



**FINANCE COMMITTEE
MONDAY MAY 4, 2015**

COMMITTEE MEETING:

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDBURG, OH 43068**

President: DOUG JOSEPH

Ward Members: Ward I - Scott A. Barrett
Ward II - Leslie Kelly
Ward III - Cornelius McGrady III
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Kelly, McGrady, Clemens, Cotner, Long, Barrett, Skinner
Safety: Chmn Long, Skinner, Clemens, Kelly, Cotner, Barrett, McGrady
Service: Chmn Clemens, Barrett, Kelly, Cotner, Long, McGrady, Skinner
Finance: Chmn Cotner, Long, Clemens, Kelly, Barrett, McGrady, Skinner

* * * * *

Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a "Speaker Form" and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

*April Beggerow
Clerk of Council*

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Finance Committee - Committee Meeting - Apr 20, 2015 7:30 PM
4. Discussion
 - a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" Subsection (A) "Administrative" and Subsection (C) "Department of Development"; of CHAPTER 160 EMPLOYEE COMPENSATION
 - b. Ordinance Appropriating Funds from Unappropriated General Fund to Account 110.111.5362 for Donated Monies Received. (First Reading 4/27/2015).
 - c. Ordinance Authorizing Mayor to Purchase 15 Oem Micro Mdts for Reynoldsburg Police Department. (First Reading 4/27/2015).
 - d. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. (Police Cruisers ~ Second Reading 4/27/2015).

CITY OF REYNOLDSBURG

FINANCE COMMITTEE MONDAY APRIL 20, 2015

COMMITTEE MEETING:

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDBURG, OH 43068**

1. Call to Order

PRESENT: Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner, Joseph

ABSENT:

2. Approval of Agenda

Stands Approved.

3. Approval of Minutes

a. Finance Committee - Committee Meeting - Apr 6, 2015 7:30 PM

Stands Approved.

4. Discussion

a. Ordinance Authorizing Mayor to Purchase One Undercover Vehicle for Reynoldsburg Police Department and Declaring an Emergency.

Chief O'Neill: Thank you Chairman Cotner. This request comes through our detective bureau. Our undercover narcotics officer who's currently assigned to the Franklin County Drug Taskforce has been using a vehicle that has been in our fleet since I was Sgt. O'Neill if that puts a time frame on this, that had come into our possession on a drug forfeiture so it wasn't a new vehicle when we got it. I don't know exactly what the mileage on it is exactly, but its seen some pretty tough driving over the past maybe 10 years. It's just time we replace it. It's a little difficult to find replacements because we have to find something that doesn't look too new but it has to hold up long enough to make it worth our while and after what I think is probably the fourth or fifth attempt to find something, Officer *** was able to find a truck that sort of met all of our needs and that's what we're asking you to purchase.

Mr.Long: I'm assuming, an undercover car, the monies are going to come out of the Drug Forfeiture fund.

Chief O'Neill: Yes, its going to come out of the forfeiture, I believe Drug Forfeiture, if not it may be coming out of Special Enforcement. One of those two.

Mr. McGrady: You have a projected price of the truck?

Minutes Acceptance: Minutes of Apr 20, 2015 7:30 PM (Approval of Minutes)

Chief O'Neill: I think it was right around \$15,000. And that was by all accounts the best we could do to find a vehicle that's going to meet all of our needs.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/27/2015 7:30 PM
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner	

b. Ordinance Appropriating Funds from Unappropriated General Fund to Account 110.111.5362 for Donated Monies Received.

Chief O'Neill: This is one of the few opportunities that we have to actually take money from people who are giving it to us willingly. So we're more than happy to. This is just basically an accounting function. We had a similar Ordinance come through last year. It just allows us to take that money that was donated and placed into the general fund and appropriate it back to the motor unit so that they can purchase the items that they use when they put up their display, when they make their public appearances and such.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/27/2015 7:30 PM
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner	

c. Ordinance Authorizing Mayor to Purchase 15 Oem Micro Mdts for Reynoldsburg Police Department.

Chief O'Neill: This is the next step in our, I don't know if I want to call it an upgrade, but it's in our process to sort of keep in line with the requirements for our Mobile Data Computing as our software moves forward, the current hardware that we have is insufficient to sort of drive everything that's out there so we need to keep up to speed. Recently, Mr. Kozanecki and the Lieutenant and I sat down and sort of outlined a sort of long range plan with where we wanted to go with our IT capabilities in our department and looking down the road, one of the goals that we had was to integrate our capabilities with that of the surrounding communities including Whitehall, Gahanna and New Albany. In order to do that, we're somewhere down the road going to have to change our records management system and our MDT capabilities and this particular move puts us in line with being able to accomplish that. Overall the project that I'm talking about is probably going to take in the neighborhood of 3-5 years to get everything in line. We seem to have money already available to cover all of this stuff through some of our special accounts, so we're in a position right now that we could start moving forward and this is sort of a first step. Even if we weren't going to move forward, we are at the point now with our MDT systems where just trying to move to the next version of the new software would put us right on the edge of being able to handle it from a hardware standpoint. So we're going to have to make this move regardless, these particular items, the OEM MDTs are manufactured specifically for the purpose of being placed in a cruiser and kind of dealing with the special needs of this type of complication. It's a smaller unit than we're currently using and as everyone knows who's been out to buy a car lately,

we're not driving around in 1977 LTDs anymore so there's a little bit more economy space that we're looking for. This provides us a little bit more room and allows us to, on a regular basis, place 2 normal sized officers in one car. Right now, it's a little bit cramped if you have a bigger guy who's trying to sit in the passenger seat. So this is going to allow us some capabilities there too.

Mr. Cotner: You say it's about 3-5 year long range?

Chief O'Neill: Obviously, not this particular thing but yeah, as we look down the road trying to incorporate our IT capabilities with the surrounding communities, I would think 3-5 years is a reasonable prediction. Any time you try and tackle something of that magnitude and get everyone in line together there's a lot of balls in play at that point.

RESULT:	REFERRED TO COUNCIL [6 TO 0]	Next: 4/27/2015 7:30 PM
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Skinner	
RECUSED:	Long	

- d. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. (Police Cruisers ~ First Reading 4/13/2015).

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/27/2015 7:30 PM
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner	

- e. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. (Computer Dept ~ Second Reading 4/13/2015).

