



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

April Beggerow
614-322-6836

Monday, March 26, 2018

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- a. Finance and Administration Committee – Committee Meeting – March 12, 2018

4. NEW LEGISLATION/DISCUSSION ITEMS

- a. MOTION TO CONFIRM MAYOR'S APPOINTMENT OF JAMES E. HOOD, CITY ATTORNEY TO THE LICKING COUNTY TAX INCENTIVE REVIEW COUNCIL.
- b. MOTION TO CONFIRM MAYOR'S APPOINTMENT OF ANDREW BOWSHER, DEVELOPMENT DIRECTOR TO THE LICKING COUNTY TAX INCENTIVE REVIEW COUNCIL.
- c. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: CHAPTER 160 EMPLOYEE COMPENSATION SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" SUBSECTION (a) "ADMINISTRATIVE"; SUBSECTION (c) "DEVELOPMENT".

5. LEGISLATION FOR EMERGENCY ADOPTION

- a. ORDINANCE AUTHORIZING THE CITY AUDITOR TO ESTABLISH FUND 285
 - ENDOWMENTS & CONTRIBUTIONS. (First Reading 3/12/2018).

6. LEGISLATION FOR THIRD READING

- a. ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF
 DECEMBER 31, 2017 IN VARIOUS POLICE SPECIAL REVENUE FUNDS; AND
 PROVIDING THAT REVENUES FOR SAID FUNDS RECEIVED DURING 2018
 BE ACCEPTED. (Second Reading 3/12/2018).

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 March 12, 2018

Chairman Barth R. Cotner called the meeting to order at 7:49 PM

PRESENT: Clemens, Cotner, Luzader, Spalding

ABSENT:

Approval of Agenda

Agenda stands approved.

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – February 26, 2018

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE AUTHORIZING THE CITY AUDITOR TO ESTABLISH FUND 285 -
 ENDOWMENTS & CONTRIBUTIONS. --- Cotner. Finance and Administration Committee.

Mr. Cicak: Good evening Chairman Cotner, members of Council. I'm asking for permission to set up a new fund. Occasionally in our city, some people have made donations and I want to make sure they go to the places they've been donating the money for. This is for asking permission to ask the State Auditor to set up a separate fund.

Mr. Luzader: I have one question, all these different funds will go into this account.

Mr. Hood: Backwards. All the accounts will go into the fund. But yes.

Mr. Luzader: And then when the different departments that were supposed to get the different funds, will you have to come back to Council to ask permission to distribute the funds?

Mr. Cicak: No I'll be able to set up accounts for them specifically.

Mr. Hood: If I may Chairman, this was adopted at the Treasury Investment Board made up of the Mayor, the Auditor and myself at the last month's meeting. What we're trying to do is ensure that the money that is donated to the city is used for the intended purpose of the donor. Right now, it doesn't happen often, but when we get donations, generally to the Parks & Recreation Department, all we can do is our director can promise that it will be used as intended. The we have to come to City Council and ask you to pass an ordinance. We as the TIB Board, thought it would be appropriate to ask the Auditor whether we can create this new fund for this dedicated purpose so we can ensure the donors that the money is only going to be used for those intended purposes. We can set up separate accounts underneath the fund used for those restricted purposes. With all funds created in a municipality, we have to get State Auditor approval before we can generate them.

Minutes Acceptance: Minutes of Mar 12, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 March 12, 2018

Accounts we can create administratively here, funds we have to get State Auditor approval. That's why it was backward.

Mr. Cotner: So to clarify also, what Mr. Luzader was trying to make sure, the money then is in each account can be spent directly at the discretion of each director? Or does that come back to Council for appropriation as normal.

Mr. Hood: It would be spent like any other dollar in the City. If it's under the discretionary spending limit that Council has ordained, then it could be. If it is above, we bring it to Council for whatever the purpose is. But it wouldn't have to be appropriated on an open purchase order like we have been doing in the past. If you think of it like our water fund, water fund dollars can only be used for water fund projects, same kind of concept here.

Mr. Cicak: I also intend on having this money invested separately so this will help keep track of it separately.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 3/12/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

33-18

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: AMENDING CHAPTER 190 INCOME TAX AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

Mr. Cicak: Chairman Cotner this is a follow up with Auditor Harris brought to us in December regarding House Bill 49. We were expecting an injunction and nobody got it. This will bring us into compliance with Revised Code. I brought Brenda Browning, with us, our Tax Administrator if you have any specific questions.

