Reynoldsburg
OHIO · 1839

Shanette Strickland, President
Julie Towns, Ward 1
Louis Salvati, Ward 2
Bhuwan Pyakurel, Ward 3
Erin Hill, Ward 4
Barth Cotner, At-Large
Mildred Johnson, At-Large
Stacie A. Baker, At-large

City Council

Council Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Monday, December 8, 2025 | **6:30 PM** | **Council Chambers**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

a. Regular Meeting Minutes of November 24, 2025

6. COMMUNITY COMMENTS

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

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

a. 2025 Mel Clemens Award

7. PUBLIC HEARING

a. An Ordinance to Amend Chapter Eleven — Planning and Zoning Code for the City of Reynoldsburg, Ohio

8. COMMUNICATIONS

a. Resignation Letter from Council President Strickland

9. REPORTS

a. Clerk of Court Report for November 2025

b. West Licking Fire District - October 2025

c. Development, Parks & Recreation Committee

1. An Ordinance to Amend Chapter Eleven — Planning and Zoning Code for the City of Reynoldsburg, Ohio

d. Public Safety, Law & Courts Committee

1. A Resolution Authorizing the City Auditor to Remove Report Writing Workstations from the City's Fixed Asset List for the Reynoldsburg Police Department

e. Public Service & Transportation Committee

1. An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

2. An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

3. An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

4. An Ordinance to Amend Chapter 958 Stormwater Charges, Section 958.06 Equivalent Residential Unit of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

5. A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Frankling Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Program with ODNR and Ohio EPA

6. A Resolution Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services

7. A Resolution Authorizing the Mayor to Sign an Agreement with the City of Columbus for Snow and Ice Removal Services

8. A Resolution Authorizing the Mayor to Reject All Recycling Processing Bids and Reissue Bid Invitations

f. Finance & Administration Committee

1. An Ordinance to Make Final Appropriations for Expenses and Other Expenditures for the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2026, and Declaring an Emergency

2. An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section160.14 Acting Interim Pay, and Declaring an Emergency

3. An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,300,000, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

4. A Resolution Authorizing the City Auditor to Fund the Health Savings Accounts for 2026

10. RESOLUTIONS - CONSENT AGENDA

a. A Resolution Authorizing the City Auditor to Remove Report Writing Workstations from the City's Fixed Asset List for the Reynoldsburg Police Department

b. A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Frankling Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Program with ODNR and Ohio EPA

c. A Resolution Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services

d. A Resolution Authorizing the Mayor to Sign an Agreement with the City of Columbus for Snow and Ice Removal Services

e. A Resolution Authorizing the Mayor to Reject All Recycling Processing Bids and Reissue Bid Invitations

f. A Resolution Authorizing the City Auditor to Fund the Health Savings Accounts for 2026

11. CONSENT AGENDA FOR EMERGENCY ADOPTION

a. An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

b. An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section160.14 Acting Interim Pay, and Declaring an Emergency

12. CONSENT AGENDA FOR FIRST READING

a. An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

b. An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

c. An Ordinance to Amend Chapter 958 Stormwater Charges, Section 958.06 Equivalent

Residential Unit of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

d. An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,300,000, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

13. CONSENT AGENDA FOR SECOND READING

a. An Ordinance to Amend Chapter Eleven — Planning and Zoning Code for the City of Reynoldsburg, Ohio

b. An Ordinance Authorizing the Mayor to Enter into a Contract with Builderscape, Inc. for the JFK Park Pickleball Improvements Project, Appropriate Funds Therefor, and Declaring an Emergency

c. An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

d. An Ordinance to Make Final Appropriations for Expenses and Other Expenditures for the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2026, and Declaring an Emergency

e. An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency

14. OTHER COUNCIL MATTERS

a. Interviews for Council President Position

1. Tim Madrid

2. Bhuwan Pyakurel

3. Kirby Samuell

15. UPCOMING MEETINGS

a. December 15, 2025 Council
December 18, 2025 Planning & Zoning Board
December 24, & 25, 2025 Christmas Holiday City Offices Closed
December 31, 2025 New Year's Eve City Offices Closed
January 1, 2026 New Year's Day City Offices Closed
January 12, 2026 Council (Organizational Meeting)
January 15, 2026 Planning & Zoning Board
January 19, 2026 Martin Luther King, Jr. Day City Offices Closed
January 26, 2026 Council

16. ADJOURNMENT

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ADJOURNMENT

Reynoldsburg
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MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
November 24, 2025

CALL TO ORDER

Council President Shanette Strickland called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Cotner, Baker, Johnson, Strickland, Towns, Salvati, Pyakurel, Hill

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

Regular Meeting Minutes of November 10, 2025

The regular meeting minutes of November 10, 2025, were approved as submitted.

COMMUNITY COMMENTS

Community Comments

Susan Brusk and Angela Abram
Christmas on the Town

Ms. Susan Brusk and Ms. Angela Abram spoke about Christmas on the Town, December 6th 10-3. There will be entertainment, refreshments and popular favorites – Santa and Mrs. Claus, carriage rides, secret Santa shopping, and a treasure hunt. There will be events at Cotner Funeral Home. Various businesses will provide snacks and music.

Deepti Pyakurel
209 Deanscroft Drive

Ms. Pyakurel stated that Sewa Diwali is an initiative by Dharmic communities, individuals and organizations like Yoga, Spiritual, Hindu/Buddhist/Sikh/Jain centers, Temples, Gurudwaras, Linguistic and Indian socio-cultural organizations who believe in the Sewa Dharma, i.e. Service to Humanity is Service to Divinity. Foster togetherness and Sewa (selfless giving) for the welfare of society, by promoting the festive and enlightening spirit of Diwali.

President Strickland thanked Ms. Pyakurel for her leadership and that it is always good to see young people stepping up and being involved in the community.

Mayoral Comments

Mayor Begeny

Mayor Begeny stated that the City of Columbus recently notified City administration about the increase in the water rates. The City of Columbus is proposing an 18% increase in water rates, an 8% increase in sewer rates, and a 2% increase in storm rates. These increases will go into effect after the first of the year. Mayor Begeny explained that he, along with the Mayor of Bexley and the Mayor of Gahanna, reached out to Columbus to set up a meeting which is scheduled for tomorrow, Tuesday, November 25. We're unique among some of the other communities that do utilize Columbus Water. Once the water enters the City of Reynoldsburg it's ours, and we maintain all infrastructure and yet there are concerns about this increase in rates so they will have those conversations tomorrow. Mayor Begeny explained that they do have a contract with the City of Columbus so there is not a significant amount of wiggle room.

Councilmember Baker stated that it is interesting that they scheduled the meeting for Tuesday since they are voting on this issue on Monday. Mayor Begeny stated that he believes they have already passed this issue.

Mayor Begeny explained that his concern is that community members in Reynoldsburg don't have an issue with paying the water bills but it can become a problem when we are paying for things that are not directly benefiting the citizens of Reynoldsburg. They are concerned that we are paying for infrastructure and improvements for regional economic development in other communities and they are passing the cost off onto us. So, they are hoping to get more explanations for that. Councilmember Baker stated that he agrees with this sentiment.

President Strickland thanked Mayor Begeny for advocating for the City of Reynoldsburg and would like to know if there is some opportunity to negotiate what these rates may look like. She agrees with what Councilmember Baker expressed about the rates being pushed onto smaller communities, especially when we are not directly benefiting from the rate increases. President Strickland asked if the Olentangy and Polaris areas will also be receiving an 18% increase. Mayor Begeny stated that it is dependent on the status of their community and whether they are a Master Meter community or if Columbus services these communities with infrastructure along with the water. Mayor Begeny believes that communities who receive additional services from Columbus should be receiving an even higher increase in rates.

Councilmember Pyakurel asked if this year's increase is higher than previous years. Mayor Begeny stated that this year's increase is significantly higher than past years. Last year was around 7%.

Mayor Begeny stated that the Christmas tree lighting will be December 5 from 5:30pm to 8pm. There will be a number of activities including the Reynoldsburg Orchestra, the Reynoldsburg Community Band Jazz Ensemble, Singing with Sign will be there which is a singing group that also does sing language, among other activities.

Mayor Begeny stated that earlier today the City of Reynoldsburg was awarded the Ohio Public Works Commission grant funding for improvements in the 256 corridor. The improvements are focused on the five-way intersection and leading down toward Taylor Road SW. There will be a new traffic signal and the area will be more ADA compliant with improved crosswalks and curb ramps. There will be some changes to the pavement marking and it will allow for additional turn lanes. The project cost as of right now is listed at $4,042,504 and the City was awarded $2.6 million in grant dollars, $878,000 in 0% interest loans, which leaves the City responsible for only about $542,000 out of the $4 million dollar project total cost. Engineering will begin this year and construction will start some time in 2027.

ELA Enriched Kids Presentation

Ms. Brianna Mullet introduced two students, Cadence Frye and Cheryl Trumbledye, from Waggoner Road Junior High that are in the Enriched ELA program. They wanted to thank Council for the opportunity to share this initiative with them.

The Reynoldsburg Community Initiative's main purpose is to help children from ages 4 to 17 to improve their social interaction with their peers and help protect them, while teaching them how to use their vocabulary and to be role models in their community. The issue they would like to address is the lack of social in young people, which can lead to issues every day. It can lead to problems like vulnerability, bullying, mental disorders, and other issues. This can have a large impact on their future and how they interact with other community members. According to the Mental Health Center, research shows that social skills enhance children's ability to interact with others and respond to various social situations. This shows why it is so important to teach these skills. Teaching social skills is important because they do not want people to suffer throughout life because they are not able to easily interact with people. This can have a great effect on children because they are still developing and can help them create a happier and better life.

Their plan is to set up an after-school program that is free for students. Their project will focus on children's social skills; they will view how a child interacts with their community in order to improve their social skills and allow them to better understand the people around them. The students explained that they would like to address this problem because of the potential impact it can have on children's future. During the program, they will learn more about how to properly use their social skills by practicing interacting with the community through fun activities, how to use vocabulary correctly, among other skills. They believe this can have a positive impact on children because it can teach them how to be respectful to peers.

COMMUNICATIONS

October Treasury Board Meeting Minutes

Community Shelter Board Information

REPORTS

Development, Parks & Recreation Committee

This is the Development, Parks & Recreation Committee meeting for November 24, 2025.

Members in attendance are: Councilmember Cotner, Councilmember Towns, Councilmember Hill, Chair Salvati, and President Strickland.

An Ordinance Authorizing the Mayor to Enter into a Contract with Builderscape, Inc. for the JFK Park Pickleball Improvements Project, Appropriate Funds Therefor, and Declaring an Emergency

Director Bauman explained that this Ordinance authorizes the Mayor to enter into contract with Builderscape to begin the conversion of JFK Park tennis courts and appropriate funding. They have requested an emergency approval on the third reading so that they can meet the contractual deadlines and get all paperwork signed. Director Bauman stated that they would hopefully, in January, begin ordering any necessary supplies. They will be receiving a $150,000 reimbursement from ODNR at the completion of this project.

Councilmember Salvati made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Towns. Motion carried.

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Public Safety, Law & Courts Committee

This is the Public Safety, Law & Courts Committee meeting for November 24, 2025.

Members in attendance are: Councilmember Cotner, Councilmember Towns, Councilmember Hill, Chair Johnson, and President Strickland.

A Resolution Authorizing the Reynoldsburg Police Department to Submit an Application for the Drones for First Responders Pilot Program Grant

Deputy Chief Binder stated that they are requesting permission to apply for a grant for drones for the First Responders Pilot Program Grant as part of their budget submission for this year. The police department is requesting funds to develop a drone first responder program and the Department of Transportation is offering grant money for municipalities. The grant would reimburse the department for hardware, software, training, and regulatory support.

Councilmember Cotner asked what this drone would be used for and how many people will be certified to operate the drone. He explained that this is a great opportunity and it excited to learn more about it. Deputy Chief Binder stated that it will be used to supplement patrol efforts. There is typically 1 officer who will operate the drone and one - two officers helping assist in monitoring the drone. The difference in the new drone program is that it is more of an automatic response for certain kinds of calls they receive. Instead of having to send a car with the drone in it, the drone will be able to leave straight from the department to the site of the call. Councilmember Cotner asked who will be authorized and responsible for watching the drone while it is being used. Deputy Chief Binder stated that they have not figured out all the details yet because there are still some regulatory things to consider and changes with the FAA and the Federal Department of Transportation. They currently have pilots who are trained by federal guidelines and there is FAA testing and licensing but they expect some of that to change. There may also be an opportunity for dispatchers to launch the drone, but as far as piloting it, it is mostly autonomous.

Councilmember Pyakurel asked how much money they are requesting for this program. Deputy Chief Binder stated that they are requesting around $130,000 but they are trying to supplement that cost by applying for that grant.

Councilmember Baker asked if this drone program will be modeled after Columbus's drone program. Deputy Chief Binder stated that it is different because Columbus will have officers that are able to launch drones from their vehicles when needed.

Councilmember Johnson made a motion to forward this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for November 24, 2025.

