



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, May 11, 2020

Council Chambers

CITY COUNCIL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- a. City Council – Regular Meeting – April 27, 2020

5. COMMUNITY COMMENTS

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

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

6. COMMUNICATIONS

- a. Treasury Board Minutes

7. MOTIONS

- a. A Motion to Approve a Resolution to Support Ohio House Bill 535, Also Known as the CROWN Act (Creating a Respectful and Open Workplace for Natural Hair)

8. REPORTS

a. **Auditor's Report**

- 1. Auditor's Reports, February, 2020
- 2. Auditor's Reports January, 2020

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

- 1. An Ordinance Consenting to the Annexation of Certain Real Property Located at 704 Waggoner Road in Truro Township Consisting of 130.91+/-, Owned by Rhoderick C. Griffin, Kenton G. Griffin and Laurel J. Samp

c. **Public Safety, Law & Courts Committee**

- 1. An Ordinance to Amend Title V of the Codified Ordinances of the City of Reynoldsburg to Add Chapter 503, Prohibiting Discriminatory Practices in Employment, Housing, and Public Accommodations --- Bryant. Public Safety, Law and Courts Committee.

d. **Public Service & Transportation Committee**

- 1. An Ordinance to Repeal and Replace Chapter 741 of the Reynoldsburg Codified Ordinance on Solicitors

e. **Finance & Administration Committee**

9. LEGISLATION FOR FIRST READING

- a. An Ordinance Consenting to the Annexation of Certain Real Property Located at 704 Waggoner Road in Truro Township Consisting of 130.91+/-, Owned by Rhoderick C. Griffin, Kenton G. Griffin and Laurel J. Sample --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance to Repeal and Replace Chapter 741 of the Reynoldsburg Codified Ordinance on Solicitors --- Strickland. Public Service and Transportation Committee.

10. LEGISLATION FOR SECOND READING

- a. An Ordinance to Transfer Funds Among Various General Fund Accounts Within the Economic Development Department (First Reading 4/27/2020). --- Baker. Development, Parks and Recreation Committee.
- b. An Ordinance to Establish Chapter 1399, Registration of Vacant Properties for the Codified Ordinances of the City of Reynoldsburg, Ohio (First Reading 4/27/2020). --- Strickland. Public Service and Transportation Committee.
- c. An Ordinance to Amend Chapter 160 Employee Compensation, Section 160.02 (E) and (F) Authorized Positions and Section 160.11 City Clothing Provided of the Code of Ordinances for the City of Reynoldsburg, Ohio (First Reading 4/27/2020). --- Salvati. Finance and Administration Committee.
- d. An Ordinance to Amend the Personnel Procedure Manual Regarding Non-Uniform Clothing and Drug and Alcohol Testing Policy --- Salvati. Finance and Administration Committee.

11. OTHER COUNCIL MATTERS

12. UPCOMING MEETINGS

- a. May 21, 2020 BZBA
- b. May 26, 2020 (Tuesday) Council 6:00pm
- c. June 4, 2020 Planning Commission
- d. June 8, 2020 Council
- e. June 18, 2020 BZBA
- f. June 22, 2020 Council

ADJOURNMENT



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Council President Leanora Jenkins called the meeting to order at 6:02 PM

Invocation - Mayor Begeny

Moment of Silence for Sarah Cannella (former Councilmember)

Mayor Begeny recognizes resident and former member of the Reynoldsburg city council who recently passed away, Sarah Cannella. Ms. Cannella certainly left her mark on the City. She was a part of numerous volunteer organizations and she was even awarded the key to the City in 1998. Mr. Begeny called for moment of silence to honor the great impact she had on the City of Reynoldsburg.

President Jenkins also acknowledges the number of achievements she has within the City and wants to honor her impact on the City as well.

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

ABSENT:

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

The minutes from the Special Council meeting of April 13, 2020 were approved as submitted.

a. City Council – Regular Meeting – April 13, 2020

The minutes are approved as submitted.

RESULT:	ACCEPTED
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Community Comments

James Smith, 8334 Priestley Drive

Christine and I watched the council meeting last night, which would have been April 13th, and did our best to hear what was said since there was a lot of interference at the beginning with Joe's comments but I certainly heard everything you said and I kept saying right on. I was very glad you raised the challenge of what were the procedures and the previous administration for approving change orders and the related money commitment. We know that while the former City attorney said that all was in order, he was wrong in the whole limited process of having the service director, who was not a person in authority, commit the City to large change orders and payments and was hardly the person who should approve those large amounts. Both questionable of \$1.3 million of mid 2019 were the \$450,000.00 and change orders that the City was considering approving. I applaud your questioning and I must say that I think it was very good that Councilmember Cotner questioned how come the change order approval process did not include Council approval. I'm not even sure that Mayor McCloud was that involved. The approvals were sloppy and should have been in writing and signed by a city official at least. So here we are with the albatross of paying a large sum to the contractor to hopefully finish the job. We are stuck. The money should be approved but there should be something added to the resolution that the Council will pay with but vigorously protest the method by which this came about. I'm one who firmly believes that one should speak out on these issues. I guess that goes back to my years of experience as an independent auditor, CPA of many types of governments cities, County school districts where confident council's had no problems with challenging and even holding up payments until everything was explained and supported. The new Reynoldsburg City Council and Administration shows that it is a kind of competent Council. As a citizen I really appreciate your involvement in ensuring that the city of Reynoldsburg is doing the right thing.

Brett Luzader, 1116 Gibson Rd.

Thank you President Jenkins and Members of Council,

I would like to re-iterate what I stated 2 weeks ago. Whoever signed the Authorization to Proceed orders for additional work on the Community Center, without an appropriation approved should no longer be working for the City of Reynoldsburg. This is a direct violation of State of Ohio finance laws.

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Thank you,

Councilmember Pyakurel recognizes Les Somogyi for organizing the food drive event for the Reynoldsburg Helping Hands. It was very good thing within the community. Mr. Pyakurel also shares how he has been coping with this Covid-19 crisis. He states that it's very difficult situation mentally and physically. Around 2017 he started practicing meditation yoga with an international organization. With the current crisis they are offering the program at little cost and free for front line workers. Mr. Pyakurel provides some background about the foundation. It is an international non-profit, non-religious organization dedicated to human well-being. Founded by Sadhguru, Yogi visionary. Isha has been a leader of offering the simple and scientifically structured yoga and meditation program for over 30 years to millions of people all over the world. It is estimated that over 9 million people around the world have benefited from the scientifically designed yoga and meditation program. Isha foundation is offering powerful medicine webinars. Meditation for health to help people cope with the uncertainty of our time. This medicine has been helping people around the world boost the immune system and respiratory capabilities to fight the virus and give them an inner sense of peace and well-being. It has also helped them respond to this time uncertainty as well as balance work/family and other places. In this webinar they will learn to help boost immunity and enhance the lungs capacity, harness the power of mind to manifest health, success and peace and bring balance. As well as the psychological well-being and reduce stress and anxiety. If someone is interested, they can go to the website ishafoundation.org.

President Jenkins suggest sharing the information on Reynoldsburg connect as well so that everyone that isn't listening today can be informed and she appreciates Mr. Pyakurel sharing. She also recognizes Mr. Somogyi for organizing the food pantry event and all of the Citizens who helped make it a success.

Ms. Lawson-Rowe recognizes and thanks the Parks and Recreation team for changing plans and figuring out a way to still bring joy to the community and its children for the breakfast with Easter Bunny. She also wants to thank superintendent Brown and his staff and board for their work among this crisis.

Mr. Baker also wants to thank the Parks and Rec team as well as the service industry members who are continuing to work during this crisis.

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Communications

There are no communications.

Motions

There are no motions.

Reports

Police Department First Quarter Report - Deputy Chief Curtis
Police Department First Quarter Report - Acting Chief Curtis

REYNOLDSBURG POLICE DEPARTMENT FIRST QUARTER REPORT

Acting Chief Curtis reviewed the first quarter report of the Reynoldsburg Police Department with Council.

Development, Parks & Recreation Committee

This is the Development, Parks & Recreation Committee meeting for April 27, 2020.

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

**An Ordinance to Transfer Funds Among Various General Fund Accounts Within the
Economic Development Department**

Mayor Begeny explained this is a good housekeeping issue and wanted to take care of things prior to the end of the year. The City has given Emily Wheeler extra compensation for additional duties that she was going to be performing. These are things that were established before the Covid crisis and should be accounted for earlier rather than later towards the end of the year. She is working with us to get recognition for the city as a green city of sustainability city as well as a potential Main Street City also these are additional things that will be coming out for the City of Reynoldsburg and things that we can work on to kind of get some recognition for all the great things are in the city of Reynoldsburg. There's also additional funds in there for an intern through MORPC. Prior to the Covid crisis the City was approached by MORPC for them to supply an intern for the Development Department. This

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person will come in for about eight hours a week starting a towards the end of May and normally we wouldn't have accepted this however MORPC was very insistent, they are going to cover half the cost of this intern for the summer that will be coming in. The City will be responsible for \$650 where MORPC would be covering the other \$650. With some of the development that is coming into Reynoldsburg it will be good to have a few other hands on deck.

President Jenkins questions as to whether Emily is being promoted or a new position is being created.

Mayor Begeny clarifies that there is not going to be a change in positions but compensation for additional duties within her current position. He also explains that the summer intern position that is going to begin mid-to-late May and it will end sometime in August for 8 hours a week. There is a plan in place to begin reopening City Hall, the Council and general public will be informed of that by Thursday or Friday, these plans are based on the Governors guidelines.

Councilmember Lawson-Rowe questions if the intern still plans to work within the City building during the Covid-19 crisis.

Mayor Begeny states that the Development Director did have a sort of interview with this intern and they do plan on completing the internship, they will be treated as any other employee with the proper precautions taken place for their safety and health as well as being able to work from home.

Councilmember Strickland questions of the increase in pay for Emily was in the budget.

Mayor Begeny explains that they are asking to move the funds from the 5300's to the 5100's, which is salary. The funds are available, they just need to be moved from one account to the other. The City is doing this now so that they are aware of where we are financially due to the impact from the Covid crisis.

Ms. Strickland questions if this will impact any other areas financially and Mayor Begeny explains that it should not be based on the restrictions being placed moving forward to deal with the Covid-19 impact and responsibly using the taxpayer dollars.

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Councilmember Lawson-Rowe questions if the half of the summer interns salary falls within the budget even with the restrictions taking place.

Mayor Begeny explains that the working being brought in by the intern will be beneficial with the small amount that it will cost the City.

Councilmember Baker moved to forward the ordinance to Council for a first reading. Second by Councilmember Pyakurel. Motion carried.

Public Safety, Law & Courts Committee

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

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for April 27, 2020.

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

An Ordinance to Establish Chapter 1399, Registration of Vacant Properties for the
Codified Ordinances of the City of Reynoldsburg, Ohio

Mr. Shook explains that this discussion item began back on March 9th before the Covid crisis really started to hit so we put it off until now. There have been no changes since that discussion item back in March and the highlights of this legislation to require the registration of vacant buildings within the City. To have a designated agent for each owner of a vacant building within the City. To have a plan or duration of vacant buildings and to secure the premises of those vacant buildings. To ensure these do not become eyesores within the community and people cannot enter these buildings and squat. Mr. Shook explains this ordinance is up for first reading tonight if anybody has any questions he as well as Michael Shaw, the Assistant City Attorney, who played a significant role in drafting this ordinance.

Councilmember Strickland thanks Attorney Shook and Assistant Attorney Shaw for drafting the legislation that originally came from discussion and conversation with Councilmember Strickland's neighbor and were some empty homes have been sitting



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for a period of time. Ms. Strickland explains this is one of the big things that she wanted to make sure that were taken care of as well as commercial buildings.

Councilmember Strickland moved to forward the ordinance to Council for a first reading. Second my Councilmember Lawson-Rowe. Motion carried.

An Ordinance to Repeal and Replace Chapter 741 of the Reynoldsburg Codified Ordinance on Solicitors

Mr. Shook explains this is a request of the Service Department to rewrite our solicitor ordinance so that we can clean certain issues. The first thing to do would be to transfer the permitting process over to the Police Department. That's the way it's done in most municipalities because required background checks for the applicant for their solicitor permits. The second significant change would be to address some constitutional considerations. There have been issues that have been brought up in the past regarding the solicitor ordinance, that it is unconstitutionally restrictive in the manner of time that is allotted to solicitors during the course of a day and the time limit in which permits are being issued. The third thing the ordinance would create is a no soliciting notice. This would allow residents who put up the notice on the door of their property to notify any potential solicitors that they are exercising their right not to be solicited and it would create the potential for criminal penalties for solicitors who continue to attempt to solicit residents who have one of those signs on their door. This differs from the ordinance that was created about a year ago for a do not knock registration. This ordinance is not registering people. They are being given the option to put the signs up on their door so that they can exercise their right to not be solicited and then we are putting in place measures by which we can hold solicitors accountable. Mr. Shook explain this is a discussion item only. Council is free to make suggestions changes additions or deletions as needed. Ms. Jenkins questions in the ordinance, once the resident puts up the no solicitation sign then who would they report to if someone is being a nuisance and not following the sign that they have placed at the residence. Mr. Shook explains that a solicitor who continues to solicit in violation of the no solicitation notice would actually be in violation of the criminal code, Criminal Trespass, which is a fourth degree misdemeanor. The resident would call the police department. The notice itself has to be in very specific language and this is something that other political subdivisions have done, townships and cities, to ensure that the residents are notifying the solicitor that they are a resident exercising the right not to be solicited and it acts as a deterrent. Mr. Shook explains that there are some entities who are exempt from this ordinance like politicians along with others,

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those details are provided in the subsection of the ordinance 74-17. Some examples are non-profits, school related activities and the Boys and Girls Scouts. These entities would not need to apply for a permit. This ordinance is currently drafted to read that they would not be exempt from the no solicitation notice. Meaning if there is a no solicitation notice on the door, even those organizations that are exempt from obtaining a permit, not be permitted to knock on a door that had a no soliciting. Council can decide whether they want that to be in place. The law would not be enforced on those types of entities but the law should be applied uniformly and be respectful of residents who may have young children napping or something of that sort that do not want to be disturbed.

President Jenkins questions what the cost involved with obtaining a permit.

Mr. Shook explains that applicants that apply for a permit under the drafting of the ordinance would be a \$50 administrative fee. Previously it was \$15, because administrative costs go up over time of what other local political subdivisions are doing. One of the things that other cities are doing is that they are providing options to applicants to apply for permits for limited periods of time for 1 week, 2 weeks or up to six months and up to a year. The cost would then be associated with the period of time, that is not currently in the Ordinance but Council can decide to add that language. Mr. Shook advises Council to consult him with any questions, changes, discussions regarding the ordinance.

Councilmember Strickland recommended that this legislation be brought to the May 11th Council meeting for a first reading.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for April 27, 2020.

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

An Ordinance to Amend the Personnel Procedure Manual Regarding Non-Uniform
Clothing and Drug and Alcohol Testing Policy

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Ms. Boller explains that this ordinance has three changes to the personal procedure manual are the first one is on page 10 of the PPM, which does include the police Command Staff and promotion. This is a process in which we must follow in hiring the Chief of Police, Deputy Chief of Police and Lieutenant. The department's current Chief, Chief Plesich's last day with the city was on April 24th. The position has been posted. The Mayor made some changes in who reviewed applications and interview candidates. The second item is page 62 of the PPM; this is the drug and alcohol testing. The Federal Motor Carrier Safety Administration created a Clearing House that individuals with CDLs or temporary CDLs must register with license or temporary license. The language that was added was taken straight from the law and now defines exactly how reporting a positive drugs or alcohol test are to be reported. We must do this Clearing House also on the hiring of all drivers required to have a CDL. The last item is on page 65 on personal appearance. This will allow for the City to have a consistent look for staff at the City that wears uniforms. This new section would allow us to add the ability to provide shirts or hats for staff when they are out at events representing the City. Given the current financial situation though, all directors have been advised that until further direction from the Mayor, this clothing should not be purchased by the City. Any staff member choosing to purchase it with the logos themselves may do so.

Ms. Bryant questions now that medical marijuana is legal, are there exceptions that will be made for somebody with a medical card?

Ms. Boller explains that under the Federal Motor Carrier Safety Administration if you have a CDL there is no exception, even if you do have a medical card. Non-driving employees are not subject to random testing as those with a CDL and there have not been any discussion yet nor updated our policy on that. There seems to be quite a bit of confusion still out there on what the medical card actually allows. There's no way for the City to tell if an employee is following said the recommendations because when you're giving that medical card it is a suggestion that you take it to one of the pharmacies for medical marijuana. There is no real regulation of that yet.

Councilmember Salvati moved to forward this ordinance to Council for a first read. Second by Councilman Baker. Motion carried.

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An Ordinance to Amend Chapter 160 Employee Compensation, Section 160.02 (E) and (F) Authorized Positions and Section 160.11 City Clothing Provided of the Code of Ordinances for the City of Reynoldsburg, Ohio

The changes that are being proposed in chapter 160 regarding staffing is to change the title and pay the assistant ground superintendent which is a pay grade 12 currently. The City is requesting to change the title of this position to the Assistant Grounds Superintendent / Arborist at a pay grade 14. The current employee is a certified Arborist and having him not only work in the Parks Department but also on streets scape and various projects. The City wants the title and pay grade to reflect the expectations of the position now. The other staff change is the title of one of the Public Safety Records Technicians to a Public Safety Record / Research Technician. The police department has a software that allows for a lot of data and input for various reports that will be presented back out. The Police Department was able to identify a suspect of a crime based upon the data. There is not a current need for this to be a full-time position but having them spend part of their time working on records as a records technician as they currently do and then part of their time as a research technician. This one position would be changed from a pay grade 9 to a pay grade 10. In the last part of this chapter 160 change is the exact same language that is in the PPM for the clothing that was addressed previously.

Ms. Crawford from the auditor's office questions if the job titles need to be changed or if their duties and pay grades would suffice?

Ms. Boller explains that as it pertains to the arborist yes, there is a need for those skills that we have found and that we have been short on is having an arborist. As said before this position and skill is used in other departments to assist the needs and it's important to notate this is part of the job duties and the title as well and they pay grade should be reflected. Regarding the public safety records technician position, this is the compromise with the administration at the police department. They wanted to have a soul research technician at this point and had an entirely different title but at this point we felt that we should take the smaller step and see how this works out. Their duties would be more complicated than what the other records technicians would have so that's why we reached these decisions.

Councilmember Strickland questions if this is the right time to increase compensation given the current financial situation of the City and the impact of Covid-19.

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Mayor Begeny explains that Reynoldsburg was recognized as a tree city back in 1993. This employee was actually able to bring that designation back to us. These are all the statues that we've had prior Covid-19 expenses that you're talking about. There is hiring freeze right now in the City as well as the Reynoldsburg Police Department. These positions were being addressed early on but because of Covid-19 they were put aside. The impact on finances both short-term and long-term are unknown. As we move forward we have to be very careful with any funds in any decisions that we do make.

Ms. Crawford for giving an outside perspective to the title and pay changes as Ms. Strickland is still learning and does not know the in depth history of these items. Ms. Crawford explains that in 2008 and 9 when things were very bad and the tax rate was lower a lot of people did things outside their job duties and extra duties employees did not get raises. There is always a clause in most jobs that duties can be added by the supervisor if needed. She is concerned that a president will be set moving forward that if a job changes and has duties added, it will deserve a job title change and raise.

Mayor Begeny explains that these discussions were had with the City Auditor to ensure the fund were available for these changes.

Ms. Boller adds that these discussions are in depth with supervisors and directors and the title changes are only made when appropriate and not just because a little extra work is being done. She adds that these changes should also not be made for the simple fact that it may be a challenge to change in the payroll system.

Ms. Crawford repeats she feels that just the duties can be added to the job description and the titles do not need changed but whatever is approved is what the auditor's office will do.

Councilmember Strickland explains those are some concerns because there are from a financial perspective and with Covid-19 everyone is struggling at this point. From a City perspective her concern is the fact that they just don't know where the City my land at the end of this.

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Auditor Cicak advises on the street scape they did pay for tree trimming, 60 days \$15,000 for Street tree trimming and he thinks that's something that they might want to include in the arborist job duties.

Councilmember Lawson-Rowe also weighs in on the financial state of the City when it comes to giving raises to employees and feels those decisions can be tough to make and wants to be sure it's financially responsible to do at this time.

Councilmember Cotner asks for the actually numbers in these changes.

Ms. Boller explains that they are not significant, as the pay grades are only moving up small amounts and she will send the detailed information onto all of the Councilmembers.

Councilmember Salvati suggest moving the legislation to its first reading in order to allow for time for research and questions based on all of the information provided.

Councilmember Baker questions if these are budgeted changes. Mayor Begeny explains that most departments has this built into their individual budgets. President Jenkins asks for clarification on the raises in 2019.

Ms. Boller explains that an across the board 3% raise was given and in July 2019 the step raises were implemented. Employees whose anniversary dates fell after July, received the step raise through June 30th 2020, when there will be a freeze in step raises due to Covid-19. Ms. Boller explains the changes for the proposed potions pay grade changes. Step nine is \$18.32. According to the ordinance the most we could go to in someone starting at \$21.78. Step 10 is \$18.78 and goes up to as starting could be up to \$22.53. That's at the very top. \$0.75 on the hour and then going from a 12 to 14 at the top that we would be moving to our we would go from \$ 24.16 and currently has \$23.23 so that would be \$0.93 on the hour. Those positions would not be entitled to a step increase for the remainder of the year. Ms. Boller will send the detailed information for pay increases, anniversary dates and steps for these positions to Council.

Councilmember Salvati moved to forward this ordinance to Council for a first read. Second by Councilman Bryant. Motion carried.

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LEGISLATION FOR EMERGENCY ADOPTION

36-2020

AN ORDINANCE REQUESTING COUNCIL APPROPRIATE \$450,000.00 FROM THE UNAPPROPRIATED CAPITAL IMPROVEMENT PROJECT (CIP) FUND FOR THE REYNOLDSBURG COMMUNITY CENTER, AND DECLARING AN EMERGENCY --- Salvati. Finance and Administration Committee.

Councilmember Bryant motion to amend the ordinance to include new language, Second by Councilmember Salvati. Motion carries.

Attorney Shook gives the history back to December 2016 when City Council passed a resolution that a tax increase on the ballot fall through. The voters' approval of that tax increase and then the various contract agreements are signed to follow through with this particular project. The prior City Attorney had a reasonable basis that some of these contracts did not need to go to Council. There is a subsection D under City ordinance on 75101 that appears to allow contracts regardless of size that are Professional Services should go through without legislative authorization and that there is an unencumbered appropriation. There is a couple of problems with that with this particular project. The first is that really promote it a lack of transparency with Council. Council did not know how much the City had agreed to pay a construction manager and it put us in a position where ultimately the last Mayor and current Mayor ended up signing documents said that put us over the appropriations which meant that it absolutely did need to come to Council. There are certain requirements that need to be met before the Mayor can sign a contract that requires the exponent of taxpayer dollars and that process is set forth in our Charter and in the ordinance that before the Mayor can sign a contract, the City Auditor has to certify that the funds have been appropriated and are available and then the City attorney has to approve those. In most of the contracts or agreements that are laid out, in this particular ordinance they did not contain the approval as to form they did not contain the certification from the otter before they were signed by the Mayor. We find ourselves in a position now where we have certain financial obligations to the construction manager that quite frankly we're not properly authorized. They would be considered if this matter where to go to court potentially void. The ordinance is drafted to create a basis for which Council if you so choose, could pass this appropriation as at the very least a moral obligation. That is something that Council can do under the charter to the City under Section 8 .04. Something that is upheld throughout various court case is over the decades. That is a decision that is up to Council. There are very good reasons why you would pass

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an ordinance of a moral obligation to pay this contractor. Those are also set forth in the specific terms of this.

Councilmember Salvati reads a personal statement into the minutes regarding the legislation.

I have been following the YMCA money situation for some time now. I first started hearing about issues several months before the first request for 1.3 million in additional funds. Rather than get into the weeds on what did or didn't happen I would like to skip to the two biggest points I took away from that first request. The first being that the amount of communication and collaboration within the city's government for this project was woefully inadequate. As has been stated before this was a 28-million-dollar project which is by large margin the biggest undertaking of this city in decades. While the rules may place the sitting service director in charge of the project, not only should it have been highly collaborative with the Mayor, City Attorney, Auditor and Council, but there should have been many updates, and progress checks and there just were not. This observation has led to the numerous changes that have talked about that have been made by this administration. I feel comfortable with those changes. The second take away was that this project was from day one supposed to be a 28-million-dollar project, in fact the Mayor mentioned it may have been closer to 29 million. It has been said many times that the industry standard contingency amount of a project of this magnitude is 10% or 2.8 million dollars. The Auditors office for prudent reasons decided that 28 million dollars was all that the City could bond for this project. At that point in my opinion there were two options. Either the City had to go back to the drawing board and come up with a 26 million dollar YMCA to build or the project would need to fund to level of at least 30 million dollars. This would have meant putting up 2 million from the general fund as contingency. Neither of these things were done and the project was allowed to go forward with basically no contingency fund which again in my opinion almost guaranteed we would be right where we are now, at some point. So my final thought on this is that we additionally need to learn from this mistake and not let it happen again. However to date there have been two asks for additional funds for this project one for \$1.3M and now an additional \$500K. While the steps leading us here were not to be ignored, and have not been, we still remain under the industry standard contingency by about a million dollars. This is not necessarily comforting, but it provides perspective. Lastly I just wanted to say that for the record I found that the auditor's office did their job on this project as it is outlined and were in my opinion not part of the blame for any of this drama. I thank them for diligence.

Minutes Acceptance: Minutes of Apr 27, 2020 6:00 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2020**

Councilmember Bryant agrees with Councilman Salvati and is happy with this legislation as well as the procedures put in place to ensure this sort of thing does not happen again. She is disappointed in how this project turned out and feels blaming any one area will not solve anything and the City needs to pay the bills owed. Mr. Baker wants to apologize to the community as these funds are from taxpayer dollars and the project was not on time or on budget. He is also pleased that there are steps in place to again ensure this will not happen again.

Auditor Cicak comments the original budget for the project was 34 million dollars, but based on the numbers the project was budgeted for 28 million dollars. He would like for Council to read through and research this large packet. In the packet there is an email on February 17th from our owner's rep CT and Brian Sabala and he writes in here that this overage, the YMCA has asked for numerous things that were above and beyond what were shown in the contract documents and were not valued engineered items that were put back in the project. Mr. Cicak appreciates that the City is going back and following the rules strictly. He appreciates the work from the Mayor and City Attorney on this but would like for there to be some really good transparency on to what they are spending this money for.

Councilmember Cotner questions Mr. Shook if change order 8 in February is when they became legally obligated to pay the bill. Mr. Shook states that I not the case for two reasons. One being insufficient funds and the second being the money needed to be certified by the Auditor before the change order could be signed to confirm the money had been appropriated and was available. This is a state law. Going back to the beginning of the project, the change orders were being signed by the Mayor without having first gone to the Auditors office. This issue goes back to July when the 1.3 million dollars was requested.

Ms. Crawford explains that when the last GMP was requested, there was not enough money to appropriate and she advised that is why the purchase order was not authorized until permission was received from Council. Mr. Shook clarifies that there were three GMPs, they were signed June 26, 2018, September 26, 2018 and the last being February 6, 2019. Those couples with all of the change orders put the City over budget, there were already signed documents that put the project over budget before returning to Council in July.

Minutes Acceptance: Minutes of Apr 27, 2020 6:00 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2020**

Attorney Shook also clarifies that it is Council's responsibility to appropriate the funds and approve the contracts. Mr. Shook believes the problems start in the very beginning with the first contract signed July 24, 2017 where the Mayor signed a 2.2 million dollar contract and Council had only appropriated \$100,000.00.

Councilmember Cotner explains that this is the first time they have been made aware of these early on problems. Mr. Shook speculates that the administration wanted to move this project along quickly for the community and were willing to do whatever it took to get that done. Mr. Cotner wants to make sure the project is completed legally and that Council fulfills their responsibilities. His other concern is in regards to the repeater that was brought up at the last meeting and being held until tomorrow when they know the results of this evenings meeting. In July the 1.3 million included the repeater, he would like to know where that money has been spent.

Mayor Begeny explains there is a spreadsheet to show where that money was allocated and it was not purchased or paid for until the fire department verified it was the appropriate unit for that building.

Auditor Cicak also states that Ms. Crawford communicated with the previous City Attorney and this was not an over site and was done under the direction of the previous City Attorney.

Attorney Shook explains that in May 2018, Council had bonded \$28M and under the City Ordinance 175.01(d), City officials could then sign it onto contracts as long as the money had been appropriated without coming back to Council. The contracts and change orders should have been circulated through the City Attorney, City Auditor and then the Mayor for signature. There is a lot more accountability when that system is followed and ensuring when the Mayor signs these documents he has the legal authority to do so. Mr. Baker questions if in this agreement the contractor had the authority to remove items from the agreement. Mr. Shook explains that is not the case. At the time the designated City representative which was the Service Director who works directly with the architect and construction manager to put together the design of the building and what would and would not be in the building. During this time the community was promised certain items and they were not put into the design in order to make room for other architectural items. Most people in City Hall were not aware that was taking place and when it was brought to light that is when they returned to Council and asked for the additional 1.3 million.

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**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2020**

Councilmember Cotner reiterates that back in July, they were told this was the only additional money that would be asked for and obviously that is not the case and would like to know if this current ordinance will cover the remainder of the items like to pool and other summer items.

Mayor Begeny explains that they asked Gilbane and CT to send to them any items to include the final punch out list. This legislation accounts for what is owed and to include a cushion of around \$67,000.00. This also included the pool certification inspection items of \$21,485.00. This is the maximum of what could be charged and how the budgeted number was calculated. Any unused funds will be returned to the CIP. There is a possibility of some return from CT as they still have contingency money. There is no way to know how much money will be returned, if any, until the project is complete.

Auditor Cicak explains that he has discussed these issues with those who complete the audit on the City and there will most likely be citations from these problems that have occurred. President Jenkins questions if all of the expenditures have been reviewed with CT and Gilbane to ensure that the City has not overpaid.

Mayor Begeny explains that multiple people have completed this process extensively as well as with CT and Gilbane to verify any questions or changes. He explains that Ms. Crawford did a great job in verifying these numbers.

Auditor Cicak explains that Ms. Crawford found a one million dollar error in the beginning of this process and discovered that the project has been overspent twice.

Councilmember Baker thanks Ms. Crawford.

Councilmember Salvati moved to amend the ordinance to include all of the added language as presented in the April 27th Council packet. Second by Councilmember Bryant. Roll call vote: Baker - yes; Bryant - yes; Strickland - yes; Salvati - yes; Pyakurel - yes; Lawson-Rowe - yes; Cotner - yes. Motion to amend the ordinance passed 7-0.

Councilmember Baker moved to approve the ordinance as amended. Second Councilmember Bryant. Roll call vote: Baker - yes; Bryant - yes; Strickland - yes; Salvati - yes; Pyakurel - yes; Lawson-Rowe - yes; Cotner - no. Motion to approve the ordinance as amended passed 6-1.

Minutes Acceptance: Minutes of Apr 27, 2020 6:00 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2020**

RESULT:	ADOPTED AS AMENDED [6 TO 1]
MOVER:	Stacie Baker, At-Large Councilmember
SECONDER:	Kristin Bryant, At-Large Councilmember
AYES:	Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe
NAYS:	Cotner

LEGISLATION FOR FIRST READING

AN ORDINANCE TO TRANSFER FUNDS AMONG VARIOUS GENERAL FUND ACCOUNTS WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT --- Baker. Development, Parks and Recreation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 5/11/2020 6:00 PM
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AN ORDINANCE TO ESTABLISH CHAPTER 1399, REGISTRATION OF VACANT PROPERTIES FOR THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO --- Strickland. Public Service and Transportation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 5/11/2020 6:00 PM
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AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 741 OF THE REYNOLDSBURG CODIFIED ORDINANCE ON SOLICITORS --- Strickland. Public Service and Transportation Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 5/11/2020 6:00 PM
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Minutes Acceptance: Minutes of Apr 27, 2020 6:00 PM (Approval of Minutes)



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2020**

AN ORDINANCE TO AMEND CHAPTER 160 EMPLOYEE COMPENSATION, SECTION 160.02 (E) AND (F) AUTHORIZED POSITIONS AND SECTION 160.11 CITY CLOTHING PROVIDED OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 5/11/2020 6:00 PM
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AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL REGARDING NON-UNIFORM CLOTHING AND DRUG AND ALCOHOL TESTING POLICY --- Salvati. Finance and Administration Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 5/11/2020 6:00 PM
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Other Council Matters

Mr. Cotner thanks Chief Plesich for his service and wants to wish him well and thank him for his service to the City.

Mr. Baker recognizes the Reynoldsburg High School Seniors for their hard work.

Ms. Strickland also congratulates the class of 2020 and thanks the administrators who are still working to finish out the school year.

Upcoming Meetings

May 7, 2020 Planning Commission
May 11, 2020 Council 6:00pm
May 21, 2020 BZBA
May 26, 2020 (Tuesday) Council 6:00pm

Adjournment

Leanora Jenkins, President of Council

Mollie Prasher, Clerk of Council

Minutes Acceptance: Minutes of Apr 27, 2020 6:00 PM (Approval of Minutes)

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

DATE: May 11, 2020**TO:****CC:****RE: Treasury Board Minutes from April,, 2020**

MINUTES

CITY OF REYNOLDSBURG TREASURY INVESTMENT BOARD MEETING

April 21, 2020

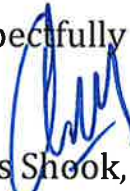
The April meeting of the Treasury Investment Board (T.I.B.) was called to order at 10:05 a.m. by Chairman Begeny. Members present were, Mayor Joe Begeny, Auditor Steve Cicak, and City Attorney Chris Shook.

- 1) The Auditor Presented: Market Sight Lines from Stifel, indicating we are in a recession; Meeder Portfolio shows steady yield at 1.85%; Preliminary Fund Balance Report.
- 2) Updated CIP balance forthcoming.

The next meeting of the T.I.B. will be Tuesday, May 19, 2020 at 10:00 a.m. in the City Attorney's Conference Room.

There being no further business, the meeting was adjourned at 10:13 am.

Respectfully submitted,


Chris Shook, Secretary

Attachment: 042120 Treasury Minutes (Treasury Board Minutes)

MARKET SIGHT | LINES



Michael O'Keeffe, CFA

April 17, 2020

The Consumer

When we started 2020, who would have thought our day-to-day lives, our health, our economy, and market results would be so defined by a global virus pandemic? At the time, we were focused on a variety of now less important issues, mostly trying to understand if our record economic expansion and bull market would continue. But COVID-19 has changed all that. Now we're focused on health, first and foremost, and then the self-imposed shutdown of our economy. Three questions on everyone's mind: When will we beat this virus? How bad will the economic and market fallout be? And when will our lives return to normal?

In this week's Sight|Lines, we focus on the consumer, reviewing the consumer's role in our economy and how the crisis is so far impacting the consumer.

The Consumer's Role in the Economy

Gross domestic product, or GDP, is the total value of goods produced and services provided in a country during one year. In 2019, U.S. GDP was \$19.1 trillion, after experiencing a 2019 real rate of growth, meaning net of inflation, of 2.3%. Those who study economics learn the breakdown of GDP as:

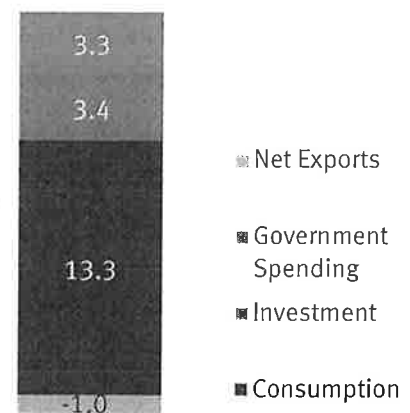
$GDP = \text{Consumption} + \text{Investment} + \text{Government Spending} + \text{Net Exports (exports minus imports)}$

In the equation, consumption, or more formally known as personal consumption expenditures, captures the consumer's contribution, which is significant. Examples of such consumption include durable goods, like cars and furniture; non-durable goods, like food, clothing, or gasoline; and services, like banking, healthcare, and entertainment.

Figure 1 shows that in 2019, Consumption represented 70% of total GDP. And, when we look at GDP growth from 2017 through 2019, Personal Consumption Expenditures growth contributed over 70% of the total GDP growth over that period, meaning that component grew faster than the others combined.

The consumer plays a huge role in our economy.

Figure 1. 2019 Real GDP (USD, Trillions)



2019 Real GDP

Source: Stifel Investment Strategy via Bureau of Economic Analysis, as of April 16, 2020

STIFEL

The Consumer in 2019

So, we've established that the consumer plays a huge role in the economy, including in 2019. Why so in 2019? Well first, consider employment and three related measures we track. As of December 31, 2019, the unemployment rate hovered around 3.5%, a 50-year low. Weekly jobless claims, measuring people out of work who want to work, were also low by historic standard. And jobs were available, as the ADP National Employment Report indicated. So, we were in a strong job market. In 2019, wages grew by 3.3% on average, so those employed were generally experiencing higher earnings. All of this contributed to positive consumer sentiment, which, by a few measures, was also near historic highs. So, we started 2020 with strong employment, higher wages, and a positive, engaged consumer.

Then came the COVID-19 crisis.

Employment

We read stories about businesses being forced to slow down or shut down during this crisis. Correspondingly, companies are having to fire people. So how is this showing up in the data? First, and foremost, consider weekly jobless claims for the last few weeks:

<u>Date</u>	<u>Claims (Thousands)</u>
March 7	211
March 14	282
March 21	3,307
March 28	6,867
April 4	6,606
April 11	5,245

These recent levels of weekly jobless claims, which capture new unemployment applications, are the highest we've ever seen. The consensus view is that corresponding unemployment level, another important measure, will rise to 11.6% by end of the second quarter of 2020. And recently, the University of Michigan released the preliminary results of its Index of Consumer Sentiment, which fell from 101 in February, a very positive reading, to 89 in March, and then 71 in April, a very negative reading. The Current Conditions Index component of the overall index fell much more than the Expectations Index component, signaling the consumer remains hopeful for a quick recovery from this crisis.

So how does this all impact the consumer? One analysis we reviewed recently has estimated the loss in income due to the crisis to be \$456 billion.¹ Importantly, the CARES Act, the recent fiscal stimulus bill, has allocated \$525 billion in direct consumer support, potentially filling this gap in lost income.²

In any event, we should expect to see a fall in consumption.

Retail Sales

Two indexes we track are starting to show an impact on retail sales. The Redbook Index of same-store sales recently fell 2%. And retail sales, as reported by the U.S. Census Bureau, rose 4.3% in February and fell 6.2% in March, signaling a real slowdown in consumption. This includes a flurry of purchases as people were getting ready to be locked in at home. So, we will likely see further declines in April.

¹ Source: Blackrock, as of March 16, 2020

² Ibid

Conclusion

Given the COVID-19 crisis and related shutdown of businesses and the economy, we believe we are in a recession. The consumer remains the largest component of our economy, and the crisis has had an impact. The decline in employment and the economy is quite severe, by historic standards. Looking forward, our focus is balanced on assessing the magnitude of the impact and gauging the plans unfolding to restart our economy and allow people back to work.

Michael P. O'Keeffe, CFA

Chief Investment Officer

michael.okeeffe@stifel.com

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Asset allocation and diversification do not ensure a profit and may not protect against loss. There are special considerations associated with international investing, including the risk of currency fluctuations and political and economic events. Investing in emerging markets may involve greater risk and volatility than investing in more developed countries. Due to their narrow focus, sector-based investments typically exhibit greater volatility. Small company stocks are typically more volatile and carry additional risks, since smaller companies generally are not as well established as larger companies. Property values can fall due to environmental, economic, or other reasons, and changes in interest rates can negatively impact the performance of real estate companies. When investing in bonds, it is important to note that as interest rates rise, bond prices will fall. The Standard & Poor's 500 index is a capitalization-weighted index that is generally considered representative of the U.S. large capitalization market. The Dow Jones Industrial Average (DJIA) is a price-weighted average of 30 significant stocks traded on the New York Stock Exchange (NYSE) and the NASDAQ. The DJIA was invented by Charles Dow back in 1896. The MSCI EAFE index (Europe, Australasia, and the Far East) is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the U.S. and Canada.

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0420.3045788.1

Attachment: 042120 Treasury Minutes (Treasury Board Minutes)

CITY OF REYNOLDSBURG
PRELIMINARY FUND BALANCE REPORT
FEBRUARY 29, 2020

Fund	Beginning Balance	Y-T-D Revenues	Y-T-D Expenses	Balance	Encumbrances	Ending Balance
110 - General Fund	\$9,904,875.97	\$3,060,913.62	\$4,319,822.98	\$8,645,966.61	\$2,620,706.73	\$6,025,259.88
201 - Fema Federal Emergency Mgmt Agen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 - Computerized Needs (courts)	\$180,436.61	\$5,610.00	\$11,301.15	\$174,745.46	\$8,464.10	\$166,281.36
220 - Income Tax Fund	\$3,194,085.24	\$1,137,021.66	\$639,941.66	\$3,691,165.24	\$3,562,335.24	\$128,830.00
230 - Permissive Tax Fund	\$1,268,610.18	\$44,572.37	\$0.00	\$1,313,182.55	\$88,973.23	\$1,224,209.32
240 - Police Pension Fund	\$152,021.72	\$0.00	\$0.00	\$152,021.72	\$0.00	\$152,021.72
250 - Sewer Capacity Fund	\$108,416.98	\$0.00	\$0.00	\$108,416.98	\$0.00	\$108,416.98
260 - Street Fund	\$2,808,028.03	\$346,207.16	\$224,921.22	\$2,929,313.97	\$510,865.45	\$2,418,448.52
270 - State Highway Fund	\$311,350.59	\$27,504.00	\$979.13	\$337,875.46	\$81,019.38	\$256,856.08
282 - Cops in School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
283 - Cops More Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
285 - Endowments & Contributions	\$593,949.75	\$0.00	\$0.00	\$593,949.75	\$143,221.00	\$450,728.75
286 - G.R.E.A.T. Grant Fund	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00
290 - Law Enforcement Fund	\$100,823.87	\$2,012.98	\$0.00	\$102,836.85	\$0.00	\$102,836.85
291 - Drug Enforcement Fund	\$47,943.74	\$25.00	\$0.00	\$47,968.74	\$0.00	\$47,968.74
292 - Safety Belt Program Fund	\$4,376.00	\$0.00	\$0.00	\$4,376.00	\$0.00	\$4,376.00
293 - DUI/Education/Enforcement Fund	\$16,469.19	\$364.00	\$0.00	\$16,833.19	\$0.00	\$16,833.19
294 - Federal Forfeiture Fund	\$87,891.85	\$61,574.95	\$0.00	\$149,466.80	\$0.00	\$149,466.80
295 - Law Enforcement Asst Fund	\$57,121.76	\$0.00	\$0.00	\$57,121.76	\$0.00	\$57,121.76
297 - Edward Byrne Fund	\$3.42	\$0.00	\$0.00	\$3.42	\$0.00	\$3.42
298 - Secure Our Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
299 - Indigent Drivers Interlock Fund	\$16,077.59	\$0.00	\$0.00	\$16,077.59	\$0.00	\$16,077.59
310 - General Debt Retirement Fund	\$2,678,524.81	\$406,469.06	\$0.00	\$3,084,993.87	\$0.00	\$3,084,993.87
320 - Special Assessment Debt Ret Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
330 - Taylor Sq Tief Debt Retirement	\$290,647.36	\$0.00	\$0.00	\$290,647.36	\$0.00	\$290,647.36
410 - Capital Improvements Fund	\$13,398,566.70	\$566,367.93	\$3,316,885.25	\$10,648,049.38	\$6,910,723.66	\$3,737,325.72
420 - Sidewalk Construction Fund	\$897,477.48	\$0.00	\$0.00	\$897,477.48	\$53,165.47	\$844,312.01
440 - Brice-Main Streetscape	\$0.08	\$0.00	\$0.00	\$0.08	\$0.00	\$0.08
450 - Rosehill Road Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
605 - Arts Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610 - Delinquency Prevention Fund	\$16,554.81	\$0.00	\$0.00	\$16,554.81	\$0.00	\$16,554.81
615 - Beautification Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
620 - French Creek Footbridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
640 - Supervision and Inspection	\$108,877.02	\$0.00	\$2,209.46	\$106,667.56	\$78,042.30	\$28,625.26
650 - Plot Grade & Utility	\$98,929.82	\$6,217.50	\$1,500.00	\$103,647.32	\$88,475.10	\$15,172.22
660 - Unclaimed Funds	\$33,786.89	\$0.00	\$0.00	\$33,786.89	\$0.00	\$33,786.89
690 - Employees Fund	\$1,045.22	\$0.00	\$382.33	\$662.89	\$417.67	\$245.22
710 - Water Fund	\$5,132,441.59	\$872,355.18	\$1,307,823.82	\$4,696,972.95	\$3,005,427.03	\$1,691,545.92
720 - Wastewater/Sewer Fund	\$4,122,325.47	\$801,088.42	\$1,659,846.79	\$3,263,567.10	\$1,525,274.86	\$1,738,292.24
730 - Utility Deposits Fund	\$134,737.87	\$3,775.00	\$0.00	\$138,512.87	\$0.00	\$138,512.87
740 - Storm Water Drainage Fund	\$892,373.05	\$231,690.92	\$272,226.01	\$851,837.96	\$852,074.20	(\$236.24)
750 - Solid Waste Fund	\$960,935.17	\$345,606.40	\$340,471.44	\$966,070.13	\$534,464.45	\$431,605.68
905 - School Ski Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
910 - Miscellaneous Agency	\$40,207.12	\$58,800.48	\$55,871.92	\$43,135.68	\$40,963.35	\$2,172.33
915 - Board of Building Standards	\$15,360.71	\$649.33	\$847.15	\$15,162.89	\$6,340.26	\$8,822.63
920 - Visitors Bureau Fund	\$0.00	\$15,984.21	\$15,984.21	\$0.00	\$59,015.79	(\$59,015.79)
925 - Demolition Expense Fund	\$615,821.00	\$0.00	\$240,000.00	\$375,821.00	\$0.00	\$375,821.00
930 - Columbus Sewer Capacity	\$26,088.73	\$0.00	\$0.00	\$26,088.73	\$0.00	\$26,088.73
941 - JEDD1-ETNA-REYNOLDSBURG	\$0.00	\$1,270.38	\$38.11	\$1,232.27	\$0.00	\$1,232.27
942 - JEDD2-ETNA-REYNOLDSBURG	\$38.80	\$0.00	\$0.00	\$38.80	\$0.00	\$38.80
943 - JEDD3-ETNA-REYNOLDSBURG	\$6,855.06	\$6,432.01	\$192.96	\$13,094.11	\$0.00	\$13,094.11
944 - JEDD4-ETNA-REYNOLDSBURG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
960 - Eng Fees/Plan Review Deposits	\$100,539.28	\$6,926.34	\$6,304.00	\$101,161.62	\$20,289.50	\$80,872.12
970 - Taylor Sq School Tief	\$933,814.33	\$0.00	\$0.00	\$933,814.33	\$0.00	\$933,814.33
971 - Brice Main Tif	\$61,270.51	\$0.00	\$0.00	\$61,270.51	\$0.00	\$61,270.51
972 - Kroger Tif Debt Retirement	\$135,829.60	\$0.00	\$0.00	\$135,829.60	\$56,314.09	\$79,515.51
973 - Summit Rd Tif #1	\$61,242.13	\$0.00	\$0.00	\$61,242.13	\$0.00	\$61,242.13
974 - Taylor Rd Tif #1	\$210,191.16	\$0.00	\$0.00	\$210,191.16	\$0.00	\$210,191.16
975 - Taylor Rd Tif #2	\$17,651.28	\$0.00	\$0.00	\$17,651.28	\$0.00	\$17,651.28
	\$49,845,165.54	\$8,009,438.90	\$12,417,549.59	\$45,437,054.85	\$20,246,572.86	\$25,190,481.99

Attachment: 042120 Treasury Minutes (Treasury Board Minutes)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone****MOTION REQUEST****DATE: May 11, 2020****TO:****RE: CROWN Resolution**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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**A MOTION TO APPROVE A RESOLUTION TO SUPPORT OHIO HOUSE BILL 535,
ALSO KNOWN AS THE CROWN (CREATING A RESPECTFUL AND OPEN
WORKPLACE FOR NATURAL HAIR) ACT**

WHEREAS, the City of Reynoldsburg is a community that prides itself on being composed of people who have a rich diversity of backgrounds, cultures, beliefs, and experiences; and

WHEREAS, appreciation for diversity in all forms strengthens a community, fosters a welcoming environment, and is a critical component of a thriving, successful city; and

WHEREAS, discrimination based upon natural hair texture and/or styles remains a source of racial bias, impacting employment and educational opportunities; and

WHEREAS, current state and federal law prohibit discrimination on the basis of race and ethnicity in employment, housing, and in schools, but does not offer protection to individuals with specific hair styles or texture related to race or ethnicity; and

WHEREAS, the states of California, Colorado, New Jersey, New York, Virginia, and Washington have all passed CROWN Act legislation that would prohibit discrimination based upon natural hair texture and/or styles; and

WHEREAS, the municipalities of Cincinnati and Akron in the State of Ohio have enacted legislation prohibiting discrimination based on natural hair styles and textures; and

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, Ohio House Bill 535, commonly referred to as the “CROWN Act” seeks to update discrimination laws in the State of Ohio to provide protections based on natural hair styles and textures.

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

Section 1. The City encourages the Ohio General Assembly to consider Ohio House Bill 535 or other similar legislation to update discrimination laws to provide protections based on natural hair styles and textures.

Section 2. That the Clerk of Council is hereby directed to forward certified copies of this Resolution to State Representative Richard Brown, State Representative Erica Crawley, State Representative Mark Fraizer, State Representative Jeff LaRe, State Senator Tina Maharath, State Senator Jay Hottinger, State Senator Tim Schaffer, and other relevant state public officials and organizations.

