



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, April 27, 2020

Council Chambers

CITY COUNCIL MEETING

1. CALL TO ORDER

2. INVOCATION - MAYOR BEGENY

- a. Moment of Silence for Sarah Cannella (former Councilmember)

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

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

6. 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.

7. **COMMUNICATIONS**

8. **REPORTS**

a. **Police Department First Quarter Report - Deputy Chief Curtis**

1. 2679 : RPD First Quarter Report

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

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

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

d. **Public Service & Transportation Committee**

1. An Ordinance to Establish Chapter 1399, Registration of Vacant Properties for the Codified Ordinances of the City of Reynoldsburg, Ohio
2. An Ordinance to Repeal and Replace Chapter 741 of the Reynoldsburg Codified Ordinance on Solicitors

e. **Finance & Administration Committee**

1. An Ordinance to Amend the Personnel Procedure Manual Regarding Non-Uniform Clothing and Drug and Alcohol Testing Policy
2. 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

9. **LEGISLATION FOR EMERGENCY ADOPTION**

- a. 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 (First Reading 4/13/2020). --- Salvati. Finance and Administration Committee.

10. LEGISLATION FOR FIRST READING

- a. An Ordinance to Transfer Funds Among Various General Fund Accounts Within the Economic Development Department --- 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 --- Strickland. Public Service and Transportation Committee.
- c. An Ordinance to Repeal and Replace Chapter 741 of the Reynoldsburg Codified Ordinance on Solicitors --- Strickland. Public Service and Transportation Committee.
- d. 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.
- e. 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 7, 2020 Planning Commission
- b. May 11, 2020 Council 6:00pm
- c. May 21, 2020 BZBA
- d. May 26, 2020 (Tuesday) Council 6:00pm

ADJOURNMENT



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Council President Leanora Jenkins called the meeting to order at 6:05 PM

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

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

a. City Council – Regular Meeting – March 23, 2020

The March 23, 2020 minutes were approved as submitted.

RESULT:	ACCEPTED
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Community Comments - Comments may be submitted prior and during the meeting to the Clerk at mprasher@ci.reynoldsburg.oh.us

Brett Luzader
1116 Gibson Road
Reynoldsburg, OH

Thank you President Jenkins and members of Council-

I would like to know who authorized the additional work to be done? The previous Council approved additional monies in July of 2019 and was assured that those monies would be adequate to complete the project. Whoever authorized these additional "Authority to Proceed" order in excess of these amounts, without prior authorization, should no longer be employed by the City or should be held personally responsible.

A copy of the email provided will be attached to the final paper draft of the minutes.

Councilmember Cotner: Attorney Shook, I just wanted to make sure that the City covered all of our bases on announcing and noticing regarding tonight's meeting and the Open Meetings Laws.

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Attorney Shook: Yes, we are quite paranoid about it. The General Assembly did pass temporary measures that allows municipalities to conduct telephone and video meetings only while this emergency measure is in effect. This is not a permanent situation, but temporary. We tried to do it in a way that makes it as open as possible and allows people to come in, send questions via email and watch the meeting live via Facebook live streaming.

Councilmember Cotner: What notifications did we do in order to comply with the Open Meetings regulations?

Clerk Prasher: All notifications of the Charter were completed to comply with the City Charter. Notices were sent to Council and anyone else who requests notification of Council meetings. Notification of the Special Meeting was placed in the public kiosk at the front of City Hall, an advertised placed in Reynoldsburg This Week on Thursday, April 9th as well as on the City's Facebook, Reynoldsburg Connects and website.

President Jenkins: I hope that once Council is able to meet face to face in the future, we will be able to broadcast City Council meetings via the City's live streaming in the future.

Communications

From: Stephen M. Cicak, Reynoldsburg City Auditor

To: Joe Begeny, Mayor, Chris Shook, City Attorney and Reynoldsburg City Council

Please keep in mind that these numbers are estimates only and will be adjusted as more information becomes available.

- The filing and payment deadline extension from April 15th to July 15th will result in a delay in income tax collections generated from businesses and individual taxpayers.
- Income tax collections traditionally received from April through August now will be collected from August through November. This delay will interrupt our regular cash flow as the revenue will be coming later in the year.
- \$2,685,200 Net Profit receipts to be delayed
- \$1,376,100 Individual receipts to be delayed.

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- Loss of payroll tax revenue of approximately \$2,183,000.
- We are also anticipating a further downward trend in estimated tax payments for 2020 due to business closures, unemployment, layoffs, and furloughs.
- We are projecting a loss of individual estimated tax revenue of approximately \$152,500 (unemployment compensation is exempt from municipal income tax)

Gross RITA receipts for 1st quarter 2020

- Revenue increased \$457,026 from First Quarter 2019. In comparison, First Quarter 2019 was up \$1,077,942 from 2018. Gross receipts are estimated to trend lower. These receipts are a month in arrears, so they cover the periods of December 2019 through February 2020 and are collected from January 2020 to March 2020. These receipts do not reflect any effects of COVID-19

Other General Fund revenues we expect to be trending down are the Bed Tax, Recreation revenues, Mayor's Court, possible building permits. Property Tax revenue is delayed. While that isn't a significant revenue source for our General Fund, it is a source for our TIF funds and our Police Pension Fund.

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Other General Fund revenues we expect to be trending down are the Bed Tax, Recreation revenues, Mayor's Court, possible building permits. Property Tax revenue is delayed. While that isn't a significant revenue source for our General Fund, it is a source for our TIF funds and our Police Pension Fund.

Mayor Begeny: We have put a hold on all non-essential spending. We have asked the RPD to put a hold on all hiring for future officers.

Motions

A MOTION TO REINSTATE THE APRIL 27, 2020 COUNCIL MEETING

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Leanora Jenkins, Council President
SECONDER:	Stacie Baker, At-Large Councilmember
AYES:	Cotner, Baker, Bryant, Strickland, Salvati, Pyakurel, Lawson-Rowe
EXCUSED:	Jenkins

Reports

Development, Parks & Recreation Committee

There was no Development, Parks & Recreation Committee meeting.

Public Safety, Law & Courts Committee

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

Public Service & Transportation Committee

There was no Public Service & Transportation Committee meeting.

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 Requesting Council Appropriate \$450,000.00 from the Unappropriated Capital Improvement Project (CIP) Fund for the Reynoldsburg Community Center, an Declaring an Emergency

President Jenkins, members of Council, and community members watching at home. Tonight I will be requesting \$450,000 to complete our commitment to the Reynoldsburg YMCA Community Center. I know that this is not what Council was expecting, it is not what I was expecting, but it is the reality of the situation. I know you will have many questions and I am here to answer them, but I would like to start by establishing a timeline of this project, how we got to this point, and the steps my administration has taken to make sure something like this does not happen again. The information I present tonight is the result of our investigation in cooperation with the City Attorney's office and the Auditors office.

We all know that a large number of the Reynoldsburg residents were hoping for a community center, and in May of 2017 with the successful passing of Issue 11, the



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community center was on its way. Now came time to select who would be working with the City on this project. The city posted a proposal for a construction manager at risk on July 25, 2017 that would allow for a “Guaranteed Maximum Price” for the project, which of this ad was listed between 20 and 25 million dollars.

Here are a few numbers you should write down:

Original Bond \$28,000,000 (3 to 8 million more than was advertised)
Additional Funds \$485,163 (pre-construction appropriations)

There is a question as to what the original starting budget was. An email dated March 20, 2019 stated that Gilbane/CT were under the impression that the total budget was for \$28,750,000, which is not correct.

A few of the selections for this project are:

CT and Moody Nolan-Architect

Gilbane-Construction Company

YMCA-Occupiers of the community center when completed.

The process: After all of the pieces were in place, including items the community felt were important to have in this community center, things began to move along. However, upon further review, I feel that the original contracts may have opened the City to unnecessary risk, risk that has led us to where we are today.

A few terms that we need to be familiar with before we move on.

1. Value Engineering-items that can be removed or altered to save cost.
2. Authorization to Proceed (ATP) - Agreement between parties, in this case CT, Gilbane, YMCA, and the city that allows the planning and construction of items discussed. These meetings were every two weeks. During the project, it was not common to have any verbal authorizations for items on the ATP.
3. Change Order-Written changes to the plans that were authorized.

As the project continued, issues of items being “value engineered” or being removed entirely from the project were becoming apparent. In June of 2019, Council was asked to appropriate and additional \$1.3 million dollars. Council was informed that the following items were removed from the project to keep under budget for other items added or changes to the project that were not part of the original plan. As we

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have discussed, this project was supposed to be a “Guaranteed Maximum Price” project, but it seems that the “maximum” price could and was often altered in this project, allowing for the additional items and removal of others. As we now know, a number of the items removed were promised to the community from the beginning, including the pickle ball courts, waterslide, solid surface countertops, first responder radio antenna, and ceramic tile for the indoor pool/locker area. In most projects of this size, the use of a “contingency” would be created to allow for a number of these types of changes. According to an article from This Week News July 29, 2019, city officials said a typical contingency fund was 10% of the total project (\$2.5 million), but for some reason this project had a \$350,000 fund, not enough to make up the cost for the items removed. To keep with the promises to the community, Council approved an additional \$1.3 million in funds to bring back these removed items, still much less than the typical contingency fund.

In a meeting between city officials, CT and Gilbane, the following document was provided to address how the \$1.3 million was supposed to be spent. What was not accounted for at this time were outstanding ATP’s and their Change Orders that were in between CT/Gilbane and the City, which added additional cost to the project making is my expensive. What was also not expressed and understood was the additional costs of engineering items removed out of the design plans, nor the cost of adding them back into the design plans (\$,.). This was an unexpected expense that was not accounted for with the additional funds. These funds would accumulate throughout the remainder of the project, adding to the total cost.

That being said, from June of 2019 until December of 2019, it seemed as if things were back on track. However, a number of the ATP’s and their corresponding Change orders were not submitted to the City in a timely manner, with some taking months between the ATP and the official Change orders. Even without the approval of the City, the work was being done, and in most cases completed prior to being signed off on. This made it very difficult to keep accurate track of what funds were being spent.

Once assuming office in January, I had a number of meetings were held to get up to speed on many issues, including the YMCA. In an email dated January 9th the Auditors office was expecting over \$200k to be returned to the CIP fund that I had hoped to use for a different project. By the end of January, it was clear that something was not adding up, and a review of the YMCA project began with the assistance of the City Attorney and Auditors office. No ATP’s or Change orders would be signed

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until we had a clear understanding of events and funding as I instituted a new process for all projects moving forward. We (Mayor, Auditor, Finance Manager, City Attorney, Development Director, Human Resources) arranged a sit down meeting CT, Gilbane, and the YMCA that occurred on February 28th. This meeting helped clarify a number of issues, including the process of ATP's and Change Orders, overall funding, roles and responsibilities. We learned that until the June/July 2019 series of meetings, CT was maintaining a "dashboard" of all costs of the project. However, on our meeting with CT, the City was informed that the dashboard was no longer maintained since that July 2019 meeting. We were also informed at that time that Gilbane was under the impression that the \$1.3 million dollars appropriated in July of 2019 was "additional" funding, not funding to meet the original budget. Needless to say I was surprised with this news.

This meeting was tense. I expressed my disappointment in the process of this project and how it led to the meeting in the first place, as we all wanted a beautiful building. We left the meeting with the understanding that CT, Gilbane, and the YMCA would go back over items that created the additional cost to make sure everything was being done to reduce the overall cost. As the month of March progressed, everyone was working to make progress as to the funds that were needed to complete the project as well as how we got to this point, again and finally what steps the city needed to take to prevent this from happening again.

With the introduction of the COVID-19, our next meeting was a conference call with CT and Gilbane on March 26th, where all parties submitted what is the expected final costs to the YMCA project. Those cost are presented to you. While this request goes above the immediate need, this is due to making sure that IF there are additional costs that have not been submitted, we will have the funds to cover it. Any funds not used will be returned to the CIP fund.

Our total request is for \$450,000.00

1. \$330,696.00 dollars for Change Order 8
2. \$111,276.00 dollars for Change Order 9
3. \$136,195.00 dollars for Change Order 10
4. \$65,429.00 dollars for Bi-Directional Amplifier
5. \$22,480.00 dollars for Insurance/permits
6. \$67,953.38 for unexpected costs
7. \$125K is set to be returned to the City from the CT Contingency fund.

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Before I take questions, I want to let you know what steps have been taken to prevent something like this from happening again.

Step One: A Director creates a request/contract for approval and submits the contract to the City Attorney's office for review.

Step Two: If the contract meets the precise standards of the City Attorney's office, the City Attorney will sign off on the contract and submit the contract to the City Auditor's office for review.

Step Three: The City Auditor will review the contract and verify that funds are available for the project. If the funds are available, the Auditors office will sign off and send to my office for official approval.

This methods allows for multiple agencies to review legal and financial materials and is a "check and balance" that will serve the taxpayers of Reynoldsburg well. This has been in place that past month or two.

Thank you for your attention to these matters, if there are any questions?

President Jenkins: Thank you for the explanation. I do have some questions and there are many questions with the package that we received. I am looking at the minutes for a meeting that was held on June 11th 2019. It talks about a spreadsheet regarding the project as CT understood it and then it talks about an amended spreadsheet, I would like to have copies of those. It's not attached to the minutes that I received. In order to understand somewhat where some of the confusion came, it talks about all the modifications in this exhibit. I believe some of these modifications were some that were taken out and put back in, but again it's not really clear because when you look at the other exhibit, it talks about the pickle ball courts for example that were not accepted by the City. The amount also are listed, but it's not really clear as to what was taken out and what was put back in. You talked about a couple of spreadsheets, but it's not really clear as to what was removed and what was put back in. At that time when there was a meeting back in June, was the project over funded at that time or was it on track?

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Mayor Begeny: I don't know the content of those meetings; however, I can say based on the news article there was a practice of standards of having a 10% contingency fund, which would put it about 2.5 million dollars, I don't know if it had a properly funded contingency fund. The project itself funded the way it was supposed to be, but I'm not sure about the contingency fund. Had we gone with the 2.5 million dollar contingency fund, the idea would be that we would not be before Council as it would have already been included, but that decision would have been made before me.

President Jenkins: After that, the \$1.3 million that was approved. It's not really clear as to what was approved and what the \$1.3 million was used for and what the \$450,000, that you are asking for now, is for. I don't really have all that information order to understand everything that's happened and what we need to do going forward. If someone could provide the spreadsheet for that information that would be helpful for Council to understand what was purchased and what wasn't. I don't want to purchase something that we already paid for perhaps.

Mayor Begeny: We will get that list to you. I'm not sure why it wasn't included already, but we'll make sure you have the most updated form.

President Jenkins: I believe these are some changes (President Jenkins was holding up an exhibit) with some amount on here that dates back from 2019, to some of them that are current. When you add them up, I tried to look at the exhibit that we were given to see exactly what the cost involved is with all of these changes. I don't know where it is in the exhibit. For example, in the information that we were provided, it looks like it could be on page 48, but I'm not sure. Where it talks about open purchase order balances, the amount of these receipts are close to the Gilbane amount, but it's not exact. I'm just not sure these receipts that we received for these changes show the total. I just don't know what these are.

Mayor Begeny: The best way to keep track of the cost at this point. This is where the difference between an authorization to purchase and a change order are. The authorization to purchase will have a number one through I believe it goes up to 31, while the change orders are the actual forms that are sent back to the City to sign off on to approve all of those other changes. The change orders typically have the larger amounts, whereas the authorization to pay has the smaller amount. For example, if we are looking at change order 9, it would have all of the authorizations

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to pay items 20 through 27. It would have a grand total at the end for the change order. It is not easiest, but imagine an umbrella where they change order is the umbrella that holds all of the authorization to proceed underneath.

President Jenkins: I think that was all I had in regards to just having some knowledge regarding what we paid for and what we need to pay for it this point. I really don't understand.

Mayor Begeny: I would give you an example of one of the things that has come up. When I mention the money that was charged to us to remove an item, say when they removed the slide for the swimming pool, it would be charged x amount of dollars for us to have that engineered out and then when they engineered it back in, we got charged again to engineer it back into the system. What was not included in the estimate was the amount they would charge to rent a crane to actually put the slide up; that was not part of the original \$1.3. That is just one of the bigger examples of things. I can give you others throughout the documents, but once you have the spreadsheet it does become a little bit clearer.

Councilmember Strickland: Is this the largest project that we have worked on within the City?

Mayor Begeny: Maybe potentially, the Reynoldsburg police department or city hall in the 80s might have been something that was similar in cost, but certainly nothing within recent memory.

Councilmember Strickland: Maybe the auditor's department could provide information from the financial perspective. Did this project have the largest budget? This project seems like a pretty huge project. I guess, where was the checks and balances?

Finance Manager Crawford: This is the largest project that we have done since 2008 when I started. Actually, I don't even think the police building was that big when we built it. I think probably the last major project that they did was the streetscape, when all of Main Street. First, I wanted to address President Jenkins' question about the finances. If you look on that attachment, the finance worksheet, if you click on that and open it, it's called the finance manager numbers. It gives you an idea on the left hand side, it shows when Council approves an appropriation or

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contract, and you appropriate the money. Then the department, whoever that is in this case the service department, and opens a purchase order. Since this was a guaranteed maximum price, they did it in three phases. The first phase, they had a contract I think it was \$3 million dollars and then it was \$6 million and then the rest. So for each phase of the project a purchase order was opened. So, that Gilbane purchase order, that you see on the left hand side, is the amount that is still left to pay just on the base project without any of these additional change orders. So, in June when Council approved the additional \$1.3 million, they opened up a blanket purchase order which is the 2019 - 1897 for \$1.3 million dollars. That was to be used to pay the changes that were made as they got done. This is the way that the departments can keep track of the payments so they don't overspend what's been approved by the Council. I think what's been taken off on it so far maybe some initial payments to CT, but that money has all been spend. I believe Kalle is using that blanket PO to pay. We opened up some small purchase orders for permits and for plan reviews. That's what that old purchase orders are for. That's how much is available from the appropriations that Council gave us. Underneath that, you will see the amount that Gilbane says we're still going to owe them for change order.

Councilmember Strickland: As this seems like the largest project that we have had in the City of Reynoldsburg, I'm trying to understand where were the checks and balances. I'm trying to understand what the process was. I went through all of the information that was provided on Friday. It looks as though what was provided back in June before the \$1.3 million was appropriated, the project was already in the red by three hundred thousand dollars. What procedures were put in place by the City Auditor, the director, by the Council or the mayor to make sure that we would not get in this situation again? I hear the Mayor asking for \$450,000 that we just found out about two weeks ago. I'm trying to find out and to make sure that we get as much history about what happened in the past. That we are providing a guarantee to the citizens that we are going to do what is right moving forward.

Auditor Cicak: I appreciate your comments. The Ordinance 85-19 in my communication, added the \$1.3 million appropriated was to return items to the YMCA. It would cover costs associated that were value engineered out of the project like the Splash Pad, the outdoor slide, pickle ball courts, the outdoor furniture, a rooftop deck and building equipment that were taken out. That is what the \$1.3 million was for. If you look at this communication dated October 15th, from the \$1.3

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million, the first change ordered number seven is for \$515,000. In the City of Reynoldsburg, our Charter states that projects are managed by the service director.

Councilmember Strickland: What page is that on?

Auditor Cicak: I don't have the Charter in front of me. I can refer that to the City Attorney. But all projects are managed through the service department. The auditor's office advises how much is available and we pay the invoices. The legislation before Council tonight is for an additional appropriation due to spending that was beyond what was appropriated by City Council. These authorizations to proceed and change orders that were approved internally for work that has already been done. I will leave the rest of the comments for the administration.

Councilmember Strickland: I would just like to note that the Charter states that the City Auditor function is to audit, on an annual or continuing basis, the financial records and accounts of all departments and divisions or sub-units thereof, officers, boards and commissions. The Council may require a more frequent audit by ordinance or resolution. Upon the death, resignation (we had a resignation in 2019 of the service director) or removal of any officer, the City Auditor shall audit the financial records and accounts of such official. The fact that we were back again, when we were already negative back in June (2019), says something.

Auditor Cicak: The meeting in June and the ordinance that passed in June repaired any issues that there were.

Mayor Begeny: There were additional costs as I described as far as when the change orders came in, things that were being removed, and then charge to bring back. I will say that the Auditor has worked very well with me, making sure that events like this cannot happen again. I cannot speak to things that were prior to me, but we do have safeguards in place for his office and the City Attorney's office to make sure that these funds will not follow the same path as before.

Councilmember Strickland: I appreciate that, but again we need to make sure that we take things slow and look at how things are being ran at a director's level. Things have been going the way they have just because. Maybe the City Attorney can direct me as to where in the City Charter it states that the directors are responsible for the particular budgets and projects. We just need to make sure that everybody

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understands what the Charter says. Maybe I'm just misreading it or something, but I want to make sure that we don't come back to Council again. I looked at the numbers and the numbers just didn't add up to the \$450,000.

Mayor Begeny: Are you referring to the fact that we are asking for more in case there are other additional costs yet to come in. We're doing that so we don't run into the same situation again. The idea, that if those funds aren't used, they will be returned, upon passage of this legislation and completion of the project, to the CIP Fund. What we obviously don't want to do is, even though we've been told from CT and Gilbane that these are the last items that there are, is have to come back to Council. The only thing that is still hanging out there is the pool, which we have to wait until weather cooperates. Then obviously, with Covid-19, how quickly the pool can open would be the only thing that we don't have a known quantified number for; however, we have adjusted for half this much considerably to make sure we won't have to come back. Obviously, none of us want to be in this position right now. The Auditor's office, the City Attorney and I felt that this was as comfortable a number as we can get without going significantly over on the chance that it would be more than the \$60,000 in funds that we would have.

Councilmember Strickland: Is there any interest or late fees being charged on these particular outstanding change orders?

Manager Crawford: No, there is not.

Auditor Cicak: The City Finance Manager is going to explain to you the Charter and why the Auditor's office receives everything after the fact. The Charter plainly states that the service director is in charge of all projects for the City of Reynoldsburg. We received information that came to us after our estimates of closing the year from 2019. We did not learn about these additions until much later. I will leave it to Finance Manager Crawford to explain.

Manager Crawford: The Charter does state that the service director is in charge of all capital projects for the City. The project manager is supposed to keep track, him and his administrative assistant. In the past, they've always kept track of the amount being spent. They check the invoices, work with the engineer and contractor to go over what happens. They also visit the project. That is not our expertise. None of us in the Auditor's office are engineers or know anything about

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construction. When we get invoices, we check the amount based on what was approved by the service director. We check them to make sure they're mathematically correct. We make sure that there's enough money. We make sure that it's being paid for the proper purpose and person in the project. We check that a purchase order was opened before the invoice was paid. They are to keep track of the budget. They're supposed to keep track of how much was spent or, if they have a change order, to make sure that there's money for that change order. It doesn't matter whether a project \$100,000 or \$10 million, that's their job. That's what they're supposed to do. Our job is to audit the invoices once they come to us, pay them accordingly and make sure that we're paying based on the amount that's been approved by the project director. Our job is to audit.

Mayor Begeny: That's why things have changed. From this point moving forward, there is to be more of a partnership with the Auditor's office. I appreciate their help. We have been in this lock step so things like this don't happen again. While it may be in a Charter review as far as the auditing process, we all know that we owe the taxpayers every effort that we can and we are doing so.

Councilmember Pyakurel: What do you mean by guaranteed maximum price? Can you clarify for the public? I am Mr. Ed but I don't hold public understand so that you can clarify that why the prices gone up?

Mayor Begeny: The guaranteed maximum price is supposed to be the most amount that you pay for particular project. In this case, the idea was that the maximum price would be the \$28 million. What it doesn't necessarily say is that the price can change depending upon what changes are made by the individuals in charge. You can change that guaranteed maximum price. In an article from one of the law firms, Brickler & Eckler, it talks about what kind of guaranteed maximum price does and some of the risks that along with that. I can send you a copy of that article. There are times that with a guaranteed maximum price that the architectural drawings used can change and that changes the guarantee. To give you an idea, our drawings were 80 to 90% complete, but changes to those drawings were made in the days before the opening in December, so the guaranteed maximum price continued to float around. That's part of the guaranteed maximum price issue. I don't know if that would be a direction that I would go in if we were ever to have another building project within the City. Finance Manager Crawford and I have had a lot of good

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conversations about better options in the future, but these are the options we are trying to deal with now.

Councilmember Pyakurel: You mentioned before that some of the items were removed from the original plan and some items were added back. Why did that happen?

Mayor Begeny: That was done under the previous service director. I am unfamiliar with why the items were removed other than aesthetic changes. I will rely on others, who were there, for that particular explanation.

Councilmember Pyakurel: Can someone play clarify that?

Auditor Cicak: Items that were value engineered out were valued engineered out in order to stay within budget. Council was given the opportunity to put them back in June.

Councilmember Baker: I'm going to jump in here for a second. I'm actually glad there's new safeguards to put in place to make sure that this will not happen again. One of the things that popped out to me was when I opened up the packet that Clerk Prasher sent to us that talked about the AEP bill. Why and how had we gotten two cancellation notices? How was the electric bill not been paid since October or November of last year? Then a final cut off notice on February 6th for \$16,674.24. How did that even come about that we were not even paying the electric bill for the building? I also have a problem with work being done without Council even knowing about it, until after the fact. That's something that should have been told to us while construction was still being done on it, so we could prepare for the additional funds that probably being needed. At the time when the \$1.3 million was requested, I thought and I'm sure other Councilmembers, who were on at the time, thought that the extra \$1.3 million would have been sufficient to cover everything. Now you're coming back and asking for another basically 1/2 million dollars. I don't think that's right, especially for the taxpayers as it's their money that's being going towards the community center. I'm glad the safeguards are now in place, but I just want to exercise my displeasure of how we got to this point. My other question is about the contingency. Someone said that the contingency typically for a project of this size was 10%. How do we get under estimated for the contingency on this project?

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Manager Crawford: I want to address the AEP bill. That bill never came to the City. That bill that was being paid by Gilbane during the construction period. Once the shell of the building was built, the Y took over the inside. From what I understand from Gilbane, AEP never started sending the bill to a different address. They sent it to the actual address of the building, not to the trailer where they were located, so they never got the bill. When we brought it to their attention, they paid the bill up through either January 1st or February 1st. After that it went to the Y, because they had taken possession of the building. The Y is paying the bill now so that I guess the transition problem between when they went from working from the trailer to working on the inside things were dropped. That was a bill that was always paid by Gilbane.

Mayor Begeny: In our meeting on February 28th, we asked that same exact question, because we were trying to figure out what the process was when we were learning what an authorization to proceed was and what a change order was. We were under the understanding that if any changes were to be made, it would go to an authorization to proceed to be reviewed by the Mayor's office. What ended up happening is those things didn't always get to the Mayor's office until much later, sometimes even a month later, sometimes two months later. By that point in time, the work was already started. We were told that it was a common practice in building. I'm not sure that's the way I would do things, but that's what we were told in those meetings to make sure that they met the deadlines that were established for them as far as opening in December and again in January.

President Jenkins: At this point, the \$450,000 that we are looking to utilize, who is that for - CT or Gilbane?

Mayor Begeny: The majority of the work is for Gilbane. I believe we have a majority of the other stuff taken care of. Again, the change orders for 8, 9, 10, the bi-directional amplifier, and the cushion is to make sure if there are any other future costs as well as any insurance or permits that might come in with the new swimming pool. I believe the rest of our funds are accounted for when it comes to CT, if I am correct.

Manager Crawford: The balance of CT is to be paid from that blanket purchase order that's open. The majority of the costs are getting paid directly to

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Gilbane. Then there are the miscellaneous costs like if we have to keep our Builder's Risk insurance and things like that, but that's a small portion of that amount.

Councilmember Cotner: On all the change orders and the authorizations to proceed, who signed off on those? All of them did come at additional price. Nothing ever came back to Council. How are additional funds spent without Council authorization or approval?

Mayor Begeny: Depending on the date of the change orders and ATP's, it could have been former Mayor Brad McCloud or myself, depending upon when those items came in. Change orders 10 and 11 were not signed and some of the ATP's were signed prior to that due to the fact that we were just recognizing the difference in funding at that point.

Councilmember Cotner: Those change orders had to be signed by someone. They can't just proceed without authorization. Is that correct Attorney Shook? I mean that sounds like that a legal question. If they're taking on change orders without authorization from the City, aren't they, in some form, responsible for those items?

Attorney Shook: We had this discussion when we met with CT and Gilbane back in February and again on our conference call in March. It's a little bit more complicated than that. What we have is not knowing what went on with the last service director and with the current the acting service director in terms of their verbal communications with CT and Gilbane during construction project meetings; what was approved verbally during those meetings and followed up in writing. At some point, it is highly likely that what the City did was create a situation where the contractor could rely on those verbal representations to proceed, because that was the course of conduct that we had created. Those are the things that we most importantly have to address going forward, not just from a checks and balances standpoint, but both our Charter and our ordinances require that any contract that involves the expenditure of money has to go through the City Attorney's office for review and approval as to form and then to the City Auditor's office to verify and certify if funds are available and appropriated by Council before that contract can be signed by the Administration. That is not a process that was taking place throughout the course of this particular project. I would consider change orders, which are amendments to the GMP contract, to be a contraction of themselves. Those change order should have come through the

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channels of City Attorney or City Auditor before approve. There were some balls dropped.

Councilmember Cotner: Those change orders cost more money and have to come to Council. The Auditor can't pay anything without City Council's authorization. We have a significant amount of money, taxpayers' dollars, that was already that we did not authorize.

Attorney Shook: That's why the Mayor, at this point, can't sign off on those change orders, because he doesn't have that authorization from Council. That's why we are holding those at this point in time, but for parts of those change orders, it's my understanding, that some of that work has been done. If we were to refuse to pay the contractor, then we can get ourselves involved in a lawsuit potentially.

Councilmember Cotner: We are looking at breaking the law as well if we are paying money that hasn't been appropriated. We are putting our Auditors office at risk of paying something that was never appropriated. Is that correct?

Manager Crawford: We won't pay it until it's appropriated. So far, we have not paid anything that we don't have an appropriation for. There's been no laws broken. From what I understand, from my remembrance from the early meetings before we even started this project, the previous City Attorney, when we had the kickoff meeting, we talked about this GMP and that it will be coming in phases because in the Gilbane contract that was approved initially, there was a clause in there that said the service director can make changes to the contract. Then City Attorney Hood said that it did not have to go back to Council. I brought that up in the meeting and Jed said no because Council approved that contract with Gilbane and CT that gave the authority to the service director to make changes to the contract. It did not have to go to Council to be approved when the different GMPs came in. The service director was supposed to give you guys regular updates too. I don't know if he did, because I don't come to Council meetings often. I brought this up several times to the City Attorney. He said because that's the way the contract was initially approved by Council that, at the time, Bill Samson did not have to go back to Council. The Mayor still had to sign off on the documents, but they didn't have to go back to Council. I think we all would agree that's not a way we'll ever do this in the future, but that was the contract that was approved and that was the opinion that was given to the

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Auditor's office from the former City Attorney. We followed the City Attorney's direction on that.

Councilmember Cotner: I guess I'm still under the understanding, whenever there's further appropriations, it's got to have Council approval before work moves forward.

Manager Crawford: We are only talking about changes to the contract that were within the initial appropriation. It was fine. What happened in June was, when they gave us the last ATP, that's when the Auditor's office recognized that they had gone over the initial appropriation. I told the Mayor that you can't sign it, because there's not an appropriation there. They hadn't realized that there was not an appropriation there until the Auditor's office told them.

Councilmember Cotner: Did that happen this time also?

Manager Crawford: Basically, the acting service director was to keep track of the \$1.3 million to make sure that he didn't overspend. I think he was relying on CT to keep track of it. He presented them to the previous Mayor and to this Mayor to sign. I don't know if he represented to them that they were within that \$1.3 million or not, but he didn't send copies down to the Auditors office like they were supposed to once they were signed. There was a lack of paper flow. When the Auditor did find out about it, we advised them that they were over budget. He was unaware of that. He wasn't keeping track of it. I found out about it

Councilmember Cotner: When did you find out about it?

Manager Crawford: I found out about it on February 13th.

Councilmember Cotner: Back when we did this last summer, it was such a high number in the \$1.3 million. At that meeting, it was said that there is no way that we are going to spend that much money. We would likely be returning money back. Even that appropriate was even more than we will possibly going to need and we're not coming back for another dime. We're probably returning money back from this \$1.3 million.

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Mayor Begeny: As late as January 9th, the conversation I had with the Auditors office as well as the Development Director/Acting Service Director was that we were going to have anywhere from two to three hundred thousand returned at the completion of the project. As late as mid-January is when we started seeing the combination of circumstances of the change orders and the ATPs is not getting into the City as quickly in getting to the Auditor's office. The accountability of it was an issue. As far as any internal checks, I will say that we have moved on from there. Former Director Bowsher is just strictly development at this point and we have brought on Bill Dorman as service director, which I think will help alleviate some of these concerns.

Councilmember Cotner: Is Mr. Dorman taking over as project manager?

Mayor Begeny: When he was hired, as of right now, we are working as a conglomerate to make sure that nothing is missed, that would be the Auditor's office, the City Attorney's office, and myself with some of the technical expertise still with Sandra Boller, who has a history with a project, and Finance manager Crawford. It's not just a one-person. We're having constant conversations with everybody so nothing gets missed.

Councilmember Salvati: So, is that all the questions from Council? I had several, but they've all been asked the other Councilmembers. I appreciate that.

Mayor Begeny: I did have one final question. I want to make sure that the radio repeater, which is a safety device that is part of Change Order 11 or ATP 31. It is the last item at \$65,000. I did get an email earlier from Brian Sable. He mentioned that it has been built specifically for this purpose to come in and be a safety tool for the YMCA. He is concerned, that if we do not pass this particular measure tonight, this particular item would actually be sent to another location. It may be an additional 10 to 12 weeks before we get an actual radio repeater. What that means is if an event happens inside the YMCA, this radio repeater would allow police and firefighters to use their walkie-talkies to get through any interference that might be in the building itself. He recommended that this would be an easier time to get it installed while the YMCA is practically empty as well as the potential for an increase in cost for the installation later on. That being said, it depends on what funds are allocated and available at this moment. I just wanted to make sure that all of the

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Council was aware of the time-sensitive nature of this particular item. We can wait because there's very few people in there anyway.

Councilmember Cotner: I thought that radio repeater was discussed back with the \$1.3 million back in the summer last year.

Mayor Begeny: They didn't add the actual final price until the building was practically complete to make sure that they have the right system setup for it.

Councilmember Cotner: It was included in that \$1.3 million when that presentation was done.

Councilmember Salvati: I'd like to get clarification on one thing. Originally, this is on for emergency approval tonight. I'm assuming everybody would prefer a first reading tonight for us to consider during the next meeting. I assume that's okay with everybody to give us all time to look at the information. Any comment from anyone?

Attorney Shook: I'll make it brief. The email from Jason Swords indicated that we are on somewhat of a time crunch on the radio repeater. Our radio repeater has been prepared for us, but if we do not move on it relatively quickly, it could go to another project. At that point, we would have to wait to reorder the radio repeater. Based upon the email from Mr. Swords that could be another 12 weeks before that could come in. That is a time-sensitive issue. It is possible for Council to go ahead and pass something as a single read? They could amend the ordinance tonight to reflect the amount just to approve what is necessary for the radio repeater. If we don't pass or appropriate money for radio repeater, it could end up costing the City more money.

Councilmember Cotner: How would it cost the City more money?

Mayor Begeny: They mentioned that there was a potential for an increase in installation cost, but not the actual cost of the item itself.

President Jenkins: How much is that item?

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Mayor Begeny: Everything with installation for APT 31 or Change order 11 is \$65,429.00.

President Jenkins: This wasn't an item that was in the \$1.3 million?

Mayor Begeny: This was. The numbers obviously all move together, but according to the funds that I was given there is a remaining balance of \$283,000.75 approximately. That's what I was given as far as what we still have in the account right now. I wanted to make sure that everybody was aware of it. If I'm misunderstanding how this works, Auditor Cicak or Manager Crawford, please go ahead and let me know.

Auditor Cicak: After signing for the \$330,000 listed under Change Order 8, the remaining appropriation is now spent.

Councilmember Salvati: So, if we were to fund the radio repeater only, that was \$65,000 and some change? Is that what I heard?

Mayor Begeny: Correct.

Councilmember Salvati: My question to my committee specifically would be, is there is an appetite to amend the ordinance to only approve that or is there an appetite to just go ahead and approve the entire ordinance? I don't think there has been enough discussion to pass this ordinance as a single read tonight.

Councilmember Cotner: I don't think there is. I don't think any of it is, even the radio repeater. Until we have more information, to pass something in this manner I'm not personally comfortable. I hesitate with the repeater because of the safety issue, but no one is going to be going in there for a while. This company won't hold it for 2 weeks until we make sure it's the right decision? I am kind of at a loss how this one, that's custom built for us, will disappear without us being able to do some more intelligent thinking, but again that's one opinion.

Councilmember Bryant: Have they given us any idea as to how much more we could look at in the event of this two week delay. I'm inclined to agree that two weeks wouldn't mean much, but do we have an idea what that could potentially look like in terms of increased cost?

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Mayor Begeny: I don't have an idea of how much. They didn't give me any indication of an increase. I think their concern was the question of how long it would take to create a new unit, which is anywhere from eight to twelve weeks. That puts us approximately towards the end, as we're getting close to our temporary certificate of occupancy. To get the actual final certificate, this part of the thing that we need. We can get it in, but assuming delays I have no idea what their installation timeline would be.

Councilmember Baker: I don't think two more weeks will hurt.

Mayor Begeny: I can email as soon as this meeting is over to make sure that they understand that two weeks from now it'll be a different story. If they can't hold on for 2 weeks then the likelihood goes up without guaranteeing anything. It's up to the company if they hold it for us or not, but I can plead with them.

Attorney Shook: Just to clarify exactly what was said by Jason Swords, his email today indicated that the unit's been on hold for over two weeks. Gilbane has been advised that it will most likely be released to another project if the decision at this evening's Council meeting to purchase the unit is not made. Gilbane recommends proceeding with the repeater from B&C Communications now to avoid the ten to twelve week lead time. Gilbane is very concerned that delaying installation will ultimately add installation costs at a later date and require off hour insulation work. That is their specific statement. I just want to make sure Council has that information before you make a decision.

Councilmember Bryant: When does the temporary certificate expire?

Mayor Begeny: July one I believe.

Councilmember Bryant: Best case scenario, we go back to business as usual at the beginning of May. You still have eight weeks to create a new one before the certificate expires on July 1st, but we would be kind of walking the razor's edge.

Councilmember Cotner: We've already purchased this item or we have a contract or we just haven't paid them let for this item?

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Mayor Begeny: The company has purchased the item and Gilbane is just waiting for us to pay them so they can install it.

President Jenkins: Was this one of the items that was removed and put back in?

Mayor Begeny: It was originally removed and then brought back in.

President Jenkins: On Exhibit A, on line 24 radio repeater, is this the same item. It says it's \$140,000.00.

Mayor Begeny: That was the number they gave us, because they had to wait until the building was predominantly finished make sure that it had all the safety features needed. I'm not the engineer, but I do believe that depending on the thickness of walls and composition of walls, it may have needed a stronger service. It was determined, by the fire department or Fire Marshall, that this particular unit would be capable of providing all of the safety needs for that building. That amount would be the most that would have been spent.

Councilmember Bryant: You said that it was created specifically for us. It's not an unusual piece of equipment, it could be used elsewhere.

Mayor Begeny: According to the email Attorney Shook read, yes.

Councilmember Bryant: It's not like they have to recreate the wheel to do it again.

Mayor Begeny: I would just assume a twelve-week build process would be the next thing that they would have to go through.

Manager Crawford: Can't Gilbane buy it and hold onto it?

Attorney Shook: My concern with that is we are already in this situation. Promises have been made to the contractor that we can't keep unless Council passes it.

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Manager Crawford: I thought they said they already have it and if we'd return it, we would only get half the cost.

Mayo Begeny: As it has been, we've operated with it since the opening until obviously was shut down for Covid-19. Our temporary occupancy permit does allow for us to have that facility through July; however, we would need this to have the permanent certificate which is just part of the closing down process. I agree, I'm not the engineer. We can certainly ask CT if they would hold it for the two weeks or Gilbane to hold it for 2 weeks, but given the tone of the email that Attorney Shook read, I have no idea if that's something they're going to entertain.

Councilmember Salvati: From my perspective, I share Councilmember Cotner's distaste for passing things on one read. I've never liked it, especially with the issues we've had with the agenda exhibits. I know most Council has seen them, at least in part, although I don't think any of us had enough time to read all three thousand pages or whatever it was. I guess I'm not so much opposed to giving the money, because we're probably going to have to give this money. I think the public needs time to see these exhibits. We need time to see these exhibits. That's just the way the government works, in my opinion. I'm leaning towards moving this legislation forward for a first reading with passage in two weeks and risk it. I think everybody spoken.

I'm going to move to forward this ordinance to Council for a first reading. Second by Councilmember Strickland. Motion passed.

LEGISLATION FOR FIRST READING

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.

RESULT: ITEM HELD

Next: 4/27/2020 6:00 PM

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Upcoming Meetings

April 16, 2020 BZBA No Meeting Scheduled
April 27, 2020 Council 6:00pm Electronically
May 7, 2020 Planning Commission
May 11, 2020 Council
May 21, 2020 BZBA
May 25, 2020 Council

Adjournment

Leanora Jenkins, President of Council

Mollie Prasher, Clerk of Council

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Police Department**David Plesich****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 phone****Departmental Report**

DATE: April 27, 2020**TO:****CC:****RE:** RPD First Quarter Report given by Acting Chief Curtis

Reynoldsburg Division of Police

Chief David M. Plesich, Esq.

Quarterly Report – 1st Quarter 2020



Quick Shots

To Serve!



Pandemic Response

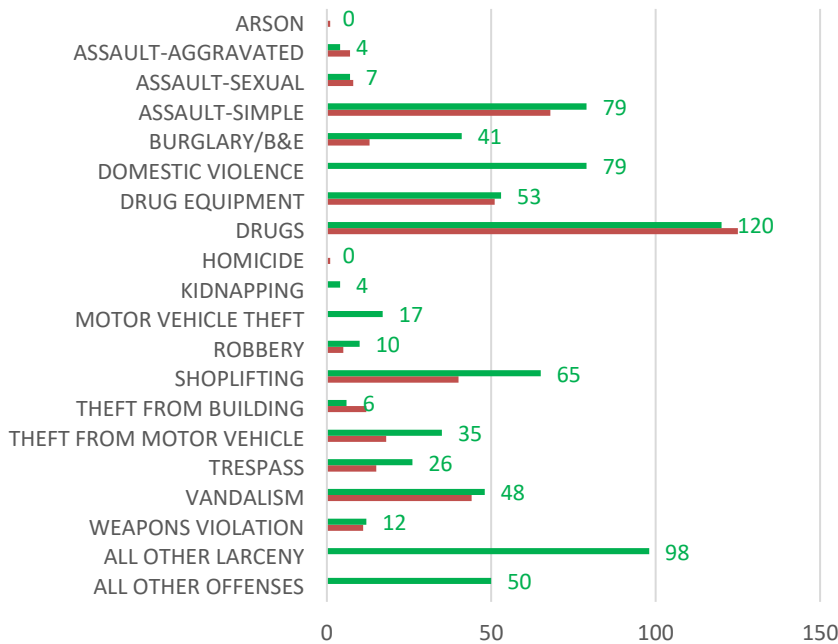


And Protect!



Highlights & Trends for This Quarter

QUARTER 1 OFFENSES 2020 in green, 2019 in red



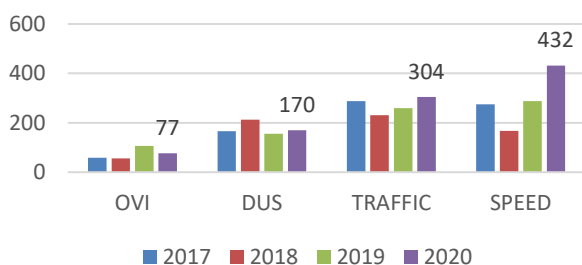
March flood! Thanks to our employees, no RPD cars were damaged!

DC Baker emcees the 2019 Awards Banquet. Better looking than the Chief, but not as funny

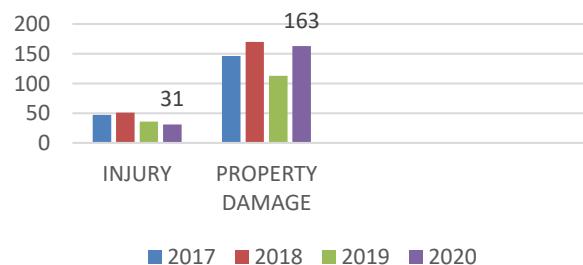


Attachment: RPD 1st Quarter Report (RPD First Quarter Report)

Traffic Citations



Traffic Crashes



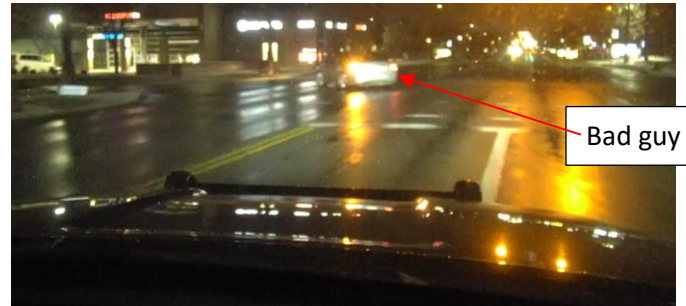


Highlights



← Ofc. Hiesha Johnson is a big hit with these young readers!

BELOW: Ofc. Kevin Shively in pursuit!



Bad guy

Don't mess with AR!

Ofc. Ronan takes down a knife-wielding suspect with her Taser!

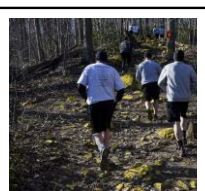


Academy graduations:

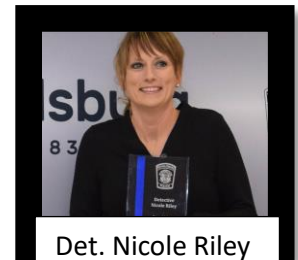
Mayor Joe Begeny attends the CPD Academy graduation of Ofcs Bever and Bosley



Lt. Bill Early graduates from the FBI National Academy (Class 279)



Congratulations to all of our 2019 Employee of the Year winners!



Det. Nicole Riley



Krystal Hancock



Sgt. Jeremy Severance

Attachment: RPD 1st Quarter Report (RPD First Quarter Report)

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

ORDINANCE REQUEST

DATE: **April 27, 2020**

TO: **Finance and Administration Committee**

RE: **Final Appropriation Ordinance for the Reynoldsburg Community Center**

Approval:

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

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

Below is our line item description of the appropriation request. Please know we have remaining funds (\$283,036.75) as well as additional funds for unexpected future costs. We have been told by CT, Gilbane, and the YMCA there will be no additional requests for funds EXCEPT those related to opening the pool at a later date. We also have not accounted for a potential return of \$125,000 from our CT contingency and those funds remaining would be returned to the CIP at the conclusion of the project. I will be going in to detail on this project at tonight's meeting, and I believe you have the particulars for the Change Orders listed below, but I will have them as well tonight.

Itemized spending for \$450,000 appropriation.

Remaining expenses \$382,044.25

Remaining funds \$283,036.75

Unexpected expenses \$67,953.38 (We have been told there are not additional expenses)

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

Outstanding items:

Change Order 8	\$330,696.00
Change Order 9	\$111,276.00
Change Order 10	\$136,195.00
Bi-Directional Amplifier	\$65,429.00
Insurance Increase	\$21,485.00
	\$665,081.00
	-\$283,036.75 (Remaining funds)
	\$382,044.25 (remaining expenses)

Potential reimbursement \$125,000.00 (not guaranteed, this is a contingency fund from CT)

Statement of necessity for Emergency passage: Due to the current emergency status, passage of this ordinance as a one-read emergency legislation is needed in order to pay all of the vendors in a timely manner.

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

WHEREAS, On December 16, 2016, the Reynoldsburg City Council passed Resolution No. 136-16 declaring the necessity of an election on the question of approving passage of an ordinance to amend Sections 190.01, 190.03, and 190.04 of the Codified Ordinances of the City of Reynoldsburg, Ohio in order to increase the City Income Tax by one percent (1.0%) from the then-rate of one and one-half percent (1.5%) to a rate of two and one-half percent (2.5%) beginning on July 1, 2017; and

WHEREAS, the Municipal Government of the City of Reynoldsburg promised the citizens of this City that a portion of the funds raised from the increase of the City Income Tax would be

Clerk of Council

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Reynoldsburg OH 43068

614-322-6836 Phone

used to fund the construction of a Community Center, in partnership with the YMCA, which City Officials reported would cost between \$20-\$25 million dollars; and

WHEREAS, on May 2, 2017, the voters of the City of Reynoldsburg approved the proposed increase in the City Income Tax by a relatively large margin of approximately sixty-five percent (65%) of voters in favor of the increase and thirty-five percent (35%) of voters opposed to the increase; and

WHEREAS, on June 12, 2017, the Reynoldsburg City Council passed Ordinance No. 59-17, which amended Section 190.01, 190.03, and 190.04 of the Codified Ordinances of the City of Reynoldsburg to reflect the approved increase in the City Income Tax; and

WHEREAS, on July 24, 2017, the Reynoldsburg City Council passed Ordinance No. 88-17, which authorized the Mayor to enter into a contract with CT Consultants and Moody Nolan to provide professional architectural design services for the Community Center Project, and appropriated \$100,000.00 from the CIP Fund for such purpose; and

WHEREAS, the Contract with CT Consultants provided for a Lump Sum Fee of \$2,200,000.00 with provisions for additional services, pre-construction services, and other optional services that could increase the Lump Sum Fee and/or could be billed at hourly rate fees; and

WHEREAS, on September 25, 2017, the Reynoldsburg City Council passed Ordinance No. 97-17, which appropriated \$650,000.00 from the general CIP Fund for design and demolition services associated with the Community Center Project; and

WHEREAS, on October 9, 2017, the Reynoldsburg City Council passed Ordinance No. 110-17, which authorized the Mayor to enter into a Guaranteed Maximum Price (GMP) contract with the Gilbane Building Company for professional construction management services on the Community Center Project and, at the time of passage, no GMP had yet been identified for the project; and

WHEREAS, on May 14, 2018, the Reynoldsburg City Council passed Ordinance No. 57-18, which appropriated \$1,000,000.00 from the general CIP Fund for the Community Center Project to maintain site work and facility design, and said appropriation was intended to be a loan from the CIP Fund until bond money became available; and

WHEREAS, on May 14, 2018, the Reynoldsburg City Council passed Ordinance No. 62-18, which authorized the issuance of bonds in the maximum amount of \$28,000,000.00 “for the purpose of paying the costs of improving the City’s health and recreational facilities” and appropriating the proceeds from the sale of the bonds for such purpose; and

WHEREAS, upon receipt of the proceeds from the sale of bonds, the amounts previously appropriated by Ordinance Nos. 88-17, 99-17, and 57-18 were transferred back into the general CIP Fund from the proceeds and from the balance of the unused funds; and

Clerk of Council

Mollie Prasher

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WHEREAS, on May 30, 2018, the Mayor signed Amendment #1 to the Contract with CT Consultants to increase their Lump Sum Fee by \$130,500.00; and

WHEREAS, on June 26, 2018, the Mayor signed a GMP contract with Gilbane Construction Company for \$8,157,255.00, which was later reduced to \$7,940,070.00; and

WHEREAS, on September 26, 2018, the Mayor signed Amendment #1 to the GMP contract with Gilbane Construction Company for \$3,166,309.00; and

WHEREAS, on November 5, 2018, the Mayor signed Amendment #2 to the contract with CT Consultants to increase their Lump Sum Fee by \$98,500.00; and

WHEREAS, on February 6, 2019, the Mayor signed Amendment #2 to the Guaranteed Maximum Price contract with Gilbane Construction Company for \$14,140,417.00, which brought the total amount of the GMP contract with Gilbane to \$25,246,796.00; and

WHEREAS, on June 6, 2019, the Mayor signed Amendment #3 to the contract with CT Consultants to increase their Lump Sum Fee by \$74,300.00; and

WHEREAS, between the dates of September 12, 2018 and May 28, 2019, the Mayor signed six (6) change orders, which increased the cost of the GMP contracts by \$371,399.00; and

WHEREAS, on or before May 28, 2019, City Officials became aware that certain items that had been promised to the public as part of the Community Center Project had been removed from the architectural design to accommodate other cost increases associated with the design and construction of the Reynoldsburg Community Center; and

WHEREAS, on July 22, 2019, the Reynoldsburg City Council passed Ordinance No. 85-19, which appropriated \$1,300,000.00 from the CIP Fund for the Reynoldsburg Community Center for the purpose of addressing additional costs and to add certain items back into the project that had been promised to the public; and

WHEREAS, on August 26, 2019, the Mayor signed Change Order #7 in the amount of \$515,552.00, which accounted for certain design changes that occurred before May 28, 2019 and the addition of some promised items added back into the Community Center Project; and

WHEREAS, between August 7, 2019 and December 10, 2019, there were several items approved verbally and in writing that were added into the Community Center Project, many of which were certain items that had previously been removed, said changes resulting in Change Order #8, which was signed by the Mayor on February 10, 2020, and said changes increasing the cost of the GMP in the amount of \$330,696.00; and

WHEREAS, between November 27, 2019 and January 31, 2020, there were several items approved verbally and in writing that were added into the Community Center Project, said

Clerk of Council

Mollie Prasher

7232 East Main Street

Reynoldsburg OH 43068

614-322-6836 Phone

changes resulting in Change Order #9, which has not been signed by the Mayor, but which would increase the cost of the GMP by \$111,276.00; and

WHEREAS, between January 28, 2020 and February 25, 2020, there was several changes to the Community Center Project that were approved verbally, but not in writing, said changes resulting in the submission of Change Order #10, which has not been signed by the Mayor, but which would increase the cost of the GMP by \$136,195.00; and

WHEREAS, on March 27, 2020, the City gave verbal authorization for a radio repeater system needed to provide required assistance for first responders, said repeater system previously removed from the project prior to May 28, 2019, and said authorization resulting in Change Order #11, which has not been signed by the Mayor, but which would increase the cost of the GMP by \$65,429.00; and

WHEREAS, before the Mayor may sign Change Orders #9, #10, and #11, City Council would need to appropriate sufficient funding to cover the costs associated with those changes; and

WHEREAS, Council has determined that it has a moral obligation to pay the aforementioned amount because the designated agent for the City of Reynoldsburg approved the work performed and the benefit derived was equal to or greater than the amount to be expended;

WHEREAS, City Officials have implemented policies and procedures consistent with Section 8.04 of the Reynoldsburg City Charter and Chapter 175 of the Codified Ordinances that require all written contracts, amendments, and change orders to be submitted to the City Attorney for legal review and the City Auditor to certify the availability of funding and appropriation by Council before any such documents may be submitted to the Mayor for signature.

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

SECTION 1. That an amount of four hundred, fifty thousand dollars (\$450,000.00) be appropriated from the unappropriated Capital Improvement Project fund (410) to account 410.000.0148.5611 Buildings.

SECTION 2: That, for the reasons set forth in the preamble, the Mayor is authorized to sign Change Orders #9, #10, and #11 and the City Auditor is authorized to certify the availability of funds for payment in accordance with the terms of those Change Orders.

SECTION 3. Any remaining funds from this appropriation shall be returned to the CIP Fund.

SECTION 4. For the reasons stated in the preamble, this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the financial needs of the City and, wherefore, this Ordinance shall take effect immediately upon its passage and the Mayor's signature.

EXHIBIT A - MARCH/JULY PROJECT BUDGET COST COMPARISON

Line #		3/20/19 Project Cost Total	Change	Expected 7/1/19 Project Cost Total
	Funds Available- To be verified by City			
	City Equity / Seed Money	\$ 422,545		
	Bond Proceeds (Net)	\$ 28,000,000		
	Bond Interest (currently not included in available funding)	\$ -		
	Sponsorships?	?		
	Other Sources?	?		
	TOTAL	\$ 28,422,545		
	GMP Totals- see backup sheets for detail			
1	GMP Total Less Construction Contingencies	\$ 24,896,796	\$ -	\$ 24,896,796
2	Construction Contingency in GMP	\$ 350,000	\$ -	\$ 350,000
3	Partial Return of Construction Contingency to owner on 7/1/19	\$ -	\$ (125,000)	\$ (125,000)
4	Total Construction Contingency	\$ 350,000	\$ (125,000)	\$ 225,000
5	GMP Total	\$ 25,246,796	\$ (125,000)	\$ 25,121,796
6	A.8 Enabling Work / Site Demolition and Prep	\$ 79,100	\$ -	\$ 79,100
7	A.9 Change Orders and Addenda	\$ 388,897	\$ (17,498)	\$ 371,399
8	A.10 Change Order Deducts (pending-subject to final pricing)	\$ (164,989)	\$ 164,989	
9	F.4 Winter Conditions Allowance Estimated and VE	\$	\$ (20,000)	\$ (20,000)
10	F.3 Bulletin 9 Estimated	\$	\$ 10,000	\$ 10,000
11	F.5 Bulletin 10 Estimated	\$ -	\$ (40,000)	\$ (40,000)
12	Total of Additions and Deducts	\$ 303,008	\$ 97,491	\$ 400,499
13	Project Hard Cost Total	\$ 25,549,804	\$ (27,509)	\$ 25,522,295
14	Soft Costs	\$ 3,185,146	\$ 74,300	\$ 3,259,446
15	Owners Contingency on March 20th	\$ 15,050	\$ (15,050)	\$ -
16	Subtotal w/o Owner Contingency	\$ 28,750,000		\$ 28,781,741
17	March 20th memo recommended \$400 to 500k contingency which includes expected \$200k for contractors contingency. (Use \$500k-\$200k=\$300k)	\$ 300,000	\$ (31,741)	\$ (359,196)
18	Project Total	\$ 29,050,000		\$ 28,422,545
	Budget for Change Orders and Deducts after July 1, 2019			
19	Subtotal w/o Owner Contingency-(from above) as of 7/1/19			\$ 28,781,741
20	Future Contractor's Contingency Released- Estimate			\$ (150,000)
21	Increase for Unknown Change Orders- Estimate			\$ 100,000
22	Current Project Budget with Reduced Contractor Contingencies			\$ 28,731,741
23	Funds Available - (seed money and bond only)			\$ 28,422,545
24	Less Current Project Budget			\$ (28,731,741)
25	Available Funds for Additions to Project / Owner's Contingency			\$ (309,196)
26	Items that Could be Added to the Project			
27	Radio Repeater (ve)	Last date to authorize inclusion		\$ 140,000
28	Solid Surface Counter top	7/30/2019		\$ 20,500
29	Tiling at Natatorium (ve)	6/25/2019		\$ 65,000
30	Tiling at Locker Rooms (ve)	6/25/2019		\$ 35,000
31	Pickle Ball Court (add alternate not accepted by the City)	6/25/2019		\$ 25,000
32	Water Slide Foundation (add alternate not accepted by City)	6/20/2019		\$ 30,000
33	Water Slide Feature (add alternate not accepted by City)	8/15/2019		\$ 180,000
	TOTAL			\$ 495,500
	Last date for inclusion will be confirmed with Contractor if City is interested in including any item			

YMCA Project Breakdown of Project Totals
Update 3/31/20

Open Purchase Order Balance		
Gilbane	2019-928	1,654,890.24
Blanket	2019-1897	1,241,655.36
Old Purchase order balances (can we close)		11,412.19
unencumbered funds		12,587.94
Total Available		2,920,545.73
Gilbane balance due after payment w/ expected change orders per email 3/27/20		(3,185,437.00)
estimated increase in insurance		(21,485.00)
Filling Outdoor Pool?		
Any Add'l fees or permits needed?		
Balance owed to CT per contract		(95,670.35)
Amounts (over) under opened PO's		(382,046.62)

By amounts appropriated

28,000,000.00	original bond proceeds
1,300,000.00	additional appropriation 2019
485,163.09	Pre construction appropriation balances
29,785,163.09	
(617,711.34)	Preconstruction cost/financing fees/insurance/demo
(25,246,796.00)	Gilbane Base Contract \$7,940,072;3,166,308;14,140,412)
(2,740,000.00)	CT Contract thru ammendment #3
1,180,655.75	Subtotal
(371,397.00)	Change Orders Gilbane 1-5
(515,552.00)	Change Orders Gilbane 6-10
(10,670.00)	Change Orders CT Ammendment #4
283,036.75	Subtotal after known items
(330,696.00)	Change Orders 8 (ATP Gilbane 11-19)
(111,276.00)	Change Orders 9 Gilbane (ATP 20-27)
(136,195.00)	Change Orders 10 (ATP 28-30)
(65,429.00)	Bi-Directional Amplifier
(21,485.00)	Insurance Increase
(382,044.25)	

Potential changes to this document:

Any additional permits, plan reviews or inspections needed?
 Are we sure we have all of the change orders

Stephen Cicak

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, October 15, 2019 2:04 PM
To: Andrew Bowsher
Cc: Valentine, Edward R.
Subject: ATPs 6-10
Attachments: ATP-006 Signed.pdf; ATP-007 Signed.pdf; ATP-008 Signed.pdf; ATP - 009 Signed.pdf; ATP-010 Signed.pdf

Andrew,

Attached are the signed ATPs 006-010.

The cost of these combined makes up the cost of \$515,552 which is OCO #007.

Let me know if this helps.

Thanks,

Jason Swords | Project Engineer II | Gilbane Building Company
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: ATP 6-10 Gilbane email (Community Center Final Appropriation)

\$ 515,552

Signed 8.24.19

Owner Change Order (OCO)

GilbaneProject Name: Reynoldsburg New
Community Center & YMCA

Gilbane Job No.: J07883.000

OCO:OCO-0007

PCI:OS-00030, OS-00035, OS-
00037, OS-00039, OS-00040

Alternate Tracking #:

Attention:

Date Issued: 8/14/2019 4:52:18 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

The Contract changes as follows:

Scope Of Changes: Bulletin 9, Bulletin 10, Various VE Items

Description: Description: This Owner change order is confirmation of previously signed Authorized to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-006, ATP-007, ATP-008, ATP-009, and ATP-010.

OS-00030 (ATP 006) - Bulletin 9 dated 4-19-19 for various design changes.

OS-00035 (ATP 010) - Bulletin 10 Issued on 6-3-19 - Includes additional dowels for versa-Lok Wall, added metal roof deck extension, extra framing at the radius soffit, added support at K line wall, additional knox boxes, and changing of an electrical panel.

OS-00037 (ATP 007) - The following are being added back into the project:

Solid surface casework, ceramic floor tile in the indoor pool room/pool vestibule/locker rooms.

OS-00039 (ATP 008) - The following are being added to the project:

The furnish and install of slide foundations and columns, work associated with the pickle ball courts.

OS-00040 (ATP 009) - The following are being added back into the project:

Cost for the pool slide and cost associated with VE items #1, #23, #24, #25, #39, and #49.

Additional Description



Attachments:

Number	Title	PCI	Change Date	Revision
Sort Attachments				
00152971	Bulletin 9 OG Pricing	OS-00030	05/22/2019	Original Version

\$10,385

#25

9.a.e

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0025
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Kitchen Tile Credit & Fencing Changes

DESCRIPTION: Credit to the project for kitchen tile color variances - material cost of \$1500 and labor cost of \$1,000. Cost for fencing changes from RFI #310 and #313. RFIs added fencing and changed gates/hardware.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166537	201912021038	OS-00054	01/21/2020	Original Version
00166538	201912131252	OS-00054	01/21/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$10,385.00

☐ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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\$16,958

#26

9.a.e

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0026
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Claypool Electric Extras

DESCRIPTION: Cost to Claypool for adding CAT5 cable to gym fans for controls. Power added per RFI 347 for hand dryers. Extended data/cable at mezzanine for 3 TVs, provided/installed 3 TV mounts for YMCA - also installed 3 owner furnished TV monitors. Added power for exterior illuminated sign - sign was a late add to the project.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166962	Copy of YMCA BAF Conduit and Controls Pricing	OS-00055	01/27/2020	Original Version
00166963	Copy of YMCA Power for Hand Dryers Pricing (002)	OS-00055	01/27/2020	Original Version
00166964	Copy of YMCA Sign Power Pricing (002)	OS-00055	01/27/2020	Original Version
00166965	Copy of YMCA TV Mounting Pricing (002)	OS-00055	01/27/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$16,958.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

\$ 111,276

OCO # 9.a.e

Owner Change Order (OCO)



Project Name: Reynoldsburg New
Community Center & YMCA

Gilbane Job No.: J07883.000

OCO: OCO-0009

PCI: OS-00047, OS-00049, OS-
00050, OS-00051, OS-00053,
OS-00054, OS-00055, OS-00056

Alternate Tracking #:

Attention:

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Date Issued: 2/13/2020 1:59:42 PM

The Contract changes as follows:

Scope Of Changes: Owner Change Order 009

Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-020, ATP-021, ATP-022, ATP-023, ATP-024, ATP-025, ATP-026, & ATP-027.

OS-0049 (ATP-020) - Cost related to RFIs 324, 325, and 337. Cost to include additional EM lights per fire department and added regulators at boilers as required by Columbia Gas.

OS-0050 (ATP-021) - Geotechnical Consultants Inc. Invoices - Geotechnical Consultants Inc. Invoices 0493, 1260 and 1849.

OS-0051 (ATP-022) - Additional Curb and RFI 315 - Additional Curb to contain rubber material at playground area. Additional cost related to RFI 315.

OS-0047 (ATP-023) - Mixing Valves, Crane for Slide, Spin Room Work - Cost for drywall re-work at spin room per RFI 325 changes. Crane cost for slide install from RFI 302. Mixing valves as requested by the plumbing inspector.

OS-0053 (ATP-024) - UV Sanitation Unit At Indoor Pool - Cost to furnish and install the UV sanitation unit at the indoor pool.

OS-0054 (ATP-025) - Kitchen Tile Credit & Fencing Changes - Credit to the project for color variances in the kitchen tile. Cost for fencing changes related to RFI #310 and RFI #313.

OS-0055 (ATP-026) - Claypool Electric Extras - Cost for adding CAT5 cable to gym fans for controls. Power added to hand dryers per RFI 347. Added power and controls for the exterior illuminated sign. Extended data/cable at mezzanine for 3 TVs, provided/installed 3 mounts and installed 3 owner furnished monitors.

OS-0056 (ATP-027) - YMCA Electrical Requests - Cost to add a receptacle for a lighted table in Child Watch room 158 and to add a clock in the weight room.

\$ 98,217

9.a.e

**Gilbane Building Company
Authorization To Proceed**

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0028
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Pre-Bulletin 15

DESCRIPTION: Cost includes several items that are complete and will be documented in a future bulletin 15. Cost includes added signage (canopy, illuminated, vinyl), 3D signs at fire extinguisher cabinets, door hardware changes requested by the fire department/inspectors, additional Ohio Health plumbing work and additional Ohio Health fire extinguishers/cabinets. Cost also includes concrete work from location of the gas meter and grouting of masonry cells to hold the roof patio railing which are extras to the contract drawings.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00167477	019_Concrete Sidewalk Replacement due to Gas Line	OS-00052	02/04/2020	Original Version
00167478	021_Winter Concrete Charges 11.25	OS-00052	02/04/2020	Original Version
00167479	20200129162026710	OS-00052	02/04/2020	Original Version
00167480	Bulletin 15 COR	OS-00052	02/04/2020	Original Version
00167564	MM PCO #034 Changes in Bulletin 15	OS-00052	02/04/2020	Original Version
00167017	RCC_Hyrdro Mechanical _ Change Order 45_ 01282020	OS-00052	01/28/2020	Original Version
00167481	RCC_Hyrdro Mechanical _ Change Order 46_ 01282020	OS-00052	02/04/2020	Original Version
00167482	YMCA COR VIS-029 Bulletin 15 Revised	OS-00052	02/04/2020	Original Version

\$ 24,007

9.a.e

Gilbane Building Company
Authorization To Proceed

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0029
ATP VERSION: 0
DATE OF ISSUANCE: 02/12/2020
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Miscellaneous Extra Work

DESCRIPTION: Includes cost for work associated with providing and installing fiber optic convertors, epoxy paint per RFI 353, credit for crane usage for slide install, re-work at Sunshade Structure as existing pipe was conflicting with design layout. Labor cost also included to ensure additional work was installed by grand opening date.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00168007	024_Additional Concrete Work with Sunshade	OS-00057	02/12/2020	Original Version
00168006	20200210120350	OS-00057	02/12/2020	Original Version
00168018	Copy of YMCA Fiber Convertors Pricing (002)	OS-00057	02/12/2020	Original Version
00168017	IMG_0857	OS-00057	02/12/2020	Original Version
00168005	RCC YMCA Tickets 2143-2146	OS-00057	02/12/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$24,007.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Stephen Cicak

From: Joni Crawford
Sent: Thursday, January 09, 2020 12:43 PM
To: Joe Begeny; Stephen Cicak
Cc: Andrew Bowsher
Subject: RE: Final 2019 Number
Attachments: January 2020 Owner's Budget Update.xlsx

Joe,

I am currently working on doing December's month end close. I hope to have it completed towards the end next week. I will try to get you some preliminary numbers tomorrow. These should not change drastically. To answer your question, attached is the latest numbers Andrew shared with us that show that of the 1.3 million we have used about 1.044 million with the additional change orders and initial shortage. This would leave about \$255,727 left. There is still the open item of the Electric Vehicle Stations. If Council does not want to appropriate additional money for that expenditure, then that would come off of the \$255,727 balance. **You might check with Andrew to see if there are any other items that he knows about that are forth coming.**

Feel free to call me if you have any additional questions.

Joni Crawford
 Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068
 Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>
Sent: Thursday, January 09, 2020 8:41 AM
To: Stephen Cicak <SCicak@ci.reynoldsburg.oh.us>; Joni Crawford <jcrawford@ci.reynoldsburg.oh.us>
Subject: Final 2019 Number

Good morning,

Just checking in to see the final numbers for 2019 so we can finish off the 2020 budget. I also wanted to know what the potential return would be for the \$1.3 million in additional funding for the Y might be, as Auditor Cicak mentioned and when that may occur. Thanks!

