



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

CITY COUNCIL

Committee Meetings Regular Council Meeting

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

April Beggerow
614-322-6836

Monday, June 25, 2018

Council Chambers

CITY COUNCIL MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - a. City Council – Regular Meeting – June 11, 2018
- 4. APPROVAL OF AGENDA**
- 5. COMMUNITY COMMENTS AND REQUESTS**
- 6. COMMUNICATIONS**
 - a. Clerk of Court Report
 - b. February, 2018 Auditor's Reports
 - c. March, 2018 Auditor's Reports
 - d. Motor Vehicle License Fee Increase Notice- Fairfield County
- 7. REPORTS**

8. MOTIONS

- a. MOTION THAT THE COUNCIL OF THE CITY OF REYNOLDSBURG DOES HEREBY ADOPT A RESOLUTION DESIGNATING JULY AS PARK AND RECREATION MONTH. --- Sponsored by Councilmember Cotner.

9. LEGISLATION FOR EMERGENCY ADOPTION

- a. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TJ YOUNG GENERAL CONTRACTOR FOR THE INSTALLATION OF A NEW ROOF FOR THE STREET DEPARTMENT BUILDING, AND DECLARING AN EMERGENCY. (First Reading 6/11/2018). --- Luzader. Public Service and Transportation Committee.
- b. ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 20-18 PASSED February 26, 2018 REGARDING ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE ONE (1) PICK-UP TRUCK AND RELATED EQUIPMENT FOR THE MECHANIC DEPARTMENT; AND DECLARING AN EMERGENCY (First Reading 6/11/2018). --- Luzader. Public Service and Transportation Committee.

10. LEGISLATION FOR FIRST READING

- a. ORDINANCE TO APPROVE PAYMENT OF SERVICES PERFORMED PRIOR TO THE AUDITOR'S CERTIFICATION OF AVAILABILITY OF FUNDS AND DECLARING AN EMERGENCY. --- Clemens. Development, Parks and Recreation Committee.
- b. ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO LEASE AGREEMENT WITH MODERN OFFICE METHODS DBA DOCUMENT SOLUTIONS FOR TWO COPIERS FOR POLICE DEPARTMENT. --- Spalding. Public Safety, Law and Courts Committee.
- c. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EMH&T FOR THE ENGINEERING PLANS, AND PREPARE BID DOCUMENTS FOR THE 2018 GRAHAM/MAIN AREA AND NORTHFIELD/COTTINGHAM AREA SEWER IMPROVEMENTS PROJECT, AND APPROPRIATING FUNDS THEREFOR. --- Luzader. Public Service and Transportation Committee.

- d. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EMH&T FOR THE ENGINEERING AND MANAGEMENT OF SEWER LINE CCTV AND MANHOLE INSPECTIONS. --- Luzader. Public Service and Transportation Committee.
- e. ORDINANCE MAKING SUPPLEMENTAL APPROPRIATION FOR DEBT SERVICE PAYMENT --- Cotner. Finance and Administration Committee.

11. LEGISLATION FOR SECOND READING

- a. RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019; AND DECLARING AN EMERGENCY. (First Reading 6/11/2018). --- Cotner. Finance and Administration Committee.
- b. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02(f) POLICE DEPARTMENT; 160.03(b) SENIOR POLICE MANAGEMENT; 160.04 OTHER COMPENSATION; 160.05(a)(1) Exempt - Salary; 160.08 (b)(6) Lieutenants; 160.08 (b)(7) Chief of Police AND 160.09 (a) GROUP INSURANCE OF CHAPTER 160 EMPLOYEE COMPENSATION. (First Reading 6/11/2018). --- Cotner. Finance Committee.

12. LEGISLATION FOR THIRD READING

- a. ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED GENERAL FUND TO AN ACCOUNT IN THE PARKS & RECREATION DEPARTMENT. – Sponsorships (Second Reading 6/11/2018). --- Clemens. Development, Parks and Recreation Committee.
- b. ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED GENERAL FUND TO AN ACCOUNT IN THE PARKS & RECREATION DEPARTMENT. – Farmer’s Market (Second Reading 6/11/2018). --- Clemens. Development, Parks and Recreation Committee.
- c. ORDINANCE ENACTING SECTION 305.10 ARREST OR CITATION ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM ANOTHER OFFICER OF CHAPTER 305 TRAFFIC CONTROL. (Second Reading 6/11/2018). --- Spalding. Public Safety, Law and Courts Committee.

- d. ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF REYNOLDSBURG ADOPTED BY ORDINANCE NO. 131-95 ON NOVEMBER 27, 1995 AND AS SUBSEQUENTLY AMENDED: Changing the Zoning District of a 24.3 Acre Parcel on the West Side of Taylor Road Known as 9366 Taylor Road SW, and 9370 Taylor Road SW, Reynoldsburg, Ohio, from AR-2 Multiple Family Residence District and CC Community Commerce District to PND Planned Neighborhood Development District. (Second Reading 3/26/2018). --- Luzader. Public Service and Transportation Committee.

- e. ORDINANCE TO REPEAL AND REPLACE ORDINANCE 14-03 PASSED MARCH 10, 2003 "THE CITY OF REYNOLDSBURG PERSONNEL POLICY AND PROCEDURE MANUAL. (Second Reading 5/29/2018). --- Cotner. Finance and Administration Committee.

ADJOURNMENT

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 11, 2018

President of Council Doug Joseph called the meeting to order at 8:22 PM

PRESENT: Joseph, Clemens, Luzader, Spalding, Baker, Bryant, Skinner

ABSENT: Cotner

Approval of Minutes

- a. City Council – Regular Meeting – May 29, 2018

RESULT:	ACCEPTED
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Approval of Agenda

Agenda stands approved.

Community Comments and Requests

John Seryak, 8322 Bedlington Dr: Good evening. I want to express my appreciation for the time to speak to the Council President, Council and Mayor. I'm here as a spokesperson for a loosely formed community neighborhood group in the City called Friends of Pine Quarry Park and I'm sporting our most recent T-Shirt. We're here to appreciate on behalf of over 230 people on our Facebook page thanks to Jan Hills, one of our members and we wanted to express our appreciation on the improvements to the park, the bridges, the parking lot, the security camera. I'm ignorant as to how many people here in the city were involved in getting this accomplished, but I'm here to just greatly say we're so appreciative. In the last month, I have met more people in this city than I knew in my neighborhood for ten years. So it's a great revitalization of Pine Quarry Park from children the ages of 10 to seniors in their 80s Pine Quarry Park is just a real gem in the city and I think neighbors for a long time have been afraid to go into the park for lots of various reasons, I've had parents that said they wouldn't let their children into the park and now I have parents going to the park grabbing their kids out because maybe they haven't called on time. Anyway, I want to thank Donna Bauman as well with the Parks & Rec Department, we're on new ground here as far as community neighborhood people working with the Departments in the City figuring out what relationships we're going to have but so far it's been an incredibly positive experience and I'm just thrilled to death about it and I wanted to let the Council know that there is a community of 220 people out there that are really enjoying the City park.

Mr. Spalding: When is the ribbon cutting John?

Mr. Seryak: Oh, sorry! I guess the ribbon cutting is tomorrow at 4:00 pm and I think Mr. Mayor is going to be there and obviously all of your are welcome to attend and I know Marshall picked up a T Shirt last night or the night before.

Mr. Spalding: We appreciate your persistence because this gentleman was one of the most persistent people and his wife, for some time pestering us to get the job done and get on top of it. It was

Minutes Acceptance: Minutes of Jun 11, 2018 8:00 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 11, 2018

difficult to say we don't have the money, we don't have the money, we don't have the money, but you know what, you can't let it go you have to stay on it because that's what makes it work and I'm thrilled to wear that shirt and actually John designed that shirt and its a good looking shirt and I'll be very proud to wear it tomorrow. So thanks.

Mr. Seryak: We designed it with Creative Graphics out of Gahanna. But I also want to say, even though Marshall is giving me a lot of credit for this, I'm a newbie in town only 10 years and I know there are dozens of people, citizens that have been in that park for decades cleaning up and watching over the park and being concerned about it. So there's all those hidden people out there that are good citizens of this town of Reynoldsburg that have really kept the interest in the park going, so we're really just excited about it.

Communications

Reports

Motions

MOTION TO AMEND THE COUNCIL RULES OF PROCEDURE.

President Joseph: This item we added mainly because its a clean-up item. When we changed when we did our invocation and Pledge, we moved it outside of actual formal Council activity and we never modified the Council Rules to reflect that. It's not required but its cleaner and less confusing if we make the change to strike this from the rules of procedure once we get to Council.

I'd like to note that Councilwoman Bryant reminded me that we missed that so I give her credit for bringing that to the table, so thank you.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mel Clemens, Ward 4 Councilmember
SECONDER:	Brett Luzader, Ward 2 Councilmember
AYES:	Clemens, Luzader, Spalding, Baker, Bryant, Skinner
ABSENT:	Cotner

LEGISLATION FOR EMERGENCY ADOPTION

67-18

ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT WITH SOUND COMMUNICATIONS FOR REPLACEMENT AND UPDATE OF THE COUNCIL CHAMBERS AUDIO SYSTEM; APPROPRIATING FUNDS THEREFOR; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Motion to amend to the redraft date of 6/11/2018 by Mr. Luzader

Second by Mr. Baker

Clerk called the roll:

Minutes Acceptance: Minutes of Jun 11, 2018 8:00 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 11, 2018

Luzader, Aye, Spalding, Aye, Clemens, Aye, Baker, Aye, Bryant, Aye, Skinner, Aye.
Motion Carried, ordinance amended.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Brett Luzader, Ward 2 Councilmember
SECONDER:	Marshall Spalding, Ward 3 Councilmember
AYES:	Clemens, Luzader, Spalding, Baker, Bryant, Skinner
ABSENT:	Cotner

LEGISLATION FOR FIRST READING

ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 20-18 PASSED FEBRUARY 26, 2018 REGARDING ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE ONE (1) PICK-UP TRUCK AND RELATED EQUIPMENT FOR THE MECHANIC DEPARTMENT; AND DECLARING AN EMERGENCY --- Luzader. Public Service and Transportation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:43 PM
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ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TJ YOUNG GENERAL CONTRACTOR FOR THE INSTALLATION OF A NEW ROOF FOR THE STREET DEPARTMENT BUILDING, AND DECLARING AN EMERGENCY. --- Luzader. Public Service and Transportation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:43 PM
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RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019; AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:35 PM
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ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTIONS 160.01 DEFINITIONS; 160.02(F) POLICE DEPARTMENT; 160.03(B) SENIOR POLICE MANAGEMENT; 160.04 OTHER COMPENSATION; 160.05(A)(1) EXEMPT - SALARY; 160.08 (B)(6) LIEUTENANTS; 160.08 (B)(7) CHIEF OF POLICE AND 160.09 (A) GROUP INSURANCE OF CHAPTER 160 EMPLOYEE COMPENSATION. --- Cotner. .

Minutes Acceptance: Minutes of Jun 11, 2018 8:00 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 11, 2018

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:35 PM
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LEGISLATION FOR SECOND READING

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

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:30 PM
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ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED GENERAL FUND TO AN ACCOUNT IN THE PARKS & RECREATION DEPARTMENT. --- Clemens. Development, Parks and Recreation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:30 PM
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ORDINANCE ENACTING SECTION 305.10 ARREST OR CITATION ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM ANOTHER OFFICER OF CHAPTER 305 TRAFFIC CONTROL. --- Spalding. Public Safety, Law and Courts Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 6/25/2018 7:42 PM
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LEGISLATION FOR THIRD READING

68-18

ORDINANCE AUTHORIZING CITY AUDITOR TO REMOVE EQUIPMENT FROM THE CITY'S FIXED ASSET LIST. --- Clemens. Development, Parks and Recreation Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mel Clemens, Ward 4 Councilmember
SECONDER:	Marshall Spalding, Ward 3 Councilmember
AYES:	Clemens, Luzader, Spalding, Baker, Bryant, Skinner
ABSENT:	Cotner

69-18

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH TOTAL TENNIS, INC. FOR RECONDITIONING AND CRACK REPAIR OF THE JFK TENNIS COURTS --- Clemens. Development, Parks and Recreation Committee.

Minutes Acceptance: Minutes of Jun 11, 2018 8:00 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
June 11, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mel Clemens, Ward 4 Councilmember
SECONDER:	Stacie Baker, At-Large Councilmember
AYES:	Clemens, Luzader, Spalding, Baker, Bryant, Skinner
ABSENT:	Cotner

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Jun 11, 2018 8:00 PM (Approval of Minutes)

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

DATE: June 25, 2018**TO: City Council****CC:****RE: CLERK OF COURT REPORT MONTH ENDING MAY 2018**

I am submitting monies collected from the courts held on 5/3, 5/10, 5/17, 5/24 and 5/31/18. 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)	\$ 9,771.00
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Court Costs & Misc. Costs Assessed	(#110.4510)	\$ 16,090.00
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Sub-Total (To General Revenue Fund)		\$ 25,861.00
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Computerization Needs Fund	(#211.4510)	\$ 2,015.00
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Enforcement & Education Fund	(#293.4616)	\$ 25.00
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Sub-Total		\$ 2,040.00
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Total Amount Submitted		\$ 27,901.00
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City Auditor's Office**Joni Crawford****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6862 phone****Memo**

DATE: June 25, 2018**TO: City Council****CC:****RE: <Insert Subject/RE Here - Bold>**

Rules Suspension (remove this title) (If Rules Not Suspended Remove all Text From Field)

Request for: Rules Suspension/Emergency (Erase one)

Reason for Emergency: <Input Reason Here>



Budget by Classification-February, 2018

6.b.a

Through 02/28/18
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	247,763.00	.00	.00	.00	247,763.00	0	247,661.00
Municipal Tax	14,626,950.00	1,164,725.94	1,845,755.56	.00	12,781,194.44	13	13,170,421.00
Other Local Taxes	580,000.00	48,118.60	57,205.22	.00	522,794.78	10	630,431.00
State Levied Shared Taxes	758,100.00	69,798.11	126,870.67	.00	631,229.33	17	767,141.00
Licenses	59,200.00	3,425.00	12,700.50	.00	46,499.50	21	61,351.00
Permits	246,200.00	13,950.50	30,289.25	.00	215,910.75	12	257,981.00
Fees	18,750.00	6,510.00	9,190.00	.00	9,560.00	49	27,591.00
Miscellaneous Charges for Services	45,600.00	16.95	231.85	.00	45,368.15	1	77,051.00
Recreational Charges	162,000.00	29,743.51	55,416.59	.00	106,583.41	34	151,521.00
Fines and Forfeitures	455,000.00	24,912.00	53,337.25	.00	401,662.75	12	394,621.00
Investment Earnings	150,000.00	29,274.36	59,628.02	.00	90,371.98	40	234,311.00
Other Revenues	518,276.00	56,682.25	77,219.15	.00	441,056.85	15	847,071.00
Donations	5,000.00	2,620.00	3,667.50	.00	1,332.50	73	11,471.00
Reimbursements	.00	6,322.47	17,975.84	.00	(17,975.84)	+++	215,111.00
Sale of Assets	.00	.00	.00	.00	.00	+++	6,661.00
Transfers/Advances	5,000.00	.00	.00	.00	5,000.00	0	891.00
Department 000 - General Totals	\$17,877,839.00	\$1,456,099.69	\$2,349,487.40	\$0.00	\$15,528,351.60	13%	\$17,101,341.00
REVENUE TOTALS	\$17,877,839.00	\$1,456,099.69	\$2,349,487.40	\$0.00	\$15,528,351.60	13%	\$17,101,341.00
EXPENSE							
Department 111 - Police Division							
Personal Services	9,409,039.53	730,699.24	1,648,124.86	12,876.83	7,748,037.84	18	8,432,841.00
Supplies	420,759.03	12,494.47	31,861.13	128,034.92	260,862.98	38	230,811.00
Services	701,498.11	33,722.93	76,956.74	355,750.06	268,791.31	62	458,671.00
Capital Purchases	941,853.19	3,283.51	7,332.42	98,612.52	835,908.25	11	195,621.00
Department 111 - Police Division Totals	\$11,473,149.86	\$780,200.15	\$1,764,275.15	\$595,274.33	\$9,113,600.38	21%	\$9,317,961.00
Department 290 - Mechanic							
Personal Services	154,279.00	14,334.44	33,708.95	448.58	120,121.47	22	143,001.00
Supplies	113,981.99	7,179.11	19,366.48	68,784.67	25,830.84	77	77,021.00
Services	48,423.30	2,468.01	9,314.92	25,478.38	13,630.00	72	16,451.00
Capital Purchases	54,000.00	.00	3,743.99	49,600.00	656.01	99	4,151.00
Department 290 - Mechanic Totals	\$370,684.29	\$23,981.56	\$66,134.34	\$144,311.63	\$160,238.32	57%	\$240,641.00
Department 340 - Parks and Recreation							
Personal Services	815,356.00	59,676.51	137,569.94	740.28	677,045.78	17	690,021.00
Supplies	257,748.71	7,976.94	22,174.21	70,187.45	165,387.05	36	171,251.00



Budget by Classification-February, 2018

6.b.a

Through 02/28/18
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 340 - Parks and Recreation							
Services	419,551.89	12,788.49	33,158.11	106,317.71	280,076.07	33	309,961.41
Transfers/Other	.00	189.00	2,545.00	.00	(2,545.00)	+++	
Capital Purchases	367,883.00	26,141.84	26,141.84	197,114.11	144,627.05	61	36,301.41
Department 340 - Parks and Recreation Totals	\$1,860,539.60	\$106,772.78	\$221,589.10	\$374,359.55	\$1,264,590.95	32%	\$1,207,561.41
Department 343 - Senior Center							
Personal Services	167,945.00	13,802.34	30,503.54	454.90	136,986.56	18	160,431.41
Supplies	19,704.59	.00	294.90	5,637.03	13,772.66	30	13,211.41
Services	238,985.74	1,055.83	2,801.72	24,356.91	211,827.11	11	15,731.41
Department 343 - Senior Center Totals	\$426,635.33	\$14,858.17	\$33,600.16	\$30,448.84	\$362,586.33	15%	\$189,391.41
Department 448 - Service Department							
Personal Services	568,227.00	45,957.77	107,108.31	1,069.24	460,049.45	19	521,301.41
Supplies	22,700.02	290.07	1,175.34	12,507.93	9,016.75	60	14,261.41
Services	699,990.54	22,608.82	47,977.71	296,519.85	355,492.98	49	494,881.41
Transfers/Other	.00	.00	25.00	.00	(25.00)	+++	
Department 448 - Service Department Totals	\$1,290,917.56	\$68,856.66	\$156,286.36	\$310,097.02	\$824,534.18	36%	\$1,030,451.41
Department 479 - Building Department							
Personal Services	369,874.00	32,155.34	74,035.85	3,508.34	292,329.81	21	342,351.41
Supplies	17,082.08	239.39	239.39	4,842.69	12,000.00	30	4,561.41
Services	87,834.08	6,375.65	8,887.66	22,714.26	56,232.16	36	64,921.41
Capital Purchases	2,000.00	.00	.00	300.00	1,700.00	15	24,651.41
Department 479 - Building Department Totals	\$476,790.16	\$38,770.38	\$83,162.90	\$31,365.29	\$362,261.97	24%	\$436,491.41
Department 522 - Mayor							
Personal Services	219,959.00	11,339.77	25,863.40	185.34	193,910.26	12	133,111.41
Supplies	1,000.00	.00	.00	700.00	300.00	70	401.41
Services	45,022.29	(7,946.49)	2,543.45	32,857.58	9,621.26	79	23,551.41
Department 522 - Mayor Totals	\$265,981.29	\$3,393.28	\$28,406.85	\$33,742.92	\$203,831.52	23%	\$157,071.41
Department 534 - Civil Service Commission							
Personal Services	87,206.00	6,352.28	11,660.88	.00	75,545.12	13	58,721.41
Supplies	1,433.93	2.35	2.35	933.93	497.65	65	711.41
Services	32,970.00	1,710.38	4,011.47	19,535.62	9,422.91	71	16,231.41
Capital Purchases	500.00	.00	.00	.00	500.00	0	
Department 534 - Civil Service Commission Totals	\$122,109.93	\$8,065.01	\$15,674.70	\$20,469.55	\$85,965.68	30%	\$75,671.41



Budget by Classification-February, 2018

6.b.a

Through 02/28/18
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 545 - City Auditor							
Personal Services	379,955.00	20,753.78	64,682.57	10,811.57	304,460.86	20	363,201
Supplies	8,694.80	57.37	281.46	4,613.34	3,800.00	56	1,711
Services	94,912.50	2,356.41	3,284.27	71,845.50	19,782.73	79	70,721
Department 545 - City Auditor Totals	\$483,562.30	\$23,167.56	\$68,248.30	\$87,270.41	\$328,043.59	32%	\$435,641
Department 554 - City Attorney							
Personal Services	516,314.00	44,693.72	102,799.86	525.87	412,988.27	20	510,241
Supplies	2,402.84	235.98	450.21	1,141.63	811.00	66	1,621
Services	89,041.43	3,815.39	15,293.73	14,235.86	59,511.84	33	51,041
Department 554 - City Attorney Totals	\$607,758.27	\$48,745.09	\$118,543.80	\$15,903.36	\$473,311.11	22%	\$562,911
Department 571 - City Council							
Personal Services	192,073.00	16,960.28	35,627.14	2,627.40	153,818.46	20	191,021
Supplies	1,810.92	131.48	155.48	455.44	1,200.00	34	701
Services	64,187.38	1,411.70	16,174.04	32,003.64	16,009.70	75	24,491
Capital Purchases	3,000.00	.00	.00	250.00	2,750.00	8	
Department 571 - City Council Totals	\$261,071.30	\$18,503.46	\$51,956.66	\$35,336.48	\$173,778.16	33%	\$216,221
Department 580 - Development Department							
Personal Services	231,857.00	13,531.71	25,871.01	3,953.47	202,032.52	13	217,531
Supplies	3,750.00	197.07	295.07	3,173.94	280.99	93	1,041
Services	311,615.11	158.69	10,750.49	137,704.48	163,160.14	48	21,521
Department 580 - Development Department Totals	\$547,222.11	\$13,887.47	\$36,916.57	\$144,831.89	\$365,473.65	33%	\$240,091
Department 582 - Human Resources Department							
Personal Services	105,499.00	8,617.59	18,723.03	161.43	86,614.54	18	99,561
Supplies	15,163.16	1,104.18	2,883.45	2,719.66	9,560.05	37	10,191
Services	32,674.88	4,200.24	10,958.32	6,536.89	15,179.67	54	23,921
Department 582 - Human Resources Department Totals	\$153,337.04	\$13,922.01	\$32,564.80	\$9,417.98	\$111,354.26	27%	\$133,681
Department 584 - Computer Department							
Personal Services	.00	.00	.00	.00	.00	+++	86,011
Supplies	16,247.77	3,147.90	3,247.77	6,831.39	6,168.61	62	1,641
Services	364,715.00	7,584.14	76,773.17	229,133.72	58,808.11	84	276,261
Capital Purchases	124,000.00	53,496.01	53,496.01	67,591.48	2,912.51	98	69,631
Department 584 - Computer Department Totals	\$504,962.77	\$64,228.05	\$133,516.95	\$303,556.59	\$67,889.23	87%	\$433,561

Attachment: Budget by Classification-February, 2018 06 07 2018 2 41 52 PM Joni Crawford 46102MZY



Budget by Classification-February, 2018

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Through 02/28/18
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 593 - Clerk of Courts							
Personal Services	245,051.00	21,456.99	47,885.01	581.18	196,584.81	20	235,391.00
Supplies	4,985.62	.00	485.62	1.00	4,499.00	10	2,091.00
Services	89,645.00	248.95	7,460.34	74,766.00	7,418.66	92	63,451.00
Department 593 - Clerk of Courts Totals	\$339,681.62	\$21,705.94	\$55,830.97	\$75,348.18	\$208,502.47	39%	\$300,941.00
Department 595 - General and Administrative							
Personal Services	283,155.34	215,819.10	215,819.10	41,089.34	26,246.90	91	220,681.00
Supplies	3,873.68	322.00	322.00	2,051.68	1,500.00	61	2,991.00
Services	694,296.35	44,920.58	230,379.31	158,945.59	304,971.45	56	401,881.00
Capital Purchases	291,902.32	1,013.34	2,026.68	11,875.64	278,000.00	5	12,091.00
Department 595 - General and Administrative Totals	\$1,273,227.69	\$262,075.02	\$448,547.09	\$213,962.25	\$610,718.35	52%	\$637,651.00
Department 810 - Public Health and Welfare							
Services	302,552.00	.00	.00	.00	302,552.00	0	285,491.00
Department 810 - Public Health and Welfare Totals	\$302,552.00	\$0.00	\$0.00	\$0.00	\$302,552.00	0%	\$285,491.00
EXPENSE TOTALS	\$20,760,183.12	\$1,511,132.59	\$3,315,254.70	\$2,425,696.27	\$15,019,232.15	28%	\$15,901,481.00
Fund 110 - General Fund Totals							
REVENUE TOTALS	17,877,839.00	1,456,099.69	2,349,487.40	.00	15,528,351.60	13%	17,101,341.00
EXPENSE TOTALS	20,760,183.12	1,511,132.59	3,315,254.70	2,425,696.27	15,019,232.15	28%	15,901,481.00
Fund 110 - General Fund Net Gain (Loss)	(\$2,882,344.12)	(\$55,032.90)	(\$965,767.30)	(\$2,425,696.27)	(\$509,119.45)	118%	\$1,199,851.00
Fund Type Totals							
REVENUE TOTALS	17,877,839.00	1,456,099.69	2,349,487.40	.00	15,528,351.60	13%	17,101,341.00
EXPENSE TOTALS	20,760,183.12	1,511,132.59	3,315,254.70	2,425,696.27	15,019,232.15	28%	15,901,481.00
Fund Type Net Gain (Loss)	(\$2,882,344.12)	(\$55,032.90)	(\$965,767.30)	(\$2,425,696.27)	(\$509,119.45)	118%	\$1,199,851.00
Fund Category General Fund Totals							
REVENUE TOTALS	17,877,839.00	1,456,099.69	2,349,487.40	.00	15,528,351.60	13%	17,101,341.00
EXPENSE TOTALS	20,760,183.12	1,511,132.59	3,315,254.70	2,425,696.27	15,019,232.15	28%	15,901,481.00
Fund Category General Fund Net Gain (Loss)	(\$2,882,344.12)	(\$55,032.90)	(\$965,767.30)	(\$2,425,696.27)	(\$509,119.45)	118%	\$1,199,851.00

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Budget by Classification-February, 2018

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Through 02/28/18
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 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	600,000.00	52,590.91	488,691.59	.00	111,308.41	81	523,931
Investment Earnings	.00	1,041.70	2,111.79	.00	(2,111.79)	+++	8,951
Department 000 - General Totals	<u>\$600,000.00</u>	<u>\$53,632.61</u>	<u>\$490,803.38</u>	<u>\$0.00</u>	<u>\$109,196.62</u>	<u>82%</u>	<u>\$532,891</u>
REVENUE TOTALS	<u>\$600,000.00</u>	<u>\$53,632.61</u>	<u>\$490,803.38</u>	<u>\$0.00</u>	<u>\$109,196.62</u>	<u>82%</u>	<u>\$532,891</u>
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	86,862.00	9,173.82	17,606.31	253.15	69,002.54	21	81,821
Supplies	600.00	.00	.00	600.00	.00	100	571
Services	86,300.00	788.76	1,706.15	842.00	83,751.85	3	6,711
Transfers/Other	1,756,000.00	389,113.11	433,362.25	.00	1,322,637.75	25	373,321
Capital Purchases	3,000.00	.00	.00	.00	3,000.00	0	
Department 564 - Income Tax Division Totals	<u>\$1,932,762.00</u>	<u>\$399,075.69</u>	<u>\$452,674.71</u>	<u>\$1,695.15</u>	<u>\$1,478,392.14</u>	<u>24%</u>	<u>\$462,441</u>
EXPENSE TOTALS	<u>\$1,932,762.00</u>	<u>\$399,075.69</u>	<u>\$452,674.71</u>	<u>\$1,695.15</u>	<u>\$1,478,392.14</u>	<u>24%</u>	<u>\$462,441</u>
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	600,000.00	53,632.61	490,803.38	.00	109,196.62	82%	532,891
EXPENSE TOTALS	1,932,762.00	399,075.69	452,674.71	1,695.15	1,478,392.14	24%	462,441
Fund 220 - Income Tax Fund Net Gain (Loss)	<u>(\$1,332,762.00)</u>	<u>(\$345,443.08)</u>	<u>\$38,128.67</u>	<u>(\$1,695.15)</u>	<u>\$1,369,195.52</u>	<u>(3%)</u>	<u>\$70,451</u>

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Budget by Classification-February, 2018

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Through 02/28/18
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	1,325,000.00	125,567.07	223,188.04	.00	1,101,811.96	17	1,362,281.00
Investment Earnings	25,000.00	.00	.00	.00	25,000.00	0	24,971.00
Other Revenues	5,000.00	10.00	10.00	.00	4,990.00	0	51,271.00
Reimbursements	10,000.00	2,439.49	2,439.49	.00	7,560.51	24	17,511.00
Department 000 - General Totals	\$1,365,000.00	\$128,016.56	\$225,637.53	\$0.00	\$1,139,362.47	17%	\$1,456,041.00
REVENUE TOTALS	\$1,365,000.00	\$128,016.56	\$225,637.53	\$0.00	\$1,139,362.47	17%	\$1,456,041.00
EXPENSE							
Department 000 - General							
Capital Purchases	724,803.19	.00	.00	24,803.19	700,000.00	3	103,791.00
Department 000 - General Totals	\$724,803.19	\$0.00	\$0.00	\$24,803.19	\$700,000.00	3%	\$103,791.00
Department 268 - Street Department							
Personal Services	654,636.00	75,760.99	147,679.66	4,236.68	502,719.66	23	562,451.00
Supplies	307,123.91	7,639.18	10,097.42	123,476.49	173,550.00	43	157,891.00
Services	158,979.42	1,768.50	33,829.71	62,276.04	62,873.67	60	92,161.00
Capital Purchases	620,105.77	7,093.22	7,093.22	122,904.42	490,108.13	21	103,791.00
Department 268 - Street Department Totals	\$1,740,845.10	\$92,261.89	\$198,700.01	\$312,893.63	\$1,229,251.46	29%	\$812,521.00
EXPENSE TOTALS	\$2,465,648.29	\$92,261.89	\$198,700.01	\$337,696.82	\$1,929,251.46	22%	\$916,311.00
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,365,000.00	128,016.56	225,637.53	.00	1,139,362.47	17%	1,456,041.00
EXPENSE TOTALS	2,465,648.29	92,261.89	198,700.01	337,696.82	1,929,251.46	22%	916,311.00
Fund 260 - Street Fund Net Gain (Loss)	(\$1,100,648.29)	\$35,754.67	\$26,937.52	(\$337,696.82)	\$789,888.99	28%	\$539,731.00

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Budget by Classification-February, 2018

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Through 02/28/18
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 Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	106,000.00	10,181.11	18,096.31	.00	87,903.69	17	110,451.00
Investment Earnings	4,000.00	.00	.00	.00	4,000.00	0	2,051.00
Department 000 - General Totals	\$110,000.00	\$10,181.11	\$18,096.31	\$0.00	\$91,903.69	16%	\$112,502.00
REVENUE TOTALS	\$110,000.00	\$10,181.11	\$18,096.31	\$0.00	\$91,903.69	16%	\$112,502.00
EXPENSE							
Department 268 - Street Department							
Supplies	102,668.77	23,341.28	38,347.55	50,321.22	14,000.00	86	25,841.00
Services	24,497.96	510.08	1,008.04	14,989.92	8,500.00	65	15,251.00
Department 268 - Street Department Totals	\$127,166.73	\$23,851.36	\$39,355.59	\$65,311.14	\$22,500.00	82%	\$41,102.00
EXPENSE TOTALS	\$127,166.73	\$23,851.36	\$39,355.59	\$65,311.14	\$22,500.00	82%	\$41,102.00
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	110,000.00	10,181.11	18,096.31	.00	91,903.69	16%	112,502.00
EXPENSE TOTALS	127,166.73	23,851.36	39,355.59	65,311.14	22,500.00	82%	41,102.00
Fund 270 - State Highway Fund Net Gain (Loss)	(\$17,166.73)	(\$13,670.25)	(\$21,259.28)	(\$65,311.14)	(\$69,403.69)	504%	\$71,400.00
Fund Type Totals							
REVENUE TOTALS	2,075,000.00	191,830.28	734,537.22	.00	1,340,462.78	35%	2,101,451.00
EXPENSE TOTALS	4,525,577.02	515,188.94	690,730.31	404,703.11	3,430,143.60	24%	1,419,851.00
Fund Type Net Gain (Loss)	(\$2,450,577.02)	(\$323,358.66)	\$43,806.91	(\$404,703.11)	\$2,089,680.82	15%	\$681,599.00
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,075,000.00	191,830.28	734,537.22	.00	1,340,462.78	35%	2,101,451.00
EXPENSE TOTALS	4,525,577.02	515,188.94	690,730.31	404,703.11	3,430,143.60	24%	1,419,851.00
Fund Category Special Revenue Funds Net Gain (Loss)	(\$2,450,577.02)	(\$323,358.66)	\$43,806.91	(\$404,703.11)	\$2,089,680.82	15%	\$681,599.00

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Budget by Classification-February, 2018

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Through 02/28/18
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	775,000.00	33,996.37	94,684.71	.00	680,315.29	12	777,490.00
Other Revenues	.00	.00	.00	.00	.00	+++	2,220.00
Reimbursements	.00	.00	460.00	.00	(460.00)	+++	14,310.00
Department 000 - General Totals	\$775,000.00	\$33,996.37	\$95,144.71	\$0.00	\$679,855.29	12%	\$794,030.00
Department 735 - Water Division							
Utility Charges	6,225,000.00	271,361.38	755,270.71	.00	5,469,729.29	12	6,134,320.00
Other Revenues	.00	(6,900.63)	26,792.94	.00	(26,792.94)	+++	5,950.00
Bond and Note Proceeds	.00	.00	.00	.00	.00	+++	1,500,000.00
Department 735 - Water Division Totals	\$6,225,000.00	\$264,460.75	\$782,063.65	\$0.00	\$5,442,936.35	13%	\$7,640,280.00
REVENUE TOTALS	\$7,000,000.00	\$298,457.12	\$877,208.36	\$0.00	\$6,122,791.64	13%	\$8,434,310.00
EXPENSE							
Department 000 - General							
Capital Purchases	2,214,026.15	281,989.84	293,838.63	430,866.90	1,489,320.62	33	937,110.00
Department 000 - General Totals	\$2,214,026.15	\$281,989.84	\$293,838.63	\$430,866.90	\$1,489,320.62	33%	\$937,110.00
Department 735 - Water Division							
Personal Services	402,144.00	43,023.75	93,437.16	784.20	307,922.64	23	380,770.00
Supplies	155,909.12	8,467.64	22,300.97	45,366.21	88,241.94	43	106,100.00
Services	5,674,888.26	6,264.86	1,128,293.38	1,036,193.51	3,510,401.37	38	4,614,010.00
Debt Service	.00	56.46	56.46	.00	(56.46)	+++	
Capital Purchases	253,500.00	.00	.00	97,250.00	156,250.00	38	60,710.00
Department 735 - Water Division Totals	\$6,486,441.38	\$57,812.71	\$1,244,087.97	\$1,179,593.92	\$4,062,759.49	37%	\$5,161,610.00
Department 991 - Debt Service							
Debt Service	365,757.00	.00	.00	.00	365,757.00	0	382,550.00
Department 991 - Debt Service Totals	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550.00
EXPENSE TOTALS	\$9,066,224.53	\$339,802.55	\$1,537,926.60	\$1,610,460.82	\$5,917,837.11	35%	\$6,481,280.00
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,000,000.00	298,457.12	877,208.36	.00	6,122,791.64	13%	8,434,310.00
EXPENSE TOTALS	9,066,224.53	339,802.55	1,537,926.60	1,610,460.82	5,917,837.11	35%	6,481,280.00
Fund 710 - Water Fund Net Gain (Loss)	(\$2,066,224.53)	(\$41,345.43)	(\$660,718.24)	(\$1,610,460.82)	(\$204,954.53)	110%	\$1,953,020.00

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Budget by Classification-February, 2018

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Through 02/28/18
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	400,000.00	17,012.95	46,659.29	.00	353,340.71	12	376,666.67
Department 000 - General Totals	\$400,000.00	\$17,012.95	\$46,659.29	\$0.00	\$353,340.71	12%	\$376,666.67
Department 736 - Wastewater Division							
Utility Charges	5,700,000.00	268,931.79	731,532.47	.00	4,968,467.53	13	5,792,731.11
Other Revenues	.00	.00	.00	.00	.00	+++	100%
Department 736 - Wastewater Division Totals	\$5,700,000.00	\$268,931.79	\$731,532.47	\$0.00	\$4,968,467.53	13%	\$5,792,844.22
REVENUE TOTALS	\$6,100,000.00	\$285,944.74	\$778,191.76	\$0.00	\$5,321,808.24	13%	\$6,169,500.89
EXPENSE							
Department 000 - General							
Capital Purchases	669,364.61	567.84	14,975.73	59,969.95	594,418.93	11	257,155.56
Department 000 - General Totals	\$669,364.61	\$567.84	\$14,975.73	\$59,969.95	\$594,418.93	11%	\$257,155.56
Department 736 - Wastewater Division							
Personal Services	391,607.00	42,928.26	86,812.07	6,383.94	298,410.99	24	366,091.11
Supplies	106,340.30	1,318.51	1,624.13	37,224.23	67,491.94	37	17,724.44
Services	5,196,224.56	336,168.24	939,703.01	795,406.92	3,461,114.63	33	4,746,361.11
Capital Purchases	213,500.00	.00	.00	27,250.00	186,250.00	13	62,924.44
Department 736 - Wastewater Division Totals	\$5,907,671.86	\$380,415.01	\$1,028,139.21	\$866,265.09	\$4,013,267.56	32%	\$5,193,111.11
Department 991 - Debt Service							
Debt Service	39,924.00	.00	.00	.00	39,924.00	0	102,580.00
Department 991 - Debt Service Totals	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580.00
EXPENSE TOTALS	\$6,616,960.47	\$380,982.85	\$1,043,114.94	\$926,235.04	\$4,647,610.49	30%	\$5,552,851.11
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,100,000.00	285,944.74	778,191.76	.00	5,321,808.24	13%	6,169,500.89
EXPENSE TOTALS	6,616,960.47	380,982.85	1,043,114.94	926,235.04	4,647,610.49	30%	5,552,851.11
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$516,960.47)	(\$95,038.11)	(\$264,923.18)	(\$926,235.04)	(\$674,197.75)	230%	\$616,651.78

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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 Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 737 - Storm Water Division							
Utility Charges	1,350,000.00	52,622.72	158,061.55	.00	1,191,938.45	12	1,357,788.00
Bond and Note Proceeds	.00	.00	.00	.00	.00	+++	1,100,000.00
Department 737 - Storm Water Division Totals	\$1,350,000.00	\$52,622.72	\$158,061.55	\$0.00	\$1,191,938.45	12%	\$2,457,788.00
REVENUE TOTALS	\$1,350,000.00	\$52,622.72	\$158,061.55	\$0.00	\$1,191,938.45	12%	\$2,457,788.00
EXPENSE							
Department 000 - General							
Capital Purchases	392,247.13	9,144.83	9,707.33	138,800.30	243,739.50	38	790,310.00
Department 000 - General Totals	\$392,247.13	\$9,144.83	\$9,707.33	\$138,800.30	\$243,739.50	38%	\$790,310.00
Department 737 - Storm Water Division							
Personal Services	309,530.00	30,807.33	60,166.52	2,484.37	246,879.11	20	290,810.00
Supplies	37,101.42	269.38	1,078.99	15,672.43	20,350.00	45	22,840.00
Services	1,067,818.50	81,986.52	153,899.38	692,538.12	221,381.00	79	803,950.00
Capital Purchases	40,000.00	.00	.00	.00	40,000.00	0	
Department 737 - Storm Water Division Totals	\$1,454,449.92	\$113,063.23	\$215,144.89	\$710,694.92	\$528,610.11	64%	\$1,117,620.00
Department 991 - Debt Service							
Debt Service	122,487.00	.00	.00	.00	122,487.00	0	132,300.00
Department 991 - Debt Service Totals	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,300.00
EXPENSE TOTALS	\$1,969,184.05	\$122,208.06	\$224,852.22	\$849,495.22	\$894,836.61	55%	\$2,040,230.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,350,000.00	52,622.72	158,061.55	.00	1,191,938.45	12%	2,457,788.00
EXPENSE TOTALS	1,969,184.05	122,208.06	224,852.22	849,495.22	894,836.61	55%	2,040,230.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$619,184.05)	(\$69,585.34)	(\$66,790.67)	(\$849,495.22)	(\$297,101.84)	148%	\$417,558.00

Attachment: Budget by Classification-February, 2018 06 07 2018 2 41 52 PM Joni Crawford 46102MZY



Budget by Classification-February, 2018

6.b.a

Through 02/28/18
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 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,000,000.00	140,914.62	300,591.05	.00	1,699,408.95	15	1,979,121.00
Department 738 - Refuse Collection Totals	\$2,000,000.00	\$140,914.62	\$300,591.05	\$0.00	\$1,699,408.95	15%	\$1,979,121.00
REVENUE TOTALS	\$2,000,000.00	\$140,914.62	\$300,591.05	\$0.00	\$1,699,408.95	15%	\$1,979,121.00
EXPENSE							
Department 738 - Refuse Collection							
Supplies	2,000.00	.00	.00	.00	2,000.00	0	1,121.00
Services	2,536,832.96	148,339.89	299,344.06	607,877.61	1,629,611.29	36	1,661,771.00
Department 738 - Refuse Collection Totals	\$2,538,832.96	\$148,339.89	\$299,344.06	\$607,877.61	\$1,631,611.29	36%	\$1,662,900.00
EXPENSE TOTALS	\$2,538,832.96	\$148,339.89	\$299,344.06	\$607,877.61	\$1,631,611.29	36%	\$1,662,900.00
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,000,000.00	140,914.62	300,591.05	.00	1,699,408.95	15%	1,979,121.00
EXPENSE TOTALS	2,538,832.96	148,339.89	299,344.06	607,877.61	1,631,611.29	36%	1,662,900.00
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$538,832.96)	(\$7,425.27)	\$1,246.99	(\$607,877.61)	(\$67,797.66)	113%	\$316,211.00
Fund Type Totals							
REVENUE TOTALS	16,450,000.00	777,939.20	2,114,052.72	.00	14,335,947.28	13%	19,040,730.00
EXPENSE TOTALS	20,191,202.01	991,333.35	3,105,237.82	3,994,068.69	13,091,895.50	35%	15,737,271.00
Fund Type Net Gain (Loss)	(\$3,741,202.01)	(\$213,394.15)	(\$991,185.10)	(\$3,994,068.69)	(\$1,244,051.78)	133%	\$3,303,450.00
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	16,450,000.00	777,939.20	2,114,052.72	.00	14,335,947.28	13%	19,040,730.00
EXPENSE TOTALS	20,191,202.01	991,333.35	3,105,237.82	3,994,068.69	13,091,895.50	35%	15,737,271.00
Fund Category Enterprise Funds Net Gain (Loss)	(\$3,741,202.01)	(\$213,394.15)	(\$991,185.10)	(\$3,994,068.69)	(\$1,244,051.78)	133%	\$3,303,450.00
Grand Totals							
REVENUE TOTALS	36,402,839.00	2,425,869.17	5,198,077.34	.00	31,204,761.66	14%	38,243,521.00
EXPENSE TOTALS	45,476,962.15	3,017,654.88	7,111,222.83	6,824,468.07	31,541,271.25	31%	33,058,621.00
Grand Total Net Gain (Loss)	(\$9,074,123.15)	(\$591,785.71)	(\$1,913,145.49)	(\$6,824,468.07)	\$336,509.59	96%	\$5,184,900.00

Attachment: Budget by Classification-February, 2018 06 07 2018 2 41 52 PM Joni Crawford 46102MZY



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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 111 - Police Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	46,062.00	.00	46,062.00	3,543.20	.00	7,034.80	39,027.20	15	12,721
5102	Wages-Staff	867,260.00	.00	867,260.00	63,854.09	.00	130,414.85	736,845.15	15	778,891
5104	Wages-Part time	87,832.00	.00	87,832.00	7,424.32	.00	14,633.85	73,198.15	17	102,161
5105	Overtime	350,000.00	.00	350,000.00	15,907.54	.00	37,371.83	312,628.17	11	379,001
5106	Longevity	56,550.00	.00	56,550.00	7,100.00	.00	13,525.00	43,025.00	24	53,901
5109	HSA Employer Funding	260,000.00	1,931.53	261,931.53	.00	1,931.53	191,700.00	68,300.00	74	241,431
5111	Wages Chief	115,782.00	.00	115,782.00	8,906.35	.00	17,750.86	98,031.14	15	167,941
5113	Wages Enforcement	5,335,492.00	.00	5,335,492.00	369,098.31	.00	759,226.50	4,576,265.50	14	4,726,041
5151	PERS Contribution	141,141.00	.00	141,141.00	10,781.21	.00	26,626.77	114,514.23	19	123,761
5152	PFDPF Contribution	966,192.00	.00	966,192.00	80,686.58	.00	201,930.25	764,261.75	21	816,221
5155	PERS Pickup	46,957.00	.00	46,957.00	3,727.37	.00	9,406.17	37,550.83	20	45,091
5161	Group Insurance	1,035,011.00	.00	1,035,011.00	152,996.08	10,945.30	224,754.70	799,311.00	23	898,491
5166	Medicare	98,829.00	.00	98,829.00	6,674.19	.00	13,749.28	85,079.72	14	87,161
	Personal Services Totals	\$9,407,108.00	\$1,931.53	\$9,409,039.53	\$730,699.24	\$12,876.83	\$1,648,124.86	\$7,748,037.84	18%	\$8,432,841
	Supplies									
5201	Office Supplies	8,500.00	1,491.79	9,991.79	921.25	3,990.49	1,572.81	4,428.49	56	11,631
5202	Photo Copy Supplies	3,500.00	.00	3,500.00	.00	1,400.00	.00	2,100.00	40	3,301
5203	Computer Supplies	20,000.00	1,741.30	21,741.30	758.48	7,381.75	2,500.62	11,858.93	45	15,181
5205	Small Tools/Minor Equipment	5,000.00	74.98	5,074.98	224.52	2,173.45	401.53	2,500.00	51	3,021
5206	Evidence	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
5207	Law Enforcement Supplies	85,800.00	10,394.69	96,194.69	418.91	42,986.07	13,637.36	39,571.26	59	50,931
5213	Repair and Maintenance Supplies	12,100.00	.00	12,100.00	.00	5,500.00	.00	6,600.00	45	661
5241	Uniforms-Purchased	130,000.00	3,122.06	133,122.06	3,656.71	27,083.55	7,234.21	98,804.30	26	61,561
5251	MV Gas and Oil	120,000.00	9,034.21	129,034.21	6,514.60	37,519.61	6,514.60	85,000.00	34	84,491
	Supplies Totals	\$394,900.00	\$25,859.03	\$420,759.03	\$12,494.47	\$128,034.92	\$31,861.13	\$260,862.98	38%	\$230,811
	Services									
5311	Utilities	144,530.00	13,358.36	157,888.36	10,523.51	103,512.23	20,400.68	33,975.45	78	105,131
5321	Professional Training	50,000.00	287.84	50,287.84	3,089.95	18,649.68	6,350.32	25,287.84	50	30,891
5323	Publications	2,850.00	.00	2,850.00	.00	2,800.00	.00	50.00	98	531
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	1,950.00	50.00	500.00	80	2,241
5325	Educational Assistance	10,000.00	654.39	10,654.39	.00	3,275.00	654.39	6,725.00	37	3,871
5339	Misc Contract Services	72,000.00	1,368.00	73,368.00	8,436.83	39,180.24	14,880.16	19,307.60	74	30,501
5351	Liability Insurance Deductible	25,000.00	.00	25,000.00	.00	25,000.00	.00	.00	100	25,001
5361	Building Repair/Maintenance	70,000.00	9,369.12	79,369.12	2,799.12	29,610.94	9,310.84	40,447.34	49	43,451
5362	Equipment Maintenance	50,000.00	650.00	50,650.00	1,629.00	37,272.50	2,877.50	10,500.00	79	33,231
5363	MV Repair/Maintenance-External	22,000.00	2,600.00	24,600.00	(1,048.57)	15,381.01	4,744.93	4,474.06	82	7,051
5366	Computer Maintenance	3,000.00	.00	3,000.00	.00	2,500.00	.00	500.00	83	2,281

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
EXPENSE										
<i>Services</i>										
5375	Prisoner Care	140,000.00	4,700.50	144,700.50	5,945.00	38,419.96	11,280.54	95,000.00	34	114,000.00
5391	Postage	5,000.00	165.03	5,165.03	310.68	973.10	1,051.23	3,140.70	39	5,430.00
5392	Fingerprinting Services	5,000.00	1,188.00	6,188.00	252.00	2,748.00	1,440.00	2,000.00	68	22,780.00
5393	L.E.A.D.S Terminal	8,500.00	600.00	9,100.00	600.00	6,600.00	1,200.00	1,300.00	86	6,600.00
5395	Printing/Advertising	15,000.00	500.00	15,500.00	35.99	2,385.82	114.18	13,000.00	16	3,980.00
5396	Uniform Cleaning/Repairs	30,000.00	5,676.37	35,676.37	1,077.50	23,346.32	2,530.05	9,800.00	73	17,170.00
5399	Other Miscellaneous Services	4,500.00	500.50	5,000.50	71.92	2,145.26	71.92	2,783.32	44	4,470.00
<i>Services Totals</i>		\$659,880.00	\$41,618.11	\$701,498.11	\$33,722.93	\$355,750.06	\$76,956.74	\$268,791.31	62%	\$458,670.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	7,500.00	1,150.00	8,650.00	388.59	214.45	935.55	7,500.00	13	5,180.00
5632	Motor Vehicles	475,000.00	262,379.20	737,379.20	.00	7,100.00	.00	730,279.20	1	144,230.00
5633	Machinery and Equipment	99,500.00	.00	99,500.00	1,353.45	49,947.50	1,353.45	48,199.05	52	12,080.00
5634	Unmarked Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	0.00
5639	Other Equipment	50,000.00	6,323.99	56,323.99	1,541.47	41,350.57	5,043.42	9,930.00	82	34,110.00
<i>Capital Purchases Totals</i>		\$672,000.00	\$269,853.19	\$941,853.19	\$3,283.51	\$98,612.52	\$7,332.42	\$835,908.25	11%	\$195,620.00
EXPENSE TOTALS		\$11,133,888.00	\$339,261.86	\$11,473,149.86	\$780,200.15	\$595,274.33	\$1,764,275.15	\$9,113,600.38	21%	\$9,317,960.00
Department 111 - Police Division Totals		(\$11,133,888.00)	(\$339,261.86)	(\$11,473,149.86)	(\$780,200.15)	(\$595,274.33)	(\$1,764,275.15)	(\$9,113,600.38)	21%	(\$9,317,960.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	98,338.00	.00	98,338.00	7,564.40	.00	14,747.81	83,590.19	15	88,321.00
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	13,830.00	.00	13,830.00	1,289.39	.00	2,754.08	11,075.92	20	12,390.00
5161	Group Insurance	32,228.00	.00	32,228.00	5,374.54	448.58	8,001.42	23,778.00	26	32,600.00
5166	Medicare	1,433.00	.00	1,433.00	106.11	.00	205.64	1,227.36	14	1,220.00
	Personal Services Totals	\$154,279.00	\$0.00	\$154,279.00	\$14,334.44	\$448.58	\$33,708.95	\$120,121.47	22%	\$143,000.00
	Supplies									
5201	Office Supplies	100.00	47.00	147.00	.00	47.00	.00	100.00	32	50.00
5203	Computer Supplies	200.00	.00	200.00	.00	100.00	.00	100.00	50	90.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	11.78	1,988.22	11.78	1,000.00	67	1,770.00
5213	Repair and Maintenance Supplies	90,000.00	13,134.99	103,134.99	7,167.33	61,725.95	19,278.20	22,130.84	79	69,510.00
5259	Operating Materials and Supplies	7,500.00	.00	7,500.00	.00	4,923.50	76.50	2,500.00	67	5,590.00
	Supplies Totals	\$100,800.00	\$13,181.99	\$113,981.99	\$7,179.11	\$68,784.67	\$19,366.48	\$25,830.84	77%	\$77,020.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	0.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	2,285.00	215.00	500.00	83	1,460.00
5363	MV Repair/Maintenance-External	35,000.00	6,300.12	41,300.12	2,401.89	21,132.26	8,787.86	11,380.00	72	13,250.00
5397	Uniform Rental	1,350.00	273.18	1,623.18	66.12	1,310.22	162.96	150.00	91	920.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	750.90	149.10	600.00	60	810.00
	Services Totals	\$41,850.00	\$6,573.30	\$48,423.30	\$2,468.01	\$25,478.38	\$9,314.92	\$13,630.00	72%	\$16,450.00
	Capital Purchases									
5632	Motor Vehicles	50,000.00	.00	50,000.00	.00	49,600.00	.00	400.00	99	0.00
5633	Machinery and Equipment	4,000.00	.00	4,000.00	.00	.00	3,743.99	256.01	94	0.00
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	4,150.00
	Capital Purchases Totals	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$49,600.00	\$3,743.99	\$656.01	99%	\$4,150.00
	EXPENSE TOTALS	\$350,929.00	\$19,755.29	\$370,684.29	\$23,981.56	\$144,311.63	\$66,134.34	\$160,238.32	57%	\$240,648.00
Department 290 - Mechanic Totals		(\$350,929.00)	(\$19,755.29)	(\$370,684.29)	(\$23,981.56)	(\$144,311.63)	(\$66,134.34)	(\$160,238.32)	57%	(\$240,648.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	86,914.00	.00	86,914.00	6,685.61	.00	13,152.62	73,761.38	15	81,100.00
5102	Wages-Staff	366,097.00	.00	366,097.00	23,962.13	.00	48,375.94	317,721.06	13	305,530.00
5105	Overtime	15,700.00	.00	15,700.00	1,704.00	.00	2,205.65	13,494.35	14	12,410.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	32,000.00	.00	32,000.00	.00	.00	28,000.00	4,000.00	88	28,000.00
5141	Wages-Seasonal Labor	100,000.00	.00	100,000.00	3,244.78	.00	5,466.70	94,533.30	5	78,100.00
5151	PERS Contribution	79,689.00	.00	79,689.00	4,932.51	.00	11,865.01	67,823.99	15	66,670.00
5161	Group Insurance	126,202.00	.00	126,202.00	18,647.80	740.28	27,534.72	97,927.00	22	110,990.00
5166	Medicare	8,254.00	.00	8,254.00	499.68	.00	969.30	7,284.70	12	6,700.00
<i>Personal Services Totals</i>		\$815,356.00	\$0.00	\$815,356.00	\$59,676.51	\$740.28	\$137,569.94	\$677,045.78	17%	\$690,020.00
<i>Supplies</i>										
5201	Office Supplies	2,000.00	1,645.50	3,645.50	44.10	4,101.40	44.10	(500.00)	114	1,430.00
5203	Computer Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	880.00
5205	Small Tools/Minor Equipment	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,500.00
5209	Chemicals	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	29,340.00
5213	Repair and Maintenance Supplies	53,000.00	14,218.37	67,218.37	1,699.65	14,131.58	12,043.79	41,043.00	39	59,130.00
5215	Recreational Supplies	52,000.00	4,597.70	56,597.70	5,428.03	4,972.49	9,281.16	42,344.05	25	54,010.00
5241	Uniforms-Purchased	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,000.00
5251	MV Gas and Oil	20,000.00	287.14	20,287.14	805.16	3,981.98	805.16	15,500.00	24	10,390.00
5252	Aggregates	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	7,710.00
5259	Operating Materials and Supplies	58,000.00	.00	58,000.00	.00	43,000.00	.00	15,000.00	74	2,820.00
<i>Supplies Totals</i>		\$237,000.00	\$20,748.71	\$257,748.71	\$7,976.94	\$70,187.45	\$22,174.21	\$165,387.05	36%	\$171,250.00
<i>Services</i>										
5303	Community Events	24,300.00	.00	24,300.00	.00	615.00	51.25	23,633.75	3	12,430.00
5311	Utilities	29,000.00	4,867.57	33,867.57	810.02	24,207.96	4,817.76	4,841.85	86	22,060.00
5321	Professional Training	6,000.00	710.00	6,710.00	.00	160.00	2,710.00	3,840.00	43	3,820.00
5322	Conference/Reimb	8,500.00	707.16	9,207.16	654.06	1,208.18	1,272.68	6,726.30	27	4,120.00
5324	Professional Association Dues	2,200.00	330.00	2,530.00	680.00	75.00	680.00	1,775.00	30	1,550.00
5338	Personal Service Contracts	72,000.00	1,407.00	73,407.00	1,056.00	20,281.00	8,150.00	44,976.00	39	49,690.00
5339	Misc Contract Services	120,000.00	16,826.16	136,826.16	6,910.49	17,740.11	9,481.05	109,605.00	20	110,240.00
5361	Building Repair/Maintenance	63,500.00	32,070.00	95,570.00	2,129.51	38,845.14	2,159.51	54,565.35	43	79,360.00
5362	Equipment Maintenance	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	1,700.00
5391	Postage	1,000.00	.00	1,000.00	67.73	.00	87.18	912.82	9	320.00
5395	Printing/Advertising	23,000.00	4,634.00	27,634.00	480.68	1,585.32	3,748.68	22,300.00	19	19,620.00
5397	Uniform Rental	.00	.00	.00	.00	.00	.00	.00	+++	1,960.00
5399	Other Miscellaneous Services	5,000.00	.00	5,000.00	.00	1,600.00	.00	3,400.00	32	3,040.00
<i>Services Totals</i>		\$358,000.00	\$61,551.89	\$419,551.89	\$12,788.49	\$106,317.71	\$33,158.11	\$280,076.07	33%	\$309,960.00



Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

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>Transfers/Other</i>										
5515	Refunds-Fees	.00	.00	.00	189.00	.00	2,545.00	(2,545.00)	+++	
<i>Transfers/Other Totals</i>		\$0.00	\$0.00	\$0.00	\$189.00	\$0.00	\$2,545.00	(\$2,545.00)	+++	\$0.00
<i>Capital Purchases</i>										
5602	Land Improvements	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	
5631	Furniture and Fixtures	3,500.00	.00	3,500.00	.00	2,325.00	.00	1,175.00	66	
5632	Motor Vehicles	141,000.00	.00	141,000.00	.00	118,291.00	.00	22,709.00	84	8,800.00
5633	Machinery and Equipment	100,000.00	83.00	100,083.00	.00	51,498.11	.00	48,584.89	51	18,770.00
5639	Other Equipment	58,300.00	.00	58,300.00	26,141.84	25,000.00	26,141.84	7,158.16	88	8,730.00
<i>Capital Purchases Totals</i>		\$367,800.00	\$83.00	\$367,883.00	\$26,141.84	\$197,114.11	\$26,141.84	\$144,627.05	61%	\$36,300.00
EXPENSE TOTALS		\$1,778,156.00	\$82,383.60	\$1,860,539.60	\$106,772.78	\$374,359.55	\$221,589.10	\$1,264,590.95	32%	\$1,207,560.00
Department 340 - Parks and Recreation Totals		(\$1,778,156.00)	(\$82,383.60)	(\$1,860,539.60)	(\$106,772.78)	(\$374,359.55)	(\$221,589.10)	(\$1,264,590.95)	32%	(\$1,207,560.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

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	64,254.00	.00	64,254.00	4,942.60	.00	9,723.50	54,530.50	15	59,491
5104	Wages-Part time	60,216.00	.00	60,216.00	4,659.29	.00	9,211.06	51,004.94	15	61,350
5105	Overtime	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000
5151	PERS Contribution	17,916.00	.00	17,916.00	1,356.79	.00	3,278.79	14,637.21	18	16,931
5161	Group Insurance	16,203.00	.00	16,203.00	2,706.66	454.90	4,020.10	11,728.00	28	16,411
5166	Medicare	1,856.00	.00	1,856.00	137.00	.00	270.09	1,585.91	15	1,730
	Personal Services Totals	\$167,945.00	\$0.00	\$167,945.00	\$13,802.34	\$454.90	\$30,503.54	\$136,986.56	18%	\$160,431
	Supplies									
5201	Office Supplies	1,200.00	.00	1,200.00	.00	249.83	.00	950.17	21	1,380
5203	Computer Supplies	2,200.00	.00	2,200.00	.00	445.58	.00	1,754.42	20	520
5213	Repair and Maintenance Supplies	8,500.00	107.09	8,607.09	.00	750.06	.00	7,857.03	9	1,740
5215	Recreational Supplies	2,840.00	389.35	3,229.35	.00	121.60	267.75	2,840.00	12	4,940
5216	Contributed Supplies Purchased	.00	168.15	168.15	.00	641.00	27.15	(500.00)	397	3,330
5259	Operating Materials and Supplies	4,300.00	.00	4,300.00	.00	3,428.96	.00	871.04	80	1,270
	Supplies Totals	\$19,040.00	\$664.59	\$19,704.59	\$0.00	\$5,637.03	\$294.90	\$13,772.66	30%	\$13,210
	Services									
5311	Utilities	15,000.00	856.74	15,856.74	780.83	16,959.02	1,697.72	(2,800.00)	118	6,960
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	
5322	Conference/Reimb	300.00	219.00	519.00	.00	.00	219.00	300.00	42	190
5324	Professional Association Dues	150.00	100.00	250.00	.00	.00	100.00	150.00	40	100
5339	Misc Contract Services	12,300.00	60.00	12,360.00	275.00	7,397.89	560.00	4,402.11	64	2,810
5361	Building Repair/Maintenance	206,000.00	.00	206,000.00	.00	.00	.00	206,000.00	0	4,160
5391	Postage	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,500
5395	Printing/Advertising	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
5399	Other Miscellaneous Services	.00	.00	.00	.00	.00	225.00	(225.00)	+++	
	Services Totals	\$237,750.00	\$1,235.74	\$238,985.74	\$1,055.83	\$24,356.91	\$2,801.72	\$211,827.11	11%	\$15,730
	EXPENSE TOTALS	\$424,735.00	\$1,900.33	\$426,635.33	\$14,858.17	\$30,448.84	\$33,600.16	\$362,586.33	15%	\$189,391
Department 343 - Senior Center Totals		(\$424,735.00)	(\$1,900.33)	(\$426,635.33)	(\$14,858.17)	(\$30,448.84)	(\$33,600.16)	(\$362,586.33)	15%	(\$189,391)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	88,467.00	.00	88,467.00	6,805.20	.00	13,387.80	75,079.20	15	82,551
5102	Wages-Staff	276,786.00	.00	276,786.00	19,854.56	.00	39,206.20	237,579.80	14	258,831
5105	Overtime	3,000.00	.00	3,000.00	255.13	.00	1,763.45	1,236.55	59	12,841
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	1,651
5109	HSA Employer Funding	28,000.00	.00	28,000.00	.00	.00	20,000.00	8,000.00	71	22,001
5151	PERS Contribution	51,793.00	.00	51,793.00	3,634.68	.00	9,827.06	41,965.94	19	49,571
5161	Group Insurance	113,116.00	.00	113,116.00	15,031.75	1,069.24	22,155.76	89,891.00	21	88,851
5166	Medicare	5,365.00	.00	5,365.00	376.45	.00	768.04	4,596.96	14	4,981
<i>Personal Services Totals</i>		\$568,227.00	\$0.00	\$568,227.00	\$45,957.77	\$1,069.24	\$107,108.31	\$460,049.45	19%	\$521,301
<i>Supplies</i>										
5201	Office Supplies	1,500.00	.00	1,500.00	91.89	682.11	91.89	726.00	52	1,631
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	891
5213	Repair and Maintenance Supplies	18,000.00	549.93	18,549.93	170.43	10,203.48	1,055.70	7,290.75	61	11,251
5251	MV Gas and Oil	1,500.00	150.09	1,650.09	27.75	1,622.34	27.75	.00	100	471
<i>Supplies Totals</i>		\$22,000.00	\$700.02	\$22,700.02	\$290.07	\$12,507.93	\$1,175.34	\$9,016.75	60%	\$14,261
<i>Services</i>										
5301	Boards/Commissions	750.00	.00	750.00	.00	.00	.00	750.00	0	
5302	Street Lighting	240,000.00	17,370.02	257,370.02	17,536.88	188,463.12	34,906.90	34,000.00	87	201,751
5303	Community Events	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	27,851
5311	Utilities	.00	.00	.00	.00	13,694.35	.00	(13,694.35)	+++	(117
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	171
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	31
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5331	Engineering/Architecture	125,000.00	26,798.67	151,798.67	2,289.56	18,586.70	8,211.97	125,000.00	18	42,921
5339	Misc Contract Services	65,000.00	3,081.42	68,081.42	2,286.38	23,823.96	3,226.33	41,031.13	40	36,581
5362	Equipment Maintenance	4,000.00	99.00	4,099.00	.00	2,702.00	842.00	555.00	86	2,701
5366	Computer Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5367	Streetscape Maintenance	108,000.00	.00	108,000.00	.00	.00	.00	108,000.00	0	118,421
5374	Emergency Management Services	40,000.00	1,443.00	41,443.00	.00	39,943.00	.00	1,500.00	96	37,051
5391	Postage	500.00	.00	500.00	3.29	.00	5.64	494.36	1	321
5395	Printing/Advertising	1,000.00	368.43	1,368.43	.00	368.43	.00	1,000.00	27	651
5397	Uniform Rental	2,500.00	.00	2,500.00	342.71	1,438.29	454.87	606.84	76	1,681
5398	Tree/Grass Service	30,000.00	330.00	30,330.00	150.00	7,500.00	330.00	22,500.00	26	21,311
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	3,511
<i>Services Totals</i>		\$650,500.00	\$49,490.54	\$699,990.54	\$22,608.82	\$296,519.85	\$47,977.71	\$355,492.98	49%	\$494,881
<i>Transfers/Other</i>										

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 448 - Service Department										
	EXPENSE									
	Transfers/Other									
5514	Refunds-Miscellaneous	.00	.00	.00	.00	.00	25.00	(25.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	(\$25.00)	+++	\$0.00
	EXPENSE TOTALS	\$1,240,727.00	\$50,190.56	\$1,290,917.56	\$68,856.66	\$310,097.02	\$156,286.36	\$824,534.18	36%	\$1,030,451.00
	Department 448 - Service Department Totals	(\$1,240,727.00)	(\$50,190.56)	(\$1,290,917.56)	(\$68,856.66)	(\$310,097.02)	(\$156,286.36)	(\$824,534.18)	36%	(\$1,030,451.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	75,300.00	.00	75,300.00	5,792.20	.00	11,395.00	63,905.00	15	70,320.00
5102	Wages-Staff	184,449.00	.00	184,449.00	13,996.19	.00	27,597.89	156,851.11	15	166,460.00
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	260.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	14,000.00	.00	14,000.00	.00	.00	14,000.00	.00	100	16,500.00
5151	PERS Contribution	36,085.00	.00	36,085.00	2,770.36	.00	6,680.68	29,404.32	19	32,890.00
5161	Group Insurance	55,766.00	.00	55,766.00	9,319.52	3,508.34	13,816.66	38,441.00	31	52,070.00
5166	Medicare	3,774.00	.00	3,774.00	277.07	.00	545.62	3,228.38	14	3,320.00
<i>Personal Services Totals</i>		\$369,874.00	\$0.00	\$369,874.00	\$32,155.34	\$3,508.34	\$74,035.85	\$292,329.81	21%	\$342,350.00
<i>Supplies</i>										
5201	Office Supplies	2,000.00	.00	2,000.00	.00	500.00	.00	1,500.00	25	1,270.00
5203	Computer Supplies	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,000.00
5241	Uniforms-Purchased	3,000.00	.00	3,000.00	.00	1,000.00	.00	2,000.00	33	2,000.00
5251	MV Gas and Oil	5,000.00	1,082.08	6,082.08	239.39	3,342.69	239.39	2,500.00	59	3,090.00
<i>Supplies Totals</i>		\$16,000.00	\$1,082.08	\$17,082.08	\$239.39	\$4,842.69	\$239.39	\$12,000.00	30%	\$4,560.00
<i>Services</i>										
5311	Utilities	2,000.00	521.38	2,521.38	186.48	1,148.42	372.96	1,000.00	60	1,470.00
5321	Professional Training	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,720.00
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500.00
5323	Publications	1,500.00	.00	1,500.00	.00	1,000.00	.00	500.00	67	240.00
5324	Professional Association Dues	800.00	.00	800.00	.00	.00	.00	800.00	0	210.00
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500.00
5339	Misc Contract Services	20,000.00	2,063.75	22,063.75	.00	8,000.00	2,063.75	12,000.00	46	23,820.00
5362	Equipment Maintenance	5,000.00	353.95	5,353.95	570.53	1,566.84	787.11	3,000.00	44	3,350.00
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
5376	County Health Services	35,000.00	5,595.00	40,595.00	5,595.00	9,999.00	5,595.00	25,001.00	38	31,590.00
5391	Postage	1,000.00	.00	1,000.00	23.64	.00	68.84	931.16	7	690.00
5395	Printing/Advertising	3,500.00	.00	3,500.00	.00	1,000.00	.00	2,500.00	29	1,730.00
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
<i>Services Totals</i>		\$79,300.00	\$8,534.08	\$87,834.08	\$6,375.65	\$22,714.26	\$8,887.66	\$56,232.16	36%	\$64,920.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	2,000.00	.00	2,000.00	.00	300.00	.00	1,700.00	15	510.00
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	24,130.00
<i>Capital Purchases Totals</i>		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$300.00	\$0.00	\$1,700.00	15%	\$24,650.00
EXPENSE TOTALS		\$467,174.00	\$9,616.16	\$476,790.16	\$38,770.38	\$31,365.29	\$83,162.90	\$362,261.97	24%	\$436,490.00
Department 479 - Building Department Totals		(\$467,174.00)	(\$9,616.16)	(\$476,790.16)	(\$38,770.38)	(\$31,365.29)	(\$83,162.90)	(\$362,261.97)	24%	(\$436,490.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,523.24	.00	15,046.48	82,756.52	15	97,803.00
5102	Wages-Staff	58,000.00	.00	58,000.00	.00	.00	.00	58,000.00	0	58,000.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	4,000.00	4,000.00	50	4,000.00
5151	PERS Contribution	21,812.00	.00	21,812.00	1,053.26	.00	2,633.15	19,178.85	12	13,760.00
5161	Group Insurance	32,085.00	.00	32,085.00	2,656.22	185.34	3,969.66	27,930.00	13	16,150.00
5166	Medicare	2,259.00	.00	2,259.00	107.05	.00	214.11	2,044.89	9	1,390.00
	Personal Services Totals	\$219,959.00	\$0.00	\$219,959.00	\$11,339.77	\$185.34	\$25,863.40	\$193,910.26	12%	\$133,110.00
	Supplies									
5201	Office Supplies	600.00	200.00	800.00	.00	700.00	.00	100.00	88	400.00
5203	Computer Supplies	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
	Supplies Totals	\$800.00	\$200.00	\$1,000.00	\$0.00	\$700.00	\$0.00	\$300.00	70%	\$400.00
	Services									
5311	Utilities	850.00	141.34	991.34	66.07	809.20	132.14	50.00	95	650.00
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,000.00
5324	Professional Association Dues	.00	.00	.00	(9,310.06)	15,471.18	.00	(15,471.18)	+++	1,610.00
5332	Legal Services	30,000.00	2,780.95	32,780.95	967.50	16,577.20	2,076.25	14,127.50	57	20,760.00
5339	Misc Contract Services	5,000.00	.00	5,000.00	330.00	.00	330.00	4,670.00	7	5,000.00
5391	Postage	250.00	.00	250.00	.00	.00	5.06	244.94	2	80.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	430.00
	Services Totals	\$42,100.00	\$2,922.29	\$45,022.29	(\$7,946.49)	\$32,857.58	\$2,543.45	\$9,621.26	79%	\$23,550.00
	EXPENSE TOTALS	\$262,859.00	\$3,122.29	\$265,981.29	\$3,393.28	\$33,742.92	\$28,406.85	\$203,831.52	23%	\$157,070.00
Department 522 - Mayor Totals		(\$262,859.00)	(\$3,122.29)	(\$265,981.29)	(\$3,393.28)	(\$33,742.92)	(\$28,406.85)	(\$203,831.52)	23%	(\$157,070.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	75,536.00	.00	75,536.00	5,569.08	.00	9,979.63	65,556.37	13	50,901
5151	PERS Contribution	10,575.00	.00	10,575.00	702.46	.00	1,536.55	9,038.45	15	7,081
5166	Medicare	1,095.00	.00	1,095.00	80.74	.00	144.70	950.30	13	731
	Personal Services Totals	\$87,206.00	\$0.00	\$87,206.00	\$6,352.28	\$0.00	\$11,660.88	\$75,545.12	13%	\$58,721
	Supplies									
5201	Office Supplies	600.00	83.93	683.93	.00	508.93	.00	175.00	74	461
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	241
5259	Operating Materials and Supplies	350.00	.00	350.00	2.35	425.00	2.35	(77.35)	122	
	Supplies Totals	\$1,350.00	\$83.93	\$1,433.93	\$2.35	\$933.93	\$2.35	\$497.65	65%	\$711
	Services									
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	
5322	Conference/Reimb	700.00	.00	700.00	.00	.00	.00	700.00	0	
5332	Legal Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	191
5336	Medical Services/Physical Exams	8,700.00	3,270.00	11,970.00	1,358.00	6,138.00	3,632.00	2,200.00	82	10,341
5339	Misc Contract Services	11,000.00	.00	11,000.00	292.50	11,057.50	292.50	(350.00)	103	2,101
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	51
5395	Printing/Advertising	7,000.00	.00	7,000.00	59.88	1,840.12	86.97	5,072.91	28	3,541
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Services Totals	\$29,700.00	\$3,270.00	\$32,970.00	\$1,710.38	\$19,535.62	\$4,011.47	\$9,422.91	71%	\$16,231
	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%	\$1
	EXPENSE TOTALS	\$118,756.00	\$3,353.93	\$122,109.93	\$8,065.01	\$20,469.55	\$15,674.70	\$85,965.68	30%	\$75,671
Department 534 - Civil Service Commission Totals		(\$118,756.00)	(\$3,353.93)	(\$122,109.93)	(\$8,065.01)	(\$20,469.55)	(\$15,674.70)	(\$85,965.68)	30%	(\$75,671)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	81,548.00	.00	81,548.00	6,398.32	.00	12,796.64	68,751.36	16	81,481.00
5102	Wages-Staff	138,742.00	.00	138,742.00	5,964.40	.00	22,956.15	115,785.85	17	130,371.00
5104	Wages-Part time	35,947.00	.00	35,947.00	3,301.65	.00	6,045.47	29,901.53	17	32,781.00
5105	Overtime	2,000.00	.00	2,000.00	34.56	.00	34.56	1,965.44	2	3,431.00
5106	Longevity	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	1,051.00
5109	HSA Employer Funding	16,000.00	.00	16,000.00	.00	.00	8,000.00	8,000.00	50	15,661.00
5151	PERS Contribution	36,307.00	.00	36,307.00	2,164.08	.00	6,152.62	30,154.38	17	34,291.00
5161	Group Insurance	64,552.00	.00	64,552.00	2,668.94	10,811.57	8,103.30	45,637.13	29	64,081.00
5166	Medicare	3,759.00	.00	3,759.00	221.83	.00	593.83	3,165.17	16	3,431.00
	Personal Services Totals	\$379,955.00	\$0.00	\$379,955.00	\$20,753.78	\$10,811.57	\$64,682.57	\$304,460.86	20%	\$363,201.00
	Supplies									
5201	Office Supplies	3,000.00	644.79	3,644.79	57.37	1,787.42	57.37	1,800.00	51	1,311.00
5203	Computer Supplies	3,500.00	1,550.01	5,050.01	.00	2,825.92	224.09	2,000.00	60	3,991.00
	Supplies Totals	\$6,500.00	\$2,194.80	\$8,694.80	\$57.37	\$4,613.34	\$281.46	\$3,800.00	56%	\$1,711.00
	Services									
5321	Professional Training	2,450.00	.00	2,450.00	.00	500.00	.00	1,950.00	20	401.00
5322	Conference/Reimb	3,800.00	.00	3,800.00	.00	160.00	.00	3,640.00	4	2,181.00
5324	Professional Association Dues	1,000.00	.00	1,000.00	.00	547.00	250.00	203.00	80	591.00
5333	Outside Professional Services	38,000.00	.00	38,000.00	1,700.00	36,300.00	1,700.00	.00	100	38,331.00
5339	Misc Contract Services	23,300.00	9,362.50	32,662.50	.00	32,662.50	.00	.00	100	13,611.00
5362	Equipment Maintenance	1,200.00	.00	1,200.00	49.50	1,096.00	99.00	5.00	100	1,451.00
5391	Postage	1,800.00	.00	1,800.00	101.89	.00	353.97	1,446.03	20	1,491.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	.00	80.00	.00	2,920.00	3	1,221.00
5399	Other Miscellaneous Services	11,000.00	.00	11,000.00	505.02	500.00	881.30	9,618.70	13	11,411.00
	Services Totals	\$85,550.00	\$9,362.50	\$94,912.50	\$2,356.41	\$71,845.50	\$3,284.27	\$19,782.73	79%	\$70,721.00
	EXPENSE TOTALS	\$472,005.00	\$11,557.30	\$483,562.30	\$23,167.56	\$87,270.41	\$68,248.30	\$328,043.59	32%	\$435,641.00
Department 545 - City Auditor Totals		(\$472,005.00)	(\$11,557.30)	(\$483,562.30)	(\$23,167.56)	(\$87,270.41)	(\$68,248.30)	(\$328,043.59)	32%	(\$435,641.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,523.24	.00	15,046.48	82,756.52	15	97,803.00
5102	Wages-Staff	186,445.00	.00	186,445.00	14,341.99	.00	28,475.07	157,969.93	15	182,500.00
5104	Wages-Part time	84,624.00	.00	84,624.00	6,509.60	.00	12,924.30	71,699.70	15	82,910.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	.00	.00	18,000.00	.00	100	18,000.00
5151	PERS Contribution	51,712.00	.00	51,712.00	3,972.51	.00	9,803.64	41,908.36	19	50,880.00
5161	Group Insurance	71,874.00	.00	71,874.00	11,948.56	525.87	17,759.13	53,589.00	25	72,530.00
5166	Medicare	5,356.00	.00	5,356.00	397.82	.00	791.24	4,564.76	15	5,100.00
<i>Personal Services Totals</i>		\$516,314.00	\$0.00	\$516,314.00	\$44,693.72	\$525.87	\$102,799.86	\$412,988.27	20%	\$510,240.00
<i>Supplies</i>										
5201	Office Supplies	1,500.00	2.84	1,502.84	235.98	711.63	450.21	341.00	77	1,620.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	500.00	.00	500.00	.00	430.00	.00	70.00	86	500.00
<i>Supplies Totals</i>		\$2,400.00	\$2.84	\$2,402.84	\$235.98	\$1,141.63	\$450.21	\$811.00	66%	\$1,620.00
<i>Services</i>										
5321	Professional Training	2,500.00	.00	2,500.00	400.00	.00	400.00	2,100.00	16	1,490.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	6,500.00	380.80	6,880.80	380.80	2,652.90	761.60	3,466.30	50	6,030.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	775.00	260.00	1,022.00	218.00	85	1,920.00
5332	Legal Services	40,000.00	.00	40,000.00	.00	400.00	.00	39,600.00	1	17,990.00
5333	Outside Professional Services	14,500.00	.00	14,500.00	416.67	4,587.33	9,916.67	(4.00)	100	15,280.00
5337	Public Defender	5,000.00	514.20	5,514.20	.00	2,984.20	830.00	1,700.00	69	3,150.00
5339	Misc Contract Services	14,100.00	.00	14,100.00	1,815.00	605.00	2,310.00	11,185.00	21	2,660.00
5341	Court Costs and Fees	300.00	.00	300.00	.00	.00	.00	300.00	0	300.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	27.92	.00	53.46	446.54	11	490.00
5399	Other Miscellaneous Services	2,500.00	246.43	2,746.43	.00	2,746.43	.00	.00	100	2,000.00
<i>Services Totals</i>		\$87,900.00	\$1,141.43	\$89,041.43	\$3,815.39	\$14,235.86	\$15,293.73	\$59,511.84	33%	\$51,040.00
EXPENSE TOTALS		\$606,614.00	\$1,144.27	\$607,758.27	\$48,745.09	\$15,903.36	\$118,543.80	\$473,311.11	22%	\$562,910.00
Department 554 - City Attorney Totals		(\$606,614.00)	(\$1,144.27)	(\$607,758.27)	(\$48,745.09)	(\$15,903.36)	(\$118,543.80)	(\$473,311.11)	22%	(\$562,910.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	60,902.00	.00	60,902.00	5,804.75	.00	10,359.66	50,542.34	17	60,891
5102	Wages-Staff	87,950.00	.00	87,950.00	6,669.31	.00	13,241.47	74,708.53	15	76,461
5104	Wages-Part time	.00	.00	.00	.00	.00	.00	.00	+++	6,491
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	6,001
5151	PERS Contribution	20,664.00	.00	20,664.00	1,571.39	.00	3,641.59	17,022.41	18	19,941
5161	Group Insurance	16,398.00	.00	16,398.00	2,739.16	2,627.40	4,052.60	9,718.00	41	19,211
5166	Medicare	2,159.00	.00	2,159.00	175.67	.00	331.82	1,827.18	15	2,011
<i>Personal Services Totals</i>		\$192,073.00	\$0.00	\$192,073.00	\$16,960.28	\$2,627.40	\$35,627.14	\$153,818.46	20%	\$191,021
<i>Supplies</i>										
5201	Office Supplies	1,200.00	110.92	1,310.92	131.48	455.44	155.48	700.00	47	701
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
<i>Supplies Totals</i>		\$1,700.00	\$110.92	\$1,810.92	\$131.48	\$455.44	\$155.48	\$1,200.00	34%	\$701
<i>Services</i>										
5321	Professional Training	1,000.00	.00	1,000.00	1,165.00	.00	1,165.00	(165.00)	116	391
5322	Conference/Reimb	1,800.00	.00	1,800.00	.00	.00	130.00	1,670.00	7	1,221
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	110.00	390.00	22	461
5325	Educational Assistance	5,500.00	.00	5,500.00	.00	.00	2,779.51	2,720.49	51	2,751
5339	Misc Contract Services	40,000.00	202.85	40,202.85	64.00	29,383.90	11,653.62	(834.67)	102	15,361
5391	Postage	300.00	.00	300.00	21.84	.00	63.12	236.88	21	111
5395	Printing/Advertising	8,500.00	284.53	8,784.53	160.86	2,511.74	272.79	6,000.00	32	4,031
5399	Other Miscellaneous Services	6,000.00	.00	6,000.00	.00	108.00	.00	5,892.00	2	131
<i>Services Totals</i>		\$63,700.00	\$487.38	\$64,187.38	\$1,411.70	\$32,003.64	\$16,174.04	\$16,009.70	75%	\$24,491
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	.00	.00	.00	.00	250.00	.00	(250.00)	+++	
5639	Other Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
<i>Capital Purchases Totals</i>		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$250.00	\$0.00	\$2,750.00	8%	\$1
EXPENSE TOTALS		\$260,473.00	\$598.30	\$261,071.30	\$18,503.46	\$35,336.48	\$51,956.66	\$173,778.16	33%	\$216,221
Department 571 - City Council Totals		(\$260,473.00)	(\$598.30)	(\$261,071.30)	(\$18,503.46)	(\$35,336.48)	(\$51,956.66)	(\$173,778.16)	33%	(\$216,225)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	85,399.00	.00	85,399.00	3,269.20	.00	3,269.20	82,129.80	4	77,271.00
5102	Wages-Staff	89,906.00	.00	89,906.00	6,819.68	.00	13,448.61	76,457.39	15	80,700.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	2,000.00	4,000.00	33	8,000.00
5151	PERS Contribution	24,368.00	.00	24,368.00	954.76	.00	2,527.13	21,840.87	10	22,500.00
5161	Group Insurance	23,642.00	.00	23,642.00	2,344.68	3,953.47	4,387.48	15,301.05	35	26,790.00
5166	Medicare	2,542.00	.00	2,542.00	143.39	.00	238.59	2,303.41	9	2,240.00
<i>Personal Services Totals</i>		\$231,857.00	\$0.00	\$231,857.00	\$13,531.71	\$3,953.47	\$25,871.01	\$202,032.52	13%	\$217,530.00
<i>Supplies</i>										
5201	Office Supplies	3,500.00	.00	3,500.00	197.07	1,773.94	295.07	1,430.99	59	920.00
5203	Computer Supplies	250.00	.00	250.00	.00	1,400.00	.00	(1,150.00)	560	110.00
<i>Supplies Totals</i>		\$3,750.00	\$0.00	\$3,750.00	\$197.07	\$3,173.94	\$295.07	\$280.99	93%	\$1,040.00
<i>Services</i>										
5301	Boards/Commissions	3,500.00	.00	3,500.00	10.00	90.00	10.00	3,400.00	3	410.00
5311	Utilities	1,750.00	202.22	1,952.22	101.11	.00	202.22	1,750.00	10	1,000.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	410.00
5322	Conference/Reimb	10,000.00	25.00	10,025.00	.00	10,458.00	25.00	(458.00)	105	2,590.00
5323	Publications	150.00	.00	150.00	.00	.00	.00	150.00	0	520.00
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	2,205.00	1,000.00	(705.00)	128	2,170.00
5332	Legal Services	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	0.00
5339	Misc Contract Services	160,000.00	124,237.89	284,237.89	.00	124,951.48	9,450.00	149,836.41	47	13,560.00
5391	Postage	750.00	.00	750.00	47.58	.00	63.27	686.73	8	790.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	30.00
<i>Services Totals</i>		\$187,150.00	\$124,465.11	\$311,615.11	\$158.69	\$137,704.48	\$10,750.49	\$163,160.14	48%	\$21,520.00
EXPENSE TOTALS		\$422,757.00	\$124,465.11	\$547,222.11	\$13,887.47	\$144,831.89	\$36,916.57	\$365,473.65	33%	\$240,090.00
Department 580 - Development Department Totals		(\$422,757.00)	(\$124,465.11)	(\$547,222.11)	(\$13,887.47)	(\$144,831.89)	(\$36,916.57)	(\$365,473.65)	33%	(\$240,090.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	83,350.00	.00	83,350.00	6,411.60	.00	12,613.40	70,736.60	15	77,780
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	11,732.00	.00	11,732.00	897.62	.00	2,155.94	9,576.06	18	10,840
5161	Group Insurance	6,752.00	.00	6,752.00	1,216.76	161.43	1,773.57	4,817.00	29	7,370
5166	Medicare	1,215.00	.00	1,215.00	91.61	.00	180.12	1,034.88	15	1,110
	Personal Services Totals	\$105,499.00	\$0.00	\$105,499.00	\$8,617.59	\$161.43	\$18,723.03	\$86,614.54	18%	\$99,560
	Supplies									
5201	Office Supplies	800.00	160.49	960.49	25.98	434.51	25.98	500.00	48	440
5203	Computer Supplies	200.00	78.56	278.56	.00	3.57	74.99	200.00	28	220
5208	OSHA Supplies	12,000.00	1,924.11	13,924.11	1,078.20	2,281.58	2,782.48	8,860.05	36	9,520
	Supplies Totals	\$13,000.00	\$2,163.16	\$15,163.16	\$1,104.18	\$2,719.66	\$2,883.45	\$9,560.05	37%	\$10,190
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	980
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	120
5323	Publications	400.00	.00	400.00	.00	120.20	279.80	.00	100	330
5324	Professional Association Dues	450.00	.00	450.00	594.00	265.00	594.00	(409.00)	191	390
5336	Medical Services/Physical Exams	3,000.00	836.78	3,836.78	.00	2,470.78	366.00	1,000.00	74	1,910
5339	Misc Contract Services	5,000.00	.00	5,000.00	106.90	893.10	106.90	4,000.00	20	1,540
5391	Postage	200.00	.00	200.00	17.05	.00	33.36	166.64	17	70
5399	Other Miscellaneous Services	18,000.00	3,288.10	21,288.10	3,482.29	2,787.81	9,578.26	8,922.03	58	18,550
	Services Totals	\$28,550.00	\$4,124.88	\$32,674.88	\$4,200.24	\$6,536.89	\$10,958.32	\$15,179.67	54%	\$23,920
	EXPENSE TOTALS	\$147,049.00	\$6,288.04	\$153,337.04	\$13,922.01	\$9,417.98	\$32,564.80	\$111,354.26	27%	\$133,680
Department 582 - Human Resources Department Totals		(\$147,049.00)	(\$6,288.04)	(\$153,337.04)	(\$13,922.01)	(\$9,417.98)	(\$32,564.80)	(\$111,354.26)	27%	(\$133,680)

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Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

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									
	Personal Services									
5102	Wages-Staff	.00	.00	.00	.00	.00	.00	.00	+++	55,531
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	2,169
5109	HSA Employer Funding	.00	.00	.00	.00	.00	.00	.00	+++	5,030
5151	PERS Contribution	.00	.00	.00	.00	.00	.00	.00	+++	8,771
5161	Group Insurance	.00	.00	.00	.00	.00	.00	.00	+++	13,690
5166	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	811
	Personal Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$86,011
	Supplies									
5201	Office Supplies	500.00	.00	500.00	.00	500.00	.00	.00	100	
5203	Computer Supplies	12,500.00	3,247.77	15,747.77	3,147.90	6,331.39	3,247.77	6,168.61	61	1,640
	Supplies Totals	\$13,000.00	\$3,247.77	\$16,247.77	\$3,147.90	\$6,831.39	\$3,247.77	\$6,168.61	62%	\$1,640
	Services									
5311	Utilities	800.00	.00	800.00	.00	.00	.00	800.00	0	971
5339	Misc Contract Services	159,500.00	15.00	159,515.00	5,015.00	124,481.00	41,030.00	(5,996.00)	104	121,081
5366	Computer Maintenance	204,100.00	300.00	204,400.00	2,569.14	104,652.72	35,743.17	64,004.11	69	154,171
5391	Postage	.00	.00	.00	.00	.00	.00	.00	+++	31
	Services Totals	\$364,400.00	\$315.00	\$364,715.00	\$7,584.14	\$229,133.72	\$76,773.17	\$58,808.11	84%	\$276,261
	Capital Purchases									
5631	Furniture and Fixtures	2,500.00	.00	2,500.00	19,587.49	.00	19,587.49	(17,087.49)	783	
5639	Other Equipment	121,500.00	.00	121,500.00	33,908.52	67,591.48	33,908.52	20,000.00	84	69,631
	Capital Purchases Totals	\$124,000.00	\$0.00	\$124,000.00	\$53,496.01	\$67,591.48	\$53,496.01	\$2,912.51	98%	\$69,631
	EXPENSE TOTALS	\$501,400.00	\$3,562.77	\$504,962.77	\$64,228.05	\$303,556.59	\$133,516.95	\$67,889.23	87%	\$433,560
Department 584 - Computer Department Totals		(\$501,400.00)	(\$3,562.77)	(\$504,962.77)	(\$64,228.05)	(\$303,556.59)	(\$133,516.95)	(\$67,889.23)	87%	(\$433,560)

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Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	69,369.00	.00	69,369.00	5,143.80	.00	10,212.70	59,156.30	15	67,371.00
5102	Wages-Staff	82,158.00	.00	82,158.00	6,127.80	.00	12,055.10	70,102.90	15	76,771.00
5104	Wages-Part time	25,113.00	.00	25,113.00	1,931.76	.00	3,815.39	21,297.61	15	23,451.00
5106	Longevity	950.00	.00	950.00	450.00	.00	450.00	500.00	47	450.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	24,163.00	.00	24,163.00	1,911.48	.00	4,544.11	19,618.89	19	22,761.00
5161	Group Insurance	32,723.00	.00	32,723.00	5,699.60	581.18	8,433.82	23,708.00	28	34,211.00
5166	Medicare	2,575.00	.00	2,575.00	192.55	.00	373.89	2,201.11	15	2,361.00
<i>Personal Services Totals</i>		\$245,051.00	\$0.00	\$245,051.00	\$21,456.99	\$581.18	\$47,885.01	\$196,584.81	20%	\$235,391.00
<i>Supplies</i>										
5201	Office Supplies	4,500.00	485.62	4,985.62	.00	1.00	485.62	4,499.00	10	2,091.00
<i>Supplies Totals</i>		\$4,500.00	\$485.62	\$4,985.62	\$0.00	\$1.00	\$485.62	\$4,499.00	10%	\$2,091.00
<i>Services</i>										
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	
5323	Publications	450.00	.00	450.00	54.00	396.00	54.00	.00	100	440.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	221.00
5332	Legal Services	56,000.00	5,000.00	61,000.00	.00	55,000.00	7,000.00	(1,000.00)	102	55,000.00
5339	Misc Contract Services	1,000.00	.00	1,000.00	34.00	1,415.00	85.00	(500.00)	150	1,034.00
5344	Witness Fees	250.00	.00	250.00	48.00	.00	48.00	202.00	19	121.00
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5377	Municipal Court	20,000.00	.00	20,000.00	.00	15,000.00	.00	5,000.00	75	4,811.00
5391	Postage	1,800.00	.00	1,800.00	67.95	.00	183.34	1,616.66	10	1,171.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	600.00	.00	.00	100	
5399	Other Miscellaneous Services	2,400.00	45.00	2,445.00	45.00	2,355.00	90.00	.00	100	640.00
<i>Services Totals</i>		\$84,600.00	\$5,045.00	\$89,645.00	\$248.95	\$74,766.00	\$7,460.34	\$7,418.66	92%	\$63,451.00
EXPENSE TOTALS		\$334,151.00	\$5,530.62	\$339,681.62	\$21,705.94	\$75,348.18	\$55,830.97	\$208,502.47	39%	\$300,941.00
Department 593 - Clerk of Courts Totals		(\$334,151.00)	(\$5,530.62)	(\$339,681.62)	(\$21,705.94)	(\$75,348.18)	(\$55,830.97)	(\$208,502.47)	39%	(\$300,942.00)

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Departmental Budget-February, 2018