Mr. Cotner: Thank you, I know you've been working with Attorney Hood on this and it's something that all of the municipalities are unfortunately having to deal with at the moment so, we really don't have any choice in this matter, we just have to try to make sure we do the right thing.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 3/12/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR SECOND READING

Minutes Acceptance: Minutes of Mar 12, 2018 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 March 12, 2018

ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2017 IN VARIOUS POLICE SPECIAL REVENUE FUNDS; AND PROVIDING THAT REVENUES FOR SAID FUNDS RECEIVED DURING 2018 BE ACCEPTED --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 3/12/2018 7:34 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

Minutes Acceptance: Minutes of Mar 12, 2018 7:33 PM (Approval of Minutes)

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

MOTION REQUEST

DATE: **March 26, 2018**

TO: **Finance and Administration Committee**

RE: Confirmation of Mayor's Appointment to the Licking County Tax
Incentive Review Council - James E. Hood, City Attorney.

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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That the Council of the City of Reynoldsburg does hereby confirm the Mayor's appointment of James E. Hood, Reynoldsburg City Attorney to the Licking County Tax Incentive Review Council; term to be for two years and will expire on December 31, 2020.

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

DATE: March 26, 2018**TO: Finance and Administration Committee****RE:** Confirmation of Mayor's Appointment to the Licking County Tax
Incentive Review Council - Andrew Bowsher, Development Director.

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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That the Council of the City of Reynoldsburg does hereby confirm the Mayor's appointment of Andrew Bowsher, Development Director, to the Licking County Tax Incentive Review Council; term to be for two years and will expire on December 31, 2020.

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

DATE: March 26, 2018**TO: Finance and Administration Committee****RE: REQUEST AUTHORIZATION TO CHANGE CHAPTER 160.02
AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION
AND PAY GRADE SECTIONS (a) ADMINISTRATION AND (c)
DEVELOPMENT**

Approval:

Completed Brad McCloud	Pending Jed Hood	Completed Stephen Cicak
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**REQUEST AUTHORIZATION TO CHANGE CHAPTER 160.02 AUTHORIZED
POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE SECTIONS (a)
ADMINISTRATION AND (c) DEVELOPMENT**

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

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

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	20
Administrative Assistant	1	Unclassified	12
Director Senior Citizens Center	1	Classified	16

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
Senior Citizens Assistant	2 p/t	Classified	9
Senior Center Activities Instructor	1 p/t	Classified	5
Recreation Superintendent	1	Classified	14
Grounds Superintendent	1	Classified	14
Parks Maintenance –Crew Leader	1	Classified	11
Parks Grounds Maintenance	2	Classified	2
Parks Maintenance	2	Classified	6
Horticulturist	1	Classified	8
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	26
Chief of Police	1	Classified	26A
Lieutenant	3	Classified	22A
Sergeant	9	Classified	See Chapter 166
Police Officer	57	Classified	See Chapter 166
Dispatcher	8	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14
Public Service Records Technician	3	Classified	9
Court Specialist	1	Classified	9
Detective Bureau Administrative Assistant	1	Classified	9
Command & Staff Administrative Assistant	1	Classified	10
Accreditation Manager	1 p/t	Classified	10
Court Liaison	2 p/t	Classified	13

(g) SERVICE DEPARTMENT

(1) Director of Public Service	1	Unclassified	25
Service Director			
Administrative Assistant	1	Unclassified	13
Secretary	1	Classified	8
Maintenance Foreman	1	Classified	14
Custodian	2	Classified	5

Maintenance Crew Leader	1	Classified	9
(2) Building Division			
Chief Building Official	1	Classified	19
Asst. Chief Building Inspector	1	Classified	17
Building Inspector I	3	Classified	14
Administrative Assistant	1	Classified	11
Code Compliance Officer	2	Classified	6
(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1p/t	Classified	10
Billing Supervisor	1	Classified	13
Account Clerk 2	4	Classified	7
(4) Street Division			
Superintendent	1	Classified	17
Asst. Superintendent	1	Classified	15
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			
Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			
Fleet Maintenance Supervisor	1	Classified	14
Fleet Maintenance Technician	1	Classified	10
(4)(a) Storm Water Utility Division			
Asst. Superintendent	1	Classified	13
Administrative Assistant	1	Classified	8
(To be shared with Street Division)			
Pollution Control Technician	1	Classified	10
Maintenance Spec/Equip Operator	1	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Street Division)			
(h) DEPARTMENT OF ENGINEERING			
Director of Engineering	1	Unclassified	23

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

DATE: March 26, 2018**TO: Finance and Administration Committee****RE:** Ordinance Authorizing the City Auditor to Establish Fund 285 -
Endowments & Contributions.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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Emergency/Suspension: Emergency

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

Ordinance authorizing the City Auditor to establish fund 285, dedicated to the benefit of receiving endowments and gifts .