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/27/2015 7:30 PM
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Barrett, Kelly, McGrady III, Clemens, Cotner, Long, Skinner	

City Council**Doug Joseph****Phone****ORDINANCE REQUEST****DATE: May 4, 2015****TO: Finance Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" Subsection (A) "Administrative" and Subsection (C) "Department of Development"; of CHAPTER 160 EMPLOYEE COMPENSATION.

Emergency/Suspension: Emergency

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

Statement of necessity:

This is a request to Amend Chapter 160.02 to reflect the following changes:

In the Clerk of Council's office:

Change in job description for both the Clerk of Council and Assistant Clerk of Council to reflect additional administrative responsibilities brought into the Clerk of Council's office from the Development Department.

Consolidate the two part-time Assistant Clerk positions into one part-time position.

Change in pay grade for the Assistant Clerk from pay grade 5 to a pay grade 10.

In the Development Department:

Development Director Administrative Assistant changed from 1 full time position to 1 part time position.

Both Departments:

Assistant Clerk of Council to be shared with Development Administrative Assistant creating 1 full time position shared between departments.

City Council**Doug Joseph****Phone**

The Financials:

Requesting to appropriate from the un-appropriated general fund to as follows to Council Funds: \$10,000 to Wages Staff (110.571.5102); \$4,701 to Group Insurance (110.571.5161); \$1,1667 to HSA (110.571.5109); \$118.00 to Medicare (110.571.5166); \$1,643 to OPERS (110.571.5151) and the following to Development funds: \$11,739 Wages-Staff (110.580.5102); \$4,701 to Group Insurance (110.580.5161); \$1,1667 to HSA (110.580.5109); \$118.00 to Medicare (110.580.5166); \$1,643 to OPERS (110.580.5151).

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	19
Asst. City Prosecutor	2 p/t	Unclassified	19
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	5
Mayor's Secretary*	1	Unclassified	15
Clerk of Courts	1	Unclassified	16
Assistant Clerk of Courts	1	Classified	11
Data Entry Operator	1p/t	Classified	6
Data Entry Operator	1	Classified	6
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	2 1p/t**	Unclassified	5 10
Tax Administrator	1	Classified	15
Deputy Auditor	1	Unclassified	15
Auditor's Secretary	1 p/t	Unclassified	10
Accounting Manager	1	Classified	21
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
* Mayor's Secretary to be shared with Human Resources Department			
** Asst. Clerk of Council to be shared with Development Administrative Assistant.			
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	20
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	21
Development Director			
Administrative Assistant	1 1pt**	Unclassified	10
Planning Administrator	1	Classified	19
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1p/t	Unclassified	20
Human Resources Generalist	1	Unclassified	12
(e) PARKS & RECREATION DEPARTMENT			
Director	1	Unclassified	20
Administrative Assistant	1	Unclassified	12
Director Senior Citizens Center	1	Classified	16

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	9
Recreation Superintendent	1	Classified	14
Grounds Superintendent	1	Classified	14
Parks Maintenance –Crew Leader	1	Classified	11
Parks Maintenance	2 p/t	Classified	2
Horticulturist	1	Classified	7
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	26
Chief of Police	1	Classified	26A
Lieutenant	2	Classified	22A
Sergeant	9	Classified	See Chapter 166
Police Officer	46	Classified	See Chapter 166
Dispatcher	8	Classified	See Chapter 162
Property Room Clerk	2 p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	25
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	14
Maintenance Worker	2	Classified	5
Maintenance Crew Leader	1	Classified	9
(2) Building Division			
Chief Building Inspector I	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Administrative Assistant	1	Classified	11

Code Compliance Officer	2 p/t	Classified	6
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<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
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(3) Water/Wastewater Division

Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator 1p/t		Classified	10
Meter Reader	1	Classified	6
Billing Supervisor	1	Classified	13
Account Clerk 2	2	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 p/t	Classified	10
Mechanic	1	Classified	14
Assistant Mechanic	1	Classified	10

(4)(a) Storm Water Utility Division

Asst. Superintendent	1	Classified	13
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Pollution Control Technician	1	Classified	10
Maintenance Spec/Equip Operator	1	Classified	10

(h) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	23
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CITY OF REYNOLDSBURG

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POSITION DESCRIPTION

Page 1 of 5

DEPT./OFFICE: CITY COUNCIL	WORKING TITLE: ASSISTANT CLERK OF COUNCIL/ <u>DEVELOPMENT ASSISTANT</u>
CLASS TITLE: ASSISTANT CLERK OF COUNCIL/ <u>DEVELOPMENT ASSISTANT</u> (FT)	EMPLOYEE NUMBER: 0164
Status: Classified ☐ Unclassified ☒	Citation Code: 160.02, 125, 7.03
Full-Time ☒ Part-Time ☐ Other ☐	Reports To: Clerk of Council/ <u>DEVELOPMENT DIRECTOR</u>
OT Status Per Ord.: Non-exempt	Normal Working Hours: 8:00 a.m. – 5:00 p.m.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

20% (1) Acts in place of the Clerk of Council during absences and assists the Clerk with preparing/delivering drafts of legislation to Council for consideration; researches, obtains, and develops supporting information for proposed legislation; assists with publishing draft legislation prior to adoption by Council; assures compliance with procedural requirements for legislation, zoning issues, annexations, etc.; records, disseminates, files, and publishes adopted ordinances and prepares same for codification.

~~25% (2) Assists Clerk with preparing/disseminating Council/committee agendas and all related materials (e.g., drafts agenda and ensures that it is complete and accurate in form, grammar, and content); prepares Council packets consisting of all necessary materials including correspondence, legislation, etc. for meetings (assembles, collates, and/or photocopies materials).~~

2025% (32) Assists in preparation of agenda for City Council, Planning Commission, Board of Zoning and Building Appeals, and special appointed committee/commission; prepares legal advertising and sends out required notification of meetings; posts agendas and minutes as required; sends out information about agenda items to members and necessary department heads; enters applications into computer system; assembles case files; assists in the preparation and distribution of packets for council/committee/board and commissions members.

Assists Clerk with legislative aide/~~secretarial~~ administrative duties for members of Council and Charter Review Commission (e.g., researches issues and prepares reports for Council members, reviews reports, analyzes information, and prepares summary reports as needed, publishes meeting notices, prepares routine correspondence); responds to citizen and City employee inquiries via telephone, e-mail or in person and informs Council of same; acts as liaison between council and administration.

Effective Date: 01/01/03

Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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Packet Pg. 11

Attachment: AsstClerkofCouncilFT (1060 : Amend 160.02 (A) and 160.02 (C))

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 5

15% (4) Assists Clerk with maintaining record management, storage, and retrieval system for actions by Council and committees.