Members in attendance are: Councilmember Cotner, Councilmember Towns, Councilmember Hill, Chair Pyakurel, and President Strickland.

An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

Director Dorman stated that they are requesting authorization to enter into a contract with Compton Construction for construction and design services to convert the large conference room into more office space, roughly 3–4 offices. As the City continues to grow, we have to find space for more employees in City Hall. They are also looking to convert the back of Council Chambers to conference rooms and will remove approximately the last 3 rows of chairs.

President Strickland asked if we would still be able to see out into the entrance of City Hall with this new conference room. Director Dorman stated that it would be glass so it will still be able to be seen through.

Councilmember Pyakurel asked if they planned to fix parts of the ceiling as well. Director Dorman stated that they are planning to repair the ceiling. They are slowly getting through all the repairs needed for City Hall like the stairwell.

Councilmember Pyakurel made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Hill. Motion carried.

An Ordinance Authorizing the Mayor to Grant Columbia Gas of Ohio, Inc. a Gas Pipeline Easement (8,308.4 +/- Square Feet), and Declaring an Emergency

This item has been requested as a single-read emergency.

Director Dorman stated that as part of the Parks and Public Service garage they are currently building, there is a need to improve the overall gas facility to the building. They have been working with Columbia Gas over the last few months, and they have provided a plan for what they believe is the best option for this property. As part of this new plan, a new easement will need to be dedicated. The cost would be paid for out of the existing contingency amount.

Councilmember Pyakurel asked why this is being requested as a single-read emergency. Director Dorman stated that they have been working with Columbia Gas for months on this and now that they have a solution, it needs to be completed as soon as possible because they cannot finish this project until the old service building can be torn down. For the old building to be torn down, they have to be able to move into the new building.

Councilmember Pyakurel made a motion to forward this Ordinance to Council for a first reading and emergency approval. Second by Councilmember Towns. Motion carried.

This Ordinance will be forwarded to Council as a single-read emergency.

An Ordinance Authorizing the Mayor to Accept the Funds from the Ohio Bureau of Workers Compensation (BWC) Safety Intervention Grant for the Purchase of a Portable Traffic Signal from A & A Safety, and Declaring an Emergency

This item has been requested as a single-read emergency.

Director Dorman stated that several months ago he came to Council to request the authorization to apply for a grant and was later awarded this grant money. The money that the City has to match the grant is already in the water and sewer account, so they are not requesting any new money. The Ohio Bureau of Workers Compensation has already set aside the money for this in an account, and they are now requesting a receipt showing that the City has authorized the money to pay for this portable traffic signal.

Councilmember Pyakurel made a motion to forward this Ordinance to Council for a first reading and emergency approval. Second by Councilmember Towns. Motion carried.

This Ordinance will be forwarded to Council as a single-read emergency.

A Resolution Authorizing the Mayor to Accept Public Infrastructure Associated with Summit Crossing, Sections 1A and 1B

Director Dorman explained that this development is being constructed off Summit Road, and they are now asking the City to accept the road they constructed as public infrastructure. They are planning to create two model homes soon to have those available, as well.

Councilmember Pyakurel made a motion to forward this Ordinance to Council for approval. Second by Councilmember Hill. Motion carried.

A Resolution Authorizing the Mayor to Accept Public Infrastructure Associated with Spring Hill Farms, Sections 4A and 4B

Director Dorman stated that this Resolution is for the development off of Waggoner Road and is specifically for the section at the back of the property. Spring Hill Farms is requesting that the City accept their infrastructure.

Councilmember Pyakurel made a motion to forward this Ordinance to Council for approval. Second by Councilmember Hill. Motion carried.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for November 24, 2025.

Members in attendance are: Councilmember Salvati, Councilmember Johnson, Councilmember Pyakurel, Chair Baker, and President Strickland.

Worksession - 2026 Budget

An Ordinance to Make Final Appropriations for Expenses and Other Expenditures for the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2026, and Declaring an Emergency

This legislation is only a work session. Directors will provide an overall review of 2026 for each of their departments.

Mayor Begeny stated that in previous years they were able to present the budget in two sections: one being the expected amount each department would be requesting and the second being the expected revenue. Due to some staffing issues in the Auditor's department, they are unable to present some of this information at this time. They wanted to stay on track as best as possible, so department directors will be presenting their proposed budgets tonight, but there may be some items missing. Some of the items they are unsure about at this time include some development-based grants, the minority, female, and veteran grant, potential funding for the 5013c community, anything from the CIP, although they do still feel comfortable planning for residential street improvements over the next 3 years and already have which streets chosen for this program. There will also not be information on the Summit Road and 256 OPWC grant. There are two grants that are currently out there right now, which are for the Brice Road alignment Safe Streets Grant and hopefully improve the streetscape, including the wall between Wendy's and the Jolly Pirate. They would also like to address the

area between Hansen and Taylor Road in the Main Street sidewalk program. The only other item that was not included was the economic impact study that was requested by local business owners to better understand the potential impact of the BRT.

Councilmember Baker asked if there was an estimate as to when the revenue numbers would be available. Mayor Begeny stated that this has already gone on longer than he would prefer, so they employed Baker Tilly to assist with the revenue programs. Baker Tilly is the City's bond counsel, and they have worked with admin in the past to present the budget for state recognition. Their intent is to have this information prepared before the December 8 Council meeting.

Councilmember Baker also asked if they were able to project any losses to the City based on the potential laying-off of employees from Amazon located in either JEDD 1 or 2 in Etna. Mayor Begeny stated that he does not believe Amazon relegates any money to the City of Reynoldsburg. Attorney Shook clarified that Amazon is located in Newark's JEDD Z 1 with Etna, not JEDD 1 with Reynoldsburg.

Councilmember Hill asked whether they ended up having a City-funded or grant-funded economic impact study, if the study found that the BRT would cause extremely unfavorable outcomes for businesses what would be the course of action. Mayor Begeny stated that it is partly for data, but if they decided to go a different route it would impact how COTA constructs the entire line in general. He explained that there will be options if that is the case.

Director Bauman stated that for Parks and Recreation Department supplies in the 5200 line item, they are seeing an increase in that area, specifically uniform purchasing which is tied to the union contract that was signed this past year. There are certain numbers, frequencies, and quantities in which items need to be purchased for the members of the union. They also purchase coats for non-union staff as well as recreation supplies. There will also be an increase in the programming supplies like paint brushes, soccer balls, basketballs, and things like that. In the 5300 line item, which is services that are completed by someone from outside the City, there has been about a 15% reduction in cost. In the capital equipment, which is the 5600 line item, there is a significant increase because they do need to replace two trucks that are aging out and need extensive repairs, as well as two larger mowers that have spent more time in the shop than they have mowing grass. They are looking to replace these items in the upcoming years. For the Senior Center budget, it remains mostly stagnant with only an increase in their gas line item, which is fuel for the bus and the 15-passenger van.

Councilmember Baker asked if there were any future plans to renovate the Senior

Center at some point. Director Bauman stated that there will possibly be funding in the CIP for either renovation or an addition. They have been able to update the bathrooms and the kitchen in that building, so it may be time for the floors to receive an update as well.

Deputy Chief Binder stated that most of next year's budget will maintain levels from the previous year. They are requesting to add a police dispatcher, which would bring the department to a total of 10 dispatchers. Currently, there are times when only one dispatcher is working, which increases their work load, and after 6pm there are no records clerks in the department, so the dispatchers must also assist citizens that come into the department.

Director Dorman stated that the Service Department does have many projects going on and future plans at this time. They will mostly be maintaining current standards. With the union contract that they adopted earlier this year, it will give them some predictability moving forward for the next several years. In the Water Department, they are looking to add a superintendent. In the Street Department, there are two superintendents, one that handles the streets area and one that handles the stormwater area. In the Water Department, water and sewer are very intertwined but also unique. They have been able to function with only one superintendent in the past but feel the need to add another as they are getting more breaks and backups. They are trying to stay ahead, so it would be beneficial to have two qualified superintendents to run those crews and respond to situations faster. The biggest increase in this department will be because of the increase in the rates set by the City of Columbus, so there will be a significant increase in that area. They have one vehicle, the camera truck, that Council authorized previously, but they did not like the options they were seeing. They plan to advertise that again and hopefully purchase a vehicle at state pricing. The Street Department has no significant increases besides uniforms and things like that based on the new union contract. They hope that these new uniforms will make City employees more recognizable when they go to a resident's door. The Building Department has no significant increases as they are fully staffed for the first time in a long time. They now have four code enforcement officers and a supervisor in that department that manages the officers. With the department being fully staffed, they are now in need of a new vehicle. They had funds to purchase a vehicle in the past but were not able to find what they needed within the budget that had been set. They plan to let that money fall off and go back into the account, then possibly request re-authorization to purchase a vehicle next year. There will be no increase in Refuse this coming year as they are currently at a fixed rate. The recycling process is divided into two parts, which are collection and processing that each have their own cost. There are no major items in Public Service.

Councilmember Baker asked for clarification on the transportation and processing

of recycling. Director Dorman stated that Local Waste transports the recycling while Rumpke does the processing. There is some revenue sharing in this and occasionally the City does receive checks back if they receive enough recycling.

Director Dorman stated that as they move to the new service building, there will be some changes to utilities, and they will do their best to estimate how that will affect the City. They will be moving from an older building that is very energy inefficient, to a new building that is very efficient. With that will come some changes, but hopefully good changes.

Mayor Begeny added that they are hoping to include the streets program in the budget this coming year so they can alleviate any concerns about the use of emergency legislation.

Councilmember Baker asked about the streetlight program and LED conversion and how it has been beneficial. Director Dorman stated that he has not taken the time to look into that but will have to do some analysis over the last few years to see the cost savings.

Development Director Meyer stated that there are some items he would have liked to include in his budget proposal, like small business grants, an exterior facade grant program, and a performance center program that is a tax incentive for companies that bring in over 20 jobs or something similar. He is happy to discuss these programs at another time but wanted to inform Council about the possibilities. Director Meyer explained that outside of staff and health insurance, his budget is only about $4000 different from the 2025 budget. The only changes are in the engineering, architecture, and miscellaneous contract services. This includes planning, studies, and meetings working with engineers from EMH&T. There is also a fiber study looking at how to address changes in the City and that cost is about $68,000. This would explain options and information for potentially creating a fiber network if the City wished to do so. The cost of health insurance within this department has doubled and that will created a significant increase along with transitioning one role from an administrative assistant to an economic development person who will focus on working with businesses. Director Meyer stated that most of his staff is for planning, and he is the only person that typically deals with economic development. He believes it would be very beneficial for the City to have more assistance in that area.

Councilmember Baker believes it would be a great idea to have someone dedicated to working with businesses in the City. He also gave a shout-out to former Councilmember Bryant for pushing the City to discuss fiber options more seriously.

Human Resources Director Cornell stated that she only has one item to discuss, which is an increase in OSHA supplies to accommodate the purchase of new defibrillators and the rising cost of medical supplies.

Communication and Events Director Clemens stated that their department is requesting an increase that is directly tied to planned projects. The miscellaneous contract services will be increasing due to the community survey that is intended to be completed every 3 years, with the last survey being done in 2023. There will be a significant increase in printing and advertising as they will be revamping the City website, which they would like to do every 4 years. They will be changing the website to make it ADA compliant, add a new notification system with emergency and regular messaging, among other additions. This will include advertising and printing to ensure that residents know how to use these new tools and market some of the new features. There is an increased need for furniture as they anticipate the need to furnish three new offices next year as well as a vehicle contingency in the event that that becomes necessary.

Councilmember Baker asked for clarification on the budget for entertainment items. Director Clemens stated that she feels very comfortable with the budget they currently have.

Councilmember Pyakurel asked about multiple language options for City communications and advertising. Director Clemens stated that they have been working to build on this, and they plan to research marketing firms in the area that offer services with multiple language options.

Mayor Begeny stated that one of the last items he will go over is the IT budget, which includes one of the most significant increases due to a long-needed financial software upgrade. They are in the process of creating an RFP that will hopefully be put out before the end of the year. This will be approximately $600,000 but once the RFP officially goes out, they will begin to receive bids and be able to make an official determination. Everything else in the IT budget is as expected.

Mayor Begeny explained that his budget is a bit different this year because in past years, communications and events had been included in his budget but has now moved to its own department and budget.

Attorney Shook stated that there are a few significant changes in his budget for 2026. In past years they have partnered with other suburban communities to provide victim advocacy services to victims of crime in the community, specifically with respect to domestic violence. Most recently, they have been sharing the cost

with the City of Hilliard, but they would like to bring this service in house. They would like to transfer many of those duties over to our recovery court administrator, who has already demonstrated a very strong ability to work with victims and relate to them as they navigate through challenging times, so they are requesting to increase her salary by 5%. In addition, his office also has an assistant, 10-hour a week, prosecutor who's retiring at the end of this year. Matt Roth, who has served the city of Reynoldsburg dutifully for decades, and he's going to be retiring from the city of Reynoldsburg. They would like to take that part-time position and, for the year 2026, were hoping to budget that as a full-time position that could grant us a little bit more flexibility to bring in an attorney in house to provide assistance with the hefty load of civil work that we have here in the City. For context, we are now over 40,000 people, and he has only ever had one full-time assistant City attorney, whereas looking at comparable cities like Lancaster or Newark, which have similar populations, they have at least three or four full-time attorneys. So they are looking to have an additional full-time attorney, taking that position from part-time to full-time. Other notable changes include reducing other services and vendor allocations from $195,000 a year to $126,000, a $70,000 reduction.