Authority to the City Auditor to seek approval from the State Auditor to create same.

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****ORDINANCE REQUEST****DATE: March 26, 2018****TO: Finance and Administration Committee****RE: Ordinance Appropriating Unencumbered Balances as of December 31, 2017 in Various Police Special Revenue Funds; and Providing that Revenues for Said Funds Received During 2018 be Accepted**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Section 1: That the unencumbered balances as of December 31, 2017 in various Police Special Revenue Funds be appropriated to the proper associated accounts in the following manner:

\$75,343.69 from the unappropriated Law Enforcement Fund (290) be appropriated to account 290.111.5529 Miscellaneous Distributions Law Enforcement Fund.

\$14,501.54 from the unappropriated Law Enforcement Fund (290) be appropriated to account 290.111.5921 Immobilization Expenses Law Enforcement Fund.

\$46,325.74 from the unappropriated Drug Enforcement Fund (291) be appropriated to 291.111.5529 Miscellaneous Distributions Drug Enforcement Fund.

\$4,376.00 from the unappropriated Safety Belt Program Fund (292) be appropriated to 292.111.5529 Miscellaneous Distributions Safety Belt Program Fund.

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

\$12,078.94 from the unappropriated DUI/ Education/ Enforcement Fund (293) be appropriated to 293.111.5529 Miscellaneous Distributions DUI/Education/Enforcement Fund.

\$84,333.00 from the unappropriated Federal Forfeiture Fund (294) be appropriated to 294.111.5529 Miscellaneous Distributions Federal Forfeiture Fund.

\$33,389.50 from the unappropriated Law Enforcement Asst. Fund (295) be appropriated to 295.111.5529 Miscellaneous Distributions Law Enforcement Asst. Fund.

Section 2. That any revenues received by the City for the various funds referred to in Section 1, during the year 2018, shall be credited to the proper funds, to be appropriated when requested by the Administration, and approved by City Council.

Items have been approved through the workflow, just in the wrong meeting, I reset to draft in an attempt to fix the location.

Statement Of Cash Position

Report Date: 12/31/2017

6.a.a

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Fund Category: 200 - Special Revenue Funds								
Fund Type:								
290 - Law Enforcement Fund	\$274,841.55	\$17,639.03	\$64,046.39	\$0.00	\$191,125.21	\$147,762.73	\$57,917.50	\$89,845.23
291 - Drug Enforcement Fund	\$42,874.63	\$60.00	\$3,451.11	\$0.00	\$0.00	\$46,325.74	\$0.00	\$46,325.74
292 - Safety Belt Program Fund	\$4,376.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,376.00	\$0.00	\$4,376.00
293 - DUI/Education/Enforcement Fund	\$9,480.94	\$220.00	\$2,598.00	\$0.00	\$0.00	\$12,078.94	\$0.00	\$12,078.94
294 - Federal Forfeiture Fund	\$102,590.09	\$795.66	\$9,423.97	\$0.00	\$27,681.06	\$84,333.00	\$0.00	\$84,333.00
295 - Law Enforcement Asst Fund	\$21,729.50	\$0.00	\$11,660.00	\$0.00	\$0.00	\$33,389.50	\$0.00	\$33,389.50
Fund Type Subtotal:	\$455,892.71	\$18,714.69	\$91,179.47	\$0.00	\$218,806.27	\$328,265.91	\$57,917.50	\$270,348.41
Fund Category 200 - Special Revenue Funds Subtotal:	\$455,892.71	\$18,714.69	\$91,179.47	\$0.00	\$218,806.27	\$328,265.91	\$57,917.50	\$270,348.41
Grand Total:	\$455,892.71	\$18,714.69	\$91,179.47	\$0.00	\$218,806.27	\$328,265.91	\$57,917.50	\$270,348.41

User: Joni Crawford

Pages: 1 of 1

2/13/2018 4:08:52 PM