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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 595 - General and Administrative										
EXPENSE										
<i>Personal Services</i>										
5164	Workers Compensation	253,786.00	.00	253,786.00	215,819.10	21,720.00	215,819.10	16,246.90	94	205,671.00
5165	Unemployment Compensation	25,000.00	4,369.34	29,369.34	.00	19,369.34	.00	10,000.00	66	15,000.00
<i>Personal Services Totals</i>		\$278,786.00	\$4,369.34	\$283,155.34	\$215,819.10	\$41,089.34	\$215,819.10	\$26,246.90	91%	\$220,681.00
<i>Supplies</i>										
5202	Photo Copy Supplies	3,500.00	373.68	3,873.68	322.00	2,051.68	322.00	1,500.00	61	2,991.00
<i>Supplies Totals</i>		\$3,500.00	\$373.68	\$3,873.68	\$322.00	\$2,051.68	\$322.00	\$1,500.00	61%	\$2,991.00
<i>Services</i>										
5301	Boards/Commissions	14,000.00	1,221.84	15,221.84	827.48	2,231.54	2,990.30	10,000.00	34	6,831.00
5311	Utilities	175,000.00	18,432.51	193,432.51	31,027.50	86,008.63	51,963.83	55,460.05	71	122,151.00
5324	Professional Association Dues	24,000.00	.00	24,000.00	9,480.06	.00	9,480.06	14,519.94	40	23,781.00
5351	Liability Insurance Deductible	185,000.00	.00	185,000.00	.00	9,074.00	105,025.00	70,901.00	62	117,501.00
5352	Motor Vehicle Insurance	50,000.00	.00	50,000.00	.00	.00	28,699.00	21,301.00	57	28,061.00
5353	Employee Fidelity Bond	2,000.00	.00	2,000.00	.00	2,000.00	.00	.00	100	1,171.00
5361	Building Repair/Maintenance	65,000.00	24,642.00	89,642.00	187.00	38,291.00	1,930.00	49,421.00	45	82,151.00
5362	Equipment Maintenance	2,500.00	.00	2,500.00	3.66	1,996.34	3.66	500.00	80	61.00
5371	Election Expense	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	1,701.00
5372	Delinquent Tax Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	51.00
5373	Auditor/Treasurer Fees	8,000.00	.00	8,000.00	.00	.00	.08	7,999.92	0	4,321.00
5391	Postage	8,500.00	.00	8,500.00	2,194.88	2,500.00	931.46	5,068.54	40	2,441.00
5394	Taxes/Assessments-City Property	45,000.00	.00	45,000.00	.00	16,844.08	28,155.92	.00	100	11,251.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	1,200.00	.00	1,200.00	8,800.00	12	361.00
<i>Services Totals</i>		\$650,000.00	\$44,296.35	\$694,296.35	\$44,920.58	\$158,945.59	\$230,379.31	\$304,971.45	56%	\$401,881.00
<i>Capital Purchases</i>										
5611	Buildings	278,000.00	.00	278,000.00	.00	.00	.00	278,000.00	0	12,091.00
5639	Other Equipment	13,000.00	902.32	13,902.32	1,013.34	11,875.64	2,026.68	.00	100	12,091.00
<i>Capital Purchases Totals</i>		\$291,000.00	\$902.32	\$291,902.32	\$1,013.34	\$11,875.64	\$2,026.68	\$278,000.00	5%	\$12,091.00
EXPENSE TOTALS		\$1,223,286.00	\$49,941.69	\$1,273,227.69	\$262,075.02	\$213,962.25	\$448,547.09	\$610,718.35	52%	\$637,651.00
Department 595 - General and Administrative Totals		(\$1,223,286.00)	(\$49,941.69)	(\$1,273,227.69)	(\$262,075.02)	(\$213,962.25)	(\$448,547.09)	(\$610,718.35)	52%	(\$637,651.00)

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Fiscal Year to Date 02/28/18

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	302,552.00	.00	302,552.00	.00	.00	.00	302,552.00	0	285,499
	Services Totals	\$302,552.00	\$0.00	\$302,552.00	\$0.00	\$0.00	\$0.00	\$302,552.00	0%	\$285,499
	EXPENSE TOTALS	\$302,552.00	\$0.00	\$302,552.00	\$0.00	\$0.00	\$0.00	\$302,552.00	0%	\$285,499
Department 810 - Public Health and Welfare	Totals	(\$302,552.00)	\$0.00	(\$302,552.00)	\$0.00	\$0.00	\$0.00	(\$302,552.00)	0%	(\$285,499)
Fund 110 - General Fund	Totals	\$20,047,511.00	\$712,672.12	\$20,760,183.12	\$1,511,132.59	\$2,425,696.27	\$3,315,254.70	\$15,019,232.15		\$15,901,488

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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 220 - Income Tax Fund										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5000	Contingency Reserve	.00	.00	.00	.00	2,623,089.13	.00	(2,623,089.13)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$2,623,089.13	\$0.00	(\$2,623,089.13)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$2,623,089.13	\$0.00	(\$2,623,089.13)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,623,089.13)	\$0.00	\$2,623,089.13	+++	\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	65,647.00	.00	65,647.00	5,049.80	.00	9,934.40	55,712.60	15	61,261.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	9,275.00	.00	9,275.00	706.98	.00	1,698.06	7,576.94	18	8,631.00
5161	Group Insurance	7,118.00	.00	7,118.00	1,195.04	253.15	1,751.85	5,113.00	28	7,241.00
5164	Workers Compensation	2,222.00	.00	2,222.00	2,222.00	.00	2,222.00	.00	100	2,071.00
	Personal Services Totals	\$86,862.00	\$0.00	\$86,862.00	\$9,173.82	\$253.15	\$17,606.31	\$69,002.54	21%	\$81,821.00
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	331.00
5203	Computer Supplies	350.00	.00	350.00	.00	350.00	.00	.00	100	241.00
	Supplies Totals	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	100%	\$571.00
	Services									
5322	Conference/Reimb	700.00	.00	700.00	.00	350.00	.00	350.00	50	491.00
5323	Publications	200.00	.00	200.00	.00	200.00	.00	.00	100	141.00
5324	Professional Association Dues	25.00	.00	25.00	.00	.00	.00	25.00	0	21.00
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	75,000.00
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	75.00	.00	.00	100	71.00
5362	Equipment Maintenance	300.00	.00	300.00	16.50	217.00	33.00	50.00	83	191.00
5373	Auditor/Treasurer Fees	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	591.00
5379	Other Governmental Billings	7,500.00	.00	7,500.00	752.95	.00	1,651.99	5,848.01	22	5,091.00
5391	Postage	1,000.00	.00	1,000.00	19.31	.00	21.16	978.84	2	81.00
	Services Totals	\$86,300.00	\$0.00	\$86,300.00	\$788.76	\$842.00	\$1,706.15	\$83,751.85	3%	\$6,711.00
	Transfers/Other									
5519	Miscellaneous Costs	6,000.00	.00	6,000.00	(576.72)	.00	(169.33)	6,169.33	-3	6,661.00
5529	Miscellaneous Distributions	750,000.00	.00	750,000.00	54,477.82	.00	98,326.07	651,673.93	13	366,661.00
5530	Enterprise Zone Payment	1,000,000.00	.00	1,000,000.00	335,212.01	.00	335,205.51	664,794.49	34	()
	Transfers/Other Totals	\$1,756,000.00	\$0.00	\$1,756,000.00	\$389,113.11	\$0.00	\$433,362.25	\$1,322,637.75	25%	\$373,321.00
	Capital Purchases									
5639	Other Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	3,000.00
	Capital Purchases Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$3,000.00
	EXPENSE TOTALS	\$1,932,762.00	\$0.00	\$1,932,762.00	\$399,075.69	\$1,695.15	\$452,674.71	\$1,478,392.14	24%	\$462,441.00
Department 564 - Income Tax Division Totals		(\$1,932,762.00)	\$0.00	(\$1,932,762.00)	(\$399,075.69)	(\$1,695.15)	(\$452,674.71)	(\$1,478,392.14)	24%	(\$462,441.00)
Fund 220 - Income Tax Fund Totals		\$1,932,762.00	\$0.00	\$1,932,762.00	\$399,075.69	\$2,624,784.28	\$452,674.71	(\$1,144,696.99)		\$462,441.00



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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 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	70,827.00	.00	70,827.00	5,448.20	.00	10,718.20	60,108.80	15	66,091
5102	Wages-Staff	332,774.00	.00	332,774.00	22,264.13	.00	46,892.65	285,881.35	14	290,021
5105	Overtime	28,000.00	.00	28,000.00	14,082.47	.00	19,317.41	8,682.59	69	5,041
5106	Longevity	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,500
5109	HSA Employer Funding	28,000.00	.00	28,000.00	.00	.00	22,000.00	6,000.00	79	26,000
5151	PERS Contribution	60,774.00	.00	60,774.00	5,047.74	.00	10,995.51	49,778.49	18	50,641
5161	Group Insurance	110,908.00	.00	110,908.00	13,769.24	4,236.68	22,113.32	84,558.00	24	104,101
5164	Workers Compensation	14,559.00	.00	14,559.00	14,559.00	.00	14,559.00	.00	100	12,981
5166	Medicare	6,294.00	.00	6,294.00	590.21	.00	1,083.57	5,210.43	17	5,061
	Personal Services Totals	\$654,636.00	\$0.00	\$654,636.00	\$75,760.99	\$4,236.68	\$147,679.66	\$502,719.66	23%	\$562,451
	Supplies									
5201	Office Supplies	2,000.00	302.71	2,302.71	395.27	1,407.44	395.27	500.00	78	761
5203	Computer Supplies	2,500.00	421.89	2,921.89	.00	1,523.91	97.98	1,300.00	56	1,611
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	600.00	.00	900.00	40	161
5213	Repair and Maintenance Supplies	500.00	300.00	800.00	.00	464.70	85.30	250.00	69	91
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	.00	1,595.06	204.94	200.00	90	451
5251	MV Gas and Oil	40,000.00	4,964.07	44,964.07	2,606.95	22,357.12	2,606.95	20,000.00	56	17,661
5252	Aggregates	15,000.00	.00	15,000.00	2,592.00	6,355.40	3,144.60	5,500.00	63	2,701
5253	Ice Control	140,000.00	.00	140,000.00	.00	50,000.00	.00	90,000.00	36	68,411
5259	Operating Materials and Supplies	90,000.00	7,635.24	97,635.24	2,044.96	39,172.86	3,562.38	54,900.00	44	66,011
	Supplies Totals	\$293,500.00	\$13,623.91	\$307,123.91	\$7,639.18	\$123,476.49	\$10,097.42	\$173,550.00	43%	\$157,891
	Services									
5311	Utilities	19,000.00	2,221.95	21,221.95	1,009.56	13,502.54	2,599.41	5,120.00	76	10,771
5313	Traffic Light Current	12,000.00	446.73	12,446.73	461.13	5,538.87	907.86	6,000.00	52	4,711
5321	Professional Training	500.00	.00	500.00	.00	79.00	.00	421.00	16	151
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	
5324	Professional Association Dues	130.00	.00	130.00	25.00	.00	25.00	105.00	19	91
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	5,000.00	.00	9,000.00	36	5,211
5339	Misc Contract Services	36,500.00	9,653.65	46,153.65	.00	17,754.34	9,199.31	19,200.00	58	18,171
5351	Liability Insurance Deductible	9,600.00	.00	9,600.00	.00	.00	9,600.00	.00	100	8,601
5352	Motor Vehicle Insurance	10,600.00	.00	10,600.00	.00	.00	10,600.00	.00	100	9,601
5361	Building Repair/Maintenance	10,000.00	403.00	10,403.00	.00	8,800.00	403.00	1,200.00	88	6,581
5365	Utility Line Repair/Maintenance	30,000.00	.00	30,000.00	.00	9,000.00	.00	21,000.00	30	26,711
5391	Postage	100.00	.00	100.00	1.41	.00	2.33	97.67	2	
5397	Uniform Rental	2,000.00	624.09	2,624.09	119.40	2,128.29	295.80	200.00	92	1,301
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	152.00	473.00	197.00	330.00	67	241
	Services Totals	\$145,630.00	\$13,349.42	\$158,979.42	\$1,768.50	\$62,276.04	\$33,829.71	\$62,873.67	60%	\$92,161



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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	260 - Street Fund									
Department	268 - Street Department									
	EXPENSE									
	<i>Capital Purchases</i>									
5611	Buildings	240,000.00	.00	240,000.00	.00	30,904.42	.00	209,095.58	13	
5632	Motor Vehicles	365,000.00	.00	365,000.00	.00	80,000.00	.00	285,000.00	22	
5633	Machinery and Equipment	.00	.00	.00	1,695.00	.00	1,695.00	(1,695.00)	+++	
5639	Other Equipment	4,600.00	10,505.77	15,105.77	5,398.22	12,000.00	5,398.22	(2,292.45)	115	
	<i>Capital Purchases Totals</i>	\$609,600.00	\$10,505.77	\$620,105.77	\$7,093.22	\$122,904.42	\$7,093.22	\$490,108.13	21%	\$1,229,251.46
	EXPENSE TOTALS	\$1,703,366.00	\$37,479.10	\$1,740,845.10	\$92,261.89	\$312,893.63	\$198,700.01	\$1,229,251.46	29%	\$812,521.46
Department	268 - Street Department Totals	(\$1,703,366.00)	(\$37,479.10)	(\$1,740,845.10)	(\$92,261.89)	(\$312,893.63)	(\$198,700.01)	(\$1,229,251.46)	29%	(\$812,521.46)
Fund	260 - Street Fund Totals	\$1,703,366.00	\$37,479.10	\$1,740,845.10	\$92,261.89	\$312,893.63	\$198,700.01	\$1,229,251.46		\$812,521.46

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Fiscal Year to Date 02/28/18

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	32,668.77	92,668.77	23,341.28	44,321.22	38,347.55	10,000.00	89	17,330.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	.00	6,000.00	.00	4,000.00	60	8,510.00
	Supplies Totals	\$70,000.00	\$32,668.77	\$102,668.77	\$23,341.28	\$50,321.22	\$38,347.55	\$14,000.00	86%	\$25,840.00
	Services									
5313	Traffic Light Current	12,000.00	497.96	12,497.96	510.08	6,489.92	1,008.04	5,000.00	60	5,460.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	1,500.00
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	9,790.00
	Services Totals	\$24,000.00	\$497.96	\$24,497.96	\$510.08	\$14,989.92	\$1,008.04	\$8,500.00	65%	\$15,250.00
	EXPENSE TOTALS	\$94,000.00	\$33,166.73	\$127,166.73	\$23,851.36	\$65,311.14	\$39,355.59	\$22,500.00	82%	\$41,100.00
Department 268 - Street Department Totals		(\$94,000.00)	(\$33,166.73)	(\$127,166.73)	(\$23,851.36)	(\$65,311.14)	(\$39,355.59)	(\$22,500.00)	82%	(\$41,100.00)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$33,166.73	\$127,166.73	\$23,851.36	\$65,311.14	\$39,355.59	\$22,500.00		\$41,100.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	133,261.19	133,261.19	.00	27,758.50	41,295.00	64,207.69	52	191,121
5921	Immobilization Expenses	.00	14,501.54	14,501.54	.00	.00	.00	14,501.54	0	
	Transfers/Other Totals	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23	47%	\$191,121
	EXPENSE TOTALS	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23	47%	\$191,121
	Department 111 - Police Division Totals	\$0.00	(\$147,762.73)	(\$147,762.73)	\$0.00	(\$27,758.50)	(\$41,295.00)	(\$78,709.23)	47%	(\$191,125)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23		\$191,121

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 291 - Drug Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	46,325.74	46,325.74	.00	.00	.00	46,325.74	0	
	Transfers/Other Totals	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$46,325.74)	(\$46,325.74)	\$0.00	\$0.00	\$0.00	(\$46,325.74)	0%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74		\$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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Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	12,078.94	12,078.94	.00	.00	.00	12,078.94	0	
	Transfers/Other Totals	\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$12,078.94)	(\$12,078.94)	\$0.00	\$0.00	\$0.00	(\$12,078.94)	0%	\$0.00
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94		\$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	84,333.00	84,333.00	.00	.00	.00	84,333.00	0	27,681
	Transfers/Other Totals	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00	0%	\$27,681
	EXPENSE TOTALS	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00	0%	\$27,681
	Department 111 - Police Division Totals	\$0.00	(\$84,333.00)	(\$84,333.00)	\$0.00	\$0.00	\$0.00	(\$84,333.00)	0%	(\$27,681)
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00		\$27,681

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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	33,389.50	33,389.50	.00	.00	.00	33,389.50	0	
	Transfers/Other Totals	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$33,389.50)	(\$33,389.50)	\$0.00	\$0.00	\$0.00	(\$33,389.50)	0%	\$0.00
Fund 295 - Law Enforcement Asst Fund	Totals	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	36,575.00	.00	36,575.00	2,744.23	.00	5,470.20	31,104.80	15	41,610.00
5102	Wages-Staff	224,540.00	.00	224,540.00	17,080.02	.00	33,529.12	191,010.88	15	205,750.00
5105	Overtime	15,400.00	.00	15,400.00	701.45	.00	7,833.35	7,566.65	51	16,220.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	15,000.00	.00	100	15,080.00
5151	PERS Contribution	38,432.00	.00	38,432.00	3,041.39	.00	7,005.05	31,426.95	18	34,420.00
5161	Group Insurance	59,193.00	.00	59,193.00	9,880.24	784.20	14,655.80	43,753.00	26	53,730.00
5164	Workers Compensation	9,291.00	.00	9,291.00	9,291.00	.00	9,291.00	.00	100	9,740.00
5166	Medicare	3,213.00	.00	3,213.00	285.42	.00	652.64	2,560.36	20	3,690.00
	Personal Services Totals	\$402,144.00	\$0.00	\$402,144.00	\$43,023.75	\$784.20	\$93,437.16	\$307,922.64	23%	\$380,770.00
	Supplies									
5201	Office Supplies	5,500.00	186.12	5,686.12	381.82	1,112.36	381.82	4,191.94	26	2,770.00
5203	Computer Supplies	800.00	264.37	1,064.37	.00	764.37	.00	300.00	72	230.00
5213	Repair and Maintenance Supplies	10,000.00	234.11	10,234.11	.00	2,000.00	234.11	8,000.00	22	2,910.00
5241	Uniforms-Purchased	2,500.00	43.05	2,543.05	49.99	970.56	72.49	1,500.00	41	2,060.00
5251	MV Gas and Oil	12,000.00	1,744.26	13,744.26	861.69	7,882.57	861.69	5,000.00	64	5,780.00
5252	Aggregates	37,500.00	2,522.42	40,022.42	1,143.19	12,417.37	7,855.05	19,750.00	51	23,280.00
5259	Operating Materials and Supplies	60,000.00	2,614.79	62,614.79	6,030.95	20,218.98	12,895.81	29,500.00	53	69,040.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	20,000.00
	Supplies Totals	\$148,300.00	\$7,609.12	\$155,909.12	\$8,467.64	\$45,366.21	\$22,300.97	\$88,241.94	43%	\$106,100.00
	Services									
5311	Utilities	10,000.00	1,078.11	11,078.11	1,141.02	10,500.83	1,527.28	(950.00)	109	5,340.00
5321	Professional Training	2,000.00	50.00	2,050.00	1,400.00	130.00	1,420.00	500.00	76	1,260.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	70.00
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
5324	Professional Association Dues	360.00	.00	360.00	.00	.00	.00	360.00	0	150.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	17,500.00	226.60	17,726.60	.00	5,000.00	226.60	12,500.00	29	4,540.00
5339	Misc Contract Services	40,000.00	1,903.58	41,903.58	1,070.14	22,215.66	2,530.28	17,157.64	59	27,710.00
5351	Liability Insurance Deductible	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5352	Motor Vehicle Insurance	2,500.00	.00	2,500.00	.00	.00	2,500.00	.00	100	2,500.00
5361	Building Repair/Maintenance	8,000.00	.00	8,000.00	106.87	393.13	106.87	7,500.00	6	1,000.00
5362	Equipment Maintenance	3,900.00	.00	3,900.00	256.81	20,950.98	306.32	(17,357.30)	545	1,160.00
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	4,210.00
5365	Utility Line Repair/Maintenance	37,500.00	6,280.00	43,780.00	1,465.25	32,320.00	7,125.25	4,334.75	90	38,180.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	11,942.00	590.00	(32.00)	100	13,020.00



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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									
5378	Columbus Contract	4,888,884.00	523,039.78	5,411,923.78	.00	921,906.67	1,101,133.11	3,388,884.00	37	4,335,091
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	13,460
5391	Postage	15,500.00	.00	15,500.00	39.80	.00	3,088.73	12,411.27	20	5,611
5397	Uniform Rental	.00	813.07	813.07	.00	813.07	.00	.00	100	1,160
5399	Other Miscellaneous Services	75,000.00	653.12	75,653.12	784.97	10,021.17	3,738.94	61,893.01	18	155,480
	Services Totals	\$5,140,844.00	\$534,044.26	\$5,674,888.26	\$6,264.86	\$1,036,193.51	\$1,128,293.38	\$3,510,401.37	38%	\$4,614,011
	Debt Service									
5465	Refunds-Consumer Charges	.00	.00	.00	56.46	.00	56.46	(56.46)	+++	
	Debt Service Totals	\$0.00	\$0.00	\$0.00	\$56.46	\$0.00	\$56.46	(\$56.46)	+++	\$0
	Capital Purchases									
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	
5632	Motor Vehicles	87,500.00	.00	87,500.00	.00	.00	.00	87,500.00	0	
5633	Machinery and Equipment	40,000.00	.00	40,000.00	.00	26,750.00	.00	13,250.00	67	714
5639	Other Equipment	125,000.00	.00	125,000.00	.00	70,000.00	.00	55,000.00	56	60,000
	Capital Purchases Totals	\$253,500.00	\$0.00	\$253,500.00	\$0.00	\$97,250.00	\$0.00	\$156,250.00	38%	\$60,714
	EXPENSE TOTALS	\$5,944,788.00	\$541,653.38	\$6,486,441.38	\$57,812.71	\$1,179,593.92	\$1,244,087.97	\$4,062,759.49	37%	\$5,161,618
Department 735 - Water Division Totals		(\$5,944,788.00)	(\$541,653.38)	(\$6,486,441.38)	(\$57,812.71)	(\$1,179,593.92)	(\$1,244,087.97)	(\$4,062,759.49)	37%	(\$5,161,618)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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									
5401	Registrar/Agent/Bank Fees	.00	.00	.00	.00	.00	.00	.00	+++	16,530
5414	G. O. Bond-Principal	310,827.00	.00	310,827.00	.00	.00	.00	310,827.00	0	316,169
5424	G. O. Bond-Interest	54,930.00	.00	54,930.00	.00	.00	.00	54,930.00	0	49,850
	Debt Service Totals	\$365,757.00	\$0.00	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550
	EXPENSE TOTALS	\$365,757.00	\$0.00	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550
Department 991 - Debt Service Totals		(\$365,757.00)	\$0.00	(\$365,757.00)	\$0.00	\$0.00	\$0.00	(\$365,757.00)	0%	(\$382,550)
Fund 710 - Water Fund Totals		\$6,310,545.00	\$541,653.38	\$6,852,198.38	\$57,812.71	\$1,179,593.92	\$1,244,087.97	\$4,428,516.49		\$5,544,170

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW

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	36,575.00	.00	36,575.00	2,744.23	.00	5,470.18	31,104.82	15	41,610.00
5102	Wages-Staff	227,418.00	.00	227,418.00	17,085.23	.00	33,394.04	194,023.96	15	196,180.00
5105	Overtime	3,500.00	.00	3,500.00	120.20	.00	120.20	3,379.80	3	830.00
5106	Longevity	450.00	.00	450.00	.00	.00	450.00	.00	100	450.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	15,000.00	.00	100	20,080.00
5151	PERS Contribution	37,162.00	.00	37,162.00	3,625.48	.00	7,867.63	29,294.37	21	33,180.00
5161	Group Insurance	59,259.00	.00	59,259.00	10,088.17	6,383.94	14,971.06	37,904.00	36	62,520.00
5164	Workers Compensation	8,986.00	.00	8,986.00	8,986.00	.00	8,986.00	.00	100	8,310.00
5166	Medicare	3,257.00	.00	3,257.00	278.95	.00	552.96	2,704.04	17	3,340.00
	Personal Services Totals	\$391,607.00	\$0.00	\$391,607.00	\$42,928.26	\$6,383.94	\$86,812.07	\$298,410.99	24%	\$366,090.00
	Supplies									
5201	Office Supplies	5,500.00	186.08	5,686.08	381.83	1,112.31	381.83	4,191.94	26	2,920.00
5203	Computer Supplies	800.00	264.45	1,064.45	.00	764.45	.00	300.00	72	230.00
5213	Repair and Maintenance Supplies	2,000.00	19,186.09	21,186.09	.00	19,186.09	.00	2,000.00	91	400.00
5241	Uniforms-Purchased	2,500.00	43.03	2,543.03	50.00	970.53	72.50	1,500.00	41	2,140.00
5251	MV Gas and Oil	12,000.00	1,744.26	13,744.26	861.69	7,882.57	861.69	5,000.00	64	5,750.00
5252	Aggregates	750.00	.00	750.00	.00	3,750.00	.00	(3,000.00)	500	750.00
5259	Operating Materials and Supplies	60,000.00	1,366.39	61,366.39	24.99	3,558.28	308.11	57,500.00	6	6,610.00
	Supplies Totals	\$83,550.00	\$22,790.30	\$106,340.30	\$1,318.51	\$37,224.23	\$1,624.13	\$67,491.94	37%	\$17,720.00
	Services									
5311	Utilities	11,000.00	1,644.26	12,644.26	638.73	9,003.10	1,591.16	2,050.00	84	8,320.00
5321	Professional Training	2,000.00	50.00	2,050.00	.00	30.00	20.00	2,000.00	2	170.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	70.00
5324	Professional Association Dues	160.00	.00	160.00	.00	.00	.00	160.00	0	160.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	15,000.00	3,302.86	18,302.86	.00	8,302.86	.00	10,000.00	45	2,210.00
5339	Misc Contract Services	40,000.00	2,338.48	42,338.48	1,070.14	6,025.57	2,155.27	34,157.64	19	20,420.00
5351	Liability Insurance Deductible	1,500.00	.00	1,500.00	.00	.00	1,500.00	.00	100	1,500.00
5352	Motor Vehicle Insurance	2,900.00	.00	2,900.00	.00	.00	2,900.00	.00	100	2,900.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	106.88	393.12	106.88	8,500.00	6	670.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	256.81	17,450.98	306.32	(14,757.30)	592	1,160.00
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	4,210.00
5365	Utility Line Repair/Maintenance	85,000.00	29,281.94	114,281.94	.00	29,281.94	.00	85,000.00	26	84,480.00
5366	Computer Maintenance	13,500.00	.00	13,500.00	.00	11,942.00	.00	1,558.00	88	12,940.00
5378	Columbus Contract	4,740,042.00	135,751.99	4,875,793.99	333,270.89	709,712.58	926,039.41	3,240,042.00	34	4,484,240.00
5391	Postage	15,500.00	.00	15,500.00	39.79	.00	3,088.72	12,411.28	20	5,610.00



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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									
	Services									
5397	Uniform Rental	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	48%
5399	Other Miscellaneous Services	75,000.00	653.03	75,653.03	785.00	3,264.77	1,995.25	70,393.01	7	116,741
	Services Totals	\$5,023,202.00	\$173,022.56	\$5,196,224.56	\$336,168.24	\$795,406.92	\$939,703.01	\$3,461,114.63	33%	\$4,746,361
	Capital Purchases									
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	
5632	Motor Vehicles	87,500.00	.00	87,500.00	.00	.00	.00	87,500.00	0	
5633	Machinery and Equipment	40,000.00	.00	40,000.00	.00	26,750.00	.00	13,250.00	67	2,921
5639	Other Equipment	.00	85,000.00	85,000.00	.00	.00	.00	85,000.00	0	60,000
	Capital Purchases Totals	\$128,500.00	\$85,000.00	\$213,500.00	\$0.00	\$27,250.00	\$0.00	\$186,250.00	13%	\$62,921
	EXPENSE TOTALS	\$5,626,859.00	\$280,812.86	\$5,907,671.86	\$380,415.01	\$866,265.09	\$1,028,139.21	\$4,013,267.56	32%	\$5,193,111
Department 736 - Wastewater Division Totals		(\$5,626,859.00)	(\$280,812.86)	(\$5,907,671.86)	(\$380,415.01)	(\$866,265.09)	(\$1,028,139.21)	(\$4,013,267.56)	32%	(\$5,193,117)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	35,300.00	.00	35,300.00	.00	.00	.00	35,300.00	0	94,500
5424	G. O. Bond-Interest	4,624.00	.00	4,624.00	.00	.00	.00	4,624.00	0	8,080
	Debt Service Totals	\$39,924.00	\$0.00	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580
	EXPENSE TOTALS	\$39,924.00	\$0.00	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580
	Department 991 - Debt Service Totals	(\$39,924.00)	\$0.00	(\$39,924.00)	\$0.00	\$0.00	\$0.00	(\$39,924.00)	0%	(\$102,580)
Fund 720 - Wastewater/Sewer Fund Totals		\$5,666,783.00	\$280,812.86	\$5,947,595.86	\$380,415.01	\$866,265.09	\$1,028,139.21	\$4,053,191.56		\$5,295,690

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	186,532.00	.00	186,532.00	14,348.68	.00	27,486.89	159,045.11	15	198,908
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	77.22	4,822.78	2	41,400
5106	Longevity	1,350.00	.00	1,350.00	.00	.00	.00	1,350.00	0	1,350
5109	HSA Employer Funding	16,000.00	.00	16,000.00	.00	.00	10,000.00	6,000.00	62	12,000
5151	PERS Contribution	26,989.00	.00	26,989.00	2,464.54	.00	5,141.07	21,847.93	19	24,168
5161	Group Insurance	64,498.00	.00	64,498.00	7,327.04	2,484.37	10,610.63	51,403.00	20	46,266
5164	Workers Compensation	6,466.00	.00	6,466.00	6,466.00	.00	6,466.00	.00	100	6,038
5166	Medicare	2,795.00	.00	2,795.00	201.07	.00	384.71	2,410.29	14	1,675
	Personal Services Totals	\$309,530.00	\$0.00	\$309,530.00	\$30,807.33	\$2,484.37	\$60,166.52	\$246,879.11	20%	\$290,811
	Supplies									
5201	Office Supplies	6,500.00	242.35	6,742.35	(106.43)	700.00	242.35	5,800.00	14	1,620
5203	Computer Supplies	750.00	.00	750.00	.00	700.00	.00	50.00	93	2,410
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	162.82	337.18	500.00	50	630
5241	Uniforms-Purchased	750.00	.00	750.00	.00	500.00	.00	250.00	67	270
5251	MV Gas and Oil	6,500.00	574.07	7,074.07	266.52	4,307.55	266.52	2,500.00	65	3,770
5252	Aggregates	750.00	.00	750.00	.00	500.00	.00	250.00	67	130
5259	Operating Materials and Supplies	20,000.00	35.00	20,035.00	109.29	8,802.06	232.94	11,000.00	45	13,980
	Supplies Totals	\$36,250.00	\$851.42	\$37,101.42	\$269.38	\$15,672.43	\$1,078.99	\$20,350.00	45%	\$22,840
	Services									
5311	Utilities	8,000.00	874.69	8,874.69	316.20	5,876.08	938.61	2,060.00	77	3,640
5321	Professional Training	400.00	.00	400.00	.00	79.00	.00	321.00	20	230
5322	Conference/Reimb	20.00	.00	20.00	.00	20.00	.00	.00	100	10
5324	Professional Association Dues	220.00	.00	220.00	.00	120.00	.00	100.00	55	140
5331	Engineering/Architecture	8,000.00	.00	8,000.00	.00	5,000.00	.00	3,000.00	62	130
5339	Misc Contract Services	47,250.00	778.64	48,028.64	18,710.00	4,944.32	20,134.32	22,950.00	52	31,840
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	1,240
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	1,750
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	2,800.00	.00	2,200.00	56	2,490
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	1,550
5365	Utility Line Repair/Maintenance	7,500.00	.00	7,500.00	.00	2,000.00	.00	5,500.00	27	
5378	Columbus Contract	825,000.00	61,507.68	886,507.68	62,690.52	637,309.48	124,198.20	125,000.00	86	721,820
5391	Postage	22,000.00	.00	22,000.00	.00	.00	3,000.00	19,000.00	14	5,000
5397	Uniform Rental	2,000.00	260.86	2,260.86	60.12	1,710.56	150.30	400.00	82	1,230
5399	Other Miscellaneous Services	39,000.00	30,506.63	69,506.63	209.68	32,678.68	477.95	36,350.00	48	32,830
	Services Totals	\$973,890.00	\$93,928.50	\$1,067,818.50	\$81,986.52	\$692,538.12	\$153,899.38	\$221,381.00	79%	\$803,950
	Capital Purchases									

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
	<i>Capital Purchases Totals</i>	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$0.00
	EXPENSE TOTALS	\$1,359,670.00	\$94,779.92	\$1,454,449.92	\$113,063.23	\$710,694.92	\$215,144.89	\$528,610.11	64%	\$1,117,620.00
Department	737 - Storm Water Division Totals	(\$1,359,670.00)	(\$94,779.92)	(\$1,454,449.92)	(\$113,063.23)	(\$710,694.92)	(\$215,144.89)	(\$528,610.11)	64%	(\$1,117,620.00)

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 740 - Storm Water Drainage Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5401	Registrar/Agent/Bank Fees	.00	.00	.00	.00	.00	.00	.00	+++	11,970
5414	G. O. Bond-Principal	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	105,000
5424	G. O. Bond-Interest	22,487.00	.00	22,487.00	.00	.00	.00	22,487.00	0	15,330
	Debt Service Totals	\$122,487.00	\$0.00	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,300
	EXPENSE TOTALS	\$122,487.00	\$0.00	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,300
	Department 991 - Debt Service Totals	(\$122,487.00)	\$0.00	(\$122,487.00)	\$0.00	\$0.00	\$0.00	(\$122,487.00)	0%	(\$132,300)
Fund 740 - Storm Water Drainage Fund Totals		\$1,482,157.00	\$94,779.92	\$1,576,936.92	\$113,063.23	\$710,694.92	\$215,144.89	\$651,097.11		\$1,249,920

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW



Departmental Budget-February, 2018

6.b.b

Fiscal Year to Date 02/28/18

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	.00	2,000.00	.00	.00	.00	2,000.00	0	1,127.00
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$1,127.00
	Services									
5315	Private Hauler Contract	2,050,000.00	426,376.33	2,476,376.33	148,090.42	605,556.93	295,819.40	1,575,000.00	36	1,621,870.00
5391	Postage	15,000.00	.00	15,000.00	39.79	.00	3,088.71	11,911.29	21	5,610.00
5399	Other Miscellaneous Services	44,950.00	506.63	45,456.63	209.68	2,320.68	435.95	42,700.00	6	34,280.00
	Services Totals	\$2,109,950.00	\$426,882.96	\$2,536,832.96	\$148,339.89	\$607,877.61	\$299,344.06	\$1,629,611.29	36%	\$1,661,770.00
	EXPENSE TOTALS	\$2,111,950.00	\$426,882.96	\$2,538,832.96	\$148,339.89	\$607,877.61	\$299,344.06	\$1,631,611.29	36%	\$1,662,900.00
Department 738 - Refuse Collection Totals		(\$2,111,950.00)	(\$426,882.96)	(\$2,538,832.96)	(\$148,339.89)	(\$607,877.61)	(\$299,344.06)	(\$1,631,611.29)	36%	(\$1,662,900.00)
Fund 750 - Solid Waste Fund Totals		\$2,111,950.00	\$426,882.96	\$2,538,832.96	\$148,339.89	\$607,877.61	\$299,344.06	\$1,631,611.29		\$1,662,900.00
Grand Totals		\$39,349,074.00	\$2,455,712.98	\$41,804,786.98	\$2,725,952.37	\$8,820,875.36	\$6,833,996.14	\$26,149,915.48		\$31,189,050.00

Attachment: Departmental Budget-February, 2018 06 07 2018 2 39 52 PM Joni Crawford 46102MZW

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

DATE: June 25, 2018**TO: City Council****CC:****RE: <Insert Subject/RE Here - Bold>**

Rules Suspension (remove this title) (If Rules Not Suspended Remove all Text From Field)

Request for: Rules Suspension/Emergency (Erase one)

Reason for Emergency: <Input Reason Here>



Budget by Classification-March, 2018

6.c.a

Through 03/31/18
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	247,763.00	109,481.73	109,481.73	.00	138,281.27	44	247,661
Municipal Tax	14,626,950.00	928,517.39	2,774,272.95	.00	11,852,677.05	19	13,170,421
Other Local Taxes	580,000.00	48,692.12	105,897.34	.00	474,102.66	18	630,431
State Levied Shared Taxes	758,100.00	51,862.66	178,733.33	.00	579,366.67	24	767,141
Licenses	59,200.00	3,150.00	15,850.50	.00	43,349.50	27	61,351
Permits	246,200.00	23,438.41	53,727.66	.00	192,472.34	22	257,981
Fees	18,750.00	1,894.00	11,084.00	.00	7,666.00	59	27,591
Miscellaneous Charges for Services	45,600.00	7,129.28	7,361.13	.00	38,238.87	16	77,051
Recreational Charges	162,000.00	21,121.88	76,538.47	.00	85,461.53	47	151,521
Fines and Forfeitures	455,000.00	27,504.00	80,841.25	.00	374,158.75	18	394,621
Investment Earnings	150,000.00	28,763.61	88,391.63	.00	61,608.37	59	234,311
Other Revenues	518,276.00	18,440.30	95,659.45	.00	422,616.55	18	847,071
Donations	5,000.00	1,535.00	5,202.50	.00	(202.50)	104	11,471
Reimbursements	.00	34,493.67	52,469.51	.00	(52,469.51)	+++	215,111
Sale of Assets	.00	.00	.00	.00	.00	+++	6,661
Transfers/Advances	5,000.00	.00	.00	.00	5,000.00	0	891
Department 000 - General Totals	\$17,877,839.00	\$1,306,024.05	\$3,655,511.45	\$0.00	\$14,222,327.55	20%	\$17,101,341
REVENUE TOTALS	\$17,877,839.00	\$1,306,024.05	\$3,655,511.45	\$0.00	\$14,222,327.55	20%	\$17,101,341
EXPENSE							
Department 111 - Police Division							
Personal Services	9,409,039.53	910,597.31	2,558,722.17	165,229.15	6,685,088.21	29	8,432,841
Supplies	420,759.03	33,669.41	65,530.54	94,807.82	260,420.67	38	230,811
Services	701,498.11	41,185.50	118,142.24	323,369.12	259,986.75	63	458,671
Capital Purchases	941,853.19	49,700.48	57,032.90	104,812.04	780,008.25	17	195,621
Department 111 - Police Division Totals	\$11,473,149.86	\$1,035,152.70	\$2,799,427.85	\$688,218.13	\$7,985,503.88	30%	\$9,317,961
Department 290 - Mechanic							
Personal Services	154,279.00	15,358.23	49,067.18	6,221.31	98,990.51	36	143,001
Supplies	113,981.99	11,480.82	30,847.30	57,303.85	25,830.84	77	77,021
Services	48,423.30	87.84	9,402.76	25,390.54	13,630.00	72	16,451
Capital Purchases	54,000.00	.00	3,743.99	49,600.00	656.01	99	4,151
Department 290 - Mechanic Totals	\$370,684.29	\$26,926.89	\$93,061.23	\$138,515.70	\$139,107.36	62%	\$240,641
Department 340 - Parks and Recreation							
Personal Services	815,356.00	60,745.53	198,315.47	24,213.34	592,827.19	27	690,021
Supplies	257,748.71	50,647.59	72,821.80	46,252.79	138,674.12	46	171,251

Attachment: Budget by Classification-March, 2018 06_07_2018 2_43_05 PM Joni Crawford_46102MFJ



Budget by Classification-March, 2018

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Through 03/31/18
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 340 - Parks and Recreation							
Services	419,551.89	16,424.89	49,583.00	111,636.01	258,332.88	38	309,961.00
Transfers/Other	.00	1,624.00	4,169.00	.00	(4,169.00)	+++	
Capital Purchases	367,883.00	645.00	26,786.84	201,769.11	139,327.05	62	36,301.00
Department 340 - Parks and Recreation Totals	\$1,860,539.60	\$130,087.01	\$351,676.11	\$383,871.25	\$1,124,992.24	40%	\$1,207,561.00
Department 343 - Senior Center							
Personal Services	167,945.00	17,465.79	47,969.33	3,581.57	116,394.10	31	160,431.00
Supplies	19,704.59	3,524.35	3,819.25	2,236.32	13,649.02	31	13,211.00
Services	238,985.74	252.04	3,053.76	24,104.87	211,827.11	11	15,731.00
Department 343 - Senior Center Totals	\$426,635.33	\$21,242.18	\$54,842.34	\$29,922.76	\$341,870.23	20%	\$189,391.00
Department 448 - Service Department							
Personal Services	568,227.00	58,930.50	166,038.81	16,359.79	385,828.40	32	521,301.00
Supplies	22,700.02	1,276.41	2,451.75	10,522.27	9,726.00	57	14,261.00
Services	699,990.54	65,478.07	113,455.78	356,416.31	230,118.45	67	494,881.00
Transfers/Other	.00	.00	25.00	.00	(25.00)	+++	
Department 448 - Service Department Totals	\$1,290,917.56	\$125,684.98	\$281,971.34	\$383,298.37	\$625,647.85	52%	\$1,030,451.00
Department 479 - Building Department							
Personal Services	369,874.00	37,528.29	111,564.14	16,173.58	242,136.28	35	342,351.00
Supplies	17,082.08	669.15	908.54	4,173.54	12,000.00	30	4,561.00
Services	87,834.08	7,367.37	16,255.03	15,445.08	56,133.97	36	64,921.00
Capital Purchases	2,000.00	299.99	299.99	.00	1,700.01	15	24,651.00
Department 479 - Building Department Totals	\$476,790.16	\$45,864.80	\$129,027.70	\$35,792.20	\$311,970.26	35%	\$436,491.00
Department 522 - Mayor							
Personal Services	219,959.00	17,402.19	43,265.59	5,398.82	171,294.59	22	133,111.00
Supplies	1,000.00	434.72	434.72	304.28	261.00	74	401.00
Services	45,022.29	1,363.26	3,906.71	17,130.19	23,985.39	47	23,551.00
Department 522 - Mayor Totals	\$265,981.29	\$19,200.17	\$47,607.02	\$22,833.29	\$195,540.98	26%	\$157,071.00
Department 534 - Civil Service Commission							
Personal Services	87,206.00	8,588.78	20,249.66	.00	66,956.34	23	58,721.00
Supplies	1,433.93	243.72	246.07	659.03	528.83	63	711.00
Services	32,970.00	2,842.49	6,853.96	19,443.13	6,672.91	80	16,231.00
Capital Purchases	500.00	.00	.00	.00	500.00	0	
Department 534 - Civil Service Commission Totals	\$122,109.93	\$11,674.99	\$27,349.69	\$20,102.16	\$74,658.08	39%	\$75,671.00

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Budget by Classification-March, 2018

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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 545 - City Auditor							
Personal Services	379,955.00	30,111.40	94,793.97	14,871.61	270,289.42	29	363,201
Supplies	8,694.80	.00	281.46	4,613.34	3,800.00	56	1,711
Services	94,912.50	4,169.33	7,453.60	68,434.75	19,024.15	80	70,721
Department 545 - City Auditor Totals	\$483,562.30	\$34,280.73	\$102,529.03	\$87,919.70	\$293,113.57	39%	\$435,641
Department 554 - City Attorney							
Personal Services	516,314.00	53,105.77	155,905.63	12,886.59	347,521.78	33	510,241
Supplies	2,402.84	487.25	937.46	654.38	811.00	66	1,621
Services	89,041.43	1,449.97	16,743.70	13,017.29	59,280.44	33	51,041
Department 554 - City Attorney Totals	\$607,758.27	\$55,042.99	\$173,586.79	\$26,558.26	\$407,613.22	33%	\$562,911
Department 571 - City Council							
Personal Services	192,073.00	18,424.65	54,051.79	7,947.82	130,073.39	32	191,021
Supplies	1,810.92	324.91	480.39	230.53	1,100.00	39	701
Services	64,187.38	8,676.91	24,850.95	23,408.27	15,928.16	75	24,491
Capital Purchases	3,000.00	250.00	250.00	.00	2,750.00	8	
Department 571 - City Council Totals	\$261,071.30	\$27,676.47	\$79,633.13	\$31,586.62	\$149,851.55	43%	\$216,221
Department 580 - Development Department							
Personal Services	231,857.00	26,548.80	52,419.81	10,138.24	169,298.95	27	217,531
Supplies	3,750.00	(99.99)	195.08	2,473.11	1,081.81	71	1,041
Services	311,615.11	27,902.86	38,653.35	118,082.27	154,879.49	50	21,521
Department 580 - Development Department Totals	\$547,222.11	\$54,351.67	\$91,268.24	\$130,693.62	\$325,260.25	41%	\$240,091
Department 582 - Human Resources Department							
Personal Services	105,499.00	11,260.82	29,983.85	1,488.05	74,027.10	30	99,561
Supplies	15,163.16	722.38	3,605.83	2,386.28	9,171.05	40	10,191
Services	32,674.88	360.88	11,319.20	9,990.98	11,364.70	65	23,921
Department 582 - Human Resources Department Totals	\$153,337.04	\$12,344.08	\$44,908.88	\$13,865.31	\$94,562.85	38%	\$133,681
Department 584 - Computer Department							
Personal Services	.00	.00	.00	.00	.00	+++	86,011
Supplies	16,247.77	98.00	3,345.77	6,831.39	6,070.61	63	1,641
Services	364,715.00	37,733.14	114,506.31	191,400.58	58,808.11	84	276,261
Capital Purchases	124,000.00	.00	53,496.01	67,591.48	2,912.51	98	69,631
Department 584 - Computer Department Totals	\$504,962.77	\$37,831.14	\$171,348.09	\$265,823.45	\$67,791.23	87%	\$433,561

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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 593 - Clerk of Courts							
Personal Services	245,051.00	24,782.34	72,667.35	6,751.38	165,632.27	32	235,39
Supplies	4,985.62	55.55	541.17	2,897.45	1,547.00	69	2,09
Services	89,645.00	15,695.23	23,155.57	59,155.00	7,334.43	92	63,45
Department 593 - Clerk of Courts Totals	\$339,681.62	\$40,533.12	\$96,364.09	\$68,803.83	\$174,513.70	49%	\$300,94
Department 595 - General and Administrative							
Personal Services	283,155.34	19,331.00	235,150.10	21,758.34	26,246.90	91	220,68
Supplies	3,873.68	.00	322.00	2,051.68	1,500.00	61	2,99
Services	694,296.35	40,951.45	271,330.76	150,244.76	272,720.83	61	401,88
Capital Purchases	291,902.32	1,013.34	3,040.02	246,442.30	42,420.00	85	12,09
Department 595 - General and Administrative Totals	\$1,273,227.69	\$61,295.79	\$509,842.88	\$420,497.08	\$342,887.73	73%	\$637,65
Department 810 - Public Health and Welfare							
Services	302,552.00	151,275.60	151,275.60	.00	151,276.40	50	285,49
Department 810 - Public Health and Welfare Totals	\$302,552.00	\$151,275.60	\$151,275.60	\$0.00	\$151,276.40	50%	\$285,49
EXPENSE TOTALS	\$20,760,183.12	\$1,890,465.31	\$5,205,720.01	\$2,748,301.73	\$12,806,161.38	38%	\$15,901,48
Fund 110 - General Fund Totals							
REVENUE TOTALS	17,877,839.00	1,306,024.05	3,655,511.45	.00	14,222,327.55	20%	17,101,34
EXPENSE TOTALS	20,760,183.12	1,890,465.31	5,205,720.01	2,748,301.73	12,806,161.38	38%	15,901,48
Fund 110 - General Fund Net Gain (Loss)	(\$2,882,344.12)	(\$584,441.26)	(\$1,550,208.56)	(\$2,748,301.73)	(\$1,416,166.17)	149%	\$1,199,85
Fund Type Totals							
REVENUE TOTALS	17,877,839.00	1,306,024.05	3,655,511.45	.00	14,222,327.55	20%	17,101,34
EXPENSE TOTALS	20,760,183.12	1,890,465.31	5,205,720.01	2,748,301.73	12,806,161.38	38%	15,901,48
Fund Type Net Gain (Loss)	(\$2,882,344.12)	(\$584,441.26)	(\$1,550,208.56)	(\$2,748,301.73)	(\$1,416,166.17)	149%	\$1,199,85
Fund Category General Fund Totals							
REVENUE TOTALS	17,877,839.00	1,306,024.05	3,655,511.45	.00	14,222,327.55	20%	17,101,34
EXPENSE TOTALS	20,760,183.12	1,890,465.31	5,205,720.01	2,748,301.73	12,806,161.38	38%	15,901,48
Fund Category General Fund Net Gain (Loss)	(\$2,882,344.12)	(\$584,441.26)	(\$1,550,208.56)	(\$2,748,301.73)	(\$1,416,166.17)	149%	\$1,199,85

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Budget by Classification-March, 2018

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Summary Listi

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	600,000.00	48,186.28	536,877.87	.00	63,122.13	89	523,93
Investment Earnings	.00	1,254.71	3,366.50	.00	(3,366.50)	+++	8,95
Department 000 - General Totals	\$600,000.00	\$49,440.99	\$540,244.37	\$0.00	\$59,755.63	90%	\$532,89
REVENUE TOTALS	\$600,000.00	\$49,440.99	\$540,244.37	\$0.00	\$59,755.63	90%	\$532,89
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	86,862.00	8,879.20	26,485.51	1,660.63	58,715.86	32	81,82
Supplies	600.00	.00	.00	600.00	.00	100	57
Services	86,300.00	82.49	1,788.64	825.50	83,685.86	3	6,71
Transfers/Other	1,756,000.00	44,282.82	477,645.07	.00	1,278,354.93	27	373,32
Capital Purchases	3,000.00	.00	.00	.00	3,000.00	0	
Department 564 - Income Tax Division Totals	\$1,932,762.00	\$53,244.51	\$505,919.22	\$3,086.13	\$1,423,756.65	26%	\$462,44
EXPENSE TOTALS	\$1,932,762.00	\$53,244.51	\$505,919.22	\$3,086.13	\$1,423,756.65	26%	\$462,44
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	600,000.00	49,440.99	540,244.37	.00	59,755.63	90%	532,89
EXPENSE TOTALS	1,932,762.00	53,244.51	505,919.22	3,086.13	1,423,756.65	26%	462,44
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,332,762.00)	(\$3,803.52)	\$34,325.15	(\$3,086.13)	\$1,364,001.02	(2%)	\$70,45

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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 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,325,000.00	109,484.84	332,672.88	.00	992,327.12	25	1,362,28
Investment Earnings	25,000.00	.00	.00	.00	25,000.00	0	24,97
Other Revenues	5,000.00	.00	10.00	.00	4,990.00	0	51,27
Reimbursements	10,000.00	.00	2,439.49	.00	7,560.51	24	17,51
Department 000 - General Totals	\$1,365,000.00	\$109,484.84	\$335,122.37	\$0.00	\$1,029,877.63	25%	\$1,456,04
REVENUE TOTALS	\$1,365,000.00	\$109,484.84	\$335,122.37	\$0.00	\$1,029,877.63	25%	\$1,456,04
EXPENSE							
Department 000 - General							
Capital Purchases	24,803.19	.00	.00	24,803.19	.00	100	103,79
Department 000 - General Totals	\$24,803.19	\$0.00	\$0.00	\$24,803.19	\$0.00	100%	\$103,79
Department 268 - Street Department							
Personal Services	654,636.00	58,622.12	206,301.78	23,097.28	425,236.94	35	562,45
Supplies	307,123.91	13,928.27	24,025.69	121,048.22	162,050.00	47	157,89
Services	158,979.42	7,015.82	40,845.53	72,036.56	46,097.33	71	92,16
Capital Purchases	620,105.77	5,107.55	12,200.77	400,904.42	207,000.58	67	
Department 268 - Street Department Totals	\$1,740,845.10	\$84,673.76	\$283,373.77	\$617,086.48	\$840,384.85	52%	\$812,52
EXPENSE TOTALS	\$1,765,648.29	\$84,673.76	\$283,373.77	\$641,889.67	\$840,384.85	52%	\$916,31
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,365,000.00	109,484.84	335,122.37	.00	1,029,877.63	25%	1,456,04
EXPENSE TOTALS	1,765,648.29	84,673.76	283,373.77	641,889.67	840,384.85	52%	916,31
Fund 260 - Street Fund Net Gain (Loss)	(\$400,648.29)	\$24,811.08	\$51,748.60	(\$641,889.67)	(\$189,492.78)	147%	\$539,73

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Budget by Classification-March, 2018

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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 Year Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	106,000.00	8,877.14	26,973.45	.00	79,026.55	25	110,451.00
Investment Earnings	4,000.00	.00	.00	.00	4,000.00	0	2,051.00
Department 000 - General Totals	\$110,000.00	\$8,877.14	\$26,973.45	\$0.00	\$83,026.55	25%	\$112,502.00
REVENUE TOTALS	\$110,000.00	\$8,877.14	\$26,973.45	\$0.00	\$83,026.55	25%	\$112,502.00
EXPENSE							
Department 268 - Street Department							
Supplies	102,668.77	1,510.88	39,858.43	48,810.34	14,000.00	86	25,841.00
Services	24,497.96	509.07	1,517.11	14,480.85	8,500.00	65	15,251.00
Department 268 - Street Department Totals	\$127,166.73	\$2,019.95	\$41,375.54	\$63,291.19	\$22,500.00	82%	\$41,102.00
EXPENSE TOTALS	\$127,166.73	\$2,019.95	\$41,375.54	\$63,291.19	\$22,500.00	82%	\$41,102.00
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	110,000.00	8,877.14	26,973.45	.00	83,026.55	25%	112,502.00
EXPENSE TOTALS	127,166.73	2,019.95	41,375.54	63,291.19	22,500.00	82%	41,102.00
Fund 270 - State Highway Fund Net Gain (Loss)	(\$17,166.73)	\$6,857.19	(\$14,402.09)	(\$63,291.19)	(\$60,526.55)	453%	\$71,400.00
Fund Type Totals							
REVENUE TOTALS	2,075,000.00	167,802.97	902,340.19	.00	1,172,659.81	43%	2,101,451.00
EXPENSE TOTALS	3,825,577.02	139,938.22	830,668.53	708,266.99	2,286,641.50	40%	1,419,851.00
Fund Type Net Gain (Loss)	(\$1,750,577.02)	\$27,864.75	\$71,671.66	(\$708,266.99)	\$1,113,981.69	36%	\$681,599.00
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,075,000.00	167,802.97	902,340.19	.00	1,172,659.81	43%	2,101,451.00
EXPENSE TOTALS	3,825,577.02	139,938.22	830,668.53	708,266.99	2,286,641.50	40%	1,419,851.00
Fund Category Special Revenue Funds Net Gain (Loss)	(\$1,750,577.02)	\$27,864.75	\$71,671.66	(\$708,266.99)	\$1,113,981.69	36%	\$681,599.00

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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 Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	775,000.00	102,778.04	197,462.75	.00	577,537.25	25	777,490.00
Other Revenues	.00	2,528.75	2,528.75	.00	(2,528.75)	+++	2,220.00
Reimbursements	.00	.00	460.00	.00	(460.00)	+++	14,310.00
Department 000 - General Totals	\$775,000.00	\$105,306.79	\$200,451.50	\$0.00	\$574,548.50	26%	\$794,030.00
Department 735 - Water Division							
Utility Charges	6,225,000.00	818,454.45	1,573,725.16	.00	4,651,274.84	25	6,134,320.00
Other Revenues	.00	(10,797.54)	15,995.40	.00	(15,995.40)	+++	5,950.00
Bond and Note Proceeds	.00	.00	.00	.00	.00	+++	1,500,000.00
Department 735 - Water Division Totals	\$6,225,000.00	\$807,656.91	\$1,589,720.56	\$0.00	\$4,635,279.44	26%	\$7,640,280.00
REVENUE TOTALS	\$7,000,000.00	\$912,963.70	\$1,790,172.06	\$0.00	\$5,209,827.94	26%	\$8,434,310.00
EXPENSE							
Department 000 - General							
Capital Purchases	2,214,026.15	.00	293,838.63	430,866.90	1,489,320.62	33	937,110.00
Department 000 - General Totals	\$2,214,026.15	\$0.00	\$293,838.63	\$430,866.90	\$1,489,320.62	33%	\$937,110.00
Department 735 - Water Division							
Personal Services	402,144.00	39,656.07	133,093.23	11,284.08	257,766.69	36	380,770.00
Supplies	155,909.12	9,861.24	32,162.21	49,262.47	74,484.44	52	106,100.00
Services	5,674,888.26	24,808.76	1,153,102.14	2,109,160.14	2,412,625.98	57	4,614,010.00
Debt Service	.00	.00	56.46	.00	(56.46)	+++	
Capital Purchases	253,500.00	15,507.47	15,507.47	96,755.03	141,237.50	44	60,710.00
Department 735 - Water Division Totals	\$6,486,441.38	\$89,833.54	\$1,333,921.51	\$2,266,461.72	\$2,886,058.15	56%	\$5,161,610.00
Department 991 - Debt Service							
Debt Service	365,757.00	.00	.00	.00	365,757.00	0	382,550.00
Department 991 - Debt Service Totals	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550.00
EXPENSE TOTALS	\$9,066,224.53	\$89,833.54	\$1,627,760.14	\$2,697,328.62	\$4,741,135.77	48%	\$6,481,280.00
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,000,000.00	912,963.70	1,790,172.06	.00	5,209,827.94	26%	8,434,310.00
EXPENSE TOTALS	9,066,224.53	89,833.54	1,627,760.14	2,697,328.62	4,741,135.77	48%	6,481,280.00
Fund 710 - Water Fund Net Gain (Loss)	(\$2,066,224.53)	\$823,130.16	\$162,411.92	(\$2,697,328.62)	(\$468,692.17)	123%	\$1,953,020.00

Attachment: Budget by Classification-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFJ



Budget by Classification-March, 2018

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Through 03/31/18
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 Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	400,000.00	50,753.75	97,413.04	.00	302,586.96	24	376,666.00
Department 000 - General Totals	\$400,000.00	\$50,753.75	\$97,413.04	\$0.00	\$302,586.96	24%	\$376,666.00
Department 736 - Wastewater Division							
Utility Charges	5,700,000.00	790,174.28	1,521,706.75	.00	4,178,293.25	27	5,792,736.00
Other Revenues	.00	.00	.00	.00	.00	+++	100%
Reimbursements	.00	327.08	327.08	.00	(327.08)	+++	
Department 736 - Wastewater Division Totals	\$5,700,000.00	\$790,501.36	\$1,522,033.83	\$0.00	\$4,177,966.17	27%	\$5,792,840.00
REVENUE TOTALS	\$6,100,000.00	\$841,255.11	\$1,619,446.87	\$0.00	\$4,480,553.13	27%	\$6,169,506.00
EXPENSE							
Department 000 - General							
Capital Purchases	669,364.61	120.00	15,095.73	59,849.95	594,418.93	11	257,150.00
Department 000 - General Totals	\$669,364.61	\$120.00	\$15,095.73	\$59,849.95	\$594,418.93	11%	\$257,150.00
Department 736 - Wastewater Division							
Personal Services	391,607.00	39,127.29	125,939.36	22,789.86	242,877.78	38	366,090.00
Supplies	106,340.30	20,399.43	22,023.56	17,582.29	66,734.45	37	17,720.00
Services	5,196,224.56	228,208.91	1,167,911.92	2,068,260.72	1,960,051.92	62	4,746,360.00
Capital Purchases	213,500.00	15,507.47	15,507.47	96,755.03	101,237.50	53	62,920.00
Department 736 - Wastewater Division Totals	\$5,907,671.86	\$303,243.10	\$1,331,382.31	\$2,205,387.90	\$2,370,901.65	60%	\$5,193,110.00
Department 991 - Debt Service							
Debt Service	39,924.00	.00	.00	.00	39,924.00	0	102,580.00
Department 991 - Debt Service Totals	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580.00
EXPENSE TOTALS	\$6,616,960.47	\$303,363.10	\$1,346,478.04	\$2,265,237.85	\$3,005,244.58	55%	\$5,552,850.00
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,100,000.00	841,255.11	1,619,446.87	.00	4,480,553.13	27%	6,169,506.00
EXPENSE TOTALS	6,616,960.47	303,363.10	1,346,478.04	2,265,237.85	3,005,244.58	55%	5,552,850.00
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$516,960.47)	\$537,892.01	\$272,968.83	(\$2,265,237.85)	(\$1,475,308.55)	385%	\$616,656.00

Attachment: Budget by Classification-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFJ



Budget by Classification-March, 2018

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Through 03/31/18
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 737 - Storm Water Division							
Utility Charges	1,350,000.00	188,165.19	346,226.74	.00	1,003,773.26	26	1,357,781.00
Bond and Note Proceeds	.00	.00	.00	.00	.00	+++	1,100,000.00
Department 737 - Storm Water Division Totals	\$1,350,000.00	\$188,165.19	\$346,226.74	\$0.00	\$1,003,773.26	26%	\$2,457,781.00
REVENUE TOTALS	\$1,350,000.00	\$188,165.19	\$346,226.74	\$0.00	\$1,003,773.26	26%	\$2,457,781.00
EXPENSE							
Department 000 - General							
Capital Purchases	148,507.63	2,368.32	12,075.65	128,752.31	7,679.67	95	790,311.00
Department 000 - General Totals	\$148,507.63	\$2,368.32	\$12,075.65	\$128,752.31	\$7,679.67	95%	\$790,311.00
Department 737 - Storm Water Division							
Personal Services	309,530.00	28,891.07	89,057.59	11,889.40	208,583.01	33	290,811.00
Supplies	37,101.42	1,318.82	2,397.81	14,753.61	19,950.00	46	22,841.00
Services	1,067,818.50	60,161.16	214,060.54	634,581.98	219,175.98	79	803,951.00
Capital Purchases	40,000.00	.00	.00	40,000.00	.00	100	0.00
Department 737 - Storm Water Division Totals	\$1,454,449.92	\$90,371.05	\$305,515.94	\$701,224.99	\$447,708.99	69%	\$1,117,621.00
Department 991 - Debt Service							
Debt Service	122,487.00	.00	.00	.00	122,487.00	0	132,301.00
Department 991 - Debt Service Totals	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,301.00
EXPENSE TOTALS	\$1,725,444.55	\$92,739.37	\$317,591.59	\$829,977.30	\$577,875.66	67%	\$2,040,231.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,350,000.00	188,165.19	346,226.74	.00	1,003,773.26	26%	2,457,781.00
EXPENSE TOTALS	1,725,444.55	92,739.37	317,591.59	829,977.30	577,875.66	67%	2,040,231.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$375,444.55)	\$95,425.82	\$28,635.15	(\$829,977.30)	(\$425,897.60)	213%	\$417,550.00

Attachment: Budget by Classification-March, 2018 06 07 2018 2 43 05 PM Joni Crawford_46102MFEJ



Budget by Classification-March, 2018

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Through 03/31/18
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 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,000,000.00	178,178.76	478,769.81	.00	1,521,230.19	24	1,979,121.21
Department 738 - Refuse Collection Totals	\$2,000,000.00	\$178,178.76	\$478,769.81	\$0.00	\$1,521,230.19	24%	\$1,979,121.21
REVENUE TOTALS	\$2,000,000.00	\$178,178.76	\$478,769.81	\$0.00	\$1,521,230.19	24%	\$1,979,121.21
EXPENSE							
Department 738 - Refuse Collection							
Supplies	2,000.00	.00	.00	.00	2,000.00	0	1,121.21
Services	2,536,832.96	157,944.09	457,288.15	449,979.26	1,629,565.55	36	1,661,771.21
Department 738 - Refuse Collection Totals	\$2,538,832.96	\$157,944.09	\$457,288.15	\$449,979.26	\$1,631,565.55	36%	\$1,662,901.21
EXPENSE TOTALS	\$2,538,832.96	\$157,944.09	\$457,288.15	\$449,979.26	\$1,631,565.55	36%	\$1,662,901.21
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,000,000.00	178,178.76	478,769.81	.00	1,521,230.19	24%	1,979,121.21
EXPENSE TOTALS	2,538,832.96	157,944.09	457,288.15	449,979.26	1,631,565.55	36%	1,662,901.21
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$538,832.96)	\$20,234.67	\$21,481.66	(\$449,979.26)	\$110,335.36	80%	\$316,211.21
Fund Type Totals							
REVENUE TOTALS	16,450,000.00	2,120,562.76	4,234,615.48	.00	12,215,384.52	26%	19,040,731.21
EXPENSE TOTALS	19,947,462.51	643,880.10	3,749,117.92	6,242,523.03	9,955,821.56	50%	15,737,271.21
Fund Type Net Gain (Loss)	(\$3,497,462.51)	\$1,476,682.66	\$485,497.56	(\$6,242,523.03)	(\$2,259,562.96)	165%	\$3,303,451.21
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	16,450,000.00	2,120,562.76	4,234,615.48	.00	12,215,384.52	26%	19,040,731.21
EXPENSE TOTALS	19,947,462.51	643,880.10	3,749,117.92	6,242,523.03	9,955,821.56	50%	15,737,271.21
Fund Category Enterprise Funds Net Gain (Loss)	(\$3,497,462.51)	\$1,476,682.66	\$485,497.56	(\$6,242,523.03)	(\$2,259,562.96)	165%	\$3,303,451.21
Grand Totals							
REVENUE TOTALS	36,402,839.00	3,594,389.78	8,792,467.12	.00	27,610,371.88	24%	38,243,521.21
EXPENSE TOTALS	44,533,222.65	2,674,283.63	9,785,506.46	9,699,091.75	25,048,624.44	44%	33,058,621.21
Grand Total Net Gain (Loss)	(\$8,130,383.65)	\$920,106.15	(\$993,039.34)	(\$9,699,091.75)	(\$2,561,747.44)	132%	\$5,184,901.21

Attachment: Budget by Classification-March, 2018 06 07 2018 2 43 05 PM Joni Crawford_46102MFEJ



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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 111 - Police Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	46,062.00	.00	46,062.00	5,314.80	.00	12,349.60	33,712.40	27	12,721
5102	Wages-Staff	867,260.00	.00	867,260.00	95,945.19	.00	226,360.04	640,899.96	26	778,891
5104	Wages-Part time	87,832.00	.00	87,832.00	10,909.04	.00	25,542.89	62,289.11	29	102,161
5105	Overtime	350,000.00	.00	350,000.00	35,430.75	.00	72,802.58	277,197.42	21	379,001
5106	Longevity	56,550.00	.00	56,550.00	850.00	.00	14,375.00	42,175.00	25	53,901
5109	HSA Employer Funding	260,000.00	1,931.53	261,931.53	7,598.42	1,931.53	199,298.42	60,701.58	77	241,431
5111	Wages Chief	115,782.00	.00	115,782.00	13,359.55	.00	31,110.41	84,671.59	27	167,941
5113	Wages Enforcement	5,335,492.00	.00	5,335,492.00	553,298.12	.00	1,312,524.62	4,022,967.38	25	4,726,041
5151	PERS Contribution	141,141.00	.00	141,141.00	10,444.32	.00	37,071.09	104,069.91	26	123,761
5152	PFDPF Contribution	966,192.00	.00	966,192.00	84,448.26	.00	286,378.51	679,813.49	30	816,221
5155	PERS Pickup	46,957.00	.00	46,957.00	3,508.57	.00	12,914.74	34,042.26	28	45,091
5161	Group Insurance	1,035,011.00	.00	1,035,011.00	79,497.68	163,297.62	304,252.38	567,461.00	45	898,491
5166	Medicare	98,829.00	.00	98,829.00	9,992.61	.00	23,741.89	75,087.11	24	87,161
	Personal Services Totals	\$9,407,108.00	\$1,931.53	\$9,409,039.53	\$910,597.31	\$165,229.15	\$2,558,722.17	\$6,685,088.21	29%	\$8,432,841
	Supplies									
5201	Office Supplies	8,500.00	1,491.79	9,991.79	788.10	3,541.76	2,360.91	4,089.12	59	11,631
5202	Photo Copy Supplies	3,500.00	.00	3,500.00	.00	2,532.80	.00	967.20	72	3,301
5203	Computer Supplies	20,000.00	1,741.30	21,741.30	1,513.74	5,568.95	4,014.36	12,157.99	44	15,181
5205	Small Tools/Minor Equipment	5,000.00	74.98	5,074.98	.00	2,173.45	401.53	2,500.00	51	3,021
5206	Evidence	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
5207	Law Enforcement Supplies	85,800.00	10,394.69	96,194.69	8,857.41	33,983.05	22,494.77	39,716.87	59	50,931
5213	Repair and Maintenance Supplies	12,100.00	.00	12,100.00	.00	5,500.00	.00	6,600.00	45	661
5241	Uniforms-Purchased	130,000.00	3,122.06	133,122.06	8,652.01	17,846.35	15,886.22	99,389.49	25	61,561
5251	MV Gas and Oil	120,000.00	9,034.21	129,034.21	13,858.15	23,661.46	20,372.75	85,000.00	34	84,491
	Supplies Totals	\$394,900.00	\$25,859.03	\$420,759.03	\$33,669.41	\$94,807.82	\$65,530.54	\$260,420.67	38%	\$230,811
	Services									
5311	Utilities	144,530.00	13,358.36	157,888.36	5,850.46	97,661.77	26,251.14	33,975.45	78	105,131
5321	Professional Training	50,000.00	287.84	50,287.84	5,352.01	12,785.51	11,702.33	25,800.00	49	30,891
5323	Publications	2,850.00	.00	2,850.00	.00	2,800.00	.00	50.00	98	531
5324	Professional Association Dues	2,500.00	.00	2,500.00	105.00	1,845.00	155.00	500.00	80	2,241
5325	Educational Assistance	10,000.00	654.39	10,654.39	.00	3,275.00	654.39	6,725.00	37	3,871
5339	Misc Contract Services	72,000.00	1,368.00	73,368.00	3,976.73	36,111.51	18,856.89	18,399.60	75	30,501
5351	Liability Insurance Deductible	25,000.00	.00	25,000.00	4,105.60	20,894.40	4,105.60	.00	100	25,001
5361	Building Repair/Maintenance	70,000.00	9,369.12	79,369.12	3,083.15	24,690.06	12,393.99	42,285.07	47	43,451
5362	Equipment Maintenance	50,000.00	650.00	50,650.00	1,866.00	38,306.50	4,743.50	7,600.00	85	33,231
5363	MV Repair/Maintenance-External	22,000.00	2,600.00	24,600.00	7,440.71	9,940.30	12,185.64	2,474.06	90	7,051
5366	Computer Maintenance	3,000.00	.00	3,000.00	.00	2,500.00	.00	500.00	83	2,281

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	110 - General Fund									
Department	111 - Police Division									
	EXPENSE									
	<i>Services</i>									
5375	Prisoner Care	140,000.00	4,700.50	144,700.50	6,437.00	31,982.96	17,717.54	95,000.00	34	114,000.00
5391	Postage	5,000.00	165.03	5,165.03	723.73	945.82	1,774.96	2,444.25	53	5,430.00
5392	Fingerprinting Services	5,000.00	1,188.00	6,188.00	.00	2,748.00	1,440.00	2,000.00	68	22,780.00
5393	L.E.A.D.S Terminal	8,500.00	600.00	9,100.00	600.00	6,000.00	1,800.00	1,300.00	86	6,600.00
5395	Printing/Advertising	15,000.00	500.00	15,500.00	133.00	6,652.82	247.18	8,600.00	45	3,980.00
5396	Uniform Cleaning/Repairs	30,000.00	5,676.37	35,676.37	1,377.90	21,968.42	3,907.95	9,800.00	73	17,170.00
5399	Other Miscellaneous Services	4,500.00	500.50	5,000.50	134.21	2,261.05	206.13	2,533.32	49	4,470.00
	<i>Services Totals</i>	\$659,880.00	\$41,618.11	\$701,498.11	\$41,185.50	\$323,369.12	\$118,142.24	\$259,986.75	63%	\$458,670.00
	<i>Capital Purchases</i>									
5631	Furniture and Fixtures	7,500.00	1,150.00	8,650.00	208.52	405.93	1,144.07	7,100.00	18	5,180.00
5632	Motor Vehicles	475,000.00	262,379.20	737,379.20	40,000.00	7,100.00	40,000.00	690,279.20	6	144,230.00
5633	Machinery and Equipment	99,500.00	.00	99,500.00	7,785.00	57,662.50	9,138.45	32,699.05	67	12,080.00
5634	Unmarked Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	0.00
5639	Other Equipment	50,000.00	6,323.99	56,323.99	1,706.96	39,643.61	6,750.38	9,930.00	82	34,110.00
	<i>Capital Purchases Totals</i>	\$672,000.00	\$269,853.19	\$941,853.19	\$49,700.48	\$104,812.04	\$57,032.90	\$780,008.25	17%	\$195,620.00
	EXPENSE TOTALS	\$11,133,888.00	\$339,261.86	\$11,473,149.86	\$1,035,152.70	\$688,218.13	\$2,799,427.85	\$7,985,503.88	30%	\$9,317,960.00
Department	111 - Police Division Totals	(\$11,133,888.00)	(\$339,261.86)	(\$11,473,149.86)	(\$1,035,152.70)	(\$688,218.13)	(\$2,799,427.85)	(\$7,985,503.88)	30%	(\$9,317,960.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2:43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	98,338.00	.00	98,338.00	11,346.60	.00	26,094.41	72,243.59	27	88,320.00
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	13,830.00	.00	13,830.00	1,166.76	.00	3,920.84	9,909.16	28	12,390.00
5161	Group Insurance	32,228.00	.00	32,228.00	2,687.27	6,221.31	10,688.69	15,318.00	52	32,600.00
5166	Medicare	1,433.00	.00	1,433.00	157.60	.00	363.24	1,069.76	25	1,220.00
	Personal Services Totals	\$154,279.00	\$0.00	\$154,279.00	\$15,358.23	\$6,221.31	\$49,067.18	\$98,990.51	36%	\$143,000.00
	Supplies									
5201	Office Supplies	100.00	47.00	147.00	.00	47.00	.00	100.00	32	50.00
5203	Computer Supplies	200.00	.00	200.00	.00	100.00	.00	100.00	50	90.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	1,988.22	11.78	1,000.00	67	1,770.00
5213	Repair and Maintenance Supplies	90,000.00	13,134.99	103,134.99	11,391.53	50,334.42	30,669.73	22,130.84	79	69,510.00
5259	Operating Materials and Supplies	7,500.00	.00	7,500.00	89.29	4,834.21	165.79	2,500.00	67	5,590.00
	Supplies Totals	\$100,800.00	\$13,181.99	\$113,981.99	\$11,480.82	\$57,303.85	\$30,847.30	\$25,830.84	77%	\$77,020.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	0.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	2,285.00	215.00	500.00	83	1,460.00
5363	MV Repair/Maintenance-External	35,000.00	6,300.12	41,300.12	.00	21,132.26	8,787.86	11,380.00	72	13,250.00
5397	Uniform Rental	1,350.00	273.18	1,623.18	87.84	1,222.38	250.80	150.00	91	920.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	750.90	149.10	600.00	60	810.00
	Services Totals	\$41,850.00	\$6,573.30	\$48,423.30	\$87.84	\$25,390.54	\$9,402.76	\$13,630.00	72%	\$16,450.00
	Capital Purchases									
5632	Motor Vehicles	50,000.00	.00	50,000.00	.00	49,600.00	.00	400.00	99	0.00
5633	Machinery and Equipment	4,000.00	.00	4,000.00	.00	.00	3,743.99	256.01	94	0.00
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	4,150.00
	Capital Purchases Totals	\$54,000.00	\$0.00	\$54,000.00	\$0.00	\$49,600.00	\$3,743.99	\$656.01	99%	\$4,150.00
	EXPENSE TOTALS	\$350,929.00	\$19,755.29	\$370,684.29	\$26,926.89	\$138,515.70	\$93,061.23	\$139,107.36	62%	\$240,640.00
Department 290 - Mechanic Totals		(\$350,929.00)	(\$19,755.29)	(\$370,684.29)	(\$26,926.89)	(\$138,515.70)	(\$93,061.23)	(\$139,107.36)	62%	(\$240,640.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2:43:05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	86,914.00	.00	86,914.00	10,028.40	.00	23,181.02	63,732.98	27	81,109.00
5102	Wages-Staff	366,097.00	.00	366,097.00	33,199.78	.00	81,575.72	284,521.28	22	305,530.00
5105	Overtime	15,700.00	.00	15,700.00	661.72	.00	2,867.37	12,832.63	18	12,411.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	32,000.00	.00	32,000.00	.00	.00	28,000.00	4,000.00	88	28,000.00
5141	Wages-Seasonal Labor	100,000.00	.00	100,000.00	6,790.77	.00	12,257.47	87,742.53	12	78,100.00
5151	PERS Contribution	79,689.00	.00	79,689.00	4,551.56	.00	16,416.57	63,272.43	21	66,670.00
5161	Group Insurance	126,202.00	.00	126,202.00	4,801.94	24,213.34	32,336.66	69,652.00	45	110,990.00
5166	Medicare	8,254.00	.00	8,254.00	711.36	.00	1,680.66	6,573.34	20	6,700.00
<i>Personal Services Totals</i>		\$815,356.00	\$0.00	\$815,356.00	\$60,745.53	\$24,213.34	\$198,315.47	\$592,827.19	27%	\$690,020.00
<i>Supplies</i>										
5201	Office Supplies	2,000.00	1,645.50	3,645.50	.00	4,101.40	44.10	(500.00)	114	1,430.00
5203	Computer Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	880.00
5205	Small Tools/Minor Equipment	4,000.00	.00	4,000.00	.00	318.36	.00	3,681.64	8	4,500.00
5209	Chemicals	28,000.00	.00	28,000.00	.00	11,497.74	.00	16,502.26	41	29,340.00
5213	Repair and Maintenance Supplies	53,000.00	14,218.37	67,218.37	5,014.32	14,076.06	17,058.11	36,084.20	46	59,130.00
5215	Recreational Supplies	52,000.00	4,597.70	56,597.70	2,026.30	8,884.22	11,307.46	36,406.02	36	54,010.00
5241	Uniforms-Purchased	1,500.00	.00	1,500.00	.00	1,000.00	.00	500.00	67	1,000.00
5251	MV Gas and Oil	20,000.00	287.14	20,287.14	606.97	3,375.01	1,412.13	15,500.00	24	10,390.00
5252	Aggregates	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	7,710.00
5259	Operating Materials and Supplies	58,000.00	.00	58,000.00	43,000.00	3,000.00	43,000.00	12,000.00	79	2,820.00
<i>Supplies Totals</i>		\$237,000.00	\$20,748.71	\$257,748.71	\$50,647.59	\$46,252.79	\$72,821.80	\$138,674.12	46%	\$171,250.00
<i>Services</i>										
5303	Community Events	24,300.00	.00	24,300.00	139.82	2,535.43	191.07	21,573.50	11	12,430.00
5311	Utilities	29,000.00	4,867.57	33,867.57	2,056.08	22,151.89	6,873.84	4,841.84	86	22,060.00
5321	Professional Training	6,000.00	710.00	6,710.00	.00	160.00	2,710.00	3,840.00	43	3,820.00
5322	Conference/Reimb	8,500.00	707.16	9,207.16	420.58	809.78	1,693.26	6,704.12	27	4,120.00
5324	Professional Association Dues	2,200.00	330.00	2,530.00	70.00	.00	750.00	1,780.00	30	1,550.00
5338	Personal Service Contracts	72,000.00	1,407.00	73,407.00	2,967.00	26,314.00	11,117.00	35,976.00	51	49,690.00
5339	Misc Contract Services	120,000.00	16,826.16	136,826.16	2,206.00	17,334.11	11,687.05	107,805.00	21	110,240.00
5361	Building Repair/Maintenance	63,500.00	32,070.00	95,570.00	7,387.49	33,350.41	9,547.00	52,672.59	45	79,360.00
5362	Equipment Maintenance	3,500.00	.00	3,500.00	.00	240.57	.00	3,259.43	7	1,700.00
5391	Postage	1,000.00	.00	1,000.00	48.42	.00	135.60	864.40	14	320.00
5395	Printing/Advertising	23,000.00	4,634.00	27,634.00	1,129.50	7,139.82	4,878.18	15,616.00	43	19,620.00
5397	Uniform Rental	.00	.00	.00	.00	.00	.00	.00	+++	1,960.00
5399	Other Miscellaneous Services	5,000.00	.00	5,000.00	.00	1,600.00	.00	3,400.00	32	3,040.00
<i>Services Totals</i>		\$358,000.00	\$61,551.89	\$419,551.89	\$16,424.89	\$111,636.01	\$49,583.00	\$258,332.88	38%	\$309,960.00

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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									
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	1,624.00	.00	4,169.00	(4,169.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$1,624.00	\$0.00	\$4,169.00	(\$4,169.00)	+++	\$0.00
	Capital Purchases									
5602	Land Improvements	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	
5631	Furniture and Fixtures	3,500.00	.00	3,500.00	645.00	1,680.00	645.00	1,175.00	66	
5632	Motor Vehicles	141,000.00	.00	141,000.00	.00	118,291.00	.00	22,709.00	84	8,800.00
5633	Machinery and Equipment	100,000.00	83.00	100,083.00	.00	51,498.11	.00	48,584.89	51	18,770.00
5639	Other Equipment	58,300.00	.00	58,300.00	.00	30,300.00	26,141.84	1,858.16	97	8,730.00
	Capital Purchases Totals	\$367,800.00	\$83.00	\$367,883.00	\$645.00	\$201,769.11	\$26,786.84	\$139,327.05	62%	\$36,300.00
	EXPENSE TOTALS	\$1,778,156.00	\$82,383.60	\$1,860,539.60	\$130,087.01	\$383,871.25	\$351,676.11	\$1,124,992.24	40%	\$1,207,560.00
Department 340 - Parks and Recreation Totals		(\$1,778,156.00)	(\$82,383.60)	(\$1,860,539.60)	(\$130,087.01)	(\$383,871.25)	(\$351,676.11)	(\$1,124,992.24)	40%	(\$1,207,560.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	64,254.00	.00	64,254.00	7,413.91	.00	17,137.41	47,116.59	27	59,490.00
5104	Wages-Part time	60,216.00	.00	60,216.00	7,131.65	.00	16,342.71	43,873.29	27	61,350.00
5105	Overtime	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	0.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	17,916.00	.00	17,916.00	1,359.33	.00	4,638.12	13,277.88	26	16,930.00
5161	Group Insurance	16,203.00	.00	16,203.00	1,353.33	3,581.57	5,373.43	7,248.00	55	16,410.00
5166	Medicare	1,856.00	.00	1,856.00	207.57	.00	477.66	1,378.34	26	1,730.00
	Personal Services Totals	\$167,945.00	\$0.00	\$167,945.00	\$17,465.79	\$3,581.57	\$47,969.33	\$116,394.10	31%	\$160,430.00
	Supplies									
5201	Office Supplies	1,200.00	.00	1,200.00	229.83	20.00	229.83	950.17	21	1,380.00
5203	Computer Supplies	2,200.00	.00	2,200.00	445.58	.00	445.58	1,754.42	20	520.00
5213	Repair and Maintenance Supplies	8,500.00	107.09	8,607.09	522.45	351.57	522.45	7,733.07	10	1,740.00
5215	Recreational Supplies	2,840.00	389.35	3,229.35	.00	121.60	267.75	2,840.00	12	4,940.00
5216	Contributed Supplies Purchased	.00	168.15	168.15	271.73	369.27	298.88	(500.00)	397	3,330.00
5259	Operating Materials and Supplies	4,300.00	.00	4,300.00	2,054.76	1,373.88	2,054.76	871.36	80	1,270.00
	Supplies Totals	\$19,040.00	\$664.59	\$19,704.59	\$3,524.35	\$2,236.32	\$3,819.25	\$13,649.02	31%	\$13,210.00
	Services									
5311	Utilities	15,000.00	856.74	15,856.74	252.04	16,706.98	1,949.76	(2,800.00)	118	6,960.00
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	0.00
5322	Conference/Reimb	300.00	219.00	519.00	.00	.00	219.00	300.00	42	190.00
5324	Professional Association Dues	150.00	100.00	250.00	.00	.00	100.00	150.00	40	100.00
5339	Misc Contract Services	12,300.00	60.00	12,360.00	.00	7,397.89	560.00	4,402.11	64	2,810.00
5361	Building Repair/Maintenance	206,000.00	.00	206,000.00	.00	.00	.00	206,000.00	0	4,160.00
5391	Postage	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,500.00
5395	Printing/Advertising	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	0.00
5399	Other Miscellaneous Services	.00	.00	.00	.00	.00	225.00	(225.00)	+++	0.00
	Services Totals	\$237,750.00	\$1,235.74	\$238,985.74	\$252.04	\$24,104.87	\$3,053.76	\$211,827.11	11%	\$15,730.00
	EXPENSE TOTALS	\$424,735.00	\$1,900.33	\$426,635.33	\$21,242.18	\$29,922.76	\$54,842.34	\$341,870.23	20%	\$189,390.00
Department 343 - Senior Center Totals		(\$424,735.00)	(\$1,900.33)	(\$426,635.33)	(\$21,242.18)	(\$29,922.76)	(\$54,842.34)	(\$341,870.23)	20%	(\$189,390.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 448 - Service Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	88,467.00	.00	88,467.00	10,207.80	.00	23,595.60	64,871.40	27	82,551
5102	Wages-Staff	276,786.00	.00	276,786.00	32,254.14	.00	71,460.34	205,325.66	26	258,831
5105	Overtime	3,000.00	.00	3,000.00	255.13	.00	2,018.58	981.42	67	12,841
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	1,651
5109	HSA Employer Funding	28,000.00	.00	28,000.00	3,666.67	.00	23,666.67	4,333.33	85	22,001
5151	PERS Contribution	51,793.00	.00	51,793.00	4,016.48	.00	13,843.54	37,949.46	27	49,571
5161	Group Insurance	113,116.00	.00	113,116.00	7,934.45	16,359.79	30,090.21	66,666.00	41	88,851
5166	Medicare	5,365.00	.00	5,365.00	595.83	.00	1,363.87	4,001.13	25	4,981
	Personal Services Totals	\$568,227.00	\$0.00	\$568,227.00	\$58,930.50	\$16,359.79	\$166,038.81	\$385,828.40	32%	\$521,301
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	429.35	252.76	521.24	726.00	52	1,631
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	200.00	.00	800.00	20	891
5213	Repair and Maintenance Supplies	18,000.00	549.93	18,549.93	763.82	9,030.41	1,819.52	7,700.00	58	11,251
5251	MV Gas and Oil	1,500.00	150.09	1,650.09	83.24	1,039.10	110.99	500.00	70	471
	Supplies Totals	\$22,000.00	\$700.02	\$22,700.02	\$1,276.41	\$10,522.27	\$2,451.75	\$9,726.00	57%	\$14,261
	Services									
5301	Boards/Commissions	750.00	.00	750.00	.00	.00	.00	750.00	0	
5302	Street Lighting	240,000.00	17,370.02	257,370.02	17,435.95	171,027.17	52,342.85	34,000.00	87	201,751
5303	Community Events	28,000.00	.00	28,000.00	.00	29,250.00	.00	(1,250.00)	104	27,851
5311	Utilities	.00	.00	.00	920.18	12,774.17	920.18	(13,694.35)	+++	(1171
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	171
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	31
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5331	Engineering/Architecture	125,000.00	26,798.67	151,798.67	329.84	47,256.86	8,541.81	96,000.00	37	42,921
5339	Misc Contract Services	65,000.00	3,081.42	68,081.42	2,224.24	29,625.28	5,450.57	33,005.57	52	36,581
5362	Equipment Maintenance	4,000.00	99.00	4,099.00	297.00	2,405.00	1,139.00	555.00	86	2,701
5366	Computer Maintenance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5367	Streetscape Maintenance	108,000.00	.00	108,000.00	7,475.00	52,325.00	7,475.00	48,200.00	55	118,421
5374	Emergency Management Services	40,000.00	1,443.00	41,443.00	35,857.00	4,086.00	35,857.00	1,500.00	96	37,051
5391	Postage	500.00	.00	500.00	3.50	.00	9.14	490.86	2	321
5395	Printing/Advertising	1,000.00	368.43	1,368.43	255.36	113.07	255.36	1,000.00	27	651
5397	Uniform Rental	2,500.00	.00	2,500.00	.00	733.76	454.87	1,311.37	48	1,681
5398	Tree/Grass Service	30,000.00	330.00	30,330.00	680.00	6,820.00	1,010.00	22,500.00	26	21,311
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	3,511
	Services Totals	\$650,500.00	\$49,490.54	\$699,990.54	\$65,478.07	\$356,416.31	\$113,455.78	\$230,118.45	67%	\$494,881
	Transfers/Other									

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 448 - Service Department										
	EXPENSE									
	Transfers/Other									
5514	Refunds-Miscellaneous	.00	.00	.00	.00	.00	25.00	(25.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	(\$25.00)	+++	\$0.00
	EXPENSE TOTALS	\$1,240,727.00	\$50,190.56	\$1,290,917.56	\$125,684.98	\$383,298.37	\$281,971.34	\$625,647.85	52%	\$1,030,451.00
	Department 448 - Service Department Totals	(\$1,240,727.00)	(\$50,190.56)	(\$1,290,917.56)	(\$125,684.98)	(\$383,298.37)	(\$281,971.34)	(\$625,647.85)	52%	(\$1,030,451.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	75,300.00	.00	75,300.00	8,688.30	.00	20,083.30	55,216.70	27	70,320.00
5102	Wages-Staff	184,449.00	.00	184,449.00	20,994.29	.00	48,592.18	135,856.82	26	166,460.00
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	260.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	14,000.00	.00	14,000.00	.00	.00	14,000.00	.00	100	16,500.00
5151	PERS Contribution	36,085.00	.00	36,085.00	2,770.36	.00	9,451.04	26,633.96	26	32,890.00
5161	Group Insurance	55,766.00	.00	55,766.00	4,659.76	16,173.58	18,476.42	21,116.00	62	52,070.00
5166	Medicare	3,774.00	.00	3,774.00	415.58	.00	961.20	2,812.80	25	3,320.00
<i>Personal Services Totals</i>		\$369,874.00	\$0.00	\$369,874.00	\$37,528.29	\$16,173.58	\$111,564.14	\$242,136.28	35%	\$342,350.00
<i>Supplies</i>										
5201	Office Supplies	2,000.00	.00	2,000.00	130.57	369.43	130.57	1,500.00	25	1,270.00
5203	Computer Supplies	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,000.00
5241	Uniforms-Purchased	3,000.00	.00	3,000.00	.00	1,000.00	.00	2,000.00	33	2,000.00
5251	MV Gas and Oil	5,000.00	1,082.08	6,082.08	538.58	2,804.11	777.97	2,500.00	59	3,090.00
<i>Supplies Totals</i>		\$16,000.00	\$1,082.08	\$17,082.08	\$669.15	\$4,173.54	\$908.54	\$12,000.00	30%	\$4,560.00
<i>Services</i>										
5311	Utilities	2,000.00	521.38	2,521.38	186.75	961.67	559.71	1,000.00	60	1,470.00
5321	Professional Training	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,720.00
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500.00
5323	Publications	1,500.00	.00	1,500.00	310.55	689.45	310.55	500.00	67	240.00
5324	Professional Association Dues	800.00	.00	800.00	.00	80.00	.00	720.00	10	210.00
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500.00
5339	Misc Contract Services	20,000.00	2,063.75	22,063.75	3,233.75	4,766.25	5,297.50	12,000.00	46	23,820.00
5362	Equipment Maintenance	5,000.00	353.95	5,353.95	.00	1,566.84	787.11	3,000.00	44	3,350.00
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
5376	County Health Services	35,000.00	5,595.00	40,595.00	3,387.00	6,612.00	8,982.00	25,001.00	38	31,590.00
5391	Postage	1,000.00	.00	1,000.00	18.19	.00	87.03	912.97	9	690.00
5395	Printing/Advertising	3,500.00	.00	3,500.00	231.13	768.87	231.13	2,500.00	29	1,730.00
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
<i>Services Totals</i>		\$79,300.00	\$8,534.08	\$87,834.08	\$7,367.37	\$15,445.08	\$16,255.03	\$56,133.97	36%	\$64,920.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	2,000.00	.00	2,000.00	299.99	.00	299.99	1,700.01	15	510.00
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	24,130.00
<i>Capital Purchases Totals</i>		\$2,000.00	\$0.00	\$2,000.00	\$299.99	\$0.00	\$299.99	\$1,700.01	15%	\$24,650.00
EXPENSE TOTALS		\$467,174.00	\$9,616.16	\$476,790.16	\$45,864.80	\$35,792.20	\$129,027.70	\$311,970.26	35%	\$436,492.00
Department 479 - Building Department Totals		(\$467,174.00)	(\$9,616.16)	(\$476,790.16)	(\$45,864.80)	(\$35,792.20)	(\$129,027.70)	(\$311,970.26)	35%	(\$436,492.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	11,284.86	.00	26,331.34	71,471.66	27	97,803.00
5102	Wages-Staff	58,000.00	.00	58,000.00	2,230.78	.00	2,230.78	55,769.22	4	58,000.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	4,000.00	4,000.00	50	4,000.00
5151	PERS Contribution	21,812.00	.00	21,812.00	1,053.26	.00	3,686.41	18,125.59	17	13,760.00
5161	Group Insurance	32,085.00	.00	32,085.00	2,641.52	5,398.82	6,611.18	20,075.00	37	16,150.00
5166	Medicare	2,259.00	.00	2,259.00	191.77	.00	405.88	1,853.12	18	1,390.00
	Personal Services Totals	\$219,959.00	\$0.00	\$219,959.00	\$17,402.19	\$5,398.82	\$43,265.59	\$171,294.59	22%	\$133,110.00
	Supplies									
5201	Office Supplies	600.00	200.00	800.00	434.72	304.28	434.72	61.00	92	400.00
5203	Computer Supplies	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
	Supplies Totals	\$800.00	\$200.00	\$1,000.00	\$434.72	\$304.28	\$434.72	\$261.00	74%	\$400.00
	Services									
5311	Utilities	850.00	141.34	991.34	66.21	742.99	198.35	50.00	95	650.00
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,000.00
5324	Professional Association Dues	.00	.00	.00	.00	.00	.00	.00	+++	1,610.00
5332	Legal Services	30,000.00	2,780.95	32,780.95	1,290.00	16,387.20	3,366.25	13,027.50	60	20,760.00
5339	Misc Contract Services	5,000.00	.00	5,000.00	.00	.00	330.00	4,670.00	7	5,000.00
5391	Postage	250.00	.00	250.00	7.05	.00	12.11	237.89	5	80.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	430.00
	Services Totals	\$42,100.00	\$2,922.29	\$45,022.29	\$1,363.26	\$17,130.19	\$3,906.71	\$23,985.39	47%	\$23,550.00
	EXPENSE TOTALS	\$262,859.00	\$3,122.29	\$265,981.29	\$19,200.17	\$22,833.29	\$47,607.02	\$195,540.98	26%	\$157,070.00
Department 522 - Mayor Totals		(\$262,859.00)	(\$3,122.29)	(\$265,981.29)	(\$19,200.17)	(\$22,833.29)	(\$47,607.02)	(\$195,540.98)	26%	(\$157,070.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
EXPENSE										
<i>Personal Services</i>										
5104	Wages-Part time	75,536.00	.00	75,536.00	7,694.51	.00	17,674.14	57,861.86	23	50,901
5151	PERS Contribution	10,575.00	.00	10,575.00	782.70	.00	2,319.25	8,255.75	22	7,081
5166	Medicare	1,095.00	.00	1,095.00	111.57	.00	256.27	838.73	23	731
<i>Personal Services Totals</i>		\$87,206.00	\$0.00	\$87,206.00	\$8,588.78	\$0.00	\$20,249.66	\$66,956.34	23%	\$58,721
<i>Supplies</i>										
5201	Office Supplies	600.00	83.93	683.93	38.75	433.93	38.75	211.25	69	461
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	241
5259	Operating Materials and Supplies	350.00	.00	350.00	204.97	225.10	207.32	(82.42)	124	
<i>Supplies Totals</i>		\$1,350.00	\$83.93	\$1,433.93	\$243.72	\$659.03	\$246.07	\$528.83	63%	\$711
<i>Services</i>										
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	
5322	Conference/Reimb	700.00	.00	700.00	.00	.00	.00	700.00	0	
5332	Legal Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	191
5336	Medical Services/Physical Exams	8,700.00	3,270.00	11,970.00	1,250.00	4,838.00	4,882.00	2,250.00	81	10,341
5339	Misc Contract Services	11,000.00	.00	11,000.00	292.49	13,565.01	584.99	(3,150.00)	129	2,101
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	51
5395	Printing/Advertising	7,000.00	.00	7,000.00	1,300.00	540.12	1,386.97	5,072.91	28	3,541
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	
<i>Services Totals</i>		\$29,700.00	\$3,270.00	\$32,970.00	\$2,842.49	\$19,443.13	\$6,853.96	\$6,672.91	80%	\$16,231
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	500.00	.00	500.00	.00	.00	.00	500.00	0	
<i>Capital Purchases Totals</i>		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$1
EXPENSE TOTALS		\$118,756.00	\$3,353.93	\$122,109.93	\$11,674.99	\$20,102.16	\$27,349.69	\$74,658.08	39%	\$75,671
Department 534 - Civil Service Commission Totals		(\$118,756.00)	(\$3,353.93)	(\$122,109.93)	(\$11,674.99)	(\$20,102.16)	(\$27,349.69)	(\$74,658.08)	39%	(\$75,671)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