20% (6) Performs general clerical duties for Clerk's Office (opens and distributes mail, types routine correspondence, orders supplies, answers telephone and takes messages, etc.)

(7) Performs general clerical duties for Development Department (opens and distributes, mail, types routine correspondence, orders supplies, process invoices for payment. Serves as back up to the Planning Administrator as assigned.

Attachment: AsstClerkofCouncilFT (1060 : Amend 160.02 (A) and 160.02 (C))

Effective Date: 01/01/03
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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Packet Pg. 12

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 4

Working Title: Assistant Clerk of Council/Development Assistant **Employee Number:** 0164

(7) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: data processing techniques and procedures; database management; Council and committee goals and objectives;* Council and committee policies and procedures;* government structure and process; local laws and/or regulations;* public relations; media relations; community resources and services; office practices and procedures; English grammar and spelling; records management; office management; project management; local geographical area.

Skill in: word processing; adding machine or calculator operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; compile and prepare reports; develop complex reports and position papers; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 4

Working Title: Assistant Clerk of Council/Development Assistant**Employee Number:** ~~0164~~

and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints.

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or GED or equivalent; one (1) to two (2) years experience in business administration, office management or related field preferred; or any equivalent combination of training and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
(FOR PURPOSES OF O.R.C. 4167)

1. Has contact with potentially violent or emotionally distraught persons.

PHYSICAL DEMANDS:

Sedentary: lift, push, pull 10 pounds occasionally.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Attachment: AsstClerkofCouncilFT (1060 : Amend 160.02 (A) and 160.02 (C))

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Working Title: Assistant Clerk of Council/Development AssistantEmployee Number: 0164

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date

Appointing Authority

Date

Human Resources Director

Date

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 4

DEPT./OFFICE: CITY COUNCIL	WORKING TITLE: CLERK OF COUNCIL
CLASS TITLE: CLERK OF COUNCIL	EMPLOYEE NUMBER: 0120
Status: Classified ☐ Unclassified ☒	Citation Code: 160.02, 125, 7.03, 3.06
Full-Time ☒ Part-Time ☐ Other ☐	Reports To: City Council
OT Status Per Ord.: Non-exempt	Normal Working Hours: 8:00 a.m. - 5:00 p.m.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

30% (1) Maintains index of legislative actions. Performs all assignments, notifications and advertising as required by state and local law; performs all duties of "City Clerk" as outlined in Ohio Revised Code. Prepares budget documents for Council Follows up with preparation of changes for appropriation documents.

Responds to requests from all City Council members in a timely and efficient manner.

Processes purchase orders for City Council; secures purchase orders; verifies signs and processes purchase orders; keeps accurate records of funds available in specific accounts; follows procedures for requesting additional funds as needed.

20% ~~(2) Oversees the preparation of weekly Council packets; serves as backup to staff as needed. Trains new employees in usage of specialized software and cross trains to perform other jobs in office.~~

(32) Prepares agenda for Planning Commission, City Council, Board of Zoning and Building Appeals, and special appointed committee/commission meetings and arranges clerical support; prepares and distributes completed minutes. Prepares legal advertising and sends out required notification of meetings; posts agendas and minutes on website; sends out information about agenda items to members and necessary department heads; enters applications into computer system; assembles case files. Oversees the preparation of weekly Council packets; serves as backup to staff as needed. Trains new employees in usage of specialized software and cross trains to perform other jobs in office.

Takes reservations for use of City Council chambers and committee rooms; ensures all are maintained; instructs users on use of audio/visual equipment.

(3) Coordinates clerical responsibilities for Planning Commission, Board of Zoning and Building Appeals, Records Commission and Council Committees. Assures that clerical support staff prepare minutes and agendas in a timely manner, legal notification is provided as required by code, adequate coverage at meetings is provided, and all other duties done efficiently.

Effective Date: 01/01/03
Date Revised: 04/22/2015

Developed by:
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CITY OF REYNOLDSBURG
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POSITION DESCRIPTION

Page 2 of 4

accurately and timely. Serves as backup to clerical support as needed.

15% (4) Coordinates web page updates, posting all legislation and minutes. Coordinates with IT and vendors for upgrades and maintenance of specialized software.

15% (5) Serves as Clerk to the Charter Review Commission every five years; prepares agendas; attends and prepares minutes; coordinates attendance by administrative officials and Council or Board and Commission members to discuss possible changes in City Charter; submits recommendations for Council action and completes process following required procedures.

Attachment: Clerk of Council Current (1060 : Amend 160.02 (A) and 160.02 (C))

Effective Date: 01/01/03
Date Revised: 04/22/2015

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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pdreycouncilclk

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 4

Working Title: Clerk of Council

Employee Number:

20% (6) Maintains record management, storage and retrieval system for actions by Council and committees.

(7) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Municipal laws, ordinances, and various codes. City government organization and operations. External governmental bodies and agencies related to area of assignment. All computer applications and hardware related to performance of the essential functions of the job.

Skill in: Organizing work. Setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies procedures, rules and regulations. Communicating orally and in writing and internal staff, citizens, committee/board members and other department staff in order to give and receive information in a courteous manner.

Ability to: Ability to communicate effectively with the public. While performing the essential functions of this job, the incumbent is regularly required to sit, see clearly, hear, read and write; stand, grasp and hold objects; keyboard; for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; compile and prepare reports; develop complex reports and position papers; respond to routine inquiries from public and/or officials; prepare and deliver speeches

Effective Date: 01/01/03
 Date Revised: 04/22/2015

Developed by:
 Clemans, Nelson & Associates, Inc.
 Dublin, Ohio 43017

102502jrCO
 pdreycouncilclk

CITY OF REYNOLDSBURG
An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 4

Working Title: Clerk of Council

Employee Number: 0120

and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints.

