	Supplies									
5201	Office Supplies	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
5203	Computer Supplies	100.00	.00	100.00	.00	100.00	.00	.00	100	90.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	1,430.00
5213	Repair and Maintenance Supplies	120,000.00	329.14	120,329.14	7,004.68	27,776.96	27,098.68	65,453.50	46	69,940.00
5259	Operating Materials and Supplies	8,500.00	.00	8,500.00	.00	4,623.30	376.70	3,500.00	59	5,890.00
	Supplies Totals	\$131,800.00	\$329.14	\$132,129.14	\$7,004.68	\$34,000.26	\$27,475.38	\$70,653.50	47%	\$77,380.00
	Services									
5311	Utilities	600.00	48.94	648.94	97.98	453.03	195.91	.00	100	160.00
5321	Professional Training	800.00	.00	800.00	.00	.00	.00	800.00	0	800.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	66.14	1,933.86	66.14	1,000.00	67	320.00
5363	MV Repair/Maintenance-External	40,000.00	803.09	40,803.09	1,272.98	20,140.01	3,733.08	16,930.00	59	19,040.00
5397	Uniform Rental	1,650.00	122.96	1,772.96	137.09	1,113.40	518.59	140.97	92	1,260.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	1,000.00	.00	500.00	67	500.00
	Services Totals	\$47,550.00	\$974.99	\$48,524.99	\$1,574.19	\$24,640.30	\$4,513.72	\$19,370.97	60%	\$21,310.00
	EXPENSE TOTALS	\$344,101.00	\$1,304.13	\$345,405.13	\$18,805.12	\$61,507.54	\$83,741.10	\$200,156.49	42%	\$224,430.00
Department 290 - Mechanic Totals		(\$344,101.00)	(\$1,304.13)	(\$345,405.13)	(\$18,805.12)	(\$61,507.54)	(\$83,741.10)	(\$200,156.49)	42%	(\$224,430.00)

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Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,895.00	.00	95,895.00	7,377.60	.00	29,453.46	66,441.54	31	95,621
5102	Wages-Staff	524,505.00	.00	524,505.00	40,347.28	.00	160,816.72	363,688.28	31	480,631
5105	Overtime	42,000.00	.00	42,000.00	.00	.00	2,313.49	39,686.51	6	3,351
5106	Longevity	1,700.00	.00	1,700.00	1,100.00	.00	1,100.00	600.00	65	1,700
5107	Wages-Allocated	.00	.00	.00	.00	.00	(1,860.04)	1,860.04	+++	(15,957
5109	HSA Employer Funding	42,000.00	.00	42,000.00	.00	.00	40,000.00	2,000.00	95	37,500
5141	Wages-Seasonal Labor	110,000.00	.00	110,000.00	3,677.09	.00	7,962.00	102,038.00	7	18,791
5151	PERS Contribution	108,374.00	.00	108,374.00	6,868.76	.00	27,208.87	81,165.13	25	80,851
5161	Group Insurance	207,425.00	.00	207,425.00	17,327.24	19,568.36	85,429.94	102,426.70	51	181,700
5166	Medicare	11,224.00	.00	11,224.00	722.49	.00	2,768.72	8,455.28	25	8,231
<i>Personal Services Totals</i>		\$1,143,123.00	\$0.00	\$1,143,123.00	\$77,420.46	\$19,568.36	\$355,193.16	\$768,361.48	33%	\$892,451
<i>Supplies</i>										
5201	Office Supplies	600.00	.00	600.00	51.13	4.60	148.09	447.31	25	661
5203	Computer Supplies	500.00	.00	500.00	199.99	.00	472.88	27.12	95	281
5205	Small Tools/Minor Equipment	4,345.00	3,946.54	8,291.54	530.01	785.22	4,586.32	2,920.00	65	3,590
5209	Chemicals	39,115.00	.00	39,115.00	16,348.00	128.18	27,667.47	11,319.35	71	18,971
5213	Repair and Maintenance Supplies	54,350.00	23,893.65	78,243.65	7,752.82	6,178.04	35,900.66	36,164.95	54	40,231
5215	Recreational Supplies	77,383.00	474.12	77,857.12	5,349.71	13,049.84	12,343.58	52,463.70	33	21,480
5241	Uniforms-Purchased	2,500.00	179.95	2,679.95	104.70	.00	394.26	2,285.69	15	1,411
5251	MV Gas and Oil	20,000.00	1,836.83	21,836.83	939.13	7,718.55	3,668.28	10,450.00	52	11,300
5252	Aggregates	17,000.00	.00	17,000.00	3,370.03	3,159.97	3,370.03	10,470.00	38	9,501
5259	Operating Materials and Supplies	12,400.00	10,159.51	22,559.51	1,660.17	973.06	12,941.45	8,645.00	62	4,361
<i>Supplies Totals</i>		\$228,193.00	\$40,490.60	\$268,683.60	\$36,305.69	\$31,997.46	\$101,493.02	\$135,193.12	50%	\$111,821
<i>Services</i>										
5303	Community Events	8,200.00	.00	8,200.00	.00	.00	.00	8,200.00	0	951
5311	Utilities	39,000.00	2,591.16	41,591.16	3,209.84	28,585.42	10,880.74	2,125.00	95	25,831
5321	Professional Training	1,900.00	.00	1,900.00	.00	.00	59.99	1,840.01	3	321
5322	Conference/Reimb	8,200.00	99.00	8,299.00	.00	.00	686.85	7,612.15	8	1,921
5323	Publications	250.00	.00	250.00	.00	143.32	176.68	(70.00)	128	
5324	Professional Association Dues	1,500.00	.00	1,500.00	.00	100.00	408.75	991.25	34	1,590
5338	Personal Service Contracts	73,806.00	.00	73,806.00	3,891.00	11,297.50	10,130.01	52,378.49	29	16,510
5339	Misc Contract Services	285,000.00	135,525.45	420,525.45	6,724.59	160,215.85	14,150.62	246,158.98	41	250,211
5361	Building Repair/Maintenance	79,500.00	.00	79,500.00	.00	290.00	.00	79,210.00	0	18,291
5362	Equipment Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	861
5391	Postage	7,500.00	2,849.27	10,349.27	15.81	.00	2,965.63	7,383.64	29	241
5395	Printing/Advertising	25,000.00	4,818.34	29,818.34	.00	243.22	5,177.82	24,397.30	18	5,490
5399	Other Miscellaneous Services	3,020.00	25.98	3,045.98	212.99	54.02	251.96	2,740.00	10	150



Departmental Budget-April, 2021

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Fiscal Year to Date 04/30/21

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									
	Services Totals	\$534,876.00	\$145,909.20	\$680,785.20	\$14,054.23	\$200,929.33	\$44,889.05	\$434,966.82	36%	\$322,411
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	498.00	.00	4,084.25	(4,084.25)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$498.00	\$0.00	\$4,084.25	(\$4,084.25)	+++	\$0
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	18,681
5639	Other Equipment	.00	17,163.00	17,163.00	.00	17,163.00	.00	.00	100	9,771
	Capital Purchases Totals	\$0.00	\$17,163.00	\$17,163.00	\$0.00	\$17,163.00	\$0.00	\$0.00	100%	\$28,452
	EXPENSE TOTALS	\$1,906,192.00	\$203,562.80	\$2,109,754.80	\$128,278.38	\$269,658.15	\$505,659.48	\$1,334,437.17	37%	\$1,355,150
Department 340 - Parks and Recreation Totals		(\$1,906,192.00)	(\$203,562.80)	(\$2,109,754.80)	(\$128,278.38)	(\$269,658.15)	(\$505,659.48)	(\$1,334,437.17)	37%	(\$1,355,150)

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Departmental Budget-April, 2021

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Fiscal Year to Date 04/30/21

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	70,207.00	.00	70,207.00	5,401.60	.00	21,574.72	48,632.28	31	70,691.00
5104	Wages-Part time	62,567.00	.00	62,567.00	3,533.14	.00	13,985.04	48,581.96	22	51,600.00
5105	Overtime	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	19,000.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(2,590.00)
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	19,232.00	.00	19,232.00	1,250.19	.00	4,921.98	14,310.02	26	16,580.00
5161	Group Insurance	9,068.00	.00	9,068.00	757.86	959.63	3,676.89	4,431.48	51	8,630.00
5166	Medicare	1,992.00	.00	1,992.00	128.53	.00	511.54	1,480.46	26	1,770.00
	Personal Services Totals	\$169,666.00	\$0.00	\$169,666.00	\$11,071.32	\$959.63	\$46,670.17	\$122,036.20	28%	\$149,490.00
	Supplies									
5201	Office Supplies	1,400.00	36.50	1,436.50	.00	.00	36.50	1,400.00	3	2,000.00
5203	Computer Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	1,200.00
5213	Repair and Maintenance Supplies	5,000.00	904.83	5,904.83	.00	430.00	1,120.83	4,354.00	26	19,000.00
5215	Recreational Supplies	3,000.00	.00	3,000.00	.00	250.00	126.14	2,623.86	13	29,000.00
5216	Contributed Supplies Purchased	.00	19,126.57	19,126.57	.00	29.39	502.36	18,594.82	3	1,160.00
	Supplies Totals	\$10,600.00	\$20,067.90	\$30,667.90	\$0.00	\$709.39	\$1,785.83	\$28,172.68	8%	\$1,680.00
	Services									
5311	Utilities	7,000.00	483.61	7,483.61	206.22	1,791.65	1,591.96	4,100.00	45	5,100.00
5321	Professional Training	300.00	94.78	394.78	.00	.00	94.78	300.00	24	300.00
5322	Conference/Reimb	400.00	.00	400.00	.00	.00	.00	400.00	0	30,000.00
5324	Professional Association Dues	150.00	.00	150.00	.00	.00	100.00	50.00	67	10,000.00
5339	Misc Contract Services	9,200.00	.00	9,200.00	305.00	5,277.00	550.00	3,373.00	63	7,230.00
5361	Building Repair/Maintenance	25,000.00	.00	25,000.00	.00	500.00	.00	24,500.00	2	25,000.00
5391	Postage	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	24,000.00
	Services Totals	\$44,550.00	\$578.39	\$45,128.39	\$511.22	\$7,568.65	\$2,336.74	\$35,223.00	22%	\$12,980.00
	EXPENSE TOTALS	\$224,816.00	\$20,646.29	\$245,462.29	\$11,582.54	\$9,237.67	\$50,792.74	\$185,431.88	24%	\$164,160.00
Department 343 - Senior Center Totals		(\$224,816.00)	(\$20,646.29)	(\$245,462.29)	(\$11,582.54)	(\$9,237.67)	(\$50,792.74)	(\$185,431.88)	24%	(\$164,160.00)

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Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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										
<i>Personal Services</i>										
5102	Wages-Staff	66,310.00	.00	66,310.00	5,100.80	.00	20,363.52	45,946.48	31	64,950.00
5105	Overtime	5,000.00	.00	5,000.00	71.73	.00	310.38	4,689.62	6	580.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	9,983.00	.00	9,983.00	715.79	.00	2,856.53	7,126.47	29	8,820.00
5161	Group Insurance	21,070.00	.00	21,070.00	1,765.80	1,981.55	8,716.59	10,371.86	51	20,110.00
5166	Medicare	1,034.00	.00	1,034.00	71.95	.00	287.57	746.43	28	910.00
<i>Personal Services Totals</i>		\$107,397.00	\$0.00	\$107,397.00	\$7,726.07	\$1,981.55	\$36,534.59	\$68,880.86	36%	\$99,390.00
<i>Supplies</i>										
5201	Office Supplies	300.00	5.57	305.57	.00	100.00	(37.42)	242.99	20	180.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
5215	Recreational Supplies	24,000.00	500.00	24,500.00	878.20	1,870.89	887.20	21,741.91	11	2,200.00
5251	MV Gas and Oil	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,000.00
<i>Supplies Totals</i>		\$32,300.00	\$505.57	\$32,805.57	\$878.20	\$1,970.89	\$849.78	\$29,984.90	9%	\$2,380.00
<i>Services</i>										
5311	Utilities	1,400.00	48.94	1,448.94	247.97	703.04	345.90	400.00	72	630.00
5321	Professional Training	831.00	.00	831.00	.00	.00	.00	831.00	0	831.00
5322	Conference/Reimb	1,970.00	.00	1,970.00	.00	.00	.00	1,970.00	0	1,970.00
5324	Professional Association Dues	1,154.00	.00	1,154.00	.00	.00	.00	1,154.00	0	1,154.00
5339	Misc Contract Services	240,000.00	84,012.00	324,012.00	.00	162,425.00	22,012.00	139,575.00	57	30,470.00
5395	Printing/Advertising	28,600.00	.00	28,600.00	.00	.00	.00	28,600.00	0	28,600.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	12.00	424.00	36.00	9,540.00	5	9,540.00
<i>Services Totals</i>		\$283,955.00	\$84,060.94	\$368,015.94	\$259.97	\$163,552.04	\$22,393.90	\$182,070.00	51%	\$31,300.00
EXPENSE TOTALS		\$423,652.00	\$84,566.51	\$508,218.51	\$8,864.24	\$167,504.48	\$59,778.27	\$280,935.76	45%	\$133,080.00
Department 344 - Community Events Totals		(\$423,652.00)	(\$84,566.51)	(\$508,218.51)	(\$8,864.24)	(\$167,504.48)	(\$59,778.27)	(\$280,935.76)	45%	(\$133,080.00)

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Fiscal Year to Date 04/30/21

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	98,793.00	.00	98,793.00	7,600.00	.00	30,341.44	68,451.56	31	91,350
5102	Wages-Staff	374,844.00	.00	374,844.00	28,910.22	.00	115,910.72	258,933.28	31	354,450
5105	Overtime	7,000.00	.00	7,000.00	122.02	.00	484.54	6,515.46	7	45,000
5106	Longevity	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,600
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(4,282)
5109	HSA Employer Funding	30,000.00	.00	30,000.00	.00	.00	30,000.00	.00	100	30,860
5151	PERS Contribution	67,653.00	.00	67,653.00	5,129.55	.00	20,373.56	47,279.44	30	60,300
5161	Group Insurance	156,595.00	.00	156,595.00	13,039.80	14,238.78	64,299.72	78,056.50	50	147,840
5166	Medicare	7,007.00	.00	7,007.00	505.47	.00	2,024.85	4,982.15	29	6,230
<i>Personal Services Totals</i>		\$744,492.00	\$0.00	\$744,492.00	\$55,307.06	\$14,238.78	\$263,434.83	\$466,818.39	37%	\$689,830
<i>Supplies</i>										
5201	Office Supplies	2,000.00	17.46	2,017.46	268.00	331.20	454.26	1,232.00	39	2,700
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	377.83	622.17	38	17,000
5213	Repair and Maintenance Supplies	20,000.00	314.86	20,314.86	1,474.72	6,330.32	5,269.54	8,715.00	57	7,920
5251	MV Gas and Oil	1,800.00	45.27	1,845.27	61.57	1,011.32	183.95	650.00	65	430
5259	Operating Materials and Supplies	.00	.00	.00	.00	800.00	.00	(800.00)	+++	
<i>Supplies Totals</i>		\$24,800.00	\$377.59	\$25,177.59	\$1,804.29	\$8,472.84	\$6,285.58	\$10,419.17	59%	\$11,230
<i>Services</i>										
5301	Boards/Commissions	250.00	.00	250.00	.00	.00	.00	250.00	0	
5302	Street Lighting	252,000.00	17,468.62	269,468.62	17,128.04	164,696.33	69,272.29	35,500.00	87	210,270
5303	Community Events	40,000.00	.00	40,000.00	.00	16,700.00	14,900.00	8,400.00	79	2,400
5311	Utilities	.00	62.86	62.86	69.09	1,402.96	259.90	(1,600.00)	2645	680
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	130
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	
5324	Professional Association Dues	250.00	.00	250.00	170.00	275.00	170.00	(195.00)	178	
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5331	Engineering/Architecture	130,000.00	71,888.04	201,888.04	6,823.19	135,552.17	28,335.87	38,000.00	81	64,690
5339	Misc Contract Services	120,000.00	45,223.15	165,223.15	4,286.65	61,393.95	8,680.21	95,148.99	42	75,010
5362	Equipment Maintenance	4,500.00	109.30	4,609.30	1,134.29	1,787.71	2,471.59	350.00	92	3,260
5367	Streetscape Maintenance	50,000.00	200.00	50,200.00	7,494.50	7,694.50	7,494.50	35,011.00	30	
5374	Emergency Management Services	45,000.00	2,754.33	47,754.33	.00	2,754.33	37,021.57	7,978.43	83	37,240
5391	Postage	250.00	.00	250.00	4.28	.00	34.52	215.48	14	330
5395	Printing/Advertising	1,500.00	97.39	1,597.39	.00	97.39	.00	1,500.00	6	990
5396	Uniform Cleaning/Repairs	300.00	.00	300.00	.00	.00	.00	300.00	0	
5397	Uniform Rental	2,500.00	.00	2,500.00	809.63	751.07	809.63	939.30	62	1,230
5398	Tree/Grass Service	31,000.00	.00	31,000.00	1,153.75	5,751.25	1,748.75	23,500.00	24	14,350



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
5399	Other Miscellaneous Services	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	
	Services Totals	\$680,950.00	\$137,803.69	\$818,753.69	\$39,073.42	\$398,856.66	\$171,198.83	\$248,698.20	70%	\$410,630.00
	Capital Purchases									
5631	Furniture and Fixtures	5,000.00	.00	5,000.00	.00	2,462.32	2,537.68	.00	100	
	Capital Purchases Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,462.32	\$2,537.68	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$1,455,242.00	\$138,181.28	\$1,593,423.28	\$96,184.77	\$424,030.60	\$443,456.92	\$725,935.76	54%	\$1,111,714.00
Department 448 - Service Department Totals		(\$1,455,242.00)	(\$138,181.28)	(\$1,593,423.28)	(\$96,184.77)	(\$424,030.60)	(\$443,456.92)	(\$725,935.76)	54%	(\$1,111,714.00)

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford_46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
5102	Wages-Staff	410,469.00	.00	410,469.00	22,885.16	.00	89,639.48	320,829.52	22	270,191
5105	Overtime	.00	.00	.00	56.88	.00	102.97	(102.97)	+++	
5106	Longevity	650.00	.00	650.00	.00	.00	.00	650.00	0	601
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(2,272)
5109	HSA Employer Funding	26,000.00	.00	26,000.00	.00	.00	16,000.00	10,000.00	62	22,661
5151	PERS Contribution	57,557.00	.00	57,557.00	3,007.86	.00	12,329.30	45,227.70	21	36,191
5161	Group Insurance	135,188.00	.00	135,188.00	6,635.48	16,634.10	35,663.49	82,890.41	39	94,361
5166	Medicare	5,961.00	.00	5,961.00	321.20	.00	1,249.68	4,711.32	21	3,731
	Personal Services Totals	\$635,825.00	\$0.00	\$635,825.00	\$32,906.58	\$16,634.10	\$154,984.92	\$464,205.98	27%	\$425,481
	Supplies									
5201	Office Supplies	2,500.00	.00	2,500.00	207.14	1,706.26	293.74	500.00	80	851
5241	Uniforms-Purchased	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	1,941
5251	MV Gas and Oil	4,000.00	1,636.01	5,636.01	344.69	3,129.96	1,006.05	1,500.00	73	2,561
	Supplies Totals	\$10,000.00	\$1,636.01	\$11,636.01	\$551.83	\$4,836.22	\$1,299.79	\$5,500.00	53%	\$5,361
	Services									
5311	Utilities	5,500.00	766.12	6,266.12	415.28	2,936.45	829.67	2,500.00	60	2,441
5321	Professional Training	2,500.00	1,336.00	3,836.00	.00	2,084.00	1,752.00	.00	100	661
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
5323	Publications	500.00	516.10	1,016.10	.00	531.50	234.60	250.00	75	481
5324	Professional Association Dues	1,000.00	.00	1,000.00	325.00	675.00	325.00	.00	100	141
5325	Educational Assistance	3,600.00	.00	3,600.00	.00	.00	.00	3,600.00	0	611
5331	Engineering/Architecture	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
5339	Misc Contract Services	55,000.00	12,513.75	67,513.75	6,400.00	18,448.00	14,063.75	35,002.00	48	36,031
5362	Equipment Maintenance	7,000.00	1,142.89	8,142.89	275.85	4,946.28	2,196.61	1,000.00	88	5,441
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
5376	County Health Services	40,000.00	8,055.00	48,055.00	1,056.00	23,447.00	4,608.00	20,000.00	58	46,251
5391	Postage	2,500.00	.00	2,500.00	311.06	.00	811.06	1,688.94	32	1,391
5395	Printing/Advertising	3,500.00	.00	3,500.00	.00	1,118.19	381.81	2,000.00	43	1,621
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Services Totals	\$127,100.00	\$24,329.86	\$151,429.86	\$8,783.19	\$54,186.42	\$25,202.50	\$72,040.94	52%	\$95,101
	EXPENSE TOTALS	\$772,925.00	\$25,965.87	\$798,890.87	\$42,241.60	\$75,656.74	\$181,487.21	\$541,746.92	32%	\$525,951
Department 479 - Building Department Totals		(\$772,925.00)	(\$25,965.87)	(\$798,890.87)	(\$42,241.60)	(\$75,656.74)	(\$181,487.21)	(\$541,746.92)	32%	(\$525,951)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D01



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	97,802.00	.00	97,802.00	7,523.24	.00	30,092.96	67,709.04	31	97,802.00
5102	Wages-Staff	57,096.00	.00	57,096.00	4,392.00	.00	17,505.61	39,590.39	31	51,816.00
5104	Wages-Part time	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	7,000.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	6,000.00	.00	100	6,000.00
5151	PERS Contribution	22,666.00	.00	22,666.00	1,668.14	.00	6,581.12	16,084.88	29	19,888.00
5161	Group Insurance	29,868.00	.00	29,868.00	2,485.68	3,006.08	12,203.58	14,658.34	51	28,388.00
5166	Medicare	2,348.00	.00	2,348.00	168.61	.00	673.57	1,674.43	29	2,116.00
	Personal Services Totals	\$222,780.00	\$0.00	\$222,780.00	\$16,237.67	\$3,006.08	\$73,056.84	\$146,717.08	34%	\$206,016.00
	Supplies									
5201	Office Supplies	800.00	120.00	920.00	.00	137.82	82.18	700.00	24	720.00
5203	Computer Supplies	250.00	.00	250.00	.00	3.91	96.09	150.00	40	250.00
	Supplies Totals	\$1,050.00	\$120.00	\$1,170.00	\$0.00	\$141.73	\$178.27	\$850.00	27%	\$770.00
	Services									
5311	Utilities	800.00	256.85	1,056.85	97.98	860.94	195.91	.00	100	608.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	129.38	70.00	258.76	671.24	33	488.00
5324	Professional Association Dues	1,750.00	.00	1,750.00	.00	.00	1,252.00	498.00	72	1,416.00
5332	Legal Services	30,000.00	8,600.00	38,600.00	50.00	10,506.00	3,094.00	25,000.00	35	1,450.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,000.00
5391	Postage	500.00	.00	500.00	2.44	.00	77.65	422.35	16	200.00
5399	Other Miscellaneous Services	1,500.00	214.99	1,714.99	823.92	235.13	1,242.96	236.90	86	1,230.00
	Services Totals	\$41,550.00	\$9,071.84	\$50,621.84	\$1,103.72	\$11,672.07	\$6,121.28	\$32,828.49	35%	\$5,216.00
	EXPENSE TOTALS	\$265,380.00	\$9,191.84	\$274,571.84	\$17,341.39	\$14,819.88	\$79,356.39	\$180,395.57	34%	\$211,948.00
Department 522 - Mayor Totals		(\$265,380.00)	(\$9,191.84)	(\$274,571.84)	(\$17,341.39)	(\$14,819.88)	(\$79,356.39)	(\$180,395.57)	34%	(\$211,948.00)

Attachment: Departmental Budget-April, 2021 06_09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Personal Services									
5104	Wages-Part time	59,384.00	.00	59,384.00	4,311.09	.00	17,162.01	42,221.99	29	52,911.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(842.00)
5151	PERS Contribution	8,314.00	.00	8,314.00	594.56	.00	2,340.67	5,973.33	28	7,121.00
5166	Medicare	861.00	.00	861.00	62.51	.00	248.85	612.15	29	761.00
	Personal Services Totals	\$68,559.00	\$0.00	\$68,559.00	\$4,968.16	\$0.00	\$19,751.53	\$48,807.47	29%	\$59,961.00
	Supplies									
5201	Office Supplies	700.00	3,186.00	3,886.00	35.44	388.86	3,297.14	200.00	95	461.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5259	Operating Materials and Supplies	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	
	Supplies Totals	\$3,000.00	\$3,186.00	\$6,186.00	\$35.44	\$388.86	\$3,297.14	\$2,500.00	60%	\$461.00
	Services									
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	
5332	Legal Services	7,000.00	.00	7,000.00	.00	3,950.00	50.00	3,000.00	57	7,251.00
5336	Medical Services/Physical Exams	12,000.00	926.00	12,926.00	1,346.00	6,844.00	2,502.00	3,580.00	72	4,571.00
5339	Misc Contract Services	12,000.00	.00	12,000.00	1,227.24	7,480.26	2,019.74	2,500.00	79	8,361.00
5391	Postage	200.00	.00	200.00	1.11	.00	1.11	198.89	1	
5395	Printing/Advertising	5,000.00	.00	5,000.00	.00	1,000.00	400.00	3,600.00	28	1,771.00
	Services Totals	\$36,800.00	\$926.00	\$37,726.00	\$2,574.35	\$19,274.26	\$4,972.85	\$13,478.89	64%	\$21,961.00
	Capital Purchases									
5631	Furniture and Fixtures	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Capital Purchases Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
	EXPENSE TOTALS	\$108,859.00	\$4,112.00	\$112,971.00	\$7,577.95	\$19,663.12	\$28,021.52	\$65,286.36	42%	\$82,391.00
Department 534 - Civil Service Commission Totals		(\$108,859.00)	(\$4,112.00)	(\$112,971.00)	(\$7,577.95)	(\$19,663.12)	(\$28,021.52)	(\$65,286.36)	42%	(\$82,391.00)

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	6,789.94	.00	27,159.76	63,609.24	30	89,031
5102	Wages-Staff	163,172.00	.00	163,172.00	12,755.61	.00	50,899.83	112,272.17	31	173,241
5104	Wages-Part time	45,665.00	.00	45,665.00	3,306.58	.00	13,441.93	32,223.07	29	44,441
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600
5107	Wages-Allocated	.00	.00	.00	.00	.00	(527.10)	527.10	+++	
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000
5151	PERS Contribution	41,259.00	.00	41,259.00	3,205.11	.00	12,649.50	28,609.50	31	40,501
5161	Group Insurance	23,519.00	.00	23,519.00	1,977.13	2,427.31	9,660.83	11,430.86	51	22,541
5166	Medicare	4,278.00	.00	4,278.00	312.59	.00	1,251.79	3,026.21	29	4,081
	Personal Services Totals	\$375,262.00	\$0.00	\$375,262.00	\$28,346.96	\$2,427.31	\$118,536.54	\$254,298.15	32%	\$378,461
	Supplies									
5201	Office Supplies	2,500.00	248.34	2,748.34	(699.98)	321.41	426.93	2,000.00	27	171
5203	Computer Supplies	4,000.00	354.81	4,354.81	.00	354.81	.00	4,000.00	8	141
	Supplies Totals	\$6,500.00	\$603.15	\$7,103.15	(\$699.98)	\$676.22	\$426.93	\$6,000.00	16%	\$311
	Services									
5321	Professional Training	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	1,581
5322	Conference/Reimb	5,600.00	.00	5,600.00	.00	1,374.04	225.96	4,000.00	29	
5324	Professional Association Dues	1,300.00	382.00	1,682.00	250.00	834.00	535.00	313.00	81	551
5333	Outside Professional Services	47,000.00	2,285.50	49,285.50	3,400.00	28,385.50	20,400.00	500.00	99	43,561
5339	Misc Contract Services	28,500.00	5,900.95	34,400.95	943.20	31,470.15	3,730.80	(800.00)	102	19,071
5362	Equipment Maintenance	1,700.00	237.75	1,937.75	67.79	1,616.59	271.16	50.00	97	1,251
5366	Computer Maintenance	1,800.00	.00	1,800.00	.00	1,800.00	.00	.00	100	1,801
5391	Postage	2,160.00	.00	2,160.00	148.37	.00	599.76	1,560.24	28	1,811
5395	Printing/Advertising	2,000.00	.00	2,000.00	.00	.00	43.04	1,956.96	2	1,911
5399	Other Miscellaneous Services	12,000.00	.00	12,000.00	578.95	1,260.00	1,853.11	8,886.89	26	6,621
	Services Totals	\$106,560.00	\$8,806.20	\$115,366.20	\$5,388.31	\$66,740.28	\$27,658.83	\$20,967.09	82%	\$78,181
	EXPENSE TOTALS	\$488,322.00	\$9,409.35	\$497,731.35	\$33,035.29	\$69,843.81	\$146,622.30	\$281,265.24	43%	\$456,961
Department 545 - City Auditor Totals		(\$488,322.00)	(\$9,409.35)	(\$497,731.35)	(\$33,035.29)	(\$69,843.81)	(\$146,622.30)	(\$281,265.24)	43%	(\$456,961)

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	100,302.00	.00	100,302.00	7,523.24	.00	30,092.96	70,209.04	30	100,302.00
5102	Wages-Staff	258,718.00	.00	258,718.00	20,046.47	.00	77,699.44	181,018.56	30	223,336.00
5104	Wages-Part time	68,533.00	.00	68,533.00	5,329.60	.00	21,292.48	47,240.52	31	125,916.00
5106	Longevity	.00	.00	.00	.00	.00	550.00	(550.00)	+++	
5107	Wages-Allocated	.00	.00	.00	.00	.00	(357.90)	357.90	+++	(823.00)
5109	HSA Employer Funding	16,000.00	.00	16,000.00	.00	.00	15,666.66	333.34	98	13,666.66
5151	PERS Contribution	59,507.00	.00	59,507.00	4,605.90	.00	17,111.58	42,395.42	29	52,991.00
5161	Group Insurance	81,556.00	.00	81,556.00	6,899.73	5,780.43	29,959.27	45,816.30	44	67,461.00
5166	Medicare	6,200.00	.00	6,200.00	462.12	.00	1,823.16	4,376.84	29	6,340.00
	Personal Services Totals	\$590,816.00	\$0.00	\$590,816.00	\$44,867.06	\$5,780.43	\$193,837.65	\$391,197.92	34%	\$589,196.00
	Supplies									
5201	Office Supplies	4,750.00	380.65	5,130.65	287.49	1,247.30	1,633.35	2,250.00	56	3,730.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	
5205	Small Tools/Minor Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Supplies Totals	\$5,650.00	\$380.65	\$6,030.65	\$287.49	\$1,247.30	\$1,633.35	\$3,150.00	48%	\$3,730.00
	Services									
5311	Utilities	.00	2,409.71	2,409.71	153.98	2,426.86	477.44	(494.59)	121	790.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	500.00
5322	Conference/Reimb	250.00	.00	250.00	.00	1,500.00	9.40	(1,259.40)	604	
5323	Publications	7,200.00	1,228.82	8,428.82	440.82	1,763.28	2,551.28	4,114.26	51	8,090.00
5324	Professional Association Dues	3,200.00	.00	3,200.00	.00	700.00	1,115.00	1,385.00	57	800.00
5332	Legal Services	40,000.00	1,825.00	41,825.00	6,635.00	9,190.00	6,635.00	26,000.00	38	32,430.00
5333	Outside Professional Services	9,500.00	.00	9,500.00	416.67	3,750.03	11,133.81	(5,383.84)	157	14,690.00
5337	Public Defender	5,459.00	1,243.62	6,702.62	1,257.87	3,742.13	2,501.49	459.00	93	2,520.00
5339	Misc Contract Services	39,100.00	.00	39,100.00	14,765.00	1,323.00	16,817.00	20,960.00	46	7,390.00
5341	Court Costs and Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	120.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	
5391	Postage	500.00	.00	500.00	96.16	.00	324.35	175.65	65	910.00
5399	Other Miscellaneous Services	3,000.00	.00	3,000.00	864.15	221.00	1,343.15	1,435.85	52	1,000.00
	Services Totals	\$111,459.00	\$6,707.15	\$118,166.15	\$24,629.65	\$24,616.30	\$42,907.92	\$50,641.93	57%	\$69,270.00
	EXPENSE TOTALS	\$707,925.00	\$7,087.80	\$715,012.80	\$69,784.20	\$31,644.03	\$238,378.92	\$444,989.85	38%	\$662,205.00
Department 554 - City Attorney Totals		(\$707,925.00)	(\$7,087.80)	(\$715,012.80)	(\$69,784.20)	(\$31,644.03)	(\$238,378.92)	(\$444,989.85)	38%	(\$662,205.00)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D01



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	63,842.00	.00	63,842.00	5,320.15	.00	21,280.60	42,561.40	33	63,842.00
5102	Wages-Staff	70,110.00	.00	70,110.00	5,393.60	.00	21,532.48	48,577.52	31	69,890.00
5104	Wages-Part time	26,905.00	.00	26,905.00	1,416.39	.00	6,014.27	20,890.73	22	23,840.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	22,520.00	.00	22,520.00	1,713.61	.00	6,796.44	15,723.56	30	21,610.00
5161	Group Insurance	9,068.00	.00	9,068.00	754.56	1,046.13	3,660.39	4,361.48	52	8,640.00
5166	Medicare	2,332.00	.00	2,332.00	173.42	.00	698.11	1,633.89	30	2,250.00
<i>Personal Services Totals</i>		\$196,777.00	\$0.00	\$196,777.00	\$14,771.73	\$1,046.13	\$61,982.29	\$133,748.58	32%	\$192,100.00
<i>Supplies</i>										
5201	Office Supplies	1,800.00	161.95	1,961.95	199.38	1,307.98	553.97	100.00	95	1,350.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00
<i>Supplies Totals</i>		\$2,300.00	\$161.95	\$2,461.95	\$199.38	\$1,307.98	\$553.97	\$600.00	76%	\$1,350.00
<i>Services</i>										
5321	Professional Training	2,000.00	1,100.00	3,100.00	.00	1,134.00	1,466.00	500.00	84	660.00
5322	Conference/Reimb	3,500.00	.00	3,500.00	254.00	396.00	254.00	2,850.00	19	310.00
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	0.00
5324	Professional Association Dues	500.00	.00	500.00	.00	95.00	225.00	180.00	64	320.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	8,680.40	2,479.60	19,648.07	17,872.33	55	13,720.00
5391	Postage	250.00	.00	250.00	7.08	.00	39.86	210.14	16	90.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	4.04	540.14	159.86	2,300.00	23	1,810.00
5399	Other Miscellaneous Services	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	200.00
<i>Services Totals</i>		\$55,850.00	\$1,100.00	\$56,950.00	\$8,945.52	\$4,644.74	\$21,792.79	\$30,512.47	46%	\$17,120.00
EXPENSE TOTALS		\$254,927.00	\$1,261.95	\$256,188.95	\$23,916.63	\$6,998.85	\$84,329.05	\$164,861.05	36%	\$210,590.00
Department 571 - City Council Totals		(\$254,927.00)	(\$1,261.95)	(\$256,188.95)	(\$23,916.63)	(\$6,998.85)	(\$84,329.05)	(\$164,861.05)	36%	(\$210,590.00)

Attachment: Departmental Budget-April, 2021 06_09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,895.00	.00	95,895.00	7,377.60	.00	29,453.44	66,441.56	31	92,681.00
5102	Wages-Staff	131,553.00	.00	131,553.00	10,120.02	.00	40,397.43	91,155.57	31	128,271.00
5104	Wages-Part time	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	28,000.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	(150.53)	150.53	+++	
5109	HSA Employer Funding	10,000.00	.00	10,000.00	.00	.00	10,000.00	.00	100	8,800.00
5151	PERS Contribution	32,823.00	.00	32,823.00	2,449.66	.00	9,681.47	23,141.53	29	29,671.00
5161	Group Insurance	51,049.00	.00	51,049.00	4,303.32	4,927.40	21,179.37	24,942.23	51	49,131.00
5166	Medicare	3,399.00	.00	3,399.00	244.10	.00	974.34	2,424.66	29	3,091.00
<i>Personal Services Totals</i>		\$331,719.00	\$0.00	\$331,719.00	\$24,494.70	\$4,927.40	\$111,535.52	\$215,256.08	35%	\$311,941.00
<i>Supplies</i>										
5201	Office Supplies	3,000.00	29.13	3,029.13	158.00	500.00	1,507.13	1,022.00	66	741.00
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
<i>Supplies Totals</i>		\$3,250.00	\$29.13	\$3,279.13	\$158.00	\$500.00	\$1,507.13	\$1,272.00	61%	\$741.00
<i>Services</i>										
5301	Boards/Commissions	2,000.00	1,008.39	3,008.39	.00	1,361.99	646.40	1,000.00	67	1,021.00
5311	Utilities	2,200.00	100.78	2,300.78	202.48	996.28	404.50	900.00	61	1,211.00
5321	Professional Training	2,000.00	510.00	2,510.00	.00	440.00	70.00	2,000.00	20	71.00
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
5323	Publications	2,000.00	.00	2,000.00	.00	.00	115.00	1,885.00	6	1,101.00
5324	Professional Association Dues	3,000.00	.00	3,000.00	336.00	682.00	1,336.00	982.00	67	1,571.00
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5331	Engineering/Architecture	35,000.00	3,750.58	38,750.58	10,440.80	33,554.36	25,192.22	(19,996.00)	152	16,681.00
5332	Legal Services	20,000.00	3,754.75	23,754.75	.00	14,541.25	4,212.50	5,001.00	79	18,741.00
5339	Misc Contract Services	80,000.00	20,079.64	100,079.64	(2,188.22)	18,967.03	25,204.61	55,908.00	44	95,601.00
5391	Postage	500.00	.00	500.00	.00	.00	15.55	484.45	3	111.00
5395	Printing/Advertising	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	781.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
<i>Services Totals</i>		\$160,700.00	\$29,204.14	\$189,904.14	\$8,791.06	\$70,542.91	\$57,196.78	\$62,164.45	67%	\$136,931.00
<i>Transfers/Other</i>										
5513	Refunds-Permit	.00	.00	.00	.00	.00	100.00	(100.00)	+++	
<i>Transfers/Other Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	+++	\$0.00
EXPENSE TOTALS		\$495,669.00	\$29,233.27	\$524,902.27	\$33,443.76	\$75,970.31	\$170,339.43	\$278,592.53	47%	\$449,621.00
Department 580 - Development Department Totals		(\$495,669.00)	(\$29,233.27)	(\$524,902.27)	(\$33,443.76)	(\$75,970.31)	(\$170,339.43)	(\$278,592.53)	47%	(\$449,623.00)

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	91,957.00	.00	91,957.00	7,073.60	.00	28,240.00	63,717.00	31	91,700.00
5106	Longevity	550.00	.00	550.00	600.00	.00	600.00	(50.00)	109	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	12,951.00	.00	12,951.00	990.30	.00	3,915.51	9,035.49	30	12,420.00
5161	Group Insurance	8,960.00	.00	8,960.00	770.80	964.90	3,741.61	4,253.49	53	8,790.00
5166	Medicare	1,341.00	.00	1,341.00	109.70	.00	411.93	929.07	31	1,310.00
	Personal Services Totals	\$117,759.00	\$0.00	\$117,759.00	\$9,544.40	\$964.90	\$38,909.05	\$77,885.05	34%	\$116,780.00
	Supplies									
5201	Office Supplies	750.00	182.51	932.51	620.00	264.11	738.40	(70.00)	108	1,000.00
5203	Computer Supplies	750.00	.00	750.00	.00	.00	.00	750.00	0	120.00
5208	OSHA Supplies	18,000.00	1,982.54	19,982.54	1,430.93	4,178.76	6,694.10	9,109.68	54	15,460.00
	Supplies Totals	\$19,500.00	\$2,165.05	\$21,665.05	\$2,050.93	\$4,442.87	\$7,432.50	\$9,789.68	55%	\$16,580.00
	Services									
5321	Professional Training	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
5323	Publications	800.00	.00	800.00	.00	.00	719.80	80.20	90	730.00
5324	Professional Association Dues	600.00	.00	600.00	.00	219.00	.00	381.00	36	1,130.00
5336	Medical Services/Physical Exams	4,000.00	1,000.00	5,000.00	.00	1,500.00	.00	3,500.00	30	2,240.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	1,585.00	4,649.28	(234.28)	104	7,490.00
5391	Postage	200.00	.00	200.00	12.79	.00	35.80	164.20	18	70.00
5399	Other Miscellaneous Services	30,000.00	4,145.00	34,145.00	1,219.80	4,099.15	7,165.85	22,880.00	33	13,450.00
	Services Totals	\$41,600.00	\$5,145.00	\$46,745.00	\$1,232.59	\$7,403.15	\$12,570.73	\$26,771.12	43%	\$26,650.00
	EXPENSE TOTALS	\$178,859.00	\$7,310.05	\$186,169.05	\$12,827.92	\$12,810.92	\$58,912.28	\$114,445.85	39%	\$160,020.00
Department 582 - Human Resources Department Totals		(\$178,859.00)	(\$7,310.05)	(\$186,169.05)	(\$12,827.92)	(\$12,810.92)	(\$58,912.28)	(\$114,445.85)	39%	(\$160,023.00)

Attachment: Departmental Budget-April, 2021 06_09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	60.62	189.38	60.62	.00	100	17,131.00
5203	Computer Supplies	12,750.00	.00	12,750.00	.00	12,307.77	442.23	.00	100	11,131.00
	Supplies Totals	\$13,000.00	\$0.00	\$13,000.00	\$60.62	\$12,497.15	\$502.85	\$0.00	100%	\$11,311.00
	Services									
5339	Misc Contract Services	186,000.00	10,375.00	196,375.00	42,039.00	109,980.28	82,394.72	4,000.00	98	155,990.00
5366	Computer Maintenance	273,354.00	21,405.32	294,759.32	17,957.13	204,823.28	91,466.82	(1,530.78)	101	264,241.00
	Services Totals	\$459,354.00	\$31,780.32	\$491,134.32	\$59,996.13	\$314,803.56	\$173,861.54	\$2,469.22	99%	\$420,231.00
	Capital Purchases									
5639	Other Equipment	164,600.00	24,996.00	189,596.00	11,055.07	140,347.53	11,252.47	37,996.00	80	58,311.00
	Capital Purchases Totals	\$164,600.00	\$24,996.00	\$189,596.00	\$11,055.07	\$140,347.53	\$11,252.47	\$37,996.00	80%	\$58,311.00
	EXPENSE TOTALS	\$636,954.00	\$56,776.32	\$693,730.32	\$71,111.82	\$467,648.24	\$185,616.86	\$40,465.22	94%	\$489,861.00
Department 584 - Computer Department Totals		(\$636,954.00)	(\$56,776.32)	(\$693,730.32)	(\$71,111.82)	(\$467,648.24)	(\$185,616.86)	(\$40,465.22)	94%	(\$489,861.00)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Personal Services									
5101	Salary-Elected Officials/Director	79,755.00	.00	79,755.00	5,944.00	.00	23,741.12	56,013.88	30	80,100.00
5102	Wages-Staff	100,593.00	.00	100,593.00	7,545.60	.00	30,816.01	69,776.99	31	114,420.00
5104	Wages-Part time	32,833.00	.00	32,833.00	2,493.60	.00	9,899.28	22,933.72	30	28,690.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,660.00
5151	PERS Contribution	29,229.00	.00	29,229.00	2,237.66	.00	9,390.46	19,838.54	32	29,010.00
5161	Group Insurance	42,402.00	.00	42,402.00	3,697.59	5,025.56	18,150.72	19,225.72	55	44,850.00
5166	Medicare	3,100.00	.00	3,100.00	224.93	.00	907.09	2,192.91	29	3,150.00
	Personal Services Totals	\$296,512.00	\$0.00	\$296,512.00	\$22,143.38	\$5,025.56	\$100,904.68	\$190,581.76	36%	\$309,500.00
	Supplies									
5201	Office Supplies	2,500.00	963.18	3,463.18	(26.97)	3,381.28	252.92	(171.02)	105	2,240.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
	Supplies Totals	\$4,500.00	\$963.18	\$5,463.18	(\$26.97)	\$3,381.28	\$252.92	\$1,828.98	67%	\$2,240.00
	Services									
5321	Professional Training	800.00	.00	800.00	.00	.00	600.00	200.00	75	250.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	500.00	.00	500.00	.00	227.92	72.08	200.00	60	290.00
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	235.00	265.00	47	265.00
5332	Legal Services	70,000.00	15,000.00	85,000.00	4,000.00	55,000.00	17,000.00	13,000.00	85	52,000.00
5339	Misc Contract Services	1,500.00	1,456.31	2,956.31	95.04	3,837.44	218.87	(1,100.00)	137	1,320.00
5344	Witness Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	150.00
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	5,781.50	9,218.50	5,781.50	10,000.00	60	4,850.00
5391	Postage	2,000.00	.00	2,000.00	87.35	.00	284.81	1,715.19	14	1,250.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	600.00	.00	.00	100	600.00
5399	Other Miscellaneous Services	2,500.00	546.00	3,046.00	234.49	1,381.51	369.49	1,295.00	57	490.00
	Services Totals	\$104,900.00	\$17,002.31	\$121,902.31	\$10,198.38	\$70,265.37	\$24,561.75	\$27,075.19	78%	\$61,100.00
	EXPENSE TOTALS	\$405,912.00	\$17,965.49	\$423,877.49	\$32,314.79	\$78,672.21	\$125,719.35	\$219,485.93	48%	\$372,850.00
Department 593 - Clerk of Courts Totals		(\$405,912.00)	(\$17,965.49)	(\$423,877.49)	(\$32,314.79)	(\$78,672.21)	(\$125,719.35)	(\$219,485.93)	48%	(\$372,850.00)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Personal Services									
5164	Workers Compensation	250,670.00	250,000.00	500,670.00	.00	216,334.00	36,991.00	247,345.00	51	157,701
5165	Unemployment Compensation	25,000.00	9,830.84	34,830.84	.00	7,807.78	7,023.06	20,000.00	43	16,000
	Personal Services Totals	\$275,670.00	\$259,830.84	\$535,500.84	\$0.00	\$224,141.78	\$44,014.06	\$267,345.00	50%	\$157,871
	Supplies									
5202	Photo Copy Supplies	5,000.00	168.22	5,168.22	399.90	468.52	1,199.70	3,500.00	32	3,571
	Supplies Totals	\$5,000.00	\$168.22	\$5,168.22	\$399.90	\$468.52	\$1,199.70	\$3,500.00	32%	\$3,571
	Services									
5301	Boards/Commissions	35,000.00	8,195.10	43,195.10	675.53	9,859.17	9,335.93	24,000.00	44	15,561
5311	Utilities	225,000.00	6,565.03	231,565.03	12,465.52	83,320.98	43,744.05	104,500.00	55	151,291
5324	Professional Association Dues	30,000.00	.00	30,000.00	5,412.19	10,824.38	14,811.38	4,364.24	85	25,631
5351	Liability Insurance Deductible	240,000.00	.00	240,000.00	.00	15,228.00	25,651.00	199,121.00	17	366,501
5352	Motor Vehicle Insurance	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00	0	97,331
5353	Employee Fidelity Bond	3,000.00	.00	3,000.00	1,301.00	.00	1,301.00	1,699.00	43	1,301
5361	Building Repair/Maintenance	65,000.00	650.00	65,650.00	187.00	30,394.40	3,759.00	31,496.60	52	53,501
5362	Equipment Maintenance	2,500.00	.00	2,500.00	.00	1,000.00	.00	1,500.00	40	691
5371	Election Expense	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	27,581
5372	Delinquent Tax Advertising	750.00	.00	750.00	.00	.00	103.24	646.76	14	341
5373	Auditor/Treasurer Fees	12,000.00	.00	12,000.00	.00	.00	2,907.03	9,092.97	24	4,931
5391	Postage	.00	482.64	482.64	2,066.06	2,017.36	361.33	(1,896.05)	493	4,271
5394	Taxes/Assessments-City Property	30,000.00	.00	30,000.00	.00	24,550.78	5,449.22	.00	100	3,771
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	600.00	9,400.00	6	
	Services Totals	\$768,250.00	\$15,892.77	\$784,142.77	\$22,107.30	\$177,195.07	\$108,023.18	\$498,924.52	36%	\$752,761
	Capital Purchases									
5639	Other Equipment	30,000.00	.00	30,000.00	707.29	6,720.57	3,344.38	19,935.05	34	12,701
	Capital Purchases Totals	\$30,000.00	\$0.00	\$30,000.00	\$707.29	\$6,720.57	\$3,344.38	\$19,935.05	34%	\$12,701
	EXPENSE TOTALS	\$1,078,920.00	\$275,891.83	\$1,354,811.83	\$23,214.49	\$408,525.94	\$156,581.32	\$789,704.57	42%	\$926,921
Department 595 - General and Administrative Totals		(\$1,078,920.00)	(\$275,891.83)	(\$1,354,811.83)	(\$23,214.49)	(\$408,525.94)	(\$156,581.32)	(\$789,704.57)	42%	(\$926,921)