Section 3. That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

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

DATE: May 11, 2020**TO: Clerk of Council****CC:****RE: Auditor's Report for February 2020**



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	1,032,179.00	.00	1,032,179.00	71,368.97	.00	180,979.84	851,199.16	18	914,230.00
5104	Wages-Part time	123,109.00	.00	123,109.00	4,867.64	.00	15,149.73	107,959.27	12	96,590.00
5105	Overtime	365,000.00	.00	365,000.00	29,220.69	.00	56,771.05	308,228.95	16	376,170.00
5106	Longevity	51,300.00	.00	51,300.00	8,750.00	.00	17,350.00	33,950.00	34	48,420.00
5109	HSA Employer Funding	294,690.00	.00	294,690.00	4,356.00	.00	278,059.50	16,630.50	94	260,650.00
5111	Wages Chief	127,792.00	.00	127,792.00	9,465.60	.00	23,498.88	104,293.12	18	119,320.00
5113	Wages Enforcement	6,216,831.00	.00	6,216,831.00	480,528.29	.00	1,216,143.31	5,000,687.69	20	5,602,320.00
5151	PERS Contribution	164,302.00	.00	164,302.00	11,985.11	.00	23,536.40	140,765.60	14	139,120.00
5152	PFDPF Contribution	1,161,513.00	.00	1,161,513.00	101,039.76	.00	194,083.97	967,429.03	17	1,012,080.00
5155	PERS Pickup	57,388.00	.00	57,388.00	3,971.57	.00	7,739.80	49,648.20	13	46,740.00
5161	Group Insurance	1,388,933.00	462.41	1,389,395.41	111,327.47	115,720.68	219,141.73	1,054,533.00	24	1,137,680.00
5166	Medicare	114,779.00	.00	114,779.00	8,477.64	.00	21,204.48	93,574.52	18	100,460.00
	Personal Services Totals	\$11,097,816.00	\$462.41	\$11,098,278.41	\$845,358.74	\$115,720.68	\$2,253,658.69	\$8,728,899.04	21%	\$9,853,840.00
	Supplies									
5201	Office Supplies	8,000.00	883.19	8,883.19	610.86	3,968.47	1,627.84	3,286.88	63	7,170.00
5202	Photo Copy Supplies	2,500.00	57.62	2,557.62	.00	1,057.62	.00	1,500.00	41	2,040.00
5203	Computer Supplies	15,000.00	1,457.42	16,457.42	202.56	3,313.07	1,216.35	11,928.00	28	15,370.00
5205	Small Tools/Minor Equipment	8,000.00	142.38	8,142.38	.00	.00	142.38	8,000.00	2	2,910.00
5206	Evidence	10,000.00	.00	10,000.00	.00	.00	5,000.00	5,000.00	50	
5207	Law Enforcement Supplies	52,000.00	23,216.97	75,216.97	1,689.64	19,263.34	23,877.99	32,075.64	57	133,670.00
5213	Repair and Maintenance Supplies	11,000.00	.00	11,000.00	.00	505.89	494.11	10,000.00	9	8,100.00
5241	Uniforms-Purchased	139,000.00	15,074.85	154,074.85	2,374.54	47,939.53	16,601.17	89,534.15	42	188,180.00
5251	MV Gas and Oil	100,000.00	8,466.65	108,466.65	8,527.12	21,280.35	17,223.30	69,963.00	35	97,300.00
	Supplies Totals	\$345,500.00	\$49,299.08	\$394,799.08	\$13,404.72	\$97,328.27	\$66,183.14	\$231,287.67	41%	\$454,770.00
	Services									
5311	Utilities	145,000.00	15,556.52	160,556.52	11,293.20	121,635.00	19,621.52	19,300.00	88	102,360.00
5321	Professional Training	108,091.00	21,350.00	129,441.00	230.00	19,213.01	26,937.00	83,290.99	36	71,030.00
5323	Publications	2,850.00	2,500.00	5,350.00	.00	2,500.00	374.42	2,475.58	54	1,070.00
5324	Professional Association Dues	2,500.00	99.00	2,599.00	.00	4,185.58	889.00	(2,475.58)	195	1,300.00
5325	Educational Assistance	10,000.00	.00	10,000.00	.00	3,700.00	.00	6,300.00	37	3,540.00
5339	Misc Contract Services	75,000.00	4,454.35	79,454.35	4,990.35	41,361.48	16,891.04	21,201.83	73	58,780.00
5351	Liability Insurance Deductible	100,000.00	.00	100,000.00	20,251.10	10,000.00	25,000.00	65,000.00	35	25,000.00
5361	Building Repair/Maintenance	80,000.00	5,717.31	85,717.31	6,893.00	4,358.88	8,658.47	72,699.96	15	122,570.00
5362	Equipment Maintenance	60,000.00	.00	60,000.00	2,913.16	30,365.40	3,163.16	26,471.44	56	40,830.00
5363	MV Repair/Maintenance-External	30,000.00	800.00	30,800.00	.00	6,345.00	155.00	24,300.00	21	22,030.00
5366	Computer Maintenance	3,000.00	413.00	3,413.00	.00	.00	413.00	3,000.00	12	
5375	Prisoner Care	65,000.00	7,246.25	72,246.25	4,696.26	41,218.10	15,028.15	16,000.00	78	67,220.00



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

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Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Services									
5391	Postage	6,000.00	.00	6,000.00	304.20	3,500.00	540.30	1,959.70	67	3,680.00
5392	Fingerprinting Services	1,500.00	47.25	1,547.25	.00	500.00	47.25	1,000.00	35	270.00
5393	L.E.A.D.S Terminal	8,500.00	1,200.00	9,700.00	600.00	7,200.00	1,200.00	1,300.00	87	6,600.00
5395	Printing/Advertising	15,000.00	161.80	15,161.80	.00	4,977.01	180.70	10,004.09	34	10,550.00
5396	Uniform Cleaning/Repairs	40,000.00	6,198.10	46,198.10	1,875.94	32,897.76	3,300.34	10,000.00	78	19,140.00
5399	Other Miscellaneous Services	4,000.00	487.58	4,487.58	.00	4,674.25	337.33	(524.00)	112	2,170.00
	Services Totals	\$756,441.00	\$66,231.16	\$822,672.16	\$54,047.21	\$338,631.47	\$122,736.68	\$361,304.01	56%	\$558,230.00
	Capital Purchases									
5631	Furniture and Fixtures	10,000.00	736.10	10,736.10	.00	5,736.10	.00	5,000.00	53	8,210.00
5632	Motor Vehicles	77,300.00	.00	77,300.00	.00	.00	.00	77,300.00	0	284,020.00
5633	Machinery and Equipment	100,000.00	1,622.48	101,622.48	.00	1,622.48	.00	100,000.00	2	75,410.00
5634	Unmarked Vehicles	8,400.00	.00	8,400.00	.00	2,100.00	2,100.00	4,200.00	50	49,300.00
5639	Other Equipment	70,000.00	213.57	70,213.57	2,281.78	30,523.25	4,690.32	35,000.00	50	35,150.00
	Capital Purchases Totals	\$265,700.00	\$2,572.15	\$268,272.15	\$2,281.78	\$39,981.83	\$6,790.32	\$221,500.00	17%	\$452,110.00
	EXPENSE TOTALS	\$12,465,457.00	\$118,564.80	\$12,584,021.80	\$915,092.45	\$591,662.25	\$2,449,368.83	\$9,542,990.72	24%	\$11,318,950.00
Department 111 - Police Division Totals		(\$12,465,457.00)	(\$118,564.80)	(\$12,584,021.80)	(\$915,092.45)	(\$591,662.25)	(\$2,449,368.83)	(\$9,542,990.72)	24%	(\$11,318,950.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 290 - Mechanic										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	109,245.00	.00	109,245.00	8,092.81	.00	20,153.38	89,091.62	18	101,930.00
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	550.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	.00	.00	8,000.00	.00	100	8,000.00
5151	PERS Contribution	15,371.00	.00	15,371.00	1,131.16	.00	2,252.90	13,118.10	15	14,520.00
5161	Group Insurance	41,593.00	.00	41,593.00	3,446.77	3,551.46	6,893.54	31,148.00	25	37,790.00
5166	Medicare	1,592.00	.00	1,592.00	111.59	.00	277.85	1,314.15	17	1,410.00
	Personal Services Totals	\$176,351.00	\$0.00	\$176,351.00	\$12,782.33	\$3,551.46	\$37,577.67	\$135,221.87	23%	\$164,220.00
	Supplies									
5201	Office Supplies	100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
5203	Computer Supplies	200.00	.00	200.00	.00	100.00	.00	100.00	50	600.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	1,047.01	1,452.99	1,047.01	500.00	83	2,250.00
5213	Repair and Maintenance Supplies	120,000.00	5,616.39	125,616.39	4,849.50	33,585.78	18,112.86	73,917.75	41	94,200.00
5259	Operating Materials and Supplies	8,500.00	1,935.90	10,435.90	477.25	3,938.15	2,997.75	3,500.00	66	6,070.00
	Supplies Totals	\$131,800.00	\$7,552.29	\$139,352.29	\$6,373.76	\$39,076.92	\$22,157.62	\$78,117.75	44%	\$102,600.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	1,914.00	86.00	1,000.00	67	1,620.00
5363	MV Repair/Maintenance-External	40,000.00	.00	40,000.00	.00	23,587.30	232.70	16,180.00	60	17,780.00
5397	Uniform Rental	1,450.00	67.80	1,517.80	98.40	1,003.20	264.60	250.00	84	1,320.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	46.25	853.75	46.25	600.00	60	120.00
	Services Totals	\$46,950.00	\$67.80	\$47,017.80	\$144.65	\$27,358.25	\$629.55	\$19,030.00	60%	\$20,840.00
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	15,500.00
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,500.00
	EXPENSE TOTALS	\$355,101.00	\$7,620.09	\$362,721.09	\$19,300.74	\$69,986.63	\$60,364.84	\$232,369.62	36%	\$303,170.00
Department 290 - Mechanic Totals		(\$355,101.00)	(\$7,620.09)	(\$362,721.09)	(\$19,300.74)	(\$69,986.63)	(\$60,364.84)	(\$232,369.62)	36%	(\$303,170.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	7,092.80	.00	17,608.16	78,146.84	18	89,411.00
5102	Wages-Staff	501,122.00	.00	501,122.00	33,172.81	.00	82,818.94	418,303.06	17	412,831.00
5105	Overtime	42,000.00	.00	42,000.00	327.30	.00	1,720.54	40,279.46	4	35,141.00
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	1,700.00
5109	HSA Employer Funding	40,000.00	.00	40,000.00	.00	.00	36,000.00	4,000.00	90	35,331.00
5141	Wages-Seasonal Labor	110,000.00	.00	110,000.00	1,875.25	.00	7,570.57	102,429.43	7	70,541.00
5151	PERS Contribution	105,081.00	.00	105,081.00	6,187.30	.00	12,780.74	92,300.26	12	84,691.00
5161	Group Insurance	203,360.00	.00	203,360.00	15,134.55	16,468.98	30,556.02	156,335.00	23	164,201.00
5166	Medicare	10,883.00	.00	10,883.00	580.77	.00	1,508.11	9,374.89	14	8,491.00
	Personal Services Totals	\$1,109,901.00	\$0.00	\$1,109,901.00	\$64,370.78	\$16,468.98	\$190,563.08	\$902,868.94	19%	\$902,361.00
	Supplies									
5201	Office Supplies	500.00	.00	500.00	406.82	259.12	406.82	(165.94)	133	811.00
5203	Computer Supplies	500.00	.00	500.00	284.89	.00	284.89	215.11	57	121.00
5205	Small Tools/Minor Equipment	5,000.00	708.05	5,708.05	.00	822.05	175.00	4,711.00	17	21,121.00
5209	Chemicals	34,440.00	.00	34,440.00	.00	981.00	19.00	33,440.00	3	35,271.00
5213	Repair and Maintenance Supplies	63,510.00	11,663.71	75,173.71	2,092.95	21,631.95	7,405.35	46,136.41	39	63,231.00
5215	Recreational Supplies	65,694.00	9,919.36	75,613.36	1,686.90	17,617.25	7,827.03	50,169.08	34	38,041.00
5241	Uniforms-Purchased	2,500.00	440.10	2,940.10	105.00	30.22	514.88	2,395.00	19	2,091.00
5251	MV Gas and Oil	20,000.00	2,180.61	22,180.61	1,874.46	5,369.02	2,311.59	14,500.00	35	15,481.00
5252	Aggregates	16,330.00	5,764.00	22,094.00	5,648.58	355.65	7,208.32	14,530.03	34	9,071.00
5259	Operating Materials and Supplies	37,950.00	.00	37,950.00	.00	842.90	.00	37,107.10	2	23,611.00
	Supplies Totals	\$246,424.00	\$30,675.83	\$277,099.83	\$12,099.60	\$47,909.16	\$26,152.88	\$203,037.79	27%	\$208,891.00
	Services									
5303	Community Events	8,200.00	.00	8,200.00	.00	.00	.00	8,200.00	0	27,181.00
5311	Utilities	37,000.00	3,637.90	40,637.90	2,720.02	30,351.34	5,486.56	4,800.00	88	26,761.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	.00	328.89	2,671.11	11	561.00
5322	Conference/Reimb	8,675.00	162.00	8,837.00	.00	1,020.03	733.97	7,083.00	20	6,981.00
5323	Publications	250.00	.00	250.00	.00	.00	.00	250.00	0	211.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	.00	400.00	90.00	1,010.00	33	1,911.00
5338	Personal Service Contracts	72,000.00	2,785.00	74,785.00	1,326.50	13,117.25	8,017.75	53,650.00	28	59,001.00
5339	Misc Contract Services	311,040.00	107,594.59	418,634.59	32,916.25	193,844.29	86,892.08	137,898.22	67	251,521.00
5361	Building Repair/Maintenance	26,250.00	15,688.67	41,938.67	(313.70)	1,500.00	13,874.97	26,563.70	37	20,481.00
5362	Equipment Maintenance	2,000.00	.00	2,000.00	441.70	21.90	441.70	1,536.40	23	861.00
5391	Postage	6,500.00	.00	6,500.00	26.20	.00	44.20	6,455.80	1	5,781.00
5395	Printing/Advertising	23,000.00	4,000.00	27,000.00	4,318.48	543.72	4,479.08	21,977.20	19	7,821.00
5399	Other Miscellaneous Services	2,860.00	.00	2,860.00	.00	.00	.00	2,860.00	0	2,181.00
	Services Totals	\$502,275.00	\$133,868.16	\$636,143.16	\$41,435.45	\$240,798.53	\$120,389.20	\$274,955.43	57%	\$411,281.00



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

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Fund 110 - General Fund										
Department 340 - Parks and Recreation										
EXPENSE										
<i>Transfers/Other</i>										
5515	Refunds-Fees	.00	.00	.00	177.00	.00	1,486.00	(1,486.00)	+++	
<i>Transfers/Other Totals</i>		\$0.00	\$0.00	\$0.00	\$177.00	\$0.00	\$1,486.00	(\$1,486.00)	+++	\$0.00
<i>Capital Purchases</i>										
5602	Land Improvements	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	9,421.00
5632	Motor Vehicles	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	69,311.00
5633	Machinery and Equipment	17,484.00	.00	17,484.00	.00	8,000.00	.00	9,484.00	46	21,611.00
5639	Other Equipment	28,000.00	9,772.70	37,772.70	.00	.00	9,772.70	28,000.00	26	11,500.00
<i>Capital Purchases Totals</i>		\$58,484.00	\$9,772.70	\$68,256.70	\$0.00	\$8,000.00	\$9,772.70	\$50,484.00	26%	\$111,851.00
EXPENSE TOTALS		\$1,917,084.00	\$174,316.69	\$2,091,400.69	\$118,082.83	\$313,176.67	\$348,363.86	\$1,429,860.16	32%	\$1,634,407.00
Department 340 - Parks and Recreation Totals		(\$1,917,084.00)	(\$174,316.69)	(\$2,091,400.69)	(\$118,082.83)	(\$313,176.67)	(\$348,363.86)	(\$1,429,860.16)	32%	(\$1,634,407.00)

Attachment: Departmental Budget-February, 2020 04_23_2020 10_18_52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 343 - Senior Center										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	70,794.00	.00	70,794.00	5,243.20	.00	13,016.80	57,777.20	18	66,100.00
5104	Wages-Part time	60,319.00	.00	60,319.00	4,387.38	.00	9,369.93	50,949.07	16	59,070.00
5105	Overtime	4,000.00	.00	4,000.00	49.60	.00	198.40	3,801.60	5	2,790.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	2,000.00	2,000.00	50	4,000.00
5151	PERS Contribution	19,000.00	.00	19,000.00	1,212.30	.00	2,397.56	16,602.44	13	18,100.00
5161	Group Insurance	20,909.00	.00	20,909.00	1,868.08	(267.82)	3,736.16	17,440.66	17	19,010.00
5166	Medicare	1,968.00	.00	1,968.00	139.41	.00	325.02	1,642.98	17	1,840.00
	Personal Services Totals	\$181,590.00	\$0.00	\$181,590.00	\$12,899.97	(\$267.82)	\$31,043.87	\$150,813.95	17%	\$171,530.00
	Supplies									
5201	Office Supplies	1,400.00	245.03	1,645.03	.00	245.03	.00	1,400.00	15	590.00
5203	Computer Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	370.00
5213	Repair and Maintenance Supplies	5,300.00	13.17	5,313.17	196.52	166.65	196.52	4,950.00	7	2,960.00
5215	Recreational Supplies	2,700.00	278.96	2,978.96	.00	801.00	278.96	1,899.00	36	4,460.00
5216	Contributed Supplies Purchased	.00	19,674.15	19,674.15	.00	895.39	672.18	18,106.58	8	2,080.00
5252	Aggregates	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	830.00
5259	Operating Materials and Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
	Supplies Totals	\$13,600.00	\$20,211.31	\$33,811.31	\$196.52	\$2,108.07	\$1,147.66	\$30,555.58	10%	\$11,300.00
	Services									
5311	Utilities	5,000.00	619.81	5,619.81	540.21	6,606.91	1,157.90	(2,145.00)	138	6,370.00
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	110.00
5322	Conference/Reimb	400.00	.00	400.00	.00	289.00	.00	111.00	72	330.00
5324	Professional Association Dues	150.00	.00	150.00	.00	100.00	.00	50.00	67	100.00
5339	Misc Contract Services	9,200.00	3,147.40	12,347.40	.00	1,123.40	2,404.00	8,820.00	29	6,680.00
5361	Building Repair/Maintenance	25,000.00	2,921.97	27,921.97	.00	2,921.97	.00	25,000.00	10	37,570.00
5391	Postage	2,500.00	.00	2,500.00	240.00	.00	240.00	2,260.00	10	1,000.00
	Services Totals	\$42,550.00	\$6,689.18	\$49,239.18	\$780.21	\$11,041.28	\$3,801.90	\$34,396.00	30%	\$52,180.00
	Capital Purchases									
5639	Other Equipment	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	0.00
	Capital Purchases Totals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%	\$0.00
	EXPENSE TOTALS	\$252,740.00	\$26,900.49	\$279,640.49	\$13,876.70	\$12,881.53	\$35,993.43	\$230,765.53	17%	\$235,030.00
Department 343 - Senior Center Totals		(\$252,740.00)	(\$26,900.49)	(\$279,640.49)	(\$13,876.70)	(\$12,881.53)	(\$35,993.43)	(\$230,765.53)	17%	(\$235,035.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 344 - Community Events										
EXPENSE										
<i>Personal Services</i>										
5102	Wages-Staff	65,107.00	.00	65,107.00	4,595.20	.00	11,488.00	53,619.00	18	61,811
5105	Overtime	5,000.00	.00	5,000.00	193.86	.00	355.41	4,644.59	7	2,331
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000
5151	PERS Contribution	9,815.00	.00	9,815.00	664.43	.00	1,328.87	8,486.13	14	8,641
5161	Group Insurance	20,748.00	.00	20,748.00	1,723.43	1,823.14	3,446.86	15,478.00	25	18,891
5166	Medicare	1,017.00	.00	1,017.00	66.56	.00	164.52	852.48	16	891
<i>Personal Services Totals</i>		\$105,687.00	\$0.00	\$105,687.00	\$7,243.48	\$1,823.14	\$20,783.66	\$83,080.20	21%	\$96,581
<i>Supplies</i>										
5201	Office Supplies	300.00	281.67	581.67	.00	331.67	.00	250.00	57	111
5215	Recreational Supplies	16,809.00	812.52	17,621.52	100.00	3,919.78	488.60	13,213.14	25	10,901
<i>Supplies Totals</i>		\$17,109.00	\$1,094.19	\$18,203.19	\$100.00	\$4,251.45	\$488.60	\$13,463.14	26%	\$10,921
<i>Services</i>										
5303	Community Events	500.00	.00	500.00	.00	.00	.00	500.00	0	
5311	Utilities	1,200.00	110.93	1,310.93	50.67	571.63	139.30	600.00	54	731
5322	Conference/Reimb	950.00	.00	950.00	.00	40.00	135.00	775.00	18	181
5324	Professional Association Dues	215.00	.00	215.00	.00	.00	.00	215.00	0	111
5339	Misc Contract Services	169,500.00	5,162.00	174,662.00	1,250.00	5,555.10	1,274.00	167,832.90	4	140,761
5395	Printing/Advertising	16,000.00	7,800.00	23,800.00	.00	7,800.00	.00	16,000.00	33	7,901
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	471
<i>Services Totals</i>		\$198,365.00	\$13,072.93	\$211,437.93	\$1,300.67	\$13,966.73	\$1,548.30	\$195,922.90	7%	\$150,171
EXPENSE TOTALS		\$321,161.00	\$14,167.12	\$335,328.12	\$8,644.15	\$20,041.32	\$22,820.56	\$292,466.24	13%	\$257,691
Department 344 - Community Events Totals		(\$321,161.00)	(\$14,167.12)	(\$335,328.12)	(\$8,644.15)	(\$20,041.32)	(\$22,820.56)	(\$292,466.24)	13%	(\$257,691)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 448 - Service Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,000.00	.00	95,000.00	7,307.20	.00	10,979.75	84,020.25	12	56,211.00
5102	Wages-Staff	356,125.00	.00	356,125.00	25,332.59	.00	61,832.90	294,292.10	17	310,710.00
5105	Overtime	7,000.00	.00	7,000.00	35.66	.00	35.66	6,964.34	1	9,140.00
5106	Longevity	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,550.00
5109	HSA Employer Funding	30,000.00	.00	30,000.00	3,666.67	.00	30,866.67	(866.67)	103	26,330.00
5151	PERS Contribution	64,501.00	.00	64,501.00	3,993.93	.00	7,919.45	56,581.55	12	52,340.00
5161	Group Insurance	154,536.00	.00	154,536.00	11,098.36	15,048.08	22,151.92	117,336.00	24	117,610.00
5166	Medicare	6,681.00	.00	6,681.00	478.93	.00	1,038.84	5,642.16	16	5,230.00
<i>Personal Services Totals</i>		\$716,443.00	\$0.00	\$716,443.00	\$51,913.34	\$15,048.08	\$134,825.19	\$566,569.73	21%	\$580,160.00
<i>Supplies</i>										
5201	Office Supplies	1,500.00	584.57	2,084.57	295.16	573.27	1,011.30	500.00	76	490.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	440.00
5213	Repair and Maintenance Supplies	20,000.00	1,103.78	21,103.78	301.08	7,119.83	1,926.73	12,057.22	43	17,250.00
5251	MV Gas and Oil	1,700.00	177.34	1,877.34	31.74	1,240.86	86.48	550.00	71	590.00
<i>Supplies Totals</i>		\$24,200.00	\$1,865.69	\$26,065.69	\$627.98	\$8,933.96	\$3,024.51	\$14,107.22	46%	\$18,790.00
<i>Services</i>										
5301	Boards/Commissions	250.00	.00	250.00	.00	.00	.00	250.00	0	0.00
5302	Street Lighting	235,000.00	17,907.51	252,907.51	17,948.33	198,551.67	35,855.84	18,500.00	93	207,430.00
5303	Community Events	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	31,790.00
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	90.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	1,450.00	.00	(450.00)	145	30.00
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	0.00
5324	Professional Association Dues	250.00	.00	250.00	.00	.00	.00	250.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	100,000.00	35,754.00	135,754.00	3,152.10	40,601.90	3,152.10	92,000.00	32	30,620.00
5339	Misc Contract Services	92,000.00	47,004.94	139,004.94	9,221.37	153,861.21	25,875.81	(40,732.08)	129	97,790.00
5362	Equipment Maintenance	4,500.00	.00	4,500.00	136.50	2,922.20	1,078.40	499.40	89	3,090.00
5367	Streetscape Maintenance	1,000.00	200.00	1,200.00	.00	200.00	.00	1,000.00	17	0.00
5374	Emergency Management Services	45,000.00	.00	45,000.00	37,245.67	2,754.33	37,245.67	5,000.00	89	36,730.00
5391	Postage	250.00	.00	250.00	.55	.00	1.05	248.95	0	120.00
5395	Printing/Advertising	1,500.00	500.00	2,000.00	310.23	1,039.77	310.23	650.00	68	0.00
5397	Uniform Rental	2,500.00	1,240.04	3,740.04	239.96	2,488.40	435.44	816.20	78	870.00
5398	Tree/Grass Service	31,000.00	3,041.04	34,041.04	50.00	10,336.04	205.00	23,500.00	31	20,870.00
5399	Other Miscellaneous Services	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	90.00
<i>Services Totals</i>		\$556,650.00	\$105,647.53	\$662,297.53	\$68,304.71	\$414,205.52	\$104,159.54	\$143,932.47	78%	\$429,560.00
EXPENSE TOTALS		\$1,297,293.00	\$107,513.22	\$1,404,806.22	\$120,846.03	\$438,187.56	\$242,009.24	\$724,609.42	48%	\$1,028,520.00
Department 448 - Service Department Totals		(\$1,297,293.00)	(\$107,513.22)	(\$1,404,806.22)	(\$120,846.03)	(\$438,187.56)	(\$242,009.24)	(\$724,609.42)	48%	(\$1,028,520.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 479 - Building Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	.00	.00	.00	.00	.00	.00	.00	+++	38,960
5102	Wages-Staff	302,440.00	.00	302,440.00	16,788.52	.00	45,089.33	257,350.67	15	221,370
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	1,000
5106	Longevity	650.00	.00	650.00	.00	.00	.00	650.00	0	600
5109	HSA Employer Funding	22,000.00	.00	22,000.00	.00	.00	18,000.00	4,000.00	82	15,000
5151	PERS Contribution	42,433.00	.00	42,433.00	2,641.40	.00	5,493.37	36,939.63	13	35,760
5161	Group Insurance	112,631.00	.00	112,631.00	7,839.33	8,319.97	15,455.03	88,856.00	21	65,140
5166	Medicare	4,395.00	.00	4,395.00	232.83	.00	620.77	3,774.23	14	3,660
<i>Personal Services Totals</i>		\$484,549.00	\$0.00	\$484,549.00	\$27,502.08	\$8,319.97	\$84,658.50	\$391,570.53	19%	\$381,520
<i>Supplies</i>										
5201	Office Supplies	2,000.00	46.90	2,046.90	.00	593.36	46.90	1,406.64	31	1,250
5203	Computer Supplies	.00	.00	.00	.00	.00	.00	.00	+++	400
5241	Uniforms-Purchased	3,500.00	741.82	4,241.82	.00	2,297.47	141.00	1,803.35	57	1,070
5251	MV Gas and Oil	5,000.00	188.82	5,188.82	242.23	3,203.46	431.05	1,554.31	70	3,530
<i>Supplies Totals</i>		\$10,500.00	\$977.54	\$11,477.54	\$242.23	\$6,094.29	\$618.95	\$4,764.30	58%	\$5,910
<i>Services</i>										
5311	Utilities	6,500.00	214.40	6,714.40	213.37	3,044.84	427.77	3,241.79	52	2,450
5321	Professional Training	2,500.00	.00	2,500.00	.00	369.00	.00	2,131.00	15	590
5322	Conference/Reimb	1,500.00	.00	1,500.00	300.00	.00	300.00	1,200.00	20	300
5323	Publications	500.00	.00	500.00	.00	.00	.00	500.00	0	300
5324	Professional Association Dues	1,000.00	.00	1,000.00	.00	210.00	.00	790.00	21	400
5325	Educational Assistance	3,000.00	2,198.28	5,198.28	.00	4,584.49	613.79	.00	100	800
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	300
5339	Misc Contract Services	20,000.00	6,811.50	26,811.50	4,795.89	13,312.58	6,554.73	6,944.19	74	21,110
5362	Equipment Maintenance	5,000.00	326.05	5,326.05	222.82	1,308.95	1,017.10	3,000.00	44	4,180
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	950
5376	County Health Services	35,000.00	3,768.00	38,768.00	516.00	12,963.00	1,827.00	23,978.00	38	27,610
5391	Postage	1,000.00	.00	1,000.00	37.10	.00	99.85	900.15	10	690
5395	Printing/Advertising	2,000.00	92.45	2,092.45	.00	1,192.45	79.00	821.00	61	1,220
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	300
<i>Services Totals</i>		\$82,000.00	\$13,410.68	\$95,410.68	\$6,085.18	\$36,985.31	\$10,919.24	\$47,506.13	50%	\$60,340
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	.00	.00	.00	.00	20.01	.00	(20.01)	+++	34,680
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	34,680
<i>Capital Purchases Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$20.01	\$0.00	(\$20.01)	+++	\$34,680
EXPENSE TOTALS		\$577,049.00	\$14,388.22	\$591,437.22	\$33,829.49	\$51,419.58	\$96,196.69	\$443,820.95	25%	\$482,460
Department 479 - Building Department Totals		(\$577,049.00)	(\$14,388.22)	(\$591,437.22)	(\$33,829.49)	(\$51,419.58)	(\$96,196.69)	(\$443,820.95)	25%	(\$482,460)



Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,244.60	.00	18,111.50	79,691.50	19	97,803.00
5102	Wages-Staff	55,080.00	.00	55,080.00	4,080.00	.00	6,936.00	48,144.00	13	55,080.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	.00	.00	4,000.00	2,000.00	67	4,000.00
5151	PERS Contribution	21,403.00	.00	21,403.00	1,414.08	.00	2,447.83	18,955.17	11	14,000.00
5161	Group Insurance	29,556.00	.00	29,556.00	2,574.74	2,626.19	4,853.81	22,076.00	25	18,670.00
5166	Medicare	2,217.00	.00	2,217.00	160.25	.00	353.29	1,863.71	16	1,380.00
	Personal Services Totals	\$212,059.00	\$0.00	\$212,059.00	\$15,473.67	\$2,626.19	\$36,702.43	\$172,730.38	19%	\$135,870.00
	Supplies									
5201	Office Supplies	750.00	.00	750.00	360.00	152.00	547.90	50.10	93	750.00
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	500.00
	Supplies Totals	\$1,000.00	\$0.00	\$1,000.00	\$360.00	\$152.00	\$547.90	\$300.10	70%	\$500.00
	Services									
5311	Utilities	800.00	67.20	867.20	(2.13)	800.00	65.07	2.13	100	960.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5323	Publications	.00	.00	.00	.00	.00	.00	.00	+++	430.00
5324	Professional Association Dues	1,000.00	.00	1,000.00	500.00	.00	1,248.00	(248.00)	125	880.00
5332	Legal Services	30,000.00	50.00	30,050.00	150.00	4,850.00	200.00	25,000.00	17	33,490.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	380.00
5391	Postage	500.00	.00	500.00	.50	.00	2.30	497.70	0	600.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	868.65	.00	631.35	58	780.00
	Services Totals	\$40,800.00	\$117.20	\$40,917.20	\$648.37	\$6,518.65	\$1,515.37	\$32,883.18	20%	\$37,010.00
	EXPENSE TOTALS	\$253,859.00	\$117.20	\$253,976.20	\$16,482.04	\$9,296.84	\$38,765.70	\$205,913.66	19%	\$172,930.00
Department 522 - Mayor Totals		(\$253,859.00)	(\$117.20)	(\$253,976.20)	(\$16,482.04)	(\$9,296.84)	(\$38,765.70)	(\$205,913.66)	19%	(\$172,930.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
	EXPENSE									
	Personal Services									
5104	Wages-Part time	57,521.00	.00	57,521.00	3,757.57	.00	9,240.94	48,280.06	16	61,921.00
5151	PERS Contribution	8,053.00	.00	8,053.00	516.36	.00	1,025.17	7,027.83	13	8,151.00
5166	Medicare	834.00	.00	834.00	54.50	.00	134.00	700.00	16	891.00
	Personal Services Totals	\$66,408.00	\$0.00	\$66,408.00	\$4,328.43	\$0.00	\$10,400.11	\$56,007.89	16%	\$70,972.00
	Supplies									
5201	Office Supplies	700.00	632.58	1,332.58	.00	731.63	300.95	300.00	77	531.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5259	Operating Materials and Supplies	1,300.00	50.01	1,350.01	.00	250.01	.00	1,100.00	19	510.00
	Supplies Totals	\$3,000.00	\$682.59	\$3,682.59	\$0.00	\$981.64	\$300.95	\$2,400.00	35%	\$581.00
	Services									
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5322	Conference/Reimb	700.00	.00	700.00	.00	.00	.00	700.00	0	700.00
5332	Legal Services	4,000.00	1,000.00	5,000.00	.00	1,750.00	250.00	3,000.00	40	3,000.00
5336	Medical Services/Physical Exams	15,000.00	.00	15,000.00	.00	4,000.00	.00	11,000.00	27	19,560.00
5339	Misc Contract Services	10,000.00	308.45	10,308.45	.00	3,308.45	.00	7,000.00	32	2,210.00
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	100.00
5395	Printing/Advertising	5,000.00	150.00	5,150.00	1,000.00	150.00	1,000.00	4,000.00	22	3,650.00
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
	Services Totals	\$36,000.00	\$1,458.45	\$37,458.45	\$1,000.00	\$9,208.45	\$1,250.00	\$27,000.00	28%	\$25,440.00
	EXPENSE TOTALS	\$105,408.00	\$2,141.04	\$107,549.04	\$5,328.43	\$10,190.09	\$11,951.06	\$85,407.89	21%	\$97,000.00
Department 534 - Civil Service Commission Totals		(\$105,408.00)	(\$2,141.04)	(\$107,549.04)	(\$5,328.43)	(\$10,190.09)	(\$11,951.06)	(\$85,407.89)	21%	(\$97,000.00)

Attachment: Departmental Budget-February, 2020 04_23_2020 10_18_52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 545 - City Auditor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	90,769.00	.00	90,769.00	6,410.26	.00	16,025.65	74,743.35	18	87,341.00
5102	Wages-Staff	173,531.00	.00	173,531.00	13,340.80	.00	31,144.00	142,387.00	18	159,411.00
5104	Wages-Part time	45,489.00	.00	45,489.00	3,104.41	.00	7,761.02	37,727.98	17	41,271.00
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	42,684.00	.00	42,684.00	3,194.40	.00	6,244.73	36,439.27	15	39,140.00
5161	Group Insurance	23,250.00	.00	23,250.00	1,925.05	2,114.90	3,850.10	17,285.00	26	21,121.00
5166	Medicare	4,229.00	.00	4,229.00	292.90	.00	729.36	3,499.64	17	3,861.00
	Personal Services Totals	\$386,552.00	\$0.00	\$386,552.00	\$28,267.82	\$2,114.90	\$69,754.86	\$314,682.24	19%	\$356,771.00
	Supplies									
5201	Office Supplies	2,500.00	87.50	2,587.50	.00	498.15	81.63	2,007.72	22	1,261.00
5203	Computer Supplies	3,000.00	.00	3,000.00	.00	354.81	145.19	2,500.00	17	0.00
	Supplies Totals	\$5,500.00	\$87.50	\$5,587.50	\$0.00	\$852.96	\$226.82	\$4,507.72	19%	\$1,261.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	.00	1,200.00	1,028.00	272.00	89	321.00
5322	Conference/Reimb	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	951.00
5324	Professional Association Dues	1,300.00	.00	1,300.00	.00	737.00	250.00	313.00	76	631.00
5333	Outside Professional Services	47,750.00	.00	47,750.00	1,700.00	38,205.10	4,794.90	4,750.00	90	35,291.00
5339	Misc Contract Services	26,300.00	7,563.50	33,863.50	515.00	28,348.50	515.00	5,000.00	85	12,741.00
5362	Equipment Maintenance	1,500.00	159.66	1,659.66	66.60	1,676.46	133.20	(150.00)	109	1,061.00
5366	Computer Maintenance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	0.00
5391	Postage	2,040.00	.00	2,040.00	124.30	.00	344.65	1,695.35	17	1,861.00
5395	Printing/Advertising	2,000.00	118.05	2,118.05	.00	.00	142.71	1,975.34	7	1,521.00
5399	Other Miscellaneous Services	12,000.00	299.01	12,299.01	558.90	1,124.01	1,253.84	9,921.16	19	8,641.00
	Services Totals	\$101,490.00	\$8,140.22	\$109,630.22	\$2,964.80	\$71,291.07	\$8,462.30	\$29,876.85	73%	\$63,061.00
	EXPENSE TOTALS	\$493,542.00	\$8,227.72	\$501,769.72	\$31,232.62	\$74,258.93	\$78,443.98	\$349,066.81	30%	\$421,091.00
Department 545 - City Auditor Totals		(\$493,542.00)	(\$8,227.72)	(\$501,769.72)	(\$31,232.62)	(\$74,258.93)	(\$78,443.98)	(\$349,066.81)	30%	(\$421,091.00)

Attachment: Departmental Budget-February, 2020 04_23_2020 10_18_52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,802.00	.00	97,802.00	7,244.60	.00	18,111.50	79,690.50	19	97,802.00
5102	Wages-Staff	205,625.00	.00	205,625.00	15,142.43	.00	56,772.93	148,852.07	28	192,880.00
5104	Wages-Part time	93,236.00	.00	93,236.00	6,809.60	.00	16,961.36	76,274.64	18	87,060.00
5106	Longevity	.00	.00	.00	.00	.00	.00	.00	+++	600.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	.00	.00	10,000.00	8,000.00	56	18,000.00
5151	PERS Contribution	55,533.00	.00	55,533.00	3,942.57	.00	8,030.28	47,502.72	14	52,900.00
5161	Group Insurance	92,052.00	.00	92,052.00	4,047.08	13,148.88	8,536.12	70,367.00	24	83,700.00
5166	Medicare	5,752.00	.00	5,752.00	410.09	.00	1,301.61	4,450.39	23	5,280.00
	Personal Services Totals	\$568,000.00	\$0.00	\$568,000.00	\$37,596.37	\$13,148.88	\$119,713.80	\$435,137.32	23%	\$538,240.00
	Supplies									
5201	Office Supplies	4,500.00	91.56	4,591.56	9.41	1,315.70	722.18	2,553.68	44	2,400.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
	Supplies Totals	\$5,900.00	\$91.56	\$5,991.56	\$9.41	\$1,315.70	\$722.18	\$3,953.68	34%	\$2,400.00
	Services									
5311	Utilities	.00	.00	.00	.00	3,200.00	.00	(3,200.00)	+++	0.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	.00	500.00	2,000.00	20	1,500.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	9,200.00	1,219.51	10,419.51	419.83	3,318.66	2,996.66	4,104.19	61	6,070.00
5324	Professional Association Dues	2,500.00	.00	2,500.00	.00	482.00	800.00	1,218.00	51	1,980.00
5332	Legal Services	40,000.00	8,430.70	48,430.70	.00	14,150.70	280.00	34,000.00	30	30,750.00
5333	Outside Professional Services	14,504.00	.00	14,504.00	416.67	4,583.37	10,106.67	(186.04)	101	17,220.00
5337	Public Defender	5,459.00	1,314.50	6,773.50	.00	5,495.50	819.00	459.00	93	4,140.00
5339	Misc Contract Services	14,100.00	2,000.00	16,100.00	3,013.20	600.00	4,099.30	11,400.70	29	13,120.00
5341	Court Costs and Fees	750.00	.00	750.00	.00	.00	.00	750.00	0	750.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	91.80	.00	152.70	347.30	31	620.00
5399	Other Miscellaneous Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,190.00
	Services Totals	\$93,013.00	\$12,964.71	\$105,977.71	\$3,941.50	\$31,830.23	\$19,754.33	\$54,393.15	49%	\$77,610.00
	EXPENSE TOTALS	\$666,913.00	\$13,056.27	\$679,969.27	\$41,547.28	\$46,294.81	\$140,190.31	\$493,484.15	27%	\$618,270.00
Department 554 - City Attorney Totals		(\$666,913.00)	(\$13,056.27)	(\$679,969.27)	(\$41,547.28)	(\$46,294.81)	(\$140,190.31)	(\$493,484.15)	27%	(\$618,270.00)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 571 - City Council										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	63,842.00	.00	63,842.00	5,320.15	.00	10,640.30	53,201.70	17	62,151.00
5102	Wages-Staff	69,992.00	.00	69,992.00	5,184.00	.00	12,869.76	57,122.24	18	61,160.00
5104	Wages-Part time	26,470.00	.00	26,470.00	1,929.60	.00	4,727.52	21,742.48	18	22,980.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	4,830.00
5151	PERS Contribution	22,443.00	.00	22,443.00	1,731.86	.00	3,425.13	19,017.87	15	20,090.00
5161	Group Insurance	8,958.00	.00	8,958.00	742.90	2,369.20	1,485.80	5,103.00	43	12,920.00
5166	Medicare	2,324.00	.00	2,324.00	178.30	.00	404.44	1,919.56	17	2,060.00
	Personal Services Totals	\$196,029.00	\$0.00	\$196,029.00	\$15,086.81	\$2,369.20	\$35,552.95	\$158,106.85	19%	\$186,220.00
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	21.00	1,200.00	21.00	279.00	81	1,460.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$21.00	\$1,200.00	\$21.00	\$779.00	61%	\$1,460.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	1,175.00	1,971.00	1,175.00	(646.00)	126	2,750.00
5322	Conference/Reimb	3,500.00	.00	3,500.00	.00	1,653.89	.00	1,846.11	47	1,050.00
5323	Publications	100.00	.00	100.00	304.42	695.58	(165.82)	(429.76)	530	350.00
5324	Professional Association Dues	500.00	.00	500.00	.00	.00	110.00	390.00	22	270.00
5325	Educational Assistance	.00	.00	.00	.00	.00	.00	.00	+++	2,780.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	.00	.00	10,967.67	29,032.33	27	20,810.00
5391	Postage	250.00	.00	250.00	13.50	.00	19.50	230.50	8	70.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	520.00	30.00	990.24	1,979.76	34	1,090.00
5399	Other Miscellaneous Services	6,000.00	30.00	6,030.00	6.00	30.00	55.08	5,944.92	1	0.00
	Services Totals	\$55,850.00	\$30.00	\$55,880.00	\$2,018.92	\$4,380.47	\$13,151.67	\$38,347.86	31%	\$29,220.00
	EXPENSE TOTALS	\$253,879.00	\$30.00	\$253,909.00	\$17,126.73	\$7,949.67	\$48,725.62	\$197,233.71	22%	\$216,900.00
Department 571 - City Council Totals		(\$253,879.00)	(\$30.00)	(\$253,909.00)	(\$17,126.73)	(\$7,949.67)	(\$48,725.62)	(\$197,233.71)	22%	(\$216,900.00)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	7,092.80	.00	14,666.33	81,088.67	15	78,831
5102	Wages-Staff	125,227.00	.00	125,227.00	9,030.40	.00	22,482.88	102,744.12	18	115,234
5104	Wages-Part time	.00	.00	.00	.00	.00	.00	.00	+++	8,351
5109	HSA Employer Funding	10,000.00	.00	10,000.00	.00	.00	8,800.00	1,200.00	88	10,000
5151	PERS Contribution	30,938.00	.00	30,938.00	1,984.95	.00	3,902.37	27,035.63	13	28,441
5161	Group Insurance	50,391.00	.00	50,391.00	4,211.13	4,627.74	8,422.26	37,341.00	26	46,261
5166	Medicare	3,204.00	.00	3,204.00	224.54	.00	517.45	2,686.55	16	2,821
	Personal Services Totals	\$315,515.00	\$0.00	\$315,515.00	\$22,543.82	\$4,627.74	\$58,791.29	\$252,095.97	20%	\$289,971
	Supplies									
5201	Office Supplies	3,000.00	81.43	3,081.43	35.69	637.15	44.28	2,400.00	22	1,751
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	131
	Supplies Totals	\$3,250.00	\$81.43	\$3,331.43	\$35.69	\$637.15	\$44.28	\$2,650.00	20%	\$1,881
	Services									
5301	Boards/Commissions	2,000.00	.00	2,000.00	.00	50.00	.00	1,950.00	2	41
5311	Utilities	2,000.00	180.29	2,180.29	101.91	1,275.92	204.37	700.00	68	1,321
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,761
5323	Publications	500.00	.00	500.00	.00	1,000.00	105.00	(605.00)	221	91
5324	Professional Association Dues	3,000.00	.00	3,000.00	.00	742.00	1,000.00	1,258.00	58	1,131
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5331	Engineering/Architecture	30,000.00	5,979.08	35,979.08	2,097.30	13,548.50	2,430.58	20,000.00	44	14,511
5332	Legal Services	15,000.00	1,028.55	16,028.55	.00	6,028.55	.00	10,000.00	38	17,561
5339	Misc Contract Services	80,000.00	62,175.38	142,175.38	20,019.00	27,994.96	45,487.42	68,693.00	52	152,081
5391	Postage	500.00	.00	500.00	3.00	.00	10.50	489.50	2	111
5395	Printing/Advertising	5,000.00	3,008.89	8,008.89	.00	3,425.89	183.00	4,400.00	45	691
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	621
	Services Totals	\$148,000.00	\$72,372.19	\$220,372.19	\$22,221.21	\$54,065.82	\$49,420.87	\$116,885.50	47%	\$192,951
	Capital Purchases									
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	5,001
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,001
	EXPENSE TOTALS	\$466,765.00	\$72,453.62	\$539,218.62	\$44,800.72	\$59,330.71	\$108,256.44	\$371,631.47	31%	\$489,811
Department 580 - Development Department Totals		(\$466,765.00)	(\$72,453.62)	(\$539,218.62)	(\$44,800.72)	(\$59,330.71)	(\$108,256.44)	(\$371,631.47)	31%	(\$489,815)



Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 582 - Human Resources Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	91,818.00	.00	91,818.00	6,801.61	.00	16,884.97	74,933.03	18	85,730.00
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	550.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	12,932.00	.00	12,932.00	949.44	.00	1,873.88	11,058.12	14	12,060.00
5161	Group Insurance	8,850.00	.00	8,850.00	754.87	845.26	1,509.74	6,495.00	27	8,350.00
5166	Medicare	1,339.00	.00	1,339.00	97.10	.00	241.01	1,097.99	18	1,230.00
	Personal Services Totals	\$117,489.00	\$0.00	\$117,489.00	\$8,603.02	\$845.26	\$22,509.60	\$94,134.14	20%	\$109,940.00
	Supplies									
5201	Office Supplies	1,000.00	144.26	1,144.26	678.92	(13.65)	853.84	304.07	73	240.00
5203	Computer Supplies	875.00	.00	875.00	.00	.00	.00	875.00	0	120.00
5208	OSHA Supplies	16,000.00	1,793.29	17,793.29	455.42	4,181.93	2,562.77	11,048.59	38	13,670.00
	Supplies Totals	\$17,875.00	\$1,937.55	\$19,812.55	\$1,134.34	\$4,168.28	\$3,416.61	\$12,227.66	38%	\$14,040.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	1,500.00	.00	1,500.00	(500.00)	150	190.00
5323	Publications	750.00	.00	750.00	.00	432.00	307.80	10.20	99	730.00
5324	Professional Association Dues	600.00	96.00	696.00	700.00	96.00	700.00	(100.00)	114	1,650.00
5336	Medical Services/Physical Exams	4,000.00	183.16	4,183.16	64.66	618.50	64.66	3,500.00	16	4,070.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	3,914.28	2,520.00	3,914.28	(434.28)	107	5,130.00
5391	Postage	200.00	.00	200.00	2.65	.00	7.50	192.50	4	130.00
5399	Other Miscellaneous Services	24,000.00	6,062.76	30,062.76	249.80	9,452.14	4,173.23	16,437.39	45	15,520.00
	Services Totals	\$36,550.00	\$6,341.92	\$42,891.92	\$6,431.39	\$13,118.64	\$10,667.47	\$19,105.81	55%	\$27,450.00
	EXPENSE TOTALS	\$171,914.00	\$8,279.47	\$180,193.47	\$16,168.75	\$18,132.18	\$36,593.68	\$125,467.61	30%	\$151,440.00
Department 582 - Human Resources Department Totals		(\$171,914.00)	(\$8,279.47)	(\$180,193.47)	(\$16,168.75)	(\$18,132.18)	(\$36,593.68)	(\$125,467.61)	30%	(\$151,445.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

8.a.1.a

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 584 - Computer Department										
	EXPENSE									
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	17%
5203	Computer Supplies	12,750.00	793.06	13,543.06	2,482.26	11,060.80	2,482.26	.00	100	11,889.00
	Supplies Totals	\$13,000.00	\$793.06	\$13,793.06	\$2,482.26	\$11,310.80	\$2,482.26	\$0.00	100%	\$12,069.00
	Services									
5311	Utilities	800.00	.00	800.00	.00	800.00	.00	.00	100	
5339	Misc Contract Services	161,000.00	10,400.00	171,400.00	5,000.00	128,360.00	43,040.00	.00	100	150,600.00
5366	Computer Maintenance	270,620.00	65,997.04	336,617.04	3,565.92	253,460.04	46,388.50	36,768.50	89	158,440.00
	Services Totals	\$432,420.00	\$76,397.04	\$508,817.04	\$8,565.92	\$382,620.04	\$89,428.50	\$36,768.50	93%	\$309,040.00
	Capital Purchases									
5639	Other Equipment	104,750.00	29,795.48	134,545.48	.00	51,580.11	21,965.37	61,000.00	55	288,550.00
	Capital Purchases Totals	\$104,750.00	\$29,795.48	\$134,545.48	\$0.00	\$51,580.11	\$21,965.37	\$61,000.00	55%	\$288,550.00
	EXPENSE TOTALS	\$550,170.00	\$106,985.58	\$657,155.58	\$11,048.18	\$445,510.95	\$113,876.13	\$97,768.50	85%	\$609,660.00
Department 584 - Computer Department Totals		(\$550,170.00)	(\$106,985.58)	(\$657,155.58)	(\$11,048.18)	(\$445,510.95)	(\$113,876.13)	(\$97,768.50)	85%	(\$609,667.00)

Attachment: Departmental Budget-February, 2020 04 23 2020 10 18 52 AM Joni Crawford 46104RWC



Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	80,390.00	.00	80,390.00	5,769.60	.00	14,140.80	66,249.20	18	71,28
5102	Wages-Staff	141,380.00	.00	141,380.00	6,700.80	.00	16,752.00	124,628.00	12	87,78
5104	Wages-Part time	30,991.00	.00	30,991.00	2,118.00	.00	5,295.00	25,696.00	17	26,16
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	60
5109	HSA Employer Funding	12,000.00	.00	12,000.00	.00	.00	8,000.00	4,000.00	67	12,00
5151	PERS Contribution	34,770.00	.00	34,770.00	2,035.75	.00	4,012.03	30,757.97	12	25,00
5161	Group Insurance	62,956.00	.00	62,956.00	3,610.26	6,849.48	7,220.52	48,886.00	22	52,04
5166	Medicare	3,674.00	.00	3,674.00	204.98	.00	508.35	3,165.65	14	2,65
	Personal Services Totals	\$366,761.00	\$0.00	\$366,761.00	\$20,439.39	\$6,849.48	\$55,928.70	\$303,982.82	17%	\$277,54
	Supplies									
5201	Office Supplies	2,500.00	988.08	3,488.08	307.73	2,847.85	640.23	.00	100	1,71
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
	Supplies Totals	\$4,500.00	\$988.08	\$5,488.08	\$307.73	\$2,847.85	\$640.23	\$2,000.00	64%	\$1,71
	Services									
5321	Professional Training	500.00	.00	500.00	.00	.00	250.00	250.00	50	38
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	
5323	Publications	450.00	.00	450.00	64.08	185.92	64.08	200.00	56	27
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	58
5332	Legal Services	63,000.00	12,000.00	75,000.00	3,000.00	59,000.00	10,000.00	6,000.00	92	52,00
5339	Misc Contract Services	1,500.00	1,726.60	3,226.60	767.06	3,378.06	948.54	(1,100.00)	134	84
5344	Witness Fees	250.00	.00	250.00	.00	.00	18.00	232.00	7	3
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5377	Municipal Court	25,000.00	.00	25,000.00	.00	15,000.00	.00	10,000.00	60	4,39
5391	Postage	1,800.00	.00	1,800.00	77.50	.00	214.50	1,585.50	12	1,07
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	.00	600.00	.00	100	60
5399	Other Miscellaneous Services	2,490.00	505.00	2,995.00	45.00	1,415.00	90.00	1,490.00	50	66
	Services Totals	\$97,190.00	\$14,231.60	\$111,421.60	\$3,953.64	\$78,978.98	\$12,185.12	\$20,257.50	82%	\$60,85
	EXPENSE TOTALS	\$468,451.00	\$15,219.68	\$483,670.68	\$24,700.76	\$88,676.31	\$68,754.05	\$326,240.32	33%	\$340,10
Department 593 - Clerk of Courts Totals		(\$468,451.00)	(\$15,219.68)	(\$483,670.68)	(\$24,700.76)	(\$88,676.31)	(\$68,754.05)	(\$326,240.32)	33%	(\$340,108

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 595 - General and Administrative										
	EXPENSE									
	Personal Services									
5164	Workers Compensation	245,150.00	167,139.00	412,289.00	127,289.00	36,000.00	127,289.00	249,000.00	40	184,551.00
5165	Unemployment Compensation	25,000.00	8,440.64	33,440.64	.00	18,440.64	.00	15,000.00	55	11,551.00
	Personal Services Totals	\$270,150.00	\$175,579.64	\$445,729.64	\$127,289.00	\$54,440.64	\$127,289.00	\$264,000.00	41%	\$196,111.00
	Supplies									
5202	Photo Copy Supplies	3,500.00	534.81	4,034.81	.00	1,500.00	534.81	2,000.00	50	3,371.00
	Supplies Totals	\$3,500.00	\$534.81	\$4,034.81	\$0.00	\$1,500.00	\$534.81	\$2,000.00	50%	\$3,371.00
	Services									
5301	Boards/Commissions	27,000.00	4,112.82	31,112.82	1,031.13	5,413.91	2,198.91	23,500.00	24	11,641.00
5311	Utilities	215,000.00	16,800.44	231,800.44	15,270.63	110,427.70	26,494.72	94,878.02	59	163,541.00
5324	Professional Association Dues	28,000.00	.00	28,000.00	.00	21,648.76	3,987.00	2,364.24	92	27,031.00
5351	Liability Insurance Deductible	195,000.00	4,625.50	199,625.50	26,682.50	46,614.00	169,243.50	(16,232.00)	108	127,481.00
5352	Motor Vehicle Insurance	70,000.00	.00	70,000.00	.00	28,109.00	41,891.00	.00	100	35,731.00
5353	Employee Fidelity Bond	2,500.00	.00	2,500.00	.00	1,200.00	.00	1,300.00	48	1,171.00
5361	Building Repair/Maintenance	65,000.00	10,136.82	75,136.82	2,838.55	23,830.27	3,006.55	48,300.00	36	61,341.00
5362	Equipment Maintenance	2,500.00	.00	2,500.00	100.80	899.20	100.80	1,500.00	40	81.00
5371	Election Expense	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	21.00
5372	Delinquent Tax Advertising	750.00	.00	750.00	.00	.00	.00	750.00	0	21.00
5373	Auditor/Treasurer Fees	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	4,341.00
5391	Postage	9,000.00	.00	9,000.00	2,225.80	2,500.00	1,306.05	5,193.95	42	1,681.00
5394	Taxes/Assessments-City Property	60,000.00	.00	60,000.00	.00	56,221.04	3,778.96	.00	100	29,411.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	21.00
	Services Totals	\$718,250.00	\$35,675.58	\$753,925.58	\$48,149.41	\$296,863.88	\$252,007.49	\$205,054.21	73%	\$463,511.00
	Capital Purchases									
5611	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	164,931.00
5631	Furniture and Fixtures	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	21.00
5639	Other Equipment	30,000.00	.00	30,000.00	1,046.91	10,906.18	2,093.82	17,000.00	43	22,221.00
	Capital Purchases Totals	\$55,000.00	\$0.00	\$55,000.00	\$1,046.91	\$10,906.18	\$2,093.82	\$42,000.00	24%	\$187,161.00
	EXPENSE TOTALS	\$1,046,900.00	\$211,790.03	\$1,258,690.03	\$176,485.32	\$363,710.70	\$381,925.12	\$513,054.21	59%	\$850,161.00
Department 595 - General and Administrative Totals		(\$1,046,900.00)	(\$211,790.03)	(\$1,258,690.03)	(\$176,485.32)	(\$363,710.70)	(\$381,925.12)	(\$513,054.21)	59%	(\$850,161.00)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 810 - Public Health and Welfare										
	EXPENSE									
	Services									
5376	County Health Services	333,255.00	.00	333,255.00	.00	.00	.00	333,255.00	0	319,732
	Services Totals	\$333,255.00	\$0.00	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,732
	EXPENSE TOTALS	\$333,255.00	\$0.00	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,732
Department 810 - Public Health and Welfare Totals		(\$333,255.00)	\$0.00	(\$333,255.00)	\$0.00	\$0.00	\$0.00	(\$333,255.00)	0%	(\$319,732)
Fund 110 - General Fund Totals		\$21,996,941.00	\$901,771.24	\$22,898,712.24	\$1,614,593.22	\$2,620,706.73	\$4,282,599.54	\$15,995,405.97		\$19,547,405.97