QUALIFICATIONS:

Associate level degree in business or public administration or related field; and Seven to ten years of progressively responsible experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Municipal Clerk obtained within four years of employment. Master Municipal Clerk desirable.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
 (FOR PURPOSES OF O.R.C. 4167)

1. Has contact with potentially violent or emotionally distraught persons.

PHYSICAL DEMANDS:

Sedentary: lift, push, pull 10 pounds occasionally.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

- ~~(1) Assistant Clerk of Council (PT)~~
 (1) Assistant Clerk of Council (FT)

Attachment: Clerk of Council Current (1060 : Amend 160.02 (A) and 160.02 (C))

CITY OF REYNOLDSBURG
 An Equal Opportunity Employer
POSITION DESCRIPTION

Page 4 of 4

Working Title: Clerk of Council

Employee Number: 0120

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

 Employee Signature

 Date

 Appointing Authority

 Date

 Human Resources Director

 Date

Effective Date: 01/01/03
 Date Revised: 08/05/2013

Developed by:
 Clemans, Nelson & Associates, Inc.
 Dublin, Ohio 43017

102502jrCO
 pdreycouncilclk

Packet Pg. 20

Attachment: Clerk of Council Current (1060 : Amend 160.02 (A) and 160.02 (C))

Police Department**James O'Neill****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST**

DATE: May 4, 2015**TO: Finance Committee****RE: ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED
GENERAL FUND TO ACCOUNT 110.111.5362 FOR DONATED
MONIES RECEIVED. (First Reading 4/27/2015).**

Please appropriate the following donations to account 110.111.5362, for the Division of Police Motor Unit project bike.

Holly Hills	Cash	\$40.00
Ameristop	CK 5193	\$100.00
Dodd's Body	CK 27243	\$100.00
Columbus		
Metro Bank	CK 683970	\$250.00
Total		\$490.00

Police Department**James O'Neill****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST**

DATE: **May 4, 2015****TO:** **Finance Committee****RE:** ORDINANCE AUTHORIZING MAYOR TO PURCHASE 15 OEM MICRO MDTs
FOR REYNOLDSBURG POLICE DEPARTMENT. (First Reading 4/27/2015).

To replace older, outdated Panasonic Toughbook Laptops.

Request for Council to approve the purchase of 15 OEM Micro Mobile Data Terminal totaling \$57, 237.80.

The Division of Police requests to waive competitive bidding for purchase of these MDT's.

The attached document explains in detail the benefit of the purchase of OEM Mirco MDTs and the break down of cost to purchase the MDTs.



Reynoldsburg Division of Police
7240 East Main Street
Reynoldsburg, Ohio 43068
(614) 866-6622
(614) 322-6926 (fax)

4.c.a

MEMORANDUM

Date: 10 April 2015

To: Chief O'Neill/City Council

From: LT R. Wright #90 *RW*

Subject: Purchase of New Mobile Data Terminals

The Division of Police requests to replace the current lap top computers utilized in the patrol vehicles. Some of the laptop computers are 10 plus years in age and can no longer receive RAM upgrades to operate current/updated software. This inhibits the ability of the police department to function efficiently while utilizing digital records management systems.

A. Test/Evaluation and Recommendations: After testing and evaluating three different systems, the police department is requesting to replace the current laptop computers with actual mobile data terminals (MDT). We conducted testing and evaluation as stated with recommendations as follows:

1. OEM Micro TAC-412: This is an actual MDT designed by OEM Micro after consulting with police officers. The system is upgraded to current hardware specifics giving us the ability to run all modern software. This MDT is configured for police use with larger, easily located buttons to power the unit, control the brightness, control the volume, and blank out the screen when necessary. The MDT is rugged with a sealed, waterproof keyboard and does not create a "platform" to set drinks and food that could contaminate the system. The keyboard is detached from the main unit to where an officer can set the board in his lap to use; thus alleviates the officers from twisting their backs to type on the MDT. The size of the system does not restrict space in the front passenger seat. The system itself has seven USB ports offering complete flexibility to attach various other devices for the officer to use. Plus there is an extra port to plug the in car camera system into the MDT. This MDT offered the most officer/user-friendly specifications above the other devices that we considered/tested. I contacted three other Ohio Police Agencies who all highly recommended this unit. All three used the Panasonic Toughbook prior to installing the OEMs. All three agencies were most impressed by the support offered by OEM to upgrade and repair the units when required.

OEM shipped us a unit to test and evaluate with our officers, and I received very positive feedback from the officers who conducted the evaluation. I recommend purchasing this unit for future use with the Reynoldsburg Division of Police.

Attachment: MDT legislative request (1050 : Purchase of 15 OEM Mirco MDTs)

2. Panasonic Toughbooks: This is the device currently used by the police department. This device served the department well over the past ten years; however, it is not an actual MDT. It takes up a large amount of space inside the newly designed cruisers, sometimes inhibiting the ability to place an officer in the passenger seat. It clearly does not offer the same specifications as listed on the attached "MDT Tech Spec Comparison." The only positive comparison feature that is offered by the Toughbook and not with the OEM is the fact the Toughbook is portable given it is a laptop. The configurations of the buttons with the newer laptops on the market are similar to configuration of the buttons and keyboard on the older models we currently possess. Those buttons are sometimes hard for the officers/users to access in the cruisers. This laptop offers only four USB ports where all of them are currently used by various, necessary devices to where none are open. The keyboard is affixed to the unit to where the officers need to twist their backs to use.

I recommend not continuing use with this laptop.

3. GETAC: We received one of the GETAC laptop computers through the 1033 program offered by the Defense Logistics Agency; therefore, our department has conducted an extensive test and evaluation of the system. The GETAC is a laptop computer that is a slight step down to the Panasonic Toughbook. It does have a shock casing similar to the Toughbook to give the computer some durability, and the buttons to control the various functions are the same as the Toughbook. Additionally the keyboard is affixed causing the officers to twist their backs to use. This system only has 3 USB ports for use.

While the GETAC we are currently using is more modern than our Toughbooks and served a good purpose, I recommend not purchasing this laptop.

4. PatrolPC: Not much is known regarding the PatrolPC computer. The IT Director researched the company, which is based in the New England State area, and requested a quote with a test and evaluation unit. His attempts to work with the company were unsuccessful as they did not seem interested in conducting business with our city.

Given the companies lack of response regarding purchasing, I recommend not pursuing this company for their system.

B. Competitive Bidding and Recommendation: I request to waive competitive bidding and recommend purchase of 15 OEM Micro TAC-412 MDTs. I request the waiver based on the following:

- The items we are requesting to purchase are technology based.
- We conducted a thorough test and evaluation of three different systems before reaching a decision on which system we wanted to purchase (PatrolPC did not send us a unit for test and evaluation) – and the OEM Micro MDT is

the best system for the money (even though they were the highest cost of three of the systems tested).