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Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	343,400.00	.00	343,400.00	.00	.00	171,987.09	171,412.91	50	333,25
	Services Totals	\$343,400.00	\$0.00	\$343,400.00	\$0.00	\$0.00	\$171,987.09	\$171,412.91	50%	\$333,25
	EXPENSE TOTALS	\$343,400.00	\$0.00	\$343,400.00	\$0.00	\$0.00	\$171,987.09	\$171,412.91	50%	\$333,25
Department 810 - Public Health and Welfare Totals		(\$343,400.00)	\$0.00	(\$343,400.00)	\$0.00	\$0.00	(\$171,987.09)	(\$171,412.91)	50%	(\$333,254
Fund 110 - General Fund Totals		\$23,364,916.00	\$1,006,332.09	\$24,371,248.09	\$1,593,831.90	\$2,956,010.75	\$6,920,030.18	\$14,495,207.16		\$17,162,90

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Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	7,701.02	7,701.02	.00	7,701.02	.00	.00	100	2,785,034
	Transfers/Other Totals	\$0.00	\$7,701.02	\$7,701.02	\$0.00	\$7,701.02	\$0.00	\$0.00	100%	\$2,785,034
	EXPENSE TOTALS	\$0.00	\$7,701.02	\$7,701.02	\$0.00	\$7,701.02	\$0.00	\$0.00	100%	\$2,785,034
	Department 000 - General Totals	\$0.00	(\$7,701.02)	(\$7,701.02)	\$0.00	(\$7,701.02)	\$0.00	\$0.00	100%	(\$2,785,034)
Fund 203 - Cares Act (CRF) Franklin Cty	Totals	\$0.00	\$7,701.02	\$7,701.02	\$0.00	\$7,701.02	\$0.00	\$0.00		\$2,785,034



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	33,704.74	33,704.74	.00	7,886.06	28,516.31	(2,697.63)	108	344,791
	Transfers/Other Totals	\$0.00	\$33,704.74	\$33,704.74	\$0.00	\$7,886.06	\$28,516.31	(\$2,697.63)	108%	\$344,791
	EXPENSE TOTALS	\$0.00	\$33,704.74	\$33,704.74	\$0.00	\$7,886.06	\$28,516.31	(\$2,697.63)	108%	\$344,791
	Department 000 - General Totals	\$0.00	(\$33,704.74)	(\$33,704.74)	\$0.00	(\$7,886.06)	(\$28,516.31)	\$2,697.63	108%	(\$344,791)
Fund 204 - Cares Act (CRF) Licking Cty Totals		\$0.00	\$33,704.74	\$33,704.74	\$0.00	\$7,886.06	\$28,516.31	(\$2,697.63)		\$344,791

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford_46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	.00	.00	.00	.00	.00	.00	+++	51,536
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$51,536
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$51,536
	Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$51,536)
Fund 205 - Cares Act (CRF) Fairfield Cty	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$51,536



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	3,373,565.51	.00	(3,373,565.51)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$3,373,565.51	\$0.00	(\$3,373,565.51)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,373,565.51	\$0.00	(\$3,373,565.51)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,373,565.51)	\$0.00	\$3,373,565.51	+++	\$0.00



Departmental Budget-April, 2021

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Fiscal Year to Date 04/30/21

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	126,383.00	.00	126,383.00	5,378.80	.00	21,483.92	104,899.08	17	62,031
5106	Longevity	700.00	.00	700.00	.00	.00	.00	700.00	0	700
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	2,000.00	4,000.00	33	2,000
5151	PERS Contribution	13,172.00	.00	13,172.00	753.04	.00	2,982.02	10,189.98	23	8,321
5161	Group Insurance	21,222.00	.00	21,222.00	758.93	954.28	3,682.24	16,585.48	22	8,641
5164	Workers Compensation	3,605.00	.00	3,605.00	.00	.00	.00	3,605.00	0	1,781
5166	Medicare	769.00	.00	769.00	.00	.00	.00	769.00	0	
	Personal Services Totals	\$171,851.00	\$0.00	\$171,851.00	\$6,890.77	\$954.28	\$30,148.18	\$140,748.54	18%	\$83,491
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	21
5203	Computer Supplies	500.00	.00	500.00	.00	250.00	.00	250.00	50	71
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$750.00	\$0.00	\$1,250.00	38%	\$101
	Services									
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	
5324	Professional Association Dues	525.00	.00	525.00	.00	.00	.00	525.00	0	
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	75.00	.00	.00	100	71
5362	Equipment Maintenance	425.00	79.28	504.28	22.59	338.92	90.36	75.00	85	271
5373	Auditor/Treasurer Fees	4,000.00	.00	4,000.00	.00	.00	.43	3,999.57	0	2,621
5379	Other Governmental Billings	10,000.00	.00	10,000.00	(163.00)	.00	908.14	9,091.86	9	4,851
5391	Postage	675.00	.00	675.00	4.08	.00	17.25	657.75	3	91
	Services Totals	\$92,400.00	\$79.28	\$92,479.28	(\$136.33)	\$413.92	\$1,016.18	\$91,049.18	2%	\$7,921
	Transfers/Other									
5519	Miscellaneous Costs	110,000.00	.00	110,000.00	29.04	.00	(1,524.77)	111,524.77	-1	2,511
5529	Miscellaneous Distributions	800,000.00	.00	800,000.00	130,597.69	.00	350,647.59	449,352.41	44	229,121
5530	Enterprise Zone Payment	1,500,000.00	.00	1,500,000.00	(39.76)	35,424.81	514,039.45	950,535.74	37	25,471
	Transfers/Other Totals	\$2,410,000.00	\$0.00	\$2,410,000.00	\$130,586.97	\$35,424.81	\$863,162.27	\$1,511,412.92	37%	\$257,111
	EXPENSE TOTALS	\$2,676,251.00	\$79.28	\$2,676,330.28	\$137,341.41	\$37,543.01	\$894,326.63	\$1,744,460.64	35%	\$348,641
	Department 564 - Income Tax Division Totals	(\$2,676,251.00)	(\$79.28)	(\$2,676,330.28)	(\$137,341.41)	(\$37,543.01)	(\$894,326.63)	(\$1,744,460.64)	35%	(\$348,641)
	Fund 220 - Income Tax Fund Totals	\$2,676,251.00	\$79.28	\$2,676,330.28	\$137,341.41	\$3,411,108.52	\$894,326.63	(\$1,629,104.87)		\$348,641

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Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	77,384.00	.00	77,384.00	5,953.61	.00	23,779.54	53,604.46	31	77,911.00
5102	Wages-Staff	396,544.00	.00	396,544.00	29,782.97	.00	119,809.52	276,734.48	30	368,460.00
5105	Overtime	28,000.00	25,000.00	53,000.00	229.18	.00	24,153.11	28,846.89	46	8,140.00
5106	Longevity	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	3,550.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	(1,363.96)	1,363.96	+++	
5109	HSA Employer Funding	19,000.00	.00	19,000.00	.00	.00	19,000.00	.00	100	23,000.00
5151	PERS Contribution	70,207.00	.00	70,207.00	5,072.04	.00	22,058.94	48,148.06	31	60,730.00
5161	Group Insurance	97,012.00	.00	97,012.00	8,094.53	9,643.50	39,818.29	47,550.21	51	112,030.00
5164	Workers Compensation	14,339.00	.00	14,339.00	.00	.00	.00	14,339.00	0	13,560.00
5166	Medicare	7,329.00	.00	7,329.00	506.58	.00	2,368.98	4,960.02	32	6,410.00
	Personal Services Totals	\$713,365.00	\$25,000.00	\$738,365.00	\$49,638.91	\$9,643.50	\$249,624.42	\$479,097.08	35%	\$673,820.00
	Supplies									
5201	Office Supplies	3,500.00	384.66	3,884.66	60.97	2,403.50	643.67	837.49	78	2,450.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	800.00	.00	200.00	80	110.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	760.00
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	494.86	1,105.14	494.86	400.00	80	1,220.00
5251	MV Gas and Oil	36,000.00	2,016.24	38,016.24	1,206.95	11,821.09	10,195.15	16,000.00	58	16,460.00
5252	Aggregates	19,000.00	508.67	19,508.67	.00	8,593.00	2,915.67	8,000.00	59	9,440.00
5253	Ice Control	140,000.00	.00	140,000.00	9,168.77	30,831.23	9,168.77	100,000.00	29	49,830.00
5259	Operating Materials and Supplies	90,000.00	43,085.10	133,085.10	20,011.97	55,565.02	40,915.28	36,604.80	72	59,990.00
	Supplies Totals	\$293,500.00	\$45,994.67	\$339,494.67	\$30,943.52	\$111,618.98	\$64,333.40	\$163,542.29	52%	\$140,300.00
	Services									
5311	Utilities	19,000.00	831.64	19,831.64	1,090.34	10,410.45	4,142.24	5,278.95	73	9,220.00
5313	Traffic Light Current	12,000.00	489.83	12,489.83	468.08	4,570.29	1,919.54	6,000.00	52	5,040.00
5321	Professional Training	500.00	.00	500.00	.00	100.00	.00	400.00	20	90.00
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	
5324	Professional Association Dues	130.00	.00	130.00	.00	25.00	35.00	70.00	46	70.00
5331	Engineering/Architecture	14,000.00	3,458.06	17,458.06	.00	8,237.80	220.26	9,000.00	48	540.00
5339	Misc Contract Services	39,700.00	18,520.12	58,220.12	1,260.50	27,571.09	3,502.92	27,146.11	53	14,260.00
5351	Liability Insurance Deductible	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	9,600.00
5352	Motor Vehicle Insurance	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	10,600.00
5361	Building Repair/Maintenance	12,100.00	.00	12,100.00	.00	3,000.00	.00	9,100.00	25	200.00
5365	Utility Line Repair/Maintenance	31,600.00	14,000.00	45,600.00	3,773.92	35,526.53	4,473.47	5,600.00	88	22,730.00
5366	Computer Maintenance	.00	3,200.00	3,200.00	.00	3,200.00	.00	.00	100	
5391	Postage	100.00	.00	100.00	.51	.00	1.53	98.47	2	0.00
5397	Uniform Rental	2,500.00	95.16	2,595.16	137.66	1,899.65	586.48	109.03	96	2,020.00



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	Services									
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	47.25	406.50	448.50	145.00	86	41
	Services Totals	\$148,830.00	\$40,594.81	\$189,424.81	\$6,778.26	\$94,947.31	\$15,329.94	\$79,147.56	58%	\$74,451
	Capital Purchases									
5632	Motor Vehicles	50,000.00	146,050.00	196,050.00	6,879.00	31,121.00	152,929.00	12,000.00	94	133,381
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	17,661
	Capital Purchases Totals	\$50,000.00	\$146,050.00	\$196,050.00	\$6,879.00	\$31,121.00	\$152,929.00	\$12,000.00	94%	\$151,041
	EXPENSE TOTALS	\$1,205,695.00	\$257,639.48	\$1,463,334.48	\$94,239.69	\$247,330.79	\$482,216.76	\$733,786.93	50%	\$1,039,633
Department 268 - Street Department Totals		(\$1,205,695.00)	(\$257,639.48)	(\$1,463,334.48)	(\$94,239.69)	(\$247,330.79)	(\$482,216.76)	(\$733,786.93)	50%	(\$1,039,633)
Fund 260 - Street Fund Totals		\$1,205,695.00	\$257,639.48	\$1,463,334.48	\$94,239.69	\$247,330.79	\$482,216.76	\$733,786.93		\$1,039,633

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Departmental Budget-April, 2021

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Fiscal Year to Date 04/30/21

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 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	.00	60,000.00	20,799.29	600.40	39,399.60	20,000.00	67	60,000.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	.00	5,420.00	580.00	4,000.00	60	3,130.00
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$20,799.29	\$6,020.40	\$39,979.60	\$24,000.00	66%	\$63,130.00
	Services									
5313	Traffic Light Current	12,000.00	604.58	12,604.58	526.55	5,395.37	2,209.21	5,000.00	60	5,700.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	
5365	Utility Line Repair/Maintenance	9,000.00	8,128.82	17,128.82	.00	9,000.00	8,128.82	.00	100	
	Services Totals	\$24,000.00	\$8,733.40	\$32,733.40	\$526.55	\$15,895.37	\$10,338.03	\$6,500.00	80%	\$5,700.00
	EXPENSE TOTALS	\$94,000.00	\$8,733.40	\$102,733.40	\$21,325.84	\$21,915.77	\$50,317.63	\$30,500.00	70%	\$68,830.00
Department 268 - Street Department Totals		(\$94,000.00)	(\$8,733.40)	(\$102,733.40)	(\$21,325.84)	(\$21,915.77)	(\$50,317.63)	(\$30,500.00)	70%	(\$68,830.00)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$8,733.40	\$102,733.40	\$21,325.84	\$21,915.77	\$50,317.63	\$30,500.00		\$68,830.00

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Departmental Budget-April, 2021

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Fiscal Year to Date 04/30/21

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									
	<i>Transfers/Other</i>									
5529	Miscellaneous Distributions	.00	87,892.74	87,892.74	.00	.00	.00	87,892.74	0	4,401
5921	Immobilization Expenses	.00	18,401.54	18,401.54	.00	.00	.00	18,401.54	0	
	<i>Transfers/Other Totals</i>	\$0.00	\$106,294.28	\$106,294.28	\$0.00	\$0.00	\$0.00	\$106,294.28	0%	\$4,401
	EXPENSE TOTALS	\$0.00	\$106,294.28	\$106,294.28	\$0.00	\$0.00	\$0.00	\$106,294.28	0%	\$4,401
	Department 111 - Police Division Totals	\$0.00	(\$106,294.28)	(\$106,294.28)	\$0.00	\$0.00	\$0.00	(\$106,294.28)	0%	(\$4,401)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$106,294.28	\$106,294.28	\$0.00	\$0.00	\$0.00	\$106,294.28		\$4,401

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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	47,898.74	47,898.74	.00	.00	.00	47,898.74	0	
	Transfers/Other Totals	\$0.00	\$47,898.74	\$47,898.74	\$0.00	\$0.00	\$0.00	\$47,898.74	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$47,898.74	\$47,898.74	\$0.00	\$0.00	\$0.00	\$47,898.74	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$47,898.74)	(\$47,898.74)	\$0.00	\$0.00	\$0.00	(\$47,898.74)	0%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$47,898.74	\$47,898.74	\$0.00	\$0.00	\$0.00	\$47,898.74		\$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									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	4,376.00	4,376.00	.00	.00	.00	4,376.00	0	
	Transfers/Other Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$4,376.00)	(\$4,376.00)	\$0.00	\$0.00	\$0.00	(\$4,376.00)	0%	\$0.00
Fund 292 - Safety Belt Program Fund	Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	293 - DUI/Education/Enforcement Fund									
Department	111 - Police Division									
	EXPENSE									
	<i>Transfers/Other</i>									
5529	Miscellaneous Distributions	.00	18,304.19	18,304.19	.00	.00	.00	18,304.19	0	
	<i>Transfers/Other Totals</i>	\$0.00	\$18,304.19	\$18,304.19	\$0.00	\$0.00	\$0.00	\$18,304.19	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$18,304.19	\$18,304.19	\$0.00	\$0.00	\$0.00	\$18,304.19	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$18,304.19)	(\$18,304.19)	\$0.00	\$0.00	\$0.00	(\$18,304.19)	0%	\$0.00
Fund	293 - DUI/Education/Enforcement Fund Totals	\$0.00	\$18,304.19	\$18,304.19	\$0.00	\$0.00	\$0.00	\$18,304.19		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 294 - Federal Forfeiture Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	151,175.27	151,175.27	.00	.00	.00	151,175.27	0	
	Transfers/Other Totals	\$0.00	\$151,175.27	\$151,175.27	\$0.00	\$0.00	\$0.00	\$151,175.27	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$151,175.27	\$151,175.27	\$0.00	\$0.00	\$0.00	\$151,175.27	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$151,175.27)	(\$151,175.27)	\$0.00	\$0.00	\$0.00	(\$151,175.27)	0%	\$0.00
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$151,175.27	\$151,175.27	\$0.00	\$0.00	\$0.00	\$151,175.27		\$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 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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	39,795.00	.00	39,795.00	3,061.66	.00	12,229.52	27,565.48	31	40,127.00
5102	Wages-Staff	259,273.00	.00	259,273.00	20,208.01	.00	80,400.60	178,872.40	31	238,980.00
5105	Overtime	15,400.00	15,400.00	30,800.00	2,518.61	.00	10,219.65	20,580.35	33	10,080.00
5106	Longevity	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	1,750.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(1,876.00)
5109	HSA Employer Funding	21,000.00	.00	21,000.00	.00	.00	17,000.00	4,000.00	81	21,000.00
5151	PERS Contribution	44,271.00	.00	44,271.00	3,293.23	.00	12,890.05	31,380.95	29	37,800.00
5161	Group Insurance	109,753.00	.00	109,753.00	7,553.97	13,533.46	38,816.75	57,402.79	48	98,680.00
5164	Workers Compensation	8,970.00	.00	8,970.00	.00	.00	.00	8,970.00	0	8,730.00
5166	Medicare	4,585.00	.00	4,585.00	326.12	.00	1,391.58	3,193.42	30	3,930.00
<i>Personal Services Totals</i>		\$504,797.00	\$15,400.00	\$520,197.00	\$36,961.60	\$13,533.46	\$172,948.15	\$333,715.39	36%	\$459,230.00
<i>Supplies</i>										
5201	Office Supplies	5,500.00	1,725.92	7,225.92	322.00	3,487.14	1,988.78	1,750.00	76	4,230.00
5203	Computer Supplies	7,500.00	101.78	7,601.78	75.68	1,950.90	650.88	5,000.00	34	2,010.00
5213	Repair and Maintenance Supplies	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,000.00
5241	Uniforms-Purchased	3,500.00	367.45	3,867.45	.00	.00	367.45	3,500.00	10	1,780.00
5251	MV Gas and Oil	17,000.00	421.37	17,421.37	746.60	5,622.17	2,299.20	9,500.00	45	5,040.00
5252	Aggregates	39,700.00	2,957.90	42,657.90	5,497.95	31,563.46	12,144.44	(1,050.00)	102	26,090.00
5259	Operating Materials and Supplies	70,000.00	14,871.04	84,871.04	10,361.04	37,233.81	33,623.73	14,013.50	83	61,380.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	20,000.00
<i>Supplies Totals</i>		\$173,200.00	\$20,445.46	\$193,645.46	\$17,003.27	\$79,857.48	\$51,074.48	\$62,713.50	68%	\$100,540.00
<i>Services</i>										
5311	Utilities	16,000.00	1,036.54	17,036.54	1,822.61	10,115.06	5,821.48	1,100.00	94	11,490.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	3,000.00
5322	Conference/Reimb	1,000.00	56.04	1,056.04	.00	1,000.00	56.04	.00	100	880.00
5323	Publications	200.00	.00	200.00	3,555.00	245.00	3,555.00	(3,600.00)	1900	200.00
5324	Professional Association Dues	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	15,000.00	1,553.16	16,553.16	.00	5,958.16	595.00	10,000.00	40	3,440.00
5339	Misc Contract Services	50,000.00	5,627.04	55,627.04	427.36	26,601.43	6,904.52	22,121.09	60	35,410.00
5351	Liability Insurance Deductible	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	4,500.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	.00	2,750.00	0	2,750.00
5361	Building Repair/Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,270.00
5362	Equipment Maintenance	8,000.00	237.85	8,237.85	67.78	1,016.73	271.12	6,950.00	16	810.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	3,080.00
5365	Utility Line Repair/Maintenance	38,000.00	.00	38,000.00	.00	.00	.00	38,000.00	0	8,420.00



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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									
	Services									
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	13,220.00	80.00	(800.00)	106	14,651.00
5378	Columbus Contract	5,350,272.00	442,212.51	5,792,484.51	383,426.96	1,961,508.69	1,608,703.82	2,222,272.00	62	5,416,441.00
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
5391	Postage	15,000.00	.00	15,000.00	40.12	.00	2,166.77	12,833.23	14	5,874.00
5399	Other Miscellaneous Services	150,000.00	849.27	150,849.27	3,378.47	53,588.93	4,988.85	92,271.49	39	154,101.00
	Services Totals	\$5,691,122.00	\$451,572.41	\$6,142,694.41	\$392,718.30	\$2,073,254.00	\$1,633,142.60	\$2,436,297.81	60%	\$5,663,161.00
	Capital Purchases									
5611	Buildings	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5632	Motor Vehicles	50,000.00	.00	50,000.00	.00	16,686.00	.00	33,314.00	33	19,151.00
5633	Machinery and Equipment	175,000.00	.00	175,000.00	.00	139.00	12,360.00	162,501.00	7	114,911.00
5639	Other Equipment	175,000.00	80,952.50	255,952.50	.00	80,952.50	.00	175,000.00	32	
	Capital Purchases Totals	\$413,500.00	\$80,952.50	\$494,452.50	\$0.00	\$97,777.50	\$12,360.00	\$384,315.00	22%	\$134,061.00
	EXPENSE TOTALS	\$6,782,619.00	\$568,370.37	\$7,350,989.37	\$446,683.17	\$2,264,422.44	\$1,869,525.23	\$3,217,041.70	56%	\$6,357,011.00
Department 735 - Water Division Totals		(\$6,782,619.00)	(\$568,370.37)	(\$7,350,989.37)	(\$446,683.17)	(\$2,264,422.44)	(\$1,869,525.23)	(\$3,217,041.70)	56%	(\$6,357,011.00)

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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 710 - Water Fund										
Department 991 - Debt Service										
EXPENSE										
Debt Service										
5414	G. O. Bond-Principal	335,500.00	.00	335,500.00	.00	.00	.00	335,500.00	0	330,531
5424	G. O. Bond-Interest	30,735.00	.00	30,735.00	.00	11,937.00	.00	18,798.00	39	34,146
Debt Service Totals		\$366,235.00	\$0.00	\$366,235.00	\$0.00	\$11,937.00	\$0.00	\$354,298.00	3%	\$364,681
EXPENSE TOTALS		\$366,235.00	\$0.00	\$366,235.00	\$0.00	\$11,937.00	\$0.00	\$354,298.00	3%	\$364,681
Department 991 - Debt Service Totals		(\$366,235.00)	\$0.00	(\$366,235.00)	\$0.00	(\$11,937.00)	\$0.00	(\$354,298.00)	3%	(\$364,682)
Fund 710 - Water Fund Totals		\$7,148,854.00	\$568,370.37	\$7,717,224.37	\$446,683.17	\$2,276,359.44	\$1,869,525.23	\$3,571,339.70		\$6,721,691

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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 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	39,796.00	.00	39,796.00	3,061.66	.00	12,229.52	27,566.48	31	40,127.00
5102	Wages-Staff	315,459.00	.00	315,459.00	24,073.60	.00	95,974.80	219,484.20	30	304,450.00
5105	Overtime	3,500.00	15,400.00	18,900.00	253.27	.00	2,210.20	16,689.80	12	6,240.00
5106	Longevity	550.00	.00	550.00	.00	.00	1,100.00	(550.00)	200	550.00
5107	Wages-Allocated	.00	.00	.00	.00	.00	.00	.00	+++	(2,624.00)
5109	HSA Employer Funding	21,000.00	.00	21,000.00	.00	.00	21,000.00	.00	100	21,000.00
5151	PERS Contribution	49,953.00	.00	49,953.00	4,258.72	.00	16,784.28	33,168.72	34	47,290.00
5161	Group Insurance	110,143.00	.00	110,143.00	9,193.27	10,060.87	43,738.71	56,343.42	49	105,110.00
5164	Workers Compensation	10,192.00	.00	10,192.00	.00	.00	.00	10,192.00	0	9,810.00
5166	Medicare	5,210.00	.00	5,210.00	408.57	.00	1,573.18	3,636.82	30	4,850.00
	Personal Services Totals	\$555,803.00	\$15,400.00	\$571,203.00	\$41,249.09	\$10,060.87	\$194,610.69	\$366,531.44	36%	\$536,820.00
	Supplies									
5201	Office Supplies	5,500.00	1,695.00	7,195.00	322.00	3,456.19	1,988.81	1,750.00	76	2,990.00
5203	Computer Supplies	7,500.00	101.78	7,601.78	75.69	1,950.85	650.93	5,000.00	34	2,010.00
5213	Repair and Maintenance Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,500.00
5241	Uniforms-Purchased	3,500.00	367.46	3,867.46	.00	.00	367.46	3,500.00	10	1,780.00
5251	MV Gas and Oil	16,500.00	421.38	16,921.38	746.61	5,622.15	2,299.23	9,000.00	47	5,040.00
5252	Aggregates	4,500.00	.00	4,500.00	343.83	5,406.17	343.83	(1,250.00)	128	1,130.00
5259	Operating Materials and Supplies	65,000.00	31.36	65,031.36	1,075.00	18,953.96	1,563.90	44,513.50	32	33,920.00
	Supplies Totals	\$105,000.00	\$2,616.98	\$107,616.98	\$2,563.13	\$35,389.32	\$7,214.16	\$65,013.50	40%	\$46,890.00
	Services									
5311	Utilities	12,000.00	191.59	12,191.59	544.61	1,344.72	1,746.87	9,100.00	25	3,660.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	3,000.00
5322	Conference/Reimb	1,000.00	56.04	1,056.04	.00	1,000.00	56.04	.00	100	880.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	350.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	15,000.00	2,677.50	17,677.50	.00	7,677.50	.00	10,000.00	43	2,320.00
5339	Misc Contract Services	45,000.00	5,627.05	50,627.05	427.36	21,601.45	4,575.60	24,450.00	52	14,650.00
5351	Liability Insurance Deductible	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	1,750.00
5352	Motor Vehicle Insurance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	3,000.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	400.00
5362	Equipment Maintenance	3,000.00	237.85	3,237.85	67.78	1,016.73	271.12	1,950.00	40	810.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	3,080.00
5365	Utility Line Repair/Maintenance	115,000.00	74,550.58	189,550.58	.00	29,267.11	45,283.47	115,000.00	39	103,910.00
5366	Computer Maintenance	15,000.00	.00	15,000.00	.00	12,420.00	80.00	2,500.00	83	14,060.00
5378	Columbus Contract	5,229,860.00	685,943.98	5,915,803.98	634,138.19	1,782,451.17	1,903,492.81	2,229,860.00	62	5,390,290.00



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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									
	<i>Services</i>									
5391	Postage	12,000.00	.00	12,000.00	40.12	.00	2,166.75	9,833.25	18	5,874.00
5399	Other Miscellaneous Services	150,000.00	749.11	150,749.11	878.47	10,988.67	2,279.58	137,480.86	9	113,861.00
	<i>Services Totals</i>	\$5,622,460.00	\$770,033.70	\$6,392,493.70	\$636,096.53	\$1,867,767.35	\$1,959,952.24	\$2,564,774.11	60%	\$5,658,591.00
	<i>Capital Purchases</i>									
5611	Buildings	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5632	Motor Vehicles	50,000.00	.00	50,000.00	.00	16,686.00	.00	33,314.00	33	19,150.00
5633	Machinery and Equipment	175,000.00	.00	175,000.00	.00	139.00	12,360.00	162,501.00	7	114,910.00
5639	Other Equipment	175,000.00	80,952.50	255,952.50	.00	80,952.50	.00	175,000.00	32	
	<i>Capital Purchases Totals</i>	\$413,500.00	\$80,952.50	\$494,452.50	\$0.00	\$97,777.50	\$12,360.00	\$384,315.00	22%	\$134,060.00
	EXPENSE TOTALS	\$6,696,763.00	\$869,003.18	\$7,565,766.18	\$679,908.75	\$2,010,995.04	\$2,174,137.09	\$3,380,634.05	55%	\$6,376,381.00
Department	736 - Wastewater Division Totals	(\$6,696,763.00)	(\$869,003.18)	(\$7,565,766.18)	(\$679,908.75)	(\$2,010,995.04)	(\$2,174,137.09)	(\$3,380,634.05)	55%	(\$6,376,381.00)

Attachment: Departmental Budget-April, 2021 06 09 2021 11 22 34 AM Joni Crawford 46106D01



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	38,100.00	.00	38,100.00	.00	.00	.00	38,100.00	0	37,100.00
5424	G. O. Bond-Interest	1,920.00	.00	1,920.00	.00	964.00	.00	956.00	50	2,840.00
	Debt Service Totals	\$40,020.00	\$0.00	\$40,020.00	\$0.00	\$964.00	\$0.00	\$39,056.00	2%	\$39,940.00
	EXPENSE TOTALS	\$40,020.00	\$0.00	\$40,020.00	\$0.00	\$964.00	\$0.00	\$39,056.00	2%	\$39,940.00
	Department 991 - Debt Service Totals	(\$40,020.00)	\$0.00	(\$40,020.00)	\$0.00	(\$964.00)	\$0.00	(\$39,056.00)	2%	(\$39,940.00)
Fund 720 - Wastewater/Sewer Fund Totals		\$6,736,783.00	\$869,003.18	\$7,605,786.18	\$679,908.75	\$2,011,959.04	\$2,174,137.09	\$3,419,690.05		\$6,416,320.00



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	213,430.00	.00	213,430.00	16,225.60	.00	64,675.34	148,754.66	30	204,490.00
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	42.24	4,857.76	1	66,000.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,050.00
5109	HSA Employer Funding	11,000.00	.00	11,000.00	.00	.00	11,000.00	.00	100	11,000.00
5151	PERS Contribution	30,363.00	.00	30,363.00	2,271.60	.00	10,385.33	19,977.67	34	27,680.00
5161	Group Insurance	57,470.00	.00	57,470.00	4,794.77	5,510.00	23,636.61	28,323.39	51	54,810.00
5164	Workers Compensation	6,223.00	.00	6,223.00	.00	.00	.00	6,223.00	0	5,950.00
5166	Medicare	3,181.00	.00	3,181.00	224.20	.00	899.17	2,281.83	28	2,850.00
	Personal Services Totals	\$327,617.00	\$0.00	\$327,617.00	\$23,516.17	\$5,510.00	\$110,638.69	\$211,468.31	35%	\$308,500.00
	Supplies									
5201	Office Supplies	6,500.00	1,500.00	8,000.00	.00	2,825.69	1,374.31	3,800.00	52	1,230.00
5203	Computer Supplies	750.00	.00	750.00	.00	700.00	.00	50.00	93	750.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	3,060.00
5241	Uniforms-Purchased	1,000.00	232.92	1,232.92	.00	500.00	232.92	500.00	59	560.00
5251	MV Gas and Oil	7,000.00	215.00	7,215.00	310.00	3,207.00	1,008.00	3,000.00	58	2,780.00
5252	Aggregates	1,250.00	.00	1,250.00	.00	500.00	.00	750.00	40	730.00
5259	Operating Materials and Supplies	42,000.00	1,100.00	43,100.00	3,582.18	12,280.94	6,819.06	24,000.00	44	32,390.00
	Supplies Totals	\$60,000.00	\$3,047.92	\$63,047.92	\$3,892.18	\$20,513.63	\$9,434.29	\$33,100.00	48%	\$40,790.00
	Services									
5311	Utilities	7,000.00	277.72	7,277.72	326.03	4,752.50	1,185.22	1,340.00	82	2,900.00
5321	Professional Training	400.00	.00	400.00	.00	200.00	.00	200.00	50	180.00
5322	Conference/Reimb	20.00	.00	20.00	.00	20.00	.00	.00	100	10.00
5324	Professional Association Dues	220.00	.00	220.00	.00	200.00	.00	20.00	91	70.00
5331	Engineering/Architecture	8,000.00	.00	8,000.00	.00	5,000.00	.00	3,000.00	62	36,570.00
5339	Misc Contract Services	46,450.00	24,270.12	70,720.12	24,035.30	23,066.29	25,507.71	22,146.12	69	30,980.00
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	2,250.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	.00	2,750.00	0	2,750.00
5361	Building Repair/Maintenance	4,000.00	.00	4,000.00	.00	3,000.00	.00	1,000.00	75	4,000.00
5364	MV Repair/Maintenance-Internal	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	3,150.00
5365	Utility Line Repair/Maintenance	7,500.00	.00	7,500.00	.00	2,000.00	.00	5,500.00	27	7,500.00
5366	Computer Maintenance	.00	3,200.00	3,200.00	.00	3,200.00	.00	.00	100	.00
5378	Columbus Contract	900,000.00	66,713.92	966,713.92	68,798.73	150,156.07	266,557.85	550,000.00	43	786,270.00
5391	Postage	22,000.00	.00	22,000.00	.00	.00	2,000.51	19,999.49	9	5,370.00
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
5399	Other Miscellaneous Services	39,000.00	749.11	39,749.11	200.70	3,951.17	697.94	35,100.00	12	34,590.00
	Services Totals	\$1,045,090.00	\$95,210.87	\$1,140,300.87	\$93,360.76	\$195,546.03	\$295,949.23	\$648,805.61	43%	\$905,110.00



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21
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									
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	28,900.00
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$28,900.00
	EXPENSE TOTALS	\$1,432,707.00	\$98,258.79	\$1,530,965.79	\$120,769.11	\$221,569.66	\$416,022.21	\$893,373.92	42%	\$1,283,315.00
Department	737 - Storm Water Division Totals	(\$1,432,707.00)	(\$98,258.79)	(\$1,530,965.79)	(\$120,769.11)	(\$221,569.66)	(\$416,022.21)	(\$893,373.92)	42%	(\$1,283,315.00)



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	110,000.00	.00	110,000.00	.00	.00	.00	110,000.00	0	105,000.00
5424	G. O. Bond-Interest	15,595.00	.00	15,595.00	.00	7,797.00	.00	7,798.00	50	17,960.00
	Debt Service Totals	\$125,595.00	\$0.00	\$125,595.00	\$0.00	\$7,797.00	\$0.00	\$117,798.00	6%	\$122,960.00
	EXPENSE TOTALS	\$125,595.00	\$0.00	\$125,595.00	\$0.00	\$7,797.00	\$0.00	\$117,798.00	6%	\$122,960.00
	Department 991 - Debt Service Totals	(\$125,595.00)	\$0.00	(\$125,595.00)	\$0.00	(\$7,797.00)	\$0.00	(\$117,798.00)	6%	(\$122,960.00)
Fund 740 - Storm Water Drainage Fund Totals		\$1,558,302.00	\$98,258.79	\$1,656,560.79	\$120,769.11	\$229,366.66	\$416,022.21	\$1,011,171.92		\$1,406,280.00

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford_46106D0L



Departmental Budget-April, 2021

10.b.1.b

Fiscal Year to Date 04/30/21

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	1,500.00	3,500.00	.00	2,125.69	1,374.31	.00	100	1,238.40
	Supplies Totals	\$2,000.00	\$1,500.00	\$3,500.00	\$0.00	\$2,125.69	\$1,374.31	\$0.00	100%	\$1,238.40
	Services									
5315	Private Hauler Contract	2,480,000.00	363,945.51	2,843,945.51	386,032.93	425,451.54	943,184.63	1,475,309.34	48	2,228,140.00
5391	Postage	12,000.00	.00	12,000.00	40.12	.00	2,166.75	9,833.25	18	5,870.00
5399	Other Miscellaneous Services	110,000.00	749.11	110,749.11	200.70	3,551.17	697.94	106,500.00	4	34,430.00
	Services Totals	\$2,602,000.00	\$364,694.62	\$2,966,694.62	\$386,273.75	\$429,002.71	\$946,049.32	\$1,591,642.59	46%	\$2,268,440.00
	EXPENSE TOTALS	\$2,604,000.00	\$366,194.62	\$2,970,194.62	\$386,273.75	\$431,128.40	\$947,423.63	\$1,591,642.59	46%	\$2,269,680.00
Department 738 - Refuse Collection Totals		(\$2,604,000.00)	(\$366,194.62)	(\$2,970,194.62)	(\$386,273.75)	(\$431,128.40)	(\$947,423.63)	(\$1,591,642.59)	46%	(\$2,269,680.00)
Fund 750 - Solid Waste Fund Totals		\$2,604,000.00	\$366,194.62	\$2,970,194.62	\$386,273.75	\$431,128.40	\$947,423.63	\$1,591,642.59		\$2,269,680.00
Grand Totals		\$45,388,801.00	\$3,601,187.21	\$48,989,988.21	\$3,480,373.62	\$11,600,766.45	\$13,782,515.67	\$23,606,706.09		\$38,619,780.00

Attachment: Departmental Budget-April, 2021 06_09_2021 11_22_34 AM Joni Crawford 46106D0L

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

DATE: June 28, 2021**TO:****CC:****RE: West Licking Fire District May Statistics**

MAY BOARD STATS

Total Calls by Township/City	
Etna	125
Harrison	65
Jersey	18
Kirkersville	11
New Albany	5
Pataskala	219
Reynoldsburg	113
Mutual Aid	43
Total	599

Apparatus Name	
45B401	129
45E402	36
45E405	57
45M401	169
45M402	85
45M403	162
45M404	152
45R401	132
45SQ404	87
45TWR403	129

Total Calls by Shift		
Shift		Total
1 Unit		181
2 Unit		223
3 Unit		194
Prevention		1
Total		599
Total Calls by Station		
Station		Total
Station 401		189
Station 402		93
Station 403		106
Station 404		169
Station 405		42
Total		599

Mutual Aid Response	
M/A Received	M/A Given
40	43

District Response Average	
	5:06

Dispatch to On scene Average	
Etna	5:46
Harrison	5:09
Jersey	4:41
Kirkersville	4:36
New Albany	6:40
Pataskala	4:27
Reynoldsburg	4:24

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: Award 2021 Water Main Replacement Project

Approval:

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

Emergency/Suspension: Emergency

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

Ordinance authorizing the Mayor to enter into a contract with Strawser paving for Construction Services to install and replace the waterline on Marlan, Saratoga, and Gilmore Dr. and declaring it an emergency.

To appropriate funds from the water CIP 710.000.4470 in the amount of \$852,130.00 to 710.000.0179.5621

This Project is on the List for CIP Improvements for the 2021 Project

This project will allow the water department to be in compliance with Ohio EPA Director's Final Findings and Orders (DFFO)

Project consists of replacement of approximately 2800 linear Feet of water main, replace 7 fire hydrant and reconnect all service lines within project boundaries.

Requesting a two read emergency in order for the project to meet the award contract period

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH STRAWSER PAVING FOR THE 2021 WATERLINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY

WHEREAS, the water lines on Marlan, Saratoga, and Gilmore Drives are in need of maintenance that can only be effectively repaired through the replacement of those lines; and

WHEREAS, the upgrading and repair of the water lines would provide added protection against the failure of the existing water distribution system; and

WHEREAS, the upgrading waterlines will serve to satisfy the Ohio EPA Director's Final Findings and Orders (DFFO).

THEREFORE, 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 Strawser Paving with a base bid of \$777,130.00 for construction services and a construction contingency of \$75,000.00 for a total cost of \$852,130.00 for the 2021 waterline replacement project.

SECTION 2. That project costs should be appropriated from the unappropriated Water Fund (710) to account 710.000.0179.5621 2021 Waterline Project.

SECTION 3. Upon adoption by Council, this Ordinance shall be in effect following the signature of the Mayor.

OPINION OF PROBABLE CONSTRUCTION COST
CITY OF REYNOLDSBURG, OHIO
WATER MAIN REPLACEMENT PROJECT FOR
MARLAN AVENUE, SARATOGA AVENUE, AND GILMORE DRIVE
May 7, 2021

Ref	Spec	Item	Description	Quantity	Units	Unit Cost	Item Cost
Marlan Avenue, Saratoga Avenue, and Gilmore Drive							
1	CMSC	259	Permanent Pavement Replacement, Type 2B, Per R-2	1,470	S.Y.	\$80.00	\$117,600.00
2	CMSC	259	Permanent Pavement Replacement, Type 1B, Per R-1	26	S.Y.	\$100.00	\$2,600.00
3	CMSC	259	Permanent Pavement Replacement, Type 3B, Per R-3	30	S.Y.	\$65.00	\$1,950.00
4	CMSC	259*	Permanent Pavement Replacement, Type 3A, Per R-3	50	S.Y.	\$80.00	\$4,000.00
5	CMSC	259*	Permanent Pavement Replacement, Type 3B, Per R-3	50	S.Y.	\$65.00	\$3,250.00
6	CMSC	608	Remove and Replace Concrete Sidewalk, Per R-9	1,095	S.F.	\$12.00	\$13,140.00
7	CMSC	608*	Remove and Replace Concrete Sidewalk (At Water Service Locations), Per R-9	1,200	S.F.	\$12.00	\$14,400.00
8	CMSC	609	Standard Combined Curb & Gutter (Removal & Replacement), Per R-6	100	L.F.	\$70.00	\$7,000.00
9	CMSC	653	Topsoil, Furnished and Placed, 3-in	30	C.Y.	\$110.00	\$3,300.00
10	CMSC	659	Seeding and Mulching, As Per Plan	350	S.Y.	\$10.00	\$3,500.00
11	CMSC	801	8-in C-900 Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	2,740	L.F.	\$115.00	\$315,100.00
12	CMSC	801	6-in Ductile Iron Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	60	L.F.	\$130.00	\$7,800.00
13	CMSC	801	Remove Ex. 16"x6" Tee and Install 16" Sleeve	5	L.F.	\$500.00	\$2,500.00
14	CMSC	801*	Ductile Iron Fittings, Increase or Decrease	1,000	Lbs.	\$3.00	\$3,000.00
15	CMSC	802	6-in Water Valve with HD Box, Per WA-9	7	Ea.	\$1,300.00	\$9,100.00
16	CMSC	802	8-in Water Valve with HD Box, Per WA-9	10	Ea.	\$1,700.00	\$17,000.00
17	CMSC	805	3/4-In Water Service, Transferred (Long) w/New Service Box, Per WA-4	28	Ea.	\$2,750.00	\$77,000.00
18	CMSC	805	3/4-In Water Service, Transferred (Short) w/New Service Box, Per WA-4	23	Ea.	\$2,250.00	\$51,750.00
19	CMSC	805*	3/4-in Type "K" Copper Tubing, As Per Plan	100	L.F.	\$80.00	\$8,000.00
20	CMSC	808	6-In Water Main Abandoned, Per CMSC 808.05	4	Ea.	\$500.00	\$2,000.00
21	CMSC	809	Fire Hydrant, Type A, Per WA-10	7	Ea.	\$4,000.00	\$28,000.00
22	CMSC	809	Fire Hydrant, Removed and Delivered to the City	6	Ea.	\$1,000.00	\$6,000.00
23	CMSC	810*	Fire Hydrant Extension, 6-in Height	2	Ea.	\$800.00	\$1,600.00
Water Main Replacement Subtotal =							\$699,590.00
General Items							
24	CMSC	207	Sedimentation and Erosion Control	1	L.S.	\$2,500.00	\$2,500.00
25	ODOT	614	Maintenance of Traffic, As Per Plan	1	L.S.	\$15,000.00	\$15,000.00
26	CMSC	623	Construction Layout Stakes	1	L.S.	\$5,000.00	\$5,000.00
27	CMSC	811*	Increase or Decrease in Excavation and Backfill	200	C.Y.	\$25.00	\$5,000.00
28	CMSC	901*	12-In Storm Sewer with Type 1 Bedding and 912 Backfill, as Directed	100	L.F.	\$120.00	\$12,000.00
29	CMSC	SPEC	Water Coordinate Table	1	L.S.	\$3,000.00	\$3,000.00
30	CMSC	SPEC	Force Account	1	L.S.	\$50,000.00	\$50,000.00
General Items Subtotal =							\$92,500.00
*DENOTES CONTINGENCY ITEM							
CONSTRUCTION TOTAL =							\$792,090.00
CONSTRUCTION SERVICES (10%) =							\$79,209.00
OPINION OF PROBABLE PROJECT COST =							\$871,299.00
PREPARED BY:							MJY
CHECKED BY:							
CHECKED DATE:							

Attachment: 2021 Engineers cost estimate water project (Award 2021 Water Main Replacement Project)



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

Subject: Bid Results and Budget for Marlan Ave. / Saratoga Ave. WM Replacement

Copies: Paul Hellman, Kalle Gwilliams, Nick Mill, Mitchell Yake, Mark Spears

EMH&T has reviewed the bid results received on May 28, 2021 for the Water Main Replacement Project for Marlan Avenue and Saratoga Avenue. We are recommending the City award the project to Strawser Paving for \$827,130.00. Please note that their bid included a \$50,000 contingency force account, which is approximately 6.5% of the bid. Therefore, we recommend the City budget an additional \$25,000 in contingency to result in a total contingency budget of approximately 10% of the project cost. Please refer to the budget summary below:

Construction Phase Budget

Description	Cost
Construction Bid Amount	\$827,130.00
Construction Contingency	\$25,000.00
Construction Phase Engineering / Inspection	\$76,542.00
Total Construction Budget	\$928,672.00

Please contact me at 614-775-4555 or randrews@emht.com if you have any questions regarding the bid and next steps.