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 220 - Income Tax Fund										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5000	Contingency Reserve	.00	.00	.00	.00	3,092,890.12	.00	(3,092,890.12)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$3,092,890.12	\$0.00	(\$3,092,890.12)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,092,890.12	\$0.00	(\$3,092,890.12)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,092,890.12)	\$0.00	\$3,092,890.12	+++	\$0.00

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	62,214.00	.00	62,214.00	3,840.00	.00	11,347.20	50,866.80	18	55,981
5106	Longevity	700.00	.00	700.00	.00	.00	.00	700.00	0	700
5109	HSA Employer Funding	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	8,808.00	.00	8,808.00	532.22	.00	1,131.64	7,676.36	13	7,900
5161	Group Insurance	8,868.00	.00	8,868.00	743.11	833.78	1,486.22	6,548.00	26	8,211
5164	Workers Compensation	1,785.00	.00	1,785.00	1,785.00	.00	1,785.00	.00	100	1,900
	Personal Services Totals	\$84,375.00	\$0.00	\$84,375.00	\$6,900.33	\$833.78	\$17,750.06	\$65,791.16	22%	\$76,721
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	240
5203	Computer Supplies	450.00	.00	450.00	.00	450.00	.00	.00	100	340
	Supplies Totals	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	100%	\$580
	Services									
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	350.00	.00	650.00	35	470
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	140
5324	Professional Association Dues	525.00	.00	525.00	.00	25.00	.00	500.00	5	
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	75.00	.00	.00	100	70
5362	Equipment Maintenance	425.00	53.25	478.25	22.20	358.85	44.40	75.00	84	200
5373	Auditor/Treasurer Fees	4,000.00	.00	4,000.00	168.83	.00	168.83	3,831.17	4	2,610
5379	Other Governmental Billings	10,000.00	.00	10,000.00	107.24	.00	970.50	9,029.50	10	7,660
5391	Postage	675.00	.00	675.00	7.40	.00	54.90	620.10	8	140
	Services Totals	\$91,900.00	\$53.25	\$91,953.25	\$305.67	\$808.85	\$1,238.63	\$89,905.77	2%	\$11,320
	Transfers/Other									
5519	Miscellaneous Costs	110,000.00	.00	110,000.00	880.71	.00	2,389.65	107,610.35	2	4,930
5529	Miscellaneous Distributions	800,000.00	.00	800,000.00	84,858.52	.00	134,754.75	665,245.25	17	396,510
5530	Enterprise Zone Payment	1,500,000.00	.00	1,500,000.00	482,967.13	467,102.49	482,967.01	549,930.50	63	(
	Transfers/Other Totals	\$2,410,000.00	\$0.00	\$2,410,000.00	\$568,706.36	\$467,102.49	\$620,111.41	\$1,322,786.10	45%	\$401,450
	EXPENSE TOTALS	\$2,586,975.00	\$53.25	\$2,587,028.25	\$575,912.36	\$469,445.12	\$639,100.10	\$1,478,483.03	43%	\$490,070
Department 564 - Income Tax Division Totals		(\$2,586,975.00)	(\$53.25)	(\$2,587,028.25)	(\$575,912.36)	(\$469,445.12)	(\$639,100.10)	(\$1,478,483.03)	43%	(\$490,070)
Fund 220 - Income Tax Fund Totals		\$2,586,975.00	\$53.25	\$2,587,028.25	\$575,912.36	\$3,562,335.24	\$639,100.10	(\$1,614,407.09)		\$490,070

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	78,024.00	.00	78,024.00	5,779.20	.00	14,347.20	63,676.80	18	72,850.00
5102	Wages-Staff	368,750.00	.00	368,750.00	26,666.47	.00	66,367.86	302,382.14	18	336,060.00
5105	Overtime	28,000.00	.00	28,000.00	976.94	.00	2,694.67	25,305.33	10	20,330.00
5106	Longevity	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	3,550.00
5109	HSA Employer Funding	25,000.00	.00	25,000.00	.00	.00	23,000.00	2,000.00	92	21,000.00
5151	PERS Contribution	66,965.00	.00	66,965.00	4,548.68	.00	9,261.50	57,703.50	14	58,810.00
5161	Group Insurance	124,590.00	.00	124,590.00	9,603.04	10,030.53	19,219.47	95,340.00	23	99,080.00
5164	Workers Compensation	13,569.00	.00	13,569.00	13,569.00	.00	13,569.00	.00	100	14,880.00
5166	Medicare	6,936.00	.00	6,936.00	467.09	.00	1,165.76	5,770.24	17	6,080.00
	Personal Services Totals	\$715,384.00	\$0.00	\$715,384.00	\$61,610.42	\$10,030.53	\$149,625.46	\$555,728.01	22%	\$632,660.00
	Supplies									
5201	Office Supplies	2,700.00	253.27	2,953.27	263.85	1,224.47	828.80	900.00	70	2,440.00
5203	Computer Supplies	1,800.00	.00	1,800.00	.00	800.00	.00	1,000.00	44	230.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	1,070.00
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	280.00	.00	220.00	56	350.00
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	.00	600.00	.00	1,400.00	30	1,480.00
5251	MV Gas and Oil	38,000.00	2,219.88	40,219.88	1,834.98	18,165.02	4,054.86	18,000.00	55	26,880.00
5252	Aggregates	17,000.00	.00	17,000.00	1,281.40	8,854.40	2,145.60	6,000.00	65	17,650.00
5253	Ice Control	140,000.00	11,931.25	151,931.25	.00	50,000.00	11,931.25	90,000.00	41	61,020.00
5259	Operating Materials and Supplies	90,000.00	9,272.80	99,272.80	5,678.74	34,815.34	15,557.46	48,900.00	51	92,690.00
	Supplies Totals	\$293,500.00	\$23,677.20	\$317,177.20	\$9,058.97	\$115,239.23	\$34,517.97	\$167,420.00	47%	\$203,840.00
	Services									
5311	Utilities	19,000.00	499.78	19,499.78	1,239.86	11,890.14	1,739.64	5,870.00	70	11,080.00
5313	Traffic Light Current	12,000.00	441.97	12,441.97	424.54	5,575.46	866.51	6,000.00	52	4,780.00
5321	Professional Training	500.00	.00	500.00	.00	.00	90.00	410.00	18	80.00
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	130.00	.00	130.00	35.00	15.00	35.00	80.00	38	60.00
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	10,000.00	.00	4,000.00	71	7,970.00
5339	Misc Contract Services	36,500.00	.00	36,500.00	926.10	14,473.90	926.10	21,100.00	42	17,380.00
5351	Liability Insurance Deductible	9,600.00	.00	9,600.00	.00	.00	9,600.00	.00	100	7,530.00
5352	Motor Vehicle Insurance	10,600.00	.00	10,600.00	.00	.00	10,600.00	.00	100	9,600.00
5361	Building Repair/Maintenance	9,500.00	.00	9,500.00	.00	3,000.00	.00	6,500.00	32	2,690.00
5365	Utility Line Repair/Maintenance	30,000.00	12,399.09	42,399.09	.00	9,000.00	12,399.09	21,000.00	50	36,460.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	0.00
5391	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	20.00
5397	Uniform Rental	2,500.00	112.45	2,612.45	159.00	1,682.00	430.45	500.00	81	2,520.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	1,060.00



Departmental Budget-February, 2020

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	260 - Street Fund									
Department	268 - Street Department									
	EXPENSE									
	<i>Services Totals</i>	\$148,830.00	\$13,453.29	\$162,283.29	\$2,784.50	\$59,336.50	\$36,686.79	\$66,260.00	59%	\$101,28
	<i>Capital Purchases</i>									
5632	Motor Vehicles	310,000.00	.00	310,000.00	.00	301,456.00	.00	8,544.00	97	133,00
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	30,26
5639	Other Equipment	.00	17,660.00	17,660.00	.00	.00	17,660.00	.00	100	3,27
	<i>Capital Purchases Totals</i>	\$310,000.00	\$17,660.00	\$327,660.00	\$0.00	\$301,456.00	\$17,660.00	\$8,544.00	97%	\$166,53
	EXPENSE TOTALS	\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$73,453.89	\$486,062.26	\$238,490.22	\$797,952.01	48%	\$1,104,32
Department	268 - Street Department Totals	(\$1,467,714.00)	(\$54,790.49)	(\$1,522,504.49)	(\$73,453.89)	(\$486,062.26)	(\$238,490.22)	(\$797,952.01)	48%	(\$1,104,32
Fund	260 - Street Fund Totals	\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$73,453.89	\$486,062.26	\$238,490.22	\$797,952.01		\$1,104,32

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	.00	60,000.00	.00	60,000.00	.00	.00	100	59,977.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	.00	6,000.00	.00	4,000.00	60	9,811.00
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$66,000.00	\$0.00	\$4,000.00	94%	\$69,788.00
	Services									
5313	Traffic Light Current	12,000.00	498.51	12,498.51	480.62	6,519.38	979.13	5,000.00	60	5,380.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	16,000.00
	Services Totals	\$24,000.00	\$498.51	\$24,498.51	\$480.62	\$15,019.38	\$979.13	\$8,500.00	65%	\$21,380.00
	EXPENSE TOTALS	\$94,000.00	\$498.51	\$94,498.51	\$480.62	\$81,019.38	\$979.13	\$12,500.00	87%	\$91,177.00
Department 268 - Street Department Totals		(\$94,000.00)	(\$498.51)	(\$94,498.51)	(\$480.62)	(\$81,019.38)	(\$979.13)	(\$12,500.00)	87%	(\$91,177.00)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$498.51	\$94,498.51	\$480.62	\$81,019.38	\$979.13	\$12,500.00		\$91,177.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	84,167.33	84,167.33	.00	.00	.00	84,167.33	0	42,530
5921	Immobilization Expenses	.00	16,656.54	16,656.54	.00	.00	.00	16,656.54	0	
	Transfers/Other Totals	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$0.00	\$0.00	\$100,823.87	0%	\$42,530
	Capital Purchases									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	19,670
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,670
	EXPENSE TOTALS	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$0.00	\$0.00	\$100,823.87	0%	\$62,210
	Department 111 - Police Division Totals	\$0.00	(\$100,823.87)	(\$100,823.87)	\$0.00	\$0.00	\$0.00	(\$100,823.87)	0%	(\$62,210)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$100,823.87	\$100,823.87	\$0.00	\$0.00	\$0.00	\$100,823.87		\$62,210

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 291 - Drug Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	47,943.74	47,943.74	.00	.00	.00	47,943.74	0	
	Transfers/Other Totals	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$47,943.74)	(\$47,943.74)	\$0.00	\$0.00	\$0.00	(\$47,943.74)	0%	\$0.00
	Fund 291 - Drug Enforcement Fund Totals	\$0.00	\$47,943.74	\$47,943.74	\$0.00	\$0.00	\$0.00	\$47,943.74		\$0.00

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 292 - Safety Belt Program Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	4,376.00	4,376.00	.00	.00	.00	4,376.00	0	
	Transfers/Other Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$4,376.00)	(\$4,376.00)	\$0.00	\$0.00	\$0.00	(\$4,376.00)	0%	\$0.00
Fund 292 - Safety Belt Program Fund	Totals	\$0.00	\$4,376.00	\$4,376.00	\$0.00	\$0.00	\$0.00	\$4,376.00		\$0.00

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	16,469.19	16,469.19	.00	.00	.00	16,469.19	0	880
	Transfers/Other Totals	\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19	0%	\$880
	EXPENSE TOTALS	\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19	0%	\$880
	Department 111 - Police Division Totals	\$0.00	(\$16,469.19)	(\$16,469.19)	\$0.00	\$0.00	\$0.00	(\$16,469.19)	0%	(\$880)
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$16,469.19	\$16,469.19	\$0.00	\$0.00	\$0.00	\$16,469.19		\$880

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 294 - Federal Forfeiture Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	87,891.85	87,891.85	.00	.00	.00	87,891.85	0	
	Transfers/Other Totals	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$87,891.85)	(\$87,891.85)	\$0.00	\$0.00	\$0.00	(\$87,891.85)	0%	\$0.00
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$87,891.85	\$87,891.85	\$0.00	\$0.00	\$0.00	\$87,891.85		\$0.00

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 295 - Law Enforcement Asst Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	57,121.76	57,121.76	.00	.00	.00	57,121.76	0	
	Transfers/Other Totals	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76	0%	\$0.00
	EXPENSE TOTALS	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76	0%	\$0.00
	Department 111 - Police Division Totals	\$0.00	(\$57,121.76)	(\$57,121.76)	\$0.00	\$0.00	\$0.00	(\$57,121.76)	0%	\$0.00
Fund 295 - Law Enforcement Asst Fund	Totals	\$0.00	\$57,121.76	\$57,121.76	\$0.00	\$0.00	\$0.00	\$57,121.76		\$0.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	2,976.07	.00	7,390.72	32,720.28	18	37,577.00
5102	Wages-Staff	250,495.00	.00	250,495.00	18,027.22	.00	44,948.53	205,546.47	18	232,700.00
5105	Overtime	15,400.00	.00	15,400.00	1,289.50	.00	3,287.51	12,112.49	21	20,940.00
5106	Longevity	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	1,150.00
5109	HSA Employer Funding	19,000.00	.00	19,000.00	.00	.00	21,000.00	(2,000.00)	111	16,330.00
5151	PERS Contribution	43,086.00	.00	43,086.00	2,956.22	.00	5,881.02	37,204.98	14	38,210.00
5161	Group Insurance	96,366.00	.00	96,366.00	8,977.61	9,741.17	17,958.83	68,666.00	29	75,420.00
5164	Workers Compensation	8,730.00	.00	8,730.00	8,730.00	.00	8,730.00	.00	100	9,570.00
5166	Medicare	4,462.00	.00	4,462.00	299.32	.00	746.95	3,715.05	17	3,950.00
	Personal Services Totals	\$479,400.00	\$0.00	\$479,400.00	\$43,255.94	\$9,741.17	\$109,943.56	\$359,715.27	25%	\$435,870.00
	Supplies									
5201	Office Supplies	5,500.00	1,692.50	7,192.50	1,430.55	2,628.50	2,064.00	2,500.00	65	1,660.00
5203	Computer Supplies	15,000.00	471.38	15,471.38	286.92	2,359.21	362.17	12,750.00	18	3,270.00
5213	Repair and Maintenance Supplies	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,000.00
5241	Uniforms-Purchased	3,500.00	1,274.21	4,774.21	.00	1,487.53	786.68	2,500.00	48	1,830.00
5251	MV Gas and Oil	15,500.00	1,625.54	17,125.54	576.39	9,055.26	1,070.28	7,000.00	59	6,550.00
5252	Aggregates	38,500.00	1,589.82	40,089.82	1,006.65	24,493.35	2,596.47	13,000.00	68	38,540.00
5259	Operating Materials and Supplies	65,000.00	11,786.91	76,786.91	5,650.35	33,835.89	21,179.52	21,771.50	72	60,900.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	20,000.00
	Supplies Totals	\$173,000.00	\$18,440.36	\$191,440.36	\$8,950.86	\$73,859.74	\$28,059.12	\$89,521.50	53%	\$112,790.00
	Services									
5311	Utilities	15,000.00	1,896.39	16,896.39	1,361.71	15,132.75	2,163.64	(400.00)	102	8,070.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	750.00	.00	1,750.00	30	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	1,000.00	.00	(500.00)	200	150.00
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	200.00
5324	Professional Association Dues	360.00	.00	360.00	.00	.00	.00	360.00	0	360.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	.00	5,000.00	.00	10,000.00	33	12,770.00
5339	Misc Contract Services	45,000.00	1,170.00	46,170.00	3,219.88	29,226.22	3,219.88	13,723.90	70	39,790.00
5351	Liability Insurance Deductible	4,500.00	.00	4,500.00	.00	.00	4,500.00	.00	100	3,540.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	2,500.00
5361	Building Repair/Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	600.00
5362	Equipment Maintenance	8,000.00	159.65	8,159.65	66.59	6,076.47	133.18	1,950.00	76	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	4,330.00
5365	Utility Line Repair/Maintenance	38,000.00	7,600.00	45,600.00	7,600.00	1,850.00	7,600.00	36,150.00	21	28,400.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	14,865.00	.00	(2,365.00)	119	12,380.00

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Services									
5378	Columbus Contract	5,245,365.00	1,539,741.43	6,785,106.43	968,658.22	2,571,083.21	968,658.22	3,245,365.00	52	4,587,350
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
5391	Postage	15,000.00	.00	15,000.00	35.17	.00	4,699.01	10,300.99	31	4,930
5399	Other Miscellaneous Services	100,000.00	1,215.31	101,215.31	758.57	16,695.80	1,972.73	82,546.78	18	158,790
	Services Totals	\$5,529,175.00	\$1,551,782.78	\$7,080,957.78	\$981,700.14	\$2,661,679.45	\$995,696.66	\$3,423,581.67	52%	\$4,867,200
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,190
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5632	Motor Vehicles	.00	15,548.50	15,548.50	3,602.50	15,548.50	3,602.50	(3,602.50)	123	38,710
5633	Machinery and Equipment	275,000.00	.00	275,000.00	91,216.96	23,783.04	91,216.96	160,000.00	42	93,980
5639	Other Equipment	325,000.00	.00	325,000.00	.00	.00	.00	325,000.00	0	74,960
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$94,819.46	\$39,331.54	\$94,819.46	\$494,896.50	21%	\$219,850
	EXPENSE TOTALS	\$6,795,074.00	\$1,585,771.64	\$8,380,845.64	\$1,128,726.40	\$2,784,611.90	\$1,228,518.80	\$4,367,714.94	48%	\$5,635,730
Department 735 - Water Division Totals		(\$6,795,074.00)	(\$1,585,771.64)	(\$8,380,845.64)	(\$1,128,726.40)	(\$2,784,611.90)	(\$1,228,518.80)	(\$4,367,714.94)	48%	(\$5,635,730)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 710 - Water Fund										
Department 991 - Debt Service										
EXPENSE										
Debt Service										
5414	G. O. Bond-Principal	330,539.00	.00	330,539.00	.00	.00	.00	330,539.00	0	320,64
5424	G. O. Bond-Interest	39,043.00	.00	39,043.00	.00	.00	.00	39,043.00	0	47,10
Debt Service Totals		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,75
EXPENSE TOTALS		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,75
Department 991 - Debt Service Totals		(\$369,582.00)	\$0.00	(\$369,582.00)	\$0.00	\$0.00	\$0.00	(\$369,582.00)	0%	(\$367,75
Fund 710 - Water Fund Totals		\$7,164,656.00	\$1,585,771.64	\$8,750,427.64	\$1,128,726.40	\$2,784,611.90	\$1,228,518.80	\$4,737,296.94		\$6,003,49

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	2,976.06	.00	7,390.71	32,720.29	18	37,577.00
5102	Wages-Staff	301,844.00	.00	301,844.00	21,355.22	.00	56,359.59	245,484.41	19	257,990.00
5105	Overtime	3,500.00	.00	3,500.00	304.45	.00	595.24	2,904.76	17	1,020.00
5106	Longevity	550.00	.00	550.00	.00	.00	550.00	.00	100	550.00
5109	HSA Employer Funding	21,000.00	.00	21,000.00	.00	.00	21,000.00	.00	100	19,000.00
5151	PERS Contribution	48,091.00	.00	48,091.00	3,715.16	.00	7,201.16	40,889.84	15	43,630.00
5161	Group Insurance	108,707.00	.00	108,707.00	9,034.38	9,452.63	18,072.37	81,182.00	25	89,560.00
5164	Workers Compensation	9,815.00	.00	9,815.00	9,815.00	.00	9,815.00	.00	100	10,730.00
5166	Medicare	5,017.00	.00	5,017.00	339.41	.00	896.30	4,120.70	18	4,120.00
	Personal Services Totals	\$538,635.00	\$0.00	\$538,635.00	\$47,539.68	\$9,452.63	\$121,880.37	\$407,302.00	24%	\$464,190.00
	Supplies									
5201	Office Supplies	5,500.00	1,692.51	7,192.51	1,430.55	2,628.50	2,064.01	2,500.00	65	1,660.00
5203	Computer Supplies	15,000.00	471.38	15,471.38	286.93	2,359.20	362.18	12,750.00	18	3,270.00
5213	Repair and Maintenance Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	350.00
5241	Uniforms-Purchased	2,500.00	1,274.22	3,774.22	.00	1,487.53	786.69	1,500.00	60	1,840.00
5251	MV Gas and Oil	15,500.00	1,625.48	17,125.48	576.40	9,055.18	1,070.30	7,000.00	59	6,550.00
5252	Aggregates	4,500.00	.00	4,500.00	.00	1,000.00	.00	3,500.00	22	0.00
5259	Operating Materials and Supplies	65,000.00	732.50	65,732.50	478.50	3,482.50	478.50	61,771.50	6	6,770.00
	Supplies Totals	\$110,500.00	\$5,796.09	\$116,296.09	\$2,772.38	\$20,012.91	\$4,761.68	\$91,521.50	21%	\$20,470.00
	Services									
5311	Utilities	12,000.00	1,588.98	13,588.98	497.32	3,997.09	991.89	8,600.00	37	6,190.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	750.00	.00	2,250.00	25	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	1,000.00	.00	(500.00)	200	100.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	.00	5,000.00	.00	10,000.00	33	170.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	2,049.88	9,226.22	2,049.88	28,723.90	28	12,620.00
5351	Liability Insurance Deductible	1,750.00	.00	1,750.00	.00	.00	1,750.00	.00	100	1,340.00
5352	Motor Vehicle Insurance	3,000.00	.00	3,000.00	.00	.00	3,000.00	.00	100	2,900.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	60.00
5362	Equipment Maintenance	3,000.00	159.65	3,159.65	66.59	6,076.47	133.18	(3,050.00)	197	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	4,330.00
5365	Utility Line Repair/Maintenance	115,000.00	86,551.39	201,551.39	50,270.28	35,981.11	50,570.28	115,000.00	43	83,240.00
5366	Computer Maintenance	15,000.00	.00	15,000.00	.00	14,065.00	.00	935.00	94	11,790.00
5378	Columbus Contract	5,077,534.00	1,051,695.91	6,129,229.91	364,806.89	1,169,649.54	1,382,046.37	3,577,534.00	42	3,948,300.00
5391	Postage	12,000.00	.00	12,000.00	35.17	.00	4,699.00	7,301.00	39	4,930.00



Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Services									
5399	Other Miscellaneous Services	100,000.00	1,215.30	101,215.30	758.57	10,195.79	2,186.92	88,832.59	12	122,101.00
	Services Totals	\$5,414,634.00	\$1,141,211.23	\$6,555,845.23	\$418,484.70	\$1,255,941.22	\$1,447,427.52	\$3,852,476.49	41%	\$4,202,211.00
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,191.00
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5632	Motor Vehicles	.00	15,548.50	15,548.50	3,602.50	15,548.50	3,602.50	(3,602.50)	123	38,711.00
5633	Machinery and Equipment	275,000.00	.00	275,000.00	91,216.96	23,783.04	91,216.96	160,000.00	42	93,981.00
5639	Other Equipment	325,000.00	.00	325,000.00	.00	.00	.00	325,000.00	0	74,961.00
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$94,819.46	\$39,331.54	\$94,819.46	\$494,896.50	21%	\$219,851.00
	EXPENSE TOTALS	\$6,677,268.00	\$1,162,555.82	\$7,839,823.82	\$563,616.22	\$1,324,738.30	\$1,668,889.03	\$4,846,196.49	38%	\$4,906,742.00
Department 736 - Wastewater Division Totals		(\$6,677,268.00)	(\$1,162,555.82)	(\$7,839,823.82)	(\$563,616.22)	(\$1,324,738.30)	(\$1,668,889.03)	(\$4,846,196.49)	38%	(\$4,906,742.00)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	37,100.00	.00	37,100.00	.00	.00	.00	37,100.00	0	36,200
5424	G. O. Bond-Interest	2,844.00	.00	2,844.00	.00	.00	.00	2,844.00	0	3,740
	Debt Service Totals	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,940
	EXPENSE TOTALS	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,940
	Department 991 - Debt Service Totals	(\$39,944.00)	\$0.00	(\$39,944.00)	\$0.00	\$0.00	\$0.00	(\$39,944.00)	0%	(\$39,940)
Fund 720 - Wastewater/Sewer Fund Totals		\$6,717,212.00	\$1,162,555.82	\$7,879,767.82	\$563,616.22	\$1,324,738.30	\$1,668,889.03	\$4,886,140.49		\$4,946,680

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 740 - Storm Water Drainage Fund										
Department 737 - Storm Water Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	203,844.00	.00	203,844.00	14,788.00	.00	36,783.53	167,060.47	18	183,600.00
5105	Overtime	4,900.00	.00	4,900.00	41.99	.00	41.99	4,858.01	1	700.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,000.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	.00	.00	11,000.00	4,000.00	73	11,330.00
5151	PERS Contribution	29,371.00	.00	29,371.00	2,102.26	.00	4,253.31	25,117.69	14	25,410.00
5161	Group Insurance	77,107.00	.00	77,107.00	4,695.90	5,029.79	9,405.21	62,672.00	19	42,650.00
5164	Workers Compensation	5,951.00	.00	5,951.00	5,951.00	.00	5,951.00	.00	100	6,920.00
5166	Medicare	3,042.00	.00	3,042.00	204.80	.00	508.21	2,533.79	17	2,570.00
	Personal Services Totals	\$340,265.00	\$0.00	\$340,265.00	\$27,783.95	\$5,029.79	\$67,943.25	\$267,291.96	21%	\$274,200.00
	Supplies									
5201	Office Supplies	6,500.00	1,238.05	7,738.05	1,238.05	2,200.00	1,238.05	4,300.00	44	570.00
5203	Computer Supplies	750.00	.00	750.00	.00	700.00	.00	50.00	93	0.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	462.04	37.96	500.00	50	2,900.00
5241	Uniforms-Purchased	1,000.00	.00	1,000.00	327.20	672.80	327.20	.00	100	780.00
5251	MV Gas and Oil	7,000.00	237.00	7,237.00	156.57	3,843.43	393.57	3,000.00	59	4,550.00
5252	Aggregates	750.00	.00	750.00	.00	500.00	.00	250.00	67	490.00
5259	Operating Materials and Supplies	35,000.00	498.95	35,498.95	4,477.58	12,987.49	5,502.07	17,009.39	52	23,120.00
	Supplies Totals	\$52,000.00	\$1,974.00	\$53,974.00	\$6,199.40	\$21,365.76	\$7,498.85	\$25,109.39	53%	\$32,430.00
	Services									
5311	Utilities	8,000.00	126.10	8,126.10	337.51	5,242.35	543.75	2,340.00	71	3,680.00
5321	Professional Training	400.00	.00	400.00	.00	.00	180.00	220.00	45	170.00
5322	Conference/Reimb	20.00	.00	20.00	.00	20.00	.00	.00	100	0.00
5324	Professional Association Dues	220.00	.00	220.00	.00	.00	.00	220.00	0	70.00
5331	Engineering/Architecture	8,000.00	41,400.00	49,400.00	6,630.00	32,210.00	14,190.00	3,000.00	94	320.00
5339	Misc Contract Services	47,250.00	.00	47,250.00	926.10	7,473.90	19,926.10	19,850.00	58	26,990.00
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	1,090.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	.00	.00	2,750.00	.00	100	1,750.00
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	3,000.00	.00	2,000.00	60	1,990.00
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	1,220.00
5365	Utility Line Repair/Maintenance	8,500.00	.00	8,500.00	.00	2,000.00	.00	6,500.00	24	0.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	0.00
5378	Columbus Contract	875,000.00	64,926.94	939,926.94	66,713.92	633,286.08	131,640.86	175,000.00	81	760,500.00
5391	Postage	22,000.00	.00	22,000.00	.00	.00	4,625.00	17,375.00	21	4,250.00
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	130.00
5399	Other Miscellaneous Services	39,000.00	246.44	39,246.44	226.21	3,627.54	518.90	35,100.00	11	34,530.00
	Services Totals	\$1,028,090.00	\$106,699.48	\$1,134,789.48	\$74,833.74	\$690,059.87	\$176,624.61	\$268,105.00	76%	\$836,740.00



Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	140,000.00	.00	140,000.00	.00	.00	.00	140,000.00	0	43,100
5633	Machinery and Equipment	23,000.00	6,500.00	29,500.00	.00	23,000.00	6,500.00	.00	100	15,390
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	16,000
	<i>Capital Purchases Totals</i>	\$163,000.00	\$6,500.00	\$169,500.00	\$0.00	\$23,000.00	\$6,500.00	\$140,000.00	17%	\$74,500
	EXPENSE TOTALS	\$1,583,355.00	\$115,173.48	\$1,698,528.48	\$108,817.09	\$739,455.42	\$258,566.71	\$700,506.35	59%	\$1,217,891
Department	737 - Storm Water Division Totals	(\$1,583,355.00)	(\$115,173.48)	(\$1,698,528.48)	(\$108,817.09)	(\$739,455.42)	(\$258,566.71)	(\$700,506.35)	59%	(\$1,217,891)

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	991 - Debt Service									
	EXPENSE									
	<i>Debt Service</i>									
5414	G. O. Bond-Principal	105,000.00	.00	105,000.00	.00	.00	.00	105,000.00	0	100,000.00
5424	G. O. Bond-Interest	17,967.00	.00	17,967.00	.00	.00	.00	17,967.00	0	20,227.00
	<i>Debt Service Totals</i>	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,227.00
	EXPENSE TOTALS	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,227.00
	Department 991 - Debt Service Totals	(\$122,967.00)	\$0.00	(\$122,967.00)	\$0.00	\$0.00	\$0.00	(\$122,967.00)	0%	(\$120,227.00)
Fund	740 - Storm Water Drainage Fund Totals	\$1,706,322.00	\$115,173.48	\$1,821,495.48	\$108,817.09	\$739,455.42	\$258,566.71	\$823,473.35		\$1,338,118.00

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Departmental Budget-February, 2020

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Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 750 - Solid Waste Fund										
Department 738 - Refuse Collection										
	EXPENSE									
	Supplies									
5201	Office Supplies	2,000.00	1,238.05	3,238.05	1,238.05	1,500.00	1,238.05	500.00	85	
	Supplies Totals	\$2,000.00	\$1,238.05	\$3,238.05	\$1,238.05	\$1,500.00	\$1,238.05	\$500.00	85%	\$1,238.05
	Services									
5315	Private Hauler Contract	2,466,000.00	334,061.75	2,800,061.75	166,876.30	529,690.66	334,061.75	1,936,309.34	31	2,051,928.00
5391	Postage	15,000.00	.00	15,000.00	35.16	.00	4,698.99	10,301.01	31	4,930.00
5399	Other Miscellaneous Services	55,000.00	246.44	55,246.44	226.21	3,273.79	472.65	51,500.00	7	34,410.00
	Services Totals	\$2,536,000.00	\$334,308.19	\$2,870,308.19	\$167,137.67	\$532,964.45	\$339,233.39	\$1,998,110.35	30%	\$2,091,270.00
	EXPENSE TOTALS	\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$168,375.72	\$534,464.45	\$340,471.44	\$1,998,610.35	30%	\$2,091,270.00
Department 738 - Refuse Collection Totals		(\$2,538,000.00)	(\$335,546.24)	(\$2,873,546.24)	(\$168,375.72)	(\$534,464.45)	(\$340,471.44)	(\$1,998,610.35)	30%	(\$2,091,270.00)
Fund 750 - Solid Waste Fund Totals		\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$168,375.72	\$534,464.45	\$340,471.44	\$1,998,610.35		\$2,091,270.00
Grand Totals		\$44,271,820.00	\$4,470,787.08	\$48,742,607.08	\$4,233,975.52	\$12,133,393.68	\$8,657,614.97	\$27,951,598.43		\$35,675,650.00

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Budget by Classification-February, 2020

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Through 02/29/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	275,300.00	.00	.00	.00	275,300.00	0	278,681
Municipal Tax	17,250,000.00	1,649,305.86	2,472,686.77	.00	14,777,313.23	14	18,361,231
Other Local Taxes	550,000.00	26,448.93	50,470.87	.00	499,529.13	9	504,331
State Levied Shared Taxes	916,200.00	90,742.82	161,271.18	.00	754,928.82	18	928,591
Licenses	54,200.00	3,450.00	14,465.00	.00	39,735.00	27	56,301
Permits	282,000.00	13,727.08	27,397.99	.00	254,602.01	10	268,131
Fees	26,000.00	1,697.50	2,010.50	.00	23,989.50	8	21,491
Intergovernmental-State	2,500.00	.00	.00	.00	2,500.00	0	15,741
Miscellaneous Charges for Services	30,100.00	185.00	550.00	.00	29,550.00	2	40,101
Recreational Charges	146,300.00	29,528.23	56,541.24	.00	89,758.76	39	163,991
Fines and Forfeitures	405,000.00	35,364.00	66,919.10	.00	338,080.90	17	385,841
Investment Earnings	500,000.00	49,299.25	98,594.78	.00	401,405.22	20	657,831
Other Revenues	608,776.00	11,318.57	60,627.55	.00	548,148.45	10	682,371
Donations	25,000.00	123.00	386.00	.00	24,614.00	2	16,301
Reimbursements	55,250.00	20.00	45,518.06	.00	9,731.94	82	301,881
Sale of Assets	5,000.00	.00	3,474.58	.00	1,525.42	69	127,101
Transfers/Advances	1,500.00	.00	.00	.00	1,500.00	0	961
Department 000 - General Totals	\$21,133,126.00	\$1,911,210.24	\$3,060,913.62	\$0.00	\$18,072,212.38	14%	\$22,810,951
REVENUE TOTALS	\$21,133,126.00	\$1,911,210.24	\$3,060,913.62	\$0.00	\$18,072,212.38	14%	\$22,810,951
EXPENSE							
Department 111 - Police Division							
Personal Services	11,098,278.41	845,358.74	2,253,658.69	115,720.68	8,728,899.04	21	9,853,841
Supplies	394,799.08	13,404.72	66,183.14	97,328.27	231,287.67	41	454,771
Services	822,672.16	54,047.21	122,736.68	338,631.47	361,304.01	56	558,231
Capital Purchases	268,272.15	2,281.78	6,790.32	39,981.83	221,500.00	17	452,111
Department 111 - Police Division Totals	\$12,584,021.80	\$915,092.45	\$2,449,368.83	\$591,662.25	\$9,542,990.72	24%	\$11,318,951
Department 290 - Mechanic							
Personal Services	176,351.00	12,782.33	37,577.67	3,551.46	135,221.87	23	164,221
Supplies	139,352.29	6,373.76	22,157.62	39,076.92	78,117.75	44	102,601
Services	47,017.80	144.65	629.55	27,358.25	19,030.00	60	20,841
Capital Purchases	.00	.00	.00	.00	.00	+++	15,501
Department 290 - Mechanic Totals	\$362,721.09	\$19,300.74	\$60,364.84	\$69,986.63	\$232,369.62	36%	\$303,171
Department 340 - Parks and Recreation							
Personal Services	1,109,901.00	64,370.78	190,563.08	16,468.98	902,868.94	19	902,361



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Summary Listi

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 340 - Parks and Recreation							
Supplies	277,099.83	12,099.60	26,152.88	47,909.16	203,037.79	27	208,89
Services	636,143.16	41,435.45	120,389.20	240,798.53	274,955.43	57	411,28
Transfers/Other	.00	177.00	1,486.00	.00	(1,486.00)	+++	
Capital Purchases	68,256.70	.00	9,772.70	8,000.00	50,484.00	26	111,85
Department 340 - Parks and Recreation Totals	\$2,091,400.69	\$118,082.83	\$348,363.86	\$313,176.67	\$1,429,860.16	32%	\$1,634,40
Department 343 - Senior Center							
Personal Services	181,590.00	12,899.97	31,043.87	(267.82)	150,813.95	17	171,53
Supplies	33,811.31	196.52	1,147.66	2,108.07	30,555.58	10	11,30
Services	49,239.18	780.21	3,801.90	11,041.28	34,396.00	30	52,18
Capital Purchases	15,000.00	.00	.00	.00	15,000.00	0	
Department 343 - Senior Center Totals	\$279,640.49	\$13,876.70	\$35,993.43	\$12,881.53	\$230,765.53	17%	\$235,03
Department 344 - Community Events							
Personal Services	105,687.00	7,243.48	20,783.66	1,823.14	83,080.20	21	96,58
Supplies	18,203.19	100.00	488.60	4,251.45	13,463.14	26	10,92
Services	211,437.93	1,300.67	1,548.30	13,966.73	195,922.90	7	150,17
Department 344 - Community Events Totals	\$335,328.12	\$8,644.15	\$22,820.56	\$20,041.32	\$292,466.24	13%	\$257,69
Department 448 - Service Department							
Personal Services	716,443.00	51,913.34	134,825.19	15,048.08	566,569.73	21	580,16
Supplies	26,065.69	627.98	3,024.51	8,933.96	14,107.22	46	18,79
Services	662,297.53	68,304.71	104,159.54	414,205.52	143,932.47	78	429,56
Department 448 - Service Department Totals	\$1,404,806.22	\$120,846.03	\$242,009.24	\$438,187.56	\$724,609.42	48%	\$1,028,52
Department 479 - Building Department							
Personal Services	484,549.00	27,502.08	84,658.50	8,319.97	391,570.53	19	381,52
Supplies	11,477.54	242.23	618.95	6,094.29	4,764.30	58	5,91
Services	95,410.68	6,085.18	10,919.24	36,985.31	47,506.13	50	60,34
Capital Purchases	.00	.00	.00	20.01	(20.01)	+++	34,68
Department 479 - Building Department Totals	\$591,437.22	\$33,829.49	\$96,196.69	\$51,419.58	\$443,820.95	25%	\$482,46
Department 522 - Mayor							
Personal Services	212,059.00	15,473.67	36,702.43	2,626.19	172,730.38	19	135,87
Supplies	1,000.00	360.00	547.90	152.00	300.10	70	50
Services	40,917.20	648.37	1,515.37	6,518.65	32,883.18	20	37,01
Department 522 - Mayor Totals	\$253,976.20	\$16,482.04	\$38,765.70	\$9,296.84	\$205,913.66	19%	\$172,93

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Budget by Classification-February, 2020

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Through 02/29/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 534 - Civil Service Commission							
Personal Services	66,408.00	4,328.43	10,400.11	.00	56,007.89	16	70,977.00
Supplies	3,682.59	.00	300.95	981.64	2,400.00	35	58,576.00
Services	37,458.45	1,000.00	1,250.00	9,208.45	27,000.00	28	25,440.00
Department 534 - Civil Service Commission Totals	\$107,549.04	\$5,328.43	\$11,951.06	\$10,190.09	\$85,407.89	21%	\$97,000.00
Department 545 - City Auditor							
Personal Services	386,552.00	28,267.82	69,754.86	2,114.90	314,682.24	19	356,770.00
Supplies	5,587.50	.00	226.82	852.96	4,507.72	19	1,260.00
Services	109,630.22	2,964.80	8,462.30	71,291.07	29,876.85	73	63,060.00
Department 545 - City Auditor Totals	\$501,769.72	\$31,232.62	\$78,443.98	\$74,258.93	\$349,066.81	30%	\$421,090.00
Department 554 - City Attorney							
Personal Services	568,000.00	37,596.37	119,713.80	13,148.88	435,137.32	23	538,240.00
Supplies	5,991.56	9.41	722.18	1,315.70	3,953.68	34	2,400.00
Services	105,977.71	3,941.50	19,754.33	31,830.23	54,393.15	49	77,610.00
Department 554 - City Attorney Totals	\$679,969.27	\$41,547.28	\$140,190.31	\$46,294.81	\$493,484.15	27%	\$618,270.00
Department 571 - City Council							
Personal Services	196,029.00	15,086.81	35,552.95	2,369.20	158,106.85	19	186,220.00
Supplies	2,000.00	21.00	21.00	1,200.00	779.00	61	1,460.00
Services	55,880.00	2,018.92	13,151.67	4,380.47	38,347.86	31	29,220.00
Department 571 - City Council Totals	\$253,909.00	\$17,126.73	\$48,725.62	\$7,949.67	\$197,233.71	22%	\$216,900.00
Department 580 - Development Department							
Personal Services	315,515.00	22,543.82	58,791.29	4,627.74	252,095.97	20	289,970.00
Supplies	3,331.43	35.69	44.28	637.15	2,650.00	20	1,880.00
Services	220,372.19	22,221.21	49,420.87	54,065.82	116,885.50	47	192,950.00
Capital Purchases	.00	.00	.00	.00	.00	+++	5,000.00
Department 580 - Development Department Totals	\$539,218.62	\$44,800.72	\$108,256.44	\$59,330.71	\$371,631.47	31%	\$489,810.00
Department 582 - Human Resources Department							
Personal Services	117,489.00	8,603.02	22,509.60	845.26	94,134.14	20	109,940.00
Supplies	19,812.55	1,134.34	3,416.61	4,168.28	12,227.66	38	14,040.00
Services	42,891.92	6,431.39	10,667.47	13,118.64	19,105.81	55	27,450.00
Department 582 - Human Resources Department Totals	\$180,193.47	\$16,168.75	\$36,593.68	\$18,132.18	\$125,467.61	30%	\$151,440.00
Department 584 - Computer Department							
Supplies	13,793.06	2,482.26	2,482.26	11,310.80	.00	100	12,060.00

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Budget by Classification-February, 2020

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Through 02/29/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 584 - Computer Department							
Services	508,817.04	8,565.92	89,428.50	382,620.04	36,768.50	93	309,04
Capital Purchases	134,545.48	.00	21,965.37	51,580.11	61,000.00	55	288,55
Department 584 - Computer Department Totals	\$657,155.58	\$11,048.18	\$113,876.13	\$445,510.95	\$97,768.50	85%	\$609,66
Department 593 - Clerk of Courts							
Personal Services	366,761.00	20,439.39	55,928.70	6,849.48	303,982.82	17	277,54
Supplies	5,488.08	307.73	640.23	2,847.85	2,000.00	64	1,71
Services	111,421.60	3,953.64	12,185.12	78,978.98	20,257.50	82	60,85
Department 593 - Clerk of Courts Totals	\$483,670.68	\$24,700.76	\$68,754.05	\$88,676.31	\$326,240.32	33%	\$340,10
Department 595 - General and Administrative							
Personal Services	445,729.64	127,289.00	127,289.00	54,440.64	264,000.00	41	196,11
Supplies	4,034.81	.00	534.81	1,500.00	2,000.00	50	3,37
Services	753,925.58	48,149.41	252,007.49	296,863.88	205,054.21	73	463,51
Capital Purchases	55,000.00	1,046.91	2,093.82	10,906.18	42,000.00	24	187,16
Department 595 - General and Administrative Totals	\$1,258,690.03	\$176,485.32	\$381,925.12	\$363,710.70	\$513,054.21	59%	\$850,16
Department 810 - Public Health and Welfare							
Services	333,255.00	.00	.00	.00	333,255.00	0	319,73
Department 810 - Public Health and Welfare Totals	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,73
EXPENSE TOTALS	\$22,898,712.24	\$1,614,593.22	\$4,282,599.54	\$2,620,706.73	\$15,995,405.97	30%	\$19,547,40
Fund 110 - General Fund Totals							
REVENUE TOTALS	21,133,126.00	1,911,210.24	3,060,913.62	.00	18,072,212.38	14%	22,810,95
EXPENSE TOTALS	22,898,712.24	1,614,593.22	4,282,599.54	2,620,706.73	15,995,405.97	30%	19,547,40
Fund 110 - General Fund Net Gain (Loss)	(\$1,765,586.24)	\$296,617.02	(\$1,221,685.92)	(\$2,620,706.73)	(\$2,076,806.41)	218%	\$3,263,54
Fund Type Totals							
REVENUE TOTALS	21,133,126.00	1,911,210.24	3,060,913.62	.00	18,072,212.38	14%	22,810,95
EXPENSE TOTALS	22,898,712.24	1,614,593.22	4,282,599.54	2,620,706.73	15,995,405.97	30%	19,547,40
Fund Type Net Gain (Loss)	(\$1,765,586.24)	\$296,617.02	(\$1,221,685.92)	(\$2,620,706.73)	(\$2,076,806.41)	218%	\$3,263,54
Fund Category General Fund Totals							
REVENUE TOTALS	21,133,126.00	1,911,210.24	3,060,913.62	.00	18,072,212.38	14%	22,810,95
EXPENSE TOTALS	22,898,712.24	1,614,593.22	4,282,599.54	2,620,706.73	15,995,405.97	30%	19,547,40
Fund Category General Fund Net Gain (Loss)	(\$1,765,586.24)	\$296,617.02	(\$1,221,685.92)	(\$2,620,706.73)	(\$2,076,806.41)	218%	\$3,263,54

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Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	775,000.00	597,510.14	1,132,798.55	.00	(357,798.55)	146	726,961
Investment Earnings	15,000.00	2,117.55	4,202.05	.00	10,797.95	28	29,145
Other Revenues	.00	.00	.00	.00	.00	+++	2,051
Reimbursements	.00	.00	21.06	.00	(21.06)	+++	2,051
Department 000 - General Totals	\$790,000.00	\$599,627.69	\$1,137,021.66	\$0.00	(\$347,021.66)	144%	\$758,196
REVENUE TOTALS	\$790,000.00	\$599,627.69	\$1,137,021.66	\$0.00	(\$347,021.66)	144%	\$758,196
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	84,375.00	6,900.33	17,750.06	833.78	65,791.16	22	76,721
Supplies	700.00	.00	.00	700.00	.00	100	581
Services	91,953.25	305.67	1,238.63	808.85	89,905.77	2	11,321
Transfers/Other	2,410,000.00	568,706.36	620,111.41	467,102.49	1,322,786.10	45	401,451
Department 564 - Income Tax Division Totals	\$2,587,028.25	\$575,912.36	\$639,100.10	\$469,445.12	\$1,478,483.03	43%	\$490,071
EXPENSE TOTALS	\$2,587,028.25	\$575,912.36	\$639,100.10	\$469,445.12	\$1,478,483.03	43%	\$490,071
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	790,000.00	599,627.69	1,137,021.66	.00	(347,021.66)	144%	758,196
EXPENSE TOTALS	2,587,028.25	575,912.36	639,100.10	469,445.12	1,478,483.03	43%	490,071
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,797,028.25)	\$23,715.33	\$497,921.56	(\$469,445.12)	\$1,825,504.69	(2%)	\$268,125

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Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,480,000.00	173,387.38	339,215.99	.00	1,140,784.01	23	1,627,997.00
Investment Earnings	35,000.00	.00	.00	.00	35,000.00	0	51,470.00
Other Revenues	.00	.00	.00	.00	.00	+++	1,930.00
Reimbursements	20,000.00	6,832.05	6,991.17	.00	13,008.83	35	42,600.00
Department 000 - General Totals	\$1,535,000.00	\$180,219.43	\$346,207.16	\$0.00	\$1,188,792.84	23%	\$1,724,017.00
REVENUE TOTALS	\$1,535,000.00	\$180,219.43	\$346,207.16	\$0.00	\$1,188,792.84	23%	\$1,724,017.00
EXPENSE							
Department 000 - General							
Capital Purchases	684,803.19	.00	.00	24,803.19	660,000.00	4	\$1,104,320.00
Department 000 - General Totals	\$684,803.19	\$0.00	\$0.00	\$24,803.19	\$660,000.00	4%	\$1,104,320.00
Department 268 - Street Department							
Personal Services	715,384.00	61,610.42	149,625.46	10,030.53	555,728.01	22	632,660.00
Supplies	317,177.20	9,058.97	34,517.97	115,239.23	167,420.00	47	203,840.00
Services	162,283.29	2,784.50	36,686.79	59,336.50	66,260.00	59	101,280.00
Capital Purchases	327,660.00	.00	17,660.00	301,456.00	8,544.00	97	166,530.00
Department 268 - Street Department Totals	\$1,522,504.49	\$73,453.89	\$238,490.22	\$486,062.26	\$797,952.01	48%	\$1,104,320.00
EXPENSE TOTALS	\$2,207,307.68	\$73,453.89	\$238,490.22	\$510,865.45	\$1,457,952.01	34%	\$1,104,320.00
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,535,000.00	180,219.43	346,207.16	.00	1,188,792.84	23%	1,724,017.00
EXPENSE TOTALS	2,207,307.68	73,453.89	238,490.22	510,865.45	1,457,952.01	34%	1,104,320.00
Fund 260 - Street Fund Net Gain (Loss)	(\$672,307.68)	\$106,765.54	\$107,716.94	(\$510,865.45)	\$269,159.17	60%	\$619,697.00

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Summary Listi

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	117,000.00	14,058.44	27,504.00	.00	89,496.00	24	131,999.00
Investment Earnings	2,500.00	.00	.00	.00	2,500.00	0	5,610.00
Department 000 - General Totals	\$119,500.00	\$14,058.44	\$27,504.00	\$0.00	\$91,996.00	23%	\$137,610.00
REVENUE TOTALS	\$119,500.00	\$14,058.44	\$27,504.00	\$0.00	\$91,996.00	23%	\$137,610.00
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	.00	.00	66,000.00	4,000.00	94	69,780.00
Services	24,498.51	480.62	979.13	15,019.38	8,500.00	65	21,380.00
Department 268 - Street Department Totals	\$94,498.51	\$480.62	\$979.13	\$81,019.38	\$12,500.00	87%	\$91,170.00
EXPENSE TOTALS	\$94,498.51	\$480.62	\$979.13	\$81,019.38	\$12,500.00	87%	\$91,170.00
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	119,500.00	14,058.44	27,504.00	.00	91,996.00	23%	137,610.00
EXPENSE TOTALS	94,498.51	480.62	979.13	81,019.38	12,500.00	87%	91,170.00
Fund 270 - State Highway Fund Net Gain (Loss)	\$25,001.49	\$13,577.82	\$26,524.87	(\$81,019.38)	(\$79,496.00)	(218%)	\$46,430.00
Fund Type Totals							
REVENUE TOTALS	2,444,500.00	793,905.56	1,510,732.82	.00	933,767.18	62%	2,619,820.00
EXPENSE TOTALS	4,888,834.44	649,846.87	878,569.45	1,061,329.95	2,948,935.04	40%	1,685,570.00
Fund Type Net Gain (Loss)	(\$2,444,334.44)	\$144,058.69	\$632,163.37	(\$1,061,329.95)	\$2,015,167.86	18%	\$934,250.00
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,444,500.00	793,905.56	1,510,732.82	.00	933,767.18	62%	2,619,820.00
EXPENSE TOTALS	4,888,834.44	649,846.87	878,569.45	1,061,329.95	2,948,935.04	40%	1,685,570.00
Fund Category Special Revenue Funds Net Gain (Loss)	(\$2,444,334.44)	\$144,058.69	\$632,163.37	(\$1,061,329.95)	\$2,015,167.86	18%	\$934,250.00