- OEM Micro is a company based out of Michigan and has applied to be added to Ohio State bid.
- OEM Micro was highly recommended by the following Ohio agencies:
 - Willoughby Police Department
 - Wickliffe Police Department
 - Rocky River Police Department

C. Funding: The City has already received a State grant in the amount of \$10,336 to apply towards the purchase of new the new MDTs; this was received after applying for four grants and only receiving approval from one of the applications.

I request to use funds from the Special Law Enforcement Fund to purchase 15 OEM Micro TAC-412 MDTs in the amount of \$57,237.80. Cost break down as follows:

15 OEM Micro TAC-412 MDTs	\$61,275.00
STATE GRANT FUNDING	-\$10,166.86
MATCHING FUNDS	+\$1129.66
Unforeseen Issues during installment	+\$5000.00
TOTAL:	\$57,237.80

ATTACHMENTS:

1. Letter of Recommendation from IT Director Scott Teeters.
2. MDT Tech Spec Comparison
3. Copy of Grant Award Document
4. OEM Micro Quote
5. Panasonic Toughbook Quote
6. GETAC Quote

Ron Wright

From: Scott Teeters
Sent: Tuesday, March 24, 2015 4:08 PM
To: Ron Wright
Subject: RE: MDT Comparison List

Ron,

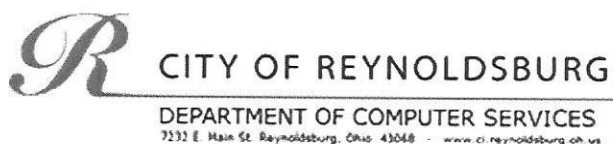
I can say that all three candidates we've tested have performed very well (Toughbook, GETAC and OEM Micro), both from a technical standpoint as well as operational. With that being said, I'd have to say the OEM Micro TAC-4 computer is still my preferred choice for MDT.

The OEM Micro TAC-4 computers provide an ease of use with the combination of the touch-screen as well as hot buttons on the outer shell of the screen allowing the officers to quickly dim the screen, adjust the volume and even power off the unit, even while wearing gloves. It also provides more flexibility with the multiple USB ports, enabling us to attach various devices as we need. The dual-network ports allow us to attach the Kustom Signal camera system to these units without taking away the ability to still connect to a wired network for diagnostics or LPR unit if needed. The position of the monitor and keyboard help keep the officers from accidentally damaging the dash or spilling their drinks into the computer, as well as enabling a 2nd officer to easily access the MDT when riding in tandem. Since we've had the demo unit installed, Roger and I have not received any service tickets on the TAC-4 computer, even with the extreme cold we've had this past winter.

Overall, I feel the ruggedness of the OEM Micro TAC-4 computer, along with its flexibility and power, will help improve officer efficiency and lend itself to less downtime.

Sincerely,

Scott Teeters, Jr.
 Director of Computer Services
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068
 (614) 322-6883
steeters@ci.reynoldsburg.oh.us



From: Ron Wright
Sent: Friday, March 20, 2015 3:07 PM
To: Scott Teeters
Subject: RE: MDT Comparison List

This looks really good, can you give me one last item: as the IT Director for the city of Reynoldsburg, which MDTs do you recommend and why?

LT R. WRIGHT #90

Attachment: MDT Tech Spec Comparison (1050 : Purchase of 15 OEM Mirco MDTs)

REYNOLDSBURG POLICE DEPARTMENT**DIRECT: (614) 322-6925****MAIN: (614) 866-6622****FAX: (614) 322-6926****<http://www.ci.reynoldsburg.oh.us/departments/police-department.aspx>****From:** Scott Teeters**Sent:** Monday, March 16, 2015 4:21 PM**To:** Ron Wright**Subject:** MDT Comparison List

Ron,

I compiled a list of four (4) MDT systems and their specifications: OEM Micro, Panasonic Toughbook, GETAC and Patrol PC. The spreadsheet compares their hardware item to item and then gives a recent quoted price at the bottom of the list. Along with the spreadsheet, I've also attached copies of each of these quotes. Please let me know if you have questions.

Sincerely,

Scott Teeters, Jr.

Director of Computer Services

City of Reynoldsburg

7232 E. Main St.

Reynoldsburg, OH 43068

(614) 322-6883

steeters@ci.reynoldsburg.oh.us

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Manufacturer	OEM Micro	Panasonic	GETAC	PatrolPC
Model	TAC-412	Toughbook CF-31	B300	RT-121
Monitor	12.1" XGA LCD 1200nit LED Touchscreen	13.1" XGA 1200nit Touchscreen	13.1" XGA TFT LCD Touchscreen	12.1" 1200nits Touchscreen
CPU	Intel i5 2.6GHz	Intel i5 2.7GHz	Intel i5 2.6GHz	Intel i3 2.3GHz
HD	500GB	500GB	500GB	500GB
RAM	4GB	4GB	4GB	4GB
Keyboard	Full stroke 88-key backlit with touchpad	Emissive backlit keyboard w/Touchpad	Waterproof Backlit Keyboard w/Touchpad	Rubberized Backlit Keyboard w/Touchpad
Front Panel	Power, volume and brightness control access	Controls via function keys	Controls via function keys	Power, volume and brightness control access
Ports and Expansions:				
USB	(7) total = (5) USB 2.0 and (2) USB 3.0	(4) USB 2.0	(3) USB 3.0	(5) total = (4) USB 2.0 and (1) USB 3.0
Card Reader	(1) SD card reader	(1) SDXC card reader	(1) SDXC card reader	(1) miniHDMI out
Video	(1) HDMI out	(1) HDMI out, (1) VGA out	(1) HDMI out, (1) VGA out	Mic and headset jack
Audio	Mic and headset jack	Mic and headset jack	Mic and headset jack	(2) External HD connector
Mini PCIe	(1) External HD connector	n/a	n/a	n/a
Serial	n/a	(1) port	(2) ports	n/a
PC Card	n/a	(1) port	(1) port	n/a
PC Express	n/a	(1) port	(1) port	n/a
Dock Connector	n/a	(1) port	(1) port	n/a
Network/Connection:				
Wifi	optional	802.11 a/b/g/n/ac	802.11 a/b/g/n/ac	optional
Bluetooth	Enabled v4.0	Enabled v4.0	Enabled v4.0	optional
Ethernet	(2) Gigabit Ethernet	(1) Gigabit Ethernet	(1) Gigabit Ethernet	(1) Gigabit Ethernet
Operating System	Windows 7 Professional	Windows 7 Pro / 8 Pro downgrade	Windows 7 Professional	Windows 7 Professional
Battery	optional for emergency	18 hrs life	15 hrs life	optional for emergency
Mounting	Fixed (new mounts)	Portable (use existing)	Portable (new mounts)	Fixed (new mounts)
Pricing				
Qty of 15	\$ 61,275.00	\$ 51,024.15	\$ 41,101.80	(requested pricing was not received)

