CITY OF REYNOLDSBURG

FINANCE COMMITTEE - BARTH COTNER
MONDAY MARCH 27, 2017

COMMITTEE MEETING: IMMEDIATELY FOLLOWING THE SERVICE COMMITTEE MEETING

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

President:	DOUG JOSEPH
Ward Members:	Ward I – Stephen M. Cicak Ward II – Brett Luzader Ward III – Marshall Spalding Ward IV - Mel Clemens
At Large Members:	Barth R. Cotner Chris Long Dan Skinner, Esq.

COMMITTEES:

Community Development:	Chmn Skinner, Spalding, Cicak, Luzader
Safety:	Chmn Long, Cicak, Luzader, Spalding
Service:	Chmn Clemens, Luzader, Spalding, Cicak
Finance:	Chmn Cotner, Long, Clemens, Skinner

* * * * * * * * * *

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

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

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

April Beggerow
Clerk of Council

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
    a. Finance Committee – Committee Meeting – March 13, 2017
4. Discussion
    a. Appointment to Board of Tax Review

    b. ORDINANCE TO AMEND THE "CITY OF REYNOLDSBURG, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL" ADOPTED BY ORDINANCE NO. 14-03 PASSED MARCH 10, 2003 AND AS SUBSEQUENTLY AMENDED (Various Sections).

    c. ORDINANCE AUTHORIZING MAYOR TO PURCHASE ONE POLICE CRUISER FOR REYNOLDSBURG POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

    d. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO a CONTRACT WITH LEVEL (3) COMMUNICATIONS LLC, 250 W. OLD WILSON BRIDGE ROAD, WORTHINGTON, OHIO, 43085, FOR CITY'S PRI (PRIMARY RATE INTERFACE) PHONE AND INTERNET SERVICE; AND DECLARING IT AN EMERGENCY.

    e. ORDINANCE AUTHORIZING THE REYNOLDSBURG PARKS & RECREATION DEPARTMENT TO ACCEPT THE FRANKLIN SOIL AND WATER MINI GRANT FOR $1500.00 AND DECLARING AN EMERGENCY.

    f. ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE A 2017 JEEP CHEROKEE 4X4 FOR THE BUILDING DEPARTMENT. (First Reading 3/13/2017).

    g. ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO LEASE AGREEMENT WITH DOCUMENT SOLUTIONS FOR REPLACEMENT COPIER FOR POLICE DEPARTMENT. (Second Reading 3/13/2017).

CITY OF REYNOLDSBURG

FINANCE COMMITTEE - BARTH COTNER
MONDAY MARCH 13, 2017

COMMITTEE MEETING: 7:52 PM

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

1. Call to Order

   PRESENT: Clemens, Cotner, Long, Skinner, Joseph
   ABSENT:

2. Approval of Agenda

   a. Motion to Amend the Agenda and Remove item C.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Barth R. Cotner, At Large
SECONDER:	Chris Long, At Large
AYES:	Clemens, Cotner, Long, Skinner

3. Approval of Minutes

   a. Finance Committee – Committee Meeting – February 27, 2017

   Minutes stand approved.

4. Discussion

   a. Motion that Reynoldsburg City Council Does Hereby Appoint Kristin Bryant, to the Board of Tax Review for a 2 (Two) Year Term Beginning March 13, 2017.

   Mr. Cotner: I would like to table this for now, we have received some other interested parties as well and we need to make sure we give people an opportunity to get feedback and discuss this position. Any questions, comments for that position?

   Acting Mayor Joseph asked for a vote.

   Motion to Hold the Appointment for Board of Tax Review made by Mr. Cotner, Second by Mr. Clemens. All voted "Aye" Motion to hold the item carried.

Minutes Acceptance: Minutes of Mar 13, 2017 7:45 PM (Approval of Minutes)

RESULT:	**HELD**	**Next: 3/13/2017 8:00 PM**

b. Ordinance to Authorize the Mayor to Purchase a 2017 Jeep Cherokee 4X4 for the Building Department.

Mr. Sampson: This vehicle was part of the 2017 Budget, the new vehicle to replace a 1992 Pickup truck. With this purchase we will now have an operational vehicle for each of our 4 staff.

Mr. Clemens: What do we have as far as vehicles?

Mr. Sampson: We currently have 2 of our trucks that are non operational out of the Service Department. 2 of our pick up trucks and we have 1 left that we've been using, it's been hit and miss as far of in terms of it running/being operational on a full time basis. So, our plan is to take all 3 vehicles and auction them in the near future.

Mr. Clemens: But you're getting a Jeep this time?

Mr. Sampson: Yes, we're getting a Jeep. Our trucks are standard and particularly for our 2 Code Compliance Officers, it's just very hard to stop and start when navigating the neighborhoods. We found that the Jeep that we purchased last year it is an automatic, it can seat 4 comfortably and it's been a lot more conducive to doing inspection services as well as Code Compliance and there is space in the back to accommodate picking up yard signs, what have you.

Mr. Cotner: Any other questions from Finance? Council?

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

c. Ordinance Authorizing the Reynoldsburg Parks & Recreation Department to Accept the Franklin Soil and Water Mini Grant for $1500.00 and Declaring an Emergency.

RESULT:	**WITHDRAWN**

d. Ordinance Authorizing and Directing the Mayor to Enter into Lease Agreement WITH Document Solutions for Replacement Copier for Police Department. (First Reading 2/27/2017).

Minutes Acceptance: Minutes of Mar 13, 2017 7:45 PM (Approval of Minutes)

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

e. ORDINANCE AUTHORIZING MAYOR TO PURCHASE ONE 2007 CHEVROLET EXPRESS VAN FOR THE POLICE DEPARTMENT AND DECLARE AN EMERGENCY. (First Reading 2/27/2017).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

f. An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,500,000, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System by Replacing Water Lines Along Main Street, Together with All Necessary Appurtenances Thereto, and Declaring an Emergency. (First Reading 2/27/2017).

Mr. Harris: This is for the storm water projects that are going to be bid out and we want to start these in April so I need to get hopping and get them some money.

Mr. Cotner: And we're doing this as an emergency?

Mr. Harris: Yeah the RFP is going out tomorrow. Because we need to get this closed by the middle of April.

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Mel Clemens, Ward IV	
AYES:	Clemens, Cotner, Long, Skinner	

g. An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,100,000, for the Purpose of Paying the Costs of Improving the Municipal Storm Water System by Replacing Storm Water Facilities Along Graham Road and Rodebaugh Road and Installing Culverts on Cobblestone Road, Together with All Necessary Appurtenances Thereto, and Declaring an Emergency. (First Reading 2/27/2017).

Mr. Harris: This is the companion to the first one. This is replacing the main water line on Main Street which is in old Reynoldsburg and goes to the east and goes well past Waggoner Road out past the Rev Cafe and we want to get that done this year because Main Street is supposed to be paved next year.

Mr. Cotner: Questions? Comments?

Minutes Acceptance: Minutes of Mar 13, 2017 7:45 PM (Approval of Minutes)

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

h. Ordinance Authorizing and Directing the Mayor to Enter into Lease Agreement Document Solutions for Copier for Police Department. (Second Reading 2/27/2017).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

i. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" Subsection (F) "Police Department"; of CHAPTER 160 EMPLOYEE COMPENSATION. (Second Reading 2/27/2017).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

j. Ordinance Authorizing Mayor to Purchase Two Police Cruisers and Related Equipment for Reynoldsburg Police Department. (Second Reading 2/27/2017)..

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Mel Clemens, Ward IV	
AYES:	Clemens, Cotner, Long, Skinner	

k. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. - Computer Services. (Second Reading 2/27/2017).

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Dan Skinner, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

l. Ordinance Authorizing City Auditor to Remove Equipment from the City's Fixed Asset List. -Police Department. (Second Reading 2/27/2017).

Minutes Acceptance: Minutes of Mar 13, 2017 7:45 PM (Approval of Minutes)

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 3/13/2017 8:00 PM**
MOVER:	Barth R. Cotner, At Large	
SECONDER:	Chris Long, At Large	
AYES:	Clemens, Cotner, Long, Skinner	

Minutes Acceptance: Minutes of Mar 13, 2017 7:45 PM (Approval of Minutes)

Tax Department
Brenda Browning
7232 E. Main Street
Reynoldsburg OH 43068
614-322-6865 Phone

MOTION REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	Motion that Reynoldsburg City Council Does Hereby Appoint _____, to the Board of Tax Review for a 2 (Two) Year Term Beginning _____, 2017.

Expressing interest in Appointment to this board are:

Kristen Bryant, Beverly Prater (resumes attached) and resident Suzanne Mahon.

Kristin J. Bryant

387 Cheyenne Way • Reynoldsburg, Ohio 43068 • 614/893-2299 • kristinbryant@sbcglobal.net

PROFESSIONAL PROFILE

Licensed to practice law in Ohio and the U.S. District Court, Southern District of Ohio. Over nine years of experience in various legal office staff positions and eight years of experience as a practicing attorney. Experienced in personal injury, civil litigation, criminal defense, domestic relations, appellate practice, collections, landlord/tenant relations, juvenile law, Victims of Crime Compensation, foreclosure defense, administrative license defense, re-zoning, taxation, legislation, subrogation, workers' compensation, bankruptcy, document review and legal research. Outstanding writing and oral communication skills.

EDUCATION

Capital University Law School, *J.D.* January 2004
University of Oklahoma
West Virginia University, *B.A. & B.M.* May 1995

EXPERIENCE AND EXPERTISE

•Pleadings Preparation and Filing
Prepared complaints, answers, counter-claims, third-party complaints, substitutions of counsel and parties, pre-trial statements, settlement agreements, releases, notices, entries and stipulations of dismissal. Filed documents with municipal, common pleas and federal courts.

•Motions Drafting
Prepared and responded to motions for summary judgment, motions to compel, motions for leave to plead, motions for default judgment, motions to stay proceedings, motions to dismiss, motions to strike, motions for a more definite statement, and motions in limine.

•Discovery
Prepared and responded to interrogatories, requests for admissions, requests for production of documents. Conducted and defended depositions and examinations under oath. Scheduled and noticed independent medical examinations and depositions.

•Settlement Negotiations
Negotiated settlement of personal injury and other civil claims with insurance companies and attorneys, and plea bargains with prosecutors.

• Trial Practice
Appeared in municipal and common pleas courts for civil, domestic and criminal matters including pretrials, trials, motion hearings, pleas and sentencing hearings, probation revocation proceedings, domestic hearings, judgment debtor exams and evictions.

•Appellate Practice
Reviewed trial transcript for reversible errors. Researched potential appellate issues and identified issues to be argued. Structured arguments and drafted appellate briefs and post-conviction petitions. Appeared and argued appeals to district court. Prepared and filed memorandums in support of jurisdiction with the Ohio Supreme Court and federal habeas corpus petitions with the U.S. District Court, Southern District.

•Administrative Agency Practice/Form Preparation
Attended administrative hearings in defense of clients' licensing. Prepared and filed Chapter 7 and 13 bankruptcy petitions, probate forms, workers' compensation forms, and EEOC documents.

•Constituent Inquiries
Researched and resolved constituent problems related to state taxation. Presented information and solutions to legislators.

•Subrogation Collections
Pursued debtors through demand letters, filing suit, obtaining judgment, negotiating payment plans and settlements. Obtained liens, suspended driving privileges, and garnished wages and bank accounts.

