



CITY COUNCIL

Council Meeting

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

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

Mollie Prasher, Clerk of Council
614-322-6836

Monday, June 14, 2021

Council Chambers

CITY COUNCIL MEETING

1. **CALL TO ORDER**
2. **INVOCATION - COUNCILMEMBER BHUWAN PYAKUREL**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF MINUTES**
 - a. City Council – Regular Meeting – May 24, 2021
 - b. City Council – Special Meeting – May 27, 2021
7. **COMMUNITY COMMENTS**

The Community Comments portion of the meeting is an opportunity for citizens to address Council. Citizens may wish to bring matters to the attention of City Council or discuss items on the agenda. Before addressing City Council, members of the public are asked to complete a speaker's form and give it to the Clerk of Council. The Council President will invite speakers to step to the microphone and give their name and address. All remarks should be addressed to Council as a whole and not exceed three minutes.

- a. Discussion of Upcoming Juneteenth Event

8. PUBLIC HEARING

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

9. COMMUNICATIONS

10. MOTIONS

- a. A Motion to Approve a Resolution of Appreciation for Tina Maharath
- b. A Motion to Approve a Resolution Recognizing the City of Reynoldsburg as a Welcoming City that Celebrates the Growing Diversity of Its Residents and Acknowledges that Refugees, Immigrants, and All Newcomers Enhance the Culture and the Economy by Acknowledging World Refugee Day
- c. A Motion to Approve a Resolution Recognizing Pride Month - June, 2021
- d. A Motion to Approve a Resolution to Proclaim June as Brain and Alzheimer Awareness Month

11. REPORTS

a. Liquor Permit

- 1. Yush Sports Bar Liquor Permit

b. There is no Development, Parks and Recreation Committee meeting.

c. Public Safety, Law & Courts Committee

- 1. An Ordinance to Amend Section 505.17 Nuisance Conditions Prohibited Limiting the Number of Domesticated Animals Kept in a Residential District --- Bryant. Public Safety, Law and Courts Committee.
- 2. An Ordinance to Amend Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg to Remove Bicycle Licensing Requirements

d. **Public Service & Transportation Committee**

1. An Ordinance to Authorize the Purchase of 2000 MXU Meters from Sensus for the Upgrade Program and Waive Competitive Bidding
2. An Ordinance Authorizing the Mayor to Enter into a Contract with Strawser Paving for Construction Services for the 2021 Waterline Replacement Project, and Declaring it an Emergency
3. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Waterline Replacement Project, and Declaring an Emergency
4. An Ordinance Authorizing the Mayor to Enter into a Contract with Visu-Sewer, Inc. for the 2021 Sewer Improvement Project, and Declaring it an Emergency
5. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Sewer Line Replacement Project, and Declaring an Emergency
6. An Ordinance to Certify Nuisance Abatement Costs Associated with 54 Scenic Drive in the City of Reynoldsburg

e. **Finance & Administration Committee**

1. An Ordinance to Establish Separate Funds and Accountability for Federal Programs Authorized by the American Rescue Plan Act of 2021, and Declaring an Emergency
2. An Ordinance to Amend the Personnel Procedure Manual Regarding Fleet Safety Policy and Medical Marijuana

12. CONSENT AGENDA FOR FIRST READING

- a. An Ordinance to Amend Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg to Remove Bicycle Licensing Requirements --- Bryant. Public Safety, Law and Courts Committee.
- b. An Ordinance to Authorize the Purchase of 2000 MXU Meters from Sensus for the Upgrade Program and Waive Competitive Bidding --- Strickland. Public Service and Transportation Committee.

- c. An Ordinance Authorizing the Mayor to Enter into a Contract with Strawser Paving for Construction Services for the 2021 Waterline Replacement Project, and Declaring it an Emergency --- Strickland. Public Service and Transportation Committee.
- d. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Waterline Replacement Project, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- e. An Ordinance Authorizing the Mayor to Enter into a Contract with Visu-Sewer, Inc. for the 2021 Sewer Improvement Project, and Declaring it an Emergency --- Strickland. Public Service and Transportation Committee.
- f. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2021 Sewer Line Replacement Project, and Declaring an Emergency --- Strickland. Public Service and Transportation Committee.
- g. An Ordinance to Certify Nuisance Abatement Costs Associated with 54 Scenic Drive in the City of Reynoldsburg --- Strickland. Public Service and Transportation Committee.
- h. An Ordinance to Establish Separate Funds and Accountability for Federal Programs Authorized by the American Rescue Plan Act of 2021, and Declaring an Emergency --- Salvati. Finance and Administration Committee.
- i. An Ordinance to Amend the Personnel Procedure Manual Regarding Fleet Safety Policy and Medical Marijuana --- Salvati. Finance and Administration Committee.

13. CONSENT AGENDA FOR SECOND READING

- a. An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part A --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part B --- Baker. Development, Parks and Recreation Committee.
- c. An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Franklin County Auditor --- Strickland. Public Service and Transportation Committee.

- d. An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Licking County Auditor --- Strickland. Public Service and Transportation Committee.
- e. A Resolution Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2022, and Declaring an Emergency --- Salvati. Finance and Administration Committee.
- f. An Ordinance Appropriating Funds for the Brice Road/Main Street TIF for Agency Transfer to Allow for Payment to the Reynoldsburg City School District --- Salvati. Finance and Administration Committee.

14. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance Appropriating Funds from the Unappropriated General Fund to Various Accounts in the Parks & Recreation Department (First Reading 5/10/2021). --- Baker. Development, Parks and Recreation Committee.

15. OTHER COUNCIL MATTERS

16. EXECUTIVE SESSION

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

17. UPCOMING MEETINGS

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

ADJOURNMENT

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Council President Leanora Jenkins called the meeting to order at 6:30 PM

Invocation - Councilmember Cotner

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

Approval of Agenda

Item 13d is removed from the Consent Agenda.

The agenda stands approved as amended.

Approval of Minutes

- a. City Council – Regular Meeting – May 10, 2021

RESULT:	ACCEPTED
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- b. City Council – Special Meeting – May 19, 2021

RESULT:	ACCEPTED
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Community Comments

Kashi Kadel

7150 Wind River Drive

The reason I am here is I am a cricket player. Its kind of like soccer and is very popular in Southeast Asia and European countries. I am requesting from City Council to consider a proper cricket field for all of the Nepali and Bhutanese players and players from other communities. I moved from New York last year. Several Nepali and Bhutanese families have youth who like to play cricket. There is a growing number of players in the Reynoldsburg community and its causing a problem for the cricket players here in Reynoldsburg Ohio. I would like to request that all of you consider a proper cricket field for Reynoldsburg youth. The cricket field we have is not enough for all of us. We have 11 players plus two players from other teams, altogether 13 players inside the field. The cricket field we have is inside a

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pathway where several people walk. Please consider giving us a proper cricket field which would be beneficial for us and all of the youth in Reynoldsburg. Thank you.

Udhav Kharel
5308 Sprucewood Road
Columbus, Ohio

I am a member of the cricket team that was established in Reynoldsburg. We are here to request a field that is beneficial to everyone, including the youth of Reynoldsburg and Columbus. We have seen that many youth in Columbus who are Nepali and Bhutanese using drugs and everything and I think having a cricket field will bring them together in one place where we can stop the abuse of drugs. The field that was provided in convenient for now but to play in a bigger tournament, we need a proper field. The field right now is inside a baseball diamond and crosses the pathway of civilians as well. We cannot play the full game we are supposed in that field and stops us from getting better and winning tournaments. Our team has been winning tournaments since 2015 and we used to play in a sidewalk and thanks to you we have a decent place right now but it is no longer enough for us. I think if we make a proper place to play in Reynoldsburg, we can invite other states to play here and that will benefit the City of Reynoldsburg as well as other communities. Thank you.

Councilmember Cotner

Are there other fields around central Ohio?

Udhav Kharel

Yes, there are many fields near by.

Councilmember Cotner

Where is a good one at that I can go see?

Udhav Kharel

Tuttle Park, near OSU. For us to practice in there one time is \$200.00. We do not have that kind of funds to practice.

Councilmember Cotner

Its interesting to hear you have been doing tournaments and things and I was curious where the fields were. Thank you.

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Udhav Kharel

When we do a tournament we usually rent a field from other communities and the rent for a two day tournament is around \$1,500.00. Which is very difficult for us and I think we need one for our team.

Dilil Ram Pyakurel

7608 North Oakbrook Drive

I am here today to request a cricket field. We do not have a proper cricket field. The one we have here is a baseball field. In cricket we play 360 degrees and have to hit the ball in all directions. We cant really do that here because there is a sidewalk and parking lot behind and we cant really hit the ball. Cricket can be played with 2 different balls. There is this one and if you get hit with this its not going to hurt much but this one, if you get hit, it could be fatal. So we cant use this at Civic Park. If we had an organized tournament we can invite people from other cities or states, we would have to rent a cricket field, which can cost a lot of money. Working on minimum wage, were not going to be able to afford that. I would like to request a proper cricket field where we can practice regularly and have tournaments.

Councilmember Cotner

How good are you guys?

Dilil Ram Pyakurel

We have won about 3 to 5 tournaments so far since 2015.

Councilmember Cotner

What is the cricket season?

Dilil Ram Pyakurel

Yea, we cant play during the winter. Spring and Summer are the best time to play.

Councilmember Baker

Which ball is the regulation ball?

Dilil Ram Pyakurel

At the international level, this is the one they play with, yes sir.

Councilmember Pyakurel

Out here you play with the soft one right?

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Dilil Ram Pyakurel

Yes, this one is what we are playing with now.

Councilmember Pyakurel

So the cricket field we have right now that you play on, the main reason you are not able to play properly is because they ball will go out and hit a car or a person, right?

Dilil Ram Pyakurel

Yes, right.

Councilmember Pyakurel

How is the pitch, is it good?

Dilil Ram Pyakurel

The pitch is good, just not in a good location.

Councilmember Pyakurel

Thank you guys for coming and speaking about the cricket field. I, myself used to play cricket when I was young. Just for fun. I see you playing sometime but this is a new game coming in our community and you are doing good so hopefully something will happen soon.

Councilmember Baker

I see the concerns that you mentioned and agree with you. Councilmember Cotner, there is a good one over in Obetz, you may want to check out.

Mayor Begeny

I have a few proclamations to start with this evening.

WHEREAS, emergency medical services is a vital public service; and
WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

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WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, educators, administrators, emergency physicians, trained members of the public, and other out of hospital medical care providers, and

WHEREAS, the members of the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing educations to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

NOW, THEREFORE, I, Joe Begeny, Mayor of the City of Reynoldsburg, Ohio, proclaim May 16-22, 2021 as:

EMERGENCY MEDICAL SERVICES WEEK

In the City of Reynoldsburg and I call this observance to the attention of all our citizens.

WHEREAS, Jewish American Heritage Month has its origins in 1980 when Congress authorized and requested the President to issue a proclamation designating a week in April or May as Jewish Heritage Week; and

WHEREAS, President Carter issued the first proclamation in April 1980 which spoke about the bountiful contributions made by the Jewish people to the culture and history of the United States; and

WHEREAS, on April 20, 2006, President George W. Bush proclaimed that May would be Jewish American Heritage Month formalizing the crowning achievement in an effort by the Jewish Museum of Florida and South Florida Jewish community leaders that resulted in resolutions urging the president to proclaim a month that would recognize the more than 350-year history of Jewish contributions to American culture; and

WHEREAS, the Jewish American story is an essential chapter of the American narrative. It is one of refuge from persecution; of commitment to service, faith, democracy, and peace; and of tireless work to achieve success. As leaders in every facet of American life - from athletics, entertainment, and the arts to academia, business, government, and our Armed Forces - Jewish Americans have shaped our Nation and helped steer the course of our history. We are a stronger and more hopeful country because so many Jews from around the world have made America their home.

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

JEWISH AMERICAN HERITAGE MONTH

In the City of Reynoldsburg and I call this observance to the attention of all our citizens.

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I would like to thank Councilmember Pyakurel and Strickland for joining me this weekend at plant Reynoldsburg. It was a great weekend, where we planted 2,700 plants. Only about 75 of the ones I planted had to be replanted in a better way this weekend. I would also like to thank Councilmember Strickland and Baker for joining me this weekend at Civic Park where we did discuss a potential new cricket pitch that we are going to try and work on so we can address those things that were brought to our attention today. Self serving congratulations to the graduates who are graduating next week. I was asked to provide an update of a couple items of interest. Update on the PNC bank. We are actually working through the title services now and awaiting a closing date for the PNC bank. And we are awaiting the phase 2 environmental results for the Happy Dragon. We hope to have those in the not too distant future and then we hope to establish a closing date. We are progressing well on all of those.

President Jenkins

We had approved the some of those properties, is there a timeline for us to purchase those as far as with the contract or realtor? Do we have a deadline for that?

Attorney Shook

We have a contingency period on those contracts. The contract was signed for the PNC formally last week and we have a contingency period of 45 days. The Happy Dragon, that was signed about 2 weeks ago and we put in a 60 day period between contract and closing to give the owner enough time to close up the property.

President Jenkins

So we have time between the research we are doing at the actual purchase of the property?

Attorney Shook

I believe so. I think that we are going to get the title commitment on the PNC lot this week. Typically they don't take that long. We already have the title back on the PNC transfer. The thing we are waiting on for the Happy Dragon is the phase 2 environmental study. That's going to be very important for us to review when we get it.

Communications

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Reports

CLERK OF COURT REPORT

Clerk Prasher

The Clerk of Court submitted a report of monies collected from the court on April 8, April 15, April 22 and April 29, totaling \$31,344.00.

RESULT:	READ INTO THE MINUTES
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Development, Parks & Recreation Committee

This is the Development, Parks and Recreation Committee Meeting for May 24, 2021.

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

An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part A

Mayor Begeny

This is the next step in the phase. MI is opening up with phase 2 to open it up based on the housing need in central Ohio.

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

An Ordinance to Approve the Final Plat Plan for the Spring Hill Farm Development, Section 2, Part B

No comments were made on this item.

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

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Public Safety, Law & Courts Committee

This is the Public Safety, Law and Courts Committee Meeting for May 24, 2021.

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

An Ordinance to Repeal Ordinance No. 47-2021 Requiring Face Coverings in Any Public Space to Limit the Spread of Covid-19, and Declaring an Emergency

Attorney Shook

This ordinance is being presented to Council in consideration with recent guidance that has been issued by the CDC and the upcoming anticipated orders from the State of Ohio. As you know when we put these orders in place last summer for the mask mandate we anticipated that we would not aggressively enforce the ordinance and that we would receive mask compliance and that was correct, we did not have to enforce the compliance once. We received voluntary compliance. However, given the up date from the CDC and state of Ohio, compliance will dramatically reduce and if we are not enforcing the ordinance, it seems best to remove it.

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

Public Service & Transportation Committee

This is the Public Service and Transportation Committee Meeting for May 24, 2021.

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

An Ordinance to Repeal and Replace Ordinance No. 35-2021 Authorizing the Mayor to Enter into an Contract with EMH&T Pertaining to Inspection Services for the 2021 Street Improvement Project, Appropriating Funds, and Declaring an Emergency

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Director Dorman

Due to the complexity of the Street Program this year, we broke it down into three separate contracts, typically its just one. We broke it down, we are trying to get as much work as we can done. EMH&T's proposal was based on each street. There was a clerical error and one of the streets was left off. You approved \$111,000.00 and this is for another \$13,000.00. the easiest way to do this is to repeal and replace the prior ordinance that you passes. This covers the entire contract for EMH&T.

Councilmember Pyakurel

So we are adding a new street?

Director Dorman

The numbers were there they just weren't added properly, it was short \$13,000.00. That's why we are asking for this, to make it the correct amount. The contract that was attached to the ordinance was for this amount but the language in the ordinance was not correct.

Councilmember Strickland makes a motion to amend the ordinance to add \$13,801.00 as a contingency to the ordinance. Second by Councilmember Pyakurel. Motion carries.