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	81,548.00	.00	81,548.00	9,597.48	.00	22,394.12	59,153.88	27	81,481.00
5102	Wages-Staff	138,742.00	.00	138,742.00	8,946.60	.00	31,902.75	106,839.25	23	130,371.00
5104	Wages-Part time	35,947.00	.00	35,947.00	7,213.01	.00	13,258.48	22,688.52	37	32,781.00
5105	Overtime	2,000.00	.00	2,000.00	190.10	.00	224.66	1,775.34	11	31.00
5106	Longevity	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	1,051.00
5109	HSA Employer Funding	16,000.00	.00	16,000.00	.00	.00	8,000.00	8,000.00	50	15,661.00
5151	PERS Contribution	36,307.00	.00	36,307.00	2,395.56	.00	8,548.18	27,758.82	24	34,291.00
5161	Group Insurance	64,552.00	.00	64,552.00	1,399.96	14,871.61	9,503.26	40,177.13	38	64,081.00
5166	Medicare	3,759.00	.00	3,759.00	368.69	.00	962.52	2,796.48	26	3,431.00
	Personal Services Totals	\$379,955.00	\$0.00	\$379,955.00	\$30,111.40	\$14,871.61	\$94,793.97	\$270,289.42	29%	\$363,201.00
	Supplies									
5201	Office Supplies	3,000.00	644.79	3,644.79	.00	1,787.42	57.37	1,800.00	51	1,311.00
5203	Computer Supplies	3,500.00	1,550.01	5,050.01	.00	2,825.92	224.09	2,000.00	60	391.00
	Supplies Totals	\$6,500.00	\$2,194.80	\$8,694.80	\$0.00	\$4,613.34	\$281.46	\$3,800.00	56%	\$1,711.00
	Services									
5321	Professional Training	2,450.00	.00	2,450.00	.00	500.00	.00	1,950.00	20	401.00
5322	Conference/Reimb	3,800.00	.00	3,800.00	.00	160.00	.00	3,640.00	4	2,181.00
5324	Professional Association Dues	1,000.00	.00	1,000.00	105.00	442.00	355.00	203.00	80	591.00
5333	Outside Professional Services	38,000.00	.00	38,000.00	3,400.00	32,900.00	5,100.00	.00	100	38,331.00
5339	Misc Contract Services	23,300.00	9,362.50	32,662.50	.00	32,662.50	.00	.00	100	13,611.00
5362	Equipment Maintenance	1,200.00	.00	1,200.00	49.50	1,046.50	148.50	5.00	100	1,451.00
5391	Postage	1,800.00	.00	1,800.00	123.30	.00	477.27	1,322.73	27	1,491.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	.00	80.00	.00	2,920.00	3	1,221.00
5399	Other Miscellaneous Services	11,000.00	.00	11,000.00	491.53	643.75	1,372.83	8,983.42	18	11,411.00
	Services Totals	\$85,550.00	\$9,362.50	\$94,912.50	\$4,169.33	\$68,434.75	\$7,453.60	\$19,024.15	80%	\$70,721.00
	EXPENSE TOTALS	\$472,005.00	\$11,557.30	\$483,562.30	\$34,280.73	\$87,919.70	\$102,529.03	\$293,113.57	39%	\$435,641.00
Department 545 - City Auditor Totals		(\$472,005.00)	(\$11,557.30)	(\$483,562.30)	(\$34,280.73)	(\$87,919.70)	(\$102,529.03)	(\$293,113.57)	39%	(\$435,641.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	11,284.86	.00	26,331.34	71,471.66	27	97,803.00
5102	Wages-Staff	186,445.00	.00	186,445.00	21,512.99	.00	49,988.06	136,456.94	27	182,500.00
5104	Wages-Part time	84,624.00	.00	84,624.00	9,764.40	.00	22,688.70	61,935.30	27	82,910.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	.00	.00	18,000.00	.00	100	18,000.00
5151	PERS Contribution	51,712.00	.00	51,712.00	3,972.50	.00	13,776.14	37,935.86	27	50,880.00
5161	Group Insurance	71,874.00	.00	71,874.00	5,974.28	12,886.59	23,733.41	35,254.00	51	72,530.00
5166	Medicare	5,356.00	.00	5,356.00	596.74	.00	1,387.98	3,968.02	26	5,100.00
	Personal Services Totals	\$516,314.00	\$0.00	\$516,314.00	\$53,105.77	\$12,886.59	\$155,905.63	\$347,521.78	33%	\$510,240.00
	Supplies									
5201	Office Supplies	1,500.00	2.84	1,502.84	57.25	654.38	507.46	341.00	77	1,620.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	500.00	.00	500.00	430.00	.00	430.00	70.00	86	500.00
	Supplies Totals	\$2,400.00	\$2.84	\$2,402.84	\$487.25	\$654.38	\$937.46	\$811.00	66%	\$1,620.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	100.00	.00	500.00	2,000.00	20	1,490.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	6,500.00	380.80	6,880.80	748.90	1,995.00	1,510.50	3,375.30	51	6,030.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	.00	260.00	1,022.00	218.00	85	1,920.00
5332	Legal Services	40,000.00	.00	40,000.00	144.00	256.00	144.00	39,600.00	1	17,990.00
5333	Outside Professional Services	14,500.00	.00	14,500.00	416.67	4,170.66	10,333.34	(4.00)	100	15,280.00
5337	Public Defender	5,000.00	514.20	5,514.20	.00	2,984.20	830.00	1,700.00	69	3,150.00
5339	Misc Contract Services	14,100.00	.00	14,100.00	.00	605.00	2,310.00	11,185.00	21	2,660.00
5341	Court Costs and Fees	300.00	.00	300.00	.00	.00	.00	300.00	0	300.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	40.40	.00	93.86	406.14	19	490.00
5399	Other Miscellaneous Services	2,500.00	246.43	2,746.43	.00	2,746.43	.00	.00	100	2,000.00
	Services Totals	\$87,900.00	\$1,141.43	\$89,041.43	\$1,449.97	\$13,017.29	\$16,743.70	\$59,280.44	33%	\$51,040.00
	EXPENSE TOTALS	\$606,614.00	\$1,144.27	\$607,758.27	\$55,042.99	\$26,558.26	\$173,586.79	\$407,613.22	33%	\$562,910.00
Department 554 - City Attorney Totals		(\$606,614.00)	(\$1,144.27)	(\$607,758.27)	(\$55,042.99)	(\$26,558.26)	(\$173,586.79)	(\$407,613.22)	33%	(\$562,910.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

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	60,902.00	.00	60,902.00	5,179.83	.00	15,539.49	45,362.51	26	60,891
5102	Wages-Staff	87,950.00	.00	87,950.00	10,003.97	.00	23,245.44	64,704.56	26	76,461
5104	Wages-Part time	.00	.00	.00	.00	.00	.00	.00	+++	6,491
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	6,001
5151	PERS Contribution	20,664.00	.00	20,664.00	1,658.88	.00	5,300.47	15,363.53	26	19,941
5161	Group Insurance	16,398.00	.00	16,398.00	1,369.58	7,947.82	5,422.18	3,028.00	82	19,211
5166	Medicare	2,159.00	.00	2,159.00	212.39	.00	544.21	1,614.79	25	2,011
<i>Personal Services Totals</i>		\$192,073.00	\$0.00	\$192,073.00	\$18,424.65	\$7,947.82	\$54,051.79	\$130,073.39	32%	\$191,021
<i>Supplies</i>										
5201	Office Supplies	1,200.00	110.92	1,310.92	324.91	230.53	480.39	600.00	54	701
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
<i>Supplies Totals</i>		\$1,700.00	\$110.92	\$1,810.92	\$324.91	\$230.53	\$480.39	\$1,100.00	39%	\$701
<i>Services</i>										
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	1,165.00	(165.00)	116	391
5322	Conference/Reimb	1,800.00	.00	1,800.00	73.79	.00	203.79	1,596.21	11	1,221
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	110.00	390.00	22	461
5325	Educational Assistance	5,500.00	.00	5,500.00	.00	.00	2,779.51	2,720.49	51	2,751
5339	Misc Contract Services	40,000.00	202.85	40,202.85	8,184.65	21,199.25	19,838.27	(834.67)	102	15,361
5391	Postage	300.00	.00	300.00	7.75	.00	70.87	229.13	24	111
5395	Printing/Advertising	8,500.00	284.53	8,784.53	302.72	2,209.02	575.51	6,000.00	32	4,031
5399	Other Miscellaneous Services	6,000.00	.00	6,000.00	108.00	.00	108.00	5,892.00	2	131
<i>Services Totals</i>		\$63,700.00	\$487.38	\$64,187.38	\$8,676.91	\$23,408.27	\$24,850.95	\$15,928.16	75%	\$24,491
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	.00	.00	.00	250.00	.00	250.00	(250.00)	+++	
5639	Other Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
<i>Capital Purchases Totals</i>		\$3,000.00	\$0.00	\$3,000.00	\$250.00	\$0.00	\$250.00	\$2,750.00	8%	\$1
EXPENSE TOTALS		\$260,473.00	\$598.30	\$261,071.30	\$27,676.47	\$31,586.62	\$79,633.13	\$149,851.55	43%	\$216,221
Department 571 - City Council Totals		(\$260,473.00)	(\$598.30)	(\$261,071.30)	(\$27,676.47)	(\$31,586.62)	(\$79,633.13)	(\$149,851.55)	43%	(\$216,225)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	85,399.00	.00	85,399.00	9,807.60	.00	13,076.80	72,322.20	15	77,271.00
5102	Wages-Staff	89,906.00	.00	89,906.00	8,899.75	.00	22,348.36	67,557.64	25	80,700.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	3,666.67	.00	5,666.67	333.33	94	8,000.00
5151	PERS Contribution	24,368.00	.00	24,368.00	1,870.14	.00	4,397.27	19,970.73	18	22,500.00
5161	Group Insurance	23,642.00	.00	23,642.00	2,040.23	10,138.24	6,427.71	7,076.05	70	26,790.00
5166	Medicare	2,542.00	.00	2,542.00	264.41	.00	503.00	2,039.00	20	2,240.00
	Personal Services Totals	\$231,857.00	\$0.00	\$231,857.00	\$26,548.80	\$10,138.24	\$52,419.81	\$169,298.95	27%	\$217,530.00
	Supplies									
5201	Office Supplies	3,500.00	.00	3,500.00	(99.99)	1,174.38	195.08	2,130.54	39	920.00
5203	Computer Supplies	250.00	.00	250.00	.00	1,298.73	.00	(1,048.73)	519	110.00
	Supplies Totals	\$3,750.00	\$0.00	\$3,750.00	(\$99.99)	\$2,473.11	\$195.08	\$1,081.81	71%	\$1,040.00
	Services									
5301	Boards/Commissions	3,500.00	.00	3,500.00	.00	90.00	10.00	3,400.00	3	410.00
5311	Utilities	1,750.00	202.22	1,952.22	101.27	.00	303.49	1,648.73	16	1,000.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	410.00
5322	Conference/Reimb	10,000.00	25.00	10,025.00	1,666.36	8,791.64	1,691.36	(458.00)	105	2,590.00
5323	Publications	150.00	.00	150.00	.00	.00	.00	150.00	0	520.00
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	2,205.00	1,000.00	(705.00)	128	2,170.00
5332	Legal Services	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	0.00
5339	Misc Contract Services	160,000.00	124,237.89	284,237.89	26,109.85	106,995.63	35,559.85	141,682.41	50	13,560.00
5391	Postage	750.00	.00	750.00	25.38	.00	88.65	661.35	12	790.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	30.00
	Services Totals	\$187,150.00	\$124,465.11	\$311,615.11	\$27,902.86	\$118,082.27	\$38,653.35	\$154,879.49	50%	\$21,520.00
	EXPENSE TOTALS	\$422,757.00	\$124,465.11	\$547,222.11	\$54,351.67	\$130,693.62	\$91,268.24	\$325,260.25	41%	\$240,090.00
Department 580 - Development Department Totals		(\$422,757.00)	(\$124,465.11)	(\$547,222.11)	(\$54,351.67)	(\$130,693.62)	(\$91,268.24)	(\$325,260.25)	41%	(\$240,090.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	83,350.00	.00	83,350.00	9,617.40	.00	22,230.80	61,119.20	27	77,780.00
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	11,732.00	.00	11,732.00	897.62	.00	3,053.56	8,678.44	26	10,840.00
5161	Group Insurance	6,752.00	.00	6,752.00	608.38	1,488.05	2,381.95	2,882.00	57	7,370.00
5166	Medicare	1,215.00	.00	1,215.00	137.42	.00	317.54	897.46	26	1,110.00
	Personal Services Totals	\$105,499.00	\$0.00	\$105,499.00	\$11,260.82	\$1,488.05	\$29,983.85	\$74,027.10	30%	\$99,560.00
	Supplies									
5201	Office Supplies	800.00	160.49	960.49	.00	473.51	25.98	461.00	52	440.00
5203	Computer Supplies	200.00	78.56	278.56	.00	3.57	74.99	200.00	28	220.00
5208	OSHA Supplies	12,000.00	1,924.11	13,924.11	722.38	1,909.20	3,504.86	8,510.05	39	9,520.00
	Supplies Totals	\$13,000.00	\$2,163.16	\$15,163.16	\$722.38	\$2,386.28	\$3,605.83	\$9,171.05	40%	\$10,190.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	980.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	120.00
5323	Publications	400.00	.00	400.00	.00	120.20	279.80	.00	100	330.00
5324	Professional Association Dues	450.00	.00	450.00	.00	265.00	594.00	(409.00)	191	390.00
5336	Medical Services/Physical Exams	3,000.00	836.78	3,836.78	.00	2,870.78	366.00	600.00	84	1,910.00
5339	Misc Contract Services	5,000.00	.00	5,000.00	166.40	726.70	273.30	4,000.00	20	1,540.00
5391	Postage	200.00	.00	200.00	14.97	.00	48.33	151.67	24	70.00
5399	Other Miscellaneous Services	18,000.00	3,288.10	21,288.10	179.51	6,008.30	9,757.77	5,522.03	74	18,550.00
	Services Totals	\$28,550.00	\$4,124.88	\$32,674.88	\$360.88	\$9,990.98	\$11,319.20	\$11,364.70	65%	\$23,920.00
	EXPENSE TOTALS	\$147,049.00	\$6,288.04	\$153,337.04	\$12,344.08	\$13,865.31	\$44,908.88	\$94,562.85	38%	\$133,680.00
Department 582 - Human Resources Department Totals		(\$147,049.00)	(\$6,288.04)	(\$153,337.04)	(\$12,344.08)	(\$13,865.31)	(\$44,908.88)	(\$94,562.85)	38%	(\$133,680.00)

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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										
<i>Personal Services</i>										
5102	Wages-Staff	.00	.00	.00	.00	.00	.00	.00	+++	55,531.00
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	2,169.00
5109	HSA Employer Funding	.00	.00	.00	.00	.00	.00	.00	+++	5,031.00
5151	PERS Contribution	.00	.00	.00	.00	.00	.00	.00	+++	8,771.00
5161	Group Insurance	.00	.00	.00	.00	.00	.00	.00	+++	13,691.00
5166	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	811.00
<i>Personal Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$86,013.00
<i>Supplies</i>										
5201	Office Supplies	500.00	.00	500.00	.00	500.00	.00	.00	100	
5203	Computer Supplies	12,500.00	3,247.77	15,747.77	98.00	6,331.39	3,345.77	6,070.61	61	1,641.00
<i>Supplies Totals</i>		\$13,000.00	\$3,247.77	\$16,247.77	\$98.00	\$6,831.39	\$3,345.77	\$6,070.61	63%	\$1,641.00
<i>Services</i>										
5311	Utilities	800.00	.00	800.00	.00	.00	.00	800.00	0	971.00
5339	Misc Contract Services	159,500.00	15.00	159,515.00	15.00	124,466.00	41,045.00	(5,996.00)	104	121,081.00
5366	Computer Maintenance	204,100.00	300.00	204,400.00	37,718.14	66,934.58	73,461.31	64,004.11	69	154,171.00
5391	Postage	.00	.00	.00	.00	.00	.00	.00	+++	31.00
<i>Services Totals</i>		\$364,400.00	\$315.00	\$364,715.00	\$37,733.14	\$191,400.58	\$114,506.31	\$58,808.11	84%	\$276,261.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	2,500.00	.00	2,500.00	.00	.00	19,587.49	(17,087.49)	783	
5639	Other Equipment	121,500.00	.00	121,500.00	.00	67,591.48	33,908.52	20,000.00	84	69,631.00
<i>Capital Purchases Totals</i>		\$124,000.00	\$0.00	\$124,000.00	\$0.00	\$67,591.48	\$53,496.01	\$2,912.51	98%	\$69,631.00
EXPENSE TOTALS		\$501,400.00	\$3,562.77	\$504,962.77	\$37,831.14	\$265,823.45	\$171,348.09	\$67,791.23	87%	\$433,561.00
Department 584 - Computer Department Totals		(\$501,400.00)	(\$3,562.77)	(\$504,962.77)	(\$37,831.14)	(\$265,823.45)	(\$171,348.09)	(\$67,791.23)	87%	(\$433,560.00)

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	69,369.00	.00	69,369.00	7,715.70	.00	17,928.40	51,440.60	26	67,371.00
5102	Wages-Staff	82,158.00	.00	82,158.00	9,191.69	.00	21,246.79	60,911.21	26	76,771.00
5104	Wages-Part time	25,113.00	.00	25,113.00	2,897.62	.00	6,713.01	18,399.99	27	23,451.00
5106	Longevity	950.00	.00	950.00	.00	.00	450.00	500.00	47	450.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	24,163.00	.00	24,163.00	1,848.48	.00	6,392.59	17,770.41	26	22,761.00
5161	Group Insurance	32,723.00	.00	32,723.00	2,849.80	6,751.38	11,283.62	14,688.00	55	34,211.00
5166	Medicare	2,575.00	.00	2,575.00	279.05	.00	652.94	1,922.06	25	2,361.00
<i>Personal Services Totals</i>		\$245,051.00	\$0.00	\$245,051.00	\$24,782.34	\$6,751.38	\$72,667.35	\$165,632.27	32%	\$235,391.00
<i>Supplies</i>										
5201	Office Supplies	4,500.00	485.62	4,985.62	55.55	2,897.45	541.17	1,547.00	69	2,091.00
<i>Supplies Totals</i>		\$4,500.00	\$485.62	\$4,985.62	\$55.55	\$2,897.45	\$541.17	\$1,547.00	69%	\$2,091.00
<i>Services</i>										
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	
5323	Publications	450.00	.00	450.00	.00	396.00	54.00	.00	100	440.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	221.00
5332	Legal Services	56,000.00	5,000.00	61,000.00	9,000.00	46,000.00	16,000.00	(1,000.00)	102	55,000.00
5339	Misc Contract Services	1,000.00	.00	1,000.00	34.00	1,381.00	119.00	(500.00)	150	1,034.00
5344	Witness Fees	250.00	.00	250.00	6.00	.00	54.00	196.00	22	120.00
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5377	Municipal Court	20,000.00	.00	20,000.00	6,532.00	8,468.00	6,532.00	5,000.00	75	4,811.00
5391	Postage	1,800.00	.00	1,800.00	78.23	.00	261.57	1,538.43	15	1,171.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	600.00	.00	.00	100	
5399	Other Miscellaneous Services	2,400.00	45.00	2,445.00	45.00	2,310.00	135.00	.00	100	640.00
<i>Services Totals</i>		\$84,600.00	\$5,045.00	\$89,645.00	\$15,695.23	\$59,155.00	\$23,155.57	\$7,334.43	92%	\$63,451.00
EXPENSE TOTALS		\$334,151.00	\$5,530.62	\$339,681.62	\$40,533.12	\$68,803.83	\$96,364.09	\$174,513.70	49%	\$300,942.00
Department 593 - Clerk of Courts Totals		(\$334,151.00)	(\$5,530.62)	(\$339,681.62)	(\$40,533.12)	(\$68,803.83)	(\$96,364.09)	(\$174,513.70)	49%	(\$300,942.00)

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	253,786.00	.00	253,786.00	17,720.00	4,000.00	233,539.10	16,246.90	94	205,670
5165	Unemployment Compensation	25,000.00	4,369.34	29,369.34	1,611.00	17,758.34	1,611.00	10,000.00	66	15,000
	Personal Services Totals	\$278,786.00	\$4,369.34	\$283,155.34	\$19,331.00	\$21,758.34	\$235,150.10	\$26,246.90	91%	\$220,680
	Supplies									
5202	Photo Copy Supplies	3,500.00	373.68	3,873.68	.00	2,051.68	322.00	1,500.00	61	2,990
	Supplies Totals	\$3,500.00	\$373.68	\$3,873.68	\$0.00	\$2,051.68	\$322.00	\$1,500.00	61%	\$2,990
	Services									
5301	Boards/Commissions	14,000.00	1,221.84	15,221.84	785.75	1,445.79	3,776.05	10,000.00	34	6,830
5311	Utilities	175,000.00	18,432.51	193,432.51	10,207.64	79,448.89	62,171.47	51,812.15	73	122,150
5324	Professional Association Dues	24,000.00	.00	24,000.00	5,157.06	10,314.12	14,637.12	(951.24)	104	23,780
5351	Liability Insurance Deductible	185,000.00	.00	185,000.00	9,074.00	.00	114,099.00	70,901.00	62	117,500
5352	Motor Vehicle Insurance	50,000.00	.00	50,000.00	.00	.00	28,699.00	21,301.00	57	28,060
5353	Employee Fidelity Bond	2,000.00	.00	2,000.00	.00	2,000.00	.00	.00	100	1,170
5361	Building Repair/Maintenance	65,000.00	24,642.00	89,642.00	190.80	36,221.20	2,120.80	51,300.00	43	82,150
5362	Equipment Maintenance	2,500.00	.00	2,500.00	.00	1,996.34	3.66	500.00	80	600
5371	Election Expense	60,000.00	.00	60,000.00	14,275.95	.00	14,275.95	45,724.05	24	1,700
5372	Delinquent Tax Advertising	1,000.00	.00	1,000.00	.95	.00	.95	999.05	0	500
5373	Auditor/Treasurer Fees	8,000.00	.00	8,000.00	1,973.64	.00	1,973.72	6,026.28	25	4,320
5391	Postage	8,500.00	.00	8,500.00	(714.34)	1,974.34	217.12	6,308.54	26	2,440
5394	Taxes/Assessments-City Property	45,000.00	.00	45,000.00	.00	16,844.08	28,155.92	.00	100	11,250
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	1,200.00	8,800.00	12	360
	Services Totals	\$650,000.00	\$44,296.35	\$694,296.35	\$40,951.45	\$150,244.76	\$271,330.76	\$272,720.83	61%	\$401,880
	Capital Purchases									
5611	Buildings	278,000.00	.00	278,000.00	.00	235,580.00	.00	42,420.00	85	12,090
5639	Other Equipment	13,000.00	902.32	13,902.32	1,013.34	10,862.30	3,040.02	.00	100	12,090
	Capital Purchases Totals	\$291,000.00	\$902.32	\$291,902.32	\$1,013.34	\$246,442.30	\$3,040.02	\$42,420.00	85%	\$12,090
	EXPENSE TOTALS	\$1,223,286.00	\$49,941.69	\$1,273,227.69	\$61,295.79	\$420,497.08	\$509,842.88	\$342,887.73	73%	\$637,650
Department 595 - General and Administrative Totals		(\$1,223,286.00)	(\$49,941.69)	(\$1,273,227.69)	(\$61,295.79)	(\$420,497.08)	(\$509,842.88)	(\$342,887.73)	73%	(\$637,650)

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Fiscal Year to Date 03/31/18

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	302,552.00	.00	302,552.00	151,275.60	.00	151,275.60	151,276.40	50	285,499
	Services Totals	\$302,552.00	\$0.00	\$302,552.00	\$151,275.60	\$0.00	\$151,275.60	\$151,276.40	50%	\$285,499
	EXPENSE TOTALS	\$302,552.00	\$0.00	\$302,552.00	\$151,275.60	\$0.00	\$151,275.60	\$151,276.40	50%	\$285,499
Department 810 - Public Health and Welfare Totals		(\$302,552.00)	\$0.00	(\$302,552.00)	(\$151,275.60)	\$0.00	(\$151,275.60)	(\$151,276.40)	50%	(\$285,499)
Fund 110 - General Fund Totals		\$20,047,511.00	\$712,672.12	\$20,760,183.12	\$1,890,465.31	\$2,748,301.73	\$5,205,720.01	\$12,806,161.38		\$15,901,488

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	2,623,089.13	.00	(2,623,089.13)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$2,623,089.13	\$0.00	(\$2,623,089.13)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$2,623,089.13	\$0.00	(\$2,623,089.13)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,623,089.13)	\$0.00	\$2,623,089.13	+++	\$0.00

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	65,647.00	.00	65,647.00	7,574.70	.00	17,509.10	48,137.90	27	61,261.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	9,275.00	.00	9,275.00	706.98	.00	2,405.04	6,869.96	26	8,631.00
5161	Group Insurance	7,118.00	.00	7,118.00	597.52	1,660.63	2,349.37	3,108.00	56	7,241.00
5164	Workers Compensation	2,222.00	.00	2,222.00	.00	.00	2,222.00	.00	100	2,071.00
<i>Personal Services Totals</i>		\$86,862.00	\$0.00	\$86,862.00	\$8,879.20	\$1,660.63	\$26,485.51	\$58,715.86	32%	\$81,821.00
<i>Supplies</i>										
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	331.00
5203	Computer Supplies	350.00	.00	350.00	.00	350.00	.00	.00	100	241.00
<i>Supplies Totals</i>		\$600.00	\$0.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	100%	\$571.00
<i>Services</i>										
5322	Conference/Reimb	700.00	.00	700.00	.00	350.00	.00	350.00	50	491.00
5323	Publications	200.00	.00	200.00	.00	200.00	.00	.00	100	141.00
5324	Professional Association Dues	25.00	.00	25.00	.00	.00	.00	25.00	0	21.00
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	75,000.00
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	75.00	.00	.00	100	71.00
5362	Equipment Maintenance	300.00	.00	300.00	16.50	200.50	49.50	50.00	83	191.00
5373	Auditor/Treasurer Fees	1,500.00	.00	1,500.00	.70	.00	.70	1,499.30	0	591.00
5379	Other Governmental Billings	7,500.00	.00	7,500.00	40.01	.00	1,692.00	5,808.00	23	5,091.00
5391	Postage	1,000.00	.00	1,000.00	25.28	.00	46.44	953.56	5	81.00
<i>Services Totals</i>		\$86,300.00	\$0.00	\$86,300.00	\$82.49	\$825.50	\$1,788.64	\$83,685.86	3%	\$6,711.00
<i>Transfers/Other</i>										
5519	Miscellaneous Costs	6,000.00	.00	6,000.00	26.10	.00	(143.23)	6,143.23	-2	6,661.00
5529	Miscellaneous Distributions	750,000.00	.00	750,000.00	43,645.93	.00	141,972.00	608,028.00	19	366,661.00
5530	Enterprise Zone Payment	1,000,000.00	.00	1,000,000.00	610.79	.00	335,816.30	664,183.70	34	()
<i>Transfers/Other Totals</i>		\$1,756,000.00	\$0.00	\$1,756,000.00	\$44,282.82	\$0.00	\$477,645.07	\$1,278,354.93	27%	\$373,321.00
<i>Capital Purchases</i>										
5639	Other Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	\$0.00
<i>Capital Purchases Totals</i>		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$0.00
EXPENSE TOTALS		\$1,932,762.00	\$0.00	\$1,932,762.00	\$53,244.51	\$3,086.13	\$505,919.22	\$1,423,756.65	26%	\$462,441.00
Department 564 - Income Tax Division Totals		(\$1,932,762.00)	\$0.00	(\$1,932,762.00)	(\$53,244.51)	(\$3,086.13)	(\$505,919.22)	(\$1,423,756.65)	26%	(\$462,442.00)
Fund 220 - Income Tax Fund Totals		\$1,932,762.00	\$0.00	\$1,932,762.00	\$53,244.51	\$2,626,175.26	\$505,919.22	(\$1,199,332.48)		\$462,441.00

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	70,827.00	.00	70,827.00	8,172.30	.00	18,890.50	51,936.50	27	66,091
5102	Wages-Staff	332,774.00	.00	332,774.00	36,472.97	.00	83,365.62	249,408.38	25	290,021
5105	Overtime	28,000.00	.00	28,000.00	733.49	.00	20,050.90	7,949.10	72	5,041
5106	Longevity	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,500
5109	HSA Employer Funding	28,000.00	.00	28,000.00	916.67	.00	22,916.67	5,083.33	82	26,000
5151	PERS Contribution	60,774.00	.00	60,774.00	4,200.53	.00	15,196.04	45,577.96	25	50,641
5161	Group Insurance	110,908.00	.00	110,908.00	7,489.40	23,097.28	29,602.72	58,208.00	48	104,100
5164	Workers Compensation	14,559.00	.00	14,559.00	.00	.00	14,559.00	.00	100	12,981
5166	Medicare	6,294.00	.00	6,294.00	636.76	.00	1,720.33	4,573.67	27	5,061
	Personal Services Totals	\$654,636.00	\$0.00	\$654,636.00	\$58,622.12	\$23,097.28	\$206,301.78	\$425,236.94	35%	\$562,451
	Supplies									
5201	Office Supplies	2,000.00	302.71	2,302.71	123.80	1,783.64	519.07	.00	100	761
5203	Computer Supplies	2,500.00	421.89	2,921.89	.00	1,523.91	97.98	1,300.00	56	1,611
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	600.00	.00	900.00	40	1,600
5213	Repair and Maintenance Supplies	500.00	300.00	800.00	.00	464.70	85.30	250.00	69	91
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	906.39	688.67	1,111.33	200.00	90	450
5251	MV Gas and Oil	40,000.00	4,964.07	44,964.07	7,754.51	14,602.61	10,361.46	20,000.00	56	17,660
5252	Aggregates	15,000.00	.00	15,000.00	3,015.90	5,339.50	6,160.50	3,500.00	77	2,700
5253	Ice Control	140,000.00	.00	140,000.00	.00	50,000.00	.00	90,000.00	36	68,411
5259	Operating Materials and Supplies	90,000.00	7,635.24	97,635.24	2,127.67	46,045.19	5,690.05	45,900.00	53	66,011
	Supplies Totals	\$293,500.00	\$13,623.91	\$307,123.91	\$13,928.27	\$121,048.22	\$24,025.69	\$162,050.00	47%	\$157,891
	Services									
5311	Utilities	19,000.00	2,221.95	21,221.95	808.38	12,694.16	3,407.79	5,120.00	76	10,771
5313	Traffic Light Current	12,000.00	446.73	12,446.73	449.76	5,089.11	1,357.62	6,000.00	52	4,711
5321	Professional Training	500.00	.00	500.00	.00	79.00	.00	421.00	16	150
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	
5324	Professional Association Dues	130.00	.00	130.00	.00	.00	25.00	105.00	19	91
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	5,000.00	.00	9,000.00	36	5,211
5339	Misc Contract Services	36,500.00	9,653.65	46,153.65	5,070.99	20,379.69	14,270.30	11,503.66	75	18,171
5351	Liability Insurance Deductible	9,600.00	.00	9,600.00	.00	.00	9,600.00	.00	100	8,600
5352	Motor Vehicle Insurance	10,600.00	.00	10,600.00	.00	.00	10,600.00	.00	100	9,600
5361	Building Repair/Maintenance	10,000.00	403.00	10,403.00	403.00	8,397.00	806.00	1,200.00	88	6,580
5365	Utility Line Repair/Maintenance	30,000.00	.00	30,000.00	.00	18,000.00	.00	12,000.00	60	26,711
5391	Postage	100.00	.00	100.00	.00	.00	2.33	97.67	2	
5397	Uniform Rental	2,000.00	624.09	2,624.09	143.69	1,984.60	439.49	200.00	92	1,300
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	140.00	413.00	337.00	250.00	75	241
	Services Totals	\$145,630.00	\$13,349.42	\$158,979.42	\$7,015.82	\$72,036.56	\$40,845.53	\$46,097.33	71%	\$92,161

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	260 - Street Fund									
Department	268 - Street Department									
	EXPENSE									
	<i>Capital Purchases</i>									
5611	Buildings	240,000.00	.00	240,000.00	.00	30,904.42	.00	209,095.58	13	
5632	Motor Vehicles	365,000.00	.00	365,000.00	.00	370,000.00	.00	(5,000.00)	101	
5633	Machinery and Equipment	.00	.00	.00	.00	.00	1,695.00	(1,695.00)	+++	
5639	Other Equipment	4,600.00	10,505.77	15,105.77	5,107.55	.00	10,505.77	4,600.00	70	
	<i>Capital Purchases Totals</i>	\$609,600.00	\$10,505.77	\$620,105.77	\$5,107.55	\$400,904.42	\$12,200.77	\$207,000.58	67%	\$1
	EXPENSE TOTALS	\$1,703,366.00	\$37,479.10	\$1,740,845.10	\$84,673.76	\$617,086.48	\$283,373.77	\$840,384.85	52%	\$812,521
Department	268 - Street Department Totals	(\$1,703,366.00)	(\$37,479.10)	(\$1,740,845.10)	(\$84,673.76)	(\$617,086.48)	(\$283,373.77)	(\$840,384.85)	52%	(\$812,521
Fund	260 - Street Fund Totals	\$1,703,366.00	\$37,479.10	\$1,740,845.10	\$84,673.76	\$617,086.48	\$283,373.77	\$840,384.85		\$812,521

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	32,668.77	92,668.77	.00	44,321.22	38,347.55	10,000.00	89	17,333.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	1,510.88	4,489.12	1,510.88	4,000.00	60	8,511.00
	Supplies Totals	\$70,000.00	\$32,668.77	\$102,668.77	\$1,510.88	\$48,810.34	\$39,858.43	\$14,000.00	86%	\$25,844.00
	Services									
5313	Traffic Light Current	12,000.00	497.96	12,497.96	509.07	5,980.85	1,517.11	5,000.00	60	5,460.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	1,500.00
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	9,790.00
	Services Totals	\$24,000.00	\$497.96	\$24,497.96	\$509.07	\$14,480.85	\$1,517.11	\$8,500.00	65%	\$15,250.00
	EXPENSE TOTALS	\$94,000.00	\$33,166.73	\$127,166.73	\$2,019.95	\$63,291.19	\$41,375.54	\$22,500.00	82%	\$41,100.00
Department 268 - Street Department Totals		(\$94,000.00)	(\$33,166.73)	(\$127,166.73)	(\$2,019.95)	(\$63,291.19)	(\$41,375.54)	(\$22,500.00)	82%	(\$41,100.00)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$33,166.73	\$127,166.73	\$2,019.95	\$63,291.19	\$41,375.54	\$22,500.00		\$41,100.00

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	133,261.19	133,261.19	.00	27,758.50	41,295.00	64,207.69	52	191,121
5921	Immobilization Expenses	.00	14,501.54	14,501.54	.00	.00	.00	14,501.54	0	
	Transfers/Other Totals	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23	47%	\$191,121
	EXPENSE TOTALS	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23	47%	\$191,121
	Department 111 - Police Division Totals	\$0.00	(\$147,762.73)	(\$147,762.73)	\$0.00	(\$27,758.50)	(\$41,295.00)	(\$78,709.23)	47%	(\$191,125)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$147,762.73	\$147,762.73	\$0.00	\$27,758.50	\$41,295.00	\$78,709.23		\$191,121

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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	46,325.74	46,325.74	.00	.00	.00	46,325.74	0	
	Transfers/Other Totals	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$46,325.74)	(\$46,325.74)	\$0.00	\$0.00	\$0.00	(\$46,325.74)	0%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$46,325.74	\$46,325.74	\$0.00	\$0.00	\$0.00	\$46,325.74		\$0.00

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Fiscal Year to Date 03/31/18

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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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	12,078.94	12,078.94	.00	.00	.00	12,078.94	0	
	Transfers/Other Totals	\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$12,078.94)	(\$12,078.94)	\$0.00	\$0.00	\$0.00	(\$12,078.94)	0%	\$0.00
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$12,078.94	\$12,078.94	\$0.00	\$0.00	\$0.00	\$12,078.94		\$0.00

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	84,333.00	84,333.00	.00	.00	.00	84,333.00	0	27,68
	Transfers/Other Totals	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00	0%	\$27,68
	EXPENSE TOTALS	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00	0%	\$27,68
	Department 111 - Police Division Totals	\$0.00	(\$84,333.00)	(\$84,333.00)	\$0.00	\$0.00	\$0.00	(\$84,333.00)	0%	(\$27,681
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$84,333.00	\$84,333.00	\$0.00	\$0.00	\$0.00	\$84,333.00		\$27,68

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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	33,389.50	33,389.50	.00	.00	.00	33,389.50	0	
	Transfers/Other Totals	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$33,389.50)	(\$33,389.50)	\$0.00	\$0.00	\$0.00	(\$33,389.50)	0%	\$0.00
Fund 295 - Law Enforcement Asst Fund	Totals	\$0.00	\$33,389.50	\$33,389.50	\$0.00	\$0.00	\$0.00	\$33,389.50		\$0.00

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	36,575.00	.00	36,575.00	4,289.42	.00	9,759.62	26,815.38	27	41,610.00
5102	Wages-Staff	224,540.00	.00	224,540.00	25,620.03	.00	59,149.15	165,390.85	26	205,750.00
5105	Overtime	15,400.00	.00	15,400.00	1,581.42	.00	9,414.77	5,985.23	61	16,220.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	15,000.00	.00	100	15,080.00
5151	PERS Contribution	38,432.00	.00	38,432.00	2,787.28	.00	9,792.33	28,639.67	25	34,420.00
5161	Group Insurance	59,193.00	.00	59,193.00	4,940.12	11,284.08	19,595.92	28,313.00	52	53,730.00
5164	Workers Compensation	9,291.00	.00	9,291.00	.00	.00	9,291.00	.00	100	9,740.00
5166	Medicare	3,213.00	.00	3,213.00	437.80	.00	1,090.44	2,122.56	34	3,690.00
	Personal Services Totals	\$402,144.00	\$0.00	\$402,144.00	\$39,656.07	\$11,284.08	\$133,093.23	\$257,766.69	36%	\$380,770.00
	Supplies									
5201	Office Supplies	5,500.00	186.12	5,686.12	165.55	1,704.31	547.37	3,434.44	40	2,770.00
5203	Computer Supplies	800.00	264.37	1,064.37	33.94	730.43	33.94	300.00	72	230.00
5213	Repair and Maintenance Supplies	10,000.00	234.11	10,234.11	73.69	1,926.31	307.80	8,000.00	22	2,910.00
5241	Uniforms-Purchased	2,500.00	43.05	2,543.05	.00	970.56	72.49	1,500.00	41	2,060.00
5251	MV Gas and Oil	12,000.00	1,744.26	13,744.26	1,171.18	6,711.39	2,032.87	5,000.00	64	5,780.00
5252	Aggregates	37,500.00	2,522.42	40,022.42	1,127.25	11,290.12	8,982.30	19,750.00	51	23,280.00
5259	Operating Materials and Supplies	60,000.00	2,614.79	62,614.79	7,289.63	25,929.35	20,185.44	16,500.00	74	69,040.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	20,000.00
	Supplies Totals	\$148,300.00	\$7,609.12	\$155,909.12	\$9,861.24	\$49,262.47	\$32,162.21	\$74,484.44	52%	\$106,100.00
	Services									
5311	Utilities	10,000.00	1,078.11	11,078.11	678.85	9,821.98	2,206.13	(950.00)	109	5,340.00
5321	Professional Training	2,000.00	50.00	2,050.00	.00	130.00	1,420.00	500.00	76	1,260.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	700.00
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
5324	Professional Association Dues	360.00	.00	360.00	.00	.00	.00	360.00	0	150.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	17,500.00	226.60	17,726.60	490.00	4,510.00	716.60	12,500.00	29	4,540.00
5339	Misc Contract Services	40,000.00	1,903.58	41,903.58	6,630.72	24,981.28	9,161.00	7,761.30	81	27,710.00
5351	Liability Insurance Deductible	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5352	Motor Vehicle Insurance	2,500.00	.00	2,500.00	.00	.00	2,500.00	.00	100	2,500.00
5361	Building Repair/Maintenance	8,000.00	.00	8,000.00	.00	393.13	106.87	7,500.00	6	1,000.00
5362	Equipment Maintenance	3,900.00	.00	3,900.00	90.31	5,848.17	396.63	(2,344.80)	160	1,160.00
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	4,210.00
5365	Utility Line Repair/Maintenance	37,500.00	6,280.00	43,780.00	1,300.00	31,020.00	8,425.25	4,334.75	90	38,180.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	10,942.00	1,000.00	11,532.00	(32.00)	100	13,020.00



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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Services									
5378	Columbus Contract	4,888,884.00	523,039.78	5,411,923.78	.00	2,021,906.67	1,101,133.11	2,288,884.00	58	4,335,099.00
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	13,460.00
5391	Postage	15,500.00	.00	15,500.00	45.75	.00	3,134.48	12,365.52	20	5,610.00
5397	Uniform Rental	.00	813.07	813.07	.00	813.07	.00	.00	100	1,160.00
5399	Other Miscellaneous Services	75,000.00	653.12	75,653.12	4,631.13	8,735.84	8,370.07	58,547.21	23	155,480.00
	Services Totals	\$5,140,844.00	\$534,044.26	\$5,674,888.26	\$24,808.76	\$2,109,160.14	\$1,153,102.14	\$2,412,625.98	57%	\$4,614,010.00
	Debt Service									
5465	Refunds-Consumer Charges	.00	.00	.00	.00	.00	56.46	(56.46)	+++	
	Debt Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56.46	(\$56.46)	+++	\$0.00
	Capital Purchases									
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	494.97	5.03	494.97	500.00	50	
5632	Motor Vehicles	87,500.00	.00	87,500.00	.00	.00	.00	87,500.00	0	
5633	Machinery and Equipment	40,000.00	.00	40,000.00	.00	96,750.00	.00	(56,750.00)	242	710.00
5639	Other Equipment	125,000.00	.00	125,000.00	15,012.50	.00	15,012.50	109,987.50	12	60,000.00
	Capital Purchases Totals	\$253,500.00	\$0.00	\$253,500.00	\$15,507.47	\$96,755.03	\$15,507.47	\$141,237.50	44%	\$60,710.00
	EXPENSE TOTALS	\$5,944,788.00	\$541,653.38	\$6,486,441.38	\$89,833.54	\$2,266,461.72	\$1,333,921.51	\$2,886,058.15	56%	\$5,161,610.00
Department 735 - Water Division Totals		(\$5,944,788.00)	(\$541,653.38)	(\$6,486,441.38)	(\$89,833.54)	(\$2,266,461.72)	(\$1,333,921.51)	(\$2,886,058.15)	56%	(\$5,161,610.00)

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Departmental Budget-March, 2018

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Fiscal Year to Date 03/31/18

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									
5401	Registrar/Agent/Bank Fees	.00	.00	.00	.00	.00	.00	.00	+++	16,530
5414	G. O. Bond-Principal	310,827.00	.00	310,827.00	.00	.00	.00	310,827.00	0	316,169
5424	G. O. Bond-Interest	54,930.00	.00	54,930.00	.00	.00	.00	54,930.00	0	49,850
	Debt Service Totals	\$365,757.00	\$0.00	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550
	EXPENSE TOTALS	\$365,757.00	\$0.00	\$365,757.00	\$0.00	\$0.00	\$0.00	\$365,757.00	0%	\$382,550
Department 991 - Debt Service Totals		(\$365,757.00)	\$0.00	(\$365,757.00)	\$0.00	\$0.00	\$0.00	(\$365,757.00)	0%	(\$382,550)
Fund 710 - Water Fund Totals		\$6,310,545.00	\$541,653.38	\$6,852,198.38	\$89,833.54	\$2,266,461.72	\$1,333,921.51	\$3,251,815.15		\$5,544,170

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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	36,575.00	.00	36,575.00	4,289.42	.00	9,759.60	26,815.40	27	41,610.00
5102	Wages-Staff	227,418.00	.00	227,418.00	25,951.81	.00	59,345.85	168,072.15	26	196,180.00
5105	Overtime	3,500.00	.00	3,500.00	492.93	.00	613.13	2,886.87	18	830.00
5106	Longevity	450.00	.00	450.00	.00	.00	450.00	.00	100	450.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	15,000.00	.00	100	20,080.00
5151	PERS Contribution	37,162.00	.00	37,162.00	2,918.93	.00	10,786.56	26,375.44	29	33,180.00
5161	Group Insurance	59,259.00	.00	59,259.00	5,044.08	22,789.86	20,015.14	16,454.00	72	62,520.00
5164	Workers Compensation	8,986.00	.00	8,986.00	.00	.00	8,986.00	.00	100	8,310.00
5166	Medicare	3,257.00	.00	3,257.00	430.12	.00	983.08	2,273.92	30	3,340.00
	Personal Services Totals	\$391,607.00	\$0.00	\$391,607.00	\$39,127.29	\$22,789.86	\$125,939.36	\$242,877.78	38%	\$366,090.00
	Supplies									
5201	Office Supplies	5,500.00	186.08	5,686.08	165.55	1,704.25	547.38	3,434.45	40	2,920.00
5203	Computer Supplies	800.00	264.45	1,064.45	33.94	730.51	33.94	300.00	72	230.00
5213	Repair and Maintenance Supplies	2,000.00	19,186.09	21,186.09	18,391.01	795.08	18,391.01	2,000.00	91	400.00
5241	Uniforms-Purchased	2,500.00	43.03	2,543.03	.00	970.53	72.50	1,500.00	41	2,140.00
5251	MV Gas and Oil	12,000.00	1,744.26	13,744.26	1,171.20	6,711.37	2,032.89	5,000.00	64	5,750.00
5252	Aggregates	750.00	.00	750.00	.00	3,750.00	.00	(3,000.00)	500	750.00
5259	Operating Materials and Supplies	60,000.00	1,366.39	61,366.39	637.73	2,920.55	945.84	57,500.00	6	6,610.00
	Supplies Totals	\$83,550.00	\$22,790.30	\$106,340.30	\$20,399.43	\$17,582.29	\$22,023.56	\$66,734.45	37%	\$17,720.00
	Services									
5311	Utilities	11,000.00	1,644.26	12,644.26	1,217.80	7,785.30	2,808.96	2,050.00	84	8,320.00
5321	Professional Training	2,000.00	50.00	2,050.00	.00	30.00	20.00	2,000.00	2	170.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	70.00
5324	Professional Association Dues	160.00	.00	160.00	.00	.00	.00	160.00	0	160.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	15,000.00	3,302.86	18,302.86	130.00	8,172.86	130.00	10,000.00	45	2,210.00
5339	Misc Contract Services	40,000.00	2,338.48	42,338.48	2,487.71	8,934.20	4,642.98	28,761.30	32	20,420.00
5351	Liability Insurance Deductible	1,500.00	.00	1,500.00	.00	.00	1,500.00	.00	100	1,500.00
5352	Motor Vehicle Insurance	2,900.00	.00	2,900.00	.00	.00	2,900.00	.00	100	2,900.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	.00	393.12	106.88	8,500.00	6	670.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	90.31	2,348.17	396.63	255.20	91	1,160.00
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	4,210.00
5365	Utility Line Repair/Maintenance	85,000.00	29,281.94	114,281.94	9,158.97	27,802.64	9,158.97	77,320.33	32	84,480.00
5366	Computer Maintenance	13,500.00	.00	13,500.00	10,942.00	1,000.00	10,942.00	1,558.00	88	12,940.00
5378	Columbus Contract	4,740,042.00	135,751.99	4,875,793.99	202,717.55	2,006,995.03	1,128,756.96	1,740,042.00	64	4,484,240.00
5391	Postage	15,500.00	.00	15,500.00	45.75	.00	3,134.47	12,365.53	20	5,610.00



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Fiscal Year to Date 03/31/18

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									
	Services									
5397	Uniform Rental	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	48,117.00
5399	Other Miscellaneous Services	75,000.00	653.03	75,653.03	1,418.82	4,799.40	3,414.07	67,439.56	11	116,741.00
	Services Totals	\$5,023,202.00	\$173,022.56	\$5,196,224.56	\$228,208.91	\$2,068,260.72	\$1,167,911.92	\$1,960,051.92	62%	\$4,746,361.00
	Capital Purchases									
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	494.97	5.03	494.97	500.00	50	
5632	Motor Vehicles	87,500.00	.00	87,500.00	.00	.00	.00	87,500.00	0	
5633	Machinery and Equipment	40,000.00	.00	40,000.00	.00	96,750.00	.00	(56,750.00)	242	2,921.00
5639	Other Equipment	.00	85,000.00	85,000.00	15,012.50	.00	15,012.50	69,987.50	18	60,000.00
	Capital Purchases Totals	\$128,500.00	\$85,000.00	\$213,500.00	\$15,507.47	\$96,755.03	\$15,507.47	\$101,237.50	53%	\$62,921.00
	EXPENSE TOTALS	\$5,626,859.00	\$280,812.86	\$5,907,671.86	\$303,243.10	\$2,205,387.90	\$1,331,382.31	\$2,370,901.65	60%	\$5,193,111.00
Department 736 - Wastewater Division Totals		(\$5,626,859.00)	(\$280,812.86)	(\$5,907,671.86)	(\$303,243.10)	(\$2,205,387.90)	(\$1,331,382.31)	(\$2,370,901.65)	60%	(\$5,193,117.00)

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Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	35,300.00	.00	35,300.00	.00	.00	.00	35,300.00	0	94,500
5424	G. O. Bond-Interest	4,624.00	.00	4,624.00	.00	.00	.00	4,624.00	0	8,080
	Debt Service Totals	\$39,924.00	\$0.00	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580
	EXPENSE TOTALS	\$39,924.00	\$0.00	\$39,924.00	\$0.00	\$0.00	\$0.00	\$39,924.00	0%	\$102,580
	Department 991 - Debt Service Totals	(\$39,924.00)	\$0.00	(\$39,924.00)	\$0.00	\$0.00	\$0.00	(\$39,924.00)	0%	(\$102,580)
Fund 720 - Wastewater/Sewer Fund Totals		\$5,666,783.00	\$280,812.86	\$5,947,595.86	\$303,243.10	\$2,205,387.90	\$1,331,382.31	\$2,410,825.65		\$5,295,690

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Fiscal Year to Date 03/31/18

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	186,532.00	.00	186,532.00	21,523.00	.00	49,009.89	137,522.11	26	198,900.00
5105	Overtime	4,900.00	.00	4,900.00	305.40	.00	382.62	4,517.38	8	41,000.00
5106	Longevity	1,350.00	.00	1,350.00	.00	.00	.00	1,350.00	0	1,350.00
5109	HSA Employer Funding	16,000.00	.00	16,000.00	916.66	.00	10,916.66	5,083.34	68	12,000.00
5151	PERS Contribution	26,989.00	.00	26,989.00	2,153.11	.00	7,294.18	19,694.82	27	24,160.00
5161	Group Insurance	64,498.00	.00	64,498.00	3,689.97	11,889.40	14,300.60	38,308.00	41	46,260.00
5164	Workers Compensation	6,466.00	.00	6,466.00	.00	.00	6,466.00	.00	100	6,030.00
5166	Medicare	2,795.00	.00	2,795.00	302.93	.00	687.64	2,107.36	25	1,670.00
	Personal Services Totals	\$309,530.00	\$0.00	\$309,530.00	\$28,891.07	\$11,889.40	\$89,057.59	\$208,583.01	33%	\$290,810.00
	Supplies									
5201	Office Supplies	6,500.00	242.35	6,742.35	113.28	586.72	355.63	5,800.00	14	1,620.00
5203	Computer Supplies	750.00	.00	750.00	.00	700.00	.00	50.00	93	2,410.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	105.58	457.24	442.76	100.00	90	630.00
5241	Uniforms-Purchased	750.00	.00	750.00	.00	500.00	.00	250.00	67	270.00
5251	MV Gas and Oil	6,500.00	574.07	7,074.07	767.50	3,540.05	1,034.02	2,500.00	65	3,770.00
5252	Aggregates	750.00	.00	750.00	.00	500.00	.00	250.00	67	130.00
5259	Operating Materials and Supplies	20,000.00	35.00	20,035.00	332.46	8,469.60	565.40	11,000.00	45	13,980.00
	Supplies Totals	\$36,250.00	\$851.42	\$37,101.42	\$1,318.82	\$14,753.61	\$2,397.81	\$19,950.00	46%	\$22,840.00
	Services									
5311	Utilities	8,000.00	874.69	8,874.69	1,520.85	4,355.23	2,459.46	2,060.00	77	3,640.00
5321	Professional Training	400.00	.00	400.00	.00	79.00	.00	321.00	20	230.00
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	120.00	.00	100.00	55	140.00
5331	Engineering/Architecture	8,000.00	.00	8,000.00	.00	5,000.00	.00	3,000.00	62	130.00
5339	Misc Contract Services	47,250.00	778.64	48,028.64	1,557.24	5,583.43	21,691.56	20,753.65	57	31,840.00
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	1,240.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	1,750.00
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	2,800.00	.00	2,200.00	56	2,490.00
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	1,550.00
5365	Utility Line Repair/Maintenance	7,500.00	.00	7,500.00	.00	2,000.00	.00	5,500.00	27	
5378	Columbus Contract	825,000.00	61,507.68	886,507.68	56,776.32	580,533.16	180,974.52	125,000.00	86	721,820.00
5391	Postage	22,000.00	.00	22,000.00	8.67	.00	3,008.67	18,991.33	14	5,000.00
5397	Uniform Rental	2,000.00	260.86	2,260.86	75.15	1,635.41	225.45	400.00	82	1,230.00
5399	Other Miscellaneous Services	39,000.00	30,506.63	69,506.63	222.93	32,455.75	700.88	36,350.00	48	32,830.00
	Services Totals	\$973,890.00	\$93,928.50	\$1,067,818.50	\$60,161.16	\$634,581.98	\$214,060.54	\$219,175.98	79%	\$803,950.00
	Capital Purchases									

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	40,000.00	.00	40,000.00	.00	40,000.00	.00	.00	100	
	<i>Capital Purchases Totals</i>	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$1,359,670.00	\$94,779.92	\$1,454,449.92	\$90,371.05	\$701,224.99	\$305,515.94	\$447,708.99	69%	\$1,117,620.00
Department	737 - Storm Water Division Totals	(\$1,359,670.00)	(\$94,779.92)	(\$1,454,449.92)	(\$90,371.05)	(\$701,224.99)	(\$305,515.94)	(\$447,708.99)	69%	(\$1,117,620.00)

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 740 - Storm Water Drainage Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5401	Registrar/Agent/Bank Fees	.00	.00	.00	.00	.00	.00	.00	+++	11,970
5414	G. O. Bond-Principal	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	105,000
5424	G. O. Bond-Interest	22,487.00	.00	22,487.00	.00	.00	.00	22,487.00	0	15,330
	Debt Service Totals	\$122,487.00	\$0.00	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,300
	EXPENSE TOTALS	\$122,487.00	\$0.00	\$122,487.00	\$0.00	\$0.00	\$0.00	\$122,487.00	0%	\$132,300
	Department 991 - Debt Service Totals	(\$122,487.00)	\$0.00	(\$122,487.00)	\$0.00	\$0.00	\$0.00	(\$122,487.00)	0%	(\$132,300)
Fund 740 - Storm Water Drainage Fund Totals		\$1,482,157.00	\$94,779.92	\$1,576,936.92	\$90,371.05	\$701,224.99	\$305,515.94	\$570,195.99		\$1,249,920

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG



Departmental Budget-March, 2018

6.c.b

Fiscal Year to Date 03/31/18

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	.00	2,000.00	.00	.00	.00	2,000.00	0	1,127.00
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$1,127.00
	Services									
5315	Private Hauler Contract	2,050,000.00	426,376.33	2,476,376.33	157,675.42	447,881.51	453,494.82	1,575,000.00	36	1,621,870.00
5391	Postage	15,000.00	.00	15,000.00	45.74	.00	3,134.45	11,865.55	21	5,610.00
5399	Other Miscellaneous Services	44,950.00	506.63	45,456.63	222.93	2,097.75	658.88	42,700.00	6	34,280.00
	Services Totals	\$2,109,950.00	\$426,882.96	\$2,536,832.96	\$157,944.09	\$449,979.26	\$457,288.15	\$1,629,565.55	36%	\$1,661,770.00
	EXPENSE TOTALS	\$2,111,950.00	\$426,882.96	\$2,538,832.96	\$157,944.09	\$449,979.26	\$457,288.15	\$1,631,565.55	36%	\$1,662,900.00
	Department 738 - Refuse Collection Totals	(\$2,111,950.00)	(\$426,882.96)	(\$2,538,832.96)	(\$157,944.09)	(\$449,979.26)	(\$457,288.15)	(\$1,631,565.55)	36%	(\$1,662,900.00)
	Fund 750 - Solid Waste Fund Totals	\$2,111,950.00	\$426,882.96	\$2,538,832.96	\$157,944.09	\$449,979.26	\$457,288.15	\$1,631,565.55		\$1,662,900.00
	Grand Totals	\$39,349,074.00	\$2,455,712.98	\$41,804,786.98	\$2,671,795.31	\$11,705,667.03	\$9,505,791.45	\$20,593,328.50		\$31,189,050.00

Attachment: Departmental Budget-March, 2018 06 07 2018 2 43 05 PM Joni Crawford 46102MFG

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 phone****Memo**

DATE: June 25, 2018**TO: City Council****CC:****RE: Motor Vehicle License Fee Increase Notice- Fairfield County**

We are in receipt of a Notice and Attached Resolution 2018-06.12.f authorizing an additional \$5 increase in Motor Vehicle License Fees for Fairfield County. Attached is the notice and resolution.



B O A R D O F C O M M I S S I O N E R S

Commissioners:
 Steven A. Davis
 David L. Levacy
 Mike Kiger

County Administrator
 Carri L. Brown

Clerk
 Rachel A. Elsea

June 12, 2018

To whom it may concern:

Please be advised that the Fairfield County Board of Commissioners passed resolution 2018-06.12.f, a resolution levying an additional five dollar (\$5.00) motor vehicle license tax for Fairfield County, State of Ohio, pursuant to 4504.24 of the Ohio Revised Code. A copy of this resolution is attached for your reference. Please contact Jeff Camechis, Administrative Assistant to the Fairfield County Engineer, at (740) 652-2372 for additional information.

Sincerely,

Rachel Elsea, Clerk
 Fairfield County Commissioners

Enclosure

cc: Auditor
 Engineer
 Treasurer
 Ohio Bureau of Motor Vehicles

S E R V E • C O N N E C T • P R O T E C T

2018-06.12.f

A resolution levying an additional five dollar (\$5.00) motor vehicle license tax for Fairfield County, State of Ohio, pursuant to 4504.24 of the Ohio Revised Code.

WHEREAS, Ohio Revised Code (ORC) Section 4504.24, as enacted by House Bill 26 of the 132nd General Assembly, authorized a board of county commissioners to adopt a resolution levying an additional motor vehicle license tax upon the operation of motor vehicles on the public roads and highways in the county, which tax is in addition to the tax levied by Section 4503.02, 4503.07, and 4503.18, and other taxes levied under Chapter 4504 of Revised Code; and

WHEREAS, additional funds are necessary to adequately finance the planning, constructing, improving, maintaining, and repairing of public roads, highways, and streets, and the maintaining and repairing of bridges and viaducts; and

WHEREAS, the county wishes to levy an annual license tax upon the operation of motor vehicles on the public roads and highways in the county, which tax is in addition to any of the taxes levied under Chapter 4504 of the Ohio Revised Code; and

WHEREAS, tax collected by the county pursuant to Section 4504.24 of the Ohio Revised Code shall be at the rate of \$5.00 per motor vehicle on all motor vehicles registered in Fairfield County; and

WHEREAS, prior to the adoption of any resolution authorizing the county to levy an additional motor vehicle license under Section 4504.24 of the Ohio Revised Code, the county is required to provide notice of the date, time, and place of both hearings by publication in a newspaper of general circulation in the county or as provided in Section 7.16 of the Ohio Revised Code, one a week on the same day of the week of two consecutive weeks, the second publication being not less than ten (10) but not more than thirty (30) day prior to the first hearing.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

2018-06.12.f

A resolution levying an additional five dollar (\$5.00) motor vehicle license tax for Fairfield County, State of Ohio, pursuant to 4504.24 of the Ohio Revised Code.

Section 1. That the Board of County Commissioners, pursuant to Section 4504.24 of the Ohio Revised Code, hereby determines that it is necessary to levy an additional county motor vehicle license tax.

Section 2. That an additional license tax is hereby levied pursuant to Section 4504.24 of the Ohio Revised Code; this tax is in addition to any tax levied pursuant to Section 4503.02, 4503.07, and 4503.18 of the Ohio Revised Code and any other relevant tax levied under this title of the Revised Code; the tax shall be at the rate of five dollars (\$5.00) per motor vehicle on all motor vehicles in the district of registration of which is Fairfield County, Ohio; the rate shall be in addition to the taxes at rates specified in Section 4503.04 and 4503.16 of the Ohio Revised Code.

Section 3. That this resolution shall become effective thirty days following adoption and is subject to referendum as provided in Section 305.13 to 305.41 of the Ohio Revised Code.

Section 4. That the Clerk to the Board of County Commissioners shall provide written notice of the adoption of this resolution to the legislative authority of each municipal corporation and the board of trustees of each township that is located in the county in accordance with Section 4504.24 of the Ohio Revised Code.

Section 5. That the Clerk to the Board of Commissioners is hereby directed to certify a copy of this resolution to the county engineer, the county auditor, and the county treasurer.

Section 6. That the Clerk to the Board of Commissioners is directed to certify this resolution to the Bureau of Motor Vehicles, Attention: Tax Distribution Section.

Prepared by: Rachel Elsea

cc: Engineer
Auditor
Treasurer
Ohio BMV

Signature Page

Resolution No. 2018-06.12.f

A resolution levying an additional five dollar (\$5.00) motor vehicle license tax for Fairfield County, State of Ohio, pursuant to 4504.24 of the Ohio Revised Code.

(Fairfield County Commissioners)

Upon the motion of Commissioner David L. Levacy, seconded by Commissioner Steven A. Davis, this resolution has been Adopted:

Voting:

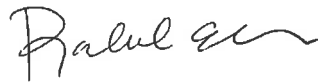
Steven A. Davis, President
Mike Kiger, Vice President
David L. Levacy

Aye
Absent
Aye

Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



Rachel Elsea
Board of County Commissioners
Fairfield County, Ohio

City Council**Barth Cotner****7232 E. Main Street****Reynoldsburg OH 43068****Phone****MOTION REQUEST****DATE: June 25, 2018****TO: City Council****RE: Motion that the Council of the City of Reynoldsburg Does HEREBY
ADOPT A RESOLUTION DESIGNATING JULY AS PARK AND
RECREATION MONTH.**

Approval:

Brad McCloud

Jed Hood

Stephen Cicak

RESOLUTION DESIGNATING JULY AS PARK AND RECREATION MONTH

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Reynoldsburg, Ohio; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

City Council**Barth Cotner****7232 E. Main Street****Reynoldsburg OH 43068****Phone**

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Reynoldsburg, Ohio recognizes the benefits derived from parks and recreation resources,

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

SECTION 1: That this Council does hereby recognize July as Park and Recreation Month in the City of Reynoldsburg.

Street/Stormwater Department**Keith Kundtz****614-322-5800 Phone****ORDINANCE REQUEST**

DATE: **June 25, 2018**

TO: **Public Service and Transportation Committee**

RE: **ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO
AN AGREEMENT WITH TJ YOUNG GENERAL CONTRACTOR
FOR THE REPLACEMENT AND INSTALLATION OF A NEW
ROOF FOR THE STREET DEPARTMENT BUILDING, AND
DECLARING AN EMERGENCY.**

Approval:

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

Emergency/Suspension: Emergency

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

Statement of necessity: The roof is in disrepair and causing damage. Emergency requested to get on the contractors schedule as soon as possible.

Authorize the mayor to enter into contract with T.J. Young General Contractors for the installation of a new roof for the street department building. The funds are appropriated in the Street Department 2018 budget; account #260-268-5611 Total cost not to exceed \$106,221.50.

That pursuant to Reynoldsburg City Code Section 175, requesting that competitive bidding is be suspended.



Young General Contractors

8450 E. Main Street • Reynoldsburg, Ohio 43068 • (614) 755-4000 • tjyoungcontractors@hotmail.com

Reynoldsburg Street Department
7806 E. Main St.
Reynoldsburg , OH 43068
Attn : Chris Kienle

6 - 1 - 2018

Re : Proposal for new roof system layover of existing roof of main building .

* The following scope is of materials to be used & labor to install *

- (1) : Roof Hugger system for complete roof .
- (2) : Insulation : 6" WMP-VRR metal building insulation .
- (3) : Roof panels : 24ga. Galvalume G.G.I. Standing Seam roof system , approx. 80' x 130' .
- (4) : Rake trim : New oversized for both gable ends (G.G.I. standard colors) .
- (5) : Gutters & downs : 260 ln. ft. of new commercial gutter and downspouts (std. colors) .
- (6) : Use tax & freight to Reynoldsburg , Ohio .
- (7) : Labor to install all of the above .
- (8) : Labor to cut all steel supports holding vent hood inside building (fire watch to be used).
- (9) : Labor to prep for removal of vent hood & tri-pod above roof line , crane fee's , and
and temporarily cover hole in roof where vent was removed .

Total Project Cost \$ 96,565.00

Please Note : A third party engineer is to verify the safety and condition of the existing purlins / roof and certify as such . Construction areas will be caution taped and must remain clear of materials , vehicles and individuals . Should any unforeseen issues arise or additional work be required or requested , change order(s) may be created resulting in additional charges above the total cost listed in this estimate . Building permit and architectural drawing expenses are not included in the cost listed above .

Thank you for allowing us to estimate this project !

Sincerely ,

Zach Young



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Street Department Roof Renovation
The City of Reynoldsburg
7806 East Main Street
Reynoldsburg, Ohio 43068

Date Submitted: 05/17/2018
Proposal #: 25-OH-180475
MICPA # 14-5903

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work:

1. Remove the existing gutters and down spouts in coordinate with the new roof installation.
2. Please note that the roof coating installed over the West slope of the roof was found to contain asbestos. A copy of the report is included within the bid documents. Any disruption of the existing coating or materials shall require that the materials be handled per OSHA and EPA guidelines.
3. Remove the old roof vent on the Northwest corner of the roof to just below the roof panel line. Install new metal roof panels over the opening to provide a sound substrate for the new roof installation
4. Cover up the old fiberglass skylights with 22 gauge metal roof panels to provide a stable substrate for the new roof system. Fasten at 18" on center with #12 self tapping galvanized sheet metal screws.
5. Install new R 19 fiberglass batten insulation below the existing skylight openings and secure with metal batten strips and seam tape.

Attachment: Garland Bids (Roof Repair Street Dept)

6. Install new metal framing system (Roof Hugger or approved equal) on top of the existing metal roof panels fastened into the existing framing system at 12" on staggered centers with 2", #12 self tapping purlin fasteners.
7. Install new R mer Span metal roof and perimeter edge metal per Division 7 of the specifications and the attached details. Note: all metal trim is to be fabricated per SMACNA guidelines and will require 2 piece fascia metal to cover up the height of the new roof framing to properly lap onto the old metal fascia at least 3".
8. Install all new 7" flange backed gutters and down spouts per SMACNA guidelines. Install new fascia metal to cover up the old gutter profile to extend 3" onto the face of the metal wall panels.
9. Wire brush, prime and paint (2 coats of oil based paint) all metal roof penetrations upon completion of the roof installation.
10. The roofing contractor is to included 1000 square feet of batten insulation replacement into the base bid cost to be used at the Owner's discretion.
11. Clean up all debris and damage done to grounds, building and roof top (if any).

Scope of Work: Addendum #1

1. Please see the attached revised Summary of Work Section 01 01 12.
2. The City will coordinate the covering of the electrical lines with AEP prior to starting the project.
3. The roofing contractor is to remove the roof vent and tri pod metal support shown in the attached pictures. Install new metal roofing, fiberglass batten insulation, seam tape, batten supports as needed to properly waterproof and attach the new roof panels and fiberglass insulation.
4. Detach the electronic device shown in the picture below and reset in a bed of Chem Link M1 adhesive over the new roof surface.
5. Caulk all of the holes in the pipe shown in the attached picture with Tuff Stuff caulking.

Line Item Pricing

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
14.11.08	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: - Structural Application Over an Existing Roof Using Steel Furring - Fiberglass Batten Insulation with an R-Value of 20	\$ 2.95	11000	SF	\$ 32,450

14.21.06	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: - Bare Galvalume Coated Steel or Equal Panel Price - 24 Ga, 18" - 19" Wide Panels	\$ 4.35	11000	SF	\$ 47,850
14.21.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: - Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.05	11000	SF	\$ 11,550
14.21.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: - Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 12.13	11000	SF	\$ 133,430
	Metal Stretch Out - Gutters: 24 ga. Kynar Coated Steel, 20" 6 Bends	\$ 11.74	250		\$ 2,935
	Metal Stretch Out - Gutters: 24 ga. Kynar Coated Steel, 18" 6 Bends	\$ 11.26	270		\$ 3,040
	Sub Total Prior to Multipliers				\$ 231,255
22.31	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - ROOF IS CONSIDERED NON-STANDARD ARCHITECTURE OR HAS GREATER THAN 4/12 SLOPE Multiplier Applied when Roof Area is not Boxed-Shaped, Contains Multiple Sharp Angles and/or Curves, or the Roof has a Greater than 4/12 Slope, Very Steep.	35%		%	\$ 80,939
22.46	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier Applied when Roof Size is Less than 20,000 SF, but Greater than 10,000 SF Fixed Costs: Equipment, Mobilization, Demobilization, Disposal, & Set-Up Labor are Not Completely Absorbed Across Roof Area	15%		%	\$ 34,688
	Sub-Totals After Multipliers				\$ 346,883

Attachment: Garland Bids (Roof Repair Street Dept)

Base Bid Total Maximum Price of Line Items under the MICPA:	\$ 346,883
Proposal Price Based Upon Market Experience:	\$ 246,973

Garland/DBS Price Based Upon Local Market Competition:

1	Sky Roofing, Inc.	\$ 246,973
2	Harold J Becker Co., Inc.	\$ 272,258
3	JB Roofing	\$ 418,284

Scope of Work: Alternate #1

1. Install new S 5 snow retention system along the entire eave line approximately 30" from the end of the roof panel.

Proposal Price Based Upon Market Experience:	\$ 7,520
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Garland/DBS Price Based Upon Local Market Competition:

1	Harold J Becker Co., Inc.	\$ 7,520
2	Sky Roofing, Inc.	\$ 8,427
3	JB Roofing	\$ 19,370

Scope of Work: Alternate #2

1. Install 4 new 5x5 Daylighter skylights on the East slope of the roof near the ridge cap. Cost to include cutting out the old roof panels and mounting the skylights and new insulated curbs on top of the old roof panels. Seal all voids with spray foam insulation and line the interior curbs with new 22 gauge flat stock metal to provide a clean finish.

Proposal Price Based Upon Market Experience:	\$ 13,905
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Garland/DBS Price Based Upon Local Market Competition:

1	Harold J Becker Co., Inc.	\$ 13,905
2	Sky Roofing	\$ 37,001
3	JB Roofing	\$ 57,043

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.

4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Joe Slovasky

Garland/DBS, Inc.
(216) 430-3613



May 17, 2018

Mr. Tim Gargasz
The Garland Company, Inc.
3800 East 91st Street
Cleveland, OH 44015

RE: Reynoldsburg Fleet Maintenance, 7806 East Main Street, Reynoldsburg, OH – Roof Review
Korda Project Number 2018-0146

Mr. Gargasz,

At your request, we have completed a review of the existing roof structure to determine if a new metal roof may be added to the existing roofing materials. It is our understanding that the existing metal roof will remain in place and a new metal roof will be placed directly on top of the existing one. The new roof will add approximately 3 psf of weight to the existing building structure.

On Tuesday, April 24, a site visit was made to the Reynoldsburg Fleet Maintenance facility at the location indicated above. The purpose of the site visit was to investigate the existing building structure and take measurements necessary to perform our evaluation. Our site visit revealed the building to be a pre-engineered metal building that is approximately 80 feet wide x 130 feet long. PMB frames are spaced at 20'-0" o.c. along the length of the building with 8" deep 'Z' purlins spaced at 5'-0" o.c. spanning between the frames. The roof has a low slope of approximately 2:12. The roof purlins were field measured (8" deep, 3" wide and 0.010 inches thickness).

Using the field measurements, the capacity of the existing roof purlins was estimated. Based on the age of the building (built in 1973 according to Franklin County Auditor), we assume the steel is Grade 36 ksi. Using published section properties, we calculated that the existing roof purlins can safely support a total load of 31 psf. Based on existing conditions, we estimate the existing roof dead load to be 6 psf. We also calculate the current design snow load to be 12 psf based on the following design criteria: pg 20 psf, gable roof geometry, Unobstructed Slippery Surface, 2:12 roof slope, $C_e = 0.9$, $C_t = 1.0$, $I = 1.0$, $C_s = 0.931$.

The required capacity of the roof purlins to support the new roof is 22 psf (6 psf existing roof dead plus 3 psf new roof dead load plus 12 psf snow load). Based on our calculated capacity of 31 psf, the existing roof purlins have sufficient capacity to support the additional 3 psf from the new metal roof. See the attached calculations for additional information.

After considering the weights of the existing roof construction, the required design snow loads under current building code and the new metal roofing system, we conclude that the existing roof structure has more than adequate capacity to safely support the weight of the metal roof.

If you have any additional questions regarding this review, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Jerry P. Finley". The signature is written in a cursive, flowing style.

Jerry P. Finley, PE

Partner – Structural Engineer

Attachment: structural engineer evaluation (Roof Repair Street Dept)

(E) 2" Purlins

SPAN = 20'-0"
SPACING = 5'-0"

DL 10 PSF
SNOW 20 PSF

$$M_{ALLOW} = (3.927 \text{ m}^3) (0.66 \times 36 \text{ Ksi})$$

$$= 93.3 \text{ K-in}$$

$$= 7.78 \text{ K-ft}$$

$$7.78 \text{ K-ft} = \frac{1}{2} W_{ALLOW} (20'-0")^2$$

$$W_{ALLOW} = \frac{0.156 \text{ KLF} (1000 \text{ #/ft})}{5'-0"} = 31.1 \text{ PSF} \leftarrow \text{Controls}$$

$$\Delta_{ALLOW} = \frac{2/180}{20'-0" (12) / 180}$$

$$= 1.33"$$

$$1.33" = \frac{5 W_{ALL} (240")^4}{384 (29000) (15.98 \text{ in}^4)}$$

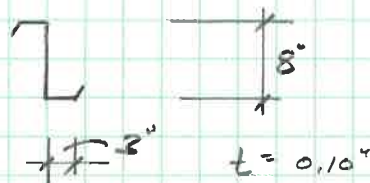
$$W_{ALL} = \frac{0.0143 \text{ K/in} (12 \text{ in/ft}) (1000 \text{ #/ft})}{5'-0"} = 171.6 \text{ #/ft}$$

$$= 34.3 \text{ PSF} \leftarrow$$

$$\text{Roof Capacity} = 31 \text{ PSF}$$

$$\text{Roof Demand} = 9.0 \text{ PSF} + 13 \text{ PSF}$$

$$= 22 \text{ PSF}$$



$$S_x = 3.927 \text{ in}^3$$

$$I_x = 15.98 \text{ in}^4$$

$$F_y = 36 \text{ KSI (assumed - 1973 Built)}$$

DL

(E) DL 3.50 PSF

(E) Coll. 2.50 PSF

6.0 PSF Original Design

NEW:

MLL Roof 3.0 PSF

9.0 PSF Total Load

Snow

$P_g = 20 \text{ PSF}$

Grades

Unobstructed Sloping Surfaces

2/12 (14) Slope

$W = 40'$ $L = 130'$

$C_e = 0.9$ Fully Exposed

$C_t = 1.0$

$I = 1.0$

$P_f = 12.6 \text{ PSF}$

$C_s = 0.931$

$P_s = 11.7 \text{ PSF} \leftarrow \text{Design}$

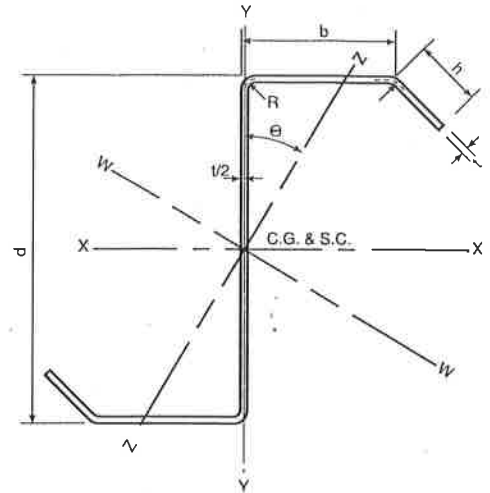
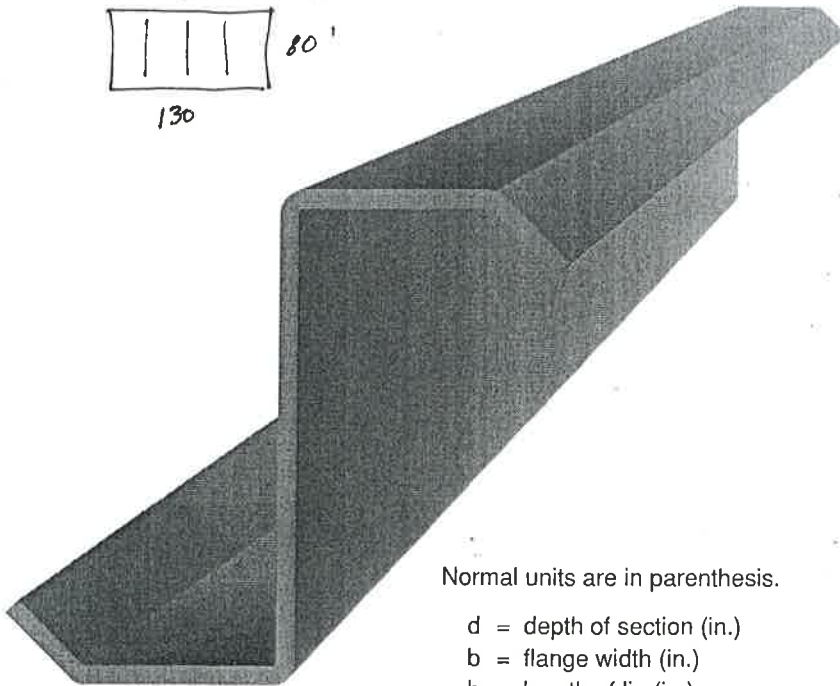
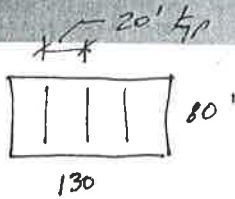
Snow Load
Correct Calc

$b = 130'$

$w = 40'$

$L P_g^{\text{min}}$ DOES NOT Apply
(7.3.4)

COLD FORMED "Z"



Normal units are in parenthesis.

d = depth of section (in.)
 b = flange width (in.)
 h = length of lip (in.)
 R = average bent radius (in.)
 t = steel thickness (in.)
 A = area of section (in.²)

C.G. = center of gravity
 S.C. = shear center

I_x = moment of inertia about X-X axis (in.⁴)
 S_x = elastic section modulus about X-X axis (in.³)
 r_x = radius of gyration about X-X axis (in.)
 I_y = moment of inertia about Y-Y axis (in.⁴)
 S_y = elastic section modulus about Y-Y axis (in.³)
 r_y = radius of gyration about Y-Y axis (in.)
 r_{min} = radius of gyration about Z-Z axis (in.)
 teta = angle between Z-Z axis and Y-Y axis (radians)

EXAMPLE:

Z 8 x 4.9
 Nominal depth = 8 in.
 Nominal weight = 4.9 plf

SECTIONS	DIMENSIONS				PROPERTIES									
	d	b	h	t	I _x	S _x	r _x	I _y	S _y	r _y	r _{min}	teta	A	
Z 6 x 3.0	6	3	0.95	0.060	4.825	1.373	2.437	2.145	0.623	1.625	0.924	-0.535	0.81	
Z 6 x 3.6	6	3	0.95	0.075	5.975	1.792	2.430	2.653	0.772	1.619	0.920	-0.535	1.01	
Z 6 x 4.3	6	3	0.95	0.090	7.101	2.216	2.423	3.143	0.916	1.612	0.916	-0.534	1.21	
Z 6 x 5.1	6	3	0.95	0.105	8.203	2.689	2.417	3.619	1.057	1.605	0.912	-0.533	1.40	
Z 6 x 5.8	6	3	0.95	0.120	9.283	3.094	2.410	4.082	1.195	1.598	0.908	-0.532	1.60	
Z 6 x 6.5	6	3	0.95	0.135	10.340	3.447	2.403	4.533	1.330	1.591	0.904	-0.532	1.79	
Z 8 x 3.4	8	3	0.95	0.060	9.355	1.904	3.168	2.145	0.623	1.517	0.954	-0.372	0.93	
Z 8 x 4.2	8	3	0.95	0.075	11.603	2.524	3.160	2.653	0.772	1.511	0.950	-0.372	1.16	
Z 8 x 4.9	8	3	0.95	0.090	13.810	3.214	3.153	3.143	0.916	1.504	0.946	-0.371	1.39	
Z 8 x 5.9	8	3	0.95	0.105	15.980	3.927	3.146	3.619	1.057	1.497	0.942	-0.370	1.61	
Z 8 x 6.7	8	3	0.95	0.120	18.114	4.528	3.139	4.082	1.195	1.490	0.937	-0.369	1.84	
Z 8 x 7.5	8	3	0.95	0.135	20.210	5.053	3.131	4.533	1.330	1.483	0.933	-0.368	2.06	
Z 9 x 4.4	9	3	0.95	0.075	15.270	2.885	3.514	2.653	0.772	1.465	0.952	-0.318	1.24	
Z 9 x 5.2	9	3	0.95	0.090	18.185	3.692	3.506	3.143	0.916	1.458	0.948	-0.317	1.48	
Z 9 x 6.2	9	3	0.95	0.105	21.054	4.596	3.499	3.619	1.057	1.451	0.943	-0.316	1.72	
Z 9 x 7.1	9	3	0.95	0.120	23.879	5.306	3.492	4.082	1.195	1.444	0.939	-0.315	1.96	
Z 9 x 8.0	9	3	0.95	0.135	26.658	5.924	3.484	4.533	1.330	1.437	0.935	-0.314	2.20	
Z 10 x 4.6	10	3	0.95	0.075	19.555	3.247	3.861	2.653	0.772	1.422	0.949	-0.276	1.31	
Z 10 x 5.5	10	3	0.95	0.090	23.299	4.170	3.854	3.143	0.916	1.415	0.945	-0.275	1.57	
Z 10 x 6.6	10	3	0.95	0.105	26.989	5.215	3.846	3.619	1.057	1.408	0.941	-0.274	1.82	
Z 10 x 7.5	10	3	0.95	0.120	30.623	6.125	3.838	4.082	1.195	1.401	0.936	-0.273	2.08	
Z 10 x 8.4	10	3	0.95	0.135	34.204	6.841	3.831	4.533	1.330	1.394	0.932	-0.272	2.33	
Z 12 x 5.2	12	3	0.95	0.075	30.132	3.969	4.540	2.653	0.772	1.347	0.938	-0.214	1.46	
Z 12 x 6.2	12	3	0.95	0.090	35.928	5.127	4.532	3.143	0.916	1.340	0.933	-0.214	1.75	
Z 12 x 7.3	12	3	0.95	0.105	41.648	6.455	4.524	3.619	1.057	1.334	0.929	-0.213	2.03	
Z 12 x 8.3	12	3	0.95	0.120	47.292	7.664	4.516	4.082	1.195	1.327	0.925	-0.212	2.32	
Z 12 x 9.4	12	3	0.95	0.135	52.862	8.745	4.508	4.533	1.330	1.320	0.920	-0.211	2.60	
Z 14 x 6.8	14	3	0.95	0.090	52.055	6.082	5.195	3.143	0.916	1.276	0.918	-0.172	1.929	
Z 14 x 8.0	14	3	0.95	0.105	60.378	7.696	5.186	3.619	1.057	1.270	0.913	-0.171	2.245	
Z 14 x 9.1	14	3	0.95	0.120	68.601	9.187	5.178	4.082	1.195	1.263	0.909	-0.170	2.559	
Z 14 x 10.3	14	3	0.95	0.135	76.724	10.539	5.169	4.533	1.330	1.257	0.904	-0.170	2.871	

Street/Stormwater Department**Keith Kundtz****614-322-5800 Phone****ORDINANCE REQUEST****DATE: June 25, 2018****TO: Public Service and Transportation Committee**

RE: ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 20-18 PASSED February 26, 2018 REGARDING ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE ONE (1) PICK-UP TRUCK AND RELATED EQUIPMENT FOR THE MECHANIC DEPARTMENT; AND DECLARING AN EMERGENCY

Approval:

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

Emergency/Suspension: Emergency

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

Statement of necessity: Vendor went out of business, need to make the purchase asap.

Authorize the mayor to enter into contract with Coughlin Chevrolet of Pataskala to purchase one (1) Cheverolet pickup truck and related equipment. The funds are appropriated in the Mechanic Department 2018 budget; account #110-290-5632 Total cost not to exceed \$50,000.



Coughlin Automotive LLC

Jeff Haller | 614-440-4005 | jefflhaller@aol.com

9.b.a

[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

Quote Worksheet

	MSRP
Base Price	\$38,400.00
Dest Charge	\$1,395.00
Adjustments	\$0.00
Total Options	\$1,305.00
Subtotal	\$41,100.00
8ft Monroe Service Body	\$6,356.00
Subtotal Pre-Tax Adjustments	\$6,356.00
Less Customer Discount	(\$10,554.40)
Subtotal Discount	(\$10,554.40)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$36,901.60
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$36,901.60

Dealer Signature / Date

Customer Signature / Date

Attachment: Coughlin (Repeal & Replace 20-18)

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Data Version: 5721. Data Updated: May 28, 2018 9:25:00 PM PDT.



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Jeff Haller | 614-440-4005 | jefflhaller@aol.com

9.b.a

[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

Selected Model and Options

MODEL

CODE	MODEL	MSR
CC25943	2018 Chevrolet Silverado 2500HD 2WD Crew Cab 167.7" Work Truck	\$38,400.00

COLORS

CODE	DESCRIPTION	MSR
GAZ	Summit White	\$0.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
5F9	Rear Camera Calibrations without Guidelines A calibration without guidelines will be flashed at the plant. Vehicle will not have a rear camera. Camera will be added by the upfitter. (Requires (ZW9) pickup box delete.)	0.00 lbs	0.00 lbs	\$50.00
—	Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more; (Included and only available with (UE1) OnStar.	0.00 lbs	0.00 lbs	Inc.
SFW	Back-up alarm calibration This calibration will allow installation of an aftermarket back up alarm. (Not available with SEO (8S3) back-up alarm or (UY2) trailer wiring provisions. Included with (ZW9) pickup box delete. Requires (E63) Pickup box.)	0.00 lbs	0.00 lbs	Inc.
UE1	OnStar and Chevrolet connected services capable; (Included with (PCN) Silverado HD Custom.	0.00 lbs	0.00 lbs	\$175.00

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[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
—	Capped Fuel Fill (Included and only available with (ZW9) pickup box delete or (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	Inc.
JL1	Trailer brake controller, integrated (Included with (PCN) Silverado HD Custom. With (E63) pickup box, requires available (Z82) trailering equipment. Available to order as a free flow option with (ZW9) pickup box delete or (9J4) rear bumper delete.)	0.00 lbs	0.00 lbs	\$275.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
9J4	Bumper, rear, delete (Included with (ZW9) pickup box delete.) *CREDIT*	0.00 lbs	0.00 lbs	Inc.
AKO	Glass, deep-tinted (Included and only available with (PCM) WT Convenience Package or (PCN) Silverado HD Custom.)	0.00 lbs	0.00 lbs	Inc.
DPN	Mirrors, outside heated power-adjustable vertical trailering, upper glass, manual-folding and extending, Black; Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Requires (PCM) WT Convenience Package or (PCN) Silverado HD Custom and includes (DD8) auto-dimming inside rearview mirror.)	0.00 lbs	0.00 lbs	\$350.00
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare. (Requires 17" wheels and tires.)	0.00 lbs	0.00 lbs	\$0.00
VK3	License plate kit, front	0.00 lbs	0.00 lbs	\$0.00

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[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
9L7	Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories	0.00 lbs	0.00 lbs	\$125.00
AQQ	Remote Keyless Entry (Included and only available with (PCM) WT Convenience Package or (PCN) Silverado HD Custom. Includes (A91) remote locking tailgate.)	0.00 lbs	0.00 lbs	Inc.
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DPN) outside heated power-adjustable vertical trailering mirrors.)	0.00 lbs	0.00 lbs	Inc.
KI4	Power outlet, 110-volt AC (Included and only available with (PCM) WT Convenience Package or (PCN) Silverado HD Custom.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
PCM	WT Convenience Package includes (AKO) tinted windows, (KI4) 110V outlet, (AQQ) Remote Keyless Entry, (A91) remote locking tailgate, and (DL8) outside, power-adjustable mirrors. (Upgradeable to (DPN) outside heated power-adjustable vertical trailering mirrors. Requires (DPN) outside heated power-adjustable vertical trailering mirrors when ordered with (ANQ) Alaskan Snow Plow Special Edition. Not available with (DF2) Mirror. If (ZW9) pickup box delete is ordered (A91) remote locking tailgate will not be included.)	0.00 lbs	0.00 lbs	\$670.00

ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
VV4	Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable internet connection for up to 7 devices, includes data trial for 1 month or 3GB (whichever comes first); (Included and only available with (UE1) OnStar.	0.00 lbs	0.00 lbs	Inc.

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[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.0

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	0.00 lbs	0.00 lbs	\$0.0

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.0

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.0

GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
GEH	GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943 or CC25903 model.)	0.00 lbs	0.00 lbs	\$0.0

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	0.00 lbs	0.00 lbs	\$0.0

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	0.00 lbs	0.00 lbs	\$0.0

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9.b.a

[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
IOB	Audio system, Chevrolet MyLink Radio with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones	0.00 lbs	0.00 lbs	\$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (STD)	0.00 lbs	0.00 lbs	\$0.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	0.00 lbs	0.00 lbs	\$0.00

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
PYN	Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. (STD)	0.00 lbs	0.00 lbs	\$0.00

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
QHJ	Tires, LT245/75R17E all-season, blackwall (STD)	0.00 lbs	0.00 lbs	\$0.00

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
ZHJ	Tire, spare LT245/75R17E all-season, blackwall (Included with (QHJ) LT245/75R17 all-season, blackwall tires. Available to order when (ZW9) pick-up box delete is ordered.)	0.00 lbs	0.00 lbs	\$335.00

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[Retail] 2018 Chevrolet Silverado 2500HD (CC25943) 2WD Crew Cab 167.7" Work Truck

BODY CODE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
ZW9	Pickup box, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, spare tire delete and spare tire carrier delete. If equipped, deletes capless fuel fill, (Z82) trailering equipment, (A91) remote locking tailgate, (A60) locking tailgate, (PPA) EZ-Lift and Lower tailgate, (SAF) tire carrier lock and (JL1) trailer brake controller. (Requires a long box model. Not available with (PCO) Essentials Package, LPO, or (PDO) Protection Package, LPO.) *CREDIT*	0.00 lbs	0.00 lbs	(\$675.00)

PAINT SCHEME

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
ZY1	Paint, solid	0.00 lbs	0.00 lbs	\$0.00
Options Total		0.00 lbs	0.00 lbs	\$1,305.00

Attachment: Coughlin (Repeal & Replace 20-18)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 5721. Data Updated: May 28, 2018 9:25:00 PM PDT.



Purchase Agreement

9.b.b

Joe Jackson
Jeff Wyler Chevrolet of Columbus
5885 Gender Road
Canal Winchester, OH 43110

Buyer	Co-Buyer	Vehicle
City Of Reynoldsburg Matt 7806 E MAIN ST REYNOLDSBURG, OH 43068 D: (614) 322-5805 smechanic@ci.reynoldsburg.oh.us		2017 Chevrolet Silverado 3500HD WT VIN: 1GB4KYCG1HF210459 Stock #: S90742 Mileage: 155 Color: Summit White

Purchase Details	
Retail Price:	\$49,960.00
Sales Price:	\$39,462.00
Savings:	\$10,498.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$18.50
Proc/Doc Fees:	\$0.00
Total Taxes	\$0.00
Total Sales Price:	\$39,480.50
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
Cash Price:	\$39,480.50

Attachment: Jeff Wyler (Repeal & Replace 20-18)

X

Customer Signature

Date

X

Manager Signature

Date

Disclaimer:

Printed 5/31/18 2:41 PM

All payments are approximate with approved credit. This does not constitute an offer from the dealership or imply credit approval.



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

Vehicle Description

**F-SERIES
SD**

**2018 F350 4X4S/CCCSR
6.2L EFI V-8 ENGINE
6 SPEED AUTO TRANS 6R140**

VIN 1FD8X3F68JE B93056

Exterior

OXFORD WHITE

Interior

MEDIUM EARTH GRAY VINYL 40/20/40 SEATS

Standard Equipment INCLUDED AT NO EXTRA CHARGE

EXTERIOR

. GRILLE - BLACK
. ROOF CLEARANCE LIGHTS
. TRAILER SWAY CONTROL
. WIPERS- INTERMITTENT

INTERIOR

SEAT
. BLACK VINYL FLOOR COVERING
. PARTICULATE AIR FILTER
. UPFITTER SWITCHES

FUNCTIONAL

BRAKING SYSTEM
. JEWEL EFFECT HEADLAMPS
. MONO BEAM COIL SPRING FRT
. STABILIZER BAR, FRONT/REAR

SAFETY/SECURITY

. BELT-MINDER CHIME
. 3YR/36,000 BUMPER / BUMPER
. 5YR/60,000 ROADSIDE ASSIST

. GLASS - SOLAR-TINTED
. HEADLAMPS -WIPER ACTIVATED
. TOW HOOKS
. TRAILER TOW WIRE HARNESS
. 60/40 FOLD-UP REAR BENCH
. AIR COND, MANUAL FRONT
. OUTSIDE TEMP DISPLAY
. TILT/TELESCOPE STR COLUMN
. VINYL SUN VISORS
. 4-WHEEL ANTI-LOCK DISC
. HILL START ASSIST
. MANUAL LOCKING HUBS
. SUSPENSION W/STAB BAR
. ADVANCETRAC WITH RSC
. SOS POST CRASH ALERT SYS

WARRANTY

. 5YR/60,000 POWERTRAIN

Price Information STANDARD VEHICLE PRICE

**MSRP
\$39,225**

Optional Equipment

2018 MODEL YEAR
OXFORD WHITE
MEDIUM EARTH GRAY VINYL
PREFERRED EQUIPMENT
PKG.630A
.XL TRIM
.AIR CONDITIONING -- CFC FREE
6.2L EFI V-8 ENGINE
6 SPEED AUTO TRANS 6R140
LT275/70R18E BSW ALL TERRAIN
3.73 ELECTRONIC LOCKING AXLE
JACK
POWER EQUIPMENT GROUP
TELESCOPING TT MIRR-POWER/HTD
XL DECOR PACKAGE
PLATFORM RUNNING BOARDS
11300# GVWR PACKAGE
ELECTRONIC SHIFT ON THE FLY
50 STATE EMISSIONS
SNOW PLOW PACKAGE
JOB #1 ORDER
SPARE TIRE AND WHEEL DELETE
TRAILER BRAKE CONTROLLER
CENTER HIGH MOUNT STOP LAMP
SYNC VOICE ACTIVATED
SYSTEMS
DAYTIME RUNNING LIGHTS
XL VALUE PACKAGE
.CRUISE CONTROL
.AM/FM STEREO CD/CLK

TOTAL VEHICLE & OPTIONS 42,880
DESTINATION & DELIVERY 1,295

TOTAL MSRP \$44,175

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".