Attachments:

1. Official Bid Tabulation
2. Award Recommendation Letter
3. Lowest and Best Analysis
4. Construction Phase Engineering Proposal

CITY OF REYNOLDSBURG, OHIO

Water Main Replacement for Marlan Avenue, Saratoga Avenue, and Gilmore Drive

EMH&T JN: 2021-0094

Bids Received: May 28, 2021

Ref. No.	Spec	Item No.	Description	Quantity	Units	Engineer's Estimate		Strawser Paving Co. Inc 1595 Frank Road Columbus, Ohio 43223		Columbus Asphalt Paving Inc 1196 Technology Drive Gahanna, Ohio 43230		Danbert Inc 8077 Memorial Drive Plain City, Ohio 43064	
						Price	Extension	Price	Extension	Price	Extension	Price	Extension
Marlan Avenue, Saratoga Avenue, and Gilmore Drive													
1	CMSC	259	Permanent Pavement Replacement, Type 2B, Per R-2	1,478	S.Y.	\$80.00	\$118,240.00	\$70.00	\$103,460.00	\$69.00	\$101,982.00	\$81.07	\$119,821.46
2	CMSC	259	Permanent Pavement Replacement, Type 1B, Per R-1	26	S.Y.	\$100.00	\$2,600.00	\$145.00	\$3,770.00	\$120.00	\$3,120.00	\$180.23	\$4,685.98
3	CMSC	259	Permanent Pavement Replacement, Type 3B, Per R-3	38	S.Y.	\$65.00	\$2,470.00	\$90.00	\$3,420.00	\$78.00	\$2,964.00	\$143.51	\$5,453.38
4	CMSC	259*	Permanent Pavement Replacement, Type 3A, Per R-3	50	S.Y.	\$80.00	\$4,000.00	\$100.00	\$5,000.00	\$47.00	\$2,350.00	\$185.72	\$9,286.00
5	CMSC	259*	Permanent Pavement Replacement, Type 3B, Per R-3	50	S.Y.	\$65.00	\$3,250.00	\$91.00	\$4,550.00	\$100.00	\$5,000.00	\$140.61	\$7,030.50
6	CMSC	608	Remove and Replace Concrete Sidewalk, Per R-9	1,095	S.F.	\$12.00	\$13,140.00	\$8.00	\$8,760.00	\$15.00	\$16,425.00	\$13.93	\$15,253.35
7	CMSC	608*	Remove and Replace Concrete Sidewalk (At Water Service Locations), Per R-9	1,200	S.F.	\$12.00	\$14,400.00	\$8.50	\$10,200.00	\$14.00	\$16,800.00	\$13.93	\$16,716.00
8	CMSC	609	Standard Combined Curb & Gutter (Removal & Replacement), Per R-6	100	L.F.	\$70.00	\$7,000.00	\$50.50	\$5,050.00	\$40.00	\$4,000.00	\$74.73	\$7,473.00
9	CMSC	653	Topsoil, Furnished and Placed, 3-in	30	C.Y.	\$110.00	\$3,300.00	\$74.00	\$2,220.00	\$100.00	\$3,000.00	\$49.30	\$1,479.00
10	CMSC	659	Seeding and Mulching, As Per Plan	350	S.Y.	\$10.00	\$3,500.00	\$1.50	\$525.00	\$10.50	\$3,675.00	\$1.98	\$693.00
11	CMSC	801	8-in C-900 Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	2,740	L.F.	\$115.00	\$315,100.00	\$115.00	\$315,100.00	\$118.25	\$324,005.00	\$134.65	\$368,941.00
12	CMSC	801	6-in Ductile Iron Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	60	L.F.	\$130.00	\$7,800.00	\$120.00	\$7,200.00	\$345.00	\$20,700.00	\$117.28	\$7,036.80
13	CMSC	801	16-in Ductile Iron Water Main (Sleeve)	5	L.F.	\$500.00	\$2,500.00	\$2,000.00	\$10,000.00	\$1,875.00	\$9,375.00	\$5,694.91	\$28,474.55
14	CMSC	801*	Ductile Iron Fittings, Increase or Decrease	1,000	Lbs.	\$3.00	\$3,000.00	\$5.00	\$5,000.00	\$9.30	\$9,300.00	\$4.22	\$4,220.00
15	CMSC	802	6-in Water Valve with HD Box, Per WA-9	7	Ea.	\$1,300.00	\$9,100.00	\$950.00	\$6,650.00	\$1,500.00	\$10,500.00	\$1,336.93	\$9,358.51
16	CMSC	802	8-in Water Valve with HD Box, Per WA-9	10	Ea.	\$1,700.00	\$17,000.00	\$1,350.00	\$13,500.00	\$2,000.00	\$20,000.00	\$1,753.47	\$17,534.70
17	CMSC	805	3/4-in Water Service, Transferred (Long) w/New Service Box, Per WA-4	28	Ea.	\$2,750.00	\$77,000.00	\$4,100.00	\$114,800.00	\$2,900.00	\$81,200.00	\$2,822.51	\$79,030.28
18	CMSC	805	3/4-in Water Service, Transferred (Short) w/New Service Box, Per WA-4	23	Ea.	\$2,250.00	\$51,750.00	\$3,350.00	\$77,050.00	\$2,800.00	\$64,400.00	\$2,202.60	\$50,659.80
19	CMSC	805*	3/4-in Type "K" Copper Tubing, As Per Plan	100	L.F.	\$80.00	\$8,000.00	\$45.00	\$4,500.00	\$57.00	\$5,700.00	\$98.23	\$9,823.00
20	CMSC	808	6-in Water Main Abandoned, Per CMSC 808.05	4	Ea.	\$500.00	\$2,000.00	\$1,200.00	\$4,800.00	\$1,200.00	\$4,800.00	\$2,639.43	\$10,557.72
21	CMSC	809	Fire Hydrant, Type A, Per WA-10	7	Ea.	\$4,000.00	\$28,000.00	\$5,750.00	\$40,250.00	\$4,500.00	\$31,500.00	\$3,718.77	\$26,031.39
22	CMSC	809	Fire Hydrant, Removed and Delivered to the City	6	Ea.	\$1,000.00	\$6,000.00	\$475.00	\$2,850.00	\$330.00	\$1,980.00	\$1,005.72	\$6,034.32
23	CMSC	810*	Fire Hydrant Extension, 6-in Height	2	Ea.	\$800.00	\$1,600.00	\$475.00	\$950.00	\$880.00	\$1,760.00	\$744.03	\$1,488.06
General Items													
24	CMSC	207	Sedimentation and Erosion Control	1	L.S.	\$2,500.00	\$2,500.00	\$975.00	\$975.00	\$1,900.00	\$1,900.00	\$1,871.49	\$1,871.49
25	ODOT	614	Maintenance of Traffic, As Per Plan	1	L.S.	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$14,000.00	\$14,000.00	\$58,858.15	\$58,858.15
26	CMSC	623	Construction Layout Stakes	1	L.S.	\$5,000.00	\$5,000.00	\$1,300.00	\$1,300.00	\$1,600.00	\$1,600.00	\$8,500.00	\$8,500.00
27	CMSC	811*	Increase or Decrease in Excavation and Backfill	200	C.Y.	\$25.00	\$5,000.00	\$45.00	\$9,000.00	\$65.00	\$13,000.00	\$66.96	\$13,392.00
28	CMSC	901*	12-in Storm Sewer with Type 1 Bedding and 912 Backfill, as Directed	100	L.F.	\$120.00	\$12,000.00	\$60.00	\$6,000.00	\$120.00	\$12,000.00	\$68.59	\$6,859.00
29	CMSC	SPEC	Water Coordinate Table	1	L.S.	\$3,000.00	\$3,000.00	\$250.00	\$250.00	\$1,625.00	\$1,625.00	\$8,244.31	\$8,244.31
30	CMSC	SPEC	Force Account	1	L.S.	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
*Contingency Items													
BIDDER'S TOTAL FOR BASE BID =						\$793,250.00		\$827,130.00		\$838,661.00		\$954,806.75	
CORRECTED BIDDER'S TOTAL FOR BASE BID =						NA		NA		NA		NA	
A	Correct Bidder's Calculated Unit Price: labor + material was incorrectly calculated by Bidder												
B	Correct Bidder's Total: price x quantity was incorrectly calculated by Bidder												
BIDDER'S TOTAL FOR ALL WORK =						\$793,250.00		\$827,130.00		\$838,661.00		\$954,806.75	
BY:						 Ryan M. Andrews, PE Evans, Mechwart, Hambleton & Tilton, Inc. 5500 New Albany Road Columbus, OH 43054							

Attachment: 2021 WM Replacement Post Bid Documents (Award 2021 Water Main Replacement Project)



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

Re: Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive

Dear Mr. Dorman,

We have completed our analysis of the bids received on May 28th, 2021 for the **Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive**. Based on our review of the public bid results, we recommend that Contract A be awarded to Strawser Paving Company Inc. for the amount of \$ 827,130.00 for the work included under the Base Bid. Strawser Paving has project history and personnel that makes them qualified for this type of work. Their prices are comparable to project in recent past with similar scope.

Please review the enclosed information. Once City Council authorizes the contracts for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractors for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

A handwritten signature in blue ink that reads "Ryan M. Andrews".

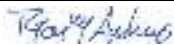
Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

Attachment: 2021 WM Replacement Post Bid Documents (Award 2021 Water Main Replacement Project)

Water Main Replacement for Marlan Avenue, Saratoga Avenue, and Gilmore Drive - City of Reynoldsburg, Ohio			
Contractor	Strawser Paving Co. Inc	Columbus Asphalt Paving Inc	Danbert Inc
Bid Price (pg BF-2)	\$ 827,130.00	\$ 838,661.00	\$ 954,806.75
Bid Guaranty and Contract Bond (pg BGCB-1 & 2)	Yes	Yes	Yes
Licensed Acceptable Surety (pg BGCB-2)	Fidelity and Deposit Company of Maryland	Ohio Farmers Insurance Company	Fidelity and Deposit Company of Maryland
AM Best Surety Rating & No.	A+ / 000387	A / 002381	A+ / 000387
Delinquent Personal Property Tax Affidavit (pg CPPTA)	Yes	Yes	Yes
Addendum 1 Acknowledgement	Yes	Yes	Yes
(a) Has a history of consistently completing projects to the Owner's satisfaction	Yes	Completed work in City of Columbus	Completed work in City of Columbus
(b) Has a suitable financial status to meet obligations incident to the work without resort to the surety;	Yes	Yes	Yes
(c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for;	Strawser listed more than ten projects of equal or greater size completed in last five years.	Columbus Asphalt listed more than ten projects of equal or greater size completed in last five years.	Danbert listed more than ten projects of equal or greater size and similar scope completed in last five years.
(d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it;	Strawser has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Strawser has never failed to complete a contract.	Columbus Asphalt has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Columbus Asphalt has never failed to complete a contract.	Danbert has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Columbus Asphalt has never failed to complete a contract.
(e) Possesses adequate equipment and facilities to complete the work;	Strawser owns and operates sufficient equipment to self perform the work in the contract. Licensed as General and Sewer/Water Contractor in Columbus	Columbus Asphalt owns and operates sufficient equipment to self perform the work in the contract. Columbus Asphalt has completed similar work for ODOT and the City of Columbus.	Danbert owns and operates sufficient equipment to self perform the work in the contract. Licensed as Sewer/Water Contractor in Columbus
(f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time;	Strawser provided resumes for key personnel. Project history shows contractor has adequate work force.	Columbus Asphalt provided resumes for key personnel. Project history shows contractor has adequate work force.	Danbert provided resumes for key personnel. Project history shows contractor has adequate work force.
(g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws;	Yes	Yes	Yes
(h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project;	Yes	Yes	Yes

(i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code;	Yes	Yes	Yes
(j) Owner's prior experience with Bidder's Surety;	No prior issues	No prior issues	No prior issues
(k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders;	N/A	N/A	N/A
(l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner.	N/A	N/A	N/A
Recommended as Lowest and Best	X		
Completed by:	EMH&T, Inc. - Ryan M. Andrews, PE		
Signature/Date:	 6/4/2021		



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

**Subject: 2021 Water Main Replacement for Marlan, Saratoga, Gilmore
 Proposal for Construction Phase Engineering Services**

Dear Mr. Dorman:

EMH&T is pleased to submit our proposal for construction phase services for the City's upcoming Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive. We understand the project will consist of water main installation, replacement of resident services, new fire hydrants, and pavement repairs. The scope and fee are presented herein. The construction duration for the project is 120 calendar days, and is anticipated to commence in July.

SCOPE OF SERVICES

EMH&T will provide construction phase engineering services for the above referenced improvements to include the following tasks:

1. Construction Representation/Contract Administration:

- a. Conduct a preconstruction coordination meeting with the City, Contractor, Utilities, Police, Fire, and other stakeholders requested by the City.
 - i. EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Submittal log
 - Meeting summary for the City and attendees
- b. Prior to construction, EMH&T will prepare a pre-construction video to document pre-existing conditions.
- c. Conduct Progress Meetings (as directed by the City) with the City, Contractor, and other project stakeholders as requested by the City.
 - i. EMH&T will provide for the meeting the following:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees
- d. EMH&T will have weekly meetings with the Contractor onsite to discuss their work plan for the current week and any changes or items which need to be addressed. EMH&T will coordinate with the City's Service Director on the status and content of these discussions.

- e. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules to the City for review and comment.
 - i. Review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the contract documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor
 - ii. Make recommendation to the Owner for time extension requests from the Contractor
 - iii. Require the Contractor to submit revised schedules when the proposed work is not anticipated to be performed in accordance with the project requirements
 - iv. Provide guidance to help minimize delays and regain time lost due to delays
- f. EMH&T's project representative will provide a point of contact for residents, businesses, and traveling public. The representative will walk the project corridor prior to construction to introduce themselves and provide contact information to the businesses. EMH&T will coordinate these discussions with the City's Service Director.
- g. EMH&T will maintain logs of quantities and prepare/generate pay documentation for City and contractor.
 - i. Maintain a log of quantities for payment.
 - ii. Generate monthly and final pay estimates.
 - iii. Review Contractor's claims and address whether or not Contractor's requests for additional compensation are justified.
 - iv. Generate change orders and process the change orders for Contractor and City.
 - v. Maintain a record of the work performed to include correspondence and daily observation reports.
- h. EMH&T will conduct final project walk through with the City and generate a punchlist.
 - i. Prepare punchlists for work performed not in accordance with the contract documents.
 - ii. Reassess punchlists until work is completed in accordance with the contract documents
 - iii. Submit a recommendation for acceptance of the project.
- i. Prepare a 1-Year warranty punchlist and coordinate with the Contractor to address required warranty work. EMH&T will coordinate with the City prior to conducting the 1-Year warranty review to allow the City to provide input and participate in warranty review.
- j. Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings. EMH&T will prepare and provide record drawings of the completed work.

2. Records/Document Control:

- a. Copies of the correspondence, change orders and pay estimates will be made available for the City to review.
- b. EMH&T will coordinate with the City to provide the following information for the City's review and retention:
 - i. Observation Reports
 - ii. Submittals
 - iii. Meeting Agendas, Sign In Sheets, and Minutes
 - iv. Material Testing Results
 - v. Project Schedule

3. Design Consultation During Construction:

- a. EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution of the construction contract.
 - i. Review submittals and shop drawings for conformance with the plans and specifications
 - ii. Provide to the City those submittals requiring specific comments such as MOT plans and resident/business notifications. EMH&T will meet with the Service Department to discuss these specific submittals and coordinate the comments/approval, as necessary.
 - iii. Copies of the shop drawings and submittals will be made available for the City.
- b. The EMH&T design team will be available to attend meetings and respond to requests for information or clarification from the Contractor.

4. Resident Project Representation:

- a. Provide on-site construction observation during the contract duration as required.
- b. EMH&T will monitor construction activities performed by the Contractor and their subs and note whether the work is in conformance with the plans and specifications and measure project quantities for payment
 - i. The Resident Project Representative (RPR) will not stop work from being performed for non-conformance, but will notify the project's Senior Construction Representative immediately. The Senior Construction Representative will notify the City Service Director of non-conforming work items. The City will be responsible for providing notice of work stoppage to the Contractor
- c. The RPR will record their observations in a daily observation report and record the quantity of items performed and completed in conformance with the contract on a daily basis in a quantity log.
- d. Copies of the daily observation reports will be made available for the City to review.
- e. Monitor completed work and provide the City a recommendation for acceptance.
- f. Prepare a punchlist(s) for work performed not in accordance with the contract documents for the Engineer to review.
- g. Reassess punchlist items until the work is completed in accordance with the contract documents.
- h. Perform a 1-year warranty review.

5. Material Testing:

- a. EMH&T will subcontract with DHDC to provide material testing for this project. This testing may include the following:
- b. Nuclear density testing of the upper 3 feet of soil and/or granular water, storm and sewer trench backfill.
- c. Observe a proof roll of prepared roadway subgrade soils.
- d. Observe a proof roll of prepared roadway aggregate base.
- e. Nuclear density testing of roadway aggregate base.
- f. Temperature, thickness and placement observations of asphalt placement along with appropriate nuclear density testing.
- g. Prepare and test concrete compressive strength cylinders.
- h. Copies of the material testing reports will be made available for the City to review.

EXCLUSIONS:

EMH&T shall not be responsible for:

- a. Contractor's means, methods, procedure, or safety precautions.
- b. Construction layout staking will be performed by the Contractor.
- c. GIS website updates and mapping services.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. The construction duration is 120 days.

FEE

These services will be provided as per the conditions of our Professional Services Agreement. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below, without prior written authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

Description of Service/Task	Fee
Construction Representation/Contract Administration	\$16,632.00
Design Consultation During Construction	\$4,500.00
Resident/Standby Representation	\$51,260.00
EMH&T Labor Fee	\$72,392.00
Reimbursable Expenses (material testing, printing, mileage, etc.)	\$4,150.00
PROJECT TOTAL FEE	\$76,542.00

If this description and estimated fee meet with your approval, please authorize with your signature below.
If you should have any questions regarding this proposal, please do not hesitate to contact me at (614)
775-4555.

Respectfully submitted,

EMH&T, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: Inspection Services 2021 Water Main Replacement Project

Approval:

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

Emergency/Suspension: Emergency

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

Ordinance authorizing the Mayor to enter into a contract with EMH&T for inspection services for the installation and replacement of the waterlines on Marlan, Saratoga, and Gilmore Dr. and declaring it an emergency.

To appropriate funds from the water CIP 710.000.4470 in the amount of \$76,542.00.00 to 710.000.0179.5621 Waterline Project

This Project is on the List for CIP Improvements for the 2021 Project

This project will allow the water department to be in compliance with Ohio EPA Director's Final Findings and Orders (DFFO)

Project consists of replacement of approximately 2800 linear Feet of water main, replace 7 fire hydrant and reconnect all service lines within project boundaries.

Requesting a two read emergency in order for the project to meet the award contract period

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE 2021 WATERLINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY

WHEREAS, this project is to replace the waterlines on Marlan, Saratoga, and Gilmore Drives; and

WHEREAS, the upgrading and repair of these waterlines would provide added protection against the failure of the existing water delivery system.

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 EMH&T, in the amount of \$76,542.00 for construction inspection services for the water main replacement project on Marlan, Saratoga, and Gilmore Drives

SECTION 2. That \$76,542.00 be appropriated from the unappropriated funds in the Water Fund (710) and appropriated to account 710.000.0179.5621 2021 Waterline Project account.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government and to allow for a 2021 completion. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

**OPINION OF PROBABLE CONSTRUCTION COST
 CITY OF REYNOLDSBURG, OHIO
 WATER MAIN REPLACEMENT PROJECT FOR
 MARLAN AVENUE, SARATOGA AVENUE, AND GILMORE DRIVE
 May 7, 2021**

Ref	Spec	Item	Description	Quantity	Units	Unit Cost	Item Cost
Marlan Avenue, Saratoga Avenue, and Gilmore Drive							
1	CMSC	259	Permanent Pavement Replacement, Type 2B, Per R-2	1,470	S.Y.	\$80.00	\$117,600.00
2	CMSC	259	Permanent Pavement Replacement, Type 1B, Per R-1	26	S.Y.	\$100.00	\$2,600.00
3	CMSC	259	Permanent Pavement Replacement, Type 3B, Per R-3	30	S.Y.	\$65.00	\$1,950.00
4	CMSC	259*	Permanent Pavement Replacement, Type 3A, Per R-3	50	S.Y.	\$80.00	\$4,000.00
5	CMSC	259*	Permanent Pavement Replacement, Type 3B, Per R-3	50	S.Y.	\$65.00	\$3,250.00
6	CMSC	608	Remove and Replace Concrete Sidewalk, Per R-9	1,095	S.F.	\$12.00	\$13,140.00
7	CMSC	608*	Remove and Replace Concrete Sidewalk (At Water Service Locations), Per R-9	1,200	S.F.	\$12.00	\$14,400.00
8	CMSC	609	Standard Combined Curb & Gutter (Removal & Replacement), Per R-6	100	L.F.	\$70.00	\$7,000.00
9	CMSC	653	Topsoil, Fumished and Placed, 3-In	30	C.Y.	\$110.00	\$3,300.00
10	CMSC	659	Seeding and Mulching, As Per Plan	350	S.Y.	\$10.00	\$3,500.00
11	CMSC	801	8-in C-900 Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	2,740	L.F.	\$115.00	\$315,100.00
12	CMSC	801	6-in Ductile Iron Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	60	L.F.	\$130.00	\$7,800.00
13	CMSC	801	Remove Ex. 16"x6" Tee and Install 16" Sleeve	5	L.F.	\$500.00	\$2,500.00
14	CMSC	801*	Ductile Iron Fittings, Increase or Decrease	1,000	Lbs.	\$3.00	\$3,000.00
15	CMSC	802	6-In Water Valve with HD Box, Per WA-9	7	Ea.	\$1,300.00	\$9,100.00
16	CMSC	802	8-in Water Valve with HD Box, Per WA-9	10	Ea.	\$1,700.00	\$17,000.00
17	CMSC	805	3/4-In Water Service, Transferred (Long) w/New Service Box, Per WA-4	28	Ea.	\$2,750.00	\$77,000.00
18	CMSC	805	3/4-In Water Service, Transferred (Short) w/New Service Box, Per WA-4	23	Ea.	\$2,250.00	\$51,750.00
19	CMSC	805*	3/4-in Type "K" Copper Tubing, As Per Plan	100	L.F.	\$80.00	\$8,000.00
20	CMSC	808	6-In Water Main Abandoned, Per CMSC 808.05	4	Ea.	\$500.00	\$2,000.00
21	CMSC	809	Fire Hydrant, Type A, Per WA-10	7	Ea.	\$4,000.00	\$28,000.00
22	CMSC	809	Fire Hydrant, Removed and Delivered to the City	6	Ea.	\$1,000.00	\$6,000.00
23	CMSC	810*	Fire Hydrant Extension, 6-in Height	2	Ea.	\$800.00	\$1,600.00
Water Main Replacement Subtotal =							\$699,590.00
General Items							
24	CMSC	207	Sedimentation and Erosion Control	1	L.S.	\$2,500.00	\$2,500.00
25	ODOT	614	Maintenance of Traffic, As Per Plan	1	L.S.	\$15,000.00	\$15,000.00
26	CMSC	623	Construction Layout Stakes	1	L.S.	\$5,000.00	\$5,000.00
27	CMSC	811*	Increase or Decrease in Excavation and Backfill	200	C.Y.	\$25.00	\$5,000.00
28	CMSC	901*	12-In Storm Sewer with Type 1 Bedding and 912 Backfill, as Directed	100	L.F.	\$120.00	\$12,000.00
29	CMSC	SPEC	Water Coordinate Table	1	L.S.	\$3,000.00	\$3,000.00
30	CMSC	SPEC	Force Account	1	L.S.	\$50,000.00	\$50,000.00
General Items Subtotal =							\$92,500.00
*DENOTES CONTINGENCY ITEM							
CONSTRUCTION TOTAL =							\$792,090.00
CONSTRUCTION SERVICES (10%) =							\$79,209.00
OPINION OF PROBABLE PROJECT COST =							\$871,299.00
PREPARED BY:							MJY
CHECKED BY:							
CHECKED DATE:							

Attachment: 2021 Engineers cost estimate water project (Inspection Services 2021 Water Main Replacement Project)



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

Subject: Bid Results and Budget for Marlan Ave. / Saratoga Ave. WM Replacement

Copies: Paul Hellman, Kalle Gwilliams, Nick Mill, Mitchell Yake, Mark Spears

EMH&T has reviewed the bid results received on May 28, 2021 for the Water Main Replacement Project for Marlan Avenue and Saratoga Avenue. We are recommending the City award the project to Strawser Paving for \$827,130.00. Please note that their bid included a \$50,000 contingency force account, which is approximately 6.5% of the bid. Therefore, we recommend the City budget an additional \$25,000 in contingency to result in a total contingency budget of approximately 10% of the project cost. Please refer to the budget summary below:

Construction Phase Budget

Description	Cost
Construction Bid Amount	\$827,130.00
Construction Contingency	\$25,000.00
Construction Phase Engineering / Inspection	\$76,542.00
Total Construction Budget	\$928,672.00

Please contact me at 614-775-4555 or randrews@emht.com if you have any questions regarding the bid and next steps.

Attachments:

1. Official Bid Tabulation
2. Award Recommendation Letter
3. Lowest and Best Analysis
4. Construction Phase Engineering Proposal

CITY OF REYNOLDSBURG, OHIO

Water Main Replacement for Marlan Avenue, Saratoga Avenue, and Gilmore Drive

EMH&T JN: 2021-0094

Bids Received: May 28, 2021

Ref. No.	Spec	Item No.	Description	Quantity	Units	Engineer's Estimate		Strawser Paving Co. Inc 1595 Frank Road Columbus, Ohio 43223		Columbus Asphalt Paving Inc 1196 Technology Drive Gahanna, Ohio 43230		Danbert Inc 8077 Memorial Drive Plain City, Ohio 43064	
						Price	Extension	Price	Extension	Price	Extension	Price	Extension
Marlan Avenue, Saratoga Avenue, and Gilmore Drive													
1	CMSC	259	Permanent Pavement Replacement, Type 2B, Per R-2	1,478	S.Y.	\$80.00	\$118,240.00	\$70.00	\$103,460.00	\$69.00	\$101,982.00	\$81.07	\$119,821.46
2	CMSC	259	Permanent Pavement Replacement, Type 1B, Per R-1	26	S.Y.	\$100.00	\$2,600.00	\$145.00	\$3,770.00	\$120.00	\$3,120.00	\$180.23	\$4,685.98
3	CMSC	259	Permanent Pavement Replacement, Type 3B, Per R-3	38	S.Y.	\$65.00	\$2,470.00	\$90.00	\$3,420.00	\$78.00	\$2,964.00	\$143.51	\$5,453.38
4	CMSC	259*	Permanent Pavement Replacement, Type 3A, Per R-3	50	S.Y.	\$80.00	\$4,000.00	\$100.00	\$5,000.00	\$47.00	\$2,350.00	\$185.72	\$9,286.00
5	CMSC	259*	Permanent Pavement Replacement, Type 3B, Per R-3	50	S.Y.	\$65.00	\$3,250.00	\$91.00	\$4,550.00	\$100.00	\$5,000.00	\$140.61	\$7,030.50
6	CMSC	608	Remove and Replace Concrete Sidewalk, Per R-9	1,095	S.F.	\$12.00	\$13,140.00	\$8.00	\$8,760.00	\$15.00	\$16,425.00	\$13.93	\$15,253.35
7	CMSC	608*	Remove and Replace Concrete Sidewalk (At Water Service Locations), Per R-9	1,200	S.F.	\$12.00	\$14,400.00	\$8.50	\$10,200.00	\$14.00	\$16,800.00	\$13.93	\$16,716.00
8	CMSC	609	Standard Combined Curb & Gutter (Removal & Replacement), Per R-6	100	L.F.	\$70.00	\$7,000.00	\$50.50	\$5,050.00	\$40.00	\$4,000.00	\$74.73	\$7,473.00
9	CMSC	653	Topsoil, Furnished and Placed, 3-in	30	C.Y.	\$110.00	\$3,300.00	\$74.00	\$2,220.00	\$100.00	\$3,000.00	\$49.30	\$1,479.00
10	CMSC	659	Seeding and Mulching, As Per Plan	350	S.Y.	\$10.00	\$3,500.00	\$1.50	\$525.00	\$10.50	\$3,675.00	\$1.98	\$693.00
11	CMSC	801	8-in C-900 Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	2,740	L.F.	\$115.00	\$315,100.00	\$115.00	\$315,100.00	\$118.25	\$324,005.00	\$134.65	\$368,941.00
12	CMSC	801	6-in Ductile Iron Water Main and Appurtenances with Bedding and Granular Backfill, Per WA-1 and CMSC 801.11	60	L.F.	\$130.00	\$7,800.00	\$120.00	\$7,200.00	\$345.00	\$20,700.00	\$117.28	\$7,036.80
13	CMSC	801	16-in Ductile Iron Water Main (Sleeve)	5	L.F.	\$500.00	\$2,500.00	\$2,000.00	\$10,000.00	\$1,875.00	\$9,375.00	\$5,694.91	\$28,474.55
14	CMSC	801*	Ductile Iron Fittings, Increase or Decrease	1,000	Lbs.	\$3.00	\$3,000.00	\$5.00	\$5,000.00	\$9.30	\$9,300.00	\$4.22	\$4,220.00
15	CMSC	802	6-in Water Valve with HD Box, Per WA-9	7	Ea.	\$1,300.00	\$9,100.00	\$950.00	\$6,650.00	\$1,500.00	\$10,500.00	\$1,336.93	\$9,358.51
16	CMSC	802	8-in Water Valve with HD Box, Per WA-9	10	Ea.	\$1,700.00	\$17,000.00	\$1,350.00	\$13,500.00	\$2,000.00	\$20,000.00	\$1,753.47	\$17,534.70
17	CMSC	805	3/4-in Water Service, Transferred (Long) w/New Service Box, Per WA-4	28	Ea.	\$2,750.00	\$77,000.00	\$4,100.00	\$114,800.00	\$2,900.00	\$81,200.00	\$2,822.51	\$79,030.28
18	CMSC	805	3/4-in Water Service, Transferred (Short) w/New Service Box, Per WA-4	23	Ea.	\$2,250.00	\$51,750.00	\$3,350.00	\$77,050.00	\$2,800.00	\$64,400.00	\$2,202.60	\$50,659.80
19	CMSC	805*	3/4-in Type "K" Copper Tubing, As Per Plan	100	L.F.	\$80.00	\$8,000.00	\$45.00	\$4,500.00	\$57.00	\$5,700.00	\$98.23	\$9,823.00
20	CMSC	808	6-in Water Main Abandoned, Per CMSC 808.05	4	Ea.	\$500.00	\$2,000.00	\$1,200.00	\$4,800.00	\$1,200.00	\$4,800.00	\$2,639.43	\$10,557.72
21	CMSC	809	Fire Hydrant, Type A, Per WA-10	7	Ea.	\$4,000.00	\$28,000.00	\$5,750.00	\$40,250.00	\$4,500.00	\$31,500.00	\$3,718.77	\$26,031.39
22	CMSC	809	Fire Hydrant, Removed and Delivered to the City	6	Ea.	\$1,000.00	\$6,000.00	\$475.00	\$2,850.00	\$330.00	\$1,980.00	\$1,005.72	\$6,034.32
23	CMSC	810*	Fire Hydrant Extension, 6-in Height	2	Ea.	\$800.00	\$1,600.00	\$475.00	\$950.00	\$880.00	\$1,760.00	\$744.03	\$1,488.06
General Items													
24	CMSC	207	Sedimentation and Erosion Control	1	L.S.	\$2,500.00	\$2,500.00	\$975.00	\$975.00	\$1,900.00	\$1,900.00	\$1,871.49	\$1,871.49
25	ODOT	614	Maintenance of Traffic, As Per Plan	1	L.S.	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$14,000.00	\$14,000.00	\$58,858.15	\$58,858.15
26	CMSC	623	Construction Layout Stakes	1	L.S.	\$5,000.00	\$5,000.00	\$1,300.00	\$1,300.00	\$1,600.00	\$1,600.00	\$8,500.00	\$8,500.00
27	CMSC	811*	Increase or Decrease in Excavation and Backfill	200	C.Y.	\$25.00	\$5,000.00	\$45.00	\$9,000.00	\$65.00	\$13,000.00	\$66.96	\$13,392.00
28	CMSC	901*	12-in Storm Sewer with Type 1 Bedding and 912 Backfill, as Directed	100	L.F.	\$120.00	\$12,000.00	\$60.00	\$6,000.00	\$120.00	\$12,000.00	\$68.59	\$6,859.00
29	CMSC	SPEC	Water Coordinate Table	1	L.S.	\$3,000.00	\$3,000.00	\$250.00	\$250.00	\$1,625.00	\$1,625.00	\$8,244.31	\$8,244.31
30	CMSC	SPEC	Force Account	1	L.S.	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
*Contingency Items													
BIDDER'S TOTAL FOR BASE BID =						\$793,250.00		\$827,130.00		\$838,661.00		\$954,806.75	
CORRECTED BIDDER'S TOTAL FOR BASE BID =						NA		NA		NA		NA	
A	Correct Bidder's Calculated Unit Price: labor + material was incorrectly calculated by Bidder												
B	Correct Bidder's Total: price x quantity was incorrectly calculated by Bidder												
BIDDER'S TOTAL FOR ALL WORK =						\$793,250.00		\$827,130.00		\$838,661.00		\$954,806.75	



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

Re: Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive

Dear Mr. Dorman,

We have completed our analysis of the bids received on May 28th, 2021 for the **Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive**. Based on our review of the public bid results, we recommend that Contract A be awarded to Strawser Paving Company Inc. for the amount of \$ 827,130.00 for the work included under the Base Bid. Strawser Paving has project history and personnel that makes them qualified for this type of work. Their prices are comparable to project in recent past with similar scope.

Please review the enclosed information. Once City Council authorizes the contracts for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractors for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

A handwritten signature in blue ink that reads "Ryan M. Andrews".

Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

Water Main Replacement for Marlan Avenue, Saratoga Avenue, and Gilmore Drive - City of Reynoldsburg, Ohio			
Contractor	Strawser Paving Co. Inc	Columbus Asphalt Paving Inc	Danbert Inc
Bid Price (pg BF-2)	\$ 827,130.00	\$ 838,661.00	\$ 954,806.75
Bid Guaranty and Contract Bond (pg BGCB-1 & 2)	Yes	Yes	Yes
Licensed Acceptable Surety (pg BGCB-2)	Fidelity and Deposit Company of Maryland	Ohio Farmers Insurance Company	Fidelity and Deposit Company of Maryland
AM Best Surety Rating & No.	A+ / 000387	A / 002381	A+ / 000387
Delinquent Personal Property Tax Affidavit (pg CPPTA)	Yes	Yes	Yes
Addendum 1 Acknowledgement	Yes	Yes	Yes
(a) Has a history of consistently completing projects to the Owner's satisfaction	Yes	Completed work in City of Columbus	Completed work in City of Columbus
(b) Has a suitable financial status to meet obligations incident to the work without resort to the surety;	Yes	Yes	Yes
(c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for;	Strawser listed more than ten projects of equal or greater size completed in last five years.	Columbus Asphalt listed more than ten projects of equal or greater size completed in last five years.	Danbert listed more than ten projects of equal or greater size and similar scope completed in last five years.
(d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it;	Strawser has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Strawser has never failed to complete a contract.	Columbus Asphalt has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Columbus Asphalt has never failed to complete a contract.	Danbert has demonstrated acceptable conduct and performance in the past. No recent claims filed against them. Columbus Asphalt has never failed to complete a contract.
(e) Possesses adequate equipment and facilities to complete the work;	Strawser owns and operates sufficient equipment to self perform the work in the contract. Licensed as General and Sewer/Water Contractor in Columbus	Columbus Asphalt owns and operates sufficient equipment to self perform the work in the contract. Columbus Asphalt has completed similar work for ODOT and the City of Columbus.	Danbert owns and operates sufficient equipment to self perform the work in the contract. Licensed as Sewer/Water Contractor in Columbus
(f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time;	Strawser provided resumes for key personnel. Project history shows contractor has adequate work force.	Columbus Asphalt provided resumes for key personnel. Project history shows contractor has adequate work force.	Danbert provided resumes for key personnel. Project history shows contractor has adequate work force.
(g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws;	Yes	Yes	Yes
(h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project;	Yes	Yes	Yes

(i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code;	Yes	Yes	Yes
(j) Owner's prior experience with Bidder's Surety;	No prior issues	No prior issues	No prior issues
(k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders;	N/A	N/A	N/A
(l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner.	N/A	N/A	N/A
Recommended as Lowest and Best	X		
Completed by:	EMH&T, Inc. - Ryan M. Andrews, PE		
Signature/Date:	 6/4/2021		



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

**Subject: 2021 Water Main Replacement for Marlan, Saratoga, Gilmore
 Proposal for Construction Phase Engineering Services**

Dear Mr. Dorman:

EMH&T is pleased to submit our proposal for construction phase services for the City's upcoming Water Main Replacement Project for Marlan Avenue, Saratoga Avenue, and Gilmore Drive. We understand the project will consist of water main installation, replacement of resident services, new fire hydrants, and pavement repairs. The scope and fee are presented herein. The construction duration for the project is 120 calendar days, and is anticipated to commence in July.

SCOPE OF SERVICES

EMH&T will provide construction phase engineering services for the above referenced improvements to include the following tasks:

1. Construction Representation/Contract Administration:

- a. Conduct a preconstruction coordination meeting with the City, Contractor, Utilities, Police, Fire, and other stakeholders requested by the City.
 - i. EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Submittal log
 - Meeting summary for the City and attendees
- b. Prior to construction, EMH&T will prepare a pre-construction video to document pre-existing conditions.
- c. Conduct Progress Meetings (as directed by the City) with the City, Contractor, and other project stakeholders as requested by the City.
 - i. EMH&T will provide for the meeting the following:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees
- d. EMH&T will have weekly meetings with the Contractor onsite to discuss their work plan for the current week and any changes or items which need to be addressed. EMH&T will coordinate with the City's Service Director on the status and content of these discussions.

- e. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules to the City for review and comment.
 - i. Review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the contract documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor
 - ii. Make recommendation to the Owner for time extension requests from the Contractor
 - iii. Require the Contractor to submit revised schedules when the proposed work is not anticipated to be performed in accordance with the project requirements
 - iv. Provide guidance to help minimize delays and regain time lost due to delays
- f. EMH&T's project representative will provide a point of contact for residents, businesses, and traveling public. The representative will walk the project corridor prior to construction to introduce themselves and provide contact information to the businesses. EMH&T will coordinate these discussions with the City's Service Director.
- g. EMH&T will maintain logs of quantities and prepare/generate pay documentation for City and contractor.
 - i. Maintain a log of quantities for payment.
 - ii. Generate monthly and final pay estimates.
 - iii. Review Contractor's claims and address whether or not Contractor's requests for additional compensation are justified.
 - iv. Generate change orders and process the change orders for Contractor and City.
 - v. Maintain a record of the work performed to include correspondence and daily observation reports.
- h. EMH&T will conduct final project walk through with the City and generate a punchlist.
 - i. Prepare punchlists for work performed not in accordance with the contract documents.
 - ii. Reassess punchlists until work is completed in accordance with the contract documents
 - iii. Submit a recommendation for acceptance of the project.
- i. Prepare a 1-Year warranty punchlist and coordinate with the Contractor to address required warranty work. EMH&T will coordinate with the City prior to conducting the 1-Year warranty review to allow the City to provide input and participate in warranty review.
- j. Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings. EMH&T will prepare and provide record drawings of the completed work.

2. Records/Document Control:

- a. Copies of the correspondence, change orders and pay estimates will be made available for the City to review.
- b. EMH&T will coordinate with the City to provide the following information for the City's review and retention:
 - i. Observation Reports
 - ii. Submittals
 - iii. Meeting Agendas, Sign In Sheets, and Minutes
 - iv. Material Testing Results
 - v. Project Schedule

3. Design Consultation During Construction:

- a. EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution of the construction contract.
 - i. Review submittals and shop drawings for conformance with the plans and specifications
 - ii. Provide to the City those submittals requiring specific comments such as MOT plans and resident/business notifications. EMH&T will meet with the Service Department to discuss these specific submittals and coordinate the comments/approval, as necessary.
 - iii. Copies of the shop drawings and submittals will be made available for the City.
- b. The EMH&T design team will be available to attend meetings and respond to requests for information or clarification from the Contractor.

4. Resident Project Representation:

- a. Provide on-site construction observation during the contract duration as required.
- b. EMH&T will monitor construction activities performed by the Contractor and their subs and note whether the work is in conformance with the plans and specifications and measure project quantities for payment
 - i. The Resident Project Representative (RPR) will not stop work from being performed for non-conformance, but will notify the project's Senior Construction Representative immediately. The Senior Construction Representative will notify the City Service Director of non-conforming work items. The City will be responsible for providing notice of work stoppage to the Contractor
- c. The RPR will record their observations in a daily observation report and record the quantity of items performed and completed in conformance with the contract on a daily basis in a quantity log.
- d. Copies of the daily observation reports will be made available for the City to review.
- e. Monitor completed work and provide the City a recommendation for acceptance.
- f. Prepare a punchlist(s) for work performed not in accordance with the contract documents for the Engineer to review.
- g. Reassess punchlist items until the work is completed in accordance with the contract documents.
- h. Perform a 1-year warranty review.

5. Material Testing:

- a. EMH&T will subcontract with DHDC to provide material testing for this project. This testing may include the following:
- b. Nuclear density testing of the upper 3 feet of soil and/or granular water, storm and sewer trench backfill.
- c. Observe a proof roll of prepared roadway subgrade soils.
- d. Observe a proof roll of prepared roadway aggregate base.
- e. Nuclear density testing of roadway aggregate base.
- f. Temperature, thickness and placement observations of asphalt placement along with appropriate nuclear density testing.
- g. Prepare and test concrete compressive strength cylinders.
- h. Copies of the material testing reports will be made available for the City to review.

EXCLUSIONS:

EMH&T shall not be responsible for:

- a. Contractor's means, methods, procedure, or safety precautions.
- b. Construction layout staking will be performed by the Contractor.
- c. GIS website updates and mapping services.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. The construction duration is 120 days.

FEE

These services will be provided as per the conditions of our Professional Services Agreement. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below, without prior written authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

Description of Service/Task	Fee
Construction Representation/Contract Administration	\$16,632.00
Design Consultation During Construction	\$4,500.00
Resident/Standby Representation	\$51,260.00
EMH&T Labor Fee	\$72,392.00
Reimbursable Expenses (material testing, printing, mileage, etc.)	\$4,150.00
PROJECT TOTAL FEE	\$76,542.00

If this description and estimated fee meet with your approval, please authorize with your signature below.
If you should have any questions regarding this proposal, please do not hesitate to contact me at (614) 775-4555.

Respectfully submitted,

EMH&T, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: Award Sewer Improvement Project 2021

Approval:

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

Emergency/Suspension: Emergency

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

Ordinance Authorizing the Mayor to enter into contract with Visu-Sewer Inc for the 2021 sewer replacement project

To install 4,560 feet of cured in place pipe (CIPP) for the Nocturne Rd/Roundelay Rd for the repair of the sewer mains outlined in the project. Council originally approved funding for engineering for the Smithfield/Saratoga/Slack area, but staff determined that the Braircliff area needed to be addressed first. The previously approved funding was used toward this project engineering.

To appropriate funds from the Sewer CIP 720.000.4470 in the amount of \$335,992.00, including contingency, to encumber them to account 720.000.0180.5622 Sewer Relining Project

Existing sewer mains are critical of failing. Project in on the CIP list.

This project will allow the sewer department to be in compliance with Ohio EPA Director's Final Finding's and Orders (DFFO).

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

WITH VISU-SEWER INC. FOR THE 2021 SEWER IMPROVEMENTS PROJECT, AND DECLARING IT AN EMERGENCY

WHEREAS, the Nocturne / Roundelay area sewer mains are in need of maintenance that can only be effectively repaired through the rehabilitation of those lines; and

WHEREAS, the upgrading and repair of the Nocturne / Roundelay area sewer lines would provide added protection against the failure of the existing sewage collection system; and

WHEREAS, the upgrading and repair of the Nocturne / Roundelay area will serve to satisfy the Ohio EPA Director's Final Findings and Orders (DFFO).

THEREFORE, 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 Visu-Sewer Inc. for a base bid of \$273,855.00 for construction services with a \$31,000.00 as a contingency for the sanitary sewer lining and manhole rehabilitation project.

SECTION 2. That the total project cost of \$304,855.00 be appropriated from the unappropriated Sewer Fund (720) to account 720.000.0180.5622 Sewer Relining Project.

SECTION 3. Upon adoption by Council, this Ordinance shall be in effect upon the signature of the Mayor.

From: canonprinters@ci.reynoldsburg.oh.us
To: [Paul Hellman](#)
Subject: Attached Image
Date: Wednesday, May 19, 2021 9:01:50 AM
Attachments: [0729_001.pdf](#)

Attachment: Engineers Cost Estimate2021 sewer project (Award Sewer Improvement Project 2021)



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

Subject: Bid Results and Budget for Nocturn / Roundelay Area Sewer Rehabilitation

Copies: Paul Hellman, Kalle Gwilliams, Nick Mill, Mitchell Yake, Mark Spears

EMH&T has reviewed the bid results received on May 28, 2021 for the Sewer Main Rehabilitation Project for the Nocturn Rd. / Roundelay Rd. Area. We are recommending the City award the project to Visu-Sewer, Inc., for \$304,855.00. Please note that their bid included a \$31,000 contingency force account, which is approximately 11% of the bid. Since this exceeds the City's normal practice of reserving 10% contingency, we are not recommending an additional contingency budget for the project. Please refer to the budget summary below:

Construction Phase Budget

Description	Cost
Construction Bid Amount	\$304,855.00
Construction Contingency	\$0.00
Construction Phase Engineering / Inspection	\$31,137.00
Total Construction Budget	\$335,992.00

Please contact me at 614-775-4555 or randrews@emht.com if you have any questions regarding the bid and next steps.

Attachments:

1. Official Bid Tabulation
2. Award Recommendation Letter
3. Lowest and Best Analysis
4. Construction Phase Engineering Proposal

CITY OF REYNOLDSBURG, OHIO
Sanitary Sewer Rehabilitation for Nocturne Rd/ Roundelay Rd Area
EMH&T JN: 2021-0095
Bids Received: May 28, 2021

Ref. No.	Item No.	Description	Quantity	Units	Engineer's Estimate		Visu-Sewer, Inc. W230 N4855 Betker Drive Pewaukee, WI 53072		Granite Inliner, LLC 4350 Weaver Court Noth Hilliard, OH 43026		Insight Pipe Contracting, LLC 232 E. Lancaster Rd. Harmony, PA 16037	
					Price	Extension	Price	Extension	Price	Extension	Price	Extension
BASE BID												
1	201	Clearing and Grubbing	1	L.S.	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,550.00	\$3,550.00	\$500.00	\$500.00
2	207	Sediment and Erosion Control	1	L.S.	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$65.00	\$65.00	\$500.00	\$500.00
3	604*	Manhole Frame & Lid Replacement to Grade, As Directed By Engineer, in Grass	12	EA.	\$1,000.00	\$12,000.00	\$920.00	\$11,040.00	\$962.50	\$11,550.00	\$920.00	\$11,040.00
4	607*	Fence, Remove and Replace	150	L.F.	\$70.00	\$10,500.00	\$75.00	\$11,250.00	\$67.50	\$10,125.00	\$5.00	\$750.00
5	614	Maintenance of Traffic	1	L.S.	\$1,000.00	\$1,000.00	\$2,750.00	\$2,750.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
6	SS-3	Bypass Pumping	1	L.S.	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
7	SS-6*	Chemical Grouting	10	GAL.	\$100.00	\$1,000.00	\$25.00	\$250.00	\$22.00	\$220.00	\$21.00	\$210.00
8	SS-7*	Cementitious Grouting	25	C.F.	\$40.00	\$1,000.00	\$25.00	\$625.00	\$22.00	\$550.00	\$21.00	\$525.00
9	SS-8	Open Cut Point Repair	1	EA.	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$16,500.00	\$16,500.00	\$11,555.00	\$11,555.00
10	SS-10	Manhole Rehabilitation	260	V.F.	\$275.00	\$71,500.00	\$255.00	\$66,300.00	\$258.00	\$67,080.00 A	\$252.00	\$65,520.00
11	SS-11	Lateral Status Determination Report	1	L.S.	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$620.00	\$620.00	\$1,000.00	\$1,000.00
12	SS-12	8-in Cured-In-Place Pipe (Thickness = 6.0mm)	3,910	L.F.	\$40.00	\$156,400.00	\$33.75	\$131,962.50	\$35.50	\$138,805.00	\$41.75	\$163,242.50
13	SS-12	10-in Cured-In-Place Pipe (Thickness = 6.0mm)	650	L.F.	\$45.00	\$29,250.00	\$37.75	\$24,537.50	\$37.00	\$24,050.00	\$42.00	\$27,300.00
14	SS-12*	Trim Protruding Tap	5	EA.	\$250.00	\$1,250.00	\$150.00	\$750.00	\$295.00	\$1,475.00	\$550.00	\$2,750.00
15	SS-12*	1.5 mm Incremental Wall Thickness Increase	4,560	L.F.	\$2.00	\$9,120.00	\$0.25	\$1,140.00	\$0.01	\$45.60	\$1.00	\$4,560.00
16	SPEC	Force Account	1	L.S.	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00
*Contingency Items												
BIDDER'S TOTAL FOR BASE BID =					\$341,520.00		\$304,855.00		\$307,695.60		\$322,452.50	
CORRECTED BIDDER'S TOTAL FOR BASE BID =					NA		NA		\$306,135.60 A		NA	
A Correct Bidder's Calculated Unit Price: labor + material was incorrectly calculated by Bidder												

BY: 
Ryan M. Andrews, PE
Evans, Mechwart, Hambleton & Tilton, Inc.
5500 New Albany Road
Columbus, OH 43054

Attachment: 2021 Sewer Rehab Post Bid Documents (Award Sewer Improvement Project 2021)



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

Re: Sanitary Sewer Rehabilitation for Nocturne Rd and Roundelay Rd Area

Dear Mr. Dorman,

We have completed our analysis of the bids received on May 28th, 2021 for the Sanitary Sewer Rehabilitation for the Nocturne Road/ Roundelay Road Area. Based on our review of the public bid results, we recommend that the contract be awarded to Visu-Sewer, Inc. for the amount of \$304,855.00 for the work included under the Base Bid. Visu-Sewer, Inc. appears to be qualified for this type of work and their prices are competitive when compared to those of recent, similar projects.