Councilmember Baker stated that the recovery court has been so successful in this City that he wanted to ensure that they have a proper budget to continue such vital work. Attorney Shook stated that the most significant increase to the recovery court budget is the salary of the recovery court administrator, and currently they are able to apply for reimbursement through ADMH for up to half her salary. They do plan to request an increase in reimbursement, but that should not impact the budget.

Councilmember Baker asked if it would be beneficial to look into having two full-time attorneys in the future rather than just one. Attorney Shook stated that he is budgeting for two full-time attorneys in his office but does not plan to fulfill that second position at any point within the first 6 months of 2026. He does anticipate, looking forward to 2027, absorbing the prosecution duties from Licking County and Fairfield County which will drop off money that we pay to Newark and Lancaster, but will add responsibilities and duties which could be fulfilled by that new full-time position.

Mayor Begeny stated that directors will be attending the next two meetings to answer questions about their budgets.

This legislation will be brought back to Council for the December 8, 2025, meeting.

An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency

Auditor Cicak stated that this is an annual Ordinance that is brought before Council at the request of the Directors. It will have three reads and then passed as an emergency at the third reading.

Councilmember Baker made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Salvati. Motion carried.

A Resolution Authorizing the Mayor to Enter into a Service Agreement Contract with Kirch Group Technologies, LLC (KGT) for Information Technology Services for the Period of January 1, 2026 through December 31, 2026 and Waive Competitive Bidding

Director Cornell stated that this is for the 2026 IT service contact to provide ongoing IT services for the City throughout the year. They currently have an RFP to solicit vendors for the best all-inclusive software to accommodate the City's departments.

Councilmember Baker made a motion to forward this Resolution to Council for approval. Second by Councilmember Pyakurel. Motion carried.

A Resolution Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2026 and Waive Competitive Bidding

Director Cornell stated that the City cybersecurity insurance for 2026 has a not to exceed amount of $30,000. It is important to ensure the renewal of this insurance as government entities are often targeted by cyber threats.

Councilmember Baker made a motion to forward this Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

RESOLUTIONS - CONSENT AGENDA

RESULT:	**PASSED (UNANIMOUS)**
MOVER:	Baker
SECONDER:	Pyakurel
AYES:	Cotner, Baker, Johnson, Strickland, Towns, Salvati, Pyakurel, Hill

A Resolution Authorizing the Reynoldsburg Police Department to Submit an Application for the Drones for First Responders Pilot Program Grant

A Resolution Authorizing the Mayor to Accept Public Infrastructure Associated with Summit Crossing, Sections 1A and 1B

A Resolution Authorizing the Mayor to Accept Public Infrastructure Associated with Spring Hill Farms, Sections 4A and 4B

A Resolution Authorizing the Mayor to Enter into a Service Agreement Contract with Kirch Group Technologies, LLC (KGT) for Information Technology Services for the Period of January 1, 2026 through December 31, 2026 and Waive Competitive Bidding

A Resolution Authorizing the Mayor to Enter into a Contract for City Cyber Insurance for 2026 and Waive Competitive Bidding

CONSENT AGENDA FOR EMERGENCY ADOPTION

RESULT:	**PASSED (UNANIMOUS)**
MOVER:	Pyakurel
SECONDER:	Salvati
AYES:	Cotner, Baker, Johnson, Strickland, Towns, Salvati, Pyakurel, Hill

An Ordinance Authorizing the Mayor to Grant Columbia Gas of Ohio, Inc. a Gas Pipeline Easement (8,308.4 +/- Square Feet), and Declaring an Emergency

An Ordinance Authorizing the Mayor to Accept the Funds from the Ohio Bureau of Workers Compensation (BWC) Safety Intervention Grant for the Purchase of a Portable Traffic Signal from A & A Safety, and Declaring an Emergency

CONSENT AGENDA FOR FIRST READING

An Ordinance Authorizing The Mayor To Enter Into A Contract With Builderscape, Inc. For the JFK Park Pickleball Improvements Project, Appropriate Funds Therefor, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency

CONSENT AGENDA FOR SECOND READING

An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion,

FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section160.14 Acting Interim Pay, and Declaring an Emergency

OTHER COUNCIL MATTERS

Councilmember Baker thanked RPD, nurses, doctors, teachers, and all who work in hospitals.

UPCOMING MEETINGS

December 4, 2025 Planning & Zoning Board
December 8, 2025 Council
December 15, 2025 Council
December 18, 2025 Planning & Zoning Board
December 24 & 25, 2025 Christmas Holiday City Offices Closed
December 31, 2025 New Year's Eve City Offices Closed
January 1, 2026 New Year's Day

ADJOURNMENT

As there was no further business, Council President Strickland adjourned the meeting.

_____
Shanette Strickland, Council President

_____
Mollie Prasher, Clerk of Council

The Honorable Joseph Begeny
Mayor, City of Reynoldsburg

and

Mollie Prasher
Clerk of Council
City of Reynoldsburg

Subject: Resignation Effective December 14, 2025

Dear Mayor Begany and Clerk Prasher,

Please accept this letter as my formal notice of resignation from my position as City Council President, effective December 14, 2025.

It has been an honor and privilege to serve the residents of Reynoldsburg and to work alongside my colleagues in advancing the city's goals. During my tenure, I have deeply valued the opportunity to contribute to initiatives that strengthen our community and improve the quality of life for all residents.

As I prepare for this transition, I will do everything possible to ensure a smooth handover of responsibilities. I remain committed to supporting the city's continued success and growth in any way I can.

Thank you for the opportunity to serve and for the trust placed in me during my time on Council.

With sincere appreciation,
Shanette E. Strickland
President, Reynoldsburg City Council

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: Clerk of Court Report for November 2025

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

I am submitting monies collected from the courts held on 11/6, 11/13, 11/20, and 11/26/25. I am also submitting monies collected during the same period pursuant to City Ordinance No/s. 146-94 and 104-02.

Fines &Waivers/Bond Costs/OLF Releases/Bond Forfeitures Order In	(#110.4512)	$ 10,147.00
Court Costs & Misc. Costs Assessed	(#110.4510)	$ 11,842.00
Sub-Total (To General Revenue Fund)		$ 21,989.00
Computerization Needs Fund	(#211.4510)	$ 2,002.00
Enforcement & Education Fund (Misc. Costs)	(#293.4616)	$ 25.00
Sub-Total		$ 2,027.00
Total Amount Submitted		**$ 24,016.00**

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: West Licking Fire District - October 2025

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Filter statement

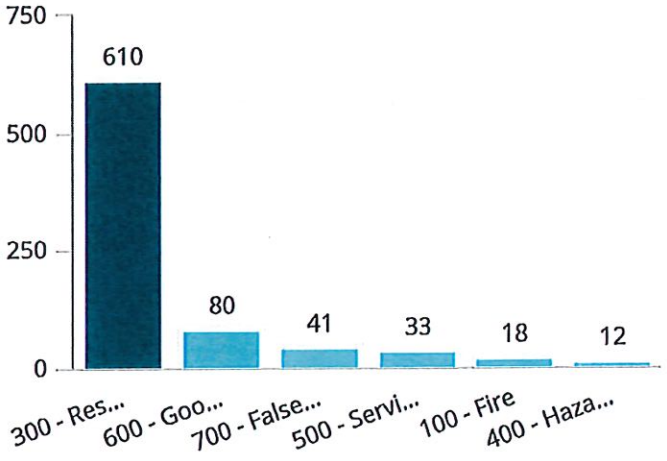
Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Fire Incident Types

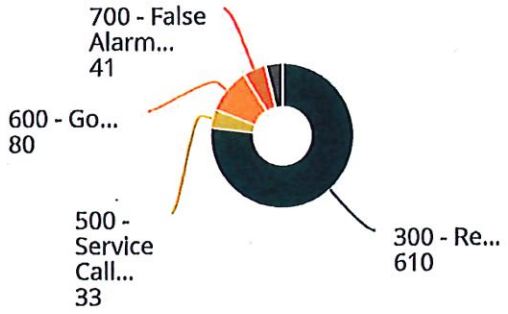
Classifies types of fire incidents by type group

Count of Total Incide...	Fire Calls	EMS Calls	Other Calls
Count of Incidents 794	Count of Fire Calls 18	Count of EMS Calls 610	Count of Other Calls 166
	Percent of Fire Calls 2.3%	Percent of EMS Calls 76.8%	Percent of Other Calls 20.9%

Count of Incidents by Incident Type Group and Year



Percentage of Incident Type Group



Payment Listing

October 2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
3288-2025	10/24/2025	10/22/2025	EW	LOCAL #3025	$3,360.08	C
3289-2025	10/24/2025	10/22/2025	EW	OH DIVISION OF CHILD SUPPORT	$3,162.83	C
3290-2025	10/24/2025	10/22/2025	EW	OHIO DEFERRED COMPENSATION	$5,816.32	C
3291-2025	10/24/2025	10/22/2025	EW	RITA	$1,170.18	C
3294-2025	10/24/2025	10/27/2025	EW	TASC	$3,501.92	C
3295-2025	10/24/2025	10/27/2025	EW	TREASURER STATE OF OHIO	$11,139.20	C
3296-2025	10/24/2025	10/27/2025	EW	US TREASURY	$66,998.75	C
3297-2025	10/30/2025	10/29/2025	EW	Ohio Public Employees Retirement System	$7,538.56	C
3298-2025	10/31/2025	10/29/2025	EW	Ohio Police & Fire Pension Fund	$307,984.24	C
19262	10/10/2025	10/06/2025	WH	MATRIX TRUST CO	$6,575.00	C
19263	10/10/2025	10/06/2025	WH	POLICE & FIREMEN'S INSURANCE ASSOCI	$54.00	C
19264	10/10/2025	10/06/2025	WH	SBG-VAA	$250.00	C
19331	10/24/2025	10/22/2025	WH	MATRIX TRUST CO	$6,575.00	C
19332	10/24/2025	10/22/2025	WH	POLICE & FIREMEN'S INSURANCE ASSOCI	$54.00	C
19333	10/24/2025	10/22/2025	WH	SBG-VAA	$250.00	C
				Total Payments:	$1,158,527.89	
				Total Conversion Vouchers:	$0.00	
				Total Less Conversion Vouchers:	$1,158,527.89	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Filter statement

Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Fire Incident Count

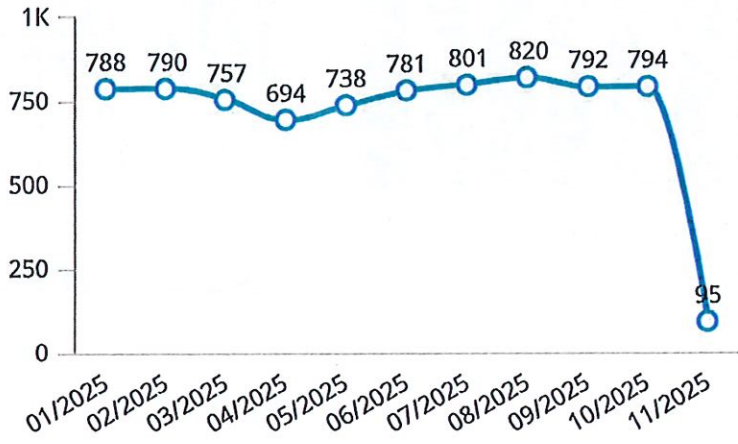
Count of Incidents by month, station, shift, unit and type

Count of Total Incidents

Count of Incidents

794

Incident Count by Month (This Year)