Councilmember Strickland makes a motion to forward the ordinance as amended to Council for an emergency read. Second by Councilmember Pyakurel. Motion carries. An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Franklin County Auditor

Director Dorman

Every year we do the nuisance ordinance which allows us to asses the property owner who have not paid invoices for mowed grass or late water bills. This is a clean up ordinance that has to go to the Franklin County Auditor who will then certify it and do an assessment on the properties.

Councilmember Lawson-Rowe

I am familiar with code enforcement and when a violation is received. I have a new lenses for code enforcement and violation now that I am out doing my ward walks. Could you please share what sort of notice do our neighbors receive when something

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is reported and an officer is sent out. How much time do they have to be in compliance and then once they aren't for however long, does the City take action.

Director Dorman

We have 3 code enforcement officers right now and two are certified by the International Property Code Organization. One gentleman handles on the commercial properties, those are pretty complex. Especially when we are trying to find owners. Then the other two mainly work residential areas. We are mainly looking at the large ticket items when driving by 20-30 mph. Grass, address numbers, peeling paint on the house, shingles, roof is in tact. Depending on the violation. Each one is different on the amount of time to remedy. Some violations, like a roof, we know that's going to take longer time. With covid, we tried to be really sensitive with people. Its not just people being out of work but finding contractors to do the work. We have been really sensitive with people. As long as they show us that they are trying, attempting, I have these proposals, however these contracts aren't going to be out here fro a month. But if we only gave them two weeks, we will extend that for the month to make sure it gets done. It does add more work for the code enforcement officers because they are checking back on the properties Grass is 7 days. If we go back and it has not been mowed its called a zero day notice and we send someone to mow it at that time. We only mow what we can get to. So if there is a gate or something, we just mow the front. Couches and things or set outs, it wont get picked up because it doesn't follow guidelines, we will consistently try to reach them to explain what's going on, but if we not, we have to get it picked up. We don't want a kid getting into something or something happening with a hazard. So once again we haul it away and they have to pay for that if its not picked up in the 7 day period. So it really depends on the violation. Most of these are typically grass and liter pick up. We are not going to have our contractor go out and put a roof or siding on a house. We will continue to work with those people. The City Attorney and I have talked in depth and our goal is not to bring residential property to Mayor's court unless its such a violation that they are disregarding every attempt to work with them.

Councilmember Strickland

On the Franklin County side, it was about a little over \$16,000.00 that was corrected.

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

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An Ordinance Authorizing the Clerk of Council to Certify Nuisance Costs (2020) for Collection by the Licking County Auditor.

Director Dorman

Same thing, we have 3 counties but Fairfield we don't typically. There are different processes, when we give this reporting to them, each Auditor requires that we submit it in a different way. Debby Keys who works in the Building Department is in charge of that and does a fantastic job, making sure it meets all the requirements and seamlessly goes to them and they go through their process.

Councilmember Strickland

This is the Licking County and it was a little over \$1,600.00.

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

Finance & Administration Committee

This is the Finance and Administration Committee Meeting for May 24, 2021.

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

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

Auditor Cicak

This legislation is required by our three counties. I have asked that it passes as an emergency after three readings. After two readings, we need to set a public hearing. The 2022 tax budget has anticipated revenue of \$21,000,000.00 and expenditures of \$20,000,000.00. They are just estimates and are not bound by them. Also, we have additional monies coming in by the American Rescue Plan. The tax budget is required by the Ohio Revised Code and needs to pass by July 20th.

Councilmember Strickland

Is there anything that stands out to you, good or bad news. The Mayor said it looks like were going to be pretty good this year.

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Auditor Cicak

The first time I started coming to these meetings was 2015. The anticipated revenue was about \$14,000,000.00 and now were up to \$20,000,000.00. One of the things I checked on today was your packet. Your packet only had the top page on it, even though I uploaded the entire sheet, it didn't take it into MinuteTraq, your Council Clerk has sent you the entire form to look at. If you look at our ending balances, you will see significant growth's in the amount of money that we have. We started 18 with \$5,000,000.00 and now we have close to \$13,000,000.00 in our General Fund. Despite the flood and a plague, we are doing pretty well.

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

An Ordinance Appropriating Funds for the Brice Road/Main Street TIF for Agency Transfer to Allow for Payment to the Reynoldsburg City School District

Auditor Cicak

This is pretty basic. We are taking \$10,000.00 from the unappropriated general fund and putting it into the TIF fund to pay Reynoldsburg School our obligations for them. It can go the full three readings, no emergency.

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

Legislation for Emergency Adoption

67-21

AN ORDINANCE TO REPEAL ORDINANCE NO. 47-2021 REQUIRING FACE COVERINGS IN ANY PUBLIC SPACE TO LIMIT THE SPREAD OF COVID-19, AND DECLARING AN EMERGENCY --- Bryant. Public Safety, Law and Courts Committee.

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

68-21

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 35-2021 AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACT WITH EMH&T PERTAINING TO INSPECTION SERVICES FOR THE 2021 STREET IMPROVEMENT PROJECT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY --- Strickland. Public Service and Transportation Committee.

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

Legislation for First Reading

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

RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART B --- Baker. Development, Parks and Recreation Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY NUISANCE COSTS (2020) FOR COLLECTION BY THE FRANKLIN COUNTY AUDITOR --- Strickland. Public Service and Transportation Committee.

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RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY NUISANCE COSTS (2020) FOR COLLECTION BY THE LICKING COUNTY AUDITOR --- Strickland. Public Service and Transportation Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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A RESOLUTION ADOPTING THE TAX BUDGET FOR THE CITY OF REYNOLDSBURG, OHIO FOR THE FISCAL YEAR BEGINNING 2022, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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AN ORDINANCE APPROPRIATING FUNDS FOR THE BRICE ROAD/MAIN STREET TIF FOR AGENCY TRANSFER TO ALLOW FOR PAYMENT TO THE REYNOLDSBURG CITY SCHOOL DISTRICT --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL	Next: 6/14/2021 6:30 PM
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Consent Agenda for Second Reading

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

Consent Agenda for Third Reading

69-21

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

Minutes Acceptance: Minutes of May 24, 2021 6:30 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
May 24, 2021**

70-21

AN ORDINANCE TO REPEAL SECTION 533.08 SEXUAL EXPLOITATION OF THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG AND REPLACE WITH A NEW SECTION 533.08 SEXUAL EXPLOITATION --- Bryant. Public Safety, Law and Courts Committee.

71-21

AN ORDINANCE TO AMEND SECTION 533.09 SOLICITING AND LOITERING OF THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG --- Bryant. Public Safety, Law and Courts Committee.

72-21

AN ORDINANCE TO AMEND CHAPTER 167 RECORDS COMMISSION OF THE CODIFIED ORDINANCES FOR THE CITY OF REYNOLDSBURG --- Salvati. Finance and Administration Committee.

Other Council Matters

Councilmember Pyakurel

Community member is calling asking about the Canada Court. The street repair, they have called the last few days. Looks like it was removed and rescheduled for next year.

Director Dorman

Canada Court from what I understand has been pushed to next year, we had a few small streets that we couldn't fit in with the budget we had. Those streets will automatically move to the top of the list for next year. The other thing is there is construction going on throughout the area so we didn't want to have a lot going on while there is any kind of traffic going on. They are putting in a new driveway and didn't want to have the coinciding with asphalt going in. I think a list of all the streets will be out in the next day or so. Our contracting was to mobilize all the curb work today except for Priestly.

Councilmember Pyakurel

So its scheduled for next year 2022.

Director Dorman

Minutes Acceptance: Minutes of May 24, 2021 6:30 PM (Approval of Minutes)

Reynoldsburg

OHIO • 1839

MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL May 24, 2021

Yes. We had a list of streets that went out to bid for this year and there were some we just couldn't do. We look at it based on the condition of the asphalt. The streets we couldn't do this year get automatically moved to the first of the list for next year.

Mayor Begeny

That would include Canada Court and <INAUDIBLE>, its kind of two courts in one section.

Councilmember Strickland

I received an email from one of my neighbors regarding trash pick up. I know there are some concerns working with Rumpke, I think our contract is up next year I believe. One of the things that came up out of this conversation was, can Rumpke schedule their pick up time frame and I know there will be talk regarding the contract, is that something that can happen regarding pick up time.

Mayor Begeny

Most of the conversation we have had with something like that, if it not the traditional pick up time on Thursdays, they wont be able to do it by then because when people come into work that morning, they determine how many truck they have out there. Why they would normally have 30 to 50, if they have less, they know they can only hit a certain section. Much like a lot of things, they try to puzzle the max amount of area. So like last Friday, they had 30 trucks in the area and were able to finish off a majority that had not been taking care of. As far as contractually, I know that the current contract we tell them to have out as early as 12 o'clock on Wednesday so that way if its there first thing, depending on where you live could be as early as 6:15 all the way until 7 that evening. They are limited in the amount of drive time that they have by ODOT, the number of hours they can do per shift. Whatever doesn't get hit on Thursday will be the following day. Thankfully, as we have seen not this past time but in previous weeks, sometimes Saturday or Sunday.

Councilmember Strickland

We are all in this together. My trash was not picked up either. Its one of those things that we have to get through as a community until were all back up to speed.

Mayor Begeny

There was an article in the Dispatch regarding the same thing, while it is everyone in Reynoldsburg, the surrounding communities are suffering from the same thing. The lack in trained and licensed CDL drivers, obviously the usually things of pay and occasionally how they are treated. We did learn that it takes approximately 4 weeks from the day they are hired

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MINUTES REGULAR MEETING REYNOLDSBURG CITY COUNCIL May 24, 2021

to go through training where they can take a route on their own. Think about when this started 4-5 weeks, those people are just now getting out on their own.

Councilmember Strickland

Also Mayor, thank you for partnering with me out at Civic Park. We had a great crowd, thank you to Councilmember Baker. It really gave us a chance to listen to our neighbors as to what they would like to see at Civic Park. So thank you.

Councilmember Baker

I want to thank the Mayor for the resolution and to the essential workers. Were almost there. I can't wait for June 2, I am tired of walking into Kroger than back to my car to get a mask. Congratulations to the High School graduates. Enjoy it, when you get to the real world, its fun at times.

President Jenkins

Congratulations to all the graduates. The football shoe drive. Gently and new shoes can be dropped off here and at Raider Nutrition. The Reynoldsburg Football team is making that collection.

Upcoming Meetings

June 3, 2021 Planning Commission

June 14, 2021 Council

June 17, 2021 BZBA

June 28, 2021 Council

Adjournment

Mollie Prasher
Mollie Prasher, Clerk of Council

Leanora Jenkins
Leanora Jenkins, President of Council

Minutes Acceptance: Minutes of May 24, 2021 6:30 PM (Approval of Minutes)



**MINUTES SPECIAL MEETING
REYNOLDSBURG CITY COUNCIL
May 27, 2021**

Council President Leanora Jenkins called the meeting to order at 5:08 PM

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

Motion

A MOTION TO SUSPEND THE MANDATORY REFERRAL OF ORDINANCES TO COMMITTEE

Councilmember Cotner

Attorney Shook, I have a question. I think the community might benefit from understanding the purpose of suspending referral. Would you mind elaborating?

Attorney Shook

As this legislation is a matter of litigation, Council has been aware of this issue for the past four months. It seemed unnecessary to take the legislation through committee as Council has been aware of this pending settlement.

President Jenkins

I would like to thank Attorney Shook for all of his hard work on this case. I know that this has been going on for a number of years. I just want to thank him for all of his hard work and dedication.

With this case that he had to pick up when he was elected to Office, I just wanted to thank him for this hard work and finally being able to come to a conclusion with this case. Thank you for all the work that you've done on this case.

The mandatory committee referral for this Ordinance is suspended.

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

Minutes Acceptance: Minutes of May 27, 2021 12:00 PM (Approval of Minutes)



**MINUTES SPECIAL MEETING
REYNOLDSBURG CITY COUNCIL
May 27, 2021**

Legislation for Emergency Adoption

73-2021

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SETTLEMENT AGREEMENT OF PENDING LITIGATION, AND DECLARING AN EMERGENCY

Attorney Shook

I'll try to be as brief as possible. As members of Council are aware, this proposed settlement is from events that occurred back in 2018 and is the subject of pending litigation in the Franklin County Court of Common Pleas. The City does, from time to time, occasionally get sued. It generally is not something that needs to be presented to Council for approval because we almost always have full insurance coverage for settlement. This settlement is coming to Council because of insurance issues that came up in the case back in 2018. The insurance policy that we had only provided for up to \$50,000 of insurance coverage on lost or future wage claims associated with employment actions. As this issue is an employment action, we were significantly short on our insurance coverage. The administration has resolved this issue. We now have a million dollars coverage for lost or future wages. This is not an issue that we anticipate will repeat itself in the future. The breakdown of this settlement is that it is a \$250,000 with the insurance company being willing to pay \$142,500 with the City's contribution being \$107,500, which is why we would need Council's approval for the Mayor to sign off on the settlement. I would note that this issue has been discussed before regarding the City's contribution. The City's total contribution to the settlement is approximately less than 10% of what we calculated our maximum exposure on this case to be. In addition, there is a condition that would allow the former employee to retroactively resign from the City of Reynoldsburg. I would note that there is a mutual non-disparagement agreement in the settlement. Because of that agreement, I would caution Councilmembers and the administration to be careful in their comments or questions. Beyond that, I would ask Council to approve this ordinance tonight as an emergency.

Councilmember Cotner

Attorney Shook, I know you indicated that we were limited on what we could, but this court case in a public record. People would still be able to look up and understand what the merits and base of the claim and counterclaim. Councilmember have been made aware of this issue, but our community members, whose tax dollars we are spending, may

Minutes Acceptance: Minutes of May 27, 2021 12:00 PM (Approval of Minutes)



**MINUTES SPECIAL MEETING
REYNOLDSBURG CITY COUNCIL
May 27, 2021**

not be aware and I want to make sure that they have an understanding. I want to tread cautiously about can and cannot be said due to the language in this Ordinance.

Attorney Shook

I think that you know the case itself and all of the documents that have been filed as part of that lawsuit. These documents are available through the case information online system at the Franklin County Common Pleas, in addition to the settlement agreement itself being part of tonight's agenda packet online. I think that it is important to note that this settlement does not involve any admission of liability on the part of the City. Beyond that, this is an employment action filed by a former employee who was properly terminated. I would be careful to speak on the substance of the action, because you do not want to step on the non-disparagement agreement.

Councilmember Cotner

And that's honestly what's part of my other concern. I guess I questioned a couple things. Based on everything we've been told about the case, to know that even his employment records and disciplinary records are removed. I understand that we're still saying the City and the police acted appropriately, but you know when you're putting those things in there, they just seem to be a little more concerning to me. I want to make sure that the full story is shared to the taxpayers who we represent and make sure there's a full understanding of how the attorney's office got to this agreement.

Attorney Shook

I think it would be difficult to go into the amount of detail that we went into in Executive Session. That's one of the reasons why we have Executive Sessions, so we can be more open and candid. What I would note is that disciplinary records are still public records and always will be public records, subject to disclosure upon request.

Councilmember Cotner

I know the one important thing for our community understand is the potential for lost wages concern. That's why the risk of this getting so high was what your office was so worried about between the salary, retirement, benefits, and everything like that. So that was the kind of concerns we needed to address.

Minutes Acceptance: Minutes of May 27, 2021 12:00 PM (Approval of Minutes)

Reynoldsburg

OHIO • 1839

MINUTES SPECIAL MEETING REYNOLDSBURG CITY COUNCIL May 27, 2021

Attorney Shook

Without going into too much detail, the risk of an adverse decision for a trier of fact for the City was significant, seven figures significant. That's why I'm recommending that we accept this settlement.

Councilmember Cotner

I know we've shared it. I know Councilmembers have heard it. I again just feel we owe it to the community to make sure we're sharing. You know the reason for going this far with this settlement. I think it's important for our police leadership to know I appreciate everything Chief Baker has done. I think the police need to know where we as Councilmembers stand. I think there are some frustrations there. It's hard to discuss through an open meeting of all the nuances there, but I just want to make sure that we share as much as we share without stepping on the agreement and communicating with the community with what's happening.