Please review the enclosed information. Once City Council authorizes this project for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractor for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

A handwritten signature in blue ink that reads "Ryan M. Andrews".

Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

Attachment: 2021 Sewer Rehab Post Bid Documents (Award Sewer Improvement Project 2021)

Nocturne/Roundelay Area Sanitary Sewer Rehabilitation - City of Reynoldsburg, Ohio			
Contractor	Visu-Sewer, Inc.	Granite Inliner, LLC	Insight Pipe Contracting, LLC
Bid Price (pg BF-2)	\$ 304,855.00	\$ 306,135.60	\$ 322,452.50
Bid Guaranty and Contract Bond (pg BGCB-1 & 2)	Yes	Yes	Yes
Licensed Acceptable Surety (pg BGCB-2)	Merchants Bonding Company (Mutual)	Travelers Casualty and Surety Company of America	Cincinnati Insurance Company
AM Best Surety Rating & No.	A / 000594	A++ / 003609	A+ / 000258
Delinquent Personal Property Tax Affidavit (pg CPPTA)	Yes	Yes	Yes
Addendum 1 Acknowledgement	Yes	Yes	Yes
(a) Has a history of consistently completing projects to the Owner's satisfaction	Visu-Sewer has never preformed work for the City of Reynoldsburg, but have comepleted multiple projects around Ohio including Columbus.	Granite Inliner has not recently performed work for the City of Reynoldsburg, but has performed projects in the City of Columbus.	Insight Pipe performed satisfactory work on the 2015 Reynoldsburg Sewer Rehabilitation project.
(b) Has a suitable financial status to meet obligations incident to the work without resort to the surety;	Yes	Yes	Yes
(c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for;	Visu-Sewer exclusively performs the type of work required for this project and has completed more than ten projects of equal or greater size and similar scope within the past five years.	Granite Inliner listed more than ten projects of equal or greater size and similar scope within the past five years.	Insight Pipe Contracting listed more than ten projects of equal or greater size and similar scope within the past five years.
(d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it;	Visu-Sewer has demonstrated the ability to complete quality work in a timely fashion. No recent claims filed against them. Visu-Sewer has never failed to complete a contract.	Granite Inliner has completed consistent work on a national level. Withstained answering wether or not any claims against the company in the last five years. Granite Inliner has never failed to complete a contract.	Insight Pipe Contracting has demonstrated the ability to complete quality work in a timely fashion. No recent claims filed against them. Insight Pipe Contracting has never failed to complete a contract.
(e) Posseses adequate equipment and facilities to complete the work;	Visu-Sewer owns and operates sufficient equipment to self perform the wok in the contract. Visu-Sewer is licensed to perform the scoped work for this project.	Granite Inliner owns and operates sufficient equipment to self perform the wok in the contract. Granite Inliner is licensed to perform the scoped work for this project.	Insight Pipe owns and operates sufficient equipment to self perform the wok in the contract. Insight Pipe is licensed to perform the scoped work for this project.
(f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time;	Visu-Sewer provided resumes for key personnel. Visu-Sewer has more than 40 years of experience with projects of similar scope.	Granite Inliner provided resumes for key personnel. Granite Inliner is a nationwide presence for sewer lining projects. Project history shows contractor has adequate work force.	Insight Pipe provided resumes for key personnel. Insight Pipe has more than 20 years of experience with projects of similar scope.

(g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws;	Yes	Yes	Yes
(h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project;	Yes	Yes	Yes
(i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code;	Yes	Yes	Yes
(j) Owner's prior experience with Bidder's Surety;	No prior issues.	No prior issues.	No prior issues.
(k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders;	N/A	N/A	N/A
(l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner.	N/A	N/A	N/A
Recommended as Lowest and Best	X		
Completed by:	EMH&T, Inc. - Ryan M. Andrews, PE		
Signature/Date:	 6/4/2021		



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

Subject: Reynoldsburg – 2021 Sanitary Rehabilitation Project
 Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) is pleased to submit this proposal for Construction Phase Services to the City of Reynoldsburg for the 2021 Sanitary Rehabilitation project. We understand the project will consist of pipe lining, pipe replacement, and manhole rehabilitation. The scope and fee are presented herein.

SCOPE OF SERVICES

EMH&T will provide construction phase engineering services for the above referenced improvements to include the following tasks:

1. Construction Representation/Contract Administration:
 - a. Conduct a preconstruction coordination meeting with the City, Contractor, Utilities, Police, Fire, and other stakeholders requested by the City.
 - i. EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Submittal log
 - Meeting summary for the City and attendees
 - b. Prior to construction, EMH&T will prepare a pre-construction video to document pre-existing conditions.
 - c. Conduct bi-weekly Progress Meetings (or as otherwise directed by the City) with the City, Contractor, and other project stakeholders as requested by the City.
 - i. EMH&T will provide for the meeting the following:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees

- d. EMH&T will have weekly meetings with the Contractor onsite to discuss their work plan for the current week and any changes or items which need to be addressed. EMH&T will coordinate with the City's Service Director on the status and content of these discussions.
- e. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules to the City for review and comment.
 - i. Review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the contract documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor
 - ii. Make recommendation to the Owner for time extension requests from the Contractor
 - iii. Require the Contractor to submit revised schedules when the proposed work is not anticipated to be performed in accordance with the project requirements
 - iv. Provide guidance to help minimize delays and regain time lost due to delays
- f. EMH&T's project representative will provide a point of contact for residents, businesses, and traveling public. The representative will walk the project corridor prior to construction to introduce themselves and provide contact information to the businesses. EMH&T will coordinate these discussions with the City's Service Director.
- g. EMH&T will maintain logs of quantities and prepare/generate pay documentation for City and contractor.
 - i. Maintain a log of quantities for payment.
 - ii. Generate monthly and final pay estimates.
 - iii. Review Contractor's claims and address whether or not Contractor's requests for additional compensation are justified.
 - iv. Generate change orders and process the change orders for Contractor and City.
 - v. Maintain a record of the work performed to include correspondence and daily observation reports.
- h. EMH&T will conduct final project walk through with the City and generate a punchlist.
 - i. Prepare punchlists for work performed not in accordance with the contract documents.
 - ii. Reassess punchlists until work is completed in accordance with the contract documents
 - iii. Submit a recommendation for acceptance of the project.
- i. Prepare a 1-Year warranty punchlist and coordinate with the Contractor to address required warranty work. EMH&T will coordinate with the City prior to conducting the 1-Year warranty review to allow the City to provide input and participate in warranty review.
- j. Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings. EMH&T will prepare and provide record drawings of the completed work.

2. Records/Document Control:

- a. Copies of the correspondence, change orders and pay estimates will be made available for the City to review.
- b. EMH&T will coordinate with the City to provide the following information for the City's review and retention:
 - Observation Reports
 - Submittals
 - Meeting Agendas, Sign In Sheets, and Minutes
 - Material Testing Results
 - Project Schedule

3. Design Consultation During Construction:

- a. EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution of the construction contract.
 - i. Review submittals and shop drawings for conformance with the plans and specifications
 - ii. Provide to the City those submittals requiring specific comments such as MOT plans and resident/business notifications. EMH&T will meet with the Service Department to discuss these specific submittals and coordinate the comments/approval, as necessary.
 - iii. Copies of the shop drawings and submittals will be made available for the City.
- b. The EMH&T design team will be available to attend meetings and respond to requests for information or clarification from the Contractor.

4. Resident Project Representation:

- a. Provide on-site construction observation during the contract duration as required.
- b. EMH&T will monitor construction activities performed by the Contractor and their subs and note whether the work is in conformance with the plans and specifications and measure project quantities for payment
 - i. The Resident Project Representative (RPR) will not stop work from being performed for non-conformance, but will notify the project's Senior Construction Representative immediately. The Senior Construction Representative will notify the City Service Director of non-conforming work items. The City will be responsible for providing notice of work stoppage to the Contractor
- c. The RPR will record their observations in a daily observation report and record the quantity of items performed and completed in conformance with the contract on a daily basis in a quantity log.
- d. Copies of the daily observation reports will be made available for the City to review.
- e. Monitor completed work and provide the City a recommendation for acceptance.
- f. Prepare a punchlist(s) for work performed not in accordance with the contract documents for the Engineer to review.
- g. Reassess punchlist items until the work is completed in accordance with the contract documents.
- h. Perform a 1-year warranty review.

EXCLUSIONS:

EMH&T shall not be responsible for:

- a. Contractor's means, methods, procedure, or safety precautions.
- b. Construction layout staking will be performed by the Contractor.
- c. GIS website updates and mapping services.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. The construction duration is 150 days.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below, without prior written authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

Description of Service/Task	Fee
Construction Representation	\$9,422.00
Resident/Standby Representation	\$19,760.00
Reimbursable Expenses (printing, mileage, etc.)	\$1,955.00
PROPOSAL TOTAL FEE	\$31,137.00

City of Reynoldsburg
2021 Sanitary Rehabilitation Project

June 7, 2021

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If this description and estimated fee meet with your approval please authorize with your signature below. Should you have any questions regarding this proposal please do not hesitate to contact me at (614) 775-4555.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

PO Number

Print Name/Date

Copies: Mark Spears, EMH&T Inc.

Attachment: 2021 Sewer Rehab Post Bid Documents (Award Sewer Improvement Project 2021)

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: Sewer Improvement Project 2021 Inspection Services

Approval:

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

Emergency/Suspension: Emergency

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

Ordinance Authorizing the Mayor to enter into contract with EMH&T for the inspection services for the 2021 sewer replacement project

To install 4,560 feet of cured in place pipe (CIPP) for the Nocturne Rd/Roundelay Rd for the repair of the sewer mains outlined in the project.

To appropriate funds from the unencumbered Sewer CIP fund 720.000.4470 in the amount of \$31,137.00 and appropriate to account 720.000.0180.5622 Sewer Relining Project

Existing sewer mains are critical of failing. Project in on the CIP list.

This project will allow the sewer department to be in compliance with Ohio EPA Director's Final Finding's and Orders (DFFO).

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR CONSTRUCTION INSPECTION SERVICES FOR THE 2021 SEWER LINE REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

WHEREAS, this project is to reline the sewer lines on Nocturne Rd/Roundelay Road area; and

WHEREAS, the upgrading and repair of the Nocturne / Roundelay area sewer lines would provide added protection against the failure of the existing sewage collection system; and

WHEREAS, the upgrading and repair of the Nocturne / Roundelay area will serve to satisfy the Ohio EPA Director's Final Findings and Orders (DFFO).

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 EMH&T, in the amount of \$31,137.00 for construction inspection services for the sewer line relining and manhole rehabilitation project in the Nocturne Rd/Roundelay Road area.

SECTION 2. That \$31,137.00 be appropriated from the unappropriated Sewer Fund (720) to account 710.000.0180.5622 2021 Sewer Relining Project.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government and to allow for a 2021 completion. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

From: canonprinters@ci.reynoldsburg.oh.us
To: [Paul Hellman](#)
Subject: Attached Image
Date: Wednesday, May 19, 2021 9:01:50 AM
Attachments: [0729_001.pdf](#)

Attachment: Engineers Cost Estimate2021 sewer project (Sewer Improvement Project 2021 Inspection Services)



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

Subject: Bid Results and Budget for Nocturn / Roundelay Area Sewer Rehabilitation

Copies: Paul Hellman, Kalle Gwilliams, Nick Mill, Mitchell Yake, Mark Spears

EMH&T has reviewed the bid results received on May 28, 2021 for the Sewer Main Rehabilitation Project for the Nocturn Rd. / Roundelay Rd. Area. We are recommending the City award the project to Visu-Sewer, Inc., for \$304,855.00. Please note that their bid included a \$31,000 contingency force account, which is approximately 11% of the bid. Since this exceeds the City's normal practice of reserving 10% contingency, we are not recommending an additional contingency budget for the project. Please refer to the budget summary below:

Construction Phase Budget

Description	Cost
Construction Bid Amount	\$304,855.00
Construction Contingency	\$0.00
Construction Phase Engineering / Inspection	\$31,137.00
Total Construction Budget	\$335,992.00

Please contact me at 614-775-4555 or randrews@emht.com if you have any questions regarding the bid and next steps.

Attachments:

1. Official Bid Tabulation
2. Award Recommendation Letter
3. Lowest and Best Analysis
4. Construction Phase Engineering Proposal

CITY OF REYNOLDSBURG, OHIO
Sanitary Sewer Rehabilitation for Nocturne Rd/ Roundelay Rd Area
EMH&T JN: 2021-0095
Bids Received: May 28, 2021

Ref. No.	Item No.	Description	Quantity	Units	Engineer's Estimate		Visu-Sewer, Inc. W230 N4855 Betker Drive Pewaukee, WI 53072		Granite Inliner, LLC 4350 Weaver Court Noth Hilliard, OH 43026		Insight Pipe Contracting, LLC 232 E. Lancaster Rd. Harmony, PA 16037	
					Price	Extension	Price	Extension	Price	Extension	Price	Extension
BASE BID												
1	201	Clearing and Grubbing	1	L.S.	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,550.00	\$3,550.00	\$500.00	\$500.00
2	207	Sediment and Erosion Control	1	L.S.	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$65.00	\$65.00	\$500.00	\$500.00
3	604*	Manhole Frame & Lid Replacement to Grade, As Directed By Engineer, in Grass	12	EA.	\$1,000.00	\$12,000.00	\$920.00	\$11,040.00	\$962.50	\$11,550.00	\$920.00	\$11,040.00
4	607*	Fence, Remove and Replace	150	L.F.	\$70.00	\$10,500.00	\$75.00	\$11,250.00	\$67.50	\$10,125.00	\$5.00	\$750.00
5	614	Maintenance of Traffic	1	L.S.	\$1,000.00	\$1,000.00	\$2,750.00	\$2,750.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
6	SS-3	Bypass Pumping	1	L.S.	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
7	SS-6*	Chemical Grouting	10	GAL.	\$100.00	\$1,000.00	\$25.00	\$250.00	\$22.00	\$220.00	\$21.00	\$210.00
8	SS-7*	Cementitious Grouting	25	C.F.	\$40.00	\$1,000.00	\$25.00	\$625.00	\$22.00	\$550.00	\$21.00	\$525.00
9	SS-8	Open Cut Point Repair	1	EA.	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$16,500.00	\$16,500.00	\$11,555.00	\$11,555.00
10	SS-10	Manhole Rehabilitation	260	V.F.	\$275.00	\$71,500.00	\$255.00	\$66,300.00	\$258.00	\$67,080.00	\$252.00	\$65,520.00
11	SS-11	Lateral Status Determination Report	1	L.S.	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$620.00	\$620.00	\$1,000.00	\$1,000.00
12	SS-12	8-in Cured-In-Place Pipe (Thickness = 6.0mm)	3,910	L.F.	\$40.00	\$156,400.00	\$33.75	\$131,962.50	\$35.50	\$138,805.00	\$41.75	\$163,242.50
13	SS-12	10-in Cured-In-Place Pipe (Thickness = 6.0mm)	650	L.F.	\$45.00	\$29,250.00	\$37.75	\$24,537.50	\$37.00	\$24,050.00	\$42.00	\$27,300.00
14	SS-12*	Trim Protruding Tap	5	EA.	\$250.00	\$1,250.00	\$150.00	\$750.00	\$295.00	\$1,475.00	\$550.00	\$2,750.00
15	SS-12*	1.5 mm Incremental Wall Thickness Increase	4,560	L.F.	\$2.00	\$9,120.00	\$0.25	\$1,140.00	\$0.01	\$45.60	\$1.00	\$4,560.00
16	SPEC	Force Account	1	L.S.	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00
*Contingency Items												
BIDDER'S TOTAL FOR BASE BID =					\$341,520.00		\$304,855.00		\$307,695.60		\$322,452.50	
CORRECTED BIDDER'S TOTAL FOR BASE BID =					NA		NA		\$306,135.60 ^A		NA	
^A Correct Bidder's Calculated Unit Price: labor + material was incorrectly calculated by Bidder												

BY: 
Ryan M. Andrews, PE
Evans, Mechwart, Hambleton & Tilton, Inc.
5500 New Albany Road
Columbus, OH 43054

Attachment: 2021 Sewer Rehab Post Bid Documents (Sewer Improvement Project 2021 Inspection Services)



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

Re: Sanitary Sewer Rehabilitation for Nocturne Rd and Roundelay Rd Area

Dear Mr. Dorman,

We have completed our analysis of the bids received on May 28th, 2021 for the Sanitary Sewer Rehabilitation for the Nocturne Road/ Roundelay Road Area. Based on our review of the public bid results, we recommend that the contract be awarded to Visu-Sewer, Inc. for the amount of \$304,855.00 for the work included under the Base Bid. Visu-Sewer, Inc. appears to be qualified for this type of work and their prices are competitive when compared to those of recent, similar projects.

Please review the enclosed information. Once City Council authorizes this project for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractor for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

A handwritten signature in blue ink that reads "Ryan M. Andrews".

Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

Attachment: 2021 Sewer Rehab Post Bid Documents (Sewer Improvement Project 2021 Inspection Services)

Nocturne/Roundelay Area Sanitary Sewer Rehabilitation - City of Reynoldsburg, Ohio			
Contractor	Visu-Sewer, Inc.	Granite Inliner, LLC	Insight Pipe Contracting, LLC
Bid Price (pg BF-2)	\$ 304,855.00	\$ 306,135.60	\$ 322,452.50
Bid Guaranty and Contract Bond (pg BGCB-1 & 2)	Yes	Yes	Yes
Licensed Acceptable Surety (pg BGCB-2)	Merchants Bonding Company (Mutual)	Travelers Casualty and Surety Company of America	Cincinnati Insurance Company
AM Best Surety Rating & No.	A / 000594	A++ / 003609	A+ / 000258
Delinquent Personal Property Tax Affidavit (pg CPPTA)	Yes	Yes	Yes
Addendum 1 Acknowledgement	Yes	Yes	Yes
(a) Has a history of consistently completing projects to the Owner's satisfaction	Visu-Sewer has never preformed work for the City of Reynoldsburg, but have comepleted multiple projects around Ohio including Columbus.	Granite Inliner has not recently performed work for the City of Reynoldsburg, but has performed projects in the City of Columbus.	Insight Pipe performed satisfactory work on the 2015 Reynoldsburg Sewer Rehabilitation project.
(b) Has a suitable financial status to meet obligations incident to the work without resort to the surety;	Yes	Yes	Yes
(c) Is an experienced Bidder on comparable or more complex projects, especially involving work similar to that called for;	Visu-Sewer exclusively performs the type of work required for this project and has completed more than ten projects of equal or greater size and similar scope within the past five years.	Granite Inliner listed more than ten projects of equal or greater size and similar scope within the past five years.	Insight Pipe Contracting listed more than ten projects of equal or greater size and similar scope within the past five years.
(d) Has displayed acceptable conduct and performance on previous contracts both in terms of workmanship and timeliness of both performance and completion, including the Bidder's history of filing or having claims filed against it;	Visu-Sewer has demonstrated the ability to complete quality work in a timely fashion. No recent claims filed against them. Visu-Sewer has never failed to complete a contract.	Granite Inliner has completed consistent work on a national level. Withstained answering wether or not any claims against the company in the last five years. Granite Inliner has never failed to complete a contract.	Insight Pipe Contracting has demonstrated the ability to complete quality work in a timely fashion. No recent claims filed against them. Insight Pipe Contracting has never failed to complete a contract.
(e) Posseses adequate equipment and facilities to complete the work;	Visu-Sewer owns and operates sufficient equipment to self perform the wok in the contract. Visu-Sewer is licensed to perform the scoped work for this project.	Granite Inliner owns and operates sufficient equipment to self perform the wok in the contract. Granite Inliner is licensed to perform the scoped work for this project.	Insight Pipe owns and operates sufficient equipment to self perform the wok in the contract. Insight Pipe is licensed to perform the scoped work for this project.
(f) The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time;	Visu-Sewer provided resumes for key personnel. Visu-Sewer has more than 40 years of experience with projects of similar scope.	Granite Inliner provided resumes for key personnel. Granite Inliner is a nationwide presence for sewer lining projects. Project history shows contractor has adequate work force.	Insight Pipe provided resumes for key personnel. Insight Pipe has more than 20 years of experience with projects of similar scope.

(g) Is in compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act, the Ohio Prevailing Wage laws, and Ohio ethics laws;	Yes	Yes	Yes
(h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project;	Yes	Yes	Yes
(i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code;	Yes	Yes	Yes
(j) Owner's prior experience with Bidder's Surety;	No prior issues.	No prior issues.	No prior issues.
(k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders;	N/A	N/A	N/A
(l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner.	N/A	N/A	N/A
Recommended as Lowest and Best	X		
Completed by:	EMH&T, Inc. - Ryan M. Andrews, PE		
Signature/Date:	 6/4/2021		



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

Subject: Reynoldsburg – 2021 Sanitary Rehabilitation Project
 Proposal for Construction Phase Engineering Services

Dear Mr. Dorman,

Evans, Mechwart, Hambleton & Tilton, Inc. (EMH&T) is pleased to submit this proposal for Construction Phase Services to the City of Reynoldsburg for the 2021 Sanitary Rehabilitation project. We understand the project will consist of pipe lining, pipe replacement, and manhole rehabilitation. The scope and fee are presented herein.

SCOPE OF SERVICES

EMH&T will provide construction phase engineering services for the above referenced improvements to include the following tasks:

1. Construction Representation/Contract Administration:
 - a. Conduct a preconstruction coordination meeting with the City, Contractor, Utilities, Police, Fire, and other stakeholders requested by the City.
 - i. EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Submittal log
 - Meeting summary for the City and attendees
 - b. Prior to construction, EMH&T will prepare a pre-construction video to document pre-existing conditions.
 - c. Conduct bi-weekly Progress Meetings (or as otherwise directed by the City) with the City, Contractor, and other project stakeholders as requested by the City.
 - i. EMH&T will provide for the meeting the following:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees

- d. EMH&T will have weekly meetings with the Contractor onsite to discuss their work plan for the current week and any changes or items which need to be addressed. EMH&T will coordinate with the City's Service Director on the status and content of these discussions.
- e. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules to the City for review and comment.
 - i. Review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the contract documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor
 - ii. Make recommendation to the Owner for time extension requests from the Contractor
 - iii. Require the Contractor to submit revised schedules when the proposed work is not anticipated to be performed in accordance with the project requirements
 - iv. Provide guidance to help minimize delays and regain time lost due to delays
- f. EMH&T's project representative will provide a point of contact for residents, businesses, and traveling public. The representative will walk the project corridor prior to construction to introduce themselves and provide contact information to the businesses. EMH&T will coordinate these discussions with the City's Service Director.
- g. EMH&T will maintain logs of quantities and prepare/generate pay documentation for City and contractor.
 - i. Maintain a log of quantities for payment.
 - ii. Generate monthly and final pay estimates.
 - iii. Review Contractor's claims and address whether or not Contractor's requests for additional compensation are justified.
 - iv. Generate change orders and process the change orders for Contractor and City.
 - v. Maintain a record of the work performed to include correspondence and daily observation reports.
- h. EMH&T will conduct final project walk through with the City and generate a punchlist.
 - i. Prepare punchlists for work performed not in accordance with the contract documents.
 - ii. Reassess punchlists until work is completed in accordance with the contract documents
 - iii. Submit a recommendation for acceptance of the project.
- i. Prepare a 1-Year warranty punchlist and coordinate with the Contractor to address required warranty work. EMH&T will coordinate with the City prior to conducting the 1-Year warranty review to allow the City to provide input and participate in warranty review.
- j. Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings. EMH&T will prepare and provide record drawings of the completed work.

2. Records/Document Control:

- a. Copies of the correspondence, change orders and pay estimates will be made available for the City to review.
- b. EMH&T will coordinate with the City to provide the following information for the City's review and retention:
 - Observation Reports
 - Submittals
 - Meeting Agendas, Sign In Sheets, and Minutes
 - Material Testing Results
 - Project Schedule

3. Design Consultation During Construction:

- a. EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution of the construction contract.
 - i. Review submittals and shop drawings for conformance with the plans and specifications
 - ii. Provide to the City those submittals requiring specific comments such as MOT plans and resident/business notifications. EMH&T will meet with the Service Department to discuss these specific submittals and coordinate the comments/approval, as necessary.
 - iii. Copies of the shop drawings and submittals will be made available for the City.
- b. The EMH&T design team will be available to attend meetings and respond to requests for information or clarification from the Contractor.

4. Resident Project Representation:

- a. Provide on-site construction observation during the contract duration as required.
- b. EMH&T will monitor construction activities performed by the Contractor and their subs and note whether the work is in conformance with the plans and specifications and measure project quantities for payment
 - i. The Resident Project Representative (RPR) will not stop work from being performed for non-conformance, but will notify the project's Senior Construction Representative immediately. The Senior Construction Representative will notify the City Service Director of non-conforming work items. The City will be responsible for providing notice of work stoppage to the Contractor
- c. The RPR will record their observations in a daily observation report and record the quantity of items performed and completed in conformance with the contract on a daily basis in a quantity log.
- d. Copies of the daily observation reports will be made available for the City to review.
- e. Monitor completed work and provide the City a recommendation for acceptance.
- f. Prepare a punchlist(s) for work performed not in accordance with the contract documents for the Engineer to review.
- g. Reassess punchlist items until the work is completed in accordance with the contract documents.
- h. Perform a 1-year warranty review.

EXCLUSIONS:

EMH&T shall not be responsible for:

- a. Contractor's means, methods, procedure, or safety precautions.
- b. Construction layout staking will be performed by the Contractor.
- c. GIS website updates and mapping services.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. The construction duration is 150 days.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table below, without prior written authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

Description of Service/Task	Fee
Construction Representation	\$9,422.00
Resident/Standby Representation	\$19,760.00
Reimbursable Expenses (printing, mileage, etc.)	\$1,955.00
PROPOSAL TOTAL FEE	\$31,137.00

City of Reynoldsburg
2021 Sanitary Rehabilitation Project

June 7, 2021

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If this description and estimated fee meet with your approval please authorize with your signature below. Should you have any questions regarding this proposal please do not hesitate to contact me at (614) 775-4555.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

PO Number

Print Name/Date

Copies: Mark Spears, EMH&T Inc.

Attachment: 2021 Sewer Rehab Post Bid Documents (Sewer Improvement Project 2021 Inspection Services)

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Finance and Administration Committee**

RE: THE PURPOSE OF THIS LEGISLATION IS TO AUTHORIZE
SEPARATE ACCOUNTING OF FEDERAL FUNDS FOR THE
AMERICAN RESCUE PLAN ACT OF 2021

SEPARATE ACCOUNTABILITY FOR FEDERAL PROGRAMS
AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT OF 2021
AND TRANSPARENCY ACT (FFATA) REQUIRES SEPARATE
ACCOUNTABILITY FOR DIRECT RECIPIENTS AS WELL AS
SUBRECIPIENTS OF FEDERAL AWARDS GREATER THAN
\$25,000.

THIS TRANSPARENCY IS USUALLY ACCOMPLISHED THROUGH
THE USE OF SEPARATE FUNDS, SUBFUNDS OR SPECIAL COST
CENTERS (SCCS) WITHIN EXISTING FUNDS.

ADDITIONALLY, OHIO REV. CODE §5705.09 REQUIRES
SUBDIVISIONS TO ESTABLISH SEPARATE FUNDS FOR EACH
CLASS OF REVENUE DERIVED FROM A SOURCE OTHER THAN
THE GENERAL PROPERTY TAX, WHICH THE LAW (I.E., TERMS
AND CONDITIONS OF A FEDERAL PROGRAM) REQUIRES TO BE
USED FOR A PARTICULAR PURPOSE

**LOCAL GOVERNMENTS DO NOT NEED TO SEEK AUDITOR
OF STATE APPROVAL FOR ESTABLISHING NEW COVID-19
FEDERAL PROGRAMS.**

* TWO READINGS and PASS AS EMERGENCY

Approval:

Completed	Completed	Completed
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City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

Joe Begeny	Chris Shook	Stephen Cicak
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Emergency/Suspension: Emergency

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

AN ORDINANCE TO ESTABLISH SEPARATE FUNDS AND ACCOUNTABILITY FOR FEDERAL PROGRAMS AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT OF 2021, AND DECLARING AN EMERGENCY

WHEREAS, **AUDITOR OF STATE BULLETIN 2021-004** AUTHORIZES THE CITY OF REYNOLDSBURG TO ESTABLISH SPECIAL REVENUE FUNDS FOR THE PURPOSE OF ACCUMULATING RESOURCES FOR THE RECEIPT AND EXPENDITURE OF FUNDS FROM THE AMERICAN RESCUE PLAN ACT OF 2021 AND

WHEREAS, IT IS THE DESIRE OF THE CITY COUNCIL TO CREATE SPECIAL REVENUE FUNDS TO ACCOUNT FOR THIS UNEXPECTED REVENUE AND ENSURE THE FUNDS ARE USED TO ADDRESS EXPENDITURES ONLY IN ACCORDANCE WITH FEDERAL GUIDELINES.

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

SECTION 1: THE CHART OF ACCOUNTS FOR THE CITY OF REYNOLDSBURG SHALL BE AMENDED AS FOLLOWS TO INCLUDE NEW SPECIAL REVENUE FUNDS TO ADDRESS RECEIPTS AND EXPENDITURES ACTIVITIES OF THE **AMERICAN RESCUE PLAN ACT OF 2021**:

<u>FUND</u>	<u>DESCRIPTION</u>
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American Rescue Plan

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

SECTION 2: THAT THIS ORDINANCE IS DEEMED TO BE AN EMERGENCY MEASURE NECESSARY FOR THE FINANCIAL NEEDS OF THE CITY. WHEREFORE UPON ADOPTION BY COUNCIL, THIS ORDINANCE SHALL BE IN EFFECT IMMEDIATELY UPON SIGNATURE BY THE MAYOR

.

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

DATE: **June 28, 2021**

TO: **Finance and Administration Committee**

RE: 2022 Tax Budget

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

Reason For Emergency: Financial needs of the City of Reynoldsburg

Requesting three readings with a public hearing on 6/28/2021

Emergency adoption requested upon third reading to avoid a 30 day wait

Per ORC, this must pass and be effective before July 20, 2021

**A RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF
REYNOLDSBURG, OHIO FOR THE FISCAL YEAR BEGINNING 2022, AND
DECLARING AN EMERGENCY**

WHEREAS, the tax budget of the City of Reynoldsburg, Ohio for the fiscal year 2022 has been presented to the City Council; and

WHEREAS, said tax budget has been made conveniently available to public inspection for at least ten (10) days by having at least two (2) copies thereof on file with the Clerk of Council; and

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

WHEREAS, the Council has held a Public Hearing on said tax budget of which public notice was given by publication not less than ten (10) days previous to the date thereof;

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

SECTION 1. That the said tax budget of the City of Reynoldsburg, State of Ohio, for the fiscal year beginning January 1, 2022 and ending December 31, 2022, is hereby adopted and approved, and that taxes are levied upon the real and personal property within the City of Reynoldsburg as returned upon the tax duplicate and should be collected for municipal purposes for the fiscal year 2022 as required by said tax budget.

SECTION 2. That the Clerk be and is hereby authorized and directed to send a certified copy of this Resolution to the Auditors of Franklin, Licking, and Fairfield Counties of the State of Ohio.

SECTION 3. That this Resolution is deemed to be an emergency measure necessary for the expedient financial operation of the city and further that the official tax budget of the City must be filed with the County Auditor by July 20, 2021. Therefore, upon adoption by Council, this Resolution shall be in effect immediately upon signature by the Mayor.

TOTAL REVENUE

<u>DESCRIPTION</u>	<u>For 2018 Actual</u>	<u>For 2019 Actual</u>	<u>For 2020 Actual</u>	<u>For 2021 Estimate</u>	<u>For 2022 Estimate</u>
REVENUES					
Local Taxes					
General Property Tax --- Real Estate	276,717	278,686	283,036	275,300	280,000
Tangible Personal Property Tax	0	0	0	0	0
Municipal Income Tax	14,567,932	18,361,232	17,010,420	17,400,000	17,500,000
Other Local Taxes	586,223	504,334	391,868	450,000	475,000
Total Local Taxes	15,430,872	19,144,252	17,685,324	18,125,300	18,255,000
Intergovernmental Revenues					
State Shared Taxes and Permits					
Local Government	715,159	783,440	737,753	750,000	750,000
Local Government (State Share)	0	62,882	138,583	65,000	135,000
Estate Tax	0		0	0	0
Cigarette Tax	1,275	1,347	1,382	1,200	1,200
License Tax					
Liquor and Beer Permits	45,852	43,491	42,297	40,000	40,000
Gasoline Tax					
Library and Local Government Support Fund					
Property Tax Allocation - Homestead & Rollback	37,701	37,438	37,356	35,000	35,000
Other State Shared Taxes and Permits	0	0	0	0	0
Total State Shared Taxes and Permits	799,987	928,598	957,371	891,200	961,200
Federal Grants or Aid					
State Grants or Aid	2,924	15,743	0	5,000	2,500
Other Grants or Aid					
Total Intergovernmental Revenues	802,911	944,341	957,371	896,200	963,700
Special Assessments					
Charges For Services	26,306	40,106	38,603	50,000	40,000
Fines, Licenses, and Permits	679,792	731,789	705,692	775,000	745,000
Miscellaneous - Interest	428,321	657,839	456,874	325,000	350,000
Other Financing Sources:					
Proceeds from Sale of Debt					
Transfers					
Advances					
Other sources	1,160,942	1,292,631	1,808,873	775,000	775,000
TOTAL REVENUE	18,529,144	22,810,958	21,652,737	20,946,500	21,128,700

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

DATE: June 28, 2021**TO: Public Service and Transportation Committee****RE: Accept Unrecorded Easement Meyersco Builders, LLC**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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Explanation of legislation and need:

Statement of necessity for Emergency passage:

**An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 Square Feet) from
Meyersco Builders, LLC, and Declaring an Emergency**

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

Section 1. That the following unrecorded Deed of Easement (24 square feet) from Meyersco Builders, LLC., be and are hereby accepted:

See Exhibit "A" attached hereto and made a part hereof.

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

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

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS that Meyersco Builders, LLC an Ohio Limited Liability Company (hereinafter referred to as “Grantor”), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, “Grantee”, a municipal corporation, the receipt of which is hereby acknowledged, does hereby grant to Grantee, its successors and assigns forever, a Utility Easement in, over, under, across and through the following described real property for the purposes of constructing, installing, maintaining, inspecting, repairing, renewing, removing and replacing a traffic signal (the “improvement”):

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

Prior Instrument reference number: 201403070028405

Recorder’s Office, Franklin County, Ohio

The granting of this easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

The Grantee is hereby given and granted the exclusive possession of the above described premises for the stated purposes and the Grantors, their heirs, administrators, successors, and assigns, covenant and agree that no building, structure, fence, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; and further covenant and agree that in the event the terms of this paragraph are violated by the Grantors or any person in privity with them, such violation will be promptly corrected and eliminated immediately upon receipt of notice from Grantee or Grantee shall have the right to remove or otherwise eliminate such violations, and Grantors their heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

A Temporary Construction Easement shall hereby be granted to Grantee for use as needed during original construction of the utility and appurtenances thereto. Said Temporary Construction Easement shall terminate and automatically revert the property subject to this Temporary Easement, to the Grantors upon completion of original construction.

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, Nathan Myers,
of Meyenco Builders, LLC have caused this instrument to be executed and
subscribed this 14th day of JUNE, 2021.

Nathan Myers

Title: OWNER
Meyenco Builders, LLC

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 14th day of June,
2020, before me, the subscriber, a Notary Public in and for said county and state,
personally came Nathan Myers, who acknowledged the
signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed
my official seal on the day and year last aforesaid.

Jessica Rosenthal
Notary Public



Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068

UTILITY EASEMENT
24.00 SQUARE FEET

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands and being on, over and across Lot 18 of "Reynoldsburg Town Plat" of record in Plat Book 3, Page 159 (destroyed by fire), conveyed to Myersco Builders LLC by deed of record in Instrument Number 201403070028405 (all references refer to the records of the Recorder's Office, Franklin County, Ohio) and being described as follows:

Beginning, for reference, at a northwesterly corner of said Meyresco Builders LLC tract and the northeasterly corner of that tract conveyed to Dan Edward Derringer III, Trustee of the Dan Edward Derringer III Beneficiary Trust, dtd 12/21/2012, by deed of record in Instrument Number 201801030000643 and in the southerly right of way line of East Main Street (80') and the northerly line of said Lot 18;

Thence North 88° 37' 04" East, with the northerly line of said Lot 18 and in the southerly right of way line of said East Main Street, a distance of 12.42 feet to the TRUE POINT OF BEGINNING;

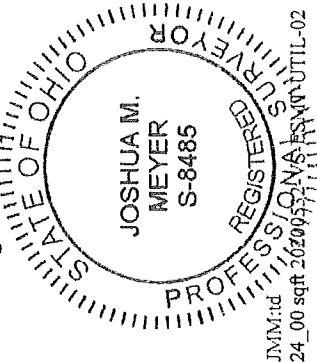
Thence North 88° 37' 04" East, continuing with the northerly line of said Lot 18 and with the southerly right of way line of said East Main Street, a distance of 6.00 feet to a point;

Thence across said Lot 18, the following courses and distances:

South 01° 22' 56" East, a distance of 4.00 feet to a point;

South 88° 37' 04" West, a distance of 6.00 feet to a point; and

North 01° 22' 56" West, a distance of 4.00 feet to the TRUE POINT OF BEGINNING, containing 24.00 square feet of land, more or less.

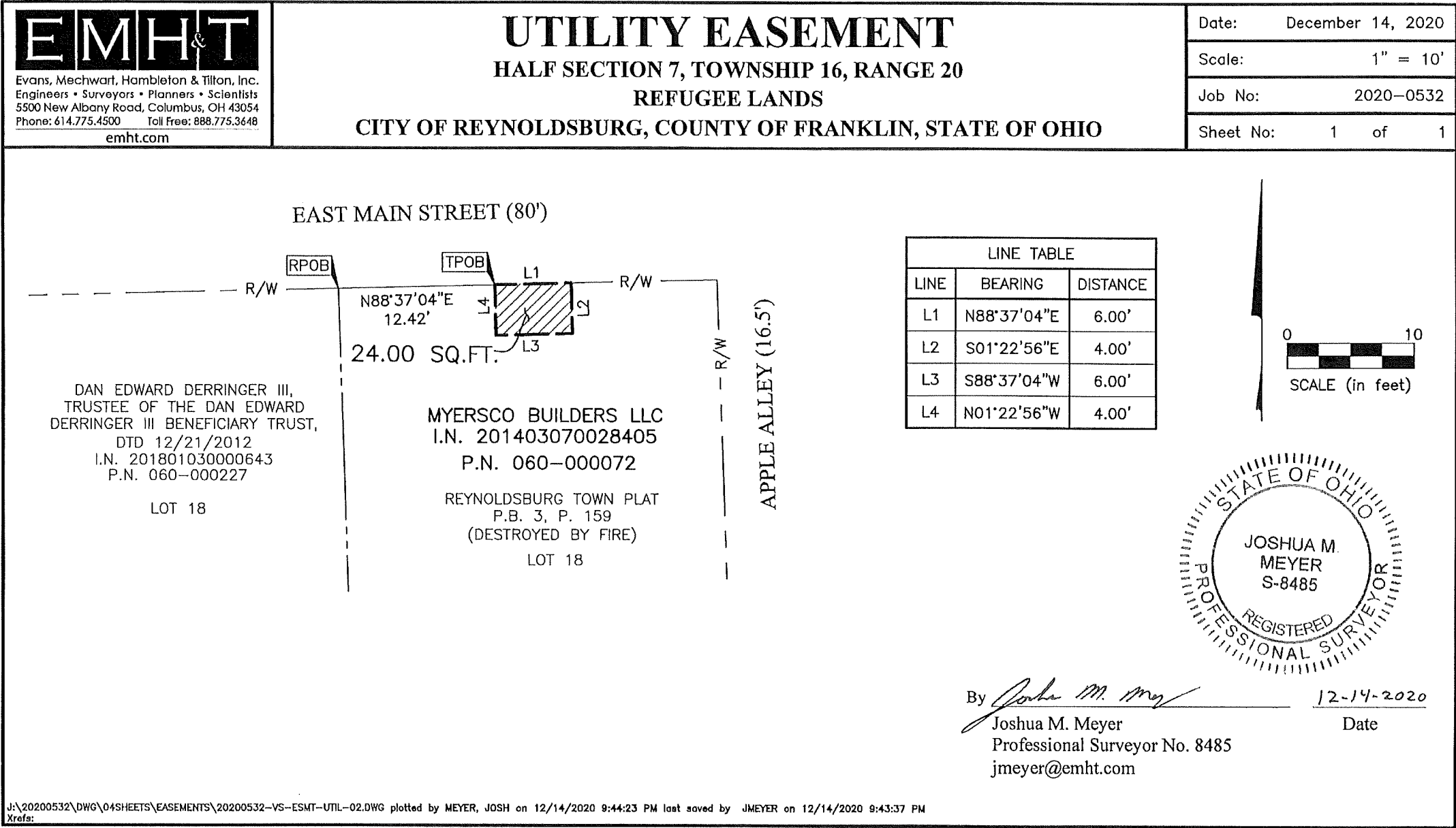


EVANS, MECHWART, HAMBLETON AND TILTON, INC

Joshua M. Meyer

Joshua M. Meyer
Professional Surveyor No. 8485

12-14-2020



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

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: **Accept Unrecorded Easement Kenyon**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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This Right of Way acquisition is for the ongoing E. Main Street improvements between Davidson Drive and Jackson Street

An Ordinance to Accept an Unrecorded Deed of Utility Easement (24 square feet) from Robert E. Kenyon, Jr., and Declaring an Emergency

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

Section 1. That the following unrecorded Deed of Easement (24 square feet) from Robert E. Kenyon, Jr., be and are hereby accepted:

See Exhibit "A" attached hereto and made a part hereof.

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

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS that Robert E. Kenyon Jr., an unmarried man, widowed, (hereinafter referred to as “Grantor”), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, “Grantee”, a municipal corporation, the receipt of which is hereby acknowledged, does hereby grant to Grantee, its successors and assigns forever, a Utility Easement in, over, under, across and through the following described real property for the purposes of constructing, installing, maintaining, inspecting, repairing, renewing, removing and replacing a traffic signal (the “improvement”):

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

Prior Instrument reference number: 200907300111348
201905230060405

Recorder’s Office, Franklin County, Ohio

The granting of this easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

The Grantee is hereby given and granted the exclusive possession of the above described premises for the stated purposes and the Grantors, their heirs, administrators, successors, and assigns, covenant and agree that no building, structure, fence, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; and further covenant and agree that in the event the terms of this paragraph are violated by the Grantors or any person in privity with them, such violation will be promptly corrected and eliminated immediately upon receipt of notice from Grantee or Grantee shall have the right to remove or otherwise eliminate such violations, and Grantors their heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

A Temporary Construction Easement shall hereby be granted to Grantee for use as needed during original construction of the utility and appurtenances thereto. Said Temporary Construction Easement shall terminate and automatically revert the property subject to this Temporary Easement, to the Grantors upon completion of original construction.

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, Robert E. Kenyon, Jr. have caused this instrument to be executed and subscribed this 17th day of February, 2021.

REK - Jr.
Robert E. Kenyon Jr.

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

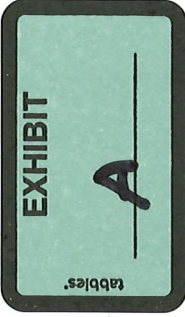
BE IT REMEMBERED, that on this 17th day of February, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came Robert E. Kenyon, Jr., who acknowledged the signing thereof to be his/her free act and deed.



IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the 17th day of February, 2021.

Kyle C. Williams
NOTARY PUBLIC - OHIO
FRANKLIN COUNTY Notary Public
MY COMMISSION EXPIRES 05/13/26

Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068



UTILITY EASEMENT
24.00 SQUARE FEET

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands and being on, over and across Lot 19 of "Reynoldsburg Town Plat" of record in Plat Book 3, Page 159 (destroyed by fire), conveyed to Robert E. Kenyon, Jr. by deed of record in Instrument Number 200907300111348 and Instrument Number 201905200058272 (all references, refer to the records of the Recorder's Office, Franklin County, Ohio) and being described as follows:

Beginning, for reference, at a northwesterly corner of said Lot 19, at a northeasterly corner of Lot 20 of said "Reynoldsburg Town Plat" conveyed to Nancy S. Dickerson, Trustee of the Nancy S. Dickerson Revocable Trust dated July 25, 2017 (1/2 interest) by deed of record in Instrument Number 201911210155488, and Amanda D. Clancy, Trustee of the Dickerson Keystone Inheritance Trust, dated January 15, 2007 (1/2 interest) and in the southerly right of way line of East Main Street (80');

Thence North 88° 37' 04" East, with the northerly line of said Lot 19 and in the southerly right of way line of said East Main Street, a distance of 18.40 feet to the TRUE POINT OF BEGINNING;

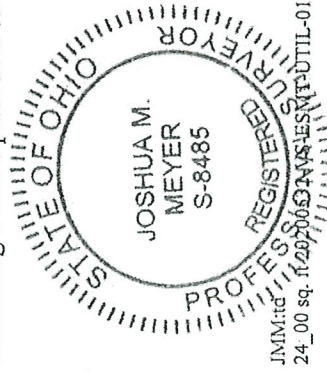
Thence North 88° 37' 04" East, continuing with the northerly line of said Lot 19 and with the southerly right of way line of said East Main Street, a distance of 6.00 feet to a point;

Thence across said Lot 19, the following courses and distances:

South 01° 22' 56" East, a distance of 4.00 feet to a point;

South 88° 37' 04" West, a distance of 6.00 feet to a point; and

North 01° 22' 56" West, a distance of 4.00 feet to the TRUE POINT OF BEGINNING, containing 24.00 square feet of land, more or less.