Joe Begeny
 Mayor
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, Ohio
 614-322-6809
JBegeny@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

Attachment: FinanceMgrCommATP (Community Center Final Appropriation)

\$15,812

2

9.a.f

**Gilbane Building Company
Authorization To Proceed**

Signed 1-9-20
owner approval... " " AB



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0023
ATP VERSION: 0
DATE OF ISSUANCE: 01/07/2020
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Mixing Valves, Crane For Slide, Spin Room Work

DESCRIPTION: Includes cost for drywall related work in the spin room related to RFI 325. Cost for crane needed to erect the slide per RFI 302 response. Mixing Valves as requested by the plumbing inspector.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00165801	20191121082226 (002) - Original Quote	OS-00047	01/07/2020	Original Version
00165803	Change Order Request 07- Crane R2 (002)	OS-00047	01/07/2020	Original Version
00165800	RCC_ Hydro Mechanical _ Change Order 31_ 01032020	OS-00047	01/07/2020	Original Version
00165802	YMCA COR VIS-021 Bulletin 14.1	OS-00047	01/07/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$15,812.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

Valley Interior Systems, Inc.
3840 Fisher Road
Columbus, Ohio
(614) 351 8440

APPROVAL DATE:	
AMOUNT:	\$1,207.29
REASON:	A O E O U O O O C O
PROJ. NAME:	Reynoldsburg Community Center
PROJ. NUMBER:	CT 170132
LOCATION:	
COMPANY:	Valley Interior Systems, Inc.
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name:	Reynoldsburg Community Center	COR #:	VIS-021
Project Number:	CT 170132	Date:	10/29/2019
P.O. Number:			
Summary of Work:	Bulletin 14.1		
Work Description:	Revise ceiling height in Spin 144		

A. LABOR SUMMARY (attach supporting documentation):

1	hours x \$	\$66.26	/hour = \$	\$66.26
16	hours x \$	\$61.33	/hour = \$	\$981.28
0	hours x \$	\$55.51	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$1,047.54

B. MATERIAL (attach supporting documentation):

Total [B]: \$50.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$109.75

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

0.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,207.29

Valley Interior Systems, Inc.

Signature Rick Hutchins Senior Project Manager
(Enter Title Here)

10-29-2019

Owner Approval:

Signature _____

Date:

Signature: _____

Date:

Signature: _____

Date:

Signature: _____

Date:

Date:

OCO

\$ 330696

9.a.f

Signed 2.10.20

Owner Change Order (OCO) Draft



Project Name: Reynoldsburg New Community Center & YMCA
 Gilbane Job No.: J07883.000

OCO:OCO-0008

PCI:BT-00005, OS-00038, OS-00041, OS-00042, OS-00043, OS-00045, OS-00046, OS-00048

Alternate Tracking #:

Attention:

Date Issued: 2/6/2020 4:25:44 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein a request for Change Order in the total amount indicated below for Work included in the Gilbane Building Company Potential Change Items (PCI) identified below. Contractor's quotations have been reviewed and found to be fair and reasonable for the work involved. Refer to the attached documentation for specific pricing information. Upon Owner approval, Gilbane Building Company will incorporate this amount in a final Owner Change Order document, which when executed by all parties, will change the Contract Sum and Contract Time as applicable.

Scope Of Changes: Owner Change Order 008 Owner Change Order 008

Description: Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-011, ATP-012, ATP-013, ATP-014, ATP-015, ATP-017, ATP-018, & ATP-019. ATP-016 was skipped in the system and therefore there is no ATP-016.

OS-00038 (ATP-011) - Bulletin 11 issued 6-28-19 & Bulletin 11.1 issued 7-3-19 included adding swimsuit extractors, adding removable mullions to be keyed, added soffit and bulkhead details.

OS-00042 (ATP-012) - VE Items Back into Project - Pickle ball courts, site furnishings, alternating running track lanes, FRP panels in the janitor closets, and mirrors/ballet barres were added back into the project.

OS-00041 (ATP-013) - Bulletin 12 issued to trades on 7-25-19 included added guardrails and sectional door at the outdoor deck, lights associated with flagpoles, conduit for car charging stations. Conduit was run for a future lighted sign and a credit was given for pin mounted signage. Additional cost for added elevator related work was included. Revised hardware and keying costs were included as well as cost for additional tube steel at the glass canopy.

BT-00005 (ATP-014) - Contingency Transfer for Supplemental Labor Coverage - Confirmation that Gilbane will transfer contingency funds to the general conditions/labor funding source as a \$0 change order. This transfer is to help staff the added bulletins and value engineering process.

OS-00045 (ATP-015) - Big Fans In Gymnasium - Cost to provide and install 4 Big Ass Fans in the gymnasium. These were previously value engineered out of the project.

(ATP-016) - This was skipped in the system. Therefore, there is no ATP-016.

OS-00043 (ATP-017) - Bulletin 13 issued to trades on 9/3/19 includes cost associated with increasing the dumpster enclosure, added soffit in the child watch, detail SK-7, ceramic tile added to the changing rooms, and added trench drain to the indoor pool "peninsula".

\$29,248

#

9.a.f

signed 1.21.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0024
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: UV Sanitation Unit At Indoor Pool

DESCRIPTION: Cost for Patterson Pools to furnish and install the UV system at the indoor pool. Cost includes low voltage control wiring.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166450	20191226141221	OS-00053	01/20/2020	Original Version
00166451	RE Indoor Pool UV	OS-00053	01/20/2020	Original Version
00166452	UV Swim I-450+ cut sheets	OS-00053	01/20/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other
☐ Cost Plus Fee
☐ Unit Price
☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$29,248.00

☒ Fixed
☐ Maximum
☐ Estimated
☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed
☐ Maximum
☒ Estimated

\$10,385

#29

9.a.f

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0025
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Kitchen Tile Credit & Fencing Changes

DESCRIPTION: Credit to the project for kitchen tile color variances - material cost of \$1500 and labor cost of \$1,000. Cost for fencing changes from RFI #310 and #313. RFIs added fencing and changed gates/hardware.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166537	201912021038	OS-00054	01/21/2020	Original Version
00166538	201912131252	OS-00054	01/21/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee
☐ Unit Price
☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$10,385.00

☐ Fixed
☐ Maximum
☐ Estimated
☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed
☐ Maximum
☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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Meeting Minutes

To: Brad McCloud, Mayor, City of Reynoldsburg
 Andrew Bowsher, Development Director, City of Reynoldsburg
 Stephen Cicak, Auditor, City of Reynoldsburg
 Joni Crawford, Finance Manager, City of Reynoldsburg
 Mark Brueggemann, Vice President, CT Consultants
 John deGraaf, Director of Architectural Services, CT Consultants

From: Brian Sabla, Project Manager

Subject: Meeting Minutes - Community Center Budget Update

Issue Date: June 11, 2019

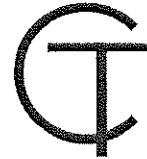
The purpose of the meeting, held 6/6/19, was to discuss three main topics:

1. The project is officially past the 50% completion mark, and with the personnel changes recently experienced, CT wanted to affirm that we have, and will continue to be, focused on completing the project on schedule and on budget.
2. Given the departure of Bill Sampson, we wanted to make sure we understood who the new point of contact would be for the project moving forward, and what the expectations are moving forward.
3. Wanted to make sure we all understood the project budget, including the amounts available from each known funding source, and the current and projected project costs.

Andrew Bowsher will be the new Project Manager for the City, and our point of contact. Andrew will be copied on correspondence, and communicated with for all decision made regarding the project.

Budget Discussion:

- A spreadsheet was presented indicating the current project budget as CT understood it; however, there were several modifications discussed, resulting in the amended spreadsheet attached to these minutes. These modifications included the following:
 - The City Equity/Seed Money shall be adjusted to \$422,545. Despite what we were directed to use (\$750,000) in the past, the amount formally approved by Council is \$422,545.
 - The projected \$300,000 in interest, generated from the bonds, is to be removed from the project budget. This money will be held by the City for the time being as "Insurance".
 - We anticipate that \$125,000 of Gilbane's Contractor Contingency will be released after the first of July, and we anticipate up to an additional \$150,000 will be returned at a later date and time.
 - CT is recommending a \$100,000 Owner Contingency, which is a reduction from March 2019, due to the current project status.
 - With the projected release of contingencies, as well as anticipated change orders, the indicated project budget is currently underfunded by approximately \$309,000.



The spreadsheet included line items, and approximate associated costs, for several amenities that were at one point considered for inclusion in the project, but were unaccepted as alternate bid items, or value engineering out of the project. The City will need to decide what they may want to get back into the project, and CT will work with Gilbane to make this happen. Items specifically discussed include:

- Pickleball Courts – CT was directed to include this in the project. This information was conveyed to Gilbane at the OACM meeting held later in the afternoon on 6/6/19.
- Foundations for Waterslide – CT was directed to include this in the project. This information was conveyed to Gilbane at the OACM meeting held later in the afternoon on 6/6/19.
- Solid Surface Countertops – CT was directed to include this in the project. This information was conveyed to Gilbane at the OACM meeting held later in the afternoon on 6/6/19.
- Inclusion of the first responder radio repeater antenna, which is a fire code requirement, will be determined through testing mid-to-late July. The extent of coverage and cost will be determined at this time.
- Ceramic tile at the Indoor Pool and Locker Rooms is desired by the YMCA for aesthetic, maintenance, and safety reasons. *A determination to include this item must be made very soon to avoid scheduling delays.*
- The City requested a copy of the value engineering log, indicating items that are difficult or impossible to include in the project at this point. The value engineering has been sent to the City.

Given the current budget deficit, as well as the City's desire to incorporate additional features into the project, there will be a need to request additional funds from Council. The City's leadership team will determine what this amount needs to be, and only wants to make this ask one time. The amount may be as much as \$1 million.

It was noted that Council is on summer recess between July 22nd and September 9th.

End of Meeting Minutes.

The notes above reflect our best understanding of the discussions held during the meeting. If the above differs from your understanding, please kindly advise.

Respectfully submitted by,

Brian Sabla
CT Consultants, Inc.

ThisWeek

COMMUNITY NEWS

Reynoldsburg must dig deeper into pockets to keep YMCA promise

By **KELLEY YOUMAN**

Posted Jul 29, 2019 at 6:05 PM

Updated Jul 29, 2019 at 6:55 PM

Reynoldsburg will spend up to an extra \$1.3 million on its new community-center YMCA in an effort to keep its promises to voters.

City Council voted unanimously July 22 to appropriate the additional money from the capital-improvement fund, increasing the overall budget of the building under construction on Davidson Drive to \$29.3 million.

Voters in 2017 approved a 1% income-tax increase to help fund infrastructure and the 70,000-square-foot community center. The tax increase to 2.5% is expected to generate about \$6.5 million annually.

The community center is being built as a partnership between the city and the YMCA of Central Ohio. OhioHealth also will lease about 13,000 square feet of space that will be dedicated to offices for primary-care physicians.

The city owns the land and building, with the YMCA and OhioHealth paying the city under 15-year leases. The YMCA will operate and manage the center and charge membership fees.

The city bonded \$28 million to finance construction. Rising steel and labor costs and a contingency fund that officials admit was too small led to items being "value engineered" out of the project to cut costs. Much of the \$1.3 million will be used to put those items back into the project.

The community center's budget had only a \$350,000 contingency fund, an amount Mayor Brad McCloud called "miniscule" at the July 8 meeting when council initially discussed the funding request.

Contingencies are a portion of a project's budget set aside to cover unforeseen costs or changes.

The contingency amount for the community center should have been similar to those of other city projects -- closer to 10% of the building's total cost, officials said.

"The contingency should have been greater or we wouldn't even be here," McCloud said July 8. "A million dollars is a lot of money -- don't get me wrong -- but in the scope of a \$28 million project, it's not a whole bunch."

City officials said they expected to spend only about \$1 million but wanted to include enough of a contingency fund. Any unspent money will be returned back to the CIF, said McCloud, who was out of town and did not attend the July 22 council meeting.

The project had been overseen by the public-service department until former department director Bill Sampson resigned in May. Oversight of the project has since been moved to the development department and its director, Andrew Bowsheer, who will act as project manager.

"Things like putting tiling on the (locker room) floor, instead of smooth concrete, will allow the building to last longer and be more hygienic and safer. We added a stronger and tougher asphalt pavement. A lot of these things were 'value engineered,' but we want to do it right the first time and have it last the 30 years that we bonded the building," Bowsheer said.

Items paid for with the additional funding include:

- * \$228,000 for pool water slide
- * \$219,000 for a splash pad
- * \$140,000 for outdoor decking and a yoga studio with roll-up doors for indoor/outdoor access
- * \$19,000 for pickle ball courts

Another item paid out of the additional funds is a \$140,000 radio-antenna repeater system required under Ohio law for a building this size, to allow police and firefighters' radios to

reach outside in the event of an emergency, Bowsher said.

The 2-story building will include community rooms, a fitness center, gymnasium, indoor track and offices. Plans also call for indoor and outdoor pools.

Although members of council acknowledged that mistakes have been made along the way, they said the priority is delivering a community center that Reynoldsburg can be proud of.

"We have to honor our promise to the public," councilmember Stacie Baker said. "This was stuff that was promised but it was taken out and no one said anything about it.

"For future projects as big as this, transparency should be improved, especially after we promised the community that this was the stuff we were going to get."

The YMCA also has increased its budget for things like furniture and fitness equipment, Bowsher said.

A grand-opening celebration is planned for December.

"They're bringing a lot to the table because they want this to be one of the finest YMCA facilities that they have," he said.

"We're excited for the residents to come out and see it."

Council is in recess for the month of August. The next meeting is 7:30 p.m. Sept. 9 at City Hall, 7232 E. Main St.

editorial@thisweeknews.com

@ThisWeekNews

EXHIBIT A - MARCH/JULY PROJECT BUDGET COST COMPARISON

Line #		3/20/19 Project Cost Total	Change	Expected 7/1/19 Project Cost Total
	Funds Available- To be verified by City			
	City Equity / Seed Money	\$ 422,545		
	Bond Proceeds (Net)	\$ 28,000,000		
	Bond Interest (currently not included in available funding)	\$ -		
	Sponsorships?	?		
	Other Sources?	?		
	TOTAL	\$ 28,422,545		
	GMP Totals- see backup sheets for detail			
1	GMP Total Less Construction Contingencies	\$ 24,896,796	\$ -	\$ 24,896,796
2	Construction Contingency in GMP	\$ 350,000	\$ -	\$ 350,000
3	Partial Return of Construction Contingency to owner on 7/1/19	\$ -	\$ (125,000)	\$ (125,000)
4	Total Construction Contingency	\$ 350,000	\$ (125,000)	\$ 225,000
5	GMP Total	\$ 25,246,796	\$ (125,000)	\$ 25,121,796
6	A.8 Enabling Work / Site Demolition and Prep	\$ 79,100	\$ -	\$ 79,100
7	A.9 Change Orders and Addenda	\$ 388,897	\$ (17,498)	\$ 371,399
8	A.10 Change Order Deducts (pending-subject to final pricing)	\$ (164,989)	\$ 164,989	
9	F.4 Winter Conditions Allowance Estimated and VE	\$	\$ (20,000)	\$ (20,000)
10	F.3 Bulletin 9 Estimated	\$	\$ 10,000	\$ 10,000
11	F.5 Bulletin 10 Estimated	\$ -	\$ (40,000)	\$ (40,000)
12	Total of Additions and Deducts	\$ 303,008	\$ 97,491	\$ 400,499
13	Project Hard Cost Total	\$ 25,549,804	\$ (27,509)	\$ 25,522,295
14	Soft Costs	\$ 3,185,146	\$ 74,300	\$ 3,259,446
15	Owners Contingency on March 20th	\$ 15,050	\$ (15,050)	\$ -
16	Subtotal w/o Owner Contingency	\$ 28,750,000		\$ 28,781,741
17	March 20th memo recommended \$400 to 500k contingency which includes expected \$200k for contractors contingency. (Use \$500k-\$200k=\$300k)	\$ 300,000	\$ (31,741)	\$ (359,196)
18	Project Total	\$ 29,050,000		\$ 28,422,545
	Budget for Change Orders and Deducts after July 1, 2019			
19	Subtotal w/o Owner Contingency-(from above) as of 7/1/19			\$ 28,781,741
20	Future Contractor's Contingency Released- Estimate			\$ (150,000)
21	Increase for Unknown Change Orders- Estimate			\$ 100,000
22	Current Project Budget with Reduced Contractor Contingencies			\$ 28,731,741
23	Funds Available - (seed money and bond only)	\$ 28,422,545		\$ 28,422,545
24	Less Current Project Budget	\$		\$ (28,731,741)
25	Available Funds for Additions to Project / Owner's Contingency	\$		\$ (309,196)
26	Items that Could be Added to the Project	Last date to authorize inclusion		
27	Radio Repeater (ve)	7/30/2019	\$	\$ 140,000
28	Solid Surface Counter top	6/25/2019	\$	\$ 20,500
29	Tiling at Natatorium (ve)	6/25/2019	\$	\$ 65,000
30	Tiling at Locker Rooms (ve)	6/25/2019	\$	\$ 35,000
31	Pickle Ball Court (add alternate not accepted by the City)	6/25/2019	\$	\$ 25,000
32	Water Slide Foundation (add alternate not accepted by City)	6/20/2019	\$	\$ 30,000
33	Water Slide Feature (add alternate not accepted by City)	8/15/2019	\$	\$ 180,000
	TOTAL		\$	\$ 495,500
	Last date for inclusion will be confirmed with Contractor if City is interested in including any item			

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is entered into this [REDACTED] of [REDACTED] 2018, by and between The City of Reynoldsburg, Ohio (hereinafter referred to as "Landlord"), and OhioHealth Corporation, an Ohio not-for-profit corporation exempt under IRC (501) (C) (3) (hereinafter referred to as "Tenant").

BASIC LEASE PROVISIONS:

The following provisions ("Basic Lease Provisions"), and the terms and conditions in Attachment I attached hereto and incorporated herein, are included in and a part of this Lease:

- I. **"Building"** - as used in this Lease means the approximately 13,000 square foot building to be constructed at 7215 E. Main Street, of which the Demised Premises shall be a part and the remainder of which shall be leased to the YMCA.

- II. **"Demised Premises"** - as used in this Lease means the approximately 13,000 rentable square feet designated as Suite [REDACTED] located on the first floor of the Building, which figure shall more accurately measured and agreed upon by Landlord and Tenant upon substantial completion of Landlord's Work (as defined in Exhibit D hereto) as set forth in Section 1 of this Lease. The final square footage of the Demised Premises and the Building shall be memorialized in the Confirmation of Lease Term attached hereto as Exhibit C and shall conclusively replace any initial estimates contained in these Basic Lease Provisions for all purposes under this Lease. The anticipated location and size of the Demised Premises is outlined in Exhibit A, and a final as-built depiction shall also be attached to the Confirmation of Lease Term. The Demised Premises shall also include the non-exclusive right to use the common areas of the Building, such as hallways, entrances and public restrooms, as well as the right to use common areas of the real property upon which the Building sits (the "Property"), including without limitation parking lots, sidewalks and access drives. The common areas of the Building and the Property may be modified from time to time by the Landlord provided the same does not unreasonably or materially interfere with Tenant's intended use of the Demised Premises or place any additional burden (financial or otherwise) upon the Tenant.

- III. **"Term"** - as used in this Lease means the term of this Lease that begins on the Commencement Date and ends fifteen (15) years later. Notwithstanding the foregoing, if the Commencement Date is a day of the month other than the first day of the month, then the term shall be extended to include the number of days from

the Commencement Date until the first day of the month following the Commencement Date. The last day of the Term shall be the "Lease Termination Date" Provided however, the original Term may be renewed beyond the original Lease Termination Date pursuant to Tenant's exercise of its option to renew as provided in Section XII of the Basic Lease Provisions of the Lease, if any.

- IV. **"Commencement Date"** – means the earlier of (i) the date upon which Tenant and opens for business, and (ii) one hundred fifty (150) days after the Delivery Date. **"Delivery Date"** – means the date on which Landlord delivers the Demised Premises to Tenant with Landlord's Work (as set forth in Exhibit D hereto) completed. Landlord anticipates tendering delivery of the Demised Premises on the date nine (9) months after the date hereof. If Landlord has not delivered the Demised Premises to Tenant on or before the date one (1) year after the date hereof, Tenant shall have the right, in its sole discretion, to terminate this Lease.
- V. **"Annual Rental"** - as used in this Lease means the total basic rental fees to be paid by Tenant to Landlord under this Lease, in accordance with the following schedule:

LEASE YEAR (I.E. A LEASE YEAR IS EACH SUCCESSIVE 12-MONTH PERIOD AFTER THE COMMENCEMENT DATE, EXCEPT THAT IF THE COMMENCEMENT DATE IS OTHER THAN THE FIRST DAY OF A CALENDAR MONTH, THE 1 ST LEASE YEAR SHALL COMMENCE ON THE FIRST DAY OF THE CALENDAR MONTH FOLLOWING THE COMMENCEMENT DATE, AND EXPIRE 12 MONTHS THEREAFTER)	RENTABLE SQUARE FOOTAGE OF THE DEMISED PREMISES RENTABLE SQUARE FEET IS THE TENANT'S USABLE AREA PLUS THE TENANT'S PERCENTAGE SHARE OF THE BUILDING'S COMMON AREAS, ALL AS SOLELY DETERMINED AND CALCULATED BY THE LANDLORD.	BASE RENTAL RATE PER RENTABLE SQUARE FOOT PER YEAR (\$\$)	CAPITAL RESERVE RATE PER RENTABLE SQUARE FOOT PER YEAR (\$\$)	OPERATING COST BUDGET PER RENTABLE SQUARE FOOTAGE PER YEAR (AFTER THE END OF THE FIRST CALENDAR YEAR DURING THE TERM, THE OPERATING COST BUDGET MAY BE ADJUSTED EACH YEAR BY LANDLORD PURSUANT TO PARAGRAPH 3 (B) (1) OF ATTACHMENT I) (\$\$)	TOTAL ANNUAL RENTAL FOR DEMISED PREMISES (I.E. THE BASE RENTAL RATE PLUS OPERATING COST BUDGET TIMES RENTABLE SQUARE FEET IN THE DEMISED PREMISES) (\$\$)	MONTHLY INSTALLMENT OF ANNUAL RENTAL DUE ON THE FIRST DAY OF EACH CALENDAR MONTH IN ADVANCE, PER SECTION 3 (A) (\$\$)
1-15	13,000	\$14.93	\$1.00	\$8 (est.)	\$311,090 (est)	\$25,924.17 (est)

- VI. **"Tenant's Prorata Share"** - as used in this Lease means 18.6 percent (%), representing the estimate of the rentable square feet of the Demised Premises in relation to the rentable square feet of the Building, as mutually agreed upon by Landlord and Tenant. Landlord and Tenant acknowledge that the foregoing is based on pre-construction estimates and will be modified accordingly once final figures have been measured and memorialized in the Confirmation of Lease Term.

VII. *“Address for Rent”* - as used in this Lease means:

Company
Address
City, State, Zip

VIII. *“Designated Purpose”* - as used in this Lease means medical office use and any other use consistent with zoning for the Demised Premises.

IX. *“Tenant Improvements”* - as used in this Lease means the improvements Tenant shall make to the Demised Premises upon substantial completion of Landlord’s Work, which shall be performed in accordance with the terms of Exhibit D. The Tenant Improvements shall be made by Tenant’s chosen contractors and at Tenant’s sole cost.

X. *“Additional Rental”* - as used in this Lease means any amounts due Landlord under the Lease other than the Annual Rental. Unless agreed to by Landlord or provided otherwise in the Lease, Additional Rental shall be due and payable as expressly stated herein or, if no timeframe is provided, no later than thirty (30) days from written notice of same.

XI. *Landlord Disclosure of No Physician Ownership.* Landlord represents to Tenant that, as of the execution date of this Lease by Landlord, no part of Landlord is owned or controlled by a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or a chiropractor or a person who has, as an immediate family member, a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or a chiropractor (collectively, a “Stark Triggering Party”). For purposes of this Lease, an “immediate family member” is defined as a husband or wife, birth or adoptive parent, child, sibling, stepparent, stepchild, stepbrother stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild, or spouse of a grandparent or grandchild. If at any time during the term of this Lease, the Landlord becomes owned or controlled, in whole or in part by a Stark Triggering Party, then Landlord agrees to give written notice thereof to Tenant.

XII. *Option to Renew this Lease:* At the end of the original term of this Lease, Tenant shall have the option to renew this Lease for 3 additional terms of 5 years each, provided that Tenant is not then in default hereunder beyond any applicable cure periods and has given Landlord written notice of its election to exercise the option at least ninety (90) days prior to the expiration of the original Term of this Lease or any successive renewal term, as applicable. The aforementioned renewal shall be upon the same terms and conditions of this

Lease, except that the Annual Rent shall be at fair market value (or the midpoint of a range of fair market value) as determined by a commercial appraiser mutually acceptable to both Landlord and Tenant.

XIII. *Other Terms and Conditions.* (write "NONE" if none)

LANDLORD AND TENANT AGREE TO THE ABOVE BASIC LEASE PROVISIONS AND TO THE TERMS AND CONDITIONS SET FORTH IN ATTACHMENT I ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE AS THOUGH FULLY REWRITTEN, ALL OF WHICH CONSTITUTE THIS LEASE AGREEMENT.

In the event of any conflict between the terms of the foregoing Basic Lease Provisions and the terms of Attachment I, the terms of the foregoing Basic Lease Provisions will prevail.

(The rest of this page is left intentionally blank.)

SIGNATURES:

IN WITNESS WHEREOF, the respective parties hereto have executed this Lease by and through their duly authorized representatives.

LANDLORD:
City of Reynoldsburg

By: _____

Title: _____

TENANT:
OhioHealth Corporation

By: _____

Title: _____

ACKNOWLEDGEMENTS

STATE OF OHIO }
 }ss:
 COUNTY OF FRANKLIN }

BE IT REMEMBERED, that on the _____ day of _____, 2018, before me as Notary Public in and for said State, personally appeared _____, the _____ of the Landlord in the foregoing Lease, who acknowledged that the signing thereof was his/her free and voluntary act and deed for the uses and purposes therein mentioned.

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

 Notary Public

STATE OF OHIO }
 }ss:
 COUNTY OF FRANKLIN }

BE IT REMEMBERED, that on the _____ day of _____, 2018, before me as Notary Public in and for said State, personally appeared _____, the _____ of the Tenant in the foregoing Lease, who acknowledged that the signing thereof was his/her free and voluntary act and deed for the uses and purposes therein mentioned.

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

 Notary Public

ATTACHMENT I TO LEASE AGREEMENT

1. Lease of Demised Premises. Landlord, subject to the terms and conditions hereof, leases to Tenant, and Tenant leases from Landlord, the Demised Premises, to be used by Tenant for the Designated Purpose and for no other use or purpose. All the outside walls of the Demised Premises, and any space in the Demised Premises used for shafts, stacks, pipes, conduits, ducts, electric or other utilities, sinks, or other Building facilities, and the use thereof, as well as access thereto through the Demised Premises for the purposes of operation, maintenance, decoration and repair, are hereby expressly reserved to Landlord.

Either party may remeasure the Demised Premises at any time prior to the earlier of (i) the end of the first one hundred eighty (180) days following the Commencement Date, and (ii) the execution of a Confirmation of Lease Term. If such a remeasurement reveals an increase or decrease in square footage of more than two percent (2%) from the square footage set forth in the Basic Lease Provisions, then, if either party objects to such remeasurement such party may request, at such requesting party's sole cost and expense, a second remeasurement be performed by an independent third party architect reasonably and mutually acceptable to Landlord and Tenant, whose remeasurement shall be conclusive as to both Landlord and Tenant. If any such second remeasurement (or, if no second remeasurement was conducted, any first remeasurement) indicates a square footage amount different than that specified in the Basic Lease Provisions, the parties agree any item of Rent based upon the square footage of the Demised Premises will be adjusted to reflect such corrected square footage amount. If either party so requests, such adjustments will be reflected in a lease amendment executed by both Landlord and Tenant.

2. Term. Tenant takes from Landlord the Demised Premises upon the terms and conditions herein contained, to have and to hold the same for the Term of the Lease, commencing upon the Commencement Date, unless sooner terminated as herein provided. The rent provided for in Section 3 (A) hereof, and all Additional Rental provided for in this Lease, shall commence on the Commencement Date.
3. Rent.
 - A. Annual Rental. Tenant agrees to pay to Landlord for the Demised Premises, without notice, the Annual Rental, payable in equal monthly installments in advance on the first day of each calendar month beginning on the Commencement Date. There shall be no abatement, set off, deduction or counterclaim whatsoever against any rent payable to the Landlord under this Lease, including, without limitation, the Annual Rental or any Additional Rental. If the Commencement Date is not the first day of a month, a

prorated monthly installment of Annual Rental shall be paid at the then current rate for the fractional month during which the Lease Commencement Date occurs. All payments due from Tenant under this Lease shall be sent to the Address for Rent by the due date thereof.

B. Additional Rental; Operating Expenses.

(1) It is the intention of the Landlord and the Tenant that all Annual Rental herein specified shall be net to the Landlord during the term of this Lease, and Tenant shall pay Tenant's Pro Rata Share of all costs, expenses and obligations relating to the maintenance, management and operation of the Building, which may become due during the term of this Lease, and which would be construed as an operating expense by a reasonably prudent owner and operator of an office building, or in accordance with prevailing real estate accounting practices (such costs, expenses and obligations being hereinafter referred to as "Operating Expenses"). Operating Expenses shall include all of the following reasonable costs:

- (a) ordinary operating, servicing, repair, cleaning and other expenses necessary to maintain the common areas of the Building, including the facility vehicular entrances, parking lots, and landscaping;
- (b) real estate taxes, assessments and other governmental levies and charges on or against the Building, general and special, incurred by Landlord, excluding rental tax, income tax and estate tax.
- (c) insurance premiums, costs and administrative expenses paid or incurred by Landlord in connection with insuring the building, including the amount of any insurance deductible, not to exceed \$50,000.
- (d) Property management fees charged by a third party managing the Building; provided, however, that the same shall not exceed two and a half percent (2.5%) of total annual Operating Expenses.
- (e) utility charges for all services to the Building which are not separately metered (and in the case such utility charges are separately metered for Tenant, Tenant shall pay the total cost thereof) or charges that are attributable to a specific tenant other than Tenant; provided that adjustments are made to

such charges to avoid any tenant paying more than its fair share of the costs of such utilities;

- (f) any other reasonable costs incurred by Landlord in operating the Building that are consistent with typical practice among owners of Class A medical office buildings in Columbus, Ohio, including snow removal.

Estimated annual Operating Expenses shall be divided and paid on a monthly basis as set forth below and shall be reconciled at year end. Operating Expenses shall not include (i) any replacements of structural elements of the building, roof or outer walls, or major components of the mechanical systems, (ii) administrative fees or charges for any services provided by Landlord's employees unless the same are employed full time and dedicate all of their employment to servicing the Building; (iii) any pass-through of ground rents, mortgages or other financing instruments; (iv) Landlord's legal fees or other charges incurred by Landlord as a result of lawsuits or disputes; (v) any amounts paid solely for the benefit of another tenant, such as tenant improvement allowances; (vi) maintenance of the exterior structure of the Building, including curtain-wall window systems, all vertical enclosure materials (such as masonry, metal panels, and EFIS), all roofing systems including gutters, flashings, and any components of a proposed roof garden, and main entrance doors and hardware used by both Tenant and visitors to the YMCA (vii) any other costs incurred by Landlord that are inconsistent with typical practice among owners of Class A medical office buildings in Columbus, Ohio. Notwithstanding anything in this Lease to the contrary, Capital Improvements shall not be included in calculating Tenant's Prorata Share of Operating Expenses but shall be funded separately by the Capital Reserve Fee as set forth in Section 3(C) of this Lease. "Capital Improvements" shall be defined as any repair or replacement of or to structural elements, the roof, parking lot, HVAC, any part of the Building outside the Demised Premises constructed or improved as part of Landlord's Work, or building mechanical systems.

- (2) From the Commencement Date of this Lease through the remainder of the calendar year in which such Commencement Date occurs, Tenant shall pay to Landlord, as an estimate of Tenant's Pro Rata Share of Operating Expenses, an amount equal to the "Operating Cost Budget" as shown in Section V of the Basic Lease Provisions, multiplied by the rentable square feet of the Demised Premises (as set forth in the definition of "Demised Premises" and as maybe modified pursuant to the terms of this Lease), divided by 12, in equal monthly installments, in advance, due as a part of the Annual Rental payments. Notwithstanding anything in this Lease to the contrary, the Operating Cost Budget may be adjusted each calendar year by

Landlord during the Term hereof. No later than ninety (90) days after the beginning of each calendar year during the Term of this Lease, Landlord shall prepare for Tenant an estimate of the total Operating Expenses for the Building for said calendar year and the Tenant's Operating Cost Budget for the rentable square footage encompassing the Demised Premises for said calendar year (which may be different than the Operating Cost Budget amount set forth in Section V of the Basic Lease Provisions). Tenant shall and does hereby agree to pay to Landlord, such Operating Cost Budget, multiplied by the rentable square feet of the Demised Premises (as set forth in the definition of "Demised Premises" and as may be modified pursuant to the terms of this Lease), divided by 12, in equal monthly installments, in advance, due as a part of the Annual Rental payments.

- (3) Tenant's Prorata Share of Operating Expenses shall be considered as Additional Rental, to the extent that they are not included with and paid as a part of the Annual Rental due hereunder, as specified in Section 3 (B) (2) above. Within sixty (60) days following the end of each calendar year during the Term, Landlord shall provide Tenant with a statement showing, in reasonable detail, Tenant's Pro Rata Share of actual Operating Expenses incurred during the previous calendar year, and the total amount of such Operating Expenses paid by Tenant during said year pursuant to Section 3 (B) (2) above (the "Operating Expense Reconciliation"). In the event the Operating Expense Reconciliation statement reveals an overpayment of Tenant's actual Operating Expenses, Landlord shall credit Tenant's overpayment amount against Tenant's future monthly installment(s) of Annual Rental payments due, or, at Landlord's discretion, any other amounts then owed by Tenant. If the overpayment is for the last calendar year during the Term, and the Lease has been terminated, and Tenant does not then owe any other amounts hereunder to Landlord, then such overpayment will be promptly paid to the Tenant (and such obligation to pay Tenant shall survive termination/expiration of this Lease). In the event such Operating Expense Reconciliation statement shows an underpayment of Tenant's actual Operating Expenses, Tenant shall pay to Landlord an amount equal to Tenant's underpayment within forty-five (45) days after the date of delivery of such statement to Tenant.
- (4) Landlord shall maintain its books and records with sound accounting practices. Tenant or its representatives shall have the right to inspect Landlord's books of account and records, at reasonable times and in a reasonable manner, during the one-year period following the delivery of the Operating Expense Reconciliation statement for a calendar year, in order to verify the amounts thereof. If Tenant shall

in good faith dispute any item or items included in the determination of Tenant's Pro Rata Share of actual Operating Expenses for a particular calendar year, and such dispute is not resolved by the parties hereto within thirty (30) days after Tenant's inspection of Landlord's books of account and records, then either party may, within 60 days thereafter, request that a firm of independent certified public accountants mutually selected by Landlord and Tenant render an opinion as to whether or not the disputed item or items may properly be included in the determination of Tenant's Pro Rata Share of actual Operating Expenses for such year, and the opinion of such firm on the matter shall be conclusive and binding upon the parties hereto. The fees and expenses incurred in obtaining such an opinion shall be borne by the party adversely affected thereby, and if more than one item is disputed and the opinion adversely affects both parties, the fees and expenses shall be accordingly apportioned. If Tenant shall not dispute any item or items included in the Operating Expense Reconciliation for a particular calendar year within one year after delivery of the Landlord's books of account and records, Tenant shall be deemed to have approved such statement and waived all rights to challenge such amount. If Landlord fails to include in the Operating Expense Reconciliation for any given calendar year any expenses actually incurred by Landlord during that calendar year, Landlord shall be deemed to have waived any right to recover the same from Tenant at a later date.

- (5) Tenant shall be responsible for the following operating expenses, for which Tenant shall contract directly with Tenant's own vendors and pay such vendors directly: (i) to the extent possible, sub-metered utilities serving the Demised Premises, (ii) any housekeeping charges for the Demised Premises, including janitorial services, (iii) trash removal from the Demised Premises, and (iv) interior maintenance and repairs to the following within the Demised Premises: (a) HVAC systems serving the Demised Premises, (b) lighting and electrical systems within the Demised Premises, (c) doors and door hardware within the Demised Premises (including any exterior main entrances used solely by Tenant), (d) lighting within the Demised Premises, (e) plumbing within the Demised Premises, (f) finishes within the Demised Premises (including all flooring, walls, and ceilings therein), and (g) window treatments for Demised Premises windows.

C. Capital Reserve Fee

- (1) Tenant shall pay to Landlord, as part of Annual Rental, a capital reserve fee ("Capital Reserve Fee") in the amount set forth in Section V of the Basic Lease Provisions. Upon Tenant's request not more

than once in any calendar year, Landlord shall provide Tenant with an accounting of all expenditures of the Capital Reserve Fee during the past one (1) year (each such year, an "Audited Year"). If Tenant believes that Landlord has not consistently used the entirety of the Capital Reserve Fee for repair and replacement of Capital Improvements throughout the Audited Year, Tenant and Landlord shall determine appropriate building maintenance and improvements to which any unused Capital Reserve Fee shall be applied, with Landlord retaining final reasonable discretion with regard to the application thereof. Tenant shall have no obligation to contribute to Capital Improvements beyond its responsibility to pay the Capital Reserve Fee.

- (2) All other amounts and rights of reimbursement due Landlord under this Lease shall be considered as Additional Rental.

4. Services and Utilities.

- A. Generally. From and after the Commencement Date, Landlord agrees that it shall maintain and operate the Building as a Class A medical office building, and provide the following services for the Tenant. Landlord may use a professional property management company reasonably acceptable to Tenant to provide any or all of these services, but in such event Landlord and such property management company shall be jointly and severally liable to Tenant for same.
 - (1) If the Building has a passenger elevator, then passenger elevator service shall be provided using existing elevators in the Building in common with others having similar rights, at all times, except for periods of maintenance and repair. Landlord has the right to reserve elevator use to a single elevator in the evening after Regular Business Hours ("Regular Business Hours" shall be defined as 7:00 a.m. to 7:00 p.m. Monday through Friday, and 7:00 a.m. to 3:00 p.m. Saturdays. If the Building has freight elevator service, Tenant will use such elevator exclusively for the transport of freight and other similar items.
 - (2) Water from available public water sources for drinking, lavatory and toilet purposes, drawn through fixtures currently in the Demised Premises and the common areas of the Building (or which will be installed as a part of any Tenant Improvements), as needed for normal uses, to accommodate the Designated Purpose.

- (3) Janitorial service in and about the common areas of the Building which shall include, but not be limited to, emptying trash, vacuuming and dusting regularly, and exterior window washing at least semi-annually each year and such other services as typically expected in Class A office buildings in the Columbus, Ohio area.
- (4) Heating, air-conditioning and ventilation in quantities and temperatures that are sufficient for Tenant's comfortable use and occupancy for the Designated Purpose during Regular Business Hours, in accordance with the applicable standards of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHREA), and, to the extent a different and/or higher standard for Tenant comfort is described in Exhibit F attached hereto and incorporated herein, such higher standard.
- (5) Electrical current from available public utility sources through outlets, wiring and equipment currently in the Demised Premises (or which will be installed as a part of any Tenant Improvements), as needed for normal uses to accommodate the Designated Purpose.
- (6) Lighting through overhead lighting fixtures currently in the common areas of the Building and in the Demised Premises (or which will be installed as a part of any Tenant Improvements), as needed for normal uses to accommodate the Designated Purpose.
- (7) Tenant shall make no alteration or additions to the wiring, electric equipment, fixtures or installations without the prior written consent of Landlord, not to be unreasonably withheld, and any such work consented to shall be done by Landlord or Tenant (as Tenant and Landlord may decide) at Tenant's expense in accordance with plans and specifications of Tenant submitted to and approved by Landlord. Tenant acknowledges that as of the Commencement Date, Tenant has not installed and will not install any equipment which would require additional electrical hardware to support such equipment. Any additional riser or risers, or other proper and necessary equipment requested by Tenant, in excess of 5.5 watts per square foot average of the space external to the core to be furnished initially by Landlord, will be installed by Landlord or Tenant (as Tenant may decide) provided the Tenant pays the entire cost thereof, and provided it will not cause permanent damage to the Building or the Demised Premises, or create a hazardous condition or entail unreasonable alterations or unduly interfere with other tenants. In the event Tenant's future use of excess electricity causes reduction in the power fraction of its electric service below 90% lagging, Tenant will, at Tenant's expense, make the necessary corrections through the use of

capacitors and other approved devices.

- (8) Construct and maintain the Building in strict compliance with applicable law, including without limitation the Americans with Disabilities Act (ADA).
- (9) Provide noise and interference isolation from any activities in the adjacent YMCA in form and substance reasonably acceptable to Tenant in connection with Tenant's ability to provide appropriate healthcare services as is typical in other medical facilities in the Columbus, Ohio region.
- (10) All other services designated as being the responsibility of Landlord in Exhibit G attached hereto and incorporated herein, if any.

- B. Services Will be Free From Interruption. The Landlord warrants that the services above or elsewhere mentioned in this Lease will be free from interruptions except to the extent caused by war, insurrection, civil commotion, riots, acts of God or the enemy or Government action, lockouts, strikes, picketing whether legal or illegal, failure caused by utility companies or any other cause or causes beyond the reasonable control of Landlord. Any interruption of service not previously excused shall be deemed a default by the Landlord; provided, however, that Landlord shall not be liable for any loss or damage or expense which Tenant may sustain or incur if either the quantity or character of electrical service or other utility is changed or made unavailable to Tenant, or becomes unsuitable for its requirement by reason of the actions or requirements of the public utility company supplying utility service to the Building, or for any other reason. Notwithstanding the foregoing, if the Demised Premises and/or the Building does not have utility or any other service for a period of thirty (30) consecutive days or longer, regardless of whether such interruption was otherwise excused by the terms of this paragraph, and subject for the provisions for casualty in Section 8 and condemnation in Section 13, Tenant may terminate this Lease by delivering written notice to Landlord, within 30 days of the expiration of this period.
- C. Limits on Use of Services. Tenant shall not install any machinery, equipment or device, nor perform any activity on the Demised Premises that creates a need or demand for, or use of any service provided by Landlord (including, without limitation, heating, air-conditioning, janitorial, water or electrical current) above that which is required for a reasonable tenant to normally conduct the Designated Purpose in the Demised Premises. Tenant shall pay, as Additional Rental, any costs or expenses incurred by Landlord as a result of any such excessive need, demand or use. Landlord is not required, but reserves the right to separately meter Tenant's usage of water, heating,

air-conditioning or electrical current, which meter(s) shall be installed and maintained at Landlord's expense.

5. Certain Rights Reserved to the Landlord. The Landlord reserves the following rights:
 - A. Reserved.
 - B. Signs. To install and maintain a sign, or signs, on the exterior and/or interior of the Building.
 - C. Pass Keys. To constantly have pass keys to the Demised Premises, which the Tenant will provide to the Landlord for emergency and other permitted access into the Demised Premises. The Landlord shall not put any of Tenant's locks to the Demised Premises on Landlord's master key without Tenant's written consent.
 - D. Access to Demised Premises. To enter upon the Demised Premises to take any and all measures, including inspections of, or repairs, alterations, additions and improvements to the Demised Premises or the Building, as may be deemed necessary or desirable by Landlord for the safety, protection or preservation of the Demised Premises or the Building or the Landlord's interest, or as may be deemed necessary or desirable by Landlord in the operation of the Building, including the right to show the Demised Premises to prospective tenants, purchasers or others. Except for such access to the Demised Premises that is regularly scheduled (e.g., access to the Demised Premises for planned Tenant Improvements, janitorial services, etc.), all such access must be with at least 1 business day's prior verbal and written notice given to Tenant at the Demised Premises, and such access to occur at times and in such a manner which does not unreasonably interfere with Tenant's business. Access to the Demised Premises by Landlord shall be permitted at all times and without notice to Tenant only if necessary to conduct emergency inspections or repairs, in which case notice shall be given to Tenant of such access as soon as possible. Landlord will be responsible for any and all injuries or damages on account of any access to the Demised Premises permitted under this Section 5 (D). Any permitted access by the Landlord upon the Demised Premises shall be done peaceably and in compliance with laws, and Landlord may exercise any, or all of, the foregoing rights hereby reserved, without Landlord's actions being deemed an eviction or disturbance of the Tenant's use or possession.
6. Tenant's Obligations. Tenant agrees it shall:

- A. *Building Rules.* To the extent not inconsistent with the terms of this Lease, observe the Building Rules and Regulations which are hereto attached as Exhibit B and such new or amended reasonable rules and regulations as from time to time may be put in effect by Landlord (at its discretion and with at least thirty (30) days prior written notice to Tenant) for the general safety, comfort and convenience of Landlord, occupants, and tenants of the Building, provided Tenant receives written notice of such reasonable new or amended rules and regulations, and the same apply to all tenants of the Building. Landlord shall enforce any rules and regulations against other tenants in the Building.
- B. *Keep Demised Premises in Good Condition.* Keep the Demised Premises in good order and condition, reasonable wear and tear and damage by fire or casualty excepted, make all repairs within the Demised Premises, and commit no waste on the Demised Premises or in the Building, or conduct any hazardous activity, act as a nuisance, or do anything that raises the insurance premiums paid by Landlord for the Building.

Tenant shall not cause or permit any "Hazardous Substance" (as hereinafter defined) to be used, stored, generated, or disposed of on or in the Demised Premises by Tenant, without first obtaining Landlord's written consent, not to be unreasonably withheld. Subject to the other terms and conditions of this Lease, Tenant's use, storage, generation or disposal of Hazardous Substances which are customary in, and necessary for the operation of a typical office-based medical practice in Franklin, County, Ohio is hereby permitted so long as such use, storage, generation and disposal is in strict compliance with all pertinent state, federal or local laws governing Hazardous Substances. If any Hazardous Substances are used, stored, generated, or disposed of on or in the Demised Premises by Tenant, or if the Demised Premises or the Building become contaminated in any manner for which Tenant is responsible or otherwise legally liable, Tenant shall indemnify and hold harmless the Landlord from any and all claims, damages, fines, judgments, penalties, costs, liabilities, or losses (including, without limitation, a decrease in value of the Landlord's property and reasonable attorneys' and consultants' fees) arising during or after the Term as a result of that use, storage, generation, disposal or contamination. As used herein, "Hazardous Substance" means any substance that is toxic, infectious, ignitable, reactive, or corrosive and that is regulated by any local government, the State of Ohio, or the United States Government. "Hazardous Substance" includes, without limitation, asbestos, PCP's, petroleum, and any material or substances that are defined as "hazardous waste", "extremely hazardous waste", or a "hazardous substance" pursuant to state, federal, or local governmental law.

- C. *Remove Goods Upon Termination.* Upon the termination of this Lease in any manner whatsoever, remove Tenant's moveable goods and effects, and

trade fixtures, and those of any other persons claiming under Tenant and quit and deliver up possession of the Demised Premises to Landlord peaceably and quietly, in as good order and condition as the same is on the Commencement Date, or may hereafter have been improved by Landlord or Tenant, reasonable use and wear thereof, damage by fire or casualty, and any repairs which are Landlord's responsibility herein excepted. Goods and effects not removed by Tenant at the termination of this Lease shall be considered abandoned and Landlord may dispose of the same as it deems expedient, and offset any proceeds against amounts owed to Landlord by Tenant, but Tenant shall promptly, upon demand, reimburse Landlord for any expenses incurred by Landlord in connection therewith. All alterations, installations, additions, fixtures, improvements and floor covering made and installed by Tenant, other than trade fixtures, furniture and moveable fixtures, shall remain Landlord's property, and Tenant shall be responsible for the cost and maintenance thereof, normal wear and tear and damage by fire and casualty excepted.

- D. No Signs Without Consent. Not place signs, advertisements or notices on the outside walls, windows or roof of the Building or the Demised Premises, except on doors of the Demised Premises and on the wall adjacent to Tenant's front door or near the elevator which opens into the Demised Premises and as otherwise agreed to with the Landlord, with letter, size, color, style and text approved by Landlord.
- E. Alterations. Not make or install any alteration, installation, addition, improvement, floor covering or fixture in or to the Demised Premises in excess of \$25,000 in value, whether deemed to be structural or nonstructural, without the prior written approval of Landlord, which approval shall not be unreasonably withheld. With Landlord's approval, Landlord shall indicate if the Alterations must be removed at termination, and the Demised Premises restored to its condition prior to the Alteration. Notwithstanding the \$25,000 limitation above, no structural or exterior alteration or change may be made by Tenant without Landlord consent.
- F. Discharge Mechanics Liens. At its own expense, cause to be discharged or bonded within 30 days of the filing thereof, any mechanic's lien filed against the Demised Premises or the Building, for work claimed to have been furnished to or on behalf of Tenant.
- G. Floor Load, Noise and Vibrations. Not place a load upon any floor of the Demised Premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Landlord certifies that the office floors, excluding restrooms, will carry a minimum of seventy-five (75) pounds per square foot live load which includes allowance for partition load. Landlord reserves the right to prescribe the weight and position of all

safes and heavy installation which Tenant wishes to place in the Demised Premises, so as properly to distribute the weight thereof.

Business machines and any other equipment or items belonging to Tenant, or services provided in the Demised Premises which cause vibration, noise, electromagnetism or other similar phenomena that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Landlord or to any tenants in the Building, shall be prohibited, or, if appropriate, placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration, and Tenant shall take such corrective measures as are necessary to eliminate noise, electromagnetism and other similar phenomena which are disruptive of the conduct of business of the Landlord or other tenants.

- H. Care of Demised Premises. At its own expense, comply with all laws, orders, ordinances and regulations of federal, state, county and municipal authorities and with any direction made pursuant to law of any public officer or officers which shall, with non-compliance, impose any violation, order or duty upon Landlord or Tenant, arising from Tenant's use of the Demised Premises or from conditions which have been created by or at the instance of Tenant or required by reason of a default of any of Tenant's covenants or agreements hereunder; provided, however, that compliance with the ADA shall be the sole responsibility of Landlord. Tenant shall have the right to self-manage the Demised Premises without harm to Landlord.
- I. Invalidate or Increase Insurance. Not do or permit to be done any act or thing upon the Demised Premises which will invalidate or be in conflict with the terms of Landlord's fire, boiler, sprinkler and general liability or property insurance; and Tenant shall, at its own expense, comply with all rules, regulations and requirements of the National Board of Fire Underwriters or any state or other similar body having jurisdiction and shall not knowingly do or permit anything to be done upon the Demised Premises, or bring or keep anything therein, or use the Demised Premises in a manner in violation of said rules, regulations or requirements.

Tenant's obligations and prohibitions under this Section 6 to do, or not to do a specific act shall extend to and include Tenant's agents, employees, contractors, sublessees, licensees, or invitees, as the case may be.

7. Assignment, Subletting and Recapture.

- A. Generally. Tenant will not sell, assign, sublease, mortgage or transfer this Lease, or allow any sale, assignment, sublease, mortgage or transfer of the Demised Premises, or any lien upon the Tenant's interest by operation of law

or otherwise, without the prior written consent of the Landlord, except that Tenant may freely assign this Lease or sublet all or part of the Demised Premises, upon written notice to Landlord, to any person or entity under common control with Tenant.

- B. *Tenant's Request to Sublease*. Should Tenant desire to sublet, assign, mortgage or transfer its interest in the Demised Premises or any part thereof, other than as permitted under Section 7 (A) above, Tenant shall, by written notice, so advise Landlord of its request and the desired effective date, which shall not be less than thirty (30) days after the date of Tenant's notice and in such event, Landlord, by giving written notice to Tenant within the aforesaid thirty (30) day period, either consent to, or decline to consent to, such requested sublease, assignment, mortgage or transfer, and failure to provide such consent within the thirty (30) day time period shall be deemed to constitute Landlord's approval of same. Any sublease, assignment, mortgage or transfer by Tenant hereunder shall not release or discharge Tenant of or from any liability, whether past, present or future, under this Lease, and Tenant shall continue fully and primarily liable thereunder and act as a guarantor of the sublessee's, assignee's, mortgagee's or transferee's (collectively "Demised Premises Transferees") performance during the Term of this Lease. The Demised Premises Transferee shall agree to comply with and be bound by all the terms, covenants, conditions, provisions and agreements of this Lease to the extent of the space sublet or assigned, and Tenant shall deliver to Landlord promptly after execution, an executed copy of each sublease, assignment, mortgage or transfer, and an agreement of compliance of each Demised Premises Transferee, the form of which shall be prior approved in writing by the Landlord. All rent or other additional payments in excess of Tenant's Annual Rental or Additional Rental payments due hereunder may be retained by Tenant.
8. *Casualty*: In case of damage to the Demised Premises or the Building by fire or other casualty, Tenant shall give immediate written notice to Landlord, who shall, subject to the terms of the Ground Lease, thereupon cause the damage to be repaired with reasonable speed, at the expense of Landlord, subject to delays which may arise by reason of adjustment of loss under insurance policies and for delays beyond the reasonable control of Landlord, and to the extent that the Demised Premises are rendered untenable, the Annual Rental and applicable Additional Rental shall proportionately abate. Subject to *force Majeure*, if such repairs are not commenced within thirty (30) days of the date of damage, then Tenant may terminate this Lease effective as of the date of damage without further liability to Landlord for the payment of Annual Rental or applicable Additional Rental accruing under this Lease after the date of casualty, provided that Tenant must give notice to Landlord of their intent to terminate this lease, and Landlord may, at their discretion, have an additional thirty (30) day cure period. In the event the damage shall be so

extensive that Landlord shall decide not to repair or rebuild, this Lease shall, at the option of Landlord or Tenant, be terminated as of the date of such damage by written notice from one party to the other, given within thirty (30) days after the date of such damage, and the rent shall be adjusted to the date of such termination and Tenant shall thereupon promptly vacate the Demised Premises.

9. Insurance; Waiver of Claims and Subrogation; Indemnity.

- A. Landlord to Maintain Fire Insurance; Tenant's Duty to Insure Personal Property. Landlord shall maintain full replacement cost standard fire and extended coverage insurance on the Building, including code enhancement endorsement. Said insurance shall be maintained with an insurance company authorized to do business in Ohio, and at the expense of Landlord (though the cost thereof shall be included as an Operating Expense), and payments for losses thereunder shall be made solely to Landlord. Tenant shall maintain, at its expense, fire and extended coverage insurance on a replacement cost basis covering the Tenant Improvements and all other improvements to, and all of Tenant's personal property and contents in the Demised Premises, including, without limitation, removable trade fixtures. If the annual premiums to be paid by Landlord for fire and extended coverage insurance shall exceed the premiums otherwise payable because Tenant's operations or contents in the Demised Premises result in extra-hazardous exposure, Tenant shall promptly pay the excess amount of the premium as Additional Rental upon request by Landlord.
- B. Tenant to Provide General Liability Coverage. Tenant, at its expense, shall maintain during the term of this Lease one or more policies of comprehensive general liability insurance that shall insure against any liability or claim for bodily injury, wrongful death or property damage, and that, together with any umbrella policy or other excess liability coverage, shall afford insurance coverage of not less than \$2,000,000 combined single limits. Each such policy shall name Landlord and any designee of Landlord as an additional insured, and shall provide that it may not be canceled or permitted to lapse or the coverage thereunder decreased except upon not less than 30 days' prior written notice to Landlord and any designee of Landlord. Each such policy shall be issued by one or more insurance companies that are licensed to write such insurance in the State of Ohio, with a rating of A or better in "Best's Insurance Guide. Upon the Commencement Date and also not later than thirty (30) days prior to the expiration date of each such policy, Tenant shall furnish to Landlord one or more certificates of insurance evidencing such coverage. If Tenant should fail to procure or maintain such insurance or to furnish to Landlord any such certificate of insurance when due, then Landlord shall have the right (but not he obligation), at its option, to obtain such insurance for the account of Tenant;

and the cost thereof shall be paid to Landlord as Additional Rental upon the receipt by Tenant of an invoice.

- C. Landlord Not Liable for Tenant Property. Tenant agrees that Landlord and its Building manager and their respective officers, directors, agents, employees, contractors, sublessees, licensees, or invitees shall not be liable to Tenant for any damage to or loss of personal property located in the Demised Premises, or for injuries to persons unless and to the extent such damage, loss or injury is the result of the negligence, intentional misconduct of this Lease by Landlord, or by its Building manager, and their respective officers, directors, agents, employees, contractors, sublessees, licensees, or invitees.
- D. Self Insurance. Anything in this Lease to the contrary notwithstanding, Tenant may self-insure all or a part of the insurance required of Tenant hereunder pursuant to a bona-fide program of self-insurance or through a captive insurance agency provided Tenant maintains a net worth of at least \$100 million. In such case, in lieu of any certificate of insurance coverage required of Tenant under the foregoing provisions of Section 9, Tenant shall provide, upon periodic written request from Landlord, written evidence of such self-insurance coverage in the form of a letter describing same that has been signed by an officer of Tenant.
- E. Waiver of Subrogation. Anything in this Lease to the contrary notwithstanding, Landlord and Tenant and all parties claiming by, through or under each of them, hereby waive any and all rights of recover, claim, action or cause of action, against the other, and such other's agents, officers, or employees, for any loss or damage that may occur to the Demised Premises, or any improvements thereto, or to the Building, or any improvements thereto, or any personal property of such party therein, by reason of fire, the elements, or any other cause which could be insured against under the terms of the insurance policies referred to in this Section 9, regardless of cause or origin, including negligence, intentional misconduct or breach of this Lease by the other party hereto, its agents, officers or employees, and each covenants that no insurer shall hold any right of subrogation against such other party.
- F. Indemnity. Landlord hereby agrees to indemnify and hold Tenant harmless from all liability, loss and expense resulting from bodily injuries, including death, or from injury to or destruction of tangible property occurring in the common areas of the Building, and arising out of the negligence or willful misconduct of Landlord, its employees, agents or contractors in the use thereof, except if caused by the negligent or intentional act or omission of the Tenant, its contractors, agents, employees, or licensees.

10. Default. All rights and remedies of the Landlord herein enumerated shall be cumulative, and one shall not exclude any other right or remedy allowed under this Lease, at law or in equity.

A. Generally. The following shall be events of Tenant's default hereunder:

- (1) Bankruptcy. If any voluntary or involuntary petition, or similar pleading under any section or sections of the bankruptcy act shall be filed by or against the Tenant, or any voluntary or involuntary proceedings in any court or tribunal shall be instituted to declare the Tenant insolvent or unable to pay the Tenant's debts, and in the case of any involuntary petition or proceeding, if the petition or proceeding is not dismissed within 90 days from the date it is filed, the Landlord may elect, but is not required to elect, to forthwith terminate this Lease (with notice of such election, entry or other action by the Landlord), and notwithstanding any other provision of this Lease, the Landlord shall forthwith upon such termination be entitled to recover damages in the amount equal to the then present value of all rent due hereunder for the residue of the stated term hereof, as an unsecured creditor, which present value shall be determined using a discount rate as determined by the bankruptcy court.
- (2) Failure to Pay Rent; Other Defaults. Each of the following shall constitute an "Event of Default.": If the Tenant: (a) fails to make full payment of Annual Rental, Additional Rental or any other scheduled payment within five (5) days following the due date or any other additional rent payment required to be paid by Tenant under this Lease within ten (10) days following receipt of written notice from Landlord, provided that the first time this occurs during any one (1) year period of the Lease term, it shall not be considered a default if payment is made within ten (10) days of Tenant's receipt of written notice from Landlord, or (b) if the Tenant defaults in the prompt and full performance of any other provision of this Lease, and if the Tenant does not cure the default of said other provision within thirty (30) days after receipt by Tenant of written demand by Landlord that the default be cured and if such default cannot be cured within such thirty (30) day period, Tenant shall not be in default as long as Tenant commences to cure the default within thirty (30) days and diligently works to cure the default (unless the default involves a hazardous condition, which shall be cured forthwith upon the Landlord's demand), or (c) if the leasehold interest of the Tenant be levied upon under execution or be attached by process of law, or (d) if the Tenant makes an assignment for the benefit of creditors, or (e) if a receiver be appointed for any property of the Tenant or Tenant admits in

writing its inability to pay its debts when due, or (f) if the Tenant abandons the Demised Premises, then, and in any such event (defined in Sections 10(A)(2)(a) through (f)), the Landlord may, if the Landlord so elects, either forthwith terminate this Lease and the Tenant's right to possession of the Demised Premises, or without terminating this Lease, forthwith terminate the Tenant's right to possession of the Demised Premises.

- B. *Tenant to Surrender Possession of Demised Premises.* Upon any termination of the Lease, whether by lapse of time or otherwise, or upon any termination of Tenant's right to possession without termination of the Lease, the Tenant shall surrender possession and vacate the Demised Premises immediately and deliver possession thereof to the Landlord, in the same condition as when the Term began (normal wear and tear, damage by fire or other casualty and Landlord's repair obligations, excepted), and Tenant hereby grants to the Landlord full and free license to enter into and upon the Demised Premises in such event, with process of law, and to repossess the Demised Premises and to expel or remove the Tenant and any others within the Demised Premises, and to remove any and all property therefrom in compliance with applicable law as may be necessary, without being deemed in any manner guilty of trespass, eviction, or forcible entry or detainer, and without relinquishing the Landlord's rights to any rent due herein or any other right given to the Landlord herein by operation of the law.
- C. *Landlord's Right to Enter the Demised Premises Upon Default.* If the Tenant abandons the Demised Premises, or an Event of Default is continuing and thereby entitles the Landlord to terminate the Tenant's possession of the Demised Premises, and the Landlord elects to terminate the Tenant's right to possession only without termination of the Lease, the Landlord may, at the Landlord's option, enter into the Demised Premises, remove the Tenant's signs and other evidences of tenancy, and take and hold possession thereof as provided in Section 10(B), without such entry and possession terminating the Lease or without releasing the Tenant, in whole or in part, from the Tenant's obligations to pay all rent due hereunder for all the full term, and in any such case the Tenant shall pay forthwith to the Landlord, if the Landlord so elects, a sum equal to the entire amount of all rent due under this Lease for the residue of the stated term, discounted to Present Value minus any rental amount received by Landlord for the Demised Premises, plus any other sums then due Landlord hereunder, including, without limitation, Landlord's expenses incurred in connection with the default (such as Landlord's legal fees, accounting fees, and broker/realtor fees (broker/realtor fees shall be charged if the Demised Premises are re-leased, but only for that part representing the remaining Term, and only if Landlord has not received all Present Value of Annual Rental amounts owed under the Lease). Upon and after entry into possession without termination of the

Lease, the Landlord shall use reasonable efforts to re-rent the Demised Premises (or such part thereof as Landlord deems proper) for the account of the Tenant, to any persons, firm or corporation other than the Tenant, for such rent and for such time and upon such terms as the Landlord, in the Landlord's reasonable discretion, shall determine, and the Landlord shall not be required to obtain consent of the Tenant for such re-renting, nor to accept any unqualified tenant offered by the Tenant, or to observe any instructions given by the Tenant about such re-renting. Tenant expressly agrees that, in the event Landlord shall enter into possession without terminating this Lease, Landlord need not attempt to relet said Demised Premises to any person, firm or corporation whom Landlord believes might rent other unleased space in said Building. In any case, the Landlord may make repairs, (but not alterations, and additions) in or to the Demised Premises, and redecorate the same to the extent deemed by the Landlord as necessary, and the Tenant shall, upon demand, pay the cost thereof. If the consideration collected by the Landlord upon any such re-renting for the Tenant's account is not sufficient to pay the full amount of the Tenant's rent reserved in this Lease, together with the costs of repairs, alterations, additions, redecorating and all of the Landlord's other expenses permitted herein which are incurred in connection with the default, the Tenant shall pay to the Landlord the amount of the deficiency upon demand; and if the consideration so collected from any such reletting is more than sufficient to pay the full amount of the rent reserved herein, together with the costs and expenses of the Landlord, the Landlord shall pay the surplus to the Tenant.

- D. *Disposition of Tenant's Property Upon Default.* Any and all property which may be removed from the Demised Premises by the Landlord pursuant to the authority of this Lease or of law, to which the Tenant is or may be entitled, may be handled, removed or stored by the Landlord at the risk, cost and expense of the Tenant, and the Landlord shall in no event be responsible for the value, preservation or safekeeping thereof. The Tenant shall pay to the Landlord upon demand, any and all expenses incurred in such removal, and all storage, sale and disposition charges against such property so long as the same shall be in the Landlord's possession or under the Landlord's control. Any such property of the Tenant not removed from the Demised Premises or retaken from storage by the Tenant within ten (10) days after removal shall be presumed, at the option of the Landlord, to have been conveyed by the Tenant to the Landlord under this Lease as a bill of sale without further payment or credit by the Landlord to the Tenant, and Landlord shall thereafter be free to use such property for its own benefit, or otherwise sell or dispose of such property, as Landlord deems appropriate in its sole discretion, subject, however, to offset, if any, against the amounts owed to Landlord, as provided in Section 10 (C) above.

- E. Landlord's Right to Remedy Default. If Tenant shall default in the observance or performance of any term or covenant on its part to be observed or performed under or by virtue of any of the terms and provisions in any section of this Lease, Landlord, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account of and at the expense of Tenant, immediately and without notice in case of emergency or in any other case. For a default in payment of Rent or other scheduled payment, Tenant shall pay an administrative fee of three-quarters of one percent (0.75%) and the late payment shall collect interest in the amount of prime plus four percent (4%).
- F. Landlord's Default. Landlord shall be in default hereunder if Landlord fails to promptly and fully perform any of its obligations under this Lease and such failure continues for thirty (30) days after Tenant's delivery of written notice of same; provided, however, that if such default cannot be cured within such thirty (30) day period, Landlord shall not be in default as long as Landlord commences to cure the default within thirty (30) days and diligently works to cure the default (unless the default involves a hazardous condition, which shall be cured forthwith upon the Tenant's demand). In the event of Landlord's default, Tenant shall be entitled to any and all rights and remedies available to a tenant at law or in equity, including without limitation the right to set off any amounts owed Tenant against Annual Rental or Additional Rental owed hereunder.
11. Notices. All bills, statements, notices or communications which Landlord may desire or be required to give to Tenant shall be deemed sufficiently given, delivered or rendered, if in writing and either delivered to Tenant if sent by registered or certified mail, or by a nationally recognized overnight delivery service addressed to Tenant at the Demised Premises, effective on the date of personal delivery or, if mailed, two calendar days after the date deposited in the mail as herein provided. Any notice by Tenant to Landlord must be served by registered or certified mail to the proper party at the addresses below. Such notice to Landlord shall be effective two days after the date deposited in the mail as herein provided. All payments of rent due hereunder from Tenant shall be received by the due date thereof and sent to the Address for Rent. The Landlord may change the address for its notice or the Address for Rent upon written notice to Tenant in conformance with this section.

if to LESSEE:

OhioHealth Corporation
Attn: Real Estate & Construction
180 E. Broad Street, 34th Floor

if to LESSOR:

Columbus, Ohio 43215

with copy to:

Senior Vice President & General Counsel
OhioHealth Corporation
180 E. Broad Street, 34th Floor
Columbus, Ohio 43215

12. Holding Over, Attornment and Landlord's Title:

- A. Generally. Should Tenant continue to occupy the Demised Premises after the expiration of the Term or any renewal or renewals thereof, then Tenant shall have a one-time option to extend the term of this lease for an additional four months at an Annual Rental equal to one hundred and ten percent (110%) of that of the prior term, subject to Tenant providing notice of same to Landlord at least ninety (90) days prior to the expiration of such term. Notwithstanding the above, if Landlord and Tenant are negotiating a new Lease, then Tenant shall not be considered a holdover Tenant for rental purposes, unless otherwise specified by Landlord, and Tenant shall continue to pay rent in the same amount as was being paid at the time the Lease expired.
- B. Subordination of this Lease and Tenant's Rights. This Lease and all rights of Tenant hereunder are subject and subordinate to all current ground or underlying leases and ground leases, and to any current mortgage or mortgages, blanket or otherwise, fee or leasehold, under which the Landlord is a party or obligor (collectively "Prior Encumbrances"), which now affect the real property of which the Demised Premises form a part, and to any and all renewals, modifications, consolidations and extensions of such Prior Encumbrances; provided, however, that Landlord will provide to Tenant upon execution of this Lease a commercially reasonable nondisturbance agreement from the holder of any such Prior Encumbrances. Tenant shall, upon demand, at any time or times execute, acknowledge and deliver to Landlord without expense to Landlord, any and all reasonable instruments that may be necessary or proper to subordinate this Lease and all rights of Tenant hereunder to any future ground or underlying leases and ground leases, and to any future mortgage or mortgages, blanket or otherwise, fee or leasehold, under which the Landlord is a party or obligor; provided, however, that such instruments shall contain a commercially reasonable nondisturbance agreement. Tenant covenants and agrees, in the event any proceedings are brought for the foreclosure of any such mortgage, to attorn to the purchaser upon any such foreclosure sale, if so requested to do by

such purchaser and to recognize such purchaser as the Landlord under this Lease provided such purchaser does not disturb this Lease.

Tenant and Landlord further agree, however, that if so requested by any mortgagee of Landlord that this Lease be made superior to the mortgage of said mortgagee, that they will execute such documents as may be required by such mortgagee to effect the superiority of this Lease to such mortgagee.

13. Condemnation. If the whole, or the substantially whole, of the Building or of the Demised Premises or the common areas shall be lawfully condemned or taken in any manner for any public or quasi-public use or purpose, this Lease and the term and estate hereby granted shall forthwith cease and terminate as of the date of taking of possession for such use or purpose. If less than the whole, or substantially the whole, of the Building or of the Demised Premises or the common areas shall be so condemned or taken, then Landlord or Tenant (whether or not the Demised Premises be affected) may, at its option, terminate this Lease and the term and estate hereby granted as of the date of the taking of possession for such use or purpose, by notifying the other party in writing of such termination. Upon any such taking or condemnation and the continuing in force of this Lease as to any part of the Demised Premises, the Annual Rental shall be diminished by an amount representing the part of the said Annual Rental properly applicable to the portion of the Demised Premises, appurtenant common areas or amenities, which may be so condemned or taken, and Landlord shall, at its expense, proceed with reasonable diligence to repair, alter, and restore the remaining part of the Building and the Demised Premises to substantially their former condition to the extent that the same may be feasible. Landlord shall be solely entitled to the proceeds of any such condemnation or taking, except and to the extent of any amounts Tenant can prove it is eligible for.
14. Quiet Enjoyment. Landlord covenants that upon Tenant's paying the Annual Rental, Additional Rental and all other rent and payments due hereunder, and observing and performing all the terms, covenants and conditions of this Lease on its part to be observed and performed, Tenant may peaceably and quietly enjoy the Demised Premises free from interruption by Landlord, subject, nevertheless, to the terms and conditions of this Lease.
15. Limitation on Tenant's Right to Terminate. In the event of any act or omission by Landlord which would give Tenant the right to terminate this Lease or to claim a partial or total eviction, Tenant will not exercise any such right until: (A) it has given written notice of such act or omission to the Landlord (and the holder of any first mortgage affecting the Building or the land upon which it is erected, whose name and address shall have been furnished to Tenant in writing, by delivering such notice of such act or omission addressed to such holder at the last address so furnished); and (B) a period of not less than sixty (60) days for remedying such act or omission shall have elapsed following such giving of notice, provided the

Landlord or any such holder, following the giving of such notice, may have an additional thirty (30) days after the original thirty (30) day period if Landlord or any such holder is diligently attempting to remedy such act or omission, and the same has not been so remedied by the end of the original thirty (30) day period.