QUOTATION & Order Form					
Quote #:	150316-1				
Customer:	Reynoldsburg Police Department				
Contact:	Scott Teeters				
Phone:	614-322-6883				
Email:	administrator@ci.reynoldsburg.oh.us				
Date:	March 16, 2015				
QTY	PART NUMBER	DESCRIPTION	LIST PRICE	Reynoldsburg PRICE	TOTAL
STANDARD SYSTEM					
15	9123-02	TAC-412 Mobile Tactical Computer 12.1" XGA LCD 1200nit LED, Intel 2.6 GHz i5 3rd Gen. CPU, 320GB SATA Storage Drive, 2 Gb DDR3 RAM, full-stroke backlit 88-key keyboard w/touchpad, front panel power, volume and LCD brightness controls, fully integrated CPU/LCD, (5) USB 2.0, (2) USB 3.0, (2) Gigabit Ethernet, Bluetooth 4.0, (1) SD Card Reader, (1) HDMI, (2) Audio Jacks (IN/OUT), (1) Mini PCIe (Internal) 10.8 Ah LiIon Battery, 3 yr warranty (parts & labor, 2x frt.)	\$3,773.00	\$3,395.00	\$50,925.00
	9124-02	TAC-415 Mobile Tactical Computer, 15.0" XGA LCD 1200nit LED, Intel 2.6 GHz i5 3rd Gen. CPU, 320GB SATA Storage Drive, 2 Gb DDR3 RAM, full-stroke backlit 88-key keyboard w/touchpad, front panel power, volume and LCD brightness controls, fully integrated CPU/LCD, (5) USB 2.0, (2) USB 3.0, (2) Gigabit Ethernet, Bluetooth 4.0, (1) SD Card Reader, (1) HDMI, (2) Audio Jacks (IN/OUT), (1) Mini PCIe (Internal), 10.8 Ah LiIon Battery, 3 yr warranty (parts & labor, 2x frt.)	\$3,884.00	\$3,495.00	\$0.00
15	SelectOS	☐ 002026 Windows XP Pro ☐ 002027 Win7 Pro 32-Bit ☒ 002028 Win7 Pro 64-Bit ☐ Other - Charges may apply			Included
15	002500	Software Duplication from Customer supplied master hard drive included on all TAC-4s prior to shipment			No Charge
CPU Upgrades					
		Contact Factory for available CPU Upgrades	\$0.00	\$0.00	\$0.00
Storage Drive Upgrades					
15	002034	Upgrade HDD from 320 Gb to 500 Gb HDD	\$55.00	\$49.00	\$735.00
	002035	Upgrade HDD from 320 Gb to 1 TB HDD	\$110.00	\$99.00	\$0.00
	002036	Upgrade HDD from 320 Gb to 128GB SSD with Power Fail	\$199.00	\$179.00	\$0.00
	002037	Upgrade HDD from 320 Gb to 240GB SSD with Power Fail	\$477.00	\$429.00	\$0.00
	002038	Upgrade HDD from 320 Gb to 480GB SSD with Power Fail	\$922.00	\$829.00	\$0.00
RAM Upgrades					
15	002013	Upgrade RAM from 2 Gb to 4 Gb DDR3	\$55.00	\$49.00	\$735.00
	002025	Upgrade RAM from 2 Gb to 8 Gb DDR3	\$199.00	\$179.00	\$0.00
	002029	Upgrade RAM from 2 Gb to 16 Gb DDR3	\$333.00	\$299.00	\$0.00
Options					
	052515	Change to Rubberized 84-Key Keyboard with touchpad, USB Interface	\$99.00	\$89.00	\$0.00
	052513	Change to Ikey Full Stroke Keyboard, USB Interface	\$110.00	\$99.00	\$0.00
	002039	Add 4G LTE Embedded Cellular Modem, specify ☐ Verizon or ☐ AT&T	\$444.00	\$399.00	\$0.00
	052021	Add Dual Cellular Antenna, Roof Mount. Includes Primary Cellular plus Diversity Cellular antennas for maximum reach and throughput. Specify ☐ Thru-Hole Threaded or ☐ Adhesive Mounting (each w/ 15' cables), or ☐ Magnetic Mounting (w/ 10' Cables), and ☐ White or ☐ Black (std.)	\$166.00	\$149.00	\$0.00
	052022	Add Dual Cellular Antenna + Cellular GPS, Roof Mount. Includes Primary Cellular, Diversity Cellular antennas + Cellular GPS antenna. Specify ☐ Thru-Hole Threaded or ☐ Adhesive Mounting (each w/ 15' cable), or ☐ Magnetic Mounting (w/ 10' Cables), and ☐ White or ☐ Black (std.)	\$222.00	\$199.00	\$0.00
	002016	Full Stroke Waterproof Keyboard	\$367.00	\$330.00	\$0.00
	002015	Add Internal GPS, includes external mounted antenna	\$144.00	\$129.00	\$0.00
	002017	Add Internal Wi-Fi 802.11abgn, internal antennas	\$110.00	\$99.00	\$0.00
	002003	Add Anti-reflective Touchscreen Film - reduces reflectivity to 1.5%, enhances contrast, protects touchscreen surface	\$77.00	\$69.00	\$0.00
Accessories					
	155223-00	TAC-4 Docking Station, Provides single connector, latching install and removal, with lock, providing power, (4) USB 2.0, (2) Gigabit Ethernet, (1) VGA, GPS antenna, all in addition to the I/O on the TAC-4. Must be ordered at same time as MTCs. Does not include vehicle mount, ordered separately.	\$666.00	\$599.00	\$0.00
15	152023-03	Upgrade to Extendable Tilting Keyboard Mount Keyboard can be moved closer to driver, tilts forward as it moves, locks in place. Replaces Std. Kbd. Tray.	\$144.00	\$129.00	\$1,935.00
	152023-00	Extra Std. Keyboard Tray Assembly Includes tray, retainer, hinges, mounting hardware (Included in Standard Systems, above)	\$210.00	\$189.00	\$0.00
	157023-00	Extra DC Power Cable - 6', Connects battery power to TAC-4	\$44.00	\$39.00	\$0.00
	155205-04	Tabletop Mounting Stand for using MTC indoors, includes AC power supply and power cables	\$333.00	\$299.00	\$0.00
TAC-4 Sub-Total:					\$54,330.00