Your Price on this unit including service fee
is \$48,197.00 delivered to you



RYAN WHEELER

Commercial Fleet Manager

ryanwheeler@ricart.com

www.ricart.com

Ricart Ford
4255 S HAMILTON RD
COLUMBUS, OH 43227

(740) 207-0091 phone
(614) 836-6267 main



Estimated Annual
Fuel Cost: \$

**CITY MPG
0
HIGHWAY
MPG
0**

Vehicle Engine Information

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between _ and _ mpg in the city and between _ and _ mpg on the highway. For Comparison Shopping all vehicles classified as have been issued mileage ratings from _ to _ mpg city and _ to _ mpg highway.

Attachment: Ricart (Repeal & Replace 20-18)



I N V O I C E

=====

ACE TRUCK BODY
PO BOX 459
GROVE CITY OH 43123-0459
614-871-3100

INVOICE #: CE22445

DATE: 03/13/18

Bill To: 18014

Ship To:

RICART AUTOMOTIVE GROUP
PO BOX 27130
4255 SO HAMILTON RD
COLUMBUS OH 43227

RICART AUTOMOTIVE GROUP
PO BOX 27130
4255 SO HAMILTON RD
COLUMBUS OH 43227

Make: 2018 FORD Model: F350 Color: WHITE GVWR: 11300 Lbs

VIN: 1FD8X3F68JEB93056

Reading Classic II Service Body
Body Serial Number 892183
Model U108 ASWHH WR, LH2, FF-QM
108" body length/76.5" overall width/14" deep compartments/48.5" floor width
All A-60 galvanneal steel construction
Acrylic E-Coat, 12 stage priming system
Hidden hinges with overlapping doors
Aluma-fill aluminum fuel fill box
Nitrogen strut door holders on all vertical doors
Complete stainless steel paddle handles with stainless steel rotary locks
Seamless wheelhouse panels
Rotary, double bitted door locks
Galvanized steel shelf package with shelves and dividers
Recessed taillights in end panels with stop and taillights
Exclusive dual-pro door seals
Body powder coated Reading white inside and outside
LED lights in end panels
Receiver hitch mounted under bumper
7-way RV style trailer plug
P77R pooched recessed bumper white
FMVSS108 lights

FT 52520

Attachment: Ricart (Repeal & Replace 20-18)

ORDINANCE NO. _____

PASSED: _____

ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 20-18 PASSED February 26, 2018 REGARDING ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE ONE (1) PICK-UP TRUCK AND RELATED EQUIPMENT FOR THE MECHANIC DEPARTMENT; AND DECLARING AN EMERGENCY

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

SECTION 1. That the Mayor be and is hereby authorized and directed to purchase from ~~Vision Automotive LLC, 20390 County Road 424, Defiance Oh 43512, one (1) Dodge Ram 2500~~ **COUGHLIN CHEVROLET OF PATASKALA 9000 E. BROAD ST. PATASKALA OH 43062, ONE (1) CHEVROLET PICK-UP TRUCK** and related equipment for the Mechanic Department for a total cost not to exceed fifty thousand dollars (\$50,000.00).

SECTION 2. ~~The purchase shall be made through the Ohio State Contract bid list Number #RS90118.~~ **THAT PURSUANT TO REYNOLDSBURG CITY CODE SECTION 175, COMPETITIVE BIDDING IS HEREBY SUSPENDED.**

SECTION 3. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government, and further to allow the purchase in a timely manner and to place the equipment into operation as soon as possible; wherefore upon adoption by Council this ordinance shall be in effect immediately upon signature by the Mayor.

Doug Joseph, President of Council

ATTEST: _____
April L. Beggerow, Clerk of Council

APPROVED: _____ DATE _____
Bradley L. McCloud, Mayor

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. ____ as passed by Council of said City on the ____ day of _____, and as recorded in the Record of Proceedings of said Council.

April L. Beggerow, Clerk of Council

Filed with Mayor: _____

Attachment: Repeal Replace 20-18 (Repeal & Replace 20-18)

Development Department

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

ORDINANCE REQUEST

DATE: **June 25, 2018**

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

RE: **Ordinance to Approve Payment of Services Performed Prior to the Auditor's Certification of Availability of Funds and Declaring an Emergency.**

Approval:

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

Vendor OHM

Description Misc. Contract Services

Invoice Date May 31, 2018

Amount \$4,178.75

PO No. 2018-1230

Invoice # 194446

Section 5407.41 (D) of the Ohio Revised Code states that, when a purchase of goods and services is made prior to the Auditor's certification of available funds, the Auditor shall prepare a certificate stating that funds were available at the time of the purchase and are till available at the time of the invoice for such purpose. The certificate shall be presented to City Council for its consideration of approval. Resulting legislation shall be passed within 30 days from receipt of the Auditor's certificate.

AUDITOR'S CERTIFICATION

"Then and Now"

Section 5705.41 (D) of the Ohio Revised Code states that, when a purchase of goods and services is made prior to the Auditor's certification of available funds, the Auditor shall prepare a certificate stating that funds were available at the time of the purchase and are still available at the time of receipt of the invoice for such purpose. The certificate shall be presented to City Council for its consideration of approval. Resulting legislation shall be passed within 30 days from receipt of the Auditor's certificate.

I do hereby certify that the amount of \$ 4178.75 has been appropriated and was available in the treasury at the date of purchase April 2018 and is still available as of 6-13-2018 for the following purchase:

Purchase Order # <u>2018-1230</u>	Date of Invoice <u>5-31-2018</u>
Vendor <u>OHm</u>	Description <u>Planning Services</u>
Invoice # <u>1944416</u>	Account # <u>110.580.5339</u>

Stephen M. Cwick
City Auditor

6.15.18
Date

Attachment: Then and Now (Then & Now)



City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, OH 43068

Invoice Date: 05/31/2018
 Invoice #: 194446
 Project: 0012-18-0010

Project Name: Reynoldsburg - Ongoing Planning Services

For Professional Services Rendered through: 5/19/2018

Professional Fees

4,178.75

Amount Due This Invoice ** 4,178.75

Attachment: Then and Now (Then & Now)

REMIT TO:

OHM Advisors
 34000 PLYMOUTH RD
 LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
 F 734.522.6427

OHM-Advisors.com



City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Invoice Date: 05/31/2018
Invoice #: 194446
Project: 0012-18-0010

Professional Fees

Fixed Rates Labor

<i>Classification / Employee Name</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Administrative Support				
CARLY COURTNEY	4/2/2018	0.25	65.0000	16.25
Planner I				
CONOR WILLIS	4/13/2018	2.00	80.0000	160.00
	4/17/2018	1.00	80.0000	80.00
	4/18/2018	1.00	80.0000	80.00
	4/19/2018	2.00	80.0000	160.00
	4/24/2018	3.00	80.0000	240.00
	4/25/2018	1.00	80.0000	80.00
	4/26/2018	2.00	80.0000	160.00
	5/3/2018	6.00	80.0000	480.00
	5/4/2018	2.00	80.0000	160.00
	Subtotal	20.00		1,600.00
Planner IV				
AARON DOMINI	4/13/2018	1.00	155.0000	155.00
	4/19/2018	1.00	155.0000	155.00
	4/23/2018	1.00	155.0000	155.00
	4/27/2018	1.00	155.0000	155.00
	5/3/2018	1.00	155.0000	155.00
	Subtotal	5.00		775.00
Professional Engineer/Architect I				
RICHARD FAY	4/12/2018	1.50	130.0000	195.00
	4/13/2018	1.00	130.0000	130.00
	4/17/2018	3.00	130.0000	390.00
	4/24/2018	1.00	130.0000	130.00
	4/25/2018	2.00	130.0000	260.00
	4/27/2018	2.00	130.0000	260.00
	5/3/2018	1.00	130.0000	130.00
	5/4/2018	1.00	130.0000	130.00
	5/11/2018	1.25	130.0000	162.50
	Subtotal	13.75		1,787.50
Fixed Rates Labor subtotal		39.00		4,178.75

Attachment: Then and Now (Then & Now)

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



Total Professional Fees	4,178.75
Total Project: 0012180010 - Reynoldsburg - Ongoing Planning Services	4,178.75

Attachment: Then and Now (Then & Now)

REMIT TO:**OHM Advisors**34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512**T** 734.522.6711
F 734.522.6427

OHM-Advisors.com

Ship To

City of Reynoldsburg-Development
7232 E. Main Street
REYNOLDSBURG, OH 43068

Bill To

City of Reynoldsburg-Development
7232 E. Main Street
REYNOLDSBURG, OH 43068

Purchase Order **10.a.a**
No. 2018-00001230

DATE 06/15/2018

VENDOR 267 - OHM ADVISORS

Contact

OHM ADVISORS
34000 PLYMOUTH ROAD
LAVONIA, MI 48150



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: Melissa Butler

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services 110.580.5339 - Misc Contract Services 9,900.00	9,900.0000	\$9,900.00
TOTAL DUE				\$9,900.00

Attachment: Then and Now (Then & Now)

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

Police Department**David Plesich****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST**

DATE: June 25, 2018

TO: Public Safety, Law and Courts Committee

RE: Ordinance Authorizing and Directing the Mayor to Enter into Lease Agreement with Modern Office Methods Dba Document Solutions for Two Copiers for Police Department.

Approval:

Skipped Brad McCloud	Skipped Jed Hood	Skipped Stephen Cicak
-------------------------	---------------------	--------------------------

The Reynoldsburg Police Department is seeking permission for the Mayor to enter into a new contract with Modern Office Methods to replace an existing copier contract which will expire in August 2018. The new contract will cost \$573.88 per month, less than our current contract. I have attached documentation regarding the new copier.

DOCUMENT MANAGEMENT AGREEMENT

APPLICATION NO.

AGREEMENT

10.b.a

4747 Lake Forest Drive • Cincinnati, OH 45242 • Phone: 513.791.0909 • Fax: 513.791.0985

The words **Lessee, you** and **your** refer to **Customer**. The words **Lessor, we, us** and **our** refer to **Modern Office Methods, Inc. dba Document Solutions**.

CUSTOMER INFORMATION

FULL LEGAL NAME City of Reynoldsburg Police Department			STREET ADDRESS 7240 E Main St	
CITY Reynoldsburg	STATE Oh	ZIP 43068	PHONE 614-322-6800	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	E-MAIL	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

EQUIPMENT WITH INDEPENDENT MINIMUMS

MAKE/MODEL/ACCESSORIES	SERIAL NO.	MONTHLY PAYMENT*	B&W IMPRESSIONS INCLUDED / MONTH	COLOR IMPRESSIONS INCLUDED / MONTH	B&W OVERAGES*	COLOR OVERAGES*	STARTING METER - B&W	STARTING METER - COLOR
Canon iR-C5560i II		573.88	5525	2500	.0076	.05		
					(fixed)	(fixed)		

OR

EQUIPMENT WITH CONSOLIDATED MINIMUMS

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER - B&W	STARTING METER - COLOR

Monthly Payment* \$ _____ B&W Impressions per Month _____ B&W Overages* \$ _____
Color Impressions per Month _____ Color Overages* \$ _____

TERM AND PAYMENT SCHEDULE

Term in 60 Months The contract payment ("Payment") period is monthly unless otherwise indicated. **plus applicable taxes*
METER READINGS VERIFIED: **B&W - QUARTERLY** **COLOR - QUARTERLY** ☐ See the attached Schedule "A" ☐ See the attached Billing Schedule
By initialing here, you agree that service and supplies are not included in this Agreement.

END OF AGREEMENT OPTIONS

You will have the following option at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. To the extent that any purchase option indicates the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use. 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

LESSOR ACCEPTANCE

Modern Office Methods, Inc.
dba Document Solutions
LESSOR SIGNATURE TITLE DATED

CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto.

City of Reynoldsburg Police Department
CUSTOMER (as referenced above) SIGNATURE TITLE DATED

31-6400909

FEDERAL TAX I.D. #

PRINT NAME

CONTINUING GUARANTY

You unconditionally and absolutely, jointly and severally, guarantee that Customer will fully and promptly pay and perform all obligations under the Agreement and any addendums and supplements thereto. This continuing Guaranty shall not be revoked by your death, bankruptcy, incompetency or insolvency. You may not terminate or revoke this Guaranty without written notice to us, and this Guaranty shall continue in full force and effect with regard to all of Customer's obligations arising prior to the date of such notice. We may make changes, including compromise or settlement, with the Customer, and you waive abatement, setoff, defense or counterclaim for any reason and all notice of any changes or default. It is not necessary for us to proceed first against the Customer before enforcing this Guaranty. You certify that the financial information you have given us is true, complete and accurate in all material respects. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents. Without our prior written consent, you will not transfer your obligations under this Guaranty or all or substantially all your assets to anyone. This Guaranty will be binding on your estate, successors and assigns. We may assign this Guaranty without notice. The undersigned, as to this guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by Lessor or Lessor's assignee related to this guaranty and the Agreement. BOTH PARTIES IRREVOCABLY WAIVE ALL RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED HERETO.

PRINT NAME OF GUARANTOR SIGNATURE (AS AN INDIVIDUAL) HOME PHONE DATED

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated) on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us. If service and supplies are not included, this Agreement will start on the date we pay the supplier and interim rent/date adjustments will be in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Agreement start date and the first Payment due date. This Agreement will automatically renew for 12-month term(s) until you purchase or return the Equipment (according to the conditions herein) and send us written notice between 90 and 150 days (before the end of any term) that you do not want it renewed. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. You shall deliver all information requested by us which we deem reasonably necessary to determine financial condition and faithful performance of the terms herein.

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expense that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we may (A) secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us an amount for the premium which may be higher than the premium that you would pay if you placed the insurance independently and an insurance fee which may result in a profit to us through an investment in reinsurance; or (B) charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus anticipated purchase price of the Equipment (both discounted at 4%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** Without our prior written consent, you shall not reorganize, merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us. You cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves, liquidates, reorganizes, merges, or transfers all or a substantial part of its assets, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed to us by you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Fin Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 512 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **SIGNATURES, ADDITIONAL DOCUMENTS, MISC.:** The parties agree that the original of this Agreement for enforcement and perfection purposes shall be that copy which bears your original, facsimile, or handwritten computer generated signature, and which bears our original signature, and such original shall constitute "Tangible Chattel Paper" under the UCC. You agree to execute any further documents that we may request to carry out the intent and purpose of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, pre-recorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. Those calls and messages may incur access fees from your provider.

8. **WARRANTY DISCLAIMERS:** YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND FINANCED ITEMS.

9. **LAW, JURY WAIVER:** Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable. This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.

10. **MAINTENANCE AND SUPPLIES:** This Document Management Agreement includes full service, parts and labor, drum, developer, toner, toner waste bag (paper, transparency film, staples, labels and any item not specifically listed but included in the plan, but may be purchased through us). You shall be responsible for ordering and maintaining an adequate inventory of consumable supplies. No more than 60 days' average usage should be kept on hand at all times. A meter read and serial number will be requested at time of order. You agree to use consumable supplies ordered hereunder only in connection with Equipment subject to this Agreement. We shall review, from time to time, the consumable supplies ordered by and shipped to you and the actual impression volume made on Equipment covered by this Agreement. In the event of a significant variance between the amount and/or type of consumable supplies ordered and the type and/or impression volume made on such Equipment we shall have the right to charge you for any variance in excess of 20%. Variance will be calculated using manufacturer's recommended yield. All supplies in possession belong to Modern Office Methods, Inc. dba Document Solutions and will be made available to us if this Agreement is canceled for any reason, including non-payment. Such returned consumable supplies will not be credited to your account. If this Agreement expires or is terminated, we shall be permitted to pick-up the quantity of unused consumable supplies which are in your inventory for use in connection with the unit(s) of Equipment subject to such expiration/termination Agreement. (A) Scope of Coverage: This Agreement covers all labor and materials for adjustment (excluding densitometer), repair and/or replacement of parts necessitated by the normal use of the Equipment, except as provided herein. Damage to the Equipment or its parts arising from misuse, abuse, negligence or cause beyond our control, such as use beyond buyers' lab recommended volume or Acts of God, are not covered and will be charged to you at the current per call Modern Office Methods, Inc. dba Document Solutions' service rate. In addition, we may terminate this Agreement in the event the Equipment is modified, damaged, altered or serviced by personnel other than authorized by us, or the parts or supplies used are not authorized by us. (B) Service Calls: Service Calls under this Agreement will be made during normal business hours (Monday through Friday, 8:00 a.m. - 5:00 p.m.) by the authorized service center in the area of the installation address shown on the face of this Agreement. Travel and labor time for calls made outside of normal business hours, on weekends or holidays, if available, will be charged at the overtime rate in effect at the time the call is made. All toner included in the Agreement is based off manufacturer's stated yields, at 6% coverage. We may charge you a supply freight fee to cover our costs of shipping supplies to you. All 11" impressions will count as two meter impressions per side. If third-party hardware and/or software maintenance support for the Equipment is required by you, you understand that the support plan for such third-party maintenance has been acquired by us on your behalf and payment for such support is included in the Payment for the term specified on this Agreement. Such third-party maintenance will be performed by a third-party vendor. For third-party maintenance, please refer to the terms and conditions of the agreement(s) with the third-party vendor. Furthermore, the third-party maintenance support will begin with the third-party shipment date to us.

11. **OVERAGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures including, but not limited to, providing us with periodic meter readings on the Equipment. At the end of the first 12 months of commencement of this Agreement, and once each successive 12-month period thereafter, we may increase the Payment and the per impression charge that exceeds the number of impressions originally designated in this Agreement ("Overages") by a maximum of 15% of the existing per impression charge.

12. **UPGRADE AND DOWNGRADE PROVISION:** AFTER COMMENCEMENT OF THE AGREEMENT AND UPON YOUR WRITTEN REQUEST, AT OUR SOLE DISCRETION, WE MAY REVIEW YOUR IMPRESSION VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING THE EQUIPMENT TO ACCOMMODATE YOUR BUSINESS NEEDS.

13. **METER READING:** You agree to comply with any billing procedures designated by us, including notifying us of the meter reading at the end of each month. If after two notices, through no fault of Modern Office Methods, Inc. Document Solutions, we are unable to get a meter reading, we may estimate the reading and bill you accordingly. You will pay the invoice based on the estimated read. An adjustment will be made on a future invoice to reflect any difference between the estimated and actual read.

14. **TRANSITION BILLING:** In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the start date of this Agreement (the "Effective Date") will be a date after the certificate of acceptance of the Equipment, as shown on the first invoice. The payment for this transition period will be based on the base minimum usage payment, prorated on a 30-day calendar month, and will be added to your first monthly Payment.

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 25, 2018**

TO: **Public Service and Transportation Committee**

RE: ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN
AGREEMENT WITH EMH&T FOR THE ENGINEERING AND
MANAGEMENT OF SEWER LINE CCTV AND MANHOLE
INSPECTIONS.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Request legislation for the Mayor to accept proposal with EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 for the engineering, management of sewer main CCTV, reviewing of CCTV videos and manhole inspections.

This scope of work includes closed circuit televising (CCTV) of the sewer located in the vicinity of the East Main St and Brice Rd. Intersection and the areas just north of Rocky Den Rd.

Manhole inspections will be performed as a portion of the City's Sanitary Sewer Collection System.

Request authorization to proceed with this proposal in the amount of \$113,344.00 from account 720.736.5365 which was approved in the 2018 budget.



Engineers, Surveyors, Planners, Scientists

January 25, 2018

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

**Re: City of Reynoldsburg 2018 Sewer Inspection and Cleaning
Proposal for Professional Services**

Dear Mr. Sampson:

The sewer inspection and cleaning work included in this proposal will assist the City in meeting its obligations under the Ohio EPA Directors Findings and Orders to clean and inspect the City's sewer system annually. This scope of work includes closed circuit televising (CCTV) of the sewers located in the vicinity of the East Main Street and Brice Road Intersection and the area just north of Rocky Den Road. In addition, manhole inspections will be performed in a portion of the City's sanitary sewer collection system. Please refer to the attached exhibits for schematics of the proposed study areas. These investigations will identify significant deficiencies and culminate in a report which summarizes the deficiencies as well as any recommended improvements to the sanitary collection system.

SCOPE OF SERVICES

EMH&T will provide the following engineering services:

1. System Characterization and Management
 - a. Conduct project meetings with the City to include a kick-off meeting, progress meetings (when needed), and a presentation of findings and recommendations.
 - b. Review of existing site conditions, Record Plans, tributary areas, sewer capacities, and right-of-way; and coordination with the City of Reynoldsburg.
 - c. Prepare field exhibits for use by inspection personnel.
 - d. Conduct periodic site visits during televising, cleaning, and manhole inspections.
2. CCTV Field Investigations
 - a. EMH&T's Infratechnologies Division will perform internal pipe inspection (CCTV) on approximately 12,850 linear feet of 8-in, 10-in, and 15-in sanitary sewer.
 - b. The CCTV task includes regular cleaning activities and assumes the following:
 - i. Manholes are accessible to cleaning and inspection equipment. City crews will be available to assist in providing access if needed.
 - ii. No bypass pumping will be performed. It is understood that CCTV may need to occur during off peak hours.

- iii. Manhole lids are removable and there are no obstructions to man entry.
- iv. Debris will be disposed of at the wastewater treatment facility and there are no provisions in this proposal for handling hazardous wastes.
- v. City of Reynoldsburg will provide water from a hydrant near the project site.
- vi. Maintenance of traffic beyond cones and truck flashers is not included in the scope of services.
- c. A contingency for 24-hours of heavy cleaning/root removal is included in this scope of services to be used in the event that the sewers are not passable by the CCTV camera. In the event that heavy cleaning or root cutting exceeds 24 hours, EMH&T will coordinate with the City on options / fee for any additional work.
- d. One copy of CCTV logs and flash drives will be provided to the City upon completion of work.
- e. All CCTV will be conducted in accordance with Pipeline Assessment and Certification Program (PACP) standards and the observed defects will be graded accordingly.
- f. The following is a summary of unit costs for the CCTV scope of services:

Description	2015 Unit Price	Units
8-in	\$2.50	Lin. Ft.
10-in	\$2.75	Lin. Ft.
15-in	\$3.00	Lin. Ft.
Heavy Cleaning	\$195.00	Hour

3. Manhole Inspections

- a. EMH&T's Infratechnologies Division will conduct up to 735 manhole inspections (see attached Manhole Inspection Exhibit) using the City's simplified inspection form. The City's simplified manhole inspection form will be imported directly to GIS.
 - b. These forms will be linked to the City's GIS through EMH&T's GIS update contract.
 - c. In assessing the sanitary sewer collection system in Reynoldsburg, a physical assessment and GPS survey of the manhole will be conducted that includes photographs, physical measurements, and condition assessments will be made for each manhole
 - d. In the event that manholes cannot be located in the field (possibly buried or under structures), EMH&T will coordinate with the City for assistance in locating and accessing the manholes.
4. Data Analysis and Reporting
- a. The CCTV data will be reviewed with respect to structural or operation and maintenance defects. The pipes and defects will be scored based on PACP standards.

- b. Upon the completion of the field services, manhole inspection forms will be prepared. EMH&T will process and evaluate manhole inspections.
- c. Prepare exhibits for the existing conditions in the study area. Exhibits will also be prepared documenting findings and deficiencies in the collection system. Finally, exhibits will be prepared to outline the recommended improvements in the inspection area.
- d. The City's Capital Improvement Project list will be updated based on rehabilitation or replacement recommendations for the study area. Probable project cost estimates will be prepared for all rehab or replacement recommendations.
- e. A summary report will be prepared. One (1) copy of the report will be submitted to the City. This report will include a summary of the field data analysis, recommendations for further improvements/rehabilitation or additional analysis to be made to this portion of the collection system, updated Capital Improvement Project list, and probable project cost estimates.

No field survey or construction plans are included as part of this scope. If emergency repairs are needed, then an additional scope and fee may be necessary to cover the cost of those services.

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 One Hundred Thirteen Thousand, Three Hundred Forty-four Dollars and no cents (\$113,344.00) without prior authorization from the City. Invoices will be submitted monthly, based on the progress of the work, and are payable upon receipt. Should this scope increase to incorporate additional investigations or heavy cleaning, additional fees may be necessary to cover the cost of professional services.

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
1. System Characterization and Management	\$6,692.00
2. CCTV Field Investigations	\$37,520.00
a. CCTV and Regular Cleaning for 8-in Sewer (12,300LF @ \$2.50/LF)	(\$30,750.00)
b. CCTV and Regular Cleaning for 10-in Sewer (250LF @ \$2.75/LF)	(\$687.00)
c. CCTV and Regular Cleaning for 15-in Sewer (301LF @ \$3.00/LF)	(\$903.00)
d. Cleaning and Root Cutting (Contingency Item, 24 Hours @ 195.00/Hr)	(\$4,680.00)
e. CCTV Reimbursable Expenses	(\$500.00)
Manhole Inspections (725 MH @ \$60 / MH)	\$43,500.00
Data Analysis and Reporting	\$25,632.00
TOTAL FEE	\$113,344.00

SCHEDULE

EMH&T is prepared to begin work upon receipt of a authorization from the City of Reynoldsburg. A detailed schedule for field activities and office work will be prepared and submitted to the City at a project kick-off meeting.

If this description and 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
Senior Project Manager

Attachments: Exhibit 1 – 2018 CCTV Efforts Exhibit (2 Pages)
Exhibit 2 – Manhole Inspection Exhibit (1 Page)

Acceptance and Authorization to Proceed:

Authorized Signature/Date

PO Number/Date

Print Name

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 25, 2018**

TO: **Public Service and Transportation Committee**

RE: ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EMH&T FOR THE ENGINEERING PLANS, AND PREPARE BID DOCUMENTS FOR THE 2018 GRAHAM/MAIN AREA AND NORTHFIELD/COTTINGHAM AREA SEWER IMPROVEMENTS PROJECT, AND APPROPRIATING FUNDS THEREFOR.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Capacity Assessment and Sanitary Sewer Evaluation Study that was completed as part of the City's response to the Ohio EPA Director's Findings and Orders (DFFO).

Installation of 5,000 linear feet of 8 inch, 350 linear feet of 10 inch, and 890 linear feet of 12 inch cured-in-place pipe

Replacement of a section or potentially multiple sections of sewer along Broadwyn Drive

Rehabilitation and repairs to aged and deteriorated manholes

Request legislation for the Mayor to accept proposal with EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 for the engineering, plans, prepare bid document, supply bid documents for distribution, advertise for bids received and preparation of bid tabs for the 2018 Area Sewer Project for a contract amount of \$39,510.00.

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

Request appropriation of \$39,510.00 for engineering services from Sewer CIP Account 720.000.0000.5622 to account 720.000.0165.5622 - 2018 Sanitary Sewer Rehab Project.

CIP BALANCES

Sewer:
2014-1223 24,500.50

Available 09/30/15 **124,718.66**

4th Qtr 2015 receipts +31 adj 94,785.53

Available 12/31/2015 **219,504.19**

Ord 11-16 2016 Manhole Project #152 -11,775.00

Receipts Thru 06/30/16-appropriated July 2016 187,564.50

2016 Manhole Rehab ord 65-16 -60,252.00

2016 Manhole Rehab ord 66-16 -10,563.00

Sub-total **324,478.69**

Add back closed PO Balances:

2015-895 inspection ord 33-15 43.87

2015-952 contingency ord 34-15 30,654.75

Sub-total **355,177.31**

2017 Rocky Den/Fox Project ord 96-16 -31,218.00

Final Appropriation at eoy 2016 **323,959.31**

Receipts July 16-Dec 16 193,979.49 517,938.80

Receipts Jan 17-April, 2017 123,613.76

Total CIP Appropriation 04/30/17 **641,552.56**

Ord 54-17 Rocky Den -264,842.00

Ord 55-17 Rocky Den -35,354.00

Balance June 30, 2017 **341,356.56**

CIP BALANCES

Sewer:	
Receipts May, 2017-Sept, 2017	157,313.32
Balance as of Sept. 30, 2017	498,669.88
Receipts October-December, 2017	95,749.05
Balance as of Dec. 31, 2017	594,418.93

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

DATE: June 25, 2018**TO: Finance and Administration Committee****RE: Ordinance Making Supplemental Appropriation for Debt Service Payment**

Approval:

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

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

For the completion of the Livingston Ave OWPC project

Payment is due 12/31/2018

Lea's lativ

310.991.5414

Stat Ohio

Public Works Commission**Loan Amortization Schedule**

Reynoldsburg City

1 Ave: Brice Rd To Lancaster Ave

i.26 Interest Rate (percent): 0.0

Loan Term (years): 18.0

Schedule CC06S-0-00

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

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

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

DATE: **June 25, 2018**

TO: **Finance and Administration Committee**

RE: **Resolution Adopting the Tax Budget for the City of Reynoldsburg
Ohio, for the Fiscal Year Beginning January 1, 2019; AND
DECLARING AN EMERGENCY.**

Approval:

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

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

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

Emergency adoption requested upon third reading.

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

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TOTAL REVENUE

DESCRIPTION

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

Intergovernmental Revenues

State Shared Taxes and Permits

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

Federal Grants or Aid

State Grants or Aid

Other Grants or Aid

Total Intergovernmental Revenues

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

Special Assessments

Charges For Services

Fines, Licenses, and Permits

Miscellaneous - Interest

Other Financing Sources:

Proceeds from Sale of Debt

Transfers

Advances

Other sources

TOTAL REVENUE

	150,908	166,021	51,846	76,983	96,561	82,980	94,544	76,389	77,057	95,200	95,200
	737,140	781,430	839,528	675,836	826,234	799,162	691,993	646,972	741,560	750,000	775,000
	471,116	200,101	213,951	154,745	130,015	144,758	175,494	143,680	234,311	275,000	325,000
	329,528	413,298	481,703	629,950	630,497	897,066	1,060,463	881,207	1,216,997	800,000	850,000
	12,383,471	11,899,943	13,528,420	14,008,320	13,634,251	14,358,020	16,148,664	15,390,272	17,101,346	17,837,400	18,582,400

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

DESCRIPTION

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

Transportation

Personal Services
Travel Transportation
Contractual Services
Supplies and Materials
Capital Outlay

Total Transportation

General Government

Personal Services
Travel Transportation
Contractual Services
Supplies and Materials
Capital Outlay

Total General Government

Debt Service

Redemption of Principal
Interest
Other Debt Service

Total Debt Service

Other Uses of Funds

Transfers
Advances
Contingencies
Other Uses of Funds

Total Other Uses of Funds

TOTAL EXPENDITURES

13,502,177	13,658,958	13,086,016	13,489,510	13,602,477	14,303,027	14,741,735	15,819,709	15,901,486	20,047,511	17,960,898
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Revenues Over (Under) Expenditures

(1,118,706)	(1,759,015)	442,404	518,810	31,774	54,993	1,406,929	(429,437)	1,199,860	(2,210,111)	621,502
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Beginning Cash Fund Balance

5,654,638	4,535,932	2,776,917	3,219,321	3,738,132	3,769,906	3,824,899	5,231,828	4,802,391	6,002,251	3,792,140
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Ending Cash Fund Balance

4,535,932	2,776,917	3,219,321	3,738,132	3,769,906	3,824,899	5,231,828	4,802,391	6,002,251	3,792,140	4,413,642
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Estimated Encumbrances (outstanding at year end)

295,864	333,296	325,827	329,824	425,682	269,171	403,065	518,275	651,499	400,000	400,000
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Estimated Ending Unencumbered Fund Balance

4,240,068	2,443,621	2,893,494	3,408,308	3,344,224	3,555,728	4,828,763	4,284,116	5,350,752	3,392,140	4,013,642
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Fund Balance % of expenditures

25%

Attachment: 20180607094407886 (2019 Tax Budget)

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

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

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

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

Attachment: 20180607094407886 (2019 Tax Budget)

STATEMENT OF PERMANENT IMPROVEMENTS

(Excludes Expenses to be Paid from Bond Issues)

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

Attachment: 20180607094407886 (2019 Tax Budget)

PURPOSE OF BONDS
AND NOTES

Authority for
Levy Outside
10 Mill Limit

Date of
Issue

Date
Due

Ordinance/
Resolution

Serial
or Term

Rate of
Interest

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

Amount Required
for Principal and
Interest 2019

Source Fund to Pay
Debt Payments

INSIDE 10 MILL LIMIT

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

OUTSIDE 10 MILL LIMIT:

TOTAL 0.00 0.00

Human Resources Dept.

Sandra Boller
 7232 E. Main Street
 Reynoldsburg OHIO 43068
 614-322-6868 Phone

ORDINANCE REQUEST

DATE: June 25, 2018

TO: Finance and Administration Committee

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

Approval:

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

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

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

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

June 27, 2017

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160.01 DEFINITIONS

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

ADA: Americans With Disabilities Act.

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

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

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

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

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

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

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

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

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

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

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

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

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

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

PERS: abbreviation for the Public Employees Retirement System.

PFDPE: abbreviation for the Ohio Police and Fireman's Disability and Pension Fund.

Pay Period: the official pay period shall be biweekly.

Pay Plan: schedule of compensation rates established for all classifications or positions in the City service.

Personnel Actions: a specific act by the City to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: such decisions include, but are not limited to: (1) recruitment, (2) selection, (3) placement, (4) testing, (5) training, (6) promotions and transfers, (7) layoff and recall, (8) removal, (9) disciplinary action, (10) employee benefits and compensation, and (11) tangible program services and benefits.

Position: group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within City. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Prevailing Pay Rate: rate of compensation in effect at any time.

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. Part-time service will be pro-rated for prior service credit purposes.

Promotion: change in position which results in an increase in an employee's compensation and responsibility.

Separation (except for cause): applies when the employee leaves the City service of his own volition.

Sick Leave: period of time granted by the Appointing Authority or appropriate designee due to inability of the employee to work because of physical or mental sickness, or injury due to an off-the-job accident.

Solicitation: act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Superintendent: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Supervisor.

Supervisor: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Superintendent.

Suspension: relief of an employee from duty without pay, usually for a short period of time as a disciplinary measure.

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

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

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

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

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

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

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

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

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

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

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

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

(e) PARKS & RECREATION DEPARTMENT

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

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

(f) POLICE DEPARTMENT

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

(g) SERVICE DEPARTMENT

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

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

160.03 SALARY SCHEDULE

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

(a) Full Time Employees

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

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

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

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

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

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

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

(c) Part Time Employee

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

(d) Seasonal Employee

1) Parks and Recreation Department:

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

2) Service Department

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

3) Street Department

Street Seasonal Laborer	\$9.00 - \$10.50 per hour
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(e) Occasional Labor/Independent Contract

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

(1) Parks and Recreation Department:

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

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 per hour

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

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

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

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

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

160.05 OVERTIME ELIGIBILITY

A. POLICY

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

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

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

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

160.06 OVERTIME PAY

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

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

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

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

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

160.07 LONGEVITY

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

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

<u>From</u> (Conclusion of):	<u>To</u> (Conclusion of):	
6 th year	9 th year	\$450.00 annually
10 th year	14 th year	\$500.00 annually
15 th year	19 th year	\$550.00 annually
20 th year	----	\$600.00 annually

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

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

1. Basis of the Overall Salary Schedule and Adjustments

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

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

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

2. Initial Pay Grade Assignments:

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

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

3. Promotions

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

4. Transfers and Certain Other Appointments

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

(b) INDIVIDUAL INCREASES

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

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

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

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

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

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

2. Employees whose pay is below the grade:

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

3. Employees whose pay is above the grade:

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

4. Performance That Does Not Meet or Exceed Acceptable Levels

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

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

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

5. Probationary Employees and New Employees

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

6. ~~Lieutenants~~

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

7. ~~Chief of Police~~

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

160.09 GROUP INSURANCE

(a) Each employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible employees and each newly elected official who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.
2. Effective January 1, 2008 for eligible employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement. ~~Any full-time employee or elected official who has received an annual city contribution into an~~

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

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

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

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

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

160.10 EDUCATIONAL ASSISTANCE

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

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

160.11 CITY CLOTHING PROVIDED

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

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

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

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

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

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

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

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

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

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

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

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

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****ORDINANCE REQUEST****DATE: June 25, 2018****TO: Development, Parks and Recreation Committee****RE: ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED
GENERAL FUND TO AN ACCOUNT IN THE PARKS &
RECREATION DEPARTMENT.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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A total of \$6,885 has been raised in sponsorship monies for the Parks and Recreation Department.

Requesting Council make the following appropriations from the unappropriated General Fund:

Appropriate \$1,000 into Account 110.340.5213 Maintenance Supplies

Appropriate \$2,785 into Account 110.340.5215 Recreational Supplies

Appropriate \$3,100 into Account 110.340.5303 Special Events

CT Consultants \$1,000

Fairfield National Bank 300

JAZ Dance & More 300

Cotner Funeral Home 2,500

Jolly Pirate 500

Tiger Sharks 150

Parks & Recreation Dept.
Donna Bauman
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6879 Phone

VFW	400
Target Corporation	1,000
Kim Ranney Photography	735
 Total	 \$6,885

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****ORDINANCE REQUEST**

DATE: **June 25, 2018**

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

RE: **Ordinance Appropriating Funds from Unappropriated General Fund
to an Account in the Parks & Recreation Department.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Request Council appropriate \$17,978.63 from the unappropriated General Fund to Account 110.340.5303, Community Events.

\$14,180.63 are carryover funds from the 2017 Farmers' Market (sponsorship and market fees).

The remaining \$3,798 are funds collected thus far in 2018 for sponsorship and market fees.

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

DATE: June 25, 2018**TO: Public Safety, Law and Courts Committee****RE: ORDINANCE ENACTING SECTION 305.10 ARREST OR CITATION
ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM
ANOTHER OFFICER OF CHAPTER 305 TRAFFIC CONTROL.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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See Attached.

Reynoldsburg Police Department

7240 East Main Street

Reynoldsburg, Ohio 43068

PROFESSIONALISM, TEAMWORK, DEDICATION**INTER-OFFICE COMMUNICATION**

Date: 04/12/2018

To: Jed Hood Law Director

From: James R Mosaic Director Public Safety

Regarding: Traffic ordinance

The Reynoldsburg Division of Police as part of its overall mission to improve the quality of life in the city has dedicated resources to traffic enforcement.

A review of the Codified Ordinances for the City of Reynoldsburg found that the following ordinance does not exist. While the Ohio Revised Code does have a similar section, officers routinely issues citations under city code and on occasion employ tactics that would be in accordance with the proposed ordinance. This ordinance would be beneficial as we continue to meet the expectations of the community.

Thank you for your input and support of this ordinance.

ARREST OR CITATION ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM ANOTHER OFFICER.

(a) The driver of any motor vehicle that has been checked by radar, or by any electrical or mechanical timing device to determine the speed of the motor vehicle over a measured distance of a highway or a measured distance of a private road or driveway, and found to be in violation of any of the provisions of Section 333.03 of the Reynoldsburg Codified Ordinances, may be arrested until a warrant can be obtained or may be issued a citation, provided the arresting or citing officer has observed the recording of the speed of the motor vehicle by the radio microwaves, electrical or mechanical timing device, or has received a radio message from the officer who observed the speed of the motor

Attachment: proposed traffic ordinance (Enact 305.10 Radio Message from Another Officer)

vehicle recorded by the radiomicrowaves, electrical or mechanical timing device; provided, if an arrest or citation is based on such a message, the radio message has been dispatched immediately after the speed of the motor vehicle was recorded and the law enforcement officer is furnished a description of the motor vehicle for proper identification and the recorded speed.

(b) If the driver of a motor vehicle being driven on a public street or highway of the City is observed violating any provision of Chapters 331 and 333 other than Section 333.03 of the Reynoldsburg City Ordinances by a law enforcement officer situated at any location, including in any type of airborne aircraft or airship, that law enforcement officer may send a radio message to another law enforcement officer, and the other law enforcement officer may arrest the driver of the motor vehicle until a warrant can be obtained or may issue the driver a citation for the violation; provided, if an arrest or citation is based on such a message, the radio message is dispatched immediately after the violation is observed and the law enforcement officer who observes the violation furnishes to the law enforcement officer who makes the arrest or issues the citation a description of the alleged violation and the motor vehicle for proper identification.

ORDINANCE NO. _____

PASSED: _____

ORDINANCE ENACTING SECTION 305.10 ARREST OR CITATION ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM ANOTHER OFFICER OF CHAPTER 305 TRAFFIC CONTROL.

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

SECTION 1. That Section 305.10 Arrest or Citation on Radar, Timing Device or Radio Message from Another Officer; of Chapter 305 Traffic Control of the Codified Ordinances be and is hereby enacted to read as set forth in Exhibit A attached hereto and incorporated herein.

See Exhibit "A" attached hereto and incorporated herein.

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

Doug Joseph, President of Council

ATTEST: _____
April L. Beggerow, Clerk of Council

APPROVED: _____ DATE _____
Bradley L. McCloud, Mayor

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. 01-18 as passed by Council of said City on the 8th day of January, 2018 and as recorded in the Record of Proceedings of said Council.

April L. Beggerow, Clerk of Council

Filed with Mayor: _____

Attachment: Enact 305.10 Radio Message from Another Officer (Enact 305.10 Radio Message from Another Officer)

Exhibit A

305.10 ARREST OR CITATION ON RADAR, TIMING DEVICE OR RADIO MESSAGE FROM ANOTHER OFFICER.

(a) The driver of any motor vehicle that has been checked by radar, or by any electrical or mechanical timing device to determine the speed of the motor vehicle over a measured distance of a highway or a measured distance of a private road or driveway, and found to be in violation of any of the provisions of Section 333.03 of the Reynoldsburg Codified Ordinances, may be arrested until a warrant can be obtained or may be issued a citation, provided the arresting or citing officer has observed the recording of the speed of the motor vehicle by the radio microwaves, electrical or mechanical timing device, or has received a radio message from the officer who observed the speed of the motor vehicle recorded by the radiomicrowaves, electrical or mechanical timing device; provided, if an arrest or citation is based on such a message, the radio message has been dispatched immediately after the speed of the motor vehicle was recorded and the law enforcement officer is furnished a description of the motor vehicle for proper identification and the recorded speed.

(b) If the driver of a motor vehicle being driven on a public street or highway of the City is observed violating any provision of Chapters 331 and 333 other than Section 333.03 of the Reynoldsburg City Ordinances by a law enforcement officer situated at any location, including in any type of airborne aircraft or airship, that law enforcement officer may send a radio message to another law enforcement officer, and the other law enforcement officer may arrest the driver of the motor vehicle until a warrant can be obtained or may issue the driver a citation for the violation; provided, if an arrest or citation is based on such a message, the radio message is dispatched immediately after the violation is observed and the law enforcement officer who observes the violation furnishes to the law enforcement officer who makes the arrest or issues the citation a description of the alleged violation and the motor vehicle for proper identification.

Development Department

Eric Snowden

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6829 Phone

ORDINANCE REQUEST

DATE: June 25, 2018

TO: Public Service and Transportation Committee

RE: ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF REYNOLDSBURG ADOPTED BY ORDINANCE NO. 131-95 ON NOVEMBER 27, 1995 AND AS SUBSEQUENTLY AMENDED: Changing the Zoning District of a 24.3 acre parcel on the west side of Taylor Road known as 9366 Taylor Road SW, and 9370 Taylor Road SW, Reynoldsburg, Ohio, from AR-2 Multiple Family Residence District and CC Community Commerce District to PND Planned Neighborhood Development District.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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See attached application.



Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Application #: 181277
Permit #:
Date Submitted: 12/29/17
Fee Amount: \$1800.00
~~\$8000.00~~
☒ Paid:

PLANNING COMMISSION APPLICATION

II. PROPERTY INFORMATION		
Property Address: 9366, 9370 Taylor Road SW, 9333 Taylor Chase		FOR DISTRICT CHANGE ONLY
Description of Location: West side of Taylor Road, North of East Main/Kroger		
Parcel ID(s): 200512080038925, 201006090010881, 187-0235		
Number of Lots: 3	Present Zoning: CC/AR-2c	
Present Use: single family/agriculture		
Complete Where Applicable: Engineer/Surveyor: <u>EMH&T</u> Builder: <u>Metro Development LLC</u>		Proposed Zoning: PND Size of Area to be Rezoned: 24.3 acres Existing Structures: 3 existing homes 1 condominium foundation to be removed 2 outbuildings Proposed Use: <u>Multi-family</u> Apartment with clubhouse and pool
III. PROPERTY OWNER OF RECORD		
Property Owner Name(s): Glen Bard Jr, Murphy Development Company/Taylor Chase LLC		Property Owner Address(s): 9370 Taylor Road, Reynoldsburg, Ohio 4442 Professional Pkwy, Groveport, OH 43125
IV. APPLICANT INFORMATION		
Applicant Name: Metro Development LLC / Todd Barris		
Applicant Address: 470 Olde Worthington Road, Suite 101, Westerville, Ohio 43082		
Applicant Phone Number: 614-540-2400		Applicant Email: jthomasjr@villagecommunities.com
I. PROJECT TYPE		
☒ District Change (Rezoning) (\$750 Residential plus \$50 per lot/\$1,000 Non-Residential) ☐ Amendment of Development Plan or Text (\$500) ☐ Major Site Plan (\$500)		

Applicant Signature: [Signature] Date: 12-13-17
 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:	<u>Zoning Information</u>	<u>Planning Com. Meeting</u>	<u>City Council Meeting</u>
	☐ Historic District	Date: _____	Date: _____
	☐ CC Overlay	☐ Approved as Submitted	☐ Approved as Submitted
	<u>Add'l Approvals Req'd</u>	☐ Approved w/ Conditions	☐ Approved w/ Conditions
	☐ DRB	☐ Tabled	☐ Tabled
	☐ BZBA	☐ Denied	☐ Denied
		P&Z Admin.: _____ Date: _____	
		Clerk of Council: _____ Date: _____	

Attachment: App. #181277 - Taylor Rd PND - Metro Development (Rezoning App. #181277 - 9366/9370 Taylor Road SW, Metro Dev)

4. Plan Review Fee Schedule

Major Site Plans and Zoning District Changes

Project: Taylor/Main Multi-family Complex Date: 12/20/17

Traffic Studies:

(see Facility Demand Worksheet)

Traffic Access Study \$ 1,000.00

Traffic Impact Study \$ 4,000.00

Regional Traffic Study \$ TBD

Additional fees as determined by section 1155 of the City's Codified Ordinances:

\$ 800.00

Total Plan Review Fee:

\$ 1,800.00

Major Site Plan and Zoning District Change (Rezoning) review fees for traffic studies include one initial and one subsequent submittal if required. Additional submittals for these items are one-half the original fee for each subsequent submittal. Incomplete submittals will not be accepted. Re-submittals required, but not due to direct action of the applicant or applicant's representative, will not be charged additional fees at the City's discretion. Additional submittals, if desired by the applicant, will be one-half the original fee for plan sheet reviews. Plans are to be submitted 30 days prior to hearing date as determined by the Planning & Zoning Administrator.

Twenty (20%) of the fee covers the administrative costs incurred by the City of Reynoldsburg. The remainder of the fee covers the costs associated with the detailed review, either performed by the City or designated representative.



CITY OF REYNOLDSBURG
Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Application #: _____

Permit #: _____

Date Submitted: _____

Fee Amount: _____

☐ Paid: _____

PLANNING COMMISSION APPLICATION

II. PROPERTY INFORMATION

Property Address:

9366, 9370 Taylor Road SW, 9333 Taylor Chase

FOR DISTRICT CHANGE ONLY

Description of Location:

West side of Taylor Road, North of East Main/Kroger

Proposed Zoning:

PND

Parcel ID(s):

200512080038925, 201006090010881, 187-0235

Size of Area to be Rezoned:

24.3 acres

Number of

Lots: 3

Present Zoning:

CC/AR-2c

Present Use:

single family/agriculture

Existing Structures:

3 existing homes

Complete Where Applicable:

Engineer/Surveyor: EMH&T

Builder: Metro Development LLC

1 condominium foundation to be removed

2 outbuildings

Proposed Use:

Apartments with clubhouse and pool

III. PROPERTY OWNER OF RECORD

Property Owner Name(s):

Glen Bard Jr,
Murphy Development Company/Taylor Chase LLC

Property Owner Address(s):

9370 Taylor Road, Reynoldsburg, Ohio
4442 Professional Pkwy, Groveport, OH 43125

IV. APPLICANT INFORMATION

Applicant Name:

Metro Development LLC

Applicant Address:

470 Olde Worthington Road, Suite 101, Westerville, Ohio 43082

Applicant Phone Number:

614-540-2400

Applicant Email:

jthomasjr@villagecommunities.com

I. PROJECT TYPE



District Change (Rezoning)

(\$750 Residential plus \$50 per lot/\$1,000
Non-Residential)Amendment of
Development Plan or Text
(\$500)Major Site Plan
(\$500)

Applicant Signature:

Date: 12-13-17

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

- ☐ I Historic District
☐ CC Overlay

Add'l Approvals Req'd

- ☐ DRB
☐ BZBA

Planning Com. Meeting

- Date: _____
☐ 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: _____

12.20.17

**Taylor Road and Main Street
Proposed Apartment Community
Metro Development LLC**

CHAPTER 1183

Planned Neighborhood Development District

1183.01 Purpose.	1183.04 Use regulations and development standards.
1183.02 Development plan requirements and review procedures.	1183.05 Standards for development plan review.
1183.03 Site plan review.	1183.06 Existing planned developments.
	1183.07 Fees.

1183.01 PURPOSE.

(a) The purpose of the Planned Neighborhood Development District is to permit comprehensively planned residential developments approved by City Council and the Planning Commission using more flexible zoning guidelines and site design criteria than permitted in traditional districts.

(b) The suspension of traditional zoning provisions is intended to: encourage creative, high quality site design practices in the development of residential areas; encourage the creation and preservation of attractive and useful open spaces; promote compatibility with and complement existing developments; protect adjoining properties from adverse impacts; promote safe and efficient pedestrian, bicycle, and vehicular movement; promote efficient layout of infrastructure; and promote protection or enhancement of natural and historic resources. It is not the purpose of the planned development provisions to permit reduction in traditional lot sizes without mitigating amenities or quality design which justify such reduction to the benefit of the residents and the community as a whole.

(c) In place of enforcing the traditional zoning provisions, City Council and the Planning Commission may exercise control through standards, design criteria,

12.20.17

conditions, and agreements appropriate for the particular site, its surroundings, and proposed uses, and sufficient to ensure effective and complete implementation of the development consistent with the development plan. (Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.02 DEVELOPMENT PLAN REQUIREMENTS AND REVIEW PROCEDURES.

The owner of a lot or lots seeking approval of a Planned Neighborhood Development District shall initiate such proposal according to the provisions for zoning amendments established in this Zoning Code and in the Charter. The following requirements and procedures shall apply to a petition for a Planned Neighborhood Development District and shall be in addition to the requirements for an application for a zoning district change with development plan as provided in Chapter 1151.

- (a) Required Content of Development Plan. The applicant proposing a Planned Neighborhood Development District shall submit the information described below which, together with any other information, agreements, statements, or commitments required by the Planning Commission or City Council, shall constitute the development plan for the proposed Planned Neighborhood Development District.
- (1) Completed application form. **See attached application**
 - (2) Name, address, and phone number of the owner of the lot or lots and, if applicable, of the owner's designated agent.

Glenn Bard Jr., 9370 Taylor Road, Reynoldsburg, Ohio. (614) 554-2999

Murphy Development Company/Taylor Chase LLC, 4442 Professional Pkwy, Groveport, OH 43125. (614) 836-4403

- (3) A list of the names and addresses of the owners (as appearing on the County Auditor's tax list) of all lots located within, contiguous to, and directly across the street from the property which is the subject of the application. **See attached Property Owners List, Tab2, Exhibit A-1**
- (4) Legal description of the property, including a survey of the existing lot or lots to be included in the Planned Neighborhood Development District. **See attached Legal Description and Survey, Tab 3, Exhibit B-1 and B-2**
- (5) A description of the current zoning district(s) and the existing uses of the subject lot or lots. **The site is currently zoned CC along Taylor Road frontage and AR-2c in the rear. Currently is being used for single family and agricultural uses. There is also a foundation for a condominium that**

12.20.17

was never constructed on the north portion of the lot. All structures and foundation will be removed from the site.

- (6) Plan drawings and narrative descriptions of:
- A. The existing conditions of the site, including topography, soils, wetlands, streams and ditches, water bodies, retention facilities, other significant natural resources or features, historic or archaeological resources; ***See existing conditions plan, Tab 4, Exhibit C-1***
 - B. The proposed topography, water features, drainage features and improvements, and the treatment of significant natural, historic, or archaeological resources; a general plan for landscaping the entrances, major roads and major open spaces; a concept plan for the landscaping of individual structures; ***See Sanitary Sewer Impact Study (Exhibit E-2, Tab 6) and Storm Water Impact Study (Exhibit E-1, Tab 6) for storm water, and concept landscape plans (Exhibit D-1 to D-1.2, Tab 5). Detailed plans for grading and utilities, as well as landscape will be provided at time of major site plan review***
 - C. The proposed locations and approximate dimensions of lots to be platted in the district, including a statement of the minimum widths and depths of proposed lots for dwelling; ***This will be one lot***
 - D. The nature and locations of the proposed use or uses to be established in the district; ***See Development plan for locations of proposed structures (Exhibit C-2, Tab 4). Apartment Residential uses, clubhouse with pool, and garages are proposed.***
 - E. The number and locations of structures, the number of dwelling units in each area of the proposed district, the number of dwelling units per structure, the approximate floor area proposed for each use and structure, and locations and approximate dimensions of any planned accessory uses such as outbuildings, pools, recreation structures, or parking structures; sketch or draft elevations of the proposed building(s) indicating maximum heights, anticipated style and materials of existing surfaces and other building features; the approximate or minimum dimensions of yards and setbacks; ***See Development Plan for structure locations, Exhibit C-2, Tab 4. There are 6- 2 story buildings with 16 units each building, containing 8- 1 bedroom and 8- 2 bedroom units, and 6-3 story buildings with 24 units, all 2 bedrooms. 1 bedroom units will be approximately 675 square feet, and 2 bedroom units will be approximately 933 square feet. There will be a clubhouse, a pool area, 9- 6 car garages and one 12 car garage, a trash compactor enclosure, a mail kiosk, and a water meter building.***

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See architectural elevations for materials, colors, and dimensions, Exhibit G-1, Tab 8. Refer to Development Plan for approximate setbacks, Exhibit C-1, Tab 4.

- F. The locations and approximate acreage(s) of common open space(s), and reserves; **Refer to Open Space plan for open space areas, Exhibit D-2, Tab 5.**
 - G. The approximate locations, dimensions, and capacities of proposed public and private streets, significant curb cuts and intersections with public streets, parking and loading areas, numbers of parking spaces, facilities for pedestrians and bicycles, and the general concept for landscaping these facilities; **All interior streets shall be private, Refer to Development Plan for curb cuts and parking areas, Exhibit C-2, Tab 4. Refer to concept landscape plans for parking landscape, Exhibit D-1, Tab 5. Detailed landscape plans will be submitted with Major Site plan submittal**
 - H. The approximate locations, dimensions, and capacities of proposed water lines, sanitary sewers, storm sewers, other major storm water facilities; **See Sanitary Sewer Impact Study and Storm Water Impact Study, Exhibits E-1 and E-2, Tab 6**
 - I. A description of any variances to the Subdivision Regulations which may be necessary for the design and installation of improvements in the proposed district. **No variances are requested from the subdivision regulations as this will be one lot.**
- (7) A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots, with the zoning districts of adjacent lots, and with the Land Use Plan and other plans of the City, including an evaluation of the impacts on adjoining lots and neighborhoods of traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and descriptions or illustrations of any measures designed to mitigate the impacts of the proposed uses. **Apartment Residential uses are compatible with the surrounding land uses, and serve as a natural transition from lower density uses such as single family homes and condominiums to more intense retail and office uses. Apartment residential uses generate less traffic and school age children than traditional single family uses. Storm water will be designed to meet all local and federal standards for volume and water quality.**
- (8) A statement of the benefits anticipated to occur to the City and to the neighborhoods abutting the proposed development, including, as applicable, increased landscaping, dedicated or preserved open spaces, dedication of city parkland or school sites, or other benefits. **The**

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city and neighborhoods will benefit from the preservation of open space on site and increased buffering to the west and north than the previously approved plans for condominiums. The development will be landscaped and professionally maintained. Additionally, the treed area and stream area will be preserved. The developer is also open to dedicating the open space to the Northwest of this site to the city for parkland if the City so desires.

- (9) A narrative addressing each of the provisions set forth in 1183.04 Use Regulations and Development Standards. ***See Section 1183.04***
- (10) A narrative addressing any proposed condominium or homeowners associations or other forms of organization proposed to own, manage, control or regulate all or parts of the development. ***There are no Associations***
- (11) Anticipated time schedule for construction of the improvements and buildings, included any anticipate phases of development. ***This project will be developed as one phase and take 12- 18 months to complete***
- (12) Such other information as the Planning Commission shall deem necessary to make a determination of the compliance of the proposed development and uses with the applicable standards and regulations.

- (b) Submittal, Review, Public Hearing, Recommendation, Action on District Change. Application submittal, review, public hearing, recommendation by the Planning Commission, and action by City Council shall be as required for district changes in Chapter 1151.

(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.03 SITE PLAN REVIEW.

Subsequent to approval of the district change for a Planned Neighborhood Development District, the applicant shall submit an application for major site plan review in accordance with the provisions of Chapter 1143. Major site plan review may be conducted for the entire site or for any phase of the site as deemed appropriate by the Planning Commission.

(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.04 USE REGULATIONS AND DEVELOPMENT STANDARDS.

The following shall be the minimum standards required for development in a Planned Neighborhood Development District. Additional requirements and conditions may be established by the Planning Commission and by City Council for approval of the district and the development plans. Such requirements and conditions may include but are not limited to: approved uses; width, height, yard requirements; density; arrangement and spacing

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of buildings and other structures; signs; parking; vehicular, pedestrian and bicycle circulation; landscaping; the construction of public improvements; and preservation of natural features or historic structures. Varied requirements and conditions may be applied to different areas of the development. (a) Permitted Uses. The following uses may be permitted, as approved in the development plan, in a Planned Development District:

- (1) Single family dwellings;
- (2) Two-family dwellings;
- (3) Multiple family dwellings;
- (4) Public uses, semipublic uses, public service facility, accessory uses, essential services;
- (5) Residential care facility;
- (6) Non-commercial recreational uses, structures, and facilities, such as pools, tennis courts, playgrounds, and other similar uses provided for the use of residents of the development or for general public use.

The Planning Commission and City Council shall determine the appropriateness of each proposed use and feature of the development plan, giving consideration to the standards established in Section 1183.05 and any other considerations deemed significant in determining the appropriate uses and character of development for the proposed district. The Commission and City Council shall have the authority to deny approval for any proposed use which it determines to be inappropriate due to potential impacts, incompatibility with the surroundings, or other similar reasons.

Multi Family and non- commercial recreational uses are proposed and are permitted uses if approved.

- (b) Density of Dwelling Units. The maximum density of dwelling units for both the overall Planned Neighborhood Development District and for each of its areas shall be as approved in the development plan, except that the density of dwellings in the district shall not exceed five (5) units per acre and density shall not exceed ten (10) units per acre in any part of the district. In making a determination of the number of dwellings to be permitted in the district, consideration shall be given to the compatibility of the proposed dwelling density and the characteristics of the proposed lots and structures with the existing and projected surrounding dwelling density, lots, and structures. ***The development will be approximately 9.88 du/ac***
- (c) Required Open Space and Protection of Features. Historic structures and sites, natural features such as watercourses, wetlands, rock outcroppings, trees, and other vegetation shall be identified in the development plan. The development plan and detailed development plan shall indicate design of planned improvements in a manner which protects, enhances, and appropriately incorporates such features into the overall design. The Planning

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Commission or City Council may approve, amend, or deny the proposed treatments of such features. Compliance with the requirements for the dedication of public areas, reserves or of other fees or considerations, and the provisions of Chapter 1180 shall be minimum requirements for the approval of a Planned Neighborhood Development District. ***There are approximately 13.5 acres of open space, or 55% of the site, which includes a potential park land dedication of approximately 7.2 acres, as well as protection of existing trees and stream along the southern portion of the site. See open space plan Exhibit D-2, Tab 5.***

- (d) Parking. The detailed development plan shall comply with the parking requirements of this Zoning Code, except that the Planning Commission may vary such requirements where a finding is made that the provisions are excessive or inappropriate for the use proposed or that the provisions are satisfied by alternative methods clearly documented in the major site plan. ***The code requires one garage space per multifamily unit (240 garages). The plan proposes 66 garage parking spaces. A minimum of 2 total parking spaces per unit, including garages and surface parking, will be complied with. The code also limits driveways from residential developments to 8' width and non-residential developments to 30' width. The plan proposes a boulevard style entry and will exceed those requirements.***
- (e) Lot and Yard Dimensions, Building Spacing.
 - (1) Lot and yard dimensions shall be as established in the detailed development plan, except that no lot designed for a single family dwelling shall have a width of less than sixty-five feet (65FT) or a depth of less than one hundred ten feet (110FT). ***No single family is proposed- approximate setbacks are on the Development plan Exhibit C-2, Tab 4 and will be clearly defined at submission of Major Site Plan review.***
 - (2) In locations where the Planned Neighborhood Development District abuts other zoning districts, the minimum area and widths of yards and setbacks within the proposed Planned Development District shall be no less than the minimums required for such abutting districts unless specifically varied by approval of the Planning Commission. ***Setbacks meet or exceed requirements.***
 - (3) In review of lot and yard dimensions and the spacing of buildings, the Planning Commission shall consider the spacing necessary for adequate visual and acoustical privacy, adequate light and air, fire and emergency access, building configurations, energy-efficient siting, the relationships of building sites to circulation patterns, and the customary use of space surrounding dwellings for outdoor activities and facilities such as patios and decks.

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- (f) Variances to the Subdivision Regulations. To the extent specifically provided in the Subdivision Regulations, the Planning Commission may vary the requirements for improvements as determined necessary and appropriate for the design and development of the Planned Development District.
(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.) ***No variances are requested as this shall be developed as one lot***

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1187.06 SPECIAL PROVISIONS FOR AR-1, AR-2, AND AR-3 MULTIPLE FAMILY RESIDENCE DISTRICTS.

- (a) Purpose. Due to the unique challenges presented by multi-family dwellings, the purpose of this section is to provide design requirements that are applicable to all dwellings located in the AR-1, AR-2 and AR-3 multi-family residence districts. These regulations shall be in addition to the appearance standards for all dwellings listed in Section 1187.07.
- (b) Building Massing. The maximum number of dwelling units in all AR districts shall be four (4) per building. ***The plan proposes a mixture of 16 unit and 24 unit buildings***
- (c) Building Design. Multi-family residential structures shall incorporate architectural design details and elements which provide visual character and interest, avoiding flat planar walls and “box-like” appearances through the use of courtyards, balconies, offset planes and levels, deeply recessed or projecting windows, sloping roofs, and landscaped yards. Building entrances to multi-family dwelling units shall convey a sense of individual identity for each dwelling unit. ***See elevations for architectural character, Tab 8, Exhibit G-1***
- (d) Site Design. For multi-family developments, areas for the storage of items and equipment used for maintenance of the property should be stored in an area that is integrated into the design of the building. The use of freestanding storage sheds shall be avoided. ***Outdoor storage will not be allowed***
- (e) Open Space. Each multi-family residential development shall include open space areas, provided and maintained for recreational use as follows:
 - (1) Common open space shall be easily accessible and of sufficient size to be usable by residents. The minimum area for open space shall be thirty percent (30%) of the lot or parcel. ***See open space plan Tab 5, Exhibit D-2***
 - (2) Landscaping shall be integrated into the architectural scheme so as to accent and enhance appearance of the multi-family development. See concept landscape plans. ***Final landscape plans will be submitted with Major Site Plan review.***
- (f) Lighting. In addition to the general lighting regulations for all site plans, pedestrian walkways shall be illuminated unless they are otherwise illuminated by parking lot lighting. ***Lighting plans will be developed and submitted with Major Site Plan review***

1187.07 RESIDENTIAL APPEARANCE STANDARDS.

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- (a) Purpose. The purpose of this section is to provide design requirements that are applicable to all dwellings located in residential districts. These requirements are designed to increase the quality of neighborhoods, to promote positive architectural appearance within residential areas, to encourage design flexibility and creativity, and to establish an interesting, aesthetically pleasing residential environment. It is also the intent of this section to promote durable, quality materials that will allow residential neighborhoods to endure and mature for future generations in the City. These requirements are minimum appearance requirements applicable to all dwellings in all districts, including Planned Neighborhood Development District, except as may be specifically approved by a development plan in that district. These guidelines shall also apply in the Historic Overlay District to the extent that they do not conflict with any adopted historic design guidelines.
- (b) Applicability. New buildings and structures, exterior remodeling and exterior changes of or to an existing building for which compliance with this Zoning Code is required shall be subject to review for compliance with the design standards in this section. However, the following buildings, physical improvements, and site developments are not subject to these standards:
- (1) Interior design and interior modifications to buildings or structures.
 - (2) Remodeling projects that do not involve changes in the architectural style of the building or structure, such as window and door openings, handrails, and stairways.
- (c) General Provisions.
- (1) The height and bulk of any proposed building and structure on the site should be in scale and in proportion with surrounding structures and not dominate the site or neighborhood. The exterior finish shall not have exposed rough lumber and shall have a minimum of a stucco application, wood or vinyl siding or similar material. ***Siding will be a mixture of vinyl, precast stone, and asphalt shingles. 2 story units are proposed adjacent the existing single family to the west and are at a significant setback, whereas the 3 story buildings are located adjacent Taylor Road to create a streetscape. Refer to Exhibit G-1, Tab 8 for architectural elevations***
 - (2) All required site plans shall meet or exceed the minimum development standards (i.e., setbacks, open space, lighting standards, minimum parking and loading spaces, and landscaping requirements) established in this Zoning Code. ***Major Site Plan review will address all these issues in detail***
 - (3) Building elevations, design characteristics and other architectural and aesthetic features shall not be unsightly, undesirable, or obnoxious in appearance; shall create an orderly and aesthetically pleasing

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environment; and shall be harmonious and compatible with existing development in the area. **See architectural elevations Tab 8, Exhibit G-1**

- (4) New development or remodeling shall be designed in such a way as to upgrade the appearance and quality of the area.
- (5) No continuous wall is allowed to extend for more than forty feet (40FT) without a recess or change in plane. At least twenty-five percent (25%) of the front facade of any new single or two-family dwelling shall be clad in natural material.
- (6) New accessory structures or building additions shall match the existing bulk, color, roof design, architectural treatment, and materials of the main structure on the site. **None proposed**
- (7) All utility lines and conduit lines shall be incorporated into the building and not permitted on the exterior of any building. **Development shall comply**
- (8) Window and door security gates or guards shall not be installed on the exterior of the structure. (Ord. 83-16. Passed 9-12-16.) **Development shall comply.**

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Exhibit "E-1 and E-2" – Storm Water Impact Study and Sanitary Sewer Impact Study

Exhibit "F-1" – Traffic Analysis

Exhibit "G-1" – Architectural Elevations/Character

INNIS, WILLIAM H
1140 SANDERLING DR
REYNOLDSBURG OH 43068

DERUSE, RANDALL D
1175 SANDERLING DR
REYNOLDSBURG OH 43068

SAPP, JOANNE
1182 SANDERLING DR
REYNOLDSBURG OH 43068

YOUNG, BEULAH M-TR
1422 RESERVE DR
REYNOLDSBURG OH 43068

BARD, GLENN O-JR
9880 YANKEETOWN
CHENOWETH RD
MOUNT STERLING OH 43143

MURPHY DEVELOPMENT
CO/TAYLOR CHASE LLC,
4442 PROFESSIONAL PKWY
GROVEPORT OH 43125

MURPHY DEV CO/TAYLOR
CHASE LLC,
4442 PROFESSIONAL PKWY
GROVEPORT OH 43125

PACZULA, TERESA
8476 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

KROGER CO,
1014 VINE ST FL 7
CINCINNATI OH 45202

AH4R PROPERTIES LLC,
30601 AGOURA RD STE 200
AGOURA HILLS CA 91301

JONES, CRAIG A
1390 RESERVE DR
REYNOLDSBURG OH 43068

POKHREL, KRISHNA P
1220 RESERVE DR
REYNOLDSBURG OH 43068

CRAWFORD, JUSTIN E
1350 RESERVE DR
REYNOLDSBURG OH 43068

CURTIS, DAVID K
1400 RESERVE DR
REYNOLDSBURG OH 43068

HUMAGAI, DEVANDRA
1290 RESERVE DR
REYNOLDSBURG OH 43068

GREGORY, RONALD
1171 SANDERLING DR
REYNOLDSBURG OH 43068

STEPHENS, CONSTANCE J
8482 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

DUFFEY, MAYNARD J
1240 RESERVE DR
REYNOLDSBURG OH 43068

ELLIS, WANDA J
1320 RESERVE DR
REYNOLDSBURG OH 43068

BOLYARD, CHESTER L
1340 RESERVE DR
REYNOLDSBURG OH 43068

BOYLE III, LEO B
1380 RESERVE DR
REYNOLDSBURG OH 43068

TUBBS, MARK W
8431 MORNING DEW DR
REYNOLDSBURG OH 43068

STANLEY, CHARLES N
8421 MORNING DEW DR
REYNOLDSBURG OH 43068

BOYD III, LUTHER T
8412 GLENCREST DR
REYNOLDSBURG OH 43068

PURSELL, LAUREN M
1250 RESERVE DR
REYNOLDSBURG OH 43068

WHITE, WILLIAM D
8485 MORNINGDEW DR
REYNOLDSBURG OH 43068

PIPER, KELLY C
1179 SANDERLING DR
REYNOLDSBURG OH 43068

SMITH, NOLA J
1190 SANDERLING DR
REYNOLDSBURG OH 43068

YOUNG, BEULAH M-TR
1422 RESERVE DR
REYNOLDSBURG OH 43068

IRISH, MATTHEW C-CO-TR
1167 SANDERLING DR
REYNOLDSBURG OH 43068

FERGUSON, RONALD W
1194 SANDERLING DR
REYNOLDSBURG OH 43068

KNORR, CHRISTOPHER J
8411 MORNINGDEW DR
REYNOLDSBURG OH 43068

SHAW, JESSICA
8441 MORNINGDEW DR
REYNOLDSBURG OH 43068

CASSIDY, MATTHEW S
1230 RESERVE DR
REYNOLDSBURG OH 43068

DANKO, JOHN
1260 RESERVE DR
REYNOLDSBURG OH 43068

KLINE, KAREN
1310 RESERVE DR
REYNOLDSBURG OH 43068

HARRIS, RONALD P
1330 RESERVE DR
REYNOLDSBURG OH 43068

GRIMES, LINDA F
1370 RESERVE DR
REYNOLDSBURG OH 43068

SEALSCOTT, TIFFANY M
1280 RESERVE DR
REYNOLDSBURG OH 43068

MCCOY, JERALD R
8475 MORNING DEW DR
REYNOLDSBURG OH 43068

MOORE TR, ERMA C
1410 RESERVE DR
REYNOLDSBURG OH 43068

WATSON, IRAN E
1210 RESERVE DR
REYNOLDSBURG OH 43068

KASSAYE, HAILEYESUS T
1300 RESERVE DR
REYNOLDSBURG OH 43068

DUNIGAN NAGEL, BARBARA E
1186 SANDERLING DR
REYNOLDSBURG OH 43068

SEARLES, KEVIN T
8457 MORNINGDEW DR
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HARTSELL, ROBBIE K
1270 RESERVE DR
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SLEEPER, RAYMOND J-JR
8489 WILLET LN
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FOSTER, LISA
8458 TAYLOR CHASE DR
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RINEHART, BETTY J
8483 WILLET LN UNIT 9-8483
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INTSIFUL, MONIKA
8464 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

DEMISSIE, ASTER G
8451 MORNING DEW DR
REYNOLDSBURG OH 43068

SIGMAN, RICHARD W
8465 MORNING DEW DR
REYNOLDSBURG OH 43068

GRAY, CHARLES R
8422 GLENCREST DR
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HAMMOND, THAAH K
PO BOX 371
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ALBERT, DANIEL J
9197 TAYLOR RD
REYNOLDSBURG OH 43068

SHIRLEY, RONALD E
9227 TAYLOR RD
REYNOLDSBURG OH 43068

BAUMAN, JOSEPH-TR
9154 MINK RD
PATASKALA OH 43062

ENYART, JON A
8507 WILLET LN
REYNOLDSBURG OH 43068

LUCIUS, JOYCE A
8501 WILLET LN
REYNOLDSBURG OH 43068

WEBB, HENRIETTA L
1134 SANDERLING DR
REYNOLDSBURG OH 43068

BATDORFF, DAN M
1151 SANDERLING DR
REYNOLDSBURG OH 43068

HUNTER, JAY MARTIN
1155 SANDERLING DR
REYNOLDSBURG OH 43068

COBB, DOROTHY J
1178 SANDERLING DR
REYNOLDSBURG OH 43068

CASE, BENNETT A-TR
1143 SANDERLING DR
REYNOLDSBURG OH 43068

PARSONS, SANDRA I
1127 SANDERLING DR
REYNOLDSBURG OH 43068

BOSH, STEPHEN T
1139 SANDERLING DR
REYNOLDSBURG OH 43068

PASQUINELLI, ELMO A
1163 SANDERLING DR
REYNOLDSBURG OH 43068

CHAVE, KAY A
1159 SANDERLING DR
REYNOLDSBURG OH 43068

UMINSKI, PAUL EDWARD
1131 SANDERLING DR
REYNOLDSBURG OH 43068

KELLY, RICHARD W
1147 SANDERLING DR
REYNOLDSBURG OH 43068

MCKEE, DONNA J
1135 SANDERLING DR
REYNOLDSBURG OH 43068

24.3 ACRES

Situated in the State of Ohio, County of Licking, City of Reynoldsburg, located in Section 8, Township 16, Range 20, Refugee Lands being part of that 17.283 acre tract conveyed to Murphy Development/Taylor Chase LLC by deed of record in Instrument Number 200512080038925, those 1.648 acre and 6.725 acre tracts conveyed to Glen O. Bard Jr. by deeds of record in Official Record 187, Page 235, Official Record 778, Page 756 and Instrument Number 201006090010881 (all references refer to the records of the Recorder's Office, Licking County, Ohio) and being described as follows:

BEGINNING at the northwesterly corner of said 17.283 acre tract and the northeasterly corner of Lot 67 of that subdivision entitled "Reserve at Reynoldsburg Section 2, Part 1" of record in Plat Book 16, Page 354, being the southerly line of Lot 99 of that subdivision entitled "Stony Ridge Section 3" of record in Plat Book 13, Page 369;

Thence South 86° 20' 55" East, with the southerly line of said "Stony Ridge Section 3", a distance of 450.35 feet to a point;

Thence South 03° 25' 55" West, with the easterly line of said 17.283 acre tract and the westerly line of "Taylor Chase Condominium First Amendment" by deed of record in Instrument Number 200611170033548, a distance of 157.45 feet to a northeasterly corner of "Taylor Chase Condominium Second Amendment" by deed of record in Instrument Number 200704060008731;

Thence North 86° 07' 05" West, with the northerly line of said of "Taylor Chase Condominium Second Amendment", a distance of 135.38 feet to a northwesterly corner thereof;

Thence South 04° 17' 05" West, with the westerly line of said "Taylor Chase Condominium Second Amendment" and partly with the westerly line of "Taylor Chase Condominium Sixth Amendment" by deed of record in Instrument Number 201704180007921, a distance of 173.24 feet to a point;

Thence North 85° 42' 55" West, with the northerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 15.00 feet to a point;

Thence South 03° 39' 05" West, with the westerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 137.54 feet to a point;

Thence South 86° 20' 55" East, with the southerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 164.75 feet to a point;

Thence North 03° 52' 00" East, with the westerly line of said 6.725 acre tract, the easterly line of said "Taylor Chase Condominium Sixth Amendment" a distance of 10.50 feet to a point in the southerly line of "Taylor Chase Condominium Third Amendment" by deed of record in Instrument Number 20080220003719;

Thence South 86° 20' 55" East, with the southerly line of said Taylor Chase Condominium Third Amendment", the southerly line of "Taylor Chase Condominium" by deed of record in Instrument Number 200609200027540, a distance of 325.00 feet to a point in the westerly right of way line of Taylor Road;

Thence with the westerly right of way line of said Taylor Road, the easterly line of said 6.725 and 1.648 acre tracts, the following courses and distances:

South 03° 52' 00" West, a distance of 962.80 feet to a point;

South 13° 19' 44" West, a distance of 60.83 feet to a point; and

South 03° 52' 00" West, a distance of 104.05 feet to a northeasterly corner of that 8.877 acre tract conveyed to Kroger Company by deed of record in Instrument Number 200402260006620;

Thence North 86° 08' 41" West, with the northerly line of said 8.877 acre tract and the northerly line of that 1.567 acre tract conveyed to Beulah M. Young, Trustees by deed of record in Instrument Number 201107060012423, a distance of 780.38 feet to a point in the easterly line of Lot

24.3 ACRES**-2-**

11 of that subdivision entitled “Reserve at Reynoldsburg Section 1” of record in Plat Book 16, Page 239;

Thence North 03° 52' 51" East, the easterly line of said “Reserve at Reynoldsburg Section 1” the easterly line of said “Reserve at Reynoldsburg Section 2, Part 1”, a distance of 1606.04 feet to the POINT OF BEGINNING, containing 24.3 acres, more or less.

EVANS, MECHWART, HAMBELTON & TITLON, INC.

JCD:tmd
24_3 AC 20171345-VS-ZONE

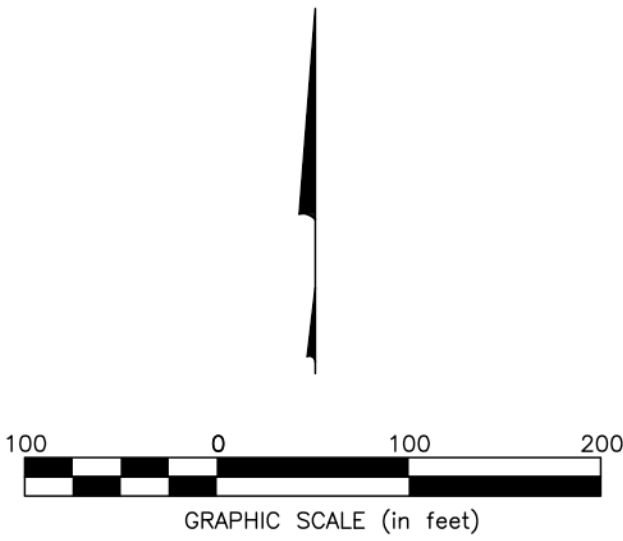
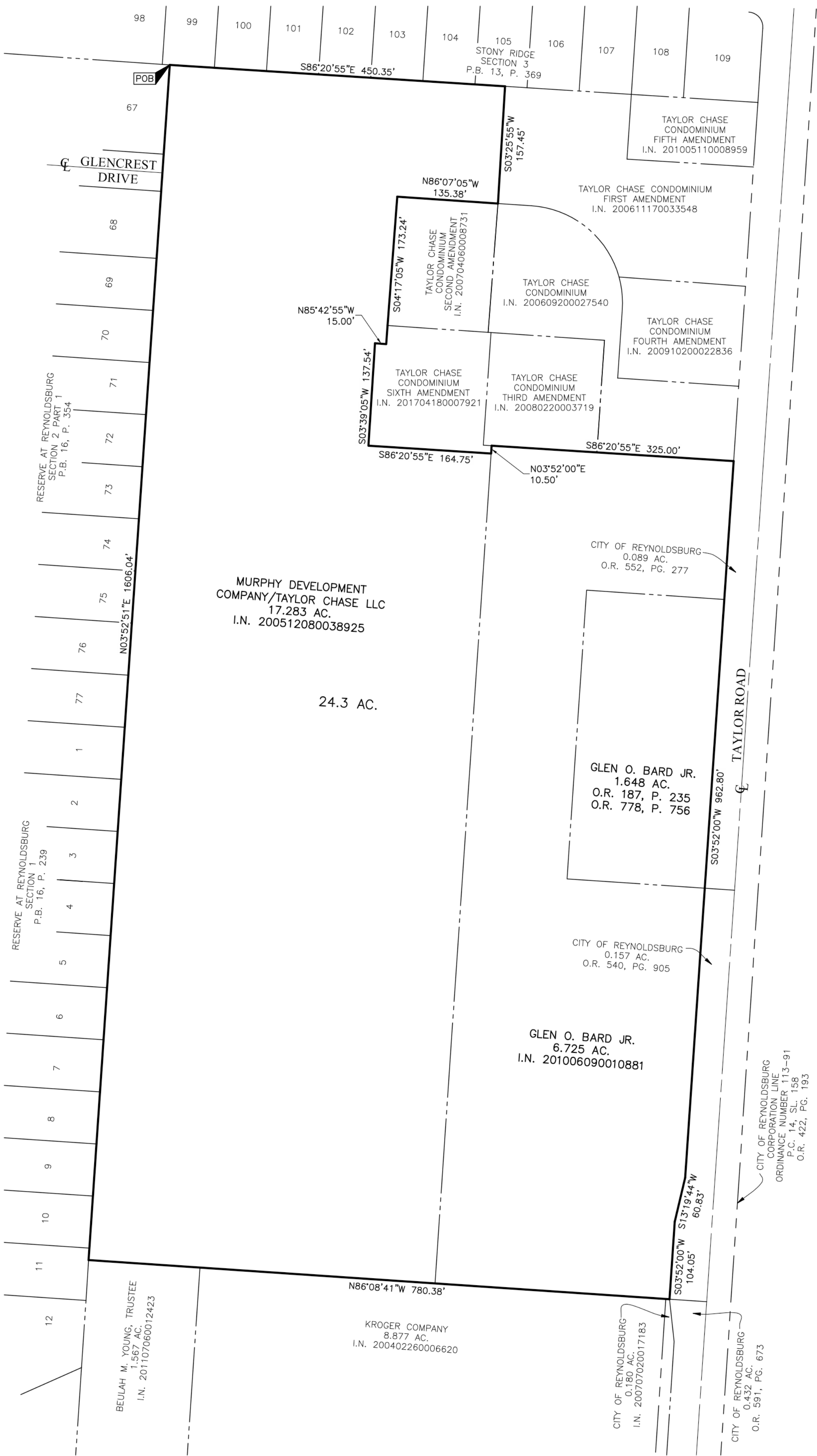
Attachment: App. #181277 - Taylor Rd PND - Metro Development (Rezoning App. #181277 - 9366/9370 Taylor Road SW, Metro Dev)

ZONING EXHIBIT

SECTION 8, TOWNSHIP 16, RANGE 20

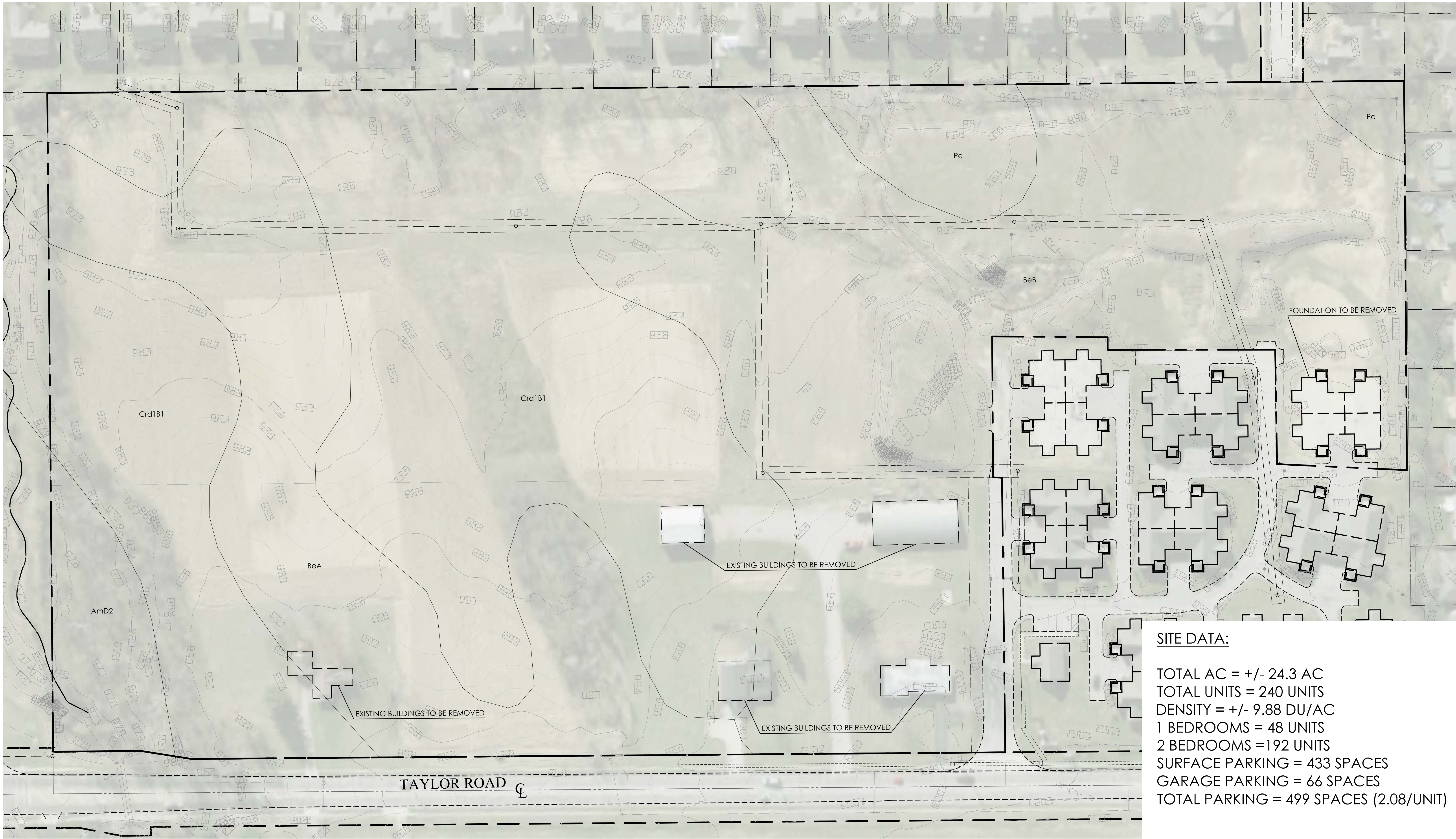
REFUGEE LANDS

CITY OF REYNOLDSBURG, COUNTY OF LICKING, STATE OF OHIO



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			Date: November 14, 2017
			Scale: 1" = 100'
			Job No: 2017-1345
			Sheet: B-2
REVISIONS			
MARK	DATE	DESCRIPTION	

J:\2017\1345\DWG\CASHEETS\EXHIBITS\20171345-V8-ZONE.DWG plotted by DROMA, THERESA on 11/14/2017 9:10:19 AM last saved by TDRAMA on 11/14/2017 9:09:36 AM



SITE DATA:

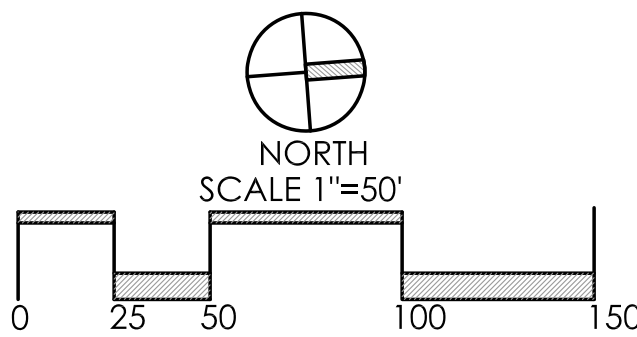
TOTAL AC = +/- 24.3 AC
 TOTAL UNITS = 240 UNITS
 DENSITY = +/- 9.88 DU/AC
 1 BEDROOMS = 48 UNITS
 2 BEDROOMS = 192 UNITS
 SURFACE PARKING = 433 SPACES
 GARAGE PARKING = 66 SPACES
 TOTAL PARKING = 499 SPACES (2.08/UNIT)

EXISTING CONDITIONS PLAN

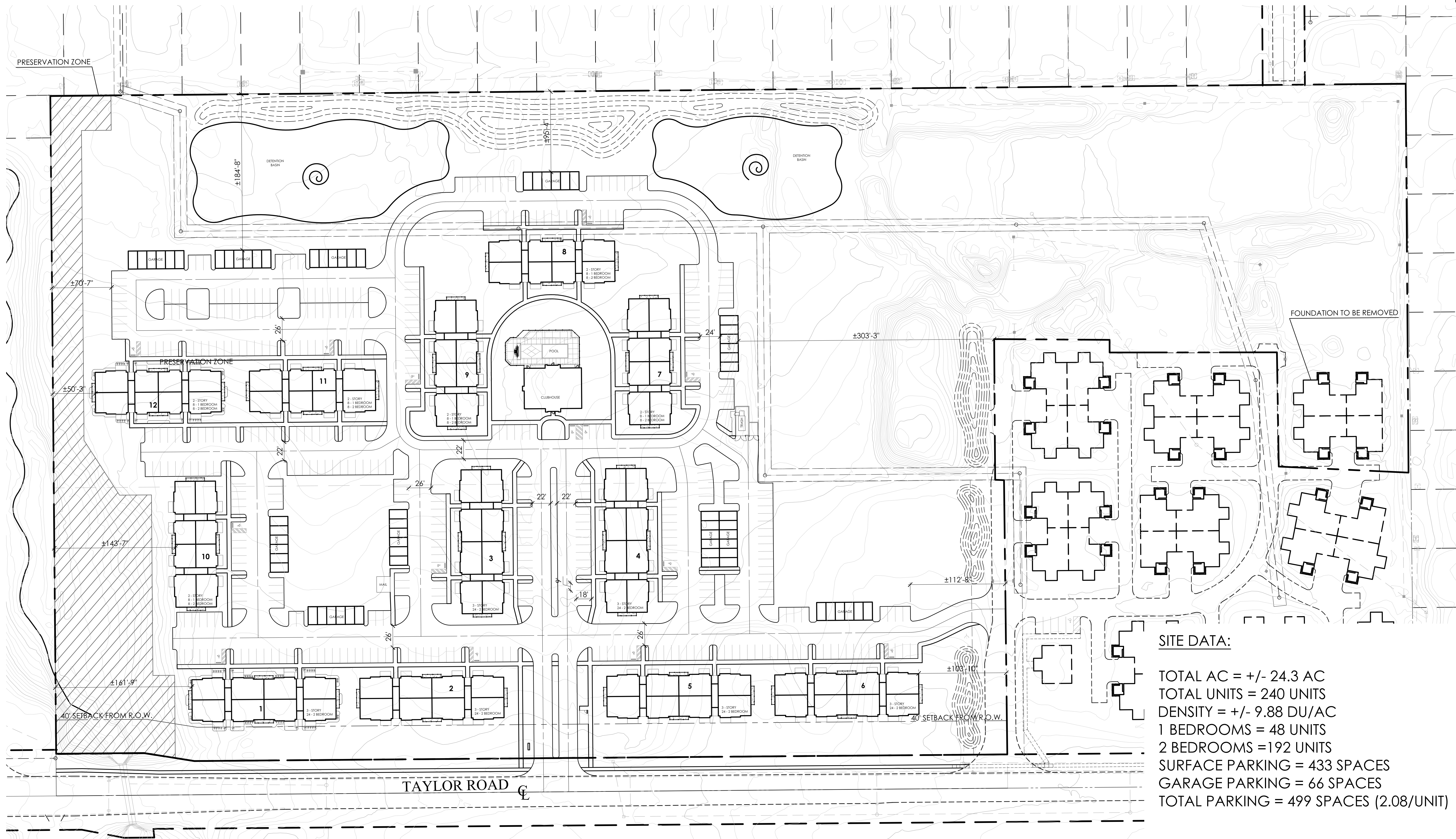
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
 DATE: 12-20-2017

EXHIBIT C-1



Faris Planning & Design
 LAND PLANNING g LANDSCAPE ARCHITECTURE
 243 N. 5th Street Suite 401 Columbus, OH 43215
 p (614) 487-1964 www.farisplanninganddesign.com



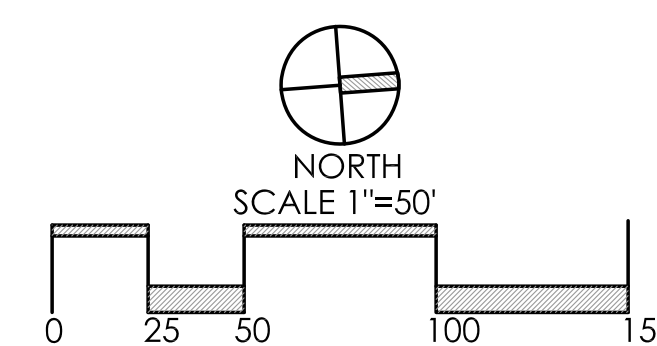
DEVELOPMENT PLAN

EXHIBIT C-2

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT

DATE: 12-20-2017



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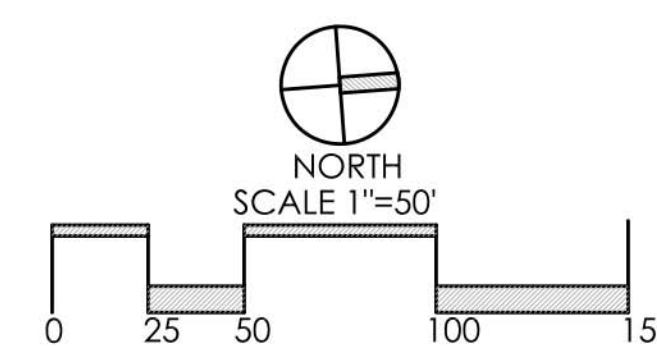


ILLUSTRATIVE PLAN

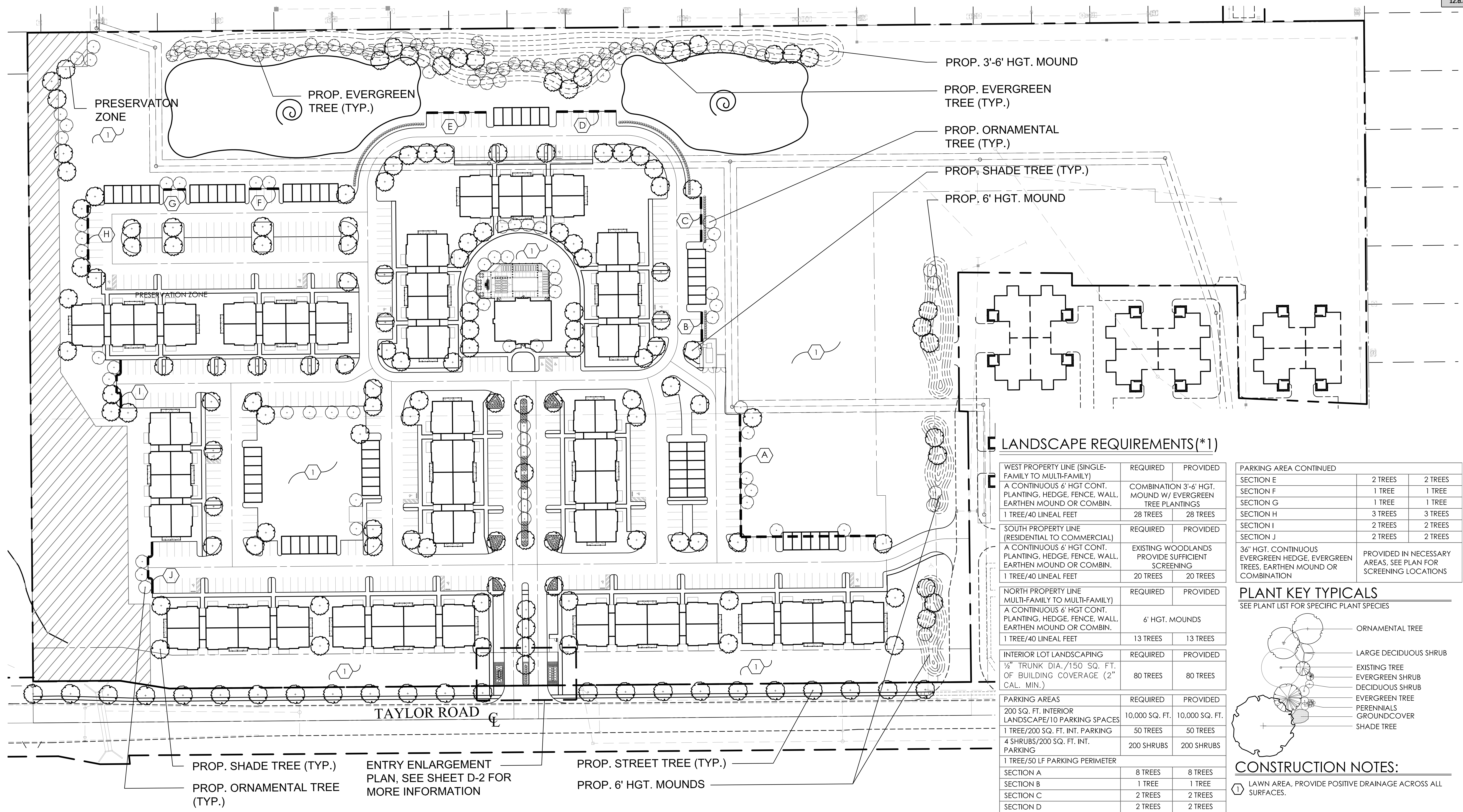
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
 DATE: 12-20-2017