Landlord's liability to Tenant, or any third party who may be seeking damages from Landlord through Tenant in connection with this Lease, for any default, act or omission for which Landlord is liable in connection with this Lease, is limited to Landlord's interest in the Building, and Tenant, and any third party who may be seeking damages from Landlord through Tenant, is precluded from, and hereby releases Landlord from any liability for damages in excess of the value of Landlord's interest in the Building.

16. Estoppel Certificate. Tenant agrees at any time, and from time to time, upon not less than twenty-one (21) days prior notice by Landlord, to execute, acknowledge and deliver to Landlord, a statement in writing certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as modified, and stating the modification), and the dates to which the Annual Rental, Additional Rental and other charges have been paid, and stating whether or not to the best knowledge of the signer of such certificate, Landlord is in default in performance of any covenant, agreement, term, provision or condition contained in this Lease and, if so, specifying each such default of which the signer may have knowledge, it being intended that any such statement delivered pursuant hereto may be relied upon by any prospective purchaser or lessee of the Building, or of the Building and the land upon which it is erected, any mortgagee or prospective mortgagee thereof, or any prospective assignee of any mortgage thereof. Tenant also agrees to execute and deliver from time to time such reasonable estoppel certificates as an institutional lender may require with respect to this Lease.
17. "Tenant" Defined: The word "Tenant", wherever used in this Lease, shall be construed to mean "Tenant" in all cases where there is more than one Tenant, and the necessary grammatical changes required to make the provisions hereof apply to corporations, partnerships or individuals, men or women, shall in all cases be assumed as though in each case fully expressed. Each provision hereof shall extend to and shall, as the case may require, bind and inure to the benefit of Landlord and Tenant and their respective heirs, legal representatives, successors and assigns, provided that this Lease shall not inure to the benefit of any assignee, heir, legal representative, transferee, mortgagee or successor of Tenant, except upon the express written consent or election of Landlord. If there is more than one person or entity who is the Tenant, then each such person and/or entity shall be jointly and severally liable under the terms of this Lease.
18. Law of Ohio to Govern. This Lease shall be governed by the Laws of the State of Ohio. This Lease contains the entire agreement between the parties, and any

executory agreement hereafter made shall be ineffective to change, modify, discharge or effect an abandonment of it in whole or in part unless such executory agreement is in writing and signed by the party against whom enforcement of the change, modification, discharge or abandonment is sought. Exclusive venue with respect to any actions initiated by either party against the other shall be the appropriate federal, state or local court located in Columbus, Franklin County, Ohio.

19. Short-form Lease: The parties hereto mutually agree that this Lease shall not be recorded, but upon the written request of either one to the other, a short form of this Lease in recordable form for filing and recording in the office of the Recorder of Franklin County, Ohio, which short form of Lease shall be in conformance with 5301.251, Ohio Revised Code, shall be promptly executed, acknowledged and delivered by both parties. Such Short-Form Lease may be recorded by either party.
20. Miscellaneous. The headings and titles herein are for the convenience of the reader and shall not be used to interpret this Agreement. The invalidity or unenforceability of any term or provision herein shall not affect the validity or enforceability of the remaining terms and provisions of this Agreement. Each schedule, attachment and exhibit referred to in this Lease is hereby incorporated into this Lease as though fully rewritten.
21. Corporate Authority; Partnership Authority. Landlord and Tenant each represents and warrants that it has full authority to enter into this Lease on the terms and conditions hereof.
22. Survival. All representations and warranties of Landlord and Tenant shall survive the termination of this Lease.
23. Time is of the Essence. Time is of the essence with respect to each parties performance of its obligations or rights under this Lease.
24. Waivers. All waivers must be in writing and signed by the waiving party. Landlord's failure to enforce any provision of this Lease or its acceptance of rent shall not be a waiver and shall not prevent Landlord from enforcing that provision or any other provision of this Lease in the future.
25. Parking. Tenant shall have the non-exclusive right to use (for itself and its invitees) up to five (5) parking spaces for every one-thousand (1,000) square feet of the Demised Premises, such parking to be located in the shared parking lot immediately adjacent to the Demised Premises and as otherwise agreed upon by Landlord and Tenant. Tenant shall also have the exclusive use of an appropriate number of handicap parking spaces as required by local zoning code or other similar ordinances, again to be placed in a location mutually acceptable to Landlord and Tenant. Parking will include associate parking, as well as dedicated parking for

patients in close proximity to the Demised Premises, as depicted on Exhibit [] hereto.

26. Access. Tenant shall have its own dedicated entrance to the Building for all patient and associate activities, which access shall be controlled solely by Tenant. Tenant shall also have direct access to the adjacent YMCA facilities to supplement services provided by Tenant, which access shall be controlled by Landlord. Services provided to Tenant and its invitees by the YMCA, if any, shall be set forth in a separate agreement between Tenant and the YMCA.
27. Tenant's Signage. Landlord shall, at Landlord's sole cost, construct, install and maintain the following signage on behalf of Tenant: (i) appropriate directional signage at the main entrance of the development and off of Main Street; and (ii) exterior signage on the façade of the building in form and substance easily visible to all potential patients and visitors and otherwise acceptable to Tenant. All signage installed pursuant to this section 27 shall in all events comply with applicable governmental requirements as well as OhioHealth signage guidelines.
28. Broker. Tenant acknowledges that it has not retained any broker to represent Tenant in connection with the negotiation of this Lease. Landlord and Tenant each expressly agree and covenant to hold the other party harmless and to defend such other party from any claims, threatened or asserted, by any broker, finder or agent claiming under or through such covenanting party in connection with the negotiation and execution of this Lease.

ATTACHMENTS, SCHEDULES AND EXHIBITS TO BE MADE A PART HEREOF:

- Exhibit A – Depiction of the Demised Premises
- Exhibit B - Building Rules and Regulations
- Exhibit C - Confirmation of Lease Term
- Exhibit D - Initial Construction and Tenant Improvements
- Exhibit E – RESERVED
- Exhibit F – Heating and Cooling Standards
- Exhibit G – Additional obligations

EXHIBIT A - TENANT'S FLOOR PLAN
(attached)

Attachment: (DMS)_Lease Agreement (OhioHealth - Reynoldsburg YMCA)_(11126177)_(4) (Community Center Final Appropriation)

EXHIBIT B - BUILDING RULES AND REGULATIONS

EXHIBIT C - CONFIRMATION OF LEASE TERM

Pursuant to Section IV and V of the Basic Lease Provisions of the Lease Agreement ("Lease") entered into as of _____, by and between the City of Reynoldsburg, Ohio, as Landlord, and OhioHealth Corporation as Tenant, and for the purpose of memorializing the exact dates of commencement and termination of the Lease and the exact periodic rental payments, Landlord and Tenant hereby confirm and agree that:

1. The Commencement Date under the Lease is _____;
2. The Annual Rental for the First Lease Year under the Lease is \$ _____, with the first monthly installment of such Annual Rental being due _____, 201__ in the amount of \$ _____, and the following monthly installments of such Annual Rental being due on the first day of each successive calendar month thereafter, beginning _____, 201__, in the amount of \$ _____.
3. The final square footage of the Demised Premises is _____ and the final square footage of the Building is _____. Tenant's Prorata Share for purposes of Item VI of the Basic Lease Provisions is _____.
4. The Demised Premises, as constructed, is depicted on Exhibit A attached hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Confirmation of Lease Term as of the _____ day of _____, 201__.

LANDLORD:

The City of Reynoldsburg, Ohio

By: _____

Name: _____

Title: _____

Date: _____

TENANT:

OhioHealth Corporation

By: _____

Name: _____

Title: _____

Date: _____

ACKNOWLEDGEMENTS

STATE OF OHIO }
 }ss:
 COUNTY OF FRANKLIN }

BE IT REMEMBERED, that on the _____ day of _____, 201____, before me as Notary Public in and for said State, personally appeared _____, the _____ of the Landlord in the aforementioned Lease, who acknowledged that the signing thereof was his/her free and voluntary act and deed for the uses and purposes therein mentioned.

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

 Notary Public

STATE OF OHIO }
 }ss:
 COUNTY OF FRANKLIN }

BE IT REMEMBERED, that on the _____ day of _____, 201____, before me as Notary Public in and for said State, personally appeared _____, the _____ of the Tenant in the aforementioned Lease, who acknowledged that the signing thereof was his/her free and voluntary act and deed for the uses and purposes therein mentioned.

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

 Notary Public

EXHIBIT D - CONSTRUCTION AND TENANT IMPROVEMENTS

[See Exhibit A to Letter of Intent]

EXHIBIT F - HEATING AND COOLING STANDARDS

1. During the Building's Regular Business Hours, between 78°F and 70°F as follows: 78°F or less dry bulb and 50% relative humidity when outside temperatures are 110°F dry bulb and 100°F wet bulb and at least 70°F dry bulb if outside temperatures are 0°F dry bulb.
2. HVAC service may be reduced only if mandatory law is issued by public authorities.
3. Temperature fluctuations between spaces in the Premises shall be determined by requested set points on respective zones (determined by Tenant-requested zone control).
4. Tenant may install supplemental HVAC systems at its discretion and subject to Landlord approval. Supplemental cooling is provided by a condenser loop for 24 hour cooling capabilities at an additional charge (currently \$____ per ton, subject to increase).
- 5.

EXHIBIT G

SERVICE CATEGORY	SCOPE OF SERVICE	TENANT	LANDLORD	NOTES
REPAIRS AND MAINTENANCE	Building shell - roof, structure, foundation			
	Floors, ceilings, walls, doors			
	Heating and cooling			
	Lighting - exterior			
	Lighting - interior			
	Painting			
	Parking lot			
	Plumbing - sinks, commodes, minor drains			
	Sidewalks			
	Signage - exterior (coordination/installation)			
	Windows			
PURCHASED SERVICES	Janitorial services and supplies			
	Landscaping			
	Parking lot sweeping			
	Pest control			
	Snow removal			
	Walk-off mat rental			
	Waste removal			
	Window washing			
REGULATORY/SAFETY	Backflow inspections			
	Emergency exit/egress lighting			
	Fire alarm system			
	Sprinkler inspections			
	Fire extinguishers			Tenant will perform monthly inspections only
UTILITIES	Electric			Provider:
				Account #
	Gas			Provider:
				Account #
	Water/sewer			Provider:
				Account #

TENANT USE ONLY:

Appliances (including refrigerator, ice maker, microwave, etc.)
 Miscellaneous equipment (including exam tables, wheelchairs, etc.)
 Cable TV
 Muzak
 Plants, interior
 Signage - interior (coordination/installation)

OTHER:

Attachment: (DMS)_Lease Agreement (OhioHealth - Reynoldsburg YMCA)_(11126177)_(4) (Community Center Final Appropriation)

TENANT USE ONLY:

Appliances (including refrigerator, ice maker, microwave, etc.)
Miscellaneous equipment (including exam tables, wheelchairs, etc.)
Cable TV
Muzak
Plants, interior
Signage - interior (coordination/installation)

Reynoldsburg Community Center YMCA
Construction Costs and Potential requests
February 21, 2020

Original Contract Value	\$25,246,796	
Amount of Previous Change orders 1-7	<u>\$ 886,951</u>	
Contract Value prior to OCO # 8	<u>\$26,133,747</u>	
Owner Change order # 8 ATP 11-ATP19	<u>\$ 330,696</u>	
Owner Change order #9 ATP 20-27	<u>\$ 111,276</u>	
Revised Contract Amount	\$26,575,719	\$26,575,719
		\$ 79,100 Lowendick select demo
		\$26,654,819 Value aligns with CT.
Owner Authorization to Proceed #28	\$ 98,217	Construction Complete
Owner Authorization to Proceed #29	<u>\$ 24,007</u>	Construction Complete
Gilbane Revised Contract Amount	\$ 26,697,943	\$26,777,043

Owner Authorization to Proceed # 30 submittal

Additional Pool lights and Kitchen lights	\$ 25,000	Ordered Value\$ 7,500
Additional Kitchen Elec. Receptacles (learning kitchen)	\$ 5,500	Completed
<u>1st Responder Repeater- Bi-Directional Amplifier</u>	<u>\$ 60,000</u>	<u>Not yet approved</u>
Gilbane Projected Contract Amount	\$ 26,778,443	\$26,867,543
Revised GMP Construction Cost		

YMCA Requests

Bulletin # 15 (Highlighted items not yet completed and quotations to be finalized)

Added Ohio Health water piping to serve wall hydrants- completed ATP 28
 Volume Dampers in duct serving Mind and body Studio-awaiting quote
 Duct mounted heating coil in Mind and Body Studio-awaiting quote
 Power for hand dryers-completed ATP 26
 Pool bypass panels-Completed-
 Balance valves on hot water return piping-awaiting quote
 Fire extinguisher in Kitchen-completed
 Duplex outlets at kitchen cook top- partially complete Est. Value \$6000 ATP 30

Addtl. concrete wall at children's play area- completed-ATP 22
 3D placards at fire ext. cabinets-completed- ATP 28
 2 fire extinguisher cabinets for Ohio Health-completed-ATP28
 Addtl. Light fixtures in Kitchen and indoor pool. Ordered Not yet installed, Est. Value \$25K
 Grouting CMU cores at outdoor deck- completed-ATP 28
 First responder repeater- awaiting revised quote Estimated value \$65K
 YMCA signage-completed ATP 28
 Exit devices for doors at Child Watch and Kids Adventure-completed-ATP28
 Cabling for BA Fans-completed- ATP 26
 Addtl television monitors for YMCA-completed- ATP26
 Ultra-violet sanitation unit for indoor pool- ordered-not yet installed- ATP 24

YMCA – want to have list

Indoor pool window film
 Add electric door strike hardware to door 154A and associated electrical
 Moving the Indoor pool benches
 Door and Hardware changes for the wet classroom
 Power for hardware set at Child Watch room
 Roof Deck Bamboo Pavers Est. \$80,000
 Additional Grab rails in men's and women's locker room handicapped showers
 Additional Baby changing tables in child watch bathroom, kids adventure bathroom, both bathrooms by front desk and upstairs bathroom.
 Panic bars on Youth Venue/Kitchen doors (discussed with Neale) – 150A, 150C, and 152A specified with classroom locks
 Grab bars in HC tile showers in 132/134 and 164/168 (discussed with Neale) – no grab bars in showers per approved submittals
 Additional Corner guards at multiple locations (discussed with Neale, see attached with suggested additional locations highlighted in pink)
 Grommet Holes at Youth Venue 152– no grommets called for at gaming casework

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, December 3, 2019 5:28 PM
To: Andrew Bowsher
Cc: Valentine, Edward R.; Rich Zingale
Subject: 12/5 Ceremony Flags

Andrew,

Does the city intend on raising any flags for the 12/5 ceremony?

Please let us know so we can assist.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Reynoldsburg - Ohio Health LOI Operating Expenses 4/30/18

Estimated Operating Expenses: The nature of this proposed lease structure has Ohio Health as the Tenant being responsible for all of its own operating expenses relative to their "Interior Premises" while the City as Landlord will be responsible for all "Exterior Premises" expenses. Common Area Charges will be pro-rated on an industry-standard area basis. The following descriptions of these three expense categories follows below;

Interior Premises operating expenses are listed below as examples of items that the Tenant will contract for directly with their own vendors and pay directly for that will serve the Tenant's Premises;

1. Utilities (sub-metered)
2. Housekeeping (all inclusive)
3. Trash removal
4. Interior Maintenance and Repairs (for example);
 - a) HVAC systems that serve the Premises
 - b) Lighting & electrical systems that serve the Premises
 - c) Doors & door hardware within the Premises and including any exterior main entrances used solely by the Tenant
 - d) Lighting (bulbs & ballasts replacements)
 - e) Plumbing
 - f) Finishes (including all flooring, walls, and ceilings)
 - g) Window treatments

Exterior Premises expenses are those charges incurred to maintain the building's exterior enclosure for the Premises, in this case being the 13,100 sq ft footprint of the MOB. For example, the Landlord will repair and maintain;

1. Curtain-wall window systems
2. All vertical enclosure materials such as (masonry, metal panels, EFIS, etc)
3. All roofing systems including gutters and flashings and any components of a proposed "roof garden"
4. Main entrance doors and hardware used by both the Tenant and the YMCA visitors.

(Note: The City does not intend to seek any contributions from the Tenant for funding a capital reserve account to fulfill its Exterior Premises maintenance and repair obligations).

Common Area Charges are those charges that the Landlord incurs in maintaining the facility vehicular entrances, parking lot(s), landscaping, and ice/snow removal. The City has included in their lease with the YMCA a provision for the YMCA to operate and administrate the facility with respect to these exterior common areas. The City proposes that these will be charged monthly to the Tenant on a simple pro-rata basis area at a ratio of 13,100 sq ft/70,000 sq ft = 18.7%. Any special interior details that may generate operating expenses result as the overall design evolves and that will be used by visitors to both the YMCA and OH-Health will be addressed on an equitable basis.

**REAL ESTATE, CONSTRUCTION & FACILITIES**

3535 Olentangy River Road

Columbus, Ohio 43214

ohiohealth.com

June 14, 2018

City of Reynoldsburg
7243 E. Main Street
Reynoldsburg, OH 43068

ATTN: Bill Sampson

Re: OhioHealth Leasing Opportunity - Reynoldsburg YMCA

Dear Mr. Sampson,

On behalf of OhioHealth, we are pleased to present the following expression of intent to lease approximately 13,000 +/- SF at the new City of Reynoldsburg YMCA in Reynoldsburg, OH.

Landlord:	City of Reynoldsburg
Tenant:	OhioHealth Corporation
Building:	The new City of Reynoldsburg YMCA located at 7215 E. Main Street, which includes a one story 13,000 addition to accommodate a potential healthcare partner.
Premises:	Approximately 13,000 +/- RSF on the first floor of the building as depicted on the attached drawing (pending). The exact amount of square footage and location in the Building will be determined mutually.
Proposed Term:	15 Years
Lease Commencement:	The estimated delivery date of the shell building shall be 9 months after execution of a formal lease by the Landlord and Tenant.
Delivery/Commencement:	Landlord shall deliver Premises to Tenant as described in a Work Letter Exhibit A attached herein and to be attached to the

A FAITH-BASED, NOT-FOR-PROFIT HEALTHCARE SYSTEM

RIVERSIDE METHODIST HOSPITAL + GRANT MEDICAL CENTER + DOCTORS HOSPITAL + GRADY MEMORIAL HOSPITAL
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lease. Rent Commencement shall be the earlier of Tenant opening for business or 150 days after delivery of the completed shell of the Building.

Tenant Improvements: Landlord shall not provide a Tenant Improvement allowance.

Term Rental Rate: Term base rental rate shall be approximately \$14.93 / SF / annum, fixed over the term, plus a \$1.00 / SF capital reserve, for a total of \$15.93 / SF / annum. This figure is based on an estimated core and shell construction budget of \$2,202,885 and a fixed 4.00% interest rate, but is subject to revision as the construction budget and bonding terms are finalized. Landlord and consultant will endeavor to achieve these targets.

If capital reserve described herein is not utilized consistently throughout the term, such reserve will be utilized for various building maintenance / improvements, at various intervals, as agreed to by the Tenant and Landlord, with Landlord having final discretion.

Operating Expenses: In addition to base rent, Tenant will pay its pro-rata share of Operating Expenses for the Premises only, including but not limited to CAM, Taxes(if appl.), Insurance, Association Dues and Utilities.

Common Area Maintenance (CAM) charges shall also include those incurred for maintaining the facility vehicular entrances, parking lots(s), landscaping, and ice/snow removal. The City has included in its lease with the YMCA a provision for the YMCA to operate and administrate the facility with respect to these exterior common areas.

These expenses will be charged monthly to the Tenant on a simple pro-rata basis area at a ratio of 13,100 sq ft/70,000 sq ft = 18.7%. Any special interior details that may generate operating expenses as the overall design evolves and that will be used by visitors to both the YMCA and OH-Health will be addressed on an equitable basis.

Operating Expenses related to repairs, replacements or other improvements within the Interior Premises as described in the attached Exhibit C shall be Tenant's sole responsibility. Operating Expenses related to repairs, repairs or replacements for the exterior premises / shell components as described in the attached Exhibit C document shall be the Landlord's sole responsibility. The parties understand alignment of roles and responsibilities on these operating expense and capital terms is critical to all involved and

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agree to work collaboratively to finalize details in the lease document.

Tenant will be directly responsible for janitorial services for the Premises.

Operating Expense Budget Estimate: \$8 / SF

Parking:	Parking will be provided to Tenant at a ratio of 5 spaces per 1,000 SF of rentable space and shall be in the shared parking lot immediately adjacent to the premises. Parking locations to be further defined in the lease. Given the Tenant will be providing healthcare services, access and adjacent parking will be essential and included. Appropriate handicap spaces per code will be provided exclusively for Tenant's use. Parking will include associate parking, as well as dedicated parking for patients in close proximity to Tenant's space. Premises and associated parking is outlined on Exhibit B.
Entrance / Access:	Tenant shall have its own dedicated entrance to Building for all patient and associate activities and access.
Signage:	Landlord shall provide appropriate signage at the main entrance to the development and off Main Street as well as on face of Building that is easily visible to all potential patients and visitors and is consistent with OhioHealth signage guidelines.
YMCA Access:	Tenant shall have access to adjacent YMCA facilities to supplement services provided by Tenant. Building and Tenant shall be integrated so Tenant has direct access, of which access will be controlled by Landlord. This will be governed by separate Agreement with the YMCA.
Isolation from Adjacent Facilities:	Landlord shall provide noise and interference isolation from adjacent activities so appropriate healthcare activities can be provided as is typical in other medical facilities.
Property Management:	The Building will be managed by the YMCA of Central Ohio or similar professional management company reasonably acceptable to Tenant and Landlord. The YMCA will take full responsibility for all the maintenance, repair and management of the common areas of the Building and site. Tenant reserves the right to self-manage the Premises as determined with the YMCA and without harm to Landlord. A preliminary Operating Expense Breakdown draft is attached as Exhibit C.

A FAITH-BASED, NOT-FOR-PROFIT HEALTHCARE SYSTEM

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ADA:	Landlord shall be responsible for compliance with The Americans with Disabilities Act (ADA) and any and all applicable laws pertaining to the Building common areas at the time of opening.
Renewal Options:	Tenant shall have three (3) five-year renewal options at market rate or negotiated rate as defined in the lease.
Holdover:	Tenant shall have the right at the expiration of the Lease, and upon 90 days' notice, to extend the lease for a term of up to four months at 110% of its then current rate.
Landlord disclosure of No Physician Ownership:	Unless otherwise disclosed below in the lease Agreement, the Landlord will represent to Tenant that, as of the execution date of the lease by Landlord, no part of Landlord is owned or controlled by a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or a chiropractor or a person who has, as an immediate family member, a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or a chiropractor (collectively, a "Stark Triggering Party"). For purposes of the lease, an "immediate family member" is defined as a husband or wife, birth or adoptive parent, child, sibling, stepparent, stepchild, stepbrother stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild, or spouse of a grandparent or grandchild, If at any time during the term of the lease, the Landlord becomes owned or controlled, in whole or in part by a Stark Triggering Party, then Landlord agrees to give written notice thereof to Tenant. Disclosure of Ownership of Landlord by a Stark Triggering Party (indicate N/A if none)
Brokerage:	Tenant acknowledges that it has not retained any Broker to represent Tenant in connection with this transaction representing Tenant.
Confidentiality:	The information contained in this proposal is privileged and confidential, intended only for the use of Landlord and Tenant. All parties shall keep the terms of this proposal and any negotiations or agreements strictly confidential unless and until mutually and specifically agreed to otherwise.
Non-Binding Clause:	This letter/proposal is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties agree that this letter/proposal is not intended to create any lease or agreement or obligation by either party to negotiate a

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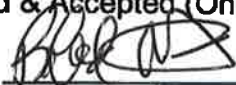
definitive lease/purchase and sale agreement and, except for the Confidentiality obligations in the paragraph above, imposes no duty on either party, including, without limitation, to continue negotiations. Except for the Confidentiality obligations in the paragraph above, the parties intend that neither shall have any contractual obligations to the other with respect to the matters referred herein unless and until a definitive lease agreement has been fully executed and delivered by the parties. Prior to delivery of a definitive executed agreement, and without any liability to the other party, either party may (1) propose different terms from those summarized herein, (2) enter into negotiations with other parties, and/or (3) unilaterally terminate all negotiations with the other party hereto.

This proposal serves only as a basis for negotiations of a lease and except for the Confidentiality obligations in the paragraph above, is not binding on either party until a lease document is approved, executed, and delivered to all parties. We look forward to working together on this exciting project.

Sincerely,

Agreed & Accepted (OhioHealth):

By:

 Roland Tokeshi

Its:

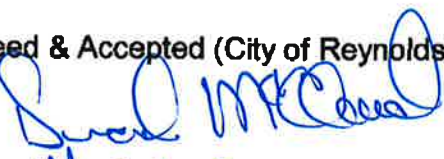
System VP

Date:

6/28/18

Agreed & Accepted (City of Reynoldsburg):

By:



Its:

Mayor

Date:

6/22/18

APPROVED AS TO FORM



MATTHEW R. ROMY
ASS'T CITY ATTORNEY

Attachments:

Exhibit A – Work Letter

Exhibit B – Premises and associated parking

Exhibit C – Operating Expense Breakdown Draft

CC: Tom Michaels, CT Consultants
Brian Kridler, YMCA

A FAITH-BASED, NOT-FOR-PROFIT HEALTHCARE SYSTEM

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Exhibit A - Reynoldsburg Community Center - Work Letter
Division of work between "City of Reynoldsburg" and OhioHealth
June 14, 2016

Item	Shell Building	Tenant Improvement
Site	a. All site related hardscape, landscaping, amenities, lighting, walkway, and trash enclosures (if required) are in accordance with conceptual building plan, elevations and site plans. b. Site lighting fixtures, poles and building up lighting c. Parking area and quantities as defined by the LOI.	a. No requirement. b. No requirement. c. No requirement.
Envelope	a. Stud framing, insulation and drywall on the interior side of the exterior walls (drywall to be mud, tape and ready for paint). b. Roof installation complete including associated roof drains, insulation, copings, etc. c. Curtainwall and/or metal panel per the documents along with all associated sheathing, caulking, waterproofing, etc., for a complete watertight installation.	a. No requirement. b. No requirement. c. No requirement.
Interior Partitions	a. No requirement. b. No requirement	a. Construct gypsum board partitions to the underside of the ceiling grid or to deck as required by the Tenant's space plan and code. Finish as desired. b. Tenant shall provide sound batt and drywall as required for tenant space.
Core/Common Area Walls	a. Furnish and install gypsum board at core/common area walls. Tape, sand and painted. b. Construct gypsum board partitions required for core services such as stairwells, telephone/electric rooms, toilet rooms, janitor closets and mechanical shafts (as/if required pending design evolution). Tape, sanded and painted.	a. No requirement b. No requirement
Floor Covering	a. Provide smooth troweled concrete slabs, ready for finish. Installation to be coordinated with Tenant plumbing installation. b. No requirement	a. Furnish and install floor coverings and base as desired by tenant. b. Provide other tenant specific floor finishes (access flooring, etc.) as desired by tenant.
Doors, Frames and Hardware	a. Furnish, install and finish at base building rooms.	a. Furnish, install and finish at TI rooms.

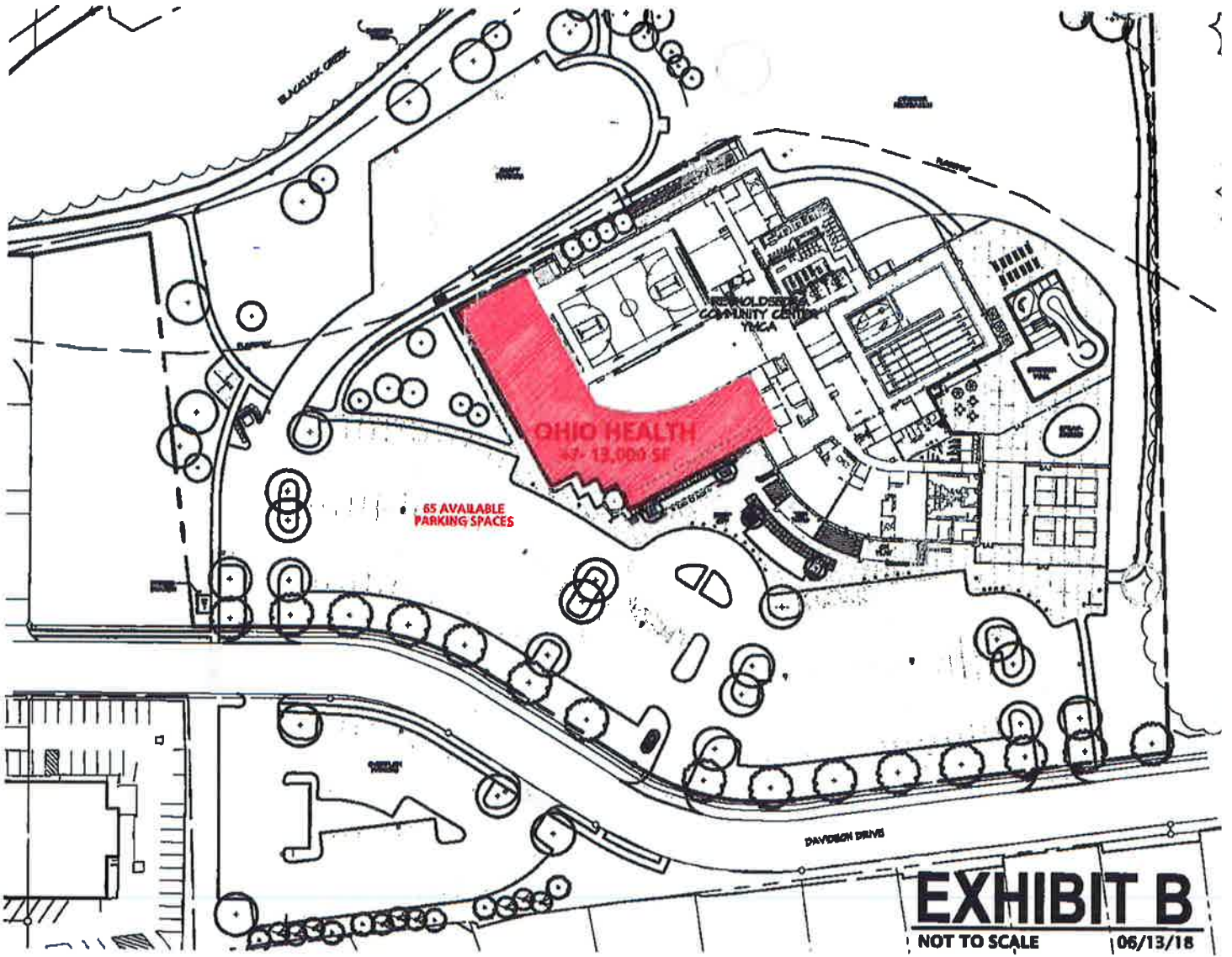
Exhibit A - Reynoldsburg Community Center - Work Letter
Division of work between "City of Reynoldsburg" and OhioHealth
June 14, 2018

Item	Shell Building	Tenant Improvement
Window Blinds	a. No requirement	a. Other special window coverings as required by Tenant. Any power or rough-in requirements to be communicated for Core build-out.
Fire Extinguishers	a. Furnish and install two extinguishers with cabinets.	a. Furnish and install additional fire extinguishers and cabinets as required by code and space layout.
Signage	a. Furnish and install tenant identification signage to match building standard and in accordance with OhioHealth standards, general identification/directional signage at toilet rooms, exit stairwells, egress pathways and mechanical rooms. b. Monument sign per OhioHealth standards, materials to be similar to building façade.	a. Furnish and install tenant specific signage within space and as desired by code.
Roof	a. Single ply mechanically fastened system.	a. All penetrations shall be coordinated/completed by the shell/LL roofing subcontractor and per manufacturer requirements.
Plumbing	a. Furnish and install complete plumbing in core toilet rooms. (Need to understand final scope and if there will be common toilet rooms). b. Furnish and install electric water cooler(s) adjacent to restrooms. c. Utilities of sufficient size to be stubbed into tenant area including sanitary, water and gas. d. No requirement.	a. No requirement b. No requirement. c. Extend services as required by Tenant space plan. d. Furnish and install convenience sinks, water supply to coffee/ vending areas, private toilet rooms, hot water heaters, etc. as required by the Tenant.
Fire Protection Sprinkler System	a. Furnish and install complete fire suppression system upright sprinkler heads within the bar joist space throughout the tenant space at approximately one head per 196 square feet. (designed and sized to accommodate maximum density requirements for build out of the shell space)	a. Relocate, add or turn down sprinkler heads for proper coverage as dictated by the Tenant's space plan and code requirements.
HVAC	a. Package RTU system will be provided: Heating and cooling requirements shall be in accordance with local codes and ASHRAE. Units will be of sufficient size for a medical office building and include gas preheat.	a. Install separate air conditioning units for non-standard loads as/if required.

Attachment: 2986_001 (Community Center Final Appropriation)

Exhibit A - Reynoldsburg Community Center - Work Letter
Division of work between "City of Reynoldsburg" and OhioHealth
June 14, 2018

Item	Shell Building	Tenant Improvement
	b. Furnish and install primary trunk ducts from air handlers to space to provide code minimum heating/cooling. c. Furnish and install base building temperature control and energy management systems. d. Provide exhaust systems for base building spaces as required.	b. Furnish and install fire/smoke dampers at rated tenant walls. Extend or rework existing secondary supply and return ductwork to accommodate Tenant space plan. Furnish and install additional VAV boxes as needed, furnish and install secondary ductwork, diffusers, fire dampers, etc., for interior and exterior zones. c. Tenant shall coordinate and provide connection points with shell energy management systems. d. Furnish and install exhaust systems for conference rooms, etc. desired by Tenant.
Electrical	a. Furnish and install 277/480 volt power and 120/208 volt panel of sufficient amperage for a medical office building of this size. b. No requirement. c. Furnish and install telephone riser conduits to the telephone/ electric rooms (pending final design). d. No requirement. e. Furnish and install fire alarm system as required by code. f. If a generator is available for the facility, provide power and lighting sufficient to be able provide services. g. Furnish and install of light switches to meet current code in base building rooms. h. Shell security and access control systems at exterior doors	a. Furnish and install convenience outlets as desired. b. Furnish and install floor outlets as required. c. Furnish and install wiring distribution including terminal room if required by Tenant's telephone and low voltage systems. d. All added or future VAV boxes to provided and wired by Tenant. e. Furnish and install additional fire alarm devices as required by Tenant's space plan. Tenant to provide connection points to shell fire alarm system. g. Light switches to meet current code. h. Tenant to coordinate with shell building controls.
Lighting	a. Furnish and install 277 volt lighting power panels; 6 watts per USF to be provided for power and lighting. b. No requirement. c. Furnish and install exit lights at stairwells and exterior doors. d. Furnish and install lighting in shell and common area building rooms.	a. Furnish and install light fixtures as required by the space plan. Furnish and install light switches. b. Furnish and install accent lighting and other special lighting as required by Tenant. c. Furnish and install additional exit lights as dictated by the space plan. d. No requirement.



Attachment: 2986_001 (Community Center Final Appropriation)

Exhibit C

OhioHealth – City of Reynoldsburg

Reynoldsburg - Ohio Health LOI Operating Expenses 4/30/18

Estimated Operating Expenses: The nature of this proposed lease structure has Ohio Health as the Tenant being responsible for all of its own operating expenses relative to their "Interior Premises" while the City as Landlord will be responsible for all "Exterior Premises" expenses. Common Area Charges will be pro-rated on an industry-standard area basis. The following descriptions of these three expense categories follows below;

Interior Premises operating expenses are listed below as examples of items that the Tenant will contract for directly with their own vendors and pay directly for that will serve the Tenant's Premises;

1. Utilities (sub-metered)
2. Housekeeping (all inclusive)
3. Trash removal
4. Interior Maintenance and Repairs (for example);
 - a) HVAC systems that serve the Premises
 - b) Lighting & electrical systems that serve the Premises
 - c) Doors & door hardware within the Premises and including any exterior main entrances used solely by the Tenant
 - d) Lighting (bulbs & ballasts replacements)
 - e) Plumbing
 - f) Finishes (including all flooring, walls, and ceilings)
 - g) Window treatments

Exterior Premises expenses are those charges incurred to maintain the building's exterior enclosure for the Premises, in this case being the 13,100 sq ft footprint of the MOB. For example, the Landlord will repair and maintain;

1. Curtain-wall window systems
2. All vertical enclosure materials such as (masonry, metal panels, EFIS, etc)
3. All roofing systems including gutters and flashings and any components of a proposed "roof garden"
4. Main entrance doors and hardware used by both the Tenant and the YMCA visitors.

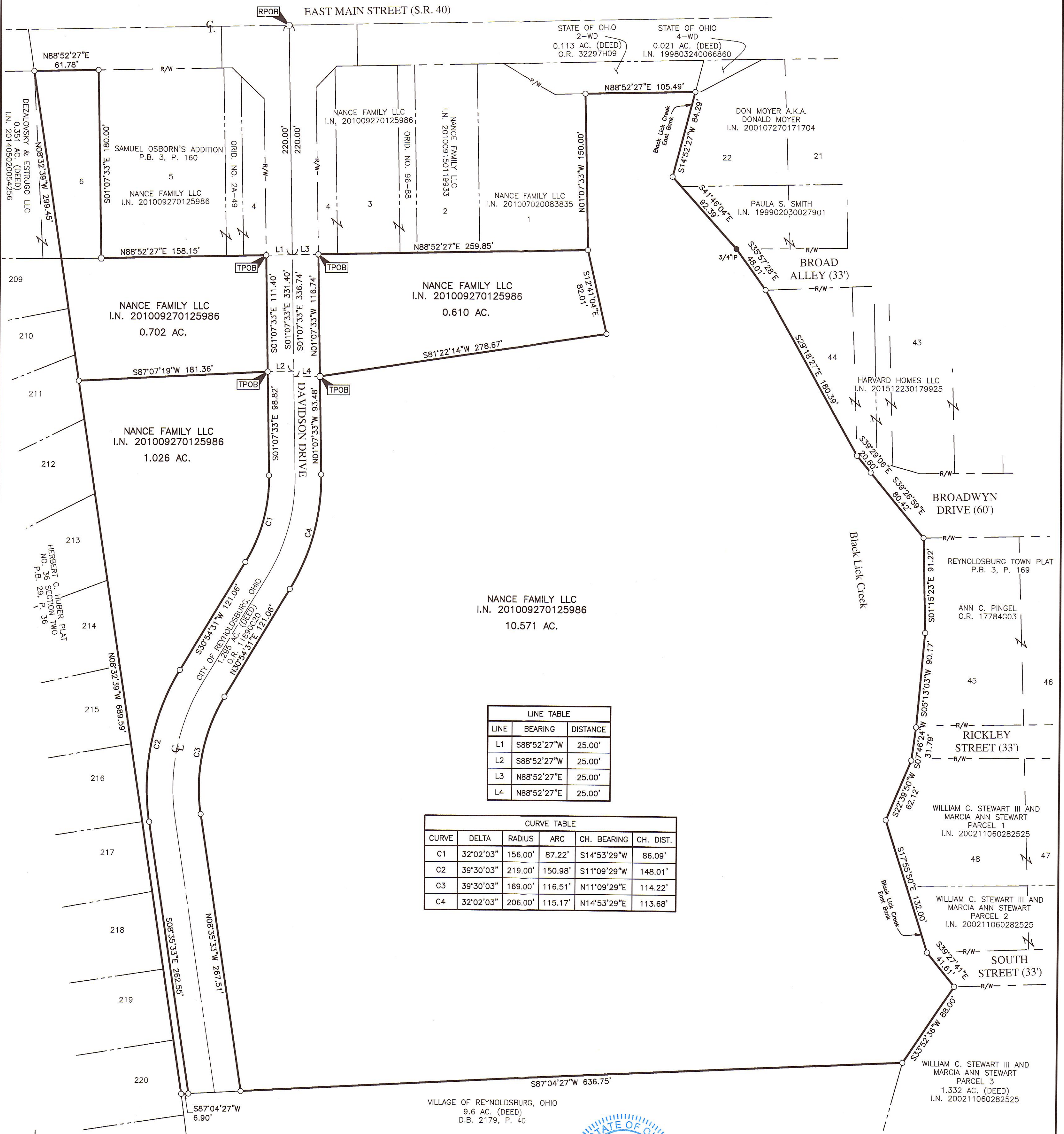
Common Area Charges are those charges that the Landlord incurs in maintaining the facility vehicular entrances, parking lot(s), landscaping, and ice/snow removal. The City has included in their lease with the YMCA a provision for the YMCA to operate and administrate the facility with respect to these exterior common areas. The City proposes that these will be charged monthly to the Tenant on a simple pro-rata basis area at a ratio of 13,100 sq ft/70,000 sq ft = 18.7%. Any special interior details that may generate operating expenses result as the overall design evolves and that will be used by visitors to both the YMCA and OH-Health will be addressed on an equitable basis.

SURVEY OF ACREAGE PARCELS

HALF SECTION 30, SECTION 18, TOWNSHIP 16, RANGE 20

REFUGEE LANDS

CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO



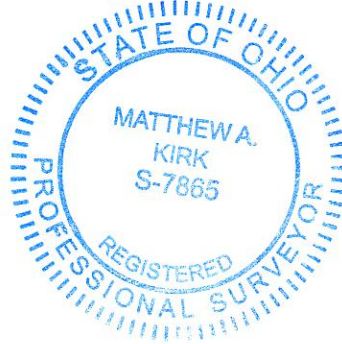
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S88°52'27"W	25.00'
L2	S88°52'27"W	25.00'
L3	N88°52'27"E	25.00'
L4	N88°52'27"E	25.00'

CURVE TABLE					
CURVE	DELTA	RADIUS	ARC	CH. BEARING	CH. DIST.
C1	32°02'03"	156.00'	87.22'	S14°53'29"W	86.09'
C2	39°30'03"	219.00'	150.98'	S11°09'29"W	148.01'
C3	39°30'03"	169.00'	116.51'	N11°09'29"E	114.22'
C4	32°02'03"	206.00'	115.17'	N14°53'29"E	113.68'

- = STONE FND.
 - = MON. FND.
 - = 5/8" REBAR FND.
 - = I.P. SET
 - = MAG. NAIL FND.
 - = MAG. NAIL SET
 - ▲ = R.R. SPK. FND.
 - △ = R.R. SPK. SET
 - = P.K. NAIL FND.
- I.P. Set are 13/16" I.D. iron pipes 30" long with cap inscribed EMHT INC.

SURVEY NOTE:
This survey was prepared using documents of record, prior plats of survey and observed evidence located by an actual field survey, performed in May 2016.

BASIS OF BEARINGS:
The bearings shown hereon are based on the Ohio State Plane Coordinate System South Zone as per NAD83 (1986 Adjustment). Said bearings originated from a field traverse which was tied (referenced) to said coordinate system by GPS observations of Franklin County Engineering Department monuments REYNOLDSBURG and HOWELL2. A bearing of North 88° 52' 27" East was held for a section of the southerly right-of-way line of East Main Street (U.S. 40).



By Matthew A. Kirk
Matthew A. Kirk
Professional Surveyor No. 7865

Date 7 JUNE 16

EMHT Evans, Mechwart, Hambleton & Tilton, Inc. Engineers • Surveyors • Planners • Scientists 5500 New Albany Road, Columbus, OH 43054 Phone: 614.775.4500 Toll Free: 888.775.3648 emht.com	Date: June 7, 2016
	Scale: 1" = 60'
	Job No: 2016-0536
	Sheet: 1 of 1
REVISIONS	
MARK	DATE DESCRIPTION

Ym = Ymca

ELECTRICIAN / WIRER - CHECK ON HOW DIVIDES B/T V AND OH

HVAL - NEED TO CLEAN UP LANGUAGE ON RESPONSIBILITIES - EXCHANGE RATE / INC?

↳ WARRANTIES ?? - SUBMITTAL VS. FINAL COMPLETION ⇒ U.S. / OUT DURING PUNCHLIST. TRY TO PUSH TO OPERATIONS

TIMELINE FOR OH'S INTERIOR DESIGN

↳ CONST. CLEAN VS. FINAL CLEAN CHECK IN GILBERT'S A/E SPECS - CURRENT LEADS TO

ROOF GARDEN? DECISIONS ON MOVING FORWARD WITH THIS?

FIND DEF. FOR GILBERT

INTERESTING 'BEYOND 1 YEAR

OH DOES WHAT SOME DEDICATED OH PARKING SPACES

WHO PROVIDING?

Mollie Prasher

From: Brent Turner <bt@bltproductions.com>
Sent: Tuesday, September 24, 2019 3:06 PM
To: Andrew Bowsher
Subject: A September flight over the YMCA
Attachments: Eastpointe Church addition Printout copy.pdf

Hi Andrew,

I stopped by the YMCA and see the asphalt is down. Is this stage suitable for aerial documentation?
I drove by the Kroger as well. Any comment on progress images at this stage?

The weather is good now let me know what you think.

Thank you Andrew.

Brent Turner

Photographer
FAA Certified Remote Pilot
bt@bltproductions.com

bltproductions.com
614.866.8629

An addition to Eastpointe Christian Church, off Waggoner Road just north of E. Broad St.

Attachment: A September flight over the YMCA (Community Center Final Appropriation)

Mollie Prasher

From: Joni Crawford
Sent: Tuesday, February 4, 2020 3:40 PM
To: 'Carothers, Tom'
Cc: Stephen Cicak; Carrie Schehl; Andrew Bowsher
Subject: AEP bills City of Reynoldsburg YMCA
Attachments: Message from "RNP5838791C06C8"

Hi Tom,

Thanks for getting back to me. I have attached the copies of the bills from AEP the total amount due is \$16,523.98. AEP waived the last late charge of 79.85 and they extended the due date to February 25, 2020. I asked for copies of all of the bills that make up the \$16,523.98 which are also included.

Please notify me once this bill has been paid.

Thank You,

Joni Crawford
Finance Manager
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068\
Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

Attachment: AEP bills City of Reynoldsburg YMCA (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Wednesday, January 15, 2020 12:03 PM
To: Andrew Bowsher
Cc: Valentine, Edward R.; Brian Sabla
Subject: ATP-022
Attachments: ATP-022.pdf

Andrew,

See attached ATP-022 for signature. Other than bulletin 15 additions, I think we are pretty much caught up on capturing changes.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: ATP-022 (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Monday, January 20, 2020 9:46 AM
To: Andrew Bowsher
Cc: Valentine, Edward R.; Brian Sabla
Subject: ATP-024
Attachments: ATP-024.pdf

Andrew,

ATP-024 is attached for signature. This contains the cost for the UV sanitation unit at the indoor pool as discussed in last week's OACM meeting.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: ATP-024 (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, February 18, 2020 7:47 AM
To: Andrew Bowsher
Cc: Valentine, Edward R.; Brian Sabla
Subject: ATP-028 & Owner Change Order 009
Attachments: Owner Change Order 009.pdf; ATP-028.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Andrew,

See attached ATP-028 and owner change order 009 for signature.

If you have any questions we can discuss at 11:00 AM.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: ATP-028 & Owner Change Order 009 (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, February 18, 2020 9:41 AM
To: Andrew Bowsher
Cc: Valentine, Edward R.; Brian Sabla
Subject: ATP-029
Attachments: ATP-029.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Andrew,

Please see attached ATP-029 for signature.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: ATP-029 (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, October 15, 2019 2:04 PM
To: Andrew Bowsher
Cc: Valentine, Edward R.
Subject: ATPs 6-10
Attachments: ATP-006 Signed.pdf; ATP-007 Signed.pdf; ATP-008 Signed.pdf; ATP - 009 Signed.pdf; ATP-010 Signed.pdf

Andrew,

Attached are the signed ATPs 006-010.

The cost of these combined makes up the cost of \$515,552 which is OCO #007.

Let me know if this helps.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0026
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Claypool Electric Extras

DESCRIPTION: Cost to Claypool for adding CAT5 cable to gym fans for controls. Power added per RFI 347 for hand dryers. Extended data/cable at mezzanine for 3 TVs, provided/installed 3 TV mounts for YMCA - also installed 3 owner furnished TV monitors. Added power for exterior illuminated sign - sign was a late add to the project.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166962	Copy of YMCA BAF Conduit and Controls Pricing	OS-00055	01/27/2020	Original Version
00166963	Copy of YMCA Power for Hand Dryers Pricing (002)	OS-00055	01/27/2020	Original Version
00166964	Copy of YMCA Sign Power Pricing (002)	OS-00055	01/27/2020	Original Version
00166965	Copy of YMCA TV Mounting Pricing (002)	OS-00055	01/27/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☐ Other

Change In Contract Sum

Dollar Amount: \$16,958.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time

Attachment: Attached Image (24) (Community Center Final Appropriation)

Time (Days): TBD

☐ Fixed☐ Maximum☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00055	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$7,454.00	☐ Yes ☐ No
J07883.000	OS-00055	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$884.00	☐ Yes ☐ No
J07883.000	OS-00055	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$4,447.00	☐ Yes ☐ No
J07883.000	OS-00055	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$3,365.00	☐ Yes ☐ No
J07883.000	OS-00055	Fee	99.999.999000.Z		\$808.00	☐ Yes ☐ No
TOTAL FOR PCI No. OS-00055					\$16,958.00	

Submitted Amt: \$16,958.00

Attachment: Attached Image (24) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company

Signed: 1/28/2020 2:05:16 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)

Gilbane Building Company: 10.0.58.129

City of Reynoldsburg

By: Joe Begery

Title: Mayor

Company: City of Reynoldsburg

Date: 2-7-2020

Printed Name: Joe Begery

C.T. Consultants, Inc.

C.T. Consultants, Inc.

Signed: 2/5/2020 2:29:49 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))

C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____

Title: _____

Company: _____

Date: _____

Printed Name: _____

Attachment: Attached Image (24) (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0025
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Kitchen Tile Credit & Fencing Changes

DESCRIPTION: Credit to the project for kitchen tile color variances - material cost of \$1500 and labor cost of \$1,000. Cost for fencing changes from RFI #310 and #313. RFIs added fencing and changed gates/hardware.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166537	201912021038	OS-00054	01/21/2020	Original Version
00166538	201912131252	OS-00054	01/21/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$10,385.00

☐ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed
 ☐ Maximum
 ☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
-----	---------	-------------	------------	---------------	--------	---------

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00054	Misc metals	10.05B.052000.X	cHc Manufacturing Inc	\$12,390.00	☐ Yes ☐ No
J07883.000	OS-00054	Flooring & wall tile	10.09C.093000.X	Shaw Contract Flooring Services, Inc. d/b/a Spectr	-\$2,500.00	☐ Yes ☐ No
J07883.000	OS-00054	Fee	99.999.999000.Z		\$495.00	☐ Yes ☐ No
TOTAL FOR PCI No. OS-00054					\$10,385.00	

Submitted Amt: \$10,385.00

Gilbane Building Company

Gilbane Building Company Signed: 1/21/2020 8:45:09 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.0.35.66
--

City of Reynoldsburg

By: <u>Joe Begent</u> Title: <u>Mayor</u> Company: <u>City of Reynoldsburg</u> Date: <u>2-7-2020</u> Printed Name: <u>Joe Begent</u>
--

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/21/2020 8:57:34 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: Attached Image (25) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0027
ATP VERSION: 0
DATE OF ISSUANCE: 01/31/2020
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: YMCA Electrical Requests

DESCRIPTION: Cost adds to add a receptacle for a lighted table in the child watch room 158 and to add a clock in the weight room.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00167352	Copy of YMCA Clock for Weight area pricing	OS-00056	01/31/2020	Original Version
00167353	Copy of YMCA Lighted Table Pricing	OS-00056	01/31/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$2,813.00

☐ Fixed
 ☐ Maximum
 ☒ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed
 ☐ Maximum
 ☒ Estimated

Attachment: Attached Image (29) (Community Center Final Appropriation)

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00056	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$1,316.00	☒ Yes ☐ No
J07883.000	OS-00056	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$1,363.00	☒ Yes ☐ No
J07883.000	OS-00056	Fee	99.999.999000.Z		\$134.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00056					\$2,813.00	

Submitted Amt: \$2,813.00

Gilbane Building Company

Gilbane Building Company
Signed: 1/31/2020 10:01:38 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)
Gilbane Building Company: 10.0.33.222

City of Reynoldsburg

By:	<u>Joe Begeny</u>
Title:	<u>Mayor</u>
Company:	<u>City Reynoldsburg</u>
Date:	<u>2-3-2020</u>
Printed Name:	<u>Joe Begeny</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.
Signed: 2/3/2020 10:13:29 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))
C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (29) (Community Center Final Appropriation)

Claypool Electric
1275 Lancaster Kirkersville Rd.
Lancaster, Ohio, 43130
740-653-5683

APPROVAL DATE:	
AMOUNT:	\$1,363.23
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Claypool Electric
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name:	Reynoldsburg YMCA	COR #:	
Project Number:		Date:	1/27/2020
P.O. Number:			
Summary of Work:	YMCA Provide Large Timer/Clock at Weight Area		
Work Description:	Pricing to provide a Big Time Clocks Model 240 Clock/Timer per the request of Rich with YMCA. Material cost includes sign, shipping and \$200 for conduit, wire, receptacle and anchors associated with installation of this work.		

A. LABOR SUMMARY (attach supporting documentation):

6	hours x \$	\$51.14	/hour = \$	\$306.84
6	hours x \$	\$19.41	/hour = \$	\$116.46
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$86.42	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$423.30

B. MATERIAL (attach supporting documentation):

Total [B]: \$816.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$123.93

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

10.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):

\$0.00

2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):

\$0.00

3.

\$0.00

4.

\$0.00

5.

\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,363.23

Claypool Electric

Signature Mike Travis Project Manager
(Enter Title Here)

1/31/2020
Date:

Owner Approval:

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Attachment: Attached Image (29) (Community Center Final Appropriation)

BIGTIMECLOCKS®

MODEL 240

8" NUMERALS

COUNT DOWN/UP/INTERVAL TIMER/STOPWATCH CLOCK



1-702 726-9030



info@bigtimeclocks.biz



www.bigtimeclocks.biz

**\$549.00 plus \$67 shipping UPS
Ground. Total Of \$616 before
markup.**



KEY FEATURES

- COUNTDOWN-COUNTUP AND INTERVAL TIMER – DISPLAYS HOURS, MINUTES, SECONDS
- PRECISION CLOCK – DISPLAYS HOURS, MINUTES, SECONDS
- STOPWATCH – DISPLAYS MINUTES, SECONDS, HUNDREDTHS
- AUDIO OUT FOR AMPLIFIED SOUND

SPECIFICATIONS

Giant 12" Ultra-Bright LED Digits

DIMENSIONS 60" X 18" X 1.5"

Weight:

FUNCTIONS

- TIMER COUNTS DOWN FROM 99 Hours, 59 minutes, 59 seconds
- TIMER COUNTS UP TO 99 Hours, 59 minutes, 59 seconds
- Auto repeat countdown/countup program (endless loop)
- 10 second countdown/countup preparation option
- STOPWATCH counts up to 99 minutes, 59 seconds, and hundredths of seconds!
- INTERVAL TIMING program work, rest time, repeats and store programs
- PRECISION STAND -ALONE CLOCK WITH SECONDS!
- Super Fast Direct Input for time and other settings from the remote (not one digit at a time)
- Mute the Buzzer Option
- When the Buzzer is Muted the Digits Flash at the end of a Program
- Control the Number of Buzzer Beeps
- Store programs for direct easy access (count up, countdown, interval)
- 12 or 24 hour clock operation

BIGTIMECLOCKS®

Attachment: Attached Image (29) (Community Center Final Appropriation)

Claypool Electric
1275 Lancaster Kirkersville Rd.
Lancaster, Ohio, 43130
740-653-5683

APPROVAL DATE:	
AMOUNT:	\$1,316.26
REASON:	A c E c U c O c C c
PROJ. NAME:	Reynoldsburg YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Claypool Electric
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg YMCA COR #: _____
 Project Number: _____ Date: 1/31/2020
 P.O. Number: _____

Summary of Work: YMCA Power for Child Watch Lighted Table

Work Description: Pricing to add a duplex receptacle in the exterior wall of the child watch room 158 for a lighted table. Pricing includes \$200 in material for the MC cable, box, receptacle etc. to complete this work. Scissorlift is cost is included in this pricing.

A. LABOR SUMMARY (attach supporting documentation):

12	hours x \$	\$51.14	/hour = \$	\$613.68
12	hours x \$	\$19.41	/hour = \$	\$232.92
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$86.42	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$846.60

B. MATERIAL (attach supporting documentation):

Total [B]: \$200.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$150.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$119.66

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

10.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3. _____	\$0.00
4. _____	\$0.00
5. _____	\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,316.26

Claypool Electric

Signature Mike Travis Project Manager
(Enter Title Here)

1/31/2020
Date:

Owner Approval:

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Attachment: Attached Image (29) (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0024
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: UV Sanitation Unit At Indoor Pool

DESCRIPTION: Cost for Patterson Pools to furnish and install the UV system at the indoor pool. Cost includes low voltage control wiring.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166450	20191226141221	OS-00053	01/20/2020	Original Version
00166451	RE Indoor Pool UV	OS-00053	01/20/2020	Original Version
00166452	UV Swim I-450+ cut sheets	OS-00053	01/20/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$29,248.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00053	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$27,855.00	☒ Yes ☐ No
J07883.000	OS-00053	Fee	99.999.999000.Z		\$1,393.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00053					\$29,248.00	

Submitted Amt: \$29,248.00

Gilbane Building Company

Gilbane Building Company
Signed: 1/20/2020 8:48:31 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)
Gilbane Building Company: 10.0.39.51

City of Reynoldsburg

By:	<i>Joseph Begeer</i>
Title:	<i>Mayor</i>
Company:	<i>City of Reynoldsburg</i>
Date:	<i>1-21-2020</i>
Printed Name:	<i>Joseph Begeer</i>

C.T. Consultants, Inc.

C.T. Consultants, Inc.
Signed: 1/20/2020 9:36:23 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))
C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (47) (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0022
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE:

DESCRIPTION: Additional cost to Claypool for work related to RFI 315. Additional cost to Igel for curb work needed to contain rubber material at playground area.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164896	020_Additional Concrete Work at Outdoor Play Area	OS-00051	12/16/2019	Original Version
00164897	Copy of YMCA RFI-315 Pricing	OS-00051	12/16/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$12,047.00

☒ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed
 ☐ Maximum
 ☒ Estimated

Attachment: Attached image (49) (Community Center Final Appropriation)

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00051	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$8,249.00	☒ Yes ☐ No
J07883.000	OS-00051	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$3,224.00	☒ Yes ☐ No
J07883.000	OS-00051	Fee	99.999.999000.Z		\$574.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00051					\$12,047.00	

Submitted Amt: \$12,047.00

Attachment: Attached image (49) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 12/16/2019 11:49:06 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.129.21.165

City of Reynoldsburg

By: <u>Joseph Begery</u> Title: <u>Mayor</u> Company: <u>City of Reynoldsburg</u> Date: <u>1-16-2020</u> Printed Name: <u>Joseph Begery</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/11/2020 11:54:04 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: Attached image (49) (Community Center Final Appropriation)

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Similar to AIA Document G704)

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER



PROJECT:
Reynoldsburg Community Center
1470 Davidson Drive
Reynoldsburg, Ohio 43068

PROJECT NUMBER: 170132

CONTRACT FOR: Construction Management
CONTRACT DATE: March 26, 2018

TO OWNER:
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

TO CONSTRUCTION MANAGER:
Gilbane Building Company
7 Jackson Walkway
Providence, Rhode Island 02903

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OF USE SHALL INCLUDE:

The Community Center project in its entirety, with the exception of the outdoor aquatic amenities (outdoor pool and water slide will be reviewed, and a punch list issued, once complete and approved by Ohio Department of Health).

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is DECEMBER 31, 2019, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

CT Consultants, Inc.
ARCHITECT

Brian Sabla
BY

January 6, 2020
DATE OF ISSUANCE

A preliminary list of items to be completed or corrected is attached hereto, with the expectation that a final list will be provided by January 13, 2020. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 80,000.00

The Construction Manager will complete or correct the Work on the list of items attached hereto within FORTY-FIVE (45) days from the above Date of Substantial Completion.

Gilbane Building Company
CONTRACTOR

Edward D. Valente
BY SR. PROJECT EXECUTIVE

January 8, 2020
DATE

The Owner accepts the Work, or designated portion, as substantially complete, and will assume possession at NOON on January 24, 2020.

City of Reynoldsburg
OWNER

[Signature]
BY

1-15-2020
DATE

The responsibilities of the Owner and the Construction Manager for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: Owner assumes responsibility for items listed at noon on January 24, 2020.

Attachment: Attached Image (54) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0018
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
 TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 14

DESCRIPTION: Bulletin 14 issued to trades on 10/18/19. Cost includes re-configuring conduits in the indoor pool, added CAT6 cables for treadmills, painted P and P1 fixtures. Includes cost for women's locker room detail for wall tile, added access panel in the storage 240 room, revised door/frame/hardware for electric rooms 220A and 149B, and cost for landscape change at OH entry. Cost for RFIs #292 and #305 also included. Cost for the 216 sq ft. slab associated with the sunshade structure was included as well as sunshade footings.

Cost not included for added tile in the men's locker room per narrative E as this work was not necessary. Instead, the beam was filled and finished to match the adjacent drywall finishes.
 A mock up of this was declared acceptable by the design team.

Due to bulletin 14 changes/adds as well as a future bulletin 15, Gilbane is requesting to extend the substantial completion date to 12/31/19.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164701	012 R1_Bulletin 14 & 14.1 - SunShade Concrete Work	OS-00046	12/10/2019	Original Version
00162421	CO#11	OS-00046	10/30/2019	Original Version
00162426	Copy of Bul 14 PCI_ OS-00046 (1)	OS-00046	10/30/2019	Original Version
00162425	Proposal RCC Bulletin 14 101619	OS-00046	10/30/2019	Original Version
00162424	RYGC MM PCO #023 Bulletin 14 Revised	OS-00046	10/30/2019	Original Version
00164702	YMCA Bulletin 14 PCI OS-00046	OS-00046	12/10/2019	Original Version

Number	Description:	PCI Number	Change Date	Revision
00162427	YMCA COR VIS-020 Bulletin 14	OS-00046	10/30/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$36,882.00

☐ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): 36

☐ Fixed
 ☐ Maximum
 ☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00046	General Trades	10.06A.060000.X	Miles-McClellan Construction Company Inc.	\$5,253.00	☒ Yes ☐ No
J07883.000	OS-00046	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$2,003.00	☒ Yes ☐ No
J07883.000	OS-00046	Flooring & wall tile	10.09C.093000.X	Shaw Contract Flooring Services, Inc. d/b/a Spectr	\$345.00	☒ Yes ☐ No
J07883.000	OS-00046	HVAC	10.23A.230000.X	Columbus Heating & Ventilating Company	\$5,979.00	☒ Yes ☐ No
J07883.000	OS-00046	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$12,381.00	☒ Yes ☐ No
J07883.000	OS-00046	Landscape	10.32A.320000.X	Peabody Landscape Construction, Inc.	\$1,125.00	☒ Yes ☐ No
J07883.000	OS-00046	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$8,040.00	☒ Yes ☐ No
J07883.000	OS-00046	Fee	99.999.999000.Z		\$1,756.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00046					\$36,882.00	

Submitted Amt: \$36,882.00

Attachment: Attached Image (57) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company
Signed: 1/8/2020 7:53:40 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)
Gilbane Building Company: 10.129.21.165

City of Reynoldsburg

By:	<u>Joseph Begery</u>
Title:	<u>Mayor</u>
Company:	<u>City of Reynoldsburg</u>
Date:	<u>1-13-2020</u>
Printed Name:	<u>Joseph Begery</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.
Signed: 1/10/2020 9:53:51 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))
C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (57) (Community Center Final Appropriation)

CERTIFICATE OF SUBSTANTIAL COMPLETION

(Similar to AIA Document G704)

Distribution to:

OWNER	☒
ARCHITECT	☒
CONTRACTOR	☒
FIELD	☐
OTHER	☐

PROJECT:
Reynoldsburg Community Center
1470 Davidson Drive
Reynoldsburg, Ohio 43068

PROJECT NUMBER: 170132

CONTRACT FOR: Construction Management
CONTRACT DATE: March 26, 2018

TO OWNER:
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

TO CONSTRUCTION MANAGER:
Gilbane Building Company
7 Jackson Walkway
Providence, Rhode Island 02903

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OF USE SHALL INCLUDE:

The Community Center project in its entirety, with the exception of the outdoor aquatic amenities (outdoor pool and water slide will be reviewed, and a punch list issued, once complete and approved by Ohio Department of Health).

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is **DECEMBER 31, 2019**, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

CT Consultants, Inc.

ARCHITECT

Brian Sabla

BY

January 6, 2020

DATE OF ISSUANCE

A preliminary list of items to be completed or corrected is attached hereto, with the expectation that a final list will be provided by January 13, 2020. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 80,000.00

The Construction Manager will complete or correct the Work on the list of items attached hereto within FORTY-FIVE (45) days from the above Date of Substantial Completion.

Gilbane Building Company
CONTRACTOR

BY *SR. PROJECT EXECUTIVE*

DATE

The Owner accepts the Work, or designated portion, as substantially complete, and will assume possession at NOON on January 24, 2020.

City of Reynoldsburg
OWNER

BY *Development Director*

DATE

The responsibilities of the Owner and the Construction Manager for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: Owner assumes responsibility for items listed at noon on January 24, 2020.

Attachment: Attached Image (66) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0023
ATP VERSION: 0
DATE OF ISSUANCE: 01/07/2020
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Mixing Valves, Crane For Slide, Spin Room Work

DESCRIPTION: Includes cost for drywall related work in the spin room related to RFI 325. Cost for crane needed to erect the slide per RFI 302 response. Mixing Valves as requested by the plumbing inspector.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00165801	20191121082226 (002) - Original Quote	OS-00047	01/07/2020	Original Version
00165803	Change Order Request 07- Crane R2 (002)	OS-00047	01/07/2020	Original Version
00165800	RCC_ Hydro Mechanical _ Change Order 31_ 01032020	OS-00047	01/07/2020	Original Version
00165802	YMCA COR VIS-021 Bulletin 14.1	OS-00047	01/07/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$15,812.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

Attachment: Attached Image (67) (Community Center Final Appropriation)

☐ Fixed☐ Maximum☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00047	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$1,207.00	☒ Yes ☐ No
J07883.000	OS-00047	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$12,785.00	☒ Yes ☐ No
J07883.000	OS-00047	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$1,067.00	☒ Yes ☐ No
J07883.000	OS-00047	Fee	99.999.999000.Z		\$753.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00047					\$15,812.00	

Submitted Amt: \$15,812.00

Attachment: Attached Image (67) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 1/7/2020 3:01:22 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.0.35.40

City of Reynoldsburg

By: <u>Joseph Begery</u> Title: <u>Mayor</u> Company: <u>Reynoldsburg City</u> Date: <u>1-09-2020</u> Printed Name: <u>Joseph Begery</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/7/2020 5:48:21 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____
--

Attachment: Attached Image (67) (Community Center Final Appropriation)

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2828

APPROVAL DATE:	
AMOUNT:	\$14,975.39
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number:	0

Change Order Request

Project Name:	Reynoldsburg Community Center & YMCA	COR #:	7
Project Number:		Date:	11/21/2019
P.O. Number:			
Summary of Work:	Adder for crane to install waterslide		
Work Description:	Due to limited access, a crane will be required to erect the waterslide structure. Crane will be set in parking lot.		

A. LABOR SUMMARY (attach supporting documentation):

24	hours x \$	\$70.18	/hour = \$	\$1,684.32
8	hours x \$	\$53.51	/hour = \$	\$428.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$2,112.40

B. MATERIAL (attach supporting documentation):

Total [B]: \$300.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable) 10.00%

Total [F]: \$241.24

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$11,735.00

H. OVERHEAD & PROFIT (Subcontracts Only) 5.00%

Total [H]: \$586.75

I. CM FEE 0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$14,975.39

Patterson Pools, LLC

Signature:  (Enter Title Here)

Owner Approval:

Signature: 

Signature: _____

Signature: _____

Signature: _____

11-21-19
Date: _____
1/9/20
Date: _____
Date: _____
Date: _____
Date: _____

Attachment: Attached Image (67) (Community Center Final Appropriation)

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2628

APPROVAL DATE:	
AMOUNT:	\$11,437.19
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg Community Center & YMCA COR #: 7-A
 Project Number: _____ Date: 11/21/2019
 P.O. Number: _____

Summary of Work: Adder for crane to install waterslide

Work Description: Due to limited access, a crane will be required to erect the waterslide structure. This proposal would require the fencing to be removed to allow access between pool deck and exterior fence. Cost of fence removal and re-installation is NOT included and would need to be coordinated by General Trades contractor.

A. LABOR SUMMARY (attach supporting documentation):

24	hours x \$	\$70.18	/hour = \$	\$1,684.32
8	hours x \$	\$53.51	/hour = \$	\$428.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$2,112.40

B. MATERIAL (attach supporting documentation):

Total [B]: \$0.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable) 10.00%

Total [F]: \$211.24

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$7,251.00

H. OVERHEAD & PROFIT (Subcontracts Only) 5.00%

Total [H]: \$362.55

I. CM FEE 0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3. Allowance for site restoration	\$1,500.00
4. _____	\$0.00
5. _____	\$0.00

Total [J]: \$1,500.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$11,437.19

Patterson Pools, LLC

Signature: [Signature] (Enter Title Here)

Owner Approval: [Signature]

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Date: 11-21-19

Date: 1/22/19

Date: _____

Date: _____

Date: _____

Attachment: Attached Image (67) (Community Center Final Appropriation)



Date: 11/20/2019
 Rental #: 300814
 PO #:
 Quote #: 300814-2
 Salesman: Keith Jenkins

Attention: Tim Patterson
 Customer: Patterson Pools - 002539
 Address: 8155 Memorial Dr
 Plain City, OH 43064
 Phone: 614-876-2628
 Fax: 614-876-2495

****Effective November 8th, 2010**** New OSHA Standards went into effect requiring qualified signalpersons and qualified riggers on construction projects when working with cranes. Capital City Group can provide those services if needed. Click here to learn more or contact your salesman for more information.