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

Adjournment

Leanora Jenkins

Leanora Jenkins, President of Council

Mollie Prasher

Mollie Prasher, Clerk of Council

Minutes Acceptance: Minutes of May 27, 2021 12:00 PM (Approval of Minutes)

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

DATE: June 14, 2021**TO:****RE: Recognition of Senator Tina Maharath**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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This motion recognizes the contributions of Senator Tina Maharath of the Ohio 3rd Senate District.

A Resolution of Appreciation for Tina Maharath

Whereas, the City of Reynoldsburg wishes to recognize Tina Maharath for her outstanding dedication and continuous commitment to the Reynoldsburg community and the state of Ohio; and

Whereas, Ms. Maharath chose to dedicate her life to public service at a young age being inspired by her upbringing as the daughter of refugee parents from Laos; and

Whereas, having lost her mother and two brothers as a teen, Ms. Maharath understands what it means to face tragedy. She uses her own personal experience as a warrior for underserved and trouble youth, mentoring young adults and advocating for issues impacting people facing trauma; and

Whereas, Ms. Maharath served on the Lao Volunteer Donation Association Advisory Board as well as the Organizing Committee and later Chair of the Ohio Asian American and Pacific Islander Legislative Day; and

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

Whereas, she also volunteers for various organization throughout central Ohio including Legacies of War, the Ohio Asian American Health Coalition, Community Refugee Immigration Services, the Community Shelter Board and Asian American Community Services; and

Whereas, in November 2018, Ms. Maharath was elected to the Ohio Senate for the 3rd Senate District and serves proudly as the first Asian-American woman elected to the Ohio Senate; and

Whereas, Ms. Maharath has expressed her dedication to support struggling youth in our community to improve their lives and offer youth a bright future.

Now therefore, be it resolved by the City Council of Reynoldsburg:

Section 1: That the Reynoldsburg City Council is proud to acknowledge, recognize, and value Tina Maharath for her remarkable years of community service, her commitment to the community and state, her dedication to the citizenry of Reynoldsburg and the state of Ohio.

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

MOTION REQUEST

DATE: **June 14, 2021**

TO:

RE: **World Refugee Day**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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World Refugee Day is observed on 20th of June every year to raise awareness about the conditions and problems that refugee faces in their lives. Millions of people are forced to move from their homes every year to keep safe from war, persecution or natural disaster. According to United Nation (UN) every minute, around 25 people have to leave everything in search for better and safer life. This day provides an opportunity to show globally that we all are with refugees.

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

WHEREAS, 2021 marks the 70th anniversary of the 1951 United nations Convention relating to the status of refugees and the 60th anniversary of the 1961 United Nations convention on the reduction of statelessness; and

WHEREAS, the United Nations General assembly unanimously adopted, on December 4, 2000, a resolution naming June 20th annually as World Refugee Day to honor the courage, strength, and resilience of forcibly displaced persons around the world; and

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

WHEREAS, the central Ohio community recognized the additional barriers that the Covid-19 pandemic places on individuals seeking a prosperous and secure future, and recognizes the innovation and resilience of various service providers organizations in providing continued access to services and supports for refugees during the pandemic; and

WHEREAS, the City of Reynoldsburg has demonstrated leadership and compassion by welcoming refugees and immigrants of all nations to our community; and

WHEREAS, the City of Reynoldsburg is home to a diverse population of refugees and immigrants, adding to the economic strength and cultural richness of our community; and

WHEREAS, cities across the United States have declared themselves to be welcoming to refugees and immigrants, joining a national movement for creating an inclusive community; and

WHEREAS, residents of City of Reynoldsburg aspire to live up to our highest societal values of acceptance and equality to treat newcomers with dignity and respect to create a vibrant community for all to live.

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF REYNOLDSBURG that this Council does hereby recognize and declare June 20, 2021 as World Refugee Day in the City of Reynoldsburg.

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

DATE: June 14, 2021**TO:****RE: Pride Month Resolution**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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A MOTION TO APPROVE A RESOLUTION RECOGNIZING PRIDE MONTH**JUNE, 2021**

WHEREAS, Pride Month began in June, 1969 on the one-year anniversary of the Stonewall Uprising in New York City after LGBTQ+ persons and their allies rose up to fight against discriminatory laws, which have since been declared unconstitutional; and

WHEREAS, the City of Reynoldsburg denounces prejudice and unfair discrimination based on age, race, religion, national origin, sexual orientation, gender identity or gender expression, and is a City where all persons should feel valued, safe, welcomed, respected, and affirmed by the community; and

WHEREAS, all are welcome in Reynoldsburg to live, work, and play, and every family, in all of its various forms, deserve a place to call home where they are safe, happy, and supported by friends and neighbors; and

WHEREAS, Reynoldsburg appreciates the value and dignity of each person, recognizes the importance of equality and freedom, and acknowledges the positive contributions made by

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

members of the LGBTQ+ community to actively promote principles of equality and acceptance;
and

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

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, we, the City Council of Reynoldsburg, do hereby proclaim the month of June 2021 as

PRIDE MONTH

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

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

DATE: June 14, 2021**TO:****RE: Alzheimer Awareness Month**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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See attached letter.

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

WHEREAS, every 65 seconds an individual develops Alzheimer's disease and it is the most expensive disease in America, costing the nation \$355 billion this year; and

WHEREAS, June, 2021 is Brain and Alzheimer's Awareness Month, recognizing a disease that affects more than 6 million Americans and 220,000 Ohioans; and

WHEREAS, as a degenerative disease, Alzheimer's is thought to begin 20 years before symptoms arise; and

WHEREAS, recognizing these events provide an opportunity to promote and join the global conversation about the brain and Alzheimer's disease as a public health crisis; and

WHEREAS, caregiving for individuals with Alzheimer's disease often takes an enormous toll on family members; caregivers themselves often suffer more stress, depression, and health problems than caregivers of people with other illnesses; and

WHEREAS, the Alzheimer's Association is the largest non-profit funder of Alzheimer's research and provides care and support to those living with the disease today with the help and support of its dedicated volunteers and

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

WHEREAS, we recognize the important role the Alzheimer's Association, Central Ohio Chapter plays in meeting the needs of people affected by Alzheimer's disease and other forms of dementia through family and clinical support, early detection and diagnosis of disease education, advocacy and research; now, therefore

THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, we do hereby recognize June 2021 as Brain and Alzheimer Awareness Month and encourage all Reynoldsburg residents to participate in the September 26, 2021 Columbus Walk to End Alzheimer's Day.

Subject: June 2021 – Brain and Alzheimer’s Awareness Month

Thank you for your time today and your interest. I am a volunteer and advocate with the Central Ohio Chapter of the Alzheimer’s Association. The Alzheimer’s Association is the leading voluntary health organization in Alzheimer’s care, support and research. Its mission is to eliminate Alzheimer’s disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health.

There are 220,000 individuals in Ohio who are living with Alzheimer’s and this number is projected to increase 13.6% between 2020 and 2025. Alzheimer’s is also the 6th leading cause of death in Ohio. The month of June has been designated as “Brain and Alzheimer’s Awareness Month”. In order to help raise awareness regarding this devastating disease, the Alzheimer’s Association would like to request a resolution from the City of Reynoldsburg designating June 2021 as Brain and Alzheimer’s/Dementia Awareness Month and asking the residents of Reynoldsburg to join the Columbus Walk to End Alzheimer’s on September 26, 2021 at the Columbus Commons. Money raised from the Walk to End Alzheimer’s directly benefits those affected by Alzheimer’s disease in our local communities.

Personally, I will be forever grateful for the assistance and guidance the Columbus Alzheimer Association provided my family. My mother suffered from dementia for years and after our father passed away suddenly, we needed to find services to assist us in providing a safe environment for our mother. After contacting the Alzheimer Association, a visit to her home was arranged. The Alzheimer Association provided the guidance and support we needed. During the last year during COVID, I had the time to reflect on past life events and their impact. It became very apparent to me that I needed to share my story and volunteer/advocate for this amazing association. As a recently retired nurse from Nationwide Children’s Hospital, I know first hand the importance of advocating for patients and their caregivers.

I am attaching a sample resolution for your consideration and hope that the City of Reynoldsburg will move forward with designating June/July 2021 as Brain and Alzheimer’s Awareness Month.

I am also attaching a flyer regarding the walk with information on how to sign up. Please feel free to reach out to me by email or cell phone if you have any questions or need any further information.

Your support is greatly appreciated.

Sincerely,

Sally Hlavin, Volunteer/ Central Ohio Chapter of the Alzheimer Association
3858 Cypress Creek Drive
Columbus, Ohio 43228

Sallyh722@aol.com mobile 614-562-1234

[Alzheimer's Association](#) | [Alzheimer's Disease & Dementia Help](#)

Attachment: Alzheimer Awareness Month (Alzheimer Awareness Month)

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

DATE: June 14, 2021**TO:****CC:****RE: Yush Sports Bar Liquor Permit**

Chief Baker will provide a report regarding this liquor permit.

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

TO

9841727		TRFO	YUSH SPORTS BAR & RESTAURANT LLC	
PERMIT NUMBER		TYPE	DBA CHAUTARI SPORTS BAR	
02	01	2020	1355 BRIARCLIFF RD & PATIO	
ISSUE DATE		REYNOLDSBURG OH 43068		
05	20	2021		
FILING DATE				
D1	D2	D3	D6	
PERMIT CLASSES				
25	220	B	F25366	
TAX DISTRICT		RECEIPT NO.		

FROM 05/27/2021

0698572			BHIM INTERNATIONAL MARKET LLC	
PERMIT NUMBER		TYPE	DBA VS CAFE	
02	01	2020	1355 BRIARCLIFF RD & PATIO	
ISSUE DATE		REYNOLDSBURG OH 43068		
05	20	2021		
FILING DATE				
D1	D2	D3	D6	
PERMIT CLASSES				
25	220			
TAX DISTRICT		RECEIPT NO.		



MAILED 05/27/2021

RESPONSES MUST BE POSTMARKED NO LATER THAN.

06/28/2021

IMPORTANT NOTICEPLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

B TRFO 9841727

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title) ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council☐ Township Fiscal OfficerCLERK OF REYNOLDSBURG CITY COUNCIL
7232 EAST MAIN STREET
REYNOLDSBURG OHIO 43068



Department of Commerce

Rev 2/10/2021

Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Liquor Control
Sheryl Maxfield, Director

Dear Local Legislative Authority Official:

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

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

To be considered timely, your above response must be:

FAXED to the Division no later than 30 days after the "mailed" date (this is the date listed after the "responses must be postmarked no later than." You can fax your response to: (614) 644 - 3166

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

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

Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

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

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

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 14, 2021****TO: Public Safety, Law and Courts Committee****RE: Amend Section 505.17 Nuisance Conditions Prohibited**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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This item is for a work session only.

An Ordinance to Amend Section 505.17 Nuisance Conditions Prohibited Limiting The Number of Domesticated Animals Kept In A Residential District

WHEREAS, the ownership of an excessive number of domesticated animals in a residential district often creates a nuisance condition for neighboring property owners; and

WHEREAS, the ownership of an excessive number of domesticated animals in a residential district often results in a neglect of care and medical treatment for the animals; and

WHEREAS, this Council desires to limit the number of domesticated animals which may be kept or harbored in a Residential District of the City to preserve and protect such domesticated animals and the conditions of the neighborhood and surrounding properties.

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

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

SECTION 1. That Section 505.17 Nuisance Conditions Prohibited of the Codified Ordinances of the City of Reynoldsburg shall be amended as set forth in the attached Exhibit A.

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

505.17 NUISANCE CONDITIONS PROHIBITED.

- (a) No person shall keep or harbor any animal or fowl within the Municipality so as to create noxious or offensive odors or unsanitary conditions which are a menace to the health, comfort, or safety of the public.
- (b) Any animal, which destroys or damages any lawn, tree, shrub, plant, building, or other property other than property of its owner or person in charge or control of such animal by scratching, digging, running loose, defecating or urinating, or otherwise injures property of others as described above, is hereby declared a nuisance.
- (c) Any person being the owner of or in charge or control of any animal shall immediately remove all feces deposited by such animal from another person's property including public parks or other public property. The responsible person in charge or control of such animal shall immediately dispose of same in a sanitary manner.
- (d) No person shall keep or harbor more than _____ domesticated animals on the premises of any single-family dwelling or in any separate suite in a dwelling for two (2) or more families within this city. Puppies and kittens under four (4) months old shall not be included toward the total of the maximum number of dogs and cats permitted.
- (e) Whoever violates this section is guilty of a minor misdemeanor; however, if within one (1) year of the offense, the offender previously has been convicted of violating this section, the offender is guilty of a misdemeanor of the fourth degree. If the offender has two (2) or more violations of this section within one (1) year, the offender is guilty of a misdemeanor in the third degree.
- (f) If the offender has two (2) or more violations of this section within one (1) year, the animal may be seized and removed from the City.

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

DATE: June 14, 2021**TO: Public Safety, Law and Courts Committee****RE: Amend Chapter 373 Bicycles & Motorcycles**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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This item is for a work session only.

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

WHEREAS, the City of Reynoldsburg currently requires licensing for all bicycles operated or
used on the street of the City; and

WHEREAS, the City of Reynoldsburg does not currently have a process by which bicycle
owners are able to obtain a license with the City and such requirement has not been enforced in
the City for several years; and

WHEREAS, this Council has determined that it is in the best interests of the City to remove
such licensing requirements.

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

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

SECTION 1. That Chapter 373 Bicycles and Motorcycles of the Codified Ordinances of the City of Reynoldsburg shall be amended as set forth in the attached Exhibit A.

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

CHAPTER 373
Bicycles and Motorcycles

373.11 MINIMUM AGE FOR OPERATION ON STREETS.

No person under the age of eight years shall operate or use a bicycle on any of the streets of the City.

373.12 PARENTAL RESPONSIBILITY.

~~(a) No parent, guardian or person having the care and control of a minor child shall knowingly permit the minor child to ride a bicycle upon the streets of the City without having first complied with the licensing provisions of this chapter.~~

(b) No parent, guardian or person having the care and control of a minor child under the age of eight years shall knowingly permit the minor child to ride a bicycle upon the streets of the City.

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373.13 IMPOUNDING.

- (a) Whenever any bicycle is operated by any person, including a minor under the age of twenty-one years, in violation of any of the provisions of this chapter, the bicycle may be seized by any member of the Police Department and impounded for a period of time not to exceed thirty days and shall be released upon order of the Chief of Police.
- (b) A bicycle so impounded shall be surrendered to the parent or guardian after a full explanation as to the reasons for impounding the bicycle and after such reasons have been corrected by the parent or guardian. A complete record of all impoundings of such equipment shall be kept in the Police Department.