Attachment: Budget by Classification-February, 2020 04_23_2020 10_18_52 AM_Joni



Budget by Classification-February, 2020

8.a.1.b

Through 02/29/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	780,000.00	33,642.87	90,822.20	.00	689,177.80	12	770,141.14
Other Revenues	.00	.00	.00	.00	.00	+++	1,321.14
Reimbursements	.00	.00	.00	.00	.00	+++	15,541.14
Department 000 - General Totals	\$780,000.00	\$33,642.87	\$90,822.20	\$0.00	\$689,177.80	12%	\$787,011.14
Department 735 - Water Division							
Utility Charges	6,546,500.00	286,350.23	777,393.09	.00	5,769,106.91	12	6,488,731.14
Other Revenues	68,500.00	1,593.90	4,037.60	.00	64,462.40	6	74,341.14
Reimbursements	.00	.00	102.29	.00	(102.29)	+++	16,791.14
Department 735 - Water Division Totals	\$6,615,000.00	\$287,944.13	\$781,532.98	\$0.00	\$5,833,467.02	12%	\$6,579,871.14
REVENUE TOTALS	\$7,395,000.00	\$321,587.00	\$872,355.18	\$0.00	\$6,522,644.82	12%	\$7,366,881.14
EXPENSE							
Department 000 - General							
Capital Purchases	344,082.15	28,908.52	88,035.02	220,815.13	35,232.00	90	454,331.14
Department 000 - General Totals	\$344,082.15	\$28,908.52	\$88,035.02	\$220,815.13	\$35,232.00	90%	\$454,331.14
Department 735 - Water Division							
Personal Services	479,400.00	43,255.94	109,943.56	9,741.17	359,715.27	25	435,871.14
Supplies	191,440.36	8,950.86	28,059.12	73,859.74	89,521.50	53	112,791.14
Services	7,080,957.78	981,700.14	995,696.66	2,661,679.45	3,423,581.67	52	4,867,201.14
Capital Purchases	629,047.50	94,819.46	94,819.46	39,331.54	494,896.50	21	219,851.14
Department 735 - Water Division Totals	\$8,380,845.64	\$1,128,726.40	\$1,228,518.80	\$2,784,611.90	\$4,367,714.94	48%	\$5,635,731.14
Department 991 - Debt Service							
Debt Service	369,582.00	.00	.00	.00	369,582.00	0	367,751.14
Department 991 - Debt Service Totals	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,751.14
EXPENSE TOTALS	\$9,094,509.79	\$1,157,634.92	\$1,316,553.82	\$3,005,427.03	\$4,772,528.94	48%	\$6,457,821.14
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,395,000.00	321,587.00	872,355.18	.00	6,522,644.82	12%	7,366,881.14
EXPENSE TOTALS	9,094,509.79	1,157,634.92	1,316,553.82	3,005,427.03	4,772,528.94	48%	6,457,821.14
Fund 710 - Water Fund Net Gain (Loss)	(\$1,699,509.79)	(\$836,047.92)	(\$444,198.64)	(\$3,005,427.03)	(\$1,750,115.88)	203%	\$909,061.14

Attachment: Budget by Classification-February, 2020 04_23_2020 10_18_52 AM_Joni



Budget by Classification-February, 2020

8.a.1.b

Through 02/29/20
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	380,000.00	16,747.55	45,180.42	.00	334,819.58	12	377,081
Department 000 - General Totals	\$380,000.00	\$16,747.55	\$45,180.42	\$0.00	\$334,819.58	12%	\$377,081
Department 736 - Wastewater Division							
Utility Charges	6,105,000.00	281,997.66	755,793.01	.00	5,349,206.99	12	6,271,074
Other Revenues	.00	.00	.00	.00	.00	+++	281
Reimbursements	.00	.00	114.99	.00	(114.99)	+++	8,961
Department 736 - Wastewater Division Totals	\$6,105,000.00	\$281,997.66	\$755,908.00	\$0.00	\$5,349,092.00	12%	\$6,280,336
REVENUE TOTALS	\$6,485,000.00	\$298,745.21	\$801,088.42	\$0.00	\$5,683,911.58	12%	\$6,657,411
EXPENSE							
Department 000 - General							
Capital Purchases	230,295.32	480.00	772.76	200,536.56	28,986.00	87	576,381
Department 000 - General Totals	\$230,295.32	\$480.00	\$772.76	\$200,536.56	\$28,986.00	87%	\$576,381
Department 736 - Wastewater Division							
Personal Services	538,635.00	47,539.68	121,880.37	9,452.63	407,302.00	24	464,191
Supplies	116,296.09	2,772.38	4,761.68	20,012.91	91,521.50	21	20,471
Services	6,555,845.23	418,484.70	1,447,427.52	1,255,941.22	3,852,476.49	41	4,202,211
Capital Purchases	629,047.50	94,819.46	94,819.46	39,331.54	494,896.50	21	219,851
Department 736 - Wastewater Division Totals	\$7,839,823.82	\$563,616.22	\$1,668,889.03	\$1,324,738.30	\$4,846,196.49	38%	\$4,906,741
Department 991 - Debt Service							
Debt Service	39,944.00	.00	.00	.00	39,944.00	0	39,944
Department 991 - Debt Service Totals	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,944
EXPENSE TOTALS	\$8,110,063.14	\$564,096.22	\$1,669,661.79	\$1,525,274.86	\$4,915,126.49	39%	\$5,523,071
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,485,000.00	298,745.21	801,088.42	.00	5,683,911.58	12%	6,657,411
EXPENSE TOTALS	8,110,063.14	564,096.22	1,669,661.79	1,525,274.86	4,915,126.49	39%	5,523,071
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$1,625,063.14)	(\$265,351.01)	(\$868,573.37)	(\$1,525,274.86)	(\$768,785.09)	147%	\$1,134,341

Attachment: Budget by Classification-February, 2020 04_23_2020 10_18_52 AM_Joni



Budget by Classification-February, 2020

8.a.1.b

Through 02/29/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 000 - General							
Other Revenues	.00	.00	.00	.00	.00	+++	9%
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,118.00
Department 737 - Storm Water Division							
Utility Charges	1,500,000.00	83,868.45	231,621.06	.00	1,268,378.94	15%	1,327,814.00
Reimbursements	.00	.00	69.86	.00	(69.86)	+++	6,270.00
Department 737 - Storm Water Division Totals	\$1,500,000.00	\$83,868.45	\$231,690.92	\$0.00	\$1,268,309.08	15%	\$1,334,084.00
REVENUE TOTALS	\$1,500,000.00	\$83,868.45	\$231,690.92	\$0.00	\$1,268,309.08	15%	\$1,334,184.00
EXPENSE							
Department 000 - General							
Capital Purchases	781,973.45	5,610.30	19,610.30	112,618.78	649,744.37	17%	620,450.00
Department 000 - General Totals	\$781,973.45	\$5,610.30	\$19,610.30	\$112,618.78	\$649,744.37	17%	\$620,450.00
Department 737 - Storm Water Division							
Personal Services	340,265.00	27,783.95	67,943.25	5,029.79	267,291.96	21%	274,200.00
Supplies	53,974.00	6,199.40	7,498.85	21,365.76	25,109.39	53%	32,430.00
Services	1,134,789.48	74,833.74	176,624.61	690,059.87	268,105.00	76%	836,740.00
Capital Purchases	169,500.00	.00	6,500.00	23,000.00	140,000.00	17%	74,500.00
Department 737 - Storm Water Division Totals	\$1,698,528.48	\$108,817.09	\$258,566.71	\$739,455.42	\$700,506.35	59%	\$1,217,890.00
Department 991 - Debt Service							
Debt Service	122,967.00	.00	.00	.00	122,967.00	0%	120,220.00
Department 991 - Debt Service Totals	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,220.00
EXPENSE TOTALS	\$2,603,468.93	\$114,427.39	\$278,177.01	\$852,074.20	\$1,473,217.72	43%	\$1,958,570.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,500,000.00	83,868.45	231,690.92	.00	1,268,309.08	15%	1,334,184.00
EXPENSE TOTALS	2,603,468.93	114,427.39	278,177.01	852,074.20	1,473,217.72	43%	1,958,570.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$1,103,468.93)	(\$30,558.94)	(\$46,486.09)	(\$852,074.20)	\$204,908.64	81%	(\$624,386.00)

Attachment: Budget by Classification-February, 2020 04_23_2020 10_18_52 AM_Joni



Budget by Classification-February, 2020

8.a.1.b

Through 02/29/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,200,000.00	164,785.25	345,606.40	.00	1,854,393.60	16	2,005,374.00
Department 738 - Refuse Collection Totals	\$2,200,000.00	\$164,785.25	\$345,606.40	\$0.00	\$1,854,393.60	16%	\$2,005,374.00
REVENUE TOTALS	\$2,200,000.00	\$164,785.25	\$345,606.40	\$0.00	\$1,854,393.60	16%	\$2,005,374.00
EXPENSE							
Department 738 - Refuse Collection							
Supplies	3,238.05	1,238.05	1,238.05	1,500.00	500.00	85	2,091,271.00
Services	2,870,308.19	167,137.67	339,233.39	532,964.45	1,998,110.35	30	2,091,271.00
Department 738 - Refuse Collection Totals	\$2,873,546.24	\$168,375.72	\$340,471.44	\$534,464.45	\$1,998,610.35	30%	\$2,091,271.00
EXPENSE TOTALS	\$2,873,546.24	\$168,375.72	\$340,471.44	\$534,464.45	\$1,998,610.35	30%	\$2,091,271.00
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,200,000.00	164,785.25	345,606.40	.00	1,854,393.60	16%	2,005,374.00
EXPENSE TOTALS	2,873,546.24	168,375.72	340,471.44	534,464.45	1,998,610.35	30%	2,091,271.00
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$673,546.24)	(\$3,590.47)	\$5,134.96	(\$534,464.45)	\$144,216.75	79%	(\$85,901.00)
Fund Type Totals							
REVENUE TOTALS	17,580,000.00	868,985.91	2,250,740.92	.00	15,329,259.08	13%	17,363,864.00
EXPENSE TOTALS	22,681,588.10	2,004,534.25	3,604,864.06	5,917,240.54	13,159,483.50	42%	16,030,744.00
Fund Type Net Gain (Loss)	(\$5,101,588.10)	(\$1,135,548.34)	(\$1,354,123.14)	(\$5,917,240.54)	(\$2,169,775.58)	143%	\$1,333,111.00
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	17,580,000.00	868,985.91	2,250,740.92	.00	15,329,259.08	13%	17,363,864.00
EXPENSE TOTALS	22,681,588.10	2,004,534.25	3,604,864.06	5,917,240.54	13,159,483.50	42%	16,030,744.00
Fund Category Enterprise Funds Net Gain (Loss)	(\$5,101,588.10)	(\$1,135,548.34)	(\$1,354,123.14)	(\$5,917,240.54)	(\$2,169,775.58)	143%	\$1,333,111.00
Grand Totals							
REVENUE TOTALS	41,157,626.00	3,574,101.71	6,822,387.36	.00	34,335,238.64	17%	42,794,655.00
EXPENSE TOTALS	50,469,134.78	4,268,974.34	8,766,033.05	9,599,277.22	32,103,824.51	36%	37,263,733.00
Grand Total Net Gain (Loss)	(\$9,311,508.78)	(\$694,872.63)	(\$1,943,645.69)	(\$9,599,277.22)	(\$2,231,414.13)	124%	\$5,530,911.00

Attachment: Budget by Classification-February, 2020 04_23_2020 10_18_52 AM_Joni

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

DATE: **May 11, 2020**

TO: **City Council**

CC:

RE: **Auditor's Report for January 2020**



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	1,032,179.00	.00	1,032,179.00	109,610.87	.00	109,610.87	922,568.13	11	914,230.00
5104	Wages-Part time	123,109.00	.00	123,109.00	10,282.09	.00	10,282.09	112,826.91	8	96,590.00
5105	Overtime	365,000.00	.00	365,000.00	27,550.36	.00	27,550.36	337,449.64	8	376,170.00
5106	Longevity	51,300.00	.00	51,300.00	8,600.00	.00	8,600.00	42,700.00	17	48,420.00
5109	HSA Employer Funding	294,690.00	.00	294,690.00	273,703.50	.00	273,703.50	20,986.50	93	260,650.00
5111	Wages Chief	127,792.00	.00	127,792.00	14,033.28	.00	14,033.28	113,758.72	11	119,320.00
5113	Wages Enforcement	6,216,831.00	.00	6,216,831.00	735,615.02	.00	735,615.02	5,481,215.98	12	5,602,320.00
5151	PERS Contribution	164,302.00	.00	164,302.00	11,551.29	.00	11,551.29	152,750.71	7	139,120.00
5152	PFDPF Contribution	1,161,513.00	.00	1,161,513.00	93,044.21	.00	93,044.21	1,068,468.79	8	1,012,080.00
5155	PERS Pickup	57,388.00	.00	57,388.00	3,768.23	.00	3,768.23	53,619.77	7	46,740.00
5161	Group Insurance	1,388,933.00	462.41	1,389,395.41	107,814.26	228,648.15	107,814.26	1,052,933.00	24	1,137,680.00
5166	Medicare	114,779.00	.00	114,779.00	12,726.84	.00	12,726.84	102,052.16	11	100,460.00
	Personal Services Totals	\$11,097,816.00	\$462.41	\$11,098,278.41	\$1,408,299.95	\$228,648.15	\$1,408,299.95	\$9,461,330.31	15%	\$9,853,840.00
	Supplies									
5201	Office Supplies	8,000.00	883.19	8,883.19	1,016.98	5,689.13	1,016.98	2,177.08	75	7,170.00
5202	Photo Copy Supplies	2,500.00	57.62	2,557.62	.00	1,057.62	.00	1,500.00	41	2,040.00
5203	Computer Supplies	15,000.00	1,457.42	16,457.42	1,013.79	4,356.63	1,013.79	11,087.00	33	15,370.00
5205	Small Tools/Minor Equipment	8,000.00	142.38	8,142.38	142.38	275.06	142.38	7,724.94	5	2,910.00
5206	Evidence	10,000.00	.00	10,000.00	5,000.00	.00	5,000.00	5,000.00	50	
5207	Law Enforcement Supplies	52,000.00	21,131.31	73,131.31	22,188.35	17,090.93	22,188.35	33,852.03	54	133,670.00
5213	Repair and Maintenance Supplies	11,000.00	.00	11,000.00	494.11	649.62	494.11	9,856.27	10	8,100.00
5241	Uniforms-Purchased	139,000.00	15,074.85	154,074.85	14,226.63	27,632.11	14,226.63	112,216.11	27	188,180.00
5251	MV Gas and Oil	100,000.00	8,466.65	108,466.65	8,696.18	29,807.47	8,696.18	69,963.00	35	97,300.00
	Supplies Totals	\$345,500.00	\$47,213.42	\$392,713.42	\$52,778.42	\$86,558.57	\$52,778.42	\$253,376.43	35%	\$454,770.00
	Services									
5311	Utilities	145,000.00	15,556.52	160,556.52	8,328.32	151,974.95	8,328.32	253.25	100	102,360.00
5321	Professional Training	108,091.00	21,350.00	129,441.00	26,707.00	12,643.00	26,707.00	90,091.00	30	71,030.00
5323	Publications	2,850.00	2,500.00	5,350.00	374.42	2,500.00	374.42	2,475.58	54	1,070.00
5324	Professional Association Dues	2,500.00	99.00	2,599.00	889.00	4,185.58	889.00	(2,475.58)	195	1,300.00
5325	Educational Assistance	10,000.00	.00	10,000.00	.00	3,700.00	.00	6,300.00	37	3,540.00
5339	Misc Contract Services	75,000.00	4,454.35	79,454.35	11,900.69	48,306.29	11,900.69	19,247.37	76	58,780.00
5351	Liability Insurance Deductible	100,000.00	.00	100,000.00	4,748.90	20,251.10	4,748.90	75,000.00	25	25,000.00
5361	Building Repair/Maintenance	80,000.00	5,717.31	85,717.31	1,765.47	13,064.67	1,765.47	70,887.17	17	122,570.00
5362	Equipment Maintenance	60,000.00	.00	60,000.00	250.00	32,984.70	250.00	26,765.30	55	40,830.00
5363	MV Repair/Maintenance-External	30,000.00	800.00	30,800.00	155.00	9,295.02	155.00	21,349.98	31	22,030.00
5366	Computer Maintenance	3,000.00	413.00	3,413.00	413.00	.00	413.00	3,000.00	12	
5375	Prisoner Care	65,000.00	7,246.25	72,246.25	10,331.89	45,914.36	10,331.89	16,000.00	78	67,220.00

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
	EXPENSE									
	Services									
5391	Postage	6,000.00	.00	6,000.00	236.10	4,453.26	236.10	1,310.64	78	3,680.00
5392	Fingerprinting Services	1,500.00	47.25	1,547.25	47.25	500.00	47.25	1,000.00	35	270.00
5393	L.E.A.D.S Terminal	8,500.00	1,200.00	9,700.00	600.00	7,800.00	600.00	1,300.00	87	6,600.00
5395	Printing/Advertising	15,000.00	161.80	15,161.80	180.70	5,815.21	180.70	9,165.89	40	10,550.00
5396	Uniform Cleaning/Repairs	40,000.00	6,198.10	46,198.10	1,424.40	34,773.70	1,424.40	10,000.00	78	19,140.00
5399	Other Miscellaneous Services	4,000.00	487.58	4,487.58	337.33	4,210.25	337.33	(60.00)	101	2,170.00
	Services Totals	\$756,441.00	\$66,231.16	\$822,672.16	\$68,689.47	\$402,372.09	\$68,689.47	\$351,610.60	57%	\$558,230.00
	Capital Purchases									
5631	Furniture and Fixtures	10,000.00	736.10	10,736.10	.00	5,736.10	.00	5,000.00	53	8,210.00
5632	Motor Vehicles	77,300.00	.00	77,300.00	.00	.00	.00	77,300.00	0	284,020.00
5633	Machinery and Equipment	100,000.00	1,622.48	101,622.48	.00	1,622.48	.00	100,000.00	2	75,410.00
5634	Unmarked Vehicles	8,400.00	.00	8,400.00	2,100.00	2,100.00	2,100.00	4,200.00	50	49,300.00
5639	Other Equipment	70,000.00	213.57	70,213.57	2,408.54	35,373.92	2,408.54	32,431.11	54	35,150.00
	Capital Purchases Totals	\$265,700.00	\$2,572.15	\$268,272.15	\$4,508.54	\$44,832.50	\$4,508.54	\$218,931.11	18%	\$452,110.00
	EXPENSE TOTALS	\$12,465,457.00	\$116,479.14	\$12,581,936.14	\$1,534,276.38	\$762,411.31	\$1,534,276.38	\$10,285,248.45	18%	\$11,318,950.00
Department 111 - Police Division Totals		(\$12,465,457.00)	(\$116,479.14)	(\$12,581,936.14)	(\$1,534,276.38)	(\$762,411.31)	(\$1,534,276.38)	(\$10,285,248.45)	18%	(\$11,318,950.00)

Attachment: Departmental Budget-January, 2020 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 290 - Mechanic										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	109,245.00	.00	109,245.00	12,060.57	.00	12,060.57	97,184.43	11	101,934
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	550
5109	HSA Employer Funding	8,000.00	.00	8,000.00	8,000.00	.00	8,000.00	.00	100	8,000
5151	PERS Contribution	15,371.00	.00	15,371.00	1,121.74	.00	1,121.74	14,249.26	7	14,521
5161	Group Insurance	41,593.00	.00	41,593.00	3,446.77	6,998.23	3,446.77	31,148.00	25	37,790
5166	Medicare	1,592.00	.00	1,592.00	166.26	.00	166.26	1,425.74	10	1,410
	Personal Services Totals	\$176,351.00	\$0.00	\$176,351.00	\$24,795.34	\$6,998.23	\$24,795.34	\$144,557.43	18%	\$164,224
	Supplies									
5201	Office Supplies	100.00	.00	100.00	.00	.00	.00	100.00	0	60
5203	Computer Supplies	200.00	.00	200.00	.00	100.00	.00	100.00	50	60
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	2,250
5213	Repair and Maintenance Supplies	120,000.00	5,616.39	125,616.39	13,263.36	45,703.33	13,263.36	66,649.70	47	94,200
5259	Operating Materials and Supplies	8,500.00	1,935.90	10,435.90	2,520.50	4,415.40	2,520.50	3,500.00	66	6,070
	Supplies Totals	\$131,800.00	\$7,552.29	\$139,352.29	\$15,783.86	\$51,718.73	\$15,783.86	\$71,849.70	48%	\$102,600
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000
5362	Equipment Maintenance	3,000.00	.00	3,000.00	86.00	1,914.00	86.00	1,000.00	67	1,620
5363	MV Repair/Maintenance-External	40,000.00	.00	40,000.00	232.70	43,507.30	232.70	(3,740.00)	109	17,780
5397	Uniform Rental	1,450.00	67.80	1,517.80	166.20	1,151.60	166.20	200.00	87	1,320
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	1,200.00	.00	300.00	80	120
	Services Totals	\$46,950.00	\$67.80	\$47,017.80	\$484.90	\$47,772.90	\$484.90	(\$1,240.00)	103%	\$20,840
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	15,500
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,500
	EXPENSE TOTALS	\$355,101.00	\$7,620.09	\$362,721.09	\$41,064.10	\$106,489.86	\$41,064.10	\$215,167.13	41%	\$303,175
Department 290 - Mechanic Totals		(\$355,101.00)	(\$7,620.09)	(\$362,721.09)	(\$41,064.10)	(\$106,489.86)	(\$41,064.10)	(\$215,167.13)	41%	(\$303,175)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	10,515.36	.00	10,515.36	85,239.64	11	89,411.00
5102	Wages-Staff	501,122.00	.00	501,122.00	49,646.13	.00	49,646.13	451,475.87	10	412,831.00
5105	Overtime	42,000.00	.00	42,000.00	1,393.24	.00	1,393.24	40,606.76	3	35,141.00
5106	Longevity	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	1,700.00
5109	HSA Employer Funding	40,000.00	.00	40,000.00	36,000.00	.00	36,000.00	4,000.00	90	35,331.00
5141	Wages-Seasonal Labor	110,000.00	.00	110,000.00	5,695.32	.00	5,695.32	104,304.68	5	70,541.00
5151	PERS Contribution	105,081.00	.00	105,081.00	6,593.44	.00	6,593.44	98,487.56	6	84,691.00
5161	Group Insurance	203,360.00	.00	203,360.00	15,421.47	32,003.53	15,421.47	155,935.00	23	164,201.00
5166	Medicare	10,883.00	.00	10,883.00	927.34	.00	927.34	9,955.66	9	8,491.00
	Personal Services Totals	\$1,109,901.00	\$0.00	\$1,109,901.00	\$126,192.30	\$32,003.53	\$126,192.30	\$951,705.17	14%	\$902,361.00
	Supplies									
5201	Office Supplies	500.00	.00	500.00	.00	665.94	.00	(165.94)	133	811.00
5203	Computer Supplies	500.00	.00	500.00	.00	288.99	.00	211.01	58	121.00
5205	Small Tools/Minor Equipment	5,000.00	708.05	5,708.05	175.00	955.77	175.00	4,577.28	20	21,121.00
5209	Chemicals	34,440.00	.00	34,440.00	19.00	1,048.00	19.00	33,373.00	3	35,271.00
5213	Repair and Maintenance Supplies	63,510.00	11,663.71	75,173.71	5,312.40	15,886.72	5,312.40	53,974.59	28	63,231.00
5215	Recreational Supplies	65,694.00	9,919.36	75,613.36	6,140.13	11,097.17	6,140.13	58,376.06	23	38,041.00
5241	Uniforms-Purchased	2,500.00	440.10	2,940.10	409.88	60.25	409.88	2,469.97	16	2,091.00
5251	MV Gas and Oil	20,000.00	2,180.61	22,180.61	437.13	7,243.48	437.13	14,500.00	35	15,481.00
5252	Aggregates	16,330.00	5,764.00	22,094.00	1,559.74	5,804.26	1,559.74	14,730.00	33	9,071.00
5259	Operating Materials and Supplies	37,950.00	.00	37,950.00	.00	.00	.00	37,950.00	0	23,611.00
	Supplies Totals	\$246,424.00	\$30,675.83	\$277,099.83	\$14,053.28	\$43,050.58	\$14,053.28	\$219,995.97	21%	\$208,891.00
	Services									
5303	Community Events	8,200.00	.00	8,200.00	.00	14.00	.00	8,186.00	0	27,181.00
5311	Utilities	37,000.00	3,637.90	40,637.90	2,766.54	36,061.62	2,766.54	1,809.74	96	26,761.00
5321	Professional Training	3,000.00	.00	3,000.00	328.89	.00	328.89	2,671.11	11	561.00
5322	Conference/Reimb	8,675.00	162.00	8,837.00	733.97	1,265.03	733.97	6,838.00	23	6,981.00
5323	Publications	250.00	.00	250.00	.00	.00	.00	250.00	0	211.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	90.00	345.00	90.00	1,065.00	29	1,911.00
5338	Personal Service Contracts	72,000.00	2,785.00	74,785.00	6,691.25	14,443.75	6,691.25	53,650.00	28	59,001.00
5339	Misc Contract Services	311,040.00	107,594.59	418,634.59	53,975.83	226,036.12	53,975.83	138,622.64	67	251,521.00
5361	Building Repair/Maintenance	26,250.00	15,688.67	41,938.67	14,188.67	1,500.00	14,188.67	26,250.00	37	20,481.00
5362	Equipment Maintenance	2,000.00	.00	2,000.00	.00	463.60	.00	1,536.40	23	861.00
5391	Postage	6,500.00	.00	6,500.00	18.00	.00	18.00	6,482.00	0	5,781.00
5395	Printing/Advertising	23,000.00	4,000.00	27,000.00	160.60	4,628.00	160.60	22,211.40	18	7,821.00
5399	Other Miscellaneous Services	2,860.00	.00	2,860.00	.00	.00	.00	2,860.00	0	2,181.00
	Services Totals	\$502,275.00	\$133,868.16	\$636,143.16	\$78,953.75	\$284,757.12	\$78,953.75	\$272,432.29	57%	\$411,281.00



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	1,309.00	.00	1,309.00	(1,309.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$1,309.00	\$0.00	\$1,309.00	(\$1,309.00)	+++	\$0.00
	Capital Purchases									
5602	Land Improvements	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	9,421.00
5632	Motor Vehicles	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	69,311.00
5633	Machinery and Equipment	17,484.00	.00	17,484.00	.00	.00	.00	17,484.00	0	21,611.00
5639	Other Equipment	28,000.00	9,772.70	37,772.70	9,772.70	.00	9,772.70	28,000.00	26	11,500.00
	Capital Purchases Totals	\$58,484.00	\$9,772.70	\$68,256.70	\$9,772.70	\$0.00	\$9,772.70	\$58,484.00	14%	\$111,851.00
	EXPENSE TOTALS	\$1,917,084.00	\$174,316.69	\$2,091,400.69	\$230,281.03	\$359,811.23	\$230,281.03	\$1,501,308.43	28%	\$1,634,407.00
Department 340 - Parks and Recreation Totals		(\$1,917,084.00)	(\$174,316.69)	(\$2,091,400.69)	(\$230,281.03)	(\$359,811.23)	(\$230,281.03)	(\$1,501,308.43)	28%	(\$1,634,407.00)

Attachment: Departmental Budget-January, 2020` 04` 23` 2020` 10` 41` 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 343 - Senior Center										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	70,794.00	.00	70,794.00	7,773.60	.00	7,773.60	63,020.40	11	66,100.00
5104	Wages-Part time	60,319.00	.00	60,319.00	4,982.55	.00	4,982.55	55,336.45	8	59,070.00
5105	Overtime	4,000.00	.00	4,000.00	148.80	.00	148.80	3,851.20	4	2,790.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	2,000.00	.00	2,000.00	2,000.00	50	4,000.00
5151	PERS Contribution	19,000.00	.00	19,000.00	1,185.26	.00	1,185.26	17,814.74	6	18,100.00
5161	Group Insurance	20,909.00	.00	20,909.00	1,868.08	3,851.92	1,868.08	15,189.00	27	19,010.00
5166	Medicare	1,968.00	.00	1,968.00	185.61	.00	185.61	1,782.39	9	1,840.00
	Personal Services Totals	\$181,590.00	\$0.00	\$181,590.00	\$18,143.90	\$3,851.92	\$18,143.90	\$159,594.18	12%	\$171,530.00
	Supplies									
5201	Office Supplies	1,400.00	245.03	1,645.03	.00	245.03	.00	1,400.00	15	590.00
5203	Computer Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	370.00
5213	Repair and Maintenance Supplies	5,300.00	13.17	5,313.17	.00	463.17	.00	4,850.00	9	2,960.00
5215	Recreational Supplies	2,700.00	278.96	2,978.96	278.96	1,000.00	278.96	1,700.00	43	4,460.00
5216	Contributed Supplies Purchased	.00	19,674.15	19,674.15	672.18	895.39	672.18	18,106.58	8	2,080.00
5252	Aggregates	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	830.00
5259	Operating Materials and Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
	Supplies Totals	\$13,600.00	\$20,211.31	\$33,811.31	\$951.14	\$2,603.59	\$951.14	\$30,256.58	11%	\$11,300.00
	Services									
5311	Utilities	5,000.00	619.81	5,619.81	617.69	8,073.98	617.69	(3,071.86)	155	6,370.00
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	110.00
5322	Conference/Reimb	400.00	.00	400.00	.00	289.00	.00	111.00	72	330.00
5324	Professional Association Dues	150.00	.00	150.00	.00	100.00	.00	50.00	67	100.00
5339	Misc Contract Services	9,200.00	3,147.40	12,347.40	2,404.00	1,043.40	2,404.00	8,900.00	28	6,680.00
5361	Building Repair/Maintenance	25,000.00	2,921.97	27,921.97	.00	2,921.97	.00	25,000.00	10	37,570.00
5391	Postage	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,000.00
	Services Totals	\$42,550.00	\$6,689.18	\$49,239.18	\$3,021.69	\$12,428.35	\$3,021.69	\$33,789.14	31%	\$52,180.00
	Capital Purchases									
5639	Other Equipment	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	0.00
	Capital Purchases Totals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%	\$0.00
	EXPENSE TOTALS	\$252,740.00	\$26,900.49	\$279,640.49	\$22,116.73	\$18,883.86	\$22,116.73	\$238,639.90	15%	\$235,030.00
Department 343 - Senior Center Totals		(\$252,740.00)	(\$26,900.49)	(\$279,640.49)	(\$22,116.73)	(\$18,883.86)	(\$22,116.73)	(\$238,639.90)	15%	(\$235,035.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 344 - Community Events										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	65,107.00	.00	65,107.00	6,892.80	.00	6,892.80	58,214.20	11	61,811
5105	Overtime	5,000.00	.00	5,000.00	161.55	.00	161.55	4,838.45	3	2,331
5109	HSA Employer Funding	4,000.00	.00	4,000.00	4,000.00	.00	4,000.00	.00	100	4,000
5151	PERS Contribution	9,815.00	.00	9,815.00	664.44	.00	664.44	9,150.56	7	8,641
5161	Group Insurance	20,748.00	.00	20,748.00	1,723.43	3,546.57	1,723.43	15,478.00	25	18,891
5166	Medicare	1,017.00	.00	1,017.00	97.96	.00	97.96	919.04	10	891
	Personal Services Totals	\$105,687.00	\$0.00	\$105,687.00	\$13,540.18	\$3,546.57	\$13,540.18	\$88,600.25	16%	\$96,581
	Supplies									
5201	Office Supplies	300.00	281.67	581.67	.00	281.67	.00	300.00	48	111
5215	Recreational Supplies	16,809.00	812.52	17,621.52	388.60	2,923.92	388.60	14,309.00	19	10,901
	Supplies Totals	\$17,109.00	\$1,094.19	\$18,203.19	\$388.60	\$3,205.59	\$388.60	\$14,609.00	20%	\$10,921
	Services									
5303	Community Events	500.00	.00	500.00	.00	.00	.00	500.00	0	
5311	Utilities	1,200.00	110.93	1,310.93	88.63	622.30	88.63	600.00	54	731
5322	Conference/Reimb	950.00	.00	950.00	135.00	40.00	135.00	775.00	18	181
5324	Professional Association Dues	215.00	.00	215.00	.00	.00	.00	215.00	0	111
5339	Misc Contract Services	169,500.00	5,162.00	174,662.00	24.00	5,982.00	24.00	168,656.00	3	140,761
5395	Printing/Advertising	16,000.00	7,800.00	23,800.00	.00	7,800.00	.00	16,000.00	33	7,901
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	471
	Services Totals	\$198,365.00	\$13,072.93	\$211,437.93	\$247.63	\$14,444.30	\$247.63	\$196,746.00	7%	\$150,171
	EXPENSE TOTALS	\$321,161.00	\$14,167.12	\$335,328.12	\$14,176.41	\$21,196.46	\$14,176.41	\$299,955.25	11%	\$257,691
Department 344 - Community Events Totals		(\$321,161.00)	(\$14,167.12)	(\$335,328.12)	(\$14,176.41)	(\$21,196.46)	(\$14,176.41)	(\$299,955.25)	11%	(\$257,691)



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 448 - Service Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	95,000.00	.00	95,000.00	3,672.55	.00	3,672.55	91,327.45	4	56,211.00
5102	Wages-Staff	356,125.00	.00	356,125.00	36,500.31	.00	36,500.31	319,624.69	10	310,710.00
5105	Overtime	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	9,140.00
5106	Longevity	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,550.00
5109	HSA Employer Funding	30,000.00	.00	30,000.00	27,200.00	.00	27,200.00	2,800.00	91	26,330.00
5151	PERS Contribution	64,501.00	.00	64,501.00	3,925.52	.00	3,925.52	60,575.48	6	52,340.00
5161	Group Insurance	154,536.00	.00	154,536.00	11,053.56	22,946.44	11,053.56	120,536.00	22	117,610.00
5166	Medicare	6,681.00	.00	6,681.00	559.91	.00	559.91	6,121.09	8	5,230.00
<i>Personal Services Totals</i>		\$716,443.00	\$0.00	\$716,443.00	\$82,911.85	\$22,946.44	\$82,911.85	\$610,584.71	15%	\$580,160.00
<i>Supplies</i>										
5201	Office Supplies	1,500.00	584.57	2,084.57	716.14	368.43	716.14	1,000.00	52	490.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	440.00
5213	Repair and Maintenance Supplies	20,000.00	1,103.78	21,103.78	1,625.65	6,720.91	1,625.65	12,757.22	40	17,250.00
5251	MV Gas and Oil	1,700.00	177.34	1,877.34	54.74	1,475.76	54.74	346.84	82	590.00
<i>Supplies Totals</i>		\$24,200.00	\$1,865.69	\$26,065.69	\$2,396.53	\$8,565.10	\$2,396.53	\$15,104.06	42%	\$18,790.00
<i>Services</i>										
5301	Boards/Commissions	250.00	.00	250.00	.00	.00	.00	250.00	0	0.00
5302	Street Lighting	235,000.00	17,907.51	252,907.51	17,907.51	217,989.87	17,907.51	17,010.13	93	207,430.00
5303	Community Events	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	31,790.00
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	90.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	30.00
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	0.00
5324	Professional Association Dues	250.00	.00	250.00	.00	.00	.00	250.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	100,000.00	35,754.00	135,754.00	.00	43,754.00	.00	92,000.00	32	30,620.00
5339	Misc Contract Services	92,000.00	47,004.94	139,004.94	16,654.44	161,882.58	16,654.44	(39,532.08)	128	97,790.00
5362	Equipment Maintenance	4,500.00	.00	4,500.00	941.90	3,058.70	941.90	499.40	89	3,090.00
5367	Streetscape Maintenance	1,000.00	200.00	1,200.00	.00	200.00	.00	1,000.00	17	0.00
5374	Emergency Management Services	45,000.00	.00	45,000.00	.00	40,000.00	.00	5,000.00	89	36,730.00
5391	Postage	250.00	.00	250.00	.50	.00	.50	249.50	0	120.00
5395	Printing/Advertising	1,500.00	500.00	2,000.00	.00	1,100.00	.00	900.00	55	0.00
5397	Uniform Rental	2,500.00	1,240.04	3,740.04	195.48	2,544.56	195.48	1,000.00	73	870.00
5398	Tree/Grass Service	31,000.00	3,041.04	34,041.04	155.00	10,386.04	155.00	23,500.00	31	20,870.00
5399	Other Miscellaneous Services	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	90.00
<i>Services Totals</i>		\$556,650.00	\$105,647.53	\$662,297.53	\$35,854.83	\$480,915.75	\$35,854.83	\$145,526.95	78%	\$429,560.00
EXPENSE TOTALS		\$1,297,293.00	\$107,513.22	\$1,404,806.22	\$121,163.21	\$512,427.29	\$121,163.21	\$771,215.72	45%	\$1,028,520.00
Department 448 - Service Department Totals		(\$1,297,293.00)	(\$107,513.22)	(\$1,404,806.22)	(\$121,163.21)	(\$512,427.29)	(\$121,163.21)	(\$771,215.72)	45%	(\$1,028,520.00)

Attachment: Departmental Budget-January, 2020 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 479 - Building Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	.00	.00	.00	.00	.00	.00	.00	+++	38,960
5102	Wages-Staff	302,440.00	.00	302,440.00	28,300.81	.00	28,300.81	274,139.19	9	221,375
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	1,000
5106	Longevity	650.00	.00	650.00	.00	.00	.00	650.00	0	600
5109	HSA Employer Funding	22,000.00	.00	22,000.00	18,000.00	.00	18,000.00	4,000.00	82	15,000
5151	PERS Contribution	42,433.00	.00	42,433.00	2,851.97	.00	2,851.97	39,581.03	7	35,760
5161	Group Insurance	112,631.00	.00	112,631.00	7,615.70	16,159.30	7,615.70	88,856.00	21	65,140
5166	Medicare	4,395.00	.00	4,395.00	387.94	.00	387.94	4,007.06	9	3,660
<i>Personal Services Totals</i>		\$484,549.00	\$0.00	\$484,549.00	\$57,156.42	\$16,159.30	\$57,156.42	\$411,233.28	15%	\$381,520
<i>Supplies</i>										
5201	Office Supplies	2,000.00	46.90	2,046.90	46.90	593.36	46.90	1,406.64	31	1,250
5203	Computer Supplies	.00	.00	.00	.00	.00	.00	.00	+++	400
5241	Uniforms-Purchased	3,500.00	741.82	4,241.82	141.00	1,797.47	141.00	2,303.35	46	1,070
5251	MV Gas and Oil	5,000.00	188.82	5,188.82	188.82	3,445.69	188.82	1,554.31	70	3,530
<i>Supplies Totals</i>		\$10,500.00	\$977.54	\$11,477.54	\$376.72	\$5,836.52	\$376.72	\$5,264.30	54%	\$5,910
<i>Services</i>										
5311	Utilities	6,500.00	214.40	6,714.40	214.40	3,258.21	214.40	3,241.79	52	2,450
5321	Professional Training	2,500.00	.00	2,500.00	.00	369.00	.00	2,131.00	15	590
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	300
5323	Publications	500.00	.00	500.00	.00	.00	.00	500.00	0	300
5324	Professional Association Dues	1,000.00	.00	1,000.00	.00	210.00	.00	790.00	21	400
5325	Educational Assistance	3,000.00	2,198.28	5,198.28	613.79	4,584.49	613.79	.00	100	800
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	300
5339	Misc Contract Services	20,000.00	6,811.50	26,811.50	1,758.84	18,108.47	1,758.84	6,944.19	74	21,110
5362	Equipment Maintenance	5,000.00	326.05	5,326.05	794.28	1,531.77	794.28	3,000.00	44	4,180
5366	Computer Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	950
5376	County Health Services	35,000.00	3,768.00	38,768.00	1,311.00	13,479.00	1,311.00	23,978.00	38	27,610
5391	Postage	1,000.00	.00	1,000.00	62.75	.00	62.75	937.25	6	690
5395	Printing/Advertising	2,000.00	92.45	2,092.45	79.00	192.45	79.00	1,821.00	13	1,220
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	300
<i>Services Totals</i>		\$82,000.00	\$13,410.68	\$95,410.68	\$4,834.06	\$41,733.39	\$4,834.06	\$48,843.23	49%	\$60,340
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	.00	.00	.00	.00	20.01	.00	(20.01)	+++	34,680
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	34,680
<i>Capital Purchases Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$20.01	\$0.00	(\$20.01)	+++	\$34,680
EXPENSE TOTALS		\$577,049.00	\$14,388.22	\$591,437.22	\$62,367.20	\$63,749.22	\$62,367.20	\$465,320.80	21%	\$482,460
Department 479 - Building Department Totals		(\$577,049.00)	(\$14,388.22)	(\$591,437.22)	(\$62,367.20)	(\$63,749.22)	(\$62,367.20)	(\$465,320.80)	21%	(\$482,460)



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 522 - Mayor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	10,866.90	.00	10,866.90	86,936.10	11	97,803.00
5102	Wages-Staff	55,080.00	.00	55,080.00	2,856.00	.00	2,856.00	52,224.00	5	55,080.00
5109	HSA Employer Funding	6,000.00	.00	6,000.00	4,000.00	.00	4,000.00	2,000.00	67	4,000.00
5151	PERS Contribution	21,403.00	.00	21,403.00	1,033.75	.00	1,033.75	20,369.25	5	14,000.00
5161	Group Insurance	29,556.00	.00	29,556.00	2,279.07	5,200.93	2,279.07	22,076.00	25	18,670.00
5166	Medicare	2,217.00	.00	2,217.00	193.04	.00	193.04	2,023.96	9	1,380.00
	Personal Services Totals	\$212,059.00	\$0.00	\$212,059.00	\$21,228.76	\$5,200.93	\$21,228.76	\$185,629.31	12%	\$135,870.00
	Supplies									
5201	Office Supplies	750.00	.00	750.00	187.90	152.00	187.90	410.10	45	750.00
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	500.00
	Supplies Totals	\$1,000.00	\$0.00	\$1,000.00	\$187.90	\$152.00	\$187.90	\$660.10	34%	\$500.00
	Services									
5311	Utilities	800.00	67.20	867.20	67.20	797.87	67.20	2.13	100	960.00
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5323	Publications	.00	.00	.00	.00	.00	.00	.00	+++	430.00
5324	Professional Association Dues	1,000.00	.00	1,000.00	748.00	500.00	748.00	(248.00)	125	880.00
5332	Legal Services	30,000.00	50.00	30,050.00	50.00	8,917.10	50.00	21,082.90	30	33,490.00
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	380.00
5391	Postage	500.00	.00	500.00	1.80	.00	1.80	498.20	0	600.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	600.00	.00	900.00	40	780.00
	Services Totals	\$40,800.00	\$117.20	\$40,917.20	\$867.00	\$10,814.97	\$867.00	\$29,235.23	29%	\$37,010.00
	EXPENSE TOTALS	\$253,859.00	\$117.20	\$253,976.20	\$22,283.66	\$16,167.90	\$22,283.66	\$215,524.64	15%	\$172,930.00
Department 522 - Mayor Totals		(\$253,859.00)	(\$117.20)	(\$253,976.20)	(\$22,283.66)	(\$16,167.90)	(\$22,283.66)	(\$215,524.64)	15%	(\$172,934.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
	EXPENSE									
	Personal Services									
5104	Wages-Part time	57,521.00	.00	57,521.00	5,483.37	.00	5,483.37	52,037.63	10	61,921.00
5151	PERS Contribution	8,053.00	.00	8,053.00	508.81	.00	508.81	7,544.19	6	8,151.00
5166	Medicare	834.00	.00	834.00	79.50	.00	79.50	754.50	10	891.00
	Personal Services Totals	\$66,408.00	\$0.00	\$66,408.00	\$6,071.68	\$0.00	\$6,071.68	\$60,336.32	9%	\$70,971.00
	Supplies									
5201	Office Supplies	700.00	632.58	1,332.58	300.95	481.63	300.95	550.00	59	531.00
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5259	Operating Materials and Supplies	1,300.00	50.01	1,350.01	.00	50.01	.00	1,300.00	4	500.00
	Supplies Totals	\$3,000.00	\$682.59	\$3,682.59	\$300.95	\$531.64	\$300.95	\$2,850.00	23%	\$581.00
	Services									
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5322	Conference/Reimb	700.00	.00	700.00	.00	.00	.00	700.00	0	700.00
5332	Legal Services	4,000.00	1,000.00	5,000.00	250.00	750.00	250.00	4,000.00	20	4,000.00
5336	Medical Services/Physical Exams	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	19,560.00
5339	Misc Contract Services	10,000.00	308.45	10,308.45	.00	308.45	.00	10,000.00	3	2,211.00
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	100.00
5395	Printing/Advertising	5,000.00	150.00	5,150.00	.00	150.00	.00	5,000.00	3	3,650.00
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
	Services Totals	\$36,000.00	\$1,458.45	\$37,458.45	\$250.00	\$1,208.45	\$250.00	\$36,000.00	4%	\$25,441.00
	EXPENSE TOTALS	\$105,408.00	\$2,141.04	\$107,549.04	\$6,622.63	\$1,740.09	\$6,622.63	\$99,186.32	8%	\$97,006.00
Department 534 - Civil Service Commission Totals		(\$105,408.00)	(\$2,141.04)	(\$107,549.04)	(\$6,622.63)	(\$1,740.09)	(\$6,622.63)	(\$99,186.32)	8%	(\$97,006.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 545 - City Auditor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	90,769.00	.00	90,769.00	9,615.39	.00	9,615.39	81,153.61	11	87,341.00
5102	Wages-Staff	173,531.00	.00	173,531.00	17,803.20	.00	17,803.20	155,727.80	10	159,411.00
5104	Wages-Part time	45,489.00	.00	45,489.00	4,656.61	.00	4,656.61	40,832.39	10	41,271.00
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	4,000.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	42,684.00	.00	42,684.00	3,050.33	.00	3,050.33	39,633.67	7	39,141.00
5161	Group Insurance	23,250.00	.00	23,250.00	1,925.05	4,039.95	1,925.05	17,285.00	26	21,121.00
5166	Medicare	4,229.00	.00	4,229.00	436.46	.00	436.46	3,792.54	10	3,861.00
	Personal Services Totals	\$386,552.00	\$0.00	\$386,552.00	\$41,487.04	\$4,039.95	\$41,487.04	\$341,025.01	12%	\$356,771.00
	Supplies									
5201	Office Supplies	2,500.00	87.50	2,587.50	81.63	498.15	81.63	2,007.72	22	1,261.00
5203	Computer Supplies	3,000.00	.00	3,000.00	145.19	354.81	145.19	2,500.00	17	0.00
	Supplies Totals	\$5,500.00	\$87.50	\$5,587.50	\$226.82	\$852.96	\$226.82	\$4,507.72	19%	\$1,261.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	1,028.00	.00	1,028.00	1,472.00	41	321.00
5322	Conference/Reimb	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	951.00
5324	Professional Association Dues	1,300.00	.00	1,300.00	250.00	737.00	250.00	313.00	76	631.00
5333	Outside Professional Services	47,750.00	.00	47,750.00	3,094.90	39,905.10	3,094.90	4,750.00	90	35,291.00
5339	Misc Contract Services	26,300.00	7,563.50	33,863.50	.00	28,863.50	.00	5,000.00	85	12,741.00
5362	Equipment Maintenance	1,500.00	159.66	1,659.66	66.60	1,743.06	66.60	(150.00)	109	1,061.00
5366	Computer Maintenance	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	0.00
5391	Postage	2,040.00	.00	2,040.00	220.35	.00	220.35	1,819.65	11	1,861.00
5395	Printing/Advertising	2,000.00	118.05	2,118.05	142.71	.00	142.71	1,975.34	7	1,521.00
5399	Other Miscellaneous Services	12,000.00	299.01	12,299.01	694.94	1,124.01	694.94	10,480.06	15	8,641.00
	Services Totals	\$101,490.00	\$8,140.22	\$109,630.22	\$5,497.50	\$72,372.67	\$5,497.50	\$31,760.05	71%	\$63,061.00
	EXPENSE TOTALS	\$493,542.00	\$8,227.72	\$501,769.72	\$47,211.36	\$77,265.58	\$47,211.36	\$377,292.78	25%	\$421,091.00
Department 545 - City Auditor Totals		(\$493,542.00)	(\$8,227.72)	(\$501,769.72)	(\$47,211.36)	(\$77,265.58)	(\$47,211.36)	(\$377,292.78)	25%	(\$421,091.00)

Attachment: Departmental Budget-January, 2020` 04_23_2020 10_41_40 AM Joni Crawford_46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,802.00	.00	97,802.00	10,866.90	.00	10,866.90	86,935.10	11	97,802.00
5102	Wages-Staff	205,625.00	.00	205,625.00	41,630.50	.00	41,630.50	163,994.50	20	192,880.00
5104	Wages-Part time	93,236.00	.00	93,236.00	10,151.76	.00	10,151.76	83,084.24	11	87,060.00
5106	Longevity	.00	.00	.00	.00	.00	.00	.00	+++	600.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	10,000.00	.00	10,000.00	8,000.00	56	18,000.00
5151	PERS Contribution	55,533.00	.00	55,533.00	4,087.71	.00	4,087.71	51,445.29	7	52,900.00
5161	Group Insurance	92,052.00	.00	92,052.00	4,489.04	17,195.96	4,489.04	70,367.00	24	83,700.00
5166	Medicare	5,752.00	.00	5,752.00	891.52	.00	891.52	4,860.48	15	5,280.00
	Personal Services Totals	\$568,000.00	\$0.00	\$568,000.00	\$82,117.43	\$17,195.96	\$82,117.43	\$468,686.61	17%	\$538,240.00
	Supplies									
5201	Office Supplies	4,500.00	91.56	4,591.56	712.77	1,325.11	712.77	2,553.68	44	2,400.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
	Supplies Totals	\$5,900.00	\$91.56	\$5,991.56	\$712.77	\$1,325.11	\$712.77	\$3,953.68	34%	\$2,400.00
	Services									
5311	Utilities	.00	.00	.00	.00	4,000.00	.00	(4,000.00)	+++	0.00
5321	Professional Training	2,500.00	.00	2,500.00	500.00	.00	500.00	2,000.00	20	1,500.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	9,200.00	1,219.51	10,419.51	2,576.83	3,738.49	2,576.83	4,104.19	61	6,070.00
5324	Professional Association Dues	2,500.00	.00	2,500.00	800.00	482.00	800.00	1,218.00	51	1,980.00
5332	Legal Services	40,000.00	8,430.70	48,430.70	280.00	14,150.70	280.00	34,000.00	30	30,750.00
5333	Outside Professional Services	14,504.00	.00	14,504.00	9,690.00	5,000.04	9,690.00	(186.04)	101	17,220.00
5337	Public Defender	5,459.00	1,314.50	6,773.50	819.00	5,495.50	819.00	459.00	93	4,140.00
5339	Misc Contract Services	14,100.00	2,000.00	16,100.00	1,086.10	3,313.90	1,086.10	11,700.00	27	13,120.00
5341	Court Costs and Fees	750.00	.00	750.00	.00	.00	.00	750.00	0	750.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	60.90	.00	60.90	439.10	12	620.00
5399	Other Miscellaneous Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,190.00
	Services Totals	\$93,013.00	\$12,964.71	\$105,977.71	\$15,812.83	\$36,180.63	\$15,812.83	\$53,984.25	49%	\$77,610.00
	EXPENSE TOTALS	\$666,913.00	\$13,056.27	\$679,969.27	\$98,643.03	\$54,701.70	\$98,643.03	\$526,624.54	23%	\$618,270.00
Department 554 - City Attorney Totals		(\$666,913.00)	(\$13,056.27)	(\$679,969.27)	(\$98,643.03)	(\$54,701.70)	(\$98,643.03)	(\$526,624.54)	23%	(\$618,270.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 571 - City Council										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	63,842.00	.00	63,842.00	5,320.15	.00	5,320.15	58,521.85	8	62,151.00
5102	Wages-Staff	69,992.00	.00	69,992.00	7,685.76	.00	7,685.76	62,306.24	11	61,160.00
5104	Wages-Part time	26,470.00	.00	26,470.00	2,797.92	.00	2,797.92	23,672.08	11	22,980.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	2,000.00	.00	2,000.00	.00	100	4,830.00
5151	PERS Contribution	22,443.00	.00	22,443.00	1,693.27	.00	1,693.27	20,749.73	8	20,090.00
5161	Group Insurance	8,958.00	.00	8,958.00	742.90	4,312.10	742.90	3,903.00	56	12,920.00
5166	Medicare	2,324.00	.00	2,324.00	226.14	.00	226.14	2,097.86	10	2,060.00
	Personal Services Totals	\$196,029.00	\$0.00	\$196,029.00	\$20,466.14	\$4,312.10	\$20,466.14	\$171,250.76	13%	\$186,220.00
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	.00	1,000.00	.00	500.00	67	1,460.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	50%	\$1,460.00
	Services									
5321	Professional Training	2,500.00	.00	2,500.00	.00	750.00	.00	1,750.00	30	2,750.00
5322	Conference/Reimb	3,500.00	.00	3,500.00	.00	200.00	.00	3,300.00	6	1,050.00
5323	Publications	100.00	.00	100.00	(470.24)	1,000.00	(470.24)	(429.76)	530	350.00
5324	Professional Association Dues	500.00	.00	500.00	110.00	.00	110.00	390.00	22	270.00
5325	Educational Assistance	.00	.00	.00	.00	.00	.00	.00	+++	2,780.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	10,967.67	.00	10,967.67	29,032.33	27	20,810.00
5391	Postage	250.00	.00	250.00	6.00	.00	6.00	244.00	2	70.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	470.24	.00	470.24	2,529.76	16	1,090.00
5399	Other Miscellaneous Services	6,000.00	30.00	6,030.00	49.08	36.00	49.08	5,944.92	1	0.00
	Services Totals	\$55,850.00	\$30.00	\$55,880.00	\$11,132.75	\$1,986.00	\$11,132.75	\$42,761.25	23%	\$29,220.00
	EXPENSE TOTALS	\$253,879.00	\$30.00	\$253,909.00	\$31,598.89	\$7,298.10	\$31,598.89	\$215,012.01	15%	\$216,900.00
Department 571 - City Council Totals		(\$253,879.00)	(\$30.00)	(\$253,909.00)	(\$31,598.89)	(\$7,298.10)	(\$31,598.89)	(\$215,012.01)	15%	(\$216,900.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	95,755.00	.00	95,755.00	7,573.53	.00	7,573.53	88,181.47	8	78,831
5102	Wages-Staff	125,227.00	.00	125,227.00	13,452.48	.00	13,452.48	111,774.52	11	115,234
5104	Wages-Part time	.00	.00	.00	.00	.00	.00	.00	+++	8,351
5109	HSA Employer Funding	10,000.00	.00	10,000.00	8,800.00	.00	8,800.00	1,200.00	88	10,000
5151	PERS Contribution	30,938.00	.00	30,938.00	1,917.42	.00	1,917.42	29,020.58	6	28,441
5161	Group Insurance	50,391.00	.00	50,391.00	4,211.13	8,838.87	4,211.13	37,341.00	26	46,261
5166	Medicare	3,204.00	.00	3,204.00	292.91	.00	292.91	2,911.09	9	2,821
	Personal Services Totals	\$315,515.00	\$0.00	\$315,515.00	\$36,247.47	\$8,838.87	\$36,247.47	\$270,428.66	14%	\$289,971
	Supplies									
5201	Office Supplies	3,000.00	81.43	3,081.43	8.59	572.84	8.59	2,500.00	19	1,751
5203	Computer Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	131
	Supplies Totals	\$3,250.00	\$81.43	\$3,331.43	\$8.59	\$572.84	\$8.59	\$2,750.00	17%	\$1,881
	Services									
5301	Boards/Commissions	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	41
5311	Utilities	2,000.00	180.29	2,180.29	102.46	1,377.83	102.46	700.00	68	1,321
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	476
5322	Conference/Reimb	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,761
5323	Publications	500.00	.00	500.00	105.00	1,000.00	105.00	(605.00)	221	91
5324	Professional Association Dues	3,000.00	.00	3,000.00	1,000.00	.00	1,000.00	2,000.00	33	1,131
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	476
5331	Engineering/Architecture	30,000.00	5,979.08	35,979.08	333.28	15,645.80	333.28	20,000.00	44	14,511
5332	Legal Services	15,000.00	1,028.55	16,028.55	.00	6,028.55	.00	10,000.00	38	17,561
5339	Misc Contract Services	80,000.00	62,175.38	142,175.38	25,468.42	48,013.96	25,468.42	68,693.00	52	152,081
5391	Postage	500.00	.00	500.00	7.50	.00	7.50	492.50	2	111
5395	Printing/Advertising	5,000.00	3,008.89	8,008.89	183.00	2,825.89	183.00	5,000.00	38	691
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	621
	Services Totals	\$148,000.00	\$72,372.19	\$220,372.19	\$27,199.66	\$74,892.03	\$27,199.66	\$118,280.50	46%	\$192,951
	Capital Purchases									
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	5,001
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,001
	EXPENSE TOTALS	\$466,765.00	\$72,453.62	\$539,218.62	\$63,455.72	\$84,303.74	\$63,455.72	\$391,459.16	27%	\$489,811
Department 580 - Development Department Totals		(\$466,765.00)	(\$72,453.62)	(\$539,218.62)	(\$63,455.72)	(\$84,303.74)	(\$63,455.72)	(\$391,459.16)	27%	(\$489,815)



Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 582 - Human Resources Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	91,818.00	.00	91,818.00	10,083.36	.00	10,083.36	81,734.64	11	85,730
5106	Longevity	550.00	.00	550.00	.00	.00	.00	550.00	0	550
5109	HSA Employer Funding	2,000.00	.00	2,000.00	2,000.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	12,932.00	.00	12,932.00	924.44	.00	924.44	12,007.56	7	12,060
5161	Group Insurance	8,850.00	.00	8,850.00	754.87	1,600.13	754.87	6,495.00	27	8,350
5166	Medicare	1,339.00	.00	1,339.00	143.91	.00	143.91	1,195.09	11	1,230
	Personal Services Totals	\$117,489.00	\$0.00	\$117,489.00	\$13,906.58	\$1,600.13	\$13,906.58	\$101,982.29	13%	\$109,940
	Supplies									
5201	Office Supplies	1,000.00	144.26	1,144.26	174.92	1,011.33	174.92	(41.99)	104	240
5203	Computer Supplies	875.00	.00	875.00	.00	.00	.00	875.00	0	120
5208	OSHA Supplies	16,000.00	1,793.29	17,793.29	2,107.35	2,637.35	2,107.35	13,048.59	27	13,670
	Supplies Totals	\$17,875.00	\$1,937.55	\$19,812.55	\$2,282.27	\$3,648.68	\$2,282.27	\$13,881.60	30%	\$14,040
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	190
5323	Publications	750.00	.00	750.00	307.80	432.00	307.80	10.20	99	730
5324	Professional Association Dues	600.00	96.00	696.00	.00	796.00	.00	(100.00)	114	1,650
5336	Medical Services/Physical Exams	4,000.00	183.16	4,183.16	.00	189.50	.00	3,993.66	5	4,070
5339	Misc Contract Services	6,000.00	.00	6,000.00	.00	3,944.28	.00	2,055.72	66	5,130
5391	Postage	200.00	.00	200.00	4.85	.00	4.85	195.15	2	130
5399	Other Miscellaneous Services	24,000.00	6,062.76	30,062.76	3,923.43	7,641.94	3,923.43	18,497.39	38	15,520
	Services Totals	\$36,550.00	\$6,341.92	\$42,891.92	\$4,236.08	\$13,003.72	\$4,236.08	\$25,652.12	40%	\$27,450
	EXPENSE TOTALS	\$171,914.00	\$8,279.47	\$180,193.47	\$20,424.93	\$18,252.53	\$20,424.93	\$141,516.01	21%	\$151,440
Department 582 - Human Resources Department Totals		(\$171,914.00)	(\$8,279.47)	(\$180,193.47)	(\$20,424.93)	(\$18,252.53)	(\$20,424.93)	(\$141,516.01)	21%	(\$151,445)

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Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 584 - Computer Department										
	EXPENSE									
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	17,885.00
5203	Computer Supplies	12,750.00	793.06	13,543.06	.00	13,543.06	.00	.00	100	11,885.00
	Supplies Totals	\$13,000.00	\$793.06	\$13,793.06	\$0.00	\$13,793.06	\$0.00	\$0.00	100%	\$12,065.00
	Services									
5311	Utilities	800.00	.00	800.00	.00	.00	.00	800.00	0	
5339	Misc Contract Services	161,000.00	10,400.00	171,400.00	38,040.00	133,360.00	38,040.00	.00	100	150,600.00
5366	Computer Maintenance	270,620.00	65,997.04	336,617.04	42,822.58	254,192.40	42,822.58	39,602.06	88	158,440.00
	Services Totals	\$432,420.00	\$76,397.04	\$508,817.04	\$80,862.58	\$387,552.40	\$80,862.58	\$40,402.06	92%	\$309,040.00
	Capital Purchases									
5639	Other Equipment	104,750.00	29,795.48	134,545.48	21,965.37	38,846.01	21,965.37	73,734.10	45	288,550.00
	Capital Purchases Totals	\$104,750.00	\$29,795.48	\$134,545.48	\$21,965.37	\$38,846.01	\$21,965.37	\$73,734.10	45%	\$288,550.00
	EXPENSE TOTALS	\$550,170.00	\$106,985.58	\$657,155.58	\$102,827.95	\$440,191.47	\$102,827.95	\$114,136.16	83%	\$609,665.00
Department 584 - Computer Department Totals		(\$550,170.00)	(\$106,985.58)	(\$657,155.58)	(\$102,827.95)	(\$440,191.47)	(\$102,827.95)	(\$114,136.16)	83%	(\$609,667.00)

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Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	80,390.00	.00	80,390.00	8,371.20	.00	8,371.20	72,018.80	10	71,280.00
5102	Wages-Staff	141,380.00	.00	141,380.00	10,051.20	.00	10,051.20	131,328.80	7	87,780.00
5104	Wages-Part time	30,991.00	.00	30,991.00	3,177.00	.00	3,177.00	27,814.00	10	26,160.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	12,000.00	.00	12,000.00	8,000.00	.00	8,000.00	4,000.00	67	12,000.00
5151	PERS Contribution	34,770.00	.00	34,770.00	1,976.28	.00	1,976.28	32,793.72	6	25,000.00
5161	Group Insurance	62,956.00	.00	62,956.00	3,610.26	10,459.74	3,610.26	48,886.00	22	52,040.00
5166	Medicare	3,674.00	.00	3,674.00	303.37	.00	303.37	3,370.63	8	2,650.00
<i>Personal Services Totals</i>		\$366,761.00	\$0.00	\$366,761.00	\$35,489.31	\$10,459.74	\$35,489.31	\$320,811.95	13%	\$277,540.00
<i>Supplies</i>										
5201	Office Supplies	2,500.00	988.08	3,488.08	332.50	3,155.58	332.50	.00	100	1,710.00
5203	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,000.00
<i>Supplies Totals</i>		\$4,500.00	\$988.08	\$5,488.08	\$332.50	\$3,155.58	\$332.50	\$2,000.00	64%	\$1,710.00
<i>Services</i>										
5321	Professional Training	500.00	.00	500.00	250.00	.00	250.00	250.00	50	380.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	450.00	.00	450.00	.00	250.00	.00	200.00	56	270.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	580.00
5332	Legal Services	63,000.00	12,000.00	75,000.00	7,000.00	62,000.00	7,000.00	6,000.00	92	52,000.00
5339	Misc Contract Services	1,500.00	1,726.60	3,226.60	181.48	4,145.12	181.48	(1,100.00)	134	840.00
5344	Witness Fees	250.00	.00	250.00	18.00	.00	18.00	232.00	7	300.00
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5377	Municipal Court	25,000.00	.00	25,000.00	.00	15,000.00	.00	10,000.00	60	4,390.00
5391	Postage	1,800.00	.00	1,800.00	137.00	.00	137.00	1,663.00	8	1,070.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	600.00	.00	600.00	.00	100	600.00
5399	Other Miscellaneous Services	2,490.00	505.00	2,995.00	45.00	1,460.00	45.00	1,490.00	50	660.00
<i>Services Totals</i>		\$97,190.00	\$14,231.60	\$111,421.60	\$8,231.48	\$82,855.12	\$8,231.48	\$20,335.00	82%	\$60,850.00
EXPENSE TOTALS		\$468,451.00	\$15,219.68	\$483,670.68	\$44,053.29	\$96,470.44	\$44,053.29	\$343,146.95	29%	\$340,100.00
Department 593 - Clerk of Courts Totals		(\$468,451.00)	(\$15,219.68)	(\$483,670.68)	(\$44,053.29)	(\$96,470.44)	(\$44,053.29)	(\$343,146.95)	29%	(\$340,100.00)

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 595 - General and Administrative										
EXPENSE										
<i>Personal Services</i>										
5164	Workers Compensation	245,150.00	167,139.00	412,289.00	.00	167,139.00	.00	245,150.00	41	184,551.00
5165	Unemployment Compensation	25,000.00	8,440.64	33,440.64	.00	18,440.64	.00	15,000.00	55	11,551.00
<i>Personal Services Totals</i>		\$270,150.00	\$175,579.64	\$445,729.64	\$0.00	\$185,579.64	\$0.00	\$260,150.00	42%	\$196,111.00
<i>Supplies</i>										
5202	Photo Copy Supplies	3,500.00	534.81	4,034.81	534.81	1,500.00	534.81	2,000.00	50	3,371.00
<i>Supplies Totals</i>		\$3,500.00	\$534.81	\$4,034.81	\$534.81	\$1,500.00	\$534.81	\$2,000.00	50%	\$3,371.00
<i>Services</i>										
5301	Boards/Commissions	27,000.00	4,112.82	31,112.82	1,167.78	6,445.04	1,167.78	23,500.00	24	11,641.00
5311	Utilities	215,000.00	16,800.44	231,800.44	11,224.09	168,905.76	11,224.09	51,670.59	78	163,541.00
5324	Professional Association Dues	28,000.00	.00	28,000.00	3,987.00	21,648.76	3,987.00	2,364.24	92	27,031.00
5351	Liability Insurance Deductible	195,000.00	4,625.50	199,625.50	142,561.00	73,672.00	142,561.00	(16,607.50)	108	127,481.00
5352	Motor Vehicle Insurance	70,000.00	.00	70,000.00	41,891.00	28,109.00	41,891.00	.00	100	35,731.00
5353	Employee Fidelity Bond	2,500.00	.00	2,500.00	.00	1,200.00	.00	1,300.00	48	1,171.00
5361	Building Repair/Maintenance	65,000.00	10,136.82	75,136.82	168.00	26,668.82	168.00	48,300.00	36	61,341.00
5362	Equipment Maintenance	2,500.00	.00	2,500.00	.00	2,911.95	.00	(411.95)	116	81.00
5371	Election Expense	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	21.00
5372	Delinquent Tax Advertising	750.00	.00	750.00	.00	.00	.00	750.00	0	21.00
5373	Auditor/Treasurer Fees	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	4,341.00
5391	Postage	9,000.00	.00	9,000.00	(919.75)	2,500.00	(919.75)	7,419.75	18	1,681.00
5394	Taxes/Assessments-City Property	60,000.00	.00	60,000.00	3,778.96	56,221.04	3,778.96	.00	100	29,411.00
5399	Other Miscellaneous Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	21.00
<i>Services Totals</i>		\$718,250.00	\$35,675.58	\$753,925.58	\$203,858.08	\$388,282.37	\$203,858.08	\$161,785.13	79%	\$463,511.00
<i>Capital Purchases</i>										
5611	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	164,931.00
5631	Furniture and Fixtures	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	21.00
5639	Other Equipment	30,000.00	.00	30,000.00	1,046.91	11,953.09	1,046.91	17,000.00	43	22,221.00
<i>Capital Purchases Totals</i>		\$55,000.00	\$0.00	\$55,000.00	\$1,046.91	\$11,953.09	\$1,046.91	\$42,000.00	24%	\$187,161.00
EXPENSE TOTALS		\$1,046,900.00	\$211,790.03	\$1,258,690.03	\$205,439.80	\$587,315.10	\$205,439.80	\$465,935.13	63%	\$850,161.00
Department 595 - General and Administrative Totals		(\$1,046,900.00)	(\$211,790.03)	(\$1,258,690.03)	(\$205,439.80)	(\$587,315.10)	(\$205,439.80)	(\$465,935.13)	63%	(\$850,161.00)



Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 810 - Public Health and Welfare										
	EXPENSE									
	Services									
5376	County Health Services	333,255.00	.00	333,255.00	.00	.00	.00	333,255.00	0	319,732.00
	Services Totals	\$333,255.00	\$0.00	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,732.00
	EXPENSE TOTALS	\$333,255.00	\$0.00	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,732.00
Department 810 - Public Health and Welfare Totals		(\$333,255.00)	\$0.00	(\$333,255.00)	\$0.00	\$0.00	\$0.00	(\$333,255.00)	0%	(\$319,732.00)
Fund 110 - General Fund Totals		\$21,996,941.00	\$899,685.58	\$22,896,626.58	\$2,668,006.32	\$3,228,675.88	\$2,668,006.32	\$16,999,944.38		\$19,547,409.00

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 220 - Income Tax Fund										
Department 000 - General										
	EXPENSE									
	Transfers/Other									
5000	Contingency Reserve	.00	.00	.00	.00	3,092,890.12	.00	(3,092,890.12)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$3,092,890.12	\$0.00	(\$3,092,890.12)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,092,890.12	\$0.00	(\$3,092,890.12)	+++	\$0.00
Department 000 - General	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,092,890.12)	\$0.00	\$3,092,890.12	+++	\$0.00

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Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	62,214.00	.00	62,214.00	7,507.20	.00	7,507.20	54,706.80	12	55,981
5106	Longevity	700.00	.00	700.00	.00	.00	.00	700.00	0	700
5109	HSA Employer Funding	2,000.00	.00	2,000.00	2,000.00	.00	2,000.00	.00	100	2,000
5151	PERS Contribution	8,808.00	.00	8,808.00	599.42	.00	599.42	8,208.58	7	7,900
5161	Group Insurance	8,868.00	.00	8,868.00	743.11	1,576.89	743.11	6,548.00	26	8,211
5164	Workers Compensation	1,785.00	.00	1,785.00	.00	.00	.00	1,785.00	0	1,900
	Personal Services Totals	\$84,375.00	\$0.00	\$84,375.00	\$10,849.73	\$1,576.89	\$10,849.73	\$71,948.38	15%	\$76,721
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	240
5203	Computer Supplies	450.00	.00	450.00	.00	450.00	.00	.00	100	340
	Supplies Totals	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	100%	\$580
	Services									
5322	Conference/Reimb	1,000.00	.00	1,000.00	.00	350.00	.00	650.00	35	470
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	140
5324	Professional Association Dues	525.00	.00	525.00	.00	25.00	.00	500.00	5	
5339	Misc Contract Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	75.00	.00	.00	100	70
5362	Equipment Maintenance	425.00	53.25	478.25	22.20	381.05	22.20	75.00	84	200
5373	Auditor/Treasurer Fees	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	2,610
5379	Other Governmental Billings	10,000.00	.00	10,000.00	863.26	.00	863.26	9,136.74	9	7,660
5391	Postage	675.00	.00	675.00	47.50	.00	47.50	627.50	7	140
	Services Totals	\$91,900.00	\$53.25	\$91,953.25	\$932.96	\$831.05	\$932.96	\$90,189.24	2%	\$11,320
	Transfers/Other									
5519	Miscellaneous Costs	110,000.00	.00	110,000.00	1,508.94	.00	1,508.94	108,491.06	1	4,930
5529	Miscellaneous Distributions	800,000.00	.00	800,000.00	49,896.23	.00	49,896.23	750,103.77	6	396,510
5530	Enterprise Zone Payment	1,500,000.00	.00	1,500,000.00	(.12)	450,000.00	(.12)	1,050,000.12	30	(
	Transfers/Other Totals	\$2,410,000.00	\$0.00	\$2,410,000.00	\$51,405.05	\$450,000.00	\$51,405.05	\$1,908,594.95	21%	\$401,450
	EXPENSE TOTALS	\$2,586,975.00	\$53.25	\$2,587,028.25	\$63,187.74	\$453,107.94	\$63,187.74	\$2,070,732.57	20%	\$490,070
Department 564 - Income Tax Division Totals		(\$2,586,975.00)	(\$53.25)	(\$2,587,028.25)	(\$63,187.74)	(\$453,107.94)	(\$63,187.74)	(\$2,070,732.57)	20%	(\$490,070)
Fund 220 - Income Tax Fund Totals		\$2,586,975.00	\$53.25	\$2,587,028.25	\$63,187.74	\$3,545,998.06	\$63,187.74	(\$1,022,157.55)		\$490,070



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	78,024.00	.00	78,024.00	8,568.00	.00	8,568.00	69,456.00	11	72,850.00
5102	Wages-Staff	368,750.00	.00	368,750.00	39,701.39	.00	39,701.39	329,048.61	11	336,060.00
5105	Overtime	28,000.00	.00	28,000.00	1,717.73	.00	1,717.73	26,282.27	6	20,330.00
5106	Longevity	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	3,550.00
5109	HSA Employer Funding	25,000.00	.00	25,000.00	23,000.00	.00	23,000.00	2,000.00	92	21,000.00
5151	PERS Contribution	66,965.00	.00	66,965.00	4,712.82	.00	4,712.82	62,252.18	7	58,810.00
5161	Group Insurance	124,590.00	.00	124,590.00	9,616.43	19,633.57	9,616.43	95,340.00	23	99,080.00
5164	Workers Compensation	13,569.00	.00	13,569.00	.00	.00	.00	13,569.00	0	14,880.00
5166	Medicare	6,936.00	.00	6,936.00	698.67	.00	698.67	6,237.33	10	6,080.00
	Personal Services Totals	\$715,384.00	\$0.00	\$715,384.00	\$88,015.04	\$19,633.57	\$88,015.04	\$607,735.39	15%	\$632,660.00
	Supplies									
5201	Office Supplies	2,700.00	253.27	2,953.27	564.95	1,807.97	564.95	580.35	80	2,440.00
5203	Computer Supplies	1,800.00	.00	1,800.00	.00	1,200.00	.00	600.00	67	230.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	1,070.00
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	480.00	.00	20.00	96	350.00
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	.00	600.00	.00	1,400.00	30	1,480.00
5251	MV Gas and Oil	38,000.00	2,219.88	40,219.88	2,219.88	23,000.00	2,219.88	15,000.00	63	26,880.00
5252	Aggregates	17,000.00	.00	17,000.00	864.20	12,135.80	864.20	4,000.00	76	17,650.00
5253	Ice Control	140,000.00	11,931.25	151,931.25	11,931.25	50,000.00	11,931.25	90,000.00	41	61,020.00
5259	Operating Materials and Supplies	90,000.00	9,272.80	99,272.80	9,878.72	40,325.88	9,878.72	49,068.20	51	92,690.00
	Supplies Totals	\$293,500.00	\$23,677.20	\$317,177.20	\$25,459.00	\$130,049.65	\$25,459.00	\$161,668.55	49%	\$203,840.00
	Services									
5311	Utilities	19,000.00	499.78	19,499.78	499.78	17,897.42	499.78	1,102.58	94	11,080.00
5313	Traffic Light Current	12,000.00	441.97	12,441.97	441.97	7,235.44	441.97	4,764.56	62	4,780.00
5321	Professional Training	500.00	.00	500.00	90.00	.00	90.00	410.00	18	80.00
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	130.00	.00	130.00	.00	50.00	.00	80.00	38	60.00
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	10,000.00	.00	4,000.00	71	7,970.00
5339	Misc Contract Services	36,500.00	.00	36,500.00	.00	19,450.00	.00	17,050.00	53	17,380.00
5351	Liability Insurance Deductible	9,600.00	.00	9,600.00	9,600.00	.00	9,600.00	.00	100	7,530.00
5352	Motor Vehicle Insurance	10,600.00	.00	10,600.00	10,600.00	.00	10,600.00	.00	100	9,600.00
5361	Building Repair/Maintenance	9,500.00	.00	9,500.00	.00	3,000.00	.00	6,500.00	32	2,690.00
5365	Utility Line Repair/Maintenance	30,000.00	12,399.09	42,399.09	12,399.09	14,000.00	12,399.09	16,000.00	62	36,460.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	0.00
5391	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	20.00
5397	Uniform Rental	2,500.00	112.45	2,612.45	271.45	1,841.00	271.45	500.00	81	2,520.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	1,060.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	260 - Street Fund									
Department	268 - Street Department									
	EXPENSE									
	<i>Services Totals</i>	\$148,830.00	\$13,453.29	\$162,283.29	\$33,902.29	\$77,173.86	\$33,902.29	\$51,207.14	68%	\$101,288.00
	<i>Capital Purchases</i>									
5632	Motor Vehicles	310,000.00	.00	310,000.00	.00	.00	.00	310,000.00	0	133,000.00
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	30,260.00
5639	Other Equipment	.00	17,660.00	17,660.00	17,660.00	.00	17,660.00	.00	100	3,270.00
	<i>Capital Purchases Totals</i>	\$310,000.00	\$17,660.00	\$327,660.00	\$17,660.00	\$0.00	\$17,660.00	\$310,000.00	5%	\$166,530.00
	EXPENSE TOTALS	\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$165,036.33	\$226,857.08	\$165,036.33	\$1,130,611.08	26%	\$1,104,328.00
Department	268 - Street Department Totals	(\$1,467,714.00)	(\$54,790.49)	(\$1,522,504.49)	(\$165,036.33)	(\$226,857.08)	(\$165,036.33)	(\$1,130,611.08)	26%	(\$1,104,328.00)
Fund	260 - Street Fund Totals	\$1,467,714.00	\$54,790.49	\$1,522,504.49	\$165,036.33	\$226,857.08	\$165,036.33	\$1,130,611.08		\$1,104,328.00

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	.00	60,000.00	.00	60,000.00	.00	.00	100	59,974
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	.00	6,342.00	.00	3,658.00	63	9,811
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$66,342.00	\$0.00	\$3,658.00	95%	\$69,785
	Services									
5313	Traffic Light Current	12,000.00	498.51	12,498.51	498.51	8,634.36	498.51	3,365.64	73	5,381
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	16,000
	Services Totals	\$24,000.00	\$498.51	\$24,498.51	\$498.51	\$17,134.36	\$498.51	\$6,865.64	72%	\$21,381
	EXPENSE TOTALS	\$94,000.00	\$498.51	\$94,498.51	\$498.51	\$83,476.36	\$498.51	\$10,523.64	89%	\$91,171
Department 268 - Street Department Totals		(\$94,000.00)	(\$498.51)	(\$94,498.51)	(\$498.51)	(\$83,476.36)	(\$498.51)	(\$10,523.64)	89%	(\$91,171)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$498.51	\$94,498.51	\$498.51	\$83,476.36	\$498.51	\$10,523.64		\$91,171

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	.00	.00	.00	.00	.00	.00	+++	42,530
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$42,530
	Capital Purchases									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	19,679
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,679
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$62,210
	Department 111 - Police Division Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$62,210)
Fund 290 - Law Enforcement Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$62,210

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	.00	.00	.00	.00	.00	.00	+++	880
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$880
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$880
	Department 111 - Police Division Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$880)
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$880

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	4,414.65	.00	4,414.65	35,696.35	11	37,577.00
5102	Wages-Staff	250,495.00	.00	250,495.00	26,921.31	.00	26,921.31	223,573.69	11	232,700.00
5105	Overtime	15,400.00	.00	15,400.00	1,998.01	.00	1,998.01	13,401.99	13	20,940.00
5106	Longevity	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	1,150.00
5109	HSA Employer Funding	19,000.00	.00	19,000.00	21,000.00	.00	21,000.00	(2,000.00)	111	16,330.00
5151	PERS Contribution	43,086.00	.00	43,086.00	2,924.80	.00	2,924.80	40,161.20	7	38,210.00
5161	Group Insurance	96,366.00	.00	96,366.00	8,981.22	18,718.78	8,981.22	68,666.00	29	75,420.00
5164	Workers Compensation	8,730.00	.00	8,730.00	.00	.00	.00	8,730.00	0	9,570.00
5166	Medicare	4,462.00	.00	4,462.00	447.63	.00	447.63	4,014.37	10	3,950.00
	Personal Services Totals	\$479,400.00	\$0.00	\$479,400.00	\$66,687.62	\$18,718.78	\$66,687.62	\$393,993.60	18%	\$435,870.00
	Supplies									
5201	Office Supplies	5,500.00	1,692.50	7,192.50	633.45	4,321.00	633.45	2,238.05	69	1,660.00
5203	Computer Supplies	15,000.00	471.38	15,471.38	75.25	2,646.13	75.25	12,750.00	18	3,270.00
5213	Repair and Maintenance Supplies	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	0.00
5241	Uniforms-Purchased	3,500.00	1,274.21	4,774.21	786.68	487.53	786.68	3,500.00	27	1,830.00
5251	MV Gas and Oil	15,500.00	1,625.54	17,125.54	493.89	9,631.65	493.89	7,000.00	59	6,550.00
5252	Aggregates	38,500.00	1,589.82	40,089.82	1,589.82	28,172.56	1,589.82	10,327.44	74	38,540.00
5259	Operating Materials and Supplies	65,000.00	11,786.91	76,786.91	15,529.17	30,942.49	15,529.17	30,315.25	61	60,900.00
5263	Meters-Resale	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	0.00
	Supplies Totals	\$173,000.00	\$18,440.36	\$191,440.36	\$19,108.26	\$76,201.36	\$19,108.26	\$96,130.74	50%	\$112,790.00
	Services									
5311	Utilities	15,000.00	1,896.39	16,896.39	801.93	18,271.12	801.93	(2,176.66)	113	8,070.00
5321	Professional Training	2,500.00	.00	2,500.00	.00	812.50	.00	1,687.50	32	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	150.00
5323	Publications	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	360.00	.00	360.00	.00	.00	.00	360.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	.00	7,133.16	.00	7,866.84	48	12,770.00
5339	Misc Contract Services	45,000.00	1,170.00	46,170.00	.00	33,510.00	.00	12,660.00	73	39,790.00
5351	Liability Insurance Deductible	4,500.00	.00	4,500.00	4,500.00	.00	4,500.00	.00	100	3,540.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	2,750.00	.00	2,750.00	.00	100	2,500.00
5361	Building Repair/Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	60.00
5362	Equipment Maintenance	8,000.00	159.65	8,159.65	66.59	6,143.06	66.59	1,950.00	76	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	4,330.00
5365	Utility Line Repair/Maintenance	38,000.00	7,600.00	45,600.00	.00	9,550.00	.00	36,050.00	21	28,400.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	.00	14,865.00	.00	(2,365.00)	119	12,380.00

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Services									
5378	Columbus Contract	5,245,365.00	1,539,741.43	6,785,106.43	.00	3,539,741.43	.00	3,245,365.00	52	4,587,351
5379	Other Governmental Billings	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
5391	Postage	15,000.00	.00	15,000.00	4,663.84	.00	4,663.84	10,336.16	31	4,931
5399	Other Miscellaneous Services	100,000.00	1,215.31	101,215.31	1,214.16	20,422.00	1,214.16	79,579.15	21	158,791
	Services Totals	\$5,529,175.00	\$1,551,782.78	\$7,080,957.78	\$13,996.52	\$3,650,448.27	\$13,996.52	\$3,416,512.99	52%	\$4,867,201
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,191
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5632	Motor Vehicles	.00	15,548.50	15,548.50	.00	19,498.50	.00	(3,950.00)	125	38,711
5633	Machinery and Equipment	275,000.00	.00	275,000.00	.00	100,000.00	.00	175,000.00	36	93,981
5639	Other Equipment	325,000.00	.00	325,000.00	.00	.00	.00	325,000.00	0	74,961
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$0.00	\$119,498.50	\$0.00	\$509,549.00	19%	\$219,851
	EXPENSE TOTALS	\$6,795,074.00	\$1,585,771.64	\$8,380,845.64	\$99,792.40	\$3,864,866.91	\$99,792.40	\$4,416,186.33	47%	\$5,635,731
Department 735 - Water Division Totals		(\$6,795,074.00)	(\$1,585,771.64)	(\$8,380,845.64)	(\$99,792.40)	(\$3,864,866.91)	(\$99,792.40)	(\$4,416,186.33)	47%	(\$5,635,731)

Attachment: Departmental Budget-January, 2020` 04` 23` 2020` 10` 41` 40 AM Joni Crawford` 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 710 - Water Fund										
Department 991 - Debt Service										
EXPENSE										
Debt Service										
5414	G. O. Bond-Principal	330,539.00	.00	330,539.00	.00	.00	.00	330,539.00	0	320,64
5424	G. O. Bond-Interest	39,043.00	.00	39,043.00	.00	.00	.00	39,043.00	0	47,10
Debt Service Totals		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,75
EXPENSE TOTALS		\$369,582.00	\$0.00	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,75
Department 991 - Debt Service Totals		(\$369,582.00)	\$0.00	(\$369,582.00)	\$0.00	\$0.00	\$0.00	(\$369,582.00)	0%	(\$367,75
Fund 710 - Water Fund Totals		\$7,164,656.00	\$1,585,771.64	\$8,750,427.64	\$99,792.40	\$3,864,866.91	\$99,792.40	\$4,785,768.33		\$6,003,49

Attachment: Departmental Budget-January, 2020` 04` 23` 2020` 10` 41` 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	40,111.00	.00	40,111.00	4,414.65	.00	4,414.65	35,696.35	11	37,577.00
5102	Wages-Staff	301,844.00	.00	301,844.00	35,004.37	.00	35,004.37	266,839.63	12	257,990.00
5105	Overtime	3,500.00	.00	3,500.00	290.79	.00	290.79	3,209.21	8	1,020.00
5106	Longevity	550.00	.00	550.00	550.00	.00	550.00	.00	100	550.00
5109	HSA Employer Funding	21,000.00	.00	21,000.00	21,000.00	.00	21,000.00	.00	100	19,000.00
5151	PERS Contribution	48,091.00	.00	48,091.00	3,486.00	.00	3,486.00	44,605.00	7	43,630.00
5161	Group Insurance	108,707.00	.00	108,707.00	9,037.99	18,487.01	9,037.99	81,182.00	25	89,560.00
5164	Workers Compensation	9,815.00	.00	9,815.00	.00	.00	.00	9,815.00	0	10,730.00
5166	Medicare	5,017.00	.00	5,017.00	556.89	.00	556.89	4,460.11	11	4,120.00
	Personal Services Totals	\$538,635.00	\$0.00	\$538,635.00	\$74,340.69	\$18,487.01	\$74,340.69	\$445,807.30	17%	\$464,190.00
	Supplies									
5201	Office Supplies	5,500.00	1,692.51	7,192.51	633.46	4,321.00	633.46	2,238.05	69	1,660.00
5203	Computer Supplies	15,000.00	471.38	15,471.38	75.25	2,646.13	75.25	12,750.00	18	3,270.00
5213	Repair and Maintenance Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	350.00
5241	Uniforms-Purchased	2,500.00	1,274.22	3,774.22	786.69	487.53	786.69	2,500.00	34	1,840.00
5251	MV Gas and Oil	15,500.00	1,625.48	17,125.48	493.90	9,631.58	493.90	7,000.00	59	6,550.00
5252	Aggregates	4,500.00	.00	4,500.00	.00	1,000.00	.00	3,500.00	22	0.00
5259	Operating Materials and Supplies	65,000.00	732.50	65,732.50	.00	3,775.46	.00	61,957.04	6	6,770.00
	Supplies Totals	\$110,500.00	\$5,796.09	\$116,296.09	\$1,989.30	\$21,861.70	\$1,989.30	\$92,445.09	21%	\$20,470.00
	Services									
5311	Utilities	12,000.00	1,588.98	13,588.98	494.57	6,536.63	494.57	6,557.78	52	6,190.00
5321	Professional Training	3,000.00	.00	3,000.00	.00	812.50	.00	2,187.50	27	180.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	100.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	0.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	0.00
5331	Engineering/Architecture	15,000.00	.00	15,000.00	.00	9,822.30	.00	5,177.70	65	170.00
5339	Misc Contract Services	40,000.00	.00	40,000.00	.00	11,850.00	.00	28,150.00	30	12,620.00
5351	Liability Insurance Deductible	1,750.00	.00	1,750.00	1,750.00	.00	1,750.00	.00	100	1,340.00
5352	Motor Vehicle Insurance	3,000.00	.00	3,000.00	3,000.00	.00	3,000.00	.00	100	2,900.00
5361	Building Repair/Maintenance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	60.00
5362	Equipment Maintenance	3,000.00	159.65	3,159.65	66.59	6,143.06	66.59	(3,050.00)	197	3,520.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	370.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	4,330.00
5365	Utility Line Repair/Maintenance	115,000.00	86,551.39	201,551.39	300.00	86,251.39	300.00	115,000.00	43	83,240.00
5366	Computer Maintenance	15,000.00	.00	15,000.00	.00	14,065.00	.00	935.00	94	11,790.00
5378	Columbus Contract	5,077,534.00	1,051,695.91	6,129,229.91	1,017,239.48	1,534,456.43	1,017,239.48	3,577,534.00	42	3,948,300.00
5391	Postage	12,000.00	.00	12,000.00	4,663.83	.00	4,663.83	7,336.17	39	4,930.00

Attachment: Departmental Budget-January, 2020` 04 23 2020 10 41 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Services									
5399	Other Miscellaneous Services	100,000.00	1,215.30	101,215.30	1,428.35	11,777.70	1,428.35	88,009.25	13	122,100.00
	Services Totals	\$5,414,634.00	\$1,141,211.23	\$6,555,845.23	\$1,028,942.82	\$1,681,715.01	\$1,028,942.82	\$3,845,187.40	41%	\$4,202,210.00
	Capital Purchases									
5611	Buildings	12,499.00	.00	12,499.00	.00	.00	.00	12,499.00	0	12,190.00
5631	Furniture and Fixtures	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5632	Motor Vehicles	.00	15,548.50	15,548.50	.00	19,498.50	.00	(3,950.00)	125	38,710.00
5633	Machinery and Equipment	275,000.00	.00	275,000.00	.00	100,000.00	.00	175,000.00	36	93,980.00
5639	Other Equipment	325,000.00	.00	325,000.00	.00	.00	.00	325,000.00	0	74,960.00
	Capital Purchases Totals	\$613,499.00	\$15,548.50	\$629,047.50	\$0.00	\$119,498.50	\$0.00	\$509,549.00	19%	\$219,850.00
	EXPENSE TOTALS	\$6,677,268.00	\$1,162,555.82	\$7,839,823.82	\$1,105,272.81	\$1,841,562.22	\$1,105,272.81	\$4,892,988.79	38%	\$4,906,740.00
Department 736 - Wastewater Division Totals		(\$6,677,268.00)	(\$1,162,555.82)	(\$7,839,823.82)	(\$1,105,272.81)	(\$1,841,562.22)	(\$1,105,272.81)	(\$4,892,988.79)	38%	(\$4,906,740.00)

Attachment: Departmental Budget-January, 2020`04`23`2020`10`41`40 AM Joni Crawford_46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	720 - Wastewater/Sewer Fund									
Department	991 - Debt Service									
	EXPENSE									
	<i>Debt Service</i>									
5414	G. O. Bond-Principal	37,100.00	.00	37,100.00	.00	.00	.00	37,100.00	0	36,200
5424	G. O. Bond-Interest	2,844.00	.00	2,844.00	.00	.00	.00	2,844.00	0	3,744
	<i>Debt Service Totals</i>	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,944
	EXPENSE TOTALS	\$39,944.00	\$0.00	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,944
	Department 991 - Debt Service Totals	(\$39,944.00)	\$0.00	(\$39,944.00)	\$0.00	\$0.00	\$0.00	(\$39,944.00)	0%	(\$39,944)
Fund	720 - Wastewater/Sewer Fund Totals	\$6,717,212.00	\$1,162,555.82	\$7,879,767.82	\$1,105,272.81	\$1,841,562.22	\$1,105,272.81	\$4,932,932.79		\$4,946,681

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Departmental Budget-January, 2020

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Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 740 - Storm Water Drainage Fund										
Department 737 - Storm Water Division										
EXPENSE										
Personal Services										
5102	Wages-Staff	203,844.00	.00	203,844.00	21,995.53	.00	21,995.53	181,848.47	11	183,600.00
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	.00	4,900.00	0	700.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,000.00
5109	HSA Employer Funding	15,000.00	.00	15,000.00	11,000.00	.00	11,000.00	4,000.00	73	11,330.00
5151	PERS Contribution	29,371.00	.00	29,371.00	2,151.05	.00	2,151.05	27,219.95	7	25,410.00
5161	Group Insurance	77,107.00	.00	77,107.00	4,709.31	9,725.69	4,709.31	62,672.00	19	42,650.00
5164	Workers Compensation	5,951.00	.00	5,951.00	.00	.00	.00	5,951.00	0	6,920.00
5166	Medicare	3,042.00	.00	3,042.00	303.41	.00	303.41	2,738.59	10	2,570.00
Personal Services Totals		\$340,265.00	\$0.00	\$340,265.00	\$40,159.30	\$9,725.69	\$40,159.30	\$290,380.01	15%	\$274,200.00
Supplies										
5201	Office Supplies	6,500.00	1,238.05	7,738.05	.00	3,910.66	.00	3,827.39	51	570.00
5203	Computer Supplies	750.00	.00	750.00	.00	1,000.00	.00	(250.00)	133	0.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	37.96	462.04	37.96	500.00	50	2,900.00
5241	Uniforms-Purchased	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	780.00
5251	MV Gas and Oil	7,000.00	237.00	7,237.00	237.00	4,000.00	237.00	3,000.00	59	4,550.00
5252	Aggregates	750.00	.00	750.00	.00	500.00	.00	250.00	67	490.00
5259	Operating Materials and Supplies	35,000.00	498.95	35,498.95	1,024.49	12,074.46	1,024.49	22,400.00	37	23,120.00
Supplies Totals		\$52,000.00	\$1,974.00	\$53,974.00	\$1,299.45	\$22,447.16	\$1,299.45	\$30,227.39	44%	\$32,430.00
Services										
5311	Utilities	8,000.00	126.10	8,126.10	206.24	7,958.72	206.24	(38.86)	100	3,680.00
5321	Professional Training	400.00	.00	400.00	180.00	.00	180.00	220.00	45	170.00
5322	Conference/Reimb	20.00	.00	20.00	.00	20.00	.00	.00	100	0.00
5324	Professional Association Dues	220.00	.00	220.00	.00	.00	.00	220.00	0	70.00
5331	Engineering/Architecture	8,000.00	41,400.00	49,400.00	7,560.00	38,840.00	7,560.00	3,000.00	94	320.00
5339	Misc Contract Services	47,250.00	.00	47,250.00	19,000.00	22,400.00	19,000.00	5,850.00	88	26,990.00
5351	Liability Insurance Deductible	2,250.00	.00	2,250.00	2,250.00	.00	2,250.00	.00	100	1,090.00
5352	Motor Vehicle Insurance	2,750.00	.00	2,750.00	2,750.00	.00	2,750.00	.00	100	1,750.00
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	3,000.00	.00	2,000.00	60	1,990.00
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	1,220.00
5365	Utility Line Repair/Maintenance	8,500.00	.00	8,500.00	.00	2,000.00	.00	6,500.00	24	0.00
5366	Computer Maintenance	3,200.00	.00	3,200.00	.00	3,200.00	.00	.00	100	0.00
5378	Columbus Contract	875,000.00	64,926.94	939,926.94	64,926.94	735,073.06	64,926.94	139,926.94	85	760,500.00
5391	Postage	22,000.00	.00	22,000.00	4,625.00	.00	4,625.00	17,375.00	21	4,250.00
5397	Uniform Rental	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	130.00
5399	Other Miscellaneous Services	39,000.00	246.44	39,246.44	292.69	3,853.75	292.69	35,100.00	11	34,530.00
Services Totals		\$1,028,090.00	\$106,699.48	\$1,134,789.48	\$101,790.87	\$816,345.53	\$101,790.87	\$216,653.08	81%	\$836,740.00



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	140,000.00	.00	140,000.00	.00	.00	.00	140,000.00	0	43,100
5633	Machinery and Equipment	23,000.00	6,500.00	29,500.00	6,500.00	23,000.00	6,500.00	.00	100	15,390
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	16,000
	<i>Capital Purchases Totals</i>	\$163,000.00	\$6,500.00	\$169,500.00	\$6,500.00	\$23,000.00	\$6,500.00	\$140,000.00	17%	\$74,500
	EXPENSE TOTALS	\$1,583,355.00	\$115,173.48	\$1,698,528.48	\$149,749.62	\$871,518.38	\$149,749.62	\$677,260.48	60%	\$1,217,890
Department	737 - Storm Water Division Totals	(\$1,583,355.00)	(\$115,173.48)	(\$1,698,528.48)	(\$149,749.62)	(\$871,518.38)	(\$149,749.62)	(\$677,260.48)	60%	(\$1,217,890)

Attachment: Departmental Budget-January, 2020` 04` 23` 2020` 10` 41` 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	991 - Debt Service									
	EXPENSE									
	<i>Debt Service</i>									
5414	G. O. Bond-Principal	105,000.00	.00	105,000.00	.00	.00	.00	105,000.00	0	100,000.00
5424	G. O. Bond-Interest	17,967.00	.00	17,967.00	.00	.00	.00	17,967.00	0	20,227.00
	<i>Debt Service Totals</i>	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,227.00
	EXPENSE TOTALS	\$122,967.00	\$0.00	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,227.00
	Department 991 - Debt Service Totals	(\$122,967.00)	\$0.00	(\$122,967.00)	\$0.00	\$0.00	\$0.00	(\$122,967.00)	0%	(\$120,227.00)
Fund	740 - Storm Water Drainage Fund Totals	\$1,706,322.00	\$115,173.48	\$1,821,495.48	\$149,749.62	\$871,518.38	\$149,749.62	\$800,227.48		\$1,338,118.00

Attachment: Departmental Budget-January, 2020` 04` 23` 2020 10` 41` 40 AM Joni Crawford 46104PMU



Departmental Budget-January, 2020

8.a.2.a

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
Fund 750 - Solid Waste Fund										
Department 738 - Refuse Collection										
	EXPENSE									
	Supplies									
5201	Office Supplies	2,000.00	1,238.05	3,238.05	.00	3,000.00	.00	238.05	93	
	Supplies Totals	\$2,000.00	\$1,238.05	\$3,238.05	\$0.00	\$3,000.00	\$0.00	\$238.05	93%	\$0.00
	Services									
5315	Private Hauler Contract	2,466,000.00	334,061.75	2,800,061.75	167,185.45	741,946.07	167,185.45	1,890,930.23	32	2,051,928.00
5391	Postage	15,000.00	.00	15,000.00	4,663.83	.00	4,663.83	10,336.17	31	4,930.00
5399	Other Miscellaneous Services	55,000.00	246.44	55,246.44	246.44	3,500.00	246.44	51,500.00	7	34,410.00
	Services Totals	\$2,536,000.00	\$334,308.19	\$2,870,308.19	\$172,095.72	\$745,446.07	\$172,095.72	\$1,952,766.40	32%	\$2,091,278.00
	EXPENSE TOTALS	\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$172,095.72	\$748,446.07	\$172,095.72	\$1,953,004.45	32%	\$2,091,278.00
Department 738 - Refuse Collection Totals		(\$2,538,000.00)	(\$335,546.24)	(\$2,873,546.24)	(\$172,095.72)	(\$748,446.07)	(\$172,095.72)	(\$1,953,004.45)	32%	(\$2,091,278.00)
Fund 750 - Solid Waste Fund Totals		\$2,538,000.00	\$335,546.24	\$2,873,546.24	\$172,095.72	\$748,446.07	\$172,095.72	\$1,953,004.45		\$2,091,278.00
Grand Totals		\$44,271,820.00	\$4,154,075.01	\$48,425,895.01	\$4,423,639.45	\$14,411,400.96	\$4,423,639.45	\$29,590,854.60		\$35,675,650.00

Attachment: Departmental Budget-January, 2020` 04` 23` 2020` 10` 41` 40 AM` Joni Crawford` 46104PMU



Budget by Classification-January, 2020

8.a.2.b

Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	275,300.00	.00	.00	.00	275,300.00	0	278,681.00
Municipal Tax	17,250,000.00	823,380.91	823,380.91	.00	16,426,619.09	5	18,361,231.00
Other Local Taxes	550,000.00	24,021.94	24,021.94	.00	525,978.06	4	504,331.00
State Levied Shared Taxes	916,200.00	70,528.36	70,528.36	.00	845,671.64	8	928,591.00
Licenses	54,200.00	11,015.00	11,015.00	.00	43,185.00	20	56,301.00
Permits	282,000.00	13,670.91	13,670.91	.00	268,329.09	5	268,131.00
Fees	26,000.00	313.00	313.00	.00	25,687.00	1	21,491.00
Miscellaneous Charges for Services	30,100.00	365.00	365.00	.00	29,735.00	1	40,101.00
Recreational Charges	146,300.00	27,013.01	27,013.01	.00	119,286.99	18	163,991.00
Fines and Forfeitures	405,000.00	31,555.10	31,555.10	.00	373,444.90	8	385,841.00
Investment Earnings	500,000.00	49,295.53	49,295.53	.00	450,704.47	10	657,831.00
Other Revenues	611,276.00	49,308.98	49,308.98	.00	561,967.02	8	698,121.00
Donations	25,000.00	263.00	263.00	.00	24,737.00	1	16,301.00
Reimbursements	55,250.00	45,498.06	45,498.06	.00	9,751.94	82	301,881.00
Sale of Assets	5,000.00	3,474.58	3,474.58	.00	1,525.42	69	127,101.00
Transfers/Advances	1,500.00	.00	.00	.00	1,500.00	0	961.00
Department 000 - General Totals	\$21,133,126.00	\$1,149,703.38	\$1,149,703.38	\$0.00	\$19,983,422.62	5%	\$22,810,951.00
REVENUE TOTALS	\$21,133,126.00	\$1,149,703.38	\$1,149,703.38	\$0.00	\$19,983,422.62	5%	\$22,810,951.00
EXPENSE							
Department 111 - Police Division							
Personal Services	11,098,278.41	1,408,299.95	1,408,299.95	228,648.15	9,461,330.31	15	9,853,841.00
Supplies	392,713.42	52,778.42	52,778.42	86,558.57	253,376.43	35	454,771.00
Services	822,672.16	68,689.47	68,689.47	402,372.09	351,610.60	57	558,231.00
Capital Purchases	268,272.15	4,508.54	4,508.54	44,832.50	218,931.11	18	452,111.00
Department 111 - Police Division Totals	\$12,581,936.14	\$1,534,276.38	\$1,534,276.38	\$762,411.31	\$10,285,248.45	18%	\$11,318,951.00
Department 290 - Mechanic							
Personal Services	176,351.00	24,795.34	24,795.34	6,998.23	144,557.43	18	164,221.00
Supplies	139,352.29	15,783.86	15,783.86	51,718.73	71,849.70	48	102,601.00
Services	47,017.80	484.90	484.90	47,772.90	(1,240.00)	103	20,841.00
Capital Purchases	.00	.00	.00	.00	.00	+++	15,501.00
Department 290 - Mechanic Totals	\$362,721.09	\$41,064.10	\$41,064.10	\$106,489.86	\$215,167.13	41%	\$303,171.00
Department 340 - Parks and Recreation							
Personal Services	1,109,901.00	126,192.30	126,192.30	32,003.53	951,705.17	14	902,361.00
Supplies	277,099.83	14,053.28	14,053.28	43,050.58	219,995.97	21	208,891.00



Budget by Classification-January, 2020

8.a.2.b

Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 340 - Parks and Recreation							
Services	636,143.16	78,953.75	78,953.75	284,757.12	272,432.29	57	411,288
Transfers/Other	.00	1,309.00	1,309.00	.00	(1,309.00)	+++	
Capital Purchases	68,256.70	9,772.70	9,772.70	.00	58,484.00	14	111,851
Department 340 - Parks and Recreation Totals	\$2,091,400.69	\$230,281.03	\$230,281.03	\$359,811.23	\$1,501,308.43	28%	\$1,634,401
Department 343 - Senior Center							
Personal Services	181,590.00	18,143.90	18,143.90	3,851.92	159,594.18	12	171,530
Supplies	33,811.31	951.14	951.14	2,603.59	30,256.58	11	11,309
Services	49,239.18	3,021.69	3,021.69	12,428.35	33,789.14	31	52,189
Capital Purchases	15,000.00	.00	.00	.00	15,000.00	0	
Department 343 - Senior Center Totals	\$279,640.49	\$22,116.73	\$22,116.73	\$18,883.86	\$238,639.90	15%	\$235,031
Department 344 - Community Events							
Personal Services	105,687.00	13,540.18	13,540.18	3,546.57	88,600.25	16	96,588
Supplies	18,203.19	388.60	388.60	3,205.59	14,609.00	20	10,921
Services	211,437.93	247.63	247.63	14,444.30	196,746.00	7	150,171
Department 344 - Community Events Totals	\$335,328.12	\$14,176.41	\$14,176.41	\$21,196.46	\$299,955.25	11%	\$257,691
Department 448 - Service Department							
Personal Services	716,443.00	82,911.85	82,911.85	22,946.44	610,584.71	15	580,161
Supplies	26,065.69	2,396.53	2,396.53	8,565.10	15,104.06	42	18,791
Services	662,297.53	35,854.83	35,854.83	480,915.75	145,526.95	78	429,561
Department 448 - Service Department Totals	\$1,404,806.22	\$121,163.21	\$121,163.21	\$512,427.29	\$771,215.72	45%	\$1,028,521
Department 479 - Building Department							
Personal Services	484,549.00	57,156.42	57,156.42	16,159.30	411,233.28	15	381,521
Supplies	11,477.54	376.72	376.72	5,836.52	5,264.30	54	5,911
Services	95,410.68	4,834.06	4,834.06	41,733.39	48,843.23	49	60,341
Capital Purchases	.00	.00	.00	20.01	(20.01)	+++	34,681
Department 479 - Building Department Totals	\$591,437.22	\$62,367.20	\$62,367.20	\$63,749.22	\$465,320.80	21%	\$482,461
Department 522 - Mayor							
Personal Services	212,059.00	21,228.76	21,228.76	5,200.93	185,629.31	12	135,871
Supplies	1,000.00	187.90	187.90	152.00	660.10	34	511
Services	40,917.20	867.00	867.00	10,814.97	29,235.23	29	37,011
Department 522 - Mayor Totals	\$253,976.20	\$22,283.66	\$22,283.66	\$16,167.90	\$215,524.64	15%	\$172,931
Department 534 - Civil Service Commission							
Personal Services	66,408.00	6,071.68	6,071.68	.00	60,336.32	9	70,971