****SEE LAST PAGE FOR TERMS AND ACCEPTANCE****



Project Date	Project Name	Project Address	Radius	Weight
TBD	Reynoldsburg Community Center	1470 Davidson Dr. Reynoldsburg, OH	180'	1500#

QUANTITIES BELOW ARE AN ESTIMATED MINIMUM

Equipment/Service	Multiplier	Qty	Rate	Total
110 Ton HL Heavylift Crossover Crane - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$305.00	\$4,880.00 ⁽²⁾
Crew Additional Overtime		0	\$65.00	\$0.00
Public Permits (250 Ton and Below) **INFORMATION REQUIRED**		1	\$150.00	\$150.00
12,500 GVW Rigging Truck w/ 1 Rigger (OPTIONAL) - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$125.00	\$2,000.00 ⁽²⁾
Qualified Rigger Additional Overtime		0	\$35.00	\$0.00
30 Ton Boom Truck Crane (for 30' radius option) - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$135.00	\$2,160.00 ⁽²⁾
Operator Additional Overtime		0	\$35.00	\$0.00
⁽²⁾ Fuel Surcharge (6%)				\$542.40
Estimated Total				\$9,732.40

If you have any questions please feel free to contact us.

Sincerely,

Keith Jenkins

Keith Jenkins
 Sales

Mobile: 937-603-9730
 Email: kjenkins@ccgroup-inc.com

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2628

APPROVAL DATE:	
AMOUNT:	\$12,784.94
REASON:	A E U O C
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name:	Reynoldsburg Community Center & YMCA	COR #:	7B
Project Number:		Date:	1/6/2020
P.O. Number:			
Summary of Work:	Adder for crane to install waterslide		
Work Description:	Due to limited access, a crane will be required to erect the waterslide structure. Crane will be set in parking lot. ** WE HAVE FIGURED CRANE FOR 3 DAYS, IF LESS TIME IS REQUIRED, WE WILL ADJUST ACCORDINGLY. **		

A. LABOR SUMMARY (attach supporting documentation):

6	hours x \$	\$70.18	/hour = \$	\$421.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$421.08

B. MATERIAL (attach supporting documentation):

Total [B]: \$0.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$42.11

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$11,735.00

H. OVERHEAD & PROFIT (Subcontracts Only)

5.00%

Total [H]: \$586.75

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3.	\$0.00
4.	\$0.00
5.	\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$12,784.94

Patterson Pools, LLC

Signature: _____ (Enter Title Here)

Owner Approval:

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Attachment: Attached Image (67) (Community Center Final Appropriation)

Hydro Mechanical
5742 Westbourne Ave
Columbus, Ohio 43213
614-694-0806

APPROVAL DATE:	
AMOUNT:	\$1,067.27
REASON:	A ° E ° U ° O ° C °
PROJ. NAME:	RCC
PROJ. NUMBER:	1839- Contract # J07883-00015-000
LOCATION:	
COMPANY:	Hydro Mechanical
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	N/A

Change Order Request

Project Name: RCC COR #: _____
 Project Number: 1839- Contract # J07883-00015-000 Date: 1/2/2020
 P.O. Number: N/A

Summary of Work: Plumbing Modifications - Change Order # 31

Work Description: Install five mixing Valves under sinks in rooms; 154A, 156B(2) , 150A and 143

A. LABOR SUMMARY (attach supporting documentation):

8	hours x \$	\$90.00	/hour = \$	\$720.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total (A): \$720.00

B. MATERIAL (attach supporting documentation):

Total (B): \$301.36

C. TRUCKING (attach supporting documentation):

Total (C): \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total (D): \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total (E): \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total (F): \$30.14

G. SUBCONTRACTOR (attach itemized quotes/invoices)

Total (G): \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

10.00%

Total (H): \$0.00

I. CM FEE

0.00%

Total (I): \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation)
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$15.77
\$0.00
\$0.00
\$0.00
\$0.00

Total (J): \$15.77

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J)

\$1,067.27

Hydro Mechanical

Signature: _____ (Enter Title Here)

Owner Approval:

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Date:

1/9/20
Date:

Date:

Date:

Date:

Attachment: Attached Image (67) (Community Center Final Appropriation)

Hydro Mechanical - Field Work Report

Job # 1839

Job Name RCC

Job Address 1470 DAVIDSON DR

Work Description:

INSTALL FIVE MIXING VALVES UNDER
SINKS ROOMS 154 A, 158B (2),
150A, 143

Labor Hours	
1	1
2	2
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[illegible]

Subcontractors	
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100	100

Name	Description	Amount
Subcontractors Total		

Equipment & Tool Rental

Name	Description	Amount
	Equipment & Tools Total	\$

Materials

[illegible]

Customer Signature _____

Employee Signature

1839-CO#31**COPY**

** ACKNOWLEDGEMENT **

400 GREENLAWN AVENUE
COLUMBUS, OH 43223
614-445-1000 Fax 614-445-4900

Order #: S3747779
P/O # : 1839-CO#31
Printed: 14:58:50 27 DEC 2019
Page # : 1 of 1

Sold To:

HYDRO MECHANICAL OF OHIO
5742 WESTBOURNE AVE
COLUMBUS, OH 43213

Ship To:

HYDRO MECHANICAL OF OHIO
REYNOLDSBURG COMMUNITY CENTER
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Ordered by MARK	Order Date 12/27/19	Ship Date 12/27/19	Ship Via OT OUR TRUCK	Warehouse Shp 2 Prc 2
Writer JEFF SCHIRTZINGER	Salesperson TERRY POFF	Release # 1	Freight Allowed No	

Ordered	Product Description	Unit Prc	Ext Prc
	***** Shipping Instructions *****		
	* DELIVER MONDAY 12/30 7-9 A.M.	*	
	* JOHN #614-462-0473	*	

5ea	170-LF RB 3/8 COMP POINT-OF-USE LEAD FREE MIXING VALVE, .5-3 gpm, ASSE 1070	45.160	225.80
5ea	496-001 3/8 COMP x 1/2 FIP x 12 SS LEAD FREE FAUCET CONNECTOR BRAIDED (C004206)	1.970	9.85

SUBTOTAL

235.65

Invoice Amount

235.65

Attachment: Attached Image (67) (Community Center Final Appropriation)

WORLY SUPPLY (COLUMBUS)
400 GREENLAWN AVENUE
COLUMBUS, OH 43223
614-445-1000 Fax 614-445-4900

Quotation

QUOTE DATE	QUOTE NUMBER
01/03/20	S3749029
ORDER TO: WORLY SUPPLY (COLUMBUS) 400 GREENLAWN AVENUE COLUMBUS, OH 43223 614-445-1000 Fax 614-445-4900	PAGE NO. 1 of 1

QUOTE TO:
 HYDRO MECHANICAL OF OHIO
 5742 WESTBOURNE AVE
 COLUMBUS, OH 43213

SHIP TO:
 HYDRO MECHANICAL OF OHIO
 5742 WESTBOURNE AVE
 COLUMBUS, OH 43213

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
22712	Change order		TERRY POFF	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT
AARON REICH	OT OUR TRUCK	2% 10th Net 25th	01/03/20	No
ORDER QTY	PART NO	DESCRIPTION	UNIT PRICE	NET AMOUNT
5ea	324931	496-002 3/8 COMP x 1/2 FIP x 16 SS FAUCET CONNECTOR, LEAD FREE (OLD C004207)	2.437	12.19
5ea	334053	64-6X 3/8x3/8x3/8 COMPRESSION TEE LEAD FREE	4.888	24.44
10ea	324936	496-243 3/8C x 3/8C x 20 SS LEAD FREE FAUCET CONNECTOR (C004237)	2.908	29.08
THIS IS A QUOTATION			Subtotal	65.71
Prices are subject to change without notice.			S&H CHGS	0.00
Sales Tax not Included.			Amount Due	65.71

Attachment: Attached Image (67) (Community Center Final Appropriation)

Valley Interior Systems, Inc.
3840 Fisher Road
Columbus, Ohio
(614) 351 8440

APPROVAL DATE:	
AMOUNT:	\$1,207.29
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center
PROJ. NUMBER:	CT 170132
LOCATION:	
COMPANY:	Valley Interior Systems, Inc.
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg Community Center COR #: VIS-021
Project Number: CT 170132 Date: 10/29/2019
P.O. Number:

Summary of Work: Bulletin 14.1

Work Description: Revise ceiling height in Spin 144

A. LABOR SUMMARY (attach supporting documentation):

1	hours x \$	\$66.26	/hour = \$	\$66.26
16	hours x \$	\$61.33	/hour = \$	\$981.28
0	hours x \$	\$55.51	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$1,047.54

B. MATERIAL (attach supporting documentation):

Total [B]: \$50.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$109.75

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

0.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,207.29

Valley Interior Systems, Inc.

Signature: Rick Hutchins Senior Project Manager
(Enter Title Here)

10-29-2019

Owner Approval: [Signature]

Signature: _____

Date: 11/9/20

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Attachment: Attached Image (67) (Community Center Final Appropriation)



GEOTECHNICAL
CONSULTANTS INC.

Customer Statement

9.a.ag

Customer ID:

CTYREY

Date:

12/12/2019

Geotechnical Consultants
720 Greencrest Drive
Westerville, OH, 43081
Phone: 614-895-1400
Email: cbrass@gci2000.com
Web: www.gci2000.com

To:

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg OH 43068
Attn: Andrew Bowler

Date	Due Date	Doc. Type	Ref. Nbr.	Ext. Ref. Nbr.	Orig. Amount	Amount Due	Balance
9/30/2019	10/30/2019	INVOICE	000493	000454	3,722.00	3,722.00	3,722.00
	Project Billing						
10/30/2019	11/29/2019	INVOICE	001260	002238	671.00	671.00	4,393.00
	Project Billing						
11/30/2019	12/30/2019	INVOICE	001849	002986	321.00	321.00	4,714.00
	Project Billing						

Attachment: Attached Image (84) (Community Center Final Appropriation)

December	November	October	September	Before September	Amount Due
321.00	671.00	3,722.00	0.00	0.00	4,714.00



GEOTECHNICAL
CONSULTANTS INC.

Customer Statement

9.a.ah

Customer ID:

CTYREY

Date:

12/12/2019

Geotechnical Consultants
720 Greencrest Drive
Westerville, OH, 43081
Phone: 614-895-1400
Email: cbrass@gci2000.com
Web: www.gci2000.com

To:

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg OH 43068
Attn: Andrew Bowler

Date	Due Date	Doc. Type	Ref. Nbr.	Ext. Ref. Nbr.	Orig. Amount	Amount Due	Balance
9/30/2019	10/30/2019	INVOICE	000493	000454	3,722.00	3,722.00	3,722.00
	Project Billing						
10/30/2019	11/29/2019	INVOICE	001260	002238	671.00	671.00	4,393.00
	Project Billing						
11/30/2019	12/30/2019	INVOICE	001849	002986	321.00	321.00	4,714.00
	Project Billing						

Attachment: Attached Image (84) (Community Center Final Appropriation)

December	November	October	September	Before September	Amount Due
321.00	671.00	3,722.00	0.00	0.00	4,714.00

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0020
ATP VERSION: 0
DATE OF ISSUANCE: 11/27/2019
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time.(if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: ATP-0020

DESCRIPTION: This ATP contains cost related to RFIs 324, 325, and 337. Cost is included for EM lights which was an additional requirement from the fire department. Cost to include added regulators at boilers is also included as this was required by Columbia Gas.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164059	Change Proposal 08 - Check-In Area Sidewalls	OS-00049	11/27/2019	Original Version
00164055	Copy of YMCA EM Light Pricing (002)	OS-00049	11/27/2019	Original Version
00164060	Hydro Mechanical _ RCC_ Change Order 018_ 11192019	OS-00049	11/27/2019	Original Version
00164061	Official CO#14	OS-00049	11/27/2019	Original Version
00164062	YMCA Claypool RFI Pricing	OS-00049	11/27/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$19,063.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

Attachment: Attached Image (91) (Community Center Final Appropriation)

Fixed

Maximum

Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00049	Fire protection	10.21A.210000.X	Dalmatian Fire Inc	\$1,373.00	☒ Yes ☐ No
J07883.000	OS-00049	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$4,765.00	☒ Yes ☐ No
J07883.000	OS-00049	HVAC	10.23A.230000.X	Columbus Heating & Ventilating Company	\$1,260.00	☒ Yes ☐ No
J07883.000	OS-00049	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$4,813.00	☒ Yes ☐ No
J07883.000	OS-00049	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$5,944.00	☒ Yes ☐ No
J07883.000	OS-00049	Fee	99.999.999000.Z		\$908.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00049					\$19,063.00	

Submitted Amt: \$19,063.00

Attachment: Attached Image (91) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company	
Signed: 11/27/2019 9:28:21 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.129.21.165	

City of Reynoldsburg

By:	<u>S. Q. McCloud</u>
Title:	<u>Mayor</u>
Company:	<u>City of Reynoldsburg</u>
Date:	<u>12/5/19</u>
Printed Name:	<u>Brian McCloud</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 12/2/2019 10:07:06 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (91) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0019
ATP VERSION: 0
DATE OF ISSUANCE: 11/13/2019
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: WAPs Install

DESCRIPTION: Cost for Claypool to install WAPs provided by the YMCA. From 11/6 e-mail Rich was ok with pricing. From OACM meeting on 11/7 it was agreed to proceed.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00163194	YMCA WAP Pricing	OS-00048	11/13/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
 ☒ Cost Plus Fee
 ☒ Unit Price
 ☒ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$2,675.00

☒ Fixed
 ☒ Maximum
 ☒ Estimated
 ☒ Time and Material

Change In Contract Time

Time (Days): TBD

☒ Fixed
 ☒ Maximum
 ☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00048	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$2,548.00	☒ Yes ☐ No
J07883.000	OS-00048	Fee	99.999.999000.Z		\$127.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00048					\$2,675.00	

Submitted Amt: \$2,675.00

Attachment: Attached Image (123) (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company	
Signed: 11/13/2019 12:54:14 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.129.21.165	

City of Reynoldsburg

By:	<u>Doug Jasyk</u>
Title:	<u>Acting Mayor</u>
Company:	_____
Date:	<u>11-20-19</u>
Printed Name:	<u>Doug Jasyk</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 11/14/2019 1:12:53 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (123) (Community Center Final Appropriation)



GEOTECHNICAL
CONSULTANTS INC.

Geotechnical Consultants
720 Greencrest Drive
Westerville, OH, 43081
Phone: 614-895-1400
Email: cbrass@gci2000.com
Web: www.gci2000.com

Customer Statement

9.a.ak

Customer ID:

CTYREY

Date:

11/7/2019

To:

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg OH 43068
Attn: Andrew Bowler

Date	Due Date	Doc. Type	Ref. Nbr.	Ext. Ref. Nbr.	Orig. Amount	Amount Due	Balance
9/30/2019	10/30/2019	INVOICE	000493	000454	3,722.00	3,722.00	3,722.00
	Project Billing						

Attachment: Attached Image (135) (Community Center Final Appropriation)

November	October	September	August	Before August	Amount Due
0.00	3,722.00	0.00	0.00	0.00	3,722.00

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0017
ATP VERSION: 0
DATE OF ISSUANCE: 10/16/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 13

DESCRIPTION: Bulletin 13 issued to trades on 9/3/19. Cost includes enlarged dumpster enclosure, added soffit in Child Watch (158B), SK-7 detail, ceramic tile in changing rooms (164 & 168), as well as added trench drain at the "peninsula" of the indoor pool.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00161486	008 R1_Bulletin 13 - Dumpster Pad Revisions	OS-00043	10/16/2019	Original Version
00161487	201910071007	OS-00043	10/16/2019	Original Version
00161485	Bulletin 13 COR	OS-00043	10/16/2019	Original Version
00161476	Change Order Summary _ RCC 1839 _ C# 011 Revision	OS-00043	10/16/2019	Original Version
00161479	Final Bulletin #13	OS-00043	10/16/2019	Original Version
00161484	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kerkan - no cost)	OS-00043	10/16/2019	Original Version
00161483	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kirk Williams - No cost)	OS-00043	10/16/2019	Original Version
00161481	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request - Ohio Steel (No cost)	OS-00043	10/16/2019	Original Version
00161475	Spectra Bulletin 13	OS-00043	10/16/2019	Original Version
00161474	YMCA Bulletin 13	OS-00043	10/16/2019	Original Version

Number	Description:	PCI Number	Change Date	Revision
00161477	YMCA Bulletin 13 PCI OS-00043	OS-00043	10/16/2019	Original Version
00161478	YMCA COR VIS-015 Bulletin 13	OS-00043	10/16/2019	Original Version
00161480	bul 13 gilbane form	OS-00043	10/16/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$61,405.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00043	Masonry	10.04A.040000.X	M-M Masonry, LLC	\$3,636.00	☒ Yes ☐ No
J07883.000	OS-00043	Steel	10.05A.050000.X	Ohio Steel Industries Inc	\$.00	☒ Yes ☐ No
J07883.000	OS-00043	Misc metals	10.05B.052000.X	cHc Manufacturing Inc	\$3,289.00	☒ Yes ☐ No
J07883.000	OS-00043	Roofing	10.07A.070000.X	Kerkan Roofing Inc.	\$.00	☒ Yes ☐ No
J07883.000	OS-00043	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$6,297.00	☒ Yes ☐ No
J07883.000	OS-00043	Flooring & wall tile	10.09C.093000.X	Shaw Contract Flooring Services, Inc. d/b/a Spectr	\$14,658.00	☒ Yes ☐ No
J07883.000	OS-00043	Painting	10.09D.094000.X	W.F. Bolin Company	-\$769.00	☒ Yes ☐ No
J07883.000	OS-00043	Fire protection	10.21A.210000.X	Dalmatian Fire Inc	\$2,282.00	☒ Yes ☐ No
J07883.000	OS-00043	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$14,557.00	☒ Yes ☐ No
J07883.000	OS-00043	Underground - MEP	10.22B.224000.X	Kirk Williams Company	\$.00	☒ Yes ☐ No
J07883.000	OS-00043	HVAC	10.23A.230000.X	Columbus Heating & Ventilating Company	\$1,001.00	☒ Yes ☐ No
J07883.000	OS-00043	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$3,589.00	☒ Yes ☐ No
J07883.000	OS-00043	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$9,941.00	☒ Yes ☐ No
J07883.000	OS-00043	Fee	99.999.999000.Z		\$2,924.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00043					\$61,405.00	

Submitted Amt: \$61,405.00

Gilbane Building Company

Gilbane Building Company
Signed: 10/16/2019 2:22:25 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)
Gilbane Building Company: 10.0.39.211

City of Reynoldsburg

By:	<u>Brad McCloud</u>
Title:	<u>Mayor</u>
Company:	<u>City of Reynoldsburg</u>
Date:	<u>10/21/19</u>
Printed Name:	<u>Brad McCloud</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.
Signed: 10/18/2019 2:49:55 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))
C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (150) (Community Center Final Appropriation)

Send Via Email

Re-Issue

Finalize

PDF with Attachments

Print

Refresh

Information

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0015
ATP VERSION: 0
DATE OF ISSUANCE: 09/13/2019
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Big Fans In Gymnasium

DESCRIPTION: Cost to provide and install 4 Big Ass Fans in gymnasium. These were previously value engineered out of the project (VE Item #13).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00159937	7285 Change Order #09 Big Ass Fans Final	OS-00045	09/13/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
 Dollar Amount: \$22,038.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☒ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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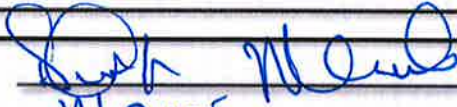
Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00045	HVAC	10.23A.230000.X	Columbus Heating & Ventilating Company	\$20,989.00	☒ Yes ☐ No
J07883.000	OS-00045	Fee	99.999.999000.Z		\$1,049.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00045					\$22,038.00	

Submitted Amt: \$22,038.00

Gilbane Building Company

Gilbane Building Company	
Signed: 9/15/2019 8:58:08 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.0.34.73	

City of Reynoldsburg

By:	
Title:	Mayor
Company:	City of Reynoldsburg
Date:	9/25/19
Printed Name:	Brian McClell

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 9/17/2019 4:17:53 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (154) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0014
ATP VERSION: 0
DATE OF ISSUANCE: 09/13/2019
SUBMITTED BY: Gilbane Building Company

ALTERNATE TRACKING#:

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein its request to expend funds within the current Contract Sum/Project Budget for the work as described below. Upon your approval of this request, contractor amendments and/or purchase orders will be issued for the amounts indicated. Supporting documentation is attached as listed in Attachments below. Owner authorization is for cost of the work and does not constitute a change in the Contract Sum/Project Budget or Contract Time.

TITLE: Contingency Transfer For Supplemental Labor Coverage

DESCRIPTION: This is a confirmation request of previous authorization that Gilbane will be transferring \$50,000 of funds from construction contingency to the general conditions/labor funding source. This budget transfer is to cover supplemental Gilbane staff that will be used to help manage recently added value engineering items and bulletins to the project.

As this is a transfer of funds within the current project GMP, the overall outcome is a \$0 change order to the project.

Attachments:

Number	Description:	PCI	Change Date	Revision

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
 ☒ Cost Plus Fee
 ☒ Unit Price
 ☒ Lump Sum

☒ Other

ATP Amount

Dollar Amount: \$.00

☒ Fixed
 ☒ Maximum
 ☒ Estimated
 ☒ Time and Material

Change In Contract Time

Time (Days): TBD

☒ Fixed
 ☒ Maximum
 ☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	BT-00005	Gilbane Contingency	10.985.899900.Z		-\$50,000.00	☒ Yes ☐ No

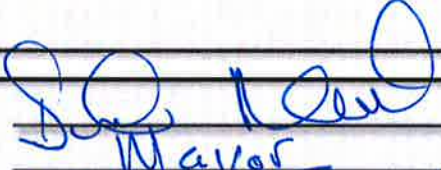
Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	BT-00005	Proj Eng - SE	92.920.915010.Z		\$50,000.00	☒ Yes ☐ No
TOTAL FOR PCI No. BT-00005					\$0.00	

Submitted Amt: \$.00

Gilbane Building Company

Gilbane Building Company	
Signed: 9/19/2019 11:51:44 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.0.55.15	

City of Reynoldsburg

By:	
Title:	Mayer
Company:	City of Reynoldsburg
Date:	9/25/19
Printed Name:	Scott Mayer

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 9/23/2019 10:45:25 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (155) (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0013
ATP VERSION: 0
DATE OF ISSUANCE: 09/04/2019
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 12

DESCRIPTION: Bulletin 12 issued to trades on 7-25-19. Cost includes guardrail and sectional door at outdoor deck 270. Lights associated with the flagpoles, conduit for charge stations, conduit for future sign, and additional elevator work at the elevator included. A credit for the pin mounted signage is included. Revised hardware and keying is included for doors 122A, 122B, 154A, and 158E. The additional tube steel at the glass canopy is also included.

The following is excluded from this price: The cost for the Columbia Gas work is not included in this ATP and will be submitted in the near future. Cost for the keyswitch and release button will also be submitted in the future.

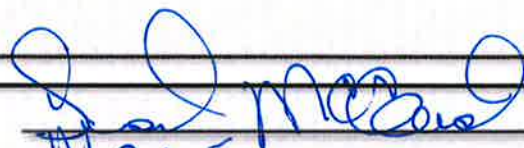
Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00159252	20190731131124996 - OG	OS-00041	09/04/2019	Original Version
00159249	20190820111950516 - Dalmatian	OS-00041	09/04/2019	Original Version
00159247	201908211225 - cHc Bulletin 12	OS-00041	09/04/2019	Original Version
00159253	Bulletin #12 Change Order Pricing #36	OS-00041	09/04/2019	Original Version
00159251	MM PCO #013 Bulletin 12	OS-00041	09/04/2019	Original Version
00159250	Reynoldsburg YMCA Change Order #07 - Kerkan	OS-00041	09/04/2019	Original Version
00159248	YMCA Bulletin 12 PCI OS-00041	OS-00041	09/04/2019	Original Version
00159254	YMCA COR VIS-012 Bulletin 12R Revised	OS-00041	09/04/2019	Original Version

Gilbane Building Company

Gilbane Building Company	
Signed: 9/4/2019 3:31:10 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 18.0.46.249	

City of Reynoldsburg

By:	
Title:	Mayor
Company:	City of Reynoldsburg
Date:	9/10/19
Printed Name:	Brad McClain

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 9/10/2019 11:39:23 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: Attached Image (202) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0012
ATP VERSION: 0
DATE OF ISSUANCE: 08/21/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: VE Items Back Into Project

DESCRIPTION: The following are being added to the project:

Cost add to Kiefer to go back to alternating track lanes at the running track of SF-4 and SF-5 (VE Item #40)

Cost add is to Igel to receive and install bike racks as site furnishings are added back into the project (VE Item #2)

Cost deduct given by Peabody for landscape work removed as Pickleball courts were added back into the project (VE Item #38)

Cost add is to Peabody to provide and install site furnishings (litter receptacles, tables and chairs, benches, umbrellas). Peabody will also provide bike racks and install will be by Igel (VE Item #2)

Cost add is to MM general trades to provide and install FRP panels in janitor's closets (VE Item #26)

Cost add is to MM general trades to provide and install ballet barres in the Mind/body and multipurpose rooms (VE Item #10).

Cost add is to Ohio Glass to provide and install mirrors in the Mind Body Studio 220 and Multi Purpose Room 124 (VE Item #10).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Port Attachments				
J0158522	COR-AlternatingLanes_07232019	OS-00042	08/21/2019	Original Version
J0158525	RE Reynoldsburg - Value Engineering Items	OS-00042	08/21/2019	Original Version
J0158521	RE Reynoldsburg Community Center Hardscapes - Change Orders	OS-00042	08/21/2019	Original Version
J0158524	RE VE Items	OS-00042	08/21/2019	Original Version

Gilbane Building Company

Gilbane Building Company

Signed: 8/21/2019 9:41:07 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)

Gilbane Building Company: 10.0.35.251

City of Reynoldsburg

By:

Title:

Company:

Date:

Printed Name:

C.T. Consultants, Inc.

C.T. Consultants, Inc.

Signed: 8/22/2019 9:26:28 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))

C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By:

Title:

Company:

Date:

Printed Name:

Attachment: Attached Image (236) (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0011
ATP VERSION: C
DATE OF ISSUANCE: 08/07/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
 TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 11 & 11.1

DESCRIPTION: Bulletin 11 issued on 6-28-19 and bulletin 11.1 issued 7-3-19. Cost includes added cost for MM General trades for the price of 3 Suitmate Swimsuit Extractors and associated blocking, as well as cost to switch the 2 removable mullions to be keyed. Cost includes added cost to MM Masonry for cutting in scuppers in area B. Cost includes additional cost to Valley to re-frame walls in 130, added soffit details, and added bulkhead detail.

Cost does not include work related to the pickleball courts as this cost was included in a separate change order.

Gilbane excludes items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
View Attachments				
J0157657	Bulletin 11 COR	OS-00038	08/07/2019	Original Version
J0157660	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request (OSI no cost)	OS-00038	08/07/2019	Original Version
J0157659	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Hydro Mechanical (No cost)	OS-00038	08/07/2019	Original Version
J0157656	MM PCO #010 Bulletin 11	OS-00038	08/07/2019	Original Version
J0157663	RE RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Patterson (No Cost) 11.1	OS-00038	08/07/2019	Original Version

Gilbane Building Company

Gilbane Building Company

Signed: 8/21/2019 9:38:17 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)

Gilbane Building Company: 10.0.35.251

City of Reynoldsburg

By: Brad McCloudTitle: MayorCompany: ReynoldsburgDate: 8/26/19Printed Name: Brad McCloud

C.T. Consultants, Inc.

C.T. Consultants, Inc.

Signed: 8/22/2019 9:40:29 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))

C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____

Title: _____

Company: _____

Date: _____

Printed Name: _____

Attachment: Attached Image (236) (Community Center Final Appropriation)

Owner Change Order (OCO)



Project Name: Reynoldsburg New
Community Center & YMCA

Gilbane Job No.: J07883.000

OCO: OCO-0007

PCI: OS-00030, OS-00035, OS-
00037, OS-00039, OS-00040

Alternate Tracking #:

Attention:

Date Issued: 8/14/2019 4:52:18 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

The Contract changes as follows:

Scope Of Changes: Bulletin 9, Bulletin 10, Various VE Items

Description: Description: This Owner change order is confirmation of previously signed Authorized to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-006, ATP-007, ATP-008, ATP-009, and ATP-010.

OS-00030 (ATP 006) - Bulletin 9 dated 4-19-19 for various design changes.

OS-00035 (ATP 010) - Bulletin 10 issued on 6-3-19 - Includes additional dowels for versa-Lok Wall, added metal roof deck extension, extra framing at the radius soffit, added support at K line wall, additional Knox boxes, and changing of an electrical panel.

OS-00037 (ATP 007) - The following are being added back into the project:

Solid surface casework, ceramic floor tile in the indoor pool room/pool vestibule/locker rooms.

OS-00039 (ATP 008) - The following are being added to the project:

The furnish and install of slide foundations and columns, work associated with the pickle ball courts.

OS-00040 (ATP 009) - The following are being added back into the project:

Cost for the pool slide and cost associated with VE items #1, #23, #24, #25, #39, and #49.

Additional Description



Attachments:

Number	Title	PCI	Change Date	Revision
Sort Attachments				
00152971	Bulletin 9 OG Pricing	OS-00030	05/22/2019	Original Version

Attachment: Attached Image (236) (Community Center Final Appropriation)

The Original Contract price was	\$25,246,796.00
Net change by previously authorized Change Orders	\$371,399.00
Contract Price prior to this Change Order	\$25,618,195.00
Contract Price will be changed by this Change Order in the Amount	\$515,552.00
The new Contract Price including this Change Order will be	\$26,133,747.00

The Contract Time will be changed by 0

The date of Substantial Completion for construction as of the date of this Change Order therefore is

Gilbane Building Company

Gilbane Building Company	
Signed: 8/14/2019 4:52:18 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.0.55.183	

City of Reynoldsburg

By:	
Title:	Mayor
Company:	Reynoldsburg
Date:	8/14/19
Printed Name:	Brad McClard

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 8/18/2019 11:07:11 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	
Title:	
Company:	
Date:	
Printed Name:	

Send Via Email

Re-Issue

Finalize

PDF with Attachments

Print

Refresh

Information

Owner Change Order (OCO) Draft

Project Name: Reynoldsburg New Community Center & YMCA

Gilbane Job No.: J07883.000

OCO: OCO-0008

PCI: BT-00005, OS-00038, OS-00041, OS-00042, OS-00043, OS-00045, OS-00046, OS-00048

Alternate Tracking #:

Attention:

Date Issued: 2/6/2020 4:25:44 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein a request for Change Order in the total amount indicated below for Work included in the Gilbane Building Company Potential Change Items (PCI) identified below. Contractor's quotations have been reviewed and found to be fair and reasonable for the work involved. Refer to the attached documentation for specific pricing information. Upon Owner approval, Gilbane Building Company will incorporate this amount in a final Owner Change Order document, which when executed by all parties, will change the Contract Sum and Contract Time as applicable.

Scope Of Changes: Owner Change Order 008 Owner Change Order 008

Description: Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-011, ATP-012, ATP-013, ATP-014, ATP-015, ATP-017, ATP-018, & ATP-019. ATP-016 was skipped in the system and therefore there is no ATP-016.

OS-00038 (ATP-011) - Bulletin 11 issued 6-28-19 & Bulletin 11.1 issued 7-3-19 included adding swimsuit extractors, adding removable mullions to be keyed, added soffit and bulkhead details.

OS-00042 (ATP-012) - VE Items Back into Project - Pickle ball courts, site furnishings, alternating running track lanes, FRP panels in the janitor closets, and mirrors/ballet barres were added back into the project.

OS-00041 (ATP-013) - Bulletin 12 issued to trades on 7-25-19 included added guardrails and sectional door at the outdoor deck, lights associated with flagpoles, conduit for car charging stations. Conduit was run for a future lighted sign and a credit was given for pin mounted signage. Additional cost for added elevator related work was included. Revised hardware and keying costs were included as well as cost for additional tube steel at the glass canopy.

BT-00005 (ATP-014) - Contingency Transfer for Supplemental Labor Coverage - Confirmation that Gilbane will transfer contingency funds to the general conditions/labor funding source as a \$0 change order. This transfer is to help staff the added bulletins and value engineering process.

OS-00045 (ATP-015) - Big Fans in Gymnasium - Cost to provide and install 4 Big Ass Fans in the gymnasium. These were previously value engineered out of the project.

(ATP-016) - This was skipped in the system. Therefore, there is no ATP-016.

OS-00043 (ATP-017) - Bulletin 13 issued to trades on 9/3/19 includes cost associated with increasing the dumpster enclosure, added soffit in the child watch, detail SK-7, ceramic tile added to the changing rooms, and added trench drain to the indoor pool "peninsula".

Attachment: Attached Image (Community Center Final Appropriation)

OS-00046 (ATP-018) - Bulletin 14 issued to trades on 10/18/19 includes re-configuring conduits at the indoor pool, added CAT6 cables for treadmills, painting P and P1 fixtures. Cost included for added wall tile in women's locker room per bulletin detail and added access panel in storage room 240. Cost includes slab and footing work associated with the added SunShade Structure. Revised door/frame/hardware for electric rooms 220A and 149B, changes at the OH entry, and RFI 292 RFI 305 included as well.
Due to bulletin 14 changes/adds as well as a future bulletin 15, this ATP-018 extended the substantial completion date to 12/31/19.

OS-00048 (ATP-019) - WAPs Install - Cost to Claypool to install WAPs provided by the YMCA.

Additional Description

Attachments:

Number	Title	PCI	Change Date	Revision
<u>Sort Attachments</u>				
00157657	Bulletin 11 COR	OS-00038	08/07/2019	Original Version
00157660	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request (OSI no cost)	OS-00038	08/07/2019	Original Version
00157659	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Hydro Mechanical (No cost)	OS-00038	08/07/2019	Original Version
00157656	MM PCO #010 Bulletin 11	OS-00038	08/07/2019	Original Version
00157663	RE RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Patterson (No Cost) 11.1	OS-00038	08/07/2019	Original Version
00157661	Re RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Bolin (No cost)	OS-00038	08/07/2019	Original Version
00157662	Re RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Dalmatian (No cost)	OS-00038	08/07/2019	Original Version
00157664	Re RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Spectra (no cost)	OS-00038	08/07/2019	Original Version
00157658	YMCA COR VIS-011 Bulletin 11 REVISED	OS-00038	08/07/2019	Original Version
00159252	20190731131124996 - OG	OS-00041	09/04/2019	Original Version
00159249	20190820111950516 - Dalmatian	OS-00041	09/04/2019	Original Version
00159247	201908211225 - cHc Bulletin 12	OS-00041	09/04/2019	Original Version
00159253	Bulletin #12 Change Order Pricing #36	OS-00041	09/04/2019	Original Version

Attachment: Attached Image (Community Center Final Appropriation)

Number	Title	PCI	Change Date	Revision
00159251	MM PCO #013 Bulletin 12	OS-00041	09/04/2019	Original Version
00159250	Reynoldsburg YMCA Change Order #07 - Kerkan	OS-00041	09/04/2019	Original Version
00159248	YMCA Bulletin 12 PCI OS- 00041	OS-00041	09/04/2019	Original Version
00159254	YMCA COR VIS-012 Bulletin 12R Revised	OS-00041	09/04/2019	Original Version
00158522	COR- AlternatingLanes_07232019	OS-00042	08/21/2019	Original Version
00158525	RE Reynoldsburg - Value Engineering Items	OS-00042	08/21/2019	Original Version
00158521	RE Reynoldsburg Community Center Hardscapes - Change Orders	OS-00042	08/21/2019	Original Version
00158524	RE VE Items	OS-00042	08/21/2019	Original Version
00158523	Re Reynoldsburg - Potential Added Scope of Work	OS-00042	08/21/2019	Original Version
00161486	008 R1_Bulletin 13 - Dumpster Pad Revisions	OS-00043	10/16/2019	Original Version
00161487	201910071007	OS-00043	10/16/2019	Original Version
00161485	Bulletin 13 COR	OS-00043	10/16/2019	Original Version
00161476	Change Order Summary _ RCC 1839 _ C# 011 Revision	OS-00043	10/16/2019	Original Version
00161479	Final Bulletin #13	OS-00043	10/16/2019	Original Version
00161484	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kerkan - no cost)	OS-00043	10/16/2019	Original Version
00161483	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kirk Williams - No cost)	OS-00043	10/16/2019	Original Version
00161481	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request - Ohio Steel (No cost)	OS-00043	10/16/2019	Original Version
00161475	Spectra Bulletin 13	OS-00043	10/16/2019	Original Version
00161474	YMCA Bulletin 13	OS-00043	10/16/2019	Original Version
00161477	YMCA Bulletin 13 PCI OS- 00043	OS-00043	10/16/2019	Original Version
00161478	YMCA COR VIS-015 Bulletin 13	OS-00043	10/16/2019	Original Version
00161480	bul 13 gilbane form	OS-00043	10/16/2019	Original Version
00159937	7285 Change Order #09 Big Ass Fans Final	OS-00045	09/13/2019	Original Version
00164701	012 R1_Bulletin 14 & 14.1 - SunShade Concrete Work	OS-00046	12/10/2019	Original Version

Attachment: Attached Image (Community Center Final Appropriation)

Number	Title	PCI	Change Date	Revision
00162421	CO#11	OS-00046	10/30/2019	Original Version
00162426	Copy of Bul 14 PCI_ OS-00046 (1)	OS-00046	10/30/2019	Original Version
00162425	Proposal RCC Bulletin 14 101619	OS-00046	10/30/2019	Original Version
00162424	RYGC MM PCO #023 Bulletin 14 Revised	OS-00046	10/30/2019	Original Version
00164702	YMCA Bulletin 14 PCI OS-00046	OS-00046	12/10/2019	Original Version
00162427	YMCA COR VIS-020 Bulletin 14	OS-00046	10/30/2019	Original Version
00163194	YMCA WAP Pricing	OS-00048	11/13/2019	Original Version

PCI Code	PCI Description	PCI Amount	Approve
BT-00005	Contingency Transfer For Labor Coverage	\$0.00	☐ Yes ☐ No
OS-00038	Bulletin 11 and 11.1	\$13,755.00	☐ Yes ☐ No
OS-00041	Bulletin 12	\$84,591.00	☐ Yes ☐ No
OS-00042	VE Items Back Into Project (Site Furnishings, Mirrors, Ballet Barres, FRP Panels, Track Flooring)	\$109,350.00	☐ Yes ☐ No
OS-00043	Bulletin 13	\$61,405.00	☐ Yes ☐ No
OS-00045	Fans In Gymnasium Back Into Project	\$22,038.00	☐ Yes ☐ No
OS-00046	Bulletin 14	\$36,882.00	☐ Yes ☐ No
OS-00048	WAP Install	\$2,675.00	☐ Yes ☐ No

Submitted Amt: \$330,696.00 App Amt: \$330,696.00

Attachment: Attached Image (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 2/6/2020 4:25:44 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.129.21.165
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City of Reynoldsburg

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____
--

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 2/6/2020 5:38:06 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: <u>Joe Begany</u> Title: <u>Mayor</u> Company: <u>City of Reynoldsburg</u> Date: <u>2-10-2020</u> Printed Name: <u>Joe Begany</u>
--

Attachment: Attached Image (Community Center Final Appropriation)

Stephen Cicak

From: Joni Crawford
Sent: Thursday, January 09, 2020 12:43 PM
To: Joe Begeny; Stephen Cicak
Cc: Andrew Bowsher
Subject: RE: Final 2019 Number
Attachments: January 2020 Owner's Budget Update.xlsx

Joe,

I am currently working on doing December's month end close. I hope to have it completed towards the end next week. I will try to get you some preliminary numbers tomorrow. These should not change drastically. To answer your question, attached is the latest numbers Andrew shared with us that show that of the 1.3 million we have used about 1.044 million with the additional change orders and initial shortage. This would leave about \$255,727 left. There is still the open item of the Electric Vehicle Stations. If Council does not want to appropriate additional money for that expenditure, then that would come off of the \$255,727 balance. You might check with Andrew to see if there are any other items that he knows about that are forth coming.

Feel free to call me if you have any additional questions.

Joni Crawford

Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068
 Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>
Sent: Thursday, January 09, 2020 8:41 AM
To: Stephen Cicak <SCicak@ci.reynoldsburg.oh.us>; Joni Crawford <jcrawford@ci.reynoldsburg.oh.us>
Subject: Final 2019 Number

Good morning,

Just checking in to see the final numbers for 2019 so we can finish off the 2020 budget. I also wanted to know what the potential return would be for the \$1.3 million in additional funding for the Y might be, as Auditor Cicak mentioned and when that may occur. Thanks!

Joe Begeny
 Mayor
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, Ohio
 614-322-6809
JBegeny@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

\$15,812

2

9.a.ar

**Gilbane Building Company
Authorization To Proceed**

Signed 1-9-20
owner approval... " " AB



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0023
ATP VERSION: 0
DATE OF ISSUANCE: 01/07/2020
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Mixing Valves, Crane For Slide, Spin Room Work

DESCRIPTION: Includes cost for drywall related work in the spin room related to RFI 325. Cost for crane needed to erect the slide per RFI 302 response. Mixing Valves as requested by the plumbing inspector.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00165801	20191121082226 (002) - Original Quote	OS-00047	01/07/2020	Original Version
00165803	Change Order Request 07- Crane R2 (002)	OS-00047	01/07/2020	Original Version
00165800	RCC_ Hydro Mechanical _ Change Order 31_ 01032020	OS-00047	01/07/2020	Original Version
00165802	YMCA COR VIS-021 Bulletin 14.1	OS-00047	01/07/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$15,812.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

Valley Interior Systems, Inc.
3840 Fisher Road
Columbus, Ohio
(614) 351 8440

APPROVAL DATE:	
AMOUNT:	\$1,207.29
REASON:	A O E O U O O O C O
PROJ. NAME:	Reynoldsburg Community Center
PROJ. NUMBER:	CT 170132
LOCATION:	
COMPANY:	Valley Interior Systems, Inc.
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name:	Reynoldsburg Community Center	COR #:	VIS-021
Project Number:	CT 170132	Date:	10/29/2019
P.O. Number:			
Summary of Work:	Bulletin 14.1		
Work Description:	Revise ceiling height in Spin 144		

A. LABOR SUMMARY (attach supporting documentation):

1	hours x \$	\$66.26	/hour = \$	\$66.26
16	hours x \$	\$61.33	/hour = \$	\$981.28
0	hours x \$	\$55.51	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$1,047.54

B. MATERIAL (attach supporting documentation):

Total [B]: \$50.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$109.75

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

0.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,207.29

Valley Interior Systems, Inc.

Signature: Rick Hutchins Senior Project Manager

(Enter Title Here)

10-29-2019

Date:

Owner Approval:

Signature: _____

Date:

Signature: _____

Date:

Signature: _____

Date:

Signature: _____

Date:

OCO

\$ 330696

9.a.ar

Signed 2.10.20

Owner Change Order (OCO) Draft



Project Name: Reynoldsburg New Community Center & YMCA
 Gilbane Job No.: J07883.000

OCO: OCO-0008

PCI: BT-00005, OS-00038, OS-00041, OS-00042, OS-00043, OS-00045, OS-00046, OS-00048

Alternate Tracking #:

Attention:

Date Issued: 2/6/2020 4:25:44 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein a request for Change Order in the total amount indicated below for Work included in the Gilbane Building Company Potential Change Items (PCI) identified below. Contractor's quotations have been reviewed and found to be fair and reasonable for the work involved. Refer to the attached documentation for specific pricing information. Upon Owner approval, Gilbane Building Company will incorporate this amount in a final Owner Change Order document, which when executed by all parties, will change the Contract Sum and Contract Time as applicable.

Scope Of Changes: Owner Change Order 008 Owner Change Order 008

Description: Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-011, ATP-012, ATP-013, ATP-014, ATP-015, ATP-017, ATP-018, & ATP-019. ATP-016 was skipped in the system and therefore there is no ATP-016.

OS-00038 (ATP-011) - Bulletin 11 issued 6-28-19 & Bulletin 11.1 issued 7-3-19 included adding swimsuit extractors, adding removable mullions to be keyed, added soffit and bulkhead details.

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BT-00005 (ATP-014) - Contingency Transfer for Supplemental Labor Coverage - Confirmation that Gilbane will transfer contingency funds to the general conditions/labor funding source as a \$0 change order. This transfer is to help staff the added bulletins and value engineering process.

OS-00045 (ATP-015) - Big Fans In Gymnasium - Cost to provide and install 4 Big Ass Fans in the gymnasium. These were previously value engineered out of the project.

(ATP-016) - This was skipped in the system. Therefore, there is no ATP-016.

OS-00043 (ATP-017) - Bulletin 13 issued to trades on 9/3/19 includes cost associated with increasing the dumpster enclosure, added soffit in the child watch, detail SK-7, ceramic tile added to the changing rooms, and added trench drain to the indoor pool "peninsula".

\$29,248

#

9.a.ar

signed 1.21.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0024
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: UV Sanitation Unit At Indoor Pool

DESCRIPTION: Cost for Patterson Pools to furnish and install the UV system at the indoor pool. Cost includes low voltage control wiring.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166450	20191226141221	OS-00053	01/20/2020	Original Version
00166451	RE Indoor Pool UV	OS-00053	01/20/2020	Original Version
00166452	UV Swim I-450+ cut sheets	OS-00053	01/20/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$29,248.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☒ Estimated

\$10,385

#29

9.a.ar

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0025
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Kitchen Tile Credit & Fencing Changes

DESCRIPTION: Credit to the project for kitchen tile color variances - material cost of \$1500 and labor cost of \$1,000. Cost for fencing changes from RFI #310 and #313. RFIs added fencing and changed gates/hardware.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166537	201912021038	OS-00054	01/21/2020	Original Version
00166538	201912131252	OS-00054	01/21/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$10,385.00

☐ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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\$10,385

#29

9.a.as

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0025
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

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DESCRIPTION: Credit to the project for kitchen tile color variances - material cost of \$1500 and labor cost of \$1,000. Cost for fencing changes from RFI #310 and #313. RFIs added fencing and changed gates/hardware.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166537	201912021038	OS-00054	01/21/2020	Original Version
00166538	201912131252	OS-00054	01/21/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$10,385.00

☐ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
-----	---------	-------------	------------	---------------	--------	---------

\$16,958

#28

9.a.as

Signed 2.7.20

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0026
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

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Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Claypool Electric Extras

DESCRIPTION: Cost to Claypool for adding CAT5 cable to gym fans for controls. Power added per RFI 347 for hand dryers. Extended data/cable at mezzanine for 3 TVs, provided/installed 3 TV mounts for YMCA - also installed 3 owner furnished TV monitors. Added power for exterior illuminated sign - sign was a late add to the project.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166962	Copy of YMCA BAF Conduit and Controls Pricing	OS-00055	01/27/2020	Original Version
00166963	Copy of YMCA Power for Hand Dryers Pricing (002)	OS-00055	01/27/2020	Original Version
00166964	Copy of YMCA Sign Power Pricing (002)	OS-00055	01/27/2020	Original Version
00166965	Copy of YMCA TV Mounting Pricing (002)	OS-00055	01/27/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☐ Other

Change In Contract Sum

Dollar Amount: \$16,958.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time

\$ 111,276

OCO # 9.a.as

Owner Change Order (OCO)



Project Name: Reynoldsburg New
Community Center & YMCA

Gilbane Job No.: J07883.000

OCO: OCO-0009

PCI: OS-00047, OS-00049, OS-
00050, OS-00051, OS-00053,
OS-00054, OS-00055, OS-00056

Alternate Tracking #:

Attention:

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Date Issued: 2/13/2020 1:59:42 PM

The Contract changes as follows:

Scope Of Changes: Owner Change Order 009

Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-020, ATP-021, ATP-022, ATP-023, ATP-024, ATP-025, ATP-026, & ATP-027.

OS-0049 (ATP-020) - Cost related to RFIs 324, 325, and 337. Cost to include additional EM lights per fire department and added regulators at boilers as required by Columbia Gas.

OS-0050 (ATP-021) - Geotechnical Consultants Inc. Invoices - Geotechnical Consultants Inc. Invoices 0493, 1260 and 1849.

OS-0051 (ATP-022) - Additional Curb and RFI 315 - Additional Curb to contain rubber material at playground area. Additional cost related to RFI 315.

OS-0047 (ATP-023) - Mixing Valves, Crane for Slide, Spin Room Work - Cost for drywall re-work at spin room per RFI 325 changes. Crane cost for slide install from RFI 302. Mixing valves as requested by the plumbing inspector.

OS-0053 (ATP-024) - UV Sanitation Unit At Indoor Pool - Cost to furnish and install the UV sanitation unit at the indoor pool.

OS-0054 (ATP-025) - Kitchen Tile Credit & Fencing Changes - Credit to the project for color variances in the kitchen tile. Cost for fencing changes related to RFI #310 and RFI #313.

OS-0055 (ATP-026) - Claypool Electric Extras - Cost for adding CAT5 cable to gym fans for controls. Power added to hand dryers per RFI 347. Added power and controls for the exterior illuminated sign. Extended data/cable at mezzanine for 3 TVs, provided/installed 3 mounts and installed 3 owner furnished monitors.

OS-0056 (ATP-027) - YMCA Electrical Requests - Cost to add a receptacle for a lighted table in Child Watch room 158 and to add a clock in the weight room.

Attachment: ATP25-29 (Community Center Final Appropriation)

\$ 98,217

9.a.as

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0028
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Pre-Bulletin 15

DESCRIPTION: Cost includes several items that are complete and will be documented in a future bulletin 15. Cost includes added signage (canopy, illuminated, vinyl), 3D signs at fire extinguisher cabinets, door hardware changes requested by the fire department/inspectors, additional Ohio Health plumbing work and additional Ohio Health fire extinguishers/cabinets. Cost also includes concrete work from location of the gas meter and grouting of masonry cells to hold the roof patio railing which are extras to the contract drawings.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00167477	019_Concrete Sidewalk Replacement due to Gas Line	OS-00052	02/04/2020	Original Version
00167478	021_Winter Concrete Charges 11.25	OS-00052	02/04/2020	Original Version
00167479	20200129162026710	OS-00052	02/04/2020	Original Version
00167480	Bulletin 15 COR	OS-00052	02/04/2020	Original Version
00167564	MM PCO #034 Changes in Bulletin 15	OS-00052	02/04/2020	Original Version
00167017	RCC_Hyrdro Mechanical _ Change Order 45_ 01282020	OS-00052	01/28/2020	Original Version
00167481	RCC_Hyrdro Mechanical _ Change Order 46_ 01282020	OS-00052	02/04/2020	Original Version
00167482	YMCA COR VIS-029 Bulletin 15 Revised	OS-00052	02/04/2020	Original Version

Attachment: ATP25-29 (Community Center Final Appropriation)

\$ 24,007

9.a.as

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0029
ATP VERSION: 0
DATE OF ISSUANCE: 02/12/2020
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

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TITLE: Miscellaneous Extra Work

DESCRIPTION: Includes cost for work associated with providing and installing fiber optic convertors, epoxy paint per RFI 353, credit for crane usage for slide install, re-work at Sunshade Structure as existing pipe was conflicting with design layout. Labor cost also included to ensure additional work was installed by grand opening date.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00168007	024_Additional Concrete Work with Sunshade	OS-00057	02/12/2020	Original Version
00168006	20200210120350	OS-00057	02/12/2020	Original Version
00168018	Copy of YMCA Fiber Convertors Pricing (002)	OS-00057	02/12/2020	Original Version
00168017	IMG_0857	OS-00057	02/12/2020	Original Version
00168005	RCC YMCA Tickets 2143-2146	OS-00057	02/12/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$24,007.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Attachment: ATP25-29 (Community Center Final Appropriation)

\$ 8552

9.a.at

Gilbane Building Company
Authorization To Proceed

Signed 7.15.19

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0006
ATP VERSION: 0
DATE OF ISSUANCE: 06/11/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

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Upon Owner approval, Gilbane Building Company will proceed with the Work promptly.

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TITLE: Bulletin 9

DESCRIPTION: OS-00030 - bulletin 9 dated 4-19-19 for various design changes which are mostly clean-up and minor, RFI responses, and added waterproofing spec language. Refer to the narrative that accompanies these revisions for the scope contained in these changes; we exclude items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Sort Attachments</u>				
00152971	Bulletin 9 OG Pricing	OS-00030	05/22/2019	Original Version
00152972	Bulletin 9-OS-00030 Pricing	OS-00030	05/22/2019	Original Version
00152973	Change Order Request 03 -Bulletin 9	OS-00030	05/22/2019	Original Version
00152970	YMCA Bulletin 9	OS-00030	05/22/2019	Original Version
00152974	YMCA Bulletin 9 Material Backup	OS-00030	05/22/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☒ Lump Sum

Change In Contract Sum
Dollar Amount: \$8,552.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

PROJECT NUMBER: J07883.000 ATP NO: ATP-0006 Page: 1 of 3

Packet Pg. 207

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

\$ 122,099

9.a.at
1

7.23.19

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg ; OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0007
ATP VERSION: 0
DATE OF ISSUANCE: 07/08/2019
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

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TITLE: Value Engineering Items Back Into Project

DESCRIPTION: The change order adds the following back into the project (The pool slide and pickleball court adds will be in a separate change order):

Add to eliminate plastic laminate countertops (PL-2) and add the quartz countertops (QS-1/QS-2) as well as solid surface sills (SS-1).

Add ceramic tile floor CT-5/CT-6 at indoor pool room 140 (VM 19).

Add ceramic tile floor CT-3/CT-5 at Pool Vestibule 146, Universal Lockers 130, URR 130F, Men's Locker 132, and Women's Locker 134 (VM 20).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Sort Attachments</u>				

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$122,099.00

☐ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☐ Estimated

Gilbane Building Company
Authorization To Proceed

\$61173
signed 7.15.19

9.a.at

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0008
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

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TITLE: Value Management Project Additions

DESCRIPTION: The change order includes cost to add the following into the project:

Cost add is to Patterson Pools to furnish and install 7 slide foundations and columns per manufacturers drawings. Pricing includes, layout, backfill and removal of spoils. Bonding is not included. Pricing also includes engineering and stamped drawings for the entire structure.

Cost add for alternate 3: Provide and install approximately 150 LF of 8' high fencing associated with the pickle ball courts.

Cost add for alternate 3: Cost add to provide work associated with the pickle ball courts including approximately 4,900 SF of 5" concrete pavement,

Future credit will be provided for landscape work at the pickleball court area (alternate 3)

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Port Attachments				

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$61,173.00

☐ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed ☐ Maximum ☐ Estimated

PROJECT NUMBER: J07883.000 ATP NO: ATP-0008 Page: 1 of 3

Packet Pg. 209

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

\$304,485

#

9.a.at

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0009
ATP VERSION: 0
DATE OF ISSUANCE: 07/23/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

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TITLE: Additional Value Engineering Items Into project 7-18

DESCRIPTION: Added scope includes the remaining cost for the pool slide alternate (slide foundations and engineering was previously approved). Cost associated with VE items #1, #23, #24, #25, #39, and #49 are included as these are back in the project. The city confirmed direction and approval of these adds in an e-mail on 7-19-19.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Sort Attachments</u>				
00156784	RE Reynoldsburg - VE Items	OS-00040	07/23/2019	Original Version
00156783	RE Reynoldsburg Community Center Hardscapes - Change Orders	OS-00040	07/23/2019	Original Version
00156782	Re RCC YMCA - Post Bid VE Items - Bolin	OS-00040	07/23/2019	Original Version
00156786	Re Reynoldsburg - Ceramic Tile VE Items	OS-00040	07/23/2019	Original Version
00156785	Slide proposal July 2019	OS-00040	07/23/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$304,485.00

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

\$19,243

#10 9.a.at

signed 7.29.19

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0010
ATP VERSION: 0
DATE OF ISSUANCE: 07/24/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

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TITLE: Bulletin 10

DESCRIPTION: Bulletin 10 issued on 6-3-19 - Cost includes additional #5 dowels for versa-Lok Walls #1 and #4. The 12" PVC storm line change and trench drain were switched back in bulletin 11 so there is no cost associated. The pickle ball courts were also added back in bulletin 11 so related work was not included in this bulletin. Cost was submitted by Ohio Steel for the added metal roof deck extension. Cost was submitted by Valley for work related to extra framing at the radius soffit at the 130' elevation, added support at K line for the windows, and for going from 6" to 8" studs between the partner space and mind body studio. Cost was submitted by Miles-McClellan general trades for additional knox boxes. Also cost was added for changing of the LA panel by Claypool. Gilbane excludes items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Sort Attachments</u>				
00156959	002 R4_Bulletin 10 11 11.1 - Revised 2	OS-00035	07/26/2019	Original Version
00156720	Change Order Pricing #34 - Bulletin #10	OS-00035	07/23/2019	Original Version
00156960	MM PCO #009 Bulletin 10 Revised	OS-00035	07/26/2019	Original Version
00156717	YMCA Bulletin 10 PCI OS- 00035	OS-00035	07/23/2019	Original Version
00156799	YMCA COR VIS-006R2 Bulletin 10 Revised2	OS-00035	07/24/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Gilbane Building Company
Authorization To Proceed

?
 signed 8.26.19



9.a.at

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0011
ATP VERSION: 0
DATE OF ISSUANCE: 08/07/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

ALTERNATE TRACKING #:

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TITLE: Bulletin 11 & 11.1

DESCRIPTION: Bulletin 11 issued on 6-28-19 and bulletin 11.1 issued 7-3-19. Cost includes added cost for MM General trades for the price of 3 Suitmate Swimsuit Extractors and associated blocking, as well as cost to switch the 2 removable mullions to be keyed. Cost includes added cost to MM Masonry for cutting in scuppers in area B. Cost includes additional cost to Valley to re-frame walls in 130, added soffit details, and added bulkhead detail.

Cost does not include work related to the pickleball courts as this cost was included in a separate change order.

Gilbane excludes items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Port Attachments</u>				
J0157657	Bulletin 11 COR	OS-00038	08/07/2019	Original Version
J0157660	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request (OSI no cost)	OS-00038	08/07/2019	Original Version
J0157659	FW RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Hydro Mechanical (No cost)	OS-00038	08/07/2019	Original Version
J0157656	MM PCO #010 Bulletin 11	OS-00038	08/07/2019	Original Version
J0157663	RE RCC YMCA - OS-00038 Bulletin #11 Issued on 62819 - Pricing Request - Patterson (No Cost) 11.1	OS-00038	08/07/2019	Original Version

Signed 8.26.19

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0012
ATP VERSION: 0
DATE OF ISSUANCE: 08/21/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
 TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: VE Items Back Into Project

DESCRIPTION: The following are being added to the project:

Cost add to Kiefer to go back to alternating track lanes at the running track of SF-4 and SF-5 (VE Item #40)

Cost add is to Igel to receive and install bike racks as site furnishings are added back into the project (VE Item #2)

Cost deduct given by Peabody for landscape work removed as Pickleball courts were added back into the project (VE Item #38)

Cost add is to Peabody to provide and install site furnishings (litter receptacles, tables and chairs, benches, umbrellas). Peabody will also provide bike racks and install will be by Igel (VE Item #2)

Cost add is to MM general trades to provide and install FRP panels in janitor's closets (VE Item #26)

Cost add is to MM general trades to provide and install ballet barres in the Mind/body and multipurpose rooms (VE Item #10).

Cost add is to Ohio Glass to provide and install mirrors in the Mind Body Studio 220 and Multi Purpose Room 124 (VE Item #10).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
<u>Port Attachments</u>				
J0158522	COR-AlternatingLanes_07232019	OS-00042	08/21/2019	Original Version
J0158525	RE Reynoldsburg - Value Engineering Items	OS-00042	08/21/2019	Original Version
J0158521	RE Reynoldsburg Community Center Hardscapes - Change Orders	OS-00042	08/21/2019	Original Version
J0158524	RE VE Items	OS-00042	08/21/2019	Original Version

Gilbane Building Company
Authorization To Proceed

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0013
ATP VERSION: 0
DATE OF ISSUANCE: 09/04/2019
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

Gilbane

Signed 9.10.19

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 12

DESCRIPTION: Bulletin 12 issued to trades on 7-25-19. Cost includes guardrail and sectional door at outdoor deck 270. Lights associated with the flagpoles, conduit for charge stations, conduit for future sign, and additional elevator work at the elevator included. A credit for the pin mounted signage is included. Revised hardware and keying is included for doors 122A, 122B, 154A, and 158E. The additional tube steel at the glass canopy is also included.

The following is excluded from this price: The cost for the Columbia Gas work is not included in this ATP and will be submitted in the near future. Cost for the keyswitch and release button will also be submitted in the future.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00159252	20190731131124996 - OG	OS-00041	09/04/2019	Original Version
00159249	20190820111950516 - Dalmatian	OS-00041	09/04/2019	Original Version
00159247	201908211225 - cHc Bulletin 12	OS-00041	09/04/2019	Original Version
00159253	Bulletin #12 Change Order Pricing #36	OS-00041	09/04/2019	Original Version
00159251	MM PCO #013 Bulletin 12	OS-00041	09/04/2019	Original Version
00159250	Reynoldsburg YMCA Change Order #07 - Kerkan	OS-00041	09/04/2019	Original Version
00159248	YMCA Bulletin 12 PCI OS-00041	OS-00041	09/04/2019	Original Version
00159254	YMCA COR VIS-012 Bulletin 12R Revised	OS-00041	09/04/2019	Original Version

Transfer of \$5000 from Contingency

9.a.at

Signed 9.25.19

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0014
ATP VERSION: 0
DATE OF ISSUANCE: 09/13/2019
SUBMITTED BY: Gilbane Building Company

ALTERNATE TRACKING#:

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein its request to expend funds within the current Contract Sum/Project Budget for the work as described below. Upon your approval of this request, contractor amendments and/or purchase orders will be issued for the amounts indicated. Supporting documentation is attached as listed in Attachments below. Owner authorization is for cost of the work and does not constitute a change in the Contract Sum/Project Budget or Contract Time.

TITLE: Contingency Transfer For Supplemental Labor Coverage

DESCRIPTION: This is a confirmation request of previous authorization that Gilbane will be transferring \$50,000 of funds from construction contingency to the general conditions/labor funding source. This budget transfer is to cover supplemental Gilbane staff that will be used to help manage recently added value engineering items and bulletins to the project.

As this is a transfer of funds within the current project GMP, the overall outcome is a \$0 change order to the project.

Attachments:

Number	Description:	PCI	Change Date	Revision

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☒ Other

ATP Amount
Dollar Amount: \$.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed ☐ Maximum ☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	BT-00005	Gilbane Contingency	10.985.899900.Z		-\$50,000.00	☒ Yes ☐ No

\$22,038

9.25.19

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0015
ATP VERSION: 0
DATE OF ISSUANCE: 09/13/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Big Fans In Gymnasium

DESCRIPTION: Cost to provide and install 4 Big Ass Fans in gymnasium. These were previously value engineered out of the project (VE Item #13).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00159937	7285 Change Order #09 Big Ass Fans Final	OS-00045	09/13/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
 Dollar Amount: \$22,038.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☒ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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10/21/2019

\$61,405

ATP External

9.a.at

Signed 10.21.2019

**Gilbane Building Company
Authorization To Proceed****Gilbane**

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0017
ATP VERSION: 0
DATE OF ISSUANCE: 10/16/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 13

DESCRIPTION: Bulletin 13 issued to trades on 9/3/19. Cost includes enlarged dumpster enclosure, added soffit in Child Watch (158B), SK-7 detail, ceramic tile in changing rooms (164 & 168), as well as added trench drain at the "peninsula" of the indoor pool.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00161486	008 R1_Bulletin 13 - Dumpster Pad Revisions	OS-00043	10/16/2019	Original Version
00161487	201910071007	OS-00043	10/16/2019	Original Version
00161485	Bulletin 13 COR	OS-00043	10/16/2019	Original Version
00161476	Change Order Summary _ RCC 1839 _ C# 011 Revision	OS-00043	10/16/2019	Original Version
00161479	Final Bulletin #13	OS-00043	10/16/2019	Original Version
00161484	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kerkan - no cost)	OS-00043	10/16/2019	Original Version
00161483	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request (Kirk Williams - No cost)	OS-00043	10/16/2019	Original Version
00161481	RE RCC YMCA - OS-00043 Bulletin #13 Issued on 9319 - Pricing Request - Ohio Steel (No cost)	OS-00043	10/16/2019	Original Version
00161475	Spectra Bulletin 13	OS-00043	10/16/2019	Original Version
00161474	YMCA Bulletin 13	OS-00043	10/16/2019	Original Version



GEOTECHNICAL CONSULTANTS INC.

Customer Statement

Customer ID:

CTYREY

Date:

11/7/2019

Geotechnical Consultants
720 Greencrest Drive
Westerville, OH, 43081
Phone: 614-895-1400
Email: cbrass@gci2000.com
Web: www.gci2000.com

to:

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg OH 43068
Attn: Andrew Bowler

	Due Date	Doc. Type	Ref. No.	Doc. No.	Amount Due	Amount Due	Balance
9/30/2019	10/30/2019	INVOICE	000493	000454	3,722.00	3,722.00	3,722.00
	Project Billing						

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

November	October	September	August	Before August	Amount Due
0.00	3,722.00	0.00	0.00	0.00	3,722.00

\$2675

9.a.at

signed JS 11.20.19

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0019
ATP VERSION: 0
DATE OF ISSUANCE: 11/13/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabia

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in sum and time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract sum and/or time.

TITLE: WAPs Install

DESCRIPTION: Cost for Claypool to install WAPs provided by the YMCA. From 11/6 e-mail Rich was ok with pricing. From OACM meeting on 11/7 it was agreed to proceed.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00163194	YMCA WAP Pricing	OS-00048	11/13/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price ☒ Cost Plus Fee ☒ Unit Price ☒ Lump Sum
☒ Other

Change In Contract Sum
Dollar Amount: \$2,675.00

☒ Fixed ☒ Maximum ☒ Estimated ☒ Time and Material

Change In Contract Time
Time (Days): TBD

☒ Fixed ☒ Maximum ☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
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GEOTECHNICAL CONSULTANTS INC.

Customer Statement

Customer ID:

CTYREY

Date:

12/12/2019

Geotechnical Consultants
720 Greencrest Drive
Westerville, OH, 43081
Phone: 614-895-1400
Email: cbrass@gci2000.com
Web: www.gci2000.com

To:

City of Reynoldsburg
7232 E. Main Street
Reynoldsburg OH 43068
Attn: Andrew Bowler

Date	Due Date	Doc. Type	Ref. Nbr.	Ext. Ref. Nbr.	Orig. Amount	Amount Due	Balance
9/30/2019	10/30/2019	INVOICE	000493	000454	3,722.00	3,722.00	3,722.00
	Project Billing						
10/30/2019	11/29/2019	INVOICE	001260	002238	671.00	671.00	4,393.00
	Project Billing						
11/30/2019	12/30/2019	INVOICE	001849	002986	321.00	321.00	4,714.00
	Project Billing						

December	November	October	September	Before September	Amount Due
321.00	671.00	3,722.00	0.00	0.00	4,714.00

Stephen Cicak

From: Joni Crawford
Sent: Thursday, January 09, 2020 12:43 PM
To: Joe Begeny; Stephen Cicak
Cc: Andrew Bowsher
Subject: RE: Final 2019 Number
Attachments: January 2020 Owner's Budget Update.xlsx

Joe,

I am currently working on doing December's month end close. I hope to have it completed towards the end next week. I will try to get you some preliminary numbers tomorrow. These should not change drastically. To answer your question, attached is the latest numbers Andrew shared with us that show that of the 1.3 million we have used about 1.044 million with the additional change orders and initial shortage. This would leave about \$255,727 left. There is still the open item of the Electric Vehicle Stations. If Council does not want to appropriate additional money for that expenditure, then that would come off of the \$255,727 balance. You might check with Andrew to see if there are any other items that he knows about that are forth coming.

Feel free to call me if you have any additional questions.

Joni Crawford
 Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068\

Ph:614.322.6862 / Fax:614.322.6857

JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>
Sent: Thursday, January 09, 2020 8:41 AM
To: Stephen Cicak <SCicak@ci.reynoldsburg.oh.us>; Joni Crawford <jcrawford@ci.reynoldsburg.oh.us>
Subject: Final 2019 Number

Day after he signed \$330,496

Good morning,

Just checking in to see the final numbers for 2019 so we can finish off the 2020 budget. I also wanted to know what the potential return would be for the \$1.3 million in additional funding for the Y might be, as Auditor Cicak mentioned and when that may occur. Thanks!

Joe Begeny
 Mayor
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, Ohio
 614-322-6809
JBegeny@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

Joni Crawford

Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068\
 Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Stephen Cicak <SCicak@ci.reynoldsburg.oh.us>

Sent: Monday, December 02, 2019 10:43 AM

To: Brad McCloud <bmcccloud@ci.reynoldsburg.oh.us>; Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>; 'Tom Michaels' <TMichaels@ctconsultants.com>

Cc: Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>; Joni Crawford <jcrawford@ci.reynoldsburg.oh.us>

Subject: FW: Message from "RNP5838791C06C8"

Greetings:

Please see the attached updated finance report for the Community Center. We need an updated dashboard from CT. If there are any questions, please call me.

Respectfully,

Stephen M. Cicak

City Auditor
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068
 Ph:614.322.6858 | Fax:614.322.6857
SCicak@ci.reynoldsburg.oh.us / www.ci.reynoldsburg.oh.us

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

000

\$ 330696

9.a.at

signed 2.10.20

Owner Change Order (OCO) Draft

Gilbane

Project Name: Reynoldsburg New Community Center & YMCA

OCO: OCO-0008

Gilbane Job No.: J07883.000

PCI: BT-00005, OS-00038, OS-00041, OS-00042, OS-00043, OS-00045, OS-00046, OS-00048

Alternate Tracking #:

Attention:

Date Issued: 2/6/2020 4:25:44 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

Gilbane Building Company submits herein a request for Change Order in the total amount indicated below for Work included in the Gilbane Building Company Potential Change Items (PCI) identified below. Contractor's quotations have been reviewed and found to be fair and reasonable for the work involved. Refer to the attached documentation for specific pricing information. Upon Owner approval, Gilbane Building Company will incorporate this amount in a final Owner Change Order document, which when executed by all parties, will change the Contract Sum and Contract Time as applicable.

Scope Of Changes: Owner Change Order 008 Owner Change Order 008

Description: Description: This change order is a confirmation of previously signed Authorization to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-011, ATP-012, ATP-013, ATP-014, ATP-015, ATP-017, ATP-018, & ATP-019. ATP-016 was skipped in the system and therefore there is no ATP-016.

OS-00038 (ATP-011) - Bulletin 11 issued 6-28-19 & Bulletin 11.1 issued 7-3-19 included adding swimsuit extractors, adding removable mullions to be keyed, added soffit and bulkhead details.

OS-00042 (ATP-012) - VE Items Back Into Project - Pickle ball courts, site furnishings, alternating running track lanes, FRP panels in the janitor closets, and mirrors/ballet barres were added back into the project.