~~373.14 BICYCLE LICENSE REQUIRED.~~

~~No person shall operate or use a bicycle on any of the streets of the City without first obtaining from the Director of Public Safety a license for it as provided in this chapter.~~

~~373.15 ISSUANCE OF LICENSE: FEE: DECAL OR PLATE.~~

- ~~(a) The Director of Public Safety at the time of issuing a bicycle license or a motorized bicycle license shall complete a registration card showing the name, age and address of the applicant, the name and address of the applicant's parents, guardian or custodian, if the applicant is a minor, and the make, manufacturer, number, color and description of the bicycle or motorized bicycle.~~
- ~~(b) The license fee to be paid for each bicycle or motorized bicycle shall be fifty cents (\$.50) payable in advance.~~
- ~~(c) The Director shall provide a decal or plate bearing a distinctive identification number stamped on it.~~

~~(d) Before the owner of the bicycle or motorized bicycle shall operate it or permit it to be operated upon any street in the City he shall cause the decal or plate to be securely attached to the bicycle or motorized bicycle.~~

~~(e) All registration certificates issued under this section shall be effective from the date of issuance and shall expire on the date the bicycle or motorized bicycle is sold or transferred by the person under whose name it is registered. No person shall transfer or sell a bicycle or motorized bicycle without removing and destroying the registration, license or decal or plate.~~

~~373.16 VIOLATIONS; SUSPENSION OF LICENSE.~~

~~(a) Violations of this chapter by minors shall be reported to the Chief of Police, who shall maintain a record of such reported violations.~~

~~(b) Upon the first reported violation, a warning shall be issued to the minor and the parents, guardian or person having the care and control of the minor.~~

~~(c) Upon the reporting of a second violation within one year of the first reported violation, the Chief of Police shall serve notice upon the minor and the parent, guardian or person having control of the minor child to appear at a time set in the notice. If upon hearing it is determined by the Chief of Police that a violation of this chapter did occur and that the minor cited was the person responsible for the violation, the Chief of Police may suspend the license granted under this chapter for not more than ninety days.~~

~~(d) Upon reporting of a third violation within one year after the first reported violation, the Chief of Police or his duly authorized representative shall serve notice upon the minor and the parent, guardian or person having the care and custody of the minor to appear at a time set in the notice. If upon hearing it is determined by the Chief of Police that a violation of this chapter did occur and that the minor cited was the person responsible for the violation, the Chief of Police may suspend the license granted under this chapter for not more than one year.~~

~~373.17 APPEAL OF SUSPENSION.~~

~~—Any minor who has his license suspended under Section 373.16 or any parent, guardian or person having the care and control of a minor whose license has been suspended under Section 373.16 may appeal from the determination of the Chief of Police to the Director of Public Safety by filing a written notice of appeal within ten days after the determination by the Chief of Police. The Director shall hear such appeal and may affirm reverse or modify the suspension imposed by the Chief of Police.~~

~~373.18 MUTILATION OF SERIAL NUMBERS, DECALS OR PLATES.~~

~~—No person shall willfully or maliciously remove, mutilate or alter the frame, serial number or other identifying mark of any bicycle registered under this chapter or any registration certificate, decal or plate issued under the provisions of this chapter.~~

~~(Ord. 11-63, Passed 2-11-63.)
classifications and penalties.)~~

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: Sensus Upgrade Program

Approval:

Completed Joe Begeny	Pending Chris Shook	Completed Stephen Cicak
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An Ordinance to Authorize the Purchase 2000 MXU's from Sensus for the Upgrade Program and Waive Competitive Bidding

Funds were appropriated in the water & sewer department's annual budget for 2021.

To utilize 710.735.5639 & 720.736.5639 water and sewer accounts for \$120,000 on each account
Totaling \$240,000 for the Purchase of 2000 MXU's

Budget for water and sewer was \$175,000 each. for GL accounts 5639's. totaling \$350.000.00.

This will allow the water department to complete cycle 1 to full radio reads, leaving only cycle 3 to finish, which currently has 3000 MXU's needed and 350 Meters to upgrade cycle 3.

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

WHEREAS, the City of Reynoldsburg water department contract with Sensus is on the non-competitive bidding process.

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

WHEREAS, the City of Reynoldsburg water department is currently working to convert existing touch pad system to radio reads system.

WHEREAS, the City of Reynoldsburg water department has already completed Cycle 2 and fully converted to radio reads.

WHEREAS, the City of Reynoldsburg water & sewer departments appropriated funds in the 2021 budget for 2021 to complete Cycle 1 to full radio reads, leaving only Cycle 3 to finish.

WHEREAS, the City of Reynoldsburg has already purchased the Flexnet System in 2020 for the two towers for the access to acquire daily reads and allow for a customer portal.

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

Section 1. That Council authorizes the purchase of 2000 MXU Sensus meters in the amount of \$240,000.00 and waive competitive bidding.

Section 2. Upon adoption by Council, this Ordinance shall be in effect thirty days upon the signature of the Mayor.

ORDINANCE NO. 66-18PASSED: May 29, 2018

ORDINANCE TO AMEND ORDINANCE 94-12 PASSED DECEMBER 17, 2012 THAT WAIVES COMPETITIVE BIDDING FOR VARIOUS EXEMPTED CONTRACTS AND EXPENDITURES OVER \$10,000 \$25,000.

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

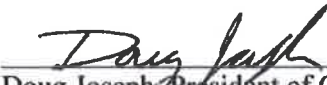
SECTION 1. That Council does hereby waive competitive bidding for the following vendors:

Schonhardt and Associates
 Limbach Controls Group
 Columbia Gas of Ohio
 Sensus
 Verizon Wireless
~~Taylor Chevrolet~~ Hugh White Chevrolet
 Ricart Mega Mall
 Statewide Ford
 Honda East
 Pyrotecnico
 Willis of Ohio
 American Legal Publishing
 Silco Fire & Security
 MP Dory
SCI Integrated (Sound Communications)

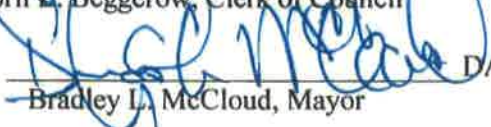
~~Aacela~~ IQM2 (Granicus)
 Speedway
 REM Communications
 Kirch Group Technologies
 Jeffrey R. Bing Cement
 Franklin Soil & Water
 HD Supply Waterworks LTD
 American Mechanical Group
 Franklin County (all agencies)
 Fairfield County (all agencies)
 Licking County (all agencies)
 State of Ohio (all agencies)
 Hapco Aluminum
 New World Systems

SECTION 2. That Ordinance No. 94-12 passed December 17, 2012 be and is hereby repealed and replaced.

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


 Doug Joseph, President of Council

ATTEST: 
 April L. Beggerow, Clerk of Council

APPROVED:  DATE 5/30/18
 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. 66-18 as passed by Council of said City on the 29th day of May, 2018 and as recorded in the Record of Proceedings of said Council.


 April L. Beggerow, Clerk of Council

Filed with Mayor: 5/30/18

Attachment: Ordinance 66-18 (Sensus Upgrade Program)

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: Award 2021 Water Main Replacement Project

Approval:

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

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

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

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

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

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

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

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

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

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

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

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

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

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with Strawser Paving with a base bid of \$777,130.00 for construction services and a construction contingency of \$75,000.00 for a total cost of \$852,130.00 for the 2021 waterline replacement project.

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

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

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

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

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



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

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

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

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

Construction Phase Budget

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

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

Attachments:

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

CITY OF REYNOLDSBURG, OHIO

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

EMH&T JN: 2021-0094

Bids Received: May 28, 2021

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

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



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

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

Dear Mr. Dorman,

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

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

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

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

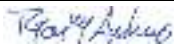
Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

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

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

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



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

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

Dear Mr. Dorman:

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

SCOPE OF SERVICES

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

1. Construction Representation/Contract Administration:

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

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

2. Records/Document Control:

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

3. Design Consultation During Construction:

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

4. Resident Project Representation:

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

5. Material Testing:

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

EXCLUSIONS:

EMH&T shall not be responsible for:

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

SCHEDULE

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

FEE

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

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

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

Respectfully submitted,

EMH&T, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: Inspection Services 2021 Water Main Replacement Project

Approval:

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

Emergency/Suspension: Emergency

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

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

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

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

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

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

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

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

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

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

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

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with EMH&T, in the amount of \$76,542.00 for construction inspection services for the water main replacement project on Marlan, Saratoga, and Gilmore Drives

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

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

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

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

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



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

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

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

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

Construction Phase Budget

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

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

Attachments:

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

CITY OF REYNOLDSBURG, OHIO

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

EMH&T JN: 2021-0094

Bids Received: May 28, 2021

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



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

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

Dear Mr. Dorman,

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

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

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

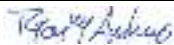
A handwritten signature in blue ink that reads "Ryan M. Andrews".

Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

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

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



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

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

Dear Mr. Dorman:

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

SCOPE OF SERVICES

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

1. Construction Representation/Contract Administration:

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

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

2. Records/Document Control:

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

3. Design Consultation During Construction:

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

4. Resident Project Representation:

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

5. Material Testing:

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

EXCLUSIONS:

EMH&T shall not be responsible for:

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

SCHEDULE

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

FEE

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

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

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

Respectfully submitted,

EMH&T, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

Print Name and Date

P.O. Number

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: Award Sewer Improvement Project 2021

Approval:

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

Emergency/Suspension: Emergency

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

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

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

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

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

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

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

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

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

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

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

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

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with Visu-Sewer Inc. for a base bid of \$273,855.00 for construction services with a \$31,000.00 as a contingency for the sanitary sewer lining and manhole rehabilitation project.

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

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

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

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



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

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

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

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

Construction Phase Budget

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

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

Attachments:

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

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

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

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

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



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

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

Dear Mr. Dorman,

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

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

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.

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

Ryan M. Andrews, PE

Attachments:

Bid Tabulation
Lowest and Best Evaluation
Notice of Award of Contract

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

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

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



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

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

Dear Mr. Dorman,

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

SCOPE OF SERVICES

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

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

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

2. Records/Document Control:

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

3. Design Consultation During Construction:

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

4. Resident Project Representation:

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

EXCLUSIONS:

EMH&T shall not be responsible for:

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

SCHEDULE

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

FEE

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

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

City of Reynoldsburg
2021 Sanitary Rehabilitation Project

June 7, 2021

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

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

PO Number

Print Name/Date

Copies: Mark Spears, EMH&T Inc.

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: Sewer Improvement Project 2021 Inspection Services

Approval:

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

Emergency/Suspension: Emergency

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

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

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

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

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

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

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

Water and Wastewater Department

Paul Hellman

614-322-4500 Phone

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

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

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

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

SECTION 1. That the Mayor be and is hereby authorized to enter into contract with EMH&T, in the amount of \$31,137.00 for construction inspection services for the sewer line relining and manhole rehabilitation project in the Nocturne Rd/Roundelay Road area.

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

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

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

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



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 7, 2021

To: William Dorman

From: Ryan Andrews

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

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

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

Construction Phase Budget

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

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

Attachments:

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

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

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

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

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



Engineers, Surveyors, Planners, Scientists

June 4, 2021

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

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

Dear Mr. Dorman,

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

Sincerely,

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Addendum 1 Acknowledgement	Yes	Yes	Yes
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(b) Has a suitable financial status to meet obligations incident to the work without resort to the surety;	Yes	Yes	Yes
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(h) The foregoing information holds true for each Subcontractor and Supplier proposed for the Project;	Yes	Yes	Yes
(i) Bidder participates in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings of the Auditor of State for recovery as defined in Section 9.24 of the Ohio Revised Code;	Yes	Yes	Yes
(j) Owner's prior experience with Bidder's Surety;	No prior issues.	No prior issues.	No prior issues.
(k) Bidder displayed interest in the Project by attending any pre-bid meetings or conferences for bidders;	N/A	N/A	N/A
(l) Any other considerations as may be required by the type of work, other essential factors, as required by the Specifications or as determined by the Owner.	N/A	N/A	N/A
Recommended as Lowest and Best	X		
Completed by:	EMH&T, Inc. - Ryan M. Andrews, PE		
Signature/Date:	 6/4/2021		



Engineers, Surveyors, Planners, Scientists

June 7, 2021

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

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

2. Records/Document Control:

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

3. Design Consultation During Construction:

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

4. Resident Project Representation:

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

EXCLUSIONS:

EMH&T shall not be responsible for:

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

SCHEDULE

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

FEE

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

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

City of Reynoldsburg
2021 Sanitary Rehabilitation Project

June 7, 2021

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

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.



Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

PO Number

Print Name/Date

Copies: Mark Spears, EMH&T Inc.

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

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: June 14, 2021****TO: Public Service and Transportation Committee****RE: Amend Certify Nuisance Costs**

Approval:

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

The City undertook costs to clean up property located at 54 Scenic Drive, which had been declared a nuisance property.

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

WHEREAS, the City of Reynoldsburg declared property located at 54 Scenic Drive, Reynoldsburg, Ohio a "public nuisance" pursuant to Chapter 1701 of the Codified Ordinances of the City of Reynoldsburg; and

WHEREAS, the City and the Owner of the property located at 54 Scenic Drive entered into a Consent Agreement whereby the City inspected the subject property and determined that nuisance abatement actions would be required to preserve and protect the health and safety of the property and the neighboring properties; and

WHEREAS, in accordance with the Consent Agreement entered into with the property owner at 54 Scenic Drive, the City sent the property owner a bill for the costs incurred for such nuisance abatement; and

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

WHEREAS, the property owner has not paid to the City the costs of nuisance abatement and, as such, the costs shall be certified to the Franklin County Auditor as a special assessment on the property pursuant to Sections 1701.08(b)(1) of the Codified Ordinances of the City of Reynoldsburg.

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Franklin County Auditor the nuisance abatement costs for 54 Scenic Drive, Reynoldsburg, Ohio, Franklin County Parcel ID Number 068-000015-00. .

SECTION 2. That the amount to be certified for collection is \$16,004.15 as evidenced by the Exhibits attached.

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

Ship To

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

Bill To

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

Purchase Order
No. 2021-00000928

DATE 04/12/2021

VENDOR 11723 - BIO-ONE COLUMBUS, LLC



Contact

BIO-ONE COLUMBUS, LLC
3000 EAST MAIN ST #151
COLUMBUS, OH 43209

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Biohazard Remediation - 54 Scenic Rd 110.554.5339 - Misc Contract Services 14,470.00	14,470.0000	\$14,470.00
	4/19/21	Invoice # 821062		
APPROVED FOR PAYMENT <i>[Signature]</i> DEPT: CITY ATTORNEY DATE: 4-19-21 PO# 2021-0000928				
TOTAL DUE				\$14,470.00

Attachment: BioOne Bill (Amend Certify Nuisance Costs)

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been
appropriated and are in the treasury free from any obligation.

Stephen M. Cisek

Special Instructions



Bio-One

3000 E. Main St. #151
Columbus, OH 43209
(614) 743-1795

www.BioOneColumbus.com
info@BioOneColumbus.com

Date	Invoice #
4/17/21	821062

Bill To

The City of Reynoldsburg
Attn: William Delong
7232 E. Main St.
Reynoldsburg, OH 43068
(614) 322-6800

P.O. No.	Terms	Project
2021-00000928	Net 30	Biohazard Remediation

Quantity	Description	Rate	Amount
	Biohazard Remediation – 54 Scenic Rd., Reynoldsburg, OH 43068: Removal/remediation of all regulated biohazardous waste, household items, furniture, trash, non-salvageable flooring, subflooring, drywall, structural materials, etc. as needed, HEPA-filtered vacuuming, enzyme rinse of floors, antimicrobial surface disinfection with encapsulation, ozone generation for odor abatement, OSHA set up and breakdown, technician labor hours, chemicals, personal protective equipment, transport and disposal of all regulated and non-regulated waste		\$14,470

Tax Exempt Status:	
Total Balance Due:	\$14,470

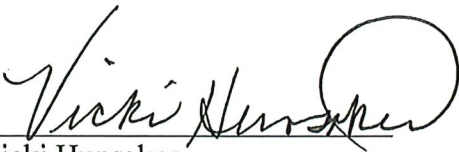
Attachment: BioOne Bill (Amend Certify Nuisance Costs)



The Office of the City Attorney
Chris Shook

April 30, 2021

Vicki Hunsaker, hereby acknowledges receipt of Check No 236679 in the amount of \$404.10 as reimbursement from the City of Reynoldsburg this ____ day of April, 2021.


Vicki Hunsaker

Attachment: Flea and Tick Bill.1 (Amend Certify Nuisance Costs)

Check No. 236679

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
04/01/2021	2021-00001108	Reimbursement for Flea & Tick Control	404.10
			Total: \$404.10

Attachment: Flea and Tick Bill.1 (Amend Certify Nuisance Costs)



CITY OF REYNOLDSBURG

7232 East Main Street
 Reynoldsburg, OH 43068-2014
 Phone: (614) 322-6801

58-933
 441

Check No: 236679

Heartland Bank
 Reynoldsburg, OH

Date
 04/30/2021

Amount
 \$404.10

PAY Four Hundred Four and 10/100 Dollars

TO THE ORDER OF VICKI HUNSAKER
 42 SCENIC RD
 BLACKLICK, OH 43004

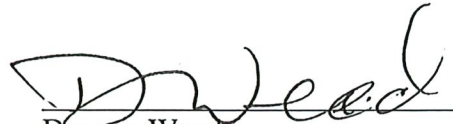
Stephen M. Chick
 Authorized Signature



The Office of the City Attorney
Chris Shook

April 30, 2021

Deanna Weed, hereby acknowledges receipt of Check No 236681 in the amount of **\$460.05** as reimbursement from the City of Reynoldsburg this 30th day of April, 2021.