Attachment: MDT Quotes (1050 : Purchase of 15 OEM Mirco MDTs)

MOUNTING HARDWARE

	152005-04A	OEM Micro Quick Connect Bracket, allows use of OEM Micro's 2-bolt Quick Connect System attaches to most Tilt/Pivot brackets and mounts	\$77.00	\$69.00	\$0.00
15	152005-43A	OEM Micro Universal Dash Mount, Swing Away for access to radio and dash, KB tray-mounting hdw., fits most vehicles with fixed radio console.	\$399.00	\$359.00	\$5,385.00
15	152016-00	Dash Mount Pivot, attaches between TAC-4 and Universal Dash Mount. Provides approx. 25 degrees of left and right pivot for TAC-4 for better visibility and access to both driver and passenger	\$55.00	\$49.00	\$735.00
	152005-02	9" Pole base with Quick-adjust Upper Pole, 12" offset arm, QC Brkt. (order tunnel plate separately)	\$322.00	\$289.00	\$0.00
	152005-20	Ford Taurus adjustable pedestal, front seat bolt mount, offset arm, with pivot and QC Brkt.	Year:	\$399.00	\$359.00
	152005-22	Ford Explorer adjustable pedestal, front seat bolt mount, 12" offset arm, with pivot and QC Brkt.	Year:	\$466.00	\$419.00
	152005-17	Chevrolet Tahoe adjustable pedestal, front seat bolt mount, 12" offset arm, with pivot and QC Brkt.	Year:	\$433.00	\$389.00
	152005-27	Chevrolet Impala adjustable pedestal, front seat bolt mount, 12" offset arm, with pivot and QC Brkt.	Year:	\$322.00	\$289.00
	152005-39	Dodge Charger/Magnum adjustable pedestal, front seat bolt mount, 12" offset arm, w/pivot and QC Brkt.	Year:	\$322.00	\$289.00
	666024	Support Brace -Reduces vibration of upper pole, max. 16.3"	\$66.00	\$59.00	\$0.00
Many other mounting configurations are available. Contact Sales for complete information.					
Mounting Hardware Sub-Total:				\$6,120.00	

INSTALLATION AND TRAINING

	001502	Installation of MTC per customer spec: Includes one hour of training during the installation visit.	\$388.00	\$349.00	\$0.00
	Travel	Travel to and from Customer site as required by Customer	Priced on Application		\$0.00
	Per Diem	Lodging and Food as required by Customer. Price per day or fraction thereof.	Priced on Application		\$0.00
	001601	Training on operation of MTC, one hour, at time of installation			\$0.00
Installation and Training Sub-Total:				\$0.00	

EXTENDED WARRANTY AND MAINTENANCE COVERAGE

	001004	Extended Warranty, parts and labor, per TAC-4, for year Four, covers component failure under normal use	\$333.00	\$299.00	\$0.00
	001005	Extended Warranty, parts and labor, per TAC-4, for years Four and Five, covers component failure under normal use	\$610.00	\$549.00	\$0.00
	001008-1	Maintenance, per TAC-4, year One Covers non-warranty repairs, only for years covered under Warranty.	\$210.00	\$189.00	\$0.00
	001008-2	Maintenance, per TAC-4, years One and Two Covers non-warranty repairs, only for years covered under Warranty.	\$410.00	\$369.00	\$0.00
	001008-3	Maintenance, per TAC-4, years One, Two and Three Covers non-warranty repairs, only for years covered under Warranty.	\$610.00	\$549.00	\$0.00
	001008-4	Maintenance, per TAC-4, years One, Two, Three and Four Covers non-warranty repairs, only for years covered under Warranty.	\$810.00	\$729.00	\$0.00
	001008-5	Maintenance, per TAC-4, years One, Two, Three, Four and Five Covers non-warranty repairs, only for years covered under Warranty.	\$1,010.00	\$909.00	\$0.00
Extended Warranty and Maintenance Sub-Total:				\$0.00	

Purchase Order #: _____
 Reqst'd Delivery Date: _____

Order Total: \$60,450.00
 Std. Shipping Charges: \$825.00
 Purchase Order Total: \$61,275.00
 ALL PRICES IN USD

Customer Signature: _____

Date: _____

By signing above, Customer authorizes OEM Micro Solutions to build, ship and invoice for the goods and services indicated, and at the prices shown on this Quotation and Order Form. Customer further agrees to the terms here written, and to all other such terms and conditions as indicated in "OEM Micro Solutions Standard Terms and Conditions", attached hereto.

Please Note the following Terms and Conditions:

1. This Quotation is valid for 60 days.
2. Purchase Order or Customer signed copy of this Quotation is required for all orders to be processed.
3. Estimated ship date is approx. 6 - 8 weeks after receipt of Purchase Order.
4. Standard payment terms are Net 20 Days from Invoice Date, on Approved Credit.
5. Third-party hardware and software components are sold subject to their respective manufacturer's written warranties. No other warranties for these components are expressed or implied.
6. Provide description of any special requirements, configurations or instructions as applicable.
7. FOB shipping point. Shipping Charges, including insurance, will be prepaid and billed at time of shipment, unless otherwise noted. Overnight shipment is additional.
8. Email completed Order Form to sales@oemmicro.com, or Fax to 248-474-4120, Attention: Sales Department

Prepared By:

Regional Sales Manager

Thank you for choosing OEM Micro Solutions for your Mobile Tactical Computer requirements.