OS-00041 (ATP-013) - Bulletin 12 issued to trades on 7-25-19 included added guardrails and sectional door at the outdoor deck, lights associated with flagpoles, conduit for car charging stations. Conduit was run for a future lighted sign and a credit was given for pin mounted signage. Additional cost for added elevator related work was included. Revised hardware and keying costs were included as well as cost for additional tube steel at the glass canopy.

BT-00005 (ATP-014) - Contingency Transfer for Supplemental Labor Coverage - Confirmation that Gilbane will transfer contingency funds to the general conditions/labor funding source as a \$0 change order. This transfer is to help staff the added bulletins and value engineering process.

OS-00045 (ATP-015) - Big Fans In Gymnasium - Cost to provide and install 4 Big Ass Fans in the gymnasium. These were previously value engineered out of the project.

(ATP-016) - This was skipped in the system. Therefore, there is no ATP-016.

OS-00043 (ATP-017) - Bulletin 13 issued to trades on 9/3/19 includes cost associated with increasing the dumpster enclosure, added soffit in the child watch, detail SK-7, ceramic tile added to the changing rooms, and added trench drain to the indoor pool "peninsula".

\$36,882.00

19 9.a.at

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0018
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company will proceed with the Work promptly.

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 14

DESCRIPTION: Bulletin 14 issued to trades on 10/18/19. Cost includes re-configuring conduits in the indoor pool, added CAT6 cables for treadmills, painted P and P1 fixtures. Includes cost for women's locker room detail for wall tile, added access panel in the storage 240 room, revised door/frame/hardware for electric rooms 220A and 149B, and cost for landscape change at OH entry. Cost for RFIs #292 and #305 also included. Cost for the 216 sq ft. slab associated with the sunshade structure was included as well as sunshade footings.

Cost not included for added tile in the men's locker room per narrative E as this work was not necessary. Instead, the beam was filled and finished to match the adjacent drywall finishes.
A mock up of this was declared acceptable by the design team.

Due to bulletin 14 changes/adds as well as a future bulletin 15, Gilbane is requesting to extend the substantial completion date to 12/31/19.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164701	012 R1_Bulletin 14 & 14.1 - SunShade Concrete Work	OS-00046	12/10/2019	Original Version
00162421	CO #11	OS-00046	10/30/2019	Original Version
00162426	Copy of Bul 14 PCI_ OS-00046 (1)	OS-00046	10/30/2019	Original Version
00162425	Proposal RCC Bulletin 14 101619	OS-00046	10/30/2019	Original Version
00162424	RYGC MM PCO #023 Bulletin 14 Revised	OS-00046	10/30/2019	Original Version
00164702	YMCA Bulletin 14 PCI OS-00046	OS-00046	12/10/2019	Original Version

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

\$4950

#2, 9.a.at

signed 12.10.79 *

**Gilbane Building Company
Authorization To Proceed**

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0021
ATP VERSION: 0
DATE OF ISSUANCE: 12/03/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Geotechnical Consultants Inc. Invoices

DESCRIPTION: Geotechnical Consultants Inc. Invoices: 0493, 1260, 1849

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164323	ARInvoice INV 000493	OS-00050	12/03/2019	Original Version
00164324	ARInvoice INV 001260	OS-00050	12/03/2019	Original Version
00164325	ARInvoice INV 001849	OS-00050	12/03/2019	Original Version

The Following Information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☒ Other

☒ Cost Plus Fee

☒ Unit Price

☒ Lump Sum

Change In Contract Sum
Dollar Amount: \$4,950.00

☒ Fixed

☒ Maximum

☒ Estimated

☒ Time and Material

Change In Contract Time
Time (Days): TBD

☒ Fixed

☒ Maximum

☒ Estimated

\$12047

#22 9.a.at

**Gilbane Building Company
Authorization To Proceed**



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0022
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company will proceed with the Work promptly.

Costs as Incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE:

DESCRIPTION: Additional cost to Claypool for work related to RFI 315. Additional cost to Igel for curb work needed to contain rubber material at playground area.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164896	020_Additional Concrete Work at Outdoor Play Area	OS-00051	12/16/2019	Original Version
00164897	Copy of YMCA RFI-315 Pricing	OS-00051	12/16/2019	Original Version

The Following Information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☐ Other

Change in Contract Sum
Dollar Amount: \$12,047.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change in Contract Time
Time (Days): TBD

☐ Fixed ☐ Maximum ☒ Estimated

Attachment: Change Order and ATP 2019 (Community Center Final Appropriation)

Patterson Pools, LLC
8156 Memorial Drive
Plain City, OH 43064
614-876-2828

APPROVAL DATE:	
AMOUNT:	\$14,975.39
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg Community Center & YMCA COR #: 7
 Project Number: _____ Date: 11/21/2019
 P.O. Number: _____
 Summary of Work: Adder for crane to install waterslide
 Work Description: Due to limited access, a crane will be required to erect the waterslide structure. Crane will be set in parking lot.

A. LABOR SUMMARY (attach supporting documentation):

24	hours x \$	\$70.18	/hour = \$	\$1,684.32
8	hours x \$	\$53.51	/hour = \$	\$428.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$2,112.40

B. MATERIAL (attach supporting documentation):

Total [B]: \$300.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable) 10.00%

Total [F]: \$241.24

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$11,735.00

H. OVERHEAD & PROFIT (Subcontracts Only) 5.00%

Total [H]: \$586.75

I. CM FEE 0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attach supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3. _____	\$0.00
4. _____	\$0.00
5. _____	\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$14,975.39

Patterson Pools, LLC

Signature: _____
(Enter Title Here)

Owner Approval: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

11-21-19
Date: _____
1/9/20
Date: _____
Date: _____
Date: _____
Date: _____

\$15,812

2 9.a.at

Gilbane Building Company
Authorization To Proceed

Signed 1-9-20
owner approval... " " AB

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0023
ATP VERSION: 0
DATE OF ISSUANCE: 01/07/2020
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

ALTERNATE
TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company will proceed with the Work promptly.

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Mixing Valves, Crane For Slide, Spin Room Work

DESCRIPTION: Includes cost for drywall related work in the spin room related to RFI 325. Cost for crane needed to erect the slide per RFI 302 response. Mixing Valves as requested by the plumbing inspector.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00165801	20191121082226 (002) - Original Quote	OS-00047	01/07/2020	Original Version
00165803	Change Order Request 07- Crane R2 (002)	OS-00047	01/07/2020	Original Version
00165800	RCC_ Hyrdro Mechanical _ Change Order 31_ 01032020	OS-00047	01/07/2020	Original Version
00165802	YMCA COR VIS-021 Bulletin 14.1	OS-00047	01/07/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$15,812.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

\$29,248

#

9.a.at

signed 1.21.20

**Gilbane Building Company
Authorization To Proceed**

Gilbane

CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0024
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: UV Sanitation Unit At Indoor Pool

DESCRIPTION: Cost for Patterson Pools to furnish and install the UV system at the indoor pool. Cost includes low voltage control wiring.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166450	20191226141221	OS-00053	01/20/2020	Original Version
00166451	RE Indoor Pool UV	OS-00053	01/20/2020	Original Version
00166452	UV Swim I-450+ cut sheets	OS-00053	01/20/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other
☐ Cost Plus Fee
☐ Unit Price
☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$29,248.00

☒ Fixed
☐ Maximum
☐ Estimated
☐ Time and Material

Change In Contract Time
Time (Days): TBD

☐ Fixed
☐ Maximum
☒ Estimated

\$ 515,552

Signed 8.24.19

Owner Change Order (OCO)

GilbaneProject Name: Reynoldsburg New
Community Center & YMCA

Gilbane Job No.: J07883.000

OCO: OCO-0007

PCI: OS-00030, OS-00035, OS-
00037, OS-00039, OS-00040

Alternate Tracking #:

Attention:

Date Issued: 8/14/2019 4:52:18 PM

Owner: City of Reynoldsburg

Address: 7232 East Main Street

Reynoldsburg, OH 43068 US

Architect: C.T. Consultants, Inc., Brian Sabla

The Contract changes as follows:

Scope Of Changes: Bulletin 9, Bulletin 10, Various VE Items

Description: Description: This Owner change order is confirmation of previously signed Authorized to Proceed documents. This formal change order will adjust the contract value in accordance with the approvals of ATP-006, ATP-007, ATP-008, ATP-009, and ATP-010.

OS-00030 (ATP 006) - Bulletin 9 dated 4-19-19 for various design changes.

OS-00035 (ATP 010) - Bulletin 10 Issued on 6-3-19 - Includes additional dowels for versa-Lok Wall, added metal roof deck extension, extra framing at the radius soffit, added support at K line wall, additional knox boxes, and changing of an electrical panel.

OS-00037 (ATP 007) - The following are being added back into the project:

Solid surface casework, ceramic floor tile in the indoor pool room/pool vestibule/locker rooms.

OS-00039 (ATP 008) - The following are being added to the project:

The furnish and install of slide foundations and columns, work associated with the pickle ball courts.

OS-00040 (ATP 009) - The following are being added back into the project:

Cost for the pool slide and cost associated with VE items #1, #23, #24, #25, #39, and #49.

Additional Description



Attachments:

Number	Title	PCI	Change Date	Revision
Sort Attachments				
00152971	Bulletin 9 OG Pricing	OS-00030	05/22/2019	Original Version

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0023
ATP VERSION: 0
DATE OF ISSUANCE: 01/07/2020
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Mixing Valves, Crane For Slide, Spin Room Work

DESCRIPTION: Includes cost for drywall related work in the spin room related to RFI 325. Cost for crane needed to erect the slide per RFI 302 response. Mixing Valves as requested by the plumbing inspector.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00165801	20191121082226 (002) - Original Quote	OS-00047	01/07/2020	Original Version
00165803	Change Order Request 07- Crane R2 (002)	OS-00047	01/07/2020	Original Version
00165800	RCC_ Hydro Mechanical _ Change Order 31_ 01032020	OS-00047	01/07/2020	Original Version
00165802	YMCA COR VIS-021 Bulletin 14.1	OS-00047	01/07/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$15,812.00

☒ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): TBD

Attachment: ATP23 (Community Center Final Appropriation)

☐ Fixed

☐ Maximum

☒ Estimated

9.a.av

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00047	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$1,207.00	☒ Yes ☐ No
J07883.000	OS-00047	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$12,785.00	☒ Yes ☐ No
J07883.000	OS-00047	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$1,067.00	☒ Yes ☐ No
J07883.000	OS-00047	Fee	99.999.999000.Z		\$753.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00047					\$15,812.00	

Submitted Amt: \$15,812.00

Attachment: ATP23 (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 1/7/2020 3:01:22 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.0.35.40

City of Reynoldsburg

By: <u>Joseph Begery</u> Title: <u>Mayor</u> Company: <u>Reynoldsburg City</u> Date: <u>1-09-2020</u> Printed Name: <u>Joseph Begery</u>
--

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/7/2020 5:48:21 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: ATP23 (Community Center Final Appropriation)

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2828

APPROVAL DATE:	
AMOUNT:	\$14,975.39
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number:	0

Change Order Request

Project Name:	Reynoldsburg Community Center & YMCA	COR #:	7
Project Number:		Date:	11/21/2019
P.O. Number:			
Summary of Work:	Adder for crane to install waterslide		
Work Description:	Due to limited access, a crane will be required to erect the waterslide structure. Crane will be set in parking lot.		

A. LABOR SUMMARY (attach supporting documentation):

24	hours x \$	\$70.18	/hour = \$	\$1,684.32
8	hours x \$	\$53.51	/hour = \$	\$428.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$2,112.40

B. MATERIAL (attach supporting documentation):

Total [B]: \$300.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable) 10.00%

Total [F]: \$241.24

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$11,735.00

H. OVERHEAD & PROFIT (Subcontracts Only) 5.00%

Total [H]: \$586.75

I. CM FEE 0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$14,975.39

Patterson Pools, LLC

Signature:  (Enter Title Here)

Owner Approval:

Signature: 

Signature: _____

Signature: _____

Signature: _____

Signature: _____

11-21-19

Date: _____

1/9/20

Date: _____

Date: _____

Date: _____

Date: _____

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2628

APPROVAL DATE:	
AMOUNT:	\$11,437.19
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg Community Center & YMCA COR #: 7-A
Project Number: _____ Date: 11/21/2019
P.O. Number: _____

Summary of Work: Adder for crane to install waterslide

Work Description: Due to limited access, a crane will be required to erect the waterslide structure. This proposal would require the fencing to be removed to allow access between pool deck and exterior fence. Cost of fence removal and re-installation is NOT included and would need to be coordinated by General Trades contractor.

A. LABOR SUMMARY (attach supporting documentation):

24	hours x \$	\$70.18	/hour = \$	\$1,684.32
8	hours x \$	\$53.51	/hour = \$	\$428.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$2,112.40

B. MATERIAL (attach supporting documentation):

Total [B]: \$0.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable) 10.00%

Total [F]: \$211.24

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$7,251.00

H. OVERHEAD & PROFIT (Subcontracts Only) 5.00%

Total [H]: \$362.55

I. CM FEE 0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3. Allowance for site restoration	\$1,500.00
4. _____	\$0.00
5. _____	\$0.00

Total [J]: \$1,500.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$11,437.19

Patterson Pools, LLC

Signature: [Signature] (Enter Title Here)

Owner Approval: [Signature]

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Date: 11-21-19

Date: 11/22/19

Date: _____

Date: _____

Date: _____



Date: 11/20/2019
 Rental #: 300814
 PO #:
 Quote #: 300814-2
 Salesman: Keith Jenkins

Attention: Tim Patterson
 Customer: Patterson Pools - 002539
 Address: 8155 Memorial Dr
 Plain City, OH 43064
 Phone: 614-876-2628
 Fax: 614-876-2495

****Effective November 8th, 2010**** New OSHA Standards went into effect requiring qualified signalpersons and qualified riggers on construction projects when working with cranes. Capital City Group can provide those services if needed. Click here to learn more or contact your salesman for more information.

****SEE LAST PAGE FOR TERMS AND ACCEPTANCE****



Project Date	Project Name	Project Address	Radius	Weight
TBD	Reynoldsburg Community Center	1470 Davidson Dr. Reynoldsburg, OH	180'	1500#

QUANTITIES BELOW ARE AN ESTIMATED MINIMUM

Equipment/Service	Multiplier	Qty	Rate	Total
110 Ton HL Heavylift Crossover Crane - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$305.00	\$4,880.00 ⁽²⁾
Crew Additional Overtime		0	\$65.00	\$0.00
Public Permits (250 Ton and Below) **INFORMATION REQUIRED**		1	\$150.00	\$150.00
12,500 GVW Rigging Truck w/ 1 Rigger (OPTIONAL) - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$125.00	\$2,000.00 ⁽²⁾
Qualified Rigger Additional Overtime		0	\$35.00	\$0.00
30 Ton Boom Truck Crane (for 30' radius option) - Hourly Rate - Daily (8 Hour Minimum Daily) Port To Port		16	\$135.00	\$2,160.00 ⁽²⁾
Operator Additional Overtime		0	\$35.00	\$0.00
			⁽²⁾ Fuel Surcharge (6%)	\$542.40
			Estimated Total	\$9,732.40

If you have any questions please feel free to contact us.

Sincerely,

Keith Jenkins

Keith Jenkins
 Sales

Mobile: 937-603-9730
 Email: kjenkins@ccgroup-inc.com

Patterson Pools, LLC
8155 Memorial Drive
Plain City, OH 43064
614-876-2628

APPROVAL DATE:	
AMOUNT:	\$12,784.94
REASON:	A E U O C
PROJ. NAME:	Reynoldsburg Community Center & YMCA
PROJ. NUMBER:	0000000
LOCATION:	
COMPANY:	Patterson Pools, LLC
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name:	Reynoldsburg Community Center & YMCA	COR #:	7B
Project Number:		Date:	1/6/2020
P.O. Number:			
Summary of Work:	Adder for crane to install waterslide		
Work Description:	Due to limited access, a crane will be required to erect the waterslide structure. Crane will be set in parking lot. ** WE HAVE FIGURED CRANE FOR 3 DAYS, IF LESS TIME IS REQUIRED, WE WILL ADJUST ACCORDINGLY. **		

A. LABOR SUMMARY (attach supporting documentation):

6	hours x \$	\$70.18	/hour = \$	\$421.08
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$421.08

B. MATERIAL (attach supporting documentation):

Total [B]: \$0.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$42.11

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$11,735.00

H. OVERHEAD & PROFIT (Subcontracts Only)

5.00%

Total [H]: \$586.75

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):	\$0.00
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):	\$0.00
3.	\$0.00
4.	\$0.00
5.	\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$12,784.94

Patterson Pools, LLC

Signature: _____
(Enter Title Here)

Owner Approval: _____
Signature: _____
Signature: _____
Signature: _____
Signature: _____

Date: _____
1/9/20
Date: _____
Date: _____
Date: _____
Date: _____

Hydro Mechanical
5742 Westbourne Ave
Columbus, Ohio 43213
614-694-0806

APPROVAL DATE:	
AMOUNT:	\$1,067.27
REASON:	A ° E ° U ° O ° C °
PROJ. NAME:	RCC
PROJ. NUMBER:	1839- Contract # J07883-00015-000
LOCATION:	
COMPANY:	Hydro Mechanical
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	N/A

Change Order Request

Project Name: RCC COR #: _____
 Project Number: 1839- Contract # J07883-00015-000 Date: 1/2/2020
 P.O. Number: N/A

Summary of Work: Plumbing Modifications - Change Order # 31

Work Description: Install five mixing Valves under sinks in rooms; 154A, 156B(2) , 150A and 143

A. LABOR SUMMARY (attach supporting documentation):

8	hours x \$	\$90.00	/hour = \$	\$720.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total (A): \$720.00

B. MATERIAL (attach supporting documentation):

Total (B): \$301.36

C. TRUCKING (attach supporting documentation):

Total (C): \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total (D): \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total (E): \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total (F): \$30.14

G. SUBCONTRACTOR (attach itemized quotes/invoices)

Total (G): \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

10.00%

Total (H): \$0.00

I. CM FEE

0.00%

Total (I): \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation)
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
3. _____
4. _____
5. _____

\$15.77
\$0.00
\$0.00
\$0.00
\$0.00

Total (J): \$15.77

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J)

\$1,067.27

Hydro Mechanical

Signature: _____ (Enter Title Here)

Owner Approval: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: 1/9/20

Date: _____

Date: _____

Date: _____

Hydro Mechanical - Field Work Report

Job # 1839

Job Name RCC

Job Address 1470 DAVIDSON DR

Materials

Work Description:

INSTALL FIVE MIXING VALVES UNDER
SINKS Rooms 154 A, 150B (2),
150A, 143

Labor Hours	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
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[illegible]

Subcontractors

Name	Description	Amount
Subcontractors Total		

Equipment & Tool Rental

Name	Description	Amount
Equipment & Tools Total		

Materials

[illegible]

Customer Signature _____

Employee Signature

1839-CO#31**COPY**

** ACKNOWLEDGEMENT **

Order #: S3747779

P/O # : 1839-CO#31

Printed: 14:58:50 27 DEC 2019

Page # : 1 of 1

400 GREENLAWN AVENUE

COLUMBUS, OH 43223

614-445-1000 Fax 614-445-4900

Sold To:

HYDRO MECHANICAL OF OHIO
5742 WESTBOURNE AVE
COLUMBUS, OH 43213

Ship To:

HYDRO MECHANICAL OF OHIO
REYNOLDSBURG COMMUNITY CENTER
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Ordered by	Order Date	Ship Date	Ship Via	Warehouse	
MARK	12/27/19	12/27/19	OT OUR TRUCK	Shp 2	Prc 2
Writer	Salesperson	Release #	Freight Allowed		
JEFF SCHIRTZINGER	TERRY POFF	1	No		
Ordered	Product Description	Unit Prc	Ext Prc		
	***** Shipping Instructions *****				
	* DELIVER MONDAY 12/30 7-9 A.M.	*			
	* JOHN #614-462-0473	*			

5ea	170-LF RB 3/8 COMP POINT-OF-USE LEAD FREE MIXING VALVE, .5-3 gpm, ASSE 1070	45.160	225.80		
5ea	496-001 3/8 COMP x 1/2 FIP x 12 SS LEAD FREE FAUCET CONNECTOR BRAIDED (C004206)	1.970	9.85		
SUBTOTAL				235.65	
Invoice Amount				235.65	

Attachment: ATP23 (Community Center Final Appropriation)

WORLY SUPPLY (COLUMBUS)
400 GREENLAWN AVENUE
COLUMBUS, OH 43223
614-445-1000 Fax 614-445-4900

Quotation

QUOTE DATE	QUOTE NUMBER
01/03/20	S3749029
ORDER TO: WORLY SUPPLY (COLUMBUS) 400 GREENLAWN AVENUE COLUMBUS, OH 43223 614-445-1000 Fax 614-445-4900	PAGE NO. 1 of 1

QUOTE TO:
 HYDRO MECHANICAL OF OHIO
 5742 WESTBOURNE AVE
 COLUMBUS, OH 43213

SHIP TO:
 HYDRO MECHANICAL OF OHIO
 5742 WESTBOURNE AVE
 COLUMBUS, OH 43213

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
22712	Change order		TERRY POFF	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT
AARON REICH	OT OUR TRUCK	2% 10th Net 25th	01/03/20	No
ORDER QTY	PART NO	DESCRIPTION	UNIT PRICE	NET AMOUNT
5ea	324931	496-002 3/8 COMP x 1/2 FIP x 16 SS FAUCET CONNECTOR, LEAD FREE (OLD C004207)	2.437	12.19
5ea	334053	64-6X 3/8x3/8x3/8 COMPRESSION TEE LEAD FREE	4.888	24.44
10ea	324936	496-243 3/8C x 3/8C x 20 SS LEAD FREE FAUCET CONNECTOR (C004237)	2.908	29.08
THIS IS A QUOTATION			Subtotal	65.71
Prices are subject to change without notice.			S&H CHGS	0.00
Sales Tax not Included.			Amount Due	65.71

Attachment: ATP23 (Community Center Final Appropriation)

Valley Interior Systems, Inc.
3840 Fisher Road
Columbus, Ohio
(614) 351 8440

APPROVAL DATE:	
AMOUNT:	\$1,207.29
REASON:	A ☐ E ☐ U ☐ O ☐ C ☐
PROJ. NAME:	Reynoldsburg Community Center
PROJ. NUMBER:	CT 170132
LOCATION:	
COMPANY:	Valley Interior Systems, Inc.
ACCT. CATEGORY:	
DELIVERY DATE:	
PO Number	0

Change Order Request

Project Name: Reynoldsburg Community Center COR #: VIS-021
Project Number: CT 170132 Date: 10/29/2019
P.O. Number:

Summary of Work: Bulletin 14.1

Work Description: Revise ceiling height in Spin 144

A. LABOR SUMMARY (attach supporting documentation):

1	hours x \$	\$66.26	/hour = \$	\$66.26
16	hours x \$	\$61.33	/hour = \$	\$981.28
0	hours x \$	\$55.51	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00
0	hours x \$	\$0.00	/hour = \$	\$0.00

Total [A]: \$1,047.54

B. MATERIAL (attach supporting documentation):

Total [B]: \$50.00

C. TRUCKING (attach supporting documentation):

Total [C]: \$0.00

D. CONTRACTOR OWNED EQUIPMENT (attach supporting documentation):

Total [D]: \$0.00

E. EQUIPMENT RENTAL (attach supporting documentation):

Total [E]: \$0.00

F. OVERHEAD & PROFIT: (If Applicable)

10.00%

Total [F]: \$109.75

G. SUBCONTRACTOR (attach itemized quotes/invoices):

Total [G]: \$0.00

H. OVERHEAD & PROFIT (Subcontracts Only)

0.00%

Total [H]: \$0.00

I. CM FEE

0.00%

Total [I]: \$0.00

J. MISCELLANEOUS:

1. Additional bond/insurance cost (attached supporting documentation):
2. Reimbursibles (e.g., permits, licenses, inspection, tests, etc. (attach documentation):
- 3.
- 4.
- 5.

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Total [J]: \$0.00

GRAND TOTAL (A+B+C+D+E+F+G+H+I+J):

\$1,207.29

Valley Interior Systems, Inc.

Signature: Rick Hutchins Senior Project Manager
(Enter Title Here)

10-29-2019

Owner Approval: [Signature]

Signature: _____

Date: 11/9/20

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Wednesday, January 15, 2020 10:14 AM
To: Andrew Bowsher
Subject: Automatic reply: Certificate of Substantial Completion

I am out of the office Monday January 13th and I will be returning to work Wednesday January 29, 2020. During that time I will not be readily available for phone messages or emails. When I return, I will be able to fully to respond. In my absence, you may contact:

Travis Okel 216-214-7031 for Cleveland State University Washkiewicz College of Engineering Phase 2 Interior Build-out and Cleveland State University Phase 1 closeout

Brian McCreary 216-244-7075 for the Cleveland Museum of Art Doan Brook Landscape project

Chuck Weitzel 216-246-7735 University Hospitals Central Pharmacy renovations.

Jeff Long 261-535-3012 St. Albert the Great parish life center or Case Western Reserve University Facilities department Task order work

Jason Swords 614-313-9452 Reynoldsburg Community Center/ YMCA

Dan Castello or Dan Focht 440 336-0250 MetroHealth MEP Task order work

Dan Focht- 440 336-0250 Case Western Reserve University Robbins Building renovation work

Or you may contact our Cleveland Office 216-535-3000 for additional resources.
 Thank you for your understanding.

Ed Valentine

Attachment: Automatic reply Certificate of Substantial Completion (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Tuesday, February 11, 2020 3:59 PM
To: Andrew Bowsher
Subject: Automatic reply: Reynoldsburg - Additions

I will be out of the office until Monday February 17th. I will have limited access to phone and e-mail. If you need assistance before my return, please contact John deGraaf at 513-792-8403 or jdegraaf@ctconsultants.com.

Thanks, Brian

Attachment: Automatic reply Reynoldsburg - Additions (Community Center Final Appropriation)

Mollie Prasher

From: Smith, Judy <JSmith@moodynolan.com>
Sent: Monday, September 16, 2019 8:06 AM
To: Andrew Bowsher
Subject: Automatic reply: Reynoldsburg YMCA Plaque

I will be out of the office September 13 - 18 and will respond to your message when I return on September 19th.

Thanks!

Judy Smith

Attachment: Automatic reply Reynoldsburg YMCA Plaque (195) (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, September 16, 2019 8:06 AM
To: Andrew Bowsher
Subject: Automatic reply: Reynoldsburg YMCA Plaque

I will be out of the office until Tuesday September 17th. I will have limited access to phone and e-mail. If you need assistance before my return, please contact John deGraaf at 513-792-8403 or jdegraaf@ctconsultants.com.

Thanks, Brian

Attachment: Automatic reply Reynoldsburg YMCA Plaque (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Tuesday, September 24, 2019 8:31 AM
To: Andrew Bowsher
Subject: Automatic reply: Y Builder Risk

I am currently out of the office and will return on Monday, September 30, 2019. If you need immediate attention, please contact Michelle Brennan at mbrennan@ci.reynoldsburg.oh.us or 614-322-6882.

Thank you,

Sandra Boller
City of Reynoldsburg
sboller@ci.reynoldsburg.oh.us
(614) 322-6868

Attachment: Automatic reply Y Builder Risk (Community Center Final Appropriation)

Mollie Prasher

From: Joni Crawford
Sent: Thursday, September 26, 2019 11:05 AM
To: Park, Jeff; 'Carothers, Tom'
Cc: Stephen Cicak; Andrew Bowsher
Subject: Billing question on City of Reynoldsburg

Hi Jeff and Tom,

Could one of you give me a call about the billing for the YMCA. I have been working on reconciling a few of the line items and I have a couple of questions.

Thank You,

Joni Crawford
Finance Manager
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068\
Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

Attachment: Billing question on City of Reynoldsburg (Community Center Final Appropriation)

Owner's Budget Statement
As of: 06/03/2019

			Indicated Costs (GMP-1 Amendment 2 R1 Issued 2/6/19)		
Item	Bid Package	Description	Rec Center	Partner Space	Total Facility
Square Footage			57,292	13,538	70,830
PROJECT OWNER'S BUDGET (USES)					
GMP-1					
A.0					
A.1					
A.1.1	BP03A, 31A	Sitework, Site Utilities, Foundations, Slab-on-Grade	\$3,196,742	\$482,037	\$3,678,779
A.1.2	BP03B	Slab-on-Deck, Concrete Stair Treads	\$133,084	\$0	\$133,084
A.1.3	BP04A	Masonry, Hollow Metal Door Frames in Masonry Walls	\$1,643,200	\$0	\$1,643,200
A.1.4	BP05A	Structural Steel	\$1,738,242	\$268,500	\$2,006,742
A.1.5	BP05B	Miscellaneous Metals	\$607,810	\$0	\$607,810
A.1.6	BP06A	General Trades and Millwork and Casework	\$878,149	\$0	\$878,149
A.1.7	BP07A	Roofing and Metal Panels	\$1,280,870	\$159,780	\$1,440,650
A.1.8	BP08C	Exterior and Interior Glass and Glazing and Glass Canopies	\$942,403	\$74,933	\$1,017,336
A.1.9	BP08B	Doors, Frames, Hardware	\$102,243	\$3,000	\$105,243
A.1.10	BP09A	Drywall, Framing, Ceilings	\$1,182,499	\$0	\$1,182,499
A.1.11	BP09C	Flooring and Wall Tile	\$376,543	\$0	\$376,543
A.1.12	BP09E	Fluid Applied Flooring	\$63,099	\$0	\$63,099
A.1.13	BP09F	Sports Flooring	\$177,523	\$0	\$177,523
A.1.14	BP09D	Painting	\$263,350	\$0	\$263,350
A.1.15	BP13B	Indoor and Outdoor Pools and Water Features	\$1,436,144	\$0	\$1,436,144
A.1.16	BP14A	Elevators	\$114,250	\$0	\$114,250
A.1.17	BP21A	Fire Protection	\$156,000	\$15,000	\$171,000
A.1.18	BP22A	Above Ground Plumbing	\$656,477	\$36,000	\$692,477
A.1.19	BP22B	Underground MEP	\$420,597	\$0	\$420,597
A.1.20	BP23A	Mechanical and Controls	\$2,243,413	\$200,000	\$2,443,413
A.1.21	BP26A	Electrical, Technology, A/V Equipment	\$2,191,402	\$12,950	\$2,204,352
A.1.22	BP32A	Landscapes	\$207,708	\$49,081	\$256,789
A.1.23	BP32B	Hardscapes	\$593,748	\$140,302	\$734,050
A.1.24	BP03A, 31A	Partner Space Site Utilities	\$0	\$75,000	\$75,000
A.1.25	BP03A, 31A	Addendum #2 Permit Review Set	\$16,177	\$3,823	\$20,000
A.1.26	n/a	Gilbane General Conditions	\$76,720	\$18,129	\$94,849
A.1.27	n/a	Site Services	\$264,539	\$63,211	\$327,750
A.1.28	n/a	Winter Conditions	\$162,942	\$37,058	\$200,000
A.1.29	n/a	Partner Space TI and City Shell Coordination (Initial Allowance)	\$0	\$50,000	\$50,000
A.1.30	n/a	Contractor Default Insurance	\$221,447	\$52,328	\$273,775
A.1.31	n/a	Field Personnel	\$751,639	\$177,611	\$929,250
A.1.32	n/a	CAT Tax	\$4,287	\$1,013	\$5,300
A.1.33	n/a	General Liability Insurance	\$176,644	\$41,741	\$218,385
A.1.34	n/a	Pay and Performance Bond (Partial Return in CO Log)	\$142,375	\$9,106	\$151,481
A.1.35	n/a	Construction Contingency	\$283,103	\$66,897	\$350,000
A.1.36	n/a	CM Fee	\$407,610	\$96,317	\$503,927
A.2		GMP Total	\$23,112,980	\$2,133,816	\$25,246,796
A.8	Owner	Enabling Work/Site Demolition and Prep	\$63,981	\$15,119	\$79,100
A.9	Owner	Change Orders and Addenda	\$1,328,923	\$0	\$1,328,923
A.11		PROJECT HARD COST TOTAL	\$24,505,885	\$2,148,934	\$26,654,819
B.0		OWNER'S SOFT COSTS			
B.1	Owner	A/E fee for Basic Services (Design, Site Analysis Owner's Rep)	\$2,411,700	\$0	\$2,411,700
B.2	Owner	A/E Reimbursables Allowance	\$50,000	\$0	\$50,000
B.3	Owner	Additional Services #1	\$105,557	\$24,943	\$130,500
B.4	Owner	Additional Services #2	\$74,300	\$98,500	\$172,800
B.5	Owner	Additional Services #3	\$10,670	\$0	\$10,670
B.6	Owner	YMCA Services	\$0	\$0	\$0
B.7	Owner	CMR Preconstruction Fees	\$99,360	\$0	\$99,360
B.8	Owner	Legal Costs Allowance	\$0	\$0	\$0
B.9	Owner	Financing Costs Allowance	\$140,743	\$33,257	\$174,000
B.10	Owner	Testing Allowance	\$77,247	\$18,253	\$95,500
B.11	Owner	Utility Distribution Costs	\$14,534	\$3,434	\$17,968
B.12	Owner	Builders Risk Insurance	\$50,650	\$11,968	\$62,618
B.13	Owner	General Permits Allowance	\$56,621	\$13,379	\$70,000
B.14	Owner	Change Order Deducts (Release of 50% of Reimbursables)	(\$20,222)	(\$4,778)	(\$25,000)
B.15		OWNER'S SOFT COST SUBTOTAL	\$3,071,159	\$198,957	\$3,270,116
C.0	Owner	TOTAL OWNER'S INDICATED COSTS	\$27,577,044	\$2,347,891	\$29,924,935
D.0	Owner	Owner's Contingency (Removed?)	\$0	\$0	\$0
E.0		TOTAL PROJECT (USES)	\$27,577,044	\$2,347,891	\$29,924,935
E.0		PROJECT SOURCES			
E.1		City Equity / Seed Money			\$422,545
E.2		Bond Proceeds (Net)			\$28,000,000
E.3		Bond Arbitrage / Interest (Not Included in Project Sources)			\$0
E.4		PROJECT SOURCES TOTAL			\$28,422,545
F.0	DATE	PROJECTION OF INDICATED COSTS OVER TIME	CHANGE	INDICATED COSTS	OVER / (UNDER) BUDGET
F.1	6/3/2019	Current Indicated Costs	\$0	\$29,924,935	\$1,502,390
F.2	6/3/2019	Estimated Deduct Change Order for Winter Conditions and VE	(\$55,000)	\$29,869,935	\$1,447,390
F.3	6/3/2019	Bulletin 9 (Estimated)	\$10,000	\$29,879,935	\$1,457,390
F.4	7/1/2019	Return of Contractor's Contingency - mutually agreed amount	(\$125,000)	\$29,754,935	\$1,332,390
F.5	7/1/2019	Bulletin 10 (Estimated)	\$9,000	\$29,763,935	\$1,341,390
F.6	8/1/2019	Placeholder / Estimated Change Order	\$15,000	\$29,778,935	\$1,356,390
F.7	9/1/2019	Monthly return of Contractor's Contingency	(\$20,000)	\$29,758,935	\$1,336,390
F.8	9/1/2019	Re-inclusion of Value Engineered Finish Items	\$250,000	\$30,008,935	\$1,586,390
F.9	9/1/2019	Placeholder / Estimated Change Order	\$15,000	\$30,023,935	\$1,601,390
F.10	10/1/2019	Monthly return of Contractor's Contingency	(\$20,000)	\$30,003,935	\$1,581,390
F.11	10/1/2019	Placeholder / Estimated Change Order	\$15,000	\$30,018,935	\$1,596,390
F.12	11/1/2019	Monthly return of Contractor's Contingency	(\$20,000)	\$29,998,935	\$1,576,390
F.13	11/1/2019	Placeholder / Estimated Change Order	\$15,000	\$30,013,935	\$1,591,390
F.14	12/1/2019	Monthly return of Contractor's Contingency	(\$20,000)	\$29,993,935	\$1,571,390
F.15	12/1/2019	Placeholder / Estimated Change Order	\$15,000	\$30,008,935	\$1,586,390
F.16	1/1/2020	Return of Remaining Contractor's Contingency	(\$100,145)	\$29,908,790	\$1,486,245
F.17	1/1/2020	Re-inclusion of Water Slide (no longer in scope of work)	\$0	\$29,908,790	\$1,486,245

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Wednesday, December 18, 2019 12:43 PM
To: EValentine@GilbaneCo.com; Swords, Jason; Toney, Francis P.
Cc: Andrew Bowsher
Subject: Building Department Comments....
Attachments: Reynoldsburg Community Center #9, 1470 Davidson Drive, 2018-00000673.pdf; Reynoldsburg Community Center - Pools #2 1470 Davidson Dr, 2018-00001328.pdf; Submittals to Building Department.xlsx; 2018-673(8) Reynoldsburg Community Center.docx; 170132 Response to Building Department Plan Review Comments for Building Package.docx

And we will need to submit the results of the signal strength testing for the emergency radio responder coverage, and any product data/shop drawings for the radio repeater antenna system that will be installed....

Gang,

Regarding the outstanding information needed by the Building Department, it seems to me the only couple of things that still need submitted, are the delegated design items and the shop drawings for the pool water slide.

I've attached the version of the last plan review comments I received, as well as our response to those comments (these are the two Word documents). I have not seen the plan review letter for the water slide, which must have been submitted by Patterson? You will see that everything, aside from the delegated design submittals and product data, has/had been addressed. I have downloaded the submittals for the divider curtain and kitchen exhaust hood, and can get those sent to the "Building Department" (who do I send these to...Sherri or Shelley?). Everything else is calculations for railings, ladders, and storefronts (framing and glass)....see the attached spreadsheet for the list of items I am tracking.

Looks like the water slide information was reviewed and received preliminary approval for intent, but we had requested stamped engineering drawings from the manufacturer, and pump information. Jason, can you double check to make sure this was the last submittal we received from Patterson/Whitewater?

Let's continue to work at this to get it buttoned up....

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200

Attachment: Building Department Comments (Community Center Final Appropriation)

Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



From: Andrew Bowsher
Sent: Friday, December 6, 2019 9:26 AM
To: Brian Sabla ; Valentine, Edward R. ; Swords, Jason ; Toney, Francis P.
Subject: FW: Questions for coverage of Y

Gentleman,
 Wanted to loop you in, on the conversation.

v/r

Andrew Bowsher
 DEVELOPMENT DIRECTOR

—
City of Reynoldsburg
 7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6831 | **F** 614-322-6845

www.ci.reynoldsburg.oh.us

From: Shelley Slota <sslota@ci.reynoldsburg.oh.us>
Sent: Friday, December 06, 2019 9:14 AM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Cc: Jed Hood <jhood@ci.reynoldsburg.oh.us>; Sandra Boller <sboller@ci.reynoldsburg.oh.us>; Chris Shook <CShook@ci.reynoldsburg.oh.us>; Brad McCloud <bmcccloud@ci.reynoldsburg.oh.us>; Bill Toole <wrt@tooleinspectors.com>
Subject: RE: Questions for coverage of Y

Good Morning,

I am sending this email to everyone included within the email thread including Bill Toole, so that everyone understands what needs to happen from a Building standpoint. Attached, you will find two (2) plan reviews letters (please view e front and back of each letter). The Reynoldsburg Community Center/YMCA building and the waterslide area do not have a full plan approval from Sherri Scholl. While some of the outstanding items may have been addressed (commercial hood), there are still outstanding items that need to be submitted to the City of Reynoldsburg Building Division for Sherri Scholl to review. Once we have received a full plan approval, we can proceed forward obtaining the temporary Certificate of Occupancy and the final Certificate of Occupancy. If you have any questions, please feel free to contact myself or Bill Toole at 614-224-2300.

Shelley

Attachment: Building Department Comments (Community Center Final Appropriation)

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Sent: Thursday, December 05, 2019 2:02 PM
To: Sandra Boller <sboller@ci.reynoldsburg.oh.us>; Jed Hood <jhood@ci.reynoldsburg.oh.us>; Chris Shook <CShook@ci.reynoldsburg.oh.us>; Shelley Slota <sslota@ci.reynoldsburg.oh.us>
Cc: Brad McCloud <bmccloud@ci.reynoldsburg.oh.us>
Subject: RE: Questions for coverage of Y

After discussing with our contractors in depth today, they have assured me Full Occupancy before the Holiday's. This would mean Bill Tool will have signed off, and given certification. This additionally includes the life-safety check by Truro. The difference between a temporary, and a full is the difference of what you saw today at the dedication, and what will be complete come grand opening.

Ohio Health will not be complete on their tenant improvements until March 1st of 2020. The YMCA also will start their coverage of the building January 1st of 2020.

It is my recommendation that we continue to pay for the builders insurance on the building, and have overlap instead of being under covered due to the Ohio Health piece still under construction. Can we extend the policy for an additional three months? Then switch to the other policy?

v/r

Andrew Bowsher
 Development Director

City of Reynoldsburg
 7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6831 | **F** 614-322-6845

www.ci.reynoldsburg.oh.us

From: Sandra Boller <sboller@ci.reynoldsburg.oh.us>
Sent: Wednesday, December 04, 2019 11:33 AM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>; Jed Hood <jhood@ci.reynoldsburg.oh.us>; Chris Shook <CShook@ci.reynoldsburg.oh.us>; Shelley Slota <sslota@ci.reynoldsburg.oh.us>
Cc: Brad McCloud <bmccloud@ci.reynoldsburg.oh.us>
Subject: Questions for coverage of Y

Andrew/Shelley:

John with Willis would like to know the following as it pertains to the City and the YMCA:

What does "Temporary Occupancy" mean?
 When will be the YMCA portion get temporary occupancy?

What does "Permanent Occupancy" mean ?
 When is that expected on the Y?

I understand from Andrew that the Ohio Health is looking at March 1, 2020 date, is that temporary or permanent occupancy.

Attachment: Building Department Comments (Community Center Final Appropriation)

For insurance purpose we need this information as soon as possible please.

Thanks,

Sandra

Mollie Prasher

From: Andrew Bowsher
Sent: Tuesday, September 3, 2019 7:29 PM
To: Andrew Bowsher
Subject: CC Plaque
Attachments: Community Center Plaque.indd; Community Center Plaque.pdf

Andrew Bowsher
City of Reynoldsburg
Development Director
614-322-6831

Attachment: CC Plaque (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, January 6, 2020 11:44 AM
To: Andrew Bowsher
Cc: Swords, Jason; Valentine, Edward R.
Subject: Certificate of Substantial Completion
Attachments: Certificate of Substantial Completion.doc

Andrew,

See attached for the Certificate of Substantial Completion. I have reviewed this with Ed, and he has no comments/revisions. If you are okay with this, please let us know and Ed will sign a paper copy and walk it over for the City's signature.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Monday, December 30, 2019 7:24 PM
To: Andrew Bowsher; Sandra Boller; Donna Bauman; Tina Badurina
Subject: Chairs for Grand Opening

Andrew, Donna, Sandra - I wanted to check with you to see if the City has chairs. We are hoping for 400 people to attend the grand opening event. We have on order close to 100 chairs which we will have prior to opening. If the City does not have chairs, is there a vendor that you use for special events?

Please let me know.
 Thank you for your help.
 Rhonda

--

Rhonda Ludwig
Regional VP of Operations
 YMCA OF CENTRAL OHIO
 6767 Refugee Road, Canal Winchester, OH 43110
P 614 389 4556
E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org
O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Mollie Prasher

From: Joni Crawford
Sent: Tuesday, October 15, 2019 1:06 PM
To: Andrew Bowsher
Subject: change order
Attachments: 20191015130949668.pdf

Andrew,

Here is the payment certificate. I am asking about the numbers in the bottom left hand corner.

Joni Crawford

Finance Manager
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068\
Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

Attachment: change order (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Tuesday, October 8, 2019 9:32 AM
To: Andrew Bowsher; F. Patrick Toney; Brian Sabla; Shelley Slota
Subject: City of Reynoldsburg Community Center - 1470 Davidson Ave. - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 10-01-19 Site Obs.pdf

Field report

Charlotte Hacker
 Administrative Assistant, Field Services



GEOTECHNICAL
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 Direct: (614) 818-1126
chacker@gci2000.com; www.gci2000.com

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Attachment: City of Reynoldsburg Community Center - 1470 Davidson Ave - Reynoldsburg OH (152) (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Tuesday, August 27, 2019 8:55 AM
To: Donna Bauman; Andrew Bowsher; Jed Hood; Stephen Cicak; Brad McCloud; Matt Roth; Leslie Clark; David Plesich
Subject: Charter-Founder Membership (8).pdf
Attachments: Charter-Founder Membership (8).pdf

Good Morning:

I am on the Consulting Board for the Reynoldsburg Community Center YMCA and wanted to share with you an opportunity to be a Founder Member or a Charter Member.

Founder Members - \$1,000 membership

- Permanent recognition in-branch
- Invitation only events
- Hard Hat tour
- Sneak peek access
- Exclusive Founder Gift

Charter Memberships \$175 plus membership

- First Year recognition in-branch
- Special vents
- Sneak peek access
- Exclusive Charter Gift

If you want more information, please see me or go to <https://ymcacolumbus.org/leadtheway> .

Sandra

Attachment: Charter-Founder Membership (8) pdf (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Monday, October 21, 2019 4:27 PM
To: Andrew Bowsher; F. Patrick Toney; Brian Sabla; Shelley Slota
Subject: City of Reynoldsburg Community Center - 1470 Davidson Ave. - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 10-16-19 Site Obs.pdf

Field report

Charlotte Hacker
 Administrative Assistant, Field Services



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Attachment: City of Reynoldsburg Community Center - 1470 Davidson Ave - Reynoldsburg OH (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Tuesday, September 24, 2019 3:00 PM
To: Andrew Bowsher; F. Patrick Toney; Brian Sabla; Shelley Slota
Subject: City of Reynoldsburg Community Center - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 09-19-19 Site Obs.pdf

Field report

Charlotte Hacker
 Administrative Assistant, Field Services



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Attachment: City of Reynoldsburg Community Center - Reynoldsburg OH (172) (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Thursday, September 19, 2019 4:27 PM
To: Shelley Slota; Brian Sabla; F. Patrick Toney; Andrew Bowsher
Subject: City of Reynoldsburg Community Center - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 09-11-19 Asphalt Comp.pdf; 22027 City of Reynoldsburg Comm. Center 09-12-19 Asphalt Comp.pdf; 22027 City of Reynoldsburg Comm. Center 09-13-19 Asphalt Comp.pdf

Field reports

Charlotte Hacker
 Administrative Assistant, Field Services



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 Direct: (614) 818-1126
chacker@gci2000.com; www.gci2000.com

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Attachment: City of Reynoldsburg Community Center - Reynoldsburg OH (182) (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Friday, September 13, 2019 4:26 PM
To: Bill Sampson; Andrew Bowsher; F. Patrick Toney; Brian Sabla; Shelley Slota
Subject: City of Reynoldsburg Community Center - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 09-06-19 Site Obs.pdf; 22027 City of Reynoldsburg Comm. Center 09-09-19 Site Obs.pdf; 22027 City of Reynoldsburg Comm. Center 09-10-19 Site Obs.pdf

Field reports

Charlotte Hacker
 Administrative Assistant, Field Services



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Attachment: City of Reynoldsburg Community Center - Reynoldsburg OH (196) (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Monday, November 11, 2019 10:08 AM
To: Andrew Bowsher; F. Patrick Toney; Brian Sabla; Shelley Slota
Subject: City of Reynoldsburg Community Center - Reynoldsburg, OH
Attachments: 22027 City of Reynoldsburg Comm. Center 11-01-19 Site Obs.pdf

Field report

Charlotte Hacker
 Administrative Assistant, Field Services



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Attachment: City of Reynoldsburg Community Center - Reynoldsburg OH (Community Center Final Appropriation)

Mollie Prasher

From: Charlotte Hacker <chacker@gci2000.com>
Sent: Tuesday, September 10, 2019 11:21 AM
To: Shelley Slota; Andrew Bowsher
Subject: City of Reynoldsburg Community Center - Reynoldsburg OH
Attachments: 22027 City of Reynoldsburg Comm. Center 08-30-19 Site Obs.pdf; 22027 City of Reynoldsburg Comm. Center 09-03-19 Site Obs.pdf; 22027 City of Reynoldsburg Comm. Center 09-04-19 Site Obs.pdf; 22027 City of Reynoldsburg Comm. Center 09-05-19 Site Obs.pdf

Field reports

Charlotte Hacker
 Administrative Assistant, Field Services



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Attachment: City of Reynoldsburg Community Center - Reynoldsburg OH (Community Center Final Appropriation)

Mollie Prasher

From: Angella Maulsby <Angella.Maulsby@cleareresult.com>
Sent: Thursday, December 5, 2019 10:40 AM
To: Andrew Bowsher
Subject: Columbia Gas of Ohio Rebate Survey Request

Importance: High

Hello Andrew,

I work with Julia Noschang and we did a rebate application with you for City of Reynoldsburg-YMCA on behalf of Columbia Gas of Ohio. We like to send a short survey, less than 5 minutes regarding your experience with the Program once the rebate process is complete. It is a good way for us to see how we did and if improvements to our process are necessary.

The link is below and as I mentioned, it should take less than 5 minutes.

[Net Promoter Score Survey](#)

Your participation is greatly appreciated!

Thank you,

Angella Maulsby
Program Specialist
Direct 614.259.2705 • FAX 614.776.1255
angella.maulsby@cleareresult.com

CLEAResult
614.776.1233 • Cleareresult.com
445 Hutchinson Avenue, Suite 300 • Columbus, OH 43235

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Attachment: Columbia Gas of Ohio Rebate Survey Request (Community Center Final Appropriation)

Mollie Prasher

From: Shelley Slota
Sent: Friday, September 6, 2019 12:58 PM
To: wrt@tooleinspectors.com
Cc: Andrew Bowsher
Subject: Community Center / YMCA

Bill,

I have two (2) sets of plans for the Community Center / YCMA that require your signature as the Building Official before I can release/issue them.

Thanks,
Shelley

Shelley L. Slota
Permit Technician
Building Division, City of Reynoldsburg
7232 E Main Street
Reynoldsburg, Ohio 43068
614-322-6802 office
614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

Attachment: Community Center YMCA (Community Center Final Appropriation)

Mollie Prasher

From: Cindy Brass <CBrass@gci2000.com>
Sent: Thursday, August 29, 2019 9:39 AM
To: Andrew Bowsher
Cc: FToney@GilbaneCo.com; JSwords@GilbaneCo.com; Dave Svoboda
Subject: Community center costs

Andrew,

We have completed the special inspections for the project. Our scope of services was for the special inspections only. We had the original PO of \$49,925 and had requested a change order for \$47,500. We were issued a change order in February of 2019 but I am not sure if that amount was \$47,925 or \$48,500 (please verify for me). We have billed to date \$93,813.50 and have an invoice for \$1,457 for our current billing cycle that will go out today. That brings our total billed to \$95,272.50. We should have either \$95,425 or \$95,850 in the budget.

We were requested by Gilbane to observe sidewalks and asphalt. That is not part of the special inspections and we will require a change order to complete that work.

Please let me know if you want us to proceed. If we have a good estimate of the number of trips, we will be able to provide a budget for testing.

I have also updated our contact list for invoicing to send them to you. If you need invoices sent somewhere else, please let me know.

Thanks,

Cindy Brass
 CFO
 Geotechnical Consultants, Inc.
 720 Greencrest Dr.
 Westerville, OH 43081
 Main: (614) 895-1400; Fax: (614) 895-1171
 Direct: (614) 839-1275
cbrass@gci2000.com; www.gci2000.com



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Attachment: Community center costs (Community Center Final Appropriation)

Mollie Prasher

From: Kelley Youman <kryouman@gmail.com>
Sent: Thursday, January 9, 2020 7:28 PM
To: Andrew Bowsher
Subject: Community Center grand opening/ThisWeek Reynoldsburg

Andrew,

Happy New Year!

I saw the ribbon cutting is scheduled for 10 a.m. Saturday, Jan. 25 and the free class listing by the YMCA. Any other details/attractions you can share about the celebration weekend - OR anything else we haven't reported - would be greatly appreciated by Thursday, Jan. 16 for a preview of the grand opening weekend!

Likewise, I have requested a photographer attend the grand opening so don't be surprised if you see Lori or Shane poking around.

Many thanks in advance!
 Kelley

--

Kelley Youman de Rodriguez

Read the latest at KelleyYouman.com or [ThisWeek Reynoldsburg](http://ThisWeekReynoldsburg.com) | [ThisWeek West Side](http://ThisWeekWestSide.com)

1490 Dobson Square North
 Columbus, OH 43229
 (614) 832-8936

Attachment: Community Center grand opening ThisWeek Reynoldsburg (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, November 25, 2019 1:51 PM
To: Rhonda Fomby; Andrew Bowsher
Cc: Swords, Jason; Toney, Francis P.; Valentine, Edward R.
Subject: Community Center Plaque

Rhonda,

Please ship the plaque to the City of Reynoldsburg....

Andrew Bowsher

Development Director
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, OH 43068
 Ph: 614.322.6831

They are going to be open Wednesday for business, but closed on Thursday and Friday, so if we can get it there by EOD Wednesday, great, otherwise have it delivered on Monday. Let me know if you need anything else from me.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Donna Bauman
Sent: Thursday, October 31, 2019 3:54 PM
To: Andrew Bowsher
Subject: Community Center YMCA

Andrew,

Do you know the acreage allotted for the Community Center as well as the acreage allotted for parking?

Thanks,

Donna Bauman
Director
City of Reynoldsburg
Parks & Recreation

614.322.6806 Office



www.ci.reynoldsburg.oh.us

Mollie Prasher

From: Chris Shook
Sent: Thursday, February 20, 2020 4:33 PM
To: Joe Begeny; Joni Crawford; Jessica Rosenthal; Kalle Gwilliams; Andrew Bowsher; William Dorman; Melissa Butler; Stephen Cicak; Donna Bauman
Subject: Contracting Procedures, Elected Signatures

All:

As I looked through some of our contracts for construction of the YMCA, I noticed we did not have signatures from the City Attorney and City Auditor. It is possible that the contracts do have those signatures and I just have not seen them; and it looks as though the original CT Consulting contract predated Chapter 175 of the Codified Ordinances. Going forward, I am of the opinion that Chapter 175 of the Codified Ordinances for contracting procedures requires both of these signatures on any written contract that involves the expenditure of money. If there is an addendum to a contract that would involve an additional expenditure of money above the amount set forth in the original contract, these signatures are likewise needed.

These requirements apply regardless of the amount in the written contract. If it is for \$5 or \$5,000.000, these signatures are needed.

175.01 (k) No contract, agreement or other contractual obligation involving the expenditure of money shall be entered into or authorized by the Mayor or Council unless the City Auditor or a duly authorized representative of the Auditor shall first certify that the money required for the contract, agreement, obligation or expenditure is in the City's treasury or in the process of collection and that the money has been appropriated by Council for the purpose and remains unencumbered. (emphasis added)

175.01 (l) No contract, agreement or other contractual obligation shall be entered into or authorized by the Mayor or Council unless the City Attorney or a duly authorized representative of the City Attorney shall first approve the contract as to its form. Any clause in any contract or agreement that requires the City to indemnify another party to the contract shall be void and unenforceable against the City. (emphasis added)

I have a form available for every contract that comes through that does not already have these signature lines. If you have any questions, please let me know.

Chris

Attachment: Contracting Procedures Elected Signatures (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Friday, November 15, 2019 5:01 PM
To: 'JTanner@Gilbaneco.com'
Cc: Andrew Bowsher; Tina Badurina; Rhonda Ludwig
Subject: December 5 - Dedication Ceremony for the Reynoldsburg Community Center YMCA

Ms. Tanner:

We are attempting to finalize the guest list for the Dedication Ceremony for December 5. Would you please send me the names of the individuals from Gilbane that should be on that list?

If you are not the correct person to get this from, if you could redirect me, it would be very much appreciated.

Thank you,

Sandra Boller
Human Resources Director
City of Reynoldsburg
Phone (614) 322-6868
Fax (614)322-6875
sboller@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

Attachment: December 5 - Dedication Ceremony for the Reynoldsburg Community Center YMCA (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, November 11, 2019 4:43 PM
To: Andrew Bowsher
Cc: John deGraaf
Subject: Dedication Ceremony December 5th

Hey Andrew,

Looking back over notes I took at the last meeting, you wanted contact information for those who would like to attend the 12/5 dedication.

- From our Cincinnati Office (address below), please include John deGraaf, Mark Brueggemann, and myself.
- From our Columbus Office, please include Wes Hall (Northwoods 1, 7965 North High Street, Suite 340, Columbus, Ohio 43235).
- From our Mentor Office, please include Christina LeGros (8150 Sterling Court, Mentor, Ohio 44060).

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com

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 4420 Cooper Road
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 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Blaisdell, Howard <HBlaisdell@moodynolan.com>
Sent: Friday, November 8, 2019 1:33 PM
To: Andrew Bowsher
Subject: Dedication

Good afternoon Andrew.
I am following up for the invite list for the dedication ceremony.
Is there a time set for the ceremony yet?

Our team to invite will be:
Curt Moody and
Jonathan Moody
Woojin Lim, our designer
Amadeus Escudero, Project Architect
Judy Smith, our interior designer
Myself

Thanks,
Howard

HOWARD BLAISDELL
AIA, LEED AP
Fitwel Ambassador
ASSOCIATE PRINCIPAL
ARCHITECT



O 614.461.4664 D 614.280.1390
300 SPRUCE ST, STE 300, COLUMBUS, OH 43215

MOODYNOLAN.COM



Mollie Prasher

From: Melissa Butler
Sent: Thursday, October 10, 2019 9:25 AM
To: Andrew Bowsher
Subject: Digital Copy of CT Contract
Attachments: 2617_001.pdf

Melissa Butler

Development Assistant
Reynoldsburg Development Department
7232 East Main Street
Reynoldsburg, OH 43068
PH: 614.322.6827 | Fax: 614.322.6830
Mbutler@ci.reynoldsburg.oh.us / www.ci.reynoldsburg.oh.us

Follow us on Facebook @ <https://www.facebook.com/ReynoldsburgDevelopment/>

From: CPrinters@ci.reynoldsburg.oh.us
Sent: Thursday, October 10, 2019 9:31 AM
To: Melissa Butler
Subject: Attached Image

Attachment: Digital Copy of CT Contract (Community Center Final Appropriation)

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Thursday, February 20, 2020 4:37 PM
To: Andrew Bowsher
Cc: Swords, Jason; Brian Sabla
Subject: DRAFT Spreadsheet of funds expended for requested changes
Attachments: Pricing Breakdown for Andrew- Sorted by category 2 19 2020.pdf

Andrew,

Attached is a DRAFT of project construction changes itemized by responsibility. This covers the period of time from Owner change order #7 through Owner change order #9. Please review and let's discuss prior to a final distribution on Friday. I have copied Brian, but as yet I have not received his comments. These values match the information from our meeting the other day. All the work on this spreadsheet has been completed.

Thanks,
 Ed V.

Ed Valentine, LEED AP BD+C | Senior Project Executive | Gilbane Building Company Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com www.gilbaneco.com | Like us on Facebook | Follow us on Twitter

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-----Original Message-----

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Sent: Thursday, February 20, 2020 10:20 AM
To: Valentine, Edward R. <EValentine@GilbaneCo.com>
Cc: Swords, Jason <JSwords@GilbaneCo.com>; Brian Sabla <BSabla@ctconsultants.com>; Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>
Subject: RE: Funds

[EXTERNAL]

Thanks Ed.

V/R

Andrew Bowsher
 DEVELOPMENT DIRECTOR

—
 City of Reynoldsburg
 7232 East Main Street | Reynoldsburg, OH 43068 T 614-322-6831 | F 614-322-6845

www.ci.reynoldsburg.oh.us

-----Original Message-----

Attachment: DRAFT Spreadsheet of funds expended for requested changes (Community Center Final Appropriation)

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
 Sent: Thursday, February 20, 2020 10:20 AM
 To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
 Cc: Swords, Jason <JSwords@GilbaneCo.com>; Brian Sabla <BSabla@ctconsultants.com>
 Subject: RE: Funds

Andrew,
 Gilbane is reviewing a draft spreadsheet of the Authorization To Proceed costs and placed those costs into Categories. We are working to have a draft list to you today. We have advised the Electrical contractor not to install the pool lights and advised the pool contractor not to install the sanitation unit. We will submit a cost proposal for the 1st responder repeater unit to CT Consultants and yourself, but will not proceed until further direction. Gilbane is working to finalize the construction contingency return value.
 Thanks,
 Ed V.

Ed Valentine, LEED AP BD+C | Senior Project Executive | Gilbane Building Company Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com www.gilbaneco.com | Like us on Facebook | Follow us on Twitter

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-----Original Message-----

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
 Sent: Wednesday, February 19, 2020 6:35 PM
 To: Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>; Brian Sabla <BSabla@ctconsultants.com>
 Subject: Funds

[EXTERNAL]

Gentleman,
 I just wanted to check in and see if you think by Friday we will be able to get a more accurate picture of funds? And some of the list breakdowns we discussed? The Mayor, and Auditor have refused to continue processing checks in light of the potential cost overruns. There has to be a way to get get this number back on track with all three entities. The fact of the City needing to go back to the table for more money doesn't look good for anyone.

Sent from my iPhone

Attachment: DRAFT Spreadsheet of funds expended for requested changes (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Monday, January 20, 2020 11:43 AM
To: Rich Zingale; neichensehr@ymcacolumbus.org; Neale Murray
Cc: Valentine, Edward R.; Elms, Shaka; Andrew Bowsher
Subject: Elevator Training

Rich,

Does elevator training work for Wednesday morning at 7:30 am?

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Mollie Prasher

From: Blaisdell, Howard <HBlaisdell@moodynolan.com>
Sent: Tuesday, September 24, 2019 9:43 AM
To: Rich Zingale; Swords, Jason; Brian Sabla; Andrew Bowsher
Subject: Entry Sign
Attachments: Banner sign with notes.pdf; BUILDING PLAQUE - suggested rough crop.pdf; Entry Sign Banner.jpg

Good morning all.

Please see the attached for our recommended Entry Canopy for the Reynoldsburg Community Center YMCA. It balances having enough presence and cost. The color matches the overhead doors and door frames on the back side of the building and the brick and is complementary.

I have attached a clean version, one with notes, and one with a recommended crop size for the building plaque. Please let us know if you have any comments or questions.

If everyone is happy with this, we would like to have this blessed by Thursday so Brian can get the final details/connections turned around quickly.

Thanks,
Howard

HOWARD BLAISDELL
 AIA, LEED AP BD+C
 Fitwel Ambassador
 ASSOCIATE PRINCIPAL
 ARCHITECT



O 614.461.4664 D 614.280.1390
 300 SPRUCE ST, STE 300, COLUMBUS, OH 43215

MOODYNOLAN.COM



Attachment: Entry Sign (Community Center Final Appropriation)

Mollie Prasher

From: Sherri Scholl <sscholl@fmsarchitects.com>
Sent: Friday, January 31, 2020 10:58 AM
To: Andrew Bowsher; Shelley Slota
Subject: FMS January Invoice
Attachments: 01-2020 Reynoldsburg Invoice.pdf

Attached is our invoice for January services. Please let me know if you need anything else.

Thanks!

Sherri Scholl, AIA, NCARB, LEED AP, MPE | Vice President
FEINKNOFF MACIOCE SCHAPPA ARCHITECTS
Direct 614.545.1724 | Fax 614.545.1714 | 995 W. 3rd Ave | Columbus, OH 43212

Attachment: FMS January Invoice (Community Center Final Appropriation)

Mollie Prasher

From: Blaisdell, Howard <HBlaisdell@moodynolan.com>
Sent: Tuesday, November 26, 2019 4:00 PM
To: Swords, Jason; Brian Sabla; Rich Zingale; Itschmidt@trurotwp.org; nmurray@ymcacolumbus.org; bkawalec@ymcacolumbus.org; neichensehr@ymcacolumbus.org; Andrew Bowsher
Cc: Elms, Shaka
Subject: Future OSU Men's basketball game

Good day all and Happy Thanksgiving.

A couple of weeks ago we had offered our Suite for a basketball game to celebrate the substantial completion of the recreation center.

I don't think we all had realized that this would be the Friday evening after thanksgiving.

Please let me know if you would be interested in attending a different game and we can work on another date.

Thanks,
Howard

HOWARD BLAISDELL
AIA, LEED AP

O 614.461.4664 D 614.280.1390

From: Swords, Jason
Sent: Friday, November 22, 2019 2:10 PM
To: Brian Sabla ; Tom Michaels ; Mark Horton ; John deGraaf ; bmcccloud@ci.reynoldsburg.oh.us; Rich Zingale ; Blaisdell, Howard ; Itschmidt@trurotwp.org; nmurray@ymcacolumbus.org; bkawalec@ymcacolumbus.org; neichensehr@ymcacolumbus.org; Kalle Gwilliams ; ABowsher@ci.reynoldsburg.oh.us; SCicak@ci.reynoldsburg.oh.us; Jeffrey Fackler ; Amrian Johnson ; Tom Veeley
Cc: Toney, Francis P. ; Valentine, Edward R. ; Park, Jeff ; Elms, Shaka
Subject: Reynoldsburg CC YMCA - OACM Meeting 036 Minutes

All,

Please see the weekly OACM meeting minutes from meeting #36 held on 11-21-19.

Thank you,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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Attachment: Future OSU Men's basketball game (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Thursday, August 29, 2019 3:23 PM
To: Andrew Bowsher
Subject: FW: [EXT] Reynoldsburg Leases

Did you get this Rhonda?

From: Rhonda Ludwig
Sent: Thursday, August 29, 2019 2:32 PM
To: Jed Hood ; Andrew Bowsher ; Sandra Boller ; Brad McCain
Subject: Fwd: [EXT] Reynoldsburg Leases

Good afternoon.

We have provided everything that has been sent to date. See the email below regarding what we are missing.

Please let Brad M., know if you have any questions.

Rhonda

----- Forwarded message -----

From: Joanne.Goldhand@icemiller.com <Joanne.Goldhand@icemiller.com>
Date: Thu, Aug 29, 2019 at 2:27 PM
Subject: RE: [EXT] Reynoldsburg Leases
To: Brad McCain <bmccain@ymcacolumbus.org>
Cc: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>, Catherine.Strauss@icemiller.com <Catherine.Strauss@icemiller.com>, Rich Zingale <rzingale@ymcacolumbus.org>, Elissa James <ejames@ymcacolumbus.org>, Stephen.Tanner@icemiller.com <Stephen.Tanner@icemiller.com>

I'll send a call in.

We are still missing the following exhibits from the Y lease.

Ex. B: Depiction of City Land

- Ex. C: Depiction of Community Center Land
- Ex. D: Depiction of Common Area Land.

Do you have them in your files?

J

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Thursday, August 29, 2019 8:57 AM
To: Goldhand, Joanne I.
Cc: Rhonda Ludwig; Strauss, Catherine; Rich Zingale; Elissa James; Tanner, Stephen
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

That would be great.

Thanks,

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
 1907 Leonard Ave, Suite 150, Columbus, OH 43219
P 614 389 2729

E bmccain@ymcacolumbus.org **W** ymcacolumbus.org
FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) **T** twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Thu, Aug 29, 2019 12:49 PM, Joanne.Goldhand@icemiller.com Joanne.Goldhand@icemiller.com wrote:

[Any of those times work for me. Shall we go with Tuesday afternoon?](#)

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Thursday, August 29, 2019 8:46 AM
To: Goldhand, Joanne I.
Cc: Rhonda Ludwig; Strauss, Catherine; Rich Zingale; Elissa James; Tanner, Stephen
Subject: Re: [EXT] Reynoldsburg Leases

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

****EXTERNAL EMAIL****

Thanks Joanne,

Here are some available times for our team next week:

Tuesday 3:30-5p

Wednesday 8-10, 2:30-5

Thurs 11-1, 2-5

Fri 8-10, 2-5p

Let us know what works for you.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
1907 Leonard Ave, Suite 150, Columbus, OH 43219
P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

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Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

On Wed, Aug 28, 2019 2:36 PM, Joanne.Goldhand@icemiller.com Joanne.Goldhand@icemiller.com wrote:

Thanks, yes that sounds good. I'm around for the rest of the week and next.

Based on what we have seen, we recommend that there be a tri-party agreement because as it is settled now, the Y has obligations that it is not being paid for. This will not only involve making sure that the money that Ohio Health has agreed to pay gets to the Y but also that if additional funds are necessary, that the City will pay them.

We will lay out the obligations, available funds and unfunded obligations in the call. Then we can determine how best to close the loop.

Thanks!

Joanne

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Wednesday, August 28, 2019 9:05 AM
To: Rhonda Ludwig
Cc: Strauss, Catherine; Rich Zingale; Elissa James; Goldhand, Joanne I.
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Cathy and Joanne,

Here is an LOI from OhioHealth to Reynoldsburg. It includes some of the exhibits mentioned. Can we scheduled a conference call to move this forward?

Thanks,

Brad

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

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The Y: We're for youth development, healthy living and social responsibility.

On Thu, Aug 15, 2019 1:58 PM, Rhonda Ludwig rhonda.ludwig@ymcacolumbus.org wrote:

Thank you Brad. I appreciate it moving this forward as OhioHealth will not be able to start their construction until this contract is prepared for their signature.

Have a Great Day.

Rhonda

On Thu, Aug 15, 2019 at 9:38 AM Brad McCain <bmccain@ymcacolumbus.org> wrote:

Greetings,

Here are the 2 exhibits from the City. Would we now be ready to schedule with Reynolds OhioHealth piece?

Thanks,

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
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The Y: We're for youth development, healthy living and social responsibility.

On Mon, Aug 5, 2019 at 8:46 AM Brad McCain <bmccain@ymcacolumbus.org> wrote:

Following up one two items from yesterday:

- * Confirmed 57,000 sq ft is the YMCA portion of the building. 13,000 is health partner space
- * Rhonda has asked the Jed for all of the exhibits from the leases.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

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 1907 Leonard Ave, Suite 150, Columbus, OH 43219
 P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
 FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Jul 31, 2019 9:08 PM, Catherine.Strauss@icemiller.com Catherine.Strauss@icemiller.com wrote:

Works for us. I'll send a calendar appointment to those on this email, and each can accept or decline as their participati

Thanks.

Cathy

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Wednesday, July 31, 2019 5:07 PM
To: Strauss, Catherine
Cc: Rich Zingale; Rhonda Ludwig; Elissa James; Goldhand, Joanne I.
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Thanks Cathy. Could we do 1:30p tomorrow?

Thanks,

Brad

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

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FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Jul 31, 2019 8:47 PM, Catherine.Strauss@icemiller.com Catherine.Strauss@icemiller.com wrote:

Brad: Should we schedule a call for tomorrow? How about 1:00-2:30 or 3:00-4:30?