EMPLOYMENT HISTORY

Bryant Law Offices, LLC, *Attorney* 2006 – present
Michael D. Christensen Law Offices, LLC, *Attorney* 2008 – 2010
Byron L. Potts & Co., LPA, *Attorney* 2006 – 2008
Michael D. Christensen Law Offices, LLC, *Law Clerk* 2004 – 2006
Madry L. Ellis, Esq., *Law Clerk/Co-Counsel* 2003 – 2008
Ohio Department of Taxation, *Legal Intern* 2003 – 2004

Attachment: resume kjb (1709 : Board of Tax Review)

Beverly J. Prater

564 Peak Ct.
Reynoldsburg, OH 43068

(513) 519-2190
Beverly.prater@huntington.com

WORK EXPERIENCE

Huntington National Bank – *A regional bank providing full service banking to commercial, small business, and consumer clients including mortgage banking, treasury management, foreign exchange, wealth management, Trust, equipment leasing, and insurance services.*

2011 – Present	Market Risk Analyst, Sr
2009 – 2011	Financial Analyst, Senior – Treasury Group
2006 – 2009	Investment Accountant – Treasury Group

- Conduct independent evaluation and assessment of the bank's liquidity and market risk positions
- Prepare Market and Liquidity Primary Risk Assessments, identifying corporate-wide risks
- Perform analyses of financial risk drivers posed to the Bank's balance sheet including interest rates, liquidity, investments, macroeconomic, regulatory environment
- Provide consultation and effective challenge regarding market and liquidity risk pressures
- Effectively communicate with management to provide constructive feedback and recommendations intended to enhance risk management practices
- Develop and maintain reports for senior management regarding performance, industry, and peer trends
- Collaborative relationship with the business functions to improve processes and controls
- Monitor compliance with regulatory guidance applicable to the Bank business functions
- Review new products/ services to identify liquidity and market risks and adequate controls
- Analyze Contingency Funding Plan to determine impacts from bank wide programs
- Negotiate legal investment documentation (ISDA, Security Agreement, MSFTA)
- Monitor derivatives accounting and reconcile GL accounts
- Set up accounting schemas in software program

VOLUNTEER EXPERIENCE

Messiah Lutheran Church – *A member congregation of the ELCA in the Southern Ohio Synod supporting numerous community programs and outreach ministries.*

2011 – Present	Finance Chair & Treasurer
2009 – 2011	Accounts Payable Clerk

- Prepare monthly performance statement for Church and Preschool
- Assist with funding decisions and financing options
- Track and record expenses, income, and investments
- Prepare annual budget for church

EDUCATION

Capital University	**Columbus, OH**
2012 – 2014	Masters in Business Administration
Franklin University	**Columbus, OH**
2002 – 2006	B.S., Accounting

SKILLS

- Experienced with Essbase, Microsoft Office and various accounting software programs
- Ability to work efficiently in a group and individually
- Ability to multi-task and work proficiently under deadlines

Attachment: Beverly Prater's resume (1709 : Board of Tax Review)

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

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	**ORDINANCE TO AMEND THE "CITY OF REYNOLDSBURG, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL" ADOPTED BY ORDINANCE NO. 14-03 PASSED MARCH 10, 2003 AND AS SUBSEQUENTLY AMENDED (Various Sections).**

PPM Chapter 3.071 Promotion (Senior Police Management)

Request changes to Chapter 3.071 of the Personnel Procedure Manual (PPM) (see attached).

THE CITY OF REYNOLDSBURG, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL

A. POLICY

1. 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. 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.

   a. 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 the rank of Lieutenant or above, and have at least five (5) years of police management 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, ~~Police Leadership Executive Leadership (PELC)~~ Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Attachment: PPM Chapter 3.071 (1704 : PPM Section 3.071 Promotion (Senior Police Management))

b. Under the direction of the Civil Service Commission, 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:

- ~~Service/~~Safety Director;
- current Chief of Police, or a representative from the OACP;
- President, Fraternal Order of Police representing Reynoldsburg Police Department;
- citizen not currently holding public office and selected by agreement of the Mayor and President of Council;
- Chairman of the City Council Safety Committee.

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

c. The ten (10) candidates will then submit to an assessment center prepared and presented by an accredited law enforcement consulting agency, as selected by the Civil Service Commission. This agency shall submit to a final Selection Committee the top ~~three (3)~~ five (5) candidates.

The Final Selection Committee, comprised of the
--Mayor
--Chief of Police, or a representative from the OACP
--Council President
--City Attorney
--Civil Service Chairperson or designee

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 ~~three~~ five (~~3~~5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. ~~If a majority cannot be reached, the Selection Committee may consider the final ten (10) candidates as selected by the Final Screening Committee to determine if~~

Attachment: PPM Chapter 3.071 (1704 : PPM Section 3.071 Promotion (Senior Police Management))

~~any applicant can be recommended by majority vote, the appointing authority (the Mayor) shall appoint the recommended candidate. If a majority cannot be obtained after consideration of the final ten candidates the appointing authority (the Mayor) may select one of the final ten applicants for appointment to Chief of Police.~~The appointing Authority will appoint from the top three (3).

(d) Effective 1-1-96, a candidate for promotion to the rank of Lieutenant shall have:

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 an assessment center, prepared and presented by an accredited law enforcement consulting agencas selected by the Civil Service Commission. The consulting agency shall submit the top three candidates to the Chief of Police.

iv. The Chief of Police will recommend to the Civil Service Commission, for promotion, the candidate(s) of the Chiefs choice. The Civil Service Commission will forward the name(s) to the appointing authority (the Mayor) who will promote the candidate(s) as ranked and recommended by the Chief.

(e) 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.

In addition, any Sergeant with less than three (3) years in grade and/or any

Attachment: PPM Chapter 3.071 (1704 : PPM Section 3.071 Promotion (Senior Police Management))

member of the Reynoldsburg Police Department with at least ten (10) years of experience at the rank of Police Officer immediately preceding the date of promotion shall be eligible to compete for appointment to the rank of Lieutenant if, effective 1-1-96:

i. the outside candidate or Reynoldsburg Police Officer has 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 top three candidates to the Chief of Police.

iv. The Chief of Police will recommend to the Civil Service Commission, for promotion, the candidate(s) of the Chiefs choice. The Civil Service Commission will forward the name(s) to the appointing authority (the Mayor) who will promote the candidate(s) as ranked and recommended by the Chief.

Attachment: PPM Chapter 3.071 (1704 : PPM Section 3.071 Promotion (Senior Police Management))

THE CITY OF REYNOLDSBURG, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL

Effective Date: January 1, 2003 Revision Date: _____

Attachment: PPM Chapter 3.071 (1704 : PPM Section 3.071 Promotion (Senior Police Management))

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

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	ORDINANCE AUTHORIZING MAYOR TO PURCHASE ONE POLICE CRUISER FOR REYNOLDSBURG POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY

Emergency/Suspension: Emergency

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

Cruiser 258 was involved in an accident on March 1, 2017. The City's insurance company, Argonaut has found the vehicle to be a total loss and issued a check in the amount of $12,455.83. The money will be credited to the general fund. The need to replace this vehicle is critical to the operation of the Police Department. We are requesting permission to transfer $37, 797.99 from the general fund to replace car 258. Funding for the vehicle will come from the insurance company and cruiser rental money that was deposited into the general fund during 2016 and ytd 2017. Please see the attached detailed quote.

Appropriate from the general fund to account 110.111.5632 and declaring this an emergency.

Reynoldsburg Police Department
Chief James O'Neill
7240 East Main Street
Reynoldsburg, Ohio 43068

INTER-OFFICE COMMUNICATION

Date: March 9, 2017

To: Chief O'Neill

From: Lt. Early

Regarding: Cruiser #258

Chief,

REM will be out next week to evaluate the Camera, Radio and other electronics from Cruiser #258. The removal will be covered under the insurance claim. The cost to replace it with a new Ford SUV:

$27, 494.00	4 Door Explorer
$1, 649.99	Markings, decals and paint
$8, 654.00	Push bumper, light bar, cage, console and trunk box
$37, 797.99	Current Total

The insurance company will give us $12, 455.83 for Cruiser #258.

$25, 342.16 after insurance

We will know the cost to install the salvaged electronics after REM does their evaluation. If something is not salvageable this may increase the estimated total cost.

Respectfully Submitted,

#93

Lt. Bill Early #93

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

LEBANONFORD™ COMMERCIAL

EXPLORER 4-DOOR

2017 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior
SHADOW BLACK
Interior
CHARCOAL BLACK INTERIOR VINYL BUCKETS/CLOTH REAR SEATS

EXTERIOR
245/55R18 A/S POLICE TIRES
18" H.D.STEEL WHEELS
18" WHEEL HUB CAP
FULL SIZE 18" SPARE W/TPMS
DUAL POWER MIRRORS
INTEGRATED SPOTTER MIRRORS
HALOGEN HEADLAMPS
PRIVACY GLASS 2ND/3RD ROW
DUAL EXHAUST SYSTEM
GRILLE - BLACK
KEY LOCKS (DR/PASS/LFTGT)
EASY FUEL CAPLESS FILLER

INTERIOR
. BLACK VINYL FLOOR COVERING
. PWR DR SEAT/6-WAY/M LUMBAR
. MANUAL PASS SEAT - 2-WAY
. CLOTH BUCKET FRONT SEATS
. 60/40 SPLIT VINYL REAR
TILT STEERING WHL/ CRUISE & AUDIO CONTROLS
. 1-TOUCH DOWN DRIVER WINDOW
. A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
. CERTIFIED SPEEDOMETER
. ENGINE HOUR / IDLE METER
. CONSOLE MOUNTING PLATE
. UNIVERSAL TOP TRAY
. RED / WHITE DOME LAMP

JNCTIONAL
ALL WHEEL DRIVE SYSTEM
COLUMN MOUNTED SHIFTER
HEAVY DUTY 78-AMP BATTERY
220 AMP ALTERNATOR
POLICE BRAKES: 4 WHL DISC
W/ ABS & TRACTION CONTROL
HEAVY DUTY SUSPENSION
POWER STEERING W/EPAS
ENGINE OIL COOLER
TRANSMISSION OIL COOLER
POWER LOCKS AND WINDOWS
AM/FM SINGLE CD/MP3, 6SPKR
ADJUST PEDALS, NON MEMORY
BATTERY SAVER FEATURE
POWERPOINTS (2)

SAFETY/SECURITY
. 75 MPH REAR-CRASH TESTED
. ADVANCETRAC WITH RSC
. AIRBAGS - FRONT AND SIDE
. AIRBAGS - SAFETY CANOPY
. PERSONAL SAFETY SYSTEM
. SOS POST CRASH ALERT SYS
. TIRE PRESSURE MONITOR SYS

WARRANTY
. 3YR/36K MILE WARRANTY

Included on this Vehicle

EQUIPMENT GROUP 500A	$25,989

Optional Equipment

2017 MODEL YEAR	
SHADOW BLACK	
CHARCOAL CLT FRT/VINYL RR	
.3.7L V6 TIVCT ENGINE	
6-SPEED AUTO TRANSMISSION	
FRONT LICENSE PLATE BRACKET	
VINYL FLOORING	
HEADLIGT HOUSING PREP	195.00
DARK CAR LAMP	70.00
KEYED ALIKE 1284X	75.00
DRIVER SIDE LED SPOT LAMP	$295.0
REVERSE SENSING SYSTEM	295.00
SYNC SYSTEM REQ.	295.0
HEATED MIRRORS	60.00
REAR WINDOWS DELTE	35.0(
RR DOOR HANDLES INOP	35.0(
DELIVERY FEE	$150.0(
STATE BID PRICE	**$27,494.00**

BASED ON BIDDING FOR STATE BID FOR 2017 MODEL YEAR 4 X = $109,976 MINUS ANY TRADES.