Budget by Classification-January, 2020

8.a.2.b

Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 534 - Civil Service Commission							
Supplies	3,682.59	300.95	300.95	531.64	2,850.00	23	58
Services	37,458.45	250.00	250.00	1,208.45	36,000.00	4	25,44
Department 534 - Civil Service Commission Totals	\$107,549.04	\$6,622.63	\$6,622.63	\$1,740.09	\$99,186.32	8%	\$97,00
Department 545 - City Auditor							
Personal Services	386,552.00	41,487.04	41,487.04	4,039.95	341,025.01	12	356,77
Supplies	5,587.50	226.82	226.82	852.96	4,507.72	19	1,26
Services	109,630.22	5,497.50	5,497.50	72,372.67	31,760.05	71	63,06
Department 545 - City Auditor Totals	\$501,769.72	\$47,211.36	\$47,211.36	\$77,265.58	\$377,292.78	25%	\$421,09
Department 554 - City Attorney							
Personal Services	568,000.00	82,117.43	82,117.43	17,195.96	468,686.61	17	538,24
Supplies	5,991.56	712.77	712.77	1,325.11	3,953.68	34	2,40
Services	105,977.71	15,812.83	15,812.83	36,180.63	53,984.25	49	77,61
Department 554 - City Attorney Totals	\$679,969.27	\$98,643.03	\$98,643.03	\$54,701.70	\$526,624.54	23%	\$618,27
Department 571 - City Council							
Personal Services	196,029.00	20,466.14	20,466.14	4,312.10	171,250.76	13	186,22
Supplies	2,000.00	.00	.00	1,000.00	1,000.00	50	1,46
Services	55,880.00	11,132.75	11,132.75	1,986.00	42,761.25	23	29,22
Department 571 - City Council Totals	\$253,909.00	\$31,598.89	\$31,598.89	\$7,298.10	\$215,012.01	15%	\$216,90
Department 580 - Development Department							
Personal Services	315,515.00	36,247.47	36,247.47	8,838.87	270,428.66	14	289,97
Supplies	3,331.43	8.59	8.59	572.84	2,750.00	17	1,88
Services	220,372.19	27,199.66	27,199.66	74,892.03	118,280.50	46	192,95
Capital Purchases	.00	.00	.00	.00	.00	+++	5,00
Department 580 - Development Department Totals	\$539,218.62	\$63,455.72	\$63,455.72	\$84,303.74	\$391,459.16	27%	\$489,81
Department 582 - Human Resources Department							
Personal Services	117,489.00	13,906.58	13,906.58	1,600.13	101,982.29	13	109,94
Supplies	19,812.55	2,282.27	2,282.27	3,648.68	13,881.60	30	14,04
Services	42,891.92	4,236.08	4,236.08	13,003.72	25,652.12	40	27,45
Department 582 - Human Resources Department Totals	\$180,193.47	\$20,424.93	\$20,424.93	\$18,252.53	\$141,516.01	21%	\$151,44
Department 584 - Computer Department							
Supplies	13,793.06	.00	.00	13,793.06	.00	100	12,06
Services	508,817.04	80,862.58	80,862.58	387,552.40	40,402.06	92	309,04



Budget by Classification-January, 2020

8.a.2.b

Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 584 - Computer Department							
Capital Purchases	134,545.48	21,965.37	21,965.37	38,846.01	73,734.10	45	288,550.00
Department 584 - Computer Department Totals	\$657,155.58	\$102,827.95	\$102,827.95	\$440,191.47	\$114,136.16	83%	\$609,660.00
Department 593 - Clerk of Courts							
Personal Services	366,761.00	35,489.31	35,489.31	10,459.74	320,811.95	13	277,540.00
Supplies	5,488.08	332.50	332.50	3,155.58	2,000.00	64	1,710.00
Services	111,421.60	8,231.48	8,231.48	82,855.12	20,335.00	82	60,850.00
Department 593 - Clerk of Courts Totals	\$483,670.68	\$44,053.29	\$44,053.29	\$96,470.44	\$343,146.95	29%	\$340,100.00
Department 595 - General and Administrative							
Personal Services	445,729.64	.00	.00	185,579.64	260,150.00	42	196,110.00
Supplies	4,034.81	534.81	534.81	1,500.00	2,000.00	50	3,370.00
Services	753,925.58	203,858.08	203,858.08	388,282.37	161,785.13	79	463,510.00
Capital Purchases	55,000.00	1,046.91	1,046.91	11,953.09	42,000.00	24	187,160.00
Department 595 - General and Administrative Totals	\$1,258,690.03	\$205,439.80	\$205,439.80	\$587,315.10	\$465,935.13	63%	\$850,160.00
Department 810 - Public Health and Welfare							
Services	333,255.00	.00	.00	.00	333,255.00	0	319,730.00
Department 810 - Public Health and Welfare Totals	\$333,255.00	\$0.00	\$0.00	\$0.00	\$333,255.00	0%	\$319,730.00
EXPENSE TOTALS	\$22,896,626.58	\$2,668,006.32	\$2,668,006.32	\$3,228,675.88	\$16,999,944.38	26%	\$19,547,400.00
Fund 110 - General Fund Totals							
REVENUE TOTALS	21,133,126.00	1,149,703.38	1,149,703.38	.00	19,983,422.62	5%	22,810,950.00
EXPENSE TOTALS	22,896,626.58	2,668,006.32	2,668,006.32	3,228,675.88	16,999,944.38	26%	19,547,400.00
Fund 110 - General Fund Net Gain (Loss)	(\$1,763,500.58)	(\$1,518,302.94)	(\$1,518,302.94)	(\$3,228,675.88)	(\$2,983,478.24)	269%	\$3,263,540.00
Fund Type Totals							
REVENUE TOTALS	21,133,126.00	1,149,703.38	1,149,703.38	.00	19,983,422.62	5%	22,810,950.00
EXPENSE TOTALS	22,896,626.58	2,668,006.32	2,668,006.32	3,228,675.88	16,999,944.38	26%	19,547,400.00
Fund Type Net Gain (Loss)	(\$1,763,500.58)	(\$1,518,302.94)	(\$1,518,302.94)	(\$3,228,675.88)	(\$2,983,478.24)	269%	\$3,263,540.00
Fund Category General Fund Totals							
REVENUE TOTALS	21,133,126.00	1,149,703.38	1,149,703.38	.00	19,983,422.62	5%	22,810,950.00
EXPENSE TOTALS	22,896,626.58	2,668,006.32	2,668,006.32	3,228,675.88	16,999,944.38	26%	19,547,400.00
Fund Category General Fund Net Gain (Loss)	(\$1,763,500.58)	(\$1,518,302.94)	(\$1,518,302.94)	(\$3,228,675.88)	(\$2,983,478.24)	269%	\$3,263,540.00

Attachment: Budget by Classification-January, 2020 04_23_2020 10_41_40 AM Joni Crawford 46104PML



Budget by Classification-January, 2020

8.a.2.b

Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	775,000.00	535,288.41	535,288.41	.00	239,711.59	69	726,961
Investment Earnings	15,000.00	2,084.50	2,084.50	.00	12,915.50	14	29,140
Other Revenues	.00	.00	.00	.00	.00	+++	20
Reimbursements	.00	21.06	21.06	.00	(21.06)	+++	2,051
Department 000 - General Totals	\$790,000.00	\$537,393.97	\$537,393.97	\$0.00	\$252,606.03	68%	\$758,199
REVENUE TOTALS	\$790,000.00	\$537,393.97	\$537,393.97	\$0.00	\$252,606.03	68%	\$758,199
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	84,375.00	10,849.73	10,849.73	1,576.89	71,948.38	15	76,721
Supplies	700.00	.00	.00	700.00	.00	100	580
Services	91,953.25	932.96	932.96	831.05	90,189.24	2	11,320
Transfers/Other	2,410,000.00	51,405.05	51,405.05	450,000.00	1,908,594.95	21	401,450
Department 564 - Income Tax Division Totals	\$2,587,028.25	\$63,187.74	\$63,187.74	\$453,107.94	\$2,070,732.57	20%	\$490,070
EXPENSE TOTALS	\$2,587,028.25	\$63,187.74	\$63,187.74	\$453,107.94	\$2,070,732.57	20%	\$490,070
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	790,000.00	537,393.97	537,393.97	.00	252,606.03	68%	758,199
EXPENSE TOTALS	2,587,028.25	63,187.74	63,187.74	453,107.94	2,070,732.57	20%	490,070
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,797,028.25)	\$474,206.23	\$474,206.23	(\$453,107.94)	\$1,818,126.54	(1%)	\$268,129

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Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	1,480,000.00	165,828.61	165,828.61	.00	1,314,171.39	11	1,627,990
Investment Earnings	35,000.00	.00	.00	.00	35,000.00	0	51,470
Other Revenues	.00	.00	.00	.00	.00	+++	1,930
Reimbursements	20,000.00	159.12	159.12	.00	19,840.88	1	42,600
Department 000 - General Totals	\$1,535,000.00	\$165,987.73	\$165,987.73	\$0.00	\$1,369,012.27	11%	\$1,724,010
REVENUE TOTALS	\$1,535,000.00	\$165,987.73	\$165,987.73	\$0.00	\$1,369,012.27	11%	\$1,724,010
EXPENSE							
Department 000 - General							
Capital Purchases	24,803.19	.00	.00	24,803.19	.00	100	
Department 000 - General Totals	\$24,803.19	\$0.00	\$0.00	\$24,803.19	\$0.00	100%	\$0.00
Department 268 - Street Department							
Personal Services	715,384.00	88,015.04	88,015.04	19,633.57	607,735.39	15	632,660
Supplies	317,177.20	25,459.00	25,459.00	130,049.65	161,668.55	49	203,840
Services	162,283.29	33,902.29	33,902.29	77,173.86	51,207.14	68	101,280
Capital Purchases	327,660.00	17,660.00	17,660.00	.00	310,000.00	5	166,530
Department 268 - Street Department Totals	\$1,522,504.49	\$165,036.33	\$165,036.33	\$226,857.08	\$1,130,611.08	26%	\$1,104,320
EXPENSE TOTALS	\$1,547,307.68	\$165,036.33	\$165,036.33	\$251,660.27	\$1,130,611.08	27%	\$1,104,320
Fund 260 - Street Fund Totals							
REVENUE TOTALS	1,535,000.00	165,987.73	165,987.73	.00	1,369,012.27	11%	1,724,010
EXPENSE TOTALS	1,547,307.68	165,036.33	165,036.33	251,660.27	1,130,611.08	27%	1,104,320
Fund 260 - Street Fund Net Gain (Loss)	(\$12,307.68)	\$951.40	\$951.40	(\$251,660.27)	(\$238,401.19)	2,037%	\$619,690



Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	117,000.00	13,445.56	13,445.56	.00	103,554.44	11	131,999.00
Investment Earnings	2,500.00	.00	.00	.00	2,500.00	0	5,610.00
Department 000 - General Totals	\$119,500.00	\$13,445.56	\$13,445.56	\$0.00	\$106,054.44	11%	\$137,610.00
REVENUE TOTALS	\$119,500.00	\$13,445.56	\$13,445.56	\$0.00	\$106,054.44	11%	\$137,610.00
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	.00	.00	66,342.00	3,658.00	95	69,780.00
Services	24,498.51	498.51	498.51	17,134.36	6,865.64	72	21,380.00
Department 268 - Street Department Totals	\$94,498.51	\$498.51	\$498.51	\$83,476.36	\$10,523.64	89%	\$91,170.00
EXPENSE TOTALS	\$94,498.51	\$498.51	\$498.51	\$83,476.36	\$10,523.64	89%	\$91,170.00
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	119,500.00	13,445.56	13,445.56	.00	106,054.44	11%	137,610.00
EXPENSE TOTALS	94,498.51	498.51	498.51	83,476.36	10,523.64	89%	91,170.00
Fund 270 - State Highway Fund Net Gain (Loss)	\$25,001.49	\$12,947.05	\$12,947.05	(\$83,476.36)	(\$95,530.80)	(282%)	\$46,439.00
Fund Type Totals							
REVENUE TOTALS	2,444,500.00	716,827.26	716,827.26	.00	1,727,672.74	29%	2,619,820.00
EXPENSE TOTALS	4,228,834.44	228,722.58	228,722.58	788,244.57	3,211,867.29	24%	1,685,570.00
Fund Type Net Gain (Loss)	(\$1,784,334.44)	\$488,104.68	\$488,104.68	(\$788,244.57)	\$1,484,194.55	17%	\$934,250.00
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	2,444,500.00	716,827.26	716,827.26	.00	1,727,672.74	29%	2,619,820.00
EXPENSE TOTALS	4,228,834.44	228,722.58	228,722.58	788,244.57	3,211,867.29	24%	1,685,570.00
Fund Category Special Revenue Funds Net Gain (Loss)	(\$1,784,334.44)	\$488,104.68	\$488,104.68	(\$788,244.57)	\$1,484,194.55	17%	\$934,250.00

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Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	780,000.00	57,179.33	57,179.33	.00	722,820.67	7	770,141.15
Other Revenues	.00	.00	.00	.00	.00	+++	1,321.15
Reimbursements	.00	.00	.00	.00	.00	+++	15,541.15
Department 000 - General Totals	\$780,000.00	\$57,179.33	\$57,179.33	\$0.00	\$722,820.67	7%	\$787,011.15
Department 735 - Water Division							
Utility Charges	6,546,500.00	491,042.86	491,042.86	.00	6,055,457.14	8	6,488,731.15
Other Revenues	68,500.00	2,443.70	2,443.70	.00	66,056.30	4	74,341.15
Reimbursements	.00	102.29	102.29	.00	(102.29)	+++	16,791.15
Department 735 - Water Division Totals	\$6,615,000.00	\$493,588.85	\$493,588.85	\$0.00	\$6,121,411.15	7%	\$6,579,871.15
REVENUE TOTALS	\$7,395,000.00	\$550,768.18	\$550,768.18	\$0.00	\$6,844,231.82	7%	\$7,366,881.15
EXPENSE							
Department 000 - General							
Capital Purchases	308,850.15	59,126.50	59,126.50	249,723.65	.00	100	454,331.15
Department 000 - General Totals	\$308,850.15	\$59,126.50	\$59,126.50	\$249,723.65	\$0.00	100%	\$454,331.15
Department 735 - Water Division							
Personal Services	479,400.00	66,687.62	66,687.62	18,718.78	393,993.60	18	435,871.15
Supplies	191,440.36	19,108.26	19,108.26	76,201.36	96,130.74	50	112,791.15
Services	7,080,957.78	13,996.52	13,996.52	3,650,448.27	3,416,512.99	52	4,867,201.15
Capital Purchases	629,047.50	.00	.00	119,498.50	509,549.00	19	219,851.15
Department 735 - Water Division Totals	\$8,380,845.64	\$99,792.40	\$99,792.40	\$3,864,866.91	\$4,416,186.33	47%	\$5,635,731.15
Department 991 - Debt Service							
Debt Service	369,582.00	.00	.00	.00	369,582.00	0	367,751.15
Department 991 - Debt Service Totals	\$369,582.00	\$0.00	\$0.00	\$0.00	\$369,582.00	0%	\$367,751.15
EXPENSE TOTALS	\$9,059,277.79	\$158,918.90	\$158,918.90	\$4,114,590.56	\$4,785,768.33	47%	\$6,457,821.15
Fund 710 - Water Fund Totals							
REVENUE TOTALS	7,395,000.00	550,768.18	550,768.18	.00	6,844,231.82	7%	7,366,881.15
EXPENSE TOTALS	9,059,277.79	158,918.90	158,918.90	4,114,590.56	4,785,768.33	47%	6,457,821.15
Fund 710 - Water Fund Net Gain (Loss)	(\$1,664,277.79)	\$391,849.28	\$391,849.28	(\$4,114,590.56)	(\$2,058,463.49)	224%	\$909,061.15



Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	380,000.00	28,432.87	28,432.87	.00	351,567.13	7	377,081.14
Department 000 - General Totals	\$380,000.00	\$28,432.87	\$28,432.87	\$0.00	\$351,567.13	7%	\$377,081.14
Department 736 - Wastewater Division							
Utility Charges	6,105,000.00	473,795.35	473,795.35	.00	5,631,204.65	8	6,271,074.14
Other Revenues	.00	.00	.00	.00	.00	+++	289.14
Reimbursements	.00	114.99	114.99	.00	(114.99)	+++	8,961.14
Department 736 - Wastewater Division Totals	\$6,105,000.00	\$473,910.34	\$473,910.34	\$0.00	\$5,631,089.66	8%	\$6,280,331.14
REVENUE TOTALS	\$6,485,000.00	\$502,343.21	\$502,343.21	\$0.00	\$5,982,656.79	8%	\$6,657,411.14
EXPENSE							
Department 000 - General							
Capital Purchases	201,309.32	292.76	292.76	201,016.56	.00	100	576,381.14
Department 000 - General Totals	\$201,309.32	\$292.76	\$292.76	\$201,016.56	\$0.00	100%	\$576,381.14
Department 736 - Wastewater Division							
Personal Services	538,635.00	74,340.69	74,340.69	18,487.01	445,807.30	17	464,191.14
Supplies	116,296.09	1,989.30	1,989.30	21,861.70	92,445.09	21	20,471.14
Services	6,555,845.23	1,028,942.82	1,028,942.82	1,681,715.01	3,845,187.40	41	4,202,211.14
Capital Purchases	629,047.50	.00	.00	119,498.50	509,549.00	19	219,851.14
Department 736 - Wastewater Division Totals	\$7,839,823.82	\$1,105,272.81	\$1,105,272.81	\$1,841,562.22	\$4,892,988.79	38%	\$4,906,741.14
Department 991 - Debt Service							
Debt Service	39,944.00	.00	.00	.00	39,944.00	0	39,944.00
Department 991 - Debt Service Totals	\$39,944.00	\$0.00	\$0.00	\$0.00	\$39,944.00	0%	\$39,944.00
EXPENSE TOTALS	\$8,081,077.14	\$1,105,565.57	\$1,105,565.57	\$2,042,578.78	\$4,932,932.79	39%	\$5,523,071.14
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	6,485,000.00	502,343.21	502,343.21	.00	5,982,656.79	8%	6,657,411.14
EXPENSE TOTALS	8,081,077.14	1,105,565.57	1,105,565.57	2,042,578.78	4,932,932.79	39%	5,523,071.14
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$1,596,077.14)	(\$603,222.36)	(\$603,222.36)	(\$2,042,578.78)	(\$1,049,724.00)	166%	\$1,134,341.14

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Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 000 - General							
Other Revenues	.00	.00	.00	.00	.00	+++	9%
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,187.00
Department 737 - Storm Water Division							
Utility Charges	1,500,000.00	147,752.61	147,752.61	.00	1,352,247.39	10	1,327,814.00
Reimbursements	.00	69.86	69.86	.00	(69.86)	+++	6,271.00
Department 737 - Storm Water Division Totals	\$1,500,000.00	\$147,822.47	\$147,822.47	\$0.00	\$1,352,177.53	10%	\$1,334,085.00
REVENUE TOTALS	\$1,500,000.00	\$147,822.47	\$147,822.47	\$0.00	\$1,352,177.53	10%	\$1,334,180.00
EXPENSE							
Department 000 - General							
Capital Purchases	129,648.45	14,000.00	14,000.00	112,618.78	3,029.67	98	620,451.00
Department 000 - General Totals	\$129,648.45	\$14,000.00	\$14,000.00	\$112,618.78	\$3,029.67	98%	\$620,451.00
Department 737 - Storm Water Division							
Personal Services	340,265.00	40,159.30	40,159.30	9,725.69	290,380.01	15	274,200.00
Supplies	53,974.00	1,299.45	1,299.45	22,447.16	30,227.39	44	32,430.00
Services	1,134,789.48	101,790.87	101,790.87	816,345.53	216,653.08	81	836,740.00
Capital Purchases	169,500.00	6,500.00	6,500.00	23,000.00	140,000.00	17	74,500.00
Department 737 - Storm Water Division Totals	\$1,698,528.48	\$149,749.62	\$149,749.62	\$871,518.38	\$677,260.48	60%	\$1,217,890.00
Department 991 - Debt Service							
Debt Service	122,967.00	.00	.00	.00	122,967.00	0	120,220.00
Department 991 - Debt Service Totals	\$122,967.00	\$0.00	\$0.00	\$0.00	\$122,967.00	0%	\$120,220.00
EXPENSE TOTALS	\$1,951,143.93	\$163,749.62	\$163,749.62	\$984,137.16	\$803,257.15	59%	\$1,958,570.00
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	1,500,000.00	147,822.47	147,822.47	.00	1,352,177.53	10%	1,334,180.00
EXPENSE TOTALS	1,951,143.93	163,749.62	163,749.62	984,137.16	803,257.15	59%	1,958,570.00
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$451,143.93)	(\$15,927.15)	(\$15,927.15)	(\$984,137.16)	(\$548,920.38)	222%	(\$624,387.00)

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Budget by Classification-January, 2020

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Through 01/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	2,200,000.00	180,821.15	180,821.15	.00	2,019,178.85	8	2,005,374.00
Department 738 - Refuse Collection Totals	\$2,200,000.00	\$180,821.15	\$180,821.15	\$0.00	\$2,019,178.85	8%	\$2,005,374.00
REVENUE TOTALS	\$2,200,000.00	\$180,821.15	\$180,821.15	\$0.00	\$2,019,178.85	8%	\$2,005,374.00
EXPENSE							
Department 738 - Refuse Collection							
Supplies	3,238.05	.00	.00	3,000.00	238.05	93	2,091,274.00
Services	2,870,308.19	172,095.72	172,095.72	745,446.07	1,952,766.40	32	2,091,274.00
Department 738 - Refuse Collection Totals	\$2,873,546.24	\$172,095.72	\$172,095.72	\$748,446.07	\$1,953,004.45	32%	\$2,091,274.00
EXPENSE TOTALS	\$2,873,546.24	\$172,095.72	\$172,095.72	\$748,446.07	\$1,953,004.45	32%	\$2,091,274.00
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	2,200,000.00	180,821.15	180,821.15	.00	2,019,178.85	8%	2,005,374.00
EXPENSE TOTALS	2,873,546.24	172,095.72	172,095.72	748,446.07	1,953,004.45	32%	2,091,274.00
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$673,546.24)	\$8,725.43	\$8,725.43	(\$748,446.07)	(\$66,174.40)	110%	(\$85,901.00)
Fund Type Totals							
REVENUE TOTALS	17,580,000.00	1,381,755.01	1,381,755.01	.00	16,198,244.99	8%	17,363,864.00
EXPENSE TOTALS	21,965,045.10	1,600,329.81	1,600,329.81	7,889,752.57	12,474,962.72	43%	16,030,744.00
Fund Type Net Gain (Loss)	(\$4,385,045.10)	(\$218,574.80)	(\$218,574.80)	(\$7,889,752.57)	(\$3,723,282.27)	185%	\$1,333,114.00
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	17,580,000.00	1,381,755.01	1,381,755.01	.00	16,198,244.99	8%	17,363,864.00
EXPENSE TOTALS	21,965,045.10	1,600,329.81	1,600,329.81	7,889,752.57	12,474,962.72	43%	16,030,744.00
Fund Category Enterprise Funds Net Gain (Loss)	(\$4,385,045.10)	(\$218,574.80)	(\$218,574.80)	(\$7,889,752.57)	(\$3,723,282.27)	185%	\$1,333,114.00
Grand Totals							
REVENUE TOTALS	41,157,626.00	3,248,285.65	3,248,285.65	.00	37,909,340.35	8%	42,794,654.00
EXPENSE TOTALS	49,090,506.12	4,497,058.71	4,497,058.71	11,906,673.02	32,686,774.39	33%	37,263,734.00
Grand Total Net Gain (Loss)	(\$7,932,880.12)	(\$1,248,773.06)	(\$1,248,773.06)	(\$11,906,673.02)	(\$5,222,565.96)	166%	\$5,530,914.00

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

DATE: May 11, 2020

TO: Public Safety, Law and Courts Committee

RE: Anti-Discrimination in Employment, Housing and Public Accommodations

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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**AN ORDINANCE TO AMEND TITLE V OF THE CODIFIED ORDINANCES
OF THE CITY OF REYNOLDSBURG TO ADD CHAPTER 503,
PROHIBITING DISCRIMINATORY PRACTICES IN
EMPLOYMENT, HOUSING, AND PUBLIC ACCOMMODATIONS**

WHEREAS, the State of Ohio prohibits discriminatory practices in housing, employment, and public accommodations based on race, sex, religion, ancestry, national origin, age, disability, familial status, marital status, or military status; and

WHEREAS, the Ohio General Assembly is currently considering Ohio House Bill 369 and Ohio Senate Bill 11, commonly referred to as the “Ohio Fairness Act,” seeking to expand protections based on sexual orientation, gender identification, and gender expression; and

WHEREAS, several versions of the “Ohio Fairness Act” have previously been proposed in the Ohio General Assembly in prior years and have never received a vote; and

WHEREAS, in October 2019, the Speaker of the Ohio House of Representatives removed protections for employees of the Ohio House based on sexual orientation and gender identity, stating “The House has long had a policy of looking at various amounts of classes that are recognized federally and by the state as protected classes. LGBTQ is currently not one of those protected classes”; and

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, based on the statements of the Speaker of the Ohio House of Representatives and the history of the Ohio General Assembly failing to act to provide protections to individuals based on sexual orientation and gender identity, the Reynoldsburg City Council finds that it is unlikely the General Assembly will pass Ohio House Bill 369 or Ohio Senate Bill 11; and

WHEREAS, as a result of the failure of the Ohio General Assembly to enact the “Ohio Fairness Act,” several Ohio municipalities have enacted legislation to provide protections to their citizens based on sexual orientation and gender identity, including the following cities: Akron, Athens, Beachwood, Bexley, Bowling Green, Cincinnati, Cleveland, Cleveland Heights, Columbus, Coshocton, Dayton, East Cleveland, Kent, Lakewood, Medina, Newark, Olmsted Falls, Oxford, Sandusky, Shaker Heights, South Euclid, Toledo, Westerville, Worthington, Yellow Springs, and Youngstown; and

WHEREAS, on February 10, 2020, the Reynoldsburg City Council passed a Resolution to Adopt an Expanded Reynoldsburg City Policy Supporting Diversity, and to Direct Actions to the City administration to Investigate, Recommend, Research, and Draft a Proposed Anti-Discrimination Ordinance for the City of Reynoldsburg; and

WHEREAS, it is the intent of the Reynoldsburg City Council to create safeguards and protections against discrimination and intimidation based on race, religion, ethnicity, national origin, sex, disability, military status, family or marital status, sexual orientation, gender identity or expression, and natural hair style and/or texture.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the Municipality of Reynoldsburg, State of Ohio:

SECTION 1. That Part Five of the Codified Ordinances of the City of Reynoldsburg, “General Offenses Code,” be and the same is hereby amended to add Chapter 503 “Unlawful Discriminatory Practices” to read as follows.

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

**AN ORDINANCE TO AMEND TITLE V OF THE CODIFIED ORDINANCES
OF THE CITY OF REYNOLDSBURG TO ADD CHAPTER 503,
PROHIBITING DISCRIMINATORY PRACTICES IN
EMPLOYMENT, HOUSING, AND PUBLIC ACCOMMODATIONS**

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

WHEREAS, the State of Ohio prohibits discriminatory practices in housing, employment, and public accommodations based on race, sex, religion, ancestry, national origin, age, disability, familial status, marital status, or military status; and

WHEREAS, the Ohio General Assembly is currently considering Ohio House Bill 369 and Ohio Senate Bill 11, commonly referred to as the “Ohio Fairness Act,” seeking to expand protections based on sexual orientation, gender identification, and gender expression; and

WHEREAS, several versions of the “Ohio Fairness Act” have previously been proposed in the Ohio General Assembly in prior years and have never received a vote; and

WHEREAS, in October 2019, the Speaker of the Ohio House of Representatives removed protections for employees of the Ohio House based on sexual orientation and gender identity, stating “The House has long had a policy of looking at various amounts of classes that are recognized federally and by the state as protected classes. LGBTQ is currently not one of those protected classes”; and

WHEREAS, based on the statements of the Speaker of the Ohio House of Representatives and the history of the Ohio General Assembly failing to act to provide protections to individuals based on sexual orientation and gender identity, the Reynoldsburg City Council finds that it is unlikely the General Assembly will pass Ohio House Bill 369 or Ohio Senate Bill 11; and

WHEREAS, as a result of the failure of the Ohio General Assembly to enact the “Ohio Fairness Act,” several Ohio municipalities have enacted legislation to provide protections to their citizens based on sexual orientation and gender identity, including the following cities: Akron, Athens, Beachwood, Bexley, Bowling Green, Cincinnati, Cleveland, Cleveland Heights, Columbus, Coshocton, Dayton, East Cleveland, Kent, Lakewood, Medina, Newark, Olmsted Falls, Oxford, Sandusky, Shaker Heights, South Euclid, Toledo, Westerville, Worthington, Yellow Springs, and Youngstown; and

WHEREAS, on February 10, 2020, the Reynoldsburg City Council passed a Resolution to Adopt an Expanded Reynoldsburg City Policy Supporting Diversity, and to Direct Actions to the City administration to Investigate, Recommend, Research, and Draft a Proposed Anti-Discrimination Ordinance for the City of Reynoldsburg; and

WHEREAS, it is the intent of the Reynoldsburg City Council to create safeguards and protections against discrimination and intimidation based on race, religion, ethnicity, national origin, sex, disability, military status, family or marital status, sexual orientation, gender identity or expression, and natural hair style and/or texture.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the Municipality of Reynoldsburg, State of Ohio:

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

SECTION 1. That Part Five of the Codified Ordinances of the City of Reynoldsburg, “General Offenses Code,” be and the same is hereby amended to add Chapter 503 “Unlawful Discriminatory Practices” to read as follows.

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

Passed this 22nd day of June, 2020.

Clerk of Council

Mollie Prasher

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CHAPTER 511

UNLAWFUL DISCRIMINATORY PRACTICES

503.01 Purpose

It is the intent of the Reynoldsburg City Council to create safeguards and protections against discrimination and intimidation based on race, religion, ethnicity, national origin, sex, disability, military status, family or marital status, sexual orientation, gender identity or expression, and natural hair style and/or texture.

503.03 Definitions

As used in this Chapter:

- A. "Age" means at least forty (40) years old.
- B. "Aggrieved individual" means an individual who claims to have been injured by an unlawful discrimination act or practice described in this Chapter.
- C. "City Attorney" means the individual duly elected pursuant to Section 6.01 of the Charter of the City of Reynoldsburg.
- D. "Complainant" means an aggrieved individual who, pursuant to the provisions of this Chapter, files with the Clerk of Council a written complaint alleging an unlawful discriminatory act or practice.
- E. "Disability" means a physical or mental impairment that substantially limits one (1) or more major life activities, including the functions of caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of a physical or mental impairment; or being regarded as having a physical or mental impairment.
 - 1. "Physical or mental impairment" includes any of the following:
 - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine;

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- b. Any mental or psychological disorder, including, but not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, sickle cell, human immunodeficiency virus infection, intellectual disabilities, and emotional illness.
- 2. “Physical or mental impairment” does not include any of the following:
 - a. Pedophilia, exhibitionism, voyeurism, or other sexual behavior disorders;
 - b. Compulsive gambling, kleptomania, or pyromania;
 - c. Mental or psychological disorder, or disease or condition, cause by an illegal use of any controlled substance by an employee, applicant, or other individual, if an employer, employment agency, personnel placement service, labor organization, or joint labor management committee acts on the basis of that illegal use.
- F. “Discriminate”, “Discrimination”, or “Discriminatory” means to differentiate and treat differently including to segregate or separate.
- G. “Employee” means an individual employed by an employer but does not include any individual employed in the domestic service of any person.
- H. “Employer” means any person who regularly employs for compensation four (4) or more individuals, excluding the employer’s parents, spouse, and children, including any person acting directly or indirectly in the interest of an employer, provided “employer” does not include a public school system, or an agency of government other than the City.
- I. “Employment agency” means any persons regularly undertaking with or without compensation, to procure opportunities for employment or to procure, recruit, refer, or place employees.
- J. “Familial status” means either of the following:
 - 1. One (1) or more individuals who are under eighteen (18) years of age and who are domiciled with a parent or guardian having legal custody of the individual or domiciled, with the written permission of the parent or guardian having legal custody, with a designee of the parent or guardian; or
 - 2. Any person who is pregnant or in the process of securing legal custody of any individual who is under eighteen (18) years of age.

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- K. “Gender Expression” means external manifestations of gender, expressed through one’s behavior or appearance, that may or may not be traditionally associated with the individual’s assigned sex at birth.

- L. “Gender Identity” means an individual’s sense of having, or being perceived as having, a gender that may or may not be traditionally associated with the individual’s assigned sex at birth, which gender-related identity can be shown by providing any reliable evidence that the gender-related identity is sincerely held, part of a person’s core identity and is not being asserted for an improper purpose.

- M. “Hearing Officer” means a neutral independent contractor, hired by the City, who conducts an administrative hearing based on a complaint filed pursuant to the provisions of this Chapter.

- N. “Housing accommodations” including any buildings or structure or portion thereof which is used or occupied or is intended, arranged, or designed to be used or occupied as a home residence or sleeping place of one (1) or more individuals, groups or families, whether or not living independently of each other; and any vacant land offered for sale or lease. It also includes any housing accommodations held or offered for sale or rent by a real estate broker, salesman, or agent, or by any other person pursuant to authorization of the owner, by the owner, or by such person’s legal representative.

- O. “Labor organization” includes any organization that exists, in whole or in part, for the purpose of collective bargaining or of dealing with employers concerning grievances, terms or conditions of employment, or other mutual aid or protection in relation to employment.

- P. “Military status” means a person’s status in “Service in the uniformed services” as defined in Section 5923.05 of the Ohio Revised Code.

- Q. “Natural hair types and natural styles commonly associated with race” means hair style, type, and texture, treated and untreated, as well as protective hairstyles such as natural hair, afros, braids, twists, cornrows, and locks, which hair types and hair styles are commonly associated with African-Americans and their racial ethnic, and cultural identities.

- R. “Non-secular activities” is defined as activities that are undertaken for religious reasons and such activities that promote sincerely-held religious beliefs.

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- S. “Person” includes one (1) or more individuals, partnerships, associations, organizations, corporations, legal representatives, trustees, and trustees in bankruptcy, receivers, and other organized groups of persons. It also includes, but is not limited to, any owner, lesser, assignor, builder, manager, broker, salesman, agent, employee, lending institution; and the City of Reynoldsburg and all political subdivisions, authorities, agencies, boards and commissions thereof.
- T. “Place of public accommodation” means any inn, restaurant, eating house, barbershop, hotel, motel, bank or other financial services institution, public conveyance by air, land or water, theater, store, or other place for the sale of merchandise, or any other place of public accommodation or amusement where the accommodation advantages, facilities, or privileges thereof are available to the public.
- U. “Protected Class” means a classification of individuals based on one or more of the following characteristics: race, color, religion, sex, national origin, age, familial status, disability, pregnancy, sexual orientation, gender identity, gender expression, or natural hair types and natural styles commonly associated with race.
- V. “Public use areas” means interior or exterior rooms or spaces of a privately owned building that are made available to the general public.
- W. “Restrictive covenant” means any specification in a deed, land contract or lease limiting the use of any housing because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, marital status, familial status, genetic information, or military status or any limitation based upon affiliation with or approval by any person, directly or indirectly, employing race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, marital status, familial status, genetic information, or military status as a condition of affiliation or approval.
- X. “Service in the uniformed services” means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio organized militia pursuant to Chapter 5923 of the Ohio Revised Code. “Service in the uniformed services” includes also the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.

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- Y. “Sex” means the biological sex of either male or female assigned at the birth of each individual. The terms “because of sex” and “on the basis of sex” include pregnancy, any illness arising out of and occurring during the course of a pregnancy, childbirth, or related medical conditions.
- Z. “Sexual orientation” means a person’s actual or perceived homosexuality, bisexuality; or heterosexuality.
- AA. “Uniformed services” means the Armed Forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency.
- BB. “Unlawful discriminatory practice” means any act prohibited by Chapter 503 of the Reynoldsburg Code of Ordinances.

503.05 Unlawful discriminatory employment practices.

- A. It shall be an unlawful discriminatory employment practice, except where based upon applicable national security regulations established by the United States:
 - 1. For any employer, because of a person being in a Protected Class, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to hiring, compensation, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment.
 - 2. For an employment agency or personnel placement service, because of a person being in a Protected Class, to do any of the following:
 - a. Refuse or fail to accept, register, classify properly, or refer for employment, or otherwise discriminate against any person;
 - b. Comply with a request from an employer for referral of applicants for employment, if the request directly or indirectly indicates that the employer fails to comply with the provisions of this chapter.
 - 3. For any labor organization to do any of the following:
 - a. Limit or restrict its membership on the basis of a person being in a Protected Class;

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- b. Discriminate against, limit the employment opportunities of, or otherwise adversely affect the employment status, wages, hours, or employment conditions of any person as an employee because of a person being in a Protected Class.
- 4. For any employer, labor organization, or joint labor-management committee controlling apprentice training programs to discriminate against any person because of that person being in a Protected Class, in admission to, or employment in, any program established to provide apprentice training.
- 5. Except where based on a bona fide occupational qualification certified in advance by an agency of the state or federal government or a political subdivision, for any employer, employment agency, personnel placement service, or labor organization, prior to employment or admission to membership, to do any of the following:
 - a. Elicit or attempt to elicit any information concerning the Protected Class status of an applicant for employment or membership;
 - b. Use any form of application for employment, or personnel or membership blank, seeking to elicit information regarding a person's Protected Class status; provided an employer holding a contract containing a nondiscrimination clause with the government of the United States, or any department or agency of that government, may require an employee applicant for employment to furnish documentary proof of United States citizenship and may retain that proof in the employer's personnel records and may use photographic or fingerprint identification for security purposes;
 - c. Utilize in the recruitment or hiring of persons any employment agency, personnel placement service, training school or center, labor organization, or any other employee-referring source known to discriminate against persons because of their being in a Protected Class.
- 6. For any employer to discriminate against an individual with a disability in any of the following ways:
 - a. By limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of such applicant or employee because of the disability of such applicant or employee.
 - b. By failing to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual who is an applicant

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or employee, unless the employer can demonstrate that the accommodation would impose an undue hardship on the operation of the business of the employer.

- c. By denying employment opportunities to a job applicant or employee who is an otherwise qualified individual with a disability, on the basis of such disabled individual's use of a service animal, provided nothing in this chapter shall be construed to require any employer, as a reasonable accommodation, to provide a service animal to a disabled person.
- 7. For any employer to discriminate against a woman affected by pregnancy, childbirth, or related medical conditions for any employment-related purposes, including receipt of benefits under fringe benefit programs, or to fail to treat a woman so affected the same as other persons not so affected but similar in their ability or inability to work.
- 8. For any employer to discriminate against an employee or potential employee on the basis of age in offering any job opening or in the discharge of an employee without just cause who is physically able to perform the duties and otherwise meets the established requirements of the job and laws pertaining to the relationship between employer and employee.
- 9. For any employer, employment agency, or labor organization to discriminate against any person because that person has opposed any practice forbidden by this Chapter, or because that person has made a complaint or assisted in any manner in any investigation or proceeding under this Chapter.
- 10. For any person, whether or not an employer, employment agency, or labor organization, to aid, incite, compel, coerce, or participate in the doing of any act declared to be an unlawful discriminatory practice by this Chapter, or to obstruct or prevent any person from enforcing or complying with the provisions of this Chapter, or to attempt directly or indirectly to commit any act declared by this Chapter to be an unlawful discriminatory practice by this Chapter.
- B. With regard to age, it shall not be an unlawful discriminatory practice and it shall not constitute a violation of this chapter for any employer, employment agency, joint labor-management committee controlling apprenticeship training programs, or labor organization to do any of the following:
 - 1. Establish bona fide employment qualifications reasonably related to the particular business or occupation that may include standards for skill, aptitude, physical capability, intelligence, education, maturation, and experience;

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2. Observe the terms of a bona fide seniority system or any bona fide employee benefit plan, including, but not limited to, a retirement, pension, or insurance plan, that is not a subterfuge to evade the purposes of this section. However, no such employee benefit plan shall excuse the failure to hire any individual, and no such seniority system or employee benefit plan shall require or permit the involuntary retirement of any individual, because of the individual's age except as provided for in the "Age Discrimination in Employment Act Amendment of 1978", 29 U.S.C.A. 623, as amended by the "Age Discrimination in Employment Act Amendments of 1986," 29 U.S.C.A. 623, as amended, or as later amended.
3. Retire an employee who has attained sixty-five years of age who, for the two-year period immediately before retirement, was employed in a bona fide executive or a high policymaking position, if the employee is entitled to an immediate nonforfeitable annual retirement benefit from a pension, profit-sharing, savings, or deferred compensation plan, or any combination of those plans of the employer of the employee, which equals, in the aggregate, at least forty-four thousand dollars, in accordance with the conditions of the "Age Discrimination in Employment Act Amendment of 1978", 29 U.S.C.A. 631, as amended by the "Age Discrimination in Employment Act Amendments of 1986", 29 U.S.C.A. 631, as amended, or as later amended;
4. Observe the terms of any bona fide apprenticeship program if the program is registered with the Ohio Apprenticeship Council pursuant to sections 4139.01 to 4139.06 of the Ohio Revised Code and is approved by the federal committee on apprenticeship of the United States Department of Labor.

C. Nothing in this chapter shall be construed to prohibit any of the following:

1. The designation of uniform age the attainment of which is necessary for public employees to receive pension or other retirement benefits pursuant to Chapter 145., 742., 3307., 3309., or 5505. of the Ohio Revised Code;
2. The establishment of maximum age requirements for original appointment to a police department or fire department pursuant to sections 124.41 and 124.42 of the Ohio Revised Code;
3. Any establishment of a maximum age not in conflict with federal law that may be established by a municipal charter, municipal ordinance, or resolution of a board of township trustees for original appointment as a police officer or firefighter;

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4. Any establishment of a mandatory retirement provision not in conflict with federal law, a municipal charter, municipal ordinance, or resolution of a board of township trustees pertaining to police officers and firefighters.
- D. Nothing in this section shall be construed to require a person with a disability to be employed or trained under circumstances that would significantly increase the occupational hazards affecting either the person with a disability, other employees, the general public, or the facilities in which the work is to be performed, or to require the employment or training of a person with a disability in a job that requires the person with a disability routinely to undertake any task, the performance of which is substantially and inherently impaired by the person's disability.
- E. Nothing in this chapter shall prohibit an employer, employment agency, personnel placement service, labor organization, or joint labor-management committee from doing any of the following:
1. Adopting or administering reasonable policies or procedures, including, but not limited to, testing for the illegal use of any controlled substance, that are designed to ensure that an individual no longer is engaging in the illegal use of any controlled substance. For purposes of this chapter, a test to determine the illegal use of any controlled substance does not include a medical examination;
 2. Prohibiting the illegal use of controlled substances and the use of alcohol at the workplace by employees;
 3. Requiring that employees not be under the influence of alcohol or not be engaged in the illegal use of any controlled substance at the workplace;
 4. Requiring that employees behave in conformance with the requirements established under "The Drug-Free Workplace Act of 1988", 41 U.S.C.A. 701, as amended;
 5. Holding an employee who engages in the illegal use of any controlled substance or who is an alcoholic to the same qualification standards for employment or job performance, and the same behavior, to which the employer, employment agency, personnel placement service, labor organization, or joint labor-management committee holds other employees, even if any unsatisfactory performance or behavior is related to an employee's illegal use of a controlled substance or alcoholism;
 6. Exercising other authority recognized in the "Americans with Disabilities Act of 1990", 42 U.S.C.A. 12101, as amended, including, but not limited to, requiring employees to comply with any applicable federal standards.

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- F. This Section does not apply to religious corporation, association, educational institution, or society with respect to the employment of an individual of a particular religion to perform work connected with the carrying on by that religious corporation, association, educational institution, or society of its non-secular activities.
- G. Whoever violates this section is guilty of an unlawful discriminatory employment practice.

503.07 Unlawful discriminatory housing practices.

- A. Subject to the limitations, exceptions, and qualifications provided in section 4112.024 of the Ohio Revised Code, it shall be an unlawful discriminatory housing practice for any person to do any of the following:
 - 1. Refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of a person being in a Protected Class;
 - 2. Represent to any person that housing accommodations are not available for inspection, sale, or rental, when in fact they are available, and the representation of unavailability is based on the person seeking such housing accommodations being in a Protected Class;
 - 3. Discriminate against any person in the making or purchasing of loans or the provision of other financial assistance for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations, or any person in the making or purchasing of loans or the provision of other financial assistance that is secured by residential real estate, because of that person being in a Protected Class, or because the neighborhood in which the housing accommodations are located is composed of one or more Protected Classes, provided that the person, whether an individual, corporation, or association of any type, lends money as one of the principal aspects or incident to the person's principal business and not only as a part of the purchase price of an owner-occupied residence the person is selling nor merely casually or occasionally to a relative or friend;
 - 4. Discriminate against any person in the terms or conditions of selling, transferring, assigning, renting, leasing, or subleasing any housing accommodations or in furnishing facilities, services, or privileges in connection with the ownership, occupancy, or use of any housing accommodations, including the sale of fire, extended coverage, or homeowners insurance, because the person is in a Protected Class, or because of the composition, in terms of

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Protected Class, of the neighborhood in which the housing accommodations are located;

5. Discriminate against any person in the terms or conditions of any loan of money, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations because of a person being in a Protected Class, or because of the composition, in terms of Protected Class, of the neighborhood in which the housing accommodations are located;
6. Refuse to consider without prejudice the combined income of both lawfully married spouses for the purpose of extending mortgage credit to a married couple or either member of a married couple;
7. Except as otherwise provided in this section, make any inquiry, elicit any information, or use any form of application containing questions or entries concerning a person's Protected Class status in connection with the sale or lease of any housing accommodations or the loan of any money, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair, or maintenance of housing accommodations.
8. Include in any deed, land contract, transfer, rental, or lease of housing accommodations any discriminatory restrictive covenant, or honor or exercise, or attempt to honor or exercise, any discriminatory restrictive covenant;
9. Induce or solicit, or attempt to induce or solicit, a housing accommodations listing, sale, or transaction by representing that a change has occurred or may occur with respect to the Protected Class composition of the block, neighborhood, or other area in which the housing accommodations are located, or induce or solicit, or attempt to induce or solicit, a housing accommodations listing, sale, or transaction by representing that the presence or anticipated presence of persons of any Protected Class in the block, neighborhood, or other area will or may have results including, but not limited to, the following:
 - a. The lowering of property values;
 - b. A change in the composition, in terms of a Protected Class, of the block, neighborhood, or other area;
 - c. An increase in criminal or antisocial behavior in the block, neighborhood, or other area;
 - d. A decline in the quality of the schools serving the block, neighborhood, or other area.

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10. Discourage or attempt to discourage the purchase by a prospective purchaser of housing accommodations, by representing that any block, neighborhood, or other area has undergone or might undergo a change in composition with respect to a Protected Class;
11. Deny any person access to or membership or participation in any multiple-listing service, real estate brokers' organization, or other service, organization, or facility relating to the business of selling or renting housing accommodations, or discriminate against any person in the terms or conditions of that access, membership, or participation, because of a person being in a Protected Class;
12. For any person to discriminate in any manner against any other person because that person has opposed any unlawful practice defined in this chapter, or because that person has made a charge, testified, assisted, or participated in any manner, in any investigation, proceeding, or hearing under the provisions of this chapter;
13. Refuse to sell, transfer, assign, rent, lease, sublease, or finance, or otherwise deny or withhold, a burial lot from any person because of a person being in a Protected Class, or because of any prospective owner or user of the lot being in a Protected Class;
14. Discriminate in the sale or rental of, or otherwise make unavailable or deny, housing accommodations to any buyer or renter because of the Protected Class status of the buyer or renter, or any person residing in or intending to reside in the housing accommodations after they are sold, rented, or made available;
15. Discriminate in the terms, conditions, or privileges of the sale or rental of housing accommodations to any person or in the provision of services or facilities to any person in connection with the housing accommodations because of the Protected Class status of that person or any person residing in or intending to reside in the housing accommodations after they are sold, rented, or made available;
16. Except as otherwise provided in this section, make an inquiry of an applicant to determine the Protected Class status of the applicant for the sale or rental of housing accommodations, or any person residing in or intending to reside in the housing accommodations after they are sold, rented, or made available. The following inquiries may be made of all applicants for the sale or rental of housing accommodations, regardless of the applicant's Protected Class:
 - a. An inquiry into an applicant's ability to meet the requirements of ownership or tenancy;

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- b. An inquiry to determine whether an applicant is qualified for housing accommodations available only to persons with disabilities or persons with a particular type of disability;
 - c. An inquiry to determine whether an applicant is qualified for a priority available to persons with disabilities or persons with a particular type of disability;
 - d. An inquiry to determine whether an applicant currently uses a controlled substance in violation of section 2925.11 of the Ohio Revised Code or a substantively comparable municipal ordinance;
 - e. An inquiry to determine whether an applicant at any time has been convicted of or pleaded guilty to any offense, an element of which is the illegal sale, offer to sell, cultivation, manufacture, other production, shipment, transportation, delivery, or other distribution of a controlled substance.
- 17. Refuse to permit, at the expense of a person with a disability, reasonable modifications of existing housing accommodations that are occupied or to be occupied by the person with a disability, if the modifications may be necessary to afford the person with a disability full enjoyment of the housing accommodations. This division does not preclude a landlord of housing accommodations that are rented or to be rented to a disabled tenant from conditioning permission for a proposed modification upon the disabled tenant's doing one or more of the following:
 - a. Providing a reasonable description of the proposed modification and reasonable assurances that the proposed modification will be made in a workerlike manner and that any required building permits will be obtained prior to the commencement of the proposed modification;
 - b. Agreeing to restore at the end of the tenancy the interior of the housing accommodations to the condition they were in prior to the proposed modification, but subject to reasonable wear and tear during the period of occupancy, if it is reasonable for the landlord to condition permission for the proposed modification upon the agreement;
 - c. Paying into an interest-bearing escrow account that is in the landlord's name, over a reasonable period of time, a reasonable amount of money not to exceed the projected costs at the end of the tenancy of the restoration of the interior of the housing accommodations to the condition they were in prior to the proposed modification, but subject to reasonable wear and tear

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during the period of occupancy, if the landlord finds the account reasonably necessary to ensure the availability of funds for the restoration work. The interest earned in connection with an escrow account described in this division shall accrue to the benefit of the disabled tenant who makes payments into the account.

18. Condition permission for a proposed modification of a dwelling unit upon a disabled tenant's payment of a security deposit that exceeds the customarily required security deposit of all tenants of the particular housing accommodations.
 19. Refuse to make reasonable accommodations in rules, policies, practices, or services when necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling unit, including associated public and common use areas;
 20. Fail to comply with the standards and rules adopted under division (A) of section 3781.111 of the Ohio Revised Code;
 21. Discriminate against any person in the selling, brokering, or appraising of real property because of the person being in a Protected Class;
 22. For any person to discriminate in any manner against any other person because that person has opposed any unlawful discriminatory practice defined in this section or because that person has made a charge, testified, assisted, or participated in any manner in any investigation, proceeding, or hearing under this chapter or sections 4112.01 to 4112.07 of the Ohio Revised Code.
 23. For any person to knowingly aid or abet the doing of any act declared by this section to be an unlawful discriminatory practice, to knowingly obstruct or prevent any person from complying with this chapter or any order issued under it, or to knowingly attempt directly or indirectly to commit any act declared by this section to be an unlawful discriminatory practice.
- B. Nothing in this chapter shall bar any bona fide private or fraternal organization that, incidental to its primary purpose, owns or operates lodgings for other than a commercial purpose, from limiting the rental or occupancy of the lodgings to its members or from giving preference to its members.
 - C. Nothing in this chapter limits the applicability of any reasonable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations.
 - D. Nothing in this chapter prohibits the owners or managers of housing accommodations from implementing reasonable occupancy standards based on the number and size of

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Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

sleeping areas or bedrooms and the overall size of a dwelling unit, provided that the standards are not implemented to circumvent the purposes of this chapter and are formulated, implemented, and interpreted in a manner consistent with this chapter and any applicable local, state, or federal restrictions regarding the maximum number of occupants permitted to occupy housing accommodations.

- E. Nothing in this chapter requires that housing accommodations be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.
- F. Nothing in this chapter pertaining to unlawful discriminatory housing practice shall be construed to apply to “housing for older persons” as defined and provided in section 42 U.S.C. 3607 (b)(2), as amended.
- G. Nothing in this section shall be construed to require any person selling or renting property to modify the property in any way or to exercise a higher degree of care for a person with a disability, to relieve any person with a disability of any obligation generally imposed on all persons regardless of disability in a written lease, rental agreement, or contract of purchase or sale, or to forbid distinctions based on the inability to fulfill the terms and conditions, including financial obligations, of the lease, agreement, or contract.
- H. Whoever violates this section is guilty of unlawful discrimination in housing accommodations.