EVANS, MECHWART, HAMBLETON AND TILTON, INC

Joshua M. Meyer
Professional Surveyor No. 8485

12-14-2020



Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648
emht.com

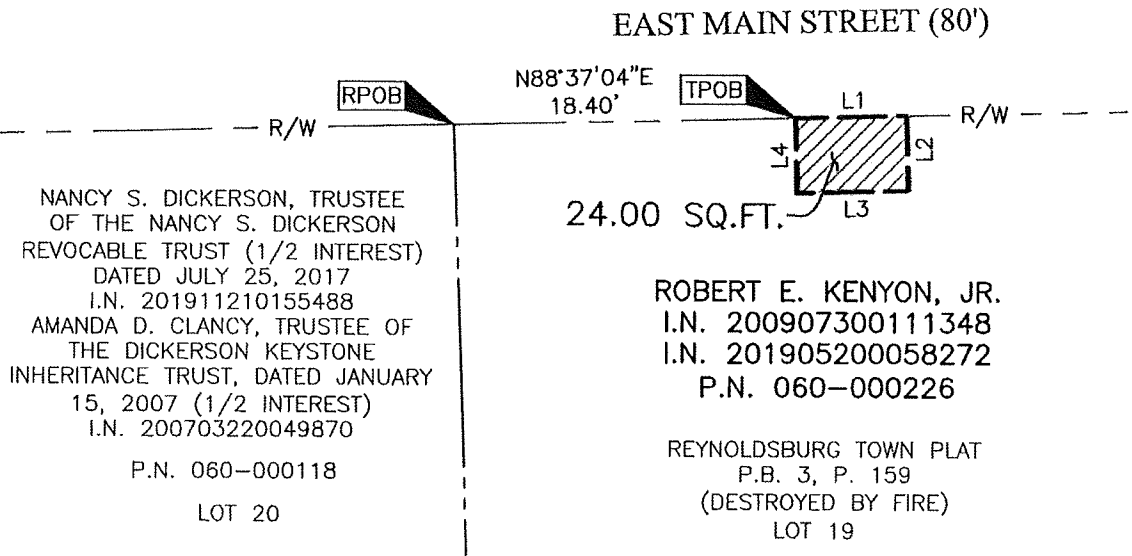
UTILITY EASEMENT

HALF SECTION 7, TOWNSHIP 16, RANGE 20

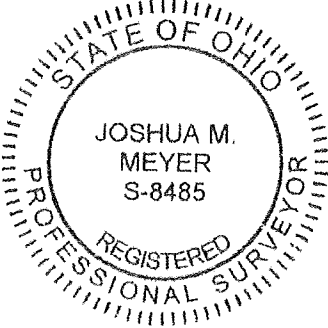
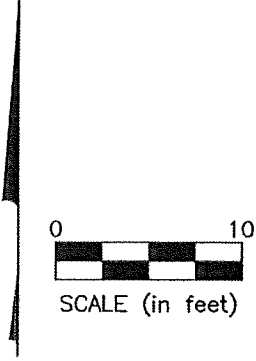
REFUGEE LANDS

CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO

Date:	December 14, 2020
Scale:	1" = 10'
Job No:	2020-0532
Sheet No:	1 of 1



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N88°37'04"E	6.00'
L2	S01°22'56"E	4.00'
L3	S88°37'04"W	6.00'
L4	N01°22'56"W	4.00'



By Joshua M. Meyer 12-14-2020
Joshua M. Meyer Date
Professional Surveyor No. 8485
jmeyer@emht.com

J:\20200532\DWG\04SHEETS\EASEMENTS\20200532-VS-ESMT-UTIL-01.DWG plotted by MEYER, JOSH on 12/14/2020 9:40:05 PM last saved by JMEYER on 12/14/2020 9:39:18 PM
Xrefs:

Attachment: Kenyon, Executed Easement (Accept Unrecorded Easement Kenyon)

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Accept Unrecorded Right-of-Way Deed Kevin Patel, LLC**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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This Right of Way acquisition is for the ongoing E. Main Street improvements between Davidson Drive and Jackson Street

AN ORDINANCE TO ACCEPT AN UNRECORDED RIGHT-OF-WAY DEED (0.003 Acres) FROM KEVIN PATEL, LLC, AND DECLARING AN EMERGENCY

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

Section 1. That the following unrecorded Right-of-Way Deed (0.003 acres) from Kevin Patel, LLC, be and are hereby accepted:

See Exhibit "A" Attached hereto and made a part hereof.

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

GENERAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that Kevin Patel, LLC, an Ohio Limited Liability Company (hereinafter referred to as "Grantor"), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, "Grantee", a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant in fee simple title with all general warrant covenants under Section 5302.06 of the Ohio Revised Code, without limitation of existing access rights, and subject to easements, conditions, and restrictions of record, to Grantee, and Grantee's successors and assigns, the following described real property:

See Legal Description attached hereto as Exhibit "A" and incorporated herein.

Prior Instrument reference number: 201810030134524
Recorder's Office, Franklin County

The granting of these easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

THE REAL PROPERTY LEGALLY DESCRIBED ON EXHIBIT A IS INTENDED BY GRANTEE TO BE HELD FOR USE AS PUBLIC RIGHT OF WAY

See Legal Description attached hereto as Exhibit "A and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, Kevin Patel,
_____ of Kevin Patel, LLC has caused this instrument to be executed and
subscribed this 14 day of April, 2021.

Title: Owner
Kevin Patel, LLC Ken Patel

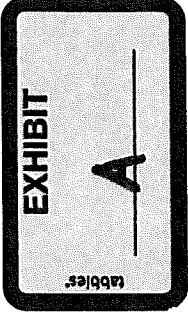
STATE OF OHIO AK) 752 N. State St.
COUNTY OF FRANKLIN) SS: Westerville OH 43082
Delaware

BE IT REMEMBERED, that on this 14 day of April,
2021, before me, the subscriber, a Notary Public in and for said county and state,
personally came Kevin Patel, who acknowledged the
signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed
my official seal on this 14 day of April, 2021.
ASHLEY M. POWELL
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires 04-19-2025



Instrument prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068



0.003 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands, being out of Lot 6 of "Reynoldsburg Town Plat" of record in Plat Book 3, Page 159 (destroyed by fire), conveyed to Kevin Patel, LLC by deed of record in Instrument Number 201810030134524 (all references refer to the records of the Recorder's Office, Franklin County, Ohio, unless noted otherwise) and being described as follows:

BEGINNING at an iron pin set at a northeasterly corner of said Lot 6, at the corner common to the southerly right of way line of East Main Street (U.S. Route 40, 80') and the westerly right of way line of Jackson Avenue (58.5') of record in Surveyor's Plat Book 3, Page 171 on file with the Franklin County Engineer's Office;

Thence South 03° 38' 55" West, with the easterly line of said Lot 6 and the westerly right of way line of said Jackson Avenue, (passing a 3/4" iron pipe found at 2.56', 0.59 feet East), a distance of 41.80 feet to an iron pin set;

Thence across said Lot 6, the following courses and distances:

North 00° 35' 42" West, a distance of 20.68 feet to an iron pin set at a point of curvature;

With the arc of said curve to the left, having a central angle of 41° 16' 26", a radius of 26.37 feet, an arc length of 19.00 feet, a chord bearing of North 21° 13' 55" West and a chord distance of 18.59 feet to an iron pin set at a point of compound curvature; and

With the arc of said curve to the left, having a central angle of 29° 27' 50", a radius of 12.00 feet, an arc length of 6.17 feet, a chord bearing of North 56° 36' 03" West and a chord distance of 6.10 feet to an iron pin set in the northerly line of said Lot 6 and in the southerly right of way line of said East Main Street;

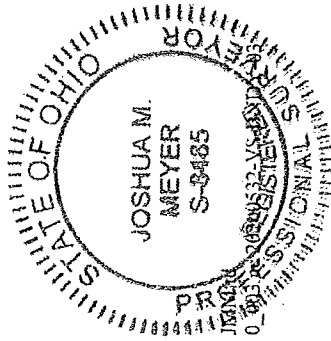
Thence North 88° 37' 04" East, with the northerly line of said Lot 6 and with the southerly right of way line of said East Main Street, a distance of 14.71 feet to the POINT OF BEGINNING, containing 0.003 acre of land, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30) inches long with a plastic plug placed in the top bearing the initials EMHT INC.

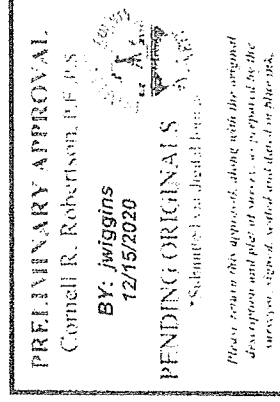
The bearings are based on the Ohio Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56° 30' 34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

This description is based on an actual field survey performed by or under the direct supervision of Joshua M. Meyer, Professional Surveyor Number 8485 in July 2020.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

Joshua M. Meyer 12-14-2020
Joshua M. Meyer
Professional Surveyor No. 8485



EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648
emht.com

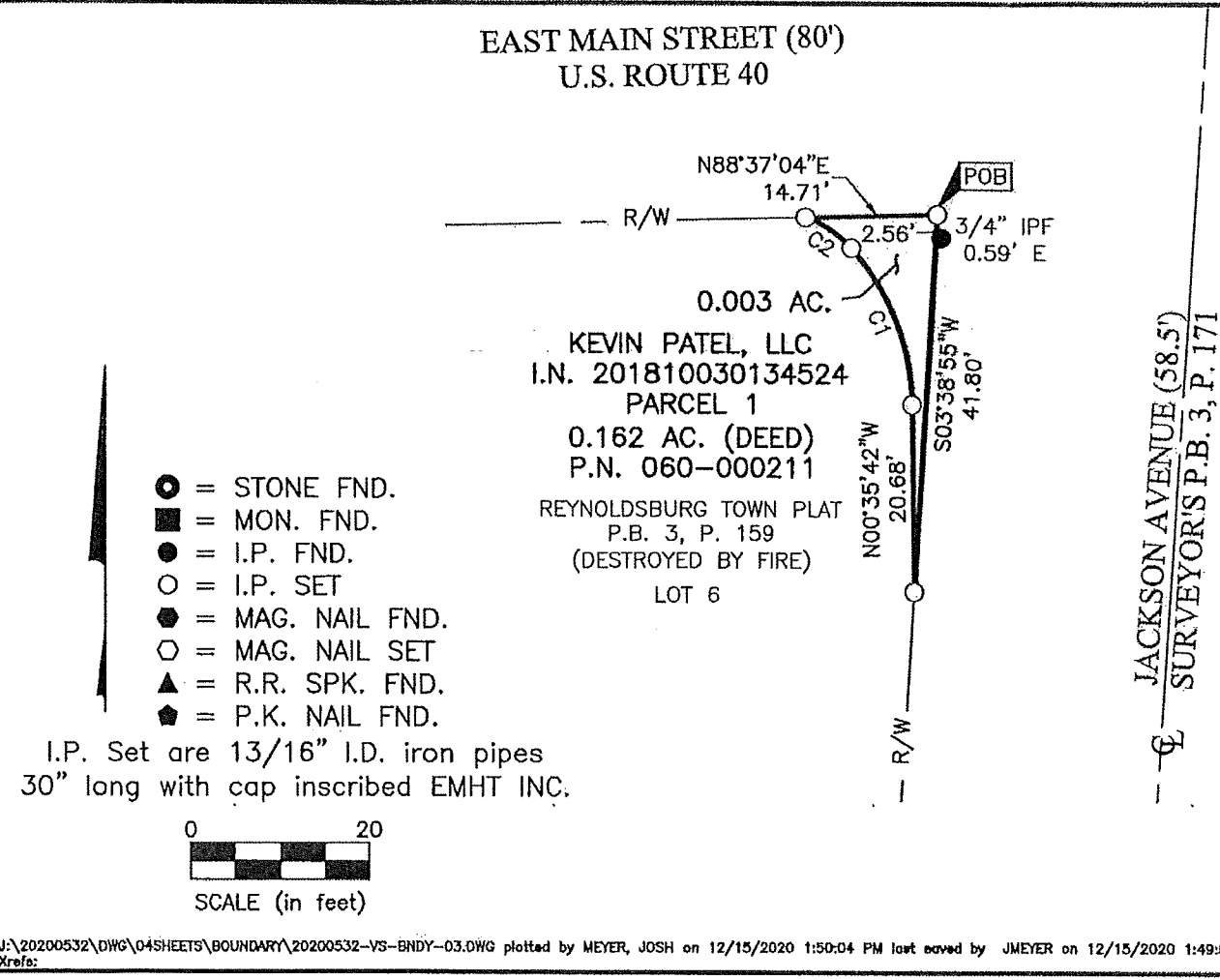
SURVEY OF ACREAGE PARCEL

HALF SECTION 7, TOWNSHIP 16, RANGE 20

REFUGEE LANDS

CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO

Date:	December 14, 2020
Scale:	1" = 20'
Job No:	2020-0532
Sheet No:	1 of 1



BASIS OF BEARINGS:
The bearings are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56°30'34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

SURVEY NOTE:
This survey was prepared using documents of record, prior plats of survey, and observed evidence located by an actual field survey in July 2020.

CURVE TABLE					
CURVE	DELTA	RADIUS	ARC	CH. BEARING	CH. DIST.
C1	41°16'26"	26.37'	19.00'	N21°13'55"W	18.59'
C2	29°27'50"	12.00'	6.17'	N56°36'03"W	6.10'

By *Joshua M. Meyer*
Joshua M. Meyer
Professional Surveyor No. 8485
jmeyer@emht.com

STATE OF OHIO
12-14-2020
JOSHUA M. MEYER
S-8485 Date
PROFESSIONAL SURVEYOR

J:\20200532\DWG\04SHEETS\BOUNDARY\20200532-VS-BNDY-03.DWG plotted by MEYER, JOSH on 12/15/2020 1:50:04 PM last eaved by JMEYER on 12/15/2020 1:49:55 PM
Xrefs:

Attachment: Patel Executed ROW (Accept Unrecorded Right-Of-Way Deed Kevin Patel, LLC)

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Accept Unrecorded Right-Of-Way Jack and Leshan Sun**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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This Right-of-Way acquisition is for the ongoing E. Main Street improvements between Davidson Drive and Jackson Street

AN ORDINANCE TO ACCEPT AN UNRECORDED RIGHT-OF-WAY DEED (0.014 Acres) FROM JACK AND LESHAN SUN, AND DECLARING AN EMERGENCY

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

Section 1. That the following unrecorded Right-of-Way Deed (0.014 acres) from Jack Sun and Leshan Sun, be and are hereby accepted:

See Exhibit "A" attached hereto and made a part hereof.

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

GENERAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that Jack Sun and Leshan Sun, Husband and Wife (hereinafter referred to as "Grantors"), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, "Grantee", a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant in fee simple title with all general warrant covenants under Section 5302.06 of the Ohio Revised Code, without limitation of existing access rights, and subject to easements, conditions, and restrictions of record, to Grantee, and Grantee's successors and assigns, the following described real property:

See Legal Description attached hereto as Exhibit "A" and incorporated herein.

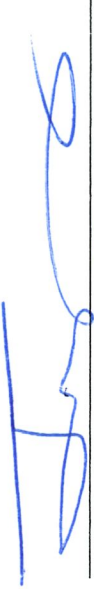
Prior Instrument reference number: 200509280203041
Recorder's Office, Franklin County

The granting of these easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

THE REAL PROPERTY LEGALLY DESCRIBED ON EXHIBIT A IS INTENDED BY GRANTEE TO BE HELD FOR USE AS PUBLIC RIGHT OF WAY

See Legal Description attached hereto as Exhibit "A and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, Jack Sun and Leshan Sun have caused this instrument to be executed and subscribed this 24th day of June, 2021.



Jack Sun

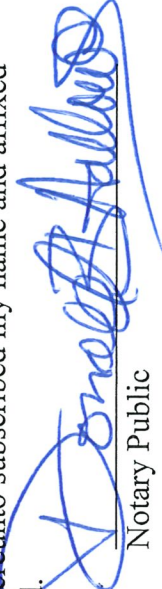


Leshan Sun

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

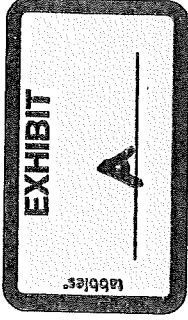
BE IT REMEMBERED, that on this 24th day of June, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came Jack Sun and Leshan Sun, who acknowledged the signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068



0.014 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands, being out of Lot 2 of "Johnson's Addition" of record in Plat Book 3, Page 161, conveyed to Jack Sun and Leshan Sun by deed of record in Instrument Number 200509280203041 (all references refer to the records of the Recorder's Office, Franklin County, Ohio) and being described as follows:

BEGINNING at an iron pin set at a southwesterly corner of said Lot 2, at the corner common to the northerly right of way line of East Main Street (U.S. Route 40, 80') and the easterly right of way line of Lancaster Avenue (60');

Thence North 00° 47' 56" West, with the westerly line of said Lot 2 and the easterly right of way line of said Lancaster Avenue, a distance of 51.27 feet to an iron pin set;

Thence South 16° 34' 38" East, across said Lot 2, a distance of 26.82 feet to an iron pin set;

Thence South 48° 03' 28" East, continuing across said Lot 2, a distance of 37.01 feet to an iron pin set in the southerly line of said Lot 2 and in the northerly right of way line of said East Main Street (U.S. Route 40);

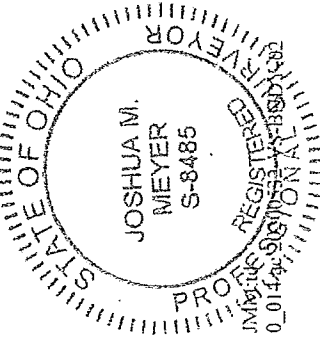
Thence South 88° 37' 04" West, with the southerly line of said Lot 2 and with the northerly right of way line of said East Main Street, (passing a 3/4" iron pin found at 30.08 feet (0.32 feet North)), a distance of 34.47 feet to the POINT OF BEGINNING, containing 0.014 acre of land, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30) inches long with a plastic plug placed in the top bearing the initials EMHT INC.

The bearings are based on the Ohio Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56° 30' 34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

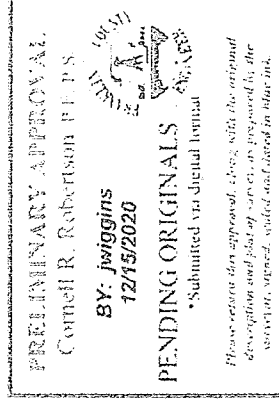
This description is based on an actual field survey performed by or under the direct supervision of Joshua M. Meyer, Professional Surveyor Number 8485 in July 2020.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

Joshua M. Meyer 12-14-2020

Joshua M. Meyer
Professional Surveyor No. 8485



EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648
emht.com

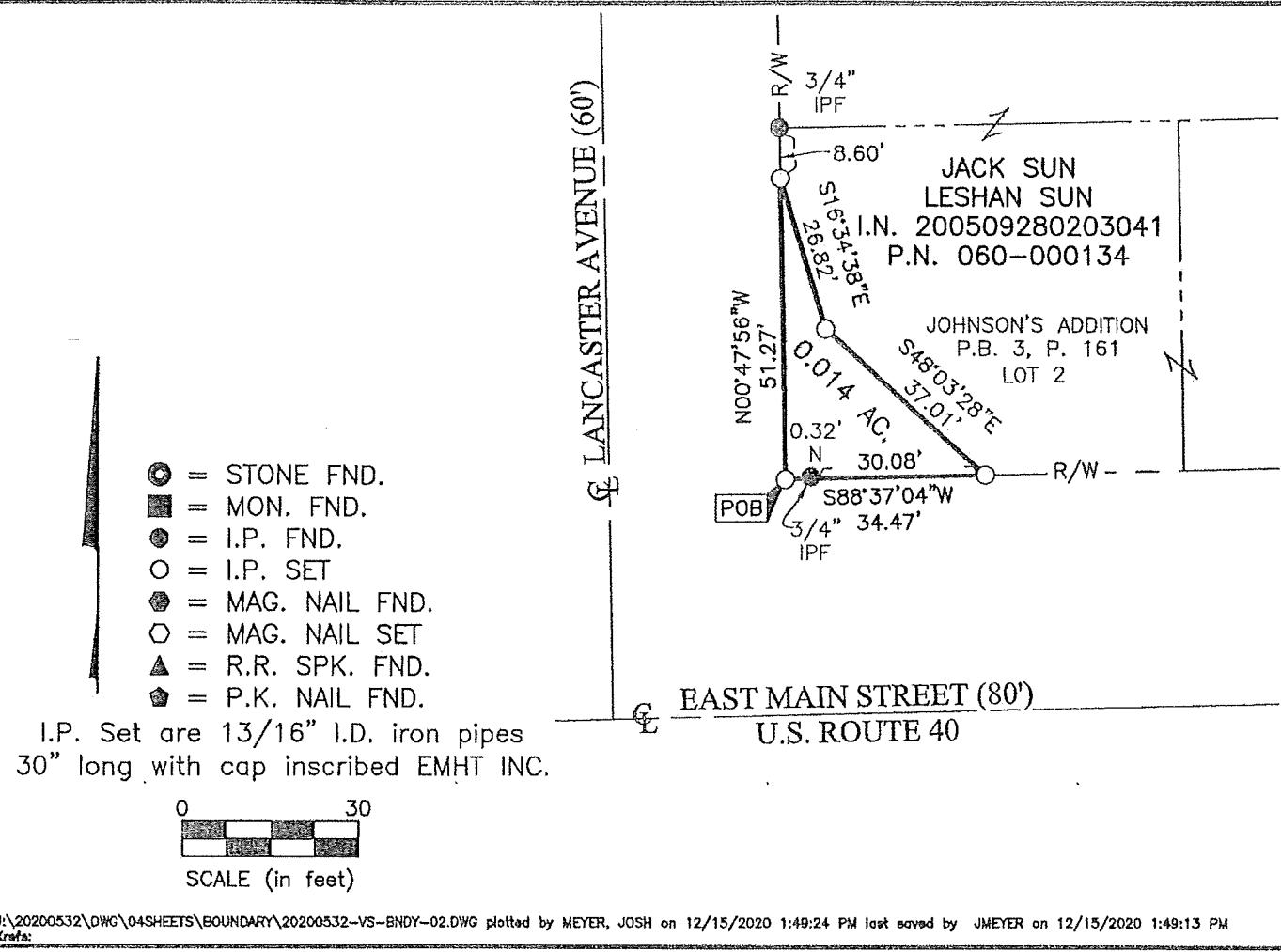
SURVEY OF ACREAGE PARCEL

HALF SECTION 7, TOWNSHIP 16, RANGE 20

REFUGEE LANDS

CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO

Date:	December 14, 2020
Scale:	1" = 30'
Job No:	2020-0532
Sheet No:	1 of 1



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

DATE: June 28, 2021

TO: Public Service and Transportation Committee

RE: Accept Unrecorded Right-of-Way Deed Trivium Reynoldsburg Developments, LLC

Approval:

Pending Joe Begeny	Pending Chris Shook	Stephen Cicak
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This Right of Way acquisition is for the ongoing E. Main Street improvements between Davidson Drive and Jackson Street

AN ORDINANCE TO ACCEPT AN UNRECORDED RIGHT-OF-WAY DEED (0.005 Acres) FROM TRIVIUM REYNOLDSBURG DEVELOPMENTS, LLC, AND DECLARING AN EMERGENCY

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

Section 1. That the following unrecorded Right-of-Way Deed (0.005 acres) from Trivium Reynoldsburg Developments, LLC be and are hereby accepted:

See Exhibit "A" attached hereto and made a part hereof.

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

GENERAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that Trivium Reynoldsburg Developments, LLC, an Ohio limited liability company (hereinafter referred to as “Grantor”), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, “Grantee”, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant in fee simple title with all general warrant covenants under Section 5302.06 of the Ohio Revised Code, without limitation of existing access rights, and subject to easements, conditions, and restrictions of record, to Grantee, and Grantee’s successors and assigns, the following described real property:

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

Prior Instrument reference number: 202104270074187
Recorder’s Office, Franklin County

The granting of these easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

THE REAL PROPERTY LEGALLY DESCRIBED ON EXHIBIT A IS INTENDED BY GRANTEE TO BE HELD FOR USE AS PUBLIC RIGHT OF WAY

See Legal Description attached hereto as Exhibit “A and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, Timothy Spencer, Manager of Trivium Reynoldsburg Investments, LLC has caused this instrument to be executed and subscribed this 25th day of June, 2021.

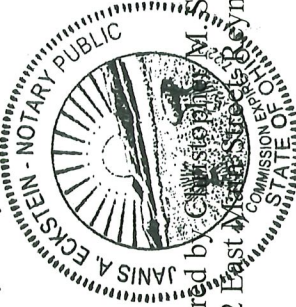
Title: [Signature]
Trivium Reynoldsburg Investments,
LLC
Manager - Timothy Spencer

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 25th day of June, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came Timothy Spencer, Manager, who acknowledged the signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

[Signature]
Notary Public



Instrument Prepared by: Christina M. Shook, Reynoldsburg City Attorney
7232 East Wacker Street, Columbus, Ohio 43068



0.005 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands, being out of Lot 56 of "Plat of the Corporation of Reynoldsburg 1857" of record in Surveyor's Plat Book 3, Page 171 on file with the Franklin County Engineer's Office, conveyed to United Presbyterian Church of Truro Township by deed of record in Deed Book 74, Page 123 (all references refer to the records of the Recorder's Office, Franklin County, Ohio unless noted otherwise) and being described as follows:

BEGINNING at an iron pin set at a northwesterly corner of said Lot 56, at the corner common to the southerly right of way line of East Main Street (U.S. Route 40, 80') and the westerly right of way line of Jackson Avenue (58.5') of record in Surveyor's Plat Book 3, Page 171;

Thence North 88° 37' 04" East, with the northerly line of said Lot 56, with the southerly right of way line of said East Main Street, a distance of 18.03 feet to an iron pin set at a point on a curve;

Thence across said Lot 56, the following courses and distances:

With the arc of a curve to the left, having a central angle of 68° 08' 48", a radius of 17.00 feet, an arc length of 20.22 feet, a chord bearing of South 37° 45' 02" West and a chord distance of 19.05 feet to an iron pin set at a point of tangency;

South 03° 40' 38" West, a distance of 8.31 feet to an iron pin set; and

North 86° 21' 05" West, a distance of 7.28 feet to an iron pin set in the westerly line of said Lot 56 and in the easterly right of way line of said Jackson Avenue;

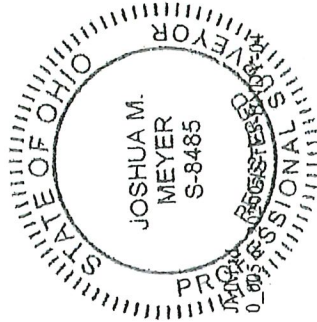
Thence North 03° 38' 55" East, with the westerly line of said Lot 56 and with the easterly right of way line of said Jackson Avenue, a distance of 22.50 feet to the POINT OF BEGINNING, and containing 0.005 acre of land, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30) inches long with a plastic plug placed in the top bearing the initials EMHT INC.

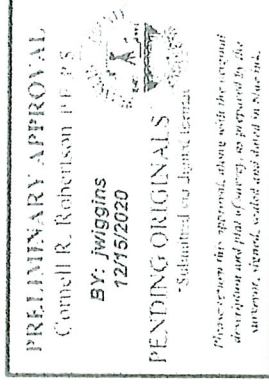
The bearings are based on the Ohio Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56° 30' 34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

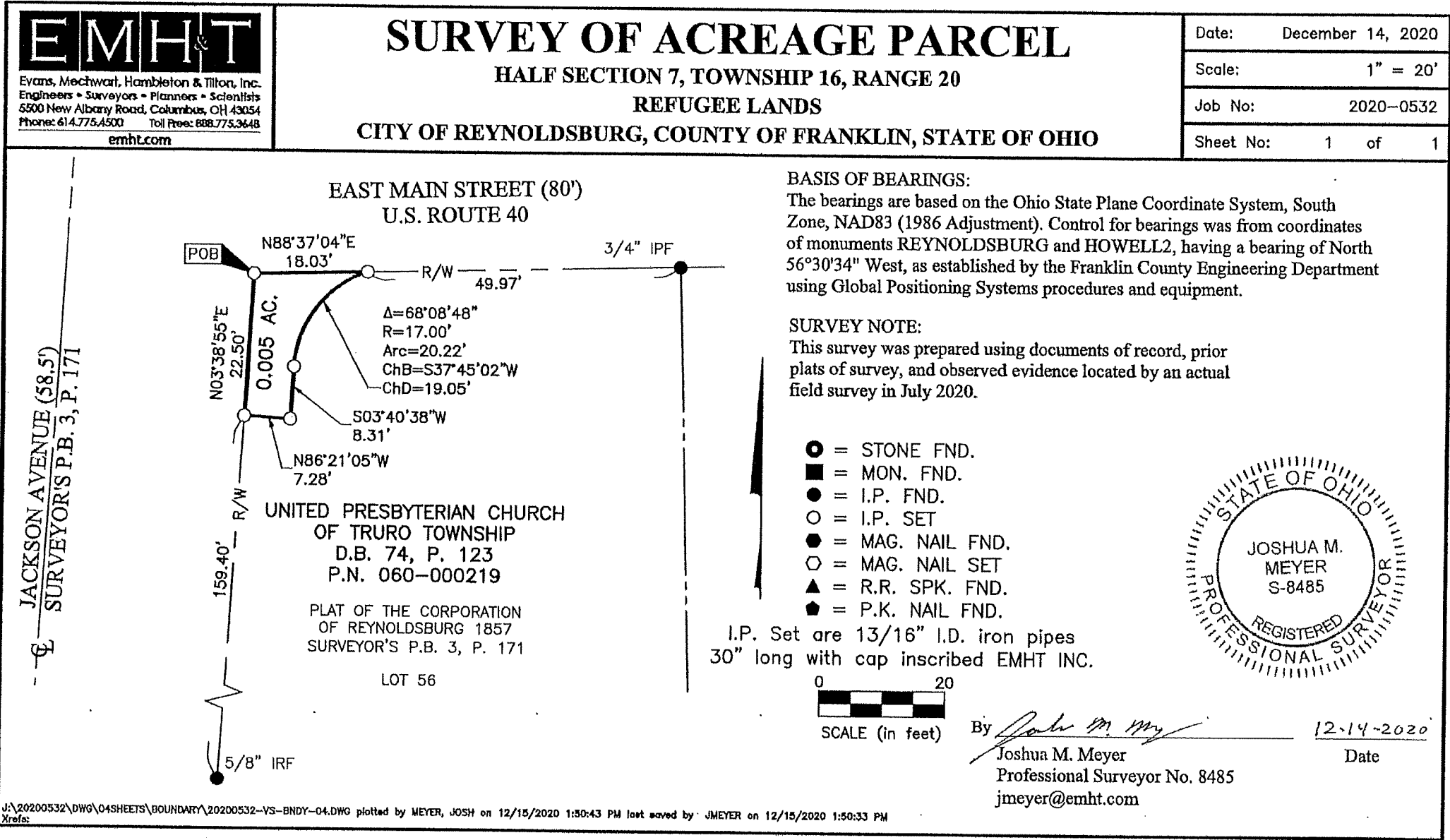
This description is based on an actual field survey performed by or under the direct supervision of Joshua M. Meyer, Professional Surveyor Number 8485 in July 2020.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

Joshua M. Meyer 12-14-2020
Joshua M. Meyer
Professional Surveyor No. 8485





City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Right-of-Way Deed City of Reynoldsburg**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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This Right of Way transfer is for the ongoing E. Main Street improvements between Davidson Drive and Jackson Street

An Ordinance Authorizing the Mayor to Execute a Right-of-Way Deed (0.017 Acres) to the City of Reynoldsburg to be Filed with the Franklin County Recorder's Office, and Declaring an Emergency

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

Section 1. That the Mayor is hereby authorize to execute and file with the Franklin County Recorder's Office the following Right-of-Way Deed (0.017 acres) to and from the City of Reynoldsburg:

See Exhibit "A" attached hereto and made a part hereof.

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

GENERAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that the City of Reynoldsburg, an Ohio municipal corporation, (hereinafter referred to as “Grantor”), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, “Grantee”, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant in fee simple title with all general warrant covenants under Section 5302.06 of the Ohio Revised Code, without limitation of existing access rights, and subject to easements, conditions, and restrictions of record, to Grantee, and Grantee’s successors and assigns, the following described real property:

See Legal Description attached hereto as Exhibit “A” and incorporated herein.

Prior Instrument reference number: 201803200036364
Recorder’s Office, Franklin County

The granting of these easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

THE REAL PROPERTY LEGALLY DESCRIBED ON EXHIBIT A IS INTENDED BY GRANTEE TO BE HELD FOR USE AS PUBLIC RIGHT OF WAY

See Legal Description attached hereto as Exhibit “A and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, _____,
_____ of the City of Reynoldsburg has caused this instrument to be executed and subscribed this _____ day of _____, 2021.

Title:
City of Reynoldsburg

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

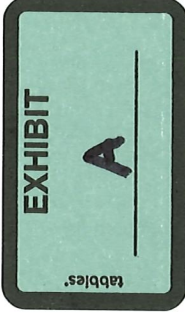
BE IT REMEMBERED, that on this _____ day of _____, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came _____, who acknowledged the signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068

Attachment: City of Reynoldsburg ROW Deed (Right-Of-Way Deed City of Reynoldsburg)



0.017 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands, being out of Lot 3 of "Johnson's Addition" of record in Plat Book 3, Page 161, conveyed to City of Reynoldsburg by deed of record in Instrument Number 201803200036364 (all references refer to the records of the Recorder's Office, Franklin County, Ohio) and being described as follows:

BEGINNING at an iron pin set at a southeasterly corner of said Lot 3, at the corner common to the northerly right of way line of East Main Street (U.S. Route 40, 80') and the westerly right of way line of Lancaster Avenue (60');

Thence South 88° 37' 04" West, with the southerly line of said Lot 3 and the northerly right of way line of said East Main Street (U.S. Route 40), a distance of 38.39 feet to an iron pin set;

Thence North 43° 30' 27" East, across said Lot 3, a distance of 54.96 feet to an iron pin set in the easterly line of said Lot 3 and in the westerly right of way line of said Lancaster Avenue;

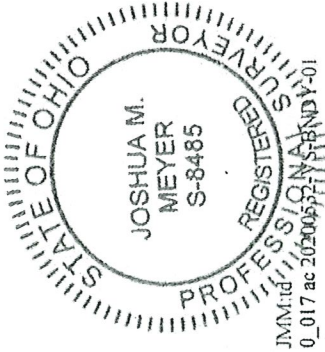
Thence South 00° 47' 56" East, with the easterly line of said Lot 3 and with the westerly right of way line of said Lancaster Avenue, a distance of 38.94 feet to the POINT OF BEGINNING, containing 0.017 acre of land, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30) inches long with a plastic plug placed in the top bearing the initials EMHT INC.

The bearings are based on the Ohio Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56° 30' 34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

This description is based on an actual field survey performed by or under the direct supervision of Joshua M. Meyer, Professional Surveyor Number 8485 in July 2020.



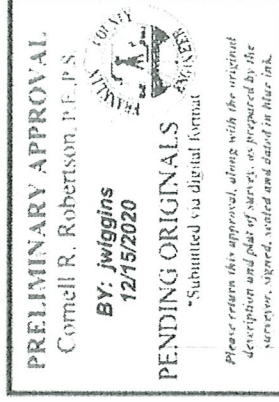
EVANS, MECHWART, HAMBLETON & TILTON, INC.

Josh M. Meyer

Joshua M. Meyer
Professional Surveyor No. 8485

12-14-2020

Date



EMH&T
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648
emht.com

SURVEY OF ACREAGE PARCEL

HALF SECTION 7, TOWNSHIP 16, RANGE 20

REFUGEE LANDS

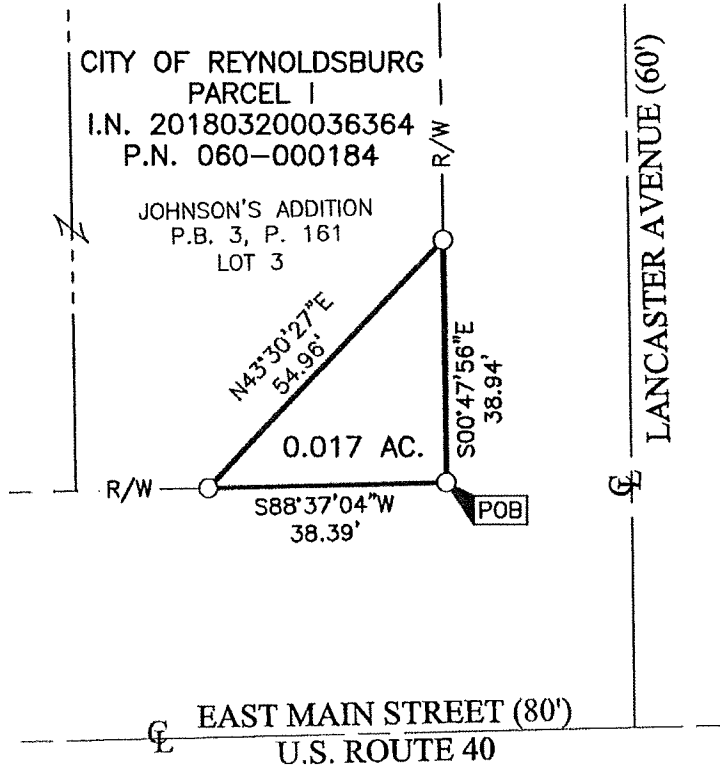
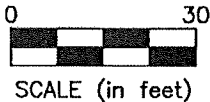
CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO

Date:	December 14, 2020
Scale:	1" = 30'
Job No:	2020-0532
Sheet No:	1 of 1



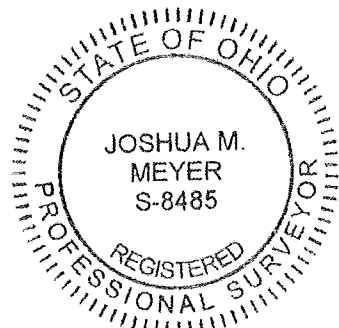
- = STONE FND.
- = MON. FND.
- = I.P. FND.
- = I.P. SET
- = MAG. NAIL FND.
- = MAG. NAIL SET
- ▲ = R.R. SPK. FND.
- ◆ = P.K. NAIL FND.

I.P. Set are 13/16" I.D. iron pipes
30" long with cap inscribed EMHT INC.



BASIS OF BEARINGS:
The bearings are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56°30'34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

SURVEY NOTE:
This survey was prepared using documents of record, prior plats of survey, and observed evidence located by an actual field survey in July 2020.



By Joshua M. Meyer 12-14-2020
Joshua M. Meyer Date
Professional Surveyor No. 8485
jmeyer@emht.com

J:\20200532\DWG\04SHEETS\BOUNDARY\20200532-VS-BNDY-01.DWG plotted by MEYER, JOSH on 12/15/2020 1:48:20 PM last saved by JMEYER on 12/15/2020 1:47:52 PM
Xrefs:

Attachment: Reynoldsburg ROW Description (Right-Of-Way Deed City of Reynoldsburg)

Development Department

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

ORDINANCE REQUEST

DATE: **June 28, 2021**

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

RE: Zoning Code Amendment

Approval:

Completed Joe Begeny	Pending 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.

Zoning Code Update June 2021

- I. Medical Marijuana
 - i. Define separate from “pharmacy”
 - ii. Conditional Use – Which Districts?
 - iii. Business regulation ordinance – to be drafted by City Attorney Office
- II. Credit for Green Space
- III. Design Requirements in Residential Districts
 - i. Minimum amount of quality
 - ii. Exclusive to exterior material
- IV. Commercial Signage
 - i. Window Coverage
- V. Roof-Mounted Solar Panels
 - i. Eliminate Zoning permit
- VI. Building Height Transition Requirements
 - i. Currently applies only in the Insight Districts
 - ii. Apply to all districts abutting single family residential.
- VII. Overlay Districts – Huber or Brookside
 - i. Architectural design review – Certificate of appropriateness
 - ii. Height restrictions
- VIII. Major Site Plan Applications
 - i. Timelines
 - ii. EMH&T Staff Report (Separate from Zoning)
- IX. Small Format Grocery (Definition, Glossary)
- X. Office Use in ORD-N
- XI. Residential Driveway Width/Parking Setback
- XII. Removal of Glass requirement in Insight

REYNOLDSBURG ZONING CODE

- 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 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

COMMON REGULATIONS

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;
 - 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;
 - 5-6. In commercial districts, open-sided accessory structures such as pergolas are permitted in the required front or side yard;
 - 6-7. Except for accessory dwelling units, where permitted, shall not contain facilities for dwelling purposes; and
 - 7-8. 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.

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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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

REYNOLDSBURG ZONING CODE

shall not be located closer than ten feet (10') to any lot line and shall not be closer to any frontage than a distance ten feet (10') greater than the setback required for a principal building.

3. The area of the swimming pool, exclusive of decks, walks, and other appurtenances, shall not exceed ten percent (10%) of the area of the lot.
4. No lights, diving board, or other equipment or accessory shall project more than ten feet (10') above the average finished grade of the pool site.
5. A swimming pool shall be installed or constructed subsequent to and in conformance with the regulations of the Building Code and a permit issued by the Building Inspector.

The Building Inspector shall not issue any permit for a swimming pool until he has submitted the application for a swimming pool to the Zoning Officer who shall determine compliance with the Zoning Code and issue a zoning certificate.

- ii. **Community or Club Swimming Pool.** A community or club swimming pool means any pool constructed by an association of property owners or by a private club for use and enjoyment by members of the association or club and their families. Community and club swimming pools are permitted in any district, but shall comply with the following conditions and requirements:

1. A community or club swimming pool shall be intended and used solely for the enjoyment of the members, their families and guests, and guests of the association or club under whose ownership or jurisdiction the pool is operated.
2. A community or club swimming pool and accessory structures thereto, including the areas used by the bathers, shall not be closer than one hundred feet (100') to any lot line.
3. A community or club swimming pool and all of the area used by the bathers, including all adjacent deck areas, shall be so walled or fenced as to prevent uncontrolled access by children.

- iii. **Fish Pond, Water Garden.** A body of water designed and used as a fish pond or as a water garden shall conform with all yard and setback requirements for accessory structures in the district in which it is located, as well as the following requirements.

1. Water depth shall not exceed twenty-four inches (24") unless enclosed by a fence forty- eight inches (48") in height with a locking gate.
2. Water surface area shall not exceed one hundred (100) square feet.

D. Portable Temporary Storage Units. A zoning certificate shall be obtained from the Zoning Administrator prior to the placement of a portable temporary storage unit on a property only when the unit will be on the property for a period of more than seven days. No more than one unit is permitted on a property at any given time, the duration of which shall not exceed a period of fourteen days total. The unit must be placed on a hard surface (not grass), and must be on the property for which it is being used. The use of these units shall be limited to no more than twice in any twelve month period. Permission to exceed these limitations may be granted by the Board of Zoning and Building Appeals. A portable temporary storage unit is not permitted as a permanent accessory structure regardless of the proposed location of the unit on a parcel.

(1) Calamity exception. If the portable temporary storage unit is being used to store personal property as a result of a major calamity (e.g. fire, flood or other event where there is significant property damage), the Board of Zoning and Building Appeals or Zoning Administrator may extend these time periods.

(2) Approved construction project. If the portable temporary storage unit is being used to store materials as part of an approved construction project, the portable temporary storage unit may remain onsite as long as there is a valid open building permit obtained through the City of Reynoldsburg.

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D.E. Outdoor Storage. The following regulations shall apply to the approval and operation of outdoor storage as an accessory use:

- i. Outdoor storage shall only be permitted in areas identified on the approved site plan. No such activity shall be located closer than fifty feet (50FT) to a residential zoning district boundary or road right-of-way abutting any residential zoning district or within ten feet (10FT) of any road right-of-way. Such activities shall not occupy any required parking area or driveway;
- ii. Any outdoor storage area located closer than one hundred feet (100FT) to a residential district shall, if determined to be visible from such district, be screened by a landscape buffer strip or other means indicated on the approved site plan;

REYNOLDSBURG ZONING CODE

Flood, Regional. Large floods which have previously occurred or which may be expected to occur on a particular stream because of like physical characteristics. The regional flood generally has an average frequency of the 100-year recurrence interval flood.

Floodway. That portion of the flood plain, including the channel, which is reasonably required to convey the regional flood waters. Floods of less frequent recurrence are usually contained completely within the floodway.

Floodway Fringe. That portion of the flood plain, excluding the floodway, where development may be allowed under certain restrictions.

Floor. That part of a room or story which forms its lower, horizontal enclosing surface.

Floor area, gross. The total square feet of all main and accessory buildings which are enclosed, measured from the exterior building face or from the centerline of common walls separating building units.

Food Sales - Farm Market. Retail sales of agricultural products and items grown or produced in and around the City.

Food Sales - Large Format Grocery. A retail establishment which primarily sells food, but also may sell other convenience and household goods, and which occupies at least 25,000 square feet of gross floor area. At least 1,000 square feet of a large format grocery shall be devoted to the sale of fresh produce at all times.

Food Sales - Small Format Grocery. A retail establishment which primarily sells food, but also may sell other convenience and household goods, and which occupies at least 5,000 square feet but not more than 25,000 square feet of gross floor area. At least 10 percent ~~500 square feet~~ of a small format grocery shall be devoted to the sale of fresh produce at all times.

Food Service - Commissary/Bakery. A facility that produces food and baked goods for distribution or sale to restaurants and retail bakeries.

Food Service – Deli. An establishment where food is sold for consumption off- premises and no counters or tables for on- premises consumption of food are provided, but excludes groceries and supermarkets.

DISTRICTS AND ZONES

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS

Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-C	

ANIMAL SERVICES

Boarding/Kennel	C	
Grooming	P	
Veterinary	P	

COMMUNITY FACILITIES

Community Facility - Activity Center	P	
Community Facility - Government Administration and Courts	P	
Community Facility - Outdoor Recreation	P	
Community Facility - Park	P	
Community Facility - Public Health Safety	P	
Community Facility - Trail	P	

CONGREGATION

Event Center - Private Events and Conferences	P	
Event Center - Public Meetings and Conventions	P	
Mortuary	C	
Religious Assembly	P	

CULTURAL

Library	P	
Live Theater	P	
Movie Theater	P	
Museum	P	
Visual Arts Center	P	

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS

Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-C	

DWELLING

Dwelling - Assisted	P	
Dwelling - Attached Single-Family	P	
Dwelling - Group	P	
Dwelling - Multi-Unit Building	P	
Dwelling - Multi-Unit Building Complex	P	
Dwelling - Nursing	P	
Dwelling - Two-family	P	
Dwelling - Developmental Disability	P	

FOOD AND BEVERAGE

Bakery - Retail	P	
Beverage - Brewing and Distilling	P	Produces less than 15,000 barrels.
Beverage Sales - Liquor and Beer Sit Down/Bar Establishment	P	
Beverage Sales and Retail	P	
Food Sales - Small Format Grocery	CP	5,000 to 25,000 sq. ft. of gross floor area with at least 500 sq. ft. 10 percent devoted to fresh produce
Food Sales-Farm	P	

REYNOLDSBURG ZONING CODE

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 a traffic study which documents 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. A zoning certificate is required for freestanding solar panels or solar panel arrays only. 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.