RANK BEAVER
EBANON FORD
/27/2016

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Avid Signs Plus, LLC

1054 Monroe Road #303
Lebanon, OH 45036
513-932-SIGN

Invoice No. 16-0937

Estimate

Customer

Name: Reynoldsburg Police
Address:
City: State: ZIP:
Phone:

Date: 4/4/2016
PO No.:
Contact:
Terms: **On Receipt**

Qty	Description	Unit Price	TOTAL
3	vinyl graphics, Print, laminated, contour cut digital vinyl graphic-Set	60.71	$ 182.13
	Shipping via us mail		$ 5.00

PLEASE READ THE BELOW TERMS AND CONDITIONS

SubTotal	$	187.13
Shipping		
Tax Rate(s) 0.00%	$	-
Amount Paid	$	-
TOTAL	$	187.13

We Appreciate and Thank You For Your Business

Other

Comments:

ADD ONE MORE cost of A SET of DEALS TO THE QUOTE $60.71

TOTAL FOR 4 SETS OF DEALS $247.84

ALL ORDE INFORMATI CUSTOMER ANI RESULT IN INCREMENTS. J

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Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Preliminary Estimate

Customer: RPD POLICE **Job Number:**

Vehicle: 2015 FORD EXPLORER 4X4 POLICE 4D UTV 6-3.5L-T

ESTIMATE TOTALS

Category	Basis		Rate	Cost $
Parts				18.00
Body Labor	5.4 hrs	@	$ 48.00 /hr	259.20
Paint Labor	15.4 hrs	@	$ 48.00 /hr	739.20
Paint Supplies	15.4 hrs	@	$ 30.00 /hr	462.00
Subtotal				1,478.40
Sales Tax	$ 1,478.40	@	7.5000 %	110.88
Grand Total				**1,589.28**
Deductible				0.00
CUSTOMER PAY				**0.00**
INSURANCE PAY				**1,589.28**

******ALL INSURANCE COMPANY ISSUED ESTIMATES MUST BE PRESENTED TO REPAIR FACILITY PRIOR TO REPAIRS BEING STARTED*******THIS IS AN ESTIMATE OF DAMAGE, FINAL TOTAL OF REPAIRS WILL BE CALCULATED UPON COMPLETION OF VEHICLE*****

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

DODDS BODY WORKS INC.

Info@DoddsBodyWorks.com
6350 E MAIN ST, REYNOLDSBURG, OH 43068
Phone: (614) 863-3991
FAX: (614) 863-9058

Workfile ID: 2d59e346
Federal ID: 311018566

Preliminary Estimate

Customer: RPD POLICE

Job Number:

Written By: Jeff Johnson

Insured: RPD POLICE
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
RPD POLICE

Inspection Location:
DODDS BODY WORKS INC.
6350 E MAIN ST
REYNOLDSBURG, OH 43068
Repair Facility
(614) 863-3991 Business

Insurance Company:

VEHICLE

Year:	2015	Body Style:	4D UTV	VIN:		Mileage In:	
Make:	FORD	Engine:	6-3.5L-T	License:		Mileage Out:	
Model:	EXPLORER 4X4 POLICE	Production Date:		State:		Vehicle Out:	
Color:	Int:	Condition:		Job #:			

TRANSMISSION
Automatic Transmission
4 Wheel Drive
POWER
Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals
DECOR
Dual Mirrors
Privacy Glass
Overhead Console
CONVENIENCE
Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
RADIO
AM Radio
FM Radio
Stereo
Search/Seek
CD Player
SAFETY
Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
ROOF
Luggage/Roof Rack
SEATS
Cloth Seats
Bucket Seats
WHEELS
Styled Steel Wheels
PAINT
Clear Coat Paint
OTHER
Rear Spoiler
TRUCK
Rear Step Bumper
Power Trunk/Gate Release

TOTAL FOR DODD'S
6357.12

7-11-16
CALLED
DODDS BODY SHOP
SPOKE WITH MARK
QUOTE IS STILL
GOOD. # 1589.28
PER VEHICL

9/10/2015 10:39:17 AM

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Preliminary Estimate

Customer: RPD POLICE **Job Number:**

Vehicle: 2015 FORD EXPLORER 4X4 POLICE 4D UTV 6-3.5L-T

Line		Oper	Description	Part Number	Qty	Extended Price $	Labor	Paint
1	**ROOF**							
2		Refn	Roof panel					4.0
3			Add for Clear Coat					1.6
4	**FRONT DOOR**							
5		Refn	RT Outer panel					2.4
6			Overlap Major Adj. Panel					-0.4
7			Add for Clear Coat					0.4
8		Refn	LT Outer panel					2.4
9			Overlap Major Adj. Panel					-0.4
10			Add for Clear Coat					0.4
11		R&I	RT Handle, outside black				0.4	
12		R&I	LT Handle, outside black				0.4	
13		R&I	RT R&I trim panel				0.5	
14		R&I	LT R&I trim panel				0.5	
15		R&I	RT Belt w'strip				0.3	
16		R&I	LT Belt w'strip				0.3	
17	**REAR DOOR**							
18		Refn	RT Outer panel					2.5
19			Overlap Major Adj. Panel					-0.4
20	*		Add for Clear Coat					0.4
21		Refn	LT Outer panel					2.5
22			Overlap Major Adj. Panel					-0.4
23	*		Add for Clear Coat					0.4
24		R&I	RT Handle, outside black				0.4	
25		R&I	LT Handle, outside black				0.4	
26		R&I	RT R&I trim panel				0.4	
27		R&I	LT R&I trim panel				0.4	
28	*	R&I	RT Belt w'strip				0.2	
29	*	R&I	LT Belt w'strip				0.2	
30	#		E/P/A		1	3.00		
31	#		MASK		1	15.00	1.0	
				SUBTOTALS		**18.00**	**5.4**	**15.4**

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Hall Public Safety UPFITTERS

Formerly Public Safety Concepts

Estimate

Date	Estimate #
7/11/2016	2888

Hall Public Safety Columbus
8495 Estates Ct
Plain City, Ohio 43064
614-733-0200 - Fax 614-873-7409
Fed ID# 26-0729988

Name / Address
Reynoldsburg Police Dept Accounts Payable 7240 E. Main Street Reynoldsburg, Ohio 43068

Project

Item	Description	Qty	Rate	Total
	Reynoldsburg PD- 4 SUV Interceptors for 2017			
MC-3FUI	Marked Cruiser Package Complete Code 3 Lightbar Code 3 Siren Code 3 100W Speaker Rear Corner Vertex Front Corner Ions Rear LED Signal Stick Power Distribution Unit Complete Installation	4	3,989.00	15,956.00
FPB-FUI	Lighted Push Bumper for Ford SUV Interceptor, Installed	4	770.00	3,080.00
PC1-F	Prisoner Containment system for Ford Interceptor Includes Space Saver Prisoner partition, window bars, door panels, ABS prisoner seat & rear cargo barrier, & Single Vertical Gun lock, installed	4	2,545.00	10,180.00
HCM-HD-FUI	Console, Accessories, installed	4	645.00	2,580.00
4WSD47UINT13	Riser Mounting plates kit for storage box	4	100.00	400.00
C-SBX-101	Havis Trunk Storage Box, 2013 SUV Interceptor, Overall size = 38" wide 18" high 10" deep	4	505.00	2,020.00
Install supplies	Misc installation hardware, wire, connectors, breakers/fuses, supplies	4	100.00	400.00
			Total	$34,616.00

#4654

Hall Public Safety Warranty

We would like to thank you for choosing Hall Public Safety Upfitters for your vehicle repair and installation needs. We take pride and stand behind our quality workmanship and parts chosen for your job. HPSU warranties all of our labor and parts purchased from us for one year from the date of completion. If during that time a part we install experiences mechanical failure, we will replace it on a timely basis without charge! After a period of one year we will continue to honor warranties that may exist on parts but there will be a labor charge for repair, replacement, shipping or other expenses for work performed or associated with part replacement.

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Cruiser Rental 2016

Cruiser Rental

Date	Description	Balance
	Beginning Balance	73,104.50
		Income
1/11/2016	Limited-Cruiser Rental	$3,248.00
1/21/2016	Limited-Cruiser Rental	$4,675.00
2/4/2016	Limited-Cruiser Rental	$5,346.50
2/25/2016	Limited-Cruiser Rental	$4,156.50
3/10/2016	Limited-Cruiser Rental	$4,258.50
3/24/2016	Limited-Cruiser Rental	$3,561.50
4/7/2016	Limited-Cruiser Rental	$3,859.00
4/21/2016	Limited-Cruiser Rental	$3,544.50
5/9/2016	Limited-Cruiser Rental	$4,428.50
5/25/2016	Limited-Cruiser Rental	$4,051.61
6/13/2016	AEP-Cruiser Rental	$714.00
6/16/2016	Limited-Cruiser Rental	$4,271.25
6/30/2016	AT&T-Cruiser Rental	$34.00
7/11/2016	Limited-Cruiser Rental	$9,792.00
7/21/2016	Limited-Cruiser Rental	$3,612.50
8/9/2016	Columbia Gas-Cruiser Rental	$144.50
8/14/2016	Limited-Cruiser Rental	$5,083.00
8/29/2016	Limited-Cruiser Rental	$4,619.75
9/15/2016	Limited-Cruiser Rental	$4,369.00
9/29/2016	Limited-Cruiser Rental	$5,255.89
10/11/2016	Limited-Cruiser Rental	$5,325.25
10/27/2016	Limited-Cruiser Rental	$5,746.00
10/26/2016	Strawser Paving-Cruiser Rental	$178.50
11/18/2016	Dublin Bldg Systems	$34.00
11/18/2016	Dublin Bldg Systems	$17.00
11/21/2016	Limited-Cruiser Rental	$10,679.23
12/1/2016	Limited-Cruiser Rental	$4,921.55
12/28/2016	Limited-Cruiser Rental	$5,855.99
Total		111,783.02

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Cruiser Rental for 2017
YTD

Cruiser Rental

Date	Description	Income	Balance
		Beginning Balance	111,783.02
			2016 Credits
1/3/2017	Limited	$3,381.64	
1/5/2017	Limited	$5,658.17	
1/23/2017	Limited	$6,229.93	
1/26/2017	Limited	$3,451.00	
2/2/2017	Limited	$3,655.00	
2/9/2017	Limited	$3,301.40	
2/21/2017	Limited	$3,471.12	
2/27/2017	Limited	$3,508.52	
Total:		$32,656.78	2017 YTD total

Attachment: Replacement Cruiser for 258 (1705 : Replacement Cruiser for 258)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	ORDINANCE AUTHORIZING MAYOR TO ENTER INTO A CONTRACT WITH LEVEL (3) COMMUNICATIONS LLC, 250 W. OLD WILSON BRIDGE ROAD, WORTHINGTON, OHIO, 43085, FOR CITY'S PRI (PRIMARY RATE INTERFACE) PHONE AND INTERNET SERVICE; AND DECLARING IT AN EMERGENCY.

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

Requesting to waive Competitive Bid.

Statement of necessity: To have the new internet and phone system installed to work closely with the new systems at the Police Department.

Authorization to enter into a contract with Level (3) Communications, LLC, 250 W Old Wilson Bridge Rd, Worthington OH 43085 for city's PRI (main) phone and internet service and declaring it an emergency.