Deanna Weed

Attachment: Flea and Tick Bill.2 (Amend Certify Nuisance Costs)

Total: \$460.05

Attachment: Flea and Tick Bill.2 (Amend Certify Nuisance Costs)



7232 East Main Street
Reynoldsburg, OH 43068-2014
Phone: (614) 322-6801

$$\begin{array}{r} 56-933 \\ \hline 441 \end{array}$$

Heartland Bank
Reynolds Building 911

Date
04/30/2021

Amount
\$460.05

PAY Four Hundred Sixty and 5/100 Dollars

TO DEANNA WEED
THE 64 SCENIC RD
ORDER BLACKLICK, OH 43004-9628
OF


Authorized Signature

CONSENT AGREEMENT FOR NUISANCE ABATEMENT

This Consent Agreement is made and entered into by and between Colleen Croston (hereinafter "Owner") her heirs, representatives, administrators and executors and the City of Reynoldsburg (hereinafter "City") its employees, representatives, successors, insurers and assigns and relates to the condition of a "public nuisance" located the premises of 54 Scenic Drive in the City of Reynoldsburg, Ohio (the "Premises").

Owner states she is the title owner of real property located at 54 Scenic Drive, Reynoldsburg, Ohio, and that she has the legal authority to enter into this Agreement.

For the purposes of this Agreement, "public nuisance" shall be defined by Section 1701.01(a) of the Codified Ordinances of the City of Reynoldsburg. In consideration of the mutual promises and agreements set forth herein, the parties agree to waive formal process under Chapter 1701 and shall proceed with nuisance abatement as follows:

1. Owner shall grant consent to the City and to any other governmental entity with jurisdiction over a public nuisance, including the Franklin County Department of Health, and their representatives, to conduct a full inspection of the interior and exterior of the Premises, including any building located on the property.
2. If the City, after inspection, determines that action shall be taken to abate any nuisance on the Premises, the City may take such action, which may include cleaning of the premises, removal of items creating a nuisance condition, boarding of windows and exterior doors to secure the structure, and/or demolition and removal of the structure if such shall be deemed necessary.
3. Owner shall be submitted a bill for the costs of nuisance abatement. If such bill remains unpaid for a period of more than thirty (30) days, Owner acknowledges the costs may be certified to the County Treasurer and levied as a special assessment against the Premises and recovered in the manner provided for the recovery of special assessments.

Owner agrees and acknowledges she been given a reasonable period of time within which to consider this Agreement and to fully review and discuss the terms of this Agreement with an attorney if she so chooses. The parties acknowledge that they understand and accept the terms of this Agreement and enter into it voluntarily.

The parties agree if any provision or clause of this Agreement is held to be invalid or unenforceable, then such provision or clause shall be severed without affecting any other provision or clause of this Agreement and the balance of said Agreement shall remain in full force and effect.

The parties agree and acknowledge that this Agreement contains and comprises the entire agreement and understanding between the parties, that no other representation, promise, covenant or agreement of any kind whatsoever has been made to cause any party to execute this agreement, and that all agreements and understanding between the parties are embodied and expressed herein.

The parties also agree that the terms of this Agreement shall not be amended or changed except in writing and signed by both parties or a duly authorized agent.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed.

Colleen Croston 2/26/21
Colleen Croston, Owner Date

[Signature] 2/26/21
Witness Date

Joe Begeny, Mayor Date

Witness Date

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 26 day of February, 2021, before me, the subscriber, a Notary Public in and for said county and state, personally came Colleen Croston, who acknowledged the signing thereof to be his/her free act and deed.

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

[Signature]
Notary Public



JONATHAN T. TYACK, Attorney At Law
NOTARY PUBLIC, STATE OF OHIO
My commission has no expiration date.
Section 147.03 R.C.

APPROVED AS TO FORM:

Chris Shook, City Attorney

Attachment: Croston Consent Agreement (Amend Certify Nuisance Costs)

Ship To

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

Bill To

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

Purchase Order **12.g.e**

No. 2021-00000984

DATE 04/15/2021

VENDOR 593 - J AND J PROPERTY MAINTENANCE

Contact

J AND J PROPERTY MAINTENANCE
8049 TAYLOR ROAD SW
REYNOLDSBURG, OH 43068



PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Boarding up 54 Scenic 110.554.5339 - Misc Contract Services 375.00	375.0000	\$375.00
		4/27/21 Invoice # 23412		
APPROVED FOR PAYMENT DEPT: CITY ATTORNEY DATE: 4-27-21 NO. 2021-00000984				
TOTAL DUE				\$375.00

Attachment: J&J Bill.2 (Amend Certify Nuisance Costs)

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been
appropriated and are in the treasury free from any obligation.

Stephen M. Cicak

Special Instructions

Invoice**J + J Property Maintenance**8049 Taylor Rd. SW
Reynoldsburg, OH 43068

Date	Invoice #
4/23/2021	23412

Bill To
City of Reynoldsburg 7232 E. Main St. Reynoldsburg, OH 43068

P.O. No.	Terms
2021-00000984	Net 30

Quantity	Description	Rate	Amount
1	Board up 3 missing doors at 54 Scenic per request. Completed 4/16/2021. Front door 36x84, rear basement door 34x84, rear double door 90x84	375.00	375.00
		Total	\$375.00

Attachment: J&J Bill.2 (Amend Certify Nuisance Costs)

Ship To

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

Bill To

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

12.g.f

Purchase Order
No. 2021-00000925

DATE 04/01/2021

VENDOR 593 - J AND J PROPERTY MAINTENANCE



Contact

J AND J PROPERTY MAINTENANCE
8049 TAYLOR ROAD SW
REYNOLDSBURG, OH 43068

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Sherri Starr

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Fumigation of Fleas 54 Scenic 110.554.5339 - Misc Contract Services 295.00	295.0000	\$295.00
	4-12-21	Invoice 23402		
APPROVED FOR PAYMENT <i>[Signature]</i> DEPT: CITY ATTORNEY D/TE: 4-12-2021 P.O.: 2021-000009				
TOTAL DUE				\$295.00

Attachment: J&J Bill (Amend Certify Nuisance Costs)

AUDITOR'S CERTIFICATE

I certify that funds for the above encumbrance have been appropriated and are in the treasury free from any obligation.

Stephen M. Cicak

Special Instructions

J & J Property Maintenance

8049 Taylor Rd. SW
Reynoldsburg, OH 43068

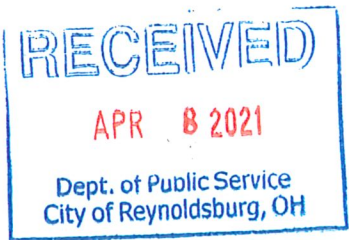
Invoice

12.g.f

Date	Invoice #
4/5/2021	23402

Bill To
City of Reynoldsburg 7232 E. Main St. Reynoldsburg, OH 43068

P.O. No.	Terms
2021-00000925	Net 30

Quantity	Description	Rate	Amount
1	Extermination at 54 Scenic Rd completed 4/2/2021. extermination of house for fleas completed through fogging. Perimeter treatment completed around outside of house and exterior perimeter of yard. Extermination provided at the request of the City Attorney's office and completed by licensed contractor Platinum Pest Protection LLC	295.00	295.00
		Total	\$295.00

Attachment: J&J Bill (Amend Certify Nuisance Costs)

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

ORDINANCE REQUEST

DATE: **June 14, 2021**

TO: **Finance and Administration Committee**

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

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

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

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

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

* TWO READINGS and PASS AS EMERGENCY

Approval:

Completed	Completed	Completed
-----------	-----------	-----------

City Auditor's Office

Stephen Cicak

7232 E. Main Street

Reynoldsburg OHIO 43068

614/322-6858 Phone

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

Emergency/Suspension: Emergency

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

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

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

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>
-------------	--------------------

206

American Rescue Plan

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

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

.

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

DATE: **June 14, 2021**

TO: **Finance and Administration Committee**

RE: **Updates to the Personnel Procedure Manual**

Approval:

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

**AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL
REGARDING FLEET SAFETY POLICY AND MEDICAL MARIJUANA**

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

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

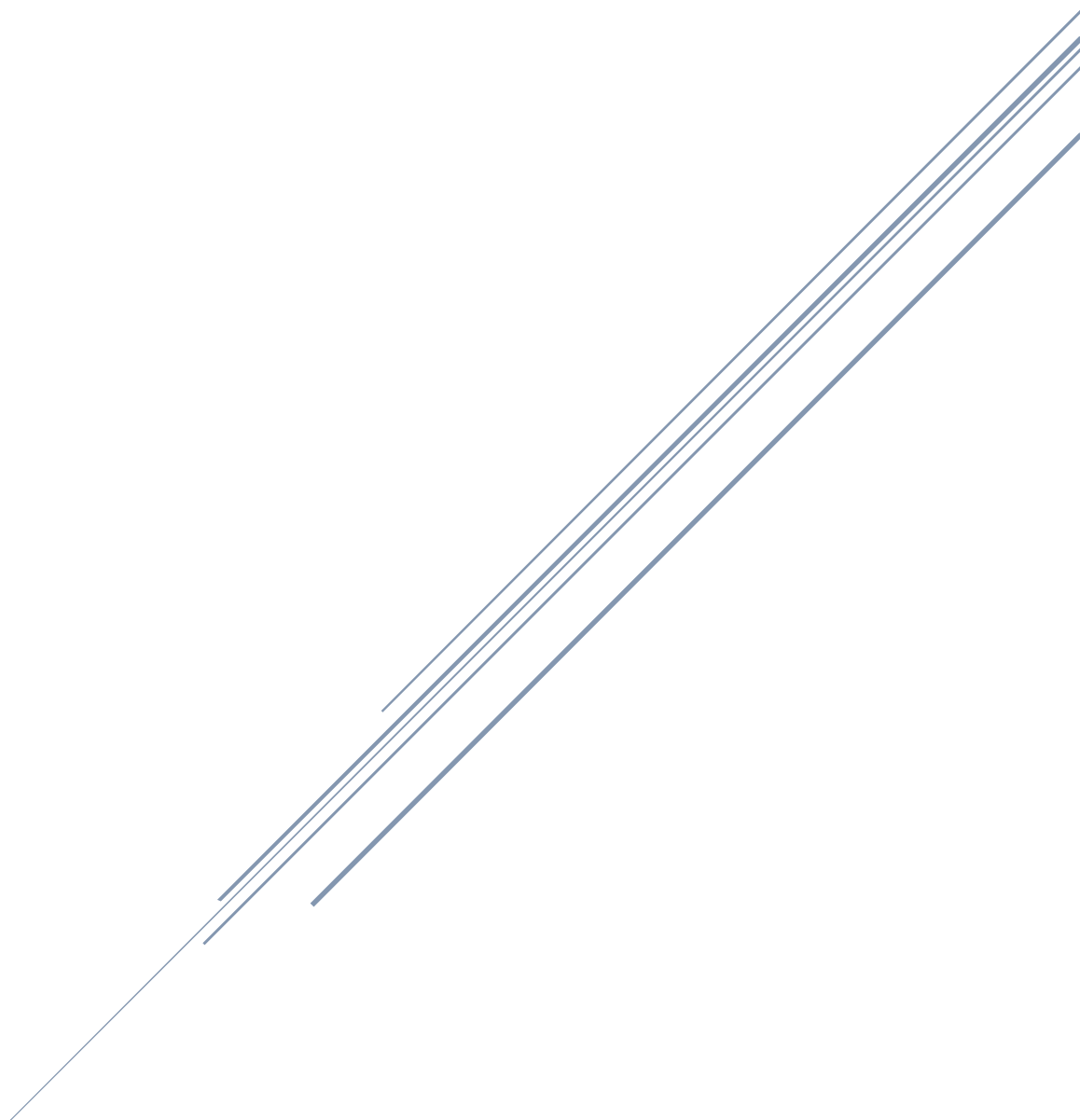
SECTION 1. That the City of Reynoldsburg, Ohio Personnel Procedure Manual does hereby add the Fleet Safety Policy and Medical Marijuana sections to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

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

CITY OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL



Attachment: PPM Updated June 2021.docx (Personnel Procedure Manual Updates 2021)

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INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

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

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

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

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

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

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

AMERICANS WITH DISABILITY ACT

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

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

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

Definitions

Sex-Based Discrimination

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

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

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

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

Examples.

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

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

setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.

5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

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

Off Duty Conduct

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

REPORTING HARASSMENT OR DISCRIMINATION

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

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

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

Retaliation.

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

False Complaints.

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

Corrective Action.

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

Coverage.

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

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the City, any other failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

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

PROBATIONARY PERIOD

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

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

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

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

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

POLICE COMMAND STAFF PROMOTIONS

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

- a. Chief of Police
- b. Deputy Chief of Police
- c. Lieutenant

2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.

3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

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

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

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

The Preliminary Screening Committee shall be comprised of:

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

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

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

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

The Final Selection Committee will be comprised of:

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

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

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

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

- b. Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

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

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

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

The Final Selection Committee shall be comprised of:

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

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

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

5. A candidate for promotion to the rank of Lieutenant shall have:

- a. The following selection procedure shall be followed whether by original appointment or promotion:
 - i at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university
 - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
 - iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.
 - i. the outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
 - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.

- iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or

psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily

prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.
3. If a conflict of interest exists between the relative and the employee or the relative and the City.
4. If the hiring of relatives could result in a conflict of interest.
5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term "relative" shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all City officials and employees:

- A. No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
- B. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.
- C. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.
- D. No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.
- E. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

RESIGNATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

POLITICAL ACTIVITY

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

- a. Registration and voting.
- b. Expressing opinions, either orally or in writing.
- c. Voluntary financial contributions to political candidates or organizations.
- d. Circulating non-partisan petitions or petitions stating views on legislation.
- e. Attendance at political rallies.
- f. Signing nominating petitions in support of individuals.
- g. Displaying political materials in the employee's home or on the employee's property.
- h. Wearing political badges or buttons, or the display of political stickers on private vehicles.

- i. Serving as a precinct official under O.R.C. § 3501.22.
- A.** The following activities are examples of conduct prohibited by classified employees.
- 1. Candidacy for public office in a partisan election.
 - 2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
 - 3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
 - 4. Circulating official nominating petitions for any partisan candidate.
 - 5. Holding an elected or appointed office in any partisan political organization.
 - 6. Accepting appointment to any office normally filled by partisan election.
 - 7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
 - 8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
 - 9. Solicitation for the sale, or actual sale, of political party tickets.
 - 10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
 - 11. Service as a witness or challenger for any party or partisan committee.
 - 12. Participation in political caucuses of a partisan nature.
 - 13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

- A. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.
- B. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
- C. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act (“FLSA”) are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee’s time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee’s regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee’s regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee’s accumulated sick leave (if appropriate), vacation leave or other paid leave. The following positions have been determined to be exempt from the overtime provisions of the FLSA:

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

Finance Manager
Clerk of Council

Assistant City Prosecutors

COMPENSATORY TIME

Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

- a. Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.
 - b. Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.
 - c. Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid no later than mid-November of that year.
 - d. Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.
2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.
 3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.
 4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

CALL-IN PAY

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of two (2) hours pay at the employee's overtime rate. If the employee is called-in and works more than two (2) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.

When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:

- A. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
- B. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.
- C. Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their immediate supervisor as soon as possible. Employees unable to report to work may:
 - a. Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;
 - b. Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;
 - c. Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

- A. Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;
- B. If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;
- C. If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.

Employees working in facilities that operate 24-hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

- A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);
- B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work.

Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM

All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

SICK LEAVE

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement

The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave Conversion

An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated but unused sick leave as follows:

- a. Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated but unused sick leave, not to exceed 320 hours.
- b. Employees who have completed at least 15 years of service to the City shall be entitled to 30% of their accumulated but unused sick leave, not to exceed 540 hours.
- c. Employees who have completed at least 20 or more years of service to the City shall be entitled to 40% of their accumulated but unused sick leave, not to exceed 760 hours.
- d. Employees who have completed at least 25 years of service to the City shall be entitled to 50% of their accumulated but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City,

so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.

If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.

All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Medical Information

The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions.

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under particular circumstances. Such leave may be taken only for the following qualifying events:
 - a. Upon the birth of an employee's child and in order to care for the child.

- b. Upon the placement of a child with an employee for adoption or foster care.
 - c. When an employee is needed to care for a family member who has a serious health condition.
 - d. When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e. Qualifying service member leave.
2. Service Member Leave: The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty" In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12)-month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12)-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
3. "Per year": A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.
4. "Serious health condition": Any illness, injury, impairment, or physical or mental condition that involves:
- a. Inpatient care.

- b. Any period of incapacity of more than three consecutive calendar days that also involves:
 - i. Two or more treatments by a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii. Treatment by a health care provider on one occasion that result in a regimen of continuing treatment under the supervision of a health care provider.
 - c. Any period of incapacity due to pregnancy or for prenatal care.
 - d. A chronic serious health condition which requires at least two “periodic” visits for treatment to a health care provider per year and continues over an extended period. The condition may be periodic rather than continuing.
 - e. Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer’s disease, etc.).
 - f. Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
- 5. “Licensed health care provider”: A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, clinical psychologists, and others as specified by law.
 - 6. “Family member”: Spouse, child, parent or a person who stands “*in loco parentis*” to the employee.
 - 7. “Covered Service Member”: Means either:
 - a. A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or

- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five-year period for covered veteran status.
- 8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
- 9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.
- 10. A “serious injury or illness”, for purposes for the 26 week military caregiver leave means either:
 - a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered

the service member unable to perform the duties of the service member's office, grade, rank, or rating; or

- ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

11. “Covered Active Duty” or “call to covered active duty”:

- a. In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country.”
- b. In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. “Deployment to a foreign country” means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.

13. “Qualifying Exigency”: (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:

- a. Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, which is a deployment on seven (7) or fewer days notice.
- b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
- c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
- d. Making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
- e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
- f. Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
- g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.

- h. Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.
- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

A. Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

- 1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
- 2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
- 3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
 - a. The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
 - b. Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the twelve (12) week period. *(Note: See section E below for information on disability leaves.)*
3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in

the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure

or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an

intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which

are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

INJURY LEAVE

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a fellow Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

- a. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
- b. donates a minimum of eight (8) hours;
- c. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
- d. does not donate more than 200 hours in one (1) year.

Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

- a. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
- b. has no accrued leave; and
- c. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
- d. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
- e. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
- f. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

- a. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or
- b. an employee's application for retirement is approved;
- c. death of the employee, whichever should first occur; or

- d. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE

Jury Duty

Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings

Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters

Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0 – 5 years	3.08 hours
5 – 11 years	4.62 hours
11 – 15 years	6.16 hours
15 plus years	7.70 hours

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

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

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

Vacation Leave Use

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

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

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

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

FUNERAL LEAVE

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave

is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

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

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

Permanent Part-Time Employees

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

MILITARY LEAVE

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

Paid Military Leave

City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars (\$500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS

The following days shall be considered legal holidays for which full-time, non-union employees shall receive their regular compensation:

- a. New Year's Day (January 1)

- b. Martin Luther King, Jr. Day (third Monday in January)
- c. Presidents Day (third Monday in February)
- d. Memorial Day (last Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veterans Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving
- j. Day before Christmas Day
- k. Christmas Day (December 25)
- l. Day before New Year's Day
- m. Personal day
- n. Any day or part of any day as proclaimed by the Mayor

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

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

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

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

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

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

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

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

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

WORKERS' COMPENSATION

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

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

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

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

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

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

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

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

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

TRANSITIONAL WORK PROGRAM

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

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

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

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

The employee will be:

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

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

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

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

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

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

CREDIT CARD FLEET POLICY

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

related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

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

Cardholder Responsibilities

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor’s office and Department head immediately.
- b. Every purchase must have a detailed itemized receipt.
- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor’s Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement

only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

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

B. Overnight Travel

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

1. Meals
 - a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
 - b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is

not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

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

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

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

C. Daily Travel

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

COMPUTER USE POLICY

Email

Policy Overview

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

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

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

Acceptable Use

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

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

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

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

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

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

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

Expectation of Privacy

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

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

Compliance

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

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

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

Mobile Device Policy

Policy Overview

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

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

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

Acceptable Use

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

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

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

Devices and Support

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

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

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

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

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

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

Reimbursement

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

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

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

Security

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

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

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

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

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

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

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

Risks/Liabilities/Disclaimers

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

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

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

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

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

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

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

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

Computer, Internet, and Network Policy

Policy Overview

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

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but

not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

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

Prohibited Use

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

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.

12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.

4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Vehicles FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;

7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head (employee and passenger (if 18 or older)

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and MF1
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).
 9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

H. Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

I. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

J. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

K. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

L. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.

6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.
- 7.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

~~Employees operating a City motor vehicle are required to have a proper and valid motor vehicle operator's license. An employee who operates a motor vehicle for work and who has his license suspended, but who has acceptable court ordered driving privileges, may nevertheless have his driving privileges temporarily suspended by the City. When the City suspends driving privileges, the employee will be temporarily reassigned. The City need not reassign an employee who drives for work and has his license suspended by a court with no work-related driving privileges. Employees that are required to drive as a part of their job are required to remain insurable on the City's fleet liability policy. Employees must notify their supervisor of any traffic offense which may impair their ability to remain insurable or their ability to perform an essential function of their job, such as driving.~~

~~Any City employee who operates a City-owned motor vehicle, or a privately owned motor vehicle in the discharge of official City business, shall at all times during the course of operation, fully utilize the front seat occupant restraint systems provided in the vehicles and require like use of said systems by any passengers in the vehicle. Employees who operate City vehicles must have appropriate insurance coverage as designated by the Appointing Authority or Agency Head.~~

~~Use of a City-owned vehicle must be pre-approved by the employee's supervisor. Employees shall not use, or permit the use of City automobiles for any purpose other than official City business. Passengers not on official City Business (i.e. children, spouses, friends, etc.) are not permitted in City-owned vehicles. Employees, as representatives of the City, are expected to be courteous to the public and to obey all traffic laws. City employees should drive and conduct themselves as to enhance the reputation of the City and Department.~~

~~Employees who drive City vehicles or who drive their personal vehicles for City business are subject to periodic (at least annual) record checks at the Bureau of Motor Vehicles. Employees who utilize City vehicles are responsible for reporting to their supervisor any moving traffic violations obtained while on, or off, duty as an employee's personal driving record may impact his ability to be covered on the City's liability policy. Employees who drive on behalf of the City are subject to reassignment and/or discipline in the event of a license revocation, suspension or traffic offense conviction~~

~~Concerns regarding repairs or vehicle maintenance must be reported to the employee's immediate supervisor.~~

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and

including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employee's use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the

requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An

employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

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

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm

Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

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

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

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

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid “administrative” leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid “administrative” leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee's position, the employee's record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City's discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee

will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to and defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The

firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with

law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____

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

ORDINANCE REQUEST

DATE: **June 14, 2021**

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

RE: **Spring Hill Plat Approval Section 2, Part A**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL FARM DEVELOPMENT, SECTION 2, PART A

WHEREAS, Matt Kirk of EMH&T, has submitted the Spring Hill Farm final plat for Section 2, Part A for approval consisting of 13, 497 acres; and

WHEREAS, the Planning Commission met on May 6, 2021, reviewed and approved the development plan for Spring Hill Farm, Section 2, Part A.

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

SECTION 1: That the Final Plat for Spring Hill Farm particularly described as follows:

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, and in Section 5, Township 16, Range 20, Refugee Lands, containing 13.497 acres of land, more or less, said 13.497 acres being comprised of a part of that tract of land conveyed to M/I HOMES OF CENTRAL OHIO, LLC.

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

SECTION 2: That the City Engineer has certified Spring Hill Farm will meet all requirements of storm water and design requirements.

SECTION 3: That said the final plats for Spring Hill Farm are attached to this Ordinance as Exhibit A and are made a part herein.

SECTION 4: That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

THE PARK AT WAGGONER
SECTION 2 PART 1
P.B. 98, P. 85

THE PARK AT WAGGONER
SECTION 2 PART 3
P.B. 99, P. 92

RESERVE "E"
5.755 Ac.
See Note "E"

— M/I HOMES OF CENTRAL OHIO, LLC
I.N. 202103170048951
I.N. 202103170048952
I.N. 202103170048953

NOTE "A": All of Spring Hill Farm Section 2 Part A is within Zone X (Areas determined to be outside 0.2% annual chance floodplain) as delineated on FEMA Flood Insurance Rate Map, for Franklin County, Ohio and Incorporated Areas, map number 39049C0356K with effective date of June 17, 2008.

NOTE "B" - ACREAGE BREAKDOWN:

Total acreage	13.497 Ac.
Reserves	6.597 Ac.
Acreage in lots	5.407 Ac.
Acreage in public rights-of-way	1.493 Ac.

NOTE "C" - ACREAGE BREAKDOWN: Spring Hill Farm
Section 2 Part A is out of the following Franklin County Parcel
Number:

Parcel Number 060-009329 13.497 Ac.

NOTE "D": No vehicular access until such time as the public street right-of-way is extended and dedicated by plat or deed.

NOTE "E" - RESERVES "E" AND "F": Reserves "E" and "F", as designated and delineated hereon, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in the Spring Hill farm subdivisions for the purpose of open space/stormwater facilities.

NOTE "F": The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. This plat is not intended to show or create any control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

NOTE "G": At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about Spring Hill Farm Section 2 Part A, or any part thereof, can be acquired by a competent examination of the then current public records, including those in the Franklin County Recorder's Office.

CURVE TABLE					
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	27°39'41"	125.00'	59.98'	S 09°41'29" E	59.41'
C2	90°00'00"	125.00'	196.35'	S 40°03'22" W	176.78'
C3	87°51'14"	20.00'	30.67'	N 50°07'44" E	27.75'
C4	21°07'57"	150.00'	55.32'	S 16°46'06" W	55.01'
C5	19°27'19"	150.00'	50.93'	S 37°03'44" W	50.69'
C6	17°32'29"	150.00'	45.92'	S 55°33'38" W	45.74'
C7	17°32'29"	150.00'	45.92'	S 73°06'07" W	45.74'
C8	12°11'00"	150.00'	31.90'	S 87°55'52" W	31.84'
C9	90°00'00"	100.00'	157.08'	S 49°03'22" W	141.42'
C10	90°00'00"	100.00'	157.08'	S 40°56'38" E	141.42'
C11	16°05'01"	150.00'	42.11'	S 15°23'49" E	41.93'
C12	78°35'20"	20.00'	27.43'	N 46°38'58" W	25.33'
C13	17°21'20"	168.87'	51.15'	S 32°01'59" E	50.96'

SPRING HILL FARM SECTION 2 PART A

Packet Pg. 208

RESERVE "A"

SPRING HILL FARM SECTION 1
P.B. 130 B. 057

MARILYN
100.32'
ROAD

M/I HOMES OF CENTRAL OHIO, LLC
IN 20210317

I.N. 202103170048951
 I.N. 202103170048951
 I.N. 202103170048952
 I.N. 202103170048953

M/I HOMES OF CENTRAL OHIO, LLC
I.N. 202103170048951
I.N. 202103170048952
I.N. 202103170048953

M/I HOMES OF CENTRAL OHIO, LLC
I.N. 202103170048951
I.N. 202103170048952
I.N. 202103170048953

Line Type Legend

— Existing Property Line

— Existing R/W Line

— Existing R/W Centerline

— Existing Easement Line

— Proposed Subdivision Boundary Line

— Proposed Lot Line

— Proposed R/W Line

— Proposed R/W Centerline

Dressed Footprint Line

GRAPHIC SCALE (in feet)

B.L. = Building Line

B.L. = Building Line

D.F. = Drainage Easement

SCALE: 1" = 50'

SCALE: 1" = 50'



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

Received

APR 05 2021

Reynoldsburg Building Division

Application/Case#:

2021-5120

Date Submitted:

4/5/21

Fee Amount:

\$2,350.00

☒ Paid: CK

LAND SUBDIVISION/PLAT APPLICATION

II. PROPERTY INFORMATION

Property Address/Name of Plat:

SPRING HILL FARM SECTION 2 PART A

Description of Location:

EAST OF WAGGONER ROAD, SOUTH OF RODEBAUGH ROAD

Parcel ID#(s):

060-009343

Number of Lots:

32

Present Zoning:

SR

Present Use:

VACANT

Complete Where Applicable:

Engineer/Surveyor: EMHAT - MATT KERK

Builder/Developer: M/I HOMES OF CENTRAL OHIO, LLC

III. PROPERTY OWNER OF RECORD

Property Owner Name(s):

M/I HOMES OF CENTRAL OHIO, LLC

Property Owner Address(s):

4131 WORTH AVENUE, SUITE 310, COLUMBUS OHIO, 43219

IV. APPLICANT INFORMATION

Applicant Name:

EMHAT - MATT KERK

Applicant Address:

5500 NEW ALBANY ROAD, COLUMBUS, OHIO, 43054

Applicant Phone Number:

614-775-4131

Applicant Email:

MKERK@EMHAT.COM

I. PROJECT TYPE

Subdivision Without Plat
(\$150 Residential/\$250 Non-Residential)Preliminary Plat
(\$750 + \$50 per lot)Final Plat
(\$750 + \$50 per lot)Plat Modification/Vacation
(\$500)

Applicant Signature:

Date: 31 MARCH 21

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

- ☐ Historic District
☐ CC Overlay

Planning Com. Meeting

Date: 5/6/2021

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting Date:

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

P&Z Admin.:

Date:

Clerk of Council:

Date:

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

DATE: **June 14, 2021**

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

RE: **Spring Hill Plat Approval Section 2, Part B**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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**AN ORDINANCE TO APPROVE THE FINAL PLAT PLAN FOR THE SPRING HILL
FARM DEVELOPMENT, SECTION 2, PART B**

WHEREAS, Matt Kirk of EMH&T has submitted Spring Hill Farm (Section 2 Part B) consisting of 7.124 acres for final plat acceptance; and

WHEREAS, the Planning Commission met on May 6, 2021, reviewed and approved the development plan for Spring Hill Farm, Section 2, Part B.

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

SECTION 1: That the Final Plat for Spring Hill Farm particularly described as follows:

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, and in Section 5, Township 16, Range 20, Refugee Lands, containing 7.124 acres of land, more or less, said 7.124 acres being comprised of a part of that tract of land conveyed to M/I HOMES OF CENTRAL OHIO, LLC.

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

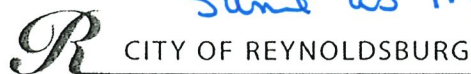
SECTION 2: That the City Engineer has certified Spring Hill Farm will meet all requirements of storm water and design requirements.

SECTION 3: That said the final plats for Spring Hill Farm are attached to this Ordinance as Exhibit A and are made a part herein.