EXHIBIT C-3



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Attachment: App. #181277 - Taylor Rd PUD - Metro Development (Rezoning App. #181277 - 9356/9370 Taylor Road SW, Metro Dev)

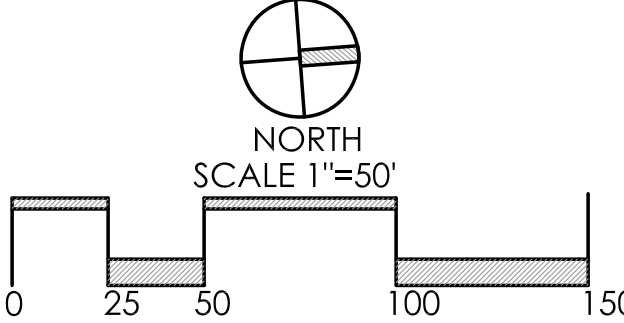
OVERALL LANDSCAPE PLAN CONCEPT

TAYLOR ROAD & E. MAIN STREET

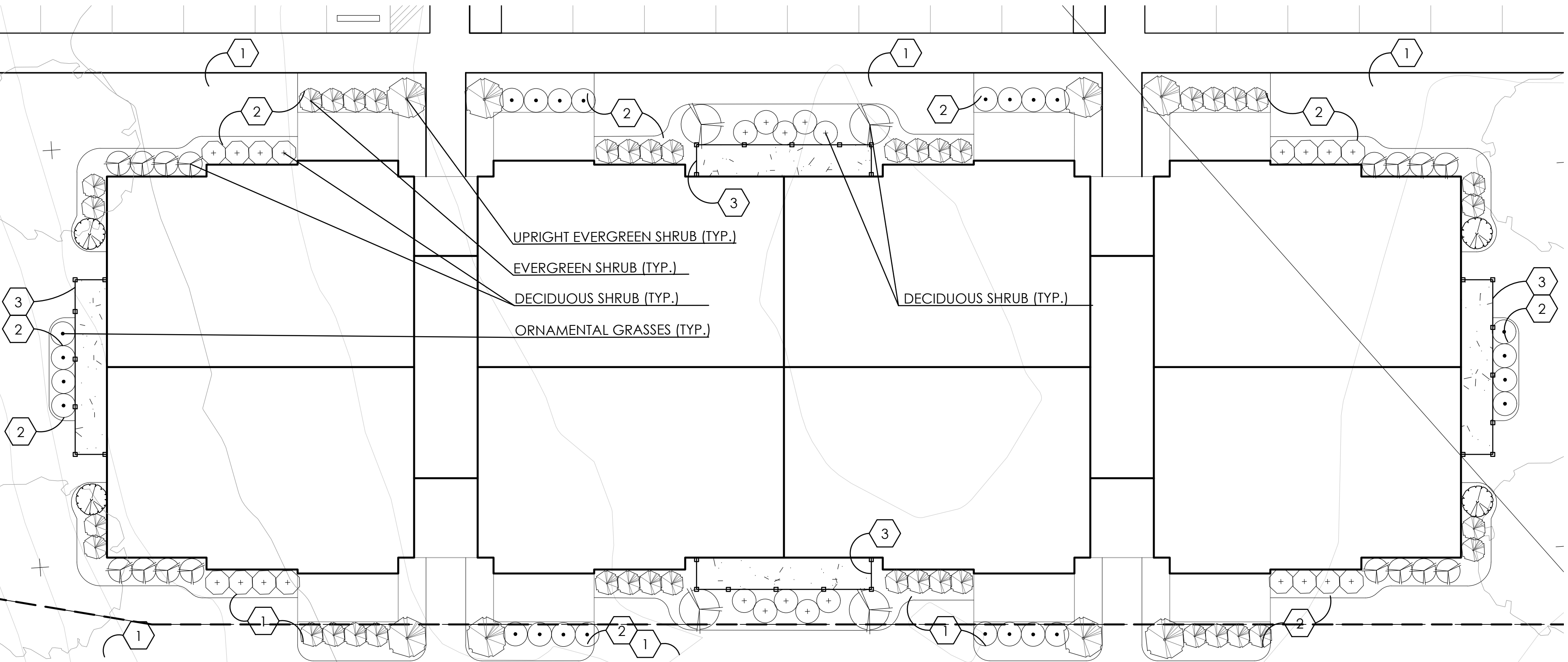
PREPARED FOR METRO DEVELOPMENT

DATE: 12-20-2017

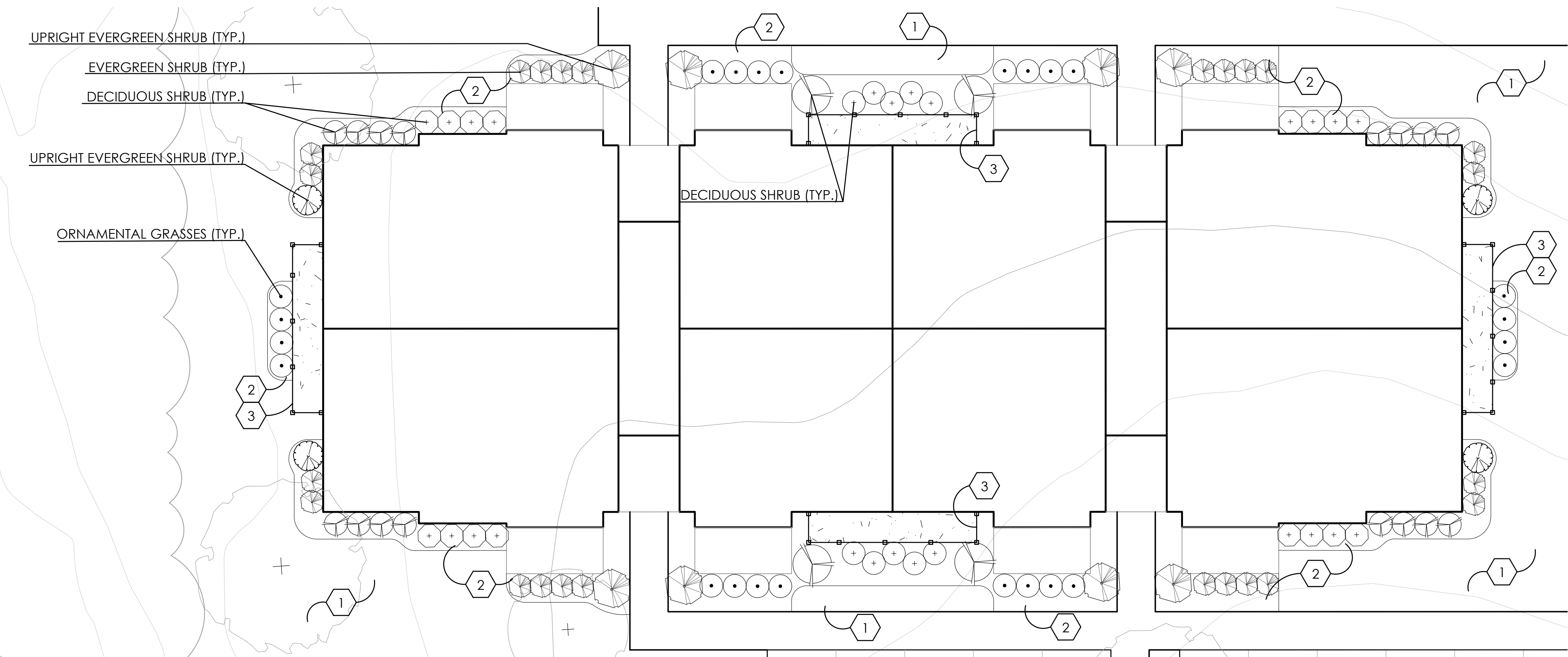
EXHIBIT D-1



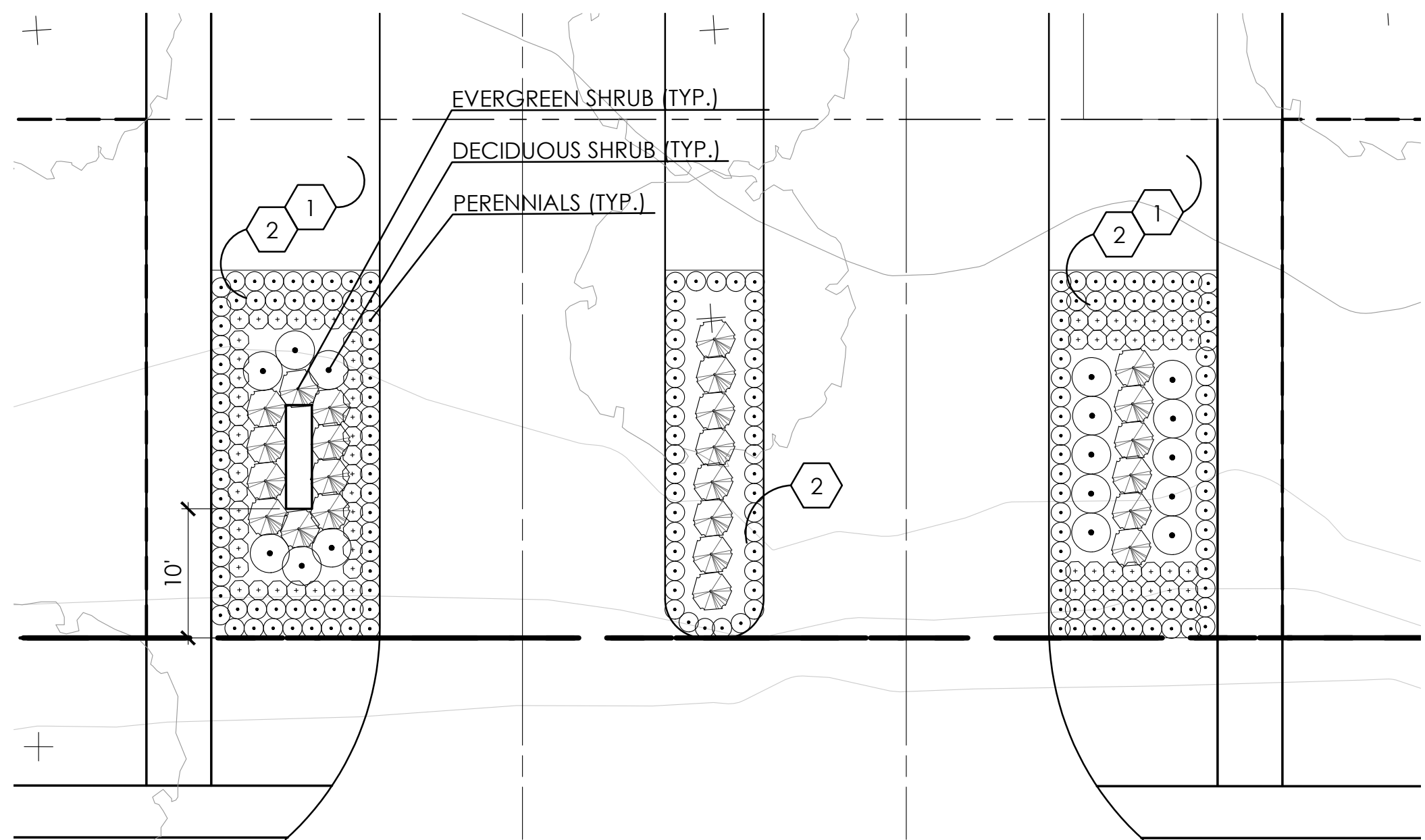
Faris Planning & Design
LAND PLANNING g LANDSCAPE ARCHITECTURE
243 N. 5th Street Suite 401 Columbus, OH 43211
p (614) 487-1964 www.farisplanninganddesign.com



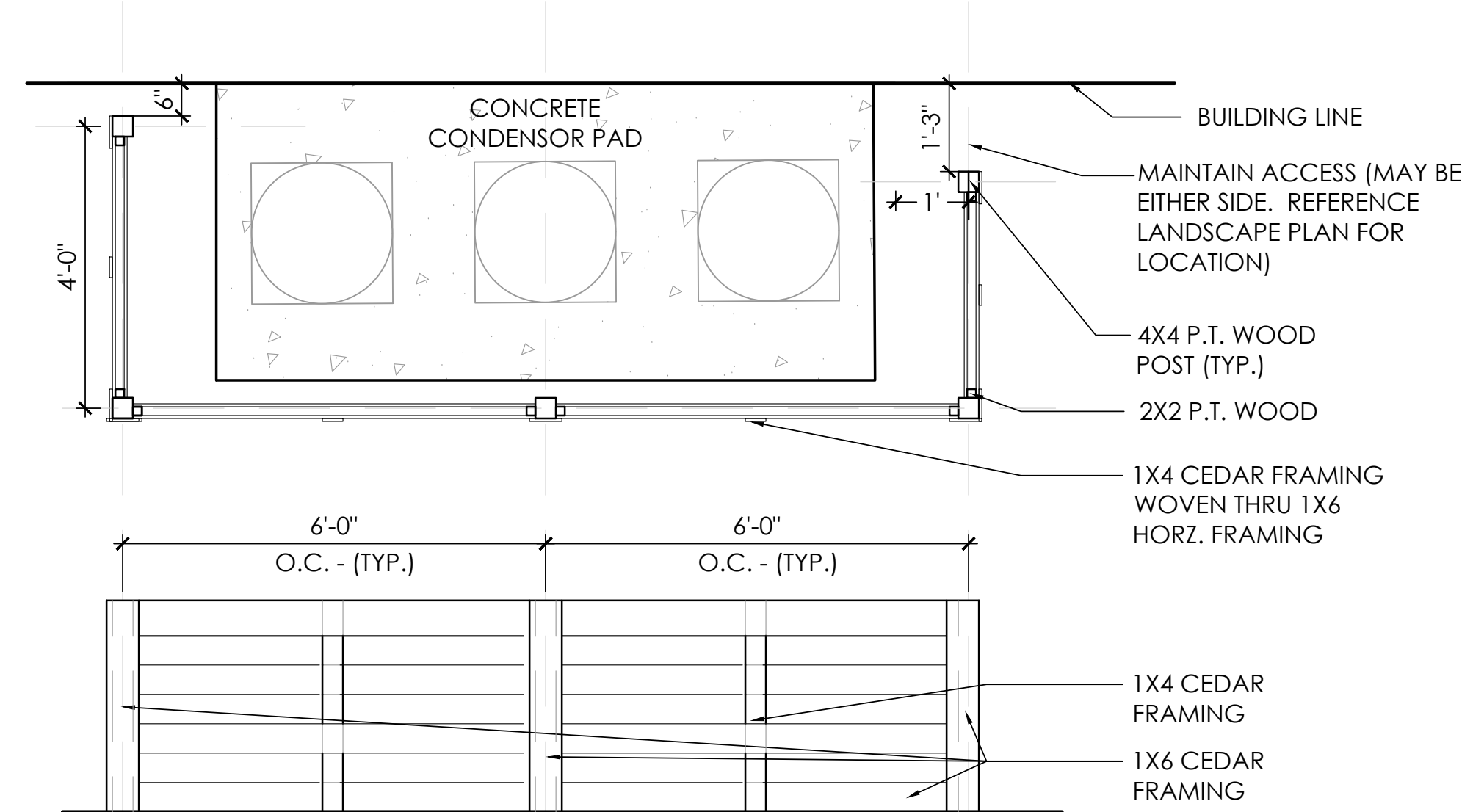
1 TYPICAL 3-STORY BUILDING PLANTING
SCALE: 1"=10'



2 TYPICAL 2-STORY BUILDING PLANTING
SCALE: 1"=10'



3 ENTRY FEATURE PLANTING
SCALE: 1"=10'

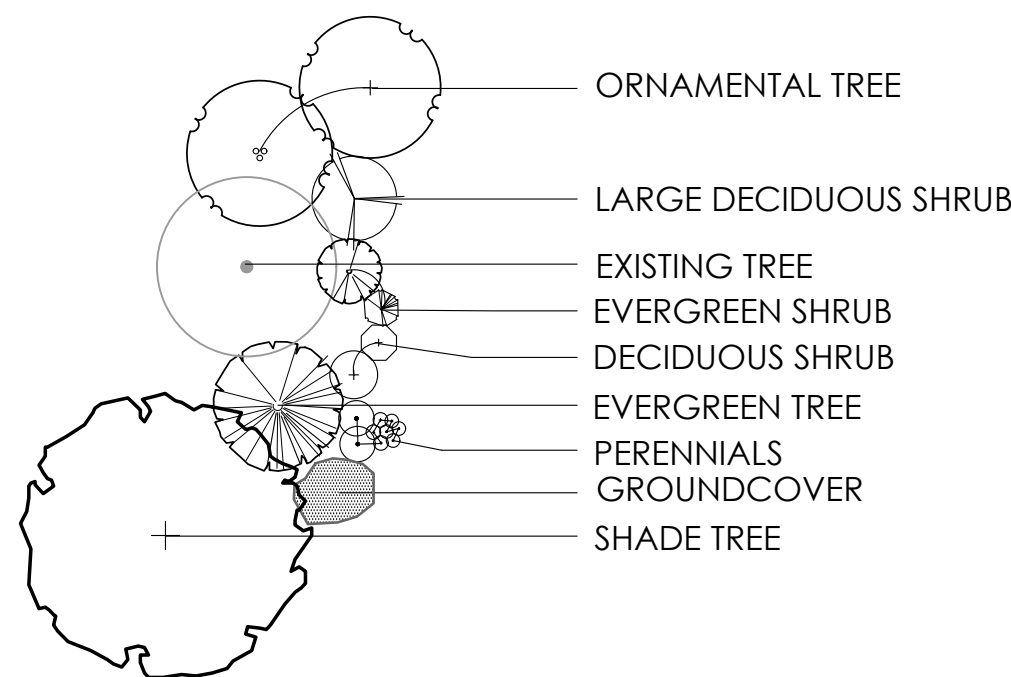


NOTE: FENCE SHALL BE PAINTED TO MATCH SHUTTERS OF ITS ASSOCIATED BUILDING.

4 A/C CONDENSOR SCREENING FENCE
N.T.S.

PLANT KEY TYPICALS

SEE PLANT LIST FOR SPECIFIC PLANT SPECIES



CONSTRUCTION NOTES:

- 1** LAWN AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.
- 2** LANDSCAPE AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.
- 3** A/C CONDENSER AREA WITH SCREENING FENCE. SEE DETAIL 4, THIS SHEET, AND ARCHITECT'S PLANS.

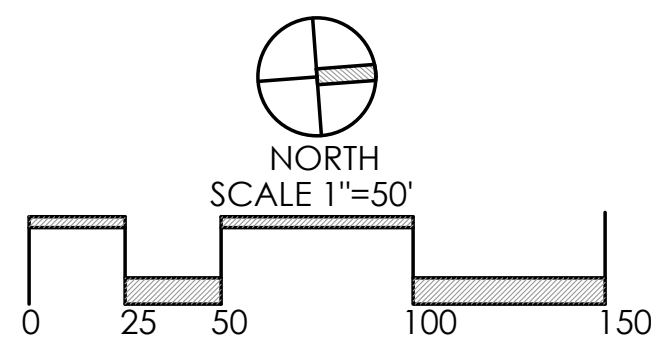
TYPICAL BUILDING PLANTINGS & ENTRY FEATURE CONCEPT

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017

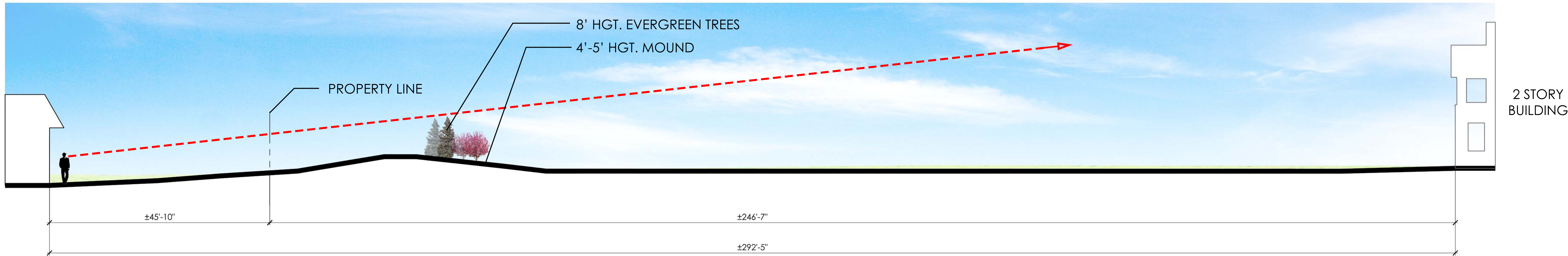
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Faris Planning & Design

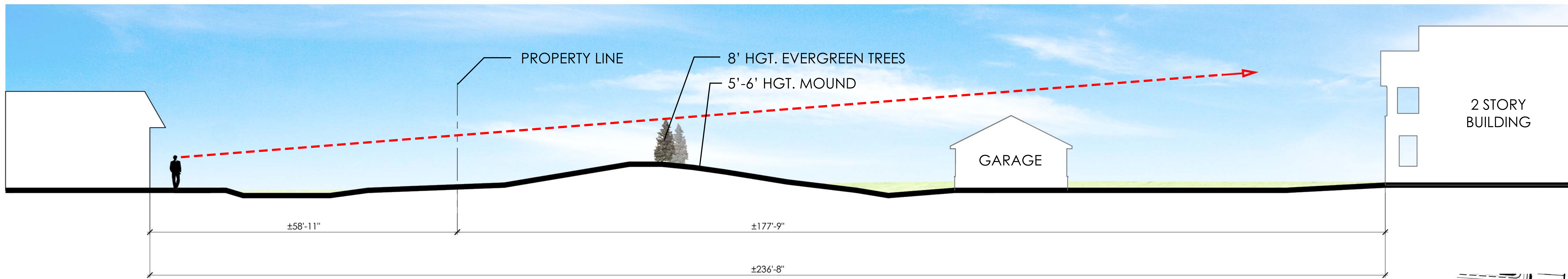


LAND PLANNING
243 N. 5th Street
p (614) 487-1964

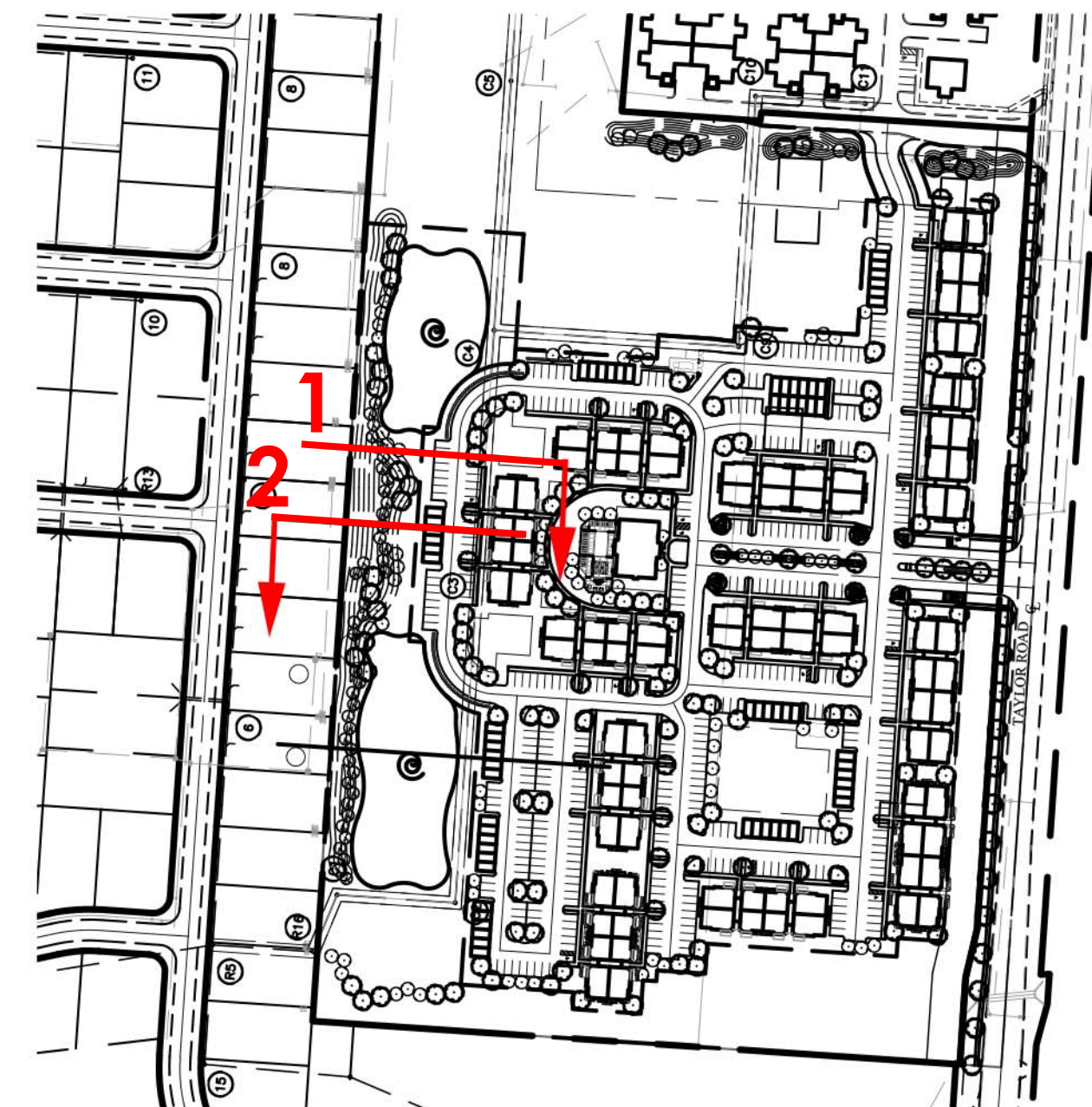
LANDSCAPE ARCHITECTURE
Suite 401
Columbus, OH 43215
www.farisplanninganddesign.com



① LANDSCAPE BUFFER SECTION ONE
SCALE: 1"=10'



② LANDSCAPE BUFFER SECTION TWO
SCALE: 1"=10'



④ SECTION KEY MAP
SCALE: 1"=200'

Attachment: App. #181277 - Taylor Rd PND - Metro Development (Rezoning App. #181277 - 93668370 Taylor Road SW, Metro Dev)

LANDSCAPE BUFFER SECTIONS

TAYLOR ROAD & E. MAIN STREET

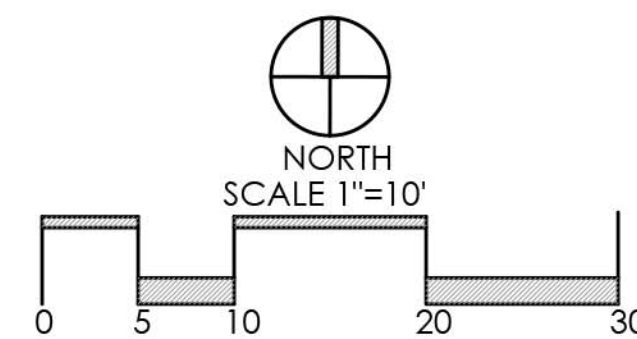
PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017

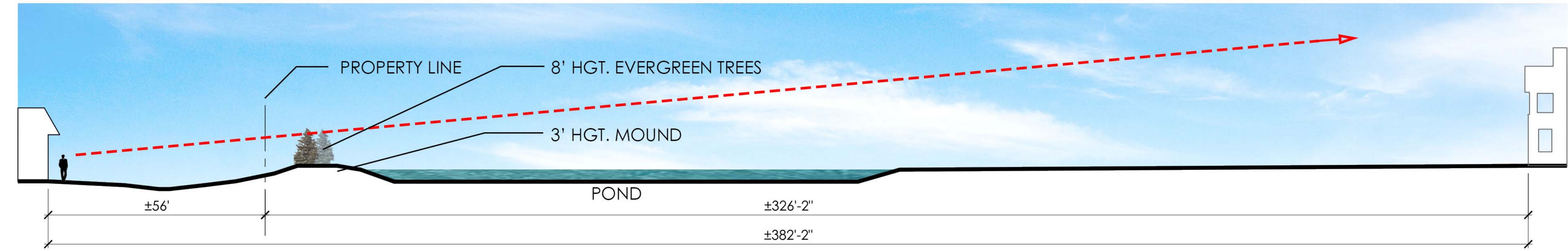
EXHIBIT D-1.2

Faris Planning & Design

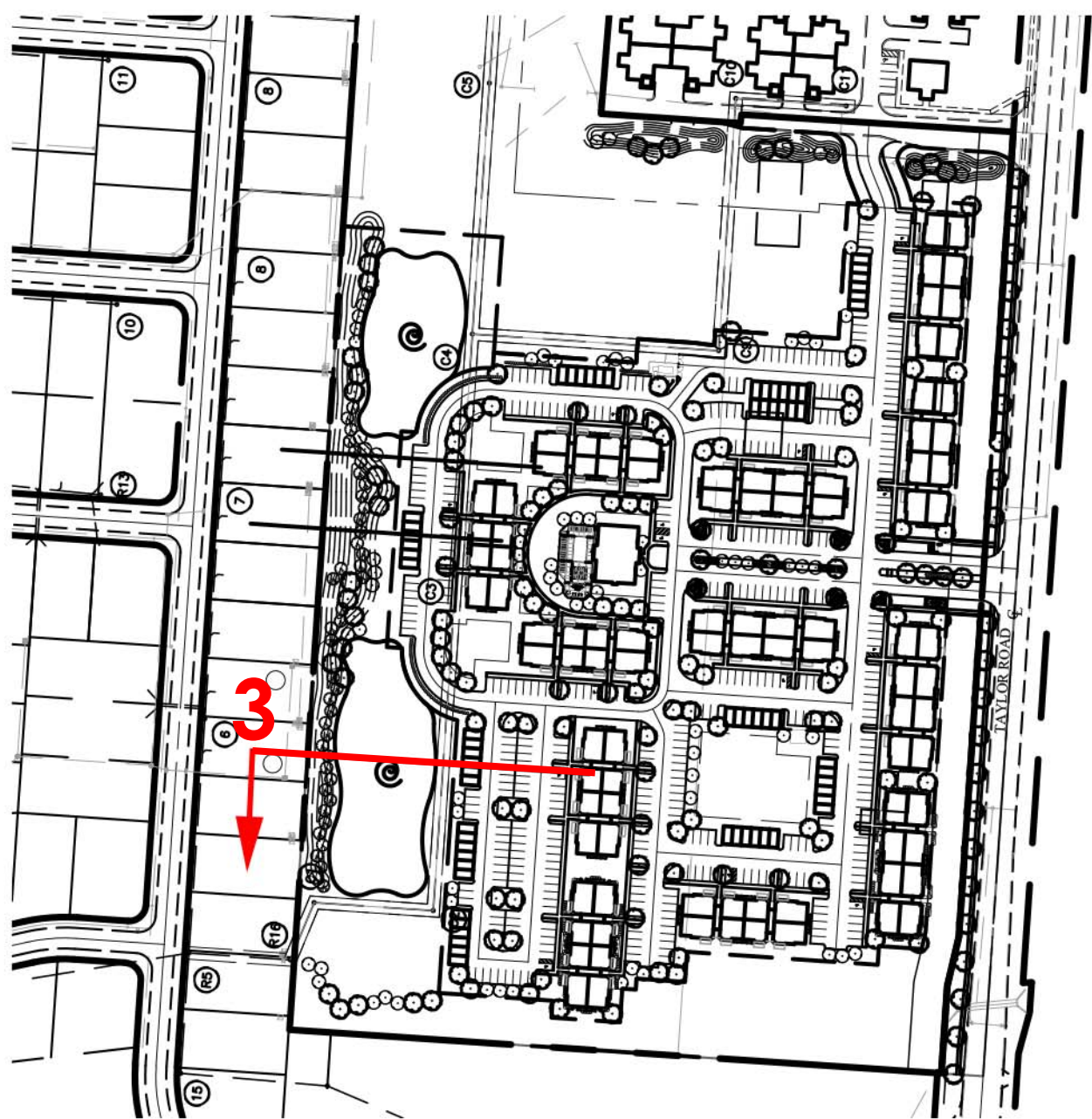
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243 N. 5th Street
p (614) 487-1964

LANDSCAPE ARCHITECTURE
Suite 401
Columbus, OH 43215
www.farisplanninganddesign.com





1 LANDSCAPE BUFFER SECTION THREE
SCALE: 1"=16'



2 SECTION KEY MAP
SCALE: 1"=200'

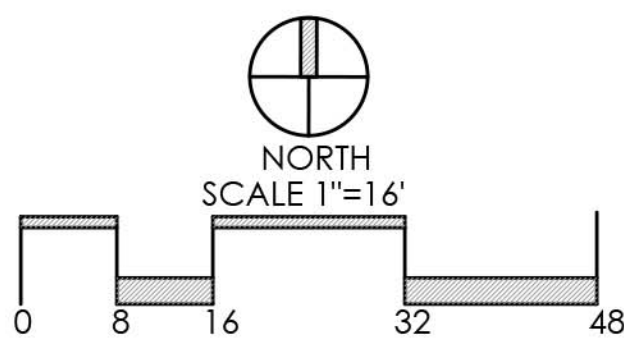
Attachment: App. #181277 - Taylor Rd PND - Metro Development (Rezoning App. #181277 - 93668370 Taylor Road SW, Metro Dev)

LANDSCAPE BUFFER SECTIONS

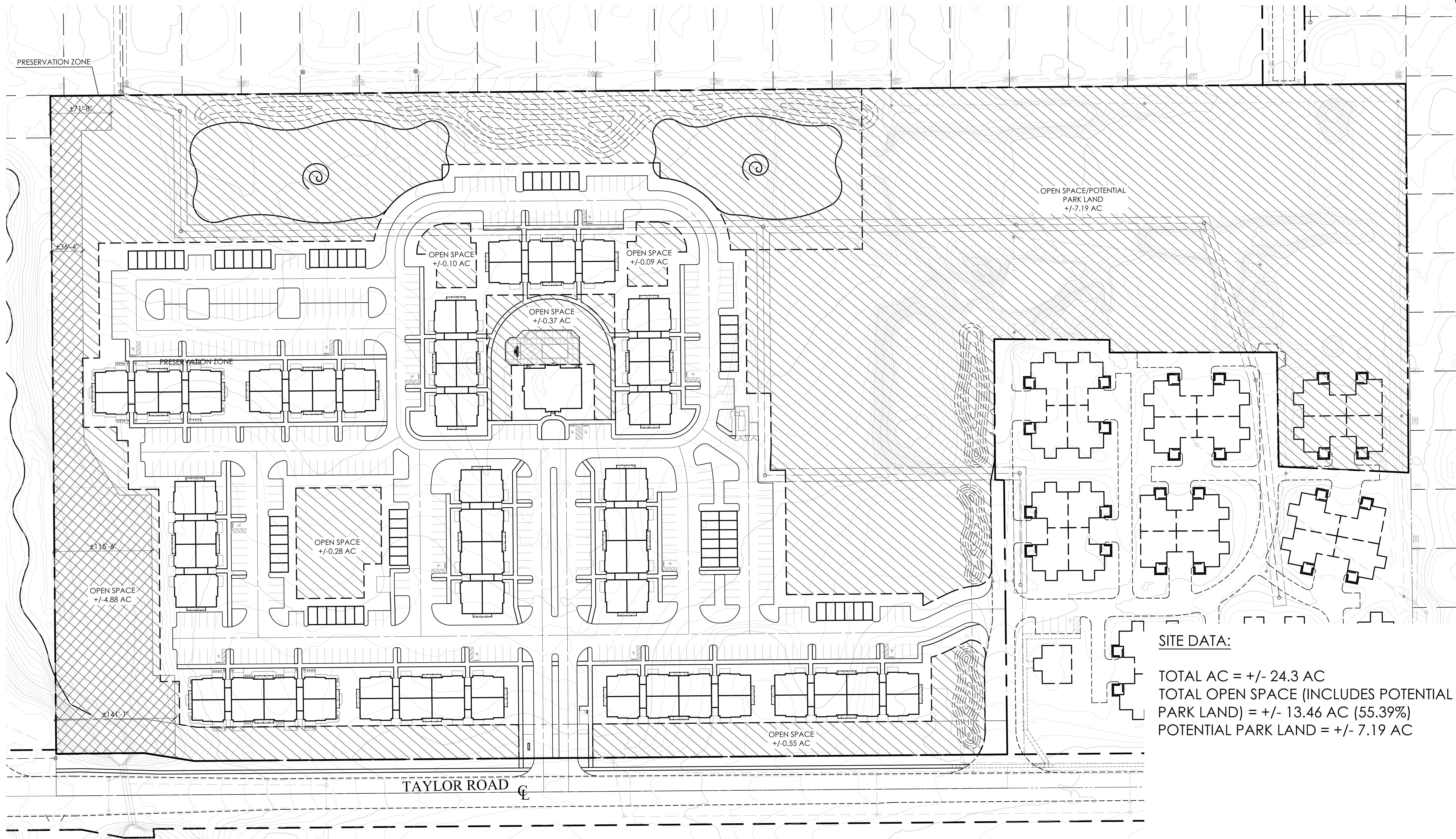
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017

EXHIBIT D-1.3



Faris Planning & Design
LAND PLANNING LANDSCAPE ARCHITECTURE
243 N. 5th Street Suite 401 Columbus, OH 43215
p (614) 487-1964 www.farisplanninganddesign.com

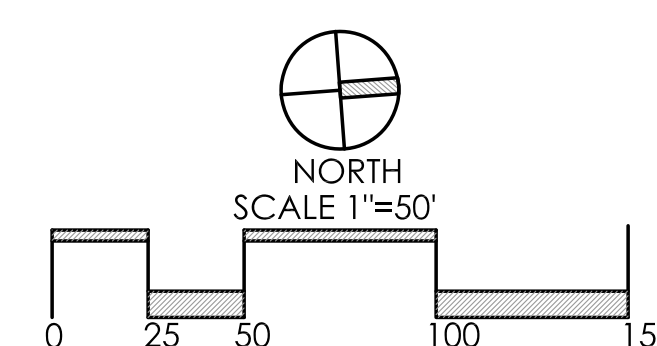


OPEN SPACE PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
 DATE: 12-20-2017

EXHIBIT D-2



Faris Planning & Design

LAND PLANNING g LANDSCAPE ARCHITECTURE

243 N. 5th Street Suite 401 Columbus, OH 43211
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3. Facilities Demand Worksheet

(To be completed for Major Site Plan, Zoning District Change, and Plot, Grade, & Utility Plan Applications.)

1. Water:

- a. What will the total demand for water be in gallons per day (gpd) for this proposed site improvement? 72,000 gpd
- b. How much pressure is required? min. 35 psi

Coordinate with the City Engineer to determine if a Water Usage/Flow Study is required (614.322.6810).

2. Sanitary Sewer:

- a. What will the total anticipated flow in gallons per day for this proposed site improvement? 96,000 gpd

Coordinate with the City Engineer to determine if a Utility Study is required (614.322.6810).

3. Traffic:

a. Definitions:

- i. Traffic Access Study: This type of study is to be used for small scale projects generating 50- 200 trip ends during the peak hour of the adjacent street or during the peak hour of the generator, whichever is higher. These studies are applicable to projects that do not have a significant impact on the overall transportation system, but will have impacts on site access points. Analysis is typically limited to review of access point location, type, and size. Analysis of turn lane requirements on the public road at the proposed access point may also be reviewed.
- ii. Traffic Impact Study: An impact study is to be completed for uses that generate more than 200 trip ends during the peak hour of the adjacent street or during the peak hour of the generator, whichever is higher. This type of evaluation usually includes all access points and nearby intersections. The scope of the Traffic Impact Study is to be determined by affected agencies and the Applicant.
- iii. Regional Traffic Analysis: This type of analysis is suited for large scale or groups of smaller projects that impact a large geographical area significant enough in the judgment of City to require an evaluation of impacts on a Comprehensive or Thoroughfare Plan Scale. Road segments, intersections, and perhaps alternative road networks shall be analyzed and long term needs identified. The scope is to be determined by affected agencies and the Applicant.

- b. What are the anticipated Average Daily Traffic (ADT), Generator Peak Traffic, Adjacent Street Peak Traffic volumes, generated by the site improvement and what are the Peak Hours of operation (using ITE Trip Generation Manual).

1774 ADT

Generator Peak	Adjacent Street Peak	Peak Hour
<u>129</u> AM	<u>110</u> AM	<u>129</u> AM
<u>160</u> PM	<u>129</u> PM	<u>160</u> PM

- c. USE FOR ZONING DISTRICT CHANGES: Is a zoning district being requested for uses that can generate 200 or more peak hour trip ends that the current zoning does not anticipate?

 Yes, Traffic Impact Study or Regional Traffic analysis is required.

 X No, Traffic Access Study Required.

- d. USE FOR MAJOR SITE PLANS: Check the following as applicable to the site development:

 There are 200 or more Peak Hour trips anticipated.
(Traffic Impact Study or Regional Traffic Study is required.)

 X There are between 50-200 Peak Hour trips anticipated.
(Traffic Access Study is required.)

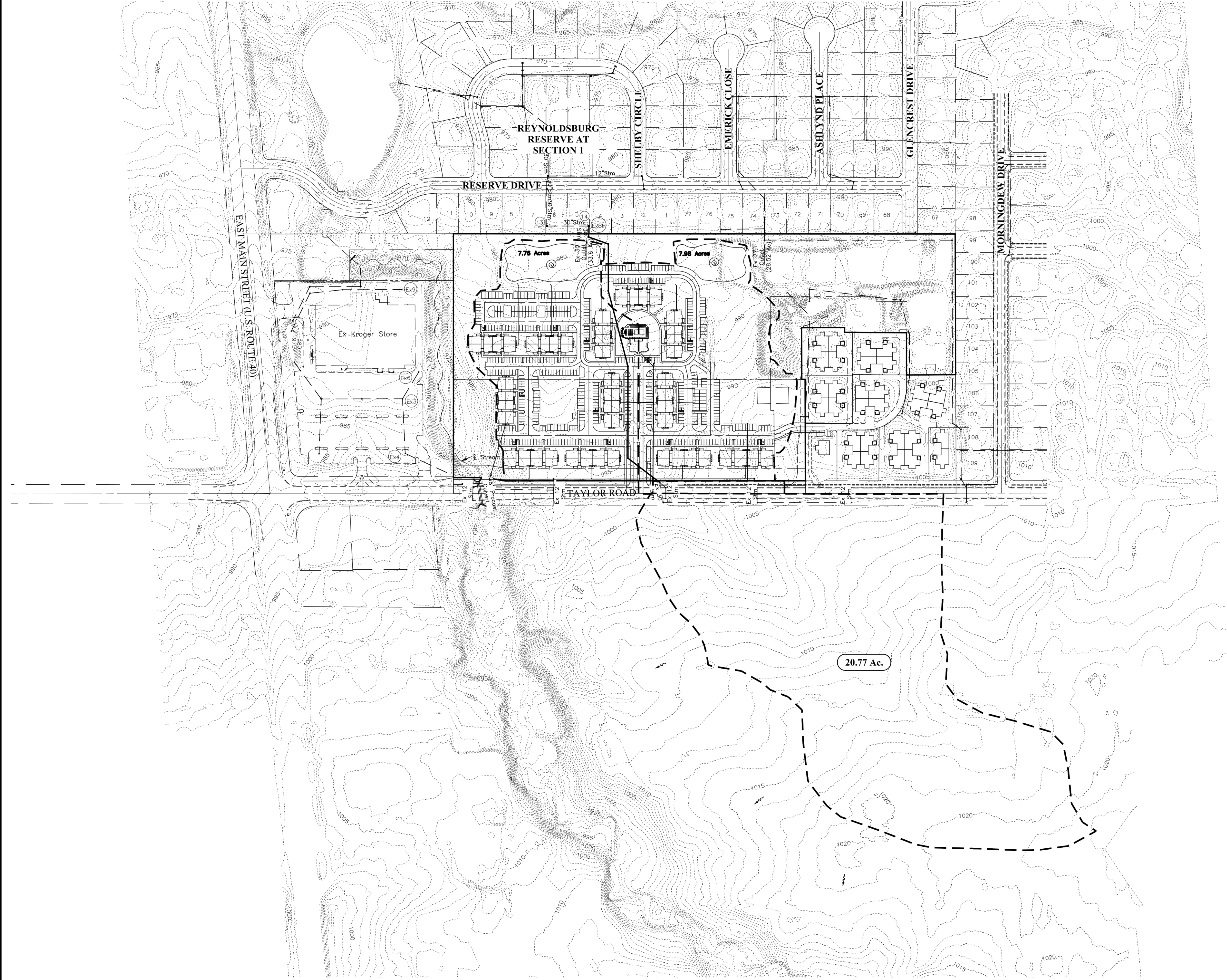
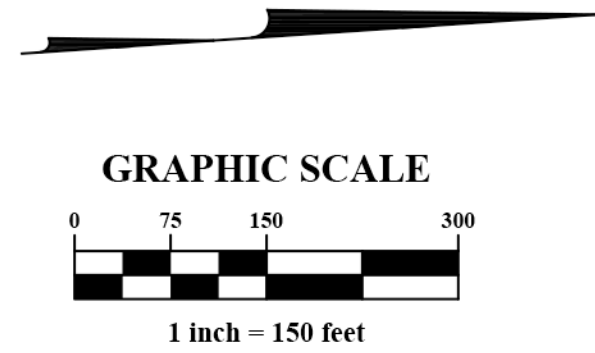
 There are less than 50 Peak Hour trips anticipated. (No additional requirements.)

- e. The information presented in this section is to assist the applicant with the requirements for traffic analysis within the City of Reynoldsburg. The City reserves the right to change these requirements if special conditions exist. If a Traffic Impact Statement or Regional Traffic Analysis is required, the applicant and the City Engineer must schedule a scope verification meeting with the City and any other local, state, or federal agencies affected by the proposed site improvements.

I certify that the information provided with this application is correct and accurate to the best of my knowledge, in filing this application with the City of Reynoldsburg.


Applicant's Signature

12-19-17
Date



DRAINAGE SUMMARY
This project will utilize wet detention basins on the west side of the development to meet Ohio EPA water quality and City peak flow rate requirements. The basins will discharge to existing catch basins along the rear lot line of properties along Reserve Drive that were sized to take in the majority of the development and offsite areas east of Taylor Road. Offsite area shown east of Taylor Road currently flow through the site within an existing swale that connects to a catch basin on one of the lots along Reserve Drive. This swale will be piped and continue to directly convey offsite flows to the existing catch basin.

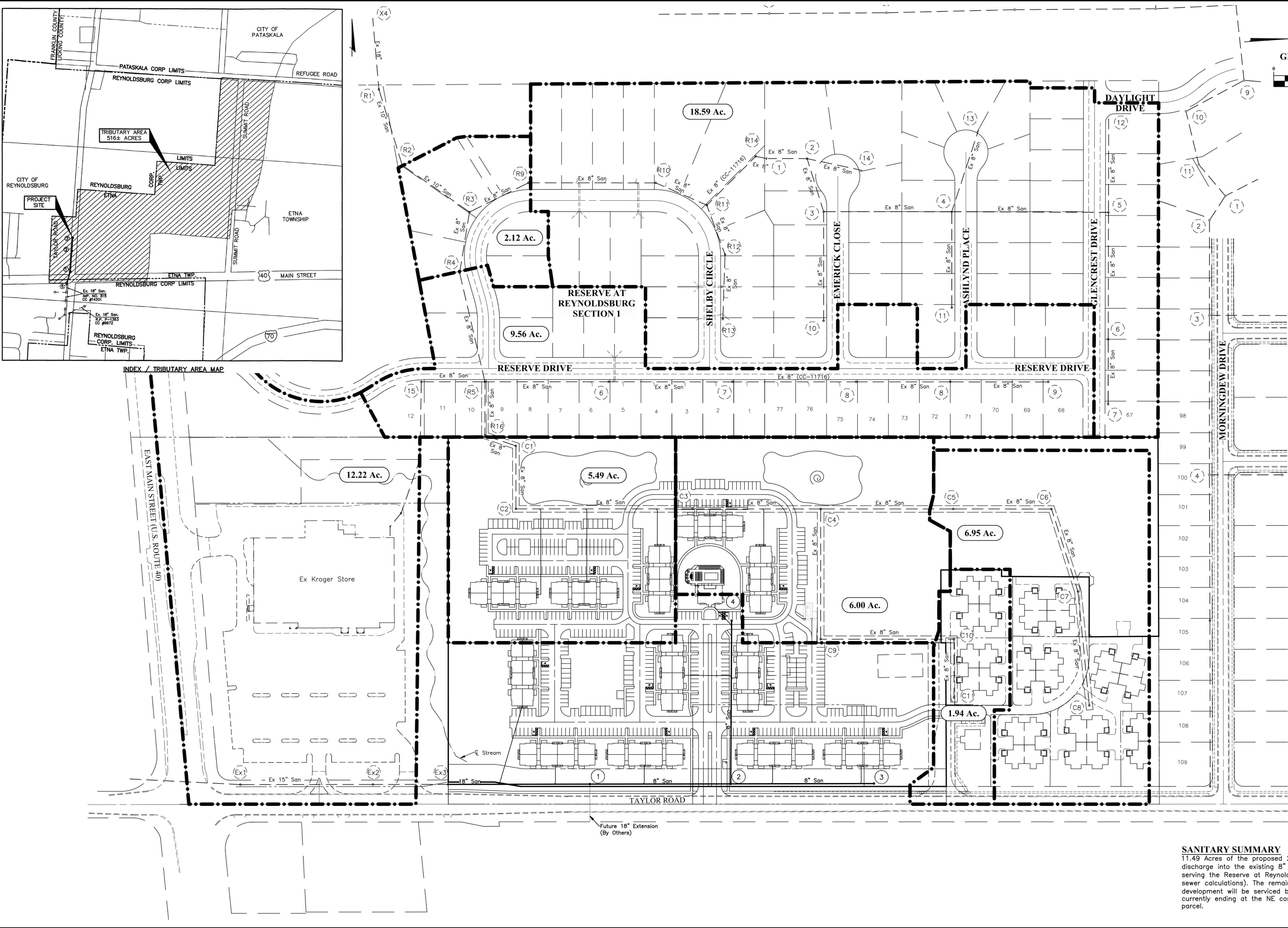
REVISIONS		
MARK	DATE	DESCRIPTION



REYNOLDSBURG, OHIO
EXHIBIT
FOR
METRO-TAYLOR
DRAINAGE IMPACT STUDY

EMHT
E.M.H.T. Engineering & Mapping, Inc.
Engineers • Surveyors • Planners
5500 New Albany Road, Columbus, OH 43254
Phone: 614.775.4500 • Fax: 614.775.4501
emht.com

DATE
December 2017
SCALE
1" = 150'
JOB NO.
20171345
SHEET
E-1



REVISIONS	
MARK	DESCRIPTION



REYNOLDSBURG, OHIO
EXHIBIT
FOR
METRO-TAYLOR
SANITARY SEWER IMPACT STUDY



DATE
December 2017

SCALE
1" = 100'

JOB NO.
20171345

SHEET
E-2



SANITARY SEWER COMPUTATION SHEET

Project: Taylor Road Multi-family
Job No.: 2017-1345

Date: 12/12/17

By: RH

Checked: initials

Revised:

SHT
1

Average Sanitary Flow:	0.0002 cfs per person @	130	gpd
------------------------	-------------------------	-----	-----

infiltration: 0.0030 cfs per acre

Peak Factor: Columbus

M.H. #	Struc. Index	Station	Area (Acres)		Population			Rates of Flow (C.F.S.)					Sewer Data (n = 0.013)						Inverts		
			Trib.	Total	Per Ac.	Incr.	Total	Avg	PF	Peak	Infil	Design	Length	Size	Slope %	V fps	Q cfs.	Q %Full	In	Out	TC
C5	MH4		6.95		18	125.1	125.1	0.025	3.5	0.088	0.021	0.11							31.27	31.27	0.00
Manhole Type C AA-S102			0.00	6.95	18								299.74	8	0.62%	2.7	1.0	11.4%			
C4		19+55.95	1.94		18	196.9	322.0	0.065	3.5	0.23	0.045	0.27							29.31	29.41	0.00
			6.00	14.89	27								289.59	8	0.57%	2.6	0.9	29.7%			
C3		16+66.36	5.49		27	148.2	470.3	0.095	3.5	0.33	0.061	0.39							27.56	27.66	0.00
			0.00	20.38	27								401.07	8	0.42%	2.2	0.8	49.9%			
C2		12+65.29	0.00		27	0.0	470.3	0.095	3.5	0.33	0.061	0.39							25.78	25.88	0.00
			0.00	20.38	27								154.59	8	2.89%	5.9	2.1	19.0%			
C1		11+10.70	0.00		27	0.0	470.3	0.095	3.5	0.33	0.061	0.39							21.21	21.31	0.00
			0.00	20.38	27								71.48	8	9.61%	10.8	3.8	10.4%			
R16		10+39.22	0.00		11	0.0	470.3	0.095	3.5	0.33	0.061	0.39							14.24	14.34	0.00
			0.00	20.38	11								120.00	8	0.50%	2.5	0.9	45.8%			
R5		9+19.22	9.56		11	227.4	697.6	0.140	3.5	0.49	0.126	0.62							13.54	13.64	0.00
			12.22	42.16	10								253.08	8	1.10%	3.6	1.3	48.6%			
R4		6+66.14	0.00		11	0.0	697.6	0.140	3.5	0.49	0.126	0.62							10.66	10.76	0.00
			0.00	42.16	11								140.06	8	1.40%	4.1	1.4	43.1%			
R3		5+26.08	20.71		11	227.8	925.4	0.186	3.5	0.65	0.189	0.84							8.54	8.70	0.00
			0.00	62.87	11								185.67	10	0.60%	3.1	1.7	49.4%			
R2		3+40.41	0.00		11	0.0	925.4	0.186	3.5	0.65	0.189	0.84							7.33	7.43	0.00
			0.00	62.87	11								179.26	10	3.30%	7.3	4.0	21.0%			
R1		1+61.15	0.00		11	0.0	925.4	0.186	3.5	0.65	0.189	0.84							0.74	1.41	0.00
			0.00	62.87	11								161.15	18	0.40%	3.8	6.7	12.6%			
X4		0+00.00	0.00		11	0.0	925.4	0.186	3.5	0.65	0.189	0.84							0.00	0.10	0.00
			0.00	62.87	11								0.00	18	0.16%	2.4	4.2	19.9%			

9366 & 9370 Taylor Road Traffic Access Study

Prepared For:

Metro Development

Prepared By:



1900 Crown Park Court, Suite E
Columbus, OH 43235
(614) 914-5543

December 2017

SSI Project #: 720501

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9366 & 9370 Taylor Road Traffic Access Study

Prepared For:

Metro Development
470 Olde Worthington Road, Suite 100
Westerville, OH

Telephone: (614) 540-2400

Prepared By:

Smart Services, Inc.
1900 Crown Park Court, Suite E
Columbus, OH 43235

Telephone: (614) 914-5543
e-mail: tstanhope@smartservices-inc.com

Under the direction of:

Registered Engineer No. E-64507, Ohio

12-08-2017

Date



December 2017

TABLE OF CONTENTS

Background	1
Existing Conditions	1
Projected Site Traffic	1
2018 and 2028 Traffic	5
Traffic Analyses	5
Conclusions	5

APPENDIX

General Correspondence
Traffic Counts
Referenced Exhibits
Turn Lane Warrant Graphs

BACKGROUND

Metro Development, LLC is proposing to develop a site with approximately 240 multi-family units in a combination of two and three story buildings. The site is located on the west side of Taylor Road between Main Street (US 40) and Taylor Chase Drive. Figure 1 shows the location of the site. One full access is proposed on Taylor Road. In addition, there is also access to Taylor Chase Drive in the development to the north which also has access to Taylor Road. The permitting agency for the access on Taylor Road is the City of Reynoldsburg. Figure 2 shows the proposed site layout.

Per Section 3A of the *Reynoldsburg Development Handbook*, a traffic access study (TAS) is required if peak hour trip ends are between 50-200 trip ends. The scope of the TAS is contained in a Memo of Understanding (MOU) that was submitted to the City Engineer on November 20, 2017. A copy of the MOU is in the Appendix.

EXISTING CONDITIONS

Taylor Road is a three-lane section (including a center two-way left turn lane) at the site access. The speed limit is 35 MPH. As part of the project, peak hour (7-9 AM and 4-6 PM) turning movement counts were taken at Taylor Road & the Kroger Access. The volumes on the north leg of the intersection were the basis of the existing through traffic at the site access.

PROJECTED SITE TRAFFIC

Trip Generation

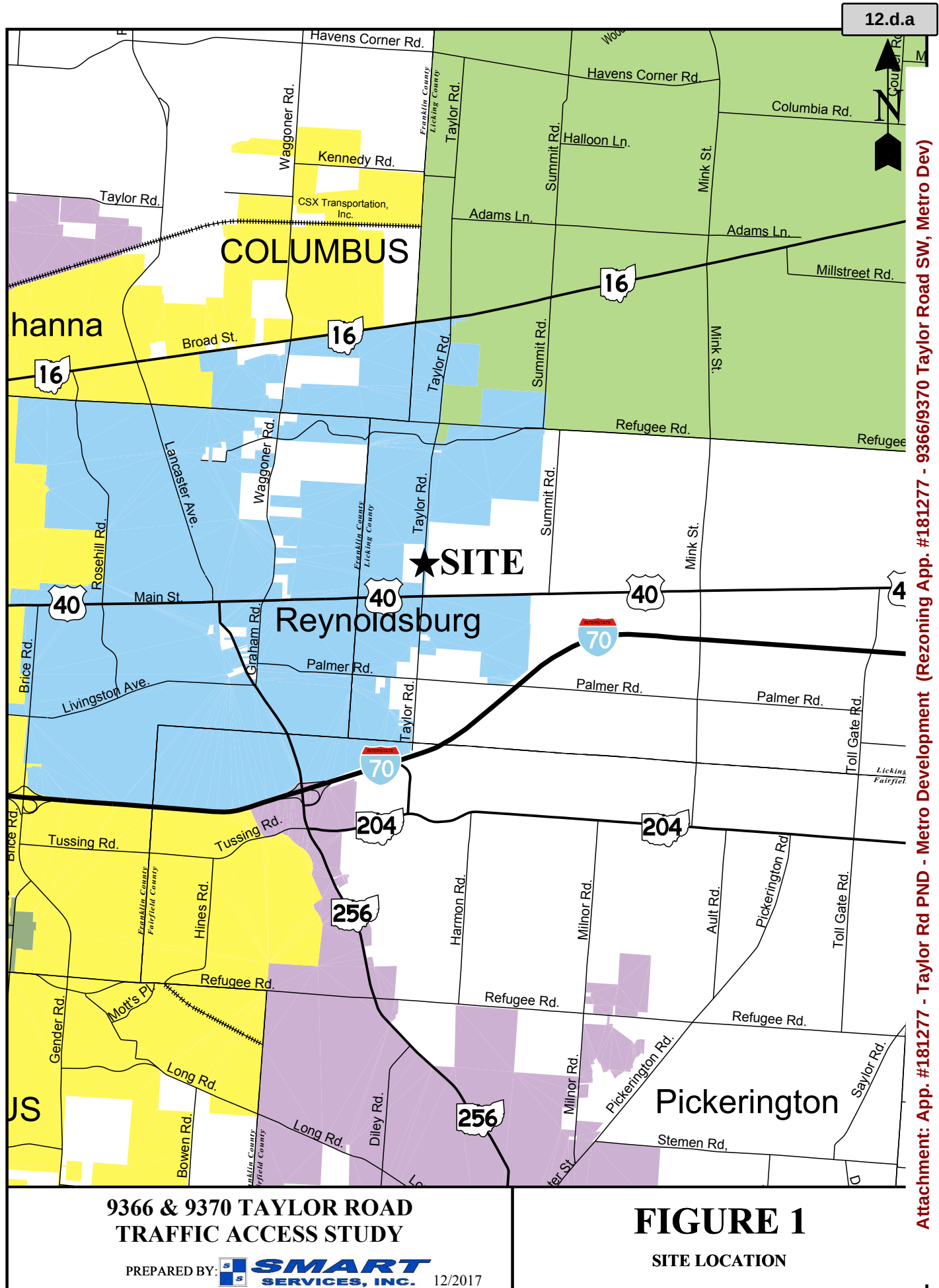
The accepted method for computing trip generation in the traffic engineering profession is *Trip Generation, 10th Edition* published by the Institute of Transportation Engineers (ITE). This report provides trip rates for different land uses based on data from sample sites in each category. The proposed land use is represented by “Multifamily Housing (Low-Rise)” ITE Code #220. Table 1 shows a summary of the site generated traffic.

Trip Distribution

The distribution of traffic was based upon the existing counts going away from the site in the AM peak hour (AM). The AM peak hour provides the best representation of where people work relative to where they live. The following is the resulting distribution (The volume basis is in parentheses):

- 62% to/from the south on Taylor Road (601)
- 38% to/from the north on Taylor Road (376)

Although there is a small percentage of the traffic that would use the connection to Taylor Chase Drive to access the site, all traffic was assumed to use the proposed access for the purposes of this study.



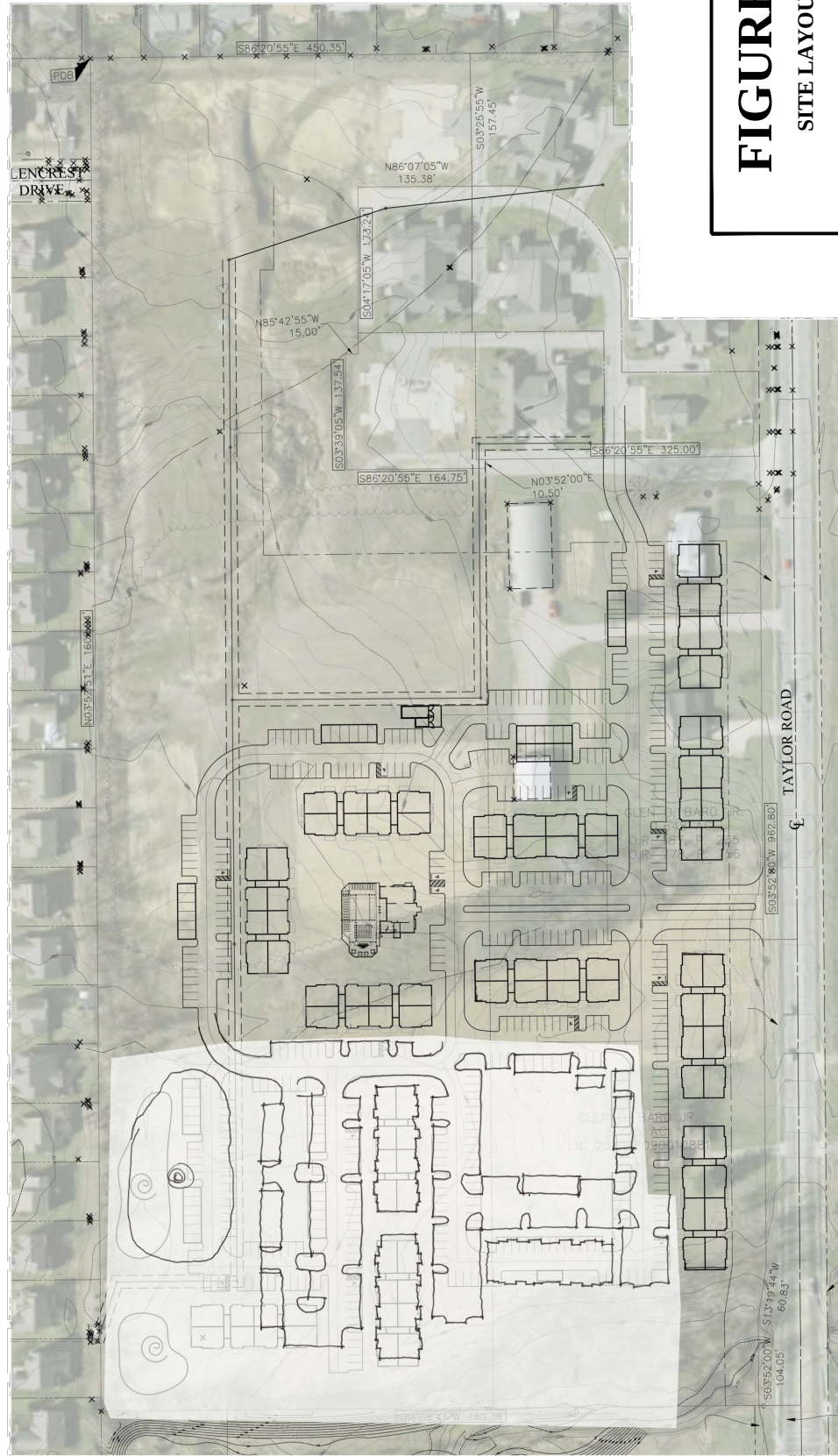
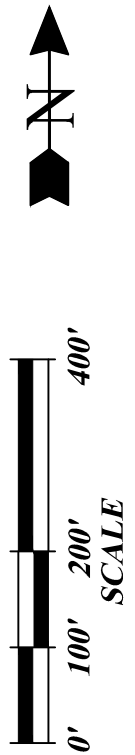


FIGURE 2

SITE LAYOUT

**9366 & 9370
TAYLOR ROAD
TRAFFIC ACCESS
STUDY 12/2017**

PREPARED BY:



Traffic Study Subarea	Land Use	Time of Day	Data Set from: <i>Trip Generation Manual, 10th Edition</i> (Unless noted Otherwise)	Override with Average	Regression Equation from: <i>Trip Generation Manual 10th Edition</i>	Total Trips	Entering		Exiting	
							%	Total Trips	%	Total Trips
1	Multifamily Housing (Low-Rise) (ITE Code #220) Ind. Variable (X) = 240 Dwelling Units	Daily	Weekday	☐	$T=7.56(X)-40.86$	1774	50%	887	50%	887
		AM Peak	Peak Hour of Adj. Street Traffic, One Hour between 7 & 9 AM	☐	$\ln(T)=0.95\ln(X)-0.51$	110	23%	25	77%	85
		PM Peak	Peak Hour of Adj. Street Traffic, One Hour between 4 & 6 PM	☐	$\ln(T)=0.89\ln(X)-0.02$	129	63%	81	37%	48
				☐						
TOTALS			Daily	☒		1774		887		887
			AM Peak			110		25		85
			PM Peak			129		81		48

9366 & 9370 Taylor Road Traffic Access Study - 12/2017

TABLE 1 - SITE TRIP GENERATION SUMMARY

2018 AND 2028 TRAFFIC

A 10-year horizon is required for the traffic study. Opening day is assumed to be 2018, therefore the design year is 2028. A linear annual growth rate was obtained from the Mid-Ohio Regional Planning Commission (MORPC). Table 2 shows the growth rate and the corresponding factors applied to the 2017 traffic count.

Segment	Linear Annual Growth Rate	2017 to 2018 Factor	2017 to 2028 Factor
Taylor Road	1.20%	1.012	1.132

TABLE 2 – 2017 Based Growth Factor Summary

Figure 3 shows the components of the 2018 ‘Build’ traffic. Figure 4 shows the components of the 2028 ‘Build’ traffic.

TRAFFIC ANALYSES

Turn Lane Warrants

Since a two-way left turn lane exists in front of the site, a left turn lane warrant analysis is not necessary. The procedure to determine whether a right turn lane is warranted is according to the *State Highway Access Management Manual (SHAMM)* published by the Ohio Department of Transportation (ODOT). The posted speed limit of 35 MPH was used for the analysis. The results show that a right turn lane is not warranted. The graph from the *SHAMM* is in the Appendix.

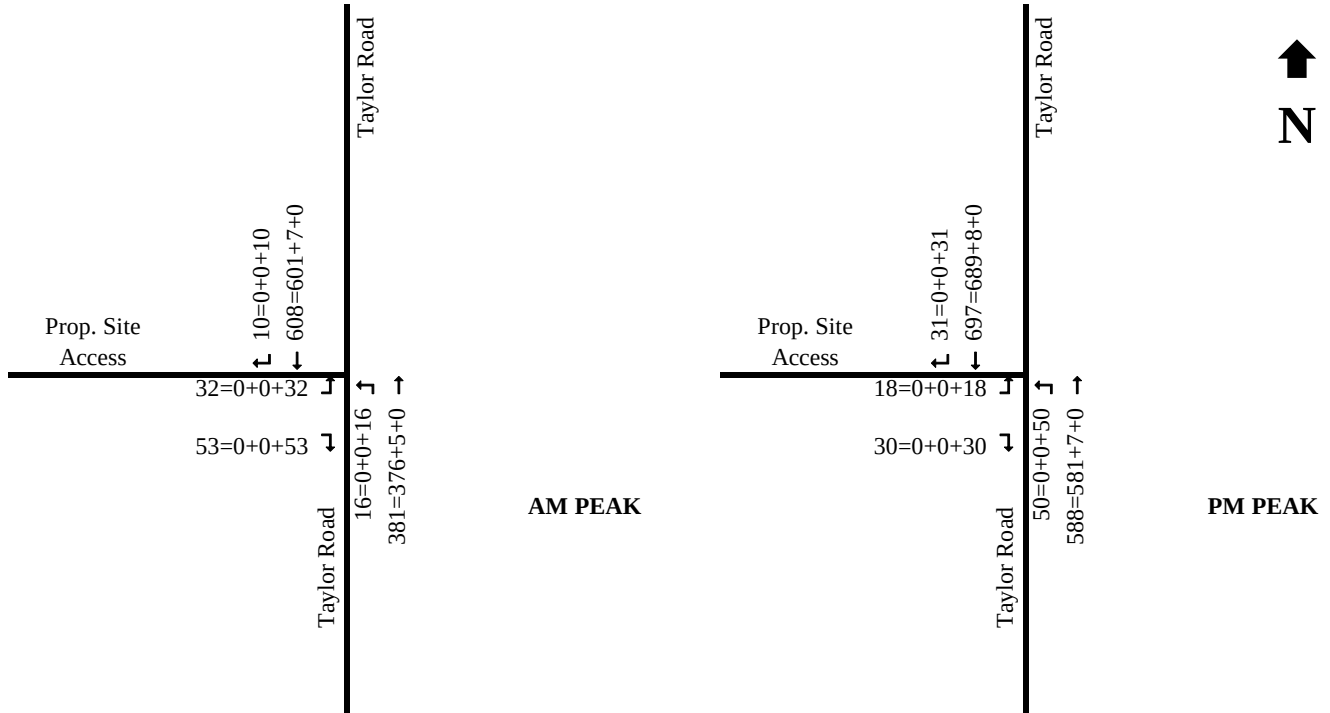
CONCLUSIONS

2018 and 2028 ‘No Build’ and ‘Build’ volumes were developed for use in a right turn lane warrant analysis. The following is a summary of the conclusions for each analysis condition:

2018/2028 ‘Build’

- Taylor Road & Prop. Site Access
 - Since there is an existing two-way left turn lane, accommodation for the northbound left turn lane is provided.
 - A southbound right turn lane is not warranted.

The conclusion of the study is that no improvements are associated with the development of the site.



LEGEND
A=B+C+D

A = 2018 'BUILD'
B = EXISTING (2017)

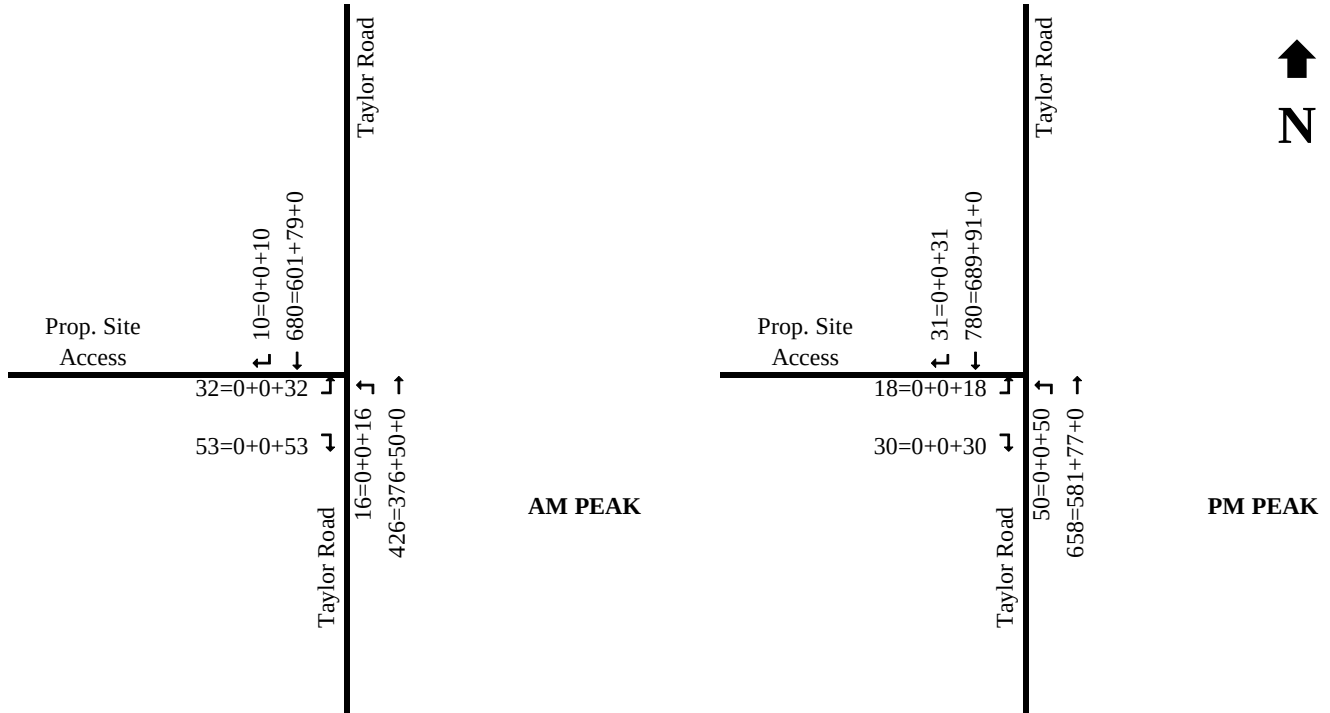
C = GROWTH
D = SITE TOTAL

**9366 & 9370 TAYLOR ROAD
TRAFFIC ACCESS STUDY**

PREPARED BY: **SMART SERVICES, INC.** 12/2017

FIGURE 3

2018 'BUILD'



LEGEND
A=B+C+D

A = 2028 'BUILD'
B = EXISTING (2017)

C = GROWTH
D = SITE TOTAL

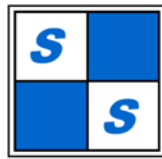
**9366 & 9370 TAYLOR ROAD
TRAFFIC ACCESS STUDY**

PREPARED BY: **SMART SERVICES, INC.** 12/2017

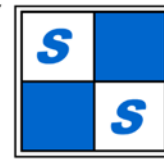
FIGURE 4

2028 'BUILD'

APPENDIX



SMART
SERVICES, INC.
 Surveying ♦ Environmental ♦ Traffic ♦ CA/CM
 An Ohio DBE/EDGE Certified Firm



November 20, 2017

Mr. Ryan Andrews, PE
 City Engineer – City of Reynoldsburg
 EMH&T
 5500 New Albany Road
 Columbus, OH 43054

Re: 9366 & 9370 Taylor Road Traffic Access Study MOU
 City of Reynoldsburg, Licking County, Ohio

Dear Mr. Andrews:

Please consider this letter as a Memo of Understanding (MOU) for the traffic study required for the subject site. The subject site is located on the west side of Taylor Road between Main Street (US 40) and Taylor Chase Drive. The site is proposed to be developed with 240 multi-family units in a combination of two and three-story buildings. One full access is proposed on Taylor Road. In addition, there is also access to Taylor Chase Drive in the development to the north which also has access to Taylor Road. The permitting agency for the access on Taylor Road is the City of Reynoldsburg.

Per Section 3A of the *Reynoldsburg Development Handbook*, a traffic access study is required if peak hour trip ends are between 50-200 trip ends. The attached trip generation calculations indicate that the site will generate between 50 and 200 peak hour trips which would require a Traffic Access Study (TAS). The following is the scope of the TAS:

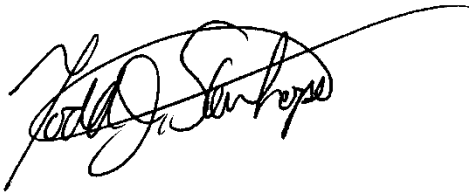
- The study area will be limited to the proposed site access on Taylor Road.
- The time of analysis will be the weekday AM Peak hour (one hour between 7 and 9 AM) and the PM Peak hour (one hour between 4 and 6 PM).
- A new peak-hour link count will be provided on Taylor Road between the Kroger Access and Taylor Chase Drive.
- Trip Generation - Site traffic will be computed using *Trip Generation Manual, 10th Edition* published by ITE. The land use Multifamily Housing (Low-Rise) ITE Code #220 will be used to represent the site.
- Trip distribution will be determined after the data is collected.
- Design Year Traffic Development – A 10-year design horizon is required. Opening Day is assumed to be 2018. Therefore, the design year is 2028. Annual growth rates for Taylor Road will be obtained from the Mid-Ohio Regional Planning Commission (MORPC). The schedule for the study may not allow a response from MORPC, so if that is the case a growth rate assumption will need to be worked out with the City.

- Analyses
 - A right turn lane warrant analyses will be performed at the site access. A two-way left turn lane already exists on Taylor Road so a left turn lane is not necessary
 - The length of any warranted turn lanes will be calculated using the method in Section 400 of the *ODOT L&D Manual*.

If this MOU is acceptable to you, please indicate your approval in the space provided below. If not, please let us know what items need to be changed.

If you have any questions, please contact me. Thank you!

Sincerely,
SMART SERVICES, INC.



Todd J. Stanhope, PE, PTOE
Director of Traffic Engineering

Submitted: One electronic copy (PDF format) via e-mail

cc: E. Snowden – City of Reynoldsburg
J. Thomas, Jr. – Metro Development

City of Reynoldsburg

Approved: _____ Date: _____



Traffic Study Subarea	Land Use	Time of Day	Data Set from: <i>Trip Generation Manual, 10th Edition</i> (Unless noted Otherwise)	Override with Average	Regression Equation from: <i>Trip Generation Manual 10th Edition</i>	Entering		Exiting	
						%	Total Trips	%	Total Trips
1	Multifamily Housing (Low-Rise) (ITE Code #220) Ind. Variable (X) = 240 Dwelling Units	Daily	Weekday	☐	$T=7.56(X)-40.86$	50%	887	50%	887
		AM Peak	Peak Hour of Adj. Street Traffic, One Hour between 7 & 9 AM	☐	$\ln(T)=0.95\ln(X)-0.51$	23%	25	77%	85
		PM Peak	Peak Hour of Adj. Street Traffic, One Hour between 4 & 6 PM	☐	$\ln(T)=0.89\ln(X)-0.02$	63%	81	37%	48
		AM Peak	AM Peak Hour of Generator	☒	$\ln(T)=0.94\ln(X)-0.29$	28%	36	72%	93
		PM Peak	PM Peak Hour of Generator	☐	$T=0.66(X)+1.41$	59%	94	41%	66

- 11/2017

TABLE 1 - SITE TRIP GENERATION SUMMARY

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Taylor Road & Kroger Driveway AM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
07:00 AM	144	13	157		5	70	75		5	2	7	239
07:15 AM	125	9	134		5	79	84		8	5	13	231
07:30 AM	128	8	136		6	106	112		3	6	9	257
07:45 AM	164	10	174		3	102	105		3	6	9	288
Total	561	40	601		19	357	376		19	19	38	1015
08:00 AM	115	11	126		2	77	79		8	1	9	214
08:15 AM	104	6	110		10	75	85		7	5	12	207
08:30 AM	108	13	121		8	81	89		8	2	10	220
08:45 AM	106	7	113		7	65	72		4	3	7	192
Total	433	37	470		27	298	325		27	11	38	833
Grand Total	994	77	1071		46	655	701		46	30	76	1848
Approch %	92.8	7.2			6.6	93.4			60.5	39.5		
Total %	53.8	4.2	58		2.5	35.4	37.9		2.5	1.6	4.1	

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
07:00 AM	144	13	157		5	70	75		5	2	7	239
07:15 AM	125	9	134		5	79	84		8	5	13	231
07:30 AM	128	8	136		6	106	112		3	6	9	257
07:45 AM	164	10	174		3	102	105		3	6	9	288
Total Volume	561	40	601		19	357	376		19	19	38	1015
% App. Total	93.3	6.7			5.1	94.9			50	50		
PHF	.855	.769	.864		.792	.842	.839		.594	.792	.731	.881

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Taylor Road & Kroger Driveway PM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
04:00 PM	105	16	121		9	126	135		24	9	33	289
04:15 PM	123	24	147		17	122	139		26	6	32	318
04:30 PM	150	23	173		12	109	121		24	12	36	330
04:45 PM	155	27	182		15	117	132		36	18	54	368
Total	533	90	623		53	474	527		110	45	155	1305
05:00 PM	153	17	170		13	128	141		25	14	39	350
05:15 PM	133	23	156		16	100	116		31	10	41	313
05:30 PM	158	23	181		9	129	138		15	9	24	343
05:45 PM	142	22	164		28	130	158		24	18	42	364
Total	586	85	671		66	487	553		95	51	146	1370
Grand Total	1119	175	1294		119	961	1080		205	96	301	2675
Approch %	86.5	13.5			11	89			68.1	31.9		
Total %	41.8	6.5	48.4		4.4	35.9	40.4		7.7	3.6	11.3	

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
04:45 PM	155	27	182		15	117	132		36	18	54	368
05:00 PM	153	17	170		13	128	141		25	14	39	350
05:15 PM	133	23	156		16	100	116		31	10	41	313
05:30 PM	158	23	181		9	129	138		15	9	24	343
Total Volume	599	90	689		53	474	527		107	51	158	1374
% App. Total	86.9	13.1			10.1	89.9			67.7	32.3		
PHF	.948	.833	.946		.828	.919	.934		.743	.708	.731	.933

Peak Hour Analysis From 04:00 PM to 05:45 PM - Peak 1 of 1
Peak Hour for Entire Intersection Begins at 04:45 PM

From: [Hwashik Jang](#)
To: [Todd Stanhope](#)
Cc: [Nick Gill](#); ["Andrews, Ryan"](#); [Eric Snowden](#); [Joe Thomas ,Jr.](#); [Zhuojun Jiang](#)
Subject: RE: Growth Rate Request - Taylor Road
Date: Tuesday, December 05, 2017 9:39:21 AM

Todd,

We have completed processing growth rate request on Taylor Rd study area.
 Please use an overall **1.2%** linear annual growth rate for the study segment.

Note: This is planning level analysis based on MORPC regional travel demand model.

If you have any questions, please let me know.

Thanks,

Hwashik

Hwashik Jang | hjang@morpc.org | MORPC
 Tel 614.233.4145 | Fax 614.233.4245

From: Todd Stanhope [mailto:tstanhope@smartservices-inc.com]
Sent: Monday, November 20, 2017 12:02 PM
To: Zhuojun Jiang <zjiang@morpc.org>
Cc: Nick Gill <ngill@morpc.org>; Hwashik Jang <hjang@morpc.org>; 'Andrews, Ryan' <randrews@emht.com>; Eric Snowden <esnowden@ci.reynoldsburg.oh.us>; Joe Thomas ,Jr. <jthomasjr@villagecommunities.com>
Subject: Growth Rate Request - Taylor Road

Zhuojun

We are performing a traffic access study for the above site that has access on Taylor Road.
 Please provide a growth rate for Taylor Road between the Kroger Driveway and Taylor Chase Drive (north of Main Street). Below is MORPC's requested information about the study:

1. Traffic Data upon which you would be applying these growth rates (preferably 24 hour counts). **As part of the project, AM and PM peak hour turning movement counts were taken at the intersection of Taylor Road & Kroger Driveway. The count report is attached.**
2. Open Year & Design Year, for this study: **2018 and 2028**
3. Roadway network assumptions: Any roadway assumptions/changes in the vicinity, such as change in number of lanes or roadway alignments, etc: **None anticipated.**
4. Land use assumptions: General info on proposed site location & development, such as: site

map, Trip Generation (excel file, preferably). The subject site is located on the west side of Taylor Road between the Kroger Driveway and Taylor Chase Drive. Trip generation for the 240 apartment units will be calculated as part of the study and is not available at this time.

5. Project Review Contact Person: Ryan Andrews will be reviewing the study for the City of Reynoldsburg. His e-mail address is in the cc: line.

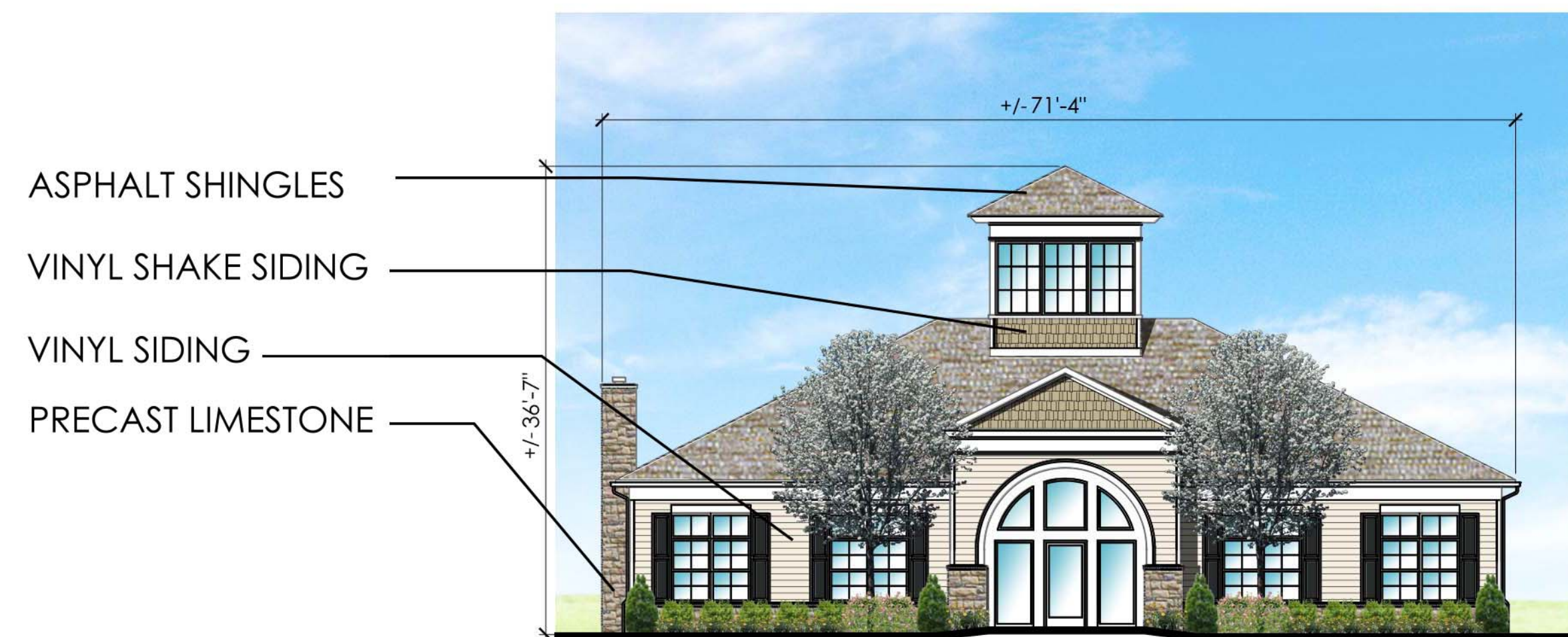
Thank you!