Document No. DID-0000565696
Scenario: SM461030

Customer Information and Contract Specifications

Customer Name: City of Reynoldsburg
Account Number:2-PDXMJM
Currency:USD
Monthly Recurring Charges (MRC): $1,660.00
Non Recurring Charges (NRC): 0

Service Order

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC
7240 E MAIN ST, REYNOLDSBURG, OH 43068 USA	Internet Access - 100 Mbps	New	36	1	$600.00	$0.00	$600.00	$0.00
	- Service Level = 24x7x4							
	- Primary DNS (up to 10)							
	- Secondary DNS (up to 50)							
	Internet Transport - Ethernet 100Mbps			1	$250.00	$0.00	$250.00	$0.00
	Site Readiness			1	$0.00	$0.00	$0.00	$0.00
	- Transport = Ethernet 100Mbps							
	- Standard Delivery - To the MPoE (Customer Provided)							
	Subtotal						**$850.00**	**$0.00**
7240 E MAIN ST, REYNOLDSBURG, OH 43068 USA	Converged Services - Voice + Internet - 6 Mbps	New	36	1	$810.00	$0.00	$810.00	$0.00
	- Includes Standard Voice Options							
	- Includes Deluxe feature package on business lines							
	- Includes 13000 LD Minutes - Flexcall. (total)							
	- Includes Managed Adtran IAD.							
	- Service Level = 24x7x4							
	- Call Path Range = 31-37							
	Domestic LD							
	- Interstate 1+				$0.0251			
	- Interstate 8xx				$0.0276			
	- Intrastate 1+				$0.0324			
	- Intrastate 8xx				$0.0424			
	Extended Area Service							
	- Add'l Minute				$0.0300			
	- First Minute				$0.0300			
	Individual Telephone Numbers			50	$0.00	$0.00	$0.00	$0.00
	- First 100 ITNs							
	Port - Ethernet 100Mbps			1	$0.00	$0.00	$0.00	$0.00
	Site Readiness			1	$0.00	$0.00	$0.00	$0.00

Attachment: Level 3 Communications (1703 : Contract for Phone and Internet Service)

Document No. DID-0000565696
Scenario: SM461030

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC
	- Transport = Ethernet 100Mbps - Standard Delivery - To the MPoE (Customer Provided)							
	Transport - Ethernet 100Mbps			1	$0.00	$0.00	$0.00	$0.00
	Subtotal						**$810.00**	**$0.00**
	Totals						**$1,660.00**	**$0.00**

Terms and Conditions Governing This Order

1. This confidential Order may not be disclosed to third parties and is non-binding until accepted by Level 3 as set forth in section 4.

2. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified herein. Prior to installation Level 3 may notify Customer in writing (including by e-mail) of price increases due to off-net vendors. Customer has 2 business days following such notice to terminate this Order (without liability) otherwise Customer is deemed to accept the increase. Services may be provided by Level 3 or its affiliates. Services to be provided internationally may require a Local Country Agreement.

3. If a generic demarcation point (such as a street address) is provided, the demarcation point for on net services shall be Level 3's Minimum Point of Entry (MPOE) at such location (as determined by Level 3) and off-net demarcation points shall be the off-net vendor's MPOE. If this Order identifies aspects of services which are procured by Customer directly from third parties, Level 3 is not liable for such services.

4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to Level 3) this document and returning it to Level 3. The Service identified in this Order shall be governed by and subject to the Master Service Agreement(s) and Service Schedule(s) (if any) between Level 3 and Customer (or its affiliate if expressly provided for under such affiliate Master Service Agreement) applicable to such Service. If Customer has not executed a Master Services Agreement with Level 3 but has executed a services agreement (including but not limited to Standard Terms and Conditions) with an affiliate of Level 3 ("Affiliate Agreement"), then the terms of the most recent such Affiliate Agreement shall apply to the Service herein (to the extent not inconsistent with this Order) provided that in such cases, the current standard Level 3 Service Schedule applicable to the Services shall apply. In the event that Level 3 and Customer have not executed a Master Service Agreement and/or applicable Service Schedule(s) with respect to such Service and have not executed an Affiliate Agreement, (i) Level 3's standard Master Service Agreement/Service Schedule(s) (as of the date of this Order) shall govern, a copy of which are available upon request and (ii) the Level 3 contracting party shall be the Level 3 entity invoicing such Services. Notwithstanding anything in any Affiliate Agreement to the contrary, Level 3's acceptance of this Order will be evidenced by (and this Order will be binding on both parties upon) the earlier of Level 3's written delivery of a Customer Commit Date ("CCD") (i.e. the projected installation date) or Level 3's delivery of the requested Service, and, at the end of the Service Term the Services set forth herein shall renew on a month to month basis, terminable by either party with 30 days' advanced written notice and the rates are subject to change upon 30 days' notice from Level 3.

5. Neither party shall be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. All transport services ordered from Level 3 will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by Level 3, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither

Attachment: Level 3 Communications (1703 : Contract for Phone and Internet Service)

end point is a Level 3 provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to Level 3 that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only, and will apply to all Intrastate Services stated in this Order.

7. Charges for certain Services are subject to (a) a property tax surcharge of 4.25% and (b) a cost recovery fee of 3.4% per month to reimburse Level 3 for various governmental taxes and surcharges. Such charges are subject to change by Level 3 and shall be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit www.level3.com/taxes.

8. Customer will pay Level 3's standard: (i) expedite charges (added to the NRC) if Customer requests a delivery date inside Level 3's standard interval duration (available upon request or at https://MyLevel3.net) and (ii) ancillary charges for additional activities, features or options as set forth in Level 3's ancillary charge summary, a copy of which is available upon request. If Level 3 cannot complete installation due to Customer delay or inaction, Level 3 may begin charging Customer and Customer shall pay such charges.

9. Equipment provided by Level 3 to be located in the Customer's premises ("CPE") is subject to the terms of the Customer Premise Equipment Addendum, a copy of which is available upon request. For colocation, data center and/or hosting services, pre-arranged escorted access may be required at certain locations, and cross connect services are subject to whether facilities are available at the particular location to complete the connection.

Additional Order Terms

Invoices
Single prices shown above for bundled Services, or for Services provided at multiple locations, will be allocated among the individual services for the purpose of applying Taxes and regulatory fees and also may be divided on the Customer's invoice by location served.

Activation Support
If requested by Customer, and for an additional charge assistance with activating and/or configuring equipment on Customer's side of the Demarcation Point may be provided ("Activation Support").

Equipment Recovery
Upon termination of a Service for any reason, Level 3 or its representative will contact Customer to schedule a mutually acceptable time and date for retrieval of Level 3 Equipment located on Customer's premises. Alternatively, Level 3 may request that Customer package Level 3 Equipment and return it, at Level 3's cost, to a location identified by Level 3. If Customer does not provide Level 3 with access to its premises to allow Level 3 to recover the Level 3 Equipment within thirty (30) days following Level 3's contact, or if Customer does not ship the Level 3 Equipment to Level 3 within the thirty (30) days, then Level 3 may charge Customer and Customer shall pay for the replacement cost of such Equipment.

Attachment: Level 3 Communications (1703 : Contract for Phone and Internet Service)

Document No. DID-0000565696
Scenario: SM461030

Signature Block

Customer: City of Reynoldsburg
Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to bind Customer to this Agreement.

Attachment: Level 3 Communications (1703 : Contract for Phone and Internet Service)

Document No. DID-0000565696
Scenario: SM461030

Long Distance Letter of Authorization

Customer Name: City of Reynoldsburg

I hereby authorize Level 3 Communications, LLC or its affiliates **("Level 3")** to change my InterLATA and IntraLata Primary Exchange Carrier (PIC) for all of the services on the service order form Document No. DID-0000565696 to **Level 3**.

Signature Block

Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to sign this authorization on behalf of Customer.

Attachment: Level 3 Communications (1703 : Contract for Phone and Internet Service)

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

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	ORDINANCE AUTHORIZING THE REYNOLDSBURG PARKS & RECREATION DEPARTMENT TO ACCEPT THE FRANKLIN SOIL AND WATER MINI GRANT; AND DECLARING AN EMERGENCY.

Emergency/Suspension: Emergency

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

Grant funds will be used to offset the costs for a prairie planting at Civic Park. The planting will consist of native grasses, wildflowers and perennials.

Statement of necessity: Grant awarded, need permission to accept.

Building Department
John Paszke
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	ORDINANCE TO AUTHORIZE THE MAYOR TO PURCHASE A 2017 JEEP CHEROKEE 4X4 FOR THE BUILDING DEPARTMENT. (First Reading 3/13/2017).

Authorize Mayor to enter into contract with Byers Auto, 5887 North Meadows Drive, Grove City, Ohio 43123 to purchase a 2017 Jeep Cherokee 4x4. Request authorization to waive competitive bidding as the list price of $24,139.00 is off the State Contract bid list, number RS901017.

www.byersauto.com

2/23/2017

City of Reynoldsburg

State contract# RS901017

2017 Jeep Cherokee	$23,314.00
Install Amber LED lights Front/Rear	825.00
Total	$24,139.00

Feel free to contact me with any questions, I appreciate the opportunity to work with you.

Sincerely,

Tom Allen
Fleet Sales Manager
Byers Chevrolet/Byers Ford/Byers Chrysler, Dodge, Jeep, Ram
5887 N. Meadows Dr.
Grove City, Ohio 43123
Direct 614) 782-2738
Fax 614) 782-2720
Mobile 614) 353-8961

Attachment: 2017-02 Cherokee Quote (1689 : Vehicle Puchase Building Department)

PRICE SCHEDULE

ITEM #2AT– SPORT UTILITY VEHICLE (SUV)-MIDSIZE

DELIVERY:	INDICATE CITY/STATE OF MANUFACTURER:		
90 DAYS A.R.O. (SEE IV.A.)	Toledo, Ohio		
CONTRACTOR: Byers Chrysler Jeep	MFG: Jeep	MODEL: Cherokee	MODEL NUMBER: KLJL74
ITEM ID NO.: 30859	ESTIMATED # OF UNITS: 21	UNIT PRICE: $ 23,314.00	

ITEM ID NO.	DELIVERY CHARGE	UNIT COST
31119	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor:	$ 0.40
31126	Minimum Delivery Charge	$ 50.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT COST
30860	TMP	45-Day Tags	$ 18.50
30861	PRT	Parts Manual (Paper)	$ 450.00
30862	SRV	Service Manual (Paper)	$ 450.00
30863	KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	$ 450.00
30864	N/A	Skid Plate(s)	No Award
30865	EXT	Seat Belt Extender (1 Unit)	$ 45.00

UNSPECIFIED OPTION PRICE: 3% above manufacturer invoice

Any option not specified in the options table on the pricing pages will be made available to the ordering entities, following Contract award and DAS approval, at the Unspecified Option Price. If no Unspecified Option Price is provided by the Bidder, the State will assume that the price will be equal to the manufacture invoice. The Unspecified Option Price and Additional Option Packages specified by the Bidder, will not be used in the vehicle evaluation.