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COMMON REGULATIONS

- iii. **Freestanding solar panels and solar panel arrays.** Free-standing solar panels or solar arrays shall be located in accordance with the following regulations.
1. **Location.** Freestanding solar panels or solar panel arrays shall not be located in front of any principal building and shall not project past the width of the principal building.
 2. **Height.** The maximum height for any freestanding solar panel or solar panel array shall be the maximum height of an accessory structure in the base zoning district in which the solar panel or solar panel array is located.
 3. **Glare.** Freestanding solar panels or freestanding solar panel arrays shall be located so as not to create glare onto adjacent roads, buildings, lots, or rights-of-way.
 4. **Lot Coverage.** The maximum lot coverage for any freestanding solar panel or freestanding solar panel array shall be ten percent (10%) of the total lot area with the lot coverage being determined based upon the area of the face of the solar panels.
 5. **Screening.** All freestanding solar panels or freestanding solar panels with a ground storage battery shall secure such battery with a secure cover.
 6. **Wind Resistance.** All freestanding solar panels and freestanding solar panel arrays shall be able to withstand velocities of no less than one -hundred and ten (110) miles per hour.
- iv. **Site Plan.** Any application for a solar panel or solar panel array under this section shall be accompanied with a site plan depicting the following items:
1. The location of the panels or panel array;
 2. The height of the panels or panel array;
 3. For roof mounted panels and panel arrays, an overhead view of the roof identifying all vents, chimneys, or other appurtenances, including vertical objects (e.g. trees), that may affect the location of panels;
 4. For freestanding panels and panel arrays, a calculation of the lot coverage of the panels or panel array;
 5. An indication of whether any freestanding panel or panel array has a ground storage battery, and, if so, how such battery will be secured;
 6. The manufacturer cut sheet for the model to be installed; and
 7. Such other information as the Planning and Zoning Administrator may determined to be necessary to evaluate compliance with this section and with the Zoning Code.
- v. **Decommissioning.** The Planning and Zoning Administrator shall be notified in writing by the owner of any previously permitted solar panel or solar panel array upon the permanent discontinuance of energy production, and panels and/or arrays shall be completely removed within nine (9) months of discontinuance of use and the affected area shall be fully restored to its preconstruction condition or better within three (3) months of the date of such removal.

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REYNOLDSBURG ZONING CODE

TABLE 1103B ALLOWED LAND USES AND PERMIT REQUIREMENTS

Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-N	

MANUFACTURING / PROCESS / INNOVATION

Manufacturing - Artisan	P	
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MEDICAL

Medical - Clinic	C	
Medical - Office	C	

**Office - Professional Services C
PERSONAL SERVICES**

Personal Care and Beauty Services	C	
-----------------------------------	---	--

RECREATION

Studio - Art	P	
Studio - Gymnastics/martial arts	P	

Child Day Care - Center	P	See 1105.13(G)
Child Day Care - In Home	P	See 1105.13(H)

SALES AND EXHIBITION

Antique Shop	C	80 percent of goods must be 30 years or older or have collectible value.
Gallery - Art	P	
Retail - Boutique	P	
Garden Center	C	

TOURISM / VISITING

Overnight Lodging - Bed and Breakfast	P	
Overnight Lodging - Boutique Hotel	C	Fewer than 30 rooms

Allowable Use	P
Conditional Use	C

IX. Design Guidelines for Olde Reynoldsburg**A. Purpose**

The purpose of this section is to:

- (1) protect and enhance the Olde Reynoldsburg Commercial District's (ORD-C) unique aesthetic character;
- (2) support high quality streets and public spaces;
- (3) encourage architecture that blends harmoniously with the natural surroundings and neighboring development;
- (4) safeguard property values and long-term economic assets; and
- (5) carefully preserve the character the District's historic character while permitting appropriate growth.
- (6)

B. Intent and Applicability

These design guidelines shall apply to non-residential development in the ORD-N and ORD-C and are not intended to stifle innovative design or creativity.

Instead, these design guidelines are intended to serve as the minimum standards applicable to non-residential development to ensure that new development and redevelopment satisfied the purposes of the Olde Reynoldsburg Districts as described herein. These design guidelines shall be

applied by the Planning Commission in conjunction with its review of applications for Certificates of Appropriateness as described under Chapter 1109.21 hereof.

C. General Standards

- (1) **Size, Mass and Scale:** The scale of

DISTRICTS AND ZONES

SECTION 1103.19 RESIDENTIAL MEDIUM ZONE (RM)

I. Purpose and Intent

A. The purpose of the Residential Medium (RM) Zone is to complement single-family residential development through the introduction of a more diverse range of housing options, including two-family buildings, townhomes, row houses, and apartments. Future development in the RM Zones should be well integrated with surrounding uses while allowing for more compact development to accommodate growth.

II. Uses

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

DISTRICT USES	
PERMITTED USES:	- Community Facility - Activity Center - Community Facility - Outdoor Recreation - Community Facility - Park - Community Facility - Public Health Safety - Community Facility - Trail - Dwelling - Attached Single-Family - Dwelling - Detached Single-family - Dwelling - Multi-Unit Building - Dwelling - Multi-Unit Building Complex - Dwelling - Two-family - Library - Dwelling - Nursing - School - Primary - School - Secondary - Tiny House
CONDITIONAL USES:	- Child Day Care - In Home* - Dwelling - Assisted - Dwelling - Development Disability - Dwelling - Group - Overnight Lodging - Bed and Breakfast

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

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
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
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 1105.0
	SITE PLAN STANDARDS	See site plan review, Chapter 1109.19
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	NA

REYNOLDSBURG ZONING CODE

IV. Building Typologies

Buildings in the Residential Medium Zone (RM) shall be developed in accordance with the following typologies.

BUILDING TYPOLOGIES	RESIDENTIAL MEDIUM ZONE (RM)
DETACHED SINGLE-FAMILY BUILDING	X
ATTACHED SINGLE-FAMILY BUILDING	X
DUPLEX BUILDING	
MULTI-UNIT BUILDING	X
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	X
COMMUNITY CENTER BUILDING	X
OFFICE BUILDING	
OFFICE-CORPORATE BUILDING	
RETAIL LARGE FORMAT BUILDING	
INDUSTRIAL BUILDING	
WAREHOUSE BUILDING	
PRIMARY SCHOOL BUILDING	
COMMUNITY ACTIVITY CENTER BUILDING	
EVENT CENTER BUILDING	

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 150 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 150 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.

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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.)	80 NA
	LOT WIDTH (MAX. FT.)	NA 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.)	NA
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	10
	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.)	20
	REAR YARD SETBACK (MAX. 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 well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	Commercial uses only (see Section 1105.03) —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) 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	X
INSTITUTIONAL FLEX BUILDING	
BED AND BREAKFAST BUILDING	
SCHOOL AND INSTITUTIONAL BUILDING	
COMMUNITY CENTER BUILDING	
OFFICE BUILDING	X
OFFICE-CORPORATE BUILDING	X
RETAIL LARGE FORMAT BUILDING	X
INDUSTRIAL BUILDING	
WAREHOUSE BUILDING	
PRIMARY SCHOOL BUILDING	
COMMUNITY ACTIVITY CENTER BUILDING	
EVENT CENTER BUILDING	X

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 feet 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.

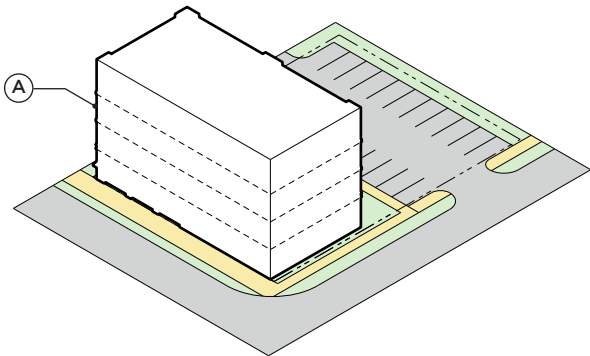
ADMINISTRATION AND PROCEDURES

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. Minor Site Plan and Design Review—Review and Approval or Denial.** Any applicant requesting minor 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 minor 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:
- i. Any development, which involves more than five thousand square feet (5,000SF) of structure or building;
 - ii. A development impacting or adjacent to an environmentally sensitive feature; or
 - iii. 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:
- i. All materials required for minor site plan and design review as set forth above;
 - ii. A basic utility plan;
 - iii. Where applicable an engineers staff report will be conducted by the City Engineer, where further recommendations could be made.
 - iv. Where required 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
 - v. 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

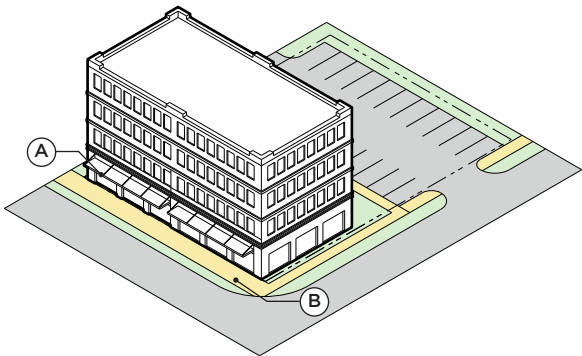
DISTRICTS AND ZONES

C. Height and Parking



HEIGHT	A	BUILDING HEIGHT (MIN. FT.)	22
		BUILDING HEIGHT (MAX. FT.)	75; 40 townhouse; 60 apartment building
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.
		SITE PLAN STANDARDS	See Chapter 1109.19 and Supplemental Regulations below.

D. Frontage

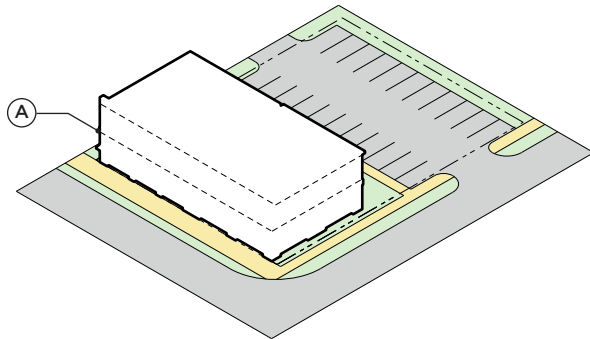


ELEMENT	SHOPFRONT	A
	PATIO	B

DISTRICTS AND ZONES

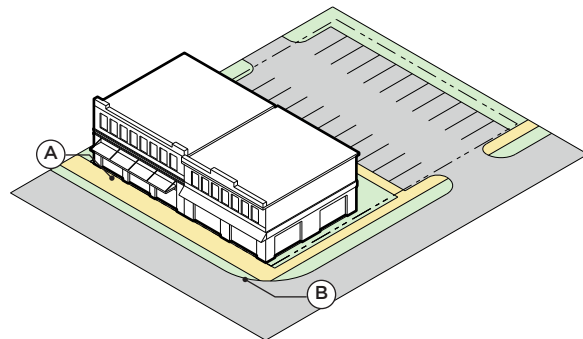
INSIGHT ZONE SUPPLEMENTAL REGULATIONS

C. Height and Parking



HEIGHT A	BUILDING HEIGHT (MIN. FT.)	22
	BUILDING HEIGHT (MAX. FT.)	60; 40 townhouse
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.
	SITE PLAN STANDARDS	See Chapter 1109.19 and Supplemental Regulations below.

D. Frontage



ELEMENT	SHOPFRONT	A
	PATIO	B

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.) *Detention ponds are included if designed as an amenity and community feature. I.E. Fencing Landscaping, Natural Feel	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

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
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
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.) *Detention ponds are included if designed as an amenity and community feature. I.E. Fencing Landscaping, Natural Feel.	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

DISTRICTS AND ZONES

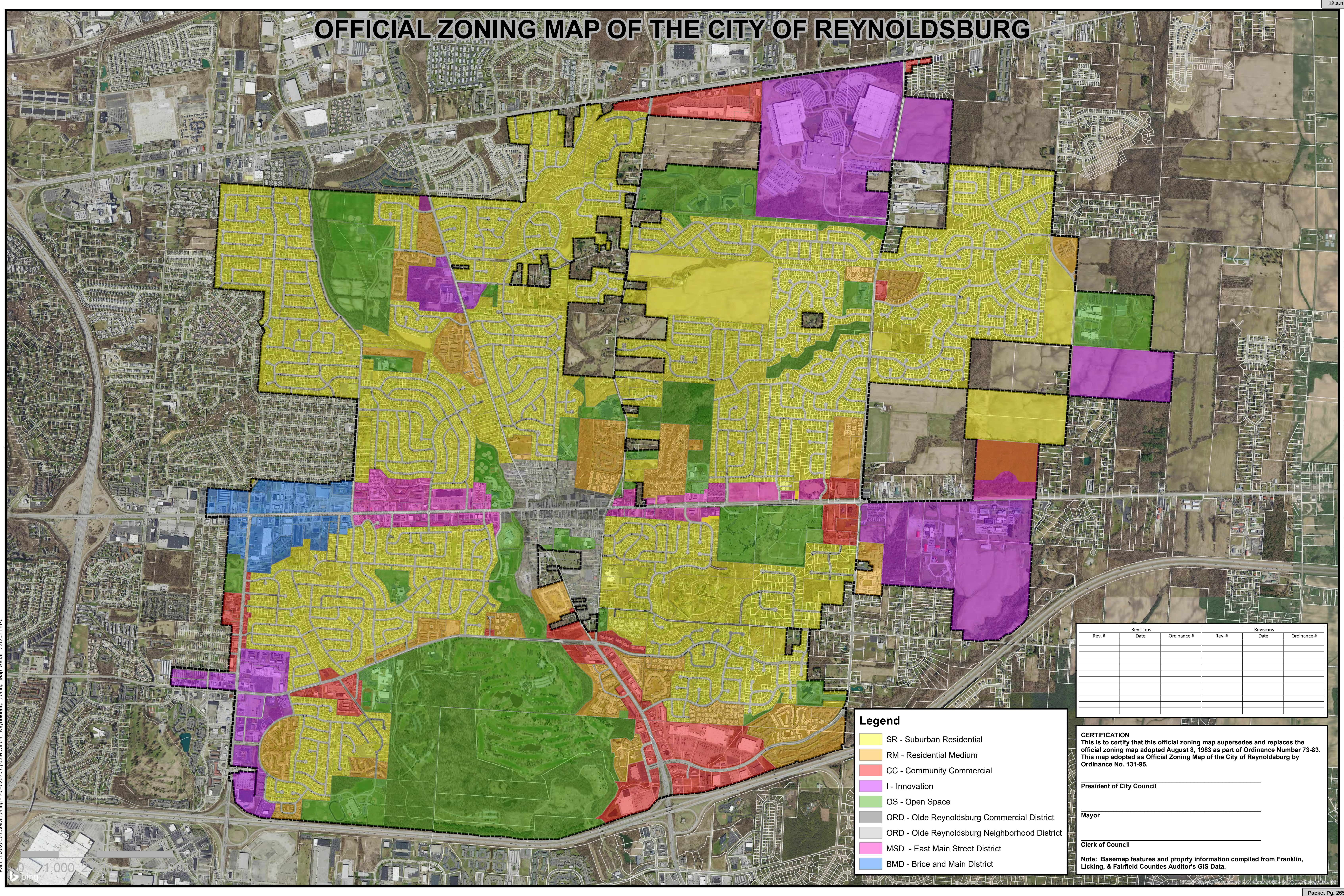
III. Development Standards

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.)	NA
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	10
	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.)	20
	REAR YARD SETBACK (MAX. 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.) *Detention ponds are included if designed as an amenity and community feature. I.E. Fencing Landscaping, Natural Feel	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	70%
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

OFFICIAL ZONING MAP OF THE CITY OF REYNOLDSBURG

Path: J:\20200303\GIS\Zoning - 2020\2020 Update\Official_Reynoldsburg_Zoning_Map_Aerial_Mar2021.mxd



Legend

- SR - Suburban Residential
- RM - Residential Medium
- CC - Community Commercial
- I - Innovation
- OS - Open Space
- ORD - Olde Reynoldsburg Commercial District
- ORD - Olde Reynoldsburg Neighborhood District
- MSD - East Main Street District
- BMD - Brice and Main District

Revisions			Revisions		
Rev. #	Date	Ordinance #	Rev. #	Date	Ordinance #

CERTIFICATION

This is to certify that this official zoning map supersedes and replaces the official zoning map adopted August 8, 1983 as part of Ordinance Number 73-83. This map adopted as Official Zoning Map of the City of Reynoldsburg by Ordinance No. 131-95.

President of City Council

Mayor

Clerk of Council

Note: Basemap features and proprty information compiled from Franklin, Licking, & Fairfield Counties Auditor's GIS Data.

1113.01 DEFINITIONS

Medical Marijuana Facility – Cultivation. Any entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport medical marijuana as permitted under R.C. Chapter 3796.

Medical Marijuana Facility – Dispensary. Any entity licensed pursuant to R.C. §§ 3796.04 and 3796.10 and any rules promulgated thereunder to sell medical marijuana to qualifying patients and caregivers.

Medical Marijuana Facility – Processing. Any entity in the business of obtaining medical marijuana from one or more licensed cultivators, processing medical marijuana from one or more licensed cultivators, delivering and/or selling medical marijuana to one or more licensed retail dispensaries, and licensed under Ohio Revised Code Section 3796.19.

Retail — Pharmacy. A business substantially devoted only to the sale of pharmaceutical items, supplies, and equipment such as prescription drugs. This definition does not include any medical marijuana business licensed under Chapter 3796 of the Ohio Revised Code.

1105.13 SUPPLEMENTARY USE CONDITIONS.

(k) Licensed Medical Marijuana Cultivation, Processing, and Dispensaries

(1) The following regulations shall apply to conditional use permits for any medical marijuana facility:

(a) Any and all medical marijuana facilities in the City shall be licensed by the Department of Commerce and under Chapter 785 of the Codified Ordinances of the City of Reynoldsburg.

(b) No medical marijuana facility shall be located within five hundred (500) feet radius of another such medical marijuana facility measured from the centerline of the front door of the establishment.

(c) No medical marijuana facility shall be located within within a five hundred (500) feet radius of any public park, residential district, or school, as measured from the centerline of the front door of the establishment.

(d) The exterior of any medical marijuana facility shall be properly screened such that activities, with the exception of administrative tasks, occurring within or inside the facility cannot be observed from any public right of way.

(2) Any Medical Marijuana Cultivation or Processing Facility shall not be permitted with any other use located on the same parcel of land or located within the same building.

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	- Community Facility - Park - Community Facility - Trail - Dwelling - Detached Single-family
CONDITIONAL	- Library - Residential Model Home - School - Primary - School - Secondary
ALTERNATE	- 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 - Studio - Art - Studio - Gymnastics/martial arts - Visual Arts Center

** 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, 3 feet from all 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; For garage requirements, please see Section 1105.05.
	SITE PLAN STANDARDS	For subdivision requirements, see Chapter 1111

REYNOLDSBURG ZONING CODE

IV. Building Typologies

Buildings in the Suburban Residential Zone (SR) shall be developed in accordance with the following typologies.

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

V. HUBER OVERLAY

A. Purpose and Intent

1. The purpose of the Huber Overlay District (HOD) is to protect and preserve the character of an historic residential district, but supplementing the regulations set forth in the Suburban Residential District (SR)
2. The location of the HOD shall be shown on the Zoning Map of the City of Reynoldsburg as an Overlay superimposed in specific areas over the existing SR District.
3. The requirements of this section must be met in addition to the established requirements and standards for the SR District over which the HOD is placed.
4. Any applicant for new construction, demolition, alteration, or addition to a building located in the Huber Overlay District must be the standards set forth in this Section.

B. Major Improvements or Additions to Existing Buildings

1. The guidelines and regulations of this Section shall only apply to the proposed addition or improvement to an existing building if the addition or improvement results in a square footage that is greater than twenty percent (20%) of the square footage of the existing structure or building.
2. No alteration or change shall be made to any property within the HOD unless the property owner obtains a Certificate of Appropriateness issued by the Planning Commission.

C. Minor building improvements may be administratively reviewed and approved by the Planning and Zoning Administrator for compliance with the guidelines. Any improvement which is not in compliance with the guidelines or is determined by the Planning and Zoning Administrator to be beyond the scope of minor building improvements will be forwarded to the Planning Commission for review.

1. Minor building improvements shall include the following:
 - a. Fences, arbors, and pergolas
 - b. Siding, roofing, and window replacement
 - c. Façade alterations which are minor in scale
 - d. Signage
2. Additional Exemptions.
 - a. Any residential permits for rear decks, pools or accessory structures.
 - b. Permits for interior alterations and repairs.
 - c. Permits for construction of public utilities in the public right-of-way.

D. Height Restrictions

1. No new building, major addition or improvement, shall exceed twenty-four feet (24') in height or two stories above ground, whichever is less.
2. No new building, major addition or improvement, shall exceed more than one-hundred twenty percent (20%) of the height of any building located within forty (40) feet of the proposed new building, addition, or improvement.

E. Design Restrictions

1. Within the HOD, all new buildings, major additions or improvements, shall be consistent with single-family typologies.
2. The material and design shall be consistent with other residential buildings on the adjacent parcels.

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

DATE: June 28, 2021

TO: Development, Parks and Recreation Committee

RE: Establish Chapter 785 Medical Marijuana Facilities

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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The purpose of this Ordinance is to require an application and licensure for any medical marijuana facility seeking to do business in the City of Reynoldsburg. The Ordinance is intended to promote healthy business growth and consistency with the requirements of Chapter 3796 of the Ohio Revised Code

Explanation of legislation and need: The City currently does not have any regulations for medical marijuana facilities in Reynoldsburg.

An Ordinance Establishing Chapter 785 Medical Marijuana Facilities of the Codified Ordinances for the City of Reynoldsburg

WHEREAS, the state of Ohio enacted Chapter 3769 of the Ohio Revised Code in 2016 to legalize and regulate the cultivation, processing, and distribution of marijuana for medical purposes; and

WHEREAS, the City of Reynoldsburg finds that medical marijuana facilities in Ohio are a "pervasively regulated business" in the state of Ohio; and

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

WHEREAS, the City of Reynoldsburg desires to allow certain medical marijuana facilities to be located in selected commercial districts within the City; and

WHEREAS, the City believes the inclusion of such medical marijuana facilities should be licensed and monitored at the local level to ensure compliance with the laws of the state of Ohio and the City of Reynoldsburg.

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

SECTION 1. That Chapter 785 Medical Marijuana Facilities of the Codified Ordinances of the City of Reynoldsburg be established as follows:

See attached Exhibit A

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

CHAPTER 785
MEDICAL MARIJUANA FACILITIES

- 785.01 Definitions.
- 785.02 License required.
- 785.03 Application requirement.
- 785.04 License fees.
- 785.05 Application update requirement; license revocation.
- 785.06 Implied consent to search.

785.01 DEFINITIONS. As used in this chapter:

- (a) "Medical marijuana cultivator" means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport medical marijuana as permitted under R.C. Chapter 3796.
- (b) "Medical marijuana dispensary" means an entity licensed pursuant to R.C. §§ 3796.04 and 3796.10 and any rules promulgated thereunder to sell medical marijuana to qualifying patients and caregivers.
- (c) "Medical marijuana facility" means any business operation defined herein as a medical marijuana dispensary, medical marijuana cultivator, or medical marijuana processor.
- (d) "Medical marijuana processor" means any entity in the business of obtaining medical marijuana from one or more licensed cultivators, processing medical marijuana from one or more licensed cultivators, delivering and/or selling medical marijuana to one or more licensed retail dispensaries, and licensed under Ohio Revised Code Section 3796.19.

785.02 LICENSE REQUIRED.

No person or other entity shall operate any medical marijuana facility in the City of Reynoldsburg, Ohio without first obtaining a license pursuant to this chapter from the City of Reynoldsburg Police Department

785.03 APPLICATION REQUIREMENT.

Any person or other entity licensed by the State of Ohio Department of Commerce to operate any medical marijuana facility within the City shall submit an application for a license from the City of Reynoldsburg Police Department, on a form and in such a manner as mandated by the City. In addition to any other information required by the Police Department, each applicant for a license shall provide to the Department copies of all documents required by and filed with the State of Ohio Department of Commerce. If additional documentation is required by the State of Ohio Department of Commerce following the issuance of a provisional license, then the additional documentation along with proof of permanent licensure status and all state licensing information, shall be provided by the applicant to the Department.

785.04 LICENSE FEES.

- (a) Initial Fee. Any person or other entity applying for a license to operate a medical marijuana facility shall, before the issuance thereof, pay to the City of Reynoldsburg an application fee of five hundred dollars (\$500.00). If the license issued by the State of Ohio Department of Commerce is issued after January 31 of any calendar year in which an applicant submits an application for a medical marijuana facilities license with the City of Reynoldsburg Police Department as required herein, such application fee shall be prorated, per diem, after such date. Any license issued hereunder by the Police Department shall be valid for the remainder of the calendar year in which it is issued.
- (b) Renewal Fee. Should the licensed medical marijuana facility remain in operation and remain properly licensed by the State of Ohio Department of Commerce, the license issued hereunder by the City of Reynoldsburg Police Department shall automatically renew annually upon payment of a renewal fee of five hundred dollars (\$500.00) payable on or before the 31st day of January of every successive calendar year in which the licensed medical marijuana facility remains in operation.
- (c) Non-Renewal Penalty. At least thirty days prior to the renewal deadline of January 31st of each successive calendar year, the Police Department shall notify, by regular U.S. Mail, any person or entity operating a medical marijuana facility in the City pursuant to a license issued hereunder of the obligation to submit the required annual renewal fee as mandated hereunder. If the renewal fee is not received on or before the 31st of January of any successive year as required hereunder, an additional fee of five hundred dollars (\$500.00) will be imposed upon the person or entity operating such medical marijuana facility. If the renewal fee remains unpaid after notice and after the 31st of March of any such year, an additional fee of five hundred dollars (\$500.00) will be imposed upon the person or entity operating such medical marijuana facility for every thirty days thereafter and until such time as the renewal fee is paid in full.

785.05 APPLICATION UPDATE REQUIREMENT; LICENSE REVOCATION.

Any person or entity operating a licensed medical marijuana facility in the City pursuant to a license issued hereunder shall be subject to an ongoing and continuing obligation to provide updated and current application information to the Police Department, including but not limited to any additional documents required by and filed with the State of Ohio Department of Commerce. Any failure on the part of any person or entity operating a licensed medical marijuana facility in the City pursuant to a license issued hereunder to comply with all laws and regulations of the State of Ohio Department of Commerce, Ohio Department of Taxation, or other applicable State agency, or in full compliance with all other laws of the City of Reynoldsburg, Ohio could result in the revocation of the license previously issued hereunder at the discretion of the City.

785.06 IMPLIED CONSENT TO SEARCH.

Any person or other entity operating a medical marijuana facility pursuant to a license issued hereunder by the Police Department shall be deemed to have given consent to the random and unannounced search of the licensed premises by the City to ensure that such facility is in full

compliance with all licensing and operational requirements of the City of Reynoldsburg and/or the State of Ohio, Department of Commerce.

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Safety, Law and Courts Committee****RE: Amend Section 505.17 Nuisance Conditions Prohibited**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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This item is for a work session only.

An Ordinance to Amend Section 505.17 Nuisance Conditions Prohibited Limiting The Number of Domesticated Animals Kept In A Residential District

WHEREAS, the ownership of an excessive number of domesticated animals in a residential district often creates a nuisance condition for neighboring property owners; and

WHEREAS, the ownership of an excessive number of domesticated animals in a residential district often results in a neglect of care and medical treatment for the animals; and

WHEREAS, this Council desires to limit the number of domesticated animals which may be kept or harbored in a Residential District of the City to preserve and protect such domesticated animals and the conditions of the neighborhood and surrounding properties.

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

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

SECTION 1. That Section 505.17 Nuisance Conditions Prohibited of the Codified Ordinances of the City of Reynoldsburg shall be amended as set forth in the attached Exhibit A.

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

505.17 NUISANCE CONDITIONS PROHIBITED.

- (a) No person shall keep or harbor any animal or fowl within the Municipality so as to create noxious or offensive odors or unsanitary conditions which are a menace to the health, comfort, or safety of the public.
- (b) Any animal, which destroys or damages any lawn, tree, shrub, plant, building, or other property other than property of its owner or person in charge or control of such animal by scratching, digging, running loose, defecating or urinating, or otherwise injures property of others as described above, is hereby declared a nuisance.
- (c) Any person being the owner of or in charge or control of any animal shall immediately remove all feces deposited by such animal from another person's property including public parks or other public property. The responsible person in charge or control of such animal shall immediately dispose of same in a sanitary manner.
- (d) No person shall keep or harbor more than _____ domesticated animals on the premises of any single-family dwelling or in any separate suite in a dwelling for two (2) or more families within this city. Puppies and kittens under four (4) months old shall not be included toward the total of the maximum number of dogs and cats permitted.
- (e) Whoever violates this section is guilty of a minor misdemeanor; however, if within one (1) year of the offense, the offender previously has been convicted of violating this section, the offender is guilty of a misdemeanor of the fourth degree. If the offender has two (2) or more violations of this section within one (1) year, the offender is guilty of a misdemeanor in the third degree.
- (f) If the offender has two (2) or more violations of this section within one (1) year, the animal may be seized and removed from the City.

505.17 NUISANCE CONDITIONS PROHIBITED.

- (a) No person shall keep or harbor any animal or fowl within the Municipality so as to create noxious or offensive odors or unsanitary conditions which are a menace to the health, comfort, or safety of the public.
- (b) Any animal, which destroys or damages any lawn, tree, shrub, plant, building, or other property other than property of its owner or person in charge or control of such animal by scratching, digging, running loose, defecating or urinating, or otherwise injures property of others as described above, is hereby declared a nuisance.
- (c) Any person being the owner of or in charge or control of any animal shall immediately remove all feces deposited by such animal from another person's property including public parks or other public property. The responsible person in charge or control of such animal shall immediately dispose of same in a sanitary manner.

(d) No person shall keep or harbor more than _____ ~~domesticated animal~~ ^{ten (10)} dogs and/or cats, in any combination, on the premises of any single-family dwelling or in any separate suite in a dwelling for two (2) or more families within this city.

a. Puppies and kittens under ~~four (4)~~ ^{six (6)} months old shall not be included toward the total of the maximum number of dogs and cats permitted.

b. Any dog and/or cat who is kept or harbored pursuant to an agreement for temporary care with an animal rescue, animal shelter, or a humane society as defined by Section 1717.05 of the Revised Code, shall not be included toward the total of the maximum number of dogs and cats permitted.

c. Any dog and/or cat kept or harbored as of the effective date of this subsection shall not be included toward the maximum number of dogs and cats permitted.

(e) No person shall engage commercial breeding activity on the premises of any single-family or multi-family dwelling unit.

~~(d)~~ "Commercial breeding activity" shall be defined as engaging in the business of breeding animals for sale or for exchange in return for consideration.

~~(e)~~(f) Whoever violates this section is guilty of a minor misdemeanor; however, if within one (1) year of the offense, the offender previously has been convicted of violating this section, the offender is guilty of a misdemeanor of the fourth degree. If the offender has two (2) or more violations of this section within one (1) year, the offender is guilty of a misdemeanor in the third degree.

~~(f)~~(g) If the offender has two (2) or more violations of this section within one (1) year, the animal may be seized and removed from the City.

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Police Department**Curtis Baker****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6907 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Safety, Law and Courts Committee****RE: Fixed Asset Removal PD**

Approval:

Completed Joe Begeny	Chris Shook	Completed Stephen Cicak
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FA1733

1994 Ford Van/Wagon

1FBHE314ORHB84059

Reason for Removal: Vehicle is no longer functional and will be auctioned on gov deals.

**AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO REMOVE EQUIPMENT
FROM THE CITY'S FIXED ASSET LIST FOR THE POLICE DEPARTMENT**

WHEREAS, the City of Reynoldsburg Police Department is requesting the removal of one (1) vehicle from the department's fixed asset; and

WHEREAS, this vehicle is no longer functional and will be auctioned with proceeds returning to the General Fund.

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

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

SECTION 1. That the City Auditor be and is hereby authorized to remove the following item from the City's fixed asset list:

<u>Tag #</u>	<u>Description of Item</u>	
FA1733	1994 Ford Van/Wagon	VIN # 1FBHE314ORHB84059

SECTION 2. This Ordinance is hereby adopted by Council and shall be in thirty days following the signature by the Mayor.

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Safety, Law and Courts Committee****RE: Repeal and Replace Ord. No. 121-19 Courtview Software**

Approval:

Pending Joe Begeny	Completed Chris Shook	Pending Stephen Cicak
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WHEREAS, the Clerk of Court has been advised that Equivant will no longer provide support for the City's existing Courtview Software System; and

WHEREAS, the Clerk of Court has determined that the Courtview software system is the optimum system and recommends that the City upgrade to Equivant's current system and contract for the ongoing support and upgrade of that new system; and

WHEREAS, the cost to convert to the newest version of Courtview software is \$55,589.30; and

WHEREAS, the Clerk of Court requests that Council waive the competitive bidding process as the software product is efficient and functional for the City that is currently being utilized; and

WHEREAS, the Clerk of Court is requesting this legislation be declared an emergency in order to transfer the system prior to the end of the year when support for the service terminates.

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

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

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into a contract with Equivant for an upgrade of the City's existing Courtview Software.

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

SECTION 2. Ordinance No. 121-19 is hereby repealed and replaced by this Ordinance to reflect new contract terms negotiated between the vendor and the City.

SECTION 3. That \$55,589.30 be unappropriated from the Computerized Needs (Court) Fund and appropriated to account 211-000-5639 Other Equipment.

SECTION 4. That Council hereby waive the competitive bidding process as this software is an upgrade of existing software.

SECTION 5. Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature by the Mayor.

QUOTE

Project: Hosted CourtView eAccess with ePay Plus Implementation

Prepared for:
Joe Begeny
Mayor
Reynoldsburg Mayor's Court
7232 E. Main Street
Reynoldsburg, Ohio, 43068
(614) 322-6800
mayorsoffice@ci.reynoldsburg.oh.us

Quote Number: 11173
Date: August 5, 2020
Valid Through: November 3, 2020
Client ID: REYNOLOH

ONE TIME COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Licenses:						
CourtView eAccess Portal	License	1	\$16,892.35	\$16,892.35	100.00%	\$0.00
CourtView eServices ePay	License	1	\$4,223.09	\$4,223.09	100.00%	\$0.00
						Subtotal \$0.00
Services:						
Professional Services - Project Management	Service	1	\$780.00	\$780.00	30.00%	\$546.00
Professional Services - Software Configuration	Service	1	\$3,900.00	\$3,900.00	30.00%	\$2,730.00
Professional Services - Software Installation	Service	1	\$1,560.00	\$1,560.00	30.00%	\$1,092.00
Professional Services - Training	Service	1	\$780.00	\$780.00	30.00%	\$546.00
						Subtotal \$4,914.00

Other:

Estimated Total of One Time Costs, excluding applicable taxes: \$4,914.00

RECURRING COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Maintenance	Maintenance	1	\$0.00	\$0.00		\$0.00
						Subtotal \$0.00
Hosting	Hosting	1	\$0.00	\$0.00		\$0.00
						Subtotal \$0.00

Total First Year Recurring Costs, excluding applicable taxes: \$0.00

Attachment: Equivalent, Licensing Fees (Repeal and Replace Ord. No. 121-19)

QUOTE ACCEPTANCE

Project: Hosted CourtView eAccess with ePay Plus Implementation

Quote Accepted By:

Signature: _____

Name: _____

Title: _____

Date: _____

Prepared By:

Michael Triplett
Account Executive
Phone: (330) 470-0785
4825 Higbee Avenue NW
Canton, OH 44718
michael.triplett@equivant.com

Customer Contact:

Leslie Clark
Clerk of Courts
Phone: (614) 322-6804
lclark@ci.reynoldsburg.oh.us

The attached terms and conditions are incorporated into this quote by reference.

Attachment: Equivalent, Licensing Fees (Repeal and Replace Ord. No. 121-19)

Scope of Work

- equivalent will provide project management services to schedule and coordinate the work to be performed by equivalent.
- eAccess**
 - equivalent will Install the current production release version of eAccess application in hosted Non-Production environment.
 - equivalent will Configure connection between eAccess application and CourtView database in Non-Production environment.
 - equivalent will Complete standard eAccess configuration for Customer
 - equivalent will test the baseline functionality of eAccess application in Non-Production environment.
 - equivalent will Install the current production release version of eAccess application in hosted Production environment.
 - equivalent will Configure connection between eAccess application and CourtView database in Production environment.
- ePayment**
 - equivalent will Install the current production release version of ePayment application in hosted Non-Production environment.
 - equivalent will Configure connection between ePayment application and CourtView database in Non-Production environment.
 - equivalent will Setup ePayment user, screens, and dynalinks in CourtView.
 - equivalent will Set up ePayment screens, dynalinks and associate with CourtView Users Security.
 - equivalent will Set up system parameters.
 - equivalent will Set up user-defined ePayment code tables (CC, CC Configuration, Application Security/PA Profile).
 - equivalent will Set up ePayment user in CourtView application and database.
 - equivalent will Establish CC and CK Tender Types.
 - Configuration of equivalent ePayment to operate with ePay Plus.
 - equivalent will Point internal ePayment link and files to Non-Production environment for testing.
 - equivalent will Non-Production the baseline functionality of ePayment application in Non-Production environment.
 - equivalent will Provide ePayment Training - one training session.
 - equivalent will Point ePayment link to Production environment and files once testing is completed.
 - equivalent will Install current production release version of the ePayment application in hosted Production environment.
- equivalent will provide go-live support.

Notes

- 1 A contract, including License, Software Maintenance, Hosting, ePayPlus, and Professional Services Agreements must be signed and returned with the signed quote for activation of license(s), maintenance, hosting and scheduling of the project work.
- 2 Professional Services are quoted at a firm fixed price, but the level of effort is limited to up to two training sessions (four hours total effort). For those items for which the level of effort is limited, actual effort, costs and expenses may be less than or greater than those quoted. Customer shall have no obligation to pay equivalent more than the quoted firm fixed price. equivalent shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted firm fixed price, even if the services for which the level of effort is limited have not been completed or the deliverables delivered, or the results expected by the Customer have not been achieved. The parties may by mutual, written agreement, increase the level of effort and quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
- 3 equivalent will invoice for the Professional Services fee upon completion of the baseline ePayment product installation in hosted Non-Production environment.
- 4 Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
- 5 If project is cancelled prior to completion, all effort and travel-related costs expended through the date of cancellation will be due and payable.
- 6 Payment for Software License, Software Maintenance, and Hosting is due as follows:
 - License Fee will be invoiced and due upon quotation execution.
 - Software Maintenance for CourtView Software is included in the CourtView Migration Quote.
 - Hosting is included in the CourtView Migration Quote.
- 7 First Year Maintenance and Support will begin upon completion of the baseline ePayment product installation in hosted Non-Production environment.
- 8 Payment term is net 30 days from invoice date.
- 9 All Services will be provided remotely.
- 10 equivalent will install eAccess and ePay in one non-production and one production environment in the equivalent FedRamp compliant host environment
- 11 eAccess has been developed using generally accepted industry practices and standards and typically will function with most commonly used browsers. equivalent has tested, and supports under the Maintenance Agreement, the use of the following browsers for use with eAccess: Microsoft Internet Explorer Version 11 or later, Google Chrome Version 43 or later and Mozilla Firefox Version 32 or later. The browser used, and the platform on which it is run, may effect the presentation of the user interface. Presentation anomalies that do not affect JusticeFiling or ePay functionality may occur and are not considered defects. equivalent does not test the use of eAccess or ePay with other browsers and issues caused by the use of a browser not listed above are not covered within the scope of the Maintenance Agreement.
- 12 equivalent assumes that Customer will use the ePayPlus integration with ePayment. Use of any other gateway will require a change order to include the scope, and related fees, for the integration for an alternative gateway.
- 13 eAccess is licensed for a single portal (irrespective of whether the portal is public or authenticated), use of eAccess to support multiple portals is subject to additional license and support fees.
- 14 A single eAccess portal can connect to, and extract data from, a single CourtView database.
- 16 The scope of work does not include any work related to the establishment, migration or maintenance of any replicated database.
- 17 A training session is four (4) hours or less training provided in a single session on a single day. No more than two (2) training sessions may be scheduled on a single day. Unless expressly stated all training will be provided during normal business hours (8 am to 5 pm local time).
- 18 Training is limited to a maximum of four (4) students per training session.
- 19 Customer is responsible for providing a suitable training environment that includes a personal computer for each student.
- 20 Customer will be responsible for placing any URL links to eAccess on Customer's web page(s).

QUOTE

Project: Reynoldsburg: CourtView3 Implementation (Migration from CourtTRAC)

Prepared for:

Joe Begeny

Mayor

Reynoldsburg Mayor's Court

7232 E. Main Street

Reynoldsburg, Ohio, 43068

(614) 322-6800

mayorsoffice@ci.reynoldsburg.oh.us

Quote Number:

Date:

August 16, 2020

Valid Through:

November 15, 2020

Client ID:

REYNOLOH

ONE TIME COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Licenses:						
CourtView3 Case Management System	License	5	\$4,500.00	\$22,500.00	100.00%	\$0.00
						Subtotal \$0.00
Business Objects Enterprise	3rd Party License	1	\$2,679.00	\$2,679.00	30.00%	\$1,875.30
						Subtotal \$1,875.30
Services:						
Professional Services - Data Conversion	Service	1	\$24,375.00	\$24,375.00	36.00%	\$15,600.00
Professional Services - Go-Live Support	Service	1	\$6,240.00	\$6,240.00	36.00%	\$3,993.60
Professional Services - Project Management	Service	1	\$5,850.00	\$5,850.00	36.00%	\$3,744.00
Professional Services - Software Configuration	Service	1	\$15,600.00	\$15,600.00	36.00%	\$9,984.00
Professional Services - Software Installation	Service	1	\$3,900.00	\$3,900.00	36.00%	\$2,496.00
Professional Services - Training	Service	1	\$17,160.00	\$17,160.00	36.00%	\$10,982.40
						Subtotal \$46,800.00
Other:						
Estimated Travel Expenses	Flow Through	1	\$2,000.00	\$2,000.00		\$2,000.00
						Subtotal \$2,000.00

Estimated Total of One Time Costs, excluding applicable taxes: \$50,675.30

RECURRING COSTS

Product	Product Type	Quantity	Unit Price	Subtotal	Discount	Extended Price
Maintenance	Maintenance	1	\$5,910.00	\$5,910.00		\$5,910.00
						Subtotal \$5,910.00
Maintenance	3rd Party Maintenance	1	\$589.38	\$589.38		\$589.38
						Subtotal \$589.38
Hosting	Hosting	1	\$10,900.00	\$10,900.00		\$10,900.00
						Subtotal \$10,900.00

Total First Year Recurring Costs, excluding applicable taxes: \$17,399.38

Attachment: Equivalent Contract, One-Time Costs (Repeal and Replace Ord. No. 121-19)

QUOTE ACCEPTANCE

Project: Reynoldsburg: CourtView3 Implementation (Migration from CourtTRAC)

Quote Accepted By:

Signature: _____

Name: _____

Title: _____

Date: _____

Prepared By:

Michael Triplett
Account Executive
Phone: (330) 470-0785
4825 Higbee Avenue NW
Canton, OH 44718
michael.triplett@equivant.com

Customer Contact:

Leslie Clark
Clerk of Courts
Phone: (614) 322-6804
lclark@ci.reynoldsburg.oh.us

The attached terms and conditions are incorporated into this quote by reference.

Attachment: Equivant Contract, One-Time Costs (Repeal and Replace Ord. No. 121-19)

Scope of Work

- equivalent will provide project management services to schedule and coordinate the work to be performed by equivalent.
- equivalent will provide software installation services to install the Software in one non-production and one production environment in equivalent's FedRamp compliant hosted environment.
- equivalent will provide software configuration services to configure the software.
- equivalent will provide data conversion services convert the data from the legacy GBS CourTrac CMS to the CourtView CMS using the standard equivalent conversion methodology.
- equivalent will provide standard CourtView Ohio Mayor's Court training.
- equivalent will provide Go-live support.
- equivalent will provide standard Software hosting services.

Notes

- 1 A contract, including License, Software Maintenance, Hosting and Professional Services Agreements must be signed and returned with the signed quote for activation of license(s), maintenance, hosting and scheduling of the project work.
- 2 Delivery will be scheduled for the first available date at which equivalent and Customer resources are jointly available. Should rescheduling be necessitated for any reason, the next available date at which equivalent and Customer resources are both available will be scheduled.
- 3 Professional Services are quoted at a firm fixed price, but the level of effort is limited to up to two days effort for software configuration for business analysis of the current business processes, up to 11 training days, and up to 32 hours go-live support. For those items for which the level of effort is limited, actual effort, costs and expenses may be less than or greater than those quoted. Customer shall have no obligation to pay equivalent more than the quoted firm fixed price. equivalent shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted firm fixed price, even if the services for which the level of effort is limited have not been completed or the deliverables delivered, or the results expected by the Customer have not been achieved. The parties may by mutual, written agreement, increase the level of effort and quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
- 4 Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
- 5 If project is cancelled prior to completion, all effort and travel-related costs expended through the date of cancellation will be due and payable.
- 6 equivalent will invoice monthly as follows:
 - Project management services will be invoiced at the end of the first month in which project management services are provided.
 - Software Installation will be invoiced at 75% the end of the month in which the CourtView application is installed in the non-production environment and 25% at the end of the month in which the CourtView application is installed in the production environment.
 - Software configuration will be invoiced at the end of the month in which the Customer's ordinances are loaded into the hosted environment.
 - Data Conversion services will be invoiced at 50% at the end of the month in which the second mock run is completed and 50% at the end of the month in which the go-live conversion is completed.
 - Training will be invoiced at the end of the month in which the first training day is provided.
 - Go-live Support will be invoiced at the end of the month in which Go-live Support is provided.
- 7 Project management, software installation, and data conversion will be provided remotely. Software configuration and training will be provided through a combination of remote and on-site work. Go-live support will be provided on-site.
- 8 Payment for Software License, Software Maintenance, and Hosting is due as follows:
 - License Fee will be invoiced and due upon quotation execution.
 - Software Maintenance for CourtView Software will be invoiced upon go-live and will transition the current maintenance year for the GBS legacy application to CourtView at the current maintenance year fee.
 - Subsequent years Maintenance will be invoiced pursuant to the Maintenance Agreement.
 - Software Maintenance for Crystal Reports Software will be invoiced upon execution of the quotation.
 - First Year Hosting will be invoiced upon execution of the quotation.
 - Subsequent years Hosting will be invoiced pursuant to the Hosting Agreement.
- 9 For CourtView Software, Software Maintenance begins upon go-live. For Crystal Report Software, Software Maintenance begins upon quote execution and is for software updates only.
- 10 The license(s) are limited for use during the term of, and coterminate with, the Customer's active CourtView Software Maintenance agreement.
- 11 Payment term is net 30 days from invoice date.
- 12 Customer will make available all resources requested by equivalent for assistance.
- 13 For the purposes of quotation equivalent has assumed that training will be provided on consecutive days. Should Customer request that training be provided on non consecutive days the Estimated Travel Cost, for labor and travel expenses, may exceed the estimate provided.
- 14 A training day is eight (8) hours or less training provided on a single day. Unless expressly stated all training will be provided during normal business hours (8 am to 5 pm local time).
- 15 equivalent will provide training utilizing the CourtView Release installed in the Customer's training environment.
- 16 Customer is responsible for providing a suitable training environment that includes a personal computer for each student.
- 17 Training sessions are limited to a maximum of ten (10) students per training session.
- 18 On-site Training Services include:
 - Case Initiation
 - Parties
 - Docketing
 - Forms and Notice Usage and Creation
 - Supreme Court/BMV Reporting
 - Case/Party Charge Disposition
 - Scheduling
 - Receipting
 - Calendars
 - Report Generation
 - Financial
 - Accounts Receivable with Collections
 - Journal Entry/Sentencing Order Processing
- 19 Travel costs are estimated and actual cost incurred by equivalent will be charged. Travel costs will include travel time and actual / direct expenses. For on-site work of less than four consecutive days, travel time is invoiced at \$75 per hour, not to exceed five (5) hours per round trip.
- 20 The local environment and any peripheral equipment must meet minimum requirements as specified by equivalent.
- 21 equivalent assumes that Customer will use Microsoft Edge on the local work stations.