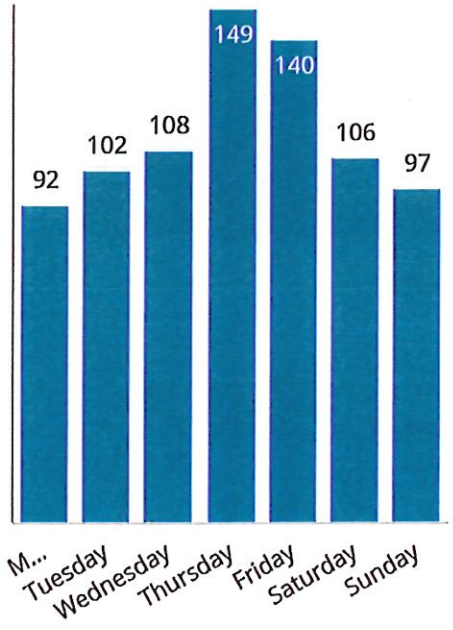
Fire Incident Count

Nov 5, 2025 10:17:12 AM Fire Incidents

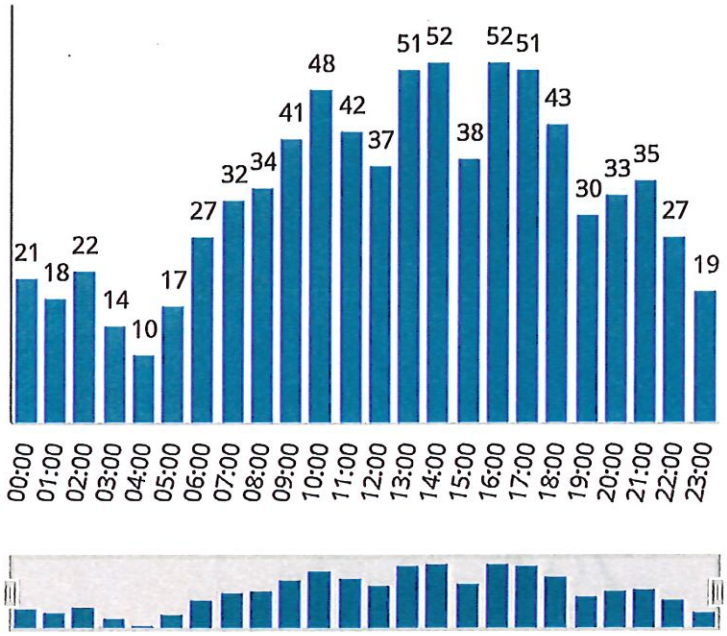
Filter statement

Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Incident Count by Day of Week



Incident Count by Hour of Day

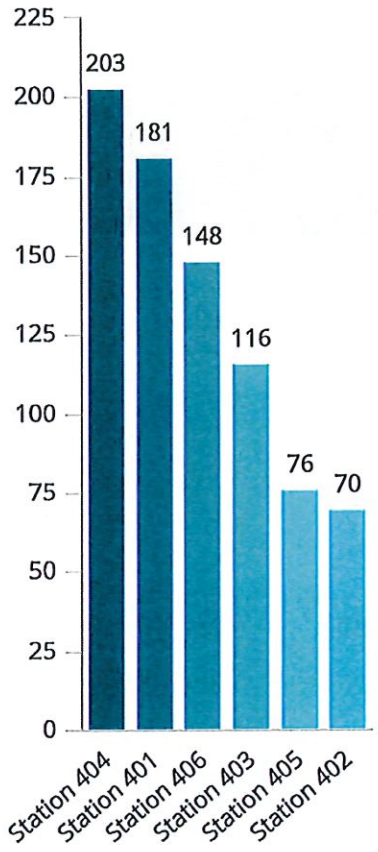


Fire Incident Count Nov 5, 2025 10:17:12 AM Fire Incidents

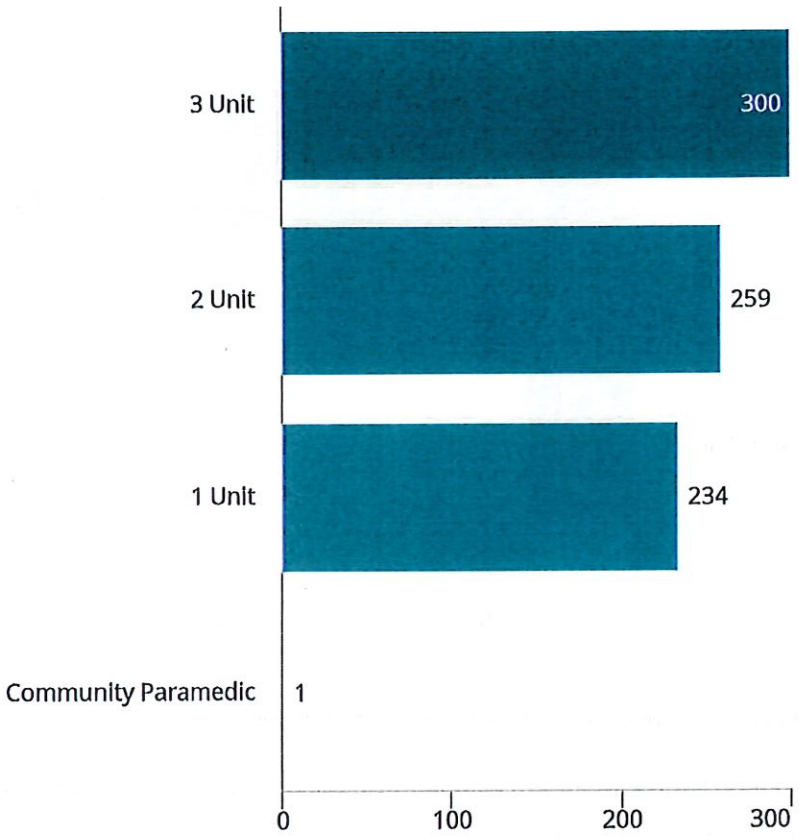
Filter statement

Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Incident Count by Station



Incident Count by Shift

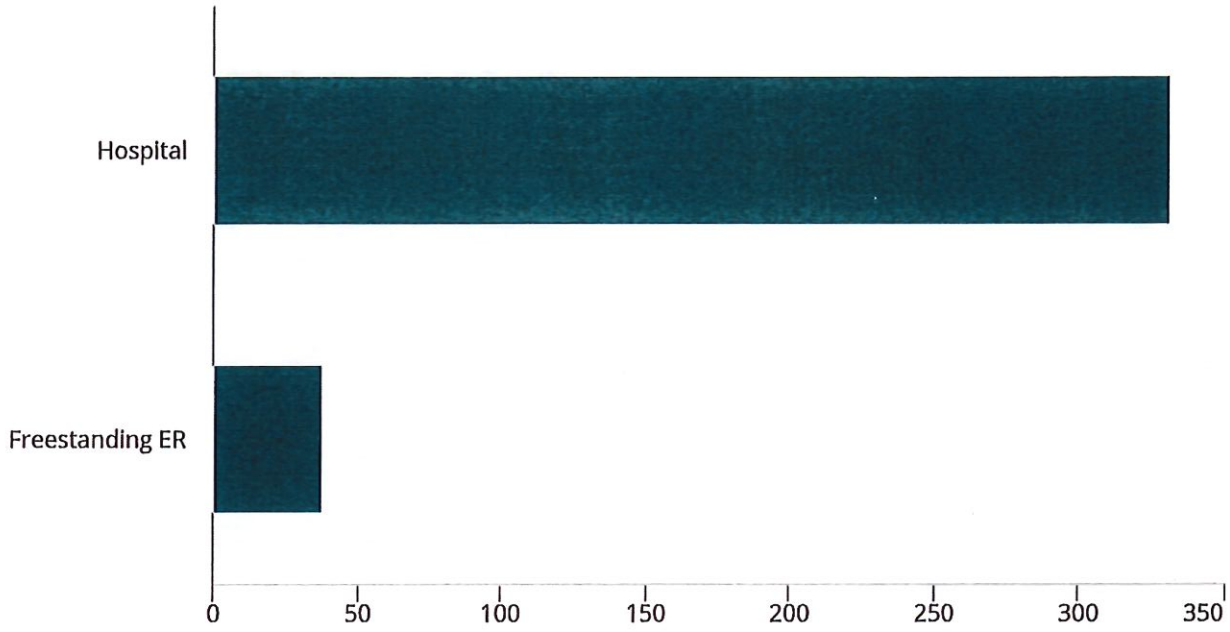


Transports by Destination and Turnaround Time Nov 5, 2025 10:20:37 AM EMS

Filter statement

Filters **Dispatch Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true 1 more...

Destination Types



Count and Percentage of Incidents at each Destination

Destination Location Name	Count of Incidents	Percent of Incidents	Me
Mount Carmel East Hospital	156	42.28%	
Licking Memorial Hospital	83	22.49%	
Ohio Health Pickerington Emergency Care Center	37	10.03%	
Mount Carmel Reynoldsburg	34	9.21%	
Nationwide Children's Hospital	23	6.23%	
MC New Albany	19	5.15%	
Ohio Health Reynoldsburg	6	1.63%	
OSU Wexner Medical Center	3	0.81%	
St. Ann's Mt. Carmel Hospital	2	0.54%	
Grant Medical Center	2	0.54%	
OSU East	2	0.54%	
Riverside Methodist Hospital	2	0.54%	
Grand Total	369	100.00%	

Filter statement

Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Fire Resources - Personnel and Units

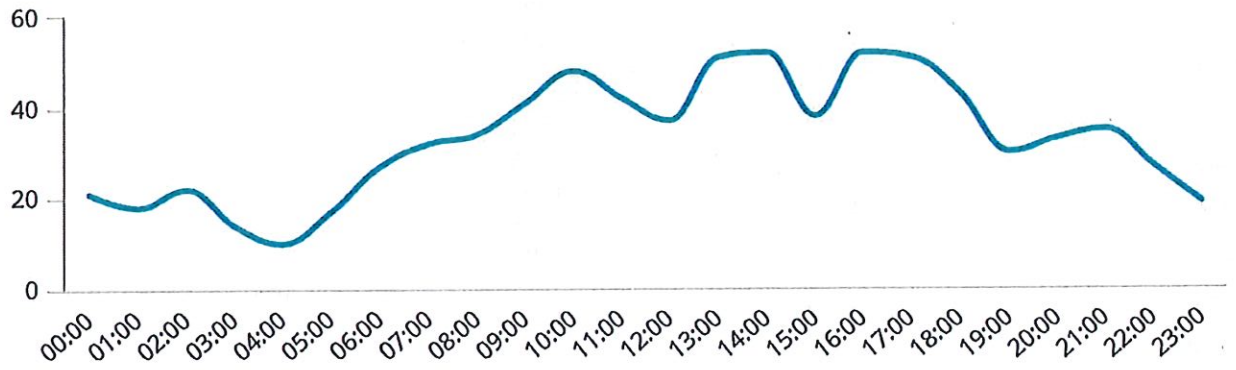
Total Incidents

Count of Incidents
794

Average Time On Scene

Average Time On Scene
34m:21s

Call Volume over Time



Fire Resources - Personnel and Units (call volume) Nov 5, 2025 10:22:10 AM Fire Incidents

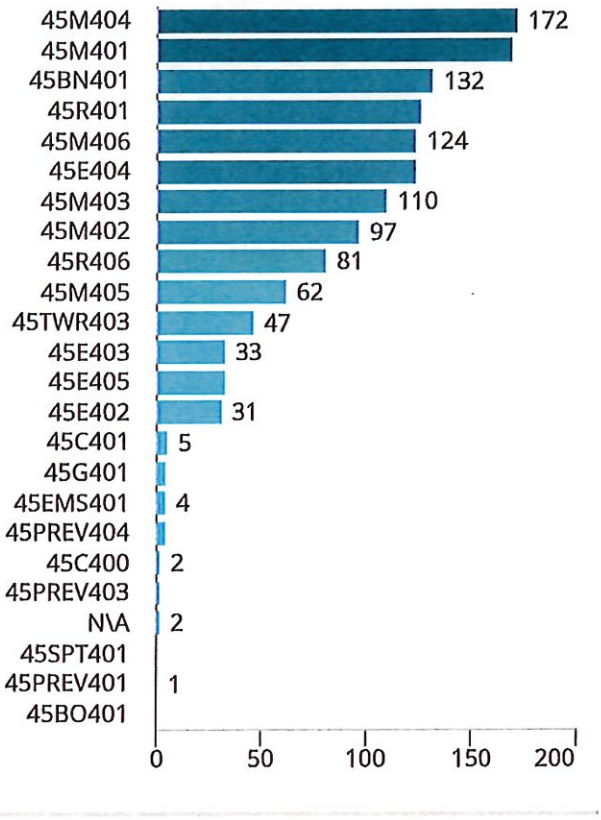
Filter statement

Filters **Alarm Date Range** 10/1/25 to 10/31/25 | **Is Locked** true | **Is Active** true

Breakdown of Calls by Unit

Unit Name	Percentage of Calls	Averag
45BN401	16.62%	
45BO401	0.13%	
45C400	0.25%	
45C401	0.63%	
45E402	3.90%	
45E403	4.16%	
45E404	15.62%	
45E405	4.16%	
45EMS401	0.50%	
45G401	0.50%	
45M401	21.41%	
45M402	12.22%	
45M403	13.85%	
45M404	21.66%	
45M405	7.81%	
45M406	15.62%	
45PREV401	0.13%	