List standard paint colors: Billet Silver, Bright White, Diamond Black, Lightbrown Stone

Attachment: 2017-02 Cherokee Quote (1689 : Vehicle Puchase Building Department)

SPECIFICATIONS

Sport Utility Vehicle (SUV)-Midsize

Item Number 2AT

Line No.	Standard Specification Items	Minimum Requirements	Y/N	EXCEPTIONS:
Powertrain				
1.	Engine Type (Liter/ Cylinder)	3.0L, V6		
2.	Horsepower (Net HP)	225		
3.	Transmission	Automatic		
4.	Locking Differential	Manufacturer Standard/ See Options		*No
5.	Alternator (amps)	Manufacturer Standard		
6.	Battery (CCA)	Manufacturer Standard		
7.	Cooling System	Heaviest Duty Available		
8.	Alternative Fuel (Type)	Specify		*No
9.	Drivetrain	4WD or AWD		
Exterior				
10.	Body Side Moldings	Manufacturer Standard		
11.	Tires	All Season		
12.	Spare Tire	Compact		
Safety				
13.	Restraint System (Driver & Passenger)	Required		
14.	Supplement Restraint System (Driver & Passenger)	Required		
15.	Power Antilock Brakes (Front and Rear)	Required		
Seating				
16.	Seating Capacity	5		
17.	Front Seat Type	Bucket		
18.	Seat Covering	Cloth		
19.	Floor Covering	Carpet		
Dimensions				
20.	Wheelbase (in.)	106-117		
21.	Fuel Capacity (Gal.)	18		*15.8
22.	Headroom (Front/Rear) (in.)	39/39		*39.4/38.5
23.	Leg Room (Front/Rear) (in.)	40/38		
24.	Hip Room (Front/Rear) (in.)	53/49		
25.	Shoulder Room (Front/Rear) (in.)	55/55		
26.	Passenger Volume (cu. ft.)	99		
27.	Gross Vehicle Weight Rating (GVWR)(lbs.)	5,000-6,500		

*Indicates exceptions listed that have been accepted by the State of Ohio.

Attachment: 2017-02 Cherokee Quote (1689 : Vehicle Puchase Building Department)

SPECIFICATIONS (Cont'd)

Sporty Utility Vehicle (SUV)-Midsize

Item Number 2AT

Line No.	Standard Specification Items	Minimum Requirements	Y/N	EXCEPTIONS:
Accessories:				
28.	Air Conditioning	Required		
29.	Tilt Wheel & Cruise Control	Required		
30.	Power Windows & Door Locks	Required		
31.	Keyed Door Locks	Required		
32.	2 Set of Keys with FOB Enabling Electronic Keyless Entry	Required		
33.	Intermittent Windshield Wipers	Required		
34.	Rear Window Defroster	Required		
35.	Floor Mats	Front/Rear		
36.	Radio	Standard AM/FM		
37.	Exterior Rear View Mirror	Dual		
38.	Rear Cargo Light	Automatic		
Warranty:				
39.	Rust Proofing	Min. Factory Warranty		
40.	Manufacturer Standard	Min. 3 yr./36,000 Mile		
Optional Equipment Items:				
41.	45-Day Tags			
42.	Parts Manual(s)			
43.	Service Manual(s)			
44.	Additional Set of Keys with FOB Enabling Electronic Keyless Entry			
45.	Skid Plate(s)			
46.	Seat Belt Extender			

Attachment: 2017-02 Cherokee Quote (1689 : Vehicle Puchase Building Department)

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

ORDINANCE REQUEST

DATE:	**March 27, 2017**
TO:	**Finance Committee**
RE:	ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO LEASE AGREEMENT WITH DOCUMENT SOLUTIONS FOR REPLACEMENT COPIER FOR POLICE DEPARTMENT. (Second Reading 3/13/2017).

The Reynoldsburg Division of Police is requesting permission from City Council to remove the current copier from the contract held with Document Solutions (a Division of Modern Office Methods) and replace it with a better option that will save money. There have been multiple service calls with the current copier and the most effective solution is to replace the machine. Please see the attached pricing and contract details provided by Document Solutions.

Monthly Lease Price: $366.97

Length of Term: 60 Months

document solutions
a division of modern office methods

Whom it may concern,

This letter is to guarantee that we are ending the contract early on the Canon iR4045 (SN # HRN08026) due to frequent service calls based on the amount of use at no penalty to the police department. This machine is being separated from the contract that the Canon iRC7260 (SN # LVX00579) is on, because it was too early to do them both together, so we had the contract split into two. As of late, the Canon iR4045 has had multiple issues, and with permission of Cheryl Kristy, we found a better option, which also saves the police department some money…

Salesman

Division President

Client

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

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A Proposal For: Reynoldsburg Police Department

By: Dan Lamatrice

go green.
TOTAL GREEN DOCUMENT SOLUTIONS

This document is confidential and contains proprietary information of Modern Office Methods - Document Solutions Division.

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

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Proposed Solution: Canon imageRUNNER 4545i

Key Features:

- Print/Copy/Scan/Fax
- Print and copy speed of 45 pages per minute
- 10.1" color Touch Panel
- 150-sheet Single Pass Duplexing Document Feeder
- 4 x 550 sheet cassettes
- Inner Finisher with 2/3 hole punch
- Large Capacity Feeder
- Paper size up to 11x17
- Scan directly to Microsoft PowerPoint and searchable PDF formats
- 80-sheet Stack bypass
- Print/Scan from USB memory
- *External Finisher sold separately*

Monthly Lease Payment:	**$366.97**
Length of Term	**60 Months**

Maintenance: Included in Lease

Black Copies/Prints Included:	6,000
Black Copy/Print Overage Charge:	$.0072

Quote Terms:

- ***Maintenance fixed for the length of the term….***
- Includes all delivery, physical installation, network connection, and end user training.
- All service and supplies are included in maintenance plan.
- Does not include sales tax.

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Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

Canon
SEE IMPOSSIBLE

imageRUNNER ADVANCE
4551i/4545i
4535i/4525i

HIGH QUALITY, EFFICIENT OPERATION, SPACE-SAVING DESIGN

The imageRUNNER ADVANCE 4500 Series is designed to deliver consistent and reliable performance to busy departments and work environments. With an efficient, compact design, these intelligent systems work seamlessly within fleet environments, offer an intuitive user experience, and integrate with Canon's holistic business solutions to help address your needs.

Print up to 51 ppm in black and white

Scan up to 160 ipm (300 dpi) (BW, color, duplex)

Print up to 11" x 17"

6,330-sheet maximum paper capacity

Workflow Efficiency

- An intuitive user interface with a large, responsive, color touch-screen with smartphone-like usability helps make it easy to carry out tasks.
- My ADVANCE enables users to have a unique, customized experience that's tailored to their specific workflow needs. Settings, such as display language, initial log-in screen, and accessibility options, can be synchronized across multiple devices for consistency.
- Canon's MEAP platform supports a range of integrated solutions designed to help simplify workflow and achieve a holistic business solution.
- Scalable support for mobile and flexible work styles can help increase efficiency by allowing workers to capture or print documents and access certain cloud applications.[1]
- Scan and convert documents to Searchable PDF, Microsoft® Word, and Microsoft PowerPoint® files through a single-pass, duplexing document feeder that holds up to 150 originals.
- Intelligent features, such as motion sensor technology to wake the device from Sleep mode and the ability to remove blank pages when scanning, can help maximize productivity.

Security[2]

- Control device access by using the standard Universal Login Manager application for authentication.
- Help limit unauthorized distribution of sensitive information with an array of standard and optional document security features.
- Help facilitate information privacy and security by controlling access with IPsec, port filtering capabilities, and SSL technology.

Cost Management

- The ability to apply print policies, monitor output, and restrict usage by user can help reduce unnecessary printing, enable cost recovery, and help save money on paper and toner.
- Tight integration with a variety of output management solutions, such as optional uniFLOW, provides the ability to carry out detailed tracking, reporting, and cost analysis.
- Quality and reliability, combined with remote diagnostics contribute to maximizing uptime and can help reduce time spent by IT resolving issues.
- Consistent user operation, paired with remote and centralized fleet management, can help simplify IT management of a single device or a fleet of devices.

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

Device and Fleet Management

- The ability to preconfigure devices makes installation easy, and fleet management is simplified with the ability to synchronize settings across multiple compatible devices.
- Canon's device management tools provide a centralized point of control across a fleet of devices, including the ability to check device status and consumables, turn off devices remotely, capture meter readings, and manage address books and printer drivers.
- Standard genuine Adobe® PostScript® and PCL® support integration with enterprise applications, and legacy systems help streamline business processes.

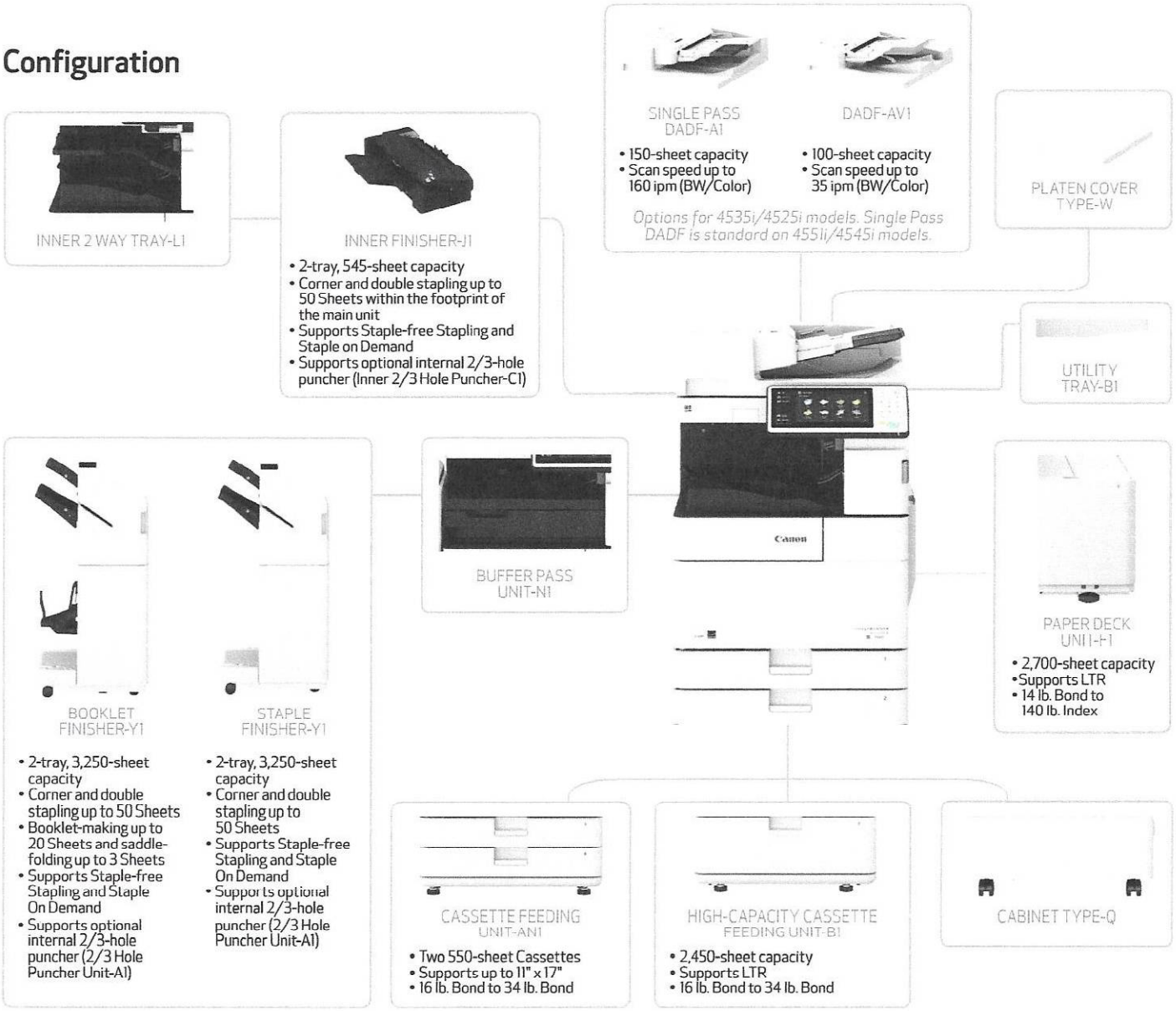
Quality and Reliability

- Canon's signature reliability and engine technologies contribute to high-quality output to meet the needs of busy departments.
- Outstanding imaging technologies and toner allow for consistent images in rich black-and-white tones and 1200-dpi print resolution.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished. These models also include intuitive user maintenance videos, the ability to replace toner on the fly, and automatic job rerouting (with optional solutions).