Todd J. Stanhope, PE, PTOE
Director of Traffic Engineering

Smart Services, Inc. (Columbus Office)

A DBE / EDGE Certified Business

1900 Crown Park Court, Suite E
Columbus, Ohio 43235
Ph: 614-914-5543
www.SmartServices-Inc.com



1 CLUBHOUSE - FRONT ELEVATION
SCALE: 1"=10'



2 CLUBHOUSE - SIDE ELEVATION
SCALE: 1"=10'



3 CLUBHOUSE - SIDE ELEVATION
SCALE: 1"=10'



4 CLUBHOUSE - REAR ELEVATION
SCALE: 1"=10'

Attachment: App. #181277 - Taylor Rd PND - Metro Development (Rezoning App. #181277 - 93668370 Taylor Road SW, Metro Dev)

CLUBHOUSE ELEVATIONS

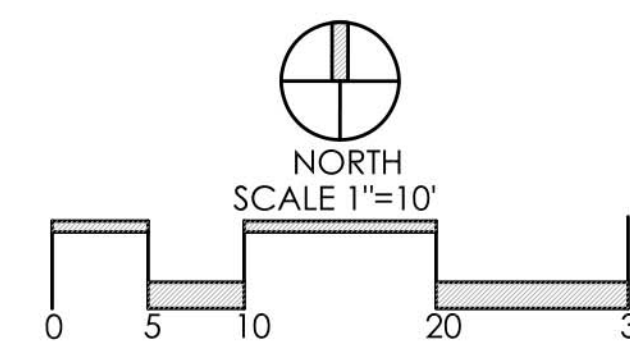
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017

EXHIBIT G-1

Faris Planning & Design

LAND PLANNING g LANDSCAPE ARCHITECTURE
243 N. 5th Street Columbus, OH 43211
p (614) 487-1964 Suite 401 www.farisplanninganddesign.com





1 2 STORY BUILDING, 8 - 2 BED/2 BATH, 8 1 BED/1 BATH & FRONT ELEVATION
SCALE: 1"=10'



2 2 STORY BUILDING, 8 - 2 BED/2 BATH, 8 - 1BED/1 BATH & REAR ELEVATION
SCALE: 1"=10'



3 2 STORY BUILDING, 8 - 2 BED/2 BATH, 8 - 1BED/1 BATH & SIDE ELEVATION
SCALE: 1"=10'

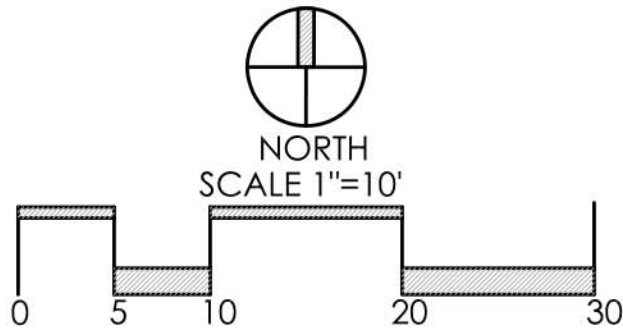


4 2 STORY BUILDING, 8 - 2 BED/2 BATH, 8 - 1BED/1 BATH & SIDE ELEVATION
SCALE: 1"=10'

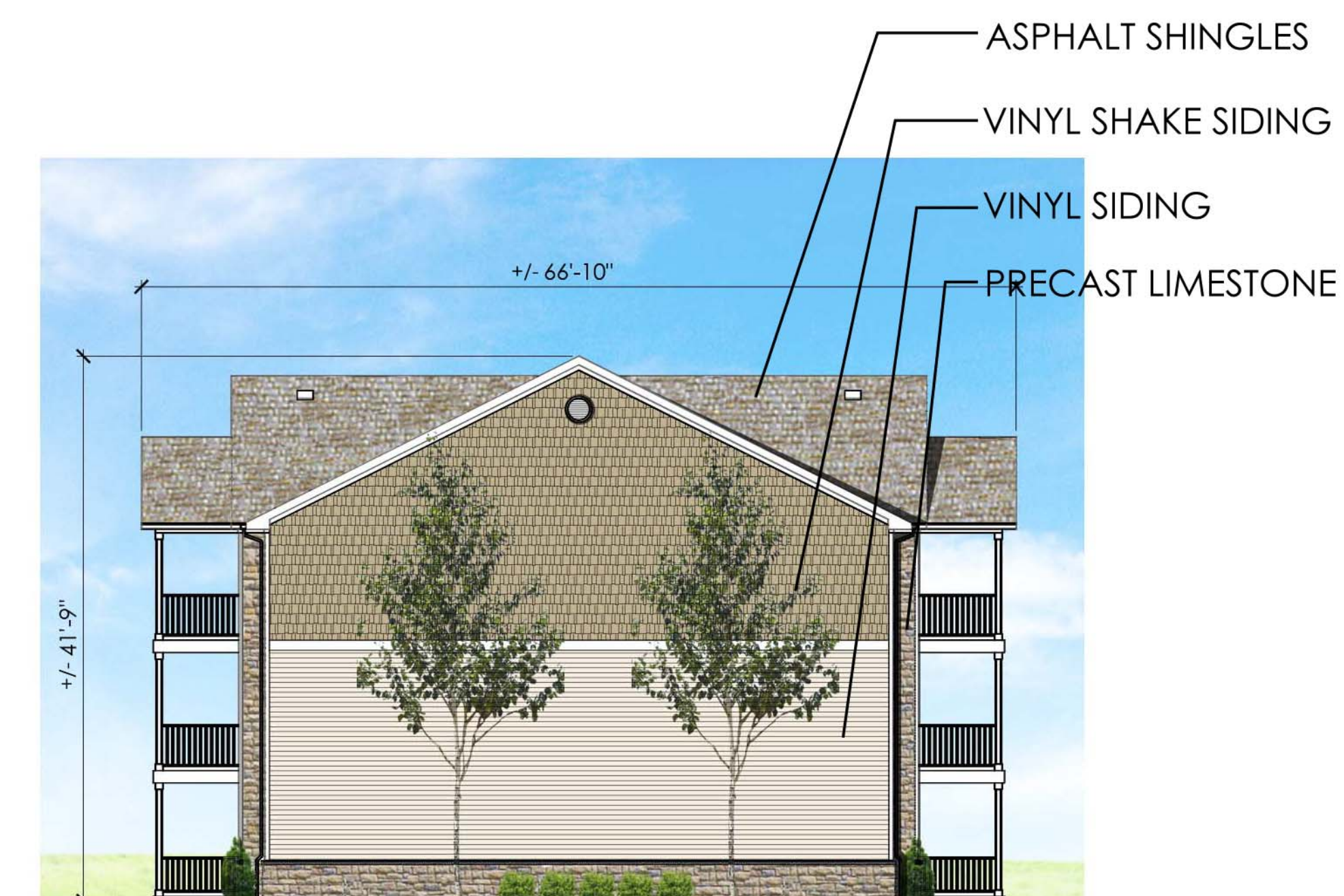
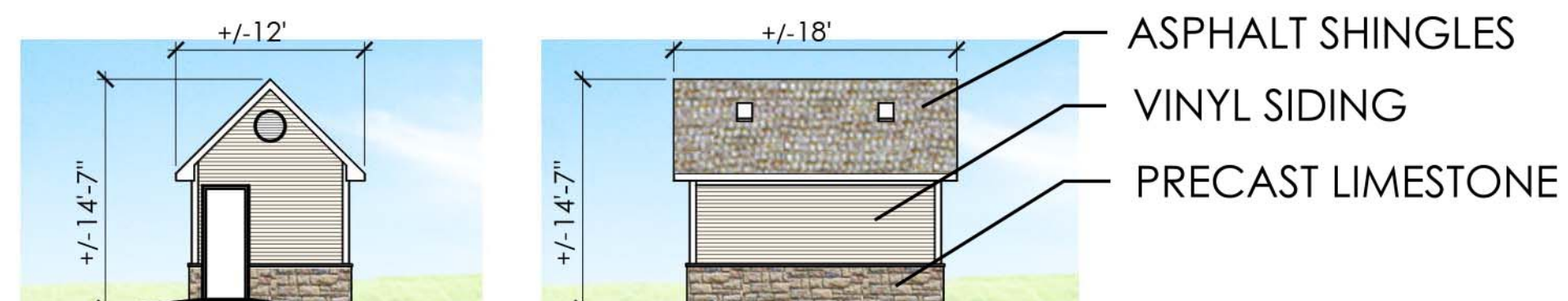
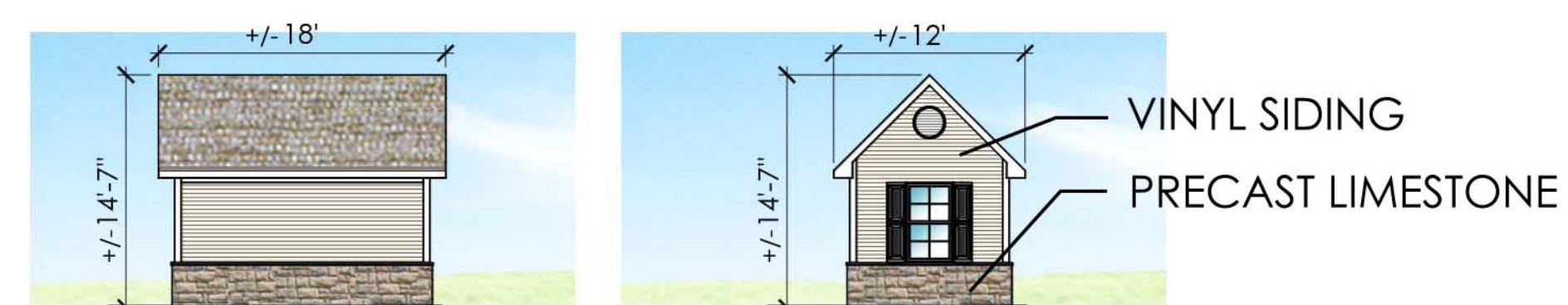
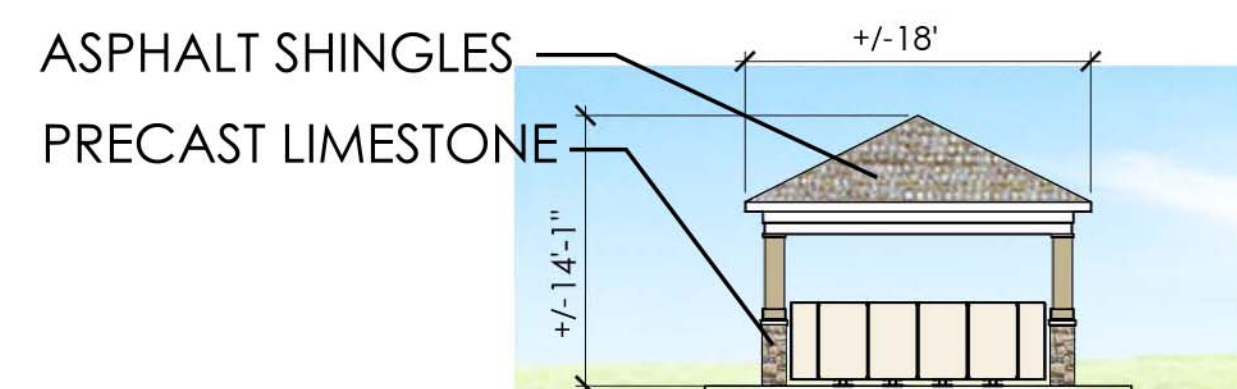
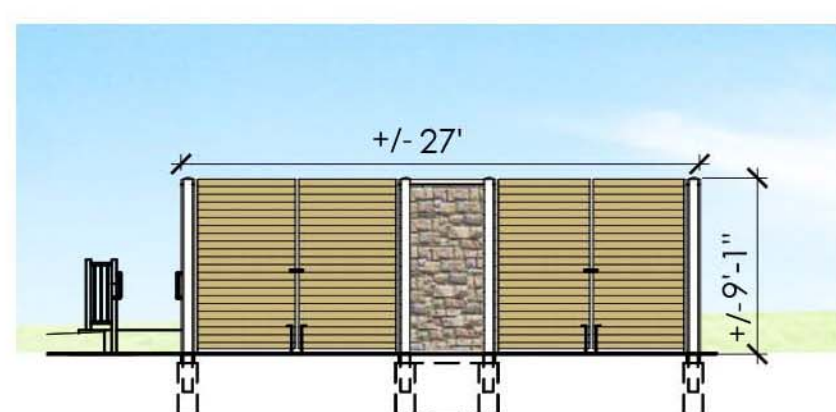
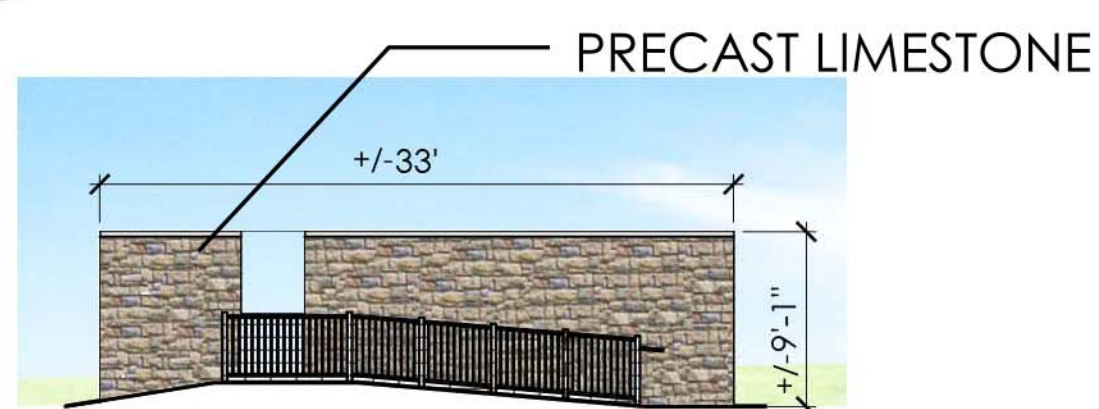
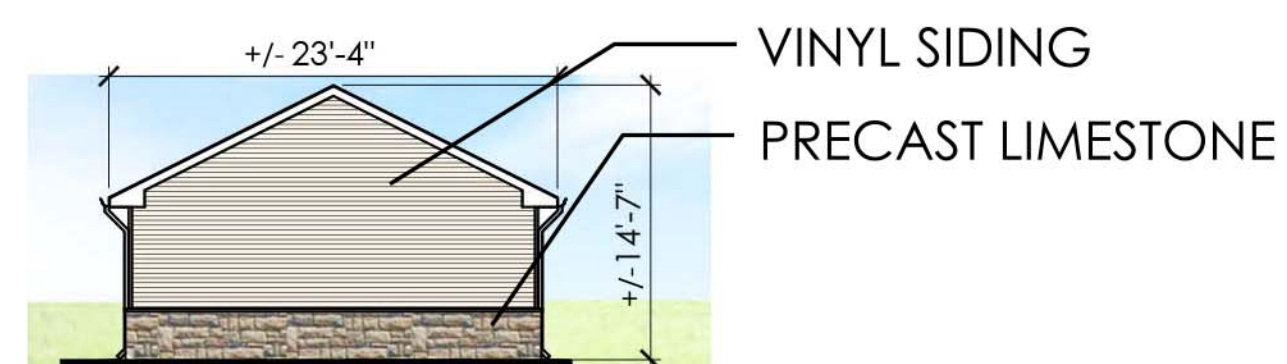
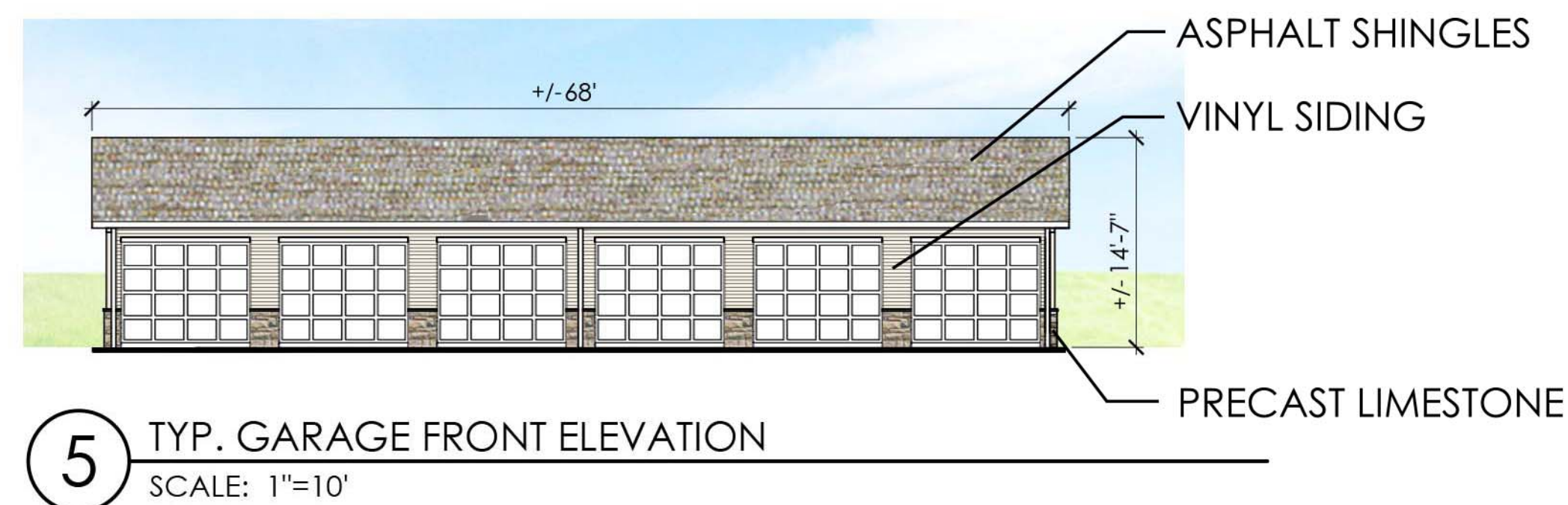
2 STORY BUILDING ELEVATIONS

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017



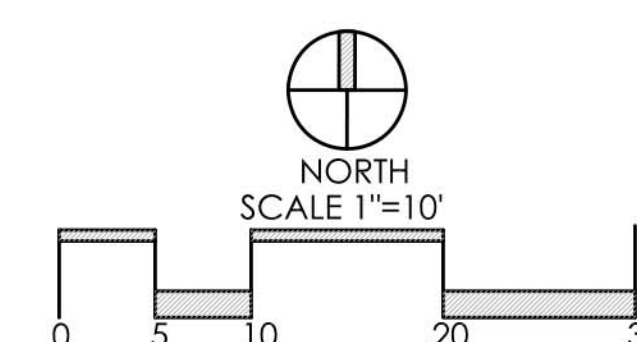
Faris Planning & Design
LAND PLANNING g LANDSCAPE ARCHITECTURE
243 N. 5th Street Suite 401 Columbus, OH 43215
p (614) 487-1964 www.farisplanninganddesign.com



3 STORY BUILDING ELEVATIONS

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 12-20-2017



Faris Planning & Design

LAND PLANNING g LANDSCAPE ARCHITECTURE

243 N. 5th Street Suite 401 Columbus, OH 43211
p (614) 487-1964 www.farisplanninganddesign.com



January 18, 2018

Mr. Eric Snowden
Planning & Zoning Administrator
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: Metro Development on Taylor Road - Traffic Access Study Review
Reynoldsburg, Ohio

Dear Mr. Snowden,

This letter summarizes our review of the traffic analysis for the planned Metro Development on Taylor Road dated December, 2017. The planned apartment site is at 9366 & 9370 Taylor Road on the west side of the street north of the E. Main Street/Taylor Road intersection on undeveloped land in the city of Reynoldsburg, Ohio. Our comments are as follows:

1. We concur with the Traffic access study in terms of the trip generation and trip distribution, which assigns site traffic to Taylor Road via a single, full-movement driveway serving the site. The application of the traffic growth rate is correct as well as the volume calculations used in the turn lane warrant analysis section of the report. We concur with the turn lane warrant results that no right turn lane is warranted.
2. The east side of Taylor Road along the site frontage generally is undeveloped. Since the northbound left turns are reasonable in volume, we recommend the center lane pavement on Taylor Road remain striped as a two-way left turn lane along the site frontage. At the site driveway, a portion of this striping should be removed to allow turns to/from Taylor Road.
3. Future development along the east side of Taylor Road in this area should be served by a site drive that aligns with the planned Metro Development site drive intersection.

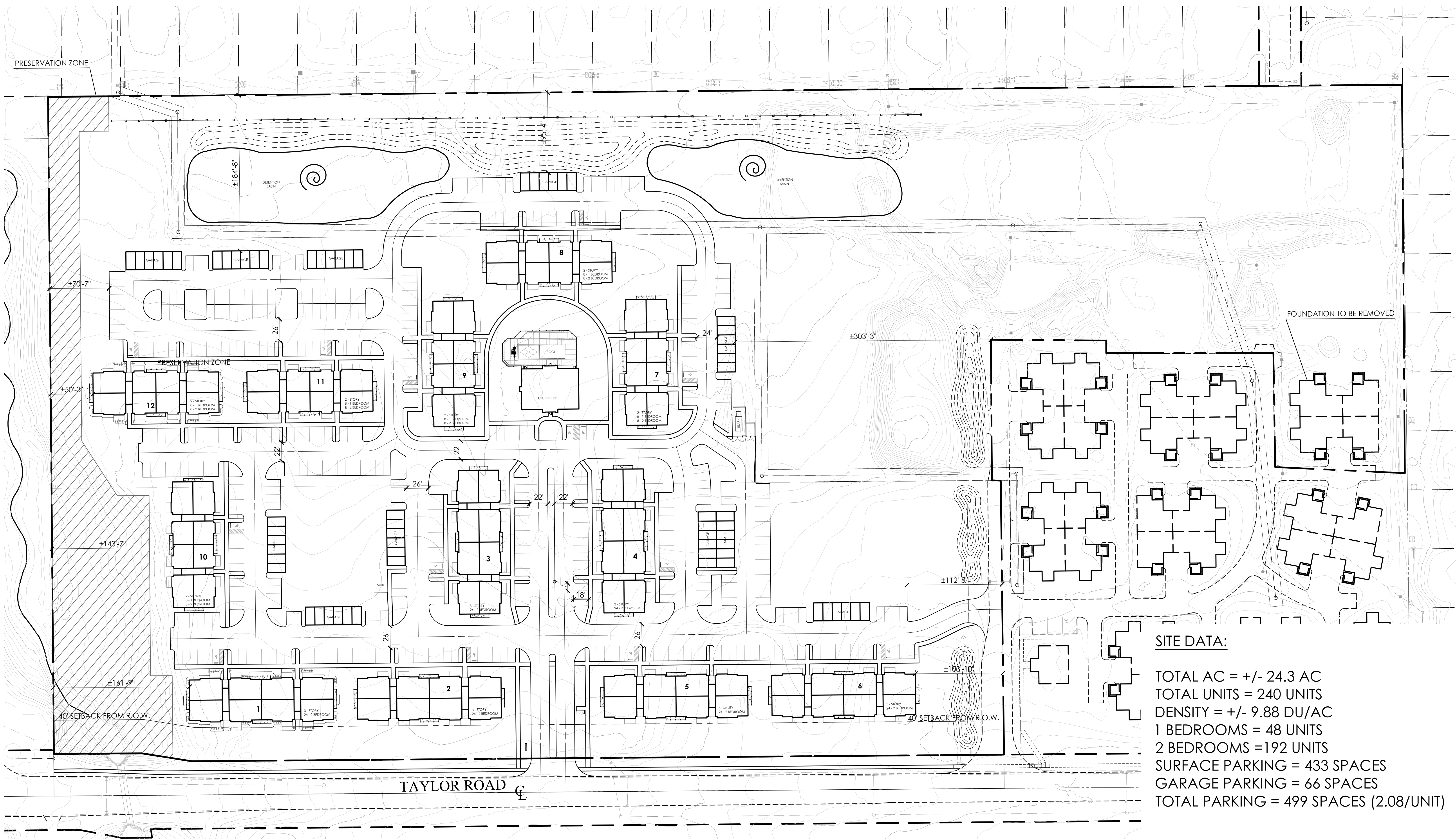
If you have questions or comments, please contact me directly at your convenience at (614) 775-4650.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Douglas A. Bender', is written over a light blue circular stamp.

Douglas A. Bender, PE, PTOE
Senior Traffic Engineer

Cc: Ryan Andrews, EMH&T



DEVELOPMENT PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT

DATE: 2-20-2018

EXHIBIT C-2

Faris Planning & Design

LAND PLANNING

g

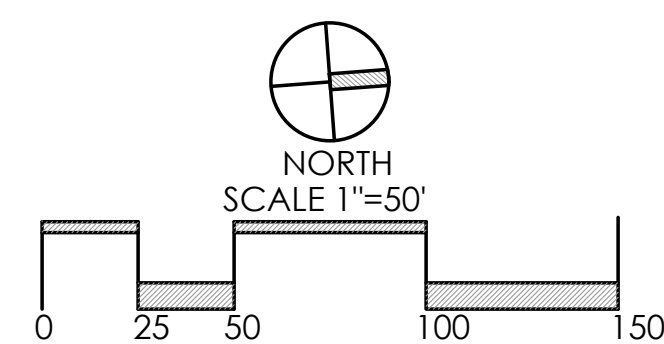
LANDSCAPE ARCHITECTURE

243 N. 5th Street
p (614) 487-1964

Suite 401

Columbus, OH 43215

www.farisplanninganddesign.com





SITE DATA:

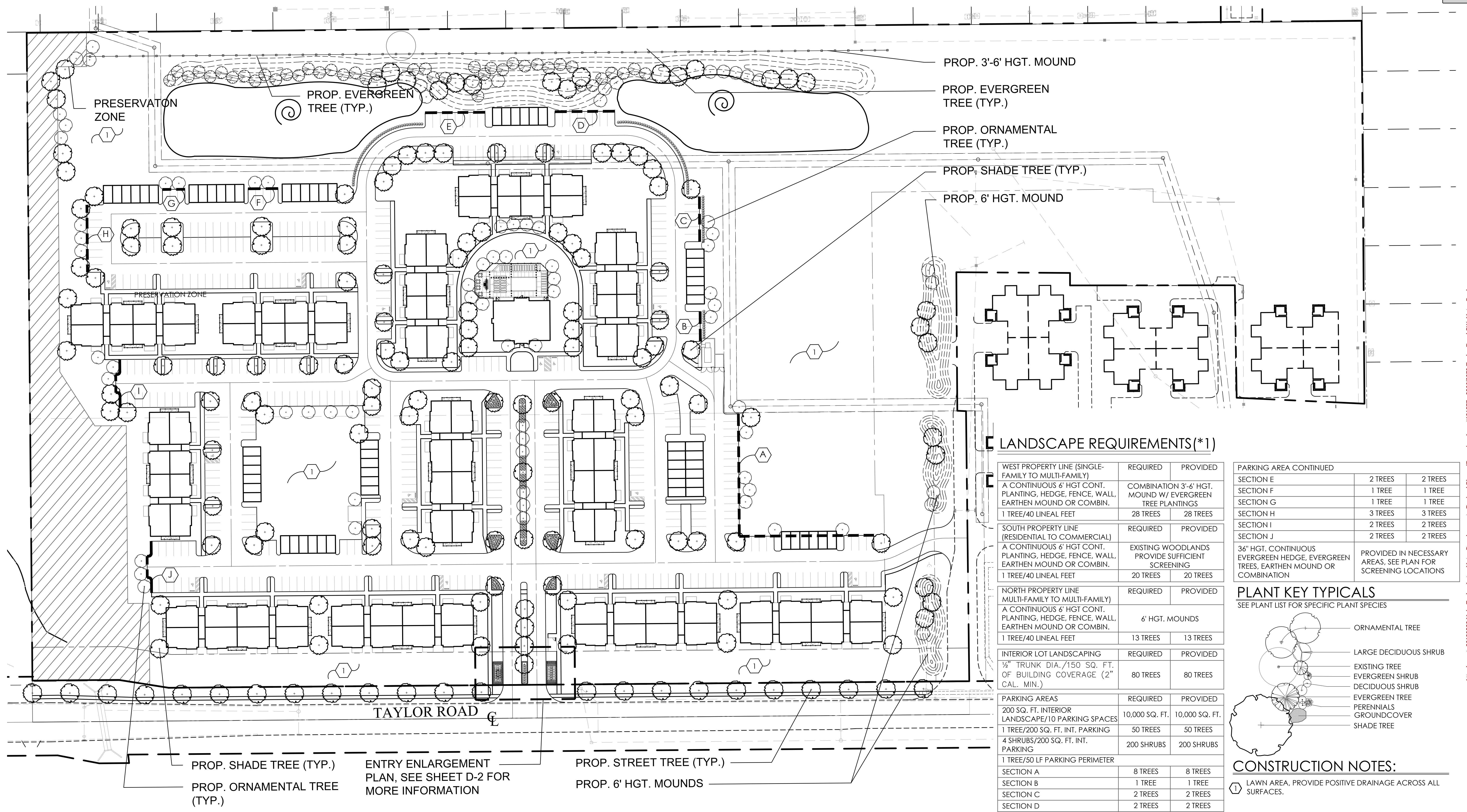
TOTAL AC = +/- 24.3 AC
TOTAL UNITS = 240 UNITS
DENSITY = +/- 9.88 DU/AC
1 BEDROOMS = 48 UNITS
2 BEDROOMS = 192 UNITS
SURFACE PARKING = 433 SPACES
GARAGE PARKING = 66 SPACES
TOTAL PARKING = 499 SPACES (2.08/UNIT)

ILLUSTRATIVE PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 2.20.18

EXHIBIT C-3

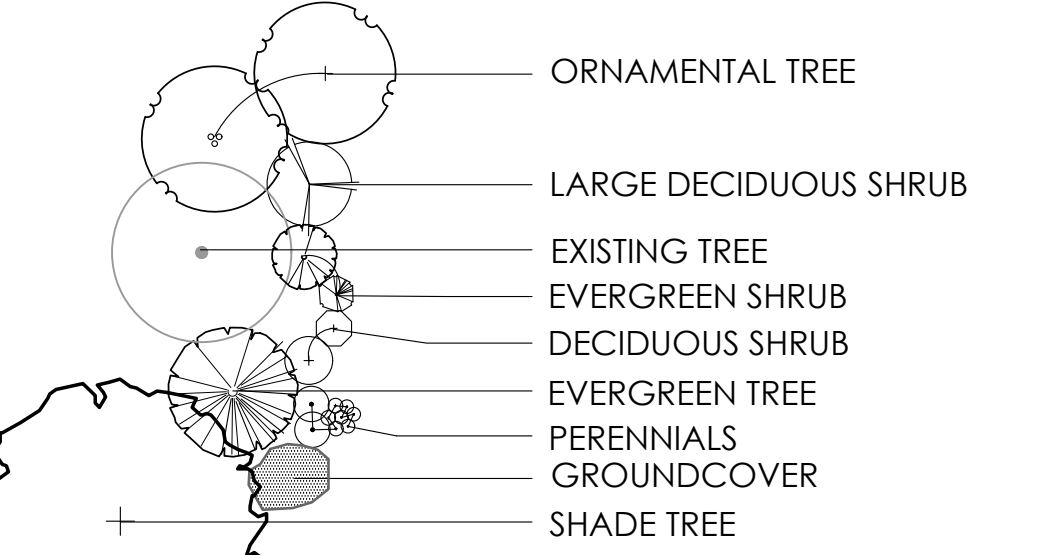


LANDSCAPE REQUIREMENTS(*1)

WEST PROPERTY LINE (SINGLE-FAMILY TO MULTI-FAMILY)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	COMBINATION 3'-6' HGT. MOUND W/ EVERGREEN TREE PLANTINGS	
1 TREE/40 LINEAL FEET	28 TREES	28 TREES
SOUTH PROPERTY LINE (RESIDENTIAL TO COMMERCIAL)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	EXISTING WOODLANDS PROVIDE SUFFICIENT SCREENING	
1 TREE/40 LINEAL FEET	20 TREES	20 TREES
NORTH PROPERTY LINE (MULTI-FAMILY TO MULTI-FAMILY)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	6' HGT. MOUNDS	
1 TREE/40 LINEAL FEET	13 TREES	13 TREES
INTERIOR LOT LANDSCAPING	REQUIRED	PROVIDED
1/2" TRUNK DIA./150 SQ. FT. OF BUILDING COVERAGE (2" CAL. MIN.)	80 TREES	80 TREES
PARKING AREAS	REQUIRED	PROVIDED
200 SQ. FT. INTERIOR LANDSCAPE/10 PARKING SPACES	10,000 SQ. FT.	10,000 SQ. FT.
1 TREE/200 SQ. FT. INT. PARKING	50 TREES	50 TREES
4 SHRUBS/200 SQ. FT. INT. PARKING	200 SHRUBS	200 SHRUBS
1 TREE/50 LF PARKING PERIMETER		
SECTION A	8 TREES	8 TREES
SECTION B	1 TREE	1 TREE
SECTION C	2 TREES	2 TREES
SECTION D	2 TREES	2 TREES

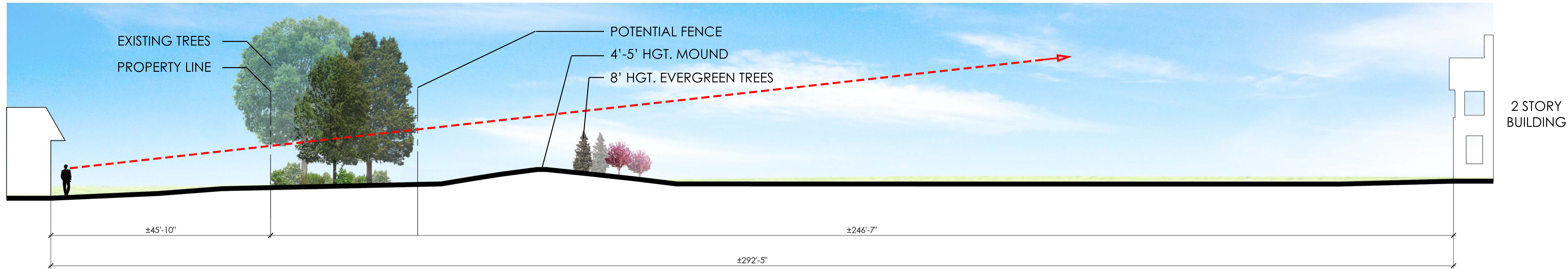
PARKING AREA CONTINUED		
SECTION E	2 TREES	2 TREES
SECTION F	1 TREE	1 TREE
SECTION G	1 TREE	1 TREE
SECTION H	3 TREES	3 TREES
SECTION I	2 TREES	2 TREES
SECTION J	2 TREES	2 TREES
36" HGT. CONTINUOUS EVERGREEN HEDGE, EVERGREEN TREES, EARTHEN MOUND OR COMBINATION	PROVIDED IN NECESSARY AREAS. SEE PLAN FOR SCREENING LOCATIONS	

PLANT KEY TYPICALS
SEE PLANT LIST FOR SPECIFIC PLANT SPECIES

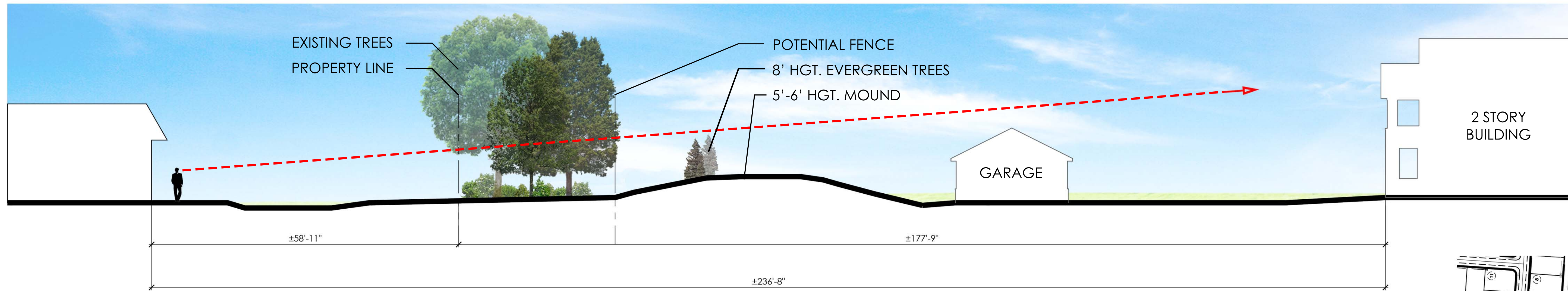


CONSTRUCTION NOTES:

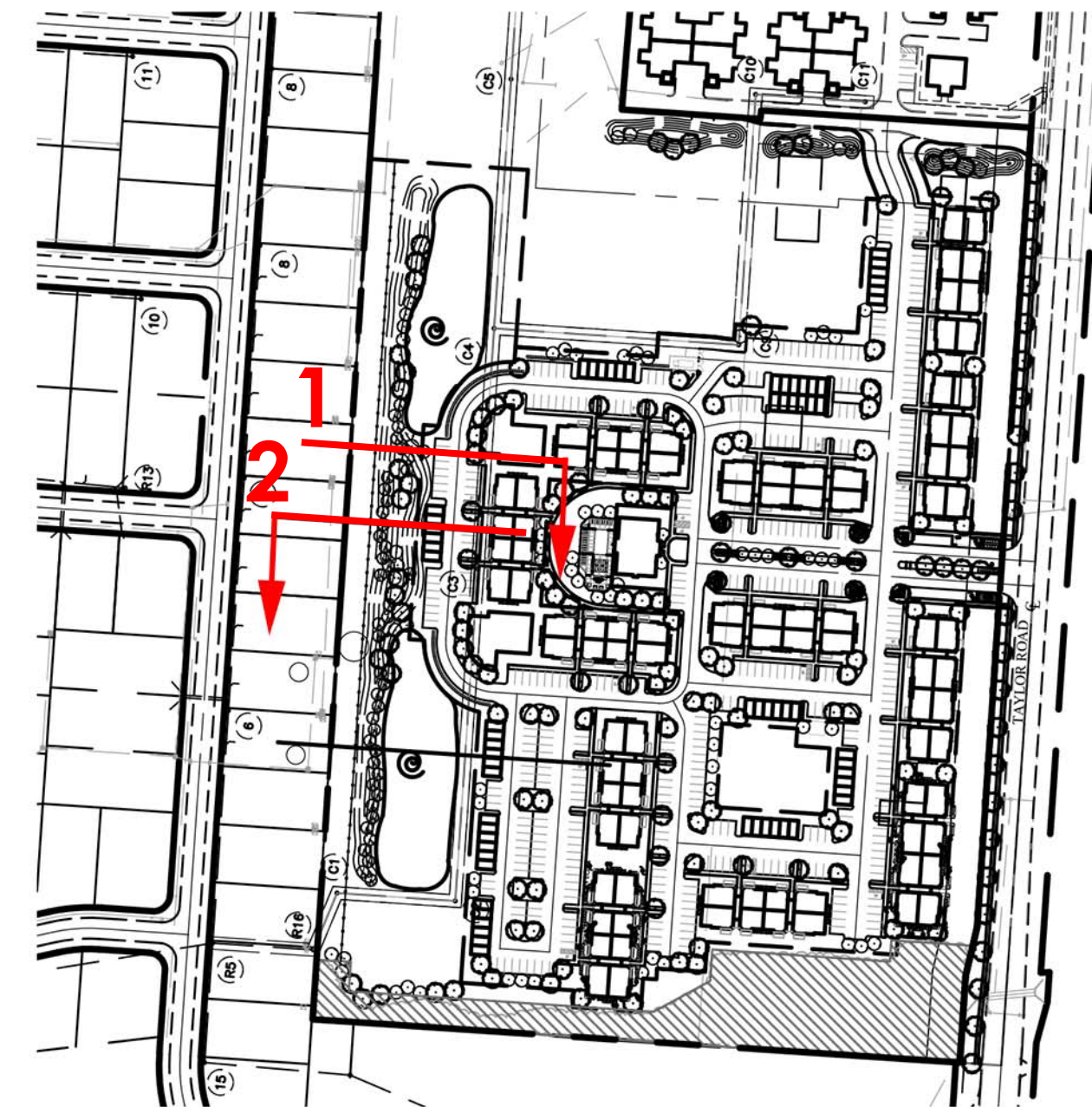
- 1 LAWN AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.



1 LANDSCAPE BUFFER SECTION ONE
SCALE: 1"=10'



2 LANDSCAPE BUFFER SECTION TWO
SCALE: 1"=10'



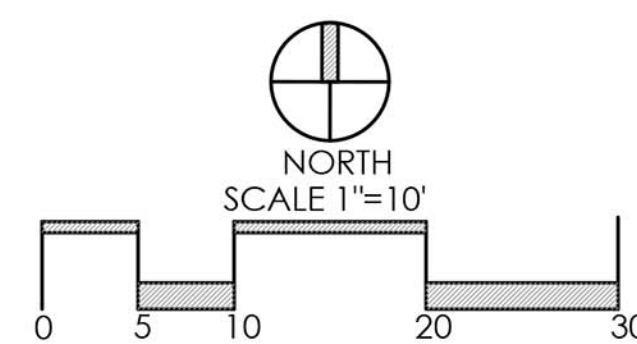
3 SECTION KEY MAP
SCALE: 1"=200'

LANDSCAPE BUFFER SECTIONS

TAYLOR ROAD & E. MAIN STREET

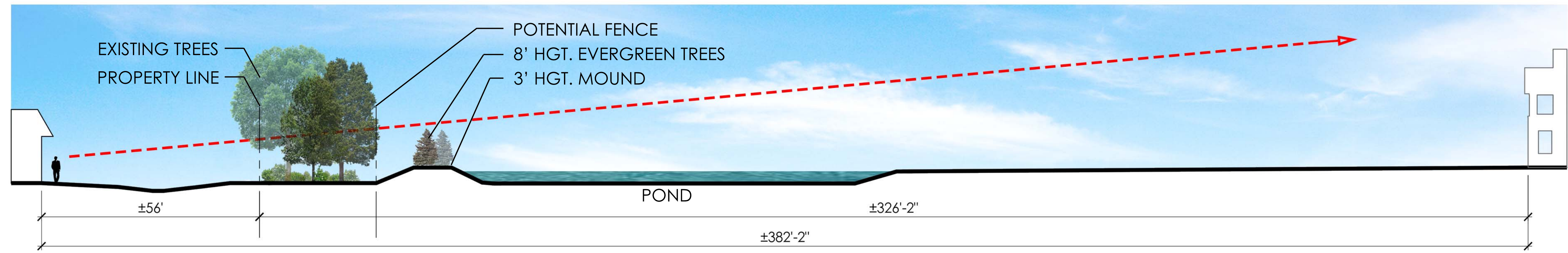
EXHIBIT D-1.2

PREPARED FOR METRO DEVELOPMENT
DATE: 2-20-2018

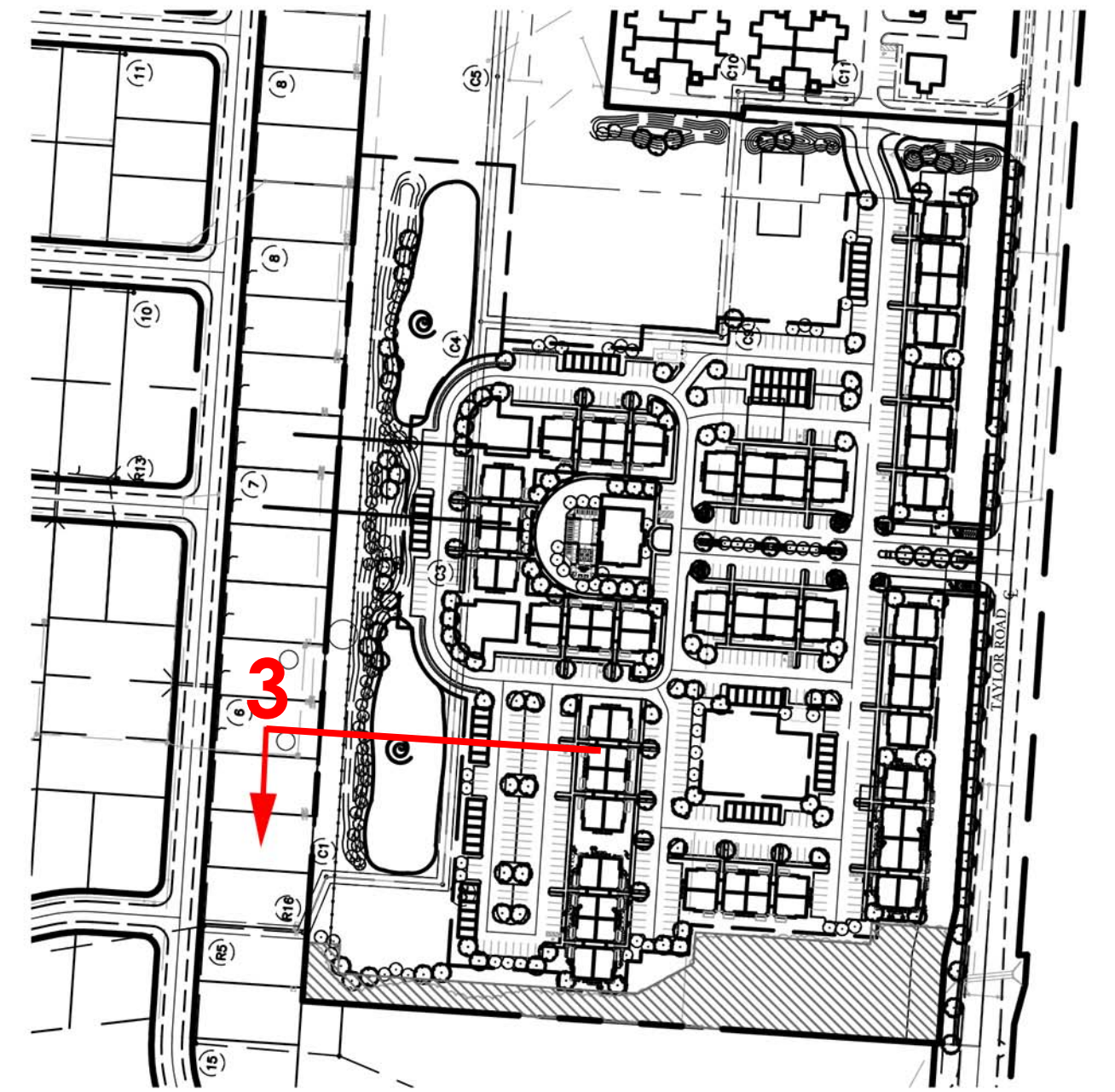


Faris Planning & Design

LAND PLANNING g LANDSCAPE ARCHITECTURE
243 N. 5th Street Suite 401 Columbus, OH 43215
p (614) 487-1964 www.farisplanninganddesign.com



① LANDSCAPE BUFFER SECTION THREE
SCALE: 1"=16'



② SECTION KEY MAP
SCALE: 1"=200'

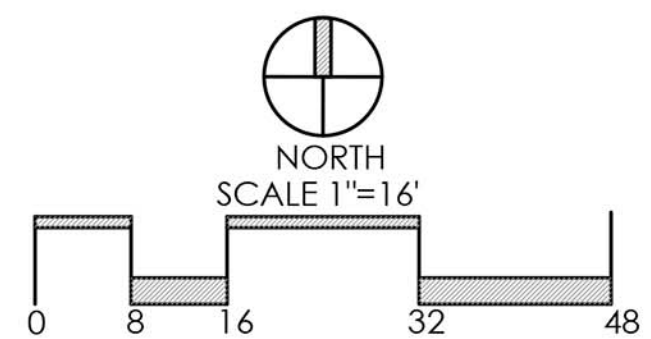
LANDSCAPE BUFFER SECTIONS

TAYLOR ROAD & E. MAIN STREET

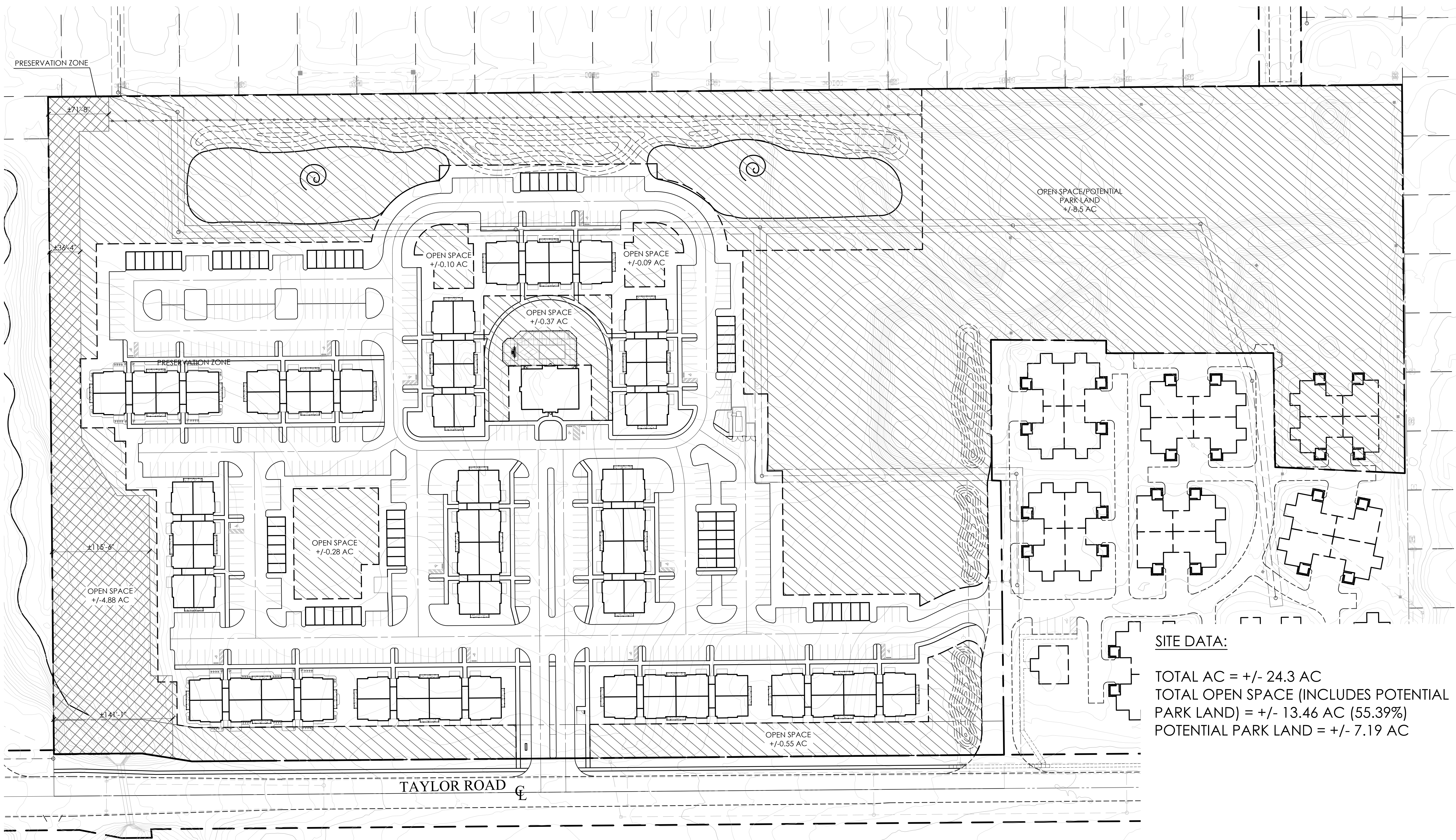
PREPARED FOR METRO DEVELOPMENT

EXHIBIT D-1.3

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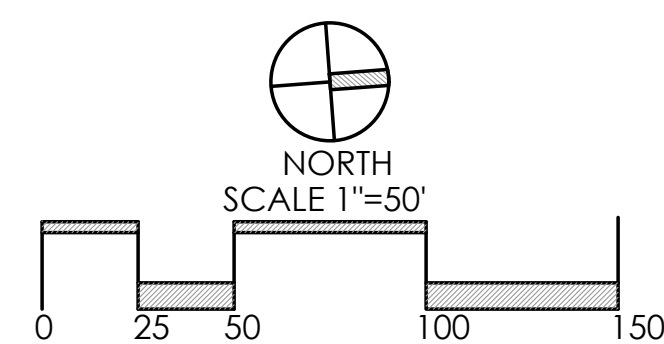


OPEN SPACE PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 2-20-2018

EXHIBIT D-2



Faris Planning & Design

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243 N. 5th Street Suite 401 Columbus, OH 43215
 p (614) 487-1964 www.farisplanninganddesign.com

9366 & 9370 Taylor Road Traffic Access Study

Prepared For:

Metro Development

Prepared By:



1900 Crown Park Court, Suite E
Columbus, OH 43235
(614) 914-5543

December 2017

REV. 1
4/2018

SSI Project #: 720501

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9366 & 9370 Taylor Road Traffic Access Study

Prepared For:

Metro Development
470 Olde Worthington Road, Suite 100
Westerville, OH

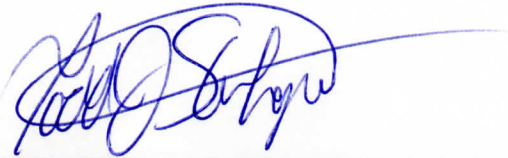
Telephone: (614) 540-2400

Prepared By:

Smart Services, Inc.
1900 Crown Park Court, Suite E
Columbus, OH 43235

Telephone: (614) 914-5543
e-mail: tstanhope@smartservices-inc.com

Under the direction of:



Registered Engineer No. E-64507, Ohio

4-25-2018

Date



December 2017

REV. 1
4/2018

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Traffic Analyses	8
Conclusions	10

APPENDIX

General Correspondence
Traffic Counts
Referenced Exhibits
Turn Lane Warrant Graphs

BACKGROUND

Metro Development, LLC is proposing to develop a site with approximately 240 multi-family units in a combination of two and three story buildings. The site is located on the west side of Taylor Road between Main Street (US 40) and Taylor Chase Drive. Figure 1 shows the location of the site. One full access is proposed on Taylor Road. In addition, there is also access to Taylor Chase Drive in the development to the north which also has access to Taylor Road. The permitting agency for the access on Taylor Road is the City of Reynoldsburg. Figure 2 shows the proposed site layout.

Per Section 3A of the *Reynoldsburg Development Handbook*, a traffic access study (TAS) is required if peak hour trip ends are between 50-200 trip ends. The scope of the TAS is contained in a Memo of Understanding (MOU) that was submitted to the City Engineer on November 20, 2017. A copy of the MOU is in the Appendix.

An original submission of the TAS (dated 12/8/2017) was approved by the City of Reynoldsburg in a letter dated 1/18/2018. At the City's suggestion, the developer is providing this revision of the traffic study that includes a 2028 comparison of 'No Build' and 'Build' capacity of the Main Street (US 40) & Taylor Road intersection.

EXISTING CONDITIONS

Taylor Road is a three-lane section (including a center two-way left turn lane) at the site access. The speed limit is 35 MPH. As part of the project, peak hour (7-9 AM and 4-6 PM) turning movement counts were taken at Taylor Road & the Kroger Access. The volumes on the north leg of the intersection were the basis of the existing through traffic at the site access.

PROJECTED SITE TRAFFIC

Trip Generation

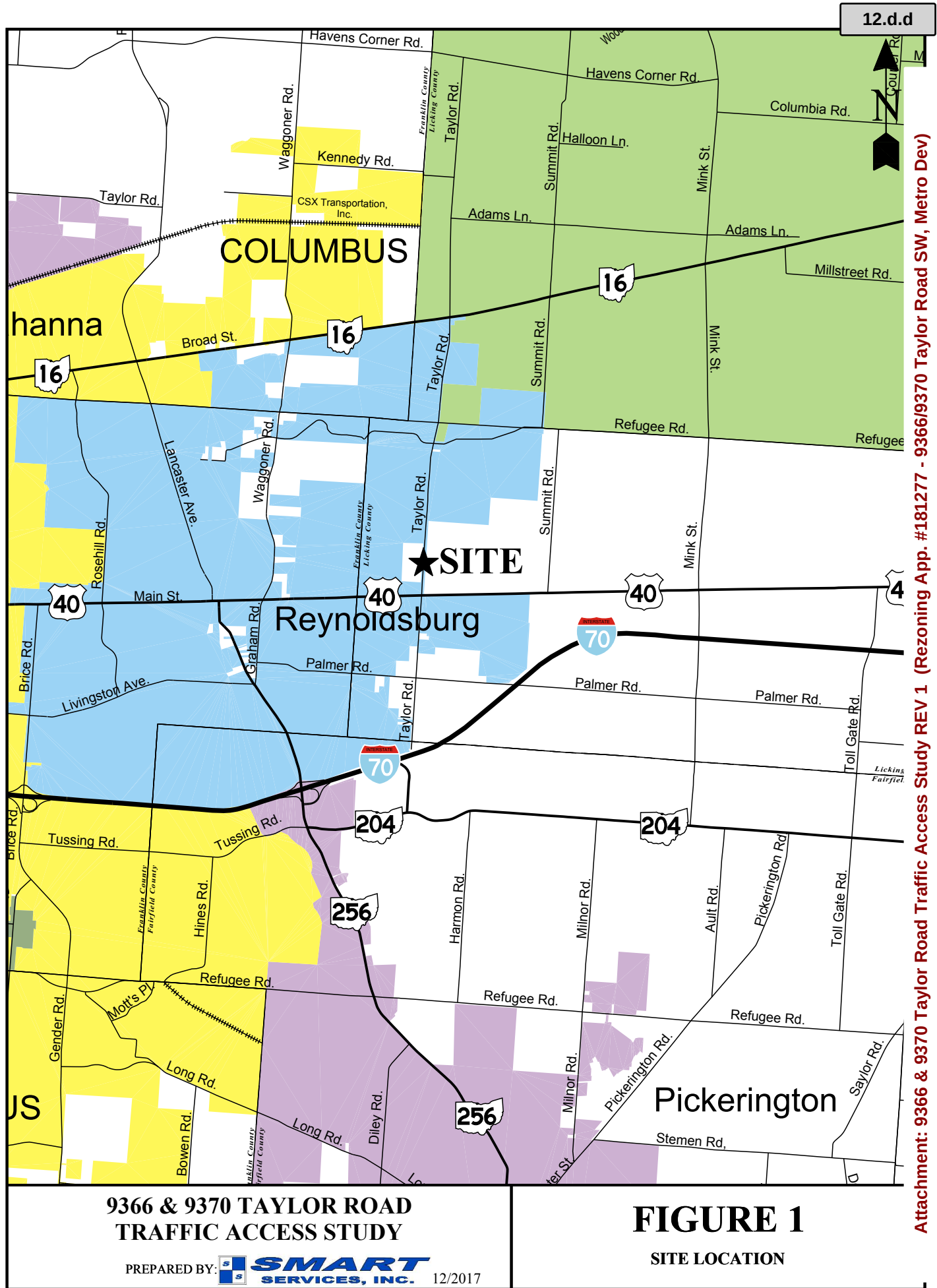
The accepted method for computing trip generation in the traffic engineering profession is *Trip Generation, 10th Edition* published by the Institute of Transportation Engineers (ITE). This report provides trip rates for different land uses based on data from sample sites in each category. The proposed land use is represented by "Multifamily Housing (Low-Rise)" ITE Code #220. Table 1 shows a summary of the site generated traffic.

Trip Distribution

The distribution of traffic was based upon the existing counts going away from the site in the AM peak hour (AM). The AM peak hour provides the best representation of where people work relative to where they live. The following is the resulting distribution (The volume basis is in parentheses):

- 62% to/from the south on Taylor Road (601)
 - 21% to/from the west of Taylor Road on Main Street (203)
 - 30% to/from south of Main Street on Taylor Road (297)
 - 11% to/from the east of Taylor Road on Main Street (106)
- 38% to/from the north on Taylor Road (376)

Although there is a small percentage of the traffic that would use the connection to Taylor Chase Drive to access the site, all traffic was assumed to use the proposed access for the purposes of this study.



Attachment: 9366 & 9370 Taylor Road Traffic Access Study REV 1 (Rezoning App. #181277 - 9366/9370 Taylor Road SW, Metro Dev)

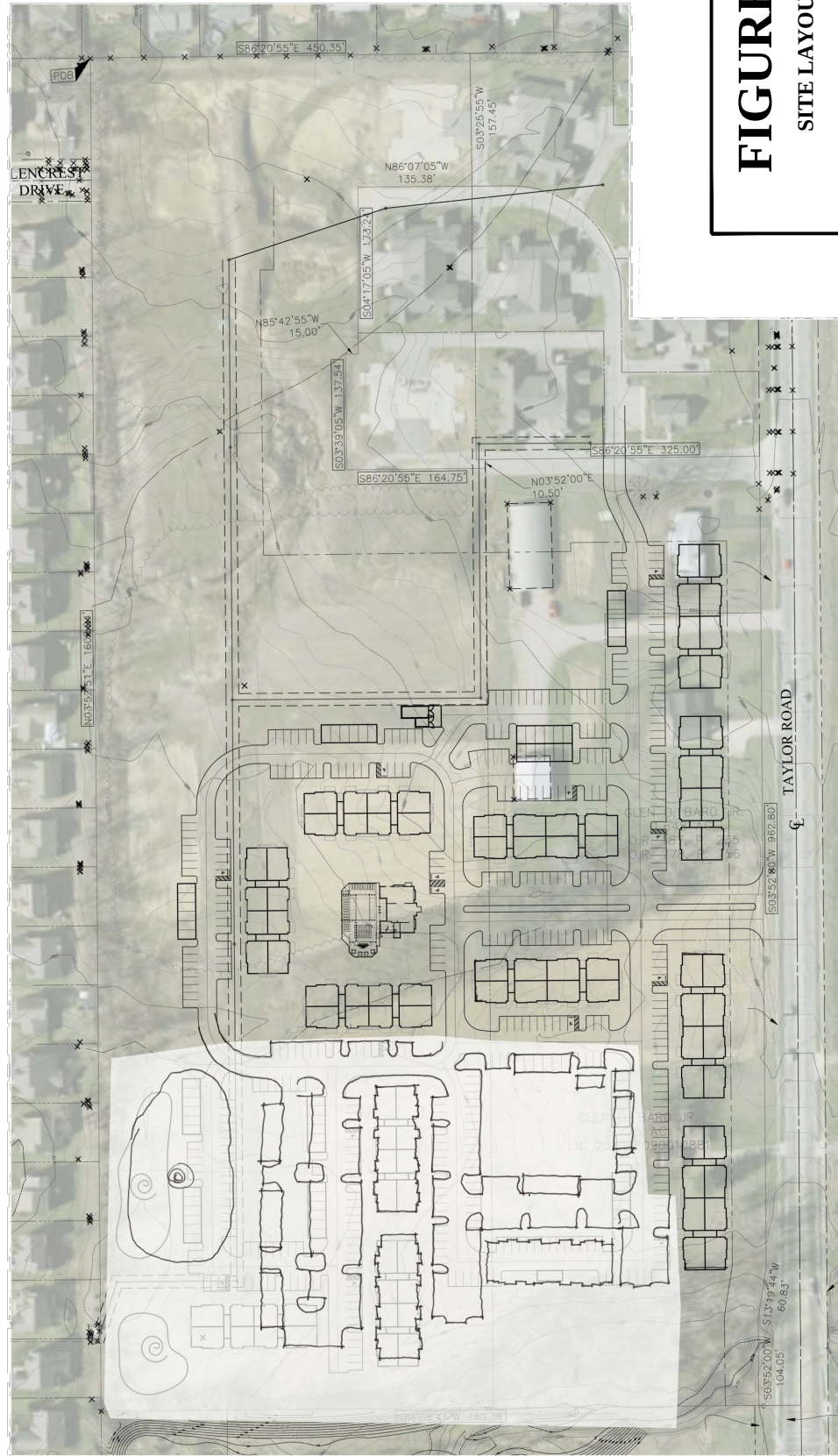
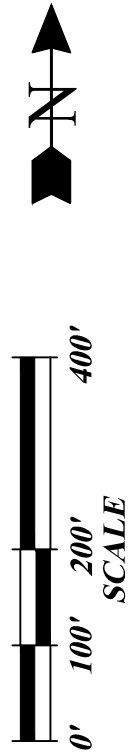


FIGURE 2

SITE LAYOUT

9366 & 9370
TAYLOR ROAD
TRAFFIC ACCESS
STUDY 12/2017

PREPARED BY:



Traffic Study Subarea	Land Use	Time of Day	Data Set from: <i>Trip Generation Manual, 10th Edition</i> (Unless noted Otherwise)	Override with Average	Regression Equation from: <i>Trip Generation Manual 10th Edition</i>	Total Trips	Entering		Exiting	
							%	Total Trips	%	Total Trips
1	Multifamily Housing (Low-Rise) (ITE Code #220) Ind. Variable (X) = 240 Dwelling Units	Daily	Weekday	☐	$T=7.56(X)-40.86$	1774	50%	887	50%	887
		AM Peak	Peak Hour of Adj. Street Traffic, One Hour between 7 & 9 AM	☐	$\ln(T)=0.95\ln(X)-0.51$	110	23%	25	77%	85
		PM Peak	Peak Hour of Adj. Street Traffic, One Hour between 4 & 6 PM	☐	$\ln(T)=0.89\ln(X)-0.02$	129	63%	81	37%	48
				☐						
TOTALS			Daily	☒		1774		887		887
			AM Peak			110		25		85
			PM Peak			129		81		48

9366 & 9370 Taylor Road Traffic Access Study - 12/2017

TABLE 1 - SITE TRIP GENERATION SUMMARY

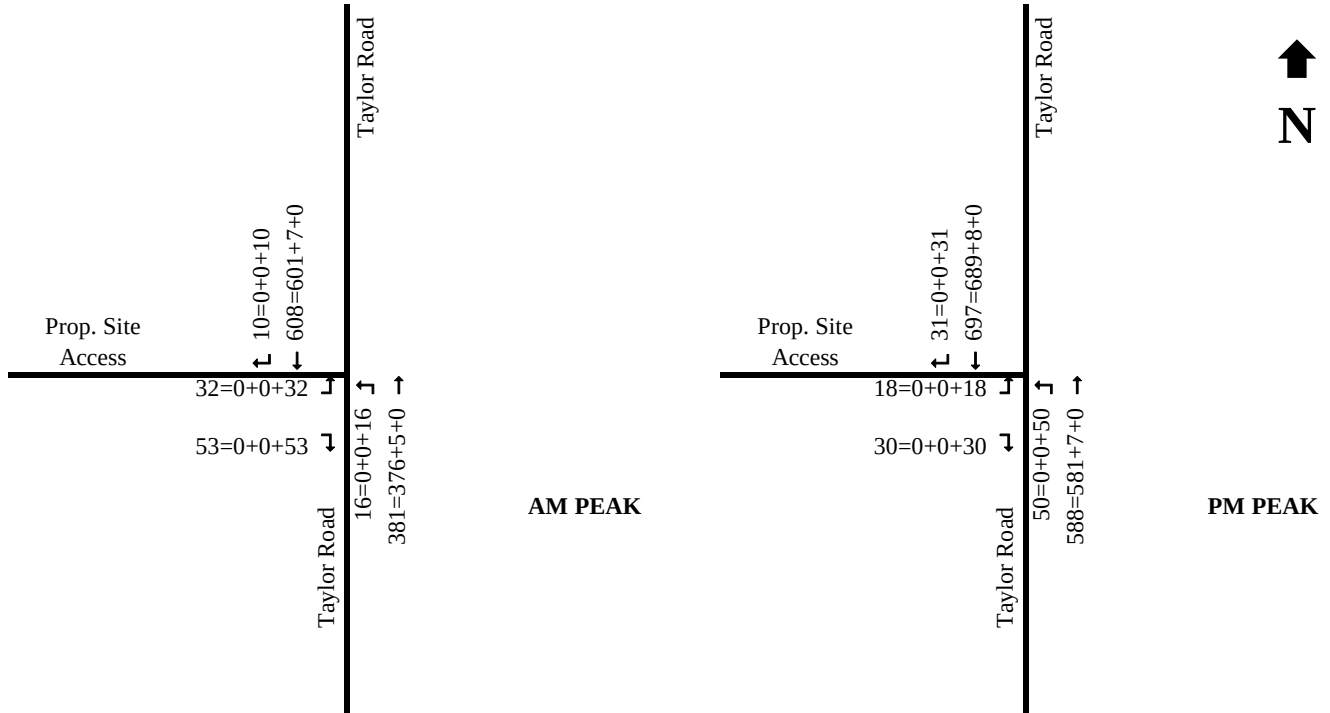
2018 AND 2028 TRAFFIC

A 10-year horizon is required for the traffic study. Opening day is assumed to be 2018, therefore the design year is 2028. A linear annual growth rate was obtained from the Mid-Ohio Regional Planning Commission (MORPC). Table 2 shows the growth rate and the corresponding factors applied to the 2017 traffic count. The City indicated that this growth rate could also be applied to the intersection of Main Street (US 40) & Taylor Road.

Segment	Linear Annual Growth Rate	2017 to 2018 Factor	2017 to 2028 Factor
Taylor Road	1.20%	1.012	1.132

TABLE 2 – 2017 Based Growth Factor Summary

Figure 3 shows the components of the 2018 ‘Build’ traffic. Figure 4 shows the components of the 2028 ‘Build’ traffic. To assist with the review, an exhibit showing the 2029 ‘No Build’ volumes has been provided in the Appendix.

**LEGEND**

A=B+C+D

A = 2018 'BUILD'

B = EXISTING (2017)

C = GROWTH

D = SITE TOTAL

**9366 & 9370 TAYLOR ROAD
TRAFFIC ACCESS STUDY**

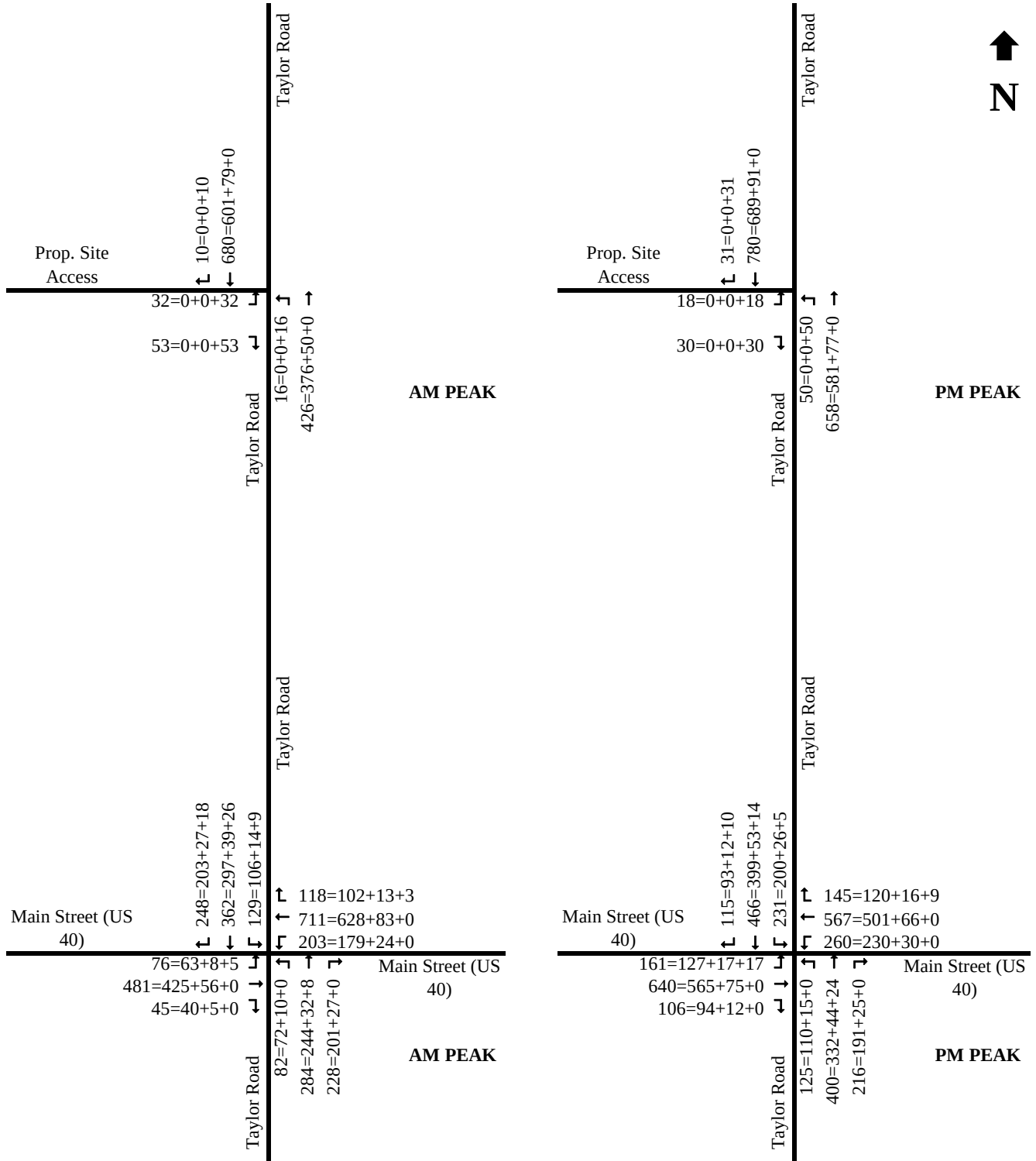
PREPARED BY:



12/2017

FIGURE 3

2018 'BUILD'



LEGEND
A=B+C+D

A = 2028 'BUILD'
B = EXISITING (2017)

C = GROWTH
D = SITE TOTAL

9366 & 9370 TAYLOR ROAD TRAFFIC ACCESS STUDY

PREPARED BY:  **SMART** REV. 1
SERVICES, INC. 4/2018

FIGURE 4

2028 'BUILD'

TRAFFIC ANALYSES

Turn Lane Warrants

Since a two-way left turn lane exists in front of the site, a left turn lane warrant analysis is not necessary. The procedure to determine whether a right turn lane is warranted is according to the *State Highway Access Management Manual (SHAMM)* published by the Ohio Department of Transportation (ODOT). The posted speed limit of 35 MPH was used for the analysis. The results show that a right turn lane is not warranted. The graph from the *SHAMM* is in the Appendix.

Signalized Capacity Analyses

Signalized capacity analyses were performed at the existing signalized intersection of Main Street (US 40) & Taylor Road. The purpose of the analysis is to determine if any mitigation is necessary. The analyses were performed using the computer software *Synchro 10*. In the analyses, delays are computed which correspond to a Level of Service (LOS) “A” through “F”. In an urban area, Level of Service (LOS) “D” and above is generally considered an acceptable LOS. Since driver expectations are different for various types of traffic control, there are different LOS criteria for unsignalized intersections versus signalized intersections. LOS criteria for signalized intersections are shown in Table 3.

Level of Service	Delay Range (seconds/vehicle)
A	≤ 10
B	> 10 and ≤ 20
C	> 20 and ≤ 35
D	> 35 and ≤ 55
E	> 55 and ≤ 80
F	> 80

Source: *Highway Capacity Manual 2010*

TABLE 3 - Level of Service Criteria for Signalized Intersections

The following comprises the background of the signalized capacity analysis:

- *Synchro 10* was used to perform the analysis.
- The existing intersection peak hour factor was applied.
- The existing lane configuration and phasing were considered in the analysis. The phasing is represented in *Synchro* but field phase numbers may not be consistent with the analysis.
- The heavy vehicle percentage was assumed.
- Signal timing was optimized for each case. Because this is a comparison of the ‘No Build’ and ‘Build’, a 120 second cycle length was used which is a typical cycle length used in planning.

Table 4 shows the results of the capacity analyses. The detailed reports from *Synchro* are in the Appendix. The results will be discussed in the Conclusions section.

Intersection	Time	Year	Delay (Level of Service)				
			Intersection	Eastbound	Westbound	Northbound	Southbound
Taylor Road & Main Street (US 40) (#20)	AM Peak						
		2028 'No Build' Traffic	44.5 (D)	39.8 (D)	38.9 (D)	41.8 (D)	59.4 (E)
		2028 'Build' Traffic	46.4 (D)	41.7 (D)	42.1 (D)	39.0 (D)	62.3 (E)
	PM Peak						
		2028 'No Build' Traffic	57.7 (E)	53.4 (D)	50.5 (D)	64.2 (E)	65.5 (E)
		2028 'Build' Traffic	60.5 (E)	57.7 (E)	53.8 (D)	67.4 (E)	65.2 (E)

9366 & 9370 Taylor Road Traffic Access Study - REV. 1: 4/2

TABLE 4 - Signalized (Synchro 10) Capacity Summary

CONCLUSIONS

2018 and 2028 ‘No Build’ and ‘Build’ volumes were developed for use in a right turn lane warrant analysis. The following is a summary of the conclusions for each analysis condition:

2018 ‘Build’

- Taylor Road & Prop. Site Access
 - Since there is an existing two-way left turn lane, accommodation for the northbound left turn lane is provided.
 - A southbound right turn lane is not warranted.

2028 ‘No Build’

- Taylor Road & Prop. Site Access
 - Since there is an existing two-way left turn lane, accommodation for the northbound left turn lane is provided.
 - A southbound right turn lane is not warranted.
- Main Street (US 40) & Taylor Road
 - The intersection operates just below the Level of Service D-E threshold in the PM Peak hour. Background improvements the City could consider in the future are northbound and/or southbound right turn lanes with corresponding left turn overlaps.

2028 ‘Build’

- Taylor Road & Prop. Site Access
 - Since there is an existing two-way left turn lane, accommodation for the northbound left turn lane is provided.
 - A southbound right turn lane is not warranted.
- Main Street (US 40) & Taylor Road
 - Same as ‘No Build’: The intersection operates just below the Level of Service D-E threshold in the PM Peak hour. The addition of the site traffic to the intersection causes a nominal increase (less than 3 seconds/vehicle) in delay and does not change the intersection Level of Service.
 - The traffic generated by the proposed site represents 2.3% of the traffic at the intersection. The calculations are in the Appendix.

The conclusion of the study is that no improvements are associated with the development of the site.

APPENDIX



January 18, 2018

Mr. Eric Snowden
Planning & Zoning Administrator
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: Metro Development on Taylor Road - Traffic Access Study Review
Reynoldsburg, Ohio

Dear Mr. Snowden,

This letter summarizes our review of the traffic analysis for the planned Metro Development on Taylor Road dated December, 2017. The planned apartment site is at 9366 & 9370 Taylor Road on the west side of the street north of the E. Main Street/Taylor Road intersection on undeveloped land in the city of Reynoldsburg, Ohio. Our comments are as follows:

1. We concur with the Traffic access study in terms of the trip generation and trip distribution, which assigns site traffic to Taylor Road via a single, full-movement driveway serving the site. The application of the traffic growth rate is correct as well as the volume calculations used in the turn lane warrant analysis section of the report. We concur with the turn lane warrant results that no right turn lane is warranted.
2. The east side of Taylor Road along the site frontage generally is undeveloped. Since the northbound left turns are reasonable in volume, we recommend the center lane pavement on Taylor Road remain striped as a two-way left turn lane along the site frontage. At the site driveway, a portion of this striping should be removed to allow turns to/from Taylor Road.
3. Future development along the east side of Taylor Road in this area should be served by a site drive that aligns with the planned Metro Development site drive intersection.

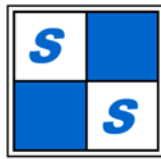
If you have questions or comments, please contact me directly at your convenience at (614) 775-4650.

Sincerely,

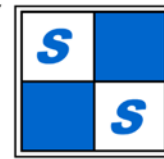
A handwritten signature in blue ink, appearing to read 'Douglas A. Bender', is written over a light blue circular stamp.

Douglas A. Bender, PE, PTOE
Senior Traffic Engineer

Cc: Ryan Andrews, EMH&T



SMART
SERVICES, INC.
 Surveying ♦ Environmental ♦ Traffic ♦ CA/CM
 An Ohio DBE/EDGE Certified Firm



November 20, 2017

Mr. Ryan Andrews, PE
 City Engineer – City of Reynoldsburg
 EMH&T
 5500 New Albany Road
 Columbus, OH 43054

Re: 9366 & 9370 Taylor Road Traffic Access Study MOU
 City of Reynoldsburg, Licking County, Ohio

Dear Mr. Andrews:

Please consider this letter as a Memo of Understanding (MOU) for the traffic study required for the subject site. The subject site is located on the west side of Taylor Road between Main Street (US 40) and Taylor Chase Drive. The site is proposed to be developed with 240 multi-family units in a combination of two and three-story buildings. One full access is proposed on Taylor Road. In addition, there is also access to Taylor Chase Drive in the development to the north which also has access to Taylor Road. The permitting agency for the access on Taylor Road is the City of Reynoldsburg.

Per Section 3A of the *Reynoldsburg Development Handbook*, a traffic access study is required if peak hour trip ends are between 50-200 trip ends. The attached trip generation calculations indicate that the site will generate between 50 and 200 peak hour trips which would require a Traffic Access Study (TAS). The following is the scope of the TAS:

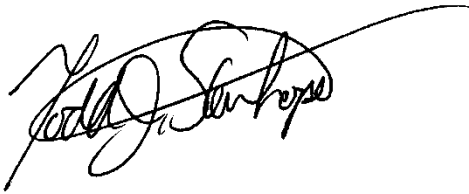
- The study area will be limited to the proposed site access on Taylor Road.
- The time of analysis will be the weekday AM Peak hour (one hour between 7 and 9 AM) and the PM Peak hour (one hour between 4 and 6 PM).
- A new peak-hour link count will be provided on Taylor Road between the Kroger Access and Taylor Chase Drive.
- Trip Generation - Site traffic will be computed using *Trip Generation Manual, 10th Edition* published by ITE. The land use Multifamily Housing (Low-Rise) ITE Code #220 will be used to represent the site.
- Trip distribution will be determined after the data is collected.
- Design Year Traffic Development – A 10-year design horizon is required. Opening Day is assumed to be 2018. Therefore, the design year is 2028. Annual growth rates for Taylor Road will be obtained from the Mid-Ohio Regional Planning Commission (MORPC). The schedule for the study may not allow a response from MORPC, so if that is the case a growth rate assumption will need to be worked out with the City.

- Analyses
 - A right turn lane warrant analyses will be performed at the site access. A two-way left turn lane already exists on Taylor Road so a left turn lane is not necessary
 - The length of any warranted turn lanes will be calculated using the method in Section 400 of the *ODOT L&D Manual*.

If this MOU is acceptable to you, please indicate your approval in the space provided below. If not, please let us know what items need to be changed.

If you have any questions, please contact me. Thank you!

Sincerely,
SMART SERVICES, INC.



Todd J. Stanhope, PE, PTOE
Director of Traffic Engineering

Submitted: One electronic copy (PDF format) via e-mail

cc: E. Snowden – City of Reynoldsburg
J. Thomas, Jr. – Metro Development

City of Reynoldsburg

Approved: _____ Date: _____



Traffic Study Subarea	Land Use	Time of Day	Data Set from: <i>Trip Generation Manual, 10th Edition</i> (Unless noted Otherwise)	Override with Average	Regression Equation from: <i>Trip Generation Manual 10th Edition</i>	Entering		Exiting	
						%	Total Trips	%	Total Trips
1	Multifamily Housing (Low-Rise) (ITE Code #220) Ind. Variable (X) = 240 Dwelling Units	Daily	Weekday	☐	$T=7.56(X)-40.86$	50%	887	50%	887
		AM Peak	Peak Hour of Adj. Street Traffic, One Hour between 7 & 9 AM	☐	$\ln(T)=0.95\ln(X)-0.51$	23%	25	77%	85
		PM Peak	Peak Hour of Adj. Street Traffic, One Hour between 4 & 6 PM	☐	$\ln(T)=0.89\ln(X)-0.02$	63%	81	37%	48
		AM Peak	AM Peak Hour of Generator	☒	$\ln(T)=0.94\ln(X)-0.29$	28%	36	72%	93
		PM Peak	PM Peak Hour of Generator	☐	$T=0.66(X)+1.41$	59%	94	41%	66

- 11/2017

TABLE 1 - SITE TRIP GENERATION SUMMARY

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Taylor Road & Kroger Driveway AM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
07:00 AM	144	13	157		5	70	75		5	2	7	239
07:15 AM	125	9	134		5	79	84		8	5	13	231
07:30 AM	128	8	136		6	106	112		3	6	9	257
07:45 AM	164	10	174		3	102	105		3	6	9	288
Total	561	40	601		19	357	376		19	19	38	1015
08:00 AM	115	11	126		2	77	79		8	1	9	214
08:15 AM	104	6	110		10	75	85		7	5	12	207
08:30 AM	108	13	121		8	81	89		8	2	10	220
08:45 AM	106	7	113		7	65	72		4	3	7	192
Total	433	37	470		27	298	325		27	11	38	833
Grand Total	994	77	1071		46	655	701		46	30	76	1848
Approch %	92.8	7.2			6.6	93.4			60.5	39.5		
Total %	53.8	4.2	58		2.5	35.4	37.9		2.5	1.6	4.1	

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
07:00 AM	144	13	157		5	70	75		5	2	7	239
07:15 AM	125	9	134		5	79	84		8	5	13	231
07:30 AM	128	8	136		6	106	112		3	6	9	257
07:45 AM	164	10	174		3	102	105		3	6	9	288
Total Volume	561	40	601		19	357	376		19	19	38	1015
% App. Total	93.3	6.7			5.1	94.9			50	50		
PHF	.855	.769	.864		.792	.842	.839		.594	.792	.731	.881

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Taylor Road & Kroger Driveway PM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
04:00 PM	105	16	121		9	126	135		24	9	33	289
04:15 PM	123	24	147		17	122	139		26	6	32	318
04:30 PM	150	23	173		12	109	121		24	12	36	330
04:45 PM	155	27	182		15	117	132		36	18	54	368
Total	533	90	623		53	474	527		110	45	155	1305
05:00 PM	153	17	170		13	128	141		25	14	39	350
05:15 PM	133	23	156		16	100	116		31	10	41	313
05:30 PM	158	23	181		9	129	138		15	9	24	343
05:45 PM	142	22	164		28	130	158		24	18	42	364
Total	586	85	671		66	487	553		95	51	146	1370
Grand Total	1119	175	1294		119	961	1080		205	96	301	2675
Approch %	86.5	13.5			11	89			68.1	31.9		
Total %	41.8	6.5	48.4		4.4	35.9	40.4		7.7	3.6	11.3	

	Taylor Road Southbound				Taylor Road Northbound				Kroger Driveway Eastbound			
	Thru	Right	App. Total		Left	Thru	App. Total		Left	Right	App. Total	Int. Total
Start Time												
04:45 PM	155	27	182		15	117	132		36	18	54	368
05:00 PM	153	17	170		13	128	141		25	14	39	350
05:15 PM	133	23	156		16	100	116		31	10	41	313
05:30 PM	158	23	181		9	129	138		15	9	24	343
Total Volume	599	90	689		53	474	527		107	51	158	1374
% App. Total	86.9	13.1			10.1	89.9			67.7	32.3		
PHF	.948	.833	.946		.828	.919	.934		.743	.708	.731	.933

Peak Hour Analysis From 04:00 PM to 05:45 PM - Peak 1 of 1
Peak Hour for Entire Intersection Begins at 04:45 PM

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Main Street (US 40) & Taylor Road AM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound						Main Street (US 40) Westbound						Taylor Road Northbound						Main Street (US 40) Eastbound					
	Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total	Int. Total
Start Time	30	55	57		142		53	191	27		271		10	44	49		103		11	149	6		166	682
07:00 AM	23	82	49		154		50	156	26		232		26	60	50		136		12	88	4		104	626
07:15 AM	22	73	46		141		37	146	26		209		15	70	46		131		18	65	5		88	569
07:30 AM	31	87	51		169		39	135	23		197		21	70	56		147		22	123	25		170	683
07:45 AM	106	297	203		606		179	628	102		909		72	244	201		517		63	425	40		528	2560
Total	23	75	33		131		46	110	15		171		22	59	43		124		14	67	21		102	528
08:00 AM	19	80	33		132		58	102	28		188		16	46	45		107		14	58	14		86	513
08:15 AM	22	62	37		121		37	75	20		132		12	62	28		102		13	40	8		61	416
08:30 AM	25	70	30		125		43	70	17		130		20	46	22		88		12	53	12		77	420
08:45 AM	89	287	133		509		184	357	80		621		70	213	138		421		53	218	55		326	1877
Total	195	584	336		1115		363	985	182		1530		142	457	339		938		116	643	95		854	4437
Grand Total	17.5	52.4	30.1		25.1		23.7	64.4	11.9		34.5		15.1	48.7	36.1		21.1		13.6	75.3	11.1		19.2	
Apprch %	4.4	13.2	7.6				8.2	22.2	4.1				3.2	10.3	7.6				2.6	14.5	2.1			
Total %																								

	Taylor Road Southbound						Main Street (US 40) Westbound						Taylor Road Northbound						Main Street (US 40) Eastbound					
	Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total	Int. Total
Start Time	30	55	57		142		53	191	27		271		10	44	49		103		11	149	6		166	682
07:00 AM	23	82	49		154		50	156	26		232		26	60	50		136		12	88	4		104	626
07:15 AM	22	73	46		141		37	146	26		209		15	70	46		131		18	65	5		88	569
07:30 AM	31	87	51		169		39	135	23		197		21	70	56		147		22	123	25		170	683
07:45 AM	106	297	203		606		179	628	102		909		72	244	201		517		63	425	40		528	2560
Total Volume	17.5	49	33.5				19.7	69.1	11.2				13.9	47.2	38.9				11.9	80.5	7.6			
% App. Total	.855	.853	.890		.896		.844	.822	.944		.839		.692	.871	.897		.879		.716	.713	.400		.776	.937
PHF																								

Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1
Peak Hour for Entire Intersection Begins at 07:00 AM

Smart Services, Inc.

88 W. Church Street
Newark, OH 43055
(740) 345-4700

File Name : Main Street (US 40) & Taylor Road PM Peak 11-16-2017
Site Code :
Start Date : 11/16/2017
Page No : 1

Groups Printed- All Vehicles

	Taylor Road Southbound						Main Street (US 40) Westbound						Taylor Road Northbound						Main Street (US 40) Eastbound					
	Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total	Int. Total
Start Time	46	68	11		125		61	105	25		191		27	70	41		138		31	83	20		134	588
04:00 PM	56	63	40		159		55	89	27		171		24	83	44		151		29	104	9		142	623
04:15 PM	50	99	26		175		58	118	16		192		32	84	48		164		23	95	23		141	672
04:30 PM	73	111	20		204		36	89	23		148		24	71	55		150		34	123	16		173	675
04:45 PM																								
Total	225	341	97		663		210	401	91		702		107	308	188		603		117	405	68		590	2558
05:00 PM	57	92	27		176		68	153	28		249		30	74	47		151		37	139	20		196	772
05:15 PM	51	101	21		173		53	88	18		159		22	72	47		141		29	140	23		192	665
05:30 PM	40	110	20		170		62	111	27		200		24	89	54		167		38	141	27		206	743
05:45 PM	52	96	25		173		47	149	47		243		34	97	43		174		23	145	24		192	782
Total	200	399	93		692		230	501	120		851		110	332	191		633		127	565	94		786	2962
Grand Total	425	740	190		1355		440	902	211		1553		217	640	379		1236		244	970	162		1376	5520
Apprch %	31.4	54.6	14				28.3	58.1	13.6				17.6	51.8	30.7				17.7	70.5	11.8			
Total %	7.7	13.4	3.4		24.5		8	16.3	3.8		28.1		3.9	11.6	6.9		22.4		4.4	17.6	2.9		24.9	

	Taylor Road Southbound						Main Street (US 40) Westbound						Taylor Road Northbound						Main Street (US 40) Eastbound					
	Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total		Left	Thru	Right	App.	Total	Int. Total
Start Time	57	92	27		176		68	153	28		249		30	74	47		151		37	139	20		196	772
05:00 PM	51	101	21		173		53	88	18		159		22	72	47		141		29	140	23		192	665
05:15 PM	40	110	20		170		62	111	27		200		24	89	54		167		38	141	27		206	743
05:30 PM	52	96	25		173		47	149	47		243		34	97	43		174		23	145	24		192	782
05:45 PM																								
Total Volume	200	399	93		692		230	501	120		851		110	332	191		633		127	565	94		786	2962
% App. Total	28.9	57.7	13.4				27	58.9	14.1				17.4	52.4	30.2				16.2	71.9	12			
PHF	.877	.907	.861		.983		.846	.819	.638		.854		.809	.856	.884		.909		.836	.974	.870		.954	.947

Peak Hour Analysis From 04:00 PM to 05:45 PM - Peak 1 of 1
Peak Hour for Entire Intersection Begins at 05:00 PM

From: [Hwashik Jang](#)
To: [Todd Stanhope](#)
Cc: [Nick Gill](#); ["Andrews, Ryan"](#); [Eric Snowden](#); [Joe Thomas ,Jr.](#); [Zhuojun Jiang](#)
Subject: RE: Growth Rate Request - Taylor Road
Date: Tuesday, December 05, 2017 9:39:21 AM

Todd,

We have completed processing growth rate request on Taylor Rd study area.
 Please use an overall **1.2%** linear annual growth rate for the study segment.

Note: This is planning level analysis based on MORPC regional travel demand model.

If you have any questions, please let me know.

Thanks,

Hwashik

Hwashik Jang | hjang@morpc.org | MORPC
 Tel 614.233.4145 | Fax 614.233.4245

From: Todd Stanhope [mailto:tstanhope@smartservices-inc.com]
Sent: Monday, November 20, 2017 12:02 PM
To: Zhuojun Jiang <zjiang@morpc.org>
Cc: Nick Gill <ngill@morpc.org>; Hwashik Jang <hjang@morpc.org>; 'Andrews, Ryan' <randrews@emht.com>; Eric Snowden <esnowden@ci.reynoldsburg.oh.us>; Joe Thomas ,Jr. <jthomasjr@villagecommunities.com>
Subject: Growth Rate Request - Taylor Road

Zhuojun

We are performing a traffic access study for the above site that has access on Taylor Road.
 Please provide a growth rate for Taylor Road between the Kroger Driveway and Taylor Chase Drive (north of Main Street). Below is MORPC's requested information about the study:

1. Traffic Data upon which you would be applying these growth rates (preferably 24 hour counts). **As part of the project, AM and PM peak hour turning movement counts were taken at the intersection of Taylor Road & Kroger Driveway. The count report is attached.**
2. Open Year & Design Year, for this study: **2018 and 2028**
3. Roadway network assumptions: Any roadway assumptions/changes in the vicinity, such as change in number of lanes or roadway alignments, etc: **None anticipated.**
4. Land use assumptions: General info on proposed site location & development, such as: site

map, Trip Generation (excel file, preferably). The subject site is located on the west side of Taylor Road between the Kroger Driveway and Taylor Chase Drive. Trip generation for the 240 apartment units will be calculated as part of the study and is not available at this time.

5. Project Review Contact Person: Ryan Andrews will be reviewing the study for the City of Reynoldsburg. His e-mail address is in the cc: line.

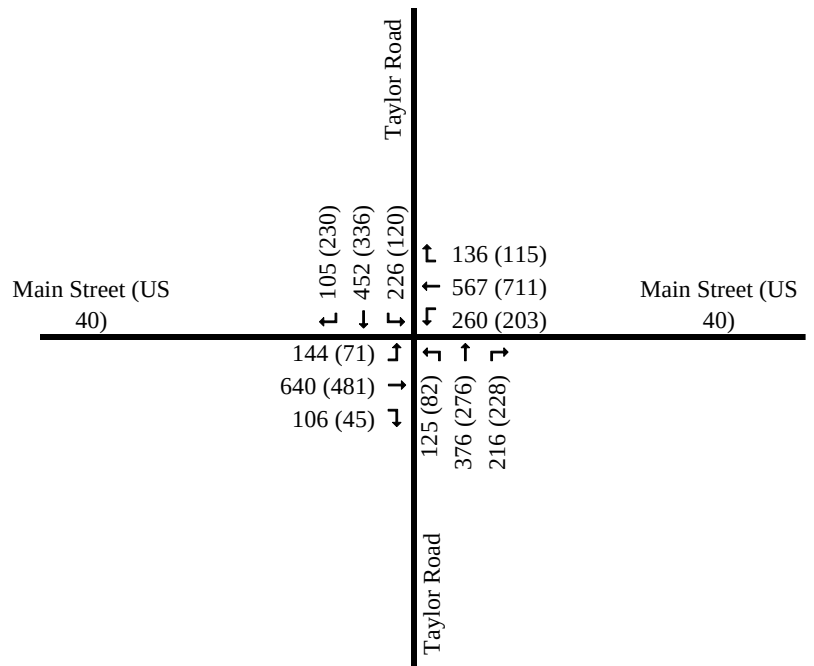
Thank you!