511.04 Unlawful discriminatory practices in public accommodations.

It shall be an unlawful discriminatory practice:

- A. For any owner, operator, or manager of a place of public accommodation to deny to any person or permit any employee to deny to any person, except for reasons applicable alike to all persons regardless of them being in a Protected Class, the full enjoyment of the accommodations, advantages, facilities, or privileges of the place of public accommodation; or
- B. For any owner, operator, or manager of a place of public accommodation to publish, circulate, issue, display, post or mail, either directly or indirectly, any printed or written communication, notice or advertisement to the effect that any of the accommodations, advantages, facilities, goods, products, services, and privileges of any such place shall be refused, withheld or denied to any person on account of that person being in a Protected Class, or that such person is unwelcome, objectionable, or not acceptable, desired or solicited; or

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- C. For any owner, operator, or manager of a place of public accommodation to deny to any individual with a disability the full enjoyment of the accommodations, advantages, facilities, or privileges of the place of public accommodation on the basis of such individual's use of a service animal, provided:
 - 1. The disabled individual using the service animal may be prohibited from having the service animal present in the place of public accommodation if the animal is out of control, as provided by 28 CFR 35.136(d), and the animal's handler does not take effective action to control it.
 - 2. If it is not readily apparent what service a service animal provides, the owner, operator, manager, or an employee of a place of public accommodation may inquire whether the service animal is required because of the disabled person's disability, provided an inquiry may not be made as to disabled person's disability or the disabled person's medical condition or requirements.
 - 3. The owner, operator, manager, or employees of a place of public accommodation are not required to provide care or food for the service animal.
- D. No person shall aid, abet, or participate in the doing of any act declared to be an unlawful discriminatory practice under this section.
- E. Unless otherwise prohibited by law, nothing in this section shall be construed to prohibit any person from offering senior citizen price discounts or other privileges exclusively for the benefit of senior citizens.
- F. Nothing in this section shall be construed to require the modification of existing facilities or the construction of new or additional facilities.
- G. Nothing in this section shall prohibit a religious or denominational institution, organization, society or association or any nonprofit charitable or educational organization that is operated, supervised or controlled by or in connection with a religious organization, from limiting its offerings of goods, services, facilities, and accommodations to person of the same religion, or from giving preference to such persons, provided that such offerings mentioned are not offered for commercial purposes or supported by public funds.
- H. Whoever violates this section is guilty of unlawful discrimination in public accommodations.

511.05 Complaint procedure.

- A. Filing of the complaint.

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1. An aggrieved person, complainant, may file with the Reynoldsburg Clerk of Council a written complaint sworn under oath which specifies the facts and circumstances, including the location, date(s), and time(s), of alleged unlawful discriminatory act(s) or practices that did or are occurring within the City limits and which identifies the person who committed or continues to commit the alleged unlawful discriminatory act(s) or practices.
2. If the charge of discrimination alleges a violation based on race, sex, ethnicity, national origin, religion, age, disability, military status, and/or any other class protected under state or federal law, then the Clerk of Council shall instruct the complainant to file a charge of discrimination with the Ohio Civil Rights Commission(OCRC)/Equal Employment Opportunity Commission (EEOC). The Clerk of Council shall provide the complainant with the information about this requirement and contact information for the OCRC/EEOC within ten (10) days from the date the charge was filed with the Clerk.
3. Concurrent with the filing of the complaint, the complainant shall provide to the Clerk of Council in writing the complainant's mailing address, telephone number, if any, and email address, if any.
4. The complaint shall not be accepted by the Clerk of Council if any of the following apply:
 - a. The complaint is presented to the Clerk of Council more than 180 days following the most recent unlawful discriminatory act alleged in the complaint;
 - b. No incident location provided in the complaint is within the City of Reynoldsburg;
 - c. The investigation of the complaint is required to be conducted pursuant to the terms of a collective bargaining agreement to which the City is a party;
 - d. The complaint fails to include all the information required by (A)(1) of this section;
 - e. The complainant fails to concurrently provide a writing that includes the information required in (A)(2) of this section.
4. Upon receiving a complaint of an alleged unlawful discriminatory act, the Clerk of Council shall immediately date stamp the complaint and:
 - a. Forward a copy thereof to the City Attorney; and

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- b. Mail by certified or registered mail, return receipt requested, certified copies of the complaint to the Respondent.
5. The Clerk of Council shall retain the original date-stamped complaint and shall open and maintain a file on the matter during the pendency of any actions related to the complaint and for so long thereafter as is necessary to comply with the City's Records Retention Schedule.

B. Investigation by City Attorney

1. Upon receipt of the Complaint, the City Attorney or a designee of the City Attorney shall investigate the Complaint to determine if probable cause exists to believe a violation of this Chapter has occurred.
2. As part of said investigation, the City Attorney shall be permitted to issue an administrative subpoena for documents pursuant to Section 501.15 of the Codified Ordinances of the City of Reynoldsburg.
3. If the City Attorney determines the most recent of the unlawful discriminatory acts alleged in the complaint occurred more than 180 days before the date the complaint was filed with the Clerk of Council or that none of the alleged acts occurred within the City of Reynoldsburg, the City Attorney shall have no authority to investigate or take further actions except to return the complaint to the Clerk of Council with written notice to the Clerk of Council that the Complaint is outside the authority of the City Attorney.
4. Except as otherwise provided in this section, the City Attorney shall be authorized to mediate complaints, issue findings of fact and conclusions of law, issue cease and desist orders, and issue a formal recommendation.
5. If the City Attorney finds, after investigation, that there is probable cause to determine that the Respondent has committed an act of unlawful discrimination under this Chapter, the City Attorney shall file and forward the Complaint with the Reynoldsburg Clerk of Council with a recommendation to refer the Complaint to a Hearing Officer.
6. If the City Attorney finds, after investigation, that there is insufficient evidence to establish probable cause that Respondent has committed an act of unlawful discrimination under this Chapter, the City Attorney shall dismiss the Complaint and mail notice of dismissal to the Complainant and the Respondent by certified mail, return receipt requested.

C. Hearing Officer

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

1. Upon receipt of the recommendation of the City Attorney that probable cause exists to determine the Respondent has committed an act of unlawful discrimination under this Chapter, the Clerk of Council shall forward the recommendation to the Mayor.
2. The Mayor shall, upon receipt of the recommendation from the City Attorney, appoint a Hearing Officer who shall be an attorney licensed to practice law in the State of Ohio. appointed by the Mayor.
3. If a Hearing Officer is appointed, the Hearing Officer shall conduct an administrative hearing. In the hearing, the Hearing Officer shall take testimony and considering evidence presented by and on behalf of the Complainant and the Respondent respectively. After the hearing is concluded, the Hearing Officer shall issue findings of fact and conclusions of law, and if the Hearing Officer, in the Hearing Officer's sole discretion, deems it appropriate, the Hearing Officer may issue orders and impose sanctions provided in this Chapter.
4. If the Hearing Officer determines that the respondent is engaged in an unlawful discriminatory act or practice under this chapter, the final decision of the Hearing Officer may include the issuance to the respondent of orders to cease and desist the unlawful discriminatory acts or practices. Any orders to cease and desist shall specify a time period for the respondent's compliance.
5. If the Hearing Officer determines that the respondent did engage in, or continues to engage in, an unlawful discriminatory act or practice under this chapter, the final decision of the Hearing Officer may include the imposition upon the Respondent of the following:
 - a. Reasonable costs of the administrative hearing, provided the cost of the Hearing Officer's services shall not be assessed against the respondent.
 - b. Reasonable attorney fees incurred by the Complainant.
 - c. The imposition of a civil penalty in an amount not to exceed one thousand dollars (\$1,000.00) or two thousand five hundred dollars (\$2,500) if the Respondent has committed a violation of this Chapter during the five-year period preceding the date on which the Complaint was filed.
6. The final decision of the Hearing Officer may not include any orders for reinstatement of employment, refund of monies paid, other mitigation of damages, or any other orders for corrections or sanctions, except as provided in this section.

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7. The final decision of the Hearing Officer may be appealed pursuant to the provisions of Chapter 2505 of the Ohio Revised Code.
8. The final decision issued by the Hearing Officer shall be in a writing served by ordinary United States Mail on the Respondent and the Complainant. The documents shall be deemed received and properly served upon the respondent five days following the mailing thereof. Copies of the final decision shall also be sent to the Clerk of Council and the City Attorney.

503.07 Complaints Alleging Unlawful Discriminatory Practices by the City of Reynoldsburg

If a Complaint is filed with the Clerk of Council alleging that the City, or one of its boards, commissions, departments, divisions, officials, or employees has engaged or is engaging in an unlawful discriminatory practice as defined by this Chapter, the following procedures shall apply:

- A. Upon receipt of the Complaint pursuant to Section 503.06(A)(4)(a), the City Attorney shall forward a copy of the Complaint to City Council.
- B. City Council may appoint a special counsel to conduct a preliminary investigation instead of the City Attorney
- C. The City Council may appoint a Hearing Officer to conduct a determination instead of the Mayor appointing the Hearing Officer.

503.08 Failure to comply with a subpoena.

No person shall fail to comply with a subpoena issued by the City Attorney or the Hearing Officer. Whoever violates this section is guilty of failure to comply with a subpoena, a misdemeanor of the fourth degree.

503.09 Failure to comply with an order of the Hearing Officer.

No person shall fail to comply with any portion of an order issued by the Hearing Officer within thirty days following service of the order or such period of time as the order provides, whichever

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is greater. Whoever violates this section is guilty of failure to comply with an order of the Hearing Officer, a misdemeanor of the first degree.

503.11 Failure to pay financial sanctions imposed by the Hearing Officer.

If a civil penalty or costs or both are imposed by the Hearing Officer on the respondent, and any portion thereof remains unpaid thirty days following service of the order or following the expiration of the time period designated by the Hearing Officer, the City may institute civil enforcement proceedings against the respondent.

503.13 Ethnic Intimidation

- A. No person shall violate Sections 2903.13, 2903.21, 2903.22, 2907.06, 2911.06, 2911.07, 2911.21, 2911.211, 2913.02, 2913.04, 2917.11, 2917.12, 2917.21(A)(3) through (A)(5) of the Ohio Revised Code by reason of or where one of the motives is the victim's race, sex, sexual orientation, gender identity or expression, ethnicity, religion, national origin, disability, or military status.
- B. In a prosecution under this section, the offenders' motive, reason, or purpose may be shown by the offender's temporarily related conduct or statements before, during or after the offense, including ethnic, sexual orientation, gender identity or expression, religious or racial slurs, and by the totality of the facts, circumstances and conduct surrounding the offense.
- C. Whoever violates this Section is guilty of Ethnic Intimidation, a misdemeanor of the first degree. If the underlying offense, as a necessary element of Ethnic Intimidation, is a misdemeanor of the first degree, there shall be a minimum mandatory jail sentence of at least ten (10) days.

503.15 Severability

Should any section, clause, or paragraph of this chapter be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the chapter as a whole or any part thereof other than the part declared invalid.

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

ORDINANCE REQUEST

DATE: **May 11, 2020**

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

RE: **Annexation of Truro Township Property at 704 Waggoner Road**

Approval:

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

The current property owners of 704 Waggoner Road have applied to the Franklin County Board of County Commissioners requesting annexation into the City of Reynoldsburg. The property is located at 704 Waggoner Road and consists for 130.91+/- acres. The intent of this annexation is to develop the property into a neighborhood of single family homes. Based on the new zoning code, this property will automatically zoned Suburban Residential (SR) as the zoning code allows per section 1101.19(a).

**AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL
PROPERTY LOCATED AT 704 WAGGONER ROAD IN TRURO TOWNSHIP
CONSISTING OF 130.91+/-, OWNED BY RHODERICK C. GRIFFIN, KENTON G.
GRIFFIN AND LAUREL J. SAMPLE**

WHEREAS, Rhoderick C. Griffin, Kenton G. Griffin and Laurel j. Sample (the "Property Owners"), are the owners of approximately 130.91+/- acres of located at 704 Waggoner Road, being more fully described in Exhibit "A" of the Petition for Expedited Type II Annexation (the "Annexation Petition") attached hereto and incorporated herein (collectively, the "Property"); and

WHEREAS, the proposed annexation to the City of Reynoldsburg, as applied for in the annexation petition approved by the Franklin County Board of County Commissioners on April 21, 2020, is hereby accepted; and

Clerk of Council

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WHEREAS, the Property is located outside of the corporate limits of any municipality, but is adjacent and contiguous to the corporate limits of the City of Reynoldsburg (“City”); and

WHEREAS, the Property Owners desire to obtain sanitary sewer and water services from the City, and the City desires to provide such services; and

WHEREAS, the property will automatically be zoned Suburban Residential (SR) per Reynoldsburg Zoning Code Section 1101.19(a); and

WHEREAS, the Property Owners desire to annex the Property into the City in order to obtain municipal services including sanitary sewer and water services; and

WHEREAS, the City desires to annex the Property in order to serve and to assist in the development of the Property for the benefit of its citizens and residents; and

WHEREAS, the City, after due and careful consideration, has concluded that the annexation, zoning, development, and use of the Property as contemplated by the Annexation Petition is consistent with the City’s plans and goals for the future development of Reynoldsburg and accordingly is in the best interests of the citizens and residents of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Franklin County, State of Ohio that:

Section 1: The City of Reynoldsburg hereby consents to the proposed annexation, and will make available sanitary and water services upon annexation in accordance with the Reynoldsburg Codified Ordinances and existing administrative regulations.

Section 2: Once the Property is annexed and becomes subject to City of Reynoldsburg zoning ordinances, and if the City of Reynoldsburg zoning ordinances permit uses on the

Property that are determined by the City to be clearly incompatible with the uses permitted under current Truro Township zoning regulations applicable to adjacent land remaining within Truro Township, the City of Reynoldsburg will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed Property to provide a buffer separating the use of the annexed Property and any adjacent land remaining within Truro Township.

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

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the health and safety of the residents of the City of Reynoldsburg, and further that there is a submission deadline; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon the signature of the Mayor.

Passed this 22nd day of June, 2020.

Resolution No. 0277-20

April 21, 2020

Review of petition to annex 130.91 +/- acres from Truro Township to the City of Reynoldsburg Case #ANX-07-20 (ECONOMIC DEVELOPMENT & PLANNING)

WHEREAS, the Commissioners of Franklin County, State of Ohio, proceeded to journalize the petition, filed by Katarina Karac, Esq., on March 24, 2020, and solicited to and/or been heard by all persons desiring to be reviewed for or against the granting of the Expedited Type 2 petition, and having considered all the facts with reference thereto, being fully advised, and

WHEREAS, the Commissioners make the following findings based upon the exhibits and testimony presented at the review of this matter:

1. The petition does meet all the requirements set forth in, and was filed in the manner provided in, section 709.021 of the Revised Code.
2. The persons who signed the petition are owners of the real estate located in the territory proposed for annexation and constitute all of the owners of real estate in that territory.
3. The territory proposed for annexation does not exceed five hundred acres.
4. The territory proposed for annexation shares a contiguous boundary with the municipal corporation to which annexation is proposed for a continuous length of at least five percent of the perimeter of the territory proposed for annexation.
5. The annexation will not create an unincorporated area of the township that is completely surrounded by the territory proposed for annexation.
6. The municipal corporation to which annexation is proposed has passed Resolution No. 2020-01 agreeing to provide to the territory proposed for annexation certain services and adopting a statement regarding possible incompatible land uses and zoning buffer. The resolution was passed by the City of Reynoldsburg on March 23, 2020.

Resolution No. 0277-20

April 21, 2020

**Review of petition to annex 130.91 +/- acres from Truro Township
to the City of Reynoldsburg Case #ANX-07-20
(ECONOMIC DEVELOPMENT & PLANNING)**

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
FRANKLIN COUNTY, OHIO:

That, in accordance with the findings made in the preamble, which are incorporated herein, the prayer of the Petition be *approved*, and the territory sought to be annexed by the petition filed herein *shall* be annexed to the City of Reynoldsburg, in accordance with the law; that the orders and proceedings of this board relating to the Petition, and map and description attached thereto, and all papers on file relating to this matter be delivered forthwith to the Clerk of Council, City of Reynoldsburg, Ohio.

Prepared by: Matt Brown

C: Economic Development & Planning Department

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

SIGNATURE SHEET FOLLOWS

SIGNATURE SHEET

Resolution No. 277-20

April 21, 2020

REVIEW OF PETITION TO ANNEX 130.91 +/- ACRES FROM TRURO TOWNSHIP TO THE CITY OF REYNOLDSBURG CASE #ANX-07-20.**(EDP - Economic Development and Planning)**

Upon the motion of Commissioner Marilyn Brown, seconded by
Commissioner Kevin L. Boyce:

Voting:

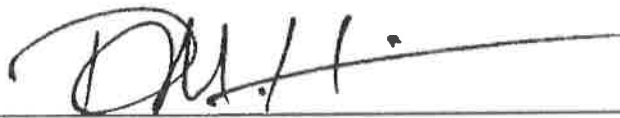
John O'Grady, President
Marilyn Brown
Kevin L. Boyce

Aye
Aye
Aye

Board of County Commissioners
Franklin County, Ohio

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Franklin County, Ohio on the date noted above.



Dean Hindenlang, Clerk
Board of County Commissioners
Franklin County, Ohio



RESOLUTION SUMMARY

Review of petition to annex 130.91 +/- acres from Truro Township to the City of Reynoldsburg Case #ANX-07-20

Description:

Attached is a resolution to consider an Expedited Type 2 annexation of 130.91-acres, more or less, from Truro Township to the City of Reynoldsburg. The petition case number is ANX-07-20.

Owners:

Rhoderick C. Griffin, Kenton G. Griffin, and Laurel J. Sample
Rhoderick C. Griffin, Trustee

Sites:

706 Waggoner Road (PID #263-000151)
Waggoner Road (PID #263-000153)
704 Waggoner Road (PID #263-000174)
700 Waggoner Road (PID #263-002400)

Agent:

Underhill & Hodge LLC – Katarina Karac, Esq.

Additional Information:

The total perimeter of the site is approximately 12,123.64 feet; approximately 9,422.19 feet, or 77.8 percent, of which is contiguous to the City of Reynoldsburg.

Analysis:

The applicant has met all statutory requirements outlined in Section 709.021 of the Ohio Revised Code. The applicant has provided proof of notification, and timeline and has provided a Resolution from the City of Reynoldsburg identifying the services that will be provided once the annexation has been approved and a statement regarding possible incompatible land uses and zoning buffer. Resolution No. 2020-01 was passed by the City of Reynoldsburg on March 23, 2020.

Recommendation:

Pending any questions, staff would request your approval of this annexation.



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

MEMO JOURNALIZATION

TO: Dean Hindenlang, County Clerk
Franklin County Commissioners Office

FROM: Matthew Brown, Planning Administrator
Franklin County Economic Development & Planning Department

CC: James Schimmer, Director
Jenny Snapp, Assistant Director, Building, Planning and Zoning
Franklin County Economic Development & Planning Department

RE: Description of Expedited Type 2 annexation case to be
journalized on the **March 24, 2020** General Session Agenda for
consideration on **April 21, 2020**.

Case #ANX-07-20 - An Expedited Type 2 annexation petition ANX-07-20 was filed with the Franklin County Economic Development and Planning Department on March 17, 2020. The petition is requesting to annex 130.91 +/- acres from Truro Township to the City of Reynoldsburg. The petition will be considered by the Board of Commissioners on April 21, 2020.

Site: 700 Waggoner Road (PID #263-002400)
704 Waggoner Road (PID #263-000174)
706 Waggoner Road (PID #263-000151)
Waggoner Road (PID #263-000153)

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Economic Development & Planning Department
James Schimmer, Director

Application for Annexation Petition Expedited Type 2 Pursuant to ORC §709.023

RECEIVED

MAR 17 2020

Franklin County Planning Department
Franklin County, OH

Property Information

Site Address: 700, 704 & 706 Waggoner Road, Reynoldsburg, OH 43068

Parcel ID(s):
263-000174-00; 263-002400-00;
263-000153-00; 263-000151-00

Total Acreage:
130.91+/- acres

From Township: Truro Township

To Municipality: City of Reynoldsburg

Property Owner Information *In the event of multiple owners, please attach separate sheet

Name: multiple owners - see attached list of names and addresses

Address:

Phone # 614-335-9320

Fax # 614-335-9329

Email: Same as below

Attorney/Authorized Agent Information

Name: Aaron L. Underhill, David L. Hodge, and Katarina S. Karac

Address: 8000 Walton Parkway, Suite 260
New Albany, Ohio 43054

Phone # 614-335-9320

Fax # 614-335-9329

Email: aaron@uhlawfirm.com; david@uhlawfirm.com; katarina@uhlawfirm.com

Petitioners Signature

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

See attached
Property Owner

Date

Property Owner

Date

Katarina Karac
Attorney or Authorized Agent

3.17.20
Date

Attorney or Authorized Agent

Date

Staff Use Only

Case # ANX-07-20

Hearing Date: 4/21/20

Date Filed: 3/17/20

Fee Paid: \$950.00

Receipt #: 20-00916

Received By: Matt Brown

Notification Deadline (5 days):

3/23/20

Svc Statement Deadline (20 days):

4/6/20

Document Submission

The following documents must accompany this application on letter-sized 8 1/2" x 11" paper:

- ☒ Legal description of the property
- ☒ Fee Payment (checks only)
- ☒ Map/plot of property
- ☒ List of adjacent properties

Attachment: M1 Annexation Exhibits (Annexation of 704 Waggoner Road)

**EXPEDITED TYPE II PETITION FOR ANNEXATION
(PURSUANT TO R.C. SECTION 709.023)
OF ±130.91 ACRES
FROM THE TOWNSHIP OF TRURO
TO
THE CITY OF REYNOLDSBURG**

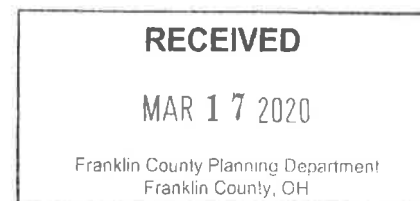
*TO THE BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY, OHIO:*

The undersigned, petitioners in the premises, and being ALL OF THE OWNERS OF REAL ESTATE in the territory hereinafter described, consisting of ±130.91 acres, more or less, located in the Township of Truro, which area is contiguous along 9,422.19+/- feet or 77.7+/-% and adjacent to the City of Reynoldsburg, do hereby request that said territory be annexed to the City of Reynoldsburg according to the statutes of the State of Ohio, and specifically the expedited procedure specified in Ohio Revised Code Section 709.023, and that no island of unincorporated area will be created by this annexation.

A full and accurate description and plat of the requested annexation territory are attached hereto and made part hereof.

In support of said Petition, your petitioners state that there are within the territory to be annexed FOUR OWNER(S) OF REAL ESTATE.

Aaron Underhill, Esq., David Hodge, Esq. and Katarina Karac, Esq., whose address is Underhill & Hodge LLC, 8000 Walton Parkway, Suite 260, Columbus, Ohio 43054, are hereby appointed Agents for the undersigned Petitioners, as required by Section 709.02 of the Ohio Revised Code. Said Agents hereby are each individually authorized to take any action on behalf of the Petitioners in furtherance of the approval of this Petition and to make any amendment, deletion, and/or supplementation which in his/her absolute and complete discretion is necessary or proper under the circumstances then existing, and in particular to do so in order to correct any discrepancy or mistake noted by the Franklin County Engineer in his examination of the Petition, legal description, and/or plat. Said amendment shall be made by the presentation of an amended Petition, legal description, and/or plat to the Board of County Commissioners on, before, or after the date set for hearing on this Petition.



Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR SAID SPECIAL ANNEXATION PROCEDURE.

NAME

ADDRESS

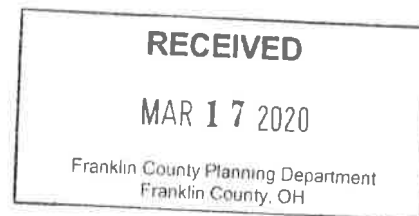
Rhoderick C. Griffin, as Trustee

704 Waggoner Road
Reynoldsburg, Ohio 43068

By: M. Griffin

Print Name: Rhoderick C Griffin

Date: 3/5/2020



Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR SAID SPECIAL ANNEXATION PROCEDURE.

NAME

ADDRESS

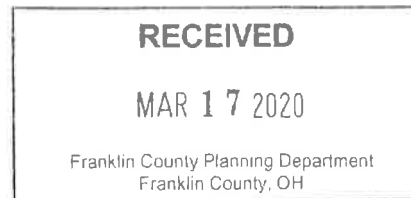
Rhoderick C. Griffin

704 Waggoner Road
Reynoldsburg, Ohio 43068

Signature: *Rhoderick C. Griffin*

Print Name: Rhoderick C Griffin

Date: 3/5/2020



Attachment: M1 Annexation Exhibits (Annexation of 704 Waggoner Road)

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR SAID SPECIAL ANNEXATION PROCEDURE.

NAME

ADDRESS

Kenton G. Griffin

~~1005 Oakridge Drive~~
~~Lanesville, IN 47136~~

203 E Riverside Dr
Jeffersonville, IN
47130

Signature: _____

Print Name: _____

Date: _____

3/3/2020

RECEIVED

MAR 17 2020

Franklin County Planning Department
Franklin County, OH

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

Signature: _____

Print Name: _____

Date: _____

RECEIVED

MAR 17 2020

Franklin County Planning Department
Franklin County, OH

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR SAID SPECIAL ANNEXATION PROCEDURE.

NAMEADDRESS

Laurel J. Sample

1006 Moorpoint DriveLas Vegas, NV 89031Signature: Laurel J. SamplePrint Name: Laurel J. Sample

**130.91 +/- Acre Annexation
Expedited Type II
Owners of Property to be Annexed from
Truro Township to the City of Reynoldsburg**

Rhoderick C. Griffin, Kenton G. Griffin, and Laurel J. Sample 704 Waggoner Road Reynoldsburg, Ohio 43068 PN: 263-000174-00	Rhoderick C. Griffin, Kenton G. Griffin, and Laurel J. Sample 706 Waggoner Road Reynoldsburg, Ohio 43068 PN: 263-000151-00
Rhoderick C. Griffin, Kenton G. Griffin, and Laurel J. Sample Waggoner Road Reynoldsburg, Ohio 43068 PN: 263-000153-00	Rhoderick C. Griffin, Trustee 700 Waggoner Road, Reynoldsburg, Ohio 43068 PN: 263-002400-00

RECEIVED

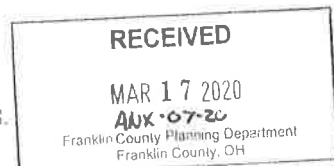
MAR 17 2020

Franklin County Planning Department
Franklin County, OH

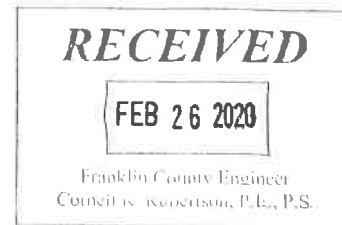
Attachment: M1 Annexation Exhibits (Annexation of 704 Waggoner Road)

ANNEXATION
PLAT & DESCRIPTION
ACCEPTABLE
CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER

By SAH Date 2/26/2020



**PROPOSED ANNEXATION
130.91± ACRES**



FROM: TRURO TOWNSHIP

TO: CITY OF REYNOLDSBURG

Situated in the State of Ohio, County of Franklin, Township of Truro, in Sections 5 and 6, Township 16, Range 20, Refugee Lands, being comprised of all of that tract of land conveyed to Kenton G. Griffin and Laurel J. Sample by deed of record in Instrument Numbers 201705120064720 and 201705120064721, all of those tracts of land conveyed to Rhoderick C. Griffin, Trustee by deed of record in Instrument Number 201705300071557, all of those tracts of land conveyed to Rhoderick C. Griffin, Kenton G. Griffin and Laurel J. Sample by deed of record in Instrument Number 201705120064718, and parts of the right of way of Waggoner Road, as established in Instrument Numbers 200305220152895, 200305220152896, 200306250193441 and 200308190261909, Plat Book 73, Page 80 and Plat Book 79, Page 80 (all references are to the records of the Recorder's Office, Franklin County, Ohio, unless otherwise noted) and more particularly bounded and described as follows:

BEGINNING at the northwesterly corner of the subdivision entitled "Taylor Ridge Section 6", of record in Plat Book 15, Page 1 (Licking County), in the southerly line of the subdivision entitled "Woods at Reynoldsburg Section 3 Part 1", of record in Plat Book 92, Page 86, in the common line of Franklin and Licking Counties, in the existing City of Reynoldsburg corporation line established by Ordinance Number 32-88, of record in Official Record 11139F03;

Thence South 00° 51' 24" West, with the westerly line of said "Taylor Ridge Section 6", the westerly line of the subdivision entitled "Taylor Ridge Section 5", of record in Plat Book 14, Page 365 (Licking County), said County line, and the existing City of Reynoldsburg corporation line established by Ordinance Number 97-63, of record in Plat Book 8, Page 69 (Licking County), a distance of 1636.07 feet to the northeasterly corner of the subdivision entitled "Ludlow Subdivision", of record in Plat Book 33, Page 72, in the existing City of Reynoldsburg corporation line established by Ordinance Number 815, of record in Miscellaneous Volume 122, Page 628;

Thence North 89° 40' 19" West, with the northerly line of said "Ludlow Subdivision" and said corporation line, a distance of 1328.93 feet to a point in the easterly line of the subdivision entitled "Quarry Park Section 3 Part 3", of record in Plat Book 102, Page 68, in the existing City of Reynoldsburg corporation line established by Ordinance Number 4-2000, of record in Instrument Number 200008110161882;

Thence with the boundary of said subdivision and said corporation line the following courses and distances:

North 00° 13' 29" East, a distance of 86.77 feet to a point;

North 89° 23' 23" West, a distance of 1347.65 feet to a point; and

South 00° 26' 43" West, a distance of 85.11 feet to the northeasterly corner of that 18.452 acre tract conveyed to Arthur Baer, Trustee by deed of record in Instrument Number 201803290041085;

Thence North 89° 29' 21" West, with the northerly line of said 18.452 acre tract, a distance of 585.26 feet to the southeasterly corner of that 5 acre tract conveyed to Judy L. Brammer by deeds of record in Deed Book 3361, Page 16 and Instrument Number 201807260099908;

Thence North 00° 30' 08" East, with the easterly line of said 5 acre tract, a distance of 315.66 feet to the southeasterly corner of that 5.454 acre tract conveyed to Steven Hatton and Tami Williams by deed of record in Instrument Number 201101050002631, in the existing City

of Reynoldsburg corporation line established by Ordinance Number 33-13, of record in Instrument Number 201803160035350;

Thence North 00° 31' 00" East, with the easterly line of said 5.454 acre tract and said corporation line, a distance of 380.85 feet to the northeasterly corner of said 5.454 acre tract;

Thence North 89° 28' 36" West, with the northerly line of said 5.454 acre tract, a distance of 12.56 feet to the southeasterly corner of that 2.856 acre tract conveyed as Parcel Two to Robert J. Holomuzki and Margaret M. Holomuzki by deed of record in Instrument Number 200002010022313;

Thence North 00° 13' 27" West, with the easterly line of said 2.856 acre tract, a distance of 220.52 feet to the northeasterly corner thereof;

Thence North 89° 28' 36" West, with the northerly line of said 2.856 acre tract, a distance of 561.00 feet to a point in the centerline of Waggoner Road;

Thence South 03° 38' 12" West, with said centerline, a distance of 220.80 feet to the northwesterly corner of said 5.454 acre tract;

Thence North 89° 31' 11" West, crossing said Waggoner Road, a distance of 41.65 feet to a point in the westerly right-of-way line thereof, in the existing City of Reynoldsburg corporation line established by Ordinance Number 135-89, of record in Official Record 14744C11;

Thence North 03° 38' 12" East, with said westerly right-of-way line and said corporation line, a distance of 389.93 feet to a point in the southerly line of that 0.997 acre tract conveyed to Noah B. Jones and Emily E. Jones by deed of record in Instrument Number 200809230143146;

Thence South 87° 59' 39" East, with said southerly line, a distance of 41.60 feet to a point in the centerline of said Waggoner Road, in the westerly line of that 0.531 acre tract conveyed as Parcel 8WD to Franklin County Commissioners by deed of record in Instrument Number 200306250193441;

Thence North 03° 38' 12" East, with said centerline, with the westerly line of said Parcel 8WD, with the easterly line of said Jones tract, the easterly line of that 0.924 acre tract conveyed to Bernard L. Moyer by deed of record in Instrument Number 200203110062846, and with the easterly line of that 0.924 acre tract conveyed to Ty Newberry by deed of record in Instrument Number 201808230113714, a distance of 294.05 feet to the northeasterly corner of said Newberry tract;

Thence North 88° 05' 49" West, with the northerly line of said Newberry tract, a distance of 41.43 feet to a point in the westerly right-of-way line of said Waggoner Road, the southeasterly corner of that 1.123 acre tract conveyed to Tammy J. Hall by deed of record in Instrument Number 201909230124140, the southwesterly corner of that 0.184 acre tract conveyed as Parcel 3-WD to Franklin County Commissioners by deed of record in Instrument Number 200305220152896;

Thence North 03° 38' 12" East, with the easterly line of said Hall tract, said westerly right of way line, the westerly line of said 0.184 acre tract, and the westerly line of that 0.146 acre tract conveyed as Parcel 4-Wd to Franklin County Commissioners by deed of record in Instrument Number 200305220152895, distance of 250.72 feet to a point;

Thence North 86° 59' 40" West, with the easterly line of said Hall tract, said westerly right of way line, and the westerly line of said 0.146 acre tract, a distance of 20.29 feet to a point;

Thence North 02° 50' 05" East, with the easterly line of said Hall tract, said westerly right of way line, the westerly line of said 0.146 acre tract, and crossing the right of way of Rodebaugh Road, a distance of 95.91 feet to a point in the northerly right of way line of said Rodebaugh Road, in the southerly line of Lot 9 of the subdivision entitled "Braeburn", or record

in Plat Book 79, Page 80, in the existing City of Reynoldsburg corporation line established by Ordinance Number 94-93, of record in Official Record 25177F11;

Thence South $82^{\circ} 35' 43''$ East, with said northerly right of way line, the southerly line of said Lot 9, and said corporation line, a distance of 10.20 feet to a point of curvature to the left;

Thence with said northerly right of way line, the southerly line of said Lot 9, said corporation line, and with the arc of said curve, having a central angle of $33^{\circ} 46' 58''$, a radius of 20.65 feet, an arc length of 12.18 feet, a chord bearing of North $80^{\circ} 54' 08''$ East and chord distance of 12.00 feet to a point in the westerly right of way line of said Waggoner Road;

Thence North $03^{\circ} 24' 42''$ East, with the easterly line of said Lot 9, said westerly right of way line, and said corporation line, a distance of 109.68 feet to a point;

Thence South $87^{\circ} 14' 42''$ East, crossing said Waggoner Road and with said corporation line, a distance of 77.71 feet to a point in the easterly right-of-way line thereof, the northeasterly corner of that 0.673 acre tract conveyed to City of Reynoldsburg, Ohio by deed of record in Instrument Number 200308190261909, in the existing City of Reynoldsburg corporation line established by Ordinance Number 40-2000, of record in Instrument Number 200008110161877;

Thence South $02^{\circ} 45' 19''$ West, with said easterly right-of-way line, the easterly line of said 0.673 acre tract, and with said corporation line, a distance of 187.54 feet to a point in the southerly right-of-way line of Rodebaugh Road;

Thence South $89^{\circ} 20' 05''$ East, partly with said southerly right-of-way line, partly with the southerly line of said 0.673 acre tract, partly with the southerly line of the subdivision entitled "The Park at Waggoner Section 1 Part 1", of record in Plat Book 92, Page 67, partly with the southerly line of the subdivision entitled "The Park at Waggoner Section 2 Part 1", of record in Plat Book 98 Page 85, partly with the southerly line of the subdivision entitled "The Park at Waggoner Section 2 Part 3", of record in Plat Book 99, Page 92, partly with the southerly line of the subdivision entitled "Woods at Reynoldsburg Section 4 Part 2", of record in Plat Book 100, Page 47, partly with the southerly line of said "Woods at Reynoldsburg Section 3 Part 1", partly with said corporation line (Ordinance Number 40-2000), partly with the existing City of Reynoldsburg corporation line established by Ordinance Number 136-91, of record in Official record 19918B09, and partly with the existing City of Reynoldsburg corporation line established by Ordinance Number 32-88, of record in Official record 11939F03, a distance of 3769.57 feet to the POINT OF BEGINNING, containing 130.91 acres of land, more or less.

Contiguity Note:

Total perimeter of annexation area is 12123.64 feet, of which 9422.19 feet is contiguous with the City of Reynoldsburg by Ordinance Numbers 815, 97-63, 32-88, 135-89, 136-91, 94-93, 4-2000, 40-2000, and 33-13, giving 77.8% perimeter contiguity.

EVANS, MECHWART, HAMBLETON & TILTON, INC.

Matthew A. Kirk

Matthew A. Kirk
Professional Surveyor No. 7865

13 FEB 20

Date

MAK:sy
130_92 ac 20191171-VS-EXBT-ANNX-01.doc



RESOLUTION NO. 2020-01

A RESOLUTION STATING WHAT SERVICES THE CITY OF REYNOLDSBURG WILL PROVIDE TO THE PROPOSED ANNEXATION OF PROPERTY ALONG WAGGONER ROAD, AND DECLARING AN EMERGENCY

WHEREAS, Rhoderick C. Griffin Trust is the owner of approximately 130.91 acres of land located at 704 Waggoner Road and is requesting annexation into the City of Reynoldsburg; and

WHEREAS, Ohio Revised Code §709.03(D) requires that a municipal corporation shall, by ordinance or resolution, adopt a statement indicating what services, if any, the municipal corporation will provide to the territory sought to be annexed and an approximate date by which it will provide them; and

WHEREAS, the Council of the City of Reynoldsburg finds that the general good of the territory sought to be annexed will be served by its annexation into the City of Reynoldsburg and that the territory is not unreasonably large to be annexed; and

WHEREAS, the Council for the City of Reynoldsburg has determined that the property encompassed within the annexation petition can easily become and be made a part of the community of the City of Reynoldsburg, and that said annexation at the earliest possible date is in the best interest of the City of Reynoldsburg.

NOW, THEREFORE, BE IT RESOLVED BY COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO, THAT:

Section 1. The City of Reynoldsburg will provide to the territory sought to be annexed all services that are currently available to the remainder of the City, specifically including the following:

- A. The services of a full-time administrative staff including the City Attorney, City Auditor, Utility Clerks, Clerk of Court, and Income Tax Commissioner.
- B. The services of a full-time Building Department, who performs technical and professional work related to the development and implementation of land use policies and is responsible for enforcing zoning regulations by issuing zoning permits and certificates of occupancy for new construction, additions, exterior modifications, demolitions, excavations, home occupations, signs in the City, and zoning inspections.
- C. The services of a full-time Reynoldsburg Police Department including road and traffic patrol, radar details, complaint investigations, accident investigations, and incident investigations with a response time of approximately ten minutes.

- D. Fire and emergency medical services will not change upon annexation and will continue to be provided through the Truro Township Fire Department, which currently services the territory with fire protection and emergency medical services.
- E. The services of the City's Service Department including roadway maintenance and repairs, mowing of public rights-of-way, snow plowing, and sign and guardrail maintenance.
- F. The City has also franchised with a private refuse hauler that provides refuse and recycling pick-up billed on the water/sewer bills. Refuse services are currently provided by Rumpke of Ohio, Inc.
- G. In addition, the properties, included in the annexation territory, will be enhanced due to the following City amenities:
 - 1. The following parks and public facilities:
 - a. Parks – JFK Park, Old Rodebaugh Park, New Rodebaugh Park, Civic Park, Huber Park, Pine Quarry Park and Livingston Garden
 - b. The Livingston House and Park
 - c. Reynoldsburg Senior Center
 - d. Reynoldsburg Community Center

Section 2. Wastewater collection, treatment and water treatment and distribution. The City has the capacity to provide services at such time as lines are extended into the territory. The extension of water and sewer lines may be subject to special assessments or other public financing alternatives for the construction of water and sewer mains. The City's services are as follows:

- A. A 12" water main extension can serve this property. The water main runs parallel with Waggoner Road.
- B. A 12" sanitary sewer line is available on an adjacent property. Access to that line would be the responsibility of the petitioner.

Section 3. Except where noted, the services listed above will be provided to the territory immediately upon the effective date of the annexation. Nothing in this Resolution shall preclude the City from providing additional services as needed and as available.

Section 4. In the event the property is annexed and becomes subject to the City of Reynoldsburg zoning and city permit uses, if the City determines there are clearly incompatible uses permitted under Franklin County regulations in effect at the time of the filing of the petition, then the City of Reynoldsburg will require the owner or owners of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within Franklin County. The term "buffer" includes open space,

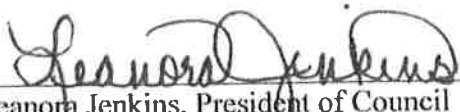
Received March 24, 2020
Franklin County Economic Development & Planning
Matt Brown, Planning Administrator

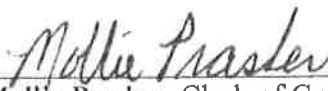
landscaping, fences, walls and other structured elements such as streets, street rights-of-way, bicycle trails, pedestrian pathways, and sidewalks.

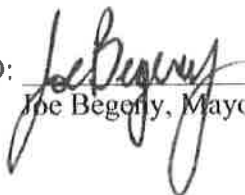
Section 5. The Clerk of Council of the City of Reynoldsburg is hereby directed to forward a certified copy of this Resolution to the Board of County Commissioners of Franklin County.

Section 6. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government; wherefore upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

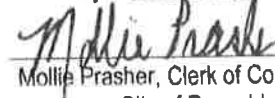
Passed this 23rd day of March, 2020.


Leanora Jenkins, President of Council

ATTEST: 
Mollie Prasher, Clerk of Council

APPROVED:  DATE 3-23-2020
Joe Begony, Mayor

On behalf of the state of Ohio, Franklin County, City of Reynoldsburg, I, Mollie Prasher, duly qualified Clerk of Council for the City of Reynoldsburg, do hereby certify that the foregoing is a copy of the original, now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy, WITNESS by my signature, this 23 day of March, 2020.


Mollie Prasher, Clerk of Council
City of Reynoldsburg

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

AFFIDAVIT OF NOTICE TO TOWNSHIP, MUNICIPALITY, AND SURROUNDING PROPERTY OWNERS OF ANNEXATION PETITION FILING

STATE OF OHIO }
COUNTY OF FRANKLIN } SS:

Katarina Karac, Esq., being first duly sworn, deposes and says that she is an attorney at the law firm of Underhill & Hodge LLC, being the agent for the petitioners in that certain Annexation Petition wherein it is prayed that 130.91± acres, more or less, in Truro Township, be annexed to the City of Reynoldsburg, Ohio. Said Annexation Petition was filed in accordance with the provisions of Section 709.023 (an "Expedited Type II" annexation) of the Ohio Revised Code with the Franklin County Board of County Commissioners on 3.17.20

A copy of the Annexation Petition, petition attachments, map and legal description was served personally on the Council Clerk of City of Reynoldsburg on 3.17.20. Said personal service on the City of Reynoldsburg Council Clerk occurred within five (5) days from the date the annexation petition was filed, in accordance with Section 709.023(B) of the Ohio Revised Code. Attached hereto as Exhibit A is the City's acknowledgement of receipt of said annexation materials.

A copy of the Annexation Petition, petition attachments, map and legal description was served personally on the Township Clerk/Fiscal Officer of Truro Township on 3.18.20. Said personal service on the Truro Township Clerk occurred within five (5) days from the date the annexation petition was filed, in accordance with Section 709.023(B) of the Ohio Revised Code. Attached hereto as Exhibit B is the Township's acknowledgement of receipt of said annexation materials.

On 3.17.20 a copy of the Annexation Petition, petition attachments, map and legal description were sent by U.S. Mail to all property owners adjacent to and directly across the street from the territory proposed to be annexed. Said mailing occurred within five (5) days from the date the Annexation Petition was filed, in accordance with Section 709.023(B) of the Ohio Revised Code. Attached hereto as Exhibit C is a true and accurate list of the property owners adjacent to and directly across the street from the territory proposed to be annexed who were mailed, via U.S. Mail, the letter and materials attached hereto as Exhibit D.

Further Affiant Sayeth Naught.

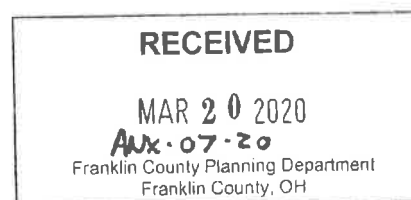

Name: Katarina Karac, Esq.

Sworn to before me and signed in my presence; a Notary Public in and for said State and County on this 20 day of March, 2020.



AARON L. UNDERHILL
ATTORNEY AT LAW
Notary Public, State of Ohio
My Commission Expires No Expiration
Section 147.03 R.C.


Notary Public



NOTICE OF FILING EXPEDITED TYPE II ANNEXATION PETITION

TO: CLERK OF THE CITY OF REYNOLDSBURG

In accordance with the provisions of Section 709.023 of the Ohio Revised Code, you are hereby notified that, on 3.17.20, the undersigned, Agent for the Petitioners, filed an Annexation Petition in the Office of the Board of County Commissioners of Franklin County, Ohio.

Said Petition prays for annexation to the City of Reynoldsburg, Ohio, of ± 130.91 acres in Truro Township.

A copy of said Petition, with description and plat, is attached hereto and made a part hereof.

Dated: 3.17.20


Katarina Karac, Esq.

RECEIPT OF THE AFOREMENTIONED DOCUMENT(S) IS HEREBY ACKNOWLEDGED
THIS 17 day of March, 2020.


CLERK

Exhibit A

Attachment: M1 Annexation Exhibits (Annexation of 704 Waggoner Road)

NOTICE OF FILING EXPEDITED TYPE II ANNEXATION PETITION**TO: FISCAL OFFICER OR CLERK OF TRURO TOWNSHIP, OHIO**

In accordance with the provisions of Section 709.023 of the Ohio Revised Code, you are hereby notified that, on 3.17.20, the undersigned, Agent for the Petitioners, filed an Annexation Petition in the Office of the Board of County Commissioners of Franklin County, Ohio.

Said Petition prays for annexation to the City of Reynoldsburg, Ohio, of ±130.91 acres in Truro Township.

A copy of said Petition, with description and plat, is attached hereto and made a part hereof.

Dated: 3.17.20


Katarina Karac, Esq.

RECEIPT OF THE AFOREMENTIONED DOCUMENT(S) IS HEREBY ACKNOWLEDGED
THIS 19 day of March, 2020.


FISCAL OFFICER/CLERK

Exhibit B

Attachment: M1 Annexation Exhibits (Annexation of 704 Waggoner Road)

**Adjacent Property Owners
and Parcel Numbers for
130.91 +/- Acre Annexation**

Edilawit Worku and Mesafint Mare 6283 Whenham Court Reynoldsburg, OH 43068 PN: 060-008449	Robert and William Vanderwall 10706 Laplacida Drive, Apt 1 Coral Springs, FL 33065 PN: 060-008450
Jeffrey and Brittany Lyon 7868 Rodebaugh Road Reynoldsburg, OH 43068 PN: 060-008451	Somsanith and Rungnapha Palino 7876 Rodebaugh Road Reynoldsburg, OH 43068 PN: 060-008452
Douglas and Suk Hager 7884 Rodebaugh Road Reynoldsburg, OH 43068 PN: 060-008453	Woods at Reynoldsburg Homeowners Association, Inc. P.O. Box 395 Grove City, OH 43123
Jeremy and Brittany Solomon 8129 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008687	Karl and Teresa Hellstrom 8127 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008688
William and Barbara Sams 8125 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008689	Timothy and Rebecca Feldman 8123 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008690
Donald and Roxanne Lushbaugh 8119 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008691	Seth and Thea Harms 8117 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008692
Deborah Furey 8115 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008693	Larry and Chekitha Beard 8113 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008694
Richard and Sherry Kirby 8111 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008695	Jessie and Betty Tatum 8109 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008696
Joseph and Tammy Meyers 8105 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008637	Gene and Toni Albrecht 8095 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 060-008638

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

Exhibit C

Scott and Marlene Lovelace 592 Bellow Park Court Reynoldsburg, OH 43068 PN: 060-008649	George Nkimbi and Mbenoh Nkemasong 595 Bellow Park Court Reynoldsburg, OH 43068 PN: 060-008650
Delane and Shannon Hye 585 Bellow Park Court Reynoldsburg, OH 43068 PN: 060-008651	Hastings and Relindis Agbor 575 Bellow Park Court Reynoldsburg, OH 43068 PN: 060-008652
Daniel and Nancy Griffin 8021 Bellow Park Drive Reynoldsburg, OH 43068 PN: 060-008655	Gregory and Katharine Davis 8011 Bellow Park Drive Reynoldsburg, OH 43068 PN: 060-008656
S&P Rentals LLC 2700 East Dublin Granville Road Columbus, OH 43231 PN: 060-008657 & 060-008585	Stephanie and Lane Beougher 7991 Bellow Park Drive Reynoldsburg, OH 43068 PN: 060-008658
Judith Allensworth 7981 Bellow Park Drive Reynoldsburg, OH 43068 PN: 060-008659	Laura Young 825 Sandrock Avenue Reynoldsburg, OH 43068 PN: 060-008785
Leslie and Crystal Davies 775 Tricolor Drive Reynoldsburg, OH 43068 PN: 060-008786	David and Sydney Pallone 805 Sandrock Avenue Reynoldsburg, OH 43068 PN: 060-008787
Stanley and Iman Hunt 795 Sandrock Avenue Reynoldsburg, OH 43068 PN: 060-008788	Scott and Kanah Heckman 7918 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008789
Armenak Stepanian and Yelena Nersesian 7928 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008790	James and Judith Lytle 7938 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008791
Mark and Melissa Emerson 7948 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008792	Shaun and Heather Slisher 7958 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008793
JAG 7968 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008794	Khadka Biswa, et al. 7978 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008795

William Edmonds 7988 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008796	Monique and Jason Leatherman 7998 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008797
Gabriel and Kendall Howard 8008 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008798	Rodney and Claudette Carter 8018 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008799
Chali Mahat, et al. 8028 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008800	Pasco Lukunku Mkolu and Clemence Nkotanzo 8040 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008801
Christopher and Robin Dalrymple 8052 Marble Park Avenue Reynoldsburg, OH 43068 PN: 060-008802	Anthony Dean and Alicia Gruenther 8064 Maugham Drive Reynoldsburg, OH 43068 PN: 060-008803
Mohammad Mannan and Fatema Akhter 7766 Amelia Drive Reynoldsburg, OH 43068 PN: 060-007815	Scott Young 8078 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003824
Kristopher Kane 8088 Maugham Drive Reynoldsburg, OH 43068 PN: 060-00382	Gary McKillip 8100 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003822
Corey Tennant and Shannon Zimmerman 8988 Coral Canyon Circle Reynoldsburg, OH 43068 PN: 060-003821	Home SFR Borrower IV LLC 3505 Koger Boulevard, Suite 400 Duluth, GA 30096 PN: 060-003820
Kristen Brown 8128 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003819	Willo Ray 8138 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003818
Alexander and Katelyn Rieser 8148 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003817	Charles and Marie Cochran 8158 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003816
James and Tina Cassell, Trustees 8168 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003815	Ryan and Casei Phillips 7490 Broadwyn Drive Reynoldsburg, OH 43068 PN: 060-003814

Robert and Pamela Anderson 8188 Maugham Drive Reynoldsburg, OH 43068 PN: 060-003813	William and Patricia Bates 2546 Burgundy Lane Columbus, OH 43232 PN: 060-003812
Valentina Kapinos 885 Hilton Drive Reynoldsburg, OH 43068 PN: 060-003811	Robert and Christine Messaros 875 Hilton Drive Reynoldsburg, OH 43068 PN: 060-003810
Donna Kay Long 874 Hilton Drive Reynoldsburg, OH 43068 PN: 060-003809	Robert and Becky Williams 884 Hilton Drive Reynoldsburg, OH 43068 PN: 060-003808
Theodore and Jennifer Thomas 7840 Rodebaugh Road Reynoldsburg, OH 43068 PN: 060-008582	Jeff Edelstein 2428 Morse Ravine Drive Columbus, OH 43224 PN: 060-008584
Steven Hatton and Tami Williams 7600 Asden Court Reynoldsburg, OH 43068 PN: 060-09300	Trenna Briscoe, Trustee 8141 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 061-000018
Willard and Karen Lyons 8139 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 061-000019	John and Tina Barnett 8137 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 061-000020
James Mahaffey 8135 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 061-000021	Peter and Thongbay Phonhphaseuth 8131 Reynoldswood Drive Reynoldsburg, OH 43068 PN: 061-000022
Floyd and Peggy Welford 8383 Rodebaugh Road Reynoldsburg, OH 43068 PN: 061-000004	Daniel and Carolyn Jones 8377 Rodebaugh Road Reynoldsburg, OH 43068 PN: 061-000005
Joseph and Amanda Wahler 8371 Rodebaugh Road Reynoldsburg, OH 43068 PN: 061-000006	City of Reynoldsburg Ohio 7232 East Main Street Reynoldsburg, OH 43068 PN: 061-000058
Noah Jones 699 Waggoner Road Reynoldsburg, OH 43068 PN: 263-000917	Bernard Moyer 579 Waggoner Road Reynoldsburg, OH 43068 PN: 263-001182

Ty Newberry 563 Waggoner Road Reynoldsburg, OH 43068 PN: 263-001829	Tammy Hall 555 Waggoner Road Reynoldsburg, OH 43068 PN: 263-001224
Robert and Margaret Holomuzki 730 Waggoner Road Reynoldsburg, OH 43068 PN: 263-000244	Judy Brammer 754 Waggoner Road Reynoldsburg, OH 43068 PN: 263-000926
Arthur Baer, Trustee 777 Waggoner Road Reynoldsburg, OH 43068 PN: 263-000924	Richard and Kristin Martino 8354 Lucerne Drive Reynoldsburg, OH 43068 013-030180-00.190
Nicole Kerr 681 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.189	Kathryn Edmister 691 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.188
Gita Adhikari 699 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.187	Jose and Teresa Zamora 707 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.186
Jannine Jakubisin 721 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.185	American Homes 4 Rent Properties Seven LLC 30601 Agoura Road, Suite 200 Agoura Hills, CA 91301 013-030180-00.184
Yohannes Asfaw 745 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.183	Sharon Stone 751 Corgi Drive Reynoldsburg, OH 43068 013-030180-00.147
Larry Steffey 761 Ardennes Court Reynoldsburg, OH 43068 013-030180-00.146	Deo Adhikari, et al. 773 Ardennes Court Reynoldsburg, OH 43068 013-030180-00.145
Jonathan Prater 777 Ardennes Court Reynoldsburg, OH 43068 013-030180-00.144	Jason and Jodi Slattery 787 Ardennes Court Reynoldsburg, OH 43068 013-030180-00.143
Nathaniel Sherman 8318 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.132	Rick and Sandra Stapleton 8316 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.131

Nar Dhakal 8312 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.130	Anthony and Silvia Graves 8310 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.129
Jason Stone 8306 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.128	Nicholas and Keylee Unger 8302 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.127
Michael and Alicia Frey 8296 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.126	Joce Obednikovski 8292 Priestley Drive Reynoldsburg, OH 43068 013-030180-00.125

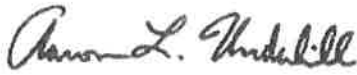
NOTICE OF FILING OF ANNEXATION PETITION

TO: Adjacent Property Owner

In accordance with the provision of Section 709.03 of the Ohio Revised Code, you are hereby notified that, on the 17th day of March, 2020, the undersigned, as Agent for the Petitioner, filed an Annexation Petition in the Office of the Board of County Commissioners of Franklin County, Ohio.