Thanks.

Cathy

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Wednesday, July 31, 2019 9:45 AM
To: Strauss, Catherine; Rich Zingale; Rhonda Ludwig; Elissa James
Subject: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Greetings Cathy,

I wanted to ask your assistance with the Reynoldsburg leases. Reaching back to last fall working with Reynoldsburg on the lease. Reynoldsburg City Council passed an ordinance

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

Mayor to enter in the lease (attached). Since then, the lease has not been sent back to the progress.

Flash forward to earlier this spring/summer, Reynoldsburg officials approached our staff Reynoldsburg and OhioHealth had been negotiating a lease for the healthcare space in t wanted to shift the maintenance cost and capital improvement payments from the City t most recent version of that lease agreement (and red lined comparison). As a Y team, w but have questions on the best contract organization and some specific requirements.

Here is an excerpt from email thread with the OhioHealth outside counsel involved on th

From: Littles, Carlin G. <CLittles@porterwright.com>
Sent: Wednesday, June 26, 2019 3:33 PM
To: Matt Roth <mroth@ci.reynoldsburg.oh.us>
Cc: Moberg, Matthew E. <MMoberg@porterwright.com>
Subject: Ohio Health/Reynoldsburg YMCA

Matt,

We spoke briefly regarding the lease agreement between OhioHealth and the City of Reynoldsburg. I clean version of the lease agreement. The only change made to this document since we last shared (G. Exhibit G lays out the responsibilities of the tenant, the landlord, and the YMCA, as I understand w parties. This should be the final version, as signed off by all the parties.

OhioHealth would like to have the lease signed by the end of the week before our signatories are un construction. Please let us know if that is possible for the City.

Thank you for jumping in to assist in Jed's absence.

Best,

Carlin

Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

CARLIN G. LITTLES*Porter Wright Morris & Arthur LLP**Bio / CLittles@porterwright.com**D: [614.227.2060](tel:614.227.2060) / M: [561.267.8515](tel:561.267.8515) / F: [614.227.2100](tel:614.227.2100)**[41 South High Street, Suite 2900 / Columbus, OH 43215](#)*

We'd like for you to review the leases and help get the ball moving forward. OhioHealth this is finalized so there is some urgency on their end. The Reynoldsburg City Attorney, with the City.

Let me know how you would like to move forward.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

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1907 Leonard Ave, Suite 150, Columbus, OH 43219
P 614 389 2729

E bmccain@ymcacolumbus.org **W** ymcacolumbus.org
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 ICE MILLER LLP

--

Rhonda Ludwig

Regional VP of Operations

YMCA OF CENTRAL OHIO

6767 Refugee Road, Canal Winchester, OH 43110

P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org

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--

Rhonda Ludwig

Regional VP of Operations

YMCA OF CENTRAL OHIO

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P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org

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Attachment: FW EXT Reynoldsburg Leases (Community Center Final Appropriation)

Mollie Prasher

From: Bill Sampson
Sent: Tuesday, August 27, 2019 11:31 AM
To: Andrew Bowsher
Subject: FW: #EXT# "Work letter" for the Lease
Attachments: (DMS)_REDLINE 6v4 Lease Agreement (OhioHealth - Reynoldsburg YMCA)_(1191....pdf;
 (DMS)_Lease Agreement (OhioHealth - Reynoldsburg YMCA)_(11126177)_(6).doc

From: Moberg, Matthew E.
Sent: Thursday, April 04, 2019 9:11 AM
To: 'Tokarski, Roland' ; Bill Sampson
Subject: RE: #EXT# "Work letter" for the Lease

Roland and Bill,

I have attached our most recent draft of the lease (submitted to Mr. Hood on 1/15/19), which was an attempt to address a number of comments he provided to me via email. We haven't had any substantive discussions since 2018, so I don't know that I can really point out a list of "sticking points" until I hear back from him, but I know the big issue was with respect to property maintenance obligations.

I understand that the City expects the YMCA to act as the property manager, and we have gotten comfortable with that, but we still need the landlord to be ultimately responsible for these items under the lease should the YMCA fail to perform (see specifically Section 5.E.).

-Matt

MATTHEW E. MOBERG

Porter Wright Morris & Arthur LLP
 Bio / mmoberg@porterwright.com
 D: 614.227.2082 / F: 614.227.2100
 41 South High Street, Suite 2900 / Columbus, OH 43215

/ YOU INSPIRE US, CHICAGO.

We are proud to announce that on February 1, 2019, Butler Rubin Saltarelli & Boyd LLP merged into Porter Wright, marking our firm's expansion into the Chicago market. [Learn more.](#)

From: Tokarski, Roland [<mailto:Roland.Tokarski@ohiohealth.com>]
Sent: Thursday, April 04, 2019 7:57 AM
To: Bill Sampson
Cc: Moberg, Matthew E.
Subject: #EXT# "Work letter" for the Lease

External Email

Attachment: FW #EXT# Work letter for the Lease (Community Center Final Appropriation)

Bill – it sounds like our team and CT got everything worked out on the scope of work piece of the lease. Only pieces left are anything between Jed and Matt Moberg, which I don't think there are many.
 Matt – can you please opine of any sticking points you are aware of so Bill knows?

FYI, CT has been very good to work with.

Thanks!
 Roland



[Roland Tokarski](#) | System Vice President, Real Estate, Construction and Facilities
 OhioHealth | Real Estate, Construction and Facilities
 3535 Olentangy River Road | Columbus, Ohio 43214
 Office: [614-788-4484](tel:614-788-4484)
Roland.Tokarski@OhioHealth.com



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This message may be protected by the attorney-client privilege. If you believe that it has been sent to you in error, do not read, print or forward it. Please reply to the sender that you have received the message in error. Then delete it. Thank you.

END OF NOTICE

Attachment: FW #EXT# Work letter for the Lease (Community Center Final Appropriation)

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Wednesday, January 15, 2020 9:11 AM
To: Andrew Bowsher
Cc: Brian P. Sabla (bsabla@ctconsultants.com)
Subject: FW: Certificate of Substantial Completion
Attachments: scans@gilbaneco.com_20200108_151909.pdf

Andrew,
 Just checking if the City of Reynoldsburg had the opportunity to sign the substantial completion certificate. I would like to send the document, along with the Fire Department's Temporary Life Safety Approval to Ohio Department of Health to schedule the indoor pool inspection.
 Thanks,
 Ed Valentine

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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Gilbane, a Crain's Cleveland top contractor, a three-time member of Fortune's "100 Best Places to Work" list and a fourteen-time member of Training Magazine's Top 125

From: Valentine, Edward R.
Sent: Wednesday, January 8, 2020 3:41 PM
To: Brian Sabla ; Andrew Bowsher
Cc: Swords, Jason
Subject: RE: Certificate of Substantial Completion

Andrew, I have attached a signed substantial completion date and passing this along for the City's signature. Please contact Brian or I with any questions.
 Thanks,
 Ed Valentine

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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Gilbane, a Crain's Cleveland top contractor, a three-time member of Fortune's "100 Best Places to Work" list and a fourteen-time member of Training Magazine's Top 125

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, January 6, 2020 11:44 AM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>

Attachment: FW Certificate of Substantial Completion (Community Center Final Appropriation)

Cc: Swords, Jason <JSwords@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>

Subject: Certificate of Substantial Completion

[EXTERNAL]

Andrew,

See attached for the Certificate of Substantial Completion. I have reviewed this with Ed, and he has no comments/revisions. If you are okay with this, please let us know and Ed will sign a paper copy and walk it over for the City's signature.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
Project Manager

513-792-8417 Direct
513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
Integrity Tower Building
4420 Cooper Road
Suite 200
Cincinnati OH 45242
513-791-1700 Office
513-791-1936 Fax
www.ctconsultants.com



Attachment: FW Certificate of Substantial Completion (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Wednesday, January 8, 2020 4:16 PM
To: Joe Begeny
Cc: Andrew Bowsher; Donna Bauman
Subject: FW: Chairs for Grand Opening

Joe:

Please see below regarding the request to use chairs for the grand opening of the YMCA. Donna checked with Judy and there are approximately 200 at the Senior Center and I know we have quite a few at the PD. What are your thoughts? We would have to get a solid count on all of them and have staff take them on the Friday before and go back a get them first thing Monday.

Sandra

From: Rhonda Ludwig
Sent: Monday, December 30, 2019 7:24 PM
To: Andrew Bowsher ; Sandra Boller ; Donna Bauman ; Tina Badurina
Subject: Chairs for Grand Opening

Andrew, Donna, Sandra - I wanted to check with you to see if the City has chairs. We are hoping for 400 people to attend the grand opening event. We have on order close to 100 chairs which we will have prior to opening. If the City does not have chairs, is there a vendor that you use for special events?

Please let me know.
 Thank you for your help.
 Rhonda

--

Rhonda Ludwig
Regional VP of Operations
 YMCA OF CENTRAL OHIO
 6767 Refugee Road, Canal Winchester, OH 43110
P 614 389 4556
E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org
O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Attachment: FW Chairs for Grand Opening (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Friday, August 23, 2019 12:13 PM
To: Mark Horton; Tom Michaels
Cc: Andrew Bowsher
Subject: FW: Color Site Plan
Attachments: OH Exhibit B 061318.pdf

Gentlemen....

Take a read through the e-mails below. Does any of this sound familiar? Any idea about what Jed may have seen previously? Hope all is well guys!

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



From: Andrew Bowsher
Sent: Friday, August 23, 2019 12:04 PM
To: 'Blaisdell, Howard'
Cc: Brian Sabla ; Jed Hood
Subject: FW: Color Site Plan

Howard,

Please see the email chain pertaining to an exhibit that is being requested to finalize the YMCA, and Ohio Health Contracts. Our City Attorney, Jed Hood (Attached) physically saw a copy of the site plan that was drawn up with 4 or 5 colors depicting the maintenance responsibility of various mechanicals, and rooms. In addition it had an attached excel file, detailing the drawing. This is being requested to be attached, and everything that has crossed our desks hasn't worked thus far. If anyone knows what's being requested, that would be a huge plus!

Thank you in advance!

V/R

Andrew Bowsher

Development Director

City of Reynoldsburg

7232 East Main Street

Reynoldsburg, OH 43068

Ph: 614.322.6831 | Fax: 614.322.6845

ABowsher@ci.reynoldsburg.oh.us | www.ci.reynoldsburg.oh.us

From: Brian Sabla <BSabla@ctconsultants.com>

Sent: Thursday, August 22, 2019 6:04 PM

To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>

Subject: RE: Color Site Plan

Okay, it dawned on me that early on the landscape architect was producing some different colored site plans. See attached...this was an actual exhibit for OhioHealth when we were working thru the lease terms. Is this close?

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
Project Manager

513-792-8417 Direct

513-227-5498 Cell

bsabla@ctconsultants.com

CT Consultants, Inc.

Integrity Tower Building

4420 Cooper Road

Suite 200

Cincinnati OH 45242

513-791-1700 Office

513-791-1936 Fax

www.ctconsultants.com



From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>

Sent: Thursday, August 22, 2019 8:26 AM

To: Brian Sabla <BSabla@ctconsultants.com>; Rich Zingale <rzingale@ymcacolumbus.org>

Subject: FW: Color Site Plan

Attachment: FW Color Site Plan (Community Center Final Appropriation)

Brian/Rich,
Do you happen to know the site plan Jed is referencing?

V/R

Andrew Bowsher

Development Director
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068
Ph: 614.322.6831 | Fax: 614.322.6845
ABowsher@ci.reynoldsburg.oh.us | www.ci.reynoldsburg.oh.us

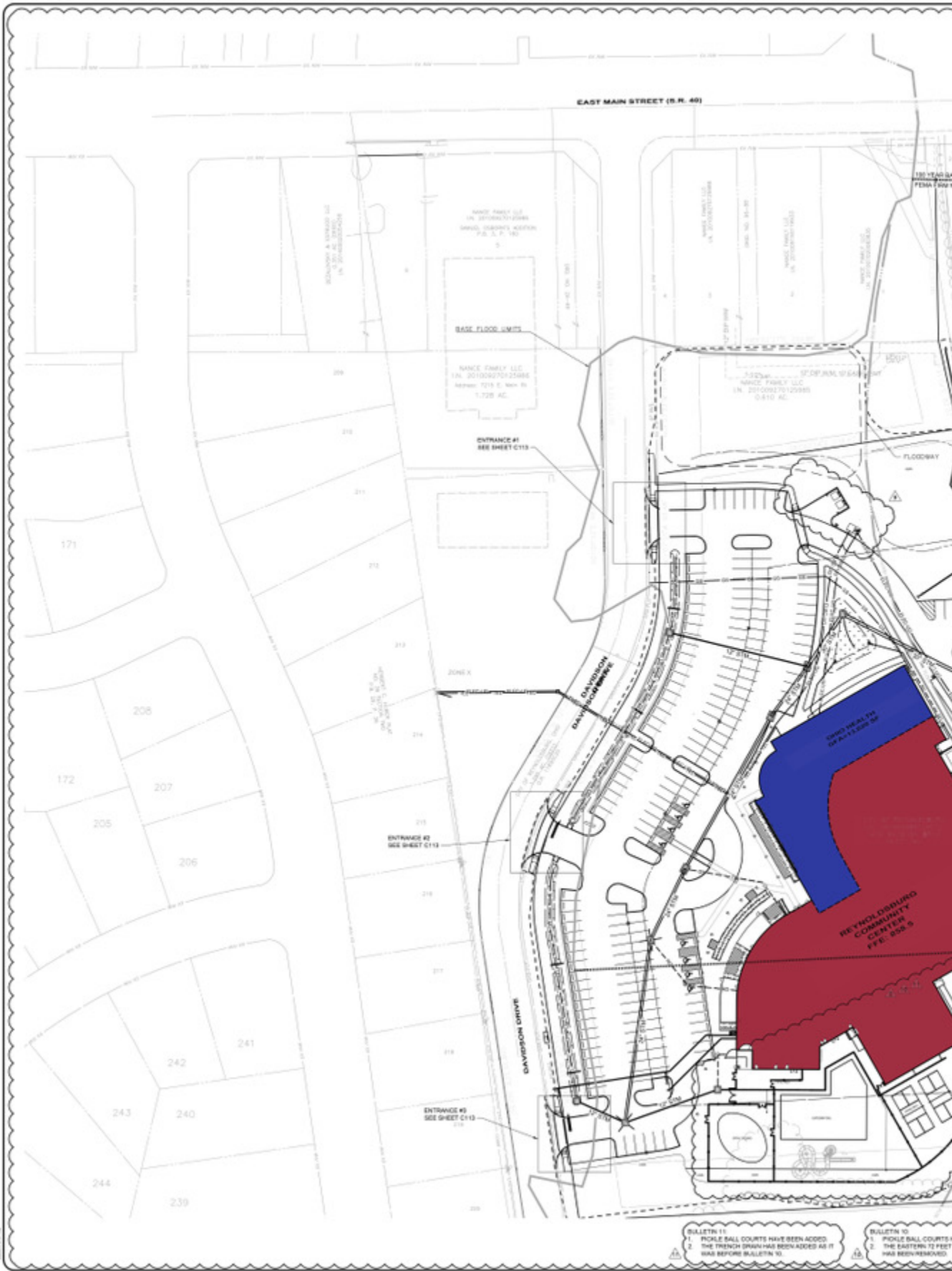
From: Jed Hood <jhood@ci.reynoldsburg.oh.us>
Sent: Thursday, August 22, 2019 7:53 AM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Subject: RE: Color Site Plan

This is not it. It had more than two colors and had a color coded key that described what was OH health responsibility to maintain, the Y and the City.

Jed Hood
Reynoldsburg City Attorney
7232 E. Main St.
Reynoldsburg, Ohio 43068
(614) 322-6803
Fax (614) 322-6874

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Sent: Wednesday, August 21, 2019 7:37 PM
To: Jed Hood <jhood@ci.reynoldsburg.oh.us>
Subject: Color Site Plan

Attachment: FW Color Site Plan (Community Center Final Appropriation)



Andrew Bowsher
City of Reynoldsburg
Development Director
614-322-6831

Attachment: FW Color Site Plan (Community Center Final Appropriation)

Mollie Prasher

From: Shelley Slota
Sent: Wednesday, June 27, 2018 9:11 AM
To: Andrew Bowsher
Subject: FW: Community Center PGU Review

Follow Up Flag: Follow up
Flag Status: Flagged

Shelley L. Slota
 Administrative Assistant
 Building Division, City of Reynoldsburg
 7232 E Main Street
 Reynoldsburg, Ohio 43068
 614-322-6802 office
 614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

From: Fraser, Bruce
Sent: Tuesday, June 26, 2018 1:59 PM
To: Shelley Slota
Subject: RE: Community Center PGU Review

Shelley,

The plan file size was too large to send electronically, so here is a link for you to download the files from our review.

<https://structurepoint.sharefile.com/d-s490d0c1b58d420da>

Bruce Fraser, PE
Transportation Manager

2550 Corporate Exchange, Suite 300
 Columbus, Ohio 43231
 614.901.2235 OFFICE
 614.563.7298 CELL
structurepoint.com WEB



AMERICAN
STRUCTUREPOINT
INC.



Best Places to Work in Indiana
 Best Employers in Ohio

From: Shelley Slota [<mailto:sslota@ci.reynoldsburg.oh.us>]
Sent: Tuesday, June 26, 2018 10:31 AM

Attachment: FW Community Center PGU Review (Community Center Final Appropriation)

To: Fraser, Bruce
Subject: Community Center PGU Review

Bruce,

It is my understanding after speaking to John that some type of approval or preliminary approval was sent to the City of Reynoldsburg for the Community Center PGU. Would you please send me a copy of the approval so that I can have it documented in the file for when they begin site work.

Thanks,
Shelley

Shelley L. Slota
Administrative Assistant
Building Division, City of Reynoldsburg
7232 E Main Street
Reynoldsburg, Ohio 43068
614-322-6802 office
614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

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<http://www.structurepoint.com/>

Attachment: FW Community Center PGU Review (Community Center Final Appropriation)

Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Tuesday, September 24, 2019 12:25 PM
To: Andrew Bowsheer
Subject: FW: Elevation Certificates/Flood Mitigation
Attachments: Elevation Certificate.pdf; Rburg SFHAD Permit Application 2001.pdf

Andrew,

Attached is the elevation certificate we provided. See e-mail below....John Paszke completed the SFHD and forwarded to Sandra Boller. Again, we were never given a completed copy of this for our files. Attached is a copy of the application that would have been filled out by John.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C

Project Manager

513-792-8417 Direct

513-227-5498 Cell

bsabla@ctconsultants.com

CT Consultants, Inc.

Integrity Tower Building

4420 Cooper Road

Suite 200

Cincinnati OH 45242

513-791-1700 Office

513-791-1936 Fax

www.ctconsultants.com



From: John Paszke
Sent: Monday, May 21, 2018 3:59 PM
To: Brian Sabla ; David Parkinson ; Sandra Boller
Cc: Mark Horton ; Brad McCloud ; Bill Sampson ; Donna Bauman ; Tom Michaels ; Jed Hood
Subject: RE: Elevation Certificates/Flood Mitigation

Brian,

I have received the elevation certificate from Dave and have completed the SFHD and forwarded to Sandra. I don't believe we will need anything else at this time, thanks.

John P. Paszke

Chief Building Official

City of Reynoldsburg

7232 E. Main Street

Reynoldsburg, Ohio 43068

jpaszke@ci.reynoldsburg.oh.us

From: Brian Sabla [<mailto:BSabla@ctconsultants.com>]

Sent: Monday, May 21, 2018 3:28 PM

To: David Parkinson; Sandra Boller

Cc: Mark Horton; Brad McCloud; Bill Sampson; Donna Bauman; Tom Michaels; Jed Hood; John Paszke

Subject: RE: Elevation Certificates/Flood Mitigation

Attachment: FW Elevation Certificates Flood Mitigation (Community Center Final Appropriation)

Sandra,

The message below bounced back as undeliverable. I'm assuming the 8 MB PDF attachment was too large to be allowed by the City's server. Please let me know if you need the grading plans, and we'll find a way to get them to you.

Thanks, Brian

Hi Sandra,

There are no flood mitigation walls, only retaining walls that are required to make the site grading work, as we cannot tie into the existing grades within the floodway. Those walls are shown on the Grading Plans, which I have attached for your use/reference. I've put a red circle around where the wall starts and stops.....TW (top of wall) and BW (bottom of wall). For the most part, the wall is only a few feet high; however, it does get to be up around 7' tall around the back of the building.

Let me know if this addresses your request, and if not, let me know what else you need, and I'll get it sent over.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C

Project Manager

513-792-8417 Direct

513-227-5498 Cell

bsabla@ctconsultants.com

CT Consultants, Inc.

11120 Kenwood Road

Cincinnati OH 45242

513-791-1700 Office

513-791-1936 Fax

www.ctconsultants.com



From: David Parkinson

Sent: Monday, May 21, 2018 9:32 AM

To: Sandra Boller <sboller@ci.reynoldsburg.oh.us>

Cc: Mark Horton <MHorton@ctconsultants.com>; Brad McCloud <bmcccloud@ci.reynoldsburg.oh.us>; Bill Sampson <bsampson@ci.reynoldsburg.oh.us>; Donna Bauman <dbauman@ci.reynoldsburg.oh.us>; Tom Michaels <TMichaels@ctconsultants.com>; Jed Hood <jhood@ci.reynoldsburg.oh.us>; John Paszke <JPaszke@ci.reynoldsburg.oh.us>; Brian Sabla <BSabla@ctconsultants.com>

Subject: RE: Elevation Certificates/Flood Mitigation

Good morning, Ms. Boller.

I'm working on the Elevation Certificate. Just to be clear, this will be based on preliminary construction drawings. I should have this today, upon confirmation from Mr. Paszke regarding the applicable FEMA FIRM.

I've forwarded your inquiry to the Project Manager for his response regarding the retaining walls.

Thanks.

David R. Parkinson, P.E.

Senior Project Manager

614-779-0016 Direct

614-374-2080 Cell

dparkinson@ctconsultants.com

CT Consultants, Inc.

Northwoods I

7965 North High Street #340

Columbus OH 43235

614-885-1700 Office

614-885-1701 Fax

www.ctconsultants.com

Attachment: FW Elevation Certificates Flood Mitigation (Community Center Final Appropriation)



From: Sandra Boller [<mailto:sboller@ci.reynoldsburg.oh.us>]

Sent: Monday, May 21, 2018 9:01 AM

To: David Parkinson <DParkinson@ctconsultants.com>

Cc: Mark Horton <MHorton@ctconsultants.com>; Brad McCloud <bmccloud@ci.reynoldsburg.oh.us>; Bill Sampson <bsampson@ci.reynoldsburg.oh.us>; Donna Bauman <dbauman@ci.reynoldsburg.oh.us>; Tom Michaels <TMichaels@ctconsultants.com>; Jed Hood <jhood@ci.reynoldsburg.oh.us>

Subject: Elevation Certificates/Flood Mitigation

Good Morning Mr. Parkinson:

I have been advised that you are the person that can assist with getting an Elevation Certificates for the property that the new Community Center will be built on. I am in need of a copy for the insurance quotes.

Also, if I may have any flood mitigation/wall plans that will be done on the same property, it would be much appreciated.

Again, we are looking at quotes for coverage.

Thank you,

Sandra Boller

City of Reynoldsburg

Office of Mayor

Phone (614) 322-6868

Fax (614) 322-6875

sboller@ci.reynoldsburg.oh.us

www.ci.reynoldsburg.oh.us

Attachment: FW Elevation Certificates Flood Mitigation (Community Center Final Appropriation)

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Wednesday, October 30, 2019 12:10 PM
To: Andrew Bowsher
Cc: Tanner, Jessica
Subject: FW: Event Checklist
Attachments: Event Checklist.pdf

Andrew,

Following up on our last conversation regarding the ribbon-cutting ceremony scheduled for December 5, our Marketing Specialist Jessica Tanner has been involved in multiple owner ceremonies and would be available to aid the City of Reynoldsburg and the YMCA with the event.

Please ask your contact person to reach out to Jessica for assistance to the City of Reynoldsburg.

Thanks,

Ed V.

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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Jessica Tanner | Marketing Specialist | [Gilbane Building Company](#)
 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3026
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Attachment: FW Event Checklist (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, November 19, 2019 3:11 PM
To: Andrew Bowsher
Subject: FW: FW: YMCA Reynoldsburg - WAP's Installation Pricing.
Attachments: YMCA WAP Pricing Signed.pdf

Andrew,

Here is the WAP approval from Rich.

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Rich Zingale
Sent: Wednesday, November 6, 2019 5:14 PM
To: Swords, Jason
Cc: Brian Sabla ; Andrew Bowsher ; Elms, Shaka ; Toney, Francis P. ; Valentine, Edward R. ; William Briggs
Subject: Re: FW: YMCA Reynoldsburg - WAP's Installation Pricing.

Approved to proceed. Reference to YMCA PO# 142456 in the amount of \$2,548.56

Will (YMCA IT) should have the WAPs in your hands tomorrow.

Thanks.

Richard Zingale
Vice President of Capital Asset Advancement
YMCA of Central Ohio
 40 W. Long St.
 Columbus, OH 43215
 (P) 614 224 1131 (C) 614 981 5650 (F) 614 384 2306
 (E)rzingale@ymcacolumbus.org (W) ymcacolumbus.org

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Nov 6, 2019 at 10:42 AM Swords, Jason <JSwords@gilbaneco.com> wrote:

Rich,

Attachment: FW FW YMCA Reynoldsburg - WAP's Installation Pricing (Community Center Final Appropriation)

I spoke with your IT guy Will and it sounds like he will be bringing out the WAPs shortly. It was requested to have our electrician Claypool install these. Please see attached pricing from Claypool for this work.

Let me know if there are any questions.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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From: Mike Travis <MTravis@claypoolelectric.com>

Sent: Friday, October 25, 2019 2:23 PM

To: Elms, Shaka <SElms@GilbaneCo.com>

Cc: Alan Bruns <ABruns@claypoolelectric.com>; Toney, Francis P. <FToney@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>

Subject: RE: YMCA Reynoldsburg - WAP's Installation Pricing.

Here you go.

Mike Travis, Project Manager

Claypool Electric Inc.

1275 Lancaster Kirkersville Rd.

Attachment: FW FW YMCA Reynoldsburg - WAP's Installation Pricing (Community Center Final Appropriation)

Lancaster, Ohio 43130

740-808-0937 Mobile

740-682-5775 Office

mtravis@claypoolelectric.com



From: Elms, Shaka <SElms@GilbaneCo.com>

Sent: Thursday, October 24, 2019 5:12 PM

To: Mike Travis <MTravis@claypoolelectric.com>

Cc: Alan Bruns <ABruns@claypoolelectric.com>; Toney, Francis P. <FToney@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>

Subject: YMCA Reynoldsburg - WAP's Installation Pricing.

Mike,

Send Jason a price to install the WAP's for the project. The owner is supplying the WAP's; therefore, pricing to include installation only.

Also provide a count of the total number of WAP that will need installed for the project. Thanks in advance.

Shaka Elms | **Gilbane Building Company**

145 E. Rich Street | Columbus, Ohio | 43215

O: (614) 948-4000 | M: (317) 376-9725

Attachment: FW FW YMCA Reynoldsburg - WAP's Installation Pricing (Community Center Final Appropriation)

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Attachment: FW FW YMCA Reynoldsburg - WAP's Installation Pricing (Community Center Final Appropriation)

Mollie Prasher

From: Bill Sampson
Sent: Tuesday, August 27, 2019 11:34 AM
To: Andrew Bowsher
Subject: FW: Final LOI for Signature
Attachments: Reynoldsburg,Final LOI.pdf

From: Tokarski, Roland
Sent: Monday, June 18, 2018 10:34 AM
To: Bill Sampson
Cc: Pierotti, Lewis ; 'Tom Michaels'
Subject: Final LOI for Signature

Bill,

Please find attached final LOI, with all attachments, for signature.

Kindly execute 2 original copies and courier back to my attention and we will do the same and get you final copies.

If you could also please send a scanned copy once signed, that would be great – we will also send back a signed, scanned copy while the originals are circulating.

Thanks and let me know if you have any questions!

Roland



Roland Tokarski | System Vice President, Real Estate, Construction and Facilities
 OhioHealth | Real Estate, Construction and Facilities
 3535 Olentangy River Road | Columbus, Ohio 43214
 Office: 614-788-4484
Roland.Tokarski@OhioHealth.com

Attachment: FW Final LOI for Signature (Community Center Final Appropriation)



FORTUNE 100 Best Companies to Work For 2007-2018

Attachment: FW Final LOI for Signature (Community Center Final Appropriation)

Mollie Prasher

From: Joni Crawford
Sent: Tuesday, February 11, 2020 2:04 PM
To: Andrew Bowsher
Cc: Stephen Cicak; Joe Begeny
Subject: FW: Gilbane - YMCA - AEP invoices
Attachments: RE: Gilbane - YMCA - AEP invoices

Andrew,

This was the last email I got about this. In it I mentioned that you need to verify this with the YMCA. I don't think anyone from the YMCA was included in those emails. Based on this could you please reach out to your YMCA contacts and give them copies of the AEP bills?

Joni Crawford

Finance Manager
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068\
Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

Attachment: FW Gilbane - YMCA - AEP invoices (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, January 16, 2020 4:36 PM
To: Brian Sabla; Rich Zingale
Cc: Andrew Bowsher; Valentine, Edward R.; Elms, Shaka
Subject: FW: Indoor Pool UV
Attachments: 20191226141221.pdf

Importance: High

Brian,

The attached was approved today on the conference call. However, going back through I saw that Patterson did not include electrical service to the unit/system. Don't know what exactly is needed here or if I am missing something.

I will reach out to Patterson on requirements. Can you reach out to Korda?

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Tim Patterson
Sent: Thursday, December 26, 2019 1:48 PM
To: Swords, Jason
Subject: Indoor Pool UV
Importance: High

[EXTERNAL]

Jason,

The YMCA (Rich Zingale) has asked us to submit and COR for installing a UV unit on the indoor pool.

Let me know if you have any questions.

Sincerely,

Tim Patterson
 Patterson Pools, LLC
 8155 Memorial Drive
 Plain City OH 43064
 614-876-2628

Attachment: FW Indoor Pool UV (48) (Community Center Final Appropriation)

tpatterson@pattersonpools.com

Certified Women's Business Enterprise National Council (WBENC)

Attachment: FW Indoor Pool UV (48) (Community Center Final Appropriation)

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Tuesday, January 21, 2020 8:54 AM
To: Brian P. Sabla (bsabla@ctconsultants.com); Andrew Bowsher
Cc: Swords, Jason; Elms, Shaka
Subject: FW: Indoor Pool UV

Importance: High

Brian and Andrew,
 The Ohio Department of Health Inspector will be on site Wednesday at 10 am to perform a final inspection on the indoor pool in anticipation of the YMCA opening on the 25th.
 The inspector will want to be assured there is a temporary certificate of occupancy has been issued by the City of Reynoldsburg for the facility. Is there any possibility of expediting the TCO form through the plan review or final inspection channels to have a certificate for tomorrow?
 A final plumbing inspection is to occur today and that should complete all City Inspections.

Thanks for your assistance,
 Ed V.

Ed Valentine, LEED AP BD+C | Senior Project Executive | **Gilbane Building Company**
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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From: Tim Patterson
Sent: Tuesday, January 21, 2020 8:26 AM
To: Swords, Jason
Cc: Valentine, Edward R. ; Elms, Shaka ; Bob Rogers
Subject: RE: Indoor Pool UV
Importance: High

[EXTERNAL]

ODH final is scheduled for 10:00am tomorrow.

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Saturday, January 18, 2020 10:31 AM
To: Tim Patterson <tpatterson@pattersonpools.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>; Bob Rogers <brogers@pattersonpools.com>
Subject: RE: Indoor Pool UV

Ok Plumbing inspection is Tuesday (Monday is holiday). Will push for the TCO.

Attachment: FW Indoor Pool UV (Community Center Final Appropriation)

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Tim Patterson <tpatterson@pattersonpools.com>
Sent: Saturday, January 18, 2020 9:01 AM
To: Swords, Jason <JSwords@GilbaneCo.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>; Bob Rogers <brogers@pattersonpools.com>
Subject: RE: Indoor Pool UV

[EXTERNAL]

Jason,

We are scheduling ODH inspection for Wednesday. Our inspector will need to see approvals for electric, plumbing, HVAC and COO.

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Saturday, January 18, 2020 8:13 AM
To: Tim Patterson <tpatterson@pattersonpools.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: RE: Indoor Pool UV

Thanks Tim,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Tim Patterson <tpatterson@pattersonpools.com>
Sent: Friday, January 17, 2020 7:57 AM
To: Swords, Jason <JSwords@GilbaneCo.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: RE: Indoor Pool UV

[EXTERNAL]

Jason,

Attachment: FW Indoor Pool UV (Community Center Final Appropriation)

Control cabinet requires a 25amp breaker, electrician to run power and ground from panel to cabinet. We will run control wiring between cabinet and UV chamber.

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, January 16, 2020 4:37 PM
To: Tim Patterson <tpatterson@pattersonpools.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: RE: Indoor Pool UV

Tim,

We were given direction to proceed with this today at our owner meeting.

Can you call me tomorrow morning to fill me in and go through electrical requirements?

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Tim Patterson <tpatterson@pattersonpools.com>
Sent: Thursday, December 26, 2019 1:48 PM
To: Swords, Jason <JSwords@GilbaneCo.com>
Subject: Indoor Pool UV
Importance: High

[EXTERNAL]

Jason,

The YMCA (Rich Zingale) has asked us to submit and COR for installing a UV unit on the indoor pool.

Let me know if you have any questions.

Sincerely,

Tim Patterson
 Patterson Pools, LLC
 8155 Memorial Drive
 Plain City OH 43064
 614-876-2628
tpatterson@pattersonpools.com

Certified Women's Business Enterprise National Council (WBENC)

Attachment: FW Indoor Pool UV (Community Center Final Appropriation)

Mollie Prasher

From: Tokarski, Roland <Roland.Tokarski@ohiohealth.com>
Sent: Monday, September 16, 2019 7:12 AM
To: Andrew Bowsher
Cc: Walston, Ann; 'Moberg, Matthew E.'
Subject: FW: Matrix of property management for Reynoldsburg
Attachments: 2018 08 02 Reynoldsburg ORM post meeting.xlsx

Andrew – this hasn't been reviewed or revisited in over a year, so I don't know if it will remain in the same shape or form.

However, when we all met (Bill, the Y, CT, etc.), this seemed to be in general alignment.

I would suggest it was never revisited with the final lease, etc. so the best this is – if we want to use it – is a guide for today.

Also would suggest we start with the lease language and philosophy and then we can discuss this next.

**I am not in position to make color copies. If you could make some for the group (and give to me please first) 11 x 17, that would be great.
 There will be three of us there.**

See you at 8:30 am. Sounds like a lot of traffic problems today so we will do our best to get there on time.

Thanks!
 Roland

From: Walston, Ann
Sent: Sunday, September 15, 2019 9:25 PM
To: Tokarski, Roland
Subject: FW: Matrix of property management for Reynoldsburg

Roland,
 As requested.

Ann



Ann Walston | System Director, Facilities Management
OhioHealth | Real Estate, Construction and Facilities
3430 OhioHealth Parkway | Columbus, Ohio 43214
 Office: 614-788-4490
ann.walston@ohiohealth.com

Attachment: FW Matrix of property management for Reynoldsburg (Community Center Final Appropriation)



FORTUNE 100 Best Companies to Work For 2007-2019

Attachment: FW Matrix of property management for Reynoldsburg (Community Center Final Appropriation)

Mollie Prasher

From: Stephen Cicak
Sent: Monday, December 2, 2019 10:43 AM
To: Brad McCloud; Andrew Bowsher; 'Tom Michaels'
Cc: Joe Begeny; Joni Crawford
Subject: FW: Message from "RNP5838791C06C8"
Attachments: Message from "RNP5838791C06C8"

Greetings:

Please see the attached updated finance report for the Community Center. We need an updated dashboard from CT. If there are any questions, please call me.

Respectfully,

Stephen M. Cicak

City Auditor
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
Ph:614.322.6858 | Fax:614.322.6857
SCicak@ci.reynoldsburg.oh.us / www.ci.reynoldsburg.oh.us

Attachment: FW Message from RNP5838791C06C8 (Community Center Final Appropriation)

Mollie Prasher

From: Chris Shook
Sent: Wednesday, January 15, 2020 11:50 AM
To: 'dbeamish@meyersroman.com'; 'rorourke@meyersroman.com'
Cc: Andrew Bowsher
Subject: FW: Notice of Commencement
Attachments: Notice of Commencement.pdf

Counsel: Please find attached the Notice of Commencement filed with respect to the City of Reynoldsburg's construction of the Community Center YMCA, 1421 Davidson Drive, Reynoldsburg, Ohio.

This is in reference to your client, Whitewater West Industries, Ltd. Your file number is 190239-03. If you have any questions, please let me know.

Chris Shook
 Reynoldsburg City Attorney

From: Andrew Bowsher
Sent: Wednesday, January 15, 2020 9:30 AM
To: Chris Shook
Subject: FW: Notice of Commencement

V/R

Andrew Bowsher
 DEVELOPMENT DIRECTOR

—
City of Reynoldsburg
 7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6831 | **F** 614-322-6845

www.ci.reynoldsburg.oh.us

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Wednesday, January 15, 2020 9:03 AM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Subject: Notice of Commencement

Andrew,

It's coming back to me now. Way back when, we did get this taken care of. See attached. Please let me know if you need anything else.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

Attachment: FW Notice of Commencement (Community Center Final Appropriation)

513-792-8417 Direct
513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
Integrity Tower Building
4420 Cooper Road
Suite 200
Cincinnati OH 45242
513-791-1700 Office
513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Monday, January 6, 2020 2:59 PM
To: Rich Zingale; Neil Eichensehr; Neale Murray; Andrew Bowsher
Cc: Valentine, Edward R.; Elms, Shaka
Subject: FW: Owner training for automatic doors

Rich and Andrew,

Does Tuesday 1/14 in the afternoon work for this training? If so let me know an exact time you prefer.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Mike Zook
Sent: Monday, January 6, 2020 2:54 PM
To: Swords, Jason
Subject: Owner training for automatic doors

[EXTERNAL]

I would like to schedule this training for Tuesday 1/14/20 in the afternoon. Please confirm this is ok. Thanks

Mike Zook
 President
 Ohio Glass and Aluminum Co.
 1735 Atlas Street
 Columbus, Ohio 43228
 Phone: 614-527-7960
 Fax: 614-527-7963
 Cell: 614-348-3547
mike@ohioglass.com

Attachment: FW Owner training for automatic doors (Community Center Final Appropriation)

Mollie Prasher

From: Taylor Brill
Sent: Monday, September 16, 2019 2:17 PM
To: Andrew Bowsher
Subject: FW: plaque
Attachments: REY-recognition plaque2.pdf

From: Brill, Taylor M.
Sent: Monday, September 16, 2019 2:16 PM
To: Taylor Brill
Subject: plaque



Taylor Brill

brill.91@osu.edu

Knowlton School of Architecture | B.S. City and Regional Planning
Architecture, Landscape and City Planning Scholars | Mentor Committee
City and Regional Planning Student Association | Vice President
ProjectHEAL-OSU | Vice President and Treasurer

Attachment: FW plaque (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Monday, February 3, 2020 2:13 PM
To: Rich Zingale; Neale Murray; Brian Sabla
Cc: Andrew Bowsher; Amrian Johnson; Valentine, Edward R.; Neil Eichensehr
Subject: FW: Pool Certification
Attachments: 20200201091622.pdf

All,

Please see attached from Patterson for your reference. We will include the attached with final closeout documents.

Let me know if there are any questions with this.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Tim Patterson
Sent: Saturday, February 1, 2020 9:00 AM
To: Swords, Jason
Cc: Valentine, Edward R.
Subject: Pool Certification

[EXTERNAL]

Jason,

Attached are copies of the pool certifications as required in 131100 3.4 A-F. (page 61 & 62)

Originals have been mailed to USA Swimming

Sincerely,

Tim Patterson
 Patterson Pools, LLC
 8155 Memorial Drive
 Plain City OH 43064
 614-876-2628
tpatterson@pattersonpools.com

Certified Women's Business Enterprise National Council (WBENC)

Attachment: FW Pool Certification (Community Center Final Appropriation)

Mollie Prasher

From: Keith Kundtz
Sent: Monday, September 23, 2019 3:05 PM
To: Andrew Bowsher
Subject: FW: Quick addition to comments

Just a heads up to what Kurt has been emailing and to who.

Keith Kundtz
 City of Reynoldsburg
 Street/Storm Water Superintendent
kkundtz@ci.reynoldsburg.oh.us
 7806 East Main Street
 Reynoldsburg Ohio 43068
 (614)322-5800

From: Kurt Keljo
Sent: Thursday, September 19, 2019 2:29 PM
To: Keith Kundtz ; Mike Schulze ; Brian Sabla ; Swords, Jason ; Valentine, Edward R. ; Toney, Francis P. ; Dorsey.2@osu.edu; Justin.Reinhart@epa.ohio.gov
Subject: Quick addition to comments

Hi All!

My sole goal in making the site visit and providing subsequent feedback was to try to minimize the likelihood of Reynoldsburg's facing a problem with the bio retention features on this site. I also welcome opportunities to learn about these practices, and value the things I picked up from yesterday's visit. In this regard, a timely webinar was shown at our office yesterday after I returned from the site, which was a good reminder of the value of clean outs on underdrains. They are useful for both diagnosing and addressing problems with bio retention features. There are no clean outs on the underdrains for the bio retention features at RCC YMCA.

All the best!
 Kurt

From: Kurt Keljo
Sent: Wednesday, September 18, 2019 3:45 PM
To: Keith Kundtz; Mike Schulze
Cc: 'Brian Sabla'; Swords, Jason; Valentine, Edward R.; Toney, Francis P.; Dorsey.2@osu.edu; Justin.Reinhart@epa.ohio.gov
Subject: RE: Kurt Keljo Site Visit

Hi Keith and Mike!

Jay Dorsey, Justin Reinhart and I stopped by at the RCC YMCA site to take a look at the swales and bio retention area. Ed and Pat were extremely helpful, going through the plans with us and showing us the features as they are being installed on the site. Gilbane seems to be doing a fine job of installing the practices according to plans. Jay and Justin make some observations and raise some potential concerns related to the plans.

Attachment: FW Quick addition to comments (Community Center Final Appropriation)

Filter fabric (see attached file) is not recommended in the state stormwater manual for bio retention practices, having been removed from the specs in 2014. While not always a problem, filter fabric has been found to clog, often rather quickly, preventing a bio retention area from draining. The current state specs recommend putting in a 3" layer of sand instead of the filter fabric, which serves the same function as the fabric without the risk of clogging. Given that it is already in place, the city could wait and see if the filter fabric clogs. If it does clog, holes could be punched in it to restore drainage.

With regard to the drainage swale, it is generally recommended that a gravel layer connect the bio retention medium with the underdrain. A sand layer could be added to the gravel layer for good measure. Under the current design, the soil and/or filter fabric around the underdrain could clog, preventing the swales from draining properly.

We were surprised to discover that the stormwater features on the site are designed to treat the runoff from the roof and half of the parking lot, while leaving approximately half of the stormwater runoff from the parking lot untreated. Typically, one would treat the dirtiest runoff (that coming off of the parking lot) before treating the cleanest runoff (that coming of the roof), assuming one has to choose.

While we did not discuss this on site, I noticed that the bio retention area has an elbow installed at the end of the underdrain, which enhances function of that feature. I wondered if anything similar was installed at the end of the swale underdrains before they exit to the storm sewer. Some sort of an elbow on the underdrains could help improve the function of the swales as well, recognizing that these may be in place.

Hopefully, the feedback is helpful in anticipating some potential problems that may develop with the practices as designed and considering options for future projects.

All the best!
Kurt

From: Brian Sabla [<mailto:BSabla@ctconsultants.com>]
Sent: Wednesday, September 11, 2019 6:48 PM
To: Swords, Jason; Valentine, Edward R.; Toney, Francis P.; Kurt Keljo
Subject: Kurt Keljo Site Visit

Jason, Ed, and Pat...

Sounds like Kurt would like to stop by the site next week on the 18th, around 10:30 or so, to take a look at the stormwater management systems being installed. Just wanted to give you a heads up that he and another gentleman will be stopping y to check in.

Kurt,

Stop by the Gilbane trailer across the street, and check in with them.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
Project Manager

513-792-8417 Direct
513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.

Attachment: FW Quick addition to comments (Community Center Final Appropriation)

Integrity Tower Building
4420 Cooper Road
Suite 200
Cincinnati OH 45242
513-791-1700 Office
513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Monday, December 30, 2019 5:05 PM
To: Andrew Bowsher
Subject: FW: RCC Plumbing Inspection - Letter and Revised Drawings

Hello Andrew,

See below. There are four sinks that need mixing valves, which temper the water coming out of the faucets, so no one gets scalded. These were commented on during the last plumbing inspection. Gilbane is going to move forward with getting these installed.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



From: Valentine, Edward R.
Sent: Monday, December 30, 2019 1:29 PM
To: Brian Sabla
Cc: Swords, Jason ; Elms, Shaka
Subject: RE: RCC Plumbing Inspection - Letter and Revised Drawings

Brian,
 So if I understand Korda's current interpretation and direction, mixing valves will need to be added at four (4) locations. Please advise Andrew Bowsher that we will be directing the plumbing contractor to provide these valves as soon as possible so that a final plumbing inspection can be attained.
 Thanks,
 Ed V.

Attachment: FW RCC Plumbing Inspection - Letter and Revised Drawings (Community Center Final Appropriation)

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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Gilbane, a Crain's Cleveland top contractor, a three-time member of Fortune's "100 Best Places to Work" list and a fourteen-time member of Training Magazine's Top 125

From: Brian Sabla <BSabla@ctconsultants.com>

Sent: Monday, December 30, 2019 12:07 PM

To: Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>

Subject: RCC Plumbing Inspection - Letter and Revised Drawings

[EXTERNAL]

Gentlemen,

See attached for the letter that was requested to address the thermostatic mixing valves and the sump effluent. Also had Korda update their drawings to show the addition of the mixing valves. Let me know if you need anything else regarding this matter.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Friday, January 10, 2020 7:37 AM
To: Andrew Bowsher
Subject: FW: Reynoldsburg - Additional Panic

FYI

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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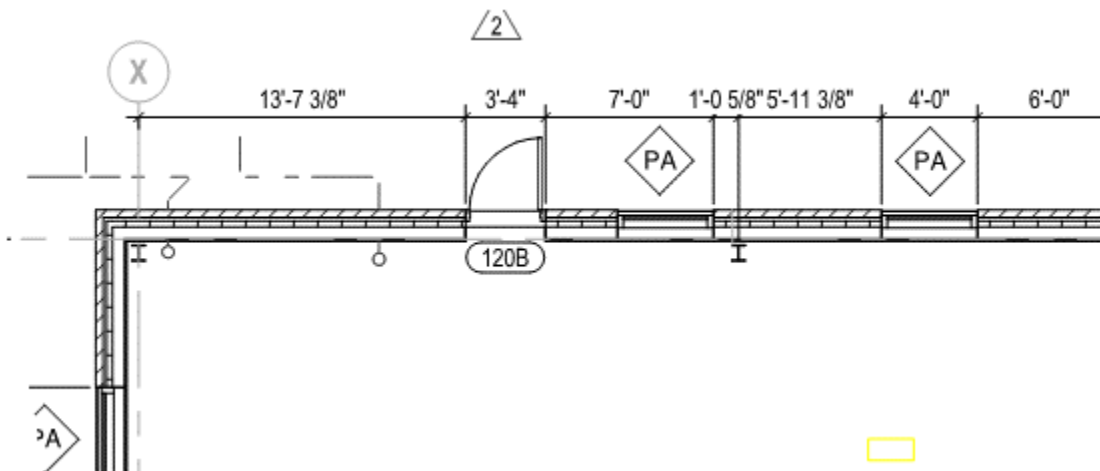
Gilbane, a Crain's Cleveland top contractor, a three-time member of Fortune's "100 Best Places to Work" list and a fourteen-time member of Training Magazine's Top 125

From: Swords, Jason
Sent: Thursday, January 9, 2020 2:24 PM
To: Brian Sabla ; Valentine, Edward R. ; Elms, Shaka
Subject: Reynoldsburg - Additional Panic

All,

Theo has another door that needs panic hardware as well that came up this afternoon. The Ohio Health door 120B needs this after speaking with Theo and Ron with Marker.

Not critical right now, but something to put toward bulletin 15 maybe.



Thanks,

Jason Swords | Project Engineer II | [Gilbane Building Company](#)

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Saturday, January 18, 2020 7:00 AM
To: Rich Zingale; Neale Murray; Neil Eichensehr
Cc: Elms, Shaka; Valentine, Edward R.; John Hyndman; Andrew Bowsher
Subject: FW: Reynoldsburg - Controls Training

Rich/Neale,

Does a controls training work for Tuesday 1/28 or Wednesday 1/29?

This should be videotaped by PlugSmart for your use. There is also to be six four-hour control training sessions per spec so keep this in mind.

3.04 INSTRUCTION OF OWNER OPERATING PERSONNEL

- A. All training at the site shall utilize specified manuals, as-built documentation, and the on-line help utility. All training sessions shall be videotaped with professional quality video camera and a dubbing/editing recorder. Submit two copies of the training session(s) prior to project contract completion.

Let me know if there are questions.

Thanks,

Jason Swords | Project Engineer | **Gilbane Building Company**
 3140 Berlin Station Road Delaware, OH 43015
 M: (614) 313-9452

From: John Hyndman
Sent: Friday, January 17, 2020 3:46 PM
To: Swords, Jason
Subject: Re: Reynoldsburg - Controls Training

[EXTERNAL]

Jason,

Our training lead is tied up all next week. Can we schedule for Tuesday 1/28 or Wednesday 1/29?

Thanks,
 John

On Fri, Jan 17, 2020 at 9:29 AM Swords, Jason <JSwords@gilbaneco.com> wrote:

Attachment: FW Reynoldsburg - Controls Training (Community Center Final Appropriation)

John,

Can we schedule training for next week?

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

[1470 Davidson Drive | Reynoldsburg, OH | 43068](#)

M: (614) 313-9452

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--

John Hyndman
Building Automation Assistant Project Manager
350 East 1st Ave, Suite 210
Columbus, OH 43201
Cell: 260-437-9194
Fax: 1-800-518-5576



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Attachment: FW Reynoldsburg - Controls Training (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Wednesday, January 15, 2020 12:42 PM
To: Rich Zingale
Cc: Brian Sabla; Elms, Shaka; Molly Coen; Andrew Bowsher
Subject: FW: Reynoldsburg - Keying Box and Door Hardware
Attachments: Lund 1203.pdf

Rich,

We owe the YMCA the attached key box. Where would you like this installed?

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Molly Coen
Sent: Wednesday, January 8, 2020 8:34 AM
To: Swords, Jason ; Elms, Shaka ; Valentine, Edward R.
Cc: Dillon Overman ; 'keithc.mmbuildings@gmail.com' ; Steve Johnston
Subject: RE: Reynoldsburg - Keying Box and Door Hardware

[EXTERNAL]

This is released. Please advise where this is to be installed or if we should turn it over to the YMCA.

Thanks,

MOLLY COEN | PROJECT ENGINEER

D. 614.545.2308 | **C.** 918.607.6655 | **O.** 614.487.7744 | **W.** mmbuildings.com

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, January 7, 2020 5:05 PM
To: Molly Coen <molly.coen@mmbuildings.com>; Elms, Shaka <SElms@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>
Cc: Dillon Overman <dillon.overman@mmbuildings.com>; 'keithc.mmbuildings@gmail.com' <keithc.mmbuildings@gmail.com>; Steve Johnston <steve.johnston@mmbuildings.com>
Subject: RE: Reynoldsburg - Keying Box and Door Hardware

Molly,

This is acceptable. Please proceed.

Attachment: FW Reynoldsburg - Keying Box and Door Hardware (Community Center Final Appropriation)

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Molly Coen <molly.coen@mmbuildings.com>
Sent: Tuesday, January 7, 2020 2:11 PM
To: Swords, Jason <JSwords@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>
Cc: Dillon Overman <dillon.overman@mmbuildings.com>; 'keithc.mmbuildings@gmail.com' <keithc.mmbuildings@gmail.com>; Steve Johnston <steve.johnston@mmbuildings.com>
Subject: RE: Reynoldsburg - Keying Box and Door Hardware

[EXTERNAL]

We can get the attached Lund 1203 key control cabinet to fulfill spec 087111 item 2.14A. Please advise if this is acceptable and we will have this delivered this week. We will have Keith go over adjusting door hardware with the YMCA, please have them pick a date.

Thanks!

MOLLY COEN | PROJECT ENGINEER

D. 614.545.2308 | **C.** 918.607.6655 | **O.** 614.487.7744 | **W.** mmbuildings.com

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, January 7, 2020 10:53 AM
To: Molly Coen <molly.coen@mmbuildings.com>; Dillon Overman <dillon.overman@mmbuildings.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: Reynoldsburg - Keying Box and Door Hardware

Molly/Dillon,

The architect has mentioned a few times that a key storage box is required per spec. Can you advise on that?

Also, I added door hardware to the owner training excel as I came across the requirement this morning.

3.8 DEMONSTRATION

- A. Engage Installer to train Owner's maintenance personnel to adjust, operate, and maintain door hardware.

Let us know if there are questions.

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: FW Reynoldsburg - Keying Box and Door Hardware (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, January 9, 2020 3:17 PM
To: Brian Sabla
Cc: Andrew Bowsher; Valentine, Edward R.; Elms, Shaka
Subject: FW: Reynoldsburg Community Center
Attachments: Sealed Slide Plans 41433A-ALL-R0 - Seal 9-10-19.pdf

Brian,

See the stamped slide drawings attached from Patterson.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Tim Patterson
Sent: Thursday, January 9, 2020 3:13 PM
To: Swords, Jason
Cc: Valentine, Edward R. ; Elms, Shaka
Subject: RE: Reynoldsburg Community Center

[EXTERNAL]

Jason,

See attached.

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, January 9, 2020 3:04 PM
To: Tim Patterson <tpatterson@pattersonpools.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: FW: Reynoldsburg Community Center
Importance: High

Tim,

See below. Can you send in final engineered stamped drawings from Whitewater for the slide?

Thanks,

Attachment: FW Reynoldsburg Community Center (Community Center Final Appropriation)

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Thursday, January 9, 2020 2:52 PM
To: Swords, Jason <JSwords@GilbaneCo.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Elms, Shaka <SElms@GilbaneCo.com>
Subject: FW: Reynoldsburg Community Center

[EXTERNAL]

Jason,

Looks like we need a couple more things....

Metal pan stairs and railings (The enclosed stair has not been found)....THESE WERE SENT LAST YEAR IN FEBRUARY. RESENT THEM TO SHERRI.

Automatic entrances (not found)....CAN YOU GET THIS INFORMATION FOR ME? I CAN'T EVEN FIND THE SUBMITTAL IN SMARTAPP; THE COUPLE OF SUBMITTALS MADE WERE "VOIDED".

Glass (not found)....THE STOREFRONT CALCULATIONS (PDF FILE) WERE NAMED GLASS CALCULATIONS, BUT IN REALITY IT IS ONLY CALCULATIONS FOR THE FRAMING MEMBERS, THERE ARE NO CALCULATIONS FOR THE GLASS ITSELF. WILL NEED THE GLASS CALCULATIONS TOO.

In addition, the slide documents do not have any of the required information as stated in the previous letter and also cannot be approved because of they are noted as "Preliminary – not for construction" and are not sealed by a design professional....I DISAGREE THAT THE REQUESTED INFORMATION IS NOT INCLUDED; HOWEVER, THESE DRAWINGS ARE MARKED PRELIMINARY/NOT FOR CONSTRUCTION AND ARE NOT STAMPED. WHAT DO WE NEED TO DO TO GET THE FINAL DRAWINGS? ARE THEY STILL IN ENGINEERING? MAYBE WE CAN DEFER THIS SUBMITTAL SINCE THE POOL WON'T BE OPERATIONAL UNTIL SUMMER?

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax

Attachment: FW Reynoldsburg Community Center (Community Center Final Appropriation)



From: Sherri Scholl <sscholl@fmsarchitects.com>
Sent: Thursday, January 9, 2020 2:00 PM
To: Shelley Slota <sslota@ci.reynoldsburg.oh.us>; Brian Sabla <BSabla@ctconsultants.com>
Cc: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>; Bill Toole <wrt@tooleinspectors.com>
Subject: RE: Reynoldsburg Community Center

I have reviewed the documents provided and the following items remain on the list of delegated design items:
 Metal pan stairs and railings (The enclosed stair has not been found)
 Automatic entrances (not found)
 Glass (not found)

In addition, the slide documents do not have any of the required information as stated in the previous letter and also cannot be approved because of they are noted as "Preliminary – not for construction" and are not sealed by a design professional.

I can revise my comment letters if you'd like, or I can hold the documents and the letters until the other items are in. Please let me know which you'd like.

Thank you,

Sherri Scholl, AIA, NCARB, LEED AP, MPE | Vice President
FEINKNOPF MACIOCE SCHAPPA ARCHITECTS
 Direct 614.545.1724 | Fax 614.545.1714 | 995 W. 3rd Ave | Columbus, OH 43212

From: Shelley Slota [<mailto:sslota@ci.reynoldsburg.oh.us>]
Sent: Thursday, January 2, 2020 10:25 AM
To: Sherri Scholl
Cc: Andrew Bowsher; Bill Toole
Subject: Reynoldsburg Community Center

Sherri,

Best Courier will be delivering documents for your review in reference to the Reynoldsburg Community Center/YMCA later today. These documents should answer all remaining items needed for the full plan approval of the project. They are wanting to open on January 25, 2020. We are wishing to expedite the review process so that Bill can sign off on the documents as well, and proceed with the final inspections.

Thanks,
 Shelley

Shelley L. Slota
 Permit Technician
 Building Division, City of Reynoldsburg

7232 E Main Street
Reynoldsburg, Ohio 43068
614-322-6802 office
614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

Mollie Prasher

From: Bill Sampson
Sent: Tuesday, August 27, 2019 11:24 AM
To: Andrew Bowsher
Subject: FW: REYNOLDSBURG LEASE DRAFT - OhioHealth / City of Reynoldsburg - 13,000 SF
Attachments: (DMS)_Lease Agreement (OhioHealth - Reynoldsburg YMCA)_(11126177)_(4).doc

From: Tokarski, Roland
Sent: Tuesday, July 31, 2018 2:56 PM
To: Bill Sampson
Subject: FW: REYNOLDSBURG LEASE DRAFT - OhioHealth / City of Reynoldsburg - 13,000 SF

From: Tokarski, Roland
Sent: Monday, July 30, 2018 2:36 PM
To: Bill Sampson <bsampson@ci.reynoldsburg.oh.us>; 'Tom Michaels' <TMichaels@ctconsultants.com>; 'John deGraaf' <JdeGraaf@ctconsultants.com>
Cc: 'Moberg, Matthew E.' <MMoberg@porterwright.com>; 'Brian Kridler' <bkridler@ymcacolumbus.org>; Porembski, Chet P. <Chet.Porembski@ohiohealth.com>; Pierotti, Lewis <Lewis.Pierotti@ohiohealth.com>
Subject: Re: REYNOLDSBURG LEASE DRAFT - OhioHealth / City of Reynoldsburg - 13,000 SF

Everyone – please see attached lease draft for the above mentioned project.

Matt Moberg is our counsel on this and did his best to incorporate all the information from LOI. I have attached this as reference.

In addition, we have done our best to take a run at the Property Management section, but realize there is a lot of work to do together to finalize this particular section. There is a meeting set up between us, the YMCA and the City to roll up our sleeves and discuss the property management portion and reach a mutual understanding.

BILL - Would suggest that the following process be instituted to work through the other pieces of the lease:

- Lou, copied above, will be our main contact for the lease.
- Chet, copied above, is our in house counsel for real estate. I would suggest that any comments the City begins to have be copied to Chet, Matt (our outside RE counsel), and Lou.
- Simultaneously, the remainder of us will work on the property management portion.

BRIAN – FYI on the lease and various components.

We will do what we can to expedite any questions on our side.

Thanks!
 Roland

Attachment: FW REYNOLDSBURG LEASE DRAFT - OhioHealth City of Reynoldsburg - 13 000 SF (Community Center Final Appropriation)



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Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Friday, September 13, 2019 2:11 PM
To: Rich Zingale
Cc: Valentine, Edward R.; Andrew Bowsher; Brian Sabla
Subject: FW: Reynoldsburg YMCA Gas Service....

Rich,

As discussed yesterday, below is the contact at Columbia Gas for new service. We discussed that we would just put the Columbia Gas account to the YMCA's name and then the Y can bill the project as needed until January.

Let me know if there are questions with this.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: bdelucia@nisource.com
Sent: Wednesday, September 11, 2019 11:55 AM
To: Andrew Bowsher
Cc: Brian Sabla ; Valentine, Edward R. ; Swords, Jason
Subject: Re: Reynoldsburg YMCA Gas Service....

If neither of the tenant spaces are in need of gas initially, they can contact our New Business Department and reference **Opportunity ID 153052** when they are ready.
 If you need anything in the meantime, please let me know.

Brian DeLucia
 Development Manager
 Columbia Gas of Ohio
 (614) 816-4823
bdelucia@nisource.com

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
 To: Brian Sabla <BSabla@ctconsultants.com>,
 Cc: "bdelucia@nisource.com" <bdelucia@nisource.com>, "Valentine, Edward R." <EValentine@GilbaneCo.com>, Jason

Attachment: FW Reynoldsburg YMCA Gas Service (Community Center Final Appropriation)

Swords <JSwords@GilbaneCo.com>

Date: 09/04/2019 07:40 PM

Subject: Re: Reynoldsburg YMCA Gas Service....

I feel like we have as well.

However, because the City will be owning the building and leasing it, shouldn't we at this point be putting the utilities in the names of the tenants as you would any other lease?

Andrew Bowsher
City of Reynoldsburg
Development Director
614-322-6831

On Sep 4, 2019, at 5:24 PM, Brian Sabla <BSabla@ctconsultants.com> wrote:

Brian and Andrew,

Can we assume they two of you will get together and get the account set up? Obviously, the rest of us will help out if needed, but I'm guessing it's just paperwork, right? I swear we've been through this before, but it seems that way for all of the utilities....probably just me getting old.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
Project Manager

513-792-8417 Direct
513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
Integrity Tower Building
4420 Cooper Road
Suite 200
Cincinnati OH 45242
513-791-1700 Office
513-791-1936 Fax
www.ctconsultants.com

From: Swords, Jason <JSwords@GilbaneCo.com>

Sent: Wednesday, September 04, 2019 5:19 PM

To: Brian Sabla <BSabla@ctconsultants.com>; bdelucia@nisource.com

Cc: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>; Valentine, Edward R. <EValentine@GilbaneCo.com>

Subject: RE: Reynoldsburg YMCA Gas Service....

Brian,

We will not use much if any. We would not want the gas in our name.

Attachment: FW Reynoldsburg YMCA Gas Service (Community Center Final Appropriation)

Also, Julia with Columbia Gas was also on-site today for her visit for the rebate.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Brian Sabla [<mailto:BSabla@ctconsultants.com>]
Sent: Tuesday, September 3, 2019 6:36 PM
To: bdelucia@nisource.com
Cc: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>; Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>
Subject: RE: Reynoldsburg YMCA Gas Service....

Brian,

I believe this will be going directly to the City and their account....at one point, Gilbane was going to use the gas for heating the building during the winter months, but that never happened, so moving forward, I don't see any need, or very little need, for gas usage at the site. Andrew Bowsher, copied on this e-mail, is your contact for the City, so please work with him to set up the account (feel like we did this already?).

Ed and Jason,

Do you agree that very little, if any, gas will be utilized over the next couple of months? Prior to substantial completion do you want the gas in your name, and then switch it over at that time? Or, can we work out something with Andrew to cover any cost up until the building is turned over?

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com

From: bdelucia@nisource.com <bdelucia@nisource.com>
Sent: Tuesday, September 03, 2019 9:41 AM

(Community Center Final Appropriation)

Attachment: FW Reynoldsburg YMCA Gas Service

To: Brian Sabla <BSabla@ctconsultants.com>
Subject: RE: Reynoldsburg YMCA Gas Service....

Brian,

Hope all is well. As we get closer to finally installing the setting and meter, I want to make sure we have everything checked off. We may have discussed this in the past, but I will need to collect billing information prior to activating the meter(s). Will the meter(s) initially be in Gilbane's name, or are they going straight into the customer's name? Thanks.

Brian DeLucia
Development Manager
Columbia Gas of Ohio
(614) 816-4823
bdelucia@nisource.com

Attachment: FW Reynoldsburg YMCA Gas Service (Community Center Final Appropriation)

Mollie Prasher

From: Bill Sampson
Sent: Friday, May 31, 2019 11:10 AM
To: Andrew Bowsher; Kalle Gwilliams
Subject: FW: RYGC Keying Conference Additional Pricing
Attachments: 42950_keying_5-10-19.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you,
 Sandra Boller
 City of Reynoldsburg
 Office of Mayor
 Phone (614) 322-6868
 Fax (614) 322-6875
sboller@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

From: Brian Sabla
Sent: Wednesday, May 22, 2019 1:35 PM
To: Rich Zingale
Cc: Swords, Jason ; Bill Sampson
Subject: FW: RYGC Keying Conference Additional Pricing

Rich,
 See attached for the additional cost of the items you inquired about a couple of weeks ago at the keying conference. This is not currently in the contract/GMP, so these items would have to be purchased directly from LaForce. Have you had a chance to take a crack at the keying schedule and fill in the spreadsheet that was provided? See you tomorrow (I assume)!

Thanks,
 Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager
 513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com
 CT Consultants, Inc.
 11120 Kenwood Road
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, May 14, 2019 5:18 PM
To: Brian Sabla <BSabla@ctconsultants.com>
Cc: Toney, Francis P. <FToney@GilbaneCo.com>; Park, Jeff <JPark@GilbaneCo.com>
Subject: FW: RYGC Keying Conference Additional Pricing

Brian,

Attachment: FW RYGC Keying Conference Additional Pricing (Community Center Final Appropriation)

Here is the additional cost for the YMCA requests at the keying conference – closer to \$6,000 with markups. Don't think these items would be critical now for a decision, but something to discuss upcoming with the budget issues.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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From: Molly Coen [<mailto:molly.coen@mmbuildings.com>]

Sent: Tuesday, May 14, 2019 1:24 PM

To: Swords, Jason <JSwords@GilbaneCo.com>

Cc: Park, Jeff <JPark@GilbaneCo.com>; Dillon Overman <dillon.overman@mmbuildings.com>; Toney, Francis P. <FToney@GilbaneCo.com>; Craig Richards <craig.richards@mmbuildings.com>

Subject: RYGC Keying Conference Additional Pricing

Jason, please see attached material pricing for the additional items for which the YMCA had asked to see pricing during the keying conference. Please note this pricing does not include our markup. Please let me know which items the owner would like to proceed with and let me know if any quantities need adjusted, I will then finalize our PCO pricing on this. Additional key blanks must be ordered in boxes of 50 and cores come to roughly \$36/core. There are only two mullions (103 and 122) for which they have supplied a price to provide the keyed option in lieu of standard. Call me if you all have any more questions.

Thanks,

MOLLY COEN | PROJECT ENGINEER

D. 614.545.2308 | **C.** 918.607.6655 | **O.** 614.487.7744 | **W.** mmbuildings.com

MILES-McCLELLAN CONSTRUCTION CO

2100 BUILDERS PL | COLUMBUS, OH 43204

DEFINING TECHNICAL EXCELLENCE

Attachment: FW RYGC Keying Conference Additional Pricing (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, February 20, 2020 11:49 AM
To: Andrew Bowsher
Cc: Brian Sabla; Valentine, Edward R.
Subject: FW: UV Sanitation Unit

Importance: High

Andrew,

The UV sanitation unit has already been installed and is operating.

This might be something to discuss with the YMCA for funding.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Tim Patterson
Sent: Thursday, February 20, 2020 10:56 AM
To: Swords, Jason
Cc: Valentine, Edward R. ; Bob Rogers
Subject: RE: UV Sanitation Unit
Importance: High

[EXTERNAL]

This has already been installed.

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Thursday, February 20, 2020 10:54 AM
To: Tim Patterson <tpatterson@pattersonpools.com>
Cc: Valentine, Edward R. <EValentine@GilbaneCo.com>; Bob Rogers <brogers@pattersonpools.com>
Subject: UV Sanitation Unit

Tim,

What is the status of the UV sanitation unit delivery?

Please hold off on any install of this. We are looking for some more direction from the city.

Attachment: FW UV Sanitation Unit (Community Center Final Appropriation)

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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Mollie Prasher

From: Sandra Boller
Sent: Friday, September 20, 2019 10:53 AM
To: Andrew Bowsher
Cc: Kalle Gwilliams
Subject: FW: YMCA
Attachments: YMCADASHBOARD032019.xlsx

There is a line item that shows YMCA services. It shows as a line item and then just drops off in March 2019. Not sure is the Auditor's office has more on this.

From: Joni Crawford
Sent: Monday, May 06, 2019 4:42 PM
To: Stephen Cicak ; Brad McCloud ; Bill Sampson
Cc: Sandra Boller ; Kalle Gwilliams
Subject: YMCA

Good afternoon all,

I am attaching the updated spreadsheet for the YMCA based on the payments that have been made in April and May. I am anticipating a shortage of approximately \$300,000 based on the information that was provided to me. We still have enough appropriation left to open the Geo Tech PO once council has approved as long as there are no large permit fees. The PO for the change orders is still not opened because there is not the appropriation to cover it. If you have any questions, feel free to contact me.

Joni Crawford
 Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068\
 Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

Attachment: FW YMCA (Community Center Final Appropriation)

Mollie Prasher

From: William Dorman
Sent: Thursday, February 13, 2020 8:32 AM
To: 'Bill Toole'; Shelley Slota; Andrew Bowsher
Subject: FW: YMCA Occupancy Limits.

Bill,

Please see that this is addressed with the contractor/owner ASAP, if not already.

Thank you,

William Dorman

Public Service /Building and Zoning Director

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6800

www.ci.reynoldsburg.oh.us

From: Shelley Slota
Sent: Wednesday, February 12, 2020 10:11 AM
To: William Dorman
Subject: RE: YMCA Occupancy Limits.

Yes, the plans to state the occupant load per room. Andrew had stated a the staff meeting Monday, that these were in fact already posted in each location.