Form TAC4QO- 141014

Attachment: MDT Quotes (1050 : Purchase of 15 OEM Mirco MDTs)



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FZTR790	2887912	3/16/2015

BILL TO:
CITY OF REYNOLDSBURG
7232 E MAIN ST

SHIP TO:
CITY OF REYNOLDSBURG
Attention To: SCOTT TEETERS
7232 E MAIN ST

Accounts Payable
REYNOLDSBURG , OH 43068-2080

REYNOLDSBURG , OH 43068-2080
Contact: SCOTT
TEETERS 614.322.6883

Customer Phone #614.866.6622

Customer P.O. # FZTR790 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
BJ DIETERICH 866.665.7137		UPS Ground (2- 3 Day)	American Express	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
15	3121160	PAN TB I5-3340M 500GB 4GB W7 Mfg#: CF-31WBLAXLM Contract: Synnex Ohio State Term Schedule 534363	3,401.61	51,024.15
SUBTOTAL				51,024.15
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				51,024.15

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.752.3951

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FZTR822	2887912	3/16/2015

BILL TO:
CITY OF REYNOLDSBURG
7232 E MAIN ST

SHIP TO:
CITY OF REYNOLDSBURG
Attention To: SCOTT TEETERS
7232 E MAIN ST

Accounts Payable
REYNOLDSBURG , OH 43068-2080

REYNOLDSBURG , OH 43068-2080
Contact: SCOTT
TEETERS 614.322.6883

Customer Phone #614.866.6622

Customer P.O. # FZTR822 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
BJ DIETERICH 866.665.7137			American Express	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
15	3161945	GETAC B300 I5-4300M 500GB 4GB Mfg#: BLJ103 Contract: MARKET	2,740.12	41,101.80
			SUBTOTAL	41,101.80
			FREIGHT	0.00
			TAX	0.00
				US Currency
TOTAL				41,101.80

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.752.3951

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
PROTECTION • SAFETY • SERVICE

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Office of Criminal Justice Services

John R. Kasich, Governor
John Born, Director
Karhlton F. Moore
Executive Director

Office of Criminal Justice Services
1970 West Broad Street
P.O. Box 182632
Columbus, Ohio 43218-2632
(614) 466-7782
www.ocjs.ohio.gov

SUBGRANT AWARD AGREEMENT

Subgrant Number: 2014-JG-LLE-5393

Title: MDT Replacement Project

In accordance with the provisions of the Consolidated Appropriations Act, FY 2005, Public Law 108-447; 118 Stat. 2862, Catalog of Federal Domestic Assistance (CFDA) 16.738 Edward Byrne Memorial Justice Assistance Grant LE 2014 funded through the U.S. Department of Justice Bureau of Justice Assistance, the Ohio Office of Criminal Justice Services, as the duly authorized State Agency, hereby approves the project application submitted as complying with requirements of the Agency for the fiscal year indicated in the subgrant number above and awards to the foregoing Subgrantee a Subgrant as follows:

Subgrantee:	City of Reynoldsburg		
Implementing Agency:	Reynoldsburg P.D.		
Award Periods:	02/01/2015 to 08/31/2015		
Closeout Deadline:	10/30/2015		
Award Amounts:	OCJS Funds:	\$10,166.86	90%
	Cash Match:	\$1,129.66	10%
	Inkind Match:	\$0.00	
	Project Total:	\$11,296.52	100.00 %

The terms set forth in the 'Responsibility for Claims' section of the OCJS Standard Federal Subgrant Conditions Handbook are subject to Ohio law, including section 3345.15 of the Ohio Revised Code and the Ohio Constitution. As a result, those terms may not apply to subgrant recipients who are political subdivisions of the state, and do not apply to state instrumentalities.

This Subgrant is subject to the statements as set forth in the approved Programmatic and Budget Application submitted and approved revisions thereto, as well as the OCJS Standard Federal Subgrant Conditions and Special Conditions to this Subgrant, which are attached hereto and hereby included by reference herein. The Subgrant is also bound by all applicable federal guidelines, as referenced in the Standard Conditions. Revisions to this Subgrant Award Agreement must be approved in writing by OCJS.

The Subgrant shall become effective as of the award date, for the period indicated, upon return to OCJS of this Subgrant Award Agreement executed on the behalf of the Subgrantee's and Implementing Agency's authorized official in the space provided below.

Karhlton F. Moore, Executive Director
Ohio Office of Criminal Justice Services

2/25/15
Award Date

The Subgrantee agrees to serve as the official subrecipient of the award, agrees to provide the required match as indicated above, and assumes overall responsibility for compliance with the terms and conditions of the award. I hereby accept this Subgrant on behalf of the Subgrantee.

City Auditor
City of Reynoldsburg

2/25/15
Date

The Implementing Agency agrees to comply with the terms and conditions of the award. I hereby accept this Subgrant on behalf of the Implementing Agency.

Chief of Police
Reynoldsburg P.D.

3-9-15
Date

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

Attachment: MDT Grant Award (1050 : Purchase of 15 OEM Mirco MDTs)

ORDINANCE NO. 31-15PASSED: April 13, 2015

ORDINANCE AUTHORIZING THE REYNOLDSBURG DIVISION OF POLICE TO ACCEPT THE OHIO OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT TO ASSIST WITH FUNDING TOWARDS MOBILE DATA TERMINAL REPLACEMENT; AND DECLARING AN EMERGENCY.

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

SECTION 1. That the Council of the City of Reynoldsburg does hereby approve and accept the Ohio Office of Criminal Justice Assistance Grant in the amount of \$10,166.86 to be used towards purchase of Mobile Data Terminal replacement.

SECTION 3. That grant monies received shall be appropriated according to the grant requirements.

SECTION 4. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the city, and further that the monies can be accepted and the MDTs purchased; wherefore upon adoption by Council this ordinance shall be in effect immediately upon signature by the Mayor.

Doug Joseph
Doug Joseph, President of Council

ATTEST: April L. Beggerow
April L. Beggerow, Clerk of Council

APPROVED: Bradley L. McCloud DATE 4/14/15
Bradley L. McCloud, Mayor

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. 31-15 as passed by Council of said City on the 13th day of April, 2015 and as recorded in the Record of Proceedings of said Council.

April L. Beggerow
April L. Beggerow, Clerk of Council

Filed with Mayor: 4/14/15

Published: _____

Police Department**James O'Neill****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST**

DATE: May 4, 2015**TO: City Council****RE: ORDINANCE AUTHORIZING CITY AUDITOR TO REMOVE
EQUIPMENT FROM THE CITY'S FIXED ASSET LIST. (Police cruisers
~ Second Reading 4/27/2015).**

The Division of Police received 2015 budget approval to purchase three new cruisers. This ultimately rotates the three oldest cruisers from the fleet. We received a quote from the Lebanon Ford Dealership regarding trade in value for the following:

- 2009 Ford Crown Vic (245), 2FAHP71V69X101534 (118,870 miles): \$1200.00
- 2009 Ford Crown Vic (246), 2FAHP71V89X101535 (168,995 miles): \$1200.00
- 2009 Ford Crown Vic (247), 2FAHP71VX9X101536 (116,739 miles): \$1200.00

Therefore, we respectfully request the following:

1. Permission to receive the trade in value for each of the cruisers and apply the value towards the cost of the three new cruisers.
2. Permission to remove the above listed cruisers from the fixed asset list.