Sustainability

- Fusing technologies, QF toner, and selectable Sleep mode settings help achieve low energy consumption.
- Help minimize waste with default two-sided printing, the Secure Print feature, and the ability to hold print jobs, preview them, and change print settings at the device so you can achieve the results you want the first time.
- ENERGY STAR® certified and rated EPEAT® Gold.[3]

Configuration



Not Shown
- INNER 2/3-HOLE PUNCHER-C1 (for Inner Finisher-J1)
- 2/3-HOLE PUNCHER UNIT-A1 (for External Finishers)

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

Main Unit

Type
Monochrome Laser Multifunctional

Core Functions
Standard: Print, Copy, Scan, Send, Store
Optional: Fax

Processor
Canon Dual Custom Processor (Shared)

Control Panel
10.1" TFT LCD WSVGA Color Touch-panel

Memory: 3.0 GB RAM

Hard Disk Drive
Standard: 250 GB/Maximum: 1 TB

Print Resolution: 1200 dpi x 1200 dpi

Interface Connection
Network
Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)
Optional: NFC, Bluetooth
Others
Standard: USB 2.0 x2 (Host), USB 3.0 x1 (Host), USB 2.0 x1 (Device)
Optional: Serial Interface, Copy Control Interface

Paper Capacity (LTR, 20 lb. Bond)
Standard: 1,180 Sheets
Maximum: 6,330 Sheets

Paper Sources (LTR, 20 lb. Bond)
Standard: Two 550-sheet Paper Cassettes, 80-sheet Stack Bypass
Optional: Two 550-sheet Paper Cassettes (Cassette Feeding Unit-AN1), 2,450-sheet Paper Deck (High Capacity Cassette Feeding Unit-B1), 2,700-sheet Paper Deck (Paper Deck Unit-F1)

Paper Output Capacity (LTR, 20 lb. Bond)
Standard: 250 Sheets
Maximum: 3,350 Sheets (with External Finishers)

Finishing Capabilities
Standard: Collate, Group
With Inner Finisher: Collate, Group, Offset, Staple, Hole Punch,[4] Staple-Free Staple, Staple On Demand
With External Finisher: Collate, Group, Offset, Staple, Booklet,[5] Staple-Free Staple, Staple On Demand, Hole Punch[6]

Supported Media Types
Paper Cassettes: Thin, Plain, Recycled, Color, Heavy, Pre-punched
Stack Bypass: Thin, Plain, Recycled, Color, Heavy, Pre-punched, Bond, Transparency, Label, Envelope

Supported Media Sizes
Paper Cassette (1): Legal, Letter, Letter-R, Executive, Statement-R, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x 15-3/8")
Paper Cassette (2): 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x 15-3/8")
Stack Bypass: 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R, Envelope (No.10 (COM10), Monarch, DL, ISO-C5), Custom Size (3-7/8" x 5-7/8" to 11-3/4" x 17")

Supported Media Weights
Paper Cassettes: 16 lb. Bond to 34 lb. Bond (60 to 128 g/m²)
Stack Bypass: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)
Duplexing: 16 lb. Bond to 28 lb. Cover (60 to 105 g/m²)

Warm-up Time
From Power On: 24 Seconds or Less
From Deep Sleep Mode: 10 Seconds or Less
Quick Startup Mode: 4 Seconds[7]

Dimensions (W x D x H)
23-1/8" x 29-1/8" x 47" (587 mm x 740 mm x 1,193 mm)[8]

Installation Space (W x D)
Basic (With ADF (Stack Bypass and Cassette Drawers Open)): 35" x 46-1/2" (889 mm x 1,182 mm)
Fully Configured (With ADF+Paper Deck Unit-F1+ Booklet Finisher-Y1 (Cassette Drawers Open)): 71-3/8" x 50-3/8" (1,811 mm x 1,280 mm)

Weight: Approx. 240.7 lb. (109.2 kg)[9]

Print Specifications

Print Speed
4551i: Up to 51 ppm (Letter); Up to 37 ppm (Letter-R); Up to 25 ppm (Legal); Up to 25 ppm (11" x 17")
4545i: Up to 45 ppm (Letter); Up to 32 ppm (Letter-R); Up to 25 ppm (Legal); Up to 22 ppm (11" x 17")
4535i: Up to 35 ppm (Letter); Up to 32 ppm (Letter-R); Up to 25 ppm (Legal); Up to 22 ppm (11" x 17")
4525i: Up to 25 ppm (Letter); Up to 17 ppm (Letter-R); Up to 13 ppm (Legal); Up to 15 ppm (11" x 17")

Standard Page Description Languages
UFR II, PCL®6, Adobe® PS® 3

Direct Print
Available from USB, Advanced Box, Remote UI, and Web Access (Opt.)[10]

Supported File Types for Direct Print
PDF, TIFF, JPEG, EPS, XPS

Fonts
PCL fonts: 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andalé Mono WT J/K/S/T (Japanese, Korean, Simplified and Traditional Chinese),[11] Barcode Fonts[12]
PS fonts: 136 Roman

Operating System[13]
UFRII/PS: Windows Vista®/Server 2008/Windows® 7/Server 2008 R2/Windows 8/Server 2012/Windows 8.1/Server 2012 R2/Windows 10, MAC OS X (10.6.8 or later)
PCL: Windows Vista/Server 2008/Windows 7/Server 2008 R2/Windows 8/Server 2012/Windows 8.1/Server 2012 R2/Windows 10
PPD: MAC OS 9.1 or later, MAC OS X (10.3.9 or later), Windows Vista/Windows 7/Windows 8/Windows 8.1/Windows 10

Copy Specifications

Copy Speed
4551i: Up to 51 ppm (Letter); Up to 37 ppm (Letter-R); Up to 25 ppm (Legal); Up to 25 ppm (11" x 17")
4545i: Up to 45 ppm (Letter); Up to 32 ppm (Letter-R); Up to 25 ppm (Legal); Up to 22 ppm (11" x 17")
4535i: Up to 35 ppm (Letter); Up to 32 ppm (Letter-R); Up to 25 ppm (Legal); Up to 22 ppm (11" x 17")
4525i: Up to 25 ppm (Letter); Up to 17 ppm (Letter-R); Up to 13 ppm (Legal); Up to 15 ppm (11" x 17")

First-Copy-Out Time (Letter)
4551i: As fast as 3.7 seconds
4545i/4535i: As fast as 3.8 seconds
4525i: As fast as 5.2 seconds

Copy Resolution
Reading: Up to 600 dpi x 600 dpi
Printing: 1200 dpi x 1200 dpi

Multiple Copies: Up to 999 copies

Magnification: 25%-400% (1% Increments)

Preset Reductions: 25%, 50%, 64%, 73%, 78%

Preset Enlargements: 121%, 129%, 200%, 400%

Basic Copy Features
Preset Reduction/Enlargement Ratios by Area, Paper Setting, Previous Settings, Favorite Settings, Finishing, Two-Sided, Density Adjustment, Original Type Selection, Interrupt Mode, Setting Confirmation/Cancel

Special Copy Features
Book to Two Pages, Two-sided Original, Finishing, Booklet, Job Build, N on 1, Add Cover, Insert Sheets, Different Size Originals, Density Adjustment, Original Type Selection, Transparency Cover Sheets, Page Numbering, Copy Set Numbering, Sharpness, Erase Frame, Secure Watermark, Print Date, Shift, Gutter, Print & Check, Negative/Positive, Repeat Images, Merge Job Blocks, Job Done Notice, Mirror Image, Store in Mail Box, Superimpose Image, Copy ID Card, Detect Feeder Multi Sheet Feed, Free Size Original

Scan Specifications

Type
4551i/4545i: Standard Single Pass Duplexing Automatic Document Feeder
4535i/4525i: Optional Single Pass Duplexing Automatic Document Feeder or Duplexing Automatic Document Feeder

Document Feeder Paper Capacity
Single Pass DADF-A1: 150 Sheets (20 lb. Bond)
DADF-AV1: 100 Sheets (20 lb. Bond)

Document Feeder Supported Media Sizes
11" x 17", Legal, Letter, Letter-R, Statement, Statement-R

Document Feeder Supported Media Weights
Single Pass DADF-A1
BW Original: 13 lb. Bond to 58 lb. Cover (50 to 157 g/m²)
CL Original: 17 lb. Bond to 58 lb. Cover (64 to 157 g/m²)
DADF-AV1
BW Original: 13 lb. Bond to 34 lb. Bond (50 to 128 g/m²)
CL Original: 17 lb. Bond to 34 lb. Bond (64 to 128 g/m²)

Platen Acceptable Originals
Sheet, Book, 3-Dimensional Objects (Up to 4.4 lb. (2 kg))

Pull Scan
Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows Vista/7/8/8.1/10, Windows Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

Scan Resolution
600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi, 150 x 150 dpi, 100 x 100dpi

Scan Speed (Letter)
Single Pass DADF-A1
Single-sided Scanning (BW):
80 ipm (300 dpi)/80 ipm (600 dpi)
Single-sided Scanning (Color):
80 ipm (300 dpi)/60 ipm (600 dpi)
Double-sided Scanning (BW):
160 ipm (300 dpi)/150 ipm (600 dpi)
Double-sided Scanning (Color):
160 ipm (300 dpi)/80 ipm (600 dpi)
DADF-AV1
Single-sided Scanning (BW/Color):
70 ipm (300 dpi)/51 ipm (600 dpi)
Double-sided Scanning (BW):
35 ipm (300 dpi)/25.5 ipm (600 dpi)
Double-sided Scanning (Color):
35 ipm (300 dpi)/25.5 ipm (600 dpi)

Send Specifications

Destination
E-mail/Internet Fax (SMTP), SMB, FTP, WebDAV, Mail Box, Super G3 Fax (Optional), IP Fax (Optional)

Address Book
LDAP (2,000)/Local (1,600)/Speed dial (200)

Send Resolution
600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi, 150 x 150 dpi, 100 x 100dpi

Communication Protocol
File: FTP, SMB v3.0, WebDAV
E-mail/I-Fax: SMTP, POP3, I-Fax (Simple, Full)

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

File Format

Standard: TIFF, JPEG, PDF(Compact, Searchable, Apply policy, Optimize for Web, PDF A/1-b), XPS (Compact, Searchable), Office Open XML (PowerPoint®, Word)

Optional: PDF (Trace & Smooth, Encrypted), PDF/XPS (Digital Signature)

Universal Send Features

Original Type Selection,Two-sided Original, Book to Two Pages, Different-size Originals, Density Adjustment, Sharpness, Copy Ratio, Erase Frame, Job Build, Delayed Send, Preview, Finished Stamp, Job Done Notice, File Name, Subject/Message, Reply-to, E-mail Priority, TX Report, Original Content Orientation, Skip Blank Originals, Detect Feeder Multi Sheet Feed

Fax Specifications

Maximum Number of Connection Lines: 4

Modem Speed

Super G3: 33.6 Kbps

G3: 14.4 Kbps

Compression Method: MH, MR, MMR, JBIG

Resolution

400 x 400 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi

Sending/Recording Size: Statement-R to 11" x 17"

Fax Memory: Up to 30,000 pages

Speed Dials: Max. 200

Group Dials/Destinations: Max. 199 dials

Sequential Broadcast: Max. 256 addresses

Memory Backup: Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TTI), Select Line, Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Detect Feeder Multi Sheet Feed

Store Specifications

Mail Box (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box

Communication Protocol: SMB or WebDAV Supported

Client PC: Windows (Windows Vista/7/8/8.1/10)

Concurrent Connections (Max.)