Todd J. Stanhope, PE, PTOE
Director of Traffic Engineering

Smart Services, Inc. (Columbus Office)

A DBE / EDGE Certified Business

1900 Crown Park Court, Suite E
Columbus, Ohio 43235
Ph: 614-914-5543
www.SmartServices-Inc.com



LEGEND	
222	- PM PEAK Hour Turning Movement
(222)	- AM PEAK Hour Turning Movement

9366 & 9370 TAYLOR ROAD TRAFFIC ACCESS STUDY

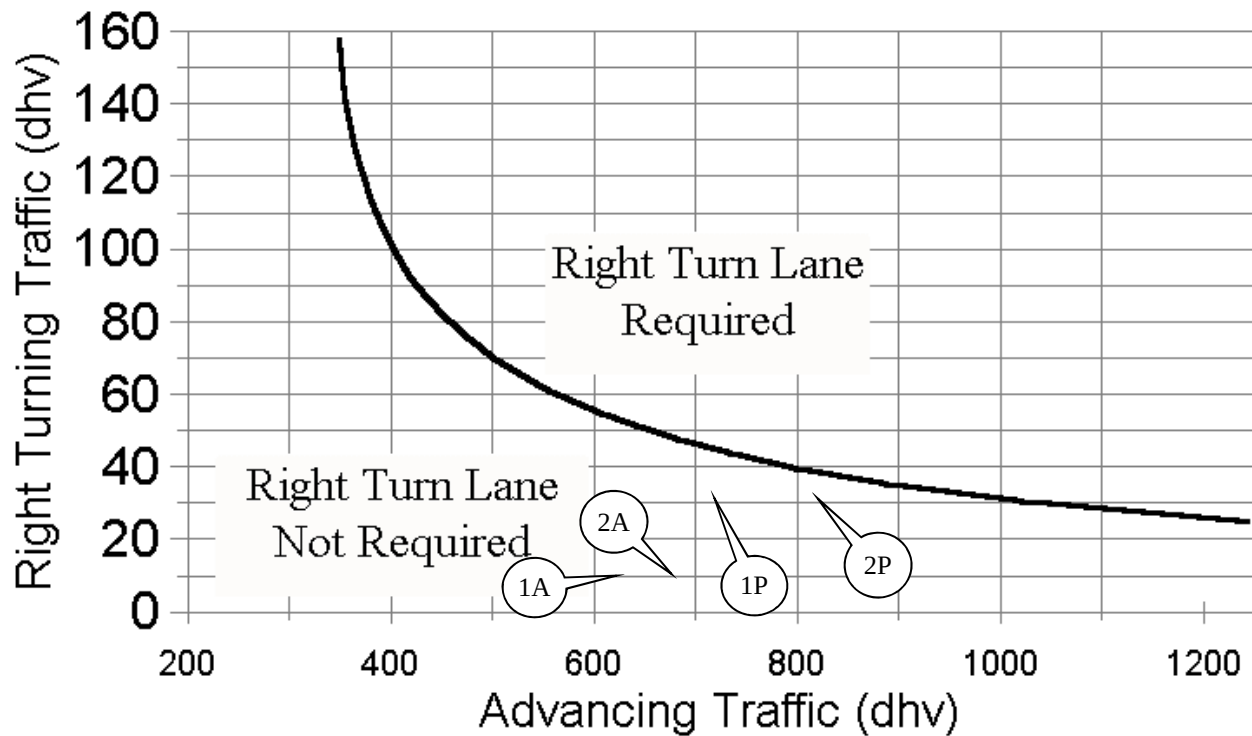
PREPARED BY:  REV. 1
4/2018

APPENDIX EXHIBIT

2028 'NO BUILD' TRAFFIC

2-Lane Highway Right Turn Lane Warrant

=< 40 mph or 70 kph Posted Speed



WARRANT SUMMARY

[illegible]

9366 & 9370 TAYLOR ROAD TRAFFIC ACCESS STUDY

PREPARED BY:  **SMART**
SERVICES, INC. 12/2017

APPENDIX

2 LANE HIGHWAY RIGHT TURN LANE WARRANT (= < 40 MPH)

Timings

3: Taylor Road & Main Street (US 40)

04/10/2018

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	71	481	45	203	711	115	82	276	228	120	336	230
Future Volume (vph)	71	481	45	203	711	115	82	276	228	120	336	230
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	76	517	48	218	765	124	88	297	245	129	361	247
Shared Lane Traffic (%)												
Lane Group Flow (vph)	76	565	0	218	889	0	88	542	0	129	608	0
Turn Type	pm+pt	NA		pm+pt	NA		pm+pt	NA		Prot	NA	
Protected Phases	5	2		1	6		3	8		7	4	
Permitted Phases	2			6			8					
Detector Phase	5	2		1	6		3	8		7	4	
Switch Phase												
Minimum Initial (s)	7.0	20.0		7.0	20.0		7.0	10.0		7.0	10.0	
Minimum Split (s)	13.0	26.0		13.0	26.0		13.0	16.0		13.0	16.0	
Total Split (s)	13.0	35.0		20.0	42.0		13.0	52.0		13.0	52.0	
Total Split (%)	10.8%	29.2%		16.7%	35.0%		10.8%	43.3%		10.8%	43.3%	
Yellow Time (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	
All-Red Time (s)	2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Lost Time (s)	6.0	6.0		6.0	6.0		6.0	6.0		6.0	6.0	
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	
Lead-Lag Optimize?												
Recall Mode	None	C-Max		None	C-Max		None	None		None	None	
Act Effect Green (s)	39.8	32.7		51.5	41.1		50.4	43.4		7.0	43.4	
Actuated g/C Ratio	0.33	0.27		0.43	0.34		0.42	0.36		0.06	0.36	
v/c Ratio	0.40	0.59		0.65	0.74		0.51	0.83		0.65	0.93	
Control Delay	28.7	41.3		32.9	40.4		28.0	44.1		70.6	57.0	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Delay	28.7	41.3		32.9	40.4		28.0	44.1		70.6	57.0	
LOS	C	D		C	D		C	D		E	E	
Approach Delay		39.8			38.9			41.8			59.4	
Approach LOS		D			D			D			E	

Intersection Summary

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 20 (17%), Referenced to phase 2:EBTL and 6:WBTL, Start of Green

Natural Cycle: 90

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.93

Intersection Signal Delay: 44.5

Intersection LOS: D

Intersection Capacity Utilization 86.7%

ICU Level of Service E

Analysis Period (min) 15

Splits and Phases: 3: Taylor Road & Main Street (US 40)

			
Ø1	Ø2 (R)	Ø3	Ø4
20 s	35 s	13 s	52 s
			
Ø5	Ø6 (R)	Ø7	Ø8
13 s	42 s	13 s	52 s

Timings

3: Taylor Road & Main Street (US 40)

04/10/2018

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	76	481	45	203	711	118	82	284	228	129	362	248
Future Volume (vph)	76	481	45	203	711	118	82	284	228	129	362	248
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	82	517	48	218	765	127	88	305	245	139	389	267
Shared Lane Traffic (%)												
Lane Group Flow (vph)	82	565	0	218	892	0	88	550	0	139	656	0
Turn Type	pm+pt	NA		pm+pt	NA		pm+pt	NA		Prot	NA	
Protected Phases	5	2		1	6		3	8		7	4	
Permitted Phases	2			6			8					
Detector Phase	5	2		1	6		3	8		7	4	
Switch Phase												
Minimum Initial (s)	7.0	20.0		7.0	20.0		7.0	10.0		7.0	10.0	
Minimum Split (s)	13.0	26.0		13.0	26.0		13.0	16.0		13.0	16.0	
Total Split (s)	13.0	35.0		19.0	41.0		13.0	53.0		13.0	53.0	
Total Split (%)	10.8%	29.2%		15.8%	34.2%		10.8%	44.2%		10.8%	44.2%	
Yellow Time (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	
All-Red Time (s)	2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Lost Time (s)	6.0	6.0		6.0	6.0		6.0	6.0		6.0	6.0	
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	
Lead-Lag Optimize?												
Recall Mode	None	C-Max		None	C-Max		None	None		None	None	
Act Effect Green (s)	37.9	30.9		49.3	38.9		52.7	45.7		7.0	45.7	
Actuated g/C Ratio	0.32	0.26		0.41	0.32		0.44	0.38		0.06	0.38	
v/c Ratio	0.47	0.62		0.69	0.79		0.53	0.80		0.69	0.96	
Control Delay	32.5	43.0		37.1	43.3		29.4	40.6		73.9	59.9	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Delay	32.5	43.0		37.1	43.3		29.4	40.6		73.9	59.9	
LOS	C	D		D	D		C	D		E	E	
Approach Delay		41.7			42.1			39.0			62.3	
Approach LOS		D			D			D			E	

Intersection Summary

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 19 (16%), Referenced to phase 2:EBTL and 6:WBTL, Start of Green

Natural Cycle: 90

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.96

Intersection Signal Delay: 46.4

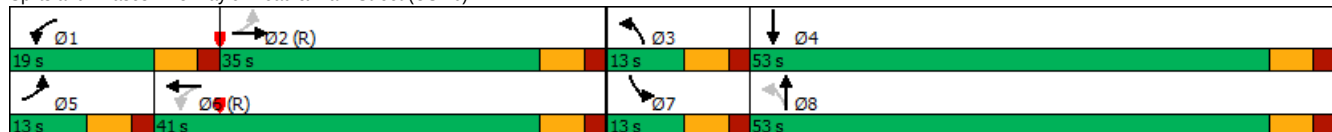
Intersection LOS: D

Intersection Capacity Utilization 89.3%

ICU Level of Service E

Analysis Period (min) 15

Splits and Phases: 3: Taylor Road & Main Street (US 40)



Timings

3: Taylor Road & Main Street (US 40)

04/10/2018

	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	144	640	106	260	567	136	125	376	216	226	452	105
Future Volume (vph)	144	640	106	260	567	136	125	376	216	226	452	105
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	152	674	112	274	597	143	132	396	227	238	476	111
Shared Lane Traffic (%)												
Lane Group Flow (vph)	152	786	0	274	740	0	132	623	0	238	587	0
Turn Type	pm+pt	NA		pm+pt	NA		pm+pt	NA		Prot	NA	
Protected Phases	5	2		1	6		3	8		7	4	
Permitted Phases	2			6			8					
Detector Phase	5	2		1	6		3	8		7	4	
Switch Phase												
Minimum Initial (s)	7.0	20.0		7.0	20.0		7.0	10.0		7.0	10.0	
Minimum Split (s)	13.0	26.0		13.0	26.0		13.0	16.0		13.0	16.0	
Total Split (s)	15.0	36.0		21.0	42.0		14.0	48.0		15.0	49.0	
Total Split (%)	12.5%	30.0%		17.5%	35.0%		11.7%	40.0%		12.5%	40.8%	
Yellow Time (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	
All-Red Time (s)	2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Lost Time (s)	6.0	6.0		6.0	6.0		6.0	6.0		6.0	6.0	
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	
Lead-Lag Optimize?												
Recall Mode	None	C-Max		None	C-Max		None	None		None	None	
Act Effect Green (s)	38.8	30.0		51.0	36.2		49.9	42.0		9.0	43.1	
Actuated g/C Ratio	0.32	0.25		0.42	0.30		0.42	0.35		0.08	0.36	
v/c Ratio	0.64	0.90		0.97	0.70		0.67	0.99		0.93	0.89	
Control Delay	36.2	56.7		78.3	40.1		36.2	70.1		95.3	53.4	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Delay	36.2	56.7		78.3	40.1		36.2	70.1		95.3	53.4	
LOS	D	E		E	D		D	E		F	D	
Approach Delay		53.4			50.5			64.2			65.5	
Approach LOS		D			D			E			E	

Intersection Summary

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 21 (18%), Referenced to phase 2:EBTL and 6:WBTL, Start of Green

Natural Cycle: 100

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 0.99

Intersection Signal Delay: 57.7

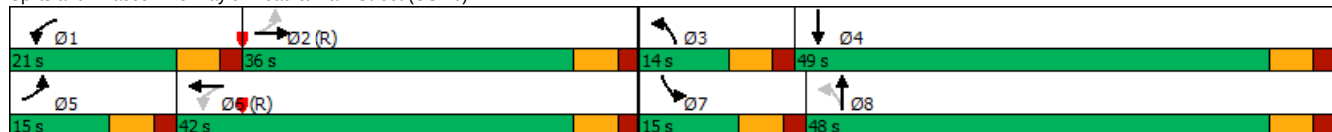
Intersection LOS: E

Intersection Capacity Utilization 94.9%

ICU Level of Service F

Analysis Period (min) 15

Splits and Phases: 3: Taylor Road & Main Street (US 40)



Timings

3: Taylor Road & Main Street (US 40)

04/10/2018

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	161	640	106	260	567	145	125	400	216	231	466	115
Future Volume (vph)	161	640	106	260	567	145	125	400	216	231	466	115
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	169	674	112	274	597	153	132	421	227	243	491	121
Shared Lane Traffic (%)												
Lane Group Flow (vph)	169	786	0	274	750	0	132	648	0	243	612	0
Turn Type	pm+pt	NA		pm+pt	NA		pm+pt	NA		Prot	NA	
Protected Phases	5	2		1	6		3	8		7	4	
Permitted Phases	2			6			8					
Detector Phase	5	2		1	6		3	8		7	4	
Switch Phase												
Minimum Initial (s)	7.0	20.0		7.0	20.0		7.0	10.0		7.0	10.0	
Minimum Split (s)	13.0	26.0		13.0	26.0		13.0	16.0		13.0	16.0	
Total Split (s)	17.0	35.0		21.0	39.0		13.0	49.0		15.0	51.0	
Total Split (%)	14.2%	29.2%		17.5%	32.5%		10.8%	40.8%		12.5%	42.5%	
Yellow Time (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	
All-Red Time (s)	2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0	
Lost Time Adjust (s)	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Lost Time (s)	6.0	6.0		6.0	6.0		6.0	6.0		6.0	6.0	
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	
Lead-Lag Optimize?												
Recall Mode	None	C-Max		None	C-Max		None	None		None	None	
Act Effect Green (s)	39.6	29.0		48.4	33.4		50.0	43.0		9.0	45.0	
Actuated g/C Ratio	0.33	0.24		0.40	0.28		0.42	0.36		0.08	0.38	
v/c Ratio	0.70	0.93		0.97	0.77		0.71	1.00		0.95	0.89	
Control Delay	40.1	61.5		78.8	44.7		40.7	72.9		99.2	51.8	
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Total Delay	40.1	61.5		78.8	44.7		40.7	72.9		99.2	51.8	
LOS	D	E		E	D		D	E		F	D	
Approach Delay		57.7			53.8			67.4			65.2	
Approach LOS		E			D			E			E	

Intersection Summary

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 21 (18%), Referenced to phase 2:EBTL and 6:WBTL, Start of Green

Natural Cycle: 90

Control Type: Actuated-Coordinated

Maximum v/c Ratio: 1.00

Intersection Signal Delay: 60.5

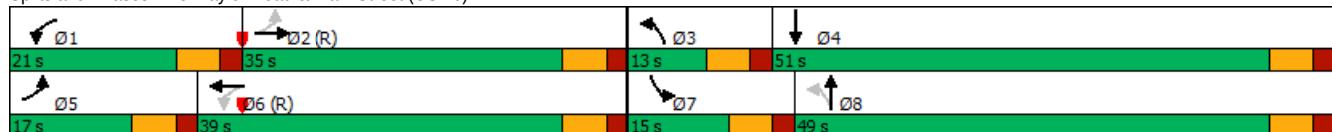
Intersection LOS: E

Intersection Capacity Utilization 96.3%

ICU Level of Service F

Analysis Period (min) 15

Splits and Phases: 3: Taylor Road & Main Street (US 40)



ID	Intersection	2028 'BUILD' - AM PEAK												2028 'BUILD' - PM PEAK												AM PEAK & PM PEAK								
		Intersection			Northbound Total			Southbound Total			Eastbound Total			Westbound Total			Intersection			Northbound Total			Southbound Total					Eastbound Total			Westbound Total			
		Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site	Site	Total	% Site			
20	Taylor Road & Main Street (US 40)	69	2967	2.3%	8	594	1.3%	53	739	7.2%	5	602	0.8%	3	1032	0.3%	79	3432	2.3%	24	741	3%	29	812	4%	17	907	2%	9	972	1%	148	6399	2.3%

9366 & 9370 Taylor Road Traffic Access Study - REV. 1: 4/2018

APPENDIX EXHIBIT SITE GENERATED TRAFFIC AT STUDY INTERSECTIONS

Rezoning Text
Planned Neighborhood Development District
24.3 Acre Tract, West side of Taylor Road, North of E. Main Street

EXISTING ZONING: CC Community Commerce District & AR 2 Multiple Family Residence District

PROPOSED ZONING: PND Planned Neighborhood Development District

EXISTING PROPERTY ADDRESS(s): 9366 & 9370 Taylor Road, 8700 Taylor Chase Blvd.

EXISTING PARCEL ID: 2005120800038955, 201006090010881, 187-0235

CURRENT OWNER: Murphy Development Co., Taylor Chase LLC

APPLICANT: Metro Development LLC

APPLICATION NUMBER: #181277

1. INTRODUCTION/NARRATIVE:

Metro Development LLC, (the Applicant), is seeking consideration for the approval of a proposed development consisting of multi-family dwellings, clubhouse and pool, and associated garages, as well as open space for the project residents, and open space that can be used by the public if the City has interest in a public park. The existing 24.3 acres site is currently used for agriculture, and consists of several single family homes, barns, as well as a slab for an unfinished condominium building. These structures and building pad shall be removed from the property as it is developed.

The applicant proposes to zone the site to Planned Neighborhood Development. The site is currently under 2 zoning designations: AR-2 Multiple Family Residence, as well as CC Community Commerce District.

The surrounding zoning districts are AR-2 Apartment Residence District to the north, R-3 Single Family Residence District to the west, and CC Community Commerce District to the south. To the east is undeveloped land in Etna Township, under township rural zoning district.

The project will consist of 240 dwelling units, 48 units will be 1 bedroom units, and 192 units will be 2 bedroom units. There will be 499 parking spaces, of which 66 will be in enclosed garages. Trash service will be provided with a centrally located compactor. A clubhouse with theatre, coffee bar, resident 'office' area, gathering space for resident activities, outdoor pool and grill areas shall be provided. A dog park shall be provided in the large green to the south of the project for residents use. Significant buffering is provided to the west between the proposed multifamily buildings and existing single family, as well as to the north adjacent the existing condominiums. A preservation zone is located along the southern boundary to protect the existing trees and stream buffer between the proposed use and the Kroger store to the south.

The project will be developed as one phase. With the clubhouse being constructed first and individual buildings following. Residents will move in as buildings are completed.

2. PROPOSED CHARACTER OF THE PLANNED NEIGHBORHOOD DEVELOPMENT DISTRICT

All buildings shall be designed to complement the surrounding architecture. Sloped roofs and residential materials, including a mix of brick and vinyl horizontal, shake, and vertical siding, will provide a residential

quality that will enhance the adjacent residential neighborhoods. All landscaping will meet the requirements as outlined in Chapter 1180 of the Zoning Code. The details of the proposed modifications are outlined below.

Per Section 1151.07 of the Zoning Code, the development plan shall be considered part of the official Zoning Map and a supplement to the Zoning Code for the lot.

3. ZONING SUMMARY

The proposed development shall comply with the zoning regulations as outlined in this text. Where not specifically identified within this text, the project shall comply with any general regulations of the Zoning Code.

Development Standards	Required / Allowed	Proposed	At Variance with Standards/Regulations
Permitted Use in Planned Neighborhood Development District 1183.04(a):	Single family dwelling; two-family dwelling; multiple family dwellings; public uses, semi-public uses, public service facility; accessory use, essential services; residential care facilities; non-commercial recreational uses.	Multiple Family Dwellings	No
Max. Density of Dwelling Units 1183.04(b)	Shall not exceed 5 units per acre in the district and not 10 units per acre in any part of the district.	Total District: 9.88 du/ac	Yes
Front Setback 1175.06 (a)	Major Arterial: 40 feet (Taylor Road)	40 feet	No
Side and Rear Yard Setbacks	N/A	50' south, 95' west, 100' to condominium north	No
Yards Between Multiple Family Dwellings 1175.09	20' min. between end wall to end wall, end wall to main wall, and 50' min from main wall to main wall	20' min	No
Lot Area per Dwelling	N/A	3,160.17 sf/unit	No
Building Height	N/A	32'-3" – 2 Story 41'-9" – 3 Story	No
Maximum Lot Coverage by building and Decks	N/A	Lot Coverage: 15%	No
Floor Area Requirements for Dwellings	N/A	675 sf -1 bed 933 sf -2 bed	No
Signage		One ground sign per sub-area shall be permitted along the primary and secondary frontages, and shall be approved in accordance with the procedures of Chapter 1181 of the Zoning Code.	No
Parking – Table 1179	2 spaces per unit	480 required 433 surface and 66 garage spaces provided	Yes
Open Space-1183.04	30%	55%	No

4. INTENDED AGREEMENTS, PROVISIONS AND COVENANTS.

If the application for a zoning district change is approved, the owner of the applicant will enter into the necessary easements and agreements, to be recorded against the property records, based upon the needs of the proposed development.

The applicant is in conversations with the neighborhood group to the west. Agreements have been made to establish a 60' setback from the lot line for retention ponds, and a 30' setback from the lot line for mounding, in order to preserve the existing tree line. A 4' open style fence is proposed with a 30' setback off the lot line at the base of the proposed mounding. Existing trees that are dead or in poor condition, and undesirable underbrush shall be removed from the existing tree line. These commitments are reflected on the development plan.



Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Application #: 181277
Permit #:
Date Submitted: 12/29/17
Fee Amount: \$1800.00
~~80000005~~
☒ Paid:

PLANNING COMMISSION APPLICATION

II. PROPERTY INFORMATION			
Property Address: 9366, 9370 Taylor Road SW, 9333 Taylor Chase		FOR DISTRICT CHANGE ONLY Proposed Zoning: PND Size of Area to be Rezoned: 24.3 acres Existing Structures: 3 existing homes 1 condominium foundation to be removed 2 outbuildings Proposed Use: Multi-family Apartment with clubhouse and pool	
Description of Location: West side of Taylor Road, North of East Main/Kroger			
Parcel ID(s): 200512080038925, 201006090010881, 187-0235			
Number of Lots: 3	Present Zoning: CC/AR-2c		Present Use: single family/agriculture
Complete Where Applicable: Engineer/Surveyor: EMH&T Builder: Metro Development LLC			
III. PROPERTY OWNER OF RECORD			
Property Owner Name(s): Glen Bard Jr, Murphy Development Company/Taylor Chase LLC		Property Owner Address(s): 9370 Taylor Road, Reynoldsburg, Ohio 4442 Professional Pkwy, Groveport, OH 43125	
IV. APPLICANT INFORMATION			
Applicant Name: Metro Development LLC / Todd Barris			
Applicant Address: 470 Olde Worthington Road, Suite 101, Westerville, Ohio 43082			
Applicant Phone Number: 614-540-2400		Applicant Email: jthomasjr@villagecommunities.com	
I. PROJECT TYPE			
☒ District Change (Rezoning) (\$750 Residential plus \$50 per lot/\$1,000 Non-Residential)			
☐ Amendment of Development Plan or Text (\$500)			
☐ Major Site Plan (\$500)			

Applicant Signature: [Signature] Date: 12-13-17
 *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:	<u>Zoning Information</u>	<u>Planning Com. Meeting</u>	<u>City Council Meeting</u>
	☐ Historic District	Date: _____	Date: _____
	☐ CC Overlay	☐ Approved as Submitted	☐ Approved as Submitted
		☐ Approved w/ Conditions	☐ Approved w/ Conditions
	<u>Add'l Approvals Req'd</u>	☐ Tabled	☐ Tabled
	☐ DRB	☐ Denied	☐ Denied
	☐ BZBA	P&Z Admin.: _____ Date: _____	
		Clerk of Council: _____ Date: _____	

Attachment: App. #181277 - Taylor Rd PND - Metro Development Reduced Size (Rezoning App. #181277 - 9366/9370 Taylor Road SW, Metro

4. Plan Review Fee Schedule

Major Site Plans and Zoning District Changes

Project: Taylor/Main Multi-family Complex Date: 12/20/17

Traffic Studies:

(see Facility Demand Worksheet)

Traffic Access Study \$ 1,000.00

Traffic Impact Study \$ 4,000.00

Regional Traffic Study \$ TBD

Additional fees as determined by section 1155 of the City's Codified Ordinances:

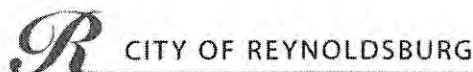
\$ 800.00

Total Plan Review Fee:

\$ 1,800.00

Major Site Plan and Zoning District Change (Rezoning) review fees for traffic studies include one initial and one subsequent submittal if required. Additional submittals for these items are one-half the original fee for each subsequent submittal. Incomplete submittals will not be accepted. Re-submittals required, but not due to direct action of the applicant or applicant's representative, will not be charged additional fees at the City's discretion. Additional submittals, if desired by the applicant, will be one-half the original fee for plan sheet reviews. Plans are to be submitted 30 days prior to hearing date as determined by the Planning & Zoning Administrator.

Twenty (20%) of the fee covers the administrative costs incurred by the City of Reynoldsburg. The remainder of the fee covers the costs associated with the detailed review, either performed by the City or designated representative.



CITY OF REYNOLDSBURG
Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Application #: _____

Permit #: _____

Date Submitted: _____

Fee Amount: _____

☐ Paid: _____

PLANNING COMMISSION APPLICATION

II. PROPERTY INFORMATION			
Property Address:		FOR DISTRICT CHANGE ONLY	
9366, 9370 Taylor Road SW, 9333 Taylor Chase		Proposed Zoning:	
Description of Location:		PND	
West side of Taylor Road, North of East Main/Kroger		Size of Area to be Rezoned:	
Parcel ID(s):		24.3 acres	
200512080038925, 201006090010881, 187-0235		Existing Structures:	
Number of Lots: 3	Present Zoning: CC/AR-2c	3 existing homes	
Present Use: single family/agriculture		1 condominium foundation to be removed	
Complete Where Applicable:		2 outbuildings	
Engineer/Surveyor: EMH&T		Proposed Use:	
Builder: Metro Development LLC		Apartments with clubhouse and pool	
III. PROPERTY OWNER OF RECORD			
Property Owner Name(s):		Property Owner Address(s):	
Glen Bard Jr, Murphy Development Company/Taylor Chase LLC		9370 Taylor Road, Reynoldsburg, Ohio 4442 Professional Pkwy, Groveport, OH 43125	
IV. APPLICANT INFORMATION			
Applicant Name:			
Metro Development LLC			
Applicant Address:			
470 Olde Worthington Road, Suite 101, Westerville, Ohio 43082			
Applicant Phone Number:		Applicant Email:	
614-540-2400		jthomasjr@villagecommunities.com	
I. PROJECT TYPE			
☒ District Change (Rezoning) (\$750 Residential plus \$50 per lot/\$1,000 Non-Residential)			
☐ Amendment of Development Plan or Text (\$500)			
☐ Major Site Plan (\$500)			

Applicant Signature: [Signature] Date: 12-13-17
 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		Planning Com. Meeting	City Council Meeting
	☐ I Historic District ☐ CC Overlay		Date: _____	Date: _____
	Add'l Approvals Req'd		☐ Approved as Submitted ☐ Approved w/ Conditions ☐ Tabled ☐ Denied	☐ Approved as Submitted ☐ Approved w/ Conditions ☐ Tabled ☐ Denied
	☐ DRB ☐ BZBA		P&Z Admin.: _____ Date: _____	Clerk of Council: _____ Date: _____

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**Taylor Road and Main Street
Proposed Apartment Community
Metro Development LLC**

CHAPTER 1183

Planned Neighborhood Development District

1183.01 Purpose.	1183.04 Use regulations and development standards.
1183.02 Development plan requirements and review procedures.	1183.05 Standards for development plan review.
1183.03 Site plan review.	1183.06 Existing planned developments.
	1183.07 Fees.

1183.01 PURPOSE.

(a) The purpose of the Planned Neighborhood Development District is to permit comprehensively planned residential developments approved by City Council and the Planning Commission using more flexible zoning guidelines and site design criteria than permitted in traditional districts.

(b) The suspension of traditional zoning provisions is intended to: encourage creative, high quality site design practices in the development of residential areas; encourage the creation and preservation of attractive and useful open spaces; promote compatibility with and complement existing developments; protect adjoining properties from adverse impacts; promote safe and efficient pedestrian, bicycle, and vehicular movement; promote efficient layout of infrastructure; and promote protection or enhancement of natural and historic resources. It is not the purpose of the planned development provisions to permit reduction in traditional lot sizes without mitigating amenities or quality design which justify such reduction to the benefit of the residents and the community as a whole.

(c) In place of enforcing the traditional zoning provisions, City Council and the Planning Commission may exercise control through standards, design criteria,

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conditions, and agreements appropriate for the particular site, its surroundings, and proposed uses, and sufficient to ensure effective and complete implementation of the development consistent with the development plan. (Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.02 DEVELOPMENT PLAN REQUIREMENTS AND REVIEW PROCEDURES.

The owner of a lot or lots seeking approval of a Planned Neighborhood Development District shall initiate such proposal according to the provisions for zoning amendments established in this Zoning Code and in the Charter. The following requirements and procedures shall apply to a petition for a Planned Neighborhood Development District and shall be in addition to the requirements for an application for a zoning district change with development plan as provided in Chapter 1151.

- (a) Required Content of Development Plan. The applicant proposing a Planned Neighborhood Development District shall submit the information described below which, together with any other information, agreements, statements, or commitments required by the Planning Commission or City Council, shall constitute the development plan for the proposed Planned Neighborhood Development District.
- (1) Completed application form. **See attached application**
 - (2) Name, address, and phone number of the owner of the lot or lots and, if applicable, of the owner's designated agent.

Glenn Bard Jr., 9370 Taylor Road, Reynoldsburg, Ohio. (614) 554-2999

Murphy Development Company/Taylor Chase LLC, 4442 Professional Pkwy, Groveport, OH 43125. (614) 836-4403

- (3) A list of the names and addresses of the owners (as appearing on the County Auditor's tax list) of all lots located within, contiguous to, and directly across the street from the property which is the subject of the application. **See attached Property Owners List, Tab2, Exhibit A-1**
- (4) Legal description of the property, including a survey of the existing lot or lots to be included in the Planned Neighborhood Development District. **See attached Legal Description and Survey, Tab 3, Exhibit B-1 and B-2**
- (5) A description of the current zoning district(s) and the existing uses of the subject lot or lots. **The site is currently zoned CC along Taylor Road frontage and AR-2c in the rear. Currently is being used for single family and agricultural uses. There is also a foundation for a condominium that**

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was never constructed on the north portion of the lot. All structures and foundation will be removed from the site.

- (6) Plan drawings and narrative descriptions of:
- A. The existing conditions of the site, including topography, soils, wetlands, streams and ditches, water bodies, retention facilities, other significant natural resources or features, historic or archaeological resources; ***See existing conditions plan, Tab 4, Exhibit C-1***
 - B. The proposed topography, water features, drainage features and improvements, and the treatment of significant natural, historic, or archaeological resources; a general plan for landscaping the entrances, major roads and major open spaces; a concept plan for the landscaping of individual structures; ***See Sanitary Sewer Impact Study (Exhibit E-2, Tab 6) and Storm Water Impact Study (Exhibit E-1, Tab 6) for storm water, and concept landscape plans (Exhibit D-1 to D-1.2, Tab 5). Detailed plans for grading and utilities, as well as landscape will be provided at time of major site plan review***
 - C. The proposed locations and approximate dimensions of lots to be platted in the district, including a statement of the minimum widths and depths of proposed lots for dwelling; ***This will be one lot***
 - D. The nature and locations of the proposed use or uses to be established in the district; ***See Development plan for locations of proposed structures (Exhibit C-2, Tab 4). Apartment Residential uses, clubhouse with pool, and garages are proposed.***
 - E. The number and locations of structures, the number of dwelling units in each area of the proposed district, the number of dwelling units per structure, the approximate floor area proposed for each use and structure, and locations and approximate dimensions of any planned accessory uses such as outbuildings, pools, recreation structures, or parking structures; sketch or draft elevations of the proposed building(s) indicating maximum heights, anticipated style and materials of existing surfaces and other building features; the approximate or minimum dimensions of yards and setbacks; ***See Development Plan for structure locations, Exhibit C-2, Tab 4. There are 6- 2 story buildings with 16 units each building, containing 8- 1 bedroom and 8- 2 bedroom units, and 6-3 story buildings with 24 units, all 2 bedrooms. 1 bedroom units will be approximately 675 square feet, and 2 bedroom units will be approximately 933 square feet. There will be a clubhouse, a pool area, 9- 6 car garages and one 12 car garage, a trash compactor enclosure, a mail kiosk, and a water meter building.***

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See architectural elevations for materials, colors, and dimensions, Exhibit G-1, Tab 8. Refer to Development Plan for approximate setbacks, Exhibit C-1, Tab 4.

- F. The locations and approximate acreage(s) of common open space(s), and reserves; **Refer to Open Space plan for open space areas, Exhibit D-2, Tab 5.**
 - G. The approximate locations, dimensions, and capacities of proposed public and private streets, significant curb cuts and intersections with public streets, parking and loading areas, numbers of parking spaces, facilities for pedestrians and bicycles, and the general concept for landscaping these facilities; **All interior streets shall be private, Refer to Development Plan for curb cuts and parking areas, Exhibit C-2, Tab 4. Refer to concept landscape plans for parking landscape, Exhibit D-1, Tab 5. Detailed landscape plans will be submitted with Major Site plan submittal**
 - H. The approximate locations, dimensions, and capacities of proposed water lines, sanitary sewers, storm sewers, other major storm water facilities; **See Sanitary Sewer Impact Study and Storm Water Impact Study, Exhibits E-1 and E-2, Tab 6**
 - I. A description of any variances to the Subdivision Regulations which may be necessary for the design and installation of improvements in the proposed district. **No variances are requested from the subdivision regulations as this will be one lot.**
- (7) A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots, with the zoning districts of adjacent lots, and with the Land Use Plan and other plans of the City, including an evaluation of the impacts on adjoining lots and neighborhoods of traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and descriptions or illustrations of any measures designed to mitigate the impacts of the proposed uses. **Apartment Residential uses are compatible with the surrounding land uses, and serve as a natural transition from lower density uses such as single family homes and condominiums to more intense retail and office uses. Apartment residential uses generate less traffic and school age children than traditional single family uses. Storm water will be designed to meet all local and federal standards for volume and water quality.**
- (8) A statement of the benefits anticipated to occur to the City and to the neighborhoods abutting the proposed development, including, as applicable, increased landscaping, dedicated or preserved open spaces, dedication of city parkland or school sites, or other benefits. **The**

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city and neighborhoods will benefit from the preservation of open space on site and increased buffering to the west and north than the previously approved plans for condominiums. The development will be landscaped and professionally maintained. Additionally, the treed area and stream area will be preserved. The developer is also open to dedicating the open space to the Northwest of this site to the city for parkland if the City so desires.

- (9) A narrative addressing each of the provisions set forth in 1183.04 Use Regulations and Development Standards. ***See Section 1183.04***
- (10) A narrative addressing any proposed condominium or homeowners associations or other forms of organization proposed to own, manage, control or regulate all or parts of the development. ***There are no Associations***
- (11) Anticipated time schedule for construction of the improvements and buildings, included any anticipate phases of development. ***This project will be developed as one phase and take 12- 18 months to complete***
- (12) Such other information as the Planning Commission shall deem necessary to make a determination of the compliance of the proposed development and uses with the applicable standards and regulations.

- (b) Submittal, Review, Public Hearing, Recommendation, Action on District Change. Application submittal, review, public hearing, recommendation by the Planning Commission, and action by City Council shall be as required for district changes in Chapter 1151.

(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.03 SITE PLAN REVIEW.

Subsequent to approval of the district change for a Planned Neighborhood Development District, the applicant shall submit an application for major site plan review in accordance with the provisions of Chapter 1143. Major site plan review may be conducted for the entire site or for any phase of the site as deemed appropriate by the Planning Commission.

(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.)

1183.04 USE REGULATIONS AND DEVELOPMENT STANDARDS.

The following shall be the minimum standards required for development in a Planned Neighborhood Development District. Additional requirements and conditions may be established by the Planning Commission and by City Council for approval of the district and the development plans. Such requirements and conditions may include but are not limited to: approved uses; width, height, yard requirements; density; arrangement and spacing

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of buildings and other structures; signs; parking; vehicular, pedestrian and bicycle circulation; landscaping; the construction of public improvements; and preservation of natural features or historic structures. Varied requirements and conditions may be applied to different areas of the development. (a) Permitted Uses. The following uses may be permitted, as approved in the development plan, in a Planned Development District:

- (1) Single family dwellings;
- (2) Two-family dwellings;
- (3) Multiple family dwellings;
- (4) Public uses, semipublic uses, public service facility, accessory uses, essential services;
- (5) Residential care facility;
- (6) Non-commercial recreational uses, structures, and facilities, such as pools, tennis courts, playgrounds, and other similar uses provided for the use of residents of the development or for general public use.

The Planning Commission and City Council shall determine the appropriateness of each proposed use and feature of the development plan, giving consideration to the standards established in Section 1183.05 and any other considerations deemed significant in determining the appropriate uses and character of development for the proposed district. The Commission and City Council shall have the authority to deny approval for any proposed use which it determines to be inappropriate due to potential impacts, incompatibility with the surroundings, or other similar reasons.

Multi Family and non- commercial recreational uses are proposed and are permitted uses if approved.

- (b) Density of Dwelling Units. The maximum density of dwelling units for both the overall Planned Neighborhood Development District and for each of its areas shall be as approved in the development plan, except that the density of dwellings in the district shall not exceed five (5) units per acre and density shall not exceed ten (10) units per acre in any part of the district. In making a determination of the number of dwellings to be permitted in the district, consideration shall be given to the compatibility of the proposed dwelling density and the characteristics of the proposed lots and structures with the existing and projected surrounding dwelling density, lots, and structures. ***The development will be approximately 9.88 du/ac***
- (c) Required Open Space and Protection of Features. Historic structures and sites, natural features such as watercourses, wetlands, rock outcroppings, trees, and other vegetation shall be identified in the development plan. The development plan and detailed development plan shall indicate design of planned improvements in a manner which protects, enhances, and appropriately incorporates such features into the overall design. The Planning

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Commission or City Council may approve, amend, or deny the proposed treatments of such features. Compliance with the requirements for the dedication of public areas, reserves or of other fees or considerations, and the provisions of Chapter 1180 shall be minimum requirements for the approval of a Planned Neighborhood Development District. ***There are approximately 13.5 acres of open space, or 55% of the site, which includes a potential park land dedication of approximately 7.2 acres, as well as protection of existing trees and stream along the southern portion of the site. See open space plan Exhibit D-2, Tab 5.***

- (d) Parking. The detailed development plan shall comply with the parking requirements of this Zoning Code, except that the Planning Commission may vary such requirements where a finding is made that the provisions are excessive or inappropriate for the use proposed or that the provisions are satisfied by alternative methods clearly documented in the major site plan. ***The code requires one garage space per multifamily unit (240 garages). The plan proposes 66 garage parking spaces. A minimum of 2 total parking spaces per unit, including garages and surface parking, will be complied with. The code also limits driveways from residential developments to 8' width and non-residential developments to 30' width. The plan proposes a boulevard style entry and will exceed those requirements.***
- (e) Lot and Yard Dimensions, Building Spacing.
 - (1) Lot and yard dimensions shall be as established in the detailed development plan, except that no lot designed for a single family dwelling shall have a width of less than sixty-five feet (65FT) or a depth of less than one hundred ten feet (110FT). ***No single family is proposed- approximate setbacks are on the Development plan Exhibit C-2, Tab 4 and will be clearly defined at submission of Major Site Plan review.***
 - (2) In locations where the Planned Neighborhood Development District abuts other zoning districts, the minimum area and widths of yards and setbacks within the proposed Planned Development District shall be no less than the minimums required for such abutting districts unless specifically varied by approval of the Planning Commission. ***Setbacks meet or exceed requirements.***
 - (3) In review of lot and yard dimensions and the spacing of buildings, the Planning Commission shall consider the spacing necessary for adequate visual and acoustical privacy, adequate light and air, fire and emergency access, building configurations, energy-efficient siting, the relationships of building sites to circulation patterns, and the customary use of space surrounding dwellings for outdoor activities and facilities such as patios and decks.

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- (f) Variances to the Subdivision Regulations. To the extent specifically provided in the Subdivision Regulations, the Planning Commission may vary the requirements for improvements as determined necessary and appropriate for the design and development of the Planned Development District.
(Ord. 114-99. Passed 9-13-99; Ord. 83-16. Passed 9-12-16.) ***No variances are requested as this shall be developed as one lot***

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1187.06 SPECIAL PROVISIONS FOR AR-1, AR-2, AND AR-3 MULTIPLE FAMILY RESIDENCE DISTRICTS.

- (a) Purpose. Due to the unique challenges presented by multi-family dwellings, the purpose of this section is to provide design requirements that are applicable to all dwellings located in the AR-1, AR-2 and AR-3 multi-family residence districts. These regulations shall be in addition to the appearance standards for all dwellings listed in Section 1187.07.
- (b) Building Massing. The maximum number of dwelling units in all AR districts shall be four (4) per building. ***The plan proposes a mixture of 16 unit and 24 unit buildings***
- (c) Building Design. Multi-family residential structures shall incorporate architectural design details and elements which provide visual character and interest, avoiding flat planar walls and “box-like” appearances through the use of courtyards, balconies, offset planes and levels, deeply recessed or projecting windows, sloping roofs, and landscaped yards. Building entrances to multi-family dwelling units shall convey a sense of individual identity for each dwelling unit. ***See elevations for architectural character, Tab 8, Exhibit G-1***
- (d) Site Design. For multi-family developments, areas for the storage of items and equipment used for maintenance of the property should be stored in an area that is integrated into the design of the building. The use of freestanding storage sheds shall be avoided. ***Outdoor storage will not be allowed***
- (e) Open Space. Each multi-family residential development shall include open space areas, provided and maintained for recreational use as follows:
 - (1) Common open space shall be easily accessible and of sufficient size to be usable by residents. The minimum area for open space shall be thirty percent (30%) of the lot or parcel. ***See open space plan Tab 5, Exhibit D-2***
 - (2) Landscaping shall be integrated into the architectural scheme so as to accent and enhance appearance of the multi-family development. See concept landscape plans. ***Final landscape plans will be submitted with Major Site Plan review.***
- (f) Lighting. In addition to the general lighting regulations for all site plans, pedestrian walkways shall be illuminated unless they are otherwise illuminated by parking lot lighting. ***Lighting plans will be developed and submitted with Major Site Plan review***

1187.07 RESIDENTIAL APPEARANCE STANDARDS.

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- (a) Purpose. The purpose of this section is to provide design requirements that are applicable to all dwellings located in residential districts. These requirements are designed to increase the quality of neighborhoods, to promote positive architectural appearance within residential areas, to encourage design flexibility and creativity, and to establish an interesting, aesthetically pleasing residential environment. It is also the intent of this section to promote durable, quality materials that will allow residential neighborhoods to endure and mature for future generations in the City. These requirements are minimum appearance requirements applicable to all dwellings in all districts, including Planned Neighborhood Development District, except as may be specifically approved by a development plan in that district. These guidelines shall also apply in the Historic Overlay District to the extent that they do not conflict with any adopted historic design guidelines.
- (b) Applicability. New buildings and structures, exterior remodeling and exterior changes of or to an existing building for which compliance with this Zoning Code is required shall be subject to review for compliance with the design standards in this section. However, the following buildings, physical improvements, and site developments are not subject to these standards:
- (1) Interior design and interior modifications to buildings or structures.
 - (2) Remodeling projects that do not involve changes in the architectural style of the building or structure, such as window and door openings, handrails, and stairways.
- (c) General Provisions.
- (1) The height and bulk of any proposed building and structure on the site should be in scale and in proportion with surrounding structures and not dominate the site or neighborhood. The exterior finish shall not have exposed rough lumber and shall have a minimum of a stucco application, wood or vinyl siding or similar material. ***Siding will be a mixture of vinyl, precast stone, and asphalt shingles. 2 story units are proposed adjacent the existing single family to the west and are at a significant setback, whereas the 3 story buildings are located adjacent Taylor Road to create a streetscape. Refer to Exhibit G-1, Tab 8 for architectural elevations***
 - (2) All required site plans shall meet or exceed the minimum development standards (i.e., setbacks, open space, lighting standards, minimum parking and loading spaces, and landscaping requirements) established in this Zoning Code. ***Major Site Plan review will address all these issues in detail***
 - (3) Building elevations, design characteristics and other architectural and aesthetic features shall not be unsightly, undesirable, or obnoxious in appearance; shall create an orderly and aesthetically pleasing

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environment; and shall be harmonious and compatible with existing development in the area. **See architectural elevations Tab 8, Exhibit G-1**

- (4) New development or remodeling shall be designed in such a way as to upgrade the appearance and quality of the area.
- (5) No continuous wall is allowed to extend for more than forty feet (40FT) without a recess or change in plane. At least twenty-five percent (25%) of the front facade of any new single or two-family dwelling shall be clad in natural material.
- (6) New accessory structures or building additions shall match the existing bulk, color, roof design, architectural treatment, and materials of the main structure on the site. **None proposed**
- (7) All utility lines and conduit lines shall be incorporated into the building and not permitted on the exterior of any building. **Development shall comply**
- (8) Window and door security gates or guards shall not be installed on the exterior of the structure. (Ord. 83-16. Passed 9-12-16.) **Development shall comply.**

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Exhibit "E-1 and E-2" – Storm Water Impact Study and Sanitary Sewer Impact Study

Exhibit "F-1" – Traffic Analysis

Exhibit "G-1" – Architectural Elevations/Character

INNIS, WILLIAM H
1140 SANDERLING DR
REYNOLDSBURG OH 43068

DERUSE, RANDALL D
1175 SANDERLING DR
REYNOLDSBURG OH 43068

SAPP, JOANNE
1182 SANDERLING DR
REYNOLDSBURG OH 43068

YOUNG, BEULAH M-TR
1422 RESERVE DR
REYNOLDSBURG OH 43068

BARD, GLENN O-JR
9880 YANKEETOWN
CHENOWETH RD
MOUNT STERLING OH 43143

MURPHY DEVELOPMENT
CO/TAYLOR CHASE LLC,
4442 PROFESSIONAL PKWY
GROVEPORT OH 43125

MURPHY DEV CO/TAYLOR
CHASE LLC,
4442 PROFESSIONAL PKWY
GROVEPORT OH 43125

PACZULA, TERESA
8476 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

KROGER CO,
1014 VINE ST FL 7
CINCINNATI OH 45202

AH4R PROPERTIES LLC,
30601 AGOURA RD STE 200
AGOURA HILLS CA 91301

JONES, CRAIG A
1390 RESERVE DR
REYNOLDSBURG OH 43068

POKHREL, KRISHNA P
1220 RESERVE DR
REYNOLDSBURG OH 43068

CRAWFORD, JUSTIN E
1350 RESERVE DR
REYNOLDSBURG OH 43068

CURTIS, DAVID K
1400 RESERVE DR
REYNOLDSBURG OH 43068

HUMAGAI, DEVANDRA
1290 RESERVE DR
REYNOLDSBURG OH 43068

GREGORY, RONALD
1171 SANDERLING DR
REYNOLDSBURG OH 43068

STEPHENS, CONSTANCE J
8482 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

DUFFEY, MAYNARD J
1240 RESERVE DR
REYNOLDSBURG OH 43068

ELLIS, WANDA J
1320 RESERVE DR
REYNOLDSBURG OH 43068

BOLYARD, CHESTER L
1340 RESERVE DR
REYNOLDSBURG OH 43068

BOYLE III, LEO B
1380 RESERVE DR
REYNOLDSBURG OH 43068

TUBBS, MARK W
8431 MORNING DEW DR
REYNOLDSBURG OH 43068

STANLEY, CHARLES N
8421 MORNING DEW DR
REYNOLDSBURG OH 43068

BOYD III, LUTHER T
8412 GLENCREST DR
REYNOLDSBURG OH 43068

PURSELL, LAUREN M
1250 RESERVE DR
REYNOLDSBURG OH 43068

WHITE, WILLIAM D
8485 MORNINGDEW DR
REYNOLDSBURG OH 43068

PIPER, KELLY C
1179 SANDERLING DR
REYNOLDSBURG OH 43068

SMITH, NOLA J
1190 SANDERLING DR
REYNOLDSBURG OH 43068

YOUNG, BEULAH M-TR
1422 RESERVE DR
REYNOLDSBURG OH 43068

IRISH, MATTHEW C-CO-TR
1167 SANDERLING DR
REYNOLDSBURG OH 43068

FERGUSON, RONALD W
1194 SANDERLING DR
REYNOLDSBURG OH 43068

KNORR, CHRISTOPHER J
8411 MORNINGDEW DR
REYNOLDSBURG OH 43068

SHAW, JESSICA
8441 MORNINGDEW DR
REYNOLDSBURG OH 43068

CASSIDY, MATTHEW S
1230 RESERVE DR
REYNOLDSBURG OH 43068

DANKO, JOHN
1260 RESERVE DR
REYNOLDSBURG OH 43068

KLINE, KAREN
1310 RESERVE DR
REYNOLDSBURG OH 43068

HARRIS, RONALD P
1330 RESERVE DR
REYNOLDSBURG OH 43068

GRIMES, LINDA F
1370 RESERVE DR
REYNOLDSBURG OH 43068

SEALSCOTT, TIFFANY M
1280 RESERVE DR
REYNOLDSBURG OH 43068

MCCOY, JERALD R
8475 MORNING DEW DR
REYNOLDSBURG OH 43068

MOORE TR, ERMA C
1410 RESERVE DR
REYNOLDSBURG OH 43068

WATSON, IRAN E
1210 RESERVE DR
REYNOLDSBURG OH 43068

KASSAYE, HAILEYESUS T
1300 RESERVE DR
REYNOLDSBURG OH 43068

DUNIGAN NAGEL, BARBARA E
1186 SANDERLING DR
REYNOLDSBURG OH 43068

SEARLES, KEVIN T
8457 MORNINGDEW DR
REYNOLDSBURG OH 43068

HARTSELL, ROBBIE K
1270 RESERVE DR
REYNOLDSBURG OH 43068

SLEEPER, RAYMOND J-JR
8489 WILLET LN
REYNOLDSBURG OH 43068

FOSTER, LISA
8458 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

RINEHART, BETTY J
8483 WILLET LN UNIT 9-8483
REYNOLDSBURG OH 43068

INTSIFUL, MONIKA
8464 TAYLOR CHASE DR
REYNOLDSBURG OH 43068

DEMISSIE, ASTER G
8451 MORNING DEW DR
REYNOLDSBURG OH 43068

SIGMAN, RICHARD W
8465 MORNING DEW DR
REYNOLDSBURG OH 43068

GRAY, CHARLES R
8422 GLENCREST DR
REYNOLDSBURG OH 43068

HAMMOND, THAAH K
PO BOX 371
REYNOLDSBURG OH 43068

ALBERT, DANIEL J
9197 TAYLOR RD
REYNOLDSBURG OH 43068

SHIRLEY, RONALD E
9227 TAYLOR RD
REYNOLDSBURG OH 43068

BAUMAN, JOSEPH-TR
9154 MINK RD
PATASKALA OH 43062

ENYART, JON A
8507 WILLET LN
REYNOLDSBURG OH 43068

LUCIUS, JOYCE A
8501 WILLET LN
REYNOLDSBURG OH 43068

WEBB, HENRIETTA L
1134 SANDERLING DR
REYNOLDSBURG OH 43068

BATDORFF, DAN M
1151 SANDERLING DR
REYNOLDSBURG OH 43068

HUNTER, JAY MARTIN
1155 SANDERLING DR
REYNOLDSBURG OH 43068

COBB, DOROTHY J
1178 SANDERLING DR
REYNOLDSBURG OH 43068

CASE, BENNETT A-TR
1143 SANDERLING DR
REYNOLDSBURG OH 43068

PARSONS, SANDRA I
1127 SANDERLING DR
REYNOLDSBURG OH 43068

BOSH, STEPHEN T
1139 SANDERLING DR
REYNOLDSBURG OH 43068

PASQUINELLI, ELMO A
1163 SANDERLING DR
REYNOLDSBURG OH 43068

CHAVE, KAY A
1159 SANDERLING DR
REYNOLDSBURG OH 43068

UMINSKI, PAUL EDWARD
1131 SANDERLING DR
REYNOLDSBURG OH 43068

KELLY, RICHARD W
1147 SANDERLING DR
REYNOLDSBURG OH 43068

MCKEE, DONNA J
1135 SANDERLING DR
REYNOLDSBURG OH 43068

24.3 ACRES

Situated in the State of Ohio, County of Licking, City of Reynoldsburg, located in Section 8, Township 16, Range 20, Refugee Lands being part of that 17.283 acre tract conveyed to Murphy Development/Taylor Chase LLC by deed of record in Instrument Number 200512080038925, those 1.648 acre and 6.725 acre tracts conveyed to Glen O. Bard Jr. by deeds of record in Official Record 187, Page 235, Official Record 778, Page 756 and Instrument Number 201006090010881 (all references refer to the records of the Recorder's Office, Licking County, Ohio) and being described as follows:

BEGINNING at the northwesterly corner of said 17.283 acre tract and the northeasterly corner of Lot 67 of that subdivision entitled "Reserve at Reynoldsburg Section 2, Part 1" of record in Plat Book 16, Page 354, being the southerly line of Lot 99 of that subdivision entitled "Stony Ridge Section 3" of record in Plat Book 13, Page 369;

Thence South 86° 20' 55" East, with the southerly line of said "Stony Ridge Section 3", a distance of 450.35 feet to a point;

Thence South 03° 25' 55" West, with the easterly line of said 17.283 acre tract and the westerly line of "Taylor Chase Condominium First Amendment" by deed of record in Instrument Number 200611170033548, a distance of 157.45 feet to a northeasterly corner of "Taylor Chase Condominium Second Amendment" by deed of record in Instrument Number 200704060008731;

Thence North 86° 07' 05" West, with the northerly line of said "Taylor Chase Condominium Second Amendment", a distance of 135.38 feet to a northwesterly corner thereof;

Thence South 04° 17' 05" West, with the westerly line of said "Taylor Chase Condominium Second Amendment" and partly with the westerly line of "Taylor Chase Condominium Sixth Amendment" by deed of record in Instrument Number 201704180007921, a distance of 173.24 feet to a point;

Thence North 85° 42' 55" West, with the northerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 15.00 feet to a point;

Thence South 03° 39' 05" West, with the westerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 137.54 feet to a point;

Thence South 86° 20' 55" East, with the southerly line of said "Taylor Chase Condominium Sixth Amendment", a distance of 164.75 feet to a point;

Thence North 03° 52' 00" East, with the westerly line of said 6.725 acre tract, the easterly line of said "Taylor Chase Condominium Sixth Amendment" a distance of 10.50 feet to a point in the southerly line of "Taylor Chase Condominium Third Amendment" by deed of record in Instrument Number 20080220003719;

Thence South 86° 20' 55" East, with the southerly line of said Taylor Chase Condominium Third Amendment", the southerly line of "Taylor Chase Condominium" by deed of record in Instrument Number 200609200027540, a distance of 325.00 feet to a point in the westerly right of way line of Taylor Road;

Thence with the westerly right of way line of said Taylor Road, the easterly line of said 6.725 and 1.648 acre tracts, the following courses and distances:

South 03° 52' 00" West, a distance of 962.80 feet to a point;

South 13° 19' 44" West, a distance of 60.83 feet to a point; and

South 03° 52' 00" West, a distance of 104.05 feet to a northeasterly corner of that 8.877 acre tract conveyed to Kroger Company by deed of record in Instrument Number 200402260006620;

Thence North 86° 08' 41" West, with the northerly line of said 8.877 acre tract and the northerly line of that 1.567 acre tract conveyed to Beulah M. Young, Trustees by deed of record in Instrument Number 201107060012423, a distance of 780.38 feet to a point in the easterly line of Lot

24.3 ACRES**-2-**

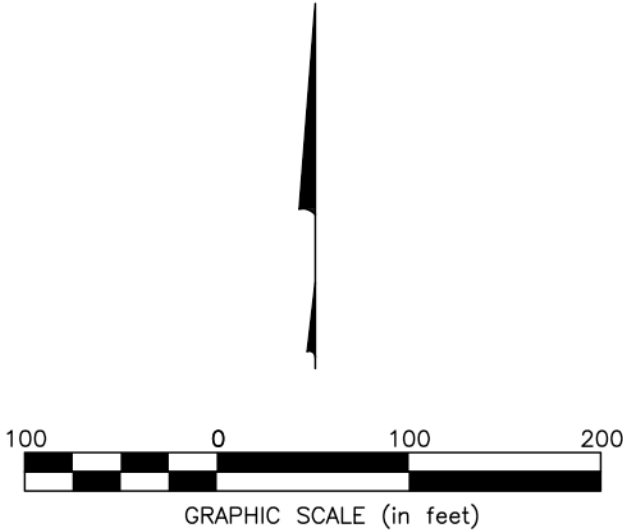
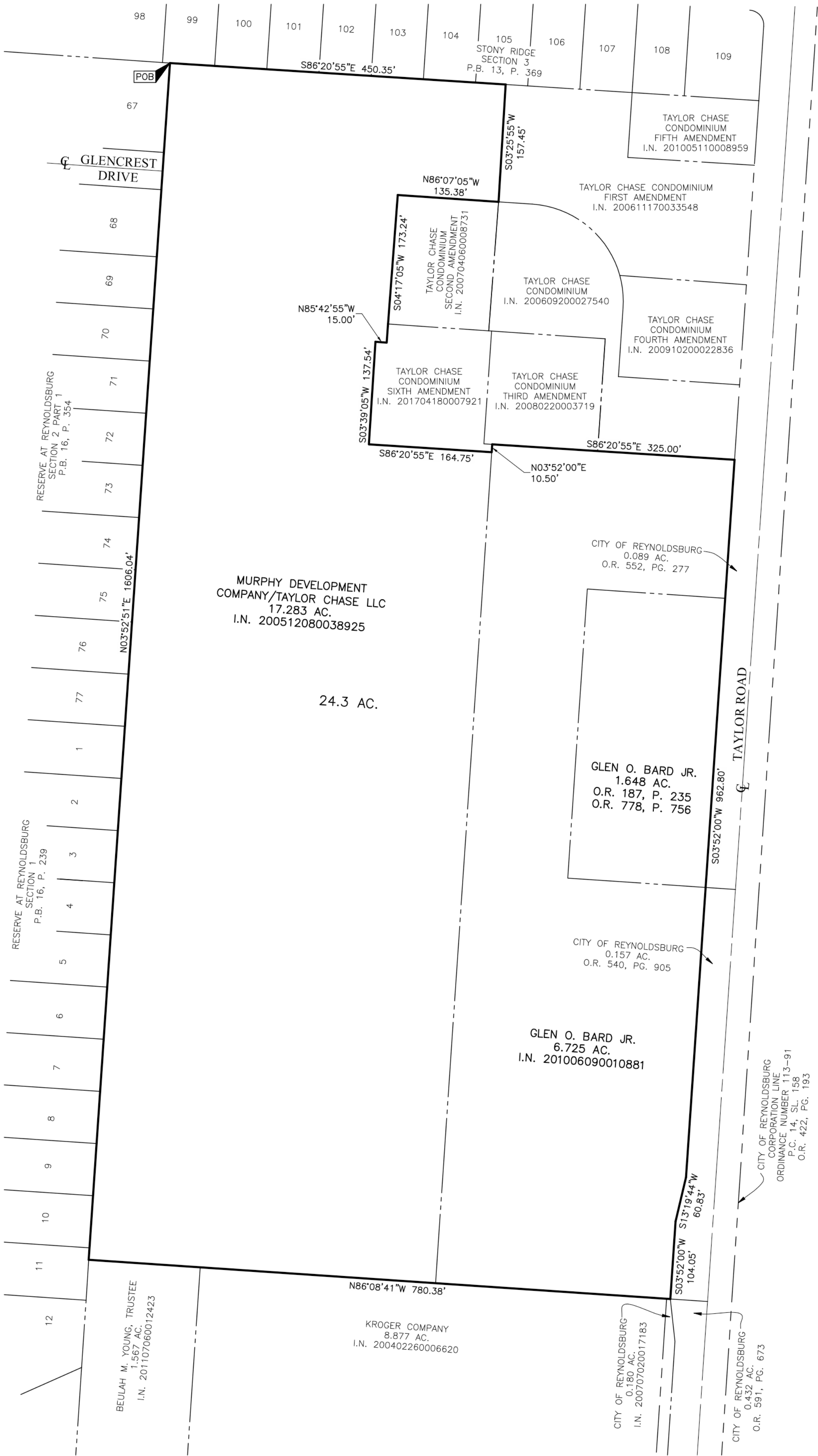
11 of that subdivision entitled “Reserve at Reynoldsburg Section 1” of record in Plat Book 16, Page 239;

Thence North 03° 52' 51" East, the easterly line of said “Reserve at Reynoldsburg Section 1” the easterly line of said “Reserve at Reynoldsburg Section 2, Part 1”, a distance of 1606.04 feet to the POINT OF BEGINNING, containing 24.3 acres, more or less.

EVANS, MECHWART, HAMBELTON & TITLON, INC.

JCD:tmd
24_3 AC 20171345-VS-ZONE

ZONING EXHIBIT
SECTION 8, TOWNSHIP 16, RANGE 20
REFUGEE LANDS
CITY OF REYNOLDSBURG, COUNTY OF LICKING, STATE OF OHIO



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			Date: November 14, 2017
			Scale: 1" = 100'
			Job No: 2017-1345
			Sheet: B-2
REVISIONS			
MARK	DATE	DESCRIPTION	

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LIMITED OVERLAY TEXT

8895 EAST MAIN STREET

ZONING DISTRICT CHANGE FROM CO OFFICES AND INSTITUTIONS DISTRICT
AND CS COMMUNITY SERVICES DISTRICT, TO GI GENERAL INDUSTRY
DISTRICT WITH LIMITED OVERLAY

February 7, 2018

A. Location and Size

1. The parcel is located on the south side of E. Main Street, approximately 662FT east of Taylor Road.
2. The area to be rezoned consists of a 29.091 acre parcel known as PID #013-027330-00.01, and a 20.3409 acre parcel known as PID #013-027618. The exact boundaries of the parcels are provided for in the attached legal description.
3. The total property area is approximately 49.4319 acres.

B. Permitted Uses & Special Exceptions

1. Those uses listed as special exceptions in the GI General Industry District by Section 1175.01 and Table 1175.01 of the Zoning Code of the City of Reynoldsburg, shall remain special exceptions.
2. Those uses listed as permitted uses in the GI General Industry District by Section 1175.01 and Table 1175.01 of the Zoning Code of the City of Reynoldsburg shall be considered permitted uses, except that the uses, "Adult Entertainment Business", and "Sexually Oriented Business" shall be considered special exceptions.

THE PARKER

Planned Neighborhood Development District
Revised Exhibits
Taylor Road and East Main Street
City of Reynoldsburg, Ohio
April 20, 2018

Attachment: The Parker_Revision Submission_4-20-18 (Rezoning App. #181277 - 9366/9370 Taylor Road SW, Metro Dev)

Rezoning Text
Planned Neighborhood Development District
24.3 Acre Tract, West side of Taylor Road, North of E. Main Street

EXISTING ZONING: CC Community Commerce District & AR 2 Multiple Family Residence District

PROPOSED ZONING: PND Planned Neighborhood Development District

EXISTING PROPERTY ADDRESS(s): 9366 & 9370 Taylor Road, 8700 Taylor Chase Blvd.

EXISTING PARCEL ID: 2005120800038955, 201006090010881, 187-0235

CURRENT OWNER: Murphy Development Co., Taylor Chase LLC

APPLICANT: Metro Development LLC

APPLICATION NUMBER: #181277

1. INTRODUCTION/NARRATIVE:

Metro Development LLC, (the Applicant), is seeking consideration for the approval of a proposed development consisting of multi-family dwellings, clubhouse and pool, and associated garages, as well as open space for the project residents, and open space that can be used by the public if the City has interest in a public park. The existing 24.3 acres site is currently used for agriculture, and consists of several single family homes, barns, as well as a slab for an unfinished condominium building. These structures and building pad shall be removed from the property as it is developed.

The applicant proposes to zone the site to Planned Neighborhood Development. The site is currently under 2 zoning designations: AR-2 Multiple Family Residence, as well as CC Community Commerce District.

The surrounding zoning districts are AR-2 Apartment Residence District to the north, R-3 Single Family Residence District to the west, and CC Community Commerce District to the south. To the east is undeveloped land in Etna Township, under township rural zoning district.

The project will consist of 240 dwelling units, 48 units will be 1 bedroom units, and 192 units will be 2 bedroom units. There will be 482 parking spaces, of which 84 will be in enclosed garages. Trash service will be provided with a centrally located compactor. A clubhouse with theatre, coffee bar, resident 'office' area, gathering space for resident activities, outdoor pool and grill areas shall be provided. A dog park shall be provided in the large green to the south of the project for residents use. Significant buffering is provided to the west between the proposed multifamily buildings and existing single family, as well as to the north adjacent the existing condominiums. A preservation zone is located along the southern boundary to protect the existing trees and stream buffer between the proposed use and the Kroger store to the south.

The project will be developed as one phase. With the clubhouse being constructed first and individual buildings following. Residents will move in as buildings are completed.

2. PROPOSED CHARACTER OF THE PLANNED NEIGHBORHOOD DEVELOPMENT DISTRICT

All buildings shall be designed to complement the surrounding architecture. Sloped roofs and residential materials, including a mix of brick and vinyl horizontal, shake, and vertical siding, will provide a residential

quality that will enhance the adjacent residential neighborhoods. All landscaping will meet the requirements as outlined in Chapter 1180 of the Zoning Code. The details of the proposed modifications are outlined below.

Per Section 1151.07 of the Zoning Code, the development plan shall be considered part of the official Zoning Map and a supplement to the Zoning Code for the lot.

3. ZONING SUMMARY

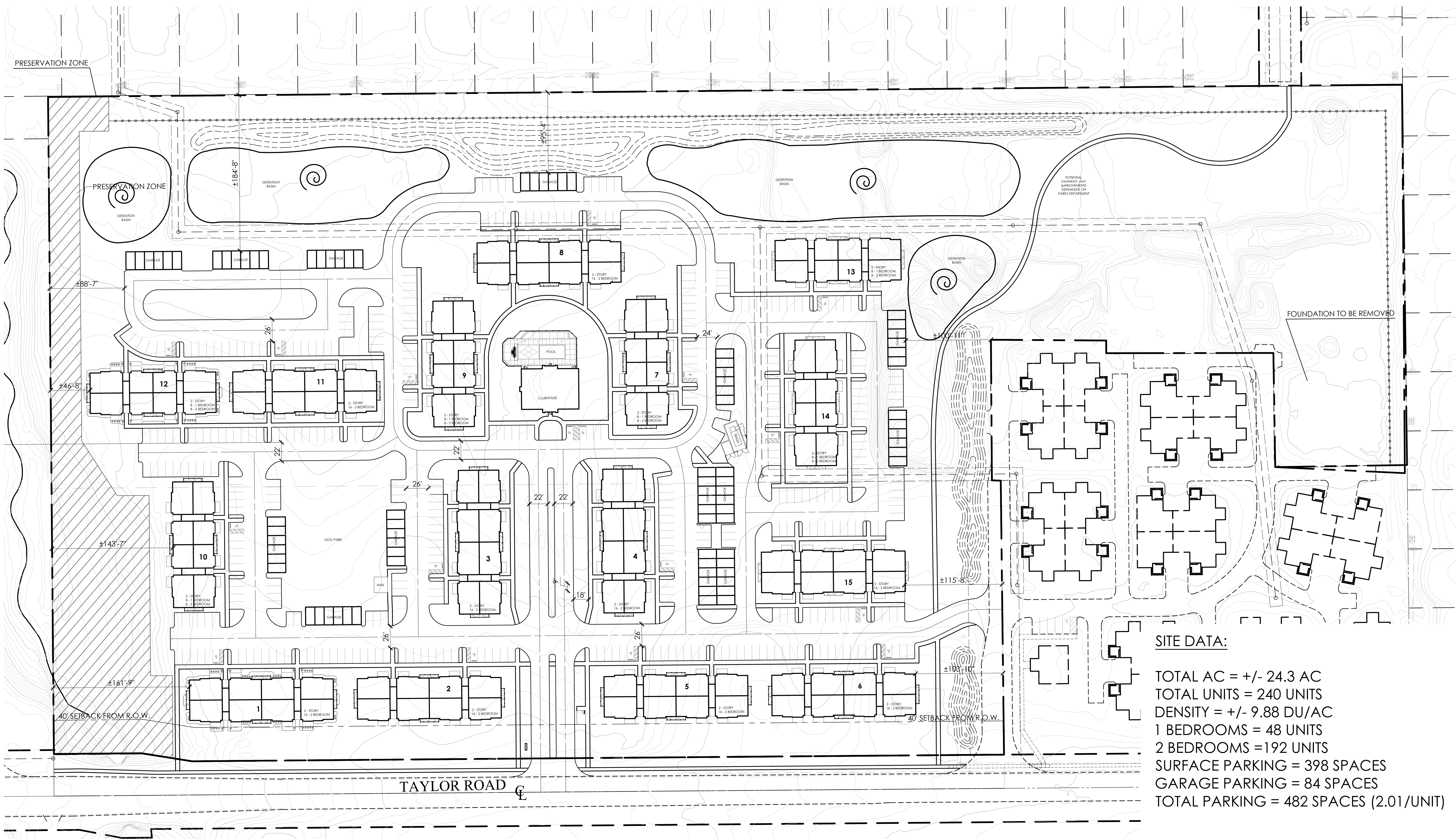
The proposed development shall comply with the zoning regulations as outlined in this text. Where not specifically identified within this text, the project shall comply with any general regulations of the Zoning Code.

Development Standards	Required / Allowed	Proposed	At Variance with Standards/Regulations
Permitted Use in Planned Neighborhood Development District 1183.04(a):	Single family dwelling; two-family dwelling; multiple family dwellings; public uses, semi-public uses, public service facility; accessory use, essential services; residential care facilities; non-commercial recreational uses.	Multiple Family Dwellings	No
Max. Density of Dwelling Units 1183.04(b)	Shall not exceed 5 units per acre in the district and not 10 units per acre in any part of the district.	Total District: 9.88 du/ac	Yes
Front Setback 1175.06 (a)	Major Arterial: 40 feet (Taylor Road)	40 feet	No
Side and Rear Yard Setbacks	N/A	50' south, 95' west, 100' to condominium north	No
Yards Between Multiple Family Dwellings 1175.09	20' min. between end wall to end wall, end wall to main wall, and 50' min from main wall to main wall	20' min	No
Lot Area per Dwelling	N/A	3,593.7 sf/unit	No
Building Height	N/A	32'-3" – 2 Story 36'-7" – clubhouse	No
Maximum Lot Coverage by building and Decks	N/A	Lot Coverage: 15%	No
Floor Area Requirements for Dwellings	N/A	675 sf -1 bed 933 sf -2 bed	No
Signage		One ground sign per sub-area shall be permitted along the primary and secondary frontages, and shall be approved in accordance with the procedures of Chapter 1181 of the Zoning Code.	No
Parking – Table 1179	2 spaces per unit	480 required 398 surface and 84garage spaces provided	Yes
Open Space-1183.04	30%	47%	No

4. INTENDED AGREEMENTS, PROVISIONS AND COVENANTS.

If the application for a zoning district change is approved, the owner of the applicant will enter into the necessary easements and agreements, to be recorded against the property records, based upon the needs of the proposed development.

The applicant is in conversations with the neighborhood group to the west and north. Agreements have been made to establish a 60' setback from the lot line for retention ponds, and a 30' setback from the lot line for mounding, in order to preserve the existing tree line. A 4' open style fence is proposed with a 30' setback off the lot line at the base of the proposed mounding to the west, and along the property line to the north. Existing trees that are dead or in poor condition, and undesirable underbrush shall be removed from the existing tree line. These commitments are reflected on the development plan.



SITE DATA:

TOTAL AC = +/- 24.3 AC
 TOTAL UNITS = 240 UNITS
 DENSITY = +/- 9.88 DU/AC
 1 BEDROOMS = 48 UNITS
 2 BEDROOMS = 192 UNITS
 SURFACE PARKING = 398 SPACES
 GARAGE PARKING = 84 SPACES
 TOTAL PARKING = 482 SPACES (2.01/UNIT)

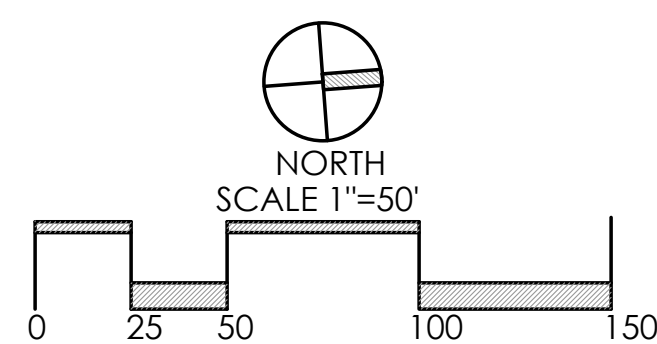
DEVELOPMENT PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT

DATE: 4/20/18

EXHIBIT C-2



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LANDSCAPE ARCHITECTURE



SITE DATA:

TOTAL AC = +/- 24.3 AC
TOTAL UNITS = 240 UNITS
DENSITY = +/- 9.88 DU/AC
1 BEDROOMS = 48 UNITS
2 BEDROOMS = 192 UNITS
SURFACE PARKING = 398 SPACES
GARAGE PARKING = 84 SPACES
TOTAL PARKING = 482 SPACES (2.01/UNIT)

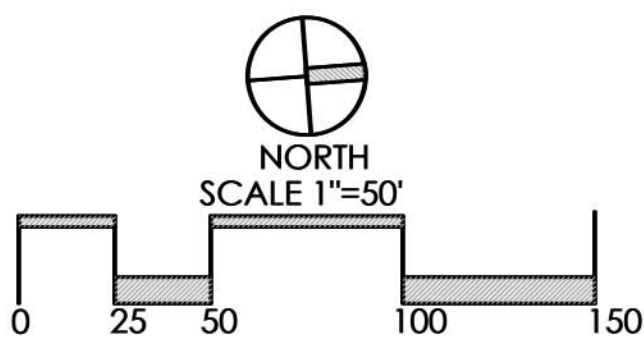
ILLUSTRATIVE PLAN

TAYLOR ROAD & E. MAIN STREET

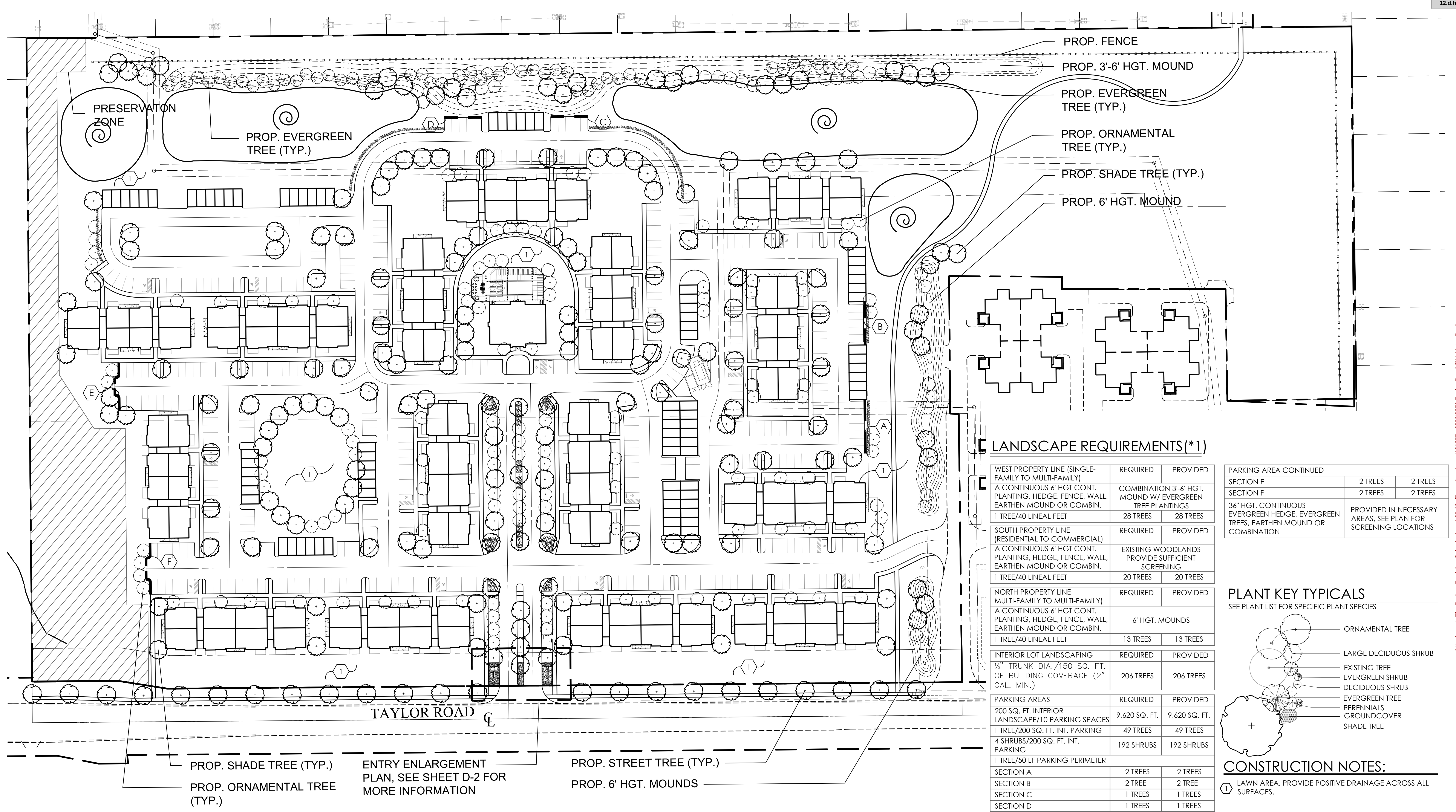
PREPARED FOR METRO DEVELOPMENT

DATE: 4/20/2018

EXHIBIT C-3



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LANDSCAPE REQUIREMENTS (*1)

WEST PROPERTY LINE (SINGLE-FAMILY TO MULTI-FAMILY)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	COMBINATION 3'-6' HGT. MOUND W/ EVERGREEN TREE PLANTINGS	
1 TREE/40 LINEAL FEET	28 TREES	28 TREES
SOUTH PROPERTY LINE (RESIDENTIAL TO COMMERCIAL)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	EXISTING WOODLANDS PROVIDE SUFFICIENT SCREENING	
1 TREE/40 LINEAL FEET	20 TREES	20 TREES
NORTH PROPERTY LINE (MULTI-FAMILY TO MULTI-FAMILY)	REQUIRED	PROVIDED
A CONTINUOUS 6' HGT. CONT. PLANTING, HEDGE, FENCE, WALL, EARTHEN MOUND OR COMBIN.	6' HGT. MOUNDS	
1 TREE/40 LINEAL FEET	13 TREES	13 TREES
INTERIOR LOT LANDSCAPING	REQUIRED	PROVIDED
1/2" TRUNK DIA./150 SQ. FT. OF BUILDING COVERAGE (2" CAL. MIN.)	206 TREES	206 TREES
PARKING AREAS	REQUIRED	PROVIDED
200 SQ. FT. INTERIOR LANDSCAPE/10 PARKING SPACES	9,620 SQ. FT.	9,620 SQ. FT.
1 TREE/200 SQ. FT. INT. PARKING	49 TREES	49 TREES
4 SHRUBS/200 SQ. FT. INT. PARKING	192 SHRUBS	192 SHRUBS
1 TREE/50 LF PARKING PERIMETER		
SECTION A	2 TREES	2 TREES
SECTION B	2 TREE	2 TREE
SECTION C	1 TREES	1 TREES
SECTION D	1 TREES	1 TREES

PARKING AREA CONTINUED		
SECTION E	2 TREES	2 TREES
SECTION F	2 TREES	2 TREES
36" HGT. CONTINUOUS EVERGREEN HEDGE, EVERGREEN TREES, EARTHEN MOUND OR COMBINATION	PROVIDED IN NECESSARY AREAS, SEE PLAN FOR SCREENING LOCATIONS	

PLANT KEY TYPICALS

- SEE PLANT LIST FOR SPECIFIC PLANT SPECIES
- ORNAMENTAL TREE
 - LARGE DECIDUOUS SHRUB
 - EXISTING TREE
 - EVERGREEN SHRUB
 - DECIDUOUS SHRUB
 - EVERGREEN TREE
 - PERENNIALS
 - GROUND COVER
 - SHADE TREE

CONSTRUCTION NOTES:

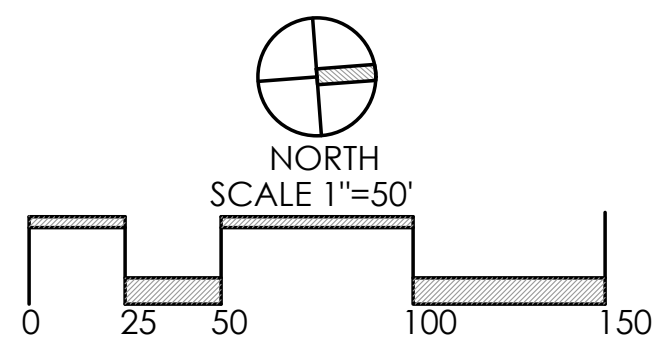
- 1 LAWN AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.

OVERALL LANDSCAPE PLAN CONCEPT
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 4/20/2018

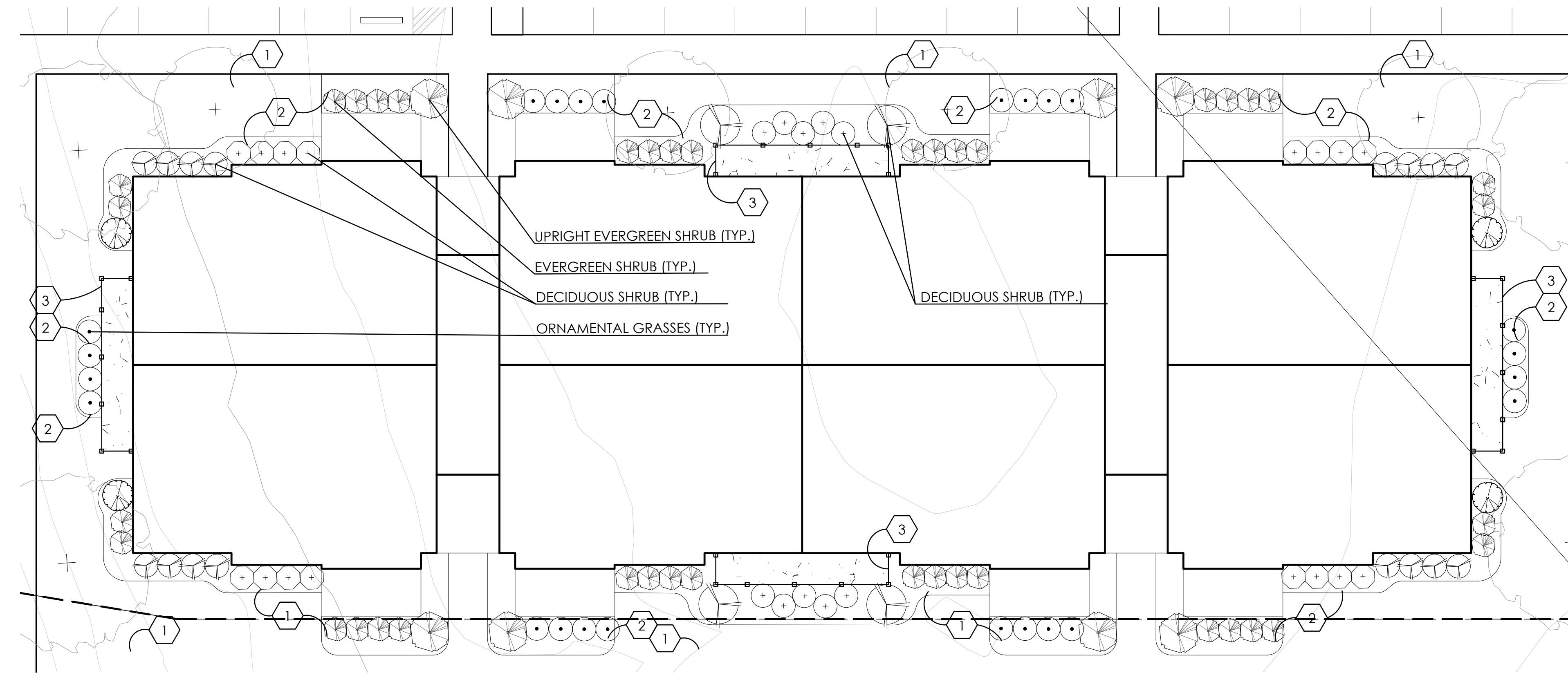
EXHIBIT D-1

Faris Planning & Design

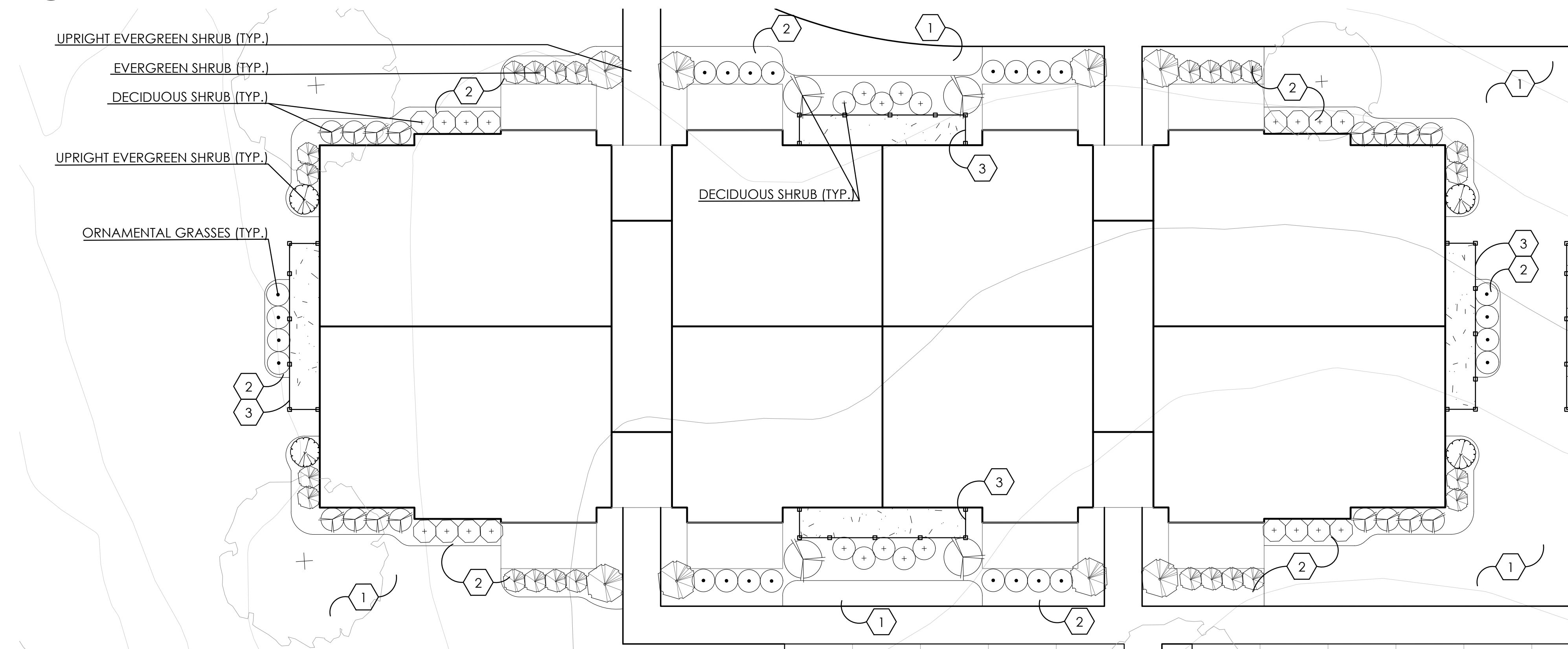


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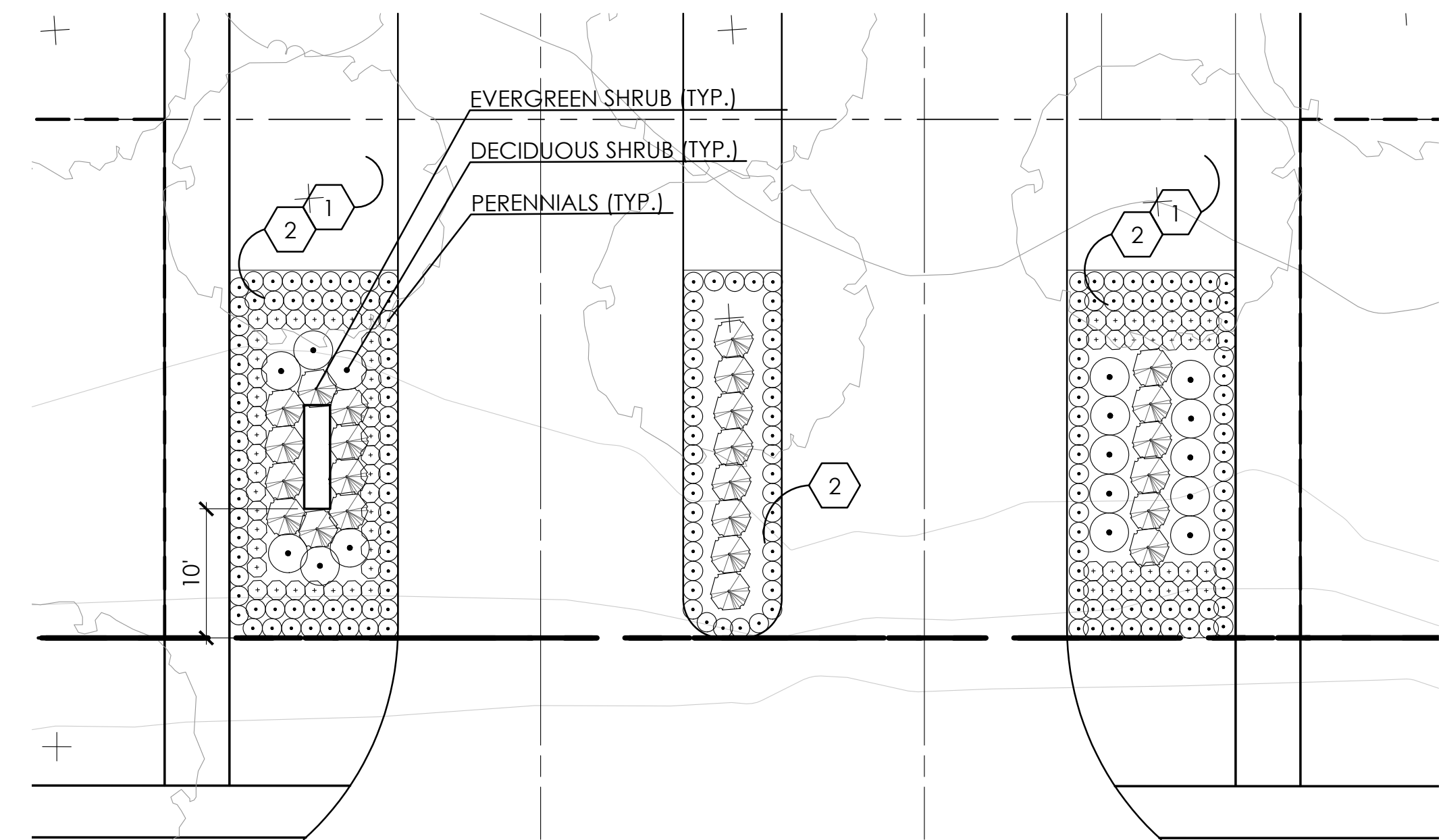
LANDSCAPE ARCHITECTURE
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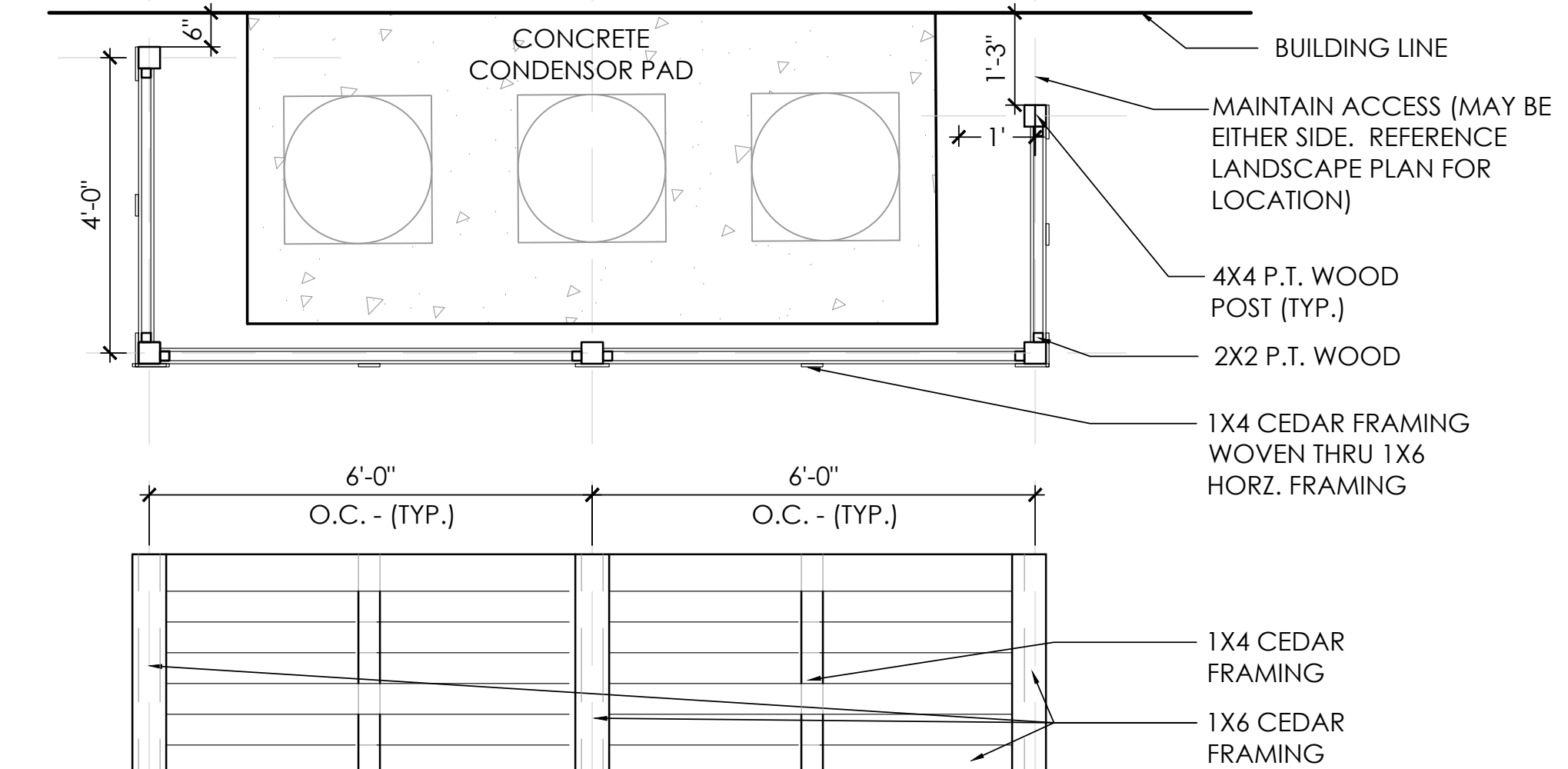
1 TYPICAL 3-STORY BUILDING PLANTING
SCALE: 1"=10'



2 TYPICAL 2-STORY BUILDING PLANTING
SCALE: 1"=10'



3 ENTRY FEATURE PLANTING
SCALE: 1"=10'

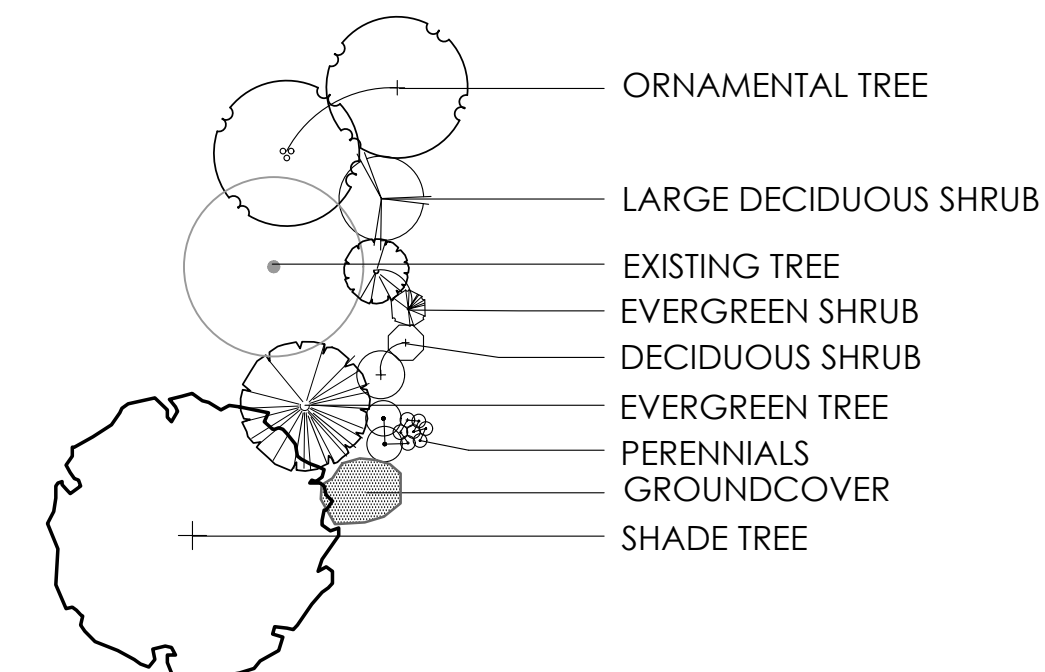


NOTE: FENCE SHALL BE PAINTED TO MATCH SHUTTERS OF ITS ASSOCIATED BUILDING.

4 A/C CONDENSOR SCREENING FENCE
N.T.S.

PLANT KEY TYPICALS

SEE PLANT LIST FOR SPECIFIC PLANT SPECIES



CONSTRUCTION NOTES:

- 1** LAWN AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.
- 2** LANDSCAPE AREA, PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.
- 3** A/C CONDENSER AREA WITH SCREENING FENCE. SEE DETAIL 4, THIS SHEET, AND ARCHITECT'S PLANS.