Count of Calls by Unit



Count of Incidents

Count of Incidents

Count of Incidents

794

Count of Incidents with Aid Given or

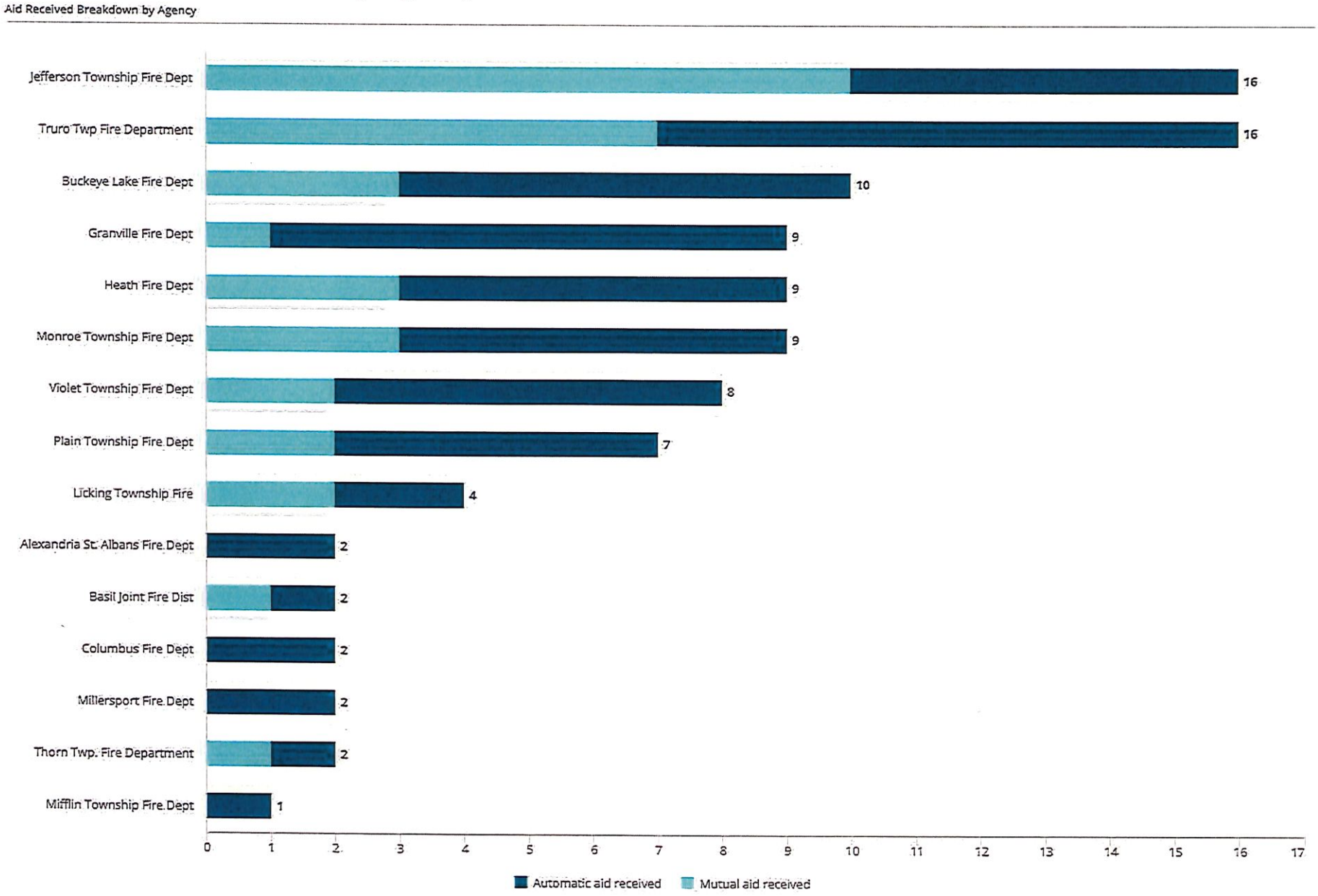
Count of Incidents with Aid Given or Received

Aid Given Or Received

147

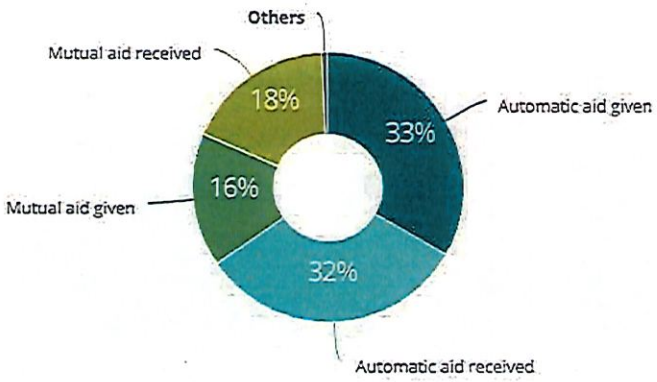
Percent of Aid Given or Recieved **18.5%**

Aid Received Breakdown by Agency



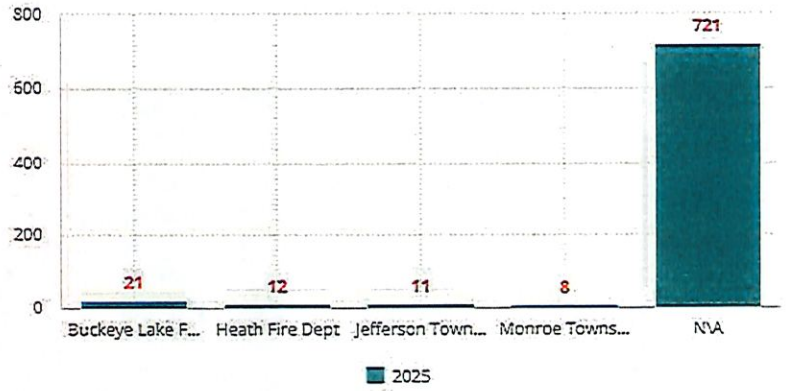
Breakdown of Aid Given/Received

Breakdown of Aid Given/Received



Aid Given By Agency (current year)

Aid Given By Agency (current year)





Overlapping EHR Incidents Worksheet

	10/1/2025
	11/1/2025
	427
	795
	54%

Incident Number	Time in Dispatched	Time in Call Closed	Overlapping
2025-00006954	10/1/2025 1:31	10/1/2025 1:42	
2025-00006955	10/1/2025 5:50	10/1/2025 6:15	0
2025-00006956	10/1/2025 7:24	10/1/2025 8:11	0
2025-00006957	10/1/2025 7:26	10/1/2025 8:24	1
2025-00006958	10/1/2025 7:38	10/1/2025 8:39	2
2025-00006959	10/1/2025 8:11	10/1/2025 8:59	2
2025-00006960	10/1/2025 8:36	10/1/2025 9:13	2
2025-00006961	10/1/2025 10:25	10/1/2025 10:30	0
2025-00006962	10/1/2025 11:03	10/1/2025 11:53	0
2025-00006963	10/1/2025 11:53	10/1/2025 12:54	0
2025-00006964	10/1/2025 13:32	10/1/2025 14:25	0
2025-00006965	10/1/2025 13:37	10/1/2025 14:05	1
2025-00006966	10/1/2025 14:06	10/1/2025 15:01	1
2025-00006967	10/1/2025 14:37	10/1/2025 15:28	1
2025-00006968	10/1/2025 14:47	10/1/2025 15:27	2
2025-00006969	10/1/2025 15:32	10/1/2025 16:23	0
2025-00006970	10/1/2025 15:52	10/1/2025 17:12	1
2025-00006971	10/1/2025 15:59	10/1/2025 16:15	2
2025-00006972	10/1/2025 16:12	10/1/2025 17:24	3
2025-00006973	10/1/2025 17:20	10/1/2025 19:00	1
2025-00006974	10/1/2025 18:15	10/1/2025 18:53	1
2025-00006976	10/1/2025 20:38	10/1/2025 20:52	0
2025-00006977	10/1/2025 20:41	10/1/2025 20:54	1
2025-00006978	10/1/2025 21:14	10/1/2025 21:30	0
2025-00006979	10/1/2025 22:12	10/1/2025 22:50	0
2025-00006980	10/2/2025 0:27	10/2/2025 1:06	0
2025-00006981	10/2/2025 1:45	10/2/2025 2:31	0
2025-00006982	10/2/2025 6:13	10/2/2025 6:22	0
2025-00006983	10/2/2025 6:59	10/2/2025 7:16	0
2025-00006984	10/2/2025 7:56	10/2/2025 8:43	0
2025-00006985	10/2/2025 7:59	10/2/2025 8:08	1

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter Eleven — Planning and Zoning Code for the City of Reynoldsburg, Ohio

APPROVALS:

Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

The Following Items Are Included in the Proposed Zoning Code Edits:

1. **Summary Sheet**: Proposed Reynoldsburg Zoning Code Changes 2026: This shee describes the changes made to the Planning and Zoning Code and where they can b in the new, clean zoning code document provided.

2. **New Proposed Zoning Code Changes:** This is the clean document that includes the proposed zoning code changes. This document is the governing document and staff is asking to vote upon.

3. **Redlined Zoning Code Changes:** When created in 2020, the Reynoldsburg Zonir was prepared in Adobe InDesign. Unfortunately, this file type and software program not have a track changes function like in Adobe Reader and is intended to be used v compiling a finished product, not for edits. In an attempt to provide a redlined docu for the Planning and Zoning Board to review, staff exported the InDesign file into Adc Reader and manually included redlined changes. This process modifies the formatt the InDesign Document. This document is to be referred to as a guide that supplem items #1 and #2 above.

An Ordinance to amend Chapter Eleven — Planning and Zoning Code for the City of Reynoldsburg, Ohio

WHEREAS, the City of Reynoldsburg has determined that the Zoning Code of the City should be revised to improve efficiency, address concerns of residents, and maintain consistency with the Reynoldsburg Comprehensive Master Plan from 2018; and

WHEREAS, the modifications are to be made to the Code that went into effect on August 24, 2024, and subsequently amended, most recently by Ordinance No. 40-2024; and

WHEREAS, these amendments are to align and re-calibrate the text to better conform to the usefulness of the code; and

WHEREAS, the Reynoldsburg code should continually be revised to better suit new policies and practices.

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

SECTION 1. That Chapter 11 — Planning and Zoning Code will be amended as shown in Exhibit A attached hereto and incorporated herein.

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

Summary of 2025 Zoning Code Changes

1. Innovation Development Standards & Parking
2. Setbacks regarding townhomes and accessory structures for townhome developments
3. Electric Vehicles
4. Fencing – Innovation
5. Supplementary use for pools & temporary uses (mayor direction) for street sales on main street
6. Lighting Standards
7. Landscaping Standards
8. Signage
9. Large Developments – That can parcel off later
10. Commercial Design Standards
11. Temporary Storage Containers on Construction and Renovation Sites
12. Property Without Direct Street Frontage standards
13. Non-Conforming Section
14. Dwelling – Group Home/ Dwelling – Developmental Disabilities
15. Home Occupation
16. Zoning Certificates
17. Conditional Use Factors
18. Definitions

TABLE 1105.05B: SUMMARY OF BUFFER REQUIREMENTS		
ZONE OR DISTRICT REQUIRING BUFFER	ADJACENT ZONE OR DISTRICT TO REQUIRED TO PROVIDE BUFFER	BUFFER REQUIREMENTS
SR or RM	ORD-C, EMD, or BMD	• 10 foot (10') buffer along all common boundaries; • One (1) tree for every forty feet (40') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
SR or RM	CC	• 15 foot (15') buffer along all common boundaries; • One (1) tree for every forty feet (40') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
Any residential use in any zoning district	Any non-residential use in SR or RM	• 5 foot (5') buffer along all common boundaries; • One (1) tree for every fifty feet (50') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
SR, RM, or residential use in other zoning district	I	• 15 foot (15') buffer along all common boundaries; • One (1) tree for every twenty feet (20') of linear boundary or fraction thereof; • Continuous ten foot (10') high planting, hedge, fence, wall, earth mound or combination thereof.
Any zone (except for Innovation)	Adjacent freeway or arterial	• Twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to a freeway or arteria • One (1) tree for each thirty feet (30') of linear boundary, or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
Any zone (except for Innovation) adjoining a railroad	Any property with a railroad	• Twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to railroad boundaries; • One (1) tree for each thirty feet (30') of linear boundary, or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.

(b) Twenty thousand and one to fifty thousand (20,001 - 50,000) square feet: a total trunk diameter of ten inches (10"), plus one-half inch (1/2") of trunk diameter for every two thousand (2,000) square feet over twenty thousand (20,000) square feet or fraction thereof.

(c) Over fifty thousand (50,000) square feet: a total trunk diameter of twenty inches (20"), plus one inch (1") of trunk diameter for every four thousand (4,000) square feet over fifty thousand (50,000) square feet or fraction thereof.

~~1)~~ ~~All office uses, institutional uses, convalescent and nursing homes and child daycare facilities, including related parking, loading and trash storage areas:~~

(d) Up to nineteen thousand and five hundred (19,500) square feet: one inch (1") in trunk diameter for every fifteen hundred (1,500) square feet or fraction thereof, with a minimum of two inches (2") of total trunk diameter.

(e) Nineteen thousand, five hundred and one to forty-nine thousand and five hundred (19,501 – 49,500) square feet: a total trunk diameter of thirteen inches (13"), plus two inches (2") of trunk diameter for every two thousand (2,000) square feet over nineteen thousand and five hundred (19,500) square feet or fraction thereof.