SECTION 4: That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

11734 Waggoner Rd for Permit app/ Receipt
Same as Major Site plan

13.b.a



CITY OF REYNOLDSBURG

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

Received

APR 05 2021

Reynoldsburg Building Division

Application/Case#:

2021-5122

Date Submitted:

4/5/21

Fee Amount:

\$1,900.00

☒ Paid: CK

LAND SUBDIVISION/PLAT APPLICATION

II. PROPERTY INFORMATION

Property Address/Name of Plat:

SPRING HILL FARM SECTION 2 PART B

Description of Location:

EAST OF WAGGONER ROAD, SOUTH OF PODBACH ROAD

Parcel ID#(s):

060-009343

Number of Lots:

23

Present Zoning:

SR

Present Use:

VACANT

Complete Where Applicable:

Engineer/Surveyor: BMHAT - MATT KERK

Builder/Developer: M/I HOMES OF CENTRAL OHIO, LLC

III. PROPERTY OWNER OF RECORD

Property Owner Name(s):

M/I HOMES OF CENTRAL OHIO, LLC

Property Owner Address(s):

4131 WORTH AVENUE, SUITE 310, COLUMBUS, OHIO, 43219

IV. APPLICANT INFORMATION

Applicant Name:

BMHAT - MATT KERK

Applicant Address:

5500 NEW HAVEN ROAD, COLUMBUS, OHIO, 43054

Applicant Phone Number:

614-775-4131

Applicant Email:

MKERK@BMHAT.COM

I. PROJECT TYPE



Subdivision Without Plat
(\$150 Residential/\$250 Non-Residential)



Preliminary Plat
(\$750 + \$50 per lot)



Final Plat
(\$750 + \$50 per lot)



Plat Modification/Vacation
(\$500)

Applicant Signature:

Matthew A. Kerk

Date:

31 MARCH 21

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

- ☐ Historic District
☐ CC Overlay

Planning Com. Meeting

- Date: 5/6/2021
☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting Date:

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

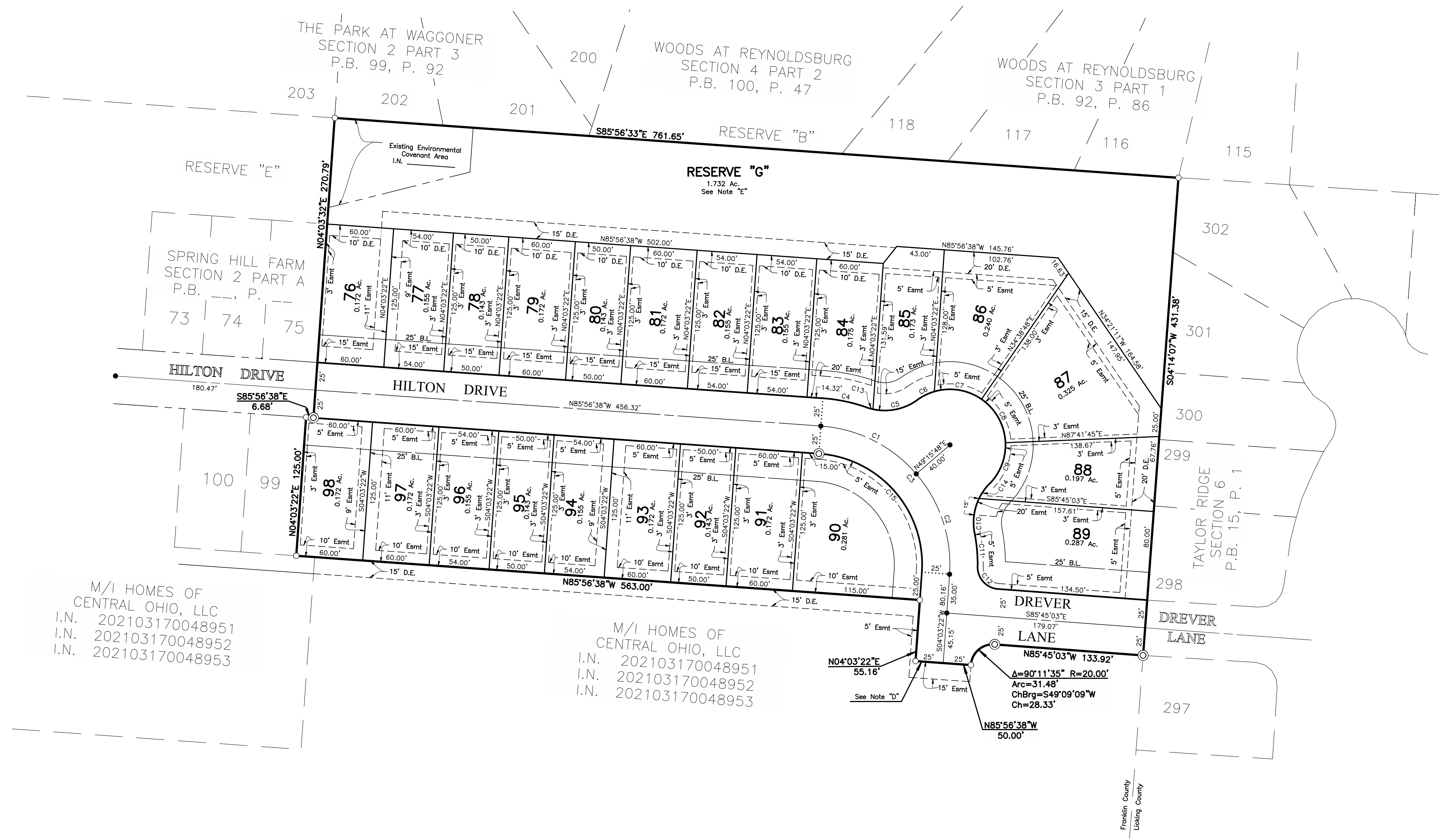
P&Z Admin.:

Date:

Clerk of Council:

Date:

SPRING HILL FARM SECTION 2 PART B



NOTE "A": All of Spring Hill Farm Section 2 Part B is within Zone X (Areas determined to be outside 0.2% annual chance floodplain) as delineated on FEMA Flood Insurance Rate Map, for Franklin County, Ohio and Incorporated Areas, map number 39049C0356K with effective date of June 17, 2008.

NOTE "B" - ACREAGE BREAKDOWN:

Total acreage	7.124 Ac.
Reserve "G"	1.732 Ac.
Acreage in lots	4.233 Ac.
Acreage in public rights-of-way	1.159 Ac.

NOTE "C" - ACREAGE BREAKDOWN: Spring Hill Farm Section 2 Part B is out of the following Franklin County Parcel Number:

Parcel Number 060-009329 7.124 Ac.

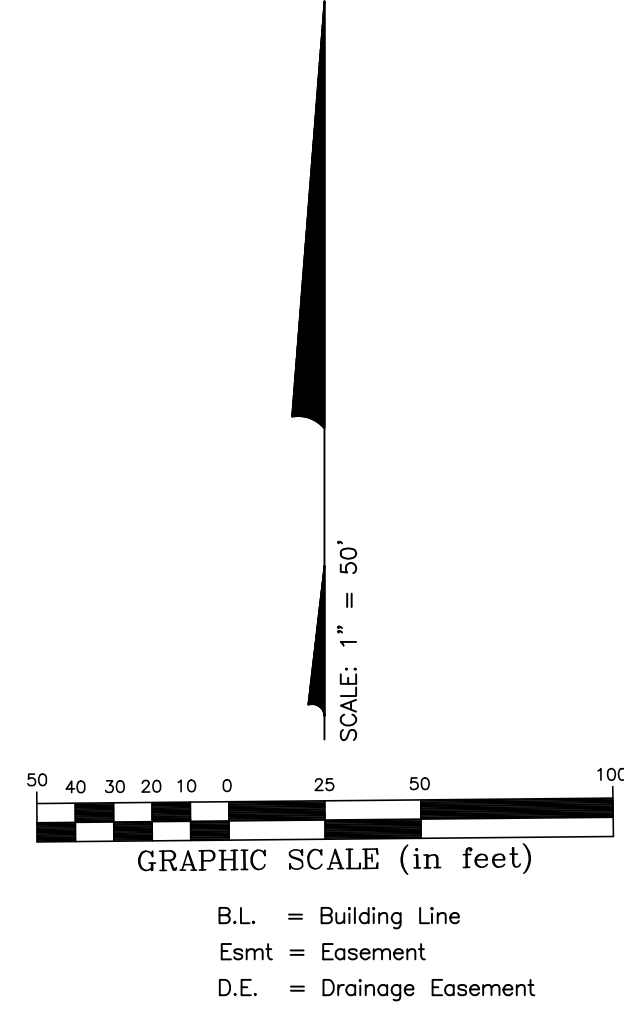
NOTE "D": No vehicular access until such time as the public street right-of-way is extended and dedicated by plat or deed.

NOTE "E" - RESERVE "G": Reserve "G", as designated and delineated hereon, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in the Spring Hill farm subdivisions for the purpose of open space storm/water facilities.

NOTE "F": The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

NOTE "G": At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about Spring Hill Farm Section 2 Part B, or any part thereof, can be acquired by a competent examination of the then current public records, including those in the Franklin County Recorder's Office.

CURVE TABLE					
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	45°12'27"	125.00'	98.63'	N 63°20'25" W	96.09'
C2	44°47'33"	125.00'	97.72'	N 18°20'25" W	95.25'
C3	90°00'00"	125.00'	196.35'	N 40°56'38" W	176.78'
C4	15°19'28"	150.00'	40.12'	N 78°16'54" W	40.00'
C5	48°13'27"	50.00'	42.08'	N 78°11'57" E	40.85'
C6	19°35'02"	50.00'	17.09'	S 63°52'45" W	17.01'
C7	50°58'33"	50.00'	44.48'	N 80°50'28" W	43.03'
C8	53°02'56"	50.00'	46.29'	N 28°49'43" W	44.66'
C9	46°44'38"	50.00'	40.79'	N 21°04'04" E	39.67'
C10	36°34'55"	50.00'	31.92'	S 07°26'14" W	31.38'
C11	11°35'21"	150.00'	30.34'	N 05°03'33" W	30.29'
C12	86°29'11"	20.00'	30.19'	S 42°30'28" E	27.40'
C13	7°04'09"	50.00'	6.17'	S 74°09'15" E	6.17'
C14	18°42'41"	50.00'	16.33'	S 35°05'02" W	16.26'
C15	90°00'00"	100.00'	157.08'	N 40°56'38" W	141.42'



Line Type Legend	
—————	Existing Property Line
- - - - -	Existing R/W Line
—————	Existing R/W Centerline
—————	Existing Easement Line
—————	Proposed Subdivision Boundary Line
—————	Proposed Lot Line
—————	Proposed R/W Line
—————	Proposed R/W Centerline
—————	Proposed Easement Line

U:\20200837\DWG\CASHIERS\PLAT\20200837-VS-PLAT-SEC2-PART B.DWG plotted by COFFMAN, TREVOR on 3/24/2021 1:49:39 PM last saved by TCOFFMAN on 3/24/2021 1:46:23 PM
Xrefs: 20200837-CIS-REFR-N.DWG & 20200837-VS-PLAT-SEC2-PART A.DWG & 20200837-VS-CORR-SEC2.DWG

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

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: **2020 Nuisance Costs for Franklin County**

Approval:

Completed Joe Begeny	Completed Chris Shook	Skipped Stephen Cicak
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This legislation is to approve the City's ability to file a lien on a property to recoup the cost for work done by the City for grass mowing, trash removal, gutter work or tree trimming.

**AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY
NUISANCE COSTS (2020) FOR COLLECTION BY THE FRANKLIN COUNTY
AUDITOR**

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Franklin County Auditor the nuisance costs for 2020 on the property described as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That the amount to be certified for collection is \$16,191.25 as evidenced by Exhibit "A" attached.

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

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

2020 Franklin County Nuisance Records (Official Report)

Invoice #	Invoice Date	Inspection Date	Service Date	Service Type	Grass Height Inches	Cubic Yards	Site Address	Parcel #	Owner Name	Address Owner	County	Total Due
002-20TR-FR	4/13/2020	3/6/2020	3/10/2020	TRASH		5	1463 TERRY DR	060-001997-00	PATRICIA A FEUSS	*RETURNED & RESENT TO ALTERNATE ADDRESS* c/o KATHY GELSOMINE, 1653 EAST DR, PT PLEASANT, NJ 08742	Franklin	\$ 315.00
003-20TR-FR	4/13/2020	3/12/2020	3/16/2020	TRASH		1	6971 CLYMER DR	060-003937-00	LENA FITZPATRICK	6971 CLYMER DR, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
006-20TR-FR	5/8/2020	3/6/2020	4/8/2020	TRASH		3	7322 MARLAN AVE	060-001615-00	MICHELLE BUCK/BRANDON BUCK	7322 MARLAN AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 245.00
009-20MTR-FR	5/22/2020	4/14/2020	4/27/20 & 5/4/20	MOWING/ TRASH	36	1	BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 672.50
010-20TR-FR	5/22/2020	4/16/2020	4/27/2020	TRASH		3	6340 E LIVINGSTON AVE	060-001123-00	TDRC REYNOLDSBURG LLC	39 W 19TH ST, SUITE 609, NEW YORK, NY 10011	Franklin	\$ 245.00
012-20M-FR	6/3/2020	5/6/2020	5/11/2020	MOWING	18		1885 BALT-REYN RD	060-003834-00	ITHACA III LLC	PO BOX 460389, HOUSTON, TX 77056	Franklin	\$ 265.00
016-20M-FR	6/3/2020	5/4/2020	5/12/2020	MOWING	16		0956 HILLRIDGE RD	060-000856-00	CECIL CANTRELL/PATTY R CANTRELL	0956 HILLRIDGE RD, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
018-20M-FR	6/3/2020	5/4/2020	5/12/2020	MOWING	15		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 242.50
023-20M-FR	6/9/2020	5/27/2020	5/28/2020	MOWING	18		6535 ROSELAWN AVE	060-002489-00	ELIZABETH B NUTTER	*RETURNED & RESENT TO ALTERNATE ADDRESS* ELIZABETH DAWSON, 12055 PALMER RD SW, ETNA, OH 43068	Franklin	\$ 195.00
027-20TR-FR	6/10/2020	5/22/2020	6/1/2020	TRASH		1	2087 BALT-REYN RD	060-006921-00	STONEY CREEK HOLDINGS LLC	1698 BERSHIRE RD, COLUMBUS, OH 43221	Franklin	\$ 175.00
028-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	14		0956 HILLRIDGE RD	060-000856-00	CECIL CANTRELL/PATTY R CANTRELL	*RETURNED & RESENT TO ALTERNATE ADDRESS* 92 OAK CANYON DR, PATASKALA, OH 43062-9622	Franklin	\$ 175.00
029-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	13		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 195.00
031-20M-FR	6/10/2020	5/29/2020	6/1/2020	MOWING	15		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 195.00
032-20M-FR	7/1/2020	6/18/2020	6/19/2020	MOWING	12		6585 BIRCHVIEW DR N	060-004622-00	RICHARD FRANCIS & MARTINA DAVIS	3487 PETZINGER RD, COLUMBUS, OHIO 43232	Franklin	\$ 175.00
035-20M-FR	7/7/2020	6/18/2020	6/19/2020	MOWING	9		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
036-20M-FR	7/7/2020	6/24/2020	6/25/2020	MOWING	19		7362 SABRE AVE	060-000824-00	BLUESTAR LLC	107 SETH WAY, WASHINGTON COURT HOUSE, OHIO 43160	Franklin	\$ 175.00
037-20M-FR	7/7/2020	6/25/2020	6/26/2020	MOWING	12		1346 TERRY DR	060-001784-00	NREA VB V LLC	5550 HUBER RD, HUBER HEIGHTS, OHIO 45424	Franklin	\$ 175.00
039-20M-FR	7/7/2020	6/30/2020	7/1/2020	MOWING	14		6415 SILVERLEAF AVE	060-004246-00	JASON/MONICA LEWIS	6415 SILVERLEAF AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
040-20M-FR	7/7/2020	6/30/2020	7/1/2020	MOWING	15		6414 SILVERLEAF AVE	060-004289-00	ALLISON M MCMANNIS	6414 SILVERLEAF AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 186.25
041-20M-FR	7/7/2020	5/29/2020	6/8/2020	MOWING	22		1885 BALT-REYN RD	060-003834-00	ITHACA III LLC	PO BOX 460389, HOUSTON, TX 77056	Franklin	\$ 242.50
042-20M-FR	7/7/2020	6/8/2020	6/10/2020	MOWING	17		7384 WOLLAM AVE	060-000494-00	LAURA A OBERST	7384 WOLLAM AVE, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
044-20M-FR	7/7/2020	6/2/2020	6/16/2020	MOWING	32		BRICE RD - VACANT LAND	060-005659-00	GEORGE NIKKI L TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 390.00
045-20TR-FR	7/7/2020	6/2/2020	6/12/2020	TRASH		2	BRICE RD - VACANT LAND	060-005659-00	GEORGE NIKKI L TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 210.00
046-20M-FR	7/7/2020	6/10/2020	6/16/2020	MOWING	33		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 450.00
048-20M-FR	7/7/2020	6/15/2020	6/17/2020	MOWING	10		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 185.00
049-20M-FR	7/7/2020	6/15/2020	6/17/2020	MOWING	9		6510 OLD CHURCH WAY	060-006613-00	MALCOLM GIFFEN	6510 OLD CHURCH WAY, REYNOLDSBURG, OHIO 43068	Franklin	\$ 185.00
050-20TR-FR	7/7/2020	6/10/2020	6/17/2020	TRASH		1	6318 RETTON RD	060-001312-00	KRISTA SCHNARR	6318 RETTON RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
051-20TR-FR	8/4/2020	6/29/2020	7/7/2020	TRASH		2.5	8113 GOLDSMITH DR	060-003453-00	LIVCO	8113 GOLDSMITH DR, REYNOLDSBURG, OH 43068	Franklin	\$ 227.50
052-20M-FR	8/4/2020	7/6/2020	7/13/2020	MOWING	15		BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 265.00
054-20M-FR	8/4/2020	6/30/2020	7/7/2020	MOWING	10		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 175.00
058-20M-FR	8/4/2020	7/17/2020	7/21/2020	MOWING	13		7164 ANNE CT	060-006847-00	DEBORAH E RAUSCH/DAVID L RAUSCH	2608 SKELTON LN, BLACKLICK, OH 43004	Franklin	\$ 175.00
059-20M-FR	8/4/2020	7/17/2020	7/21/2020	MOWING	9		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD	7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
060-20TR-FR	8/12/2020	7/23/2020	7/28/2020	TRASH		8	6340 E LIVINGSTON AVE	060-001123-00	TDRC REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 420.00
061-20M-FR	8/12/2020	6/26/2020	7/28/2020	MOWING	36		6985-6997 E MAIN ST	060-004136-00	HUNTINGTON NATIONAL BANK TR	7 EASTON OVAL, COLUMBUS, OH 43219	Franklin	\$ 195.00
063-20M-FR	9/17/2020	8/12/2020	8/14/2020	MOWING	12		7273 WARWICK AVE	060-000590-00	PATRICIA A MORIARTY AFDT	7273 WARWICK AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 195.00
065-20M-FR	9/17/2020	8/12/2020	8/14/2020	MOWING	12		6606 MERRINGER AVE	060-005395-00	ALTO ASSET COMPANY 1 LLC	5001 PLAZA ON THE LAKE; SUITE 200, AUSTIN, TX 78746	Franklin	\$ 175.00
067-20M-FR	9/17/2020	8/12/2020	8/19/2020	MOWING	20		BRICE RD - VACANT LAND	060-005659-00	NIKKI L GEORGE TR	PO BOX 1309, DELAWARE, OH 43015-8309	Franklin	\$ 312.50
069-20TR-FR	9/17/2020	8/18/2020	8/20/2020	TRASH		1	6340 E LIVINGSTON AVE	060-001123-00	TDRC REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 175.00
072-20M-FR	9/24/2020	8/21/2020	8/27/2020	MOWING	15		1618 RYGATE DR	060-001347-00	ANTHONY ROGERS/ANNE DOUCETTE	1618 RYGATE RD, REYNOLDSBURG, OHIO 43068	Franklin	\$ 240.00
074-20M-FR	9/24/2020	9/10/2020	9/11/2020	MOWING	15		1536 MULLIGAN CT	060-008125-00	MARY C LEWIS	1536 MULLIGAN CT, REYNOLDSBURG, OH 43068	Franklin	\$ 220.00
075-20M-FR	9/24/2020	9/2/2020	9/8/2020	MOWING	18		7354 SMITHFIELD AVE	060-001716-00	PAULA INGOLD *DECEASED* ~ *NO FORWARDING ADDRESS*	*RETURNED~NFA* 7354 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 230.00
078-20M-FR	10/2/2020	9/9/2020	9/18/2020	MOWING	13		0869 BRIAN DR	060-000706-00	SHIRLEY J ENDICOTT	869 BRIAN DR, REYNOLDSBURG, OH 43068	Franklin	\$ 200.00