SMB: 64

WebDAV: 3 (Active Sessions)

Advanced Box Available Disk Space

Approx. 16 GB (Standard HDD)

Approx. 480 GB (Optional 1 TB HDD)

Advanced Box Features:

Disabling Advanced Box, Storage Filtering, Authentication for Advanced Box Log-in, Search Function, Sort Function, Printing a PDF File with a Password, imageWARE Secure Audit Manager Support

Memory Media

Standard: USB

Security Specifications

Authentication

Standard: Universal Login Manager, User Authentication, Department ID Authentication, Access Management System, Device and Function Level Log-in

Optional: uniFLOW

Data

Standard: Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption(FIPS140-2 Validated)

Optional: Hard Disk Drive Mirroring, Hard Disk Drive removal, IEEE 2600.2 Common Criteria Certification, Data Loss Prevention (Requires uniFLOW)

Network

Standard: IP/Mac Address Filtering, IPsec, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP

Document

Standard: Secure Print, Forced Hold Printing, Adobe LiveCycle® Rights Management ES2.5 Integration

Optional: Encrypted PDF, Encrypted Secure Print, User and Device signatures, Secure Watermarks, Document Scan Locking

Environmental Specifications

Operating Environment

Temperature: 50 to 86°F

Humidity: 20 to 80% RH (no condensation)

Power Requirements

4551i: 120-127 V AC, 60 Hz, 10.4A

4545i/4535i: 120-127 V AC, 60 Hz, 9.3A

4525i: 120-127 V AC, 60 Hz, 7A

Plug (Main Unit)

NEMA 5-15P

Power Consumption

Maximum: Approx. 1.5 kWh

Standby: Approx. 38 W

Sleep Mode: Approx. 0.9 W[14]

Typical Electricity Consumption (TEC) Rating:

4551i: 2.5 kWh 4545i: 2.2 kWh

4535i: 1.8 kWh 4525i: 1.0 kWh

Standards

ENERGY STAR® Certified, Rated EPEAT® Gold[3], RoHS Compliant

Consumables

Toner: GPR-57 Toner BK

Toner Yield (Estimated @ 6% Coverage)

Black: 42,100 Images

Footnotes

[1] Subscription to a third-party cloud service required. Subject to third-party cloud service providers' terms and conditions.

[2] Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its features will prevent security issues. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance.

[3] For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net

[4] Requires the optional Inner 2/3 Hole Puncher-C1.

[5] Booklet Finisher-Y1 only.

[6] Requires the optional 2/3 Hole Puncher Unit-A1.

[7] Time from device power-on to when copy jobs can be programmed.

[8] Includes Main Unit, Single Pass DADF-A1, and Cassette Feeding Unit-AN1.

[9] Includes Main Unit, Single Pass DADF-A1, Cassette Feeding Unit-AN1, and consumables.

[10] PDF print from Web sites is supported.

[11] Requires the optional PCL International Font Set-A1.

[12] Requires the optional Barcode Printer Kit-D1.

[13] Other operating systems and environments including AS/400, UNIX, Linux and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.

[14] 0.9 W Sleep mode is not available in all circumstances due to certain settings.

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Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21 or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance.

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has certified these models as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. Canon, imageRUNNER, imageWARE, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Google Cloud Print™ is either a registered trademark or trademark of Google Inc. AirPrint and the AirPrint logo are trademarks of Apple Inc. Adobe® and PostScript® 3™ are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Microsoft® and PowerPoint® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. PCL® is a registered trademark of Hewlett-Packard Company. All other referenced product names and marks are trademarks of their respective owners. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Dealer for details. Products shown with optional accessories. Specifications and availability subject to change without notice. Not responsible for typographical errors.
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0205W713
1216-iRA45xxSSS-12M-DIH

CANON GENUINE TONER, CARTRIDGE & PARTS

AirPrint

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

document solutions
a division of modern office methods

DOCUMENT MANAGEMENT AGREEMENT

APPLICATION NO.	AGREEMENT NO.

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

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

CUSTOMER INFORMATION

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

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT WITH INDEPENDENT MINIMUMS

MAKE/MODEL/ACCESSORIES	SERIAL NO.	MONTHLY PAYMENT*	B&W IMPRESSIONS INCLUDED / MONTH	COLOR IMPRESSIONS INCLUDED / MONTH	B&W OVERAGES*	COLOR OVERAGES*	STARTING METER - B&W	STARTING METER - COLOR
Canon iR4545i		366.97	6,000		.0072			

OR

EQUIPMENT WITH CONSOLIDATED MINIMUMS

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

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

Color Impressions per Month _____ Color Overages* $ _____

TERM AND PAYMENT SCHEDULE

Term in 60 Months — The contract payment ("Payment") period is monthly unless otherwise indicated. **plus applicable taxes*

METER READINGS VERIFIED: B&W - QUARTERLY COLOR - QUARTERLY ☐ See the attached Schedule "A" ☐ See the attached Billing Schedule

_____ By initialing here, you agree that service and supplies are not included in this Agreement.

END OF AGREEMENT OPTIONS

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

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

LESSOR ACCEPTANCE

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

CUSTOMER ACCEPTANCE

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

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

31-6400909

FEDERAL TAX I.D. # PRINT NAME

CONTINUING GUARANTY

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

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

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

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

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

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

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

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

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of th Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is mo than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay th unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 12 per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specif and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed b us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in ar other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The n proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTA DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Financ Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of th maximum lawful rate, we will not be subject to any penalties.

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

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

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

10. **MAINTENANCE AND SUPPLIES:** This Document Management Agreement includes full service, parts and labor, drum, developer, toner, toner waste bag (paper, transparency film, staples, labels and any item not specifically listed a not included in the plan, but may be purchased through us.) You shall be responsible for ordering and maintaining an adequate inventory of consumable supplies. No more than 60 days' average usage should be kept on hand at any or time. A meter read and serial number will be requested at time of order. You agree to use consumable supplies ordered hereunder only in connection with Equipment subject to this Agreement. We shall review, from time to tim consumable supplies ordered by and shipped to you and the actual impression volume made on Equipment covered by this Agreement. In the event of a significant variance between the amount and/or type of consumable supplies ordere and the type of and/or impression volume made on such Equipment we shall have the right to charge you for any variance in excess of 20%. Variance will be calculated using manufacturer's recommended yield. All supplies in yo possession belong to Modern Office Methods, Inc. dba Document Solutions and will be made available to us if this Agreement is canceled for any reason, including non-payment. Such returned consumable supplies will not be credited your account. If this Agreement expires or is terminated, we shall be permitted to pick-up the quantity of unused consumable supplies which are in your inventory for use in connection with the unit(s) of Equipment subject to such expired terminated Agreement. (A) Scope of Coverage: This Agreement covers all labor and materials for adjustment (excluding densitometer), repair and/or replacement of parts necessitated by the normal use of the Equipment, except as provide herein. Damage to the Equipment or its parts arising from misuse, abuse, negligence or cause beyond our control, such as use beyond buyers' lab recommended volume or Acts of God, are not covered and will be charged to you at the the current per call Modern Office Methods, Inc. dba Document Solutions' service rate. In addition, we may terminate this Agreement in the event the Equipment is modified, damaged, altered or serviced by personnel other than thos authorized by us, or the parts or supplies used are not authorized by us. (B) Service Calls: Service Calls under this Agreement will be made during normal business hours (Monday through Friday, 8:00 a.m. - 5:00 p.m.) by the authorize service center in the area of the installation address shown on the face of this Agreement. Travel and labor time for calls made outside of normal business hours, on weekends or holidays, if available, will be charged at the overtime rates effect at the time the call is made. All toner included in the Agreement is based off manufacturer's stated yields, at 6% coverage. We may charge you a supply freight fee to cover our costs of shipping supplies to you. All 11" x 1 impressions will count as two meter impressions per side. If third-party hardware and/or software maintenance support for the Equipment is required by you, you understand that the support plan for such third-party maintenance has bee acquired by us on your behalf and payment for such support is included in the Payment for the term specified on this Agreement. Such third-party maintenance will be performed by a third-party vendor. For third-party maintenance, pleas refer to the terms and conditions of the agreement(s) with the third-party vendor. Furthermore, the third-party maintenance support will begin with the third-party shipment date to us.

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

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

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

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

Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

STEC B
Rev. 3/04

Ohio Department of TAXATION
tax.ohio.gov

Sales and Use Tax
Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Document Solutions, A Division of Modern Office Methods
(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Government

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name
7240 E Main St
Street address
Reynoldsburg Oh 43068
City, state, ZIP code
City Auditor
Signature
Title
Date signed
31-6400909
Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

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Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement, and you authorize us to file a UCC-1 financing statement.

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from the Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of the Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (a) you do not pay any Payment or other sum due to us under the Agreement when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where Customer is located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

Modern Office Methods, Inc. dba Document Solutions	**City of Reynoldsburg Police Department**
Lessor	Customer
	X
Signature	Signature
Title Date	Title Date

NOTE: SIGNER OF THIS DOCUMENT MUST BE SAME AS ON THE AGREEMENT. A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

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document solutions
a division of modern office methods

AGREEMENT NO.

STATE AND LOCAL GOVERNMENT ADDENDUM

Addendum to Agreement # , dated , between , as Customer and **Modern Office Methods, Inc. dba Document Solutions**, as Lessor.

The parties wish to amend the above-referenced Agreement to add the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: Customer hereby represents and warrants to Lessor that: (a) Customer has been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of its governing body (which resolution, if requested by Lessor, is attached hereto), to execute and deliver the Agreement and to carry out its obligations hereunder; (b) All legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of the Agreement; (c) The Agreement is in compliance with all laws applicable to Customer, including any debt limitations or limitations on interest rates or finance charges; (d) The Equipment will be used by Customer only for essential governmental or proprietary functions of Customer consistent with the scope of Customer's authority and will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use; Customer's need for the Equipment is not expected to diminish during the term of the Agreement; (e) Customer has funds available to pay contracted Payments until the end of its current appropriation period, and it intends to request funds to make contracted Payments in each appropriation period, from now until the end of the term of the Agreement; (f) Customer's exact legal name is as set forth on page one of the Agreement; and (g) Customer will not change its legal name in any respect without giving thirty (30) days prior written notice to Lessor.