(f) Forty-nine thousand, five hundred and one (49,501) square feet and more: a total trunk diameter of twenty-five inches (25"), plus two inches (2") of trunk diameter for every three thousand (3,000) square feet over forty-nine thousand and five hundred (49,500) square feet or fraction thereof.

ii. Existing healthy trees and shrubs shall be preserved and incorporated into the overall site and landscape design to the maximum extent practical as determined by the City. Existing trees may be credited toward minimum tree planting requirements as follows:

1. Existing trees, which are preserved, may be credited toward the tree planting requirements of this section according to Table 1105.05A - Credit for Existing Trees. Tree credits shall be given as long as all other provisions and the intent of this Zoning Code are met. Fractional caliper measurements shall be attributed to the next lowest category.
2. No credit shall be given for existing preserved trees that are:
   (a) Not located on the actual development site;
   (b) Not properly protected from damage during the construction process;
   (c) Prohibited species under the caliper size of thirteen inches (13") measured at four and one-half feet (4 ½') above the ground; or
   (d) Dead, dying, diseased, or infested with harmful insects.

iii. In order to apply for credit, existing trees must be protected during construction. All existing trees shall be protected by the placement of an orange construction fence around the perimeter of the tree/trees. In order to protect the root system of the existing trees, said fence shall be installed at a minimum radius from the trunk. The minimum shall be one foot (1') of radius per one inch (1") of caliper of the tree. (ex. On a six inches (6") diameter tree, the fence shall be placed a minimum of six feet (6') from the trunk of the tree.)

iv. No new tree plantings shall be required if existing trees to remain on the site after development, and the aggregate trunk sizes of such trees, meet or exceed the requirements as set forth above.

v. Any combination of existing and new trees may be used to meet the requirements of this section.

I. Property Buffer Requirements.

i. **Grass or Ground Cover Required.** Grass or ground cover shall be planted on all portions of the required buffer not occupied by other landscape material. Trees do not have to be equally spaced but may be grouped. All landscape requirements shall be met by the applicant if his/her property is contiguous to property fully developed prior to the passage of this chapter. A landscape plan meeting the requirements of this section shall be approved by the Planning and Zoning Board or the Planning and Zoning Administrator in conjunction with the site plan and design review process before the commencement of construction on the subject property.

ii. **Community or Club Swimming Pool.** A community or club swimming pool means any pool constructed by an association of property owners or by a private club for use and enjoyment by members of the association or club and their families. Community and club swimming pools are permitted in any district, but shall comply with the following conditions and requirements:

1. A community or club swimming pool shall be intended and used solely for the enjoyment of the members, their families and guests, and guests of the association or club under whose ownership or jurisdiction the pool is operated.
2. A community or club swimming pool and accessory structures thereto, including the areas used by the bathers, shall not be closer than one hundred feet (100') to any lot line.
3. A community or club swimming pool and all of the area used by the bathers, including all adjacent deck areas, shall be so walled or fenced as to prevent uncontrolled access by children.

~~iii. **Fish Pond, Water Garden.** A body of water designed and used as a fish pond or as a water garden shall conform with all yard and setback requirements for accessory structures in the district in which it is located, as well as the following requirements.~~

~~1. Water depth shall not exceed twenty-four inches (24") unless enclosed by a fence forty-eight inches (48") in height with a locking gate.~~

~~2. Water surface area shall not exceed one hundred (100) square feet.~~

D. **Portable Temporary Storage Units.** A zoning certificate shall be obtained from the Zoning Administrator prior to the placement of a portable temporary storage unit on a property when the unit will be on the property for a period of more than seven days. No more than one unit is permitted on a property at any given time, the duration of which shall not exceed a period of fourteen days total. The unit must be placed on a hard surface (not grass), and must be on the property for which it is being used. The use of these units shall be limited to no more than twice in any twelve month period. Permission to exceed these limitations may be granted by the Planning and Zoning Board. A portable temporary storage units is not permitted as a permanent accessory structure regardless of the proposed location of the unit on a parcel.

i. **Calamity exception**. If the portable temporary storage unit is being used to store personal property as a result of major calamity (e.g. fire, flood, or other event where there is significant property damage), the Planning and Zoning Board or Zoning Administrator may extend these time periods.

ii. **Approved construction project.** If the portable temporary storage unit is being used to store materials as part of an approved construction project, the portable temporary storage unit may remain onsite as long as there is a valid open building permit obtained through the City of Reynoldsburg.

E. **Outdoor Storage. The following regulations shall apply to the approval and operation of outdoor storage as an accessory use:**

i. Outdoor storage shall only be permitted in areas identified on the approved site plan. No such activity shall be located closer than fifty feet (50FT) to a residential zoning district boundary or road right-of-way abutting any residential zoning district or within ten feet (10FT) of any road right-of-way. Such activities shall not occupy any required parking area or driveway;

ATTACHMENT SHEET (C)

1107 NON-CONFORMITIES

Non-Conformities

SECTION 1107.01 ADMINISTRATION OF NON-CONFORMITIES

A. The following sets forth the rights of a property owner to continue, enlarge, repair, alter, replace, or discontinue a non-conforming use or structure.

B. Table 1107.01 A summarizes the decisions relative to nonconformities and the role of each of the administrative, quasi-judicial, quasi-legislative, and legislative reviewing parties.

SECTION 1107.03 APPLICABILITY

A. Non-conforming uses are declared by this Code to be incompatible with permitted uses in the zones and districts involved. A non-conforming use of a structure, a non-conforming use of land, or a non-conforming use of structure and land in combination, shall not be extended or enlarged after passage of this Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the zone or district involved.

SECTION 1107.05 EFFECT OF ACTUAL CONSTRUCTION

A. To avoid undue hardship, nothing in this Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially commenced, such substantial excavation, demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently after such excavation, demolition or removal. For the purposes of this Section 1107.05 substantial excavation, demolition or removal shall mean the completion of at least 75% of the scope of applicable work.

TABLE 1107.01 A		
DETERMINATIONS OF:	ZONING ADMINISTRATOR	PLANNING AND ZONING BOARD (PZB)
ENLARGEMENT		
Application Submitted To:	X	
Decision By:		X
Appeal To:		
REPAIR OR ALTERATION		
Application Submitted To:	X	
Decision By:	X	
Appeal To:		QJ
REPLACEMENT		
Application Submitted To:	X	
Decision By:	X	
Appeal To:		QJ
DISCONTINUANCE		
Application Submitted To:	X	
Decision By:	X	
Appeal To:		QJ

KEY	
QJ	Quasi-Judicial Decision

~~SECTION 1107.07~~ ~~SINGLE-FAMILY DWELLINGS~~

~~A. In any zone or district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Code notwithstanding limitations imposed by other provisions of this Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district or zone, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district or zone in which such lot is located, except that the minimum side yards may be reduced ten percent (10%) of the width of the lot, provided that no side yard shall be less than the least of the applicable district or zone regulation and three feet (3FT). Variance of yard requirements shall be obtained only through action of the Planning and Zoning Board (PZB).~~

SECTION 1107.09 CONTIGUOUS LOT

A. If two (2) or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Code, and if all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Code.

SECTION 1107.11 ALTERATION OF NON-CONFORMING STRUCTURE

A. No such non-conforming structure may be enlarged or altered in a manner which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.

B. If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Code that would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

i. No existing structure devoted to a use not permitted by this Code in the zone or district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone or district in which it is located.

ii. Any non-conforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Code, but no such use shall be extended to occupy any land outside such building.

iii. Any structure, or structure and land in combination, in or on which a non-conforming use is superseded by a permitted use, shall thereafter conform to the regulations for the applicable zone or district, and the non-conforming use may not thereafter be resumed.

iv. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 3 or more continuous months, the non-conforming use shall be permanently terminated.

v. Any non-conforming structure damaged to an extent of more than 75% of its then fair market value, exclusive of foundations, shall not be restored or reconstructed, used or occupied as a non-conforming use. If such damage amounts to 75% or less of the fair market value, the non-conforming structure may be restored, provided a building permit is obtained and that such restoration shall begin within one year from the time of damage. The PZB may approve the reconstruction of a non-conforming structure damaged to a greater extent than permitted herein upon review of a site and design plan submitted in accordance with the requirements for site and design plan submittal under Chapter 1109.

SECTION 1107.13 CONTINUATION OF NON-CONFORMITY

A. If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Code that would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

i. No existing structure devoted to a use not permitted by this Code in the zone or district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone or district in which it is located.

ii. Any non-conforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Code, but no such use shall be extended to occupy any land outside such building.

iii. Any structure, or structure and land in combination, in or on which a non-conforming use is superseded by a permitted use, shall thereafter conform to the regulations for the applicable zone or district, and the non-conforming use may not thereafter be resumed.

iv. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 3 or more continuous months, the non-conforming use shall be permanently terminated.

v. Any non-conforming structure damaged to an extent of more than 75% of its then fair market value, exclusive of foundations, shall not be restored or reconstructed, used or occupied as a non-conforming use. If such damage amounts to 75% or less of the fair market value, the non-conforming structure may be restored, provided a building permit is obtained and that such restoration shall begin within one year from the time of damage.

vi. The PZB may approve the reconstruction of a non-conforming structure damaged to a greater extent than permitted herein upon review of an application for variance submitted pursuant to Chapter 1109 of this Code.

SECTION 1107.15 REPAIRS AND ALTERATIONS

A. Repairs, alterations and maintenance work as required to keep said non-conforming structure in sound condition and repair may be made to a non-conforming structure; provided that the total repairs and alterations shall not exceed 50% of the structure's then fair market value.

B. Nothing in this Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

SECTION 1107.17 EFFECT OF PRIORI REGULATIONS

A. Chapter 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful non-conforming uses which were established prior to the effective date of that ordinance. The adoption of this Code shall not repeal or diminish those requirements or rights which were applicable to the lawful non-conforming uses which were subject to Ordinance 37-69.

B. Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.

C. Any lawfully existing use or structure existing on the effective date of this Code, which use or structure does not conform with one (1) or more of the provisions of this Code, shall be deemed a non-conforming use or structure under the provisions of this Code. Provided that such non-conforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful non-conforming use or structure and shall be permitted to continue under the provisions of this Code.

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ATTACHMENT SHEET D

SECTION 1105.07 LANDSCAPING AND BUFFERING

A. **Purpose and Intent.** These standards are intended to establish landscaping regulations that:

i. Improve the aesthetic appearance of setback areas, common open space areas, public rights-of-way and off-street vehicular parking areas

ii. Encourage the preservation of existing trees and natural features;

iii. Promote compatibility among different land uses;

iv. Promote the use of generally accepted landscape design principles; and

v. Protect public health, safety and welfare by minimizing the impact of all forms of physical and visual pollution, controlling soil erosion, screening unsightly areas, preserving the integrity of neighborhoods and enhancing pedestrian and vehicular traffic and safety.

B. **Application.** The Planning and Zoning Administrator may require a landscape plan and/or tree survey to be submitted in conjunction with any application for a zoning certificate, a variance, a conditional use permit, a similar use determination, a subdivision plat, or a site plan and design review approval. Such landscape plan and/or tree survey shall include the following:

i. The present location, size, and description of all existing major trees, with a designation of existing major trees sought to be removed. A major tree is a tree that is 18 inches (18") or greater at DBH (Diameter at Breast Height).

ii. The location, size and description of landscaping materials proposed to be placed on the lot in order to comply with this section.

iii. The location and size of any structures presently on the lot, and those proposed to be placed on the lot.

iv. The proposed location and description of screening to be placed on the lot in order to comply with this section.

Summary Sheet - Proposed Reynoldsburg Zoning Code Changes 2025:

Points highlighted in purple are new from Council Meeting

Cover Sheet:
- Updated year on cover page from 2024 to 2026

Page 3 (Table of Contents):
- Added sections:

1105.21 Commercial Design Standards
1105.23 Property Without Direct Street Frontage
1105.25 Temporary Storage Containers on Construction and Renovation Sites

Page 4 (Table of Contents):
- Changed color of 1109.05

Page 5 (Table of Contents):
- Moved 214 up in line with line

Page 12 (Section 1101.13.B.ii):
- Amended to “When measuring a required distance, such as the maximum distance between a structure and another structure, the measurement is made at the farthest or longest distance between them.” under Section 1101.13 B.
    - Changed due to duplicate above

Page 14 (Section 1101.13.G.vi):
- Added “With the exception of Dwelling – Attached single-family land uses, which would have a zero (0) foot setback from the vertical plane of any side lot line.”

Page 14 (Section 1101.13.G.viii):
- Added “balconies” to “Front porches and balconies may encroach into a front setback provided that such encroachment is no greater than six (6) feet from the front building facade, and no closer than 10 feet from the vertical plane of any lot line.”

Page 14 (Section 1101.13.G):
- Add Section 1101.13.G.ix which reads “Dwelling – Attached Single-Family land use in residential zoned districts are permitted to have front porches, balconies, sidewalks, driveways, patios, decks, and terraces encroach into the side setback for a zero (0) foot side setback.”