- 22 equivalent will provide standard conversion services including up to two test conversion runs, two mock conversion runs, and one production conversion run. Customer will be responsible for data cleanup in the legacy application.
- 23 The scope of work does not include any work related to training on the creation or usage of Orders functionality.
- 24 The scope of work does not include any work related to the provision of customized Orders, provided Orders will be limited to existing standard Orders with localization for name and logo.
- 25 The scope of work does not include any work related to the migration or implementation of any Ticket import functionality.
- 26 The scope of work does not include any work related to the migration or implementation of any imaging system, or conversion of any imaging related data.
- 27 The scope of work does not include any work related to the integration of Label software or related data extraction of label data.

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Amend Vacant Property Ordinance**

Approval:

Pending Joe Begeny	Completed Chris Shook	Stephen Cicak
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This codified change would grant the Service Director the authority to exercise discretion on a request for an exemption from the vacant property registration ordinance where the property has no observable property maintenance violations and where circumstances warrant such exemption.

**AN ORDINANCE TO AMEND SECTION 1399.05 EXEMPTIONS TO VACANT
PROPERTY REGISTRATION OF THE CODIFIED ORDINANCES FOR THE CITY OF
REYNOLDSBURG**

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

SECTION 1. That Section 1399.05 Exemptions to Vacant Property Registration of the Codified Ordinances for the City of Reynoldsburg be amended as follows:

See attached Exhibit A

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

1399.05 EXEMPTIONS

1. A building under active construction/ renovation and having a valid building permit(s) at the time of the initial inspection shall be exempt from the registration until the expiration of the longest-running currently active building permit.
2. A building that has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of ninety (90) days if the owner submits a request for exemption in writing to the Designated City Official. The request shall include the names and addresses of the owner or owners, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building.
3. A building that is for sale shall be exempted for a period of twelve (12) months from the start of the vacancy, provided that the owner submits proof to the Designated City Official of such listing and for-sale status.
- 3-4. The Designated City Official shall have discretion to grant additional exemptions for any building and property for which there are no observable violations of the property maintenance code of the City and where circumstances justify such exemption.
5. ~~4.~~ Any owner of a vacant building may request an exemption from the provisions of this Chapter by filing a written application with the City who shall timely consider the same. In determining whether a request for exemption should be granted, the Designated City Official or designee shall consider the following:
 - a. The applicant's prior record as it pertains to Property Maintenance Code Violations.
 - b. The amount of vacant property the applicant currently has within the City of Reynoldsburg.
 - c. The length of time that the building for which the exemption is sought has been vacant.
 - d. The Designated City Official shall approve with conditions, or reject the completed application for exemption within thirty (30) days of receiving it.

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Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Design Services (EMH&T) Police West Parking Lot**

Approval:

Completed Joe Begeny	Pending Chris Shook	Pending Stephen Cicak
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**AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEY, DESIGN,
ENGINEERING, AND BIDDING SERVICES FOR THE POLICE DEPARTMENT
WEST PARKING LOT AND APPROPRIATING FUNDS THEREFOR**

Whereas, EMH&T will provide survey, engineering, design, and assistance with bidding services for the Police Department west parking lot; and

Whereas, the design will include the expansion of the existing parking lot to the north to accommodate current parking needs, repaving/restriping of the existing and future parking lot, construction of a carport area to provide cover for the Police Department fleet, including security lighting and the installation of a fence around the perimeter with security gate; and

Whereas, EMH&T will prepare a proposal for these services in the coming weeks, including an estimated construction cost estimate, which will be presented to City Council for review/approval; and

Whereas, the total cost for this project including design and construction is anticipated to be around \$500,000.00 and funded through the America Recovery Act.

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

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

Section 1. That the Mayor authorize EMH&T to conduct surveying, design, engineering, and bidding services for the police department west parking lot project.

Section 2. That an amount of \$40,000.00 be approved and taken from the unappropriated Capital Improvement Fund (CIP) (410) and be appropriated to account 410.000.0185.5602 Police Parking Lot Project.

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



Example of gable carport



Example of Solar carport

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: EMH&T Design Service for Traffic Sync and Preemption System**

Approval:

Pending Joe Begeny	Pending Chris Shook	Pending Stephen Cicak
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**AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEY, DESIGN,
ENGINEERING, AND BIDDING SERVICES FOR A TRAFFIC SIGNAL
INTERCONNECT AND PREEMPTION SYSTEM ALONG THE MAIN STREET
CORRIDOR (BRICE TO WAGGONER ROADS) AND APPROPRIATING FUNDS**

Whereas, EMH&T will provide survey, engineering, design, and assistance with the bidding process for a traffic signal interconnect and preemption system along the Main Street corridor (Brice to Waggoner Roads); and

Whereas, the City's existing traffic control system will be evaluated for accuracy (timing of signals based on current average daily traffic (ADT) counts, functionality of all pedestrian push buttons and displays and controllers, etc.) and functionality (preemption system added to aid local fire runs, universal battery backup systems in place, etc.), and

Whereas, the estimated cost for the traffic signal interconnect and the preemption system is \$662,000.00.

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

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

Section 1. That the Mayor authorize EMH&T to conduct surveying, design, engineering, and bidding services for a traffic signal interconnect and preemption system along the Main Street corridor (Brice to Waggoner Roads).

Section 2. That an amount of \$71,000 from the unappropriated Capital Improvement Fund (CIP) (410) be appropriated to account 410.000.0186.5659 Main Street Traffic Light Project.

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

MEMO

Date: March 12, 2021
To: Ryan Andrews
From: Jason Smallwood
Subject: Main Street Traffic Signal Coordination
Copies:

As requested please find outlined below a summary of anticipated cost for the development and implementation of traffic signal coordination on Main Street between Brice Road and Waggoner Road. The following intersections are assumed to be included in the study area:

- | | |
|---------------------|---------------------------|
| 1. Brice Road | 6. Haft Dr. |
| 2. New Kroger Drive | 7. Davidson Dr. |
| 3. Rosehill Road | 8. Lancaster Ave. (North) |
| 4. Briarcliff Road | 9. Jackson St. |
| 5. Aida Dr. | 10. Waggoner Rd. |

Estimated scope of work includes morning, mid-day and afternoon peak hour traffic counts at each intersection, development of Synchro traffic signal microsimulation models, coordinated timing plans and traffic signal improvement plans for bidding to a Contractor. Improvement plans will call for the implementation of the new timing plans, a master controller, Opticom emergency vehicle preemption and wireless Ethernet communication radios. We have also separately furnished anticipated cost to convert the above ten signalized intersection to radar detection.

Anticipated Design Fees

Traffic Signal Coordination Study and Improvement Plan Development:	\$58,000
Design Opticom Upgrades	\$ 3,500
<u>Design Radar Detection Upgrades</u>	<u>\$ 9,500</u>
Total	\$71,000

Anticipated Construct Costs

Traffic Signal Coordination, Wireless Radios, Master Controller	\$192,000
Opticom (Emergency Vehicle Preemption)	\$150,000
<u>Convert to Radar Detection</u>	<u>\$320,000</u>
Total	\$662,000

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Service and Transportation Committee****RE: Design Services (EMH&T) Graham Road Multi-use Trail/Sidewalk
Extension (Palmer Road to Livingston Avenue) Project**

Approval:

Pending Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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**AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEY, DESIGN,
ENGINEERING, AND BIDDING SERVICES FOR THE GRAHAM ROAD SIDEWALK
EXTENSION (PALMER ROAD TO LIVINGSTON AVENUE) PROJECT AND
APPROPRIATING FUNDS THEREFOR**

Whereas, EMH&T will provide survey, engineering, design, and assistance with bidding services for the Graham Road Multi-use Trail/Sidewalk Extension (Palmer Road to Livingston Avenue) Project; and

Whereas, the design will include the extension of a multi-use trail/sidewalk from the southeast corner of Graham and Palmer Roads south to Livingston Avenue, including a stream crossing over an unnamed tributary to the Blacklick Creek, and minor landscape enhancements; and

Whereas, the project will be a collaboration between the City of Reynoldsburg and the Franklin County Engineer; and

Service Department

Bill Dorman

7232 E. Main Street

Reynoldsburg OH 43068

Phone

Whereas the Franklin County Engineer will provide in kind services as its relates to the design and construction of the stream crossing in that this bridge is a County bridge (operated and maintained by the Franklin County Engineers Office).

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

Section 1. That the Mayor authorize EMH&T to conduct survey, design, engineering, and bidding services for the Graham Road Multi-use Trail/Sidewalk Extension (Palmer Road to Livingston Avenue) Project.

Section 2. That an amount of \$37,060.00 be approved and taken from the unappropriated Capital Improvement Fund (CIP) account number 410.000.0188.5659 Miscellaneous Infrastructure.

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



Engineers, Surveyors, Planners, Scientists

April 15, 2021

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

Subject: Graham Road Multi-Use Trail
 Proposal for Survey, Design, and Bidding Services

Dear Mr. Dorman,

EMH&T is pleased to present a proposal for survey, detailed engineering, and bidding services for the Graham Road Multi-Use Trail, which is planned to extend from the Palmer Road intersection to the 5-way intersection. Our scope of services is based on the following:

PROJECT UNDERSTANDING

1. This project will be designed in coordination with the Franklin County Engineer's Office. Based on our recent meeting with FCEO, we understand that they have volunteered to design a pedestrian bridge at the creek crossing. Their proposed pedestrian bridge will be a slab design, which is anchored to and supported by the existing wingwalls on the bridge. EMH&T will provide survey data to FCEO for this effort and will leave a gap in the trail improvement project for the construction of the pedestrian bridge.
 - a. Additionally, FCEO stated that they would evaluate whether or not their in-house crews could construct the bridge improvement. This decision will be based on the availability of their bridge maintenance crews at the intended time of construction. If they cannot construct it in-house, EMH&T will include FCEO's construction drawings and specifications with the bid for the City's companion trail project.
2. It is our understanding that FCEO's work will not require equipment to be placed in the stream. Therefore, it is assumed that 401/404 permitting from the EPA or USACE will not be necessary and these services are not included in EMH&T's scope.
3. Based on previous meetings, we understand that it is the intent of the City for the Trail to be extended along the east side of Graham Road, fronting the Livingston House parcel. As such, EMH&T's survey work will only be performed along the eastern edge of Graham Road.
4. With respect to the grade drop-off in front of the Livingston House, EMH&T is assuming that a retaining wall will be necessary to accommodate the grade change between the Livingston House front yard and the roadside trail. The scope of services included in this proposal assumes that a modular, pre-engineered retaining wall will be used (Unilock, Redi-Rock, or Similar). If the City prefers a masonry wall with a stone or brick veneer, this can be added to the design at an additional cost.
5. It is anticipated that the multi-use trail improvements will require an easement from the Slate Ridge Business Park because the right-of-way is only approximately 9.5-ft behind the back of curb. This existing corridor is not wide enough to support an 8-ft wide trail per the City's Standard and allow for a minimum 3-ft tree lawn between the curb and trail.

6. In 2016, EMH&T obtained survey along Graham Road for a storm sewer project, which overlaps a portion of the Graham Road Multi-Use Trail project corridor. To our knowledge, no other improvements that would have changed surface features or grades have occurred in this area since the time of that prior survey work. Therefore, the City of Reynoldsburg and EMH&T agree that this data will be repurposed for this project, thereby reducing the amount of fieldwork needed for the Graham Road Multi-Use Trail project by approximately 60%.

SCOPE OF SERVICES

EMH&T will provide surveying, engineering, bidding services necessary to prepare construction plans and specifications for these improvements. The scope of services will include:

1. Survey

- a. Horizontal and vertical control will be established for a basis of design and construction. Topography necessary for the design will be acquired within or directly adjacent to the established right-of-way. Survey will be obtained on the State Plane Coordinate System and NAVD 88 vertical datum. It is anticipated that full survey of the right-of-way corridor will be necessary to fully characterize all of the underground utilities and surface features in the corridor.
- b. Boundary Work – We will conduct fieldwork and courthouse research necessary to determine the right-of-way limits along the east side of Graham Road along the Slate Ridge Office Park parcel.
- c. EMH&T will prepare a legal description for one trail easement that is anticipated from the office park. If additional survey documentation becomes necessary through the course of design, additional fees may be requested. EMH&T will provide the legal description to the City for coordination with the property owner.

2. Trail Design

- a. Develop base map using topographic survey, record plan and GIS information to serve as the backbone for detailed design efforts.
- b. EMH&T will prepare a horizontal alignment exhibit for the proposed trail improvements for coordination with the City and FCEO. Any comments received will be incorporated into the detailed construction drawings.
- c. We will prepare a site and grading plan for the proposed trail improvements to define the horizontal and vertical alignment of the trail. Proposed grading limits for the yard and roadside ditch area adjacent to the trail will be shown with spot elevations.
- d. EMH&T will prepare an intersection detail at the intersection with Palmer Road and driveway replacement details along the trail alignment. It is anticipated that the trail will connect to the existing sidewalk at the 5-way intersection and that curb ramp and crosswalk modifications will not be necessary in that area.
- e. It is anticipated that some minor storm sewer improvements may be necessary to adjust the current drainage pattern to accommodate the trail improvements. EMH&T will prepare storm sewer plans and details where structure adjustments or piping of existing ditches becomes necessary.
- f. We will provide options to the City for the pre-engineered retaining wall system that will be needed adjacent to the Livingston House property and include these details and specifications in the plan set.
- g. The 75% design plans and opinion of probable cost will be provided to the City and FCEO for review and comment and a web-meeting will be scheduled to discuss the plans. The intent of this coordination effort with FCEO will be to ensure that the City's trail project is graded appropriately to match the alignment and grade of the proposed pedestrian bridge improvement that is being designed by FCEO. Please note that the trail design will

be performed to City standards. In the event FCEO requests that Federal standards be used, these requests will be considered but may not be implemented.

- h. EMH&T will make one submittal of plans to private utility companies. The plans will be designed to minimize or eliminate interference with overhead utility poles. Additionally, the depth of excavation should not be deep enough to affect buried utilities. Therefore, minimal utility coordination is anticipated.
 - i. EMH&T will prepare a sedimentation and erosion control plan for this project. No Ohio EPA Notice of Intent is anticipated since the earth disturbed area will most likely be under one acre.
 - j. Maintenance of traffic plans will be prepared showing temporary lane closures with flagger control as needed to allow construction to occur adjacent to the eastern roadway berm.
 - k. Typical trail section(s), plan details, supplemental project notes and specifications will be prepared.
 - l. A final plan set consisting of the following will be provided to the City for final review and approval.
 - i. Title sheet, general notes, estimate of quantities
 - ii. Typical section and project details
 - iii. Proposed trail plan and grading details
 - iv. Intersection and driveway details
 - v. Storm sewer modification details
 - vi. Sedimentation and erosion control plan
 - vii. Maintenance of traffic details
3. Bidding Services
- a. We will prepare the bidding documents and plan sets necessary to conduct public bidding for the construction of the improvement. It is assumed that we will provide 15 copies of the bid documents to the City. Tasks to be completed in conjunction with the bidding phase will include:
 - i. Bid document preparation
 - ii. Advertisement preparation
 - iii. Issuance of addenda, if necessary
 - iv. Bid tabulation
 - v. Review of bids and formal recommendation of award

The Scope of Services does not include inspection services during the construction phase or any efforts subsequent to the awarding of the Construction Contract. Items specifically not included within the scope of this proposal include: construction inspection, construction administration, land appraisal, private utility relocation design, subsurface investigations, geotechnical reports, structural retaining wall design, or environmental permitting. A proposal for construction administration and inspection services will be provided to the City when plans are completed and the project is ready for bidding.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Notice to Proceed. Upon receiving authorization, we will develop a detailed project schedule and conduct a kick-off meeting with the City.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed

the amount shown in the table, below, without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

EMH&T SERVICES FEE SUMMARY

Description	Fee
Task 1: Survey	\$5,790
Task 2: Trail Design	\$26,990
Task 3: Bidding Services	\$4,280
TOTAL FEE	\$37,060

These fees will not be exceeded without prior authorization from the City of Reynoldsburg. Should this scope increase to incorporate additional improvements, additional fees may be necessary to cover the cost of professional services.

If this description and estimated fee meet your approval, please authorize with your signature below. Please contact me at (614) 775-4555 if you have any questions.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.

Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name/Date

Copy: Joseph Begeny, Mayor
Andrew Bowsher, Director of Development
Keith Kundtz, Street Superintendent

Service Department**Bill Dorman****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Shanette Strickland, Councilwoman Public Service and
Transportation Committee****RE: Design Services (EMH&T) Hill Road Methodist Cemetery
Improvements**

Approval:

Pending Joe Begeny	Pending Chris Shook	Completed Stephen Cicak
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**AN ORDINANCE AUTHORIZING EMH&T TO CONDUCT SURVEY, DESIGN,
ENGINEERING, AND BIDDING SERVICES FOR THE HILL ROAD METHODIST
CEMETERY IMPROVEMENTS AND APPROPRIATING FUNDS THEREFOR**

Whereas, EMH&T will provide survey, engineering, design, and assistance with bidding services for the Hill Road Methodist Cemetery Improvements; and

Whereas, the design will include the addition of a decorative fence, columns and gate to be consistent with the period and daily operations (mowing, security, etc.) of the cemetery and the surrounding area; and

Whereas, EMH&T will prepare a proposal for these services in the coming weeks, including an estimated construction cost estimate, which will be presented to City Council for review/approval; and

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

Whereas, the total cost for this project including design and construction is anticipated to be around \$75,000.00 and funded through the America Recovery Act.

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

Section 1. That the Mayor authorize EMH&T to conduct surveying, design, engineering, and bidding services for the Hill Road Methodist Cemetery Improvements.

Section 2. That an amount of \$12,000.00 be approved for EMH&T services to be taken from the unappropriated Capital Improvement Fund (CIP) (410) and be appropriated to account 410.000.0187.5602 Land Improvements.

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



Example of wooden picket fence and gate/entryway



Example of aluminum fence and brick column

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 28, 2021****TO: Public Safety, Law and Courts Committee****RE: Amend Chapter 373 Bicycles & Motorcycles**

Approval:

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

This item is for a work session only.

An Ordinance to Amend Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the
City of Reynoldsburg to Remove Bicycle Licensing Requirements

WHEREAS, the City of Reynoldsburg currently requires licensing for all bicycles operated or
used on the street of the City; and

WHEREAS, the City of Reynoldsburg does not currently have a process by which bicycle
owners are able to obtain a license with the City and such requirement has not been enforced in
the City for several years; and

WHEREAS, this Council has determined that it is in the best interests of the City to remove
such licensing requirements.

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

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

SECTION 1. That Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg shall be amended as set forth in the attached Exhibit A.

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

CHAPTER 373
Bicycles and Motorcycles

373.11 MINIMUM AGE FOR OPERATION ON STREETS.

No person under the age of eight years shall operate or use a bicycle on any of the streets of the City.

373.12 PARENTAL RESPONSIBILITY.

~~(a) No parent, guardian or person having the care and control of a minor child shall knowingly permit the minor child to ride a bicycle upon the streets of the City without having first complied with the licensing provisions of this chapter.~~

(b) No parent, guardian or person having the care and control of a minor child under the age of eight years shall knowingly permit the minor child to ride a bicycle upon the streets of the City.

Formatted: Indent: Left: 0.67", No bullets or numbering

373.13 IMPOUNDING.

- (a) Whenever any bicycle is operated by any person, including a minor under the age of twenty-one years, in violation of any of the provisions of this chapter, the bicycle may be seized by any member of the Police Department and impounded for a period of time not to exceed thirty days and shall be released upon order of the Chief of Police.
- (b) A bicycle so impounded shall be surrendered to the parent or guardian after a full explanation as to the reasons for impounding the bicycle and after such reasons have been corrected by the parent or guardian. A complete record of all impoundings of such equipment shall be kept in the Police Department.

~~373.14 BICYCLE LICENSE REQUIRED.~~

~~No person shall operate or use a bicycle on any of the streets of the City without first obtaining from the Director of Public Safety a license for it as provided in this chapter.~~

~~373.15 ISSUANCE OF LICENSE: FEE: DECAL OR PLATE.~~

- ~~(a) The Director of Public Safety at the time of issuing a bicycle license or a motorized bicycle license shall complete a registration card showing the name, age and address of the applicant, the name and address of the applicant's parents, guardian or custodian, if the applicant is a minor, and the make, manufacturer, number, color and description of the bicycle or motorized bicycle.~~
- ~~(b) The license fee to be paid for each bicycle or motorized bicycle shall be fifty cents (\$.50) payable in advance.~~
- ~~(c) The Director shall provide a decal or plate bearing a distinctive identification number stamped on it.~~

~~(d) Before the owner of the bicycle or motorized bicycle shall operate it or permit it to be operated upon any street in the City he shall cause the decal or plate to be securely attached to the bicycle or motorized bicycle.~~

~~(e) All registration certificates issued under this section shall be effective from the date of issuance and shall expire on the date the bicycle or motorized bicycle is sold or transferred by the person under whose name it is registered. No person shall transfer or sell a bicycle or motorized bicycle without removing and destroying the registration, license or decal or plate.~~

~~373.16 VIOLATIONS; SUSPENSION OF LICENSE.~~

~~(a) Violations of this chapter by minors shall be reported to the Chief of Police, who shall maintain a record of such reported violations.~~

~~(b) Upon the first reported violation, a warning shall be issued to the minor and the parents, guardian or person having the care and control of the minor.~~

~~(c) Upon the reporting of a second violation within one year of the first reported violation, the Chief of Police shall serve notice upon the minor and the parent, guardian or person having control of the minor child to appear at a time set in the notice. If upon hearing it is determined by the Chief of Police that a violation of this chapter did occur and that the minor cited was the person responsible for the violation, the Chief of Police may suspend the license granted under this chapter for not more than ninety days.~~

~~(d) Upon reporting of a third violation within one year after the first reported violation, the Chief of Police or his duly authorized representative shall serve notice upon the minor and the parent, guardian or person having the care and custody of the minor to appear at a time set in the notice. If upon hearing it is determined by the Chief of Police that a violation of this chapter did occur and that the minor cited was the person responsible for the violation, the Chief of Police may suspend the license granted under this chapter for not more than one year.~~

~~373.17 APPEAL OF SUSPENSION.~~

~~—Any minor who has his license suspended under Section 373.16 or any parent, guardian or person having the care and control of a minor whose license has been suspended under Section 373.16 may appeal from the determination of the Chief of Police to the Director of Public Safety by filing a written notice of appeal within ten days after the determination by the Chief of Police. The Director shall hear such appeal and may affirm reverse or modify the suspension imposed by the Chief of Police.~~

~~373.18 MUTILATION OF SERIAL NUMBERS, DECALS OR PLATES.~~

~~—No person shall willfully or maliciously remove, mutilate or alter the frame, serial number or other identifying mark of any bicycle registered under this chapter or any registration certificate, decal or plate issued under the provisions of this chapter.~~

~~(Ord. 11-63, Passed 2-11-63.)
classifications and penalties.)~~

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: Sensus Upgrade Program

Approval:

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

An Ordinance to Authorize the Purchase 2000 MXU's from Sensus for the Upgrade Program and Waive Competitive Bidding

Funds were appropriated in the water & sewer department's annual budget for 2021.

To utilize 710.735.5639 & 720.736.5639 water and sewer accounts for \$120,000 on each account
Totaling \$240,000 for the Purchase of 2000 MXU's

Budget for water and sewer was \$175,000 each. for GL accounts 5639's. totaling \$350.000.00.

This will allow the water department to complete cycle 1 to full radio reads, leaving only cycle 3 to finish, which currently has 3000 MXU's needed and 350 Meters to upgrade cycle 3.

An Ordinance to Authorize the Purchase 2000 MXU Meters from Sensus for the Upgrade Program and Waive Competitive Bidding

WHEREAS, the City of Reynoldsburg water department contract with Sensus is on the non-competitive bidding process.

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

WHEREAS, the City of Reynoldsburg water department is currently working to convert existing touch pad system to radio reads system.

WHEREAS, the City of Reynoldsburg water department has already completed Cycle 2 and fully converted to radio reads.

WHEREAS, the City of Reynoldsburg water & sewer departments appropriated funds in the 2021 budget for 2021 to complete Cycle 1 to full radio reads, leaving only Cycle 3 to finish.

WHEREAS, the City of Reynoldsburg has already purchased the Flexnet System in 2020 for the two towers for the access to acquire daily reads and allow for a customer portal.

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

Section 1. That Council authorizes the purchase of 2000 MXU Sensus meters in the amount of \$240,000.00 and waive competitive bidding.

Section 2. Upon adoption by Council, this Ordinance shall be in effect thirty days upon the signature of the Mayor.

ORDINANCE NO. 66-18PASSED: May 29, 2018

ORDINANCE TO AMEND ORDINANCE 94-12 PASSED DECEMBER 17, 2012 THAT WAIVES COMPETITIVE BIDDING FOR VARIOUS EXEMPTED CONTRACTS AND EXPENDITURES OVER \$10,000 \$25,000.

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

SECTION 1. That Council does hereby waive competitive bidding for the following vendors:

Schonhardt and Associates
 Limbach Controls Group
 Columbia Gas of Ohio
 Sensus
 Verizon Wireless
~~Taylor Chevrolet~~ Hugh White Chevrolet
 Ricart Mega Mall
 Statewide Ford
 Honda East
 Pyrotecnico
 Willis of Ohio
 American Legal Publishing
 Silco Fire & Security
 MP Dory
SCI Integrated (Sound Communications)

~~Aceela~~ IQM2 (Granicus)
 Speedway
 REM Communications
 Kirch Group Technologies
 Jeffrey R. Bing Cement
 Franklin Soil & Water
 HD Supply Waterworks LTD
 American Mechanical Group
 Franklin County (all agencies)
 Fairfield County (all agencies)
 Licking County (all agencies)
 State of Ohio (all agencies)
 Hapco Aluminum
 New World Systems

SECTION 2. That Ordinance No. 94-12 passed December 17, 2012 be and is hereby repealed and replaced.

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

ATTEST:

April L. Beggerow
 April L. Beggerow, Clerk of Council

Doug Joseph
 Doug Joseph, President of Council

APPROVED:

Bradley L. McCloud
 Bradley L. McCloud, Mayor

DATE

5/30/18

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. 66-18 as passed by Council of said City on the 29th day of May, 2018 and as recorded in the Record of Proceedings of said Council.

April L. Beggerow
 April L. Beggerow, Clerk of Council

Filed with Mayor: 5/30/18

Attachment: Ordinance 66-18 (Sensus Upgrade Program)

450 North Gallatin Avenue
P.O. Box 487
Uniontown, PA 15221 USA

1-800-MeterIt
1-800-638-3748
www.sensus.com

Your Quote Number: 31177

SENSUS

US Dollar

Line	Description	Quantity	U/M	Unit Price
26	Part#: ER1 SR11 & ACCUSTREAM ECR E REGISTER+ ONLY	1	EA	48.210
27	Part#: 5390753739604 TCHRDR+ AY CPLT M3096+ 910-0008110	1	EA	478.220
28	Part#: 5396353751201MI M510M-F1-TC-X-MI UNIT NON-PIT/INT BTRY-D/SNGL PORT TC W-INT DATA	1	EA	120.000
29	Part#: 5396353752201MI M520M-F1-TC-X-E-MI UNIT PIT/INT BTRY-D/SNGL PORT TC W-INT DATA & LEAK DET	1	EA	140.000
30	Part#: 5396353752203MI M520M-F1-TC-TC-E-MI UNIT PIT/INT BTRY-D/DUAL PORT TC W-INT DATA LEAK DET	1	EA	175.000
31	Part#: 5396353751203MI M510M-F1-TC-TC-MI UNIT NON-PIT/INT BTRY-D/DUAL PORT TC W-INT DATA LEAK DET	1	EA	165.000

*

PARTS DISCOUNT 24% FROM LIST PRICE IN EFFECT AT
TIME OF ORDER

*

FULL FREIGHT ALLOWED
FOB SHIPPING POINT

*

IF TOUCHPAD OR HOUSING IS REQUIRED WITH E-REG USE
LIST LESS 24% WHEN PURCHASED WITH REGISTER

*

CASE 00427188

*

* QUOTE REPLACES QUOTE #30139 EFF 01/01/20 *

This Quotation is an offer to sell which includes and is subject to the Sensus Metering Systems Terms of Sale available for viewing and downloading at <http://www.sensus.com/itc> Please contact Customer Service at 1-800-638-3748 if you are unable to access this site and require a printed copy of the Terms of Sale.

Attachment: Purchase Sensus Meters Pricing (Sensus Upgrade Program)

450 North Gallatin Avenue
P.O. Box 487
Uniontown, PA 15221 USA

1-800-MeterIt
1-800-638-3748
www.sensus.com



QUOTATION
Your Quote Number: 31177
Reference: ANNUAL QUOTE

Bill to Customer: 689237

Ship to Customer:

ATTENTION: PAUL HELLMAN
REYNOLDSBURG CITY OF-AM
DEPARTMENT OF WATER & SEWER
7232 E MAIN ST
REYNOLDSBURG OH 43068

USA

REYNOLDSBURG CITY OF-AM
7232 E MAIN ST
DEPARTMENT OF WATER & SEWER
REYNOLDSBURG OH 43068

Salesman: PRESLOID JOHN
Terms: NET 30 DAYS

Effective Date: 1/01/20
Expiration Date: 12/31/21

Line	Description	Quantity	U/M	US Dollar Unit Price
1	Part#: I1S5GBXX MTR 5/8 IPERL 7WHL2A 1G 25'3-WR (PE) SMART	1	EA	120.530
2	Part#: I2S5GBXX MTR 3/4S IPERL 7WHL2A 1G 25'3-WR (PE) SMART	1	EA	120.530
3	Part#: I4S5GBXX MTR 1 IPERL 7WHL2A 1G 25'3-WR (PE) SMART	1	EA	156.020
4	Part#: SM50520600001 TOUCHPAD AY BLACK F/MTR TO BE SOLD W/MTR ONLY	1	EA	4.080
5	Part#: R11XXXXG8AAXX MTR 1.5 OMNI R2 13"LL 8WHL1A 1G AMR 20'	1	EA	485.100
6	Part#: R21XXXXG8AAXX MTR 2 OMNI R2 17"LL 8WHL1A 1G AMR 20'	1	EA	680.610
7	Part#: C11XXXXG1AA0X MTR 1.5 OMNI C2 MNCS/T P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	1,188.370

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Attachment: Purchase Sensus Meters Pricing (Sensus Upgrade Program)

450 North Gallatin Avenue
P.O. Box 487
Uniontown, PA 15221 USA

1-800-MeterIt
1-800-638-3748
www.sensus.com

Your Quote Number: 31177



US Dollar

Line	Description	Quantity	U/M	Unit Price
8	Part#: C23XXXXG1AA0X MTR 2 OMNI C2 MNCS/C P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	1,373.320
9	Part#: C33XXXXG1AA0X MTR 3 OMNI C2 MNCS/C P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	1,602.650
10	Part#: C43XXXXG1AA0X MTR 4 OMNI C2 MNCS/C P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	2,702.080
11	Part#: C63XXXXG1AA0X MTR 6 OMNI C2 MNCS/C P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	4,329.460
12	Part#: C81XXXXG1AA0X MTR 8 OMNI C2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	7,256.790
13	Part#: CA1XXXXG1AA0X MTR 10 OMNI C2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	9,363.600
14	Part#: T11XXXXG1AA0X MTR 1.5 OMNI T2 MNCS/T P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	687.350
15	Part#: T21XXXXG1AA0X MTR 2 OMNI T2 MNCS/T P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	825.240

This Quotation is an offer to sell which includes and is subject to the Sensus Metering Systems Terms of Sale available for viewing and downloading at <http://www.sensus.com/te> Please contact Customer Service at 1-800-638-3748 if you are unable to access this site and require a printed copy of the Terms of Sale.

Attachment: Purchase Sensus Meters Pricing (Sensus Upgrade Program)

450 North Gallatin Avenue
P.O. Box 487
Uniontown, PA 15221 USA

1-800-Meter/It
1-800-638-3748
www.sensus.com

Your Quote Number: 31177



US Dollar

Line	Description	Quantity	U/M	Unit Price
16	Part#: T31XXXXG1AA0X MTR 3 OMNI T2 MNCS/T P/1 8WHL1A 1G AMR 20' ID=SN	1	EA	1,088.570
17	Part#: T41XXXXG1AA0X MTR 4 OMNI T2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	2,119.950
18	Part#: T61XXXXG1AA0X MTR 6 OMNI T2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	3,642.770
19	Part#: T81XXXXG1AA0X MTR 8 OMNI T2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	6,164.370
20	Part#: TA1XXXXG1AA0X MTR 10 OMNI T2 MNCS/T P/10 8WHL1A 10G AMR 20' ID=SN	1	EA	8,037.090
21	Part#: F4C METER 4"OMNI F2 COMPACT LENGTH	1	EA	6,187.390
22	Part#: F6C METER 6"OMNI F2 COMPACT LENGTH	1	EA	8,234.880
23	Part#: F8C METER 8"OMNI F2 COMPACT LENGTH	1	EA	12,328.740
24	Part#: F10C MTR 10"OMNI F2 COMPACT LENGTH	1	EA	17,634.780
25	Part#: ER3 SR11 & ACCUSTREAM TR/PL E REGISTER+ ONLY	1	EA	55.020

This Quotation is an offer to sell which includes and is subject to the Sensus Metering Systems Terms of Sale available for viewing and downloading at <http://www.sensus.com/te> Please contact Customer Service at 1-800-638-3748 if you are unable to access this site and require a printed copy of the Terms of Sale.

Attachment: Purchase Sensus Meters Pricing (Sensus Upgrade Program)

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www.sensus.com

Your Quote Number: 31177



US Dollar

Line	Description	Quantity	U/M	Unit Price
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IF MODIFICATIONS IN METER MATERIALS OR PROCESSING ARE REQUIRED TO MEET NEW REGULATIONS, THE PRICING SUBMITTED IS SUBJECT TO IMMEDIATE CHANGE
Thank you for your interest in quality products by Sensus.

Current as of: 11/09/20

Correspondence:

SENSUS

450 North Gallatin Ave.
UNIONTOWN, PA 15401

Purchase Orders:

SENSUS

450 North Gallatin Ave.
UNIONTOWN, PA 15401

PHONE: 800-METER-IT
800-638-3748

Sensus.Orders@xyleminc.com

This Quotation is an offer to sell which includes and is subject to the Sensus Metering Systems Terms of Sale available for viewing and downloading at <http://www.sensus.com/tc> Please contact Customer Service at 1-800-638-3748 if you are unable to access this site and require a printed copy of the Terms of Sale.

Attachment: Purchase Sensus Meters Pricing (Sensus Upgrade Program)

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

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: **Amend Certify Nuisance Costs**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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The City undertook costs to clean up property located at 54 Scenic Road, which had been declared a nuisance property.

An Ordinance to Certify Nuisance Abatement Costs Associated with 54 Scenic Drive in the City of Reynoldsburg

WHEREAS, the City of Reynoldsburg declared property located at 54 Scenic Road, Reynoldsburg, Ohio a "public nuisance" pursuant to Chapter 1701 of the Codified Ordinances of the City of Reynoldsburg; and

WHEREAS, the City and the Owner of the property located at 54 Scenic Drive entered into a Consent Agreement whereby the City inspected the subject property and determined that nuisance abatement actions would be required to preserve and protect the health and safety of the property and the neighboring properties; and

WHEREAS, in accordance with the Consent Agreement entered into with the property owner at 54 Scenic Road, the City sent the property owner a bill for the costs incurred for such nuisance abatement; and

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

WHEREAS, the property owner has not paid to the City the costs of nuisance abatement and, as such, the costs shall be certified to the Franklin County Auditor as a special assessment on the property pursuant to Sections 1701.08(b)(1) of the Codified Ordinances of the City of Reynoldsburg.

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Franklin County Auditor the nuisance abatement costs for 54 Scenic Road, Reynoldsburg, Ohio, Franklin County Parcel ID Number 068-000015-00. .

SECTION 2. That the amount to be certified for collection is \$16,004.15 as evidenced by the Exhibits attached.

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

Ship To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

Bill To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

Purchase Order
No. 2021-00000928

DATE 04/12/2021

VENDOR 11723 - BIO-ONE COLUMBUS, LLC



Contact

BIO-ONE COLUMBUS, LLC
3000 EAST MAIN ST #151
COLUMBUS, OH 43209

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Biohazard Remediation - 54 Scenic Rd 110.554.5339 - Misc Contract Services 14,470.00	14,470.0000	\$14,470.00
	4/19/21	Invoice # 821062		
APPROVED FOR PAYMENT <i>[Signature]</i> DEPT: CITY ATTORNEY DATE: 4-19-21 PO# 2021-00000928				
TOTAL DUE				\$14,470.00

Attachment: BioOne Bill (Amend Certify Nuisance Costs)

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been
appropriated and are in the treasury free from any obligation.

Stephen M. Cisek

Special Instructions



Bio-One

3000 E. Main St. #151
Columbus, OH 43209
(614) 743-1795

www.BioOneColumbus.com
info@BioOneColumbus.com

Date	Invoice #
4/17/21	821062

Bill To

The City of Reynoldsburg
Attn: William Delong
7232 E. Main St.
Reynoldsburg, OH 43068
(614) 322-6800

P.O. No.	Terms	Project
2021-00000928	Net 30	Biohazard Remediation

Quantity	Description	Rate	Amount
	Biohazard Remediation – 54 Scenic Rd., Reynoldsburg, OH 43068: Removal/remediation of all regulated biohazardous waste, household items, furniture, trash, non-salvageable flooring, subflooring, drywall, structural materials, etc. as needed, HEPA-filtered vacuuming, enzyme rinse of floors, antimicrobial surface disinfection with encapsulation, ozone generation for odor abatement, OSHA set up and breakdown, technician labor hours, chemicals, personal protective equipment, transport and disposal of all regulated and non-regulated waste		\$14,470

Tax Exempt Status:	
Total Balance Due:	\$14,470

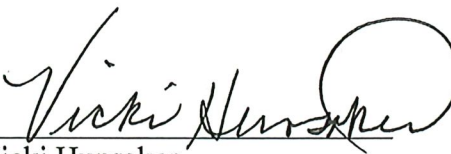
Attachment: BioOne Bill (Amend Certify Nuisance Costs)



The Office of the City Attorney
Chris Shook

April 30, 2021

Vicki Hunsaker, hereby acknowledges receipt of Check No 236679 in the amount of \$404.10 as reimbursement from the City of Reynoldsburg this ____ day of April, 2021.


Vicki Hunsaker

Attachment: Flea and Tick Bill.1 (Amend Certify Nuisance Costs)

Check No. 236679

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
04/01/2021	2021-00001108	Reimbursement for Flea & Tick Control	404.10
			Total: \$404.10

Attachment: Flea and Tick Bill.1 (Amend Certify Nuisance Costs)



CITY OF REYNOLDSBURG

7232 East Main Street
 Reynoldsburg, OH 43068-2014
 Phone: (614) 322-6801

58-933
 441

Check No: 236679

Heartland Bank
 Reynoldsburg, OH

Date
 04/30/2021

Amount
 \$404.10

PAY Four Hundred Four and 10/100 Dollars

TO THE ORDER OF VICKI HUNSAKER
 42 SCENIC RD
 BLACKLICK, OH 43004

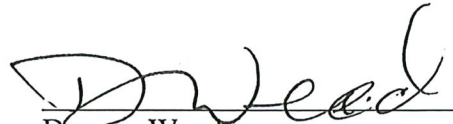
Stephen M. Chick
 Authorized Signature



The Office of the City Attorney
Chris Shook

April 30, 2021

Deanna Weed, hereby acknowledges receipt of Check No 236681 in the amount of **\$460.05** as reimbursement from the City of Reynoldsburg this 30th day of April, 2021.



Deanna Weed

Attachment: Flea and Tick Bill.2 (Amend Certify Nuisance Costs)

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
03/29/2021	2021-00001107	Reimbursement for Flea & Tick Control	460.05

Total: \$460.05

Attachment: Flea and Tick Bill.2 (Amend Certify Nuisance Costs)



CITY OF REYNOLDSBURG

7232 East Main Street
Reynoldsburg, OH 43068-2014
Phone: (614) 322-6801

$$\begin{array}{r} 56-933 \\ \hline 441 \end{array}$$

Check No: 236681

Heartland Bank
Reynolds, Gold, Ch...

Date
04/30/2021

Amount
\$460.05

PAY Four Hundred Sixty and 5/100 Dollars

TO DEANNA WEED
THE 64 SCENIC RD
ORDER BLACKICK, OH 43004-9628
OF

Stephen M. Ciccarone
Authorized Signature

CONSENT AGREEMENT FOR NUISANCE ABATEMENT

This Consent Agreement is made and entered into by and between Colleen Croston (hereinafter "Owner") her heirs, representatives, administrators and executors and the City of Reynoldsburg (hereinafter "City") its employees, representatives, successors, insurers and assigns and relates to the condition of a "public nuisance" located the premises of 54 Scenic Drive in the City of Reynoldsburg, Ohio (the "Premises").

Owner states she is the title owner of real property located at 54 Scenic Drive, Reynoldsburg, Ohio, and that she has the legal authority to enter into this Agreement.

For the purposes of this Agreement, "public nuisance" shall be defined by Section 1701.01(a) of the Codified Ordinances of the City of Reynoldsburg. In consideration of the mutual promises and agreements set forth herein, the parties agree to waive formal process under Chapter 1701 and shall proceed with nuisance abatement as follows:

1. Owner shall grant consent to the City and to any other governmental entity with jurisdiction over a public nuisance, including the Franklin County Department of Health, and their representatives, to conduct a full inspection of the interior and exterior of the Premises, including any building located on the property.
2. If the City, after inspection, determines that action shall be taken to abate any nuisance on the Premises, the City may take such action, which may include cleaning of the premises, removal of items creating a nuisance condition, boarding of windows and exterior doors to secure the structure, and/or demolition and removal of the structure if such shall be deemed necessary.
3. Owner shall be submitted a bill for the costs of nuisance abatement. If such bill remains unpaid for a period of more than thirty (30) days, Owner acknowledges the costs may be certified to the County Treasurer and levied as a special assessment against the Premises and recovered in the manner provided for the recovery of special assessments.

Owner agrees and acknowledges she been given a reasonable period of time within which to consider this Agreement and to fully review and discuss the terms of this Agreement with an attorney if she so chooses. The parties acknowledge that they understand and accept the terms of this Agreement and enter into it voluntarily.

The parties agree if any provision or clause of this Agreement is held to be invalid or unenforceable, then such provision or clause shall be severed without affecting any other provision or clause of this Agreement and the balance of said Agreement shall remain in full force and effect.

The parties agree and acknowledge that this Agreement contains and comprises the entire agreement and understanding between the parties, that no other representation, promise, covenant or agreement of any kind whatsoever has been made to cause any party to execute this agreement, and that all agreements and understanding between the parties are embodied and expressed herein.

The parties also agree that the terms of this Agreement shall not be amended or changed except in writing and signed by both parties or a duly authorized agent.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed.

Colleen Croston 2/26/21
Colleen Croston, Owner Date

[Signature] 2/26/21
Witness Date

Joe Begeny, Mayor Date

Witness Date

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 26 day of February, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came Colleen Croston, who acknowledged the signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

[Signature]
Notary Public



JONATHAN T. TYACK, Attorney At Law
NOTARY PUBLIC, STATE OF OHIO
My commission has no expiration date.
Section 147.03 R.C.

APPROVED AS TO FORM:

Chris Shook, City Attorney

Attachment: Croston Consent Agreement (Amend Certify Nuisance Costs)

Ship To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

Bill To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

Purchase Order 13.c.e

No. 2021-00000984

DATE 04/15/2021

VENDOR 593 - J AND J PROPERTY MAINTENANCE



Contact

J AND J PROPERTY MAINTENANCE
8049 TAYLOR ROAD SW
REYNOLDSBURG, OH 43068

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Boarding up 54 Scenic 110.554.5339 - Misc Contract Services 375.00	375.0000	\$375.00
		4/27/21 Invoice # 23412		
		APPROVED FOR PAYMENT DEPT: CITY ATTORNEY DATE: 4-27-21 NO. 2021-00000984		
TOTAL DUE				\$375.00

Attachment: J&J Bill.2 (Amend Certify Nuisance Costs)

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been
appropriated and are in the treasury free from any obligation.

Stephen M. Cicak

Special Instructions

Invoice**J + J Property Maintenance**8049 Taylor Rd. SW
Reynoldsburg, OH 43068

Date	Invoice #
4/23/2021	23412

Bill To
City of Reynoldsburg 7232 E. Main St. Reynoldsburg, OH 43068

P.O. No.	Terms
2021-00000984	Net 30

Quantity	Description	Rate	Amount
1	Board up 3 missing doors at 54 Scenic per request. Completed 4/16/2021. Front door 36x84, rear basement door 34x84, rear double door 90x84	375.00	375.00
Total			\$375.00

Attachment: J&J Bill.2 (Amend Certify Nuisance Costs)

Ship To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

Bill To

City of Reynoldsburg-City Attorney
7232 E. Main Street
REYNOLDSBURG, OH 43068

13.c.f

Purchase Order
No. 2021-00000925

DATE 04/01/2021

VENDOR 593 - J AND J PROPERTY MAINTENANCE



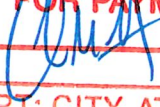
PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

Contact

J AND J PROPERTY MAINTENANCE
8049 TAYLOR ROAD SW
REYNOLDSBURG, OH 43068

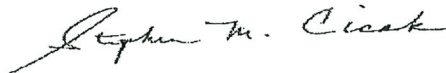
DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Fumigation of Fleas 54 Scenic 110.554.5339 - Misc Contract Services 295.00	295.0000	\$295.00
	4-12-21	Invoice 23402		
		APPROVED FOR PAYMENT  DEPT: CITY ATTORNEY D/TE: 4-12-2021 P.O.: 2021-000009		
TOTAL DUE				\$295.00

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been
appropriated and are in the treasury free from any obligation.