Said Petition prays for annexation to the City of Reynoldsburg, Ohio, of +/- 130.91 acres in Truro Township.

This Notice is being provided to you as an adjacent property owner as required by Franklin County and state law. A copy of said Petition, with description and plat, is attached hereto and made a part hereof.



Aaron L. Underhill, Esq., Agent for Petitioners
Underhill & Hodge LLC
8000 Walton Parkway, Suite 260
New Albany, Ohio 43054
614.335.9320

Dated: 3.17.20

Attachment: MI Annexation Exhibits (Annexation of 704 Waggoner Road)

Exhibit D

City Attorney's Office**Chris Shook****7232 E. Main Street****Reynoldsburg OHIO 43068****6143226869 Phone****ORDINANCE REQUEST****DATE: May 11, 2020****TO: Public Service and Transportation Committee****RE: Update of Solicitor Permit Code**

Approval:

Skipped Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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This legislation rewrites our Solicitor ordinance to comply with federal constitutional considerations and to provide for the criminal offense of trespass for Solicitors who ignore proper "No Soliciting" signs.

**AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 741 OF THE
REYNOLDSBURG CODIFIED ORDINANCE ON SOLICITORS**

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Chapter 741 Solicitors.

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

SECTION 1. That Chapter 741 shall be repealed and replaced to the Reynoldsburg Code of Ordinances to require registration of solicitors in the City of Reynoldsburg be and is hereby attached as Exhibit A.

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

City Attorney's Office

Chris Shook

7232 E. Main Street

Reynoldsburg OHIO 43068

6143226869 Phone

§741.01 Intent

The City of Reynoldsburg finds that persons and organizations have been visiting and continue to visit private residential properties for purposes of soliciting or for the peddling of goods, wares, merchandise or services. Some residents find these activities to be intrusive upon their privacy. The City Council further finds that a variety of misrepresentations and other frauds are or could be employed in such activities. As such, the City Council wishes to enact this chapter for the purposes of protecting the privacy of residents and minimizing fraudulent practices by persons representing themselves as peddlers, solicitors or canvassers.

§741.02 Definitions

As used in this Chapter, the words and terms below shall have the following meanings respectively prescribed to them in this Chapter:

- A. “Solicitor” shall include any person or organization that sells, offers for sale, or solicits orders for any goods, property, merchandise, periodicals, or services by going from door to door within the City.
- B. “Person” means any individual, firm, partnership, corporation, company, association, joint stock company, or any combination of them, and includes any trustee, member, receiver, assignee, agent or other representative thereof
- C. “Residence” means every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

§741.03 Notice Prohibiting Solicitation

City Attorney's Office

Chris Shook

7232 E. Main Street

Reynoldsburg OHIO 43068

6143226869 Phone

- A. An owner or occupant of any residence or place of business located within the City may refuse to receive any uninvited solicitors by displaying a weatherproof card, decal or sign not less than three (3") inches by four (4") inches in size nor more than one (1') square foot in total surface area upon or near the main entrance door to the residence or place of business, indicating such determination by the owner or occupant, containing the language "No Soliciting per Rey. Ord. 741.02", with letters at least one-third (1/3") inch in height.
- B. Any such sign which complies with the requirements of this section shall be exempt from any additional or different requirements contained in the provisions of Section 1105.03 of the Codified Ordinances.
- C. The Service Department of the City of Reynoldsburg shall design and provide decals that comply with the requirements of this Section with a fee of five (\$5.00) dollars per decal.

§741.04 Solicitation in Violation of Notice

- A. No Solicitor, acting in such capacity, shall go upon any premises and ring the doorbell upon or near any door, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of any occupant of such premises for the purpose of securing an audience with the occupant thereof if there is displayed at the premises a notice in accordance with the provisions of Section 741.02.
- B. Whoever violates this Section shall be in violation of Reynoldsburg Codified Ordinance 541.05(a)(1) for Criminal Trespass.

§741.05 Time Limit on Solicitation

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

It is unlawful and shall constitute the offense of criminal trespass for any Solicitor to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door, or create any sound in any manner calculated to attract the attention of any occupant of such residence, for the purpose of securing an audience with the occupant(s) thereof during the following times:

1. Before 9:00 a.m. ; and
2. After 9:00 p.m. or 30 minutes prior to sunset, whichever is earlier.

§741.06 Permit Required

- A. No person shall act as a Solicitor in the City without first having registered as such with the Division of Police.
- B. The Chief of Police or his designee shall issue a registration permit to each applicant and such permit shall be carried on the person of the registrant at all times when engaged in such solicitation and shown on request of any police officer or any person of whom a request for contribution or offer to sell is made.
- C. Application for a Solicitor permit shall be made upon a form promulgated jointly by the Division of Police and the City Attorney. Each application shall contain:
 1. The name, address and the telephone number of the person completing the application;
 2. The name of the entity for which the person or organization intends to sell, offer for sale, or solicit orders, or the name of the cause for which the person intends to solicit contributions.

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

D. Each applicant shall provide to the Division of Police evidence of person identification in the form of any of the following:

1. Valid drivers' license;
2. Certified copy of a birth certificate;
3. Valid United State passport;
4. An official organization photo containing the following information: name, address, and telephone of the organization and the individual's name, address, and social security number;
5. Current State of Ohio Bureau of Motor Vehicles identification card.

E. Each applicant shall provide the Division of Police evidence of organizational identification in the form of any of the following;

1. Vendor's license;
2. I.R.S. identification number;
3. Corporation identification number;
4. Any other identification acceptable to the Division of Police.

City Attorney's Office

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- F. Each applicant shall pay an administrative fee of \$50.00 to the City Auditor's Office. This fee is to be paid per applicant. This fee is intended to cover and defray the cost of registration and issuance of the permit, and may not be waived unless on the authority of the Chief of Police.
- G. Background Investigation Required. All engaged in solicitation activities within the City operating under the provisions of a permit issued pursuant to this section must provide results of a background investigation completed within 30 days of the date of application. The requestor of a permit must provide copies of all background investigation results of each member of the group or employee at time of application. The only accepted form of background investigation is a completed Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Identification and Investigation (BCI) Webcheck® otherwise known as a BFBI check.
- H. Within five (5) days after receipt of the completed application and background check, the Division of Police shall issue solicitation permits to the applicant, unless:
1. The applicant has provided false, misleading or deceptive information in the application; and/or
 2. The applicant, or any solicitor named on the application, has been convicted of a felony violation within his/her lifetime, or misdemeanor violation involving fraud or moral turpitude within the past five years.
- I. Once issued, a permit may be used only in conformity with the laws of the City and the State of Ohio; it may not be assigned or transferred; it must be carried by the licensee at all times; and it may be revoked or suspended by the Division of Police for any of the following causes:
1. The licensee or person preparing the application on behalf of the licensee provided false, misleading or deceptive information in the license application.

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2. The licensee charged or convicted of a felony or of misdemeanor involving fraud or moral turpitude.
 3. The licensee violates any provision of this Chapter or solicits in an unlawful manner.
- J. In the event a license application is not approved or in the event any license issued pursuant to the provisions of this Chapter is revoked, written notice shall be given to the applicant or licensee by regular U.S. mail service at the address provided on the application.
- K. The applicant may appeal the denial/revocation of a permit to City Council by submitting a notice of appeal to the Clerk of City Council within thirty (30) days of the denial or revocation and City Council will set a hearing on the appeal within thirty (30) days of receipt of the notice of appeal.

§741.07 Activities exempt from permit; Waiver of permit fee

- A. Persons engaging in the following activities do not need a permit and are exempt from the requirements in Section 741.06:
1. Any person authorized to act on behalf of a non-profit organization whose primary objective is to support school-related activities and youth programs such as, but not limited to, youth sports, music, arts, and scouting-related activities.
 2. Any person seeking to influence the personal belief of the occupant of any residence or business in regard to any political or religious matter;

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

- B. Those persons who are exempt under this section are still required to comply with the requirements set in Sections 741.03, 741.04, and 741.05.
- C. The permit fee may be waived if the applicant is a charitable organization. As used in this section, “charitable organization” means an organization that has received from the Internal Revenue Service a currently valid ruling or determination letter recognizing tax-exempt status of the organization pursuant to Internal Revenue Code 501(c)(3).
- D. If the application for a waiver is denied, the applicant may appeal the denial to City Council by submitting a notice of appeal to the Clerk of Council within thirty (30) days of the denial of the waiver and City Council will set a hearing on the appeal within thirty (30) days of the receipt of the notice of appeal.

§741.08 Regulation of Painting House Numbers on Street Curbs

- A. All persons and/or companies which desire to conduct the business of painting street numbers within the corporate limits of the City shall have an FBI and BCI background check completed and apply to the Division of Police for a permit to paint house numbers on street curbs.
- B. All companies which apply for a permit to paint house numbers on street curbs shall pay an annual fee of \$50.00.
- C. The Division of Police can revoke the permit at any time for good cause shown.

§741.99 Penalty

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

- A. Whoever violates any provision of this chapter for which no penalty is otherwise provided is guilty of a misdemeanor of the fourth degree.
- B. Whoever violates Section 741.05(A) is guilty of a misdemeanor of the fourth degree for the first offense and a misdemeanor of the third degree for any subsequent offense.
- C. Any person who provides false information in the registration described in Section 741.05 is guilty of a 4th degree misdemeanor for the first offense and a misdemeanor of the third degree for any subsequent offense.

Development Department

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

ORDINANCE REQUEST

DATE: **May 11, 2020**

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

RE: **Transfer of Funds within the Economic Development Department**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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This ordinance is to request a transfer of existing funds in the Economic Development to allow for the hiring of a summer intern from MORPC and for additional compensation for the Planning and Zoning Administrator as she is taking on increased job responsibilities.

AN ORDINANCE TO TRANSFER FUNDS AMONG VARIOUS GENERAL FUND ACCOUNTS WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT

WHEREAS, the City of Reynoldsburg is always working to make Reynoldsburg an attractive location for as a location for business development; and

WHEREAS, as part of the interest, the City works in collaboration with the Mid-Ohio Regional Planning Commission (MORPC) to take advantage of their expertise and resources; and

WHEREAS, in order to fund an intern in the Economic Development department during the summer of 2020; and

WHEREAS, the Economic Development Director has also increased the duties and responsibilities of the Planning and Zoning Administrator thereby resulting in an increase in compensation; and

Development Department

Andrew Bowsher

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6831 Phone

WHEREAS; the total transfer of funds in the Development Department should be appropriated as follows:

Appropriate	110.580.5102 Wages Staff	\$3226.00
	110.580.5151 PERS Contribution	\$ 452.00
	110.580.5161 Group Insurance	\$ 150.00
	110.580.5166 Medicare	\$ 47.00

WHEREAS, an amount not to exceed \$5,000.00 should be unappropriated from 110.580.5339 Miscellaneous Contract Services.

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

SECTION 1. That an amount not to exceed \$5,000.00 be unappropriated from 110.580.5339 and be and is hereby appropriated to 110.580.5102 Wages Staff (\$3226.00), 110.580.5151 PERS Contribution (\$452.00), 110.580.5161 Group Insurance (\$150.00), and 110.580.5166 Medicare (\$47.00) for the hiring of a MORPC intern for the summer of 2020 and compensation for in increase in duties for the Planning and Zoning Administrator.

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

ORDINANCE NO.**AN ORDINANCE TO TRANSFER FUNDS AMONG VARIOUS GENERAL FUND ACCOUNTS WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT**

WHEREAS, the City of Reynoldsburg is always working to make Reynoldsburg an attractive location for as a location for business development; and

WHEREAS, as part of the interest, the City works in collaboration with the Mid-Ohio Regional Planning Commission (MORPC) to take advantage of their expertise and resources; and

WHEREAS, in order to fund an intern in the Economic Development department during the summer of 2020; and

WHEREAS, the Economic Development Director has also increased the duties and responsibilities of the Planning and Zoning Administrator thereby resulting in an increase in compensation; and

WHEREAS; the total transfer of funds in the Development Department should be appropriated as follows:

Appropriate	110.580.5102 Wages Staff	\$3226.00
	110.580.5151 PERS Contribution	\$ 452.00
	110.580.5161 Group Insurance	\$ 150.00
	110.580.5166 Medicare	\$ 47.00

WHEREAS, an amount not to exceed \$5,000.00 should be unappropriated from 110.580.5339 Miscellaneous Contract Services.

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

SECTION 1. That an amount not to exceed \$5,000.00 be unappropriated from 110.580.5339 and be and is hereby appropriated to 110.580.5102 Wages Staff (\$3226.00), 110.580.5151 PERS Contribution (\$452.00), 110.580.5161 Group Insurance (\$150.00), and 110.580.5166 Medicare (\$47.00) for the hiring of a MORPC intern for the summer of 2020 and compensation for in increase in duties for the Planning and Zoning Administrator.

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

Passed this 26th day of May, 2020.

Leanora Jenkins, Council President

ATTEST: _____
Mollie Prasher, Clerk of Council

APPROVED: _____ DATE _____
Joseph Begeny, Mayor

Attachment: Fund Transfer for Economic Development (Transfer of Funds Within Economic Development Department)

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

DATE: **May 11, 2020**

TO: **Public Service and Transportation Committee**

RE: **Vacant Property Registration**

Approval:

Completed Joe Begeny	Completed Chris Shook	Stephen Cicak
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At the request of Councilmember Strickland, the City Attorney's Office has drafted the proposed Vacant Registration Ordinance for discussion and review.

AN ORDINANCE TO ESTABLISH CHAPTER 1399, REGISTRATION OF VACANT PROPERTIES AS PART OF THE CODIFIED ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO

WHEREAS, the City of Reynoldsburg recognizes that Chapter 1399 should be established to protect the public health, safety and welfare of the citizens and inhabitants of the City by preventing property deterioration and by establishing minimum standards governing the maintenance, appearance, and conditions of all residential and non-residential premises; to fix certain responsibilities and duties upon owners and occupants, and to fix penalties for violations of this Chapter,

WHEREAS, the City of Reynoldsburg finds a vacant property registration would ensure that the owners of vacant properties are known to the city and can be reached if necessary; and

WHEREAS, the City of Reynoldsburg desires to ensure that the owners of vacant properties are aware of the obligations of ownership under relevant codes and regulations; and

WHEREAS, the City of Reynoldsburg desires of to ensure the owners of vacant properties meet minimum standards of maintenance of vacant properties.

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

City Attorney's Office

Chris Shook

7232 E. Main Street

Reynoldsburg OHIO 43068

6143226869 Phone

SECTION 1. That Chapter 1399 of the Codified Ordinances of the City of Reynoldsburg be established as follows:

CHAPTER 1399

REGISTRATION OF VACANT PROPERTIES

§1399.01 Purpose

§1399.02 Definitions

§1399.03 Registration required

§1399.04 Designated Agent;

Notice of service of process

§1399.05 Exemptions

§1399.06 Registration application form

§1399.07 Registration term and renewal

§1399.08 Vacant building plan

**§1399.09 Rehabilitation plan required for
re-occupancy**

§1399.10 Inspections

§1399.11 Maintenance requirements

§1399.12 Security requirements

§1399.13 Fees

§1399.14 Notice of Violations

§1399.15 Appeals

§1399.16 Failure to Remediate

City Attorney's Office

Chris Shook

7232 E. Main Street

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§1399.17 Validity

§1399.99 Penalties

§1399.01 Purpose

The purpose of this chapter is to establish a program for identifying and registering vacant buildings. This registration is to be used as a tool to protect and preserve our neighborhoods from becoming blighted through the lack of adequate maintenance and security concerns at vacant structures. The City of Reynoldsburg believes the presence of vacant buildings can lead to neighborhood decline, create public nuisances, contribute to lower property values, and discourage potential buyers from purchasing a home or business in neighborhoods with vacant properties.

§1399.02 Definitions

For the purpose of this chapter, certain words and phrases used in this chapter are defined as follows:

- A. “Accessible property” means a property that is accessible through a compromised or breached gate, fence, wall, or other opening providing access.
- B. “Accessible structure” means a house, building or other structure that is unsecured or breached in such a way as to allow access to the interior space by unauthorized persons.
- C. “Appeal” means a written notice to be filed with the City Board of Zoning and Building Appeals challenging a Notice of Violation. Such appeal must be filed within 14 days of the date of the Notice of Violation.
- D. “Buyer” means any person, partnership, co-partnership, association, and corporation, fiduciary or other entity that agrees to transfer anything of value in consideration for the property.
- E. “City” means the City of Reynoldsburg.

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- F. “Deed in lieu of foreclosure” means a recorded document that transfers ownership of a property from the mortgagor to the mortgagee.
- G. “Default” means the failure to fulfill a contractual obligation, whether monetary or conditional.
- H. “Designated City Official” means the Service Director or his designee
- I. “Designated Agent” means a business entity located in or an individual person eighteen (18) years or older residing in the State of Ohio with an address other than a post office box and named by an owner as a secondary point of contact regarding the use or condition of land and the occupancy and physical condition of structures on a platted lot or parcel of land.
- J. “Distressed” means a property that is the subject of a pending foreclosure suit, has been foreclosed upon by the foreclosing entity, is set for sheriff’s sale, has been sold at a sheriff’s sale or has been conveyed to the mortgagee via a deed in lieu of foreclosure.
- K. “Evidence of vacancy” means any condition that on its own or combined with other conditions present would lead a reasonable person to believe the property is vacant. Such conditions include, but are not limited to; significantly below standard utility usage, overgrown and or dead vegetation, graffiti or other defacement of buildings or structures, accumulation of newspapers circulars, flyers, and/or mail, vehicles, auto parts or materials, the absence of window coverings, such as curtains, blinds, and/or shutters, the absence of furnishings and/ or personal items consistent with habitation or occupations.
- L. “Foreclosing entity” means an entity holding a note secured by a mortgage, an entity holding a lien recorded with the Franklin, Licking, or Fairfield County Recorder’s Office, a non- government entity that holds an interest in delinquent property taxes, an entity that takes property via a deed in lieu of foreclosure, an entity that has

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purchased a property from a sheriff's sale, a government entity that accepts property as a result of a government-insured mortgage or loan.

- M. "Foreclosure" means the process by which a foreclosing entity seeks a decree of foreclosure from the Franklin County, Fairfield County, or Licking County Common Pleas Court.

- N. "Mortgage" means an agreement between a mortgagor and a mortgagee by which a mortgagee retains an interest in real estate title as collateral for a loan. This definition applies to any and all subsequent mortgages, i.e., second mortgage, third mortgage, etc.

- O. "Mortgagee" means the person, partnership, co-partnership, association, corporation, lender, fiduciary or any other entity holding a mortgage on a property.

- P. "Mortgagor" means a borrower under a mortgage.

- Q. "Notice of Violation" means a notice issued by the Designated City Official to the owner of real property or to their designated agent that there has been a violation of a provision of this Chapter or any other applicable section of the Reynoldsburg City Code, ordinance, or regulation concerning vacant properties.

- R. "Owner" means any person who, alone or jointly or severally with others, shall have the legal or equitable title to a property, and shall include executors, administrators, trustees or guardians of the estate of the owner, and any purchaser or assignee under a certificate of sale pursuant to a mortgage foreclosure. The term "owner" shall also include partnerships and other unincorporated associations. Any individual owner, regardless of whether he or she shares ownership responsibility with any other person, any general partner of a partnership, and any officer of a corporation or unincorporated association, shall have direct and personal responsibility and liability for compliance with the provisions of this chapter.

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- S. “Property” means any unimproved or improved real property or portion thereof, situated in the City including any house, building or other structures that may be located on the property regardless of condition.

- T. “Securing” means such measures as may be directed by the Designated City Official that assist in rendering the property inaccessible to unauthorized persons, including but not limited to the repairing of fences and walls, chaining or padlocking of gates, the repair or replacement of doors, windows, or other openings.

- U. “Vacant” means a house, building or other structure where no person or persons actually or currently conducts a lawfully licensed business, lawfully resides or lives in any part of the building as the legal or equitable owner(s) or tenant-occupants(s), or owner-occupant(s), or tenants(s).
 - 1. A building shall be deemed vacant if it is unoccupied for a period of time over sixty (60) days and is:
 - a. Unsecured; or
 - b. Secured by other than normal means; or
 - c. An unsafe building as determined by the Code Enforcement Officer; or
 - d. Utilities have been disconnected; or
 - e. Has property maintenance violations under Chapter 1711 of the Reynoldsburg Codified Ordinances; or
 - f. In a mortgage status of abandonment (i.e. deceased or foreclosed); or
 - g. Abandoned by the property owner.

 - 2. A building shall be deemed vacant if it is illegally occupied which shall include loitering and vagrancy; or

 - 3. A building shall be deemed vacant if it has not been used for its intended purpose for more than 180 days.

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V. “Secured by other than normal means” is defined as a building secured by means other than those used in the design of the building.

W. “Unoccupied” is defined as a building which is not being used for the occupancy authorized by the owner. The term “unoccupied” shall only be applicable to multi-unit structures when more than half (1/2) of the units and/ or more than half (1/2) of the available space are not currently occupied by a tenant or tenants.

X. “Unsecured” is defined as building or portion of a building which is open to entry by unauthorized persons without the use of tools or ladders.

§1399.03 Registration required

- A. The owner of a vacant building shall register the building with the City of Reynoldsburg Designated City Official not later than ninety (90) days after any building in the City becomes a vacant or not later than thirty (30) days of being notified by a designated city official of the requirement to register based on evidence of vacancy, whichever event occurs first.
- B. For any abandoned real property subject to foreclosure that is located within the City of Reynoldsburg, the foreclosing entity shall register the abandoned property within thirty (30) days after the property becomes vacant when:
 - 1. The entity files a foreclosure action; or
 - 2. The entity accepts a deed in lieu of foreclosure; or
 - 3. The entity buys real property at a sheriff’s sale or accepts property as result of a government-insured mortgage or loan.

§1399.04 Designated agent; Notice of service of process

- A. Every owner of a vacant property or foreclosing entity of a vacant property shall designate an agent who resides in the State who shall be responsible for the vacant property and who may accept service of process and official notices on behalf of the

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owner or foreclosing entity. An official notice or service of process issued to a designated agent shall be deemed as served or delivered upon the owner of record.

- B. The Designated Agent shall reside or maintain a principal place of business within twenty-five (25) miles of the vacant property.

§1399.05 Exemptions

1. A building under active construction/ renovation and having a valid building permit(s) at the time of the initial inspection shall be exempt from the registration until the expiration of the longest-running currently active building permit.
2. A building that has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of ninety (90) days if the owner submits a request for exemption in writing to the Designated City Official. The request shall include the names and addresses of the owner or owners, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building.
3. A building that is for sale shall be exempted for a period of twelve (12) months from the start of the vacancy, provided that the owner submits proof to the Designated City Official of such listing and for-sale status.
4. Any owner of a vacant building may request an exemption from the provisions of this Chapter by filing a written application with the City who shall timely consider the same. In determining whether a request for exemption should be granted, the Designated City Official or designee shall consider the following:
 - a. The applicant's prior record as it pertains to Property Maintenance Code Violations.
 - b. The amount of vacant property the applicant currently has within the City of Reynoldsburg.

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- c. The length of time that the building for which the exemption is sought has been vacant.
- d. The Designated City Official shall approve with conditions, or reject the completed application for exemption within thirty (30) days of receiving it.

§1399.06 Registration application form

- A. Application for registration of vacant buildings shall be on forms provided by the Designated City Official and shall including, at a minimum, the following:

- (1) Address of the vacant property;
- (2) Name, address, telephone, and e-mail address, if applicable, of an individual owner, sole proprietor or a corporate officer or business representative of a corporation, trust or other entity capable of holding title, or foreclosing entity, if applicable; and
- (3) Name, address, telephone number, and e-mail address, if applicable, of the Designated Agent, who must be located in the State of Ohio; and
- (4) Names and addresses of all known lien holders and all other parties with an ownership interest in the building.
- (5) A Vacant Building Plan as describe in

- B. No post office boxes shall be accepted as a legal address for purposes of this chapter.

- C. Registrations shall be retained by the City as a public record and made available to any other City department or public entity upon request.

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- D. Every person required to register a vacant building shall complete a new application upon amendment or change of any required information.
- E. Upon sale or transfer of the property, the previous owner shall provide the Designated City Official with the name and contact information of the new owner so that they may complete a new application for certificate of registration.
- F. The failure of the owner of the vacant building to obtain a deed for the property or to file the deed with the County Recorder shall not excuse the property owner from registering the property.

§1399.07 Registration term and renewal

- A. Registration shall remain valid for twelve (12) months from the approved registration date. Should the property remain vacant upon the expiration of the initial registration, the owner or foreclosing entity shall complete another application to re-register the property and pay an escalating fee schedule as outlined in Section 1399.07 of this Chapter.
- B. If the building is to remain vacant after twelve (12) months, the owner or foreclosing entity shall submit, in writing, an explanation how the building will remain secure, along with the procedure that will be used to maintain the property, and the reasons why the building will be left vacant.
- C. Once a registered property is sold and the deed is transferred into a new owner's name, the new owner or foreclosing entity must submit in writing to have the property removed from the registry.

§1399.08 Vacant building plan

Upon registration of a vacant building, the owner shall also file a vacant building plan, which must contain one of the following:

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- (1) If the building is to be demolished, a demolition plan that complies with the Ohio Building Code; or
- (2) If the building is to remain vacant, an explanation detailing how the building will remain secure, along with the procedure that will be used to maintain the property, and the reasons why the building will be left vacant; or

§1399.09 Rehabilitation plan required for re-occupancy

If a vacant building is to be returned to the appropriate occupancy or use, the owner shall submit a rehabilitation plan for the building and grounds. The rehabilitation plan shall be completed not longer than twelve (12) months from the time permits are obtained, unless the Designated City Official or designee grants an extension upon receipt of a written request from the owner detailing the reasons for the extension. Any repairs, improvements or alteration to the property must comply with the applicable zoning, housing, historic, preservation, or building codes and the property must be secured during the rehabilitation.

§1399.10 Inspections

- A. Inspections shall be conducted on the premises upon presentation of proper credentials. Nothing in this chapter shall be construed to require an owner or foreclosing entity owner to consent to a warrantless inspection of a vacant building premises except as provided by law.
- B. Any exterior or interior common area, which is accessible to the public, of any vacant building may be inspected at any time.
- C. Interior inspections of vacant buildings may be performed at the request or consent of an owner or foreclosing entity.
- D. If the owner or foreclosing entity does not consent to the proposed inspection, the Designated City Official may appear before any judge in a court of competent jurisdiction and seek an administrative search warrant to allow an inspection. Any such application shall be made within ten (10) calendar days after the non-consent. The application for the warrant shall specify the basis upon which the warrant is being sought

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and shall include a statement that the inspection will be limited to a determination whether there are violations of the Ohio Residential Building Code, the Property Maintenance Code under Chapter 1711 of the City Ordinances of Reynoldsburg, or any other applicable law. The Court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether a warrant shall be issued:

1. Eyewitness account of a violation;
2. Citizen complaints;
3. Plain view violations;
4. Violations apparent from city records;
5. Property deterioration;
6. Age of property;
7. Nature of alleged violation;
8. Condition of similar properties in the area;
9. Documented violations on similar properties in the area;
10. Passage of time since last inspection;
11. Previous violations on the property.

E. If a warrant is issued, no owner or foreclosing entity shall fail or neglect, upon presentation of a warrant, to properly permit entry therein by the code official or his/her duly authorized designee for the purpose of conducting an inspection and examination pursuant to this section and consistent with the terms of the warrant.

F. No criminal or civil penalty under this Chapter shall attach solely by reason of the owner or foreclosing entity's refusal to consent to a full inspection.

1399.11 Maintenance requirements

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While vacant properties are required to be registered with the City pursuant to this chapter, such properties are required to be maintained in accordance with Chapter 1385 and Chapter 1711 of the City of Reynoldsburg Codified Ordinances.

1399.12 Security requirements

Any structure on the premises of a registered vacant property is required to be maintained in a secure manner, so as not to be accessible to any unauthorized persons. Secure manner includes, but is not limited to:

1. Closure and locking of all windows, doors, and other openings that may allow access to the interior of a structure
2. In the case of damaged or broken doors, windows or other openings, they must be repaired properly within thirty (30) days of notification.
3. Boarding up a damaged or unsecure door, window or other openings may be permitted only to eliminate an immediate hazard, but not to exceed thirty (30) days.
4. Any property found to be unsecure must be secured within forty-eight (48) hours of notification.

1399.13 Fees

The fees described in this section are established in order to defray the costs to the City related to the health, safety, and economic impact of structures which remain vacant for long periods of time, including but not limited to administrative costs for registering and processing the vacant building owner registration form and for the costs incurred by the City in monitoring the vacant building. The annually increased fee amounts are reasonably related to the costs incurred by the City for demolition and hazard abatement or repairs to vacant buildings, as well as the continued administrative costs.

1. The owner of a vacant building shall pay an annual fee of two hundred dollars (\$200) for the first year the building remains vacant.
2. For every consecutive year that the building remains vacant, the annual registration fee shall be increased by two hundred dollars (\$200) over the previous year to a five (5) year maximum of one thousand dollars (\$1,000) to be used for the fifth and for all consecutive, subsequent years of vacancy.

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3. The first annual fee shall be paid at the time the building is registered. If the fee is not paid, the amount owed shall be assessed against the owner and certified to the appropriate County Auditor as a lien against the property.
4. The fee shall be paid in full prior to the issuance of any building permits unless the property is granted an exemption.
5. All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in the vacant building. A lien may be placed on the property to collect delinquent fees.

§1399.14 Notice of Violations

- A. The Designated City Official, or his or her designee, shall have the power to enforce all provisions of this Chapter.
- B. The Designated City Official, or his or her designee, shall have the responsibility to issue to the owner of a vacant property or an authorized agent of an owner of a vacant property a Notice of Violation of any part of this Chapter, the Property Maintenance Code provided in Chapter 1711, or any other applicable section of the City ordinances.
- C. The Notice of Violation shall include the applicable code section the owner is alleged to have violated, a brief statement of the factual basis for the alleged violation, and instructions to the owner of the right to appeal under Section 1399.10.

1399.15 Appeals

The Board of Zoning and Building Appeals (the “Board”) shall have jurisdiction to hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Designated City Official in the enforcement or administration of this chapter.

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Any person affected by any Notice of Violation which has been issued in connection with the enforcement of any of the provisions of this Chapter may request and shall be granted a hearing on the matter by filing an appeal.

The person shall file, in the office of City Council, an appeal with a written request for the hearing and shall set forth the name, address, and phone number of the appellant and a brief statement of the grounds for the hearing and appeal from any Notice of Violation of this Chapter. Requests shall be filed within 14 days of the date of the Notice of Violation. On receipt of the appeal, the Clerk of Council shall set a time and place for a hearing before the Board. The hearing shall be held within a reasonable time after a request has been filed. At the hearing, the appellant shall be given an opportunity to be heard and to show cause why the notice and order should be modified or dismissed, or why a variance should be granted. The failure of the appellant or his representative to appear and present his position at the hearing shall be grounds for dismissal of the request.

Any party entitled to appeal a decision of the Board may appeal to a court of competent jurisdiction.

§1399.16 Failure to Remediate

- A. If, after expiration of the time to file an appeal of a Notice of Violation or upon the affirmance by the Board and exhaustion of further appeals, the owner fails to remediate revision the violation, the Designated City Official shall have the power to issue a criminal or civil citation to the owner.
- B. Any citation issued under Section (A) shall be filed in the Reynoldsburg Mayor's Court, in the Franklin County Municipal Court, Environmental Division, or in the appropriate county municipal court which shall have jurisdiction over the address where the violation occurred.

§1399.17 Validity.

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Should any section, clause, or paragraph of this chapter be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the Chapter as a whole or any part thereof other than the part declared invalid.

1399.99 Penalties

Whoever violates or fails to comply with any of the provisions of this Chapter is guilty of an unclassified misdemeanor that shall be punishable by up to one thousand dollars (\$1000.00) in fines. Each separate violation shall constitute a separate offense, and a separate offense shall be deemed committed for each day a violation continues.

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

DATE: May 11, 2020

TO: Finance and Administration Committee

RE: Amend Section 160.02 (e) and (f) and Section 160.11 of Chapter 160

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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**REQUESTING CHANGES TO CHAPTER 160.02 (e) PARKS AND RECREATION;
CHAPTER 160.11 (f) AND CHAPTER 160.11 CITY PROVIDED CLOTHING. (SEE
ATTACHED)**

**AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL
REGARDING NON-UNIFORM CLOTHING AND DRUG AND ALCOHOL TESTING
POLICY**

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to amend 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 amend the Non-Uniform Clothing and Drug and Alcohol Testing polices to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

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

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

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

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

Attachment: Chapter 160 Proposal 032020 (Chapter 160 Updates)

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160.01 DEFINITIONS

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

ADA: Americans With Disabilities Act.

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

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

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

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

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

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

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

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

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

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

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

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

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

PERS: abbreviation for the Public Employees Retirement System.

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

Pay Period: the official pay period shall be biweekly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Criminal Justice Program Administrator	1	Unclassified	12
Mayor's Secretary	1	Unclassified	15
Clerk of Courts	1	Unclassified	18
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	8
Data Entry Operator	1	Classified	8
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	17
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Finance Manager	1	Classified	22
Civil Service Administrative Assistant	2 p/t	Unclassified	15
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	22
Development Director			
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Generalist	1	Unclassified	12

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Special Events/Media Coordinator	1	Unclassified	12

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	7
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	16
Grounds Superintendent	1	Classified	16
Assistant Grounds Superintendent/ <u>Arborist</u>	1	Classified	12 14
Parks Grounds Maintenance	2	Classified	3
Field and Landscape Operator	2	Classified	6
Horticulturist	1	Classified	10
Recreation Coordinator	1	Classified	7
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	2	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	9	Classified	See Chapter 162
Support Services Supervisor	1	Classified	18
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service <u>Safety</u> Records Technician	32	Classified	9
<u>Public Safety Records/Research Technician</u>	<u>1</u>	<u>Classified</u>	<u>10</u>
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	22
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	16
Custodian	3	Classified	5
Maintenance Crew Leader	1	Classified	9

(2) Building Division

Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Permit Technician	2	Classified	11
Code Compliance Officer	4	Classified	6

(3) Water/Wastewater Division

Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	6	Classified	10
Billing Supervisor	1	Classified	14
Account Clerk 2	4	Classified	7

(4) Street Division

Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			

Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10

(4)(a) Storm Water Utility Division

Asst. Superintendent	1	Classified	14
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Maintenance Spec/Equip Operator	2	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			

(h) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	22
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**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

160.03 SALARY SCHEDULE

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

(a) Full Time Employees – NON SUPERVISORY PERSONNEL

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

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

(b) SUPERVISORY PAY RANGE

Pay Grade	Minimum	Maximum
14	\$ 24.50	\$ 34.00
15	\$ 25.50	\$ 36.00
16	\$ 26.00	\$ 38.00
17	\$ 27.00	\$ 41.00
18	\$ 28.00	\$ 43.00
19	\$ 29.00	\$ 45.00
20	\$ 31.00	\$ 47.00
21	\$ 33.00	\$ 49.00
22	\$ 35.00	\$ 51.00

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 45.00	\$ 60.00
26A	\$ 50.00	\$ 65.00

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

(c) Part Time Employee

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

(d) Seasonal Employee

1) Parks and Recreation Department:

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

2) Service Department

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

3) Street Department

Street Seasonal Laborer	\$10.00 - \$12.00per hour
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(e) Occasional Labor/Independent Contract

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

(1) Parks and Recreation Department:

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

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	\$13.00 - \$16.00 per hour

(f) Other

Intern – permitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months. There will be no benefits, holiday, vacation and sick leave earned.

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

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

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

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

2) All Second Shift Chapter 160 Eligible Employees Shift Differential

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

- 3) Employees who work less than 20 hours per week on a regular basis will receive no benefits.
- 4) An employee who is temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to perform the duties of a higher classification with additional responsibilities should be granted a minimum of (five percent (5%)), but no more than ten percent (10%) temporary increase, as determined by the Appointing Authority.

160.05 OVERTIME ELIGIBILITY

A. POLICY

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

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

Planning & Zoning Administrator

Assistant City Attorney

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

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

160.06 OVERTIME PAY

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

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

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

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

Attachment: Chapter 160 Proposal 032020 (Chapter 160 Updates)

160.07 LONGEVITY

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

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

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

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

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

- 1) Effective July 1, 2019 the City will implement a step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). There are two methods by which employees shall receive pay increase based upon steps 1) on their anniversary date of hire and 2) if Council approves an increases in the step table, employees would be given that adjustment effective January 1.
- 2) During the implementation of steps, on an employee's anniversary date they will move to the next step based upon the assigned step as of July 1, 2019. For example, an employee with an August 15 anniversary date and a current rate of pay that is between Step 3 and Step 4, but closest to a step 3, would be assigned a step 3 and they will move to Step 4 on their anniversary date. If the current rate of pay is closest to a step 4, they would be placed in a Step 4.
- 3) All new employees will be assigned to Step 1 at the time of hire, unless they meet qualifications that the Appointing Authority approves a start of a higher step up to step 3 of each pay grade.
- 4) In order to move to the next step an employee's performance must meet or exceed expectations. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their

next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase

- 5) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will effective January 1 of each year.
 - 6) The Human Resources Director with the approval of the Mayor will present to City Council from time to time a recommendation based upon a review of the minimum and maximum rates set forth in Reynoldsburg Chapter 160.03 and determine whether and to what extent the City should adjust the overall Salary Schedule in order to allow the City of Reynoldsburg to remain competitive in the labor market and to help its employees' wages maintain pace with inflation
 - 7) Cost of living adjustment will be determined by Council and would be effective January 1. The CPI data and any survey data of comparable jurisdictions will only be used as guidelines to help the Council assess the City's options year to year. Although the City might only resurvey every three (3) years, rather than annually, the Salary Schedule will nevertheless be reviewed annually for possible adjustment.
- (b) Promotions
- Upon promotion, the employee's rate of pay shall be the rate within the higher appropriate Pay Grade that affords the employee an increase of not less than 5% over the employee's rate for the position prior to promotion.
- (c) Transfers and Certain Other Appointments

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

160.09 GROUP INSURANCE

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

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

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

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

3. Full-time employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.

5. Each permanent three-quarter (30 hour) or more employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

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

160.10 EDUCATIONAL ASSISTANCE

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

an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.
3. Clothing shall be conducive to the safe and effective performance of required job duties.
4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.
5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.
6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.
7. Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets, etc. with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible for approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does not negate the ability of the

City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

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

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

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

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

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

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

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

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

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

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: May 11, 2020****TO: Finance and Administration Committee****RE:**

Approval:

Completed Joe Begeny	Completed Chris Shook	Completed Stephen Cicak
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Requesting updates to the Personnel Procedure Manual Sections Titled: Police Command Staff Promotion, Personal Appearance and Drug and Alcohol Policy (see attachment)

**AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL
REGARDING NON-UNIFORM CLOTHING AND DRUG AND ALCOHOL TESTING
POLICY**

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

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

SECTION 1. That the City of Reynoldsburg, Ohio Personnel Procedure Manual does hereby amended the Police Command Staff Promotion, Non-Uniform Clothing and Drug and Alcohol Testing policies to read as follows:

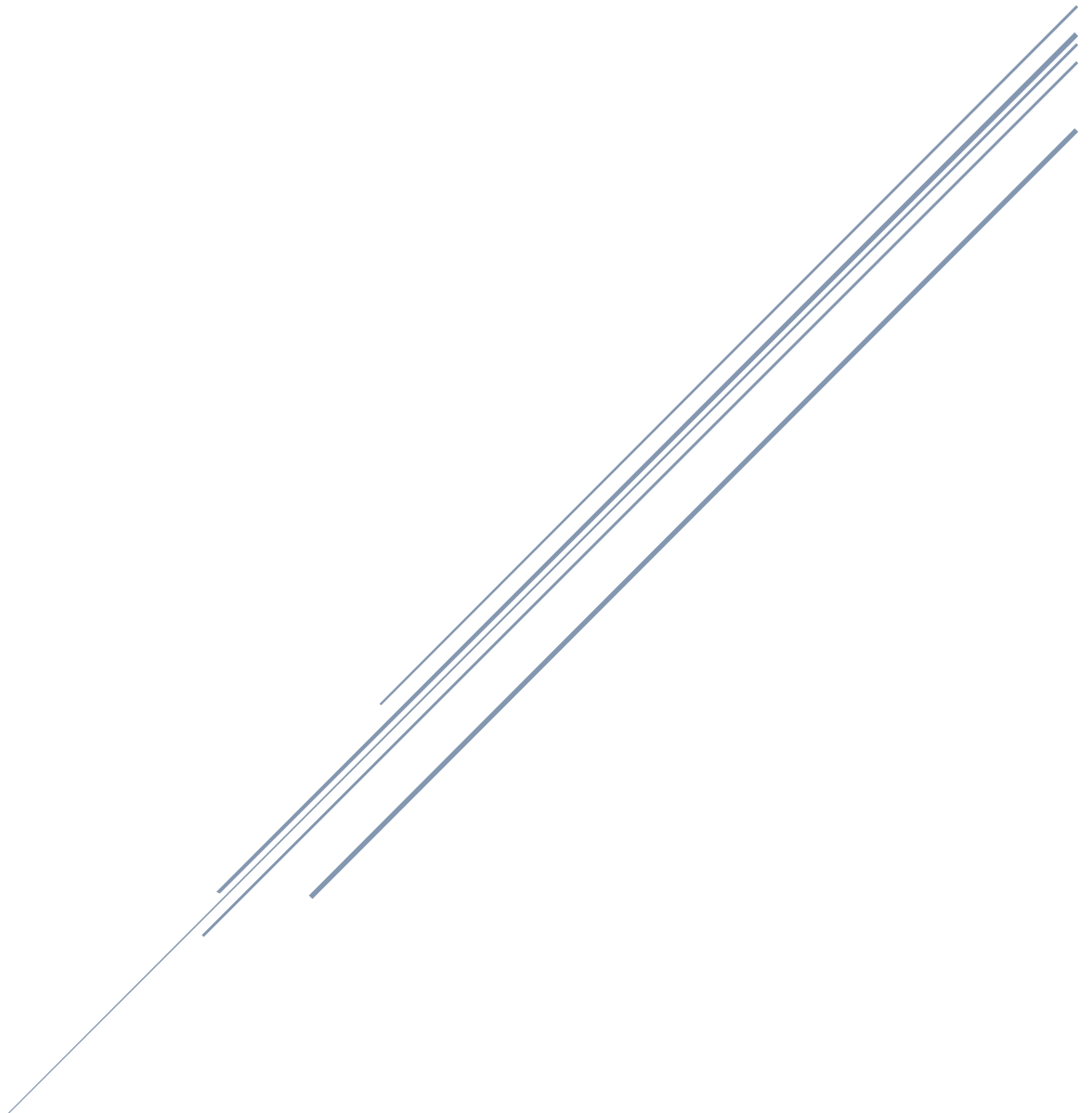
See Exhibit "A" attached hereto and incorporated herein.

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

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

CITY OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL



Attachment: PPM 04152020 Update (Updates Personnel Procedure Manual)

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INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

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

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

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

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

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

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

AMERICANS WITH DISABILITY ACT

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

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

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

Definitions

Sex-Based Discrimination

Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which

protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.

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

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

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

Examples.

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

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.
4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.
5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

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

Off Duty Conduct

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

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

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

the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.

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

False Complaints.

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

Corrective Action.

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

Coverage.

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

CLASSIFICATION STATUS

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

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

PROBATIONARY PERIOD

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

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

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

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

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

POLICE COMMAND STAFF PROMOTIONS

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

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

- 2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
- 3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

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

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

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

The Preliminary Screening Committee shall be comprised of:

- Safety ~~Director~~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
- ~~Safety Director~~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:

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

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

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

The Final Selection Committee shall be comprised of:

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

- Human Resource Director

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

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

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

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

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

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

- i. the outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
- ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

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

REDUCTION IN FORCE

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

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

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

If an employee, after examination, is found to be unable to perform the essential functions of his

position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

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

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

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

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

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

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

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

Employment

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

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

stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

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

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

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

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

PERSONNEL FILES AND INFORMATION

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

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

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

OUTSIDE EMPLOYMENT

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

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

RESIGNATION

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

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

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

POLITICAL ACTIVITY

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

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

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

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

PERFORMANCE EVALUATIONS

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

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

SOLICITATION

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

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

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

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

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the

communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

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

PAYCHECKS

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

REPORTING TO WORK AND TARDINESS

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

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

HOURS OF WORK AND OVERTIME

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

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees

who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

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

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

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

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

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

COMPENSATORY TIME

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

- a. Compensatory time shall be credited to employees who are eligible for overtime pay at the

rate of one and one-half (1½) hour for each overtime hour worked.

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

CALL-IN PAY

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

EMERGENCY HOLIDAY CALL IN PAY

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

INCLEMENT WEATHER

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

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

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

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

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

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

- A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);

- B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

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

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

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

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM

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

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

SICK LEAVE

Accumulation

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

Use

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

1. Illness, injury, or pregnancy-related medical condition of the employee.

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

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

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

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

Employee Notification

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

Written Statement

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

Sick Leave Abuse

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

Uses of Other Leave

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

Sick Leave Conversion

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

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

- c. Employees who have completed at least 20 or more years of service to the City shall be entitled to 40% of their accumulated but unused sick leave, not to exceed 760 hours.
- d. Employees who have completed at least 25 years of service to the City shall be entitled to 50% of their accumulated but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City, so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

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

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

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

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

Medical Information.

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

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

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

Definitions.

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

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

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

a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.

- i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five-year period for covered veteran status.
8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.
10. A “serious injury or illness”, for purposes for the 26 week military caregiver leave means either:
 - a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service–Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

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

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

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

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

- a. Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, which is a deployment on seven (7) or fewer days notice.
- b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.

- c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
- d. Making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
- e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
- f. Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
- g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.
- h. Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.
- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

A. Leave Entitlement.

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

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

Use of Leave

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

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

twelve (12) week period. *(Note: See section E below for information on disability leaves.)*

3. **Placement of a Child for Adoption or Foster Care:** An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. **Employee's Serious Health Condition or Family Member's Serious Health Condition:** An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

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

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

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

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time

FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

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

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

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

Certification for leave taken because of a qualifying exigency

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

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the

Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

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

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

Employee Benefits

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

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

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

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service

credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

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

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

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

Records

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

INJURY LEAVE

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

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

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

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

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

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

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

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

LEAVE DONATION

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

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

To donate leave

Qualifying employees may donate leave if the donating employee:

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

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

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

To Receive Donated Leave

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

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

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

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

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

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

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

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

CIVIC DUTY LEAVE

Jury Duty

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

Work-Related Proceedings

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

Personal Matters

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

VACATION LEAVE

Vacation Leave Accrual

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

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

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

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

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

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

Vacation Leave Use

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

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

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

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

FUNERAL LEAVE

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

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

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

Permanent Part-Time Employees

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

MILITARY LEAVE

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

Paid Military Leave

City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars (\$500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS

The following days shall be considered legal holidays for which full-time, non-union employees shall receive their regular compensation:

- a. New Year's Day (January 1)
- b. Martin Luther King, Jr. Day (third Monday in January)
- c. Presidents Day (third Monday in February)
- d. Memorial Day (last Monday in May)

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

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

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

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

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

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

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

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

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

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

WORKERS' COMPENSATION

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

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

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

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

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

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

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

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

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

TRANSITIONAL WORK PROGRAM

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

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

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

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

The employee will be:

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

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

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

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

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

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

CREDIT CARD FLEET POLICY

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

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

Cardholder Responsibilities:

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.
- b. Every purchase must have a detailed itemized receipt.
- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.

- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

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

A. Mileage, Parking and Tolls

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

B. Overnight Travel

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

- 1. Meals

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

2. Lodging

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

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

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

C. Daily Travel

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

COMPUTER USE POLICY

Email

Policy Overview

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

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

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

Acceptable Use

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

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

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

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

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

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

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

Expectation of Privacy

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

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

Compliance

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

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

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

Mobile Device Policy

Policy Overview

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

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

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

Acceptable Use

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

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

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

Devices and Support

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

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

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

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

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

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

Reimbursement

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

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

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

Security

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

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

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

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

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

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

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

Risks/Liabilities/Disclaimers

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

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

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

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

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

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

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

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

Computer, Internet, and Network Policy

Policy Overview

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

Acceptable Use and Right to Search

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

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

Prohibited Use

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

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.

5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall

secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.

4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for

business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Vehicles

Employees operating a City motor vehicle are required to have a proper and valid motor vehicle operator's license. An employee who operates a motor vehicle for work and who has his license suspended, but who has acceptable court-ordered driving privileges, may nevertheless have his driving privileges temporarily suspended by the City. When the City suspends driving privileges, the employee will be temporarily reassigned. The City need not reassign an employee who drives for work and has his license suspended by a court with no work-related driving privileges. Employees that are required to drive as a part of their job are required to remain insurable on the City's fleet liability policy. Employees must notify their supervisor of any traffic offense which may impair their ability to remain insurable or their ability to perform an essential function of their job, such as driving.

Any City employee who operates a City-owned motor vehicle, or a privately owned motor vehicle in the discharge of official City business, shall at all times during the course of operation, fully utilize the front seat occupant restraint systems provided in the vehicles and require like use of said systems by any passengers in the vehicle. Employees who operate City vehicles must have appropriate insurance coverage as designated by the Appointing Authority or Agency Head.

Use of a City-owned vehicle must be pre-approved by the employee's supervisor. Employees shall not use, or permit the use of City automobiles for any purpose other than official City business. Passengers not on official City Business (i.e. children, spouses, friends, etc.) are not permitted in City-owned vehicles. Employees, as representatives of the City, are expected to be courteous to the public and to obey all traffic laws. City employees should drive and conduct themselves as to enhance the reputation of the City and Department.

Employees who drive City vehicles or who drive their personal vehicles for City business are subject to periodic (at least annual) record checks at the Bureau of Motor Vehicles. Employees who utilize City vehicles are responsible for reporting to their supervisor any moving traffic violations obtained while on, or off, duty as an employee's personal driving record may impact his ability to be covered on the City's liability policy. Employees who drive on behalf of the City are subject to reassignment and/or discipline in the event of a license revocation, suspension or traffic offense conviction

Concerns regarding repairs or vehicle maintenance must be reported to the employee's immediate supervisor.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment

whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;

- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found

to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence.

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors.

The following are examples of warning signs, symptoms and risk factors that may indicate an employee’s potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: “You know what happened in Oklahoma City,” “I’ll get even,” or “You haven’t heard the last from me.”; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a “loner,” avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be

considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid “administrative” leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid “administrative” leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee’s position, the employee’s record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City’s discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee’s off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee’s immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee’s alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City’s decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to and defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____