NON-APPROPRIATION: If either sufficient funds are not appropriated to make contracted Payments under the Agreement or (to the extent required by applicable law) the Agreement is not renewed, the Agreement shall terminate and Customer shall not be obligated to make contracted Payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, Customer shall, no later than the end of the fiscal year for which contracted Payments have been appropriated, deliver possession of the Equipment to Lessor. If Customer fails to deliver possession of the Equipment to Lessor, the termination shall nevertheless be effective but Customer shall be responsible for the payment of damages in an amount equal to the portion of contracted Payments thereafter coming due that is attributable to the number of days after the termination during which the Customer fails to deliver possession and for any other loss suffered by Lessor as a result of Customer's failure to deliver possession as required. Customer shall notify Lessor in writing within seven (7) days after either the failure of the Customer to appropriate funds sufficient for the payment of the contracted Payments or (to the extent required by applicable law) the Agreement is not renewed, but failure to provide such notice shall not operate to extend the Agreement term or result in any liability to Customer.

ENTIRE AGREEMENT: Customer agrees that the terms and conditions of the Agreement and any supplement or schedule thereto and any related acceptance certificate constitutes the entire agreement regarding the financing or lease of the Equipment and supersedes any purchase order, invoice, request for proposal or other document.

The parties wish to amend the above-referenced Agreement by restating the following:

Any provision in the Agreement stating that the Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "This Agreement will renew for month-to-month terms unless you purchase or return the Equipment (according to the conditions herein) or send us written notice at least 30 days (before the end of any term) that you do not want it renewed."

NOTE: SIGNER OF THIS DOCUMENT MUST BE SAME AS ON THE AGREEMENT. A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

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Addendum - Client Asset Pick-up Authorization

Company	Address	City St Zip
Contact	Phone	eMail

Model	Serial	Location	Pricing for these options is as stated above in the main body of the Site Survey					
			MACHINE			HARD DISK DRIVE		
			"Remove"	"Return"	"Store"	HD Overwrite	HD Removal	Quick Format
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Addendum - Pre-Installation Site Survey

Company	Address	City St Zip
Install Contact	Phone	eMail
Training Contact	Phone	eMail
Network Contact	Phone	eMail

Model	Location	Network Drop	Fax Line	115v/15a	115v/20a	220v/20a	IP Adress / Comments
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		☐	☐	☐	☐	☐	
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Attachment: Replace Records Area Copier (1667 : Permission to Remove and Replace Current Records Area Copier)

Machine Removal Information

Hard Drive Security

☑ I request Modern Office Methods perform a **Quick Format** of the machine(s) indicated. I understand this procedure eliminates the path to find information on the hard drive, but does not clear the hard drive of all data. While it would be tremendously difficult, if someone has the appropriate tools it may be possible to get data from the hard drive, thus posing a potential security risk. There is no charge for this service.

☐ I request Modern Office Methods perform a **Secure Hard Drive Overwrite meeting DoD Standard requirements**. I understand that once overwritten, the data will not be recoverable. I agree to pay Modern Office Methods $175 per hard drive they overwrite and understand that some devices have more than one hard drive. Modern Office Methods will provide an overwrite certificate(s) upon completion.

☐ I request Modern Office Methods **REMOVE** the hard drive(s) from the machine(s) indicated. (MOM will only perform this service on machines we sell or service.) I understand that hard drive removal may render the machine(s) inoperable and agree to hold MOM harmless for all loss of data and machine functionality. We will replace the hard drive with one that should make the machine operable, but, it will remainyour responsibility that the machine operates properly. This may be important for any machine that is on a lease contract. I understand that some devices have more than one hard drive and agree to pay MOM $300 per hard drive that is removed.

Client agrees to hold Modern Office Methods, it's owners, employees & assigns harmless from any & all claims, including attorneys fees and costs. Client acknowledges its full responsibility for any damages and/or financial penalties which may be incurred.

Client Signature: _____ Title: _____ Date: _____

HD Security Terms & Conditions Acceptance

Client Asset Pick-up Authorization

☐ **"Remove" & Transfer Ownership to MOM:** I request that Modern Office Methods (MOM) remove the asset(s) indicated below including all accessories. I acknowledge that we (client) own the equipment & are transferring ownership of the asset(s) wholly to Modern Office Methods. I understand that we will remain responsible for all current and future charges due on the asset(s) including, but not limited to, lease payments, lease buyouts, service invoices, etc. We will hold Modern Office Methods harmless for all charges due against the asset(s). We agree that the asset(s) will not be available for return once MOM receives the asset(s).

☑ **Return to Leasing Company with RMA:** I request that Modern Office Methods (MOM) remove the asset(s) indicated below including all accessories and arrange to have the asset(s) returned to the leasing company per the leasing company 's instructions. I acknowledge that we (Client) are responsible for all current and future charges due on the lease agreement(s) and will hold Modern Office Methods harmless for any and all additional charges incurred due to return delays, missing items/accessories, or damage that occurs to asset(s). Return shipping charges of $500 per device will apply.

☐ **"Store" in MOM Warehouse:** I request that Modern Office Methods (MOM) remove the asset(s) indicated below including all accessories and store the asset(s) in MOMs' warehouse. I acknowledge that Modern Office Methods is not insuring the asset(s) and we (client) will hold MOM harmless for any loss or damage to the asset(s) that occurs outside of MOM's control. Storage charges to client will be billed at the rate of $100 per month per device , plus a $150 transportation fee each direction to and from the client's location. These fees are payable on the first day of each month the asset(s) are in MOM's custody and will contiunue until MOM returns the asset(s) or has been instructed in writing to dispose of the asset(s). We (MOM) will schedule your machinne(s) to be returned at your requested dates, but you (Client) understand that it is your responsibility to request return of the asset(s) in writing within 30 days prior to your requested return date.

Client agrees to hold Modern Office Methods, it's owners, employees & assigns harmless from any & all claims, including attorneys fees and costs. Client acknowledges its full responsibility for any damages and/or financial penalties which may be incurred.

Print Name _____ Signature _____ **Requested Return Date:** / /

"Storage" Comment Information:

Asset(s) To Be Picked Up

Model	Canon iR4045	Serial #	HRN08026	Location	7240 E Main St	☐	"Remove"	☑	"Return"	☐ "Store"
Model		Serial #		Location		☐	"Remove"	☐	"Return"	☐ "Store"
Model		Serial #		Location		☐	"Remove"	☐	"Return"	☐ "Store"
Model		Serial #		Location		☐	"Remove"	☐	"Return"	☐ "Store"

Asset(s) To Be Relocated

Model	Serial #	Address	Contact	Phone
Model	Serial #	Address	Contact	Phone
Model	Serial #	Address	Contact	Phone
Model	Serial #	Address	Contact	Phone

Relocation Pricing: Machine relocation within a facility in Zone 1 or 2 = $100. Relocation to a different facility in Zone 1 or 2 = $200. Add$50 per each additional service zone & $100 per machine for each additional person required for the move. After the first machine in a facility, each additional machine will be charged at $50. The need for a DSE will be charged at $150 / hour. Moving on stairs will require a written quote.

Additional Comments or Information For Assets To Be Picked Up or Relocated

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document solutions
a division of modern office methods

Site Survey

mom
modern office methods
v8.04.15

General

Company	City of Reynoldsburg Police Department	Contact	Cheryl Kristy	Order #	
Address	7240 E main St	Phone #	614-322-6932	Sales Rep	Dan Lamatrice
City St Zip	Reynoldsburg ohio 43068	e-Mail	ckristy@reypd.com	Date	2/6/2017

Delivery Information

Model	Canon iR4545i	115v/15a ☐	115v/20a ☐	220v/20a ☐	Steps ☐ Elevator ☐ Dock ☐	Model	115v/15a ☐	115v/20a ☐	220v/20a ☐	Steps ☐ Elevator ☐ Dock ☐
Location	7240 E main st					Location				
IPAddress						IPAddress				
Model		115v/15a ☐	115v/20a ☐	220v/20a ☐	Steps ☐ Elevator ☐ Dock ☐	Model	115v/15a ☐	115v/20a ☐	220v/20a ☐	Steps ☐ Elevator ☐ Dock ☐
Location						Location				
IPAddress						IPAddress				

Connectivity & Software

IT Contact
IT Phone
IT Email
☑ Internal ☐ Outsourced ☐ None

☐ Hot Swap
☐ Demo Unit

☐ User Codes ☑ Scan to Email ☐ Fiery / Creo
☐ Desktop Fax ☑ Scan to Folder ☐ Spectrophotometer
☐ Fax Forward ☐ PPDM ☐ PS for Macs

Who will be networking the equipment?
☑ MOM ☐ Client ☐ Not Connected

Is there a network drop available within 5 feet of the machine? ☑ Yes ☐ No
Is there a fax line available within 5 feet of the machine? ☑ Yes ☐ No

Modern Office Methods would like to install a Data Collection Agent (DCA) on your network so we can more effectively care for your e quipment needs. This DCA will send basic MIB data to us which includes equipment information such as meter reads, models, serial numbers and toner levels. This information will allow us to gather your contracted meter data without interfering with the productivity of your employees and will assist us in monitoring the serviceability of your equipment.

☑ DCA Already Installed ☐ DCA Install Approved

Signature Authorizes DCA Installation

Network Services & Installation Rates Charge

Includes hardware set-up/delivery, and installation of print drivers on up to 4 computers per device. Also includes remote support and one additional on-site visit (up to 4 hours) for PRINT, SCAN, and NETWORK FAX issues. Network Services support, renews annually and is billed with your Lease or Service Agreement. Support for customers who have declined these

Connectivity Warranty

Modern Office Methods warrants the connectivity for 30 days. In any instance, even within the 30-day warranty period, the client updates the operating system, upgrades the network server, and or purchases a new workstation, thus requiring additional service(s) connecting the Modern Office Methods device; this service will be billed at a rate of $150.00 per hour with a 1 hour minimum.

Client Responsibilities

Data ports, network drops, network cables, USB/Firewire/Parallel cables, network switches, analog fax ports, fax cables and power receptacles are to be provided by the client.

- Provide a dedicated polarized electrical power outlet.
- Provide a dedicated analog fax line if faxing is required.
- Provide a dedicated active network port and proper cabling.
- Provide adequate space for the equipment meeting the manufacturer's specifications.
- Provide a network administrator on site or have administrator available by phone for installation support and training.

Software Acknowledgement & Release

Client hereby acknowledges that it has requested Modern Office Methods to install certain software or hardware products ("the products") on client's computer hardware, peripherals, network hardware, and network software ("the computer"). Client acknowledges that Modern Office Methods has no knowledge or control over the type of software currently on the client's computer or the environment in which it operates some software, including existing software which may contain configurations or algorithms which are incompatible with the products. Client acknowledges that because of these and other factors which are beyond the control of Modern Office Methods, there are risks associated with the installation or service of the products including, without limitations, the risk that the data on the computer may be damaged or deleted. Client acknowledges that it is advisable and the sole responsibility of the client, prior to installation or service of products, to back up all data contained on the computer which the client, in its sole discretion, deems necessary, including, without limitations, all directories, subdirectories and partitions. If any data is damaged or deleted, client is responsible for restoring such data to the computer. In consideration of Modern Office Methods agreeing to perform such installation, client agrees for itself, its employees, agents, successors and assigns from any and all claims, debts, costs, liabilities, expenses, damages, actions and causes of action of service, maintenance, function or use of the products and the actions of any employees or agents of Modern Office Methods related to the installation, maintenance, function, or use of the software or hardware.

Signature _____ Date _____

Network Installation Terms & Conditions Acceptance

Post-Installation Training ☑ Yes ☐ No

Key Operator Contact	Cheryl Kristy	Phone #	614-322-6932	e-Mail	ckristy@reypd.com

Special Instructions

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