Special Instructions

Attachment: J&J Bill (Amend Certify Nuisance Costs)

J & J Property Maintenance

8049 Taylor Rd. SW
Reynoldsburg, OH 43068

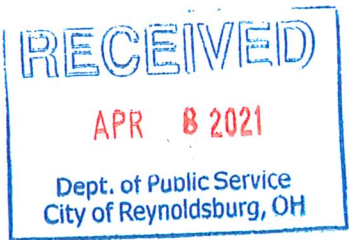
Invoice

13.c.f

Date	Invoice #
4/5/2021	23402

Bill To
City of Reynoldsburg 7232 E. Main St. Reynoldsburg, OH 43068

P.O. No.	Terms
2021-00000925	Net 30

Quantity	Description	Rate	Amount
1	Extermination at 54 Scenic Rd completed 4/2/2021. extermination of house for fleas completed through fogging. Perimeter treatment completed around outside of house and exterior perimeter of yard. Extermination provided at the request of the City Attorney's office and completed by licensed contractor Platinum Pest Protection LLC	295.00	295.00
		Total	\$295.00

Attachment: J&J Bill (Amend Certify Nuisance Costs)

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

DATE: **June 28, 2021**

TO: **Finance and Administration Committee**

RE: **Updates to the 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 FLEET SAFETY POLICY, MEDICAL MARIJUANA, AND
JUNETEENTH HOLIDAY**

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

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

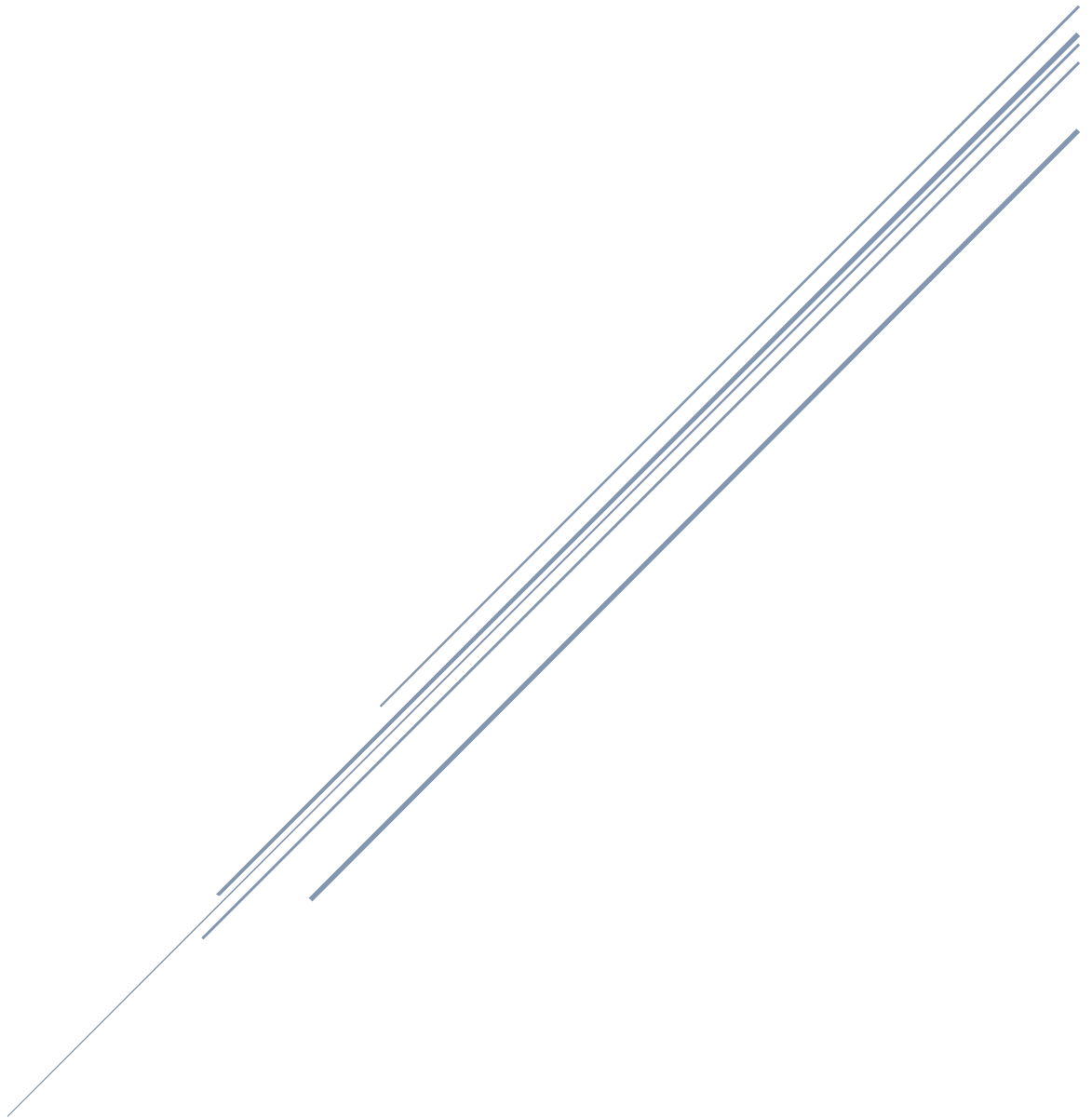
SECTION 1. That the City of Reynoldsburg, Ohio Personnel Procedure Manual does hereby add the Fleet Safety Policy, Medical Marijuana and the addition of the Juneteenth holiday sections to read as follows:

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 Updated June 2021.docx (Personnel Procedure Manual Updates 2021)

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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
Clerk of Council

Assistant City Prosecutors

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).

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 FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;

7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head (employee and passenger (if 18 or older)

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and MF1
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).
 9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

H. Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

I. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

J. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

K. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

L. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.

6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.
- 7.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

~~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.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employee's use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the

requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or 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 OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL

Attachment: PPM Updated Holiday June 2021 (Personnel Procedure Manual Updates 2021)

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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
Clerk of Council

Assistant City Prosecutors

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).

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. Juneteenth (June 19)**
- f. Independence Day (July 4)
- g. Labor Day (first Monday in September)
- h. Veterans Day (November 11)
- i. Thanksgiving Day (fourth Thursday in November)
- j. Day after Thanksgiving
- k. Day before Christmas Day
- l. Christmas Day (December 25)
- m. Day before New Year's Day
- n. Personal day
- n. Any day or part of any day as proclaimed by the Mayor

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

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

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

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

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

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

or ten (10) hours holiday pay at the straight time rate if the employee is regularly assigned to a ten (10) hour shift.

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

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

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

WORKERS' COMPENSATION

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

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

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

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

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

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

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

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

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

TRANSITIONAL WORK PROGRAM

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

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

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

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

The employee will be:

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

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

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

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

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

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

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are

not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

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

Cardholder Responsibilities

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor’s office and Department head immediately.
- b. Every purchase must have a detailed itemized receipt.
- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor’s Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement

only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

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

B. Overnight Travel

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

1. Meals
 - a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
 - b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is

not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

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

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

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

C. Daily Travel

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

COMPUTER USE POLICY

Email

Policy Overview

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

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

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

Acceptable Use

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

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

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

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

The City of Reynoldsburg Email system shall not 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 FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;

7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head (employee and passenger (if 18 or older)

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and [MF1]
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).
 9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

H. Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

I. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

J. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

K. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

L. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.

6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.
- 7.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

~~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.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employee's use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the

requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or 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: _____

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

ORDINANCE REQUEST

DATE: **June 28, 2021**

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

RE: **Spring Hill Plat Approval Section 2, Part A**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART A

WHEREAS, Matt Kirk of EMH&T, has submitted the Spring Hill Farm final plat for Section 2, Part A for approval consisting of 13, 497 acres; and

WHEREAS, the Planning Commission met on May 6, 2021, reviewed and approved the development plan for Spring Hill Farm, Section 2, Part A.

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

SECTION 1: That the Final Plat for Spring Hill Farm particularly described as follows:

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, and in Section 5, Township 16, Range 20, Refugee Lands, containing 13.497 acres of land, more or less, said 13.497 acres being comprised of a part of that tract of land conveyed to M/I HOMES OF CENTRAL OHIO, LLC.

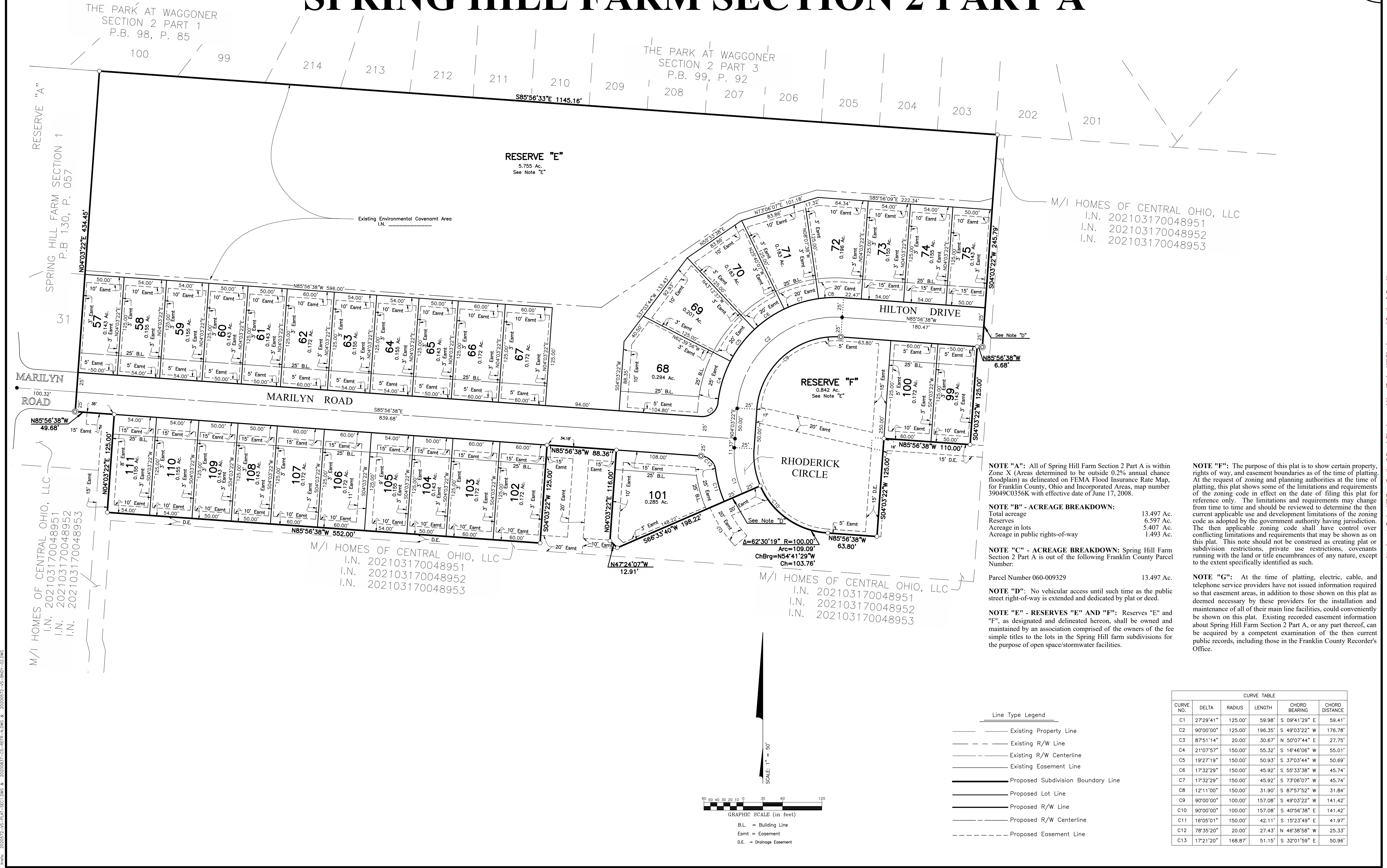
Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone**

SECTION 2: That the City Engineer has certified Spring Hill Farm will meet all requirements of storm water and design requirements.

SECTION 3: That said the final plats for Spring Hill Farm are attached to this Ordinance as Exhibit A and are made a part herein.

SECTION 4: That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

SPRING HILL FARM SECTION 2 PART A



NOTE "A": All of Spring Hill Farm Section 2 Part A is within Zone X (Areas determined to be outside 0.2% annual chance floodplain) as delineated on FEMA Flood Insurance Rate Map, for Franklin County, Ohio and Incorporated Areas, map number 39049C0356K with effective date of June 17, 2008.

NOTE "B" - ACREAGE BREAKDOWN:

Total acreage	13.497 Ac.
Reserves	6.597 Ac.
Acreage in lots	5.407 Ac.
Acreage in public rights-of-way	1.493 Ac.

NOTE "C" - ACREAGE BREAKDOWN: Spring Hill Farm Section 2 Part A is out of the following Franklin County Parcel Number:

Parcel Number 060-009329	13.497 Ac.
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NOTE "D": No vehicular access until such time as the public street right-of-way is extended and dedicated by plat or deed.

NOTE "E" - RESERVES "E" AND "F": Reserves "E" and "F", as designated and delineated hereon, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in the Spring Hill farm subdivisions for the purpose of open space/stormwater facilities.

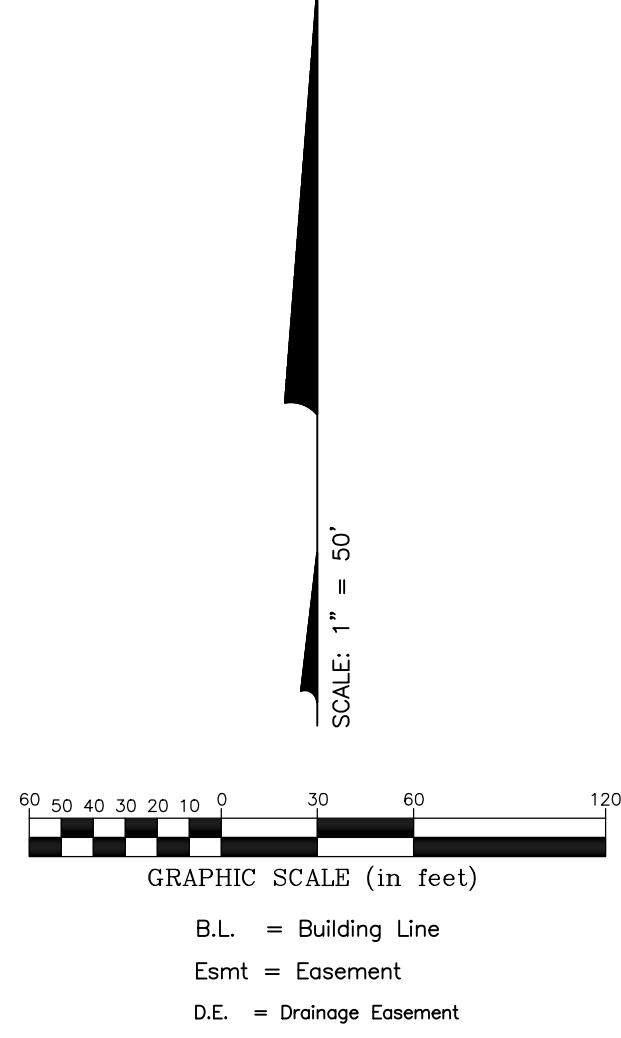
NOTE "F": The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

NOTE "G": At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about Spring Hill Farm Section 2 Part A, or any part thereof, can be acquired by a competent examination of the then current public records, including those in the Franklin County Recorder's Office.

Line Type Legend

- Existing Property Line
- Existing R/W Line
- Existing R/W Centerline
- Existing Easement Line
- Proposed Subdivision Boundary Line
- Proposed Lot Line
- Proposed R/W Line
- Proposed R/W Centerline
- Proposed Easement Line

CURVE TABLE					
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	27°29'41"	125.00'	59.98'	S 09°41'29" E	59.41'
C2	90°00'00"	125.00'	196.35'	S 49°03'22" W	176.78'
C3	87°51'14"	20.00'	30.67'	N 50°07'44" E	27.75'
C4	21°07'57"	150.00'	55.32'	S 16°46'06" W	55.01'
C5	19°27'19"	150.00'	50.93'	S 37°03'44" W	50.69'
C6	17°32'29"	150.00'	45.92'	S 55°33'38" W	45.74'
C7	17°32'29"	150.00'	45.92'	S 73°06'07" W	45.74'
C8	12°11'00"	150.00'	31.90'	S 87°57'52" W	31.84'
C9	90°00'00"	100.00'	157.08'	S 49°03'22" W	141.42'
C10	90°00'00"	100.00'	157.08'	S 40°56'38" E	141.42'
C11	16°05'01"	150.00'	42.11'	S 15°23'49" E	41.97'
C12	78°35'20"	20.00'	27.43'	N 46°38'58" W	25.33'
C13	17°21'20"	168.87'	51.15'	S 32°01'59" E	50.96'





CITY OF REYNOLDSBURG
Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Received

APR 05 2021

Reynoldsburg Building Division

Application/Case#:

2021-5120

Date Submitted:

4/5/21

Fee Amount:

\$2,350.00

☒ Paid: CK

LAND SUBDIVISION/PLAT APPLICATION

II. PROPERTY INFORMATION

Property Address/Name of Plat:

SPRING HILL FARM SECTION 2 PART A

Description of Location:

EAST OF WAGGONER ROAD, SOUTH OF RODEBAUGH ROAD

Parcel ID#(s):

060-009343

Number of Lots:

32

Present Zoning:

SR

Present Use:

VACANT

Complete Where Applicable:

Engineer/Surveyor: EMHAT - MATT KERK

Builder/Developer: M/I HOMES OF CENTRAL OHIO, LLC

III. PROPERTY OWNER OF RECORD

Property Owner Name(s):

M/I HOMES OF CENTRAL OHIO, LLC

Property Owner Address(s):

4131 WORTH AVENUE, SUITE 310, COLUMBUS OHIO, 43219

IV. APPLICANT INFORMATION

Applicant Name:

EMHAT - MATT KERK

Applicant Address:

5500 NEW ALBANY ROAD, COLUMBUS, OHIO, 43054

Applicant Phone Number:

614-775-4131

Applicant Email:

MKERK@EMHAT.COM

I. PROJECT TYPE

Subdivision Without Plat
(\$150 Residential/\$250 Non-Residential)Preliminary Plat
(\$750 + \$50 per lot)Final Plat
(\$750 + \$50 per lot)Plat Modification/Vacation
(\$500)

Applicant Signature:

Date: 31 MARCH 21

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

- ☐ Historic District
☐ CC Overlay

Planning Com. Meeting

Date: 5/6/2021

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting Date:

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

P&Z Admin.:

Date:

Clerk of Council:

Date:

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

ORDINANCE REQUEST

DATE: **June 28, 2021**

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

RE: **Spring Hill Plat Approval Section 2, Part B**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART B

WHEREAS, Matt Kirk of EMH&T has submitted Spring Hill Farm (Section 2 Part B) consisting of 7.124 acres for final plat acceptance; and

WHEREAS, the Planning Commission met on May 6, 2021, reviewed and approved the development plan for Spring Hill Farm, Section 2, Part B.

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

SECTION 1: That the Final Plat for Spring Hill Farm particularly described as follows:

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, and in Section 5, Township 16, Range 20, Refugee Lands, containing 7.124 acres of land, more or less, said 7.124 acres being comprised of a part of that tract of land conveyed to M/I HOMES OF CENTRAL OHIO, LLC.

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

SECTION 2: That the City Engineer has certified Spring Hill Farm will meet all requirements of storm water and design requirements.

SECTION 3: That said the final plats for Spring Hill Farm are attached to this Ordinance as Exhibit A and are made a part herein.

SECTION 4: That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

11734 Waggoner Rd for Permit app/ Receipt
Same as Major Site plan

R CITY OF REYNOLDSBURG

Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Received

APR 05 2021

Reynoldsburg Building Division

Application/Case#:

2021-5122

Date Submitted:

4/5/21

Fee Amount:

\$1,900.00

☒ Paid: CK

LAND SUBDIVISION/PLAT APPLICATION

II. PROPERTY INFORMATION

Property Address/Name of Plat:

SPRING HILL FARM SECTION 2 PART B

Description of Location:

EAST OF WAGGONER ROAD, SOUTH OF PODBACH ROAD

Parcel ID#(s):

060-009343

Number of Lots:

23

Present Zoning:

SR

Present Use:

VACANT

Complete Where Applicable:

Engineer/Surveyor: BMHAT - MATT KERK

Builder/Developer: M/I HOMES OF CENTRAL OHIO, LLC

III. PROPERTY OWNER OF RECORD

Property Owner Name(s):

M/I HOMES OF CENTRAL OHIO, LLC

Property Owner Address(s):

4131 WORTH AVENUE, SUITE 310, COLUMBUS, OHIO, 43219

IV. APPLICANT INFORMATION

Applicant Name:

BMHAT - MATT KERK

Applicant Address:

5500 NEW HAVEN ROAD, COLUMBUS, OHIO, 43054

Applicant Phone Number:

614-775-4131

Applicant Email:

MKERK@BMHAT.COM

I. PROJECT TYPE



Subdivision Without Plat
(\$150 Residential/\$250 Non-Residential)



Preliminary Plat
(\$750 + \$50 per lot)



Final Plat
(\$750 + \$50 per lot)



Plat Modification/Vacation
(\$500)

Applicant Signature:

Matthew A. Kerk

Date:

31 MARCH 21

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

- ☐ Historic District
☐ CC Overlay

Planning Com. Meeting

- Date: 5/6/2021
☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting Date:

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

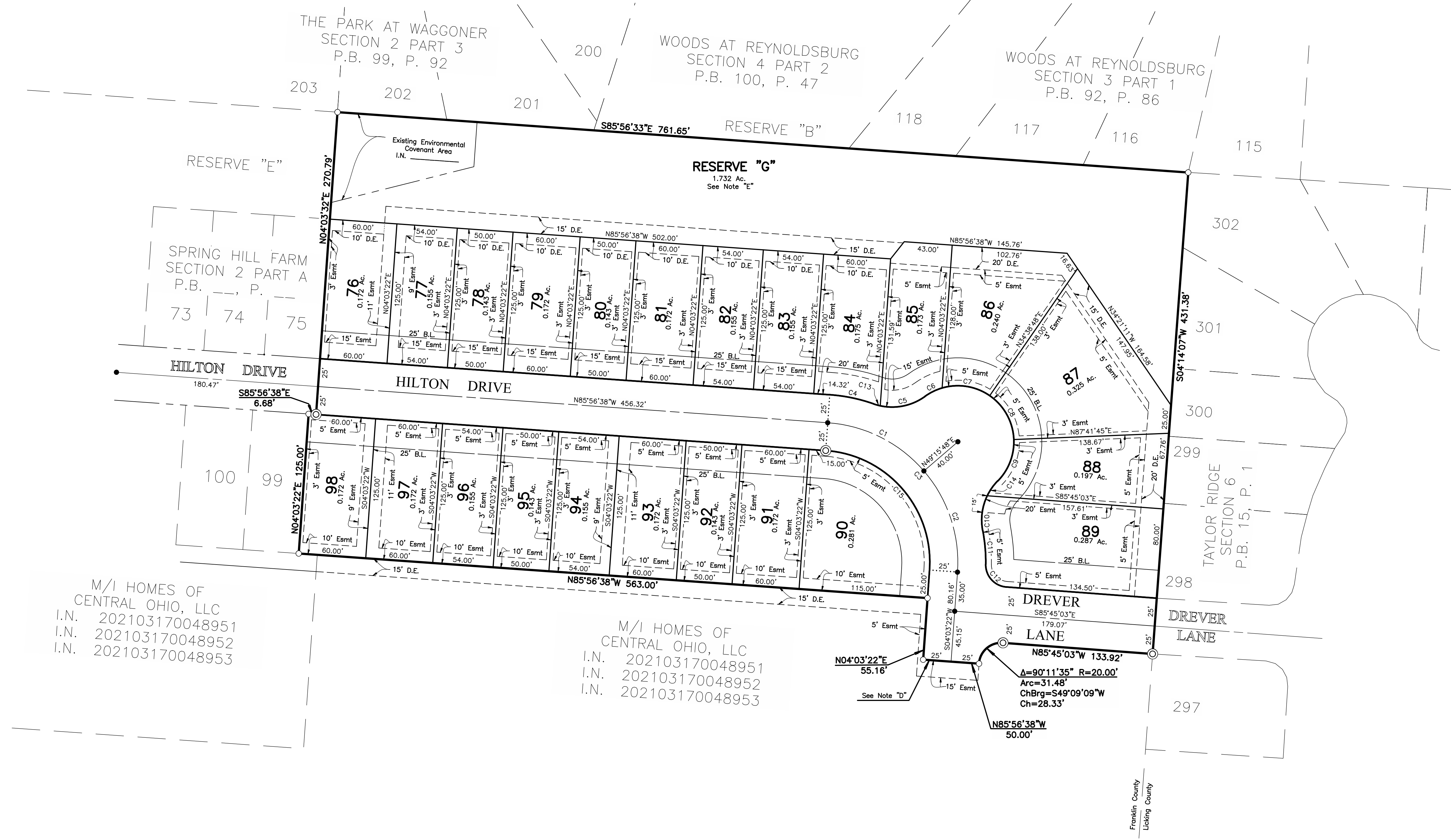
P&Z Admin.:

Date:

Clerk of Council:

Date:

SPRING HILL FARM SECTION 2 PART B



NOTE "A": All of Spring Hill Farm Section 2 Part B is within Zone X (Areas determined to be outside 0.2% annual chance floodplain) as delineated on FEMA Flood Insurance Rate Map, for Franklin County, Ohio and Incorporated Areas, map number 39049C0356K with effective date of June 17, 2008.

NOTE "B" - ACREAGE BREAKDOWN:

Total acreage	7.124 Ac.
Reserve "G"	1.732 Ac.
Acreage in lots	4.233 Ac.
Acreage in public rights-of-way	1.159 Ac.

NOTE "C" - ACREAGE BREAKDOWN: Spring Hill Farm Section 2 Part B is out of the following Franklin County Parcel Number:

Parcel Number 060-009329 7.124 Ac.

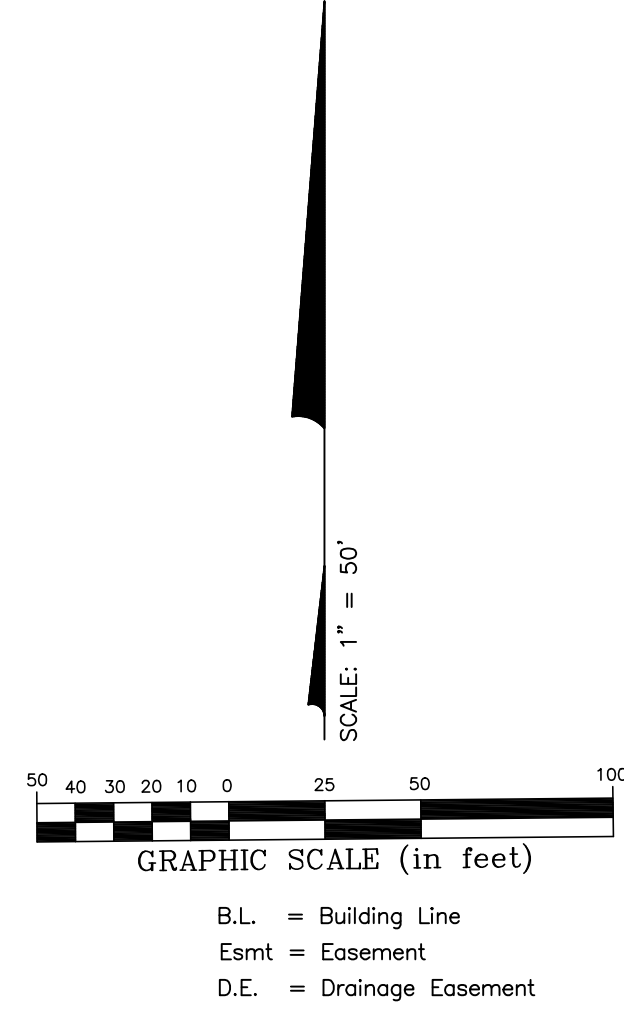
NOTE "D": No vehicular access until such time as the public street right-of-way is extended and dedicated by plat or deed.

NOTE "E" - RESERVE "G": Reserve "G", as designated and delineated hereon, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in the Spring Hill farm subdivisions for the purpose of open space storm/water facilities.

NOTE "F": The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

NOTE "G": At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about Spring Hill Farm Section 2 Part B, or any part thereof, can be acquired by a competent examination of the then current public records, including those in the Franklin County Recorder's Office.

CURVE TABLE					
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	45°12'27"	125.00'	98.63'	N 63°20'25" W	96.09'
C2	44°47'33"	125.00'	97.72'	N 18°20'25" W	95.25'
C3	90°00'00"	125.00'	196.35'	N 40°56'38" W	176.78'
C4	15°19'28"	150.00'	40.12'	N 78°16'54" W	40.00'
C5	48°13'27"	50.00'	42.08'	N 78°11'57" E	40.85'
C6	19°35'02"	50.00'	17.09'	S 63°52'45" W	17.01'
C7	50°58'33"	50.00'	44.48'	N 80°50'28" W	43.03'
C8	53°02'56"	50.00'	46.29'	N 28°49'43" W	44.66'
C9	46°44'38"	50.00'	40.79'	N 21°04'04" E	39.67'
C10	36°34'55"	50.00'	31.92'	S 07°26'14" W	31.38'
C11	11°35'21"	150.00'	30.34'	N 05°03'33" W	30.29'
C12	86°29'11"	20.00'	30.19'	S 42°30'28" E	27.40'
C13	7°04'09"	50.00'	6.17'	S 74°09'15" E	6.17'
C14	18°42'41"	50.00'	16.33'	S 35°05'02" W	16.26'
C15	90°00'00"	100.00'	157.08'	N 40°56'38" W	141.42'



Line Type Legend	
—————	Existing Property Line
- - - - -	Existing R/W Line
—————	Existing R/W Centerline
—————	Existing Easement Line
—————	Proposed Subdivision Boundary Line
—————	Proposed Lot Line
—————	Proposed R/W Line
—————	Proposed R/W Centerline
—————	Proposed Easement Line

U:\20200837\DWG\CASHIERS\PLAT\20200837-VS-PLAT-SEC2-PART B.DWG plotted by COFFMAN, TREVOR on 3/24/2021 1:49:39 PM last saved by TCOFFMAN on 3/24/2021 1:46:23 PM
Xrefs: 20200837-CIS-REFR-N.DWG & 20200837-VS-PLAT-SEC2-PART A.DWG & 20200837-VS-CORR-SEC2.DWG

Attachment: Spring Hill Farm Section 2 Part B Map (Spring Hill Plat Approval Section 2, Part B)

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

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: **2020 Nuisance Costs for Franklin County**

Approval:

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

This legislation is to approve the City's ability to file a lien on a property to recoup the cost for work done by the City for grass mowing, trash removal, gutter work or tree trimming.

**AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY
NUISANCE COSTS (2020) FOR COLLECTION BY THE FRANKLIN COUNTY
AUDITOR**

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Franklin County Auditor the nuisance costs for 2020 on the property described as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That the amount to be certified for collection is \$16,191.25 as evidenced by Exhibit "A" attached.

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

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

2020 Franklin County Nuisance Records (Official Report)

Invoice #	Invoice Date	Inspection Date	Service Date	Service Type	Grass Height Inches	Cubic Yards	Site Address	Parcel #	Owner Name	Address Owner	County	Total Due
002-20TR-FR	4/13/2020	3/6/2020	3/10/2020	TRASH		5	1463 TERRY DR	060-001997-00	PATRICIA A FEUSS	*RETURNED & RESENT TO ALTERNATE ADDRESS* c/o KATHY GELSOMINE, 1653 EAST DR, PT PLEASANT, NJ 08742	Franklin	\$ 315.00
003-20TR-FR	4/13/2020	3/12/2020	3/16/2020	TRASH		1	6971 CLYMER DR	060-003937-00	LENA FITZPATRICK	6971 CLYMER DR, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
006-20TR-FR	5/8/2020	3/6/2020	4/8/2020	TRASH		3	7322 MARLAN AVE	060-001615-00	MICHELLE BUCK/BRANDON BUCK	7322 MARLAN AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 245.00
009-20MTR-FR	5/22/2020	4/14/2020	4/27/20 & 5/4/20	MOWING/ TRASH	36	1	BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 672.50
010-20TR-FR	5/22/2020	4/16/2020	4/27/2020	TRASH		3	6340 E LIVINGSTON AVE	060-001123-00	TDRS REYNOLDSBURG LLC	39 W 19TH ST, SUITE 609, NEW YORK, NY 10011	Franklin	\$ 245.00
012-20M-FR	6/3/2020	5/6/2020	5/11/2020	MOWING	18		1885 BALT-REYN RD	060-003834-00	ITHACA III LLC	PO BOX 460389, HOUSTON, TX 77056	Franklin	\$ 265.00
016-20M-FR	6/3/2020	5/4/2020	5/12/2020	MOWING	16		0956 HILLRIDGE RD	060-000856-00	CECIL CANTRELL/PATTY R CANTRELL	0956 HILLRIDGE RD, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
018-20M-FR	6/3/2020	5/4/2020	5/12/2020	MOWING	15		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 242.50
023-20M-FR	6/9/2020	5/27/2020	5/28/2020	MOWING	18		6535 ROSELAWN AVE	060-002489-00	ELIZABETH B NUTTER	*RETURNED & RESENT TO ALTERNATE ADDRESS* ELIZABETH DAWSON, 12055 PALMER RD SW, ETNA, OH 43068	Franklin	\$ 195.00
027-20TR-FR	6/10/2020	5/22/2020	6/1/2020	TRASH		1	2087 BALT-REYN RD	060-006921-00	STONE CREEK HOLDINGS LLC	1698 BERSHIRE RD, COLUMBUS, OH 43221	Franklin	\$ 175.00
028-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	14		0956 HILLRIDGE RD	060-000856-00	CECIL CANTRELL/PATTY R CANTRELL	*RETURNED & RESENT TO ALTERNATE ADDRESS* 92 OAK CANYON DR, PATASKALA, OH 43062-9622	Franklin	\$ 175.00
029-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	13		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 195.00
031-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	15		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 195.00
032-20M-FR	7/1/2020	6/18/2020	6/19/2020	MOWING	12		6585 BIRCHVIEW DR N	060-004622-00	RICHARD FRANCIS & MARTINA DAVIS	3487 PETZINGER RD, COLUMBUS, OHIO 43232	Franklin	\$ 175.00
035-20M-FR	7/7/2020	6/18/2020	6/19/2020	MOWING	9		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
036-20M-FR	7/7/2020	6/24/2020	6/25/2020	MOWING	19		7362 SABRE AVE	060-000824-00	BLUESTAR LLC	107 SETH WAY, WASHINGTON COURT HOUSE, OHIO 43160	Franklin	\$ 175.00
037-20M-FR	7/7/2020	6/25/2020	6/26/2020	MOWING	12		1346 TERRY DR	060-001784-00	NREA VB V LLC	5550 HUBER RD, HUBER HEIGHTS, OHIO 45424	Franklin	\$ 175.00
039-20M-FR	7/7/2020	6/30/2020	7/1/2020	MOWING	14		6415 SILVERLEAF AVE	060-004246-00	JASON/MONICA LEWIS	6415 SILVERLEAF AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
040-20M-FR	7/7/2020	6/30/2020	7/1/2020	MOWING	15		6414 SILVERLEAF AVE	060-004289-00	ALLISON M MCMANNIS	6414 SILVERLEAF AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 186.25
041-20M-FR	7/7/2020	5/29/2020	6/8/2020	MOWING	22		1885 BALT-REYN RD	060-003834-00	ITHACA III LLC	PO BOX 460389, HOUSTON, TX 77056	Franklin	\$ 242.50
042-20M-FR	7/7/2020	6/8/2020	6/10/2020	MOWING	17		7384 WOLLAM AVE	060-000494-00	LAURA A OBERST	7384 WOLLAM AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
044-20M-FR	7/7/2020	6/2/2020	6/16/2020	MOWING	32		BRICE RD - VACANT LAND	060-005659-00	GEORGE NIKKI L TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 390.00
045-20TR-FR	7/7/2020	6/2/2020	6/12/2020	TRASH		2	BRICE RD - VACANT LAND	060-005659-00	GEORGE NIKKI L TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 210.00
046-20M-FR	7/7/2020	6/10/2020	6/16/2020	MOWING	33		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 450.00
048-20M-FR	7/7/2020	6/15/2020	6/17/2020	MOWING	10		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 185.00
049-20M-FR	7/7/2020	6/15/2020	6/17/2020	MOWING	9		6510 OLD CHURCH WAY	060-006613-00	MALCOLM GIFFEN	6510 OLD CHURCH WAY, REYNOLDSBURG, OHIO 43068	Franklin	\$ 185.00
050-20TR-FR	7/7/2020	6/10/2020	6/17/2020	TRASH		1	6318 RETTON RD	060-001312-00	KRISTA SCHNARR	6318 RETTON RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
051-20TR-FR	8/4/2020	6/29/2020	7/7/2020	TRASH		2.5	8113 GOLDSMITH DR	060-003453-00	LIVCO	8113 GOLDSMITH DR, REYNOLDSBURG, OH 43068	Franklin	\$ 227.50
052-20M-FR	8/4/2020	7/6/2020	7/13/2020	MOWING	15		BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 265.00
054-20M-FR	8/4/2020	6/30/2020	7/7/2020	MOWING	10		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
058-20M-FR	8/4/2020	7/17/2020	7/21/2020	MOWING	13		7164 ANNE CT	060-006847-00	DEBORAH E RAUSCH/DAVID L RAUSCH	2608 SKELTON LN, BLACKLICK, OH 43004	Franklin	\$ 175.00
059-20M-FR	8/4/2020	7/17/2020	7/21/2020	MOWING	9		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD	7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
060-20TR-FR	8/12/2020	7/23/2020	7/28/2020	TRASH		8	6340 E LIVINGSTON AVE	060-001123-00	TDRS REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 420.00
061-20M-FR	8/12/2020	6/26/2020	7/28/2020	MOWING	36		6985-6997 E MAIN ST	060-004136-00	HUNTINGTON NATIONAL BANK TR	7 EASTON OVAL, COLUMBUS, OH 43219	Franklin	\$ 195.00
063-20M-FR	9/17/2020	8/12/2020	8/14/2020	MOWING	12		7273 WARWICK AVE	060-000590-00	PATRICIA A MORIARTY AFD	7273 WARWICK AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 195.00
065-20M-FR	9/17/2020	8/12/2020	8/14/2020	MOWING	12		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 175.00
067-20M-FR	9/17/2020	8/12/2020	8/19/2020	MOWING	20		BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 312.50
069-20TR-FR	9/17/2020	8/18/2020	8/20/2020	TRASH		1	6340 E LIVINGSTON AVE	060-001123-00	TDRS REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 175.00
072-20M-FR	9/24/2020	8/21/2020	8/27/2020	MOWING	15		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 240.00
074-20M-FR	9/24/2020	9/10/2020	9/11/2020	MOWING	15		1536 MULLIGAN CT	060-008125-00	MARY C LEWIS	1536 MULLIGAN CT, REYNOLDSBURG, OH 43068	Franklin	\$ 220.00
075-20M-FR	9/24/2020	9/2/2020	9/8/2020	MOWING	18		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 230.00
078-20M-FR	10/2/2020	9/9/2020	9/18/2020	MOWING	13		0869 BRIAN DR	060-000706-00	SHIRLEY J ENDICOTT	869 BRIAN DR, REYNOLDSBURG, OH 43068	Franklin	\$ 200.00

079-20M-FR	10/2/2020	9/10/2020	9/18/2020	MOWING	16		0408 JONELL LN	060-006822-00	MOHAMMED S SHALASH/REQUOIA SHALASH	6222 POLLARD DR, HILLIARD, OH 43026	Franklin	\$ 220.00
082-20M-FR	10/2/2020	9/16/2020	9/21/2020	MOWING	13		1401 HENTZ DR	060-003887-00	VINEBROOK ANNEX B LLC (per Water Records)	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* 3500 PARK CENTER DR; SUITE 100, DAYTON, OH 45414	Franklin	\$ 195.00
083-20M-FR	10/2/2020	9/11/2020	9/19/2020	MOWING	20		7770 E MAIN ST	060-009250-00	EXCHANGERIGHT NET LEASED PORTFOLIO 3 LLC	251 S LAKE AVE; SUITE 520, PASADENA, CA 91101	Franklin	\$ 215.00
084-20M-FR	10/2/2020	9/14/2020	9/23/2020	MOWING	13		7236 MARLAN AVE	060-001652-00	LINDA L JONES	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* c/o WILLIAMS JONES 133 NORTH TERRACE AVE; APT C, NEWARK, OH 43055	Franklin	\$ 175.00
085-20TR-FR	10/2/2020	9/22/2020	9/28/2020	TRASH		1	6340 E LIVINGSTON AVE	060-001123-00	TDRC REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 175.00
086-20M-FR	10/15/2020	9/18/2020	9/28/2020	MOWING	21		2135 BALDWIN RD (REAR ALONG FENCE LINE)	060-005022-00	CHURCH OF JESUS CHRIST LATTER-DAY SAINTS	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* c/o GHN 5141311, PO BOX 182764, COLUMBUS, OH 43218-2764	Franklin	\$ 290.00
089-20M-FR	11/20/2020	9/28/2020	10/13/2020	MOWING	13		6385 BRAUNING DR	060-002720-00	JAMELIA D RABSATT	1601 SCHROCK RD, COLUMBUS, OH 43229	Franklin	\$ 175.00
090-20MTR-FR	11/20/2020	9/29/2020	10/8/20 MOW 10/12 & 10/13 RUBBISH	MOWING/ TRASH	44	35	6521 E MAIN ST (VACANT LOT)	060-001115-00	MAIN STREET DEVELOPERS LLC	PO BOX 635, COLUMBUS, OH 43216	Franklin	\$ 2,210.00
091-20MTR-FR	11/20/2020	9/28/2020	10/21/20 MOW 10/22 & 10/23 RUBBISH	MOWING/ TRASH	48	24	1150 WAGGONER RD	060-008677-00	IGLESIA APOSTOLICA LAGRACIA DE JESUCRISTO	9280 RUSTON LN, REYNOLDSBURG, OH 43068	Franklin	\$ 1,845.00
092-20M-FR	11/20/2020	10/8/2020	10/16/2020	MOWING	12		1081 E CARROUSEL DR	060-001510-00	GORDON K STEWART JR / WANDA WELLS	176 WINDSOR DR, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
093-20M-FR	11/20/2020	10/9/2020	10/22/2020	MOWING	16		6743 WANAMAKER DR (REAR YARD ONLY)	060-003154-00	MIGUEL THOMAS MCNAMARA / THOMAS N WHITTIER	6743 WANAMAKER DR, REYNOLDSBURG, OH 43068	Franklin	\$ 215.00
094-20TR-FR	12/11/2020	11/2/2020	11/10/2020	TRASH		4	7437 SMITHFIELD AVE	060-001702-00	THOMAS C KAMINSKI	7437 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 280.00
095-20TR-FR	12/11/2020	11/6/2020	11/10/2020	TRASH		4.5	7500 MARLAN AVE	060-001589-00	ERIC W SMITH / STACEY R SMITH	7626 SLATE RIDGE, REYNOLDSBURG, OH 43068	Franklin	\$ 297.50
												\$ 16,191.25

Attachment: 2020 Nuisance Costs Franklin County (Nuisance Costs for Franklin County 2020)

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

DATE: **June 28, 2021**

TO: **Public Service and Transportation Committee**

RE: **2020 Nuisance Costs for Licking County**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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This legislation is to approve the City's ability to file a lien against a property for expenses incurred by the City for grass mowing, trash removal, gutter work, or tree trimming.

**AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY
NUISANCE COSTS (2020) FOR COLLECTION BY THE LICKING COUNTY
AUDITOR**

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Licking County Auditor the nuisance costs for 2020 on the property described as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That the amount to be certified for collection is \$1,607.50 as evidenced by Exhibit "A" attached.

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

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

2020 Licking County Nuisance Records (Official Report)

Invoice #	Invoice Date	Inspection Date	Service Date	Service Type	Grass Height Inches	Cubic Yards	Site Address	Parcel #	Owner Name	Billing Address	County	Total Due
008-20M-LK	5/22/2020	4/21/2020	4/30/2020	MOWING	12		0691 HUNNICUT DR	090-141180-00.005	MAPLEWOOD PROPERTIES INC	PO BOX 329, ETNA, OH 43018	Licking	\$ 230.00
020-20M-LK	6/3/2020	5/6/2020	5/22/2020	MOWING	22		2051 RAVINE PL	013-027342-00.105	DONALD C BROWN	2051 RAVINE PL, REYNOLDSBURG, OH 43068	Licking	\$ 265.00
026-20M-LK	6/10/2020	5/20/2020	5/29/2020	MOWING	24		8300 E MAIN ST	013-028362-00.000	LICKING COUNTY LAND REUTILIZATION CORPORATION	8300 E MAIN ST, REYNOLDSBURG, OH 43068	Licking	\$ 220.00
056-20TT-LK	8/4/2020	6/30/2020	7/13/2020	TREE/TRIM		2	0769 ROBBINS LOOP CT	013-027414-00.030	STEVE T JOHNSON	0769 ROBBINS LOOP CT, REYNOLDSBURG, OH 43068	Licking	\$ 175.00
077-20TR-LK	9/24/2020	9/11/2020	9/15/2020	TRASH		2.5	8439 PRIESTLEY DR	013-030180-00.013	MERVAT Z GUIRGUIS	8439 PRIESTLEY DR, REYNOLDSBURG, OH 43068	Licking	\$ 227.50
087-20M-LK	10/15/2020	9/24/2020	9/29/2020	MOWING	51		TAYLOR RD SW (VACANT LAND) PATASKALA, OH	087-151182-00.000	BROAD TAYLOR LLC - CHARLES W WARNER III	4067 PROVIDENCE CT, SCHNECKSVILLE, PA 18078	Licking	\$ 315.00
088-20M-LK	11/16/2020	9/22/2020	10/12/2020	MOWING	22		8609 PRIESTLEY DR (LANDSCAPE BED ONLY AT THE TAYLOR RIDGE SIGN)	013-030186-00.275	BEYEW H SISAY / NIGIST A ADDISU	8609 PRIESTLEY DR, REYNOLDSBURG, OH 43068	Licking	\$ 175.00
												\$ 1,607.50

Attachment: 2020 Nuisance Costs Licking County (Nuisance Costs for Licking County 2020)

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

DATE: **June 28, 2021**

TO: **Finance and Administration Committee**

RE: Transfer Funds for Brice Road/Main Street TIF

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Section 1 Transfer \$10,000.00 from the unappropriated General Fund, Account number 110.000.5501 Transfers to the Brice Road / Main Street TIF Fund Account Number 971.000.4990, and

Section 2 Appropriate \$55,000.00 from the unappropriated Brice/Main TIF Fund (971) and appropriate to account 971.000.5527 Agency TIF Distributions.

**AN ORDINANCE TRANSFERRING FUNDS FOR THE BRICE ROAD/MAIN STREET
TIF FOR AGENCY TRANSFER TO ALLOW FOR PAYMENT TO THE
REYNOLDSBURG CITY SCHOOL DISTRICT**

WHEREAS, there is an annual disbursement of funds received from the Brice Road/Main Street TIF that are collected and directed to the Reynoldsburg City School District; and

WHEREAS, the Brice Road/Main Street TIF Fund (971) and the Agency TIF Distribution Fund require the transfer of monies from the General Fund in order to meet our fiscal obligations.

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

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

SECTION 1. Council hereby approves the transfer of \$10,000.00 from the unappropriated General Fund account number 110.000.5501 and transfers to the Brice Road/Main Street TIF Fund (971) account number 971.000.4990.

SECTION 2. Council hereby approves the appropriation \$55,000.00 from the unappropriated Brice/Main TIF Fund (971) and appropriates to account number 971.000.5527 Agency TIF Distributions.

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