Page 21 (Section 1103.09)
- Delete “A” in first sentence after “Figure 1103.09”

- On the image, move D over

Page 22 (Table 1103.10 District and Zones Map
- Take out map and legend.

Page 24 (Section 1103.11.D.Height):
- Remove every ‘clear’

Page 25 (Section 1103.11.E.Notes):
- Change from “At least one bicycle space shall be provided or every 1,000 square feet of gross floor area of the principle building” to “At least one bicycle space shall be provided for every 10,000 square feet of gross floor area of the principle building”
- Add a “Q” next to Parking Drive Width

Page 26 (Table 1103 A Allowed Land Uses and Permit Requirements):
- Delete Dwelling – Developmental Disability from the table.
- Add the P and C key table on this page

Page 27 (Section 1103.11, Table 1103 A):
- Add Food Service – Commercial Kitchen as a permitted land use.

Page 29 (Section 1103.11.i.Design Guidelines for Olde Reynoldsburg.C.6.ii):
- Removed two ii due to it being a continuation of i.

Page 30 (Section 1103.11.i.Design Guidelines for Olde Reynoldsburg.D.1.C):
- Building materials on this page are listed twice. On the sheet, there is duplication of text.
- Added “materials” to “Railings and balustrades may be constructed of the following materials.”
- Combined “(b) Fiber cement board siding, (c) smooth finish;” to be “(b) Fiber cement board siding, smooth finish;”
- Letters thereafter should be corrected accordingly.

Page 31 (Section 1103.11.i.Design Guidelines for Olde Reynoldsburg.D.1.C):
- Changed “viii. Doors shall be made of wood, metal, glass, or fiberglass.” To “v. Doors shall be made of wood, metal, glass, or fiberglass.”
- Numbers thereafter should be corrected accordingly.

Page 32 (Section 1103.13):
- Should change the first sentence to: "Because of its location adjacent to the Olde Reynoldsburg Commercial District (ORD-C), future....."

Page 33 (Section 1103.13.E):
- Add M, N, O, P to setback table

Page 35 (Table 1103 B Allowed Land Uses and Permit Requirements):

- Delete Dwelling – Developmental Disability from the table.
- Add the P and C key table on this page

Page 39 (1105.13.C.ii.5):
- Add period to end of sentence

Page 41 (1103.15.I :
- (fourth bullet) Changed the word “are” to “be”
- (fifth bullet) Took out period after colon

Page 43 (Section 1103.15.II):
- Add Food Service – Commercial Kitchen as a permitted land use in the EMD and BMD.

Page 44 (Section 1103.15.II.Repair Services):
- Changed to
    - Vehicular Care Services – Minor - without Drive-Thru
    - Vehicular Care Services – Minor - with Drive-Thru
- Add “C” for conditional for both in EMD only

Page 44 (Section 1105.13.Uses.Repair Services):
- Add “See 1105.13(L)” to Vehicular Care Services – Minor – with Drive-Thru

Page 45 (Section 1105.13.Uses.Sales and Exhibition):
- Add “See 1105.13(K)” to Retail – Convenience with gasoline
- Remove the word “section” from Retail – Pharmacy with Drive-Thru notes

Page 46 (Section 1105.13.III.B):
- Remove B from the image

Page 46 (Table 1103.15.III.Insight District Development Standards.Table A.Setbacks):
- Added “*” to Front Yard Setback. Now reads “20 feet from ROW*”
- Added section at bottom to follow asterisk: “*If a municipal landscape easements exists on the parcel, then the maximum building setback may be increased to 45 feet from the right-of-way.”

Page 48 (Table 1103.15.III.Insight Zone Development Standards.Table A.Setbacks):
- Added “*” to Front Yard Setback. Now reads “20 feet from ROW*”
- Added section at bottom to follow asterisk: “*If a municipal landscape easements exists on the parcel, then the maximum building setback may be increased to 45 feet from the right-of-way.”

Page 49 (1103.15.III.C.Design.Site Plan Standards):
- Change 1109.19 to 1109.17

Page 50 (Section 1103.15):
- Add in word “is” to beginning paragraph
    - Now reads “The intent of these regulations is to promote the development…”

Page 52 (Section 1103.17.District Uses):
- Delete Dwelling – Developmental Disability from the table.

Page 53 (Section 1103.17.III.Development Standards.Lot Dimensions):
- Changed Lot Width Townhomes and Condos Only (min. ft.) from 23’ to 21’.
- Added Lot Depth Townhomes and Condos Only (min. ft.) – 75’
- Changed Lot Frontage Townhomes and Condos Only (min. ft.) from 23’ to 21’.

Page 53 (Section 1103.17.III.Development Standards.Setbacks):
- Added Rear Yard for Townhomes and Condos Only (min. ft.) – 20’

Page 54 (Section 1103.17.III.Development Standards.Accessory Structure Dimensions.Accessory Building Location):
- Replace “Rear yard, 3 feet from all lot lines, 10 feet from house” to say “See Section 1105.05”

Page 55 (Section 1103.19.District Uses.Conditional Uses):
- Delete Dwelling – Developmental Disability from the table.

Page 56 (Section 1103.19.III.Development Standards.Lot Dimensions):
- Changed Lot Width Townhomes and Condos Only (min. ft.) from 23’ to 21’.
- Added Lot Depth Townhomes and Condos Only (min. ft.) – 75’
- Changed Lot Frontage Townhomes and Condos Only (min. ft.) from 23’ to 21’.

Page 57 (Section 1103.19.III.Accessory Structure Dimensions)
- Change accessory building location note to say See Section 1105.05

Page 57 (Section 1103.19.III.Sign Regulations)
- Change note to say Refer to Section 1105.03 – Signs

Page 57 (Section 1103.19.III.Design)
- Change site plan standards note to say 1109.17 instead of 1109.19

Page 58 (Section 1103.21.II.Permitted Uses):
- Add Food Service – Commercial Kitchen as a permitted land use.
- Add (See 1105.13(L)) after Food Service – Quick Serve/Fast Food with Drive Thru

Page 59 (Section 1103.21.II.Permitted Uses):
- Add Retail – Extra Large Format
- Add Retail – Shopping Center – Enclosed
- Add (See 1105.13(L)) after Retail – Pharmacy with Drive Thru

- Delete duplicate of Retail – Medium Format

Page 59 (Section 1103.21.II.Conditional Uses):
- Changed Vehicular Care Services – Minor to:
    - Vehicular Care Services – Minor - without Drive-Thru
    - Vehicular Care Services – Minor - with Drive-Thru
- Delete Dwelling – Developmental Disability from the table.
- Add Retail – Vape Shop/Smoke Shop
- Add (See 1105.13(K)) after Retail – Convenience with gasoline
- Add (See 1105.13(L)) after Vehicular Care Services – Minor – with Drive Thru

Page 60 (Section 1103.21.III.Development Standards.Setbacks):
- Change rear yard setback to 10 feet

Page 61 (Section 1103.21.III.Sign Regulations):
- Change note to say Refer to Section 1105.03 – Signs

Page 61 (Section 1103.21.III.Design)
- Change to say See site plan review, Chapter 1109.17

Page 61 (Section 1103.21.III.Landscape Review):
- Change note to say See Section 1105.07 – Landscaping and Buffering

Page 63 (Section 1103.23.II.Conditional Uses):
- Add (See 1105.13.(H)) after Child Day Care - Center

Page 64 (Section 1103.23.III.Development Standards.Lot Dimensions):
- Changed Lot Width (min. ft.) from 200’ to 80’

Page 64 (Section 1103.23.III.Development Standards.Setbacks):
- Changed Front Yard Setback (max. ft.) from 20’ to NA
- Changed second Rear Yard Setback (min. ft.) to (max. ft.)

Page 64 (Section 1103.23.III.Development Standards.Lot Coverage/Open Space):
- Changed Lot Coverage (max.) – Including Impervious sfc. from 70% to 80%.

Page 65 (Section 1103.23.III.Development Standards.Accessory Structure Dimensions):
- Changed ADU Height (max. ft.) from NA to NP

Page 65 (Section 1103.23.III.Sign Regulations):
- Change note to say Refer to Section 1105.03 – Signs

Page 65 (Section 1103.23.III.Design)
- Change to say See site plan review, Chapter 1109.17

Page 65 (Section 1103.23.III.Landscape Review):
- Change note to say See Section 1105.07 – Landscaping and Buffering

Page 68 (Section 1103.25.III.Sign Regulations):
- Change note to say Refer to Section 1105.03 – Signs

Page 68 (Section 1103.25.III.Design)
- Change to say See site plan review, Chapter 1109.17

Page 68 (Section 1103.25.III.Landscape Review):
- Change note to say See Section 1105.07 – Landscaping and Buffering

Page 69 (Section 1103.27):
- Added missing table back to redlined document, okay in clean document

Page 105 (Section 1105.01.C.ii):
- Remove extra colon from end of paragraph.

Page 107 (Section 1105.01.F.vii):
- Remove extra space after this section.

Page 107 (Section 1105.01.F.viii):
- Capitalize “zoning”

Page 108 (Section 1105.01.G.iii.4):
- Capitalize “the” – beginning of sentence

Page 108 (Section 1105.01.G.v):
- Move table under Section 1105.01.G.vi (Page 108)

Page 109 (Section 1105.01.G.viii.1):
- Added “Gravel is not a permitted surface”

Page 110 (Section 1105.01.J):
- Added new EV Parking Section and Standards:
- **J. Electric Vehicle (EV) Parking and Infrastructure.**
    - **i. Purpose.** To facilitate the transition to electric vehicles by requiring and regulating the provision of Electric Vehicle charging infrastructure in new and existing developments.
    - **ii. Applicability.**
        - 1. All new off-street parking lots with 20 or more spaces. (added the period)
    - **iii. Required Minimums.**
        - New Off-Street Parking:
            - (a) 1 Electric Vehicle Supply Equipment (EVSE) Installed for 20 or more parking spaces
        - Electric Vehicle Supply Equipment (EVSE) Installed spaces count

toward total required parking.

- **iv. Location and Design.**
  - Electric Vehicle spaces shall be located as close as feasible to building entrances or pedestrian access points.
  - Electric Vehicle Supply Equipment Installed spaces shall be marked with signage indicating they are for Electric Vehicle use only.
  - Electric Vehicle charging cords shall not interfere with pedestrian walkways or ADA access.
  - At least one Electric Vehicle Supply Equipment Installed space shall be ADA accessible in compliance with federal and state accessibility standards.
  - The charging station must be located a minimum of 10 feet from any property line, unless the adjacent property is a public right-of-way. In that case, the station must meet the minimum parking setback requirement adjacent to a right-of way.
  - All above-ground utility structures must be located outside any visibility triangles at intersections or driveways.
- **v. Shared Use.** Public and shared parking facilities may satisfy Electric Vehicle requirements for multiple uses on the same or adjacent parcels, subject to cross-access agreements.

- Add (EV) after Electric Vehicle in title
- Replace every “EV” with electric vehicle
- Identified EVSE as Electric Vehicle Supply Equipment

Page 111 (Table 1105.01.A):
- Changed each “s.f.” to “sq. ft.”
- Delete Dwelling – Developmental Disability from the table.

Page 111 (Table 1105.01.A):
- Add Food Service – Commercial Kitchen as a permitted land use.
  - 1 per 200 sq. ft.
- Add 1 per 200 sq. ft. back in for Adult Oriented Business

Page 112 (Table 1105.01.A):
- Changed each “s.f.” to “sq. ft.”
- Add Retail – Extra Large Format
  - 1 for each 600 sq. ft. of floor area
- Add Retail – Vape Shop/Smoke Shop under Retail – Small Format
  - 1 for each 200 sq. ft. of floor area
- Add 1 for each 200 sq. ft. of floor area for retail - large format, medium format, pharmacy, shopping center, small format, tattoo/piercing

Page 113 (Table 1105.01.A):
- Changed each “s.f.” to “sq. ft.”
- Changed Manufacturing/Processing/Laboratory Section standards from “1 for each 200 s.f. of floor area” to “1 for each 1,000 sq. ft. of gross floor area”

Page 114 (Table 1105.01.A):
- Changed each “s.f.” to “sq. ft.”

Page 115 (Table 1105.01.A):
- Changed Warehouse/Storage Section standards from “1 per 1,000 sq. ft. of gross building area” to “1 space is required for every 1,000 sq. ft. of gross floor area for buildings up to 20,000 sq. ft.”
- Added to Warehouse/Storage Section standards, “After the first 20,000 sq. ft. of building area, 1 space is required for every 5,000 sq. ft. of gross floor area for buildings between 20,001 to 120,000 sq. ft.”
- Added to Warehouse/Storage Section standards, “After the 120,000 sq. ft. of building area, 1 space is required for every 10,000 sq. ft. of gross floor area for buildings over 120,000 sq. ft.”

Page 117 (Section 1105.03.C.v.1):
- Amended sentence on corner lots to say “Where a building is located on a corner lot, one (1) additional wall sign may be permitted on both front facade walls which parallel the intersecting streets, for a total of three (3) signs.”