TYPICAL BUILDING PLANTINGS & ENTRY FEATURE CONCEPT

TAYLOR ROAD & E. MAIN STREET

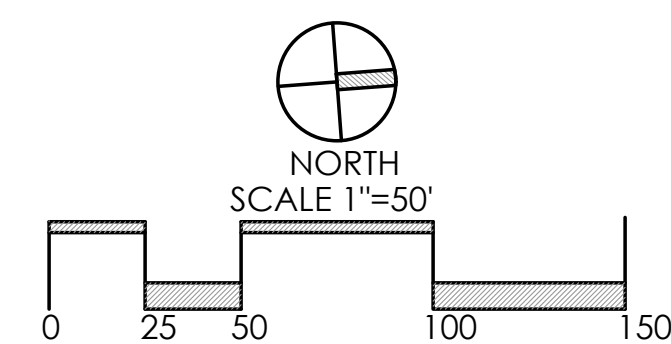
PREPARED FOR METRO DEVELOPMENT
DATE: 4/20/2018

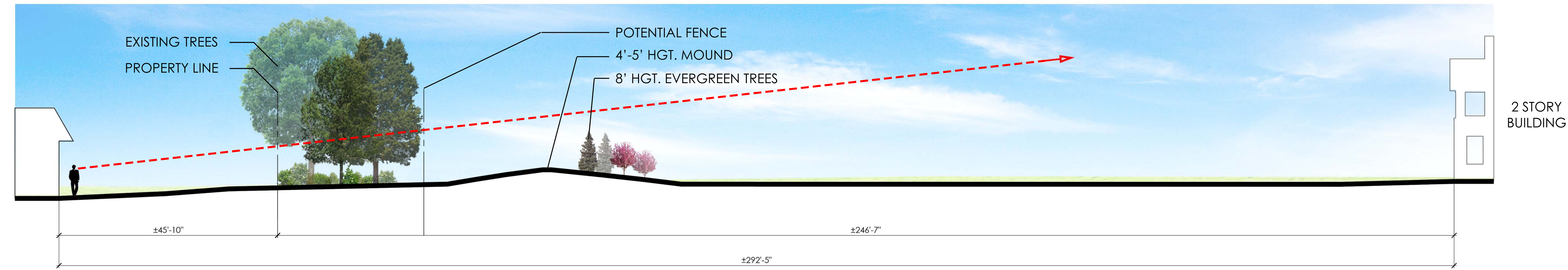
EXHIBIT D-1.1

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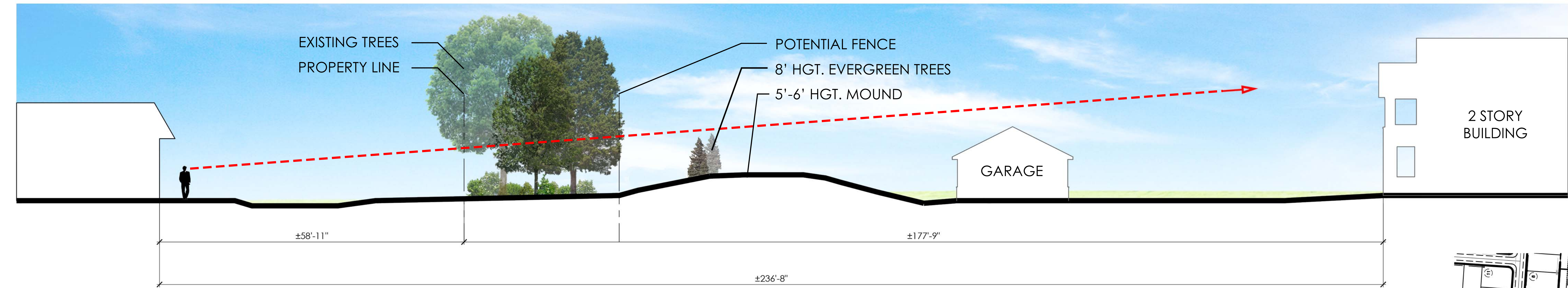
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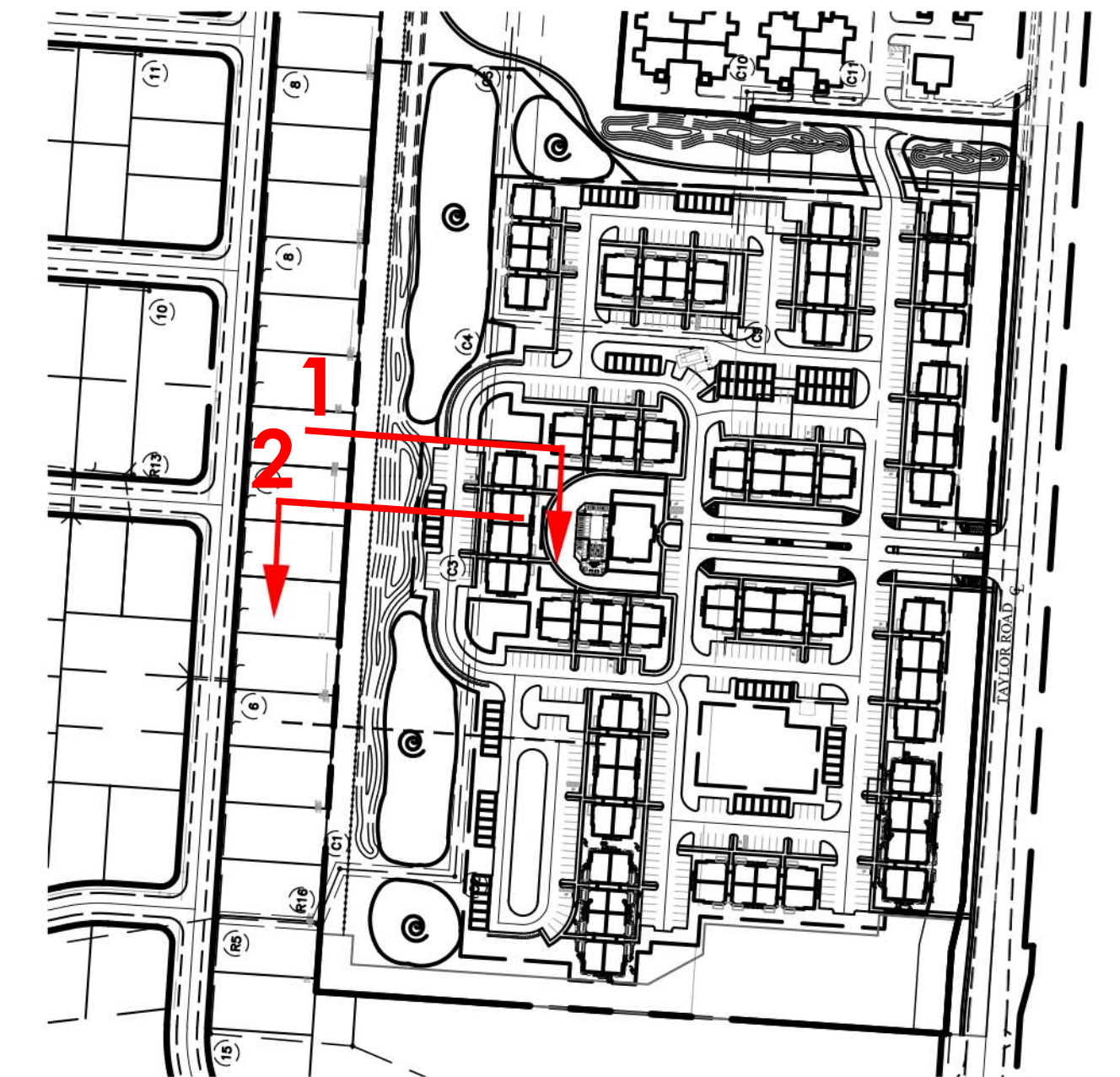




1 LANDSCAPE BUFFER SECTION ONE
SCALE: 1"=10'



2 LANDSCAPE BUFFER SECTION TWO
SCALE: 1"=10'



3 SECTION KEY MAP
SCALE: 1"=200'

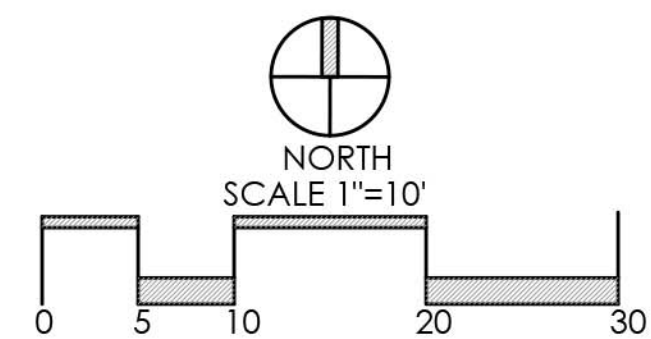
LANDSCAPE BUFFER SECTIONS

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 4-20-2018

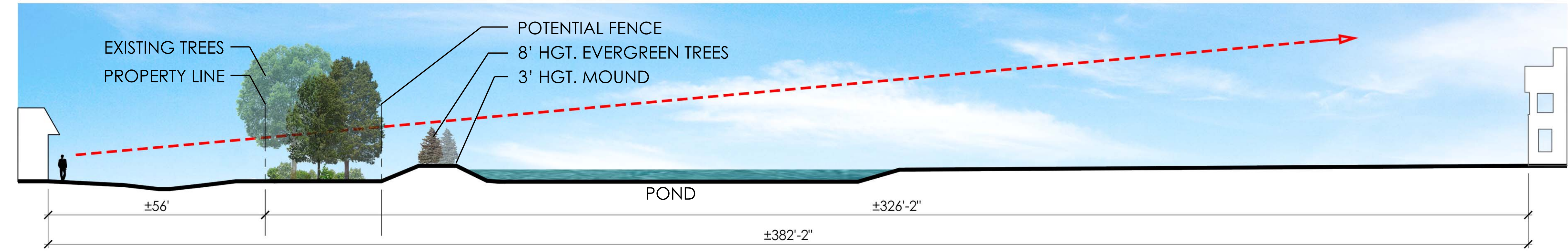
EXHIBIT D-1.2

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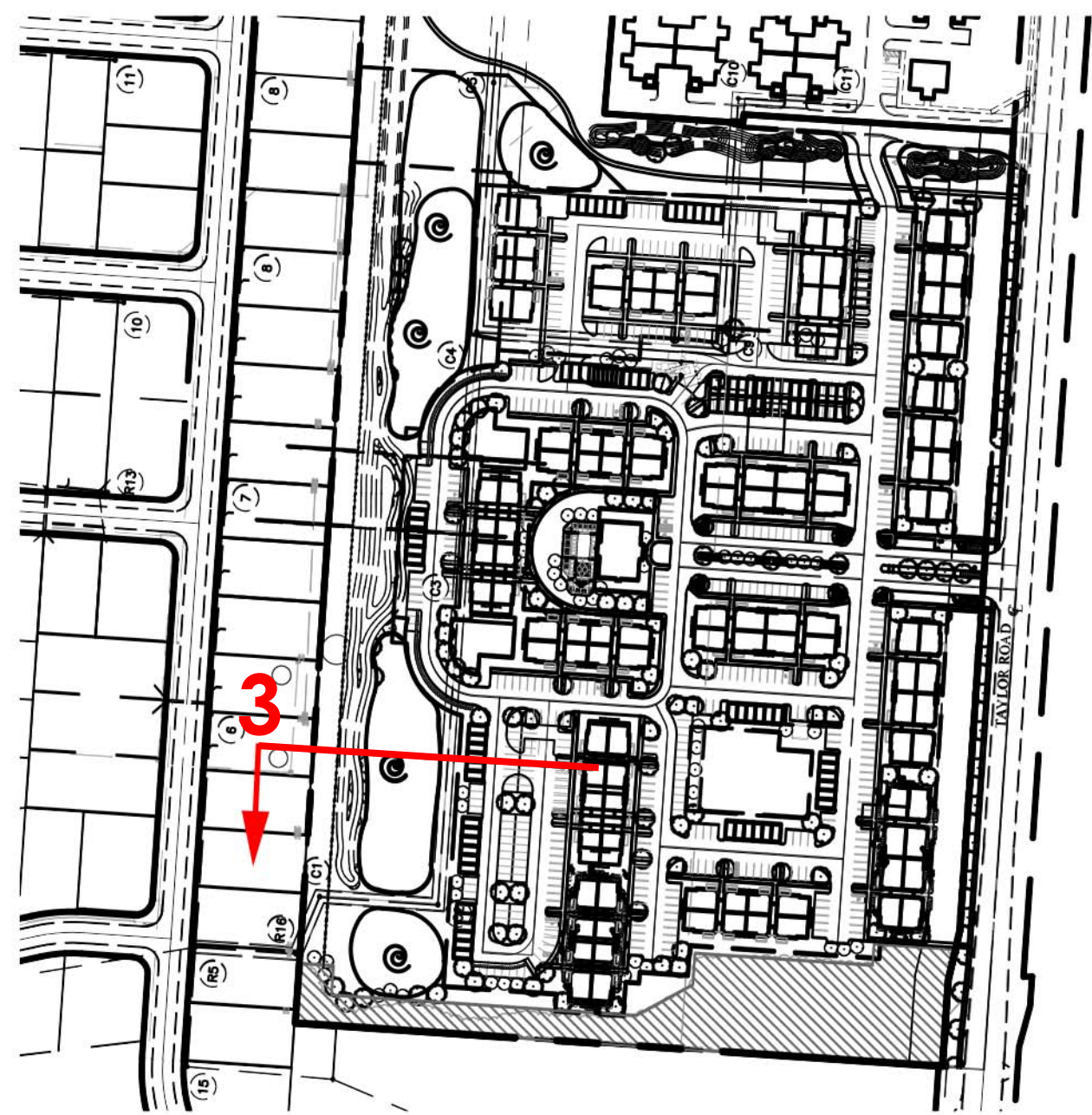


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① LANDSCAPE BUFFER SECTION THREE
SCALE: 1"=16'



② SECTION KEY MAP
SCALE: 1"=200'

Attachment: The Parker_ Revision Submission_ 4-20-18 (Rezoning App. #181277 - 93668370 Taylor Road SW, Metro Dev)

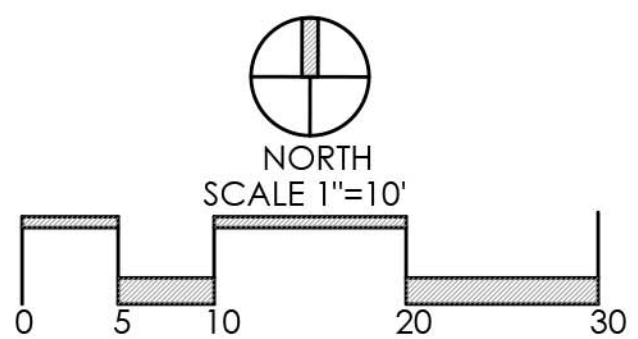
LANDSCAPE BUFFER SECTIONS

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 4-20-2018

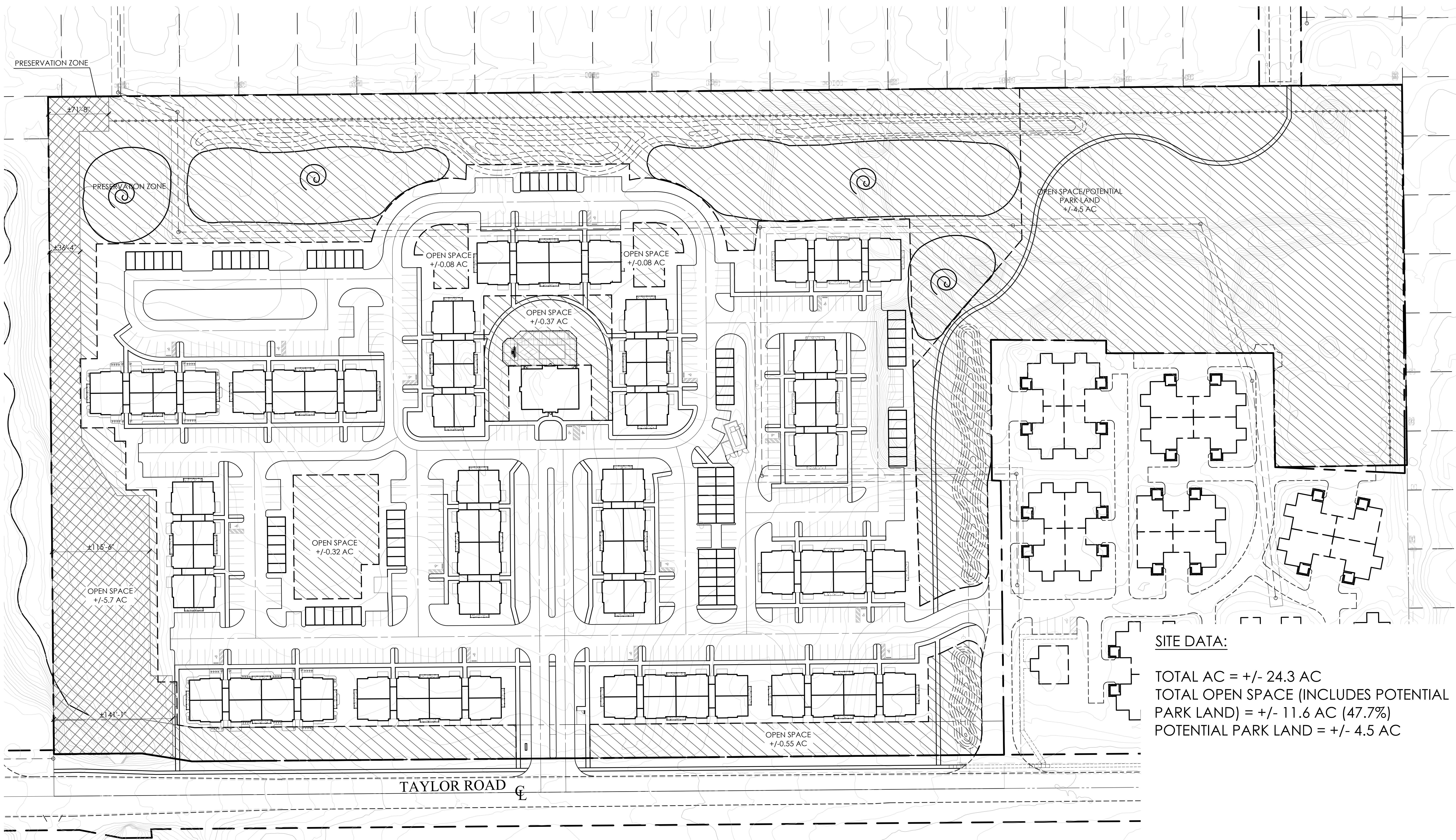
EXHIBIT D-1.3

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SITE DATA:

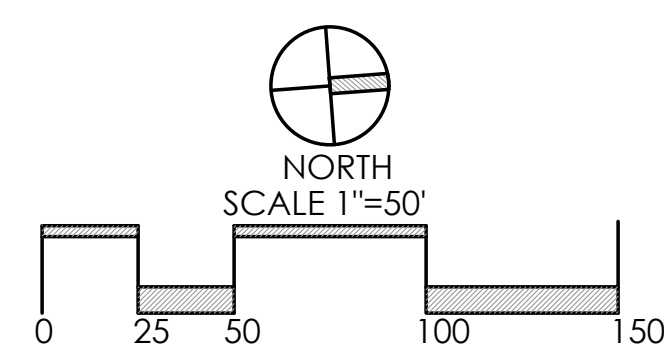
TOTAL AC = +/- 24.3 AC
 TOTAL OPEN SPACE (INCLUDES POTENTIAL PARK LAND) = +/- 11.6 AC (47.7%)
 POTENTIAL PARK LAND = +/- 4.5 AC

OPEN SPACE PLAN

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
 DATE: 4/20/2018

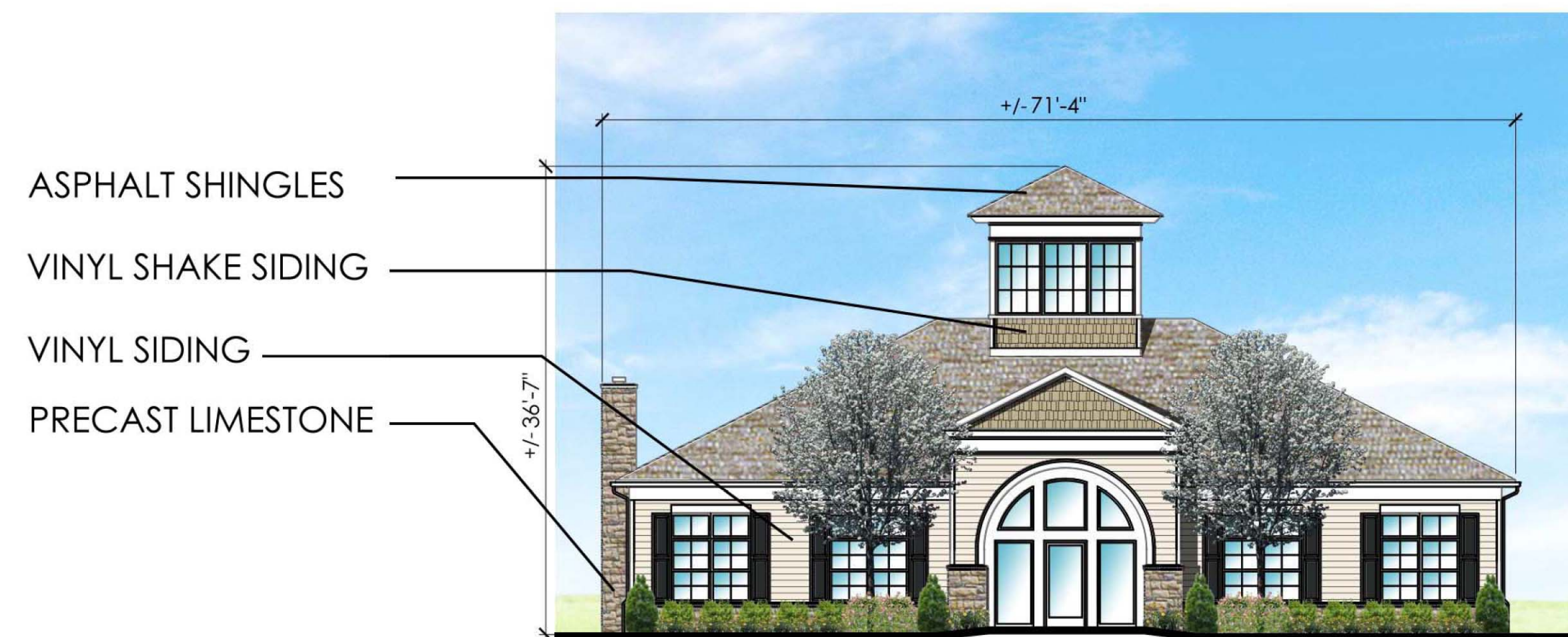
EXHIBIT D-2



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LAND PLANNING LANDSCAPE ARCHITECTURE

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1 CLUBHOUSE - FRONT ELEVATION
SCALE: 1"=10'



2 CLUBHOUSE - SIDE ELEVATION
SCALE: 1"=10'



3 CLUBHOUSE - SIDE ELEVATION
SCALE: 1"=10'



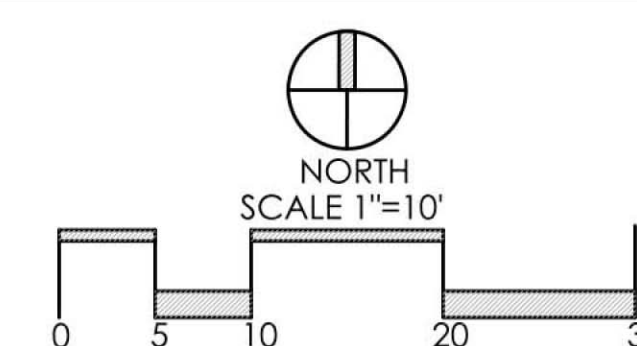
4 CLUBHOUSE - REAR ELEVATION
SCALE: 1"=10'

CLUBHOUSE ELEVATIONS

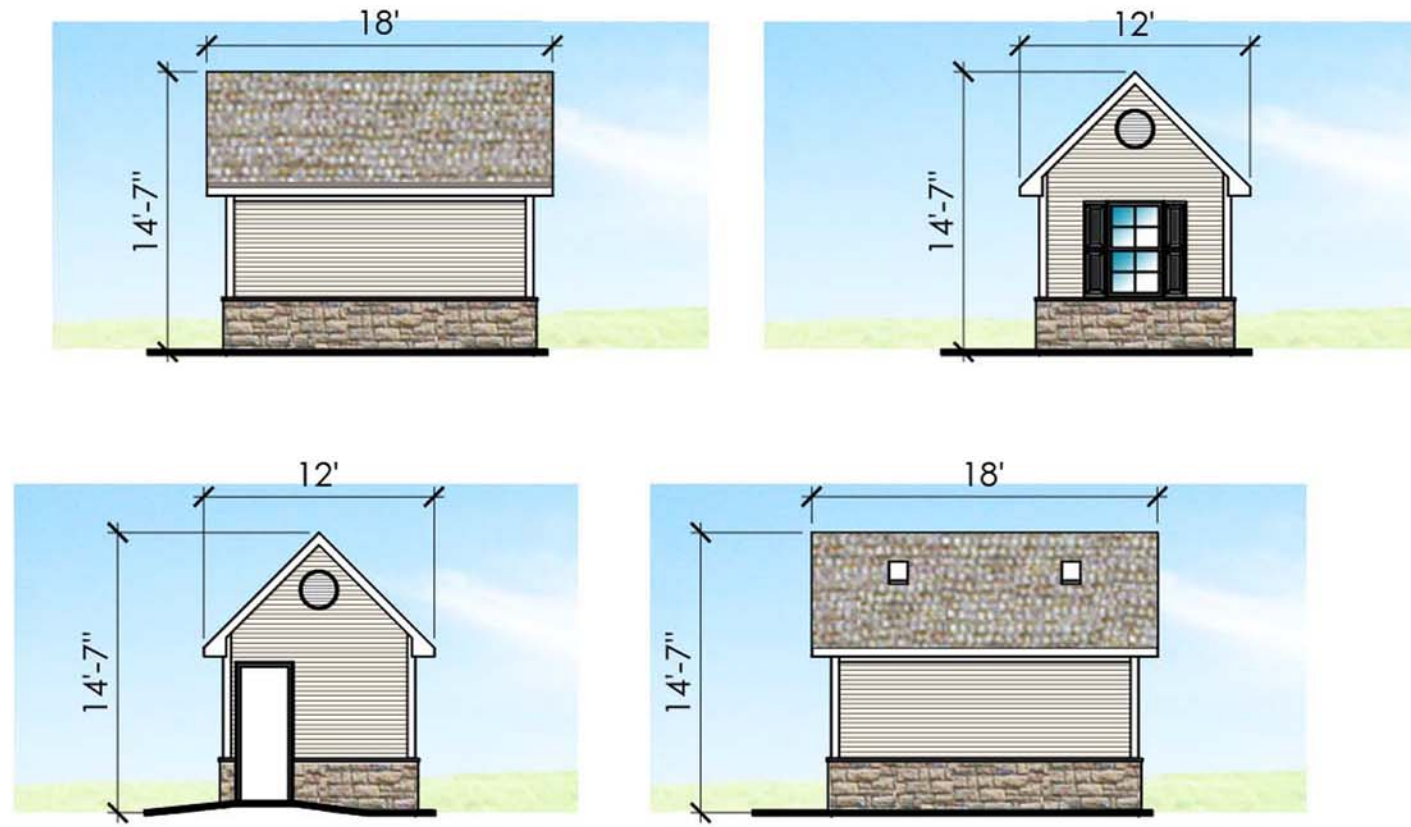
TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 4.20.18

EXHIBIT G-1



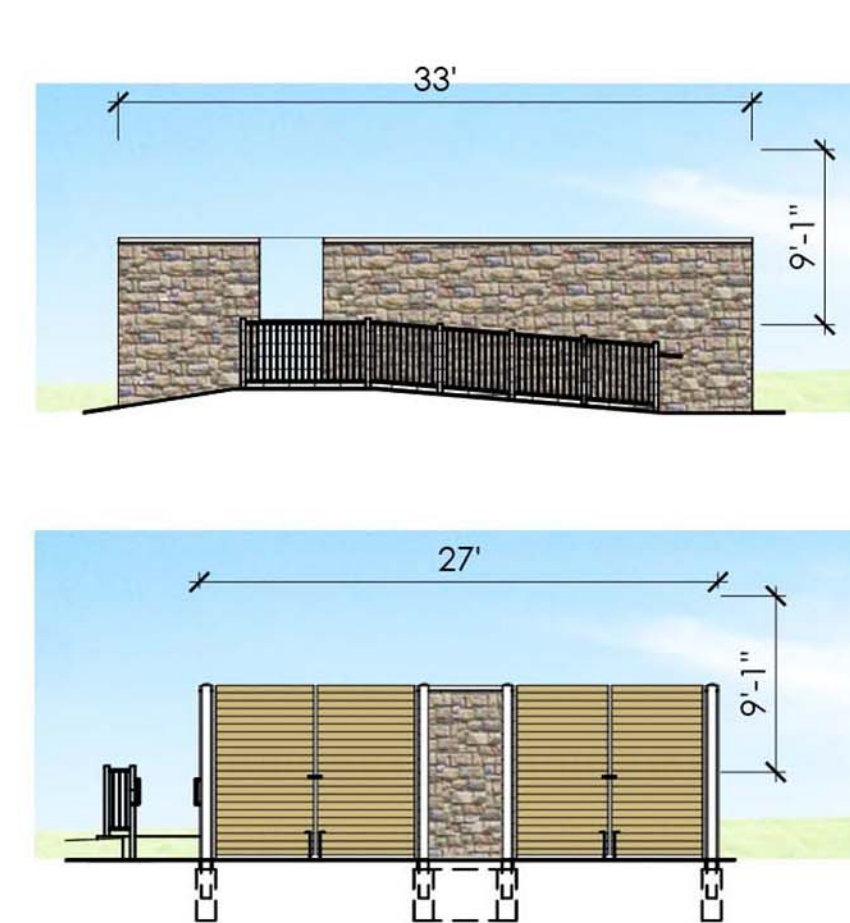
Faris Planning & Design
LAND PLANNING g LANDSCAPE ARCHITECTURE
243 N. 5th Street Suite 401 Columbus, OH 43211
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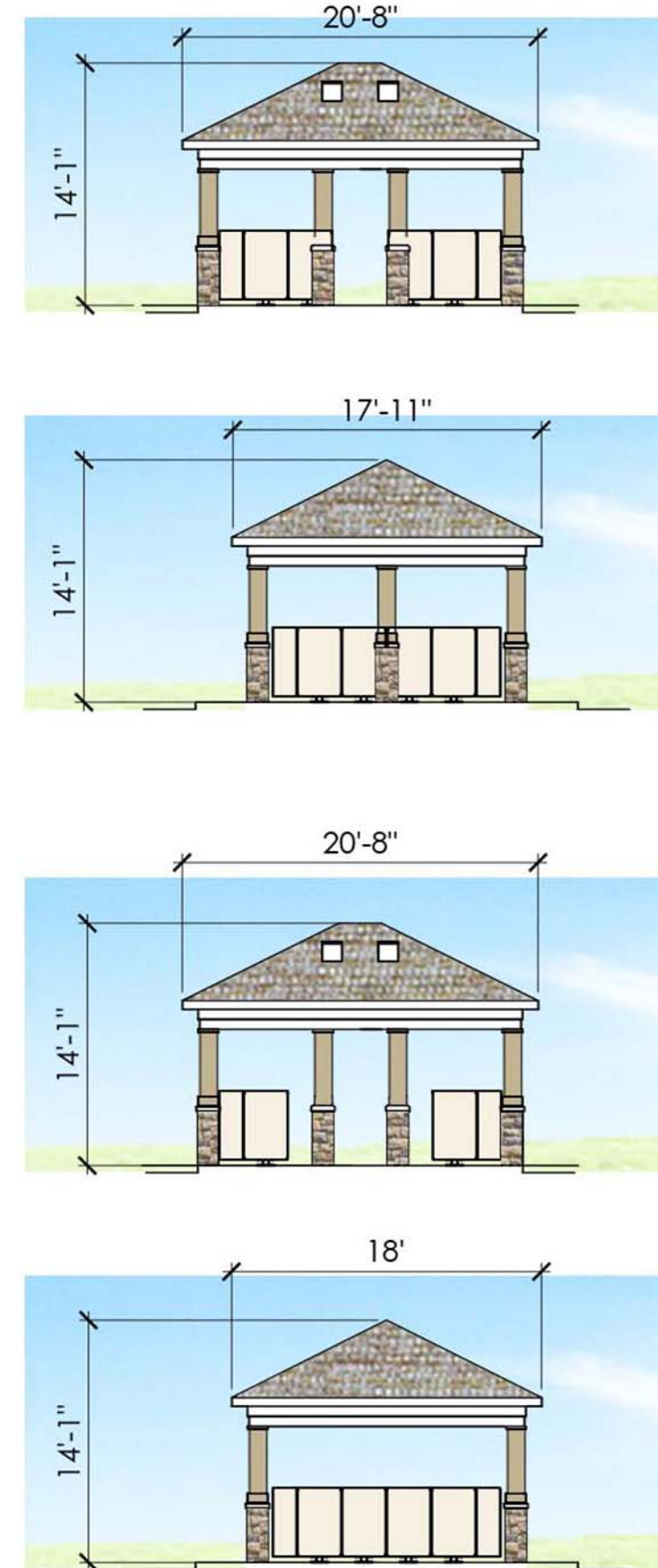
ASPHALT SHINGLES
VINYL SHAKE SIDING
VINYL SIDING
PRECAST LIMESTONE

7 WATER METER BUILDING ELEVATIONS
SCALE: 1"=10'

1 2 STORY BUILDING, FRONT AND REAR ELEVATION
SCALE: 1"=10'



6 GARBAGE COMPACTOR ELEVATIONS
SCALE: 1"=10'



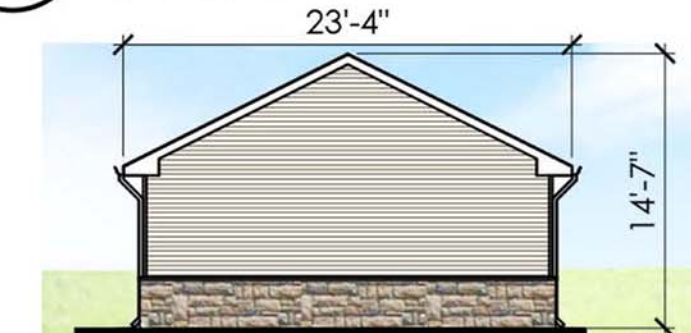
5 MAIL STATION ELEVATIONS
SCALE: 1"=10'



2 2 STORY BUILDING,
SCALE: 1"=10'
SIDE ELEVATION



3 TYP. GARAGE FRONT ELEVATION
SCALE: 1"=10'



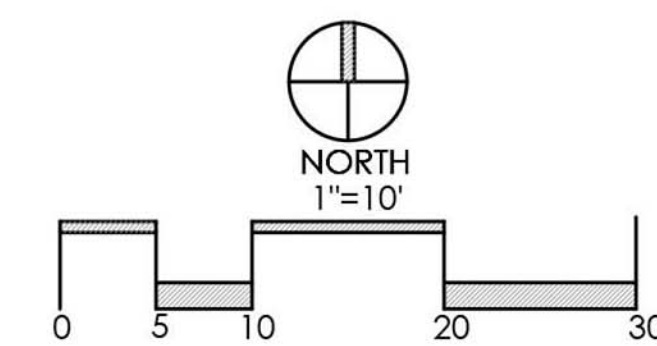
4 TYP. GARAGE SIDE ELEVATION
SCALE: 1"=10'

Attachment: The Parker_ Revision Submission_ 4-20-18 (Rezoning App. #181277 - 93669370 Taylor Road SW, Metro Dev)

BUILDING ELEVATIONS

TAYLOR ROAD & E. MAIN STREET

PREPARED FOR METRO DEVELOPMENT
DATE: 4.20.18



MINUTES

PLANNING COMMISSION THURSDAY, JUNE 7, 2018 6:00 PM

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

PRESENT: Cullinan, Zollars, Hicks, Bizjak
ABSENT: Bowman

2. APPROVAL OF MINUTES

1. Planning Commission – Regular Meeting – May 3, 2018

RESULT:	ACCEPTED
----------------	-----------------

3. APPROVAL OF AGENDA

4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. NEW BUSINESS

1. 1304 Brice Rd; Application #2018-19; Applicant Greg Kitzmiller; Certificate of Appropriateness

OHM: The first case is a Certificate of Appropriateness application; 1304 Brice Rd. That is the shopping plaza adjacent to the Kmart site. The applicant is A Salon Studios, they are looking for a new sign. You'll see on your screen that the existing sign face right now and they are looking to replace this with a Coped Face aluminum sign. How that works is a panel will be set into the back and the sign is imprinted in the panel. This is an example on your screen here. It should be noted that the sign area is slightly above what the code says; however, it is in close proximity in terms of area and field to the other signs in that shopping plaza.

Mr Zollars: Questions or discussion from the board? Alright, if not I'd entertain a motion followed by a second.

Mr Cullinan: I'd make a motion to approve as submitted.

Mr Bizjak: Seconds

Mr Zollars: I have a first and a second, can you call the roll please?

RESULT:	APPROVED [UNANIMOUS]
AYES:	Cullinan, Zollars, Hicks, Bizjak
ABSENT:	Bowman

2. 7536 E. Main St; Application #2018-17; Applicant Matt Winkler; Certificate of Appropriateness

OHM: Our next application is: 7536 E. Main St. This is Columbus Corporate Caterers. They are looking to add a walk in cooler to the back of their site. It will stick out about 10 feet from the back on the building. It's in the historic overlay district and in the code we have nothing regulating site design and modifications on the back of buildings. You can see on the map here that the back of this building doesn't really face anything of significance, it's kind of tucked back in the corner and faces an alley. Our staff recommendation would be, if the applicant would be willing, to install it so the color matches the building with the manufacturers finish.

Mr. Zollars: Is the applicant here?

Mr. Winkler: Yes

Mr Zollars: Would you like to add anything to that?

Mr. Winkler: No, just here to answer any questions you might have.

Mr. Zollars: Are you opposed to matching the color as close as you can?

Mr. Winkler: Not at all.

Mr. Zollars: Ok, very good. Any questions or discussions from the board?

Mr. Hicks: How far out from the building will the cooler sit? Is it sitting 10 ft. off the building?

Mr. Winkler: It is going to come through the wall of the building and extend 10 ft. past the wall.

Mr. Hicks: Ok, and there is going to be plenty of clearance of the existing dumpster that is currently there?

Mr. Winkler: Yes

Mr. Zollars: So this will become part of the structure basically?

Mr. Winkler: Yes

Mr. Zollars: Any other questions?

Mr. Bizjak: I move that we accept this application with the understanding that the extension is made to look like the rest of the building.

Mr. Zollars: We have a first do we have a second?

Mr. Hicks: I second

RESULT:	APPROVED [UNANIMOUS]
AYES:	Cullinan, Zollars, Hicks, Bizjak
ABSENT:	Bowman

3. 6314 E. Livingston Ave; Application 2018-16; Applicant Darin Ranker; Certificate of Appropriateness

Mr. Willis: Our next application: 6314 E. Livingston. This is the Save A Lot building next to the Big Lots. This is an application to add an exterior building modification similar to the one on your screen. The Save A Lot entrance will stay and they will add a very similar one just down the wall from the existing one. This will be to access a new tenant space. Right now there is about 25,000- 30,000 sq. ft. of unused space. This will become a new tenant space and this will be the entrance to that space. From a code stand point, the natural materials used throughout the face of the building meet the threshold required by the code, with the brick and the window. It looks like.. you'll see on the screen here where we'll have windows to see through the entire building on the base with brick surrounding the window and egress on top of that.

Mr. Zollars: Is this applicant here?

Mr. Ranker: Yes

Mr. Zollars: Would you care to add anything to that?

Mr. Ranker: No, just matching what's there... (inaudible) ...

Mr. Zollars: Ok, very good. Any questions or discussions from the group? You did say you will be matching existing finishes.

Mr. Ranker: Yes

Mr. Hicks: Just to clarify, when a tenant does come in they will have a whole signage packet, that would end up coming back to us as well, correct?

Unknown: Yes, that's correct.

Mr. Zollars: In the meantime it would be empty.

Mr. Ranker: Right

Mr. Zollars: Ok, if there aren't any questions I'd like to entertain a first and a second motion.

Mr. Bizjak: I move that we accept the application.

Mr. Cullinan: I'll second.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Cullinan, Zollars, Hicks, Bizjak
ABSENT:	Bowman

D. UNFINISHED BUSINESS

1. ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF REYNOLDSBURG ADOPTED BY ORDINANCE NO. 131-95 ON NOVEMBER 27, 1995 AND AS SUBSEQUENTLY AMENDED: Changing the Zoning District of a 24.3 Acre Parcel on the West Side of Taylor Road Known as 9366 Taylor Road SW, and 9370 Taylor Road SW, Reynoldsburg, Ohio, from AR-2 Multiple Family Residence District and CC Community Commerce District to PND Planned Neighborhood Development District.

Mr. Willis: Our final application is The Parker apartment on Taylor Rd. This is an application that has been before planning commission in the past so you are all familiar with the site. You all have a copy of our staff review as to how this application relates to all the different items outlined in the code. The applicant is looking for a rezoning... (inaudible)... we are using this site as multi family residential and I believe that the applicant has a presentation. I think I will turn it over to them.

Mr. Glen Duggar: I'm the attorney through.. (Inaudible) ..W. Broad St. I represent the applicant Metro Development, Troy Thomas, who is behind me. I'm here with Todd Ferris. Todd is the one who does all the heavy lifting. All three of us were here in March and heard all the comments and issues and that presentation is primarily designed not to re plow the field that was on that day, but to address the issues that were brought up primarily by Mr. Hicks and his commentary near the end of the meeting with certain issues he felt were unresolved and needed further articulation and changes to the plan. We have also in the interim met with a number of our neighbors as well as city staff and OHM to talk about getting this is form that... putting our best foot forward in terms of this application. I'd like to take it in three very large sort of topic. I think there were three that Mr. Hicks originally was ... in terms of his concerns with this project. The first is that originally we had.... I can't see that very well is that me or?... Can you see that very well? Because I know what it is.... I can see it fine I'm just worried about the people behind us is all. Beautiful, is that ok? You aren't going to nod off?.. Ok, so there is the property it is on the west side of Taylor Rd., North of the Kroger center. A little over 24 acres. That's the currently revised plan, the current plan has three topics in regards to addressing them. 1: three stories instead of two. 2: The park at the NW. corner. 3: Broad traffic concern. The current plan had three story building on Taylor Rd. this plan reduces those to two. The building on the west side of Taylor Rd. the four in front and the two immediately behind that are now two story buildings. Prior plan was three

story buildings. What that meant was that the open space to the north, which was originally was 7 acres is approximately 4, but we are going to talk about the open space in a little bit. In addition with meetings with OHM, they asked that we address some of the architectural character of these buildings. They had an open breeze way in between and those buildings are now what they call a Vista model, which does not. So the buildings along the west side of Taylor Rd. have individual doors as opposed to the breeze way walk through. In addition, this plan, you can see some additional changes we made. Along our west boundary we have a 30 ft setback, in that 30 ft setback there is a fence, landing, and landscaping. That extends our entire western boundary we've extended that to the North at the request of those neighbors, as well as around the condominiums. The landscaping basically envelops the entire site on the West. North, and around the condominiums.

Getting to the park... They had concerns at our prior meeting that the park was somewhat undefined. We'll take responsibility for that. We did not receive the consensus from the city as to what they viewed should happen to that park and over the last few months we have been able to allow that consensus. Originally that park was intended to be dedicated by us to the city. There was a great deal of concern whether the city needed or wanted to own and maintain that park. It is my understanding, we initially, with the thoughts of Mr. Hicks was if we want to make it a park we should make it a park, and that there would be some parking off the street to the West as well as some form of a lot that would service this project as well as the community to the West. We met with the parks director, she took the questions to the parks commission and it is now believed the current consensus that the idea of a public park there is probably not the best idea. What we should do is it should be owner maintained, by the owner as you see it there with the manning and landscaping next to our adjacent neighbors and pedestrian connectivity to Taylor Rd. That would be a pass through park that would be finished graded and seeded and again, owner maintained by the applicant. The dollars that the applicant was willing to spend on that area should be spent on other park improvement projects in the immediate vicinity. I think the tune to that is about \$61,000. What we have done is revised our text to indicate that we will develop the open space as shown and we will make a feasible contribution to the City that those dollars could be applied to other park improvements within this area. Or within the general area that the city felt were in greater need rather than adding to another park in this location. Are you nodding your head Mr. Bowsher that this is the consensus? At least, I think, the city's position at this point.

Mr. Bowsher: Yes Sir

Mr. Duggar: The final item of concern. There is a great deal of ...(inaudible)... traffic in our prior discussion. We were criticized because we studied our access point and only our access point. I think you all know the way this process works in the City of Reynoldsburg. We do a sort of pre-application meeting to determine primarily traffic and what the traffic study parameters will be. We followed Mr. Snowden's and the city engineers recommendations on what that traffic should contain. It was basically an access study that studied just our access to Taylor Rd. The primary question and issue that arose was there was a significant problem at the south bound Taylor Rd. to South bound Main St. So basically south bound right turn. Because of the amount of improvement that has occurred at the township to the East, a lot of employment there and that intersection which once was basically not much more than a

country cross road has now carried an awful lot of trips. The traffic study did recognize... what we did was, we then went back and had our traffic study look at that intersection as well. Their conclusion was.. well a couple of things, let me back up. The first was that: that intersection in certain movements is functioning at the E, which is not very good, but is not failing. At D or an E, it's still not terribly good, but that was in the PMP. The second was that our construction of this, whether we build or we don't, had little to no impact on that intersection. We understand that having that be the case that sometimes people don't believe traffic engineers, so we were still searching around for ways to address the situation. The solution to that I think has been in front of us all along. When the condominium and the commercial development of this property was proposed in 2006, the then development director, John Brant being really on top of things said that we should adopt a TIFF district to tax finance district for this property, and they did. 30 year TIFF district expires in 2036, it is and does have revenues today, not very significant but it does have revenues. In the current TIFF fund, one there is 152,000. I think that's the Kroger fund, I could be wrong about that.

Mr. Bowsher: No, No, that is where the existing condos that Taylor Chase sit currently. Currently with the two TIFF's 175,000 as of 2017 in the TIFF fund used for infrastructure purposes as well as waste, water, and water underneath of that roadway. It has yet to be touched and that would not include Kroger, that is a separate TIFF that is associated on the South of this proposed apartment complex.

Mr. Duggar: So, that money is sitting there today and could be used by the city to address those issues or could be used by the city to address other issues. The more important thing is that this project will have a value in excess of 20 million dollars, when it is at build out, which should be at two years of our current construction. The tax increment financing benefit to the city and that starts at 148,000 a year. So between now and 2036 this project would pay to the City of Reynoldsburg also 2.8 million dollars, 2.773 thousand dollars. That would be available to the city for improvements like a south bond right turn lane. Like, additional storm improvements to Taylor Rd. Like widening and capping to Taylor Rd. Like improvements to the intersection at Taylor Rd. So this is a vehicle to provide the city money for improvements that would have to occur in the immediate area because of the way the TIFF law works is you can't take this money and go ahead and spend it on Brice Rd. It has to be spent within the reasonable proximity of this project. I think that the statutory term is there has to be a public benefit to this project as a consequence to those TIFF expenditures. While we are not responsible for the traffic, we will be generating significant amount of funds for the city to be able to solve that traffic situation, should they choose to do so. Couple of housekeeping items. I would like to go through... we revised our tax and wanted to point out some things. The (inaudible) on us is if we say it we promise it, we need to write it down. We made a couple of relatively small changes to the text that came about between March and now that I'd think we would like to point out to you. We were asked in the OHM meeting to provide a higher quality.. or maybe it was a city meeting, I can't recall they are all running together right now. A higher quality exterior siding material, maybe it came from Mr. Hicks. We've changed the text to include that the particular thickness that indicates a high quality vinyl. We've also added that the buildings will have dimensional asphalt shingles. We've committed as a part of the building elevations to the no breeze way configuration for those buildings on the West side of Taylor Rd., the two behind as well. We also, Joe, has been

active with some of our neighbors who have chosen to meet with us and he has promised to walk that line on our West and North bound boundary to take out the trees that are dead, to take out the trees that are problematic and mound and landscape that area. Any trees that are dead or in poor condition or undesirable, the underbrush... (inaudible) that might be there will be removed and the existing tree line and those are shown on this plan. If you could go through a couple more slides I'd like to see... that one! That is the current zoning of this property, it shows buildings to the West and to the North, which are 30 ft from our property line. As well as having commercial on the immediate west side of Taylor Rd. For me this is a pretty simple picture, that's what, had the condos continued to be built out that would have been the configuration in which you would find them and each would be 30 ft from that property line. If you go back to our slide, that is what we are proposing. There is nothing within 30 ft. other than the fencing, mounding, and landscaping. We have provided cut through to show that the distance from the rear yard lot line to our buildings is very significant. The closest structure that we have is about 200 ft. away. So you go from 35 feet under the current plan to the proposed plan and that goes back to 100 ft. I'm happy to answer any questions. I've gone through this pretty quickly Mr. Zollars because I know that we didn't want to have a repeat of last hearing. We all got to talk enough that night and if you or staff have any questions I'll be happy to answer.

Mr. Zollars: Let's start with the board, any board questions?

Mr. Bowsher: Taking a look at the new revised plan. I know this is recently came to us. Any chance that we can change the vinyl siding to more of a fiber cement siding?

Mr. Duggar: I would have to ask. I don't get to make that decision. So I'd have to have Mr. Thomas respond.

Mr. Thomas: I think from a standpoint if you switch to elevation sections of the buildings themselves we have a generous elevation of not only vinyl siding but of brick and stone and vinyl shake and of course windows shutters doors of that nature. We have committed to a higher grade vinyl siding which I believe is in today's market is very acceptable it's manageable it's long term maintenance it holds its color doesn't have fading and color standpoint. We believe from an elevation standpoint of driving 35 miles per hour down Taylor Road and the distance back and Taylor road you would not noticeably no difference between a high quality vinyl siding and a cement fiber product. The vinyl's that are out in this market today you know with the millage or the thickness of the vinyl and equality of vinyl I don't think there's a noticeable difference and I think the vinyl siding itself has a longer term maintenance free standard that I think everybody would agree to is probably something that is more desirable than having the cement fiber. So you know I understand what the commitment is or I understand the request but I believe that we'd meet that same standard and elevation of product with the thicker vinyl not only mentioned that we're doing the shake siding on a number of the elevations that face Taylor road as well end caps that faces Taylor road a large amount of Brick large mass of stone veneer. Again large number of windows doors and shutters that are part of the elevation not only along Taylor road but throughout the community. And I believe we meet a high quality standard of multifamily building not to mention, It also goes in kind of the same kind of vein of you know throughout

central Ohio as far as the quality of material. So thank you.

Mr. Zollars: This is Mr. Zollars let me just for housekeeping purposes we're going to have more questions than discussion and then we'll open up to the public. So just hold tight with us please. Thank you. Thank you. Other questions comments?

Mr. Hicks: I Had a couple of questions appreciate you guys coming back and working pretty diligently to address the concerns of the residents' concerns I guess you know in regards to the park and you know planning commission here we would make some kind of recommendation to council ultimately whether there's a park there or not would be a decision made by council. But I have then from the beginning in favor of going ahead and building a park in this location. And I understand some folks the parking staff have looked at that and there are some maintenance concerns but it worries me to have just a vacant piece of land kind of in the middle. It's sort of a hodgepodge between a failed development and single family and I think it's an appropriate location for a park. And some of the plans that I've seen of this accessible park handicap accessible park I think would fit quite well. So as we go along that if this gets recommended for approval I would be recommending for approval with the park plan option instead of in lieu of fee. And then in regards to the turn lane I think that's something that a lot of residents will probably comment on here tonight that a right turn lane from Taylor road to west onto Main Street is a significant cause for concern for them and that I would want to see something done with that turn lane as a part of this project. I understand TIF funds could go into a fund to pay for it. But I feel like the developer would probably be the best candidate to execute something to get that built with the TIF funds which I think is a possibility. And in order to get it done with this project so ~~yeah~~ I understand it's not a with the traffic study your project wouldn't have a significant impact on the intersection but it certainly would have an impact in the court of public opinion I think the neighbors in that area would definitely say that it would have an impact on that turn lane. So I think it would only make sense that as the projects develop the turn lanes going in as well. Only other comments. You have a fence around the West and the North borders of the property. I think I spoke out in the first review of this that I'm not a big fan of fences. I appreciate the mounding in the landscape buffer understands probably a request from residents in that area to have a fence. But I just feel that long term fences tend to become more of eyesores than their intended purpose and in general I know we're talking about the brand and identity of what Reynoldsburg is I don't really want it to be a community of fences. I think we'd be better off leaving it with a mound and a buffer landscaped buffer. Long term it's going to grow and continue to get more beautiful each year. And when will they know it takes care of itself. Because it's a growing living thing. Appreciate you reducing the buildings from three story down to two story. I think that's huge and has a very large impact on the curb appeal of the building from take the project from Taylor road. Appreciate your commitment on materials. I think the thicker vinyl siding and vinyl shake and stone and all everything looks appropriate and is an appropriate use appropriate material choice. I guess those are the only questions I have I don't know Joe if you or Glenn can comment on the two biggest items in my mind which would be the turn lane and park.

Mr. Thomas: Appreciate. And you know just answer to turn lane question. You know it's not within our basically boundary of our property so it's kind of in the whole scheme of

owning the property controlling the property having everything accessible to property. It's not something that we own or something we control so there's a lot of unknowns with the turn lane and the public right away not knowing exactly the right away even there if it's fully able to be developed without a large amount of acquisition from other I deal with a lot of other I guess commercial ventures and one being Kroger. Had a lot of long history over 27 years of doing this working throughout with other developers and working with Kroger's not as easy as everybody assumes. I've done more recently 3 deals with them and have yet to satisfy the three deals I'm working with them currently on. And so if the, I guess I can make condition if it's a condition of our approval I have no problem developing it. However if it's the issue of having to acquire more right away from Kroger, something that's completely out of my hands I'm not able to you know facilitate that very easily and I don't want it to be a condition of me receiving approved engineering plans or receive a permit that I can't control that-very easy for me to construct if the right of way is there you know the I guess from a standpoint of working with the city Reynoldsburg the city of Reynoldsburg engineer to get the plans developed no problem at all. There's just some things that we don't have in our full control because it won't be a problem that we'll be acquiring. So in that issue I don't have a problem. So, if Mr. Hicks wants to make that a condition with stipulation that if it's in full control of city of Reynoldsburg's right away or ODOT I will very likely be able to do that improvement with core of course being paid back through the TIFF funds so.

Mr. Bowsher: This sort of deal is something that we're actually in the process of doing with Kroger's and the new development on Main Street. I guess I've had a little bit different scenario with them and it's been pretty-good so far.

Mr. Thomas: They want something from you guys that position where I wasn't from them and there's nothing to barter with no rights just to keep that in mind that's not known for moving fast. So going on three years with the project of acquiring Galloway and Broad street and trying to get to a sewer easement and it's you know brought the whole project to a grinding halt. So...

Mr. Bowsher: We're bringing some infrastructure constraints with them to make it more accessible there on Main and there is the right of way. There is a large enough right away. The traffic study that our city engineer and in the conversations that we've had it is large enough to be able to have that. If this is a condition that was put on by a planning commission and ultimately sent to city council I would just ask that you know we continue formulating that with our city engineer EMH&T and city staff and being able to do that. I do know that if a turn lane was there it is much easier to work with a private developer to develop that alongside the public service staff than it would be to completely bid that out and have that go through a long red tape sort of process and that way before your permits are done. The turn lane would then already be in effect causing no more traffic issues that are already happening there at Taylor and main.

Mr. Thomas: I like it if it's completely and utterly controlled the city Reynoldsburg and the right of way is there. I have no objection just knowing what I have to deal with outside resources.

Mr. Zollars: I have a question. Do you have the breakdown of one two and three apartments?

Multiple: I'm sorry. 1 1 1 2 1 bedrooms it's only... It's on the screen right now.

Mr. Thomas: There's only one and two bedrooms only.

Mr. Bowsher: 48 one bedroom units and 192 two bedroom units.

Mr. Zollars: Okay thank you.

Mr. Thomas: And I guess go one step further. Would you like me to answer the question of the fence?

Unknown: Yeah.

Mr. Thomas: Completely at the mercy of the neighbors in this issue. I mean they requested it. I thought we've provided something that was both probably palatable for the city as well as the developer and a neighbor. It's basically a four rail fence with a coded wire mesh in the back of it simply to provide a buffer. Small children not to go over the property line and into our ponds. So this isn't like a six foot privacy fence with pickets I just I didn't there wasn't a detail in the backyard. The four rail porch fence with a wire mesh on the back of it and it will be maintained by us not the neighbors so it be in our full ability to control the maintenance of that commitment to the maintenance of that long term care of that it would be totally in our purview to maintain that but it was only at the request of the neighbors that I provide that fence. I do agree with the larger privacy of privacy fences go un maintain and a kind of become unsightly but I think this is probably the best taste of having that type of fence to control small children from entering the property and possibly going to find it attractive to go into our ponds. That's why we provide. So.

Mr. Hicks: Did you have any comment on the park?

Mr. Thomas: Again, I will do it if it's a condition. I think it's a great asset to the community. I think it's a great asset to our property. I understand that people will have other desires for funds to be taken from necessarily that will be initially used there and use to other parks that have a greater good for the community but I'm totally at the position of the board with a desire to install a park. We'll commit to.. It's roughly just to give you the numbers forty eight thousand dollars for the playgrounds that I've already committed to greatness seed and straw all the stuff of finishing the area that the trails but all in all it's a pretty large playground that value is forty eight thousand dollars and then the other value is installing a parking lot with six parking spots with the connection. Yes.

Mr. Zollars: Right now it's all right with the board, any public comments and questions were entertained that they will come back to our side. Any comments or questions from anyone in attendance please go out and speak and speak into introduce who you are and where you live. And thank you.

Mrs. Young: I get pretty nervous when I get up here to try to see my piece and not shake too much. I wanted to address the TIFF issue. I learned quite a bit about TIFFs. I'm not sure I'm in agreement with Mr. Duggers estimates. There are 17 years left on these 30 year TIFF's when I understand from these TIFF agreements those ordinances went into effect in December of 2005. In reading those ordinances what my question to the city attorney, Mr. Bowsher and the city auditor was is this a hundred percent school TIFF, which means the improvement money on this property will not benefit the school in any way. 100 percent of it will be the improvement money that goes to the city of Reynoldsburg so any improvement will not help the schools with additional schools or.. Excuse me, school additional teachers, additional buses, additional whatever this project brings to the community. I do actually have a copy of that section I asked for that request to clarify that because Mr. Dugger on three separate public opinions said that this was not a hundred percent school TIFF. And I disagree with that. I want to enter that into record. You know this concern I have with this project and the TIFF money is this is where the TIFF works. My understanding is that the City of Reynoldsburg receives these funds and as Mr. Bowsher said there is TIFF money in these two to TIFF fund accounts that money that is decided by City Council how will be spent or the city decides how it will be spent. My concern is this that improvements not only traffic but the sewer and the drain water both on the east side and the west side are significant. There is no sewage from Clover's until the other side of this project, that will have to be addressed. Again the city would be responsible for some of that. This development will pay for some of it too. But everybody refers back to the TIFF money. Well how much money are we going to have to have in that TIFF fund to make these improvements? And this is where my real concern comes. In 2016 in the United States district court seven district of Ohio Eastern Division. Case Number 2 1 6 CV 6 07. Miami barrage fair housing filed a federal lawsuit against Metro development and their community. It's a huge multiple man dollar lawsuit. This has been going on for two years. The judge in January decided that this was still relevant and they had to continue it. Now my concern is the city was going to borrow against this TIFF money and what's going to happen if the judge decides that Metro Development it was them millions and millions of dollars to retrofit every one of their projects in central Ohio. What happens? I don't think that's a good bet for the city r Reynoldsburg. This TIFF money should benefit Reynoldsburg with 17 years left on this TIFF money. Once the TIFF runs out. There's no income coming to Reynoldsburg in that commercial development which Mr. Dugger was part of back in 2005. If we had doctors' offices, if we had people who making money then the Reynoldsburg would continue to have income coming in. After 17 years, because the TIFF money were run out that property will become decayed. The other thing that's not mentioned tonight even with the additional shrinkage because of the three stories the density is an issue. I don't care how you cut it or what math you use 24 acres 240 apartments is tiny. We're not developing 24 acres, at this point, I see 19 acres. The density is over the City of Reynoldsburg's code. My other concern with the City of Reynoldsburg is the constructive notice my concern with the constructive notice that was sent to every one of the surrounding neighbors is the 8500 Taylor Chase address which is the majority of the development was not listed from the very beginning. Even in the application which, I think is sloppy. I think this application has been sloppy from the very beginning and that's why it's brought back to the Planning Commission. They had an extra week before they even met you guys the first time and still didn't get it right. Mr Duggar said this evening. I can't find that

here we are again. I think if I was serious about building a 20 million project and I to work in that field I would have an application that was un bust able there wouldn't be all these traffic. You gotta build a right turn lane for these guys to be able to put this in? I can't even imagine what construction on Taylor road is going to be like. On Friday night from stop light to stop light is stop traffic. How are these guys going to get in and out and if they're doing it during school hours, the buses will be stopped because at 2 o'clock, those buses run. The traffic on Taylor road because of limited letting out is not solvable just by adding a turn lane. Let's not add to it but something that is just not going to be very sustainable for that community because of this single family residence there now. My other concern is it is actually two point three increase for this development traffic. That's what they just found out. I still have concerns that the city has not reviewed their traffic report. But first one was found inadequate because EMH&T is the engineer for this project, for the applicants, and reviewed the first traffic study. So where is the community in this? You've delayed this. In March we had 75 people who were speaking about this. I think it's had a chilling effect on the community. And I'm going to be a little nit picky Mr. Hicks, I guess I am an under writer. They didn't even pay the full for the application. The application is seventy five seven hundred fifty dollars plus fifty dollars per lot, plus a thousand dollars for this traffic study which is nineteen hundred dollars, sloppy. Again I think the city of Reynoldsburg deserves better. I think the community deserves better. I appreciate your time. Thank you very much.

Mr. Zollars: Thank you. Any other comments, questions please go up to the podium. State your name and address if you would please.

Ms. Berens: My name is Lori Berens and I'm probably going to reiterate some of the things that they said I reside at 91 97 Taylor road the property that's pretty much right across the street from this proposed development. And I agree with a lot of what they said. Obviously a few concerns. One being traffic. I try to get out of the driveway daily to and from work. And it's treacherous. As she mentioned its nonstop southbound traffic. I don't see how it turn lane is going to solve any problems other than them. I mean even to try to get them into the structure to build it. I don't see it being a solution to the problem. So matter of fact today I had to get out of my car that intersection at Main and Taylor. I was headed northbound actually and there's a trick that you have to trip that you have to the car has to actually be sitting on there's probably 40 cars behind me and the motorcycles at the front of our line of traffic and there's a car sitting here. She doesn't know that there's a little thing you have to sit on. So we all sat there through two lights. And this is isn't the first time I've had to do this. I've had to get out of my car. The gentleman did the last time after walk up and like tell the person up in front to please move up. There's issues with that intersection in general let alone with traffic. I mean it's coming northbound as well. I mean I've already had issues with the light at Palmer and that's a whole another story but that affects the traffic on Taylor road. That's my big concern is traffic. I mean we have a 17 year old who's driving now and he's scared to death to even pull out of the driveway. So I just don't see how when you add 240 some odd units. The people in the cars that will generate alone with the putting a park in which I think Blacklick is a wonderful park. I don't really see a need.... 14 year old over there who knows about a park over off Lancaster Avenue and she has a friend that was over there, and it's not a good it's not a good place for her to be. For what it's being used for. She can stand up and vouch for that. I think aesthetically you guys talked about the three story

even two structure I still think is very dense as they mentioned. I just don't think it looks aesthetically pleasing to the people on the backside in the development nor to the people across the street who have taken pride in our properties. The flooding issues again I am reiterating all that. I think again people that want to live in Reynoldsburg I want I think that there should be things to offer them not just the apartments that overtake areas where the traffic is bad. I mean to me again bring in doctors' offices bring in shopping bringing restaurants because quite honestly I don't see how many people going to look at this apartment and say wow look at the traffic. Who wants to live here because you can't go any... I mean to try to go to work and try to get home from work. It would be to me not something that would want somebody to play over a thousand dollars a month for rent. I mean you go on and say that these are luxury apartments but they also have to be functional. I just think the curb appeal. I think it's way too close to the road and I guess really that's all I have to say. Tatum was my stepdaughter had a lot of concerns about the school's overcrowding. She hasn't had an art class since fifth grade. She's going to be a sophomore and she's an art major. She loves art. She hasn't had art in three years. I think schools are overcrowded. I think this problem. I mean this structure is only going to generate something that right now. I want Reynoldsburg to be successful I'm proud of living in this area but I just think that there's other things that even at one level ranch where people would own their properties and I think that would make it even more. I don't know. We're just so frustrated like they said this did start back in March and I'm very disappointed in the turnout tonight because it's gotten nicer out and people are doing things and working. So that's my piece and I appreciate the time.

Mr. Zollars: Thank you for your time any other public comments. All right. Hearing like uumm... Go up to the podium please state your name and address if you would.

Ms. Grimes: We've talked a lot about this traffic at Taylor road and what the issue will cause people will. Well currently, reserve drive opens out onto Main Street and right now part of the problem is being used sort of as a connector. People from a couple of the communities now that they've opened those streets take Reserve drive to get to Main Street. Now I'm told that, it's my understanding that this area will not open up directly onto Reserve drive into the housing area where I am, but I'm thinking about when we need to leave coming out of Reserve drive on Main Street going either east or west. It's can be a nightmare right now. You sometimes have to wait five minutes or more just to get out on the street. So with additional traffic coming from Taylor road turning right that's going to pick that up quite a bit it's going to make it even more hazardous to come out of reserve drive going east or west on Main Street. The other thing is I previously had a concern about flooding and I still do and plus my concern is the density the sheer numbers of buildings that are crammed into that area and looking at the diagram I do not find the aesthetically pleasing and it's just too much into a concentrated area and pretty much that's all I have to say and I think for the opportunity.

Mr. Zollars: Thank you for your comments. Anything else from the public or any other questions or discussion from the board or Seth?

Mr. Bowsher: I guess I just want to touch on a couple of things I guess that were mentioned here. Just because I think there might be some confusion. I just want to make sure the facts

kind of get put out there. The current zoning for it where you see the Taylor Chase apartments currently on your screen including the proposed park space and basically everything on the west side of that including the water features and some of the proposed apartments are currently already zoned AR2. This means that the apartment complex could already be built in that spot without this coming to Planning Commission. I just want that to be very clear, that if for whatever reason this were to not go through or go through regardless if another developer came in to develop that site it is already properly zoned because of the Taylor Chase condos for multi-family housing. In front of that is commercial. It doesn't dictate whether it will be doctor's office or something that is desirable to help benefit the community. I want to be very clear that it is up to its fair market driven. We live in a capitalist society. Anything can go in there. I'm going to tell you that the commercial section just factual statements that if you were to put a restaurant or a retail shopping center there it would cause significantly more traffic into that area than the apartment complex. If you think logically about the apartment complex and when people leave and go they're coming to and from work and multiple times during the day they will not be there if you have a retail or restaurant they will be coming there all during hours of the day. So that will significantly increase that and it's already zoned for that. If a family dollar decided tomorrow to buy the property and be built there they could, without going to planning commission. It's already properly zoned for that because it was put there. I just I just want to put the facts out there because I feel like there might be some confusion as to that. And I guess to Ms. Young's point. I would like to I guess have some more information from the developers on what she was speaking of a lawsuit of sorts. And I'd like to I guess kind of hear a little bit more about that.

Mr. Zollars: That's fine. I don't want to get into the school district. I mean if it's pertinent to the development list stay on track with this conversation if we can please.

Mr. Thomas: Yeah but I mean I think she was referencing schools because of the federal lawsuit?

Mr. Bowsher: She just had mentioned that it potentially could affect this site and other sites in central Ohio. So that's that is the scope that I would like to talk to.

Mr. Thomas: It is currently involving six sites in central Ohio. We have six sites that we had a group called the Miami Valley Fair Housing Group. They came to one of our communities they believe in their mind that there were some FHA and ADA violations. They went on to our company Web site and found listed in it company with additional sites. They blankly applied a federal lawsuit against our company that we fully believe, going through the system that will be fully settled or vindicated on our behalf. Like I mentioned six communities we've built in central Ohio over 50,000 multi-family homes. We were fully vested in resolving the issue with the lawsuit. We do not believe it's going to become an issue of large amount of capital to solve that issue. We believe everyone in our community is not only FHA approved but ADA approved for accessibility. These are all buildings that have first floor units including the clubhouses first floor units. We make sure that each and every unit is either type A or type B. Type B means the unit can be accessible but adaptable in type A unit is it's fully accessible so it has to like the lower countertops roll in shower the kitchen with the range that you roll under the kitchen sink you roll under the larger vanity's and the larger commodes with the grab bars. So those are all in place. We go through the municipal

building department where we issue building plans that are designed by a registered architects in the State of Ohio. Then these building plans, the Ohio building code as well as ANSI all require you to build this standard of FHA and ADA approval. And not only do we build it per the plans we also have additional inspections by the municipalities where they go through the buildings and they take the set of building plans to make sure that they're matching the exact same set of building plans and then they are identical to what you have in front of you. So we have all handicapped spots. We have ADA accessible units. We have all the sidewalks that are at 2 percent cross-load 5 percent overall slope. Our mailboxes our trash compactors our clubhouses our swimming pools our pet waste stations our trails everything that is accessible is ADA or FHA approved. Clubhouses restrooms inside the clubhouses are all accessible. They have the large area for not only the commode but the sink. And then of course the movie theaters the exercise facilities the pool everything is ADA or FHA acceptable. We believe once we go through this lawsuit we'll find that those things are were already done acceptably and that will be resolved. We have to go through the lawsuit to prove that to the opponent. That's kind of where we are in that process. You know our company has been involved with multifamily since 1968. As far as the financial burden that this cause for us is not significant enough for us not to build in Reynoldsburg or anywhere else in central Ohio. We currently have 12 communities under roof right now you know the multiple stages of construction. You're looking at roughly a quarter of a billion dollars of cash flow with the construction of these communities. It's not an issue for us.

Mr. Zollars: Thank you. Anything else from staff. Anything else from board.

Mr. Hicks: Mr. Chairman if I could I just have one clarification about the TIFF, whether it was a school or non-school TIFF, if it was one that is something that we did cover last meeting and if we had additional clarification for you.

Unknown: Yeah I, Mr. Bowsher and I met with Mr. Fransman who is the city's bond counsel and was the city's bond counsel when those TIFF's were done. I did work on the Kroger project I did not work on this project as this Ms. Young stated. Just for clarification purposes. It was my understanding that these were non-school TIFF's meaning that the schools continue to receive 100 percent of the dollars they would receive for the Tiff district not in placed. So the dollars get paid to the city. Actually the county, county gives to the city. City then has agreement obligation to pay those dollars to the schools so the city or the city school district will receive the exactly amount of money whether the TIFF district wasn't in place or not. That's that was my understanding that was clarification provided to us by Mr. Fransman. At that time we subsequently prepared a TIFF's spreadsheet which we submitted to Mr. Bowsher for his review I believe it was also reviewed by Mr. Fransman it had a 2036 end date on it. Nobody indicated that was an incorrect date. So the math on all of this, we have reviewed by Mr. Bowsher and Mr. Franzman and they believe that the that the numbers that we've talked about tonight Mr. Hicks are accurate and that the schools will not be disadvantaged in any way and in fact there are actually some advantages to a non-school TIFF that are way too esoteric to get into tonight. But the school district has benefited by receiving the full amount they would receive whether this TIFF district was in place or not. As a consequence of the existence of the way the district was structured. Thank you.

Mr. Zollars: Mr. Bowsher

Mrs Young: Inaudible

Mr. Zollars: Wait wait. Can you stay there so we can get this recorded please?

Mrs. Young: In 2005. The city of Reynoldsburg had to have an ordinance to create these two TIFF's and within that an ordinance. I pulled the Section 2. Section 2 says this council hereby finds and determines that a 100 percent of the increase in the assessed value of each parcel and subsequently to the effective date with this ordinance, which increase in asset value is hereby referred to as the improvement. Which means the property value, example is a hundred thousand dollars today. They come in and build and make a hundred thousand dollars. Will that additional tax on the two hundred thousand would be split at a hundred thousand only going to the schools, because the improvement is a hundred percent. The other thing I asked the city attorney, the city auditor, and Mr. Bowsher this direct question what does that term mean? And my concern is that yes that yes, up front city of ...or excuse me, the City of Reynoldsburg will receive a substantial amount of money. But that money will run out. There's only 17 years left. Then what happens when the school district in that 17 years. Why wouldn't that mean the state of Ohio actually kind of a bans this type of TIFF now. You can even do it and I do think that Mr. Duggar probably has done a lot of research on it, but the city ordinances is what I have to base my facts on. The question I have with that is when I approached the schools about it, for this to be ok, the school board had to sign off on it. The only place they actually found the TIFF document the agreement between the developer, the school, and the city was from the school district. The only reason they would have it is because they had to sign off on it because it's a 100 percent TIFF.

Mr. Zollars: Thank you for your comments. Thank you Mrs. Young.

Mr. Bowsher: Just for just for clarification, all TIFF's if they're over 75 percent they have to go to school board. That does not mean that the school board does not get the TIFF revenue. What happens with a TIFF is 100 percent just as you had mentioned Miss Young goes to the city that does not mean that the city keeps 100 percent of it. It is what is called a pilot program which is called Payment in Lieu of Taxes. What happens is the city collects the property taxes, more of its share and then whatever originally the school district would get if there was no TIFF does go back to the school district then the city remains the rest. So it is taking the taxes that normally would go to the township, other smaller entities and the state of Ohio that is their portion of it. So yeah, they collect 100 percent but still the same portion which is the largest portion still goes to the school district. And to answer Mrs. Young's question of what happens after the 30 years is up on the TIFF. Well it diverts back to the normal property taxes which means the school district continues to receive the same amount of money that it was currently receiving within the 30 year TIFF. The only loser in that instance wants the 30 years is up is the city because it would then we go and refer back to what we would normally get which is a very very minute portion of the property taxes. This is in hopes that we can then have that funds to be able to utilize on infrastructure improvements into the future.

Mrs. Young: I disagree because you're taking commercial property out of the picture there. Commercial property generates income. The city makes money off of the income. If you make this a non-commercial property regardless if it's a restaurant regardless if it's the doctor's office it is income for the city. Long term, past the 17 years.

Mr. Zollars: Thank you.

Mrs. Young: I don't want to debate. I just think it's very important.

Mr. Zollars: Any other questions from the board? Any questions from the public? All right. I would entertain a motion in one way or the other on this proposal, please.

Mr. Hicks: Mr. Chairman?

Mr. Zollars: Yes, Mr. Hicks?

Mr. Hicks: I'd like to make a motion might take me a few times here. So I think you can take a couple of conditions and I want to make sure that we get it right. I'd like to make a motion recommending approval to City Council under the following two conditions. First one be that the developer build the right turn lane at Taylor Road and Main as identified in the traffic study and that those improvements would be completed for before the final certificate of occupancy of the project. That secondly that the developer improve the park area with a park structure similar to that was presented to us this evening. The handicap accessible play area and the six parking spaces and other improvements necessary to complete the purpose of the park. Also completed before the final certificate of occupancy of the project.

Mr. Duggar: Mr. Thomas is concerned about right away. Obviously we can't build into a right away.

Mr. Hicks: When would this go before council?

Mr. Bowsher: It wouldn't go before council this Monday. But it would be two weeks from this Monday.

Mr. Hicks: Two weeks from this Monday and that would be a second or third reading. I'm just trying to see how much time we have in here for a second reading.... a second or third third reading. So I'm just trying to build in some feasibility time here rather to confirm a right away.

Mr. Duggar: You can't build the turn lane if you don't have the right of way. So that's our problem. Also we are understanding that the TIFF funds would reimburse us for that

Mr. Hicks: Correct. So I would amend that yeah.

Mr. Duggar: So as long as those two items that the right away be in place and that the and the dollars pay for that are from the Tiff. And when this would go before council, then council

could look at those two conditions and they could say yee or nee they would want to handle those. I think we're just trying to make a recommendation and that's what I feel the most strongly would be the best way to handle this.

Mr. Zollars: OK, let's do that one more time Mr. Hicks. After discussion one more motion and then if anyone is led to make a second I'd appreciate that.

Mr. Hicks: I'd like to withdraw my previous motion to make a new motion for recommendation to council for approval of the project under the following conditions. First one being that the developer build a right turn lane at the Taylor Road and Main Street intersection per the recommendations of the traffic study and be reimbursed by TIFF funds from the project. That those improvements would be completed before the final certificate of occupancy of the project. Second condition would be that the developer improve the park area with a handicap accessible park as shown in the display at the meeting today with parking accommodations and other improvements as necessary for the purposes of a park. That land also be dedicated to the city and that those improvements be completed before the final certificate of occupancy of the improvements of the project.

Mr. Zollars: Very good. OK. We have a first and a second. Sorry I apologize we have a first or second I'll second. Okay we have a second. Is there any discretion and discussion amend my motion.

Mr. Hicks: I want to amend the first condition to make sure that the first condition would need to be met. Assuming that there is a proper right away for the right turn lane and if there is not proper right away with the right turn lane that the applicant would need to work with staff on an amicable solution to that and a development agreement.

Mr. Zollars: OK, paperwork. Do we have a motion that can be translated into what Mr Hicks is trying to accomplish here somehow.

Mr. Bowsher: Yes.

Mr. Zollars: OK. Very good. So we have a First do we have a second?

Unknown: Second.

Mr. Zollars: We have a first then a second discussion on that motion.

Mr. Hicks: I'd just like to make one final comment. I appreciate Mrs. Young you come into the meeting tonight and reaching out to me and bringing up these issues. I understand that apartments are never popular. Nobody wants to see, generally most people don't want to see multi-family next to their home. When you look at the bigger picture of this piece of property it's a former of failed development. I think that the applicant has gone a long way to try to put something here that does fit. Housing is an issue. Affordable housing is an issue and I know that they're not marketing affordable housing it's not Section 8 it's none of that, but housing availability is a real problem. I think we need to be mindful of that. We would all prefer that

this would be the next Amazon headquarters and employ thousands of people and bring in lots of income from income tax. I just don't think that's the reality of what this site is. It's between a Kroger and single family. That's a nice buffer use in between those two uses. I think it fits. I think the developers have stepped up to the plate to get this project done.

Mr. Zollars: Thank you Mr. Hicks. Would you please roll call role on this motion?

RESULT:	REFERRED TO COUNCIL [3 TO 0]
AYES:	Zollars, Hicks, Bizjak
ABSTAIN:	Cullinan
ABSENT:	Bowman

E. OTHER BUSINESS

F. ADJOURNMENT

Chairman



Planning and Zoning Administrator

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

DATE: **June 25, 2018**

TO: **Finance and Administration Committee**

RE: **ORDINANCE TO REPEAL AND REPLACE ORDINANCE 14-03
PASSED MARCH 10, 2003 "THE CITY OF REYNOLDSBURG
PERSONNEL POLICY AND PROCEDURE MANUAL.**

Approval:

Completed Brad McCloud	Skipped Jed Hood	Completed Stephen Cicak
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**REPEAL AND REPLACE ORDINANCE 14-03 PASSED MARCH 10, 2003 OF "THE
CITY OF REYNOLDSBURG PERSONNEL POLICY AND PROCEDURE MANUAL "
(SEE ATTACHED)**

I. INTRODUCTION TO THE PERSONNEL POLICY MANUAL

The provisions of this Policy Manual are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Personnel Procedure Manual (PPM) 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 Handbook supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Handbook, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160 which may be amended from time to time. This Handbook 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 Handbook changes. Notice of revisions shall be provided to all employees.

If any article or section of this Handbook 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 and City Attorney.

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 Handbook. 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 Handbook. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

II. 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 their Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

III. 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.

IV. UNLAWFUL DISCRIMINATION AND HARASSMENT

Policy.

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, national origin, age, ancestry, disability, genetic information, or military status. Unlawful 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.

Definitions.

Sex-Based Discrimination

Sex discrimination involves treating someone (an applicant or employee) 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

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.

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.

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.

Complaint Procedure.

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, to their Department Head, or Human Resources Director, or City Attorney, each of whom 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 personal 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.

IV. 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.

V. 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 their one (1) year probationary period based upon the completion of one thousand forty (1040) hours in active pay status.

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.

VI. 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.

VII. NEPOTISM

A. 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.

B. 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, step-parents, step-children, step-siblings, and a legal guardian or other person who stands in the place of a parent to the employee.

VIII. 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 his supervisor, City Attorney or legal counsel. 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.

IX. 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.

X. 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:

1. Registration and voting.
2. Expressing opinions, either orally or in writing.
3. Voluntary financial contributions to political candidates or organizations.
4. Circulating non-partisan petitions or petitions stating views on legislation.
5. Attendance at political rallies.
6. Signing nominating petitions in support of individuals.
7. Displaying political materials in the employee's home or on the employee's property.
8. Wearing political badges or buttons, or the display of political stickers on private vehicles.

9. 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.

X. 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.

XI. 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.

XII. 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. Further, probationary employees may be evaluated twice during their probationary period.

XIII. 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.

XIV. 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.

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 work week.

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. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The following positions be exempt from the overtime provisions of the FLSA:

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

XV 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.

XVI. LONGEVITY PAY

Each full-time employee of the City shall be entitled to longevity compensation at the completion of five (5) years of continuous employment with the City. Longevity payments shall be made to current employees in a lump sum on the second pay in November, according to the following schedule:

<u>From</u> (Beginning of):	<u>To</u> (End of)	
6 th year	9 th year	\$450.00 annually
10 th year	14 th year	\$500.00 annually
15 th year	19 th year	\$550.00 annually
20 th year	-----	\$600.00 annually

XV.

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.

XVI. 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.

XVII. 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 City 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, place 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.

XVIII. 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 Department Head. 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. The City will consider the underlying reason for the absence in order to determine whether to grant approved leave.

An employee who reports to work late, extends his lunch or break without authorization, or who leaves before the end of his scheduled shift, may be disciplined and docked pay. Pay will be docked in the lowest increments permitted by the City's timekeeping system.

XIX. PAYCHECKS

Paychecks 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.

XX. 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.

The allowances for assistance are as follows:

For approved courses earning college credit, a maximum \$2,750.00, effective January 1, 2003, of tuition expense for each academic year may be requested by the employee, and for approved courses earning other than college level credit, a maximum of \$1,000.00 of tuition expenses for each academic year may be requested by an employee.

50% of the expense incurred for textbooks required for above approved courses will be paid, except that for non-college level courses, a \$250.00 limit is not to be exceeded.

To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.

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.

XXI. SICK LEAVE

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four (four) and six-tenths (6/10) 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. Appointing Authority can 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: 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.

XXII. 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:
 - e. Upon the birth of an employee's child and in order to care for the child.
 - f. Upon the placement of a child with an employee for adoption or foster care.
 - g. When an employee is needed to care for a family member who has a serious health condition.
 - h. When an employee is unable to perform the functions of his position

because of the employee's own serious health condition.

- i. 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 results 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 of time. 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 Executive Director. 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 Executive Assistant 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.

XXIII. 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.

XXIV. 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 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.

XXV. 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.

XXVI. VACATION LEAVE

Vacation Leave Accrual.

Full-time City employees shall be entitled to vacation after completion of one full year of public employment in Ohio. 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

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

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

Vacation Leave Use.

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

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

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

Upon separation from service with at least one (1) year of recognized public service, an employee is entitled to compensation for accrued but unused vacation at their current rate of pay.

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.

XXVII.

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. President=s 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. Veteran=s 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.

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.

XXVIII. 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, as immediate family is defined in Sick Leave. 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.

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.

XXIX. 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

XXX. 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.

XXXL WORKER'S 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.

XXXI. 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.¹

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 or injury 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

¹ Modifications are considered to be the provision of adaptive equipment designed to remove the physical barriers of a job. It may be provided through a rehabilitation program in the case of a Workers' Compensation claim.

- 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.

TWP Committee Composition: The committee will be composed of the immediate supervisor, a department director or Appointing Authority, and the Human Resources Director. Anyone participating on the TWP committee should be fully trained in all areas of TWP.

Committee Responsibilities: The committee will be responsible for determining suitable temporary work assignments based upon physical limitations provided by the employee's physician of record. The committee will review applicable cases every two (2) weeks or as needed. The review will determine the need for continuation or termination of a program. The department director will determine temporary work assignments for persons whose physical limitations are anticipated to be less than 14 days in duration.

XXXIV TRAVEL REIMBURSEMENT

Employees shall be reimbursed for City-approved expenses incurred while traveling on City business.

Mileage, Parking, and Tolls:

If no City vehicle is available, employees shall be reimbursed for actual miles driven in their personal vehicle, on official City business, at the current IRS reimbursement rate. Such payment

is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, insurance, etc.). Mileage reimbursement is payable to only one (1) of the two (2) or more employees traveling on the same trip, in the same automobile. Charges incurred for parking at the destination, and any highway tolls, are reimbursable at the actual amount. No expense reimbursement is paid for travel between home and work. Receipts for parking costs and highway tolls are required.

Conferences

Upon prior written authorization of the Appointing Authority, or designee, employees may attend conferences, conventions, or training programs which are deemed to have a municipal purpose. Authorization is secured by preparing the Approval for Conference Expense form. The form includes the descriptive information about the conference along with an estimate of the expenses to be incurred.

Subsequent to approvals by department head or Appointing Authority, the Auditor will certify the availability of funds and return the form to the employee requesting approval.

The approved and certified form is attached to the purchase order requesting payment of expenses following the conference.

Payment of the conference expenses will be made by the Auditor's Office upon receipt of the Payment of Conference Expenses form which shall be prepared for either a reimbursement to the employee or a payment to the City's credit card company. In either case, the form summarizes all expenses to be paid by various expense categories.

All receipts are to be attached to substantiate the summarized expenses;

Proper approval is required; and

A purchase order is to be prepared to generate payment. Payment will not be made for any expense not substantiated by receipts.

Lodging:

Upon prior written authorization of the Appointing Authority, the actual cost of lodging (single room rate for one [1] employee, double room rate for two [2] employees who share a room) will be reimbursed in full when an employee travels to a conference more than fifty (50) miles from the Municipal Building, requiring an overnight stay.

Payment for lodging will be limited to the number of nights required to attend the conference.

Meals:

The actual costs of meals not included in the conference registration fee will be paid when an employee attends a conference according to the following limits:

Breakfast ..!	\$8.00
Lunch	\$12.00
Dinner	\$27.50

These costs include up to a 15% tip. Costs of alcoholic beverages are not paid. The costs of these drinks and any amount over the above limits are personal expenses.

An employee who has to buy an entire day of meals may combine their meal allowances into one premium of forty-seven dollars and fifty cents (\$47.50) per day.

When an employee travels to a high expense location, the Auditor has the authority to approve all or part of the meals which exceed the maximum reimbursement.

All meals are to be itemized, receipted, and explained on the expense report.

Transportation:

Local public ground transportation is recommended when available. Rental cars are limited to an intermediate size vehicle and must be pre-approved by the department head. Use of the vehicle for personal activities will be at the expense of the employee.

If taxi, Uber or shuttle

The costs of parking a vehicle driven to a conference, convention, or training program will be paid by the City for the duration of the conference.

Other Expenses:

The cost of the conference registration will be paid in full.

Reasonable tips will be reimbursed.

Approved use of an employee's vehicle will be reimbursed at the IRS rate by using the transportation column of the Payment of Conference Expenses form.

State and Local Taxes: The City is exempt from paying Ohio State Sales Tax or Ohio Hotel/Motel taxes. Therefore, expenses incurred at hotels, restaurants, and car rental agencies must be paid either by City check or the City's credit card company.

The employee incurring the expense must also present an appropriate Certification of Exemption. The exemption will not be recognized by the establishment if the employee pays in cash, personal check, or personal credit card.

Sales, excise and other taxes from which the City is exempt will be reimbursable only when it is not practical to secure exemption, such as on meals, transportation and lodging.

Miscellaneous: Text books, tapes, or other non-work book type conference materials for which a fee must be paid, become the property of the City. Officials approving such reimbursement are responsible for such items being retained by the City.

XXXII. 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.

XXXIII. WORKPLACE VIOLENCE

Zero Tolerance.

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero

tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence.

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimidation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors.

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

XXXIV. COMPUTER USE POLICY

General.

City computers and information systems are City property. 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 Instant Messenger (IM) 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 Uses of Computers and Information Systems, Including But Not Limited To E-mail, Instant Messaging, 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 which 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 or 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 IM, and that others can view this information at any time.

Securing Computer Equipment and Electronic Data.

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.

XXXV. 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 his 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.

XL. CITY PROPERTY

General.

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Vehicles.

Employees operating a City motor vehicle are required to have a proper and valid motor vehicle operator's license. An employee who operates a motor vehicle for work and who has his license suspended, but who has acceptable court-ordered driving privileges, may nevertheless have his driving privileges temporarily suspended by the City. When the City suspends driving privileges, the employee will be temporarily reassigned. The City need not reassign an employee who drives for work and has his license suspended by a court with no work-related driving privileges. Employees that are required to drive as a part of their job are required to remain insurable on the City's fleet liability policy. Employees must notify their supervisor of any traffic offense which may impair their ability to remain insurable or their ability to perform an essential function of their job, such as driving.

Any City employee who operates a City-owned motor vehicle, or a privately owned motor vehicle in the discharge of official City business, shall at all times during the course of operation, fully utilize the front seat occupant restraint systems provided in the vehicles and require like use of said systems by any passengers in the vehicle. Employees who operate City vehicles must have appropriate insurance coverage as designated by the Appointing Authority or Agency Head.

Use of a City-owned vehicle must be pre-approved by the employee's supervisor. Employees shall not use, or permit the use of City automobiles for any purpose other than official City business. Passengers not on official City Business (i.e. children, spouses, friends, etc) are not permitted in City-owned vehicles. Employees, as representatives of the City, are expected to be courteous to the public and to obey all traffic laws. City employees should drive and conduct themselves as to enhance the reputation of the City and Department.

Employees who drive City vehicles or who drive their personal vehicles for City business are subject to periodic (at least annual) record checks at the Bureau of Motor Vehicles. Employees who utilize City vehicles are responsible for reporting to their supervisor any moving traffic violations obtained while on, or off, duty as an employee's personal driving record may impact his ability to be covered on the City's liability policy. Employees who drive on behalf of the City are subject to reassignment and/or discipline in the event of a license revocation, suspension or traffic offense conviction.

Concerns regarding repairs or vehicle maintenance must be reported to the employee's immediate supervisor.

XL.I. TOBACCO/ELECTRONIC SMOKING

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.

XL.II. DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases.

The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy.

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy,

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.

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.

XLIII. 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.

XLIV. 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 days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

XLV. 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:

A. 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.

B. 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.

C. 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. The Step 3 response shall be final.

XLV 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.

XLVII. 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.

XLVIII. 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.

XLIX. 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

L. 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

I. 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.

II. 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.

III. 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

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping it 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 062518 (Repeal and Replace PPM)

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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 Director;
- A representative from the OACP;
- 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
- Council President
- City Attorney
- Safety Director

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:

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

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

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

The Final Selection Committee shall be comprised of:

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

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

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

5. A candidate for promotion to the rank of Lieutenant shall have:

- a. The following selection procedure shall be followed whether by original appointment or promotion:
 - i. at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university
 - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
 - iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.
 - i. the outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate

to be admitted to an undergraduate school as a third year student at an accredited college or university;

- ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may

require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent

resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.
3. If a conflict of interest exists between the relative and the employee or the relative and the City.
4. If the hiring of relatives could result in a conflict of interest.
5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term “relative” shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all City officials and employees:

- A.** No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
- B.** No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.
- C.** No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.
- D.** No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.
- E.** No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

RESIGNATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A

failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

POLITICAL ACTIVITY

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

- a. Registration and voting.
 - b. Expressing opinions, either orally or in writing.
 - c. Voluntary financial contributions to political candidates or organizations.
 - d. Circulating non-partisan petitions or petitions stating views on legislation.
 - e. Attendance at political rallies.
 - f. Signing nominating petitions in support of individuals.
 - g. Displaying political materials in the employee's home or on the employee's property.
 - h. Wearing political badges or buttons, or the display of political stickers on private vehicles.
 - i. Serving as a precinct official under O.R.C. § 3501.22.
- A.** The following activities are examples of conduct prohibited by classified employees.
- 1. Candidacy for public office in a partisan election.

2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
4. Circulating official nominating petitions for any partisan candidate.
5. Holding an elected or appointed office in any partisan political organization.
6. Accepting appointment to any office normally filled by partisan election.
7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not

their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

- A. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.
- B. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
- C. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-

half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The following positions have been determined to be exempt from the overtime provisions of the FLSA:

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

COMPENSATORY TIME

Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

- a. Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.
- b. Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.
- c. Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must

be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid no later than mid-November of that year.

- d. Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.
2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.
3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.
4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

CALL-IN PAY

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of two (2) hours pay at the employee's overtime rate. If the employee is called-in and works more than two (2) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.

When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:

- A. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
- B. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.
- C. Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their immediate supervisor as soon as possible. Employees unable to report to work may:
 - a. Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;
 - b. Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;
 - c. Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

- A. Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;
- B. If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;
- C. If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.

Employees working in facilities that operate 24-hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

- A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);
- B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work.

Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM

All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

SICK LEAVE

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.

5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement

The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the

employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave Conversion

An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated but unused sick leave as follows:

- a. Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated but unused sick leave, not to exceed 320 hours.
- b. Employees who have completed at least 15 years of service to the City shall be entitled to 30% of their accumulated but unused sick leave, not to exceed 540 hours.
- c. Employees who have completed at least 20 or more years of service to the City shall be entitled to 40% of their accumulated but unused sick leave, not to exceed 760 hours.
- d. Employees who have completed at least 25 years of service to the City shall be entitled to 50% of their accumulated but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City, so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.

If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.

All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Medical Information.

The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions.

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under particular circumstances. Such leave may be taken only for the following qualifying events:
 - a. Upon the birth of an employee's child and in order to care for the child.
 - b. Upon the placement of a child with an employee for adoption or foster care.
 - c. When an employee is needed to care for a family member who has a serious health condition.

- d. When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e. Qualifying service member leave.
2. **Service Member Leave:** The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty" In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12)-month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12)-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
 3. **"Per year":** A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.
 4. **"Serious health condition":** Any illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient care.
 - b. Any period of incapacity of more than three consecutive calendar days that also involves:
 - i. Two or more treatments by a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii. Treatment by a health care provider on one occasion that result in a regimen of continuing treatment under the supervision of a health care provider.
 - c. Any period of incapacity due to pregnancy or for prenatal care.

- d. A chronic serious health condition which requires at least two “periodic” visits for treatment to a health care provider per year and continues over an extended period. The condition may be periodic rather than continuing.
 - e. Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer’s disease, etc.).
 - f. Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
5. “Licensed health care provider”: A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, clinical psychologists, and others as specified by law.
 6. “Family member”: Spouse, child, parent or a person who stands “*in loco parentis*” to the employee.
 7. “Covered Service Member”: Means either:
 - a. A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five-year period for covered veteran status.
 8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.

9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.
10. A “serious injury or illness”, for purposes for the 26 week military caregiver leave means either:
 - a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service–Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
11. “Covered Active Duty” or “call to covered active duty”:

- a. In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country.”
 - b. In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.
- 12. “Deployment to a foreign country” means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
- 13. “Qualifying Exigency”: (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
 - a. Up to seven days of leave to deal with issues arising from a covered military member’s short notice deployment, which is a deployment on seven (7) or fewer days notice.
 - b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
 - d. Making or updating financial and legal arrangements to address a covered military member’s absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
 - e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member,

the need for which arises from the active duty or call to active duty status of the covered military member.

- f. Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
- g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.
- h. Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.
- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

A. Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

- 1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
- 2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
- 3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.

- a. The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
- b. Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the twelve (12) week period. *(Note: See section E below for information on disability leaves.)*
3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure

or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay,

and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking

FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

INJURY LEAVE

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a fellow Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

- a. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
- b. donates a minimum of eight (8) hours;
- c. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
- d. does not donate more than 200 hours in one (1) year.

Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

- a. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
- b. has no accrued leave; and
- c. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
- d. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
- e. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
- f. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

- a. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or
- b. an employee's application for retirement is approved;

- c. death of the employee, whichever should first occur; or
- d. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE

Jury Duty

Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings

Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters

Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0 – 5 years	3.08 hours
5 – 11 years	4.62 hours
11 – 15 years	6.16 hours
15 plus years	7.70 hours

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

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

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

Vacation Leave Use

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

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

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

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

FUNERAL LEAVE

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

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

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

Permanent Part-Time Employees

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

MILITARY LEAVE

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

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. 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.

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

TRAVEL POLICY AND REIMBURSEMENT

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

A. Mileage, Parking and Tolls

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

destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

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

1. Meals

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

2. Lodging

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

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.

- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

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

C. Daily Travel

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

COMPUTER USE POLICY

Email

Policy Overview

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

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

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

Acceptable Use

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

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

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

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

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

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

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

Expectation of Privacy

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

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

Compliance

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

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

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

Mobile Device Policy

Policy Overview

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

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

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

Acceptable Use

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

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

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

Devices and Support

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

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

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

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

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

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

Reimbursement

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

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

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

Security

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

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

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

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

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

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

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

Risks/Liabilities/Disclaimers

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

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

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

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

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

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

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

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

Computer, Internet, and Network Policy

Policy Overview

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

Acceptable Use and Right to Search

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

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

Prohibited Use

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

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.

22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area

within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an “on emergency basis” only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Vehicles

Employees operating a City motor vehicle are required to have a proper and valid motor vehicle operator’s license. An employee who operates a motor vehicle for work and who has his license suspended, but who has acceptable court-ordered driving privileges, may nevertheless have his driving privileges temporarily suspended by the City. When the City suspends driving privileges, the employee will be temporarily reassigned. The City need not reassign an employee who drives for work and has his license suspended by a court with no work-related driving privileges. Employees that are required to drive as a part of their job are required to remain insurable on the City’s fleet liability policy. Employees must notify their supervisor of any traffic offense which may impair their ability to remain insurable or their ability to perform an essential function of their job, such as driving.

Any City employee who operates a City-owned motor vehicle, or a privately owned motor vehicle in the discharge of official City business, shall at all times during the course of operation, fully utilize the front seat occupant restraint systems provided in the vehicles and require like use of said systems by any passengers in the vehicle. Employees who operate City vehicles must have appropriate insurance coverage as designated by the Appointing Authority or Agency Head.

Use of a City-owned vehicle must be pre-approved by the employee’s supervisor. Employees shall not use, or permit the use of City automobiles for any purpose other than official City business. Passengers not on official City Business (i.e. children, spouses, friends, etc.) are not permitted in City-owned vehicles. Employees, as representatives of the City, are expected to be courteous to the public and to obey all traffic laws. City employees should drive and conduct themselves as to enhance the reputation of the City and Department.

Employees who drive City vehicles or who drive their personal vehicles for City business are subject to periodic (at least annual) record checks at the Bureau of Motor Vehicles. Employees

who utilize City vehicles are responsible for reporting to their supervisor any moving traffic violations obtained while on, or off, duty as an employee's personal driving record may impact his ability to be covered on the City's liability policy. Employees who drive on behalf of the City are subject to reassignment and/or discipline in the event of a license revocation, suspension or traffic offense conviction

Concerns regarding repairs or vehicle maintenance must be reported to the employee's immediate supervisor.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location

where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes

pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence.

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimidation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors.

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

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

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

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: _____

Attachment: PPM 062518 (Repeal and Replace PPM)