Shelley L. Slota
 Permit Technician
 Building Division, City of Reynoldsburg
 7232 E Main Street
 Reynoldsburg, Ohio 43068
 614-322-6802 office
 614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

From: William Dorman <WDorman@ci.reynoldsburg.oh.us>
Sent: Wednesday, February 12, 2020 10:02 AM
To: Shelley Slota <sslota@ci.reynoldsburg.oh.us>; Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Subject: YMCA Occupancy Limits.

Shelley,

Can you see if the approved building plans for the YMCA reference occupancy limits for each room, and if not can you have Toole & Associates confirm this information. I believe these is required per all commercial buildings, but could be wrong.

Attachment: FW YMCA Occupancy Limits (Community Center Final Appropriation)

Andrew, if this is required and has not been done then it should be added to Gilbane's punch list and corrected ASAP.

Thank you,

William Dorman

Public Service /Building and Zoning Director

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6800

www.ci.reynoldsburg.oh.us

Attachment: FW YMCA Occupancy Limits (Community Center Final Appropriation)

Mollie Prasher

From: Valentine, Edward R. <EValentine@GilbaneCo.com>
Sent: Friday, February 21, 2020 9:54 AM
To: Andrew Bowsher
Cc: Rich Zingale; Swords, Jason
Subject: FW: YMCA Pool Plan Review Comments
Attachments: 3254_001.pdf

Andrew,
 Attached is the full plan approval for the outdoor slide for your records and file.
 Thanks,
 Ed V.

Ed Valentine, LEED AP BD+C | Senior Project Executive | [Gilbane Building Company](#)
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
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From: Brian Sabla
Sent: Friday, February 21, 2020 9:48 AM
To: Swords, Jason ; Valentine, Edward R.
Subject: FW: YMCA Pool Plan Review Comments

[EXTERNAL]

For your records.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com

Attachment: FW YMCA Pool Plan Review Comments (Community Center Final Appropriation)



From: Shelley Slota <sslota@ci.reynoldsburg.oh.us>
Sent: Thursday, February 20, 2020 8:53 AM
To: Brian Sabla <BSabla@ctconsultants.com>
Subject: YMCA Pool Plan Review Comments

Shelley L. Slota
Permit Technician
Building Division, City of Reynoldsburg
7232 E Main Street
Reynoldsburg, Ohio 43068
614-322-6802 office
614-322-6830 Fax
sslota@ci.reynoldsburg.oh.us

From: Cprinters@ci.reynoldsburg.oh.us [<mailto:Cprinters@ci.reynoldsburg.oh.us>]
Sent: Thursday, February 20, 2020 8:52 AM
To: Shelley Slota <sslota@ci.reynoldsburg.oh.us>
Subject: Attached Image

Attachment: FW YMCA Pool Plan Review Comments (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Wednesday, November 6, 2019 10:42 AM
To: Rich Zingale; Brian Sabla; Andrew Bowsher
Cc: Elms, Shaka; Toney, Francis P.; Valentine, Edward R.
Subject: FW: YMCA Reynoldsburg - WAP's Installation Pricing.
Attachments: YMCA WAP Pricing.xlsx

Rich,

I spoke with your IT guy Will and it sounds like he will be bringing out the WAPs shortly. It was requested to have our electrician Claypool install these. Please see attached pricing from Claypool for this work.

Let me know if there are any questions.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
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From: Mike Travis
Sent: Friday, October 25, 2019 2:23 PM
To: Elms, Shaka
Cc: Alan Bruns ; Toney, Francis P. ; Valentine, Edward R. ; Swords, Jason
Subject: RE: YMCA Reynoldsburg - WAP's Installation Pricing.

Here you go.

Mike Travis, Project Manager
 Claypool Electric Inc.
 1275 Lancaster Kirkersville Rd.
 Lancaster, Ohio 43130
 740-808-0937 Mobile
 740-682-5775 Office
mtravis@claypoolelectric.com

Attachment: FW YMCA Reynoldsburg - WAP's Installation Pricing (Community Center Final Appropriation)



From: Elms, Shaka <SElms@GilbaneCo.com>

Sent: Thursday, October 24, 2019 5:12 PM

To: Mike Travis <MTravis@claypoolelectric.com>

Cc: Alan Bruns <ABruns@claypoolelectric.com>; Toney, Francis P. <FToney@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>; Swords, Jason <JSwords@GilbaneCo.com>

Subject: YMCA Reynoldsburg - WAP's Installation Pricing.

Mike,

Send Jason a price to install the WAP's for the project. The owner is supplying the WAP's; therefore, pricing to include installation only.

Also provide a count of the total number of WAP that will need installed for the project. Thanks in advance.

Shaka Elms | [Gilbane Building Company](#)

145 E. Rich Street | Columbus, Ohio | 43215

O: (614) 948-4000 | M: (317) 376-9725

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Mollie Prasher

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Thursday, November 21, 2019 9:21 AM
To: Andrew Bowsher
Subject: FW: You're Invited!

Hi Andrew,

Would it be a problem if I forwarded this to a couple of our sub-consultants (Edge, Korda, Counsilman-Hunsacker)? Selfishly, when I sent a list of potential people to invite, I wasn't thinking about the rest of the design team. Let me know, and if it is okay, I will forward this on.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager

513-792-8417 Direct
 513-227-5498 Cell
 bsabla@ctconsultants.com

CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com



From: Reynoldsburg Community Center YMCA
Sent: Thursday, November 21, 2019 8:01 AM
To: Brian Sabla
Subject: You're Invited!

You are invited to the following event:

Attachment: FW You're Invited! (Community Center Final Appropriation)

REYNOLDSBURG COMMUNITY CENTER YMCA'S BUILDING DEDICATION



Event to be held at the following time, date, and location:

Thursday, December 5, 2019 from
10:00 AM to 11:00 AM (EST)

Reynoldsburg Community Center YMCA

1470 Davidson Drive
Reynoldsburg, OH 43068

[View Map](#)

Attend Event

Share this event:



Please join us on Thursday, December 5th at 10:00 a.m. for the formal dedication of the Reynoldsburg Community Center YMCA. Help us celebrate Reynoldsburg Mayor Brad McCloud and Reynoldsburg City Council's efforts in bringing the Y to Reynoldsburg- a vision 10 years in the making that will soon be a reality. Be sure to stick around after the dedication for tours, refreshments and fellowship.

Share this event on [Facebook](#) and [Twitter](#).

We hope you can make it!

Cheers,

YMCA of Central Ohio

This invitation was sent to BSabla@ctconsultants.com by the organizer of this event, [YMCA of Central Ohio](#).

To stop receiving invitations from this organizer, you can [unsubscribe](#).

Eventbrite, Inc. | 155 5th St, 7th Floor | San Francisco, CA 94103

Attachment: FW You're Invited! (Community Center Final Appropriation)

Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Thursday, August 29, 2019 2:32 PM
To: Jed Hood; Andrew Bowsher; Sandra Boller; Brad McCain
Subject: Fwd: [EXT] Reynoldsburg Leases

Good afternoon.

We have provided everything that has been sent to date. See the email below regarding what we are missing.

Please let Brad M., know if you have any questions.

Rhonda

----- Forwarded message -----

From: Joanne.Goldhand@icemiller.com <Joanne.Goldhand@icemiller.com>
Date: Thu, Aug 29, 2019 at 2:27 PM
Subject: RE: [EXT] Reynoldsburg Leases
To: Brad McCain <bmccain@ymcacolumbus.org>
Cc: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>, Catherine.Strauss@icemiller.com <Catherine.Strauss@icemiller.com>, Rich Zingale <rzingale@ymcacolumbus.org>, Elissa James <ejames@ymcacolumbus.org>, Stephen.Tanner@icemiller.com <Stephen.Tanner@icemiller.com>

I'll send a call in.

We are still missing the following exhibits from the Y lease.

Ex. B: Depiction of City Land

- Ex. C: Depiction of Community Center Land
- Ex. D: Depiction of Common Area Land.

Do you have them in your files?

J

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Thursday, August 29, 2019 8:57 AM
To: Goldhand, Joanne I.
Cc: Rhonda Ludwig; Strauss, Catherine; Rich Zingale; Elissa James; Tanner, Stephen
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

That would be great.

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Thanks,

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
1907 Leonard Ave, Suite 150, Columbus, OH 43219
P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Thu, Aug 29, 2019 12:49 PM, Joanne.Goldhand@icemiller.com Joanne.Goldhand@icemiller.com wrote:

Any of those times work for me. Shall we go with Tuesday afternoon?

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Thursday, August 29, 2019 8:46 AM
To: Goldhand, Joanne I.
Cc: Rhonda Ludwig; Strauss, Catherine; Rich Zingale; Elissa James; Tanner, Stephen
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Thanks Joanne,

Here are some available times for our team next week:

Tuesday 3:30-5p

Wednesday 8-10, 2:30-5

Thurs 11-1, 2-5

Fri 8-10, 2-5p

Let us know what works for you.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Chief Financial Officer**Metropolitan Offices**

YMCA OF CENTRAL OHIO
 1907 Leonard Ave, Suite 150, Columbus, OH 43219
 P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
 FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Aug 28, 2019 2:36 PM, Joanne.Goldhand@icemiller.com Joanne.Goldhand@icemiller.com wrote:

Thanks, yes that sounds good. I'm around for the rest of the week and next.

Based on what we have seen, we recommend that there be a tri-party agreement because as it is settled now, the Y has obligations that it is not being paid for. This will not only involve making sure that the money that Ohio Health has agreed to pay gets to the Y but also that if additional funds are necessary, that the City will pay them.

We will lay out the obligations, available funds and unfunded obligations in the call. Then we can determine how best to close the loop.

Thanks!

Joanne

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Wednesday, August 28, 2019 9:05 AM
To: Rhonda Ludwig
Cc: Strauss, Catherine; Rich Zingale; Elissa James; Goldhand, Joanne I.
Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Cathy and Joanne,

Here is an LOI from OhioHealth to Reynoldsburg. It includes some of the exhibits mentioned. Can we scheduled a conference call to move this forward?

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Chief Financial Officer**Metropolitan Offices**

YMCA OF CENTRAL OHIO
 1907 Leonard Ave, Suite 150, Columbus, OH 43219
 P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
 FB facebook.com/ymcacolumbusohio T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Thu, Aug 15, 2019 1:58 PM, Rhonda Ludwig rhonda.ludwig@ymcacolumbus.org wrote:

Thank you Brad. I appreciate it moving this forward as OhioHealth will not be able to start their construction until this contract is prepared for their signature.

Have a Great Day.

Rhonda

On Thu, Aug 15, 2019 at 9:38 AM Brad McCain <bmccain@ymcacolumbus.org> wrote:

Greetings,

Here are the 2 exhibits from the City. Would we now be ready to schedule with Reynoldsburg to negotiate the O

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
 1907 Leonard Ave, Suite 150, Columbus, OH 43219
 P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
 FB facebook.com/ymcacolumbusohio T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Mon, Aug 5, 2019 at 8:46 AM Brad McCain <bmccain@ymcacolumbus.org> wrote:

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Following up one two items from yesterday:

* Confirmed 57,000 sq ft is the YMCA portion of the building. 13,000 is health partner space for a total building

* Rhonda has asked the Jed for all of the exhibits from the leases.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO

1907 Leonard Ave, Suite 150, Columbus, OH 43219

P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org

FB facebook.com/ymcacolumbusohio T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Jul 31, 2019 9:08 PM, Catherine.Strauss@icemiller.com Catherine.Strauss@icemiller.com wrote:

Works for us. I'll send a calendar appointment to those on this email, and each can accept or decline as their preference.

Thanks.

Cathy

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]

Sent: Wednesday, July 31, 2019 5:07 PM

To: Strauss, Catherine

Cc: Rich Zingale; Rhonda Ludwig; Elissa James; Goldhand, Joanne I.

Subject: Re: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Thanks Cathy. Could we do 1:30p tomorrow?

Thanks,

Brad

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

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1907 Leonard Ave, Suite 150, Columbus, OH 43219
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FB [facebook.com/ymcacolumbusohio](https://www.facebook.com/ymcacolumbusohio) T twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility.

On Wed, Jul 31, 2019 8:47 PM, Catherine.Strauss@icemiller.com Catherine.Strauss@icemiller.com wrote:

Brad: Should we schedule a call for tomorrow? How about 1:00-2:30 or 3:00-4:30?

Thanks.

Cathy

From: Brad McCain [mailto:bmccain@ymcacolumbus.org]
Sent: Wednesday, July 31, 2019 9:45 AM
To: Strauss, Catherine; Rich Zingale; Rhonda Ludwig; Elissa James
Subject: [EXT] Reynoldsburg Leases

****EXTERNAL EMAIL****

Greetings Cathy,

I wanted to ask your assistance with the Reynoldsburg leases. Reaching back to last fall, Brian Kridler had beer ordinance last December authorizing the Mayor to enter in the lease (attached). Since then, the lease has not been

Flash forward to earlier this spring/summer, Reynoldsburg officials approached our staff about the OhioHealth healthcare space in the building. Reynoldsburg wanted to shift the maintenance cost and capital improvement portion of the lease agreement (and red lined comparison). As a Y team, we are open to that arrangement but have questions concerning

Here is an excerpt from email thread with the OhioHealth outside counsel involved on this deal.

From: Littles, Carlin G. <CLittles@porterwright.com>
Sent: Wednesday, June 26, 2019 3:33 PM
To: Matt Roth <mroth@ci.reynoldsburg.oh.us>
Cc: Moberg, Matthew E. <MMoberg@porterwright.com>
Subject: Ohio Health/Reynoldsburg YMCA

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Matt,

We spoke briefly regarding the lease agreement between OhioHealth and the City of Reynoldsburg. I have read to this document since we last shared our revisions on April 22 is to Exhibit G. Exhibit G lays out the responsibilities between all three parties. This should be the final version, as signed off by all the parties.

OhioHealth would like to have the lease signed by the end of the week before our signatories are unavailable, c City.

Thank you for jumping in to assist in Jed's absence.

Best,

Carlin

CARLIN G. LITTLES

Porter Wright Morris & Arthur LLP

[Bio](#) / CLittles@porterwright.com

D: [614.227.2060](tel:614.227.2060) / M: [561.267.8515](tel:561.267.8515) / F: [614.227.2100](tel:614.227.2100)

[41 South High Street, Suite 2900 / Columbus, OH 43215](#)

We'd like for you to review the leases and help get the ball moving forward. OhioHealth cannot start construction. City Attorney, Jed Hud has been our contact with the City.

Let me know how you would like to move forward.

Thanks,

Brad

Bradley L McCain, MBA, CSSGB

Chief Financial Officer

Metropolitan Offices

YMCA OF CENTRAL OHIO
1907 Leonard Ave, Suite 150, Columbus, OH 43219
P 614 389 2729

E bmccain@ymcacolumbus.org W ymcacolumbus.org
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The Y: We're for youth development, healthy living and social responsibility.

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 copy from your system.
 Thank you.
 ICE MILLER LLP

--

Rhonda Ludwig

Regional VP of Operations

YMCA OF CENTRAL OHIO

6767 Refugee Road, Canal Winchester, OH 43110

P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org

O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

--

Rhonda Ludwig

Regional VP of Operations

YMCA OF CENTRAL OHIO

6767 Refugee Road, Canal Winchester, OH 43110

P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org

O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Attachment: Fwd EXT Reynoldsburg Leases (Community Center Final Appropriation)

Mollie Prasher

From: Andrew Bowsher <bowshera@yahoo.com>
Sent: Wednesday, February 5, 2020 5:11 PM
To: Andrew Bowsher
Subject: Fwd: ATP-026
Attachments: ATP-0026.pdf; ATP-025.pdf

Sent from my iPhone

Begin forwarded message:

From: "Swords, Jason"
Date: February 5, 2020 at 2:43:23 PM EST
To: Andrew Bowsher
Cc: "Valentine, Edward R." , Brian Sabla
Subject: ATP-026

Andrew,
See attached ATP-026 for signature.
I also attached ATP-025. I do not believe we received a signed copy of this one.
Let me know if there are questions.
Thanks,
Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: Fwd ATP-026 (Community Center Final Appropriation)

Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Friday, January 10, 2020 7:56 AM
To: Alison Colvin; Allison Wiley; Andrew Bowsher; Kisha Swift; Tina Badurina
Subject: Fwd: FW: Community Center grand opening/ThisWeek Reynoldsburg

Tina - can you respond to Kelly? The plan is to have all opening schedules to Marketing by the end of the weekend. We have made some changes to the GX schedule.

Let me know if you have any questions.
 Rhonda

----- Forwarded message -----

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Date: Fri, Jan 10, 2020 at 7:51 AM
Subject: FW: Community Center grand opening/ThisWeek Reynoldsburg
To: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>

Rhonda,

I think this is more of question for the Y. Anything else they should know?

V/R

Andrew Bowsher

DEVELOPMENT DIRECTOR

—

City of Reynoldsburg

[7232 East Main Street | Reynoldsburg, OH 43068](#)

T 614-322-6831 | F 614-322-6845

www.ci.reynoldsburg.oh.us

From: Kelley Youman <kryouman@gmail.com>
Sent: Thursday, January 09, 2020 7:28 PM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Subject: Community Center grand opening/ThisWeek Reynoldsburg

Andrew,

Happy New Year!

Attachment: Fwd FW Community Center grand opening ThisWeek Reynoldsburg (Community Center Final Appropriation)

I saw the ribbon cutting is scheduled for 10 a.m. Saturday, Jan. 25 and the free class listing by the YMCA. Any other details/attractions you can share about the celebration weekend - OR anything else we haven't reported - would be greatly appreciated by Thursday, Jan. 16 for a preview of the grand opening weekend!

Likewise, I have requested a photographer attend the grand opening so don't be surprised if you see Lori or Shane poking around.

Many thanks in advance!

Kelley

--

Kelley Youman de Rodriguez

Read the latest at KelleyYouman.com or ThisWeek Reynoldsburg | ThisWeek West Side

1490 Dobson Square North

Columbus, OH 43229

(614) 832-8936

--

Rhonda Ludwig

Regional VP of Operations

YMCA OF CENTRAL OHIO

6767 Refugee Road, Canal Winchester, OH 43110

P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org

O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Mollie Prasher

From: Andrew Bowsher <bowshera@yahoo.com>
Sent: Tuesday, February 4, 2020 5:12 PM
To: Andrew Bowsher
Subject: Fwd: Reynoldsburg - Additions

Sent from my iPhone

Begin forwarded message:

From: "Swords, Jason"
Date: February 4, 2020 at 4:05:11 PM EST
To: Andrew Bowsher , Brian Sabla
Cc: Neale Murray , "Valentine, Edward R." , Rich Zingale
Subject: Reynoldsburg - Additions

Brian and Andrew,

The Y requested the add to the project below:

Grab rails in mens and womens locker room handicapped showers, members complaining and asking for them.

Baby changing tables in childwatch bathroom, kids adventure bathroom, both bathrooms by front desk and upstairs bathroom.

Could be something to add into bulletin 15. Let us know how to proceed.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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Attachment: Fwd Reynoldsburg - Additions (27) (Community Center Final Appropriation)

Mollie Prasher

From: Andrew Bowsher <bowshera@yahoo.com>
Sent: Tuesday, February 11, 2020 3:59 PM
To: Andrew Bowsher
Subject: Fwd: Reynoldsburg - Additions

Sent from my iPhone

Begin forwarded message:

From: "Swords, Jason"
Date: February 11, 2020 at 7:48:23 AM EST
To: Andrew Bowsher , Brian Sabla
Cc: "Valentine, Edward R."
Subject: Reynoldsburg - Additions

Andrew,
 Brian is out the rest of the week. Gilbane did receive bulletin 15 yesterday and are able to walk through what we have this afternoon if that works.

Just let us know.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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From: Andrew Bowsher
Sent: Monday, February 10, 2020 7:04 PM
To: Brian Sabla
Cc: Swords, Jason ; Valentine, Edward R.
Subject: Re: Reynoldsburg - Additions

[EXTERNAL]

We are pretty much tapped out. I'm afraid of any more expenses which puts us over at this point. It's imperative that we get a sit down ASAP to discuss what we have left, and what's been spent.

Sent from my iPhone

On Feb 10, 2020, at 5:36 PM, Brian Sabla <BSabla@ctconsultants.com> wrote:

Andrew,
 Your call on this. We can have this stuff installed, but none of this is code required, and I don't know at what point you draw the line with what the City is providing. Let us know if you want to have these items ordered and installed, or if you want to put this back on the Y to deal with.

Thanks,
 Brian P. Sabla, CSI, CCS, LEED AP, BD+C
 Project Manager
 513-792-8417 Direct
 513-227-5498 Cell
bsabla@ctconsultants.com
 CT Consultants, Inc.
 Integrity Tower Building
 4420 Cooper Road
 Suite 200
 Cincinnati OH 45242
 513-791-1700 Office
 513-791-1936 Fax
www.ctconsultants.com

From: Swords, Jason <JSwords@GilbaneCo.com>

Sent: Tuesday, February 4, 2020 4:05 PM

To: Andrew Bowsher <bowshera@yahoo.com>; Brian Sabla
 <BSabla@ctconsultants.com>

Cc: Neale Murray <nmurray@ymcacolumbus.org>; Valentine, Edward R.
 <EValentine@GilbaneCo.com>; Rich Zingale <rzingale@ymcacolumbus.org>

Subject: Reynoldsburg - Additions

Brian and Andrew,

The Y requested the add to the project below:

Grab rails in mens and womens locker room handicapped showers, members
 complaining and asking for them.

Baby changing tables in childwatch bathroom, kids adventure bathroom, both
 bathrooms by front desk and upstairs bathroom.

Could be something to add into bulletin 15. Let us know how to proceed.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**

1470 Davidson Drive | Reynoldsburg, OH | 43068

M: (614) 313-9452

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Mollie Prasher

From: AR <dmead@gci2000.com>
Sent: Wednesday, October 16, 2019 10:15 AM
To: Andrew Bowsher
Subject: Geotechnical Consultants: INVOICE #000493 (Customer Ref. Nbr. 000454) is now available
Attachments: ARInvoice INV 000493.pdf

Dear Customer,

This is an automatic email to notify you that you have a new Invoice available on your account. You will find a copy of INVOICE #000493 (Customer Ref. Nbr. 000454) attached to this email.

If you have any questions, please don't hesitate to contact us at email.

Thank you for choosing Geotechnical Consultants.

Attachment: Geotechnical Consultants INVOICE #000493 (Customer Ref Nbr 000454) is now available (Community Center Final Appropriation)

Mollie Prasher

From: AR <dmead@gci2000.com>
Sent: Friday, November 8, 2019 12:04 AM
To: Andrew Bowsher
Subject: Geotechnical Consultants: INVOICE #001260 (Customer Ref. Nbr. 002238) is now available
Attachments: ARInvoice INV 001260.pdf

Dear Customer,

This is an automatic email to notify you that you have a new Invoice available on your account. You will find a copy of INVOICE #001260 (Customer Ref. Nbr. 002238) attached to this email.

If you have any questions, please don't hesitate to contact us at email.

Thank you for choosing Geotechnical Consultants.

Attachment: Geotechnical Consultants INVOICE #001260 (Customer Ref Nbr 002238) is now available (Community Center Final Appropriation)

Mollie Prasher

From: AR <dmead@gci2000.com>
Sent: Sunday, December 1, 2019 6:36 PM
To: Andrew Bowsher
Subject: Geotechnical Consultants: INVOICE #001849 (Customer Ref. Nbr. 002986) is now available
Attachments: ARInvoice INV 001849.pdf

Dear Customer,

This is an automatic email to notify you that you have a new Invoice available on your account. You will find a copy of INVOICE #001849 (Customer Ref. Nbr. 002986) attached to this email.

If you have any questions, please don't hesitate to contact us at email.

Thank you for choosing Geotechnical Consultants.

Attachment: Geotechnical Consultants INVOICE #001849 (Customer Ref Nbr 002986) is now available (Community Center Final Appropriation)

Mollie Prasher

From: Steven Hicks <shicks@trepluscommunities.com>
Sent: Monday, September 9, 2019 9:45 AM
To: Andrew Bowsher
Subject: Gilbane Site Contact

Andrew,

Do you know who the site contact is at Gilbane for the YMCA? I am doing my driveway work this week and will have some extra fill dirt. Just want to see if they need any fill for the site. Probably less than 40 yards.

Thanks



Steven Hicks • Director of Development
1515 Lakeshore Dr • Columbus, OH 43204
o: 614.228.0326 • **f:** 614.228.2181 • **m:** 614.800.0148
www.trepluscommunities.com

Attachment: Gilbane Site Contact (Community Center Final Appropriation)

Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Wednesday, January 15, 2020 7:08 PM
To: Donna Bauman; Jennifer Clemens; Tina Badurina; Sandra Boller; Andrew Bowsher; Joe Begeny
Subject: Grand Opening Weekend Schedule
Attachments: Reynoldsburg Grand Opening Master Schedule.pdf

I am happy to announce the Grand Opening Activity Schedule. Please pass the word and do not hesitate to share this information.

See you all on Saturday, 1/25/2020 at 10:00 AM.

Let me know if you have any questions.
 Rhonda

--

Rhonda Ludwig
Regional VP of Operations
 YMCA OF CENTRAL OHIO
 6767 Refugee Road, Canal Winchester, OH 43110
P 614 389 4556
E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org
O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Attachment: Grand Opening Weekend Schedule (Community Center Final Appropriation)

Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Thursday, January 23, 2020 2:59 PM
To: Donna Bauman; Sandra Boller; Andrew Bowsher; Tina Badurina
Subject: Grand Opening Weekend

I wanted to reach out to you and see what you think. We have over 4000 people that have expressed interest in the event this weekend. We are concerned with potential traffic Issues. Any thoughts?

Thank you,
 Rhonda

--

Rhonda Ludwig
Regional VP of Operations
 YMCA OF CENTRAL OHIO
 6767 Refugee Road, Canal Winchester, OH 43110
P 614 389 4556
E rhonda.ludwig@ymcacolumbus.org **W** ymcacolumbus.org
O facebook.com/ymcacolumbusohio | twitter.com/ymcacolumbus

The Y: We're for youth development, healthy living and social responsibility

Mollie Prasher

From: Rhonda Ludwig <rhonda.ludwig@ymcacolumbus.org>
Sent: Monday, January 13, 2020 3:28 PM
To: Donna Bauman; Andrew Bowsher; Gary Terry; Sandra Boller
Subject: Hiring Flyer
Attachments: Reynoldsburg-staff-recruitment PT.pdf

Good afternoon - I am attaching our most current hiring flyer and I was wondering if you could assist us in getting the word out to the community.

Thank you so much.
 Rhonda

--

Rhonda Ludwig
Regional VP of Operations

YMCA OF CENTRAL OHIO

6767 Refugee Road, Canal Winchester, OH 43110

P 614 389 4556

E rhonda.ludwig@ymcacolumbus.org W ymcacolumbus.org

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The Y: We're for youth development, healthy living and social responsibility

Attachment: Hiring Flyer (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Wednesday, November 20, 2019 8:44 AM
To: Andrew Bowsher
Subject: Igel Contact

Andrew,

I think the large rocks were already removed from site.

However, here are two contacts for Igel.

Rod: 614-296-1984

Josh: 614-439-3155

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
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Attachment: Igel Contact (Community Center Final Appropriation)

Mollie Prasher

From: Sandra Boller
Sent: Wednesday, October 2, 2019 4:32 PM
To: 'Rhonda Ludwig'
Cc: Jed Hood; Brad McCloud; Andrew Bowsher
Subject: Insurance coverage - YMCA Community Center

Rhonda:

I am working with our insurance broker to get quotes on the YMCA Community Center. The language discussed in the contract refers to common areas, however our broker is having difficulty with the language. He is advising that the City insure the entire building as owner and the YMCA would be billed for the allocated amount of space it uses. This would insure the building, parking lots, etc. like all of our policies and the Y would need coverage for the FFE's. Although we pay the premiums annually, I am sure we can work out the arrangement for reimbursement.

The flood insurance would be separate from the coverage noted above and you would be billed your share of that cost per the contract.

Please let me know your thoughts and who else should be brought into this discussion?

Thank you,

Sandra Boller

Human Resources Director

City of Reynoldsburg

Phone (614) 322-6868

Fax (614) 322-6875

sboller@ci.reynoldsburg.oh.us

www.ci.reynoldsburg.oh.us

Attachment: Insurance coverage - YMCA Community Center (Community Center Final Appropriation)

Mollie Prasher

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, January 21, 2020 7:51 AM
To: Andrew Bowsher; Rich Zingale
Cc: Valentine, Edward R.; Elms, Shaka; Brian Sabla
Subject: Kitchen Tile Credit

Andrew and Rich,

We met with our flooring contractor and worked this credit up to \$2,500 (material \$1,500, labor just under \$1,000) for color variances in the kitchen.

I will go ahead and issue this credit to the project. Let me know if there are any questions.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
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Attachment: Kitchen Tile Credit (Community Center Final Appropriation)

Stephen Cicak

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Tuesday, October 15, 2019 2:04 PM
To: Andrew Bowsher
Cc: Valentine, Edward R.
Subject: ATPs 6-10
Attachments: ATP-006 Signed.pdf; ATP-007 Signed.pdf; ATP-008 Signed.pdf; ATP - 009 Signed.pdf; ATP-010 Signed.pdf

Andrew,

Attached are the signed ATPs 006-010.

The cost of these combined makes up the cost of \$515,552 which is OCO #007.

Let me know if this helps.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
1470 Davidson Drive | Reynoldsburg, OH | 43068
M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

Stephen Cicak

From: Stephen Cicak
Sent: Monday, December 02, 2019 10:43 AM
To: Brad McCloud; Andrew Bowsher; 'Tom Michaels'
Cc: Joe Begeny; Joni Crawford
Subject: FW: Message from "RNP5838791C06C8"
Attachments: Message from "RNP5838791C06C8"

Greetings:

Please see the attached updated finance report for the Community Center. We need an updated dashboard from CT. If there are any questions, please call me.

Respectfully,

Stephen M. Cicak

City Auditor
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
Ph:614.322.6858 | Fax:614.322.6857
SCicak@ci.reynoldsburg.oh.us / www.ci.reynoldsburg.oh.us

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

Bond Proceeds	28,000,000.00	
Less Ins Policy Willis not included above		
bond fees added to dashboard		
prior appropriations used	485,163.09	
Ord 85-19	1,300,000.00	
Total Appropriations	29,785,163.09	
Payments made on To Date	(22,161,496.04)	includes financing costs
Proceeds available	7,623,667.05	
Open balances from Dashboard	(7,257,416.96)	

Available budget per City Auditor 366,250.09

Original budget on Dashboard	28,750,000.00	
additional appropriate balance	1,035,163.00	
Indicated costs		
Rec Center	27,002,235.00	
Oh Health	2,416,678.00	
total	29,418,913.00	

Available Budget per CT spreadsheet C60-C64 366,250.00

Difference between City Calculation and CT 0.09

Gilbane budget higher than City approved	(750,000.00)	
Actual prior appropriations used	485,163.09	
additional appropriation 85-19	1,300,000.00	
	1,085,163.09	

Stephen Cicak

From: Joni Crawford
Sent: Friday, December 13, 2019 1:10 PM
To: Andrew Bowsher
Cc: Stephen Cicak
Subject: RE: Reynoldsburg Owner's Budget

Andrew,

That was something that either CT should provide. That is the proforma that Steve asked you for an updated copy of. I would start with them. If you get it could you provide our office with a copy also.

Joni Crawford

Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068
 Ph:614.322.6862 / Fax:614.322.6857
JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Andrew Bowsher
Sent: Friday, December 13, 2019 12:41 PM
To: Joni Crawford
Subject: Fwd: Reynoldsburg Owner's Budget

Joni,
 Is this something you can help the YMCA with?

Sent from my iPhone

Begin forwarded message:

From: Rich Zingale <rzingale@ymcacolumbus.org>
Date: December 13, 2019 at 8:30:01 AM EST
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Cc: Tara Neiswonger <tneiswonger@ymcacolumbus.org>
Subject: Reynoldsburg Owner's Budget

Andrew - Can you provide me an up-to-date detailed copy of your owner's construction budget? My controller needs the information for proper accounting of the asset and amortization over the life-cycle of our agreement with the City.

Thanks.

Richard Zingale
Vice President of Capital Asset Advancement
YMCA of Central Ohio

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

40 W. Long St.
Columbus, OH 43215
(P) 614 224 1131 (C) 614 981 5650 (F) 614 384 2306
(E) rzingale@ymcacolumbus.org (W) ymcacolumbus.org

The Y: We're for youth development, healthy living and social responsibility.

Stephen Cicak

From: Joni Crawford
Sent: Thursday, January 09, 2020 12:43 PM
To: Joe Begeny; Stephen Cicak
Cc: Andrew Bowsher
Subject: RE: Final 2019 Number
Attachments: January 2020 Owner's Budget Update.xlsx

Joe,

I am currently working on doing December's month end close. I hope to have it completed towards the end next week. I will try to get you some preliminary numbers tomorrow. These should not change drastically. To answer your question, attached is the latest numbers Andrew shared with us that show that of the 1.3 million we have used about 1.044 million with the additional change orders and initial shortage. This would leave about \$255,727 left. There is still the open item of the Electric Vehicle Stations. If Council does not want to appropriate additional money for that expenditure, then that would come off of the \$255,727 balance. You might check with Andrew to see if there are any other items that he knows about that are forth coming.

Feel free to call me if you have any additional questions.

Joni Crawford

Finance Manager
 City of Reynoldsburg
 7232 E. Main St.
 Reynoldsburg, OH 43068\

Ph:614.322.6862 / Fax:614.322.6857

JCrawford@ci.reynoldsburg.oh.us / <http://www.ci.reynoldsburg.oh.us>

From: Joe Begeny <JBegeny@ci.reynoldsburg.oh.us>
Sent: Thursday, January 09, 2020 8:41 AM
To: Stephen Cicak <SCicak@ci.reynoldsburg.oh.us>; Joni Crawford <jcrawford@ci.reynoldsburg.oh.us>
Subject: Final 2019 Number

Good morning,

Just checking in to see the final numbers for 2019 so we can finish off the 2020 budget. I also wanted to know what the potential return would be for the \$1.3 million in additional funding for the Y might be, as Auditor Cicak mentioned and when that may occur. Thanks!

Joe Begeny
 Mayor
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, Ohio
 614-322-6809
JBegeny@ci.reynoldsburg.oh.us
www.ci.reynoldsburg.oh.us

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

Get [Outlook for Android](#)

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>

Sent: Thursday, February 13, 2020 4:41:41 PM

To: 'Brian Sabla' <BSabla@ctconsultants.com>

Subject: YMCA

Brian,

Give me a call when you get back in. I'm extremely concerned on the budget.

V/R

Andrew Bowsher
DEVELOPMENT DIRECTOR

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6831 | F 614-322-6845

www.ci.reynoldsburg.oh.us

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

Ed Valentine, LEED AP BD+C | Senior Project Executive | **Gilbane Building Company**
 Ernst & Young Tower | 950 Main Avenue, Suite 1410 | Cleveland, Ohio | 44113
 O: (216) 535-3029 | M: (216) 701-6292 | E: EValentine@GilbaneCo.com
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

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**Gilbane, a Crain's Cleveland top contractor, a three-time member of Fortune's "100 Best Places to Work" list
 and a fourteen-time member of Training Magazine's Top 125**

From: Brian Sabla <BSabla@ctconsultants.com>

Sent: Monday, February 17, 2020 4:56 PM

To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>

Cc: Swords, Jason <JSwords@GilbaneCo.com>; Valentine, Edward R. <EValentine@GilbaneCo.com>;
 John deGraaf <JdeGraaf@ctconsultants.com>

Subject: RE: YMCA

[EXTERNAL]

Andrew,

Made the assumption you were out today with it being a holiday. Let's talk tomorrow about the big picture, and then drill down into the numbers as needed. Could always run up this week to meet in person to go over where we are now, and how we got there. I know you met with Jason last week and went over some of this.

My knee jerk reaction is that over the last few months, the YMCA has asked for numerous things that are above and beyond what was shown in the Contract Documents, and that were not value engineered items that were to be put back in the project. I think the intent of going back to Council for the extra money was to cover the value engineering items. The list below is what comes to mind in terms of the extras the YMCA has requested, and there may be more that are not coming to mind right now.

- The YMCA entry signage (banner sign, back-lit Y, and vinyl Y.
- Sun shade foundations and associated expanded pool deck.
- Volume dampers and heating coil in Mind/Body Studio for better HVAC control.
- Eight additional light fixtures at indoor pool.
- Two additional duplex outlets at kitchen cook top.
- Additional cabling for Gymnasium fans – control station was relocated.
- Three additional television monitors/mounts and associated electric/data/cable in Fitness Mezzanine.
- Ultra-violet sanitation unit for indoor pool.
- Provide fiber convertors??

There are many more items that are on their wish list that we have not moved forward with. Some of the items listed above are complete, some are in process, and some are sitting idle until we get further direction from the City.

The fire department has also made a number of requests (additional fire extinguishers, fire extinguisher placards, exit devices on doors, etc.). Being the an authority having jurisdiction for this project, we obviously have to comply with their direction, but there has been some additional costs associated with these requests.

The radio repeater system has to be installed, and Gilbane is getting a final quote on this work, which is expected to be approximately \$70,000.

I understand this is a major priority and we will act accordingly. Give me a call tomorrow when you have a chance, and we'll discuss further.

Thanks,

Brian P. Sabla, CSI, CCS, LEED AP, BD+C
Project Manager

513-792-8417 Direct
513-227-5498 Cell
bsabla@ctconsultants.com

CT Consultants, Inc.
Integrity Tower Building
4420 Cooper Road
Suite 200
Cincinnati OH 45242
513-791-1700 Office
513-791-1936 Fax
www.ctconsultants.com

From: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Sent: Thursday, February 13, 2020 5:01 PM
To: Brian Sabla <BSabla@ctconsultants.com>
Subject: RE: YMCA

Okay great! Worried about the numbers and what we have left. Joni is concerned we are over budget. I'm scratching my head as to how... This is a major priority, as we are not going back to council for additional money again.

V/R

Andrew Bowsher
DEVELOPMENT DIRECTOR

—

City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6831 | F 614-322-6845

www.ci.reynoldsburg.oh.us

From: Brian Sabla <BSabla@ctconsultants.com>
Sent: Thursday, February 13, 2020 4:59 PM
To: Andrew Bowsher <ABowsher@ci.reynoldsburg.oh.us>
Subject: Re: YMCA

Will do. Back in Monday, and will be playing catch up. Talk to you soon.

Stephen Cicak

From: Swords, Jason <JSwords@GilbaneCo.com>
Sent: Friday, February 21, 2020 8:04 AM
To: Andrew Bowsher
Cc: Brian Sabla; Valentine, Edward R.
Subject: RE: UV Sanitation Unit

Andrew,

Ed sent over a spreadsheet late yesterday afternoon. Should we have a call this afternoon to go through? We can go over what we are seeing on our end.

Thanks,

Jason Swords | Project Engineer II | **Gilbane Building Company**
 1470 Davidson Drive | Reynoldsburg, OH | 43068
 M: (614) 313-9452
www.gilbaneco.com | [Like us on Facebook](#) | [Follow us on Twitter](#)

From: Andrew Bowsher
Sent: Thursday, February 20, 2020 1:39 PM
To: Swords, Jason
Cc: Brian Sabla ; Valentine, Edward R.
Subject: RE: UV Sanitation Unit

[EXTERNAL]

This is really starting to not look so great.

Brian,
 We checked and before the invoice we just received your billing only had a little over 90k left.

Jason,
 Do you have an estimated amount of the remaining Gilbane invoices?

V/R

Andrew Bowsher
 DEVELOPMENT DIRECTOR

—

City of Reynoldsburg
 7232 East Main Street | Reynoldsburg, OH 43068
 T 614-322-6831 | F 614-322-6845

www.ci.reynoldsburg.oh.us

Attachment: CommunicationsRCCYMCA (Community Center Final Appropriation)

City of Reynoldsburg
Community Center- YMCA
2/21/2020

Project Changes and source of change requests

				Value Engineered items eliminated from contract	VE Items added back into the project	Additional cost to add work late in project		Apportioning responsibility of costs				
ATP converted to an Owner Change Order(OCO)	Project Team Authorization To Proceed (ATP)(Date)	SubContractor	Brief Description of Change	Original Cost	Approved Cost	VE Variance	Party Responsible	Design	Value Engineered Items added back into the project	YMCA	Authority(Fire, Gas, Electric, ODH)	MISC. Owner Requests/Added Change cost
OCO#7	ATP-006	Bulletin 9										
		Bolin	Paint for added Hollow Metal door and frame		\$ 148		Design	\$ 148				
		Claypool	Electrical Poke through slab location changes for treadmill layout		\$ 1,452		YMCA			\$ 1,452		
		MM Masonry	Added Masonry for Columbia Gas requirements		\$ 1,077		Authority				\$ 1,077	
		Ohio Glass	Removal of window for Columbia Gas		\$ (280)		Authority				\$ (280)	
		Patterson	Added waterproofing of surge tanks		\$ 5,748		Design	\$ 5,748				
		Fee			\$ 407		Fee	\$ 295		\$ 72	\$ 40	
OCO#7	ATP-007	VE Items Back into the Project										
		MM General Trades	Added quartz countertops and solid surface sills back into project	\$20,416	\$ 20,416	\$0	VE		\$ 20,416			
		Spectra	Added ceramic tile floor at indoor pool deck	\$34,558	\$ 34,558	\$0	VE		\$ 34,558			
		Spectra	Added ceramic tile floor back at pool vestibule, Universal Restrooms, mens locker room, and womens locker room	\$67,125	\$ 67,125	\$0	VE		\$ 67,125			
		no fee as no fee was taken out										
OCO#7	ATP-008	Value Managememt Project Additions										
		Patterson	Furnish and install slide foundations, engineering and stamped shop drawings of the structure (\$208,096 Slide original cost)	\$208,096	\$ 36,860	\$20,764	VE		\$ 36,860			
		cHc	Pickleball Court fencing	(\$6,400)	\$ 6,400	\$0	VE		\$ 6,400			
		Igel	4900 SF of 5" Concrete for pickleball courts	(\$15,000)	\$ 15,000	\$0	VE		\$ 15,000			
		Fee			\$ 2,913	\$2,913			\$ 2,913			
OCO#7	ATP-009	Additional VE Items Into Project 7-18										
		Patterson	Cost for remaining slide work	\$208,096	\$ 192,000	Addtl. Cost incl above	VE		\$ 192,000			
		MM General Trades	Providing and installing 2 flagpoles	(\$3,058)	\$ 3,058	\$0	VE		\$ 3,058			
		Igel	Providing Virgin material in lieu of recycled material	(\$9,000)	\$ 9,000	\$0	VE		\$ 9,000			
		Spectra	Ceramic tile CT-2 at Circulation 103A	(\$42,829)	\$ 42,829	\$0	VE		\$ 42,829			
		Spectra	Ceramic Tile CT-2 at Corridor 102	(\$5,787)	\$ 5,787	\$0	VE		\$ 5,787			
		Spectra	CT-1/CT-2 at Wet Class 142 and 143	(\$19,776)	\$ 19,776	\$0	VE		\$ 19,776			
		Spectra	CT-1/CT-2 at Lobby	(\$22,836)	\$ 22,836	\$0	VE		\$ 22,836			
		Bolin	Remove sealed Concrete at Circulation 103A	\$2,870	\$ (2,870)	\$0	VE		\$ (2,870)			
		Bolin	Remove sealed Concrete at Corridor 102	\$480	\$ (480)	\$0	VE		\$ (480)			
		Bolin	Remove sealed Concrete at Corridor 102	\$1,390	\$ (1,390)	\$0	VE		\$ (1,390)			
		Bolin	Remove sealed Concrete at Wet Class 142 and 143	\$560	\$ (560)	\$0	VE		\$ (560)			
		Fee	Remove sealed Concrete at Lobby		\$ 14,499	\$14,499			\$ 14,499			
OCO#7	ATP-010	Bulletin 10										
		Igel	Added re-bar		\$ 876		Design	\$ 876				
		Claypool	Breaker change		\$ 699		Design	\$ 699				
		MM General Trades	Additional Knox Boxes		\$ 1,948		Authority				\$ 1,948	
		Ohio Steel	Added deck		\$ 6,371		Design	\$ 6,371				
		Valley	Added details		\$ 8,433		Design	\$ 8,433				
		fee			\$ 916				\$ 819		\$ 97	
OCO #8	ATP-011	Bulletin 11 & 11.1										
		MM General Trades	Added swimsuit extractors and add for keyed removable mullions		\$ 7,184		YMCA			\$ 7,184		
		Valley	Added details and framing		\$ 5,916		Design	\$ 5,916				
		fee			\$ 655			\$ 296		\$ 359		
OCO#8	ATP-012	VE Items Back into Project										
		Kiefer	Alternating Track lanes	(\$2,317)	\$ 2,317	0	VE		\$ 2,317			
		Igel	Installation of bike racks	(\$7,000)	\$ 7,000	0	VE		\$ 7,000			
		Peabody	Landscape deduct for pickleball court area	1905	\$ (1,905)	\$0	VE		\$ (1,905)			
		Peabody	Provide all Site furnishings	(\$72,845)	\$ 77,709	\$4,864	VE		\$ 77,709			
		MM General Trades	FRP panels - all walls	(\$2,813)	\$ 3,125	\$312	VE		\$ 3,125			
		MM General Trades	Ballet barres - cost increase largely due to shipping	(\$3,512)	\$ 5,497	\$1,985	VE		\$ 5,497			
		Ohio Glass	Mirrors in mind body and multi-purpose rooms	(\$10,400)	\$ 10,400	\$0	VE		\$ 10,400			
		fee			\$ 5,207	\$5,207			\$ 5,207			
OCO#8	ATP-013	Bulletin 12										
		cHc	Guardrail at roof deck	(\$63,900)	\$ 45,401	(\$18,499)	VE		\$ 45,401			
		Claypool	Car charging station conduit, SH fixtures back in project, conduit for future signage		\$ 21,509	\$21,509	VE/Extras		\$ 21,509			
		Dalmatian	Added sprinkler head for added overhead door		\$ 655		YMCA			\$ 655		
		Kerkan	Siding re-work for added overhead door		\$ 587		YMCA			\$ 587		
		MM General Trades	Keying/hardware revisions, added overhead door, pin mounted signage credit		\$ 4,771		YMCA			\$ 4,771		
		Ohio Glass	Hardware changes		\$ 2,541		YMCA			\$ 2,541		
		Ohio Steel	Tube steel added at glass canopy		\$ 3,654		Design	\$ 3,654				
		Valley	Work associated with added sectional door to porch		\$ 1,445		YMCA			\$ 1,445		
		fee			\$ 4,028	\$3,345		\$ 183	\$ 3,345	\$ 500		
OCO#8	ATP-014	Contingency Transfer for Labor Coverage										
			\$0 CO for labor coverage, labor paid through construction contingency		\$ -		Extras/VE					
OCO#8	ATP-015	Fans in Gymnasium Back into Project										
		Columbus Heating and Ventilating	4 Big Ass Fans in gym - provide and install	\$ 19,432	\$ 20,809	\$1,377	VE		\$ 20,809			
		fee			\$ 1,049	\$1,049			\$ 1,049			
OCO#8	ATP-016	VOID										
OCO#8	ATP-017	Bulletin 13										
		cHc	Enlarging the dumpster enclosure - gate		\$ 3,289		YMCA			\$ 3,289		
		Igel	Enlarging the dumpster enclosure - foundations, asphalt		\$ 9,941		YMCA			\$ 9,941		
		MM Masonry	Enlarging the dumpster enclosure - masonry		\$ 3,636		YMCA			\$ 3,636		
		Dalmatian	Added soffit in Child Watch		\$ 2,282		Design	\$ 2,282				
		Valley	Added soffit in Child Watch, mezz. detail SK-7		\$ 6,291		Design	\$ 6,291				
		Columbus Heat & Vent	Added soffit in Child Watch		\$ 1,001		Design	\$ 1,001				
		Claypool	Added soffit in Child Watch		\$ 3,589		Design	\$ 3,589				
		Hydro Mechanical	Added soffit in Child Watch, added trench drain at peninsula		\$ 14,557		Design	\$ 14,557				
		Spectra	Added tile in Changing Rooms 164 & 168		\$ 14,658		Design/Extras				\$ 14,658	
		Bolin	Added soffit in Child Watch		\$ (769)		Design	\$ (769)				
		fee			\$ 2,924			\$ 1,348		\$ 844		\$ 732
OCO#8	ATP-018	Bulletin 14										
		Claypool	Added CAT6 cables, re-work conduits, painting P/P1 fixtures, RFI 292		\$ 12,381		YMCA/Design			\$ 12,381		
		Columbus Heat & Vent	Re-work and increase size of combustion air duct		\$ 5,979		Design	\$ 5,979				
		Valley	Added access panel and door frame install		\$ 2,003		Authority				\$ 2,003	
		MM General Trades	Door changes per electrical inspector and hardware from bulletin 12		\$ 5,253		Authority				\$ 5,253	
		Spectra	added wall tile		\$ 345		Design	\$ 345				
		Igel	Added foundations for Sunshade Structure and 216 sq. ft of concrete		\$ 8,040		YMCA			\$ 8,040		
		Peabody	Re-locating plants, mulch		\$ 1,125		Design	\$ 1,125				
		fee			\$ 1,756			\$ 372		\$ 1,021	\$ 363	
OCO#8	ATP-019	WAP Install										
		Claypool	Install owner provided Wi Fi Access Points		\$ 2,548		YMCA			\$ 2,548		
		fee			\$ 127					\$ 127		
OCO #9	ATP-020	EM Lights, RFI 324, RFI 325, RFI 337, Regulators										
		Claypool	EM lights		\$ 4,813		Authority				\$ 4,813	
		Dalmatian	Dry sidewall heads		\$ 1,373		Authority				\$ 1,373	
		Hydro Mechanical	3 added regulators at boilers per Columbia Gas requirement		\$ 4,765		Authority				\$ 4,765	
		Columbus Heat & Vent	Re-work of spin room per RFI 325		\$ 1,260		Design	\$ 1,260				
		Claypool	Re-work of spin room and added monitor modules at Big Ass Fans		\$ 5,944		Extras/Design			\$ 5,944		
		fee			\$ 908			\$ 429			\$ 479	
OCO #9	ATP-021	GCI Invoices										
		GCI	GCI (independent testing agency)invoices Gilbane was authorized to pay		\$ 4,714		Extras					\$ 4,714
		fee			\$ 236							\$ 236
OCO #9	ATP-022	RFI 315 and Additional Curb										
		Claypool	Additional work in response to RFI 315 (Pool bypass/breakers)		\$ 8,249		Design	\$ 8,249				
		Igel	Additional concrete curb at playground area to contain rubber play material		\$ 3,224		Design	\$ 3,224				
		fee			\$ 574			\$ 574				
OCO #9	ATP-023	Mixing Valves, Spin Room Ceiling Change, Crane for Slide										
	1/9/2020	Valley	Cost to Valley for changing ceiling in spin room		\$ 1,207		Design	\$ 1,207				
		Hydro Mechanical	Cost to install 5 mixing valves per Final Plumbing inspection		\$ 1,067		Authority				\$ 1,067	

Attachment: Pricing Breakdown for Andrew- Sorted by category 2 21 2020 (Community Center Final Appropriation)

		Patterson	Cost for crane to install slide from project timing with restricted access		\$ 12,785	\$12,785	VE Extra		\$ 12,785			
		fee			\$ 753	\$639		\$ 60	\$ 639		\$ 54	
OCO #9	ATP-024	UV Sanitation Unit at Indoor Pool										
		Patterson pools	Cost to furnish and install Ultra Violet sanitation unit at indoor pool	\$22,856	\$ 27,855	\$4,999	YMCA			\$ 27,855		
		fee			\$ 1,393					\$ 1,393		
OCO #9	ATP-025	Kitchen Tile Credit & Fencing Changes										
	2/7/2020	Spectra	Credit for kitchen tile color variances		\$ (2,500)		Contractor	\$ (2,500)				
		cHc	RFIs 310 and 313		\$ 12,390		Design	\$ 12,390				
		fee			\$ 495			\$ 495				
OCO #9	ATP-026	Claypool Electric Extras										
	2/7/2020	Claypool	Cost to Claypool for RFI 348 work		\$ 7,454		Design/YMCA	\$ 7,454				
		Claypool	Extras for extending power/data for 3 TVs, provide/install mounts, install monitors that were owner provided		\$ 4,447		YMCA			\$ 4,447		
		Claypool	Cost for adding power to hand dryers per RFI 347		\$ 3,365		Design	\$ 3,365				
		Claypool	Cost for power to illuminated sign		\$ 884		YMCA			\$ 884		
		fee			\$ 808			\$ 541		\$ 267		
OCO #9	ATP-027	YMCA Electrical Requests										
	2/3/2020	Claypool	Cost to add duplex receptacle for lighted table in Child Watch		\$ 1,316		YMCA			\$ 1,316		
		Claypool	Cost to provide large Time Clock in weightlifting area		\$ 1,363		YMCA			\$ 1,363		
		fee			\$ 134					\$ 134		
	ATP 028	Igel	Sidewalk repair due to Gas line entrance to building		\$ 1,697		Authority				\$ 1,697	
		Miles/McClellan masonry	Grout masonry cores to receive porch railing (VE added)		\$ 3,334	\$ 3,334	VE		\$ 3,334			
		Hydro-Mechanical	Ohio Health wall hydrant		\$ 4,478		Design	\$ 4,478				
		Miles/McClellan GT	YMCA Building Sign		\$ 83,415		YMCA			\$ 83,415		
		Ohio glass	CB # 15 Panic Hardware at Child Care areas		\$ 3,269		Authority				\$ 3,269	
		Valley Interiors	Ohio Health Fire Ext. Cabinets		\$ 1,105		Design/OR				\$ 1,105	
		Central Ohio contractors	Additional dumpster for renovation debris from changes		\$ 920	\$ 920	VE		\$ 920			
	ATP 029	Igel	Addti Concrete/ foundations for the Sunshade		\$ 7,445		YMCA			\$ 7,445		
		Patterson Pools	Crane to erect slide used for 2 days in lieu of 3 days		\$ (4,730)	\$ (4,730)	VE		-4730			
		Claypool	Fiber converters for YMCA Information Technology Interface		\$ 1,863		YMCA			\$ 1,863		
		Bolin	Epoxy Paint at Pool Mech. Room walls		\$ 7,819		Design	\$ 7,819				
		Gilbane	Additional Superintendent Mgmt needed to monitor subcontractors for the multiple changes VE and YMCA in January		\$ 11,603	\$ 11,603	VE		\$ 11,374	\$ 229		
					\$88,875			\$ 117,784	\$ 714,361	\$ 197,948	\$ 29,123	\$20,340
						VE Increase		Design	VE	YMCA	Authority	Misc.

Changes ATP 6-29= Owner Changes #- OCO 9 \$ 1,079,556

1,079,55



BLT PRODUCTIONS, INC.
7575 DEER PARK WAY
REYNOLDSBURG, OHIO 43068-9724
614.866.8629
BLTPRODUCTIONS.COM



9.a.eh



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Attachment: Eastpointe Church addition Printout copy (Community Center Final Appropriation)



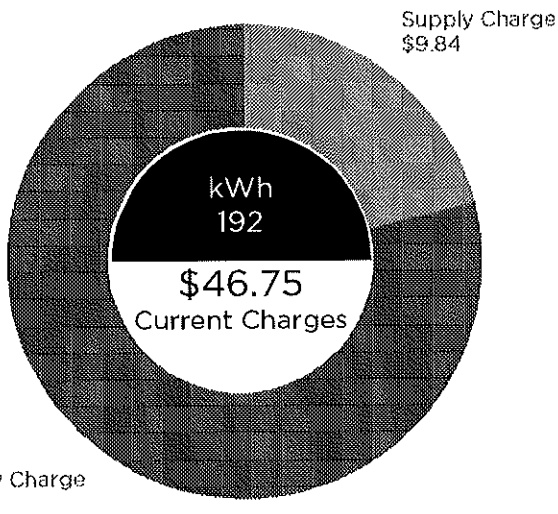
Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
15922-1 1423
100015922 01 SP 0.56

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Current bill summary:

Billing from 08/09/19 - 08/23/19 (15 days)



Notes from AEP Ohio:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPpaperless.com!

Usage History (kWh):



Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Please tear on dotted line.

Turn over for important information

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



Account #101-456-750-0-467
CITY OF REYNOLDSBURG

Amount due on or before **\$46.75**
September 24, 2019

Payment Amount \$

Pay \$47.45 after 09/24/2019

☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$_____

0000046750000047450100000000001014567500423082609019900005

Important Message

Bills may be paid by mail or to an authorized agent. Payment to others is at your own risk. For names and locations of authorized agents, please call us toll free at 1-800-807-6789. Customers who are hearing impaired may call 1-800-617-1234 (TDD/TTY).

We offer several ways for you to pay your bill. In addition to paying in person or by mail, you may receive and pay your bill electronically (e-Bill) or have your payments deducted automatically from your checking or savings account.

Definitions:

Actual: Reflects that a reading was taken from your meter.

Estimate: Reflects that we were unable to read your meter this month. We calculated your bill based on prior usage and seasonal variations. You can choose to call us with an actual meter read at 1-888-237-6611.

Kilowatt-hour (kWh): The unit measure for the electricity you use. For example, you use one kWh of electricity to light a 100-watt light bulb for 10 hours.

Customer Charge: The fixed monthly basic distribution charge to partially cover costs for billing, meter reading, service line maintenance and equipment.

Late Payment Charge: (if applicable) A late charge is added to the overdue amount of the regulated portion of your bill if you do not pay your bill by the due date.

Standard Service Offer: When customers purchase generation through AEP Ohio's auction process and not through a supplier.

Generation Service or Supply: Charges associated with the production of electricity.

Purchased Power Agreement Rider (PPA): The PPA allows AEP Ohio to collect or pass back the difference between total costs and revenues associated with a specific purchased power agreement.

Transmission Service: Charge for moving high-voltage electricity from a generation facility to the distribution station of the local electric utility. Transmission charges show under the delivery portion of the bill.

Distribution Service: Charge for use of local wires, transformers, substations and other equipment used to deliver electricity to your home/business. Distribution charges show under the delivery portion of the bill.

Retail Stability Rider (RSR): The RSR is necessary to provide AEP Ohio with stability while transitioning to 100% auction-based Standard Service Offering (generation service) pricing.

Phase-In Recovery Rider (PIRR): The PIRR will allow AEP Ohio to recover the cost of fuel deferred from 2009-2011 as previously authorized by the PUCO.

Deferred Asset Phase-In Rider (DAPIR): Recovers previously incurred deferral for distribution assets.

Delivery: The graph on the first page shows charges associated with moving electricity through transmission lines and distribution lines as well as costs to maintain those lines and other distribution costs.

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Customers may be assessed a deposit if they have not made a full payment (or arrangements) on a bill that contains a previous balance, or have been disconnected for nonpayment, fraudulent practice, tampering, or unauthorized reconnection during the preceding 12 months. Residential deposits may be made through a cash deposit or approved guarantor. Non-residential deposits may be made by cash, approved letters of credit, or approved surety bonds. To discuss any further options please call AEP Ohio. To contest a deposit you can file a complaint at www.aepohio.com under "Contact Us", call 1-800-672-2231 or by writing to Customer Concerns, 4500 S. Hamilton Road, Groveport, OH 43125.

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The Ohio consumer counsel (OCC) represents residential utility customers in matters before the PUCO. The OCC can be contacted at 1-877-742-5622 from eight a.m. to five p.m. weekdays, or at <http://www.puciocc.org>.

Rates Available on Request

Electronic Check Conversion - If you pay by check, you authorize us to convert your paper check into an electronic debit.

If you have questions, please call AEP Ohio at 1-800-672-2231 or visit us at www.AEPOhio.com.

**Service Address:**

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

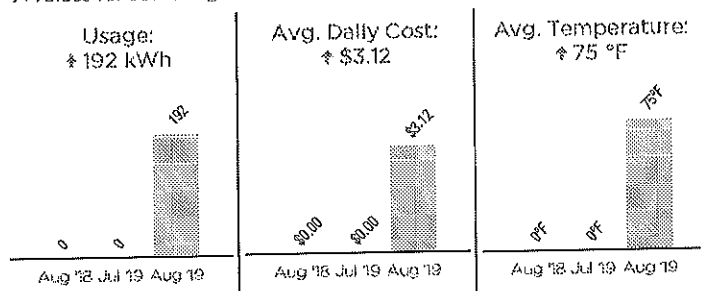
Account #101-456-750-0-4

Line Item Charges:

Previous Charges	
Total Amount Due At Last Billing	\$.00
Previous Balance Due	\$.00*
Current AEP Ohio Charges	
Tariff 207 - Medium General Service 08/23/19 Service Delivery Identifier: 00040621083816490	
Generation Service (Supply)	\$ 9.64
Transmission Service	9.71
Distribution Service	22.68
Customer Charge	4.52
Power Purchase Agreement Rider	.20
Current Electric Charges	\$ 46.75*
Total Balance Due	\$ 46.75
*Charges make up the "Total Balance Due" Pay \$47.45 after 09/24/2019	

Usage Details:

†Values reflect changes between current month and previous month.



Total usage for the past 12 months: 0 kWh

Average (Avg.) monthly usage: 0 kWh

Billed Usage 08/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
192	-	-	-	192 kWh
3,264	-	-	-	5,000 kW
-38,399,803	-	-	-	-38,399,80 kVARh

Meter Read Details:

Meter #683594976

Previous	Type	Current	Type	Metered	Usage
200000	Actual	1	Actual	-199999	-38,399,808 kVARh
-	-	0.017	Actual	0.017	3.264 kW
0	Actual	1	Actual	1	192 kWh
Service Period 08/08 - 08/23				Multiplier 192	
Next scheduled read date should be between Sep 23 and Sep 26					

Notes from AEP Ohio:

For Informational Purposes only: The below costs are NOT NEW CHARGES and are approximate values. AEP participates in programs required by the state of Ohio to support energy conservation and to secure renewable energy resources. For more information on energy efficiency programs, please visit www.AEPOhio.com/Save.

Renewable Programs: \$0.22
Energy Efficiency Programs: \$1.58
Peak Demand Reduction Programs: \$0.51

In the Company's most recent distribution case, the PUCO granted approval of the Pilot Throughput Balancing Adjustment Rider (PTBAR). The PTBAR ensures that the actual kWh base distribution revenue collected from Residential and small Commercial customers equals the amount authorized and does not vary as a result of usage. Effective with this bill a residential customer using 1,000 kWh of electricity will see an increase of \$0.59 per month.

The Public Utilities Commission of Ohio in case number 19-1109-EL-RDR approved AEP Ohio's request to modify its energy efficiency portfolio rates effective with this bill. The portfolio plan is designed to improve energy efficiency and reduce the overall peak demand for energy. A residential customer using 1,000 kWh of electricity will see a decrease of \$0.24 per month.

In Case No. 12-2627-EL-RDR, the PUCO approved an adjustment to increase the Distribution Investment Rider, effective with this bill. This rider, which is adjusted quarterly, recovers capital costs associated with distribution infrastructure. A residential customer using 1,000 kWh per month will see an increase of \$0.44 per month.

AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

Welcome to AEP OHIO!

Make your life easier. You can write one check for multiple electric accounts!

Register for online services at www.AEPOhio.com. Registration is **free and easy** and gives you the convenience of 24-hour access to your account. You can sign up for paperless billing, view your bill, check your usage, update your contact information, and much more.

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Amount due on or before **\$1,534.74**
October 23, 2019

Bill mailing date is Sep 24, 2019
Account #101-456-750-0-4

9.a.ei

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
16272-1 1903
100016272 01 SP 0.56

CY 19

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Notes from AEP Ohio:

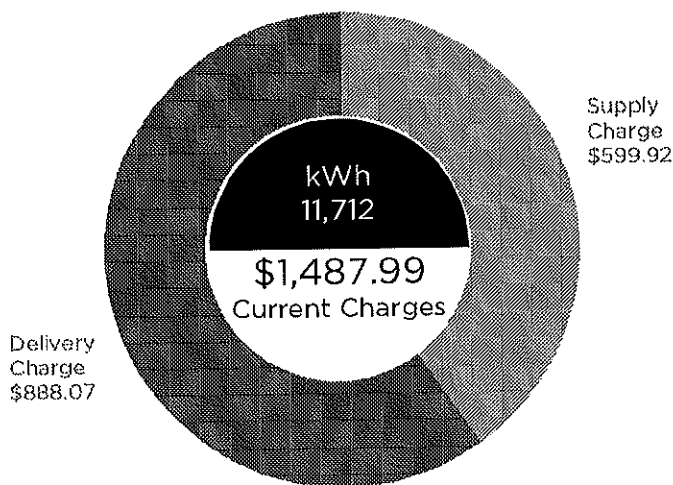
Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPPaperless.com!

Usage History (kWh):



Current bill summary:

Billing from 08/24/19 - 09/24/19 (32 days)



Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Please tear on dotted line.

Turn over for important information

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



Amount due on or before **\$1,534.74**
October 23, 2019

Payment Amount \$

Pay \$1,557.76 after 10/23/20

☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$_____

0001534740001557760100000000001014567500424092510019900001

Important Message

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Phase-In Recovery Rider (PIRR): The PIRR will allow AEP Ohio to recover the cost of fuel deferred from 2009-2011 as previously authorized by the PUCO.

Deferred Asset Phase-In Rider (DAPIR): Recovers previously incurred deferral for distribution assets.

Delivery: The graph on the first page shows charges associated with moving electricity through transmission lines and distribution lines as well as costs to maintain those lines and other distribution costs.

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Rates Available on Request

Electronic Check Conversion - If you pay by check, you authorize us to convert your paper check into an electronic debit.

If you have questions, please call AEP Ohio at 1-800-672-2231 or visit us at www.AEPOhio.com.

**Service Address:**

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

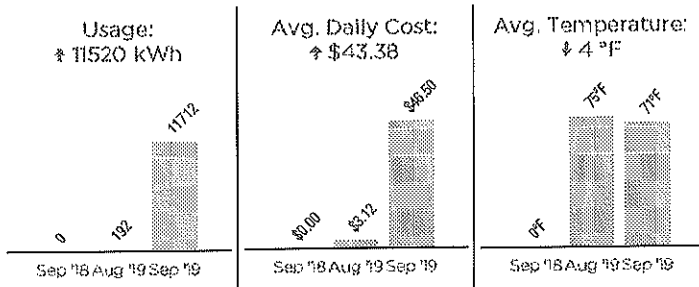
Account #101-456-750-0-4

Line Item Charges:

Previous Charges		
Total Amount Due At Last Billing	\$	46.75
Previous Balance Due	\$	46.75*
Current AEP Ohio Charges		
Tariff 207 - Medium General Service 09/24/19 Service Delivery Identifier: 00040621083816490		
Generation Service (Supply)	\$	587.80
Transmission Service		299.49
Distribution Service		579.54
Customer Charge		9.04
Power Purchase Agreement Rider		12.12
Current Electric Charges	\$	1,487.99*
Total Balance Due	\$	1,534.74
*Charges make up the "Total Balance Due" Pay \$1,557.76 after 10/23/2019		

Usage Details:

***Values reflect changes between current month and previous month.



Total usage for the past 12 months: 192 kWh

Average (Avg.) monthly usage: 192 kWh

Billed Usage 09/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
11,712	-	-	-	11,712 kWh
76,608	-	-	-	76,600 kW
3,648	-	-	-	3,648 kVARh

Meter Read Details:

Meter #683594976					
Previous	Type	Current	Type	Metered	Usage
1	Actual	20	Actual	19	3,648 kVARh
-	-	0.399	Actual	0.399	76.608 kW
1	Actual	62	Actual	61	11,712 kWh
Service Period 08/23 - 09/24				Multiplier 192	
Next scheduled read date should be between Oct 22 and Oct 25.					

Notes from AEP Ohio:

For Informational Purposes only: The below costs are NOT NEW CHARGES and are approximate values. AEP participates in programs required by the state of Ohio to support energy conservation and to secure renewable energy resources. For more information on energy efficiency programs, please visit: www.AEPOhio.com/Save.

Renewable Programs: \$13.40
Energy Efficiency Programs: \$48.41
Peak Demand Reduction Programs: \$18.58

In Case No. 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved adjustments to Ohio Power Company's gridSMART Phas 2 rider. This rider allows the Company to recover costs for grid modernization projects. A residential customer using 1,000 kWh per month will see an increase of \$0.01 per month.

In Case No. 12-2627-EL-RDR, the PUCO approved an adjustment to increase the Distribution Investment Rider, effective with this bill. This rider, which is adjusted quarterly, recovers capital costs associated with distribution infrastructure. A residential customer using 1,000 kWh per month will see an increase of \$0.74 per month. AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Amount due on or before **\$3,446.64**
November 21, 2019

Bill mailing date is Oct 23, 2019
Account #101-456-750-0-4

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
16368-1 1159
100016368 01 SP 0.56

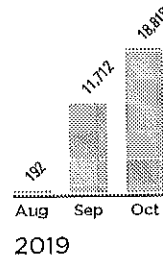
CY 19

Notes from AEP Ohio:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPPaperless.com!

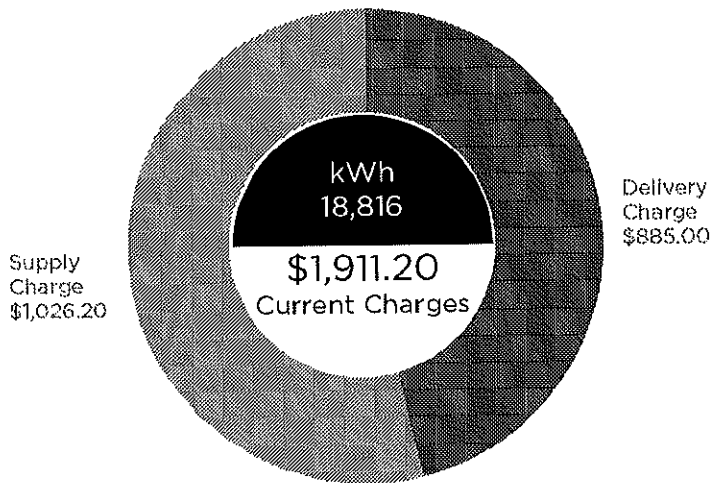
CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Usage History (kWh):



Current bill summary:

Billing from 09/25/19 - 10/23/19 (29 days)



Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Please tear on dotted line.