079-20M-FR	10/2/2020	9/10/2020	9/18/2020	MOWING	16		0408 JONELL LN	060-006822-00	MOHAMMED S SHALASH/REQUOIA SHALASH	6222 POLLARD DR, HILLIARD, OH 43026	Franklin	\$ 220.00
082-20M-FR	10/2/2020	9/16/2020	9/21/2020	MOWING	13		1401 HENTZ DR	060-003887-00	VINEBROOK ANNEX B LLC (per Water Records)	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* 3500 PARK CENTER DR; SUITE 100, DAYTON, OH 45414	Franklin	\$ 195.00
083-20M-FR	10/2/2020	9/11/2020	9/19/2020	MOWING	20		7770 E MAIN ST	060-009250-00	EXCHANGERIGHT NET LEASED PORTFOLIO 3 LLC	251 S LAKE AVE; SUITE 520, PASADENA, CA 91101	Franklin	\$ 215.00
084-20M-FR	10/2/2020	9/14/2020	9/23/2020	MOWING	13		7236 MARLAN AVE	060-001652-00	LINDA L JONES	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* c/o WILLIAMS JONES 133 NORTH TERRACE AVE; APT C, NEWARK, OH 43055	Franklin	\$ 175.00
085-20TR-FR	10/2/2020	9/22/2020	9/28/2020	TRASH		1	6340 E LIVINGSTON AVE	060-001123-00	TDRC REYNOLDSBURG LLC	39 W 19TH ST; SUITE 609, NEW YORK, NY 10011	Franklin	\$ 175.00
086-20M-FR	10/15/2020	9/18/2020	9/28/2020	MOWING	21		2135 BALDWIN RD (REAR ALONG FENCE LINE)	060-005022-00	CHURCH OF JESUS CHRIST LATTER-DAY SAINTS	*RETURNED AND SENT TO ADDRESS IN WATER RECORDS* c/o GHN 5141311, PO BOX 182764, COLUMBUS, OH 43218-2764	Franklin	\$ 290.00
089-20M-FR	11/20/2020	9/28/2020	10/13/2020	MOWING	13		6385 BRAUNING DR	060-002720-00	JAMELIA D RABSATT	1601 SCHROCK RD, COLUMBUS, OH 43229	Franklin	\$ 175.00
090-20MTR-FR	11/20/2020	9/29/2020	10/8/20 MOW 10/12 & 10/13 RUBBISH	MOWING/ TRASH	44	35	6521 E MAIN ST (VACANT LOT)	060-001115-00	MAIN STREET DEVELOPERS LLC	PO BOX 635, COLUMBUS, OH 43216	Franklin	\$ 2,210.00
091-20MTR-FR	11/20/2020	9/28/2020	10/21/20 MOW 10/22 & 10/23 RUBBISH	MOWING/ TRASH	48	24	1150 WAGGONER RD	060-008677-00	IGLESIA APOSTOLICA LAGRACIA DE JESUCRISTO	9280 RUSTON LN, REYNOLDSBURG, OH 43068	Franklin	\$ 1,845.00
092-20M-FR	11/20/2020	10/8/2020	10/16/2020	MOWING	12		1081 E CARROUSEL DR	060-001510-00	GORDON K STEWART JR / WANDA WELLS	176 WINDSOR DR, REYNOLDSBURG, OH 43068	Franklin	\$ 175.00
093-20M-FR	11/20/2020	10/9/2020	10/22/2020	MOWING	16		6743 WANAMAKER DR (REAR YARD ONLY)	060-003154-00	MIGUEL THOMAS MCNAMARA / THOMAS N WHITTIER	6743 WANAMAKER DR, REYNOLDSBURG, OH 43068	Franklin	\$ 215.00
094-20TR-FR	12/11/2020	11/2/2020	11/10/2020	TRASH		4	7437 SMITHFIELD AVE	060-001702-00	THOMAS C KAMINSKI	7437 SMITHFIELD AVE, REYNOLDSBURG, OH 43068	Franklin	\$ 280.00
095-20TR-FR	12/11/2020	11/6/2020	11/10/2020	TRASH		4.5	7500 MARLAN AVE	060-001589-00	ERIC W SMITH / STACEY R SMITH	7626 SLATE RIDGE, REYNOLDSBURG, OH 43068	Franklin	\$ 297.50
												\$ 16,191.25

Attachment: 2020 Nuisance Costs Franklin County (Nuisance Costs for Franklin County 2020)

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

DATE: **June 14, 2021**

TO: **Public Service and Transportation Committee**

RE: **2020 Nuisance Costs for Licking County**

Approval:

Completed Joe Begeny	Completed Chris Shook	Skipped Stephen Cicak
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This legislation is to approve the City's ability to file a lien against a property for expenses incurred by the City for grass mowing, trash removal, gutter work, or tree trimming.

**AN ORDINANCE AUTHORIZING THE CLERK OF COUNCIL TO CERTIFY
NUISANCE COSTS (2020) FOR COLLECTION BY THE LICKING COUNTY
AUDITOR**

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

SECTION 1. That the Clerk of Council be and is hereby authorized to certify for collection by the Licking County Auditor the nuisance costs for 2020 on the property described as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That the amount to be certified for collection is \$1,607.50 as evidenced by Exhibit "A" attached.

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

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

2020 Licking County Nuisance Records (Official Report)

Invoice #	Invoice Date	Inspection Date	Service Date	Service Type	Grass Height Inches	Cubic Yards	Site Address	Parcel #	Owner Name	Billing Address	County	Total Due
008-20M-LK	5/22/2020	4/21/2020	4/30/2020	MOWING	12		0691 HUNNICUT DR	090-141180-00.005	MAPLEWOOD PROPERTIES INC	PO BOX 329, ETNA, OH 43018	Licking	\$ 230.00
020-20M-LK	6/3/2020	5/6/2020	5/22/2020	MOWING	22		2051 RAVINE PL	013-027342-00.105	DONALD C BROWN	2051 RAVINE PL, REYNOLDSBURG, OH 43068	Licking	\$ 265.00
026-20M-LK	6/10/2020	5/20/2020	5/29/2020	MOWING	24		8300 E MAIN ST	013-028362-00.000	LICKING COUNTY LAND REUTILIZATION CORPORATION	8300 E MAIN ST, REYNOLDSBURG, OH 43068	Licking	\$ 220.00
056-20TT-LK	8/4/2020	6/30/2020	7/13/2020	TREE/TRIM		2	0769 ROBBINS LOOP CT	013-027414-00.030	STEVE T JOHNSON	0769 ROBBINS LOOP CT, REYNOLDSBURG, OH 43068	Licking	\$ 175.00
077-20TR-LK	9/24/2020	9/11/2020	9/15/2020	TRASH		2.5	8439 PRIESTLEY DR	013-030180-00.013	MERVAT Z GUIRGUIS	8439 PRIESTLEY DR, REYNOLDSBURG, OH 43068	Licking	\$ 227.50
087-20M-LK	10/15/2020	9/24/2020	9/29/2020	MOWING	51		TAYLOR RD SW (VACANT LAND) PATASKALA, OH	087-151182-00.000	BROAD TAYLOR LLC - CHARLES W WARNER III	4067 PROVIDENCE CT, SCHNECKSVILLE, PA 18078	Licking	\$ 315.00
088-20M-LK	11/16/2020	9/22/2020	10/12/2020	MOWING	22		8609 PRIESTLEY DR (LANDSCAPE BED ONLY AT THE TAYLOR RIDGE SIGN)	013-030186-00.275	BEYEW H SISAY / NIGIST A ADDISU	8609 PRIESTLEY DR, REYNOLDSBURG, OH 43068	Licking	\$ 175.00
												\$ 1,607.50

Attachment: 2020 Nuisance Costs Licking County (Nuisance Costs for Licking County 2020)

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

DATE: **June 14, 2021**

TO: **Finance and Administration Committee**

RE: 2022 Tax Budget

Approval:

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

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

Reason For Emergency: Financial needs of the City of Reynoldsburg

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

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

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

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

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

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

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

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

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

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

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

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

TOTAL REVENUE

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

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

DATE: June 14, 2021

TO: Finance and Administration Committee

RE: Transfer Funds for Brice Road/Main Street TIF

Approval:

Completed Joe Begeny	Completed Chris Shook	Skipped Stephen Cicak
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Section 1 Transfer \$10,000.00 from the unappropriated General Fund, Account number 110.000.5501 Transfers to the Brice Road / Main Street TIF Fund Account Number 971.000.4990, and

Section 2 Appropriate \$55,000.00 from the unappropriated Brice/Main TIF Fund (971) and appropriate to account 971.000.5527 Agency TIF Distributions.

**AN ORDINANCE TRANSFERRING FUNDS FOR THE BRICE ROAD/MAIN STREET
TIF FOR AGENCY TRANSFER TO ALLOW FOR PAYMENT TO THE
REYNOLDSBURG CITY SCHOOL DISTRICT**

WHEREAS, there is an annual disbursement of funds received from the Brice Road/Main Street TIF that are collected and directed to the Reynoldsburg City School District; and

WHEREAS, the Brice Road/Main Street TIF Fund (971) and the Agency TIF Distribution Fund require the transfer of monies from the General Fund in order to meet our fiscal obligations.

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

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

SECTION 1. Council hereby approves the transfer of \$10,000.00 from the unappropriated General Fund account number 110.000.5501 and transfers to the Brice Road/Main Street TIF Fund (971) account number 971.000.4990.

SECTION 2. Council hereby approves the appropriation \$55,000.00 from the unappropriated Brice/Main TIF Fund (971) and appropriates to account number 971.000.5527 Agency TIF Distributions.

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

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

DATE: **June 14, 2021**

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

RE: **Parks & Recreation Sponsorship and Reimbursement**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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The Parks and Recreation Department has received sponsorship and reimbursement monies totaling \$7,172.56 from vendors for the following: Heroes for Heroes 5K--this was a sponsorship for the 2020 race (\$500); Sports, Projects, Events (\$4,150); Heirloom Sponsorship --Jan-June and July-Dec 2021 editions (\$2,400).

Reimbursement for postage for \$122.56 for the Reynoldsburg Senior Center.

Request Council authorize the following appropriations from the unappropriated General Fund:

110.340.5213	\$ 100.00	Maintenance Supplies
110.340.5215	\$3,050.00	Recreational Supplies
110.340.5303	\$ 500.00	Community Events
110.340.5339	\$1,000.00	Misc. Contract Services
110.340.5395	\$2,400.00	Printing and Advertising
110.343.5391	\$ 122.56	Postage--Senior Center

**AN ORDINANCE APPROPRIATING FUNDS FROM THE UNAPPROPRIATED
GENERAL FUND TO ACCOUNTS IN THE PARKS & RECREATION DEPARTMENT**

Parks & Recreation Dept.

Donna Bauman

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6879 Phone

WHEREAS, the Reynoldsburg Parks & Recreation department has received generous sponsorships in the amount of \$7,050.00 and a reimbursement in the amount of \$122.56; and

WHEREAS, those sponsorship monies need to be appropriated from the unappropriated General Fund (110) and into various Parks & Recreation accounts.

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

SECTION 1. That an amount of \$7172.56.00 in the unappropriated General Fund (110) be and is hereby appropriated as follows:

To accounts:

110.340.5213	\$ 100.00	Maintenance Supplies
110.340.5215	\$3,050.00	Recreational Supplies
110.340.5303	\$ 500.00	Community Events
110.340.5339	\$1,000.00	Misc. Contract Services
110.340.5395	\$2,400.00	Printing and Advertising
110.343.5391	\$ 122.56	Postage--Senior Center

Total Sponsorship Funds: \$7,050.00

Total Reimbursement: \$ 122.56

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