Turn over for important information

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Account #101-456-750-0-
CITY OF REYNOLDSBURG

Amount due on or before **\$3,446.64**
November 21, 2019

Payment Amount \$

Pay \$3,498.33 after 11/21/2019

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$_____

0003446640003498330100000000001014567500423102311019900003

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Rates Available on Request

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**Service Address:**

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

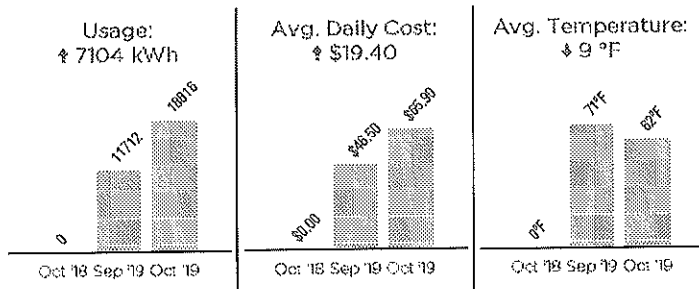
Account #101-456-750-0-4

Line Item Charges:

Previous Charges		
Total Amount Due At Last Billing	\$	1,534.74
Late Payment Charge		.70
Previous Balance Due	\$	1,535.44*
Current AEP Ohio Charges		
Tariff 207 - Medium General Service 10/23/19		
Service Delivery Identifier: 00040621083816490		
Generation Service (Supply)	\$	998.18
Transmission Service		285.33
Distribution Service		590.63
Customer Charge		9.04
Power Purchase Agreement Rider		28.02
Current Electric Charges	\$	1,911.20*
Total Balance Due	\$	3,446.64
*Charges make up the "Total Balance Due"		
Pay \$3,498.33 after 11/21/2019		

Usage Details:

Values reflect changes between current month and previous month.



Total usage for the past 12 months: 11,904 kWh

Average (Avg.) monthly usage: 5,952 kWh

Billed Usage 10/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
18,816	-	-	-	18,816 kWh
72,192	-	-	-	72,200 kW
1,344	-	-	-	1,344 kVARh

Meter Read Details:

Meter #683594976					
Previous	Type	Current	Type	Metered	Usage
20	Actual	27	Actual	7	1,344 kVARh
-	-	0.376	Actual	0.376	72,192 kW
62	Actual	160	Actual	98	18,816 kWh
Service Period 09/24 - 10/23				Multiplier 192	
Next scheduled read date should be between Nov 20 and Nov 25					

Notes from AEP Ohio:

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Renewable Programs: \$21.52
Energy Efficiency Programs: \$45.63
Peak Demand Reduction Programs: \$21.82

In case number 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved adjustments to Ohio Power Company's Auction Cost Recovery Rider (ACRR) and Alternative Energy Rider (AER). The ACRR allows AEP Ohio to collect or pass back the difference between auction costs billed to customers versus what was paid to auction winners for the procurement of power and includes the costs associated with the competitive bid process. The AER recovers costs related to renewable energy. A residential customer using 1,000 kWh will see an increase of \$2.86 per month.

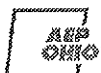
The Public Utilities Commission of Ohio, in case number 19-1537-EL-RDR, approved AEP Ohio's request to adjust its Economic Development Rider (EDR) effective with this bill. The EDR supports industrial customers that retain and increase Ohio jobs. A residential customer using 1,000 kWh of electricity will see decrease of \$0.17 per month.

In case number 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved adjustments to Ohio Power Company's Purchased Power Agreement (PPA) Rider. The PPA allows AEP Ohio to collect or pass back the difference between total costs and revenues associated with a specific purchase power agreement. A residential customer using 1,000 kWh of electricity will see an increase of \$0.30 per month.

AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

DISCONNECT NOTICE

Account #101-456-750-0-4

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
3797-1 33
101003797 01 SP 0.56

CY 19

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Notes from AEP Ohio:

Your total account balance includes a past due amount of **\$3,469.66**. To avoid disconnection, payment of the past due amount must be received on or **before December 4, 2019**. Your total account balance is **\$5,393.38**.

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Past Due Charges:

Past Due Amount **\$3,469.66**

TOTAL PAST DUE \$3,469.66

Methods of Payment



aepohio.com



PO Box 371496
Pittsburgh, PA 15250-7496



1-800-611-0964 (fee may apply)

If disconnection of service for nonpayment would be especially dangerous to the health of a household member, a medical certification program and forms are available from the Company.

Please see payment options on the last page of this notice.

Receipt of a new bill will NOT change the requirements of this notice.

Please tear on dotted line.

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Your account is scheduled for disconnection after December 4, 2019.

Mailing date is November 22, 2019

Reconnection:

Should you get disconnected, here's a breakdown of potential charges for reconnection:

Reconnect at Meter	\$53.00
Reconnect off-shift	\$98.00
Reconnect on Sunday	\$119.00
Reconnect at Pole	\$154.00
Reconnect after hours non-holiday	\$192.00
Reconnect on non-business day	\$221.00
Reconnect install locking device	\$73.00
Trip charge	\$16.00
Please disregard if payment has been made	

Turn over for important information

Pay on or before December 4, 2019
to avoid disconnect

19237
Account #101-456-750-0-4
CITY OF REYNOLDSBURG

\$3,469.66

Payment Amount \$

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



0003469660003469660100000000001014567500422112211019900003



Service Address:

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

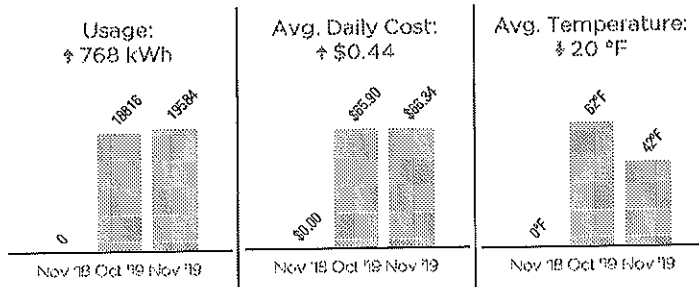
Account #101-456-750-0-4

Line Item Charges:

Previous Charges	
Total Amount Due At Last Billing	\$ 3,446.64
Late Payment Charge	23.02
Previous Balance Due	\$ 3,469.66*
Current AEP Ohio Charges	
Tariff 207 - Medium General Service 11/21/19 Service Delivery Identifier: 00040621083816490	
Generation Service (Supply)	\$ 1,038.93
Transmission Service	272.94
Distribution Service	573.65
Customer Charge	9.04
Power Purchase Agreement Rider	29.16
Current Electric Charges	\$ 1,923.72*
Total Balance Due	\$ 5,393.38
*Charges make up the "Total Balance Due" Pay \$5,473.23 after 12/26/2019	

Usage Details:

††Values reflect changes between current month and previous month.



Total usage for the past 12 months: 30,720 kWh

Average (Avg.) monthly usage: 10,240 kWh

Billed Usage 11/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
19,584	-	-	-	19,584 kWh
68,928	-	-	-	68,900 kW
-1,152	-	-	-	-1,152 kVARh

Meter Read Details:

Meter #683594976

Previous	Type	Current	Type	Metered	Usage
27	Actual	21	Actual	-6	-1,152 kVARh
-	-	0.359	Actual	0.359	68.928 kW
160	Actual	262	Actual	102	19,584 kWh
Service Period 10/23 - 11/21				Multiplier 192	
Next scheduled read date should be between Dec 23 and Dec 30					

Notes from AEP Ohio:

For Informational Purposes only: The below costs are NOT NEW CHARGES and are approximate values. AEP participates in programs required by the state of Ohio to support energy conservation and to secure renewable energy resources. For more information on energy efficiency programs, please visit: www.AEPOhio.com/Save.

Renewable Programs: \$22.40
Energy Efficiency Programs: \$43.54
Peak Demand Reduction Programs: \$21.73

AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

Register for online services at www.AEPOhio.com. Registration is **free and easy** and gives you the convenience of 24-hour access to your account. You can sign up for paperless billing, view your bill, check your usage, update your contact information, and much more.

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Amount due on or before **\$5,393.38**
December 26, 2019

Bill mailing date is Nov 21, 2019
Account #101-456-750-0-4

CY 19

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
17111-1 999
100017111 01 SP 0.56

Notes from AEP Ohio:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPPaperless.com!

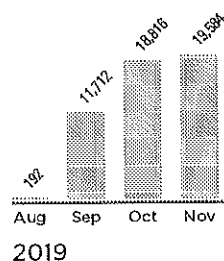
CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

prev
current +
3469.66
1923.72
5393.38

Current bill summary:

Billing from 10/24/19 - 11/21/19 (29 days)

Usage History (kWh):

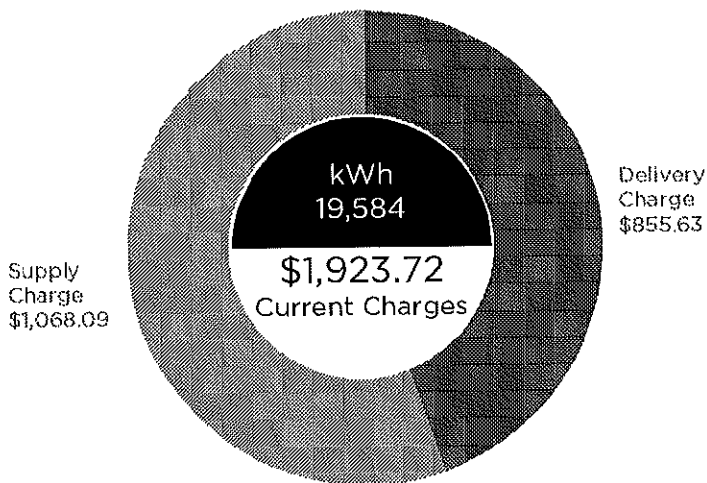


Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231



Please tear on dotted line.

Turn over for important information

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

19237
Account #101-456-750-0-
CITY OF REYNOLDSBURG

Amount due on or before **\$5,393.38**
December 26, 2019

Payment Amount \$

Pay \$5,473.23 after 12/26/2019

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$_____

000539338000547323010000000001014567500421112812019900006



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

DISCONNECT NOTICE

Account #101-456-750-0-4

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
3879-1 45
101003679 01 SP 0.56

CY 19

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Notes from AEP Ohio:

Your total account balance includes a past due amount of **\$5,445.07**. To avoid disconnection, payment of the past due amount must be received on or before **January 7, 2020**. Your total account balance is **\$10,344.98**.

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Past Due Charges:

Past Due Amount \$5,445.07

TOTAL PAST DUE \$5,445.07

Methods of Payment

aepohio.com

PO Box 371496
Pittsburgh, PA 15250-7496

1-800-611-0964 (fee may apply)

If disconnection of service for nonpayment would be especially dangerous to the health of a household member, a medical certification program and forms are available from the Company.

Please see payment options on the last page of this notice.

Receipt of a new bill will NOT change the requirements of this notice.

Your account is scheduled for disconnection after January 7, 2020.

Mailing date is December 27, 2019

Reconnection:

Should you get disconnected, here's a breakdown of potential charges for reconnection:

Reconnect at Meter	\$53.00
Reconnect off-shift	\$98.00
Reconnect on Sunday	\$119.00
Reconnect at Pole	\$154.00
Reconnect after hours non-holiday	\$192.00
Reconnect on non-business day	\$221.00
Reconnect install locking device	\$73.00
Trip charge	\$16.00
Please disregard if payment has been made	

Please tear on dotted line.

Turn over for important information!

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

43999
Account #101-456-750-0-4
CITY OF REYNOLDSBURG

Pay on or before January 7, 2020
to avoid disconnect

\$5,445.07

Payment Amount \$

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



0005445070005445070100000000001014567500427122712019900007

Important Message

We welcome the opportunity to assist you. Our customer service center is open 24 hours a day, 7 days a week. If you have a question, please call us toll free at 1-800-672-2231, or 1-800-617-1234 (TDD/TTY).

We offer several ways for you to pay your bill. Bills may be paid by mail, in person to an authorized agent, by phone (\$1.85 processing fee), or you can pay your bill electronically (e-Bill) or have your payments deducted automatically from your checking or savings account. Payment to an unauthorized agent is at your own risk. For names and locations of authorized agents, please call us toll free at 1-800-672-2231. Customers who are hearing impaired may call 1-800-617-1234 (TDD/TTY).

We offer levelized payment options to qualifying customers. Average Monthly Payment Plan (AMP): The monthly payment is based on the average of the current month's bill, plus the previous 11 months' bills. Each month, the oldest bill is removed from the computation, and the new current bill is included. Budget Billing: A monthly amount is calculated based on previous bills. This monthly amount is reviewed and adjusted based on the type of plan.

Customers may be assessed a deposit if they have not made a full payment (or arrangements) on a bill that contains a previous balance, or have been disconnected for nonpayment, fraudulent practice, tampering, or unauthorized reconnection during the preceding 12 months. Residential deposits may be made through a cash deposit or approved guarantor. Non-residential deposits may be made by cash, approved letters of credit, or approved surety bonds. To discuss any further options please call AEP Ohio.

If you have a complaint or wish to contest a deposit you can do so by visiting www.aepohio.com under "Contact Us", call 1-800-672-2231 or by writing to Customer Concerns, 4500 S. Hamilton Road, Groveport, OH 43125.

If you have a complaint in regard to this disconnection notice that cannot be resolved after you have called AEP Ohio, or for general utility company information, residential and business customers may contact the public utilities commission of ohio (PUCO) for assistance at 1-800-686-7826 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.puco.ohio.gov>. Hearing or speech impaired customers may contact the PUCO via 7-1-1 (Ohio relay service). You may write to: Public Utilities Commission of Ohio, Attention: CSD, 180 E. Broad Street, Columbus, Ohio 43215-3793.

The Ohio consumer council (OCC) represents residential utility customers in matters before the PUCO. The OCC can be contacted at 1-877-742-5622 (toll free) from eight a.m. to five p.m. weekdays, or at www.pickocc.org.

DISCONNECTION MAY NOT OCCUR FOR UNPAID NONTARIFFED CHARGES.

FAILURE TO PAY CHARGES FOR NONTARIFFED PRODUCTS OR SERVICES MAY RESULT IN LOSS OF THOSE PRODUCTS OR SERVICES.

FAILURE TO PAY CHARGES FOR COMPETITIVE RETAIL ELECTRIC SERVICE MAY RESULT IN CANCELLATION OF THE CUSTOMER'S CONTRACT WITH THE COMPETITIVE RETAIL ELECTRIC SERVICE PROVIDER, AND RETURN TO THE ELECTRIC DISTRIBUTION UTILITY'S STANDARD-OFFER GENERATION SERVICE.

NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discrimination against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has a capacity to enter into a binding contract) or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Cleveland, Ohio, phone (216) 263-3410.

Ohio Laws against discrimination require that all creditors make credit equally available to all credit-worthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission, 30 E. Broad Street, 5th Floor, Columbus, Ohio 43205, phone 1-888-278-7101, administers compliance with this law.

Rates available on request or visit www.aepohio.com under "Rates & Tariffs"

Electronic Check Conversion - If you pay by check, you authorize us to convert your paper check into an electronic debit.

If you have questions, please call AEP Ohio at 1-800-672-2231 or visit us at www.AEPOhio.com.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Amount due on or before **\$10,344.98**
January 28, 2020

Bill mailing date is Dec 27, 2019
Account #101-456-750-0-4

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068
16462-1 691
100016462 01 SP 0.56

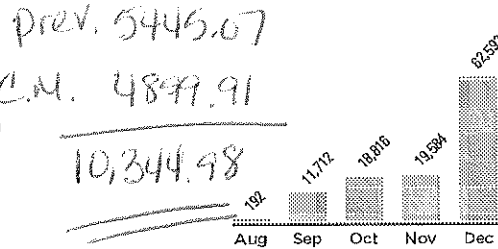
CY 19

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Notes from AEP Ohio:

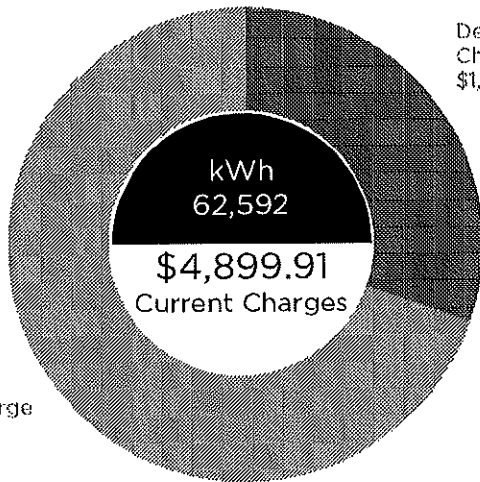
Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPPaperless.com!

Usage History (kWh):



Current bill summary:

Billing from 11/22/19 - 12/26/19 (35 days)



2019

Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2231

Please tear on dotted line.

Turn over for important information!

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

48999
Account #101-456-750-0-4
CITY OF REYNOLDSBURG

Amount due on or before **\$10,344.98**
January 28, 2020

Payment Amount \$

Pay \$10,476.01 after 01/28/2020

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$_____

0010344980010476010100000000001014567500427123001019900007

**Service Address:**

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

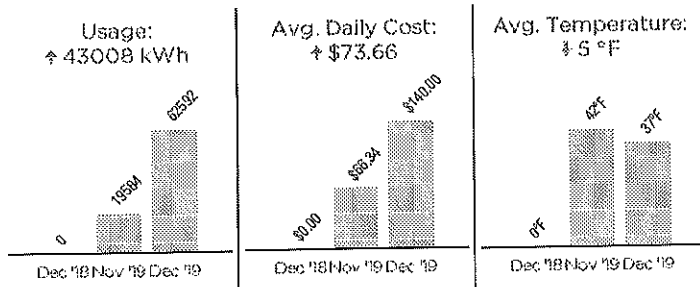
Account #101-456-750-0-4

Line Item Charges:

Previous Charges	
Total Amount Due At Last Billing	\$ 5,393.38
Late Payment Charge	51.69
Previous Balance Due	\$ 5,445.07*
Current AEP Ohio Charges	
Tariff 207 - Medium General Service 12/26/19 Service Delivery Identifier: 00040621083816490	
Generation Service (Supply)	\$ 3,320.49
Transmission Service	422.98
Distribution Service	1,054.21
Customer Charge	9.04
Power Purchase Agreement Rider	93.19
Current Electric Charges	\$ 4,899.91*
Total Balance Due	\$ 10,344.98
*Charges make up the "Total Balance Due" Pay \$10,476.01 after 01/28/2020	

Usage Details:

Values reflect changes between current month and previous month.



Total usage for the past 12 months: 50,304 kWh

Average (Avg.) monthly usage: 12,576 kWh

Billed Usage 12/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
62,592	-	-	-	62,592 kWh
103,488	-	-	-	103,500 kW
-384	-	-	-	-384 kVARh

Meter Read Details:

Meter #683594976

Previous	Type	Current	Type	Metered	Usage
21	Actual	19	Actual	-2	-384 kVARh
-	-	0.539	Actual	0.539	103,488 kW
262	Actual	588	Actual	326	62,592 kWh
Service Period 11/21 - 12/26				Multiplier 192	
Next scheduled read date should be between Jan 24 and Jan 29 .					

Notes from AEP Ohio:

For Informational Purposes only: The below costs are NOT NEW CHARGES and are approximate values. AEP participates in programs required by the state of Ohio to support energy conservation and to secure renewable energy resources. For more information on energy efficiency programs, please visit www.AEPOhio.com/Save.

Renewable Programs: \$71.60
Energy Efficiency Programs: \$65.42
Peak Demand Reduction Programs: \$50.98

In Case No. 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved the Ohio Power Company's Smart City rider. This rider allows the Company to recover costs associated with Smart City technologies. A residential customer will see an increase of \$0.24 per month.

In Case No. 12-2627-EL-RDR, the PUCO approved an adjustment to increase the Distribution Investment Rider, effective with this bill. This rider, which is adjusted quarterly, recovers capital costs associated with distribution infrastructure. A residential customer using 1,000 kWh per month will see an increase of \$1.00 per month.

In Case No. 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved adjustments to Ohio Power Company's gridSMART Phase 2 rider. This rider allows the Company to recover costs for grid modernization projects. A residential customer using 1,000 kWh per month will see an increase of \$0.06 per month.

AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

To avoid unnecessary delays in crediting your electric payment, please **do not paper clip or staple your check to the bill payment stub.**

*If you pay your electric bill in person, remember to pay only at **AUTHORIZED** pay stations. These locations send notice of your payment immediately to **AEP Ohio** which could prevent service disconnection. Pay stations may charge a fee for this service. Keep your receipt as proof of payment. For a list of authorized pay stations or other payment options, visit our website at www.aepohio.com or call the number above.**

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

9.a.ei

DISCONNECT NOTICE

Account #101-456-750-0

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068

Aug 8, 2019

CY



000153 7275349 000 01 001



CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
7232 E MAIN ST
REYNOLDSBURG OH 43068-2014

Notes from AEP Ohio:

Your total account balance includes a past due amount of **\$10,424.83**. To avoid disconnection, payment of the past due amount must be received on or before February 6, 2020. Your total account balance is **\$16,679.24**.

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-223

Past Due Charges:

Past Due Amount **\$10,424.83**

10,344.98

79.85

TOTAL PAST DUE \$10,424.83

Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

If disconnection of service for nonpayment would be especially dangerous to the health of a household member, a medical certification program and forms are available from the Company.

Please see payment options on the last page of this notice.

Receipt of a new bill will NOT change the requirements of this notice.

Please tear on dotted line.

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068

Your account is scheduled for disconnection after February 6, 2020.

Mailing date is January 29, 2020

Reconnection:

Should you get disconnected, here's a breakdown potential charges for reconnection:

Reconnect at Meter	\$53.00
Reconnect off-shift	\$98.00
Reconnect on Sunday	\$119.00
Reconnect at Pole	\$154.00
Reconnect after hours non-holiday	\$192.00
Reconnect on non-business day	\$221.00
Reconnect install locking device	\$73.00
Trip charge	\$16.00
Please disregard if payment has been made	

Turn over for important information

RECEIVED

Feb
JAN 03 2020

Pay on or before February 6, 2020 to avoid disconnect

Account #101-456-75
CITY OF REYNOLDSBURG

\$10,424.83

Payment Amount \$

AUDITOR'S OFFICE

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



0010424830010424830100000000001014567500429012901019900001

**Service Address:**

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Account #101-456-750-0-4

**Disconnect notes from AEP Ohio:**

Past due balances may include CRES provider charges.

The disconnect amount due does not include charges for nontariffed products or services, but may include charges for competitive retail electric service. Failure to pay charges for other nontariffed products or services may result in loss of those products or services.

This notice will not be cancelled by the receipt of a new bill, as the due date shown on the new bill applies to the current billing and does not apply to the amount shown as the previous balance.

If payment has been made, please accept our thanks and disregard this notice.



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

Amount due on or before
February 25, 2020

\$16,679.24

9.a.ei

Bill mailing date is Jan 27, 2020
Account #101-456-750-0

SERVICE ADDRESS: CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068

CY

Notes from AEP Ohio:

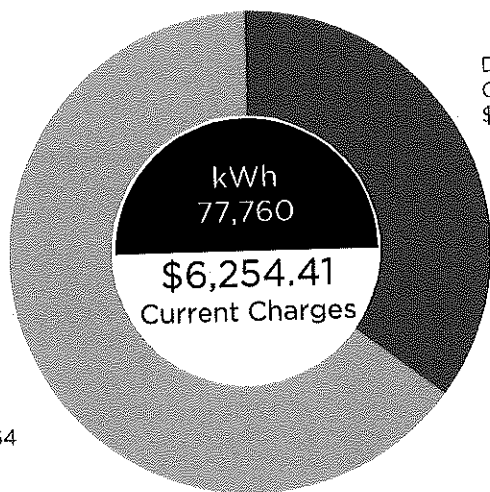
Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPPaperless.com

CITY OF REYNOLDSBURG
ATTN BILL SAMPSON
7232 E MAIN ST
REYNOLDSBURG OH 43068-2014

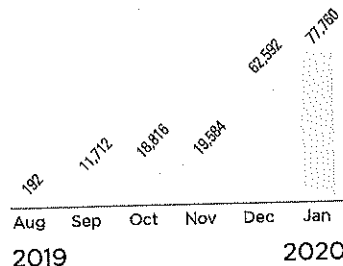


Current bill summary:

Billing from 12/27/19 - 01/27/20 (32 days)



Usage History (kWh):



Methods of Payment

- aepohio.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
Outages: AEPOhio.com/outages or 1-800-672-2237

Please tear on dotted line.

Thank you for your prompt payment. Please include your account number on your check and return this stub with your payment.

CITY OF REYNOLDSBURG, 1470 DAVIDSON DR, REYNOLDSBURG, OH 43068

RECEIVED

JAN 03 2020



Non-Payment/Return Mail:
PO BOX 24401
CANTON, OH 44701-4401

AUDITOR'S OFFICE

Make check payable and send to:
AMERICAN ELECTRIC POWER
PO BOX 371496
PITTSBURGH, PA 15250-7496



Turn over for important information

Amount due on or before
February 25, 2020

Account #101-456-750-0
CITY OF REYNOLDSBURG

\$16,679.24

Payment Amount \$

Pay \$16,875.42 after 02/25

☐ The Neighbor to Neighbor program helps disadvantaged customers pay their electric bill. I want to help. My payment reflects my gift of \$

0016679240016875420100000000001014567500427012702019900002



Service Address:

CITY OF REYNOLDSBURG
1470 DAVIDSON DR
REYNOLDSBURG, OH 43068

Account #101-456-750-0-4

Due 7/25/20

Meter Read Details:

9.a.ei

Meter #683594976					
Previous	Type	Current	Type	Metered	Usage
19	Actual	20	Actual	1	192 kVAF
-	-	0.777	Actual	0.777	149.184 k
588	Actual	993	Actual	405	77,760 kL
Service Period 12/26 - 01/27				Multiple	
Next scheduled read date should be between Feb 24 and Feb					

Notes from AEP Ohio:

For Informational Purposes only: The below costs are NOT N CHARGES and are approximate values. AEP participates in programs required by the state of Ohio to support energy conservation and to secure renewable energy resources. For information on energy efficiency programs, please visit www.AEPOhio.com/Save.

Renewable Programs: \$76.13
Energy Efficiency Programs: \$94.30
Peak Demand Reduction Programs: \$66.59

In case number 16-1852-EL-SSO, the Public Utilities Commission of Ohio approved adjustments to Ohio Power Company's Auction Cost Recovery Rider (ACRR) and Alternative Energy Rider (AER). The ACRR allows AEP Ohio to collect or pass back the difference between auction costs billed to customers versus what was paid by auction winners for the procurement of power and includes the costs associated with the competitive bid process. The AER recovers costs related to renewable energy. A residential customer using 1,000 kWh will see a decrease of \$1.05 per month.

Pursuant to state law in Case No. 19-1270-EL-USF the Universal Service Fund (USF) rider has been adjusted effective with this bill. The USF helps low income customers avoid disconnect during winter. A residential customer using 1,000 kWh per month will see an increase of \$1.16.

The Public Utilities Commission of Ohio in Case number 17-1914-EL-RDR on December 4, 2019 approved an adjustment to Ohio Power Company's Enhanced Service Reliability Rider (ESR) effective with this bill. A residential customer using 1,000 kWh of electricity will see a decrease of \$0.54 per month.

In Case No. 19-1808-EL-UNC, the Commission approved the Generation Resource Rider to collect or pass back the difference between total cost and revenues associated with legacy generation resources of AEP Ohio. This Rider replaces the current Power Agreement Rider. A residential Customer using 1,000 kWh of electricity will see a decrease of \$1.22.

AEP now furnishes Commercial & Industrial payment history to credit reporting agencies.

Due date does not apply to previous balance due.

In Case No. 18-1451-EL-ATA, the Commission approved the Savings Credit Rider to pass back of the remaining tax savings recognized through the Tax Cuts and Jobs Act of 2017. This will be updated until such time that the credit is fully distributed to residential customer using 1,000 kilowatt hours will have a \$1.089 reflected in their total bill.

Enjoy the benefits of constant connection. Download our app today, at Google Play and iTunes stores.

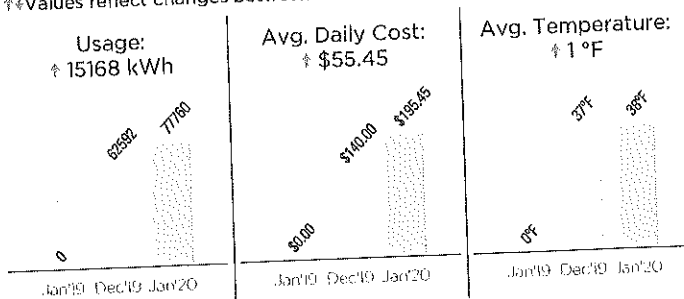
Line Item Charges:

Previous Charges	
Total Amount Due At Last Billing	\$ 10,344.98
Late Payment Charge	79.85
Previous Balance Due	\$ 10,424.83*
Current AEP Ohio Charges	
Tariff 207 - Medium General Service 01/27/20 Service Delivery Identifier: 00040621083816490	
Generation Service (Supply)	\$ 4,043.64
Transmission Service	604.86
Distribution Service	1,596.87
Customer Charge	9.04
Current Electric Charges	\$ 6,254.41*
Total Balance Due	\$ 16,679.24
*Charges make up the "Total Balance Due" Pay \$16,875.42 after 02/25/2020	

16,523.98

Usage Details:

††Values reflect changes between current month and previous month.



Total usage for the past 12 months: 112,896 kWh

Average (Avg.) monthly usage: 22,579 kWh

Billed Usage 01/20				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
77,760	-	-	-	77,760 kWh
149,184	-	-	-	149,200 kW
192	-	-	-	192 kVARh

- ~~Permanant~~ meter
- Jump ~~meter~~ since (richist) *Don Carver 614-918-4032*
- Permanant meter
- New charging A/C

2/3/20
Kiera
Davidson Dr

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0024
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: UV Sanitation Unit At Indoor Pool

DESCRIPTION: Cost for Patterson Pools to furnish and install the UV system at the indoor pool. Cost includes low voltage control wiring.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00166450	20191226141221	OS-00053	01/20/2020	Original Version
00166451	RE Indoor Pool UV	OS-00053	01/20/2020	Original Version
00166452	UV Swim I-450+ cut sheets	OS-00053	01/20/2020	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$29,248.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00053	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$27,855.00	☒ Yes ☐ No
J07883.000	OS-00053	Fee	99.999.999000.Z		\$1,393.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00053					\$29,248.00	

Submitted Amt: \$29,248.00

Gilbane Building Company

Gilbane Building Company Signed: 1/20/2020 8:48:31 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.0.39.51

City of Reynoldsburg

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/20/2020 9:36:23 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: ATP-024 1 (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0022
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE:

DESCRIPTION: Additional cost to Claypool for work related to RFI 315. Additional cost to Igel for curb work needed to contain rubber material at playground area.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00164896	020_Additional Concrete Work at Outdoor Play Area	OS-00051	12/16/2019	Original Version
00164897	Copy of YMCA RFI-315 Pricing	OS-00051	12/16/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☐ Other

Change In Contract Sum

Dollar Amount: \$12,047.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed ☐ Maximum ☒ Estimated

Attachment: ATP-022 1 (Community Center Final Appropriation)

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00051	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$8,249.00	☒ Yes ☐ No
J07883.000	OS-00051	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$3,224.00	☒ Yes ☐ No
J07883.000	OS-00051	Fee	99.999.999000.Z		\$574.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00051					\$12,047.00	

Submitted Amt: \$12,047.00

Gilbane Building Company

Gilbane Building Company Signed: 12/16/2019 11:49:06 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.129.21.165

City of Reynoldsburg

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 1/11/2020 11:54:04 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145
--

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: ATP-022 1 (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0028
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Pre-Bulletin 15

DESCRIPTION: Cost includes several items that are complete and will be documented in a future bulletin 15. Cost includes added signage (canopy, illuminated, vinyl), 3D signs at fire extinguisher cabinets, door hardware changes requested by the fire department/inspectors, additional Ohio Health plumbing work and additional Ohio Health fire extinguishers/cabinets. Cost also includes concrete work from location of the gas meter and grouting of masonry cells to hold the roof patio railing which are extras to the contract drawings.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00167477	019_ Concrete Sidewalk Replacement due to Gas Line	OS-00052	02/04/2020	Original Version
00167478	021_ Winter Concrete Charges 11.25	OS-00052	02/04/2020	Original Version
00167479	20200129162026710	OS-00052	02/04/2020	Original Version
00167480	Bulletin 15 COR	OS-00052	02/04/2020	Original Version
00167564	MM PCO #034 Changes in Bulletin 15	OS-00052	02/04/2020	Original Version
00167017	RCC_ Hyrdro Mechanical _ Change Order 45_ 01282020	OS-00052	01/28/2020	Original Version
00167481	RCC_ Hyrdro Mechanical _ Change Order 46_ 01282020	OS-00052	02/04/2020	Original Version
00167482	YMCA COR VIS-029 Bulletin 15 Revised	OS-00052	02/04/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$98,217.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed

☐ Maximum

☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00052	Masonry	10.04A.040000.X	M-M Masonry, LLC	\$3,175.00	☒ Yes ☐ No
J07883.000	OS-00052	General Trades	10.06A.060000.X	Miles-McClellan Construction Company Inc.	\$79,443.00	☒ Yes ☐ No
J07883.000	OS-00052	Glass & glazing	10.08A.080000.X	Ohio Glass & Aluminum Company	\$3,113.00	☒ Yes ☐ No
J07883.000	OS-00052	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$1,052.00	☒ Yes ☐ No
J07883.000	OS-00052	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$3,058.00	☒ Yes ☐ No
J07883.000	OS-00052	Plumbing	10.22A.220000.X	Hydro Mechanical of Ohio	\$1,207.00	☒ Yes ☐ No
J07883.000	OS-00052	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$1,616.00	☒ Yes ☐ No
J07883.000	OS-00052	SS - Dumpsters	10.50A.500001.X	Central Ohio Contractors, Inc.	\$876.00	☒ Yes ☐ No
J07883.000	OS-00052	Fee	99.999.999000.Z		\$4,677.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00052					\$98,217.00	

Submitted Amt: \$98,217.00

Attachment: ATP-028 (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 2/4/2020 3:14:01 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.129.21.165
--

City of Reynoldsburg

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 2/17/2020 5:08:58 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: ATP-028 (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0029
ATP VERSION: 0
DATE OF ISSUANCE: 02/12/2020
SUBMITTED BY: Gilbane Building Company

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Miscellaneous Extra Work

DESCRIPTION: Includes cost for work associated with providing and installing fiber optic convertors, epoxy paint per RFI 353, credit for crane usage for slide install, re-work at Sunshade Structure as existing pipe was conflicting with design layout. Labor cost also included to ensure additional work was installed by grand opening date.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00168007	024_Additional Concrete Work with Sunshade	OS-00057	02/12/2020	Original Version
00168006	20200210120350	OS-00057	02/12/2020	Original Version
00168018	Copy of YMCA Fiber Convertors Pricing (002)	OS-00057	02/12/2020	Original Version
00168017	IMG_0857	OS-00057	02/12/2020	Original Version
00168005	RCC YMCA Tickets 2143-2146	OS-00057	02/12/2020	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum
 Dollar Amount: \$24,007.00

☒ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Attachment: ATP-029 1 (Community Center Final Appropriation)

Change In Contract Time
Time (Days): TBD

☐ Fixed☐ Maximum☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00057	Painting	10.09D.094000.X	W.F. Bolin Company	\$7,447.00	☐ Yes ☐ No
J07883.000	OS-00057	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	-\$4,507.00	☐ Yes ☐ No
J07883.000	OS-00057	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$1,774.00	☐ Yes ☐ No
J07883.000	OS-00057	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$7,100.00	☐ Yes ☐ No
J07883.000	OS-00057	Proj Eng - SE	92.920.915010.Z		\$11,050.00	☐ Yes ☐ No
J07883.000	OS-00057	Fee	99.999.999000.Z		\$1,143.00	☐ Yes ☐ No
TOTAL FOR PCI No. OS-00057					\$24,007.00	

Submitted Amt: \$24,007.00

Attachment: ATP-029 1 (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company Signed: 2/13/2020 1:58:14 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive) Gilbane Building Company: 10.129.21.165

City of Reynoldsburg

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

C.T. Consultants, Inc.

C.T. Consultants, Inc. Signed: 2/18/2020 8:39:39 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants)) C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____ Title: _____ Company: _____ Date: _____ Printed Name: _____

Attachment: ATP-029 1 (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0006
ATP VERSION: 0
DATE OF ISSUANCE: 06/11/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company will proceed with the Work promptly.

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 9

DESCRIPTION: OS-00030 - bulletin 9 dated 4-19-19 for various design changes which are mostly clean-up and minor, RFI responses, and added waterproofing spec language. Refer to the narrative that accompanies these revisions for the scope contained in these changes; we exclude items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00152971	Bulletin 9 OG Pricing	OS-00030	05/22/2019	Original Version
00152972	Bulletin 9-OS-00030 Pricing	OS-00030	05/22/2019	Original Version
00152973	Change Order Request 03 - Bulletin 9	OS-00030	05/22/2019	Original Version
00152970	YMCA Bulletin 9	OS-00030	05/22/2019	Original Version
00152974	YMCA Bulletin 9 Material Backup	OS-00030	05/22/2019	Original Version

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☒ Lump Sum

Change In Contract Sum
 Dollar Amount: \$8,552.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☐ Fixed☐ Maximum☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00030	Masonry	10.04A.040000.X	M-M Masonry, LLC	\$1,077.00	☒ Yes ☐ No
J07883.000	OS-00030	Steel	10.05A.050000.X	Ohio Steel Industries Inc	\$.00	☒ Yes ☐ No
J07883.000	OS-00030	Glass & glazing	10.08A.080000.X	Ohio Glass & Aluminum Company	-\$280.00	☒ Yes ☐ No
J07883.000	OS-00030	Painting	10.09D.094000.X	W.F. Bolin Company	\$148.00	☒ Yes ☐ No
J07883.000	OS-00030	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$5,748.00	☒ Yes ☐ No
J07883.000	OS-00030	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$1,452.00	☒ Yes ☐ No
J07883.000	OS-00030	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$.00	☒ Yes ☐ No
J07883.000	OS-00030	Fee	99.999.999000.Z		\$407.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00030					\$8,552.00	

Submitted Amt: \$8,552.00

Attachment: ATP-006 Signed (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company

Signed: 6/11/2019 9:26:03 AM Eastern Standard Time - By: Jeff Park (Senior Project Executive)

Gilbane Building Company: 166.216.158.220

City of Reynoldsburg

By: Title: Company: Date: Printed Name:

C.T. Consultants, Inc.

C.T. Consultants, Inc.

Signed: 6/25/2019 2:31:59 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))

C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: Title: Company: Date: Printed Name:

Attachment: ATP-006 Signed (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg ; OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0007
ATP VERSION: 0
DATE OF ISSUANCE: 07/08/2019
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Value Engineering Items Back Into Project

DESCRIPTION: The change order adds the following back into the project (The pool slide and pickleball court adds will be in a separate change order):

Add to eliminate plastic laminate countertops (PL-2) and add the quartz countertops (QS-1/QS-2) as well as solid surface sills (SS-1).

Add ceramic tile floor CT-5/CT-6 at indoor pool room 140 (VM 19).

Add ceramic tile floor CT-3/CT-5 at Pool Vestibule 146, Universal Lockers 130, URR 130F, Men's Locker 132, and Women's Locker 134 (VM 20).

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☐ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum

Dollar Amount: \$122,099.00

☐ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time

Time (Days): TBD

☐ Fixed
 ☐ Maximum
 ☐ Estimated

Attachment: ATP-007 Signed (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company	
Signed: 7/10/2019 9:41:12 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.0.32.112	

City of Reynoldsburg

By:	<i>Paul Neal</i>
Title:	<i>Mayor</i>
Company:	<i>Reynoldsburg</i>
Date:	<i>7/23/19</i>
Printed Name:	<i>Paul Neal</i>

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 7/11/2019 3:06:40 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: ATP-007 Signed (Community Center Final Appropriation)

Gilbane Building Company
Authorization To Proceed



CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg, OH, 43068

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

PROJECT NUMBER: J07883.000
ATP NO: ATP-0008
ATP VERSION: 0

DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Value Management Project Additions

DESCRIPTION: The change order includes cost to add the following into the project:

Cost add is to Patterson Pools to furnish and install 7 slide foundations and columns per manufacturers drawings. Pricing includes, layout, backfill and removal of spoils. Bonding is not included. Pricing also includes engineering and stamped drawings for the entire structure.

Cost add for alternate 3: Provide and install approximately 150 LF of 8' high fencing associated with the pickle ball courts.

Cost add for alternate 3: Cost add to provide work associated with the pickle ball courts including approximately 4,900 SF of 5" concrete pavement,

future credit will be provided for landscape work at the pickleball court area (alternate 3)

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Port Attachments				

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
 Dollar Amount: \$61,173.00

☐ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☐ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
07883.000	OS-00039	Misc metals	10.05B.052000.X	cHc Manufacturing Inc	\$6,400.00	☐ Yes ☐ No
07883.000	OS-00039	Pools & water features	10.13A.130000.X	Patterson Pools, LLC	\$36,860.00	☐ Yes ☐ No
07883.000	OS-00039	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$15,000.00	☐ Yes ☐ No
07883.000	OS-00039	Fee	99.999.999000.Z		\$2,913.00	☐ Yes ☐ No
TOTAL FOR PCI No. OS-00039					\$61,173.00	

Submitted Amt: \$61,173.00

Attachment: ATP-008 Signed (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company

Signed: 7/10/2019 9:39:06 AM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)

Gilbane Building Company: 10.0.32.112

City of Reynoldsburg

By: [Signature]Title: MayerCompany: ReynoldsburgDate: 7/15/19Printed Name: Brian McCloud

C.T. Consultants, Inc.

C.T. Consultants, Inc.

Signed: 7/11/2019 3:05:25 PM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))

C.T. Consultants, Inc.: 207.58.247.145

C.T. Consultants, Inc.

By: _____

Title: _____

Company: _____

Date: _____

Printed Name: _____

Attachment: ATP-008 Signed (Community Center Final Appropriation)

**Gilbane Building Company
Authorization To Proceed**


CONTRACT FOR: Reynoldsburg New Community Center & YMCA
OWNER: City of Reynoldsburg
ADDRESS: 7232 East Main Street
 Reynoldsburg , OH, 43068

PROJECT NUMBER: J07883.000
ATP NO: ATP-0010
ATP VERSION: 0
DATE OF ISSUANCE: 07/24/2019
SUBMITTED BY: Gilbane Building Company

ARCHITECT: C.T. Consultants, Inc., Brian Sabla

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Bulletin 10

DESCRIPTION: Bulletin 10 issued on 6-3-19 - Cost includes additional #5 dowels for versa-Lok Walls #1 and #4. The 12" PVC storm line change and trench drain were switched back in bulletin 11 so there is no cost associated. The pickle ball courts were also added back in bulletin 11 so related work was not included in this bulletin. Cost was submitted by Ohio Steel for the added metal roof deck extension. Cost was submitted by Valley for work related to extra framing at the radius soffit at the 130' elevation, added support at K line for the windows, and for going from 6" to 8" studs between the partner space and mind body studio. Cost was submitted by Miles-McClellan general trades for additional knox boxes. Also cost was added for changing of the LA panel by Claypool. Gilbane excludes items not specifically listed on the narrative and/or clouded appropriately on the documents.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
Sort Attachments				
00156959	002 R4_Bulletin 10 11 11.1 - Revised 2	OS-00035	07/26/2019	Original Version
00156720	Change Order Pricing #34 - Bulletin #10	OS-00035	07/23/2019	Original Version
00156960	MM PCO #009 Bulletin 10 Revised	OS-00035	07/26/2019	Original Version
00156717	YMCA Bulletin 10 PCI OS- 00035	OS-00035	07/23/2019	Original Version
00156799	YMCA COR VIS-006R2 Bulletin 10 Revised2	OS-00035	07/24/2019	Original Version

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$19,243.00

☒ Fixed☐ Maximum☐ Estimated☐ Time and Material**Change In Contract Time**

Time (Days): TBD

☐ Fixed☐ Maximum☒ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J07883.000	OS-00035	Steel	10.05A.050000.X	Ohio Steel Industries Inc	\$6,371.00	☒ Yes ☐ No
J07883.000	OS-00035	General Trades	10.06A.060000.X	Miles-McClellan Construction Company Inc.	\$1,948.00	☒ Yes ☐ No
J07883.000	OS-00035	Drywall, framing, ceilings	10.09A.090000.X	Valley Interior Systems Inc	\$8,433.00	☒ Yes ☐ No
J07883.000	OS-00035	Electrical	10.26A.260000.X	Claypool Electric Inc.	\$699.00	☒ Yes ☐ No
J07883.000	OS-00035	Hardscapes	10.32B.322000.X	George J Igel & Co Inc	\$876.00	☒ Yes ☐ No
J07883.000	OS-00035	Fee	99.999.999000.Z		\$916.00	☒ Yes ☐ No
TOTAL FOR PCI No. OS-00035					\$19,243.00	

Submitted Amt: \$19,243.00

Attachment: ATP-010 Signed (Community Center Final Appropriation)

Gilbane Building Company

Gilbane Building Company	
Signed: 7/26/2019 3:55:54 PM Eastern Standard Time - By: Edward Valentine (Senior Project Executive)	
Gilbane Building Company: 10.129.21.145	

City of Reynoldsburg

By:	<u>B.O. Noel</u>
Title:	<u>Mayor</u>
Company:	<u>Reynoldsburg</u>
Date:	<u>7/29/19</u>
Printed Name:	<u>B.O. Noel</u>

C.T. Consultants, Inc.

C.T. Consultants, Inc.	
Signed: 7/29/2019 8:40:34 AM Eastern Standard Time - By: Brian Sabla (Architect (CT Consultants))	
C.T. Consultants, Inc.: 207.58.247.145	

C.T. Consultants, Inc.

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Attachment: ATP-010 Signed (Community Center Final Appropriation)

SUBMITTALS TO BUILDING DEPARTMENT

Specification Section	Specification Title
052100	Steel Joist Framing
054000	Cold Formed Metal Framing
055000	Metal Fabrication
055113	Metal Pan Stairs
055213	Pipe and Tube Railings
084113	Aluminum Framed Entrances and Storefronts
084229.23	Sliding Automatic Entrances
084413	Glazed Aluminum Curtain Walls
088000	Glazing
116626	Wall Padding
116653	Curtain Divider
210501	Fire Protection
211313	Wet Piping Sprinkler Systems
233813	Kitchen Hood Exhaust System
268111	Fire Alarm (Voice)

Requirements/Submittal	Received	Reviewed
Shop Drawings	10/22/2018	11/15/2018
Shop Drawings	3/8/2019	3/19/2019
Shop Drawings/Stamped Engineering Calculations - Ladders		
Shop Drawings/Stamped Engineering Calculations - Stairs/Railings	11/16/2018	12/5/2018
Shop Drawings/Stamped Engineering Calculations - Railings		
Stamped Engineering Calculations - Framing		
Stamped Engineering Calculations - Framing		
Stamped Engineering Calculations - Framing		
Stamped Engineering Calculations - Glass Lites		
Product Data - Compliance with Fire and Smoke	3/8/2019	4/3/2019
Product Data - Compliance with Fire and Smoke		
Shop Drawings/Stamped Engineering Calculations	3/19/2019	4/1/2019
Shop Drawings/Stamped Engineering Calculations	3/19/2019	4/1/2019
Product Data/Shop Drawings		
Product Data/Shop Drawings	3/25/2019	4/1/2019

Submitted
2/5/2019 3/21/2019
2/5/2019
4/3/2019
4/1/2019 4/1/2019
4/1/2019



April 3, 2019

Ms. Sherri Scholl
Plans Examiner
FMS Architects
995 West Third Avenue
Columbus, Ohio 43212

**RE: Reynoldsburg Community Center
Response to Building Plan Review Comments – Building Package
Permit Number: 2018-673(8)
CT Project No. 170132**

Dear Sherri,

This letter is being written in response to the building plan review comments, received from you, on behalf of the City of Reynoldsburg Building and Zoning Division, dated March 12, 2019. The letter indicates there is further clarification needed for seven (7) comments, which are addressed below.

Comment 2, OBC 2207.4 Steel Joist Drawings. Please provide the required steel joist drawings with all required information as listed in this section.

Further Clarification Request (3-12-19): Item remains. Joist drawings have been found with the documents. However, these drawings are marked to be corrected. The documents which are to be approved by the City and on the site for inspections shall be documents ready for construction. Please submit the revised documents as they are available.

4-3-2019 Response: The final shop drawings were given to the Building Department on 2/5/2019. Sequence 6, review date 10/30/2018, was marked "Make Corrections. Found, as Noted, to be in General Conformance with the Plans and Specifications" (a.k.a. Approved as Noted). Sequence 1-5, initial review date 10/17/2018, was marked Approved as Noted, except for Drawing D1, which was marked "Revise and Resubmit". Final review date 11/15/2018, resubmitted Drawing D1 was marked Approved as Noted. These submittals are ready for construction.

Comment 3, OBC 106.1.1 Information on construction documents.

j. Please provide, as they are available, the shop drawings for the commercial kitchen hood.

Further Clarification Request (3-12-19): Item remains.

4-3-2019 Response: These shop drawings will be given to the Building Department as soon as they are available. The YMCA will provide this equipment, and has engaged Wasserstrom to assist with this Kitchen Equipment. We are currently coordinating with them on the hood.



April 3, 2019
 Sherri Scholl
 Page | 2

Comment 4, OBC 106.1.1.1 Fire protection system drawings.

- a. Please provide for review the fire protection system shop drawings as they are available.
- b. Please provide for review the fire alarm shop drawings as they are available.
- c. Please provide for review the shop drawings for the commercial kitchen hood fire suppression system as they are available.
- d. Please know that the progression of phased approval past rough MEP is not available until the above shop drawings have been submitted and approved.

Further Clarification Requested (3-12-19): Items remain.

4-3-2019 Response: The project submittals for the Fire Protection Systems and Fire Alarm have been reviewed and sent to the Building Department. Regarding Item c., refer to response for Comment 3 above.

Comment 5, OBC 106.2 Evidence of responsibility.

- a. The following items have been listed in the documents as deferred design items and shall be submitted for review with the seal of the design professional respectively for each item:
 - i. Metal ladders
 - iii. Railings (Pipe & Tube)
 - iv. Aluminum-framed entrances
 - v. Automatic entrances
 - vi. Glazed aluminum curtain walls
 - vii. Glass

Further Clarification Requested (3-12-19): Items remain. The metal stairs are approved. Please know that rails for the Mezzanine Stair A and other rails have not been submitted or approved.

Response: The shop drawings and calculations will be given to the Building Department as they are submitted and reviewed. This should be available in the next couple of weeks.

Comment 8, OBC 803.1 General (wall and ceiling finishes). Please indicate on the documents how the curtain divider and the wall padding meet the flame-spread and smoke-developed ratings required for wall and ceiling finishes.

Further Clarification Requested (3-12-19): Item remains.

Response: The product data has been received and reviewed. This information is being sent to the Building Department.



April 3, 2019
 Sherri Scholl
 Page | 3

Comment 12, OBC 916.1 General (emergency responder radio coverage). Please provide to the building official and fire official the report, when ready, indicating that required radio coverage has been provided throughout the building.

Further Clarification Requested (3-12-19): Item remains.

4-3-2019 Response: Again, testing to determine required coverage and signal strength will be done once the building walls are substantially complete. An allowance is being carried to install the first responder radio repeater antenna should it be required.

Comment 13, OBC 1004.1.2 Areas without fixed seating. Please clarify on the documents the total area of the building, including the mezzanine and the areas of each space with calculated occupancies. Be sure the account for all the area that is listed in the building, including the mezzanine. It is not clear on the documents that the mezzanine has been included in the occupancy calculations. Also, be sure to include the outdoor deck shown from the mezzanine, as well as the future 49 from the future occupied roof.

Further Clarification Requested (3-12-19): Please review the total occupancy numbers on Sheet G1.02 and clearly indicate the total number of occupants. The numbers do not appear to match. Is the total for the community center 1141 or 1168?

Response: See attached Drawing G1.02, which has been revised to reflect the total occupancy of the Community Center as 1,168.

Comment 14, OBC 1004.3 Posting of occupancy. Please indicate on the documents the design and location of each required occupancy sign for all the areas of assembly.

Further Clarification Requested (3-12-19): The intent of this item is to have the sign placed in a location where the occupants will be aware of the occupancy limitations of the room. For final inspections, the location will most likely be requested to be near Door 122A. The design professional is responsible for the location. Please review and revise as deemed by the design professional.

Response: See attached Drawing G1.02, which has been revised to show the maximum allowable occupancy sign in the Gymnasium adjacent to Door 122A.



April 3, 2019

Sherri Scholl

Page | 4

We hope this addresses the review comments to the Building Department's satisfaction. If you have any questions, or wish to discuss this project further, please contact me at your earliest convenience.

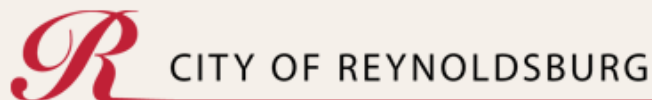
Sincerely,

CT CONSULTANTS, INC.

Brian P. Sabla

Brian P. Sabla CSI, CCS, LEED® AP, BD&C
Project Manager

City of Reynoldsburg
 Building and Zoning Division
 7232 East Main Street
 Reynoldsburg, OH 43068
 614-322-6800
 Fax: 614-322-6845
 www.ci.reynoldsburg,oh.us



Building Plan Review Comments

Permit Number: 2018-673(8)	Project Name: Reynoldsburg Community Center	
Address: 1470 Davidson Road		
Plan Reviewer: Sherri Scholl	Date: 3-12-19	
Review Includes:	☒ Site Plan / Civil ☒ Structural / Floor Plan ☒ Mechanical ☒ Electrical ☐ Plumbing	☐ Fire Alarm ☐ Fire Suppression ☐ Other Mechanicals ☐ Other
Construction Documents:	☐ Full Submittal	☐ Inadequate Documents
Approval Recommendation	☐ Denied ☒ Footing/Foundation Only ☒ Footing/Foundation with underground MEP ☐ Interior Demolition ☒ Shell - Structural Steel & Structural Masonry only ☐ Interior Finish ☐ Full Approval	

Use Group: A-3, B, E
 Construction Type: IIB
 Area: 61,085 SF
 Area mezzanine: 10,470 SF
 Occupant Load: 1,395

Fire Suppression Required? Y
 Fire Alarm Required? Y
 Special Inspections? Y
 MEP'S included? N

Review Comments:

I recommend a phased approval for footing/foundation/underslab items, and structural steel and structural masonry walls only - No steel joists. Please see notes below for remaining items.

3-12-19: No additional shop drawings have been reviewed. I recommend the phased approval type remains.

Attachment: Building Plan Review Comments (Community Center Final Appropriation)

City of Reynoldsburg
 Building and Zoning Division
 7232 East Main Street
 Reynoldsburg, OH 43068
 614-322-6800
 Fax: 614-322-6845
 www.ci.reynoldsburg,oh.us



Notes:

- A. The applicant has submitted documents for the entire building except for the tenant space completion as well as all pool items. These have been or shall be reviewed under a separate application.
- B. Please note that any shop drawings which are still to be corrected by the manufacturer are not ready for construction. Shop drawings which are to be used on the site for construction shall be what is submitted for approval.

Review Comments:

- 2. OBC 2207.4 Steel joist drawings.
 Please provide the required steel joist drawings with all required information as listed in this section.
 1-7-19: An explanation of each requirements has been found on the documents. Please provide the steel joist placement plans/shop drawings as they are available.
 3-12-19: Item remains. Joist drawings have been found with the documents. However, these drawings are marked to be corrected. The documents which are to be approved by the City and on the site for inspections shall be documents ready for construction. Please submit the revised documents as they are available.
- 3. OBC 016.1.1 Information on construction documents.
 j. Please provide, as they are available, the shop drawings for the commercial kitchen hood.
 1-7-19: item remains until shops drawings are available and submitted.
 3-12-19: Item remains.
- 4. OBC 106.1.1.1 Fire protection system drawings.
 a. Please provide for review the fire protection system shop drawings as they are available.
 b. Please provide for review the fire alarm shop drawings as they are available.
 c. Please provide for review the shop drawings for the commercial kitchen hood fire suppression system as they are available.
 d. Please know that the progression of phased approval past rough MEP is not available until the above shop drawings have been submitted and approved.
 1-7-19: Items remain.
 3-12-19: Items remain.
- 5. OBC 106.2 Evidence of responsibility.
 a. The following items have been listed in the documents as deferred design items as shall be submitted for review with the seal of the design professional respectively for each item:
 - i. Metal ladders
 - ii. Metal pan stairs and railings: 3-12-19 approved.
 - iii. Railings (Pipe & Tube)
 - iv. Aluminum-framed entrances
 - v. Automatic entrances
 - vi. Glazed aluminum curtain walls
 - vii. Glass

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1-7-19: Items remain.

3-12-19: Items remain. The metal stairs are approved. Please know that rails for the Mezzanine stair A and other rails have not been submitted or approved.

8. OBC 803.1 General (wall and ceiling finishes)

a. Please indicate on the documents how the curtain divider and the wall padding meet the flame-spread and smoke-developed ratings required for wall and ceiling finishes.

1-7-19: The response letter states that the manufacturer's cut sheets indicate compliance. Please submit the manufacturer's cut sheets with this information for purposes of record.

3-12-19: Item remains.

12. OBC 916.1 General (Emergency responder radio coverage.)

a. Please provide to the building official and fire official the report, when ready, indicating the required radio coverage has been provided throughout the building.

1-7-19: Item shall remain as a condition of approval.

3-12-19: Item remains.

13. OBC 1004.1.2 Areas without fixed seating.

a. Please clarify on the documents the total area of the building, including the mezzanine and the areas of each space with calculated occupancies. Be sure the account for all the area that is listed in the building, including the mezzanine. It is not clear on the documents that the mezzanine has been included in the occupancy calculations. Also, be sure to include the outdoor deck shown from the mezzanine, as well as the future 49 from the future occupied roof.

1-7-19: Please note that the future roof top terrace is still shown on the documents. Please remove this item to avoid the inclusion of the occupants in this occupancy count.

Please also note that the plan states that the partner occupancy is 200sf/occupant for 65 occupants. The occupancy table indicates that the occupancy and area are different. Please correct one of the other to provide coordinated documentation.

In addition, the occupant count shown for each room added up is not the same as the occupant count shown in the table. Please coordinate these numbers for an official occupancy count. Be sure to include the mezzanine and partner spaces.

Also, the outdoor deck has not been shown with equipment or furniture to indicate this area is used for purposes other than standing. The occupant count of assembly spaces is significantly more than the 23 occupants shown on the documents. Please clarify the use of this area and provide an occupancy calculation to match the use shown.

3-12-19: Please review the total occupancy numbers on Sheet G1.02 and clearly indicate the total number of occupants. The numbers do not appear to match. Is the total for the community center 1141 or 1168?

14. OBC 1004.3 Posting of occupancy.

a. Please indicate on the documents the design and location of each required occupancy sign for all the areas of assembly.

1-7-19: The occupancy signs have been found. Please locate these near the main exit or exit access doorway from the spaces.

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3-12-19: The intent of this item is to have the sign placed in a location where the occupants will be aware of the occupancy limitations of the room. For final inspections, the location will most likely be requested to be near Door 122A. The design professional is responsible for the location. Please review and revise as deemed by the design professional.

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 Building and Zoning Division
 7232 East Main Street
 Reynoldsburg, OH 43068
 614-322-6800
 Fax: 614-322-6845
 www.ci.reynoldsburg,oh.us



Building Plan Review Comments

Permit Number: 2018-1328(2)	Project Name: Reynoldsburg Community Center Swimming Pools										
Address: 1470 Davidson Road											
Plan Reviewer: Sherri Scholl	Date: 10-4- 19										
Review Includes: <table border="0"> <tr> <td>☐ Site Plan / Civil</td> <td>☐ Fire Alarm</td> </tr> <tr> <td>☒ Structural / Floor Plan</td> <td>☐ Fire Suppression</td> </tr> <tr> <td>☐ Mechanical</td> <td>☐ Other Mechanicals</td> </tr> <tr> <td>☐ Electrical</td> <td>☐ Other</td> </tr> <tr> <td>☐ Plumbing</td> <td></td> </tr> </table>		☐ Site Plan / Civil	☐ Fire Alarm	☒ Structural / Floor Plan	☐ Fire Suppression	☐ Mechanical	☐ Other Mechanicals	☐ Electrical	☐ Other	☐ Plumbing	
☐ Site Plan / Civil	☐ Fire Alarm										
☒ Structural / Floor Plan	☐ Fire Suppression										
☐ Mechanical	☐ Other Mechanicals										
☐ Electrical	☐ Other										
☐ Plumbing											
Construction Documents: ☐ Full Submittal ☐ Inadequate Documents Approval Recommendation ☐ Denied ☒ Footing/Foundation Only ☐ Footing/Foundation with underground MEP ☐ Interior Demolition ☐ Shell - Structural Steel & Structural Masonry only ☐ Interior Finish ☐ Full Approval											

Use Group: U (Swimming Pools)
 Construction Type: IIB
 Area: 7,743SF
 Occupant Load: NA

Fire Suppression Required? NA
 Fire Alarm Required? NA
 Special Inspections? Y
 MEP'S included? NA

Review Comments:

This review is for the slide construction at the pool as submitted with structural information. No MEP drawings were attached.

I recommend phased approval for footing only. See below for comments:

FILE COPY
 Page 1 of 2

City of Reynoldsburg
Building and Zoning Division
7232 East Main Street
Reynoldsburg, OH 43068
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1. OBC 1014.2 Height.
Please indicate on the documents the required height of the handrail.
2. OBC 1015.4 Opening limitations.
Please indicate on the documents the opening limitations between all items of the guardrail.
3. OBC 1609.3(1) Ultimate design wind speed.
Please review the 2017 Ohio Building Code to determine the ultimate winds speed. The drawings state 105 mph and the code state 115 mph. Please revise the design to accommodate the required ultimate wind speed.

END

City of Reynoldsburg
 Building and Zoning Division
 7232 East Main Street
 Reynoldsburg, OH 43068
 614-322-6800
 Fax: 614-322-6845
 www.ci.reynoldsburg,oh.us



Building Plan Review Comments

Permit Number: 2018-673(8)	Project Name: Reynoldsburg Community Center										
Address: 1470 Davidson Road											
Plan Reviewer: Sherri Scholl	Date: 3-12-19										
Review Includes: <table border="0"> <tr> <td>☒ Site Plan / Civil</td> <td>☐ Fire Alarm</td> </tr> <tr> <td>☒ Structural / Floor Plan</td> <td>☐ Fire Suppression</td> </tr> <tr> <td>☒ Mechanical</td> <td>☐ Other Mechanicals</td> </tr> <tr> <td>☒ Electrical</td> <td>☐ Other</td> </tr> <tr> <td>☐ Plumbing</td> <td></td> </tr> </table>		☒ Site Plan / Civil	☐ Fire Alarm	☒ Structural / Floor Plan	☐ Fire Suppression	☒ Mechanical	☐ Other Mechanicals	☒ Electrical	☐ Other	☐ Plumbing	
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☒ Structural / Floor Plan	☐ Fire Suppression										
☒ Mechanical	☐ Other Mechanicals										
☒ Electrical	☐ Other										
☐ Plumbing											
Construction Documents: ☐ Full Submittal ☐ Inadequate Documents Approval Recommendation: <table border="0"> <tr> <td>☐ Denied</td> </tr> <tr> <td>☐ Footing/Foundation Only</td> </tr> <tr> <td>☐ Footing/Foundation with underground MEP</td> </tr> <tr> <td>☐ Interior Demolition</td> </tr> <tr> <td>☐ Shell</td> </tr> <tr> <td>☒ Interior Finish</td> </tr> <tr> <td>☐ Full Approval</td> </tr> </table>		☐ Denied	☐ Footing/Foundation Only	☐ Footing/Foundation with underground MEP	☐ Interior Demolition	☐ Shell	☒ Interior Finish	☐ Full Approval			
☐ Denied											
☐ Footing/Foundation Only											
☐ Footing/Foundation with underground MEP											
☐ Interior Demolition											
☐ Shell											
☒ Interior Finish											
☐ Full Approval											

Use Group: A-3, B, E
 Construction Type: IIB
 Area: 61,085 SF
 Area mezzanine: 10,470 SF
 Occupant Load: 1,168

Fire Suppression Required? Y
 Fire Alarm Required? Y
 Special Inspections? Y
 MEP'S included? N

Review Comments:

I recommend a phased approval for work through interior finish without the delegated items listed below. The steel joist drawings used for construction shall be the drawings approved by the building department.

Notes:

A. The applicant has submitted documents for the entire building except for the tenant space completion as well as all pool items. These have been or shall be reviewed under a separate application.

City of Reynoldsburg
 Building and Zoning Division
 7232 East Main Street
 Reynoldsburg, OH 43068
 614-322-6800
 Fax: 614-322-6845
 www.ci.reynoldsburg,oh.us



Review Comments:

2. OBC 2207.4 Steel joist drawings.

Please provide the required steel joist drawings with all required information as listed in this section.

1-7-19: An explanation of each requirements has been found on the documents. Please provide the steel joist placement plans/shop drawings as they are available.

3-12-19: Item remains. Joist drawings have been found with the documents. However, these drawings are marked to be corrected. The documents which are to be approved by the City and on the site for inspections shall be documents ready for construction. Please submit the revised documents as they are available.

4-16-19: Please know that all documents used for construction shall be approved by the building official. Any construction documents not approved by the building official shall be provided for review. Please use the approved drawings for construction and inspection purposes. This item to be field verified.

3. OBC 016.1.1 Information on construction documents.

j. Please provide, as they are available, the shop drawings for the commercial kitchen hood.

1-7-19: item remains until shops drawings are available and submitted.

3-12-19: Item remains.

4-16-19: Item remains.

4. OBC 106.1.1.1 Fire protection system drawings.

c. Please provide for review the shop drawings for the commercial kitchen hood fire suppression system as they are available.

4-16-19: Item remains.

5. OBC 106.2 Evidence of responsibility.

a. The following items have been listed in the documents as deferred design items as shall be submitted for review with the seal of the design professional respectively for each item:

- i. Metal ladders
- ii. Metal pan stairs and railings: 3-12-19 approved.
- iii. Railings (Pipe & Tube)
- iv. Aluminum-framed entrances
- v. Automatic entrances
- vi. Glazed aluminum curtain walls
- vii. Glass

1-7-19: Items remain.

3-12-19: Items remain. The metal stairs are approved. Please know that rails for the Mezzanine stair A and other rails have not been submitted or approved.

4-16-19: Items remain.

12. OBC 916.1 General (Emergency responder radio coverage.)

a. Please provide to the building official and fire official the report, when ready, indicating the required radio coverage has been provided throughout the building.

1-7-19: Item shall remain as a condition of approval. - No response required until testing report is available.

Development Department

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

ORDINANCE REQUEST

DATE: **April 27, 2020**

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

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

Approval:

Completed Joe Begeny	Completed Chris Shook	Skipped 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

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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.

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

DATE: **April 27, 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**

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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.

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

DATE: April 27, 2020

TO: Public Service and Transportation Committee

RE: Update of Solicitor Permit Code

Approval:

Skipped Joe Begeny	Completed Chris Shook	Skipped 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.

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§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

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- 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.

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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.

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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;

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- 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.

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST****DATE: April 27, 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: **April 27, 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:

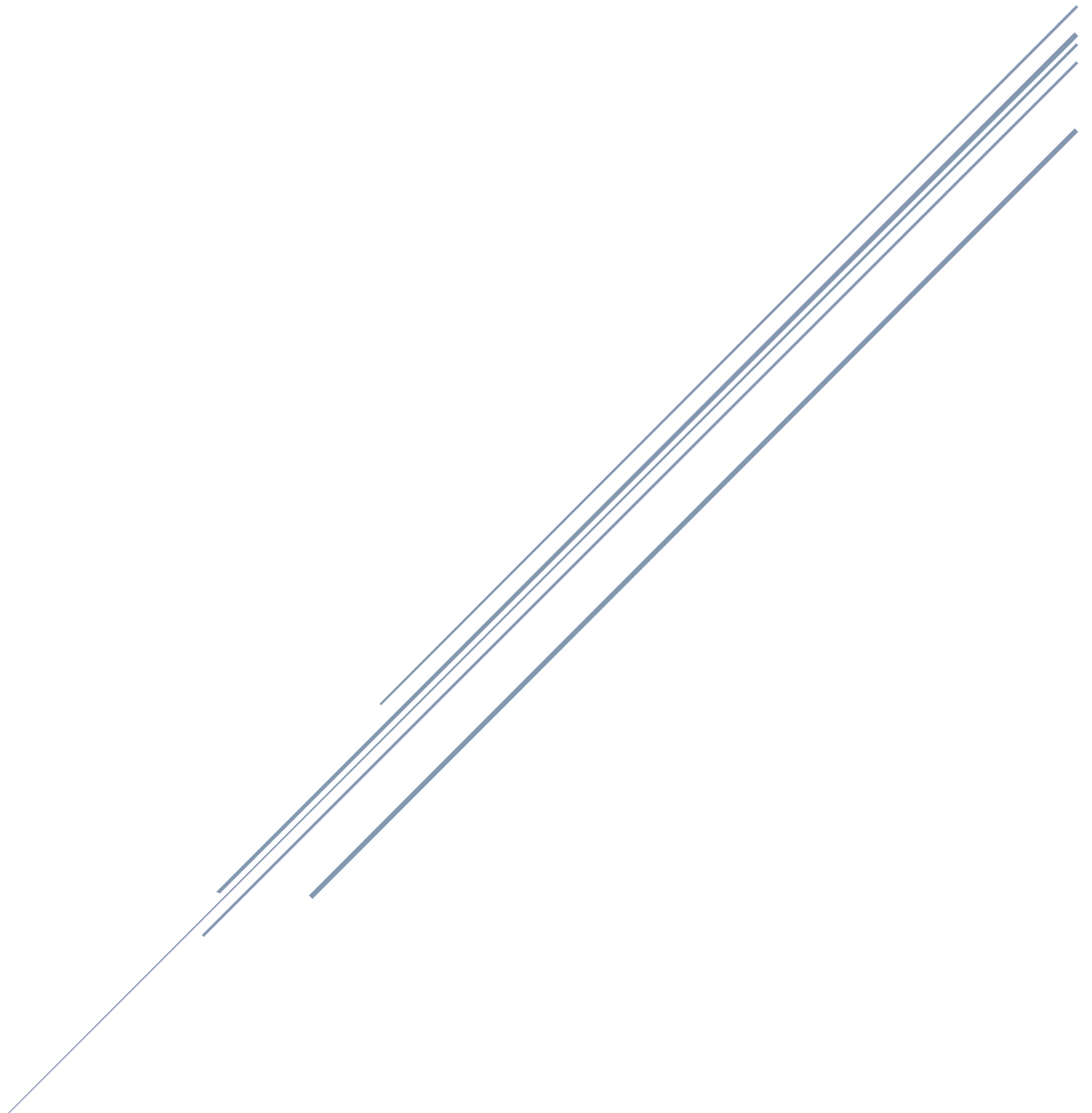
See Exhibit "A" attached hereto and incorporated herein.

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: _____