Page 118 (Section 1105.03.Cv.2):
- Delete the word “for” from last sentence

Page 119 (Section 1105.03.C.vii):
- Delete “or the, as applicable,”

Page 119 (Section 1105.03.C.vii.1)
- Amended sentence on corner lots to say “Where a building is located on a corner lot, one (1) additional wall sign may be permitted on both front facade walls which parallel the intersecting streets, for a total of three (3) signs.”
- Added section a:
    a. One (1) Pickup sign is permitted for any use which utilizes pickup of goods from the existing business. The pickup sign should be located near the pickup area. To utilize this sign, a designated pickup area must be identified on the site.

Page 120 (Section 1105.03.C.vii.2):
- Delete the word “for” from last sentence

Page 120 (Section 1105.03.C.vii.4)
- Add subsection a, “Monument signs for parcels exceeding three (3) acres, and having two or more independent land uses, not accessory land uses to the principle land use; may have a monument sign identifying the complex name, along with one (1) additional monument sign at every point of ingress and egress location onto the overall development from the public right-of-way.
    - Subsection was there twice, deleted the duplicate.

Page 121 (Section 1105.03.F.ii.1 & 2):

- Updated Non-Conforming Signs:
- 1. For all signs, except Wall, Projecting and Awning signs: The size and shape of the sign structure shall not be altered, except that sign face panels may be replaced.
- 2. For Wall, Projecting, and Awning signs only: The size and shape of the sign structure –which includes the sign face, sign panels, and the sign cabinet – shall not be altered. Neither the width, nor the height, nor the square footage of the nonconforming sign shall be increased, and the replacement sign shall not exceed the width, height and square footage respectively of the existing nonconforming sign. All other components of the zoning code applicable to signage must be met.
- 3. If damage occurs to a sign to the extent of sixty percent (60%) or more of either the structure or its replacement cost at the time of destruction, the sign shall be brought into compliance with the provisions of this Zoning Code.

Page 123 (Section 1105.05.A.vii.2):

- Amended to “Shall not be located closer than three feet (3FT) to any rear lot line and not closer than three feet (3FT) to any side lot line with the exception of Dwelling – Attached Single-Family land uses, which would have a zero foot (0 FT) side lot line setback.”

Page 124 (Section 1105.05.B.ii.4)

- Add “A detached ADU.” Now reads, “A detached ADU shall not be located closer than ten feet (10FT) to a main building.”

Page 125 (Section 1105.05.D.ii):

- Amended to “Service structures shall maintain a three (3) foot setback from all lot lines, with the exception of Dwelling – Attached Single-Family land uses, which would have a zero foot (0 FT) side lot line setback.”

Page 125 (Section 1105.06.B):

- Added ‘be’ to read “Entries shall be visible from the front of the building and shall be connected to a paved driveway or sidewalk by a clearly delineated pedestrian walkway.”

Page 125 (Section 1105.06.C):

- Amended to say “All dwellings must incorporate design features such as offsets, balconies, projections, recesses or covered entrances, windows, doors, window reveals, or similar elements to create horizontal and vertical relief and avoid box–like forms.”

Page 127 (Section 1105.07.A & .B):

- Added back in the sections that were accidentally removed

Page 129 (Table 1105.07A):

- Changed “Maximum % of species” to “number of tree credits”

Page 129 (Section 1105.07.B)
- Minimum Plant Size table needs to be moved to Section 1105.07.F.ii right after wording.

Page 130 (Section 1105.07.C.i):
- Maximum use of species table needs to be moved to Section 1105.07.F.iv right after wording.

Page 129 (Table 1105.07C)
- Changed table 1105.07C to 1105.07A, which matches the section called out in Section 1105.07.F.vi
- Move to 1105.07.D.v after wording.

Page 134 (Table 1105.05B):
- Change name to Table 1105.07B, and moved to Section 1105.07.I.ii

Page 132-133 (Section 1105.07.H.):
- Remove section 1105.07.H.i.2.c.1, 1105.07.H.i.2.d, 1105.07.H.i.2.e, and 1105.07.H.i.2.f. **KEEP** 1105.07.H.i.2.c, just remove subsection 1.

Page 129 (Section 1105.07.H.ii.1):
- Change it from saying Table 1105.05A to Table 1105.07A

Page 134 (Table 1105.07B):
- Remove the word “to” from “Adjacent zone or district to required to provide buffer”

Page 135 (Section 1105.07.J.v.):
- Add to end of bullet, “Required interior lot landscaping shall not be applied as parking lot area landscaping and vice-versa.”

Page 138 (Section 1105.07.I.iv.10):
- Remove extra period

Page 139 (Section 1105.09.A):
- Unbold the T

Page 139 (Section 1105.09.B.ii):
- Amended to “The height of parking lot lighting shall not exceed twenty feet (20’) above grade and shall direct light downward, i.e. cut-off type fixtures. In conjunction with a major site plan review, the Planning and Zoning Board or Administrator may require a lower standard based upon specific characteristics of the site.”

Page 139 (Section 1105.09.B.iii):

- Added “The height of light poles in loading areas and parking areas of semi-trailer trucks, tractor trucks, and similar vehicles in the I, Innovation zoning district only, shall not exceed thirty feet (30’) above grade and shall direct light downwards, i.e. cut-off type fixtures. In conjunction with a major site plan review, the Planning and Zoning Board or Administrator may require a lower standard based upon specific characteristics of the site.”

Page 140 (Section 1105.09):
- Add sections C and D:
    - **C. Photometric Plan Requirements.** For developments requiring site plan review, a photometric lighting plan shall be submitted and shall include:
        - Location and height of all proposed fixtures
        - Type and wattage of lamps
        - ISO-footcandle diagrams showing light levels at ground level, including property lines
        - Fixture cut sheets demonstrating shielding and photometric distribution
    - **D. Parking Lot Lighting.**
        - Any parking lot containing ten (10) or more parking spaces, which is used during non-daylight hours, shall be illuminated during such hours to assist both motorists and pedestrians in avoiding accidents. Non-daylight hours are defined as sunset to sunrise.
        - For aesthetic compatibility, light fixtures in parking lots shall be of the same or similar type and color.
        - Light fixtures shall be placed in parking lot islands or solid bases to protect both lights and vehicles from possible damage.

Page 142 (Table 1105.11B)
- Change Innovation Zone Max Height for Front and Corner Yard Fences to eight (8) feet.

Page 143 (Section 1105.11.A.ii.7):
- Added a period after the sentence “This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, stone.”

Page 144 (Section 1105.11.A.iv.1):
    - Remove four and change to eight, remove 4 and change to 8
    - Now reads:
    - **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than eight feet (8FT).

Page 146 (Section 1105.11)
- C should be B, and the rest of the lettering should change accordingly.

Page 147 (Section 1105.13.A.i):
- Added “and the Olde Reynoldsburg Commercial District (ORD-C).”

- Now reads “Temporary special land uses for tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees shall only be permitted in the Community Commercial Zone (CC), the Brice & East Main Street District (BMD), the East Main Street District (EMD), and the Olde Reynoldsburg Commercial District (ORD-C).”

Page 149 (Section 1105.13.C):
- Deleted “Fish Ponds, and Water Parks” from title, and “fish pond, or water park” from description.

Page 150 (Section 1105.13.C.i.2):
- Added “(including decks)”.
- Changed “principle” to “principal”
- Now reads “The pool, including any walks or paved areas or accessory structures (including decks) adjacent thereto, shall not be located closer than ten feet (10’) to any lot line, shall not be closer than 10’ from the principal structure, and shall not be closer to any frontage than a distance ten feet (10’) greater than the setback required for a principal building. A pool is not permitted in the front yard or side front yard.”

Page 150 (Section 1105.13.C.iii):
- Deleted section.

Page 153 (Section 1105.13.I):
- ii - Updated to say “The home occupation shall be clearly incidental and subordinate to the dwelling use, with a minimum permitted square footage of three hundred square feet (300) or no more than thirty percent (30%) of the floor area of the principal building, whichever is greater.”
- iii – Added new bullet to say “The home occupation shall only be conducted in the principal building on the parcel.”
- Numbering thereafter shifted down

Page 153 (Section 1105.13.J):
- Remove “body piercing establishment, tattoo establishment.”

Page 155 (Section 1105.13.M.i):
- Changed last sentence to say “A zoning certificate is required for freestanding solar panels, roof solar panel arrays, and roof solar shingles.”

Page 155 (Section 1105.13.M.iv.7):
- Amended to say “7. Such other information as the Planning and Zoning Administrator may determine to be necessary to evaluate compliance with this section and with the Zoning Code.”
    - “determine” had a “d” at the end

Page 156 (Section 1105.13.O):
- Add Supplemental Use section for Retail – Smoke Shop/Vape Shop

- **Retail – Vape Shop/Smoke Shop.** The following regulations shall apply to conditional use permits for any retail – vape shop/smoke shop facility:
  - No vape shop/smoke shop facility shall be located within a five hundred (500) feet radius of another such vape shop/smoke shop facility measured from the centerline of the front door of the establishment.
  - No vape shop/smoke shop facility shall be located within a five hundred (500) feet radius of any public park, residential district, or school, as measured from the centerline of the front door of the establishment.
  - Any vape shop/smoke shop facility shall not be permitted with any other use located on the same parcel of land or located within the same building.

Page 156 (Section 1105.13.P):

- Add Supplemental Use section for Dwelling – Group
  - **Dwelling – Group**. The following regulations shall apply to conditional use permits for any Dwelling-Group:
    - The site will be staffed 24 hours a day.
    - No commercial activities will be conducted on the site.
    - The land use will not be located within 500 feet of another parcel where an existing Dwelling –Group is located. This requirement is measured from the parcel boundary.

Page 162 (AFTER Section 1105.19):

- 162 Add Section 1105.21 – Commercial Design Standards
- *A. Purpose. The design standards in this section are intended to:*
  - *i. Promote a visually appealing built environment with human-scale design.*
  - *ii. Reinforce the identity and character of mixed-use centers and corridors.*
  - *iii. Encourage architectural variety while maintaining a unified streetscape.*
  - *iv. Ensure that new development complements surrounding structures and the public realm.*
- *B. Applicability. These standards shall apply to all new construction, and the expansion of an existing structure of Community Commercial (CC), Brice and Main Street District, (BMD) and the East Main Street District (EMD).*
- *C. Street Orientation.*
  - *i. All buildings shall have a primary façade and functional entrance oriented toward the primary public street or plaza.*
  - *ii. Buildings located on corners shall address both the primary and secondary streets through façade articulation.*
- *D. Transparency Requirements.*
  - *i. Ground floor façades along primary streets must have a minimum of 20% transparency (clear, non-reflective glass).*
- *E. Blank Walls.*
  - *i. No street-facing façade shall contain a blank wall.*
  - *ii. Architectural features or landscaping shall be used to break up large walls.*

- *F. Entries.*
    - *i. Primary entries shall be clearly identifiable with architectural detailing, awnings, or recesses.*
- *G. Façade Articulation. Façades longer than 30 feet must include at least one of the following:*
    - *i. Wall plane projections/recesses (minimum 12 inches)*
    - *ii. Material or color changes*
    - *iii. Vertical bays or pilasters*
    - *iv. Variation in roof height*
- *H. Material Requirements.*
    - *i. Acceptable materials include:*
        - *Brick (clay or cast)*
    - *Stone or cast stone or synthetic stone*
    - *Wood or fiber-cement siding*
    - *Architectural metal panels*
    - *Glass*
    - *Stucco (cementitious)*
    - *Decorative tile*
    - *Natural wood elements*
    - *Other materials as approved by the Zoning and Planning Administrator, based on visual commutability with listed approved materials.*
- *I. Prohibited Materials.*
    - *i. Vinyl siding (except as an accent material)*
    - *ii. Mirrored or opaque glass*
    - *iii. Unfinished concrete block*
- *J. Roof Design.*
    - *i. All roof designs are permitted.*
    - *ii Flat Roofs*
        - *Flat roofs must include parapets or a pronounced cornice line.*
    - *Mechanical equipment shall be screened by the parapet and not visible from the street.*
    - *iii. Pitched Roofs*
        - *Minimum slope: 4:12*
- *K. Building Lighting.*
    - *i. Accent lighting may highlight architectural features but must be fully shielded to prevent light trespassing, glare and light pollution.*

- 164 Add Section 1105.23 – Property without Direct Street Frontage
    - *A. Purpose and Intent. The purpose of this section is to regulate the subdivision and redevelopment of landlocked parcels in order to:*
        - *Ensure safe and functional access for – residents, customers, employees, and emergency services.*
        - *Prevent traffic congestion and circulation issues within developments.*
        - *Promote economic development and property utilization while maintaining access to essential infrastructure.*
        - *Require public or private street connections when necessary for safe*

and efficient site access.

- *B. General Access Standards.*
  - *No new parcel shall be created unless it has legal access to a public or private street.*
  - *Access to landlocked parcels may be established through:*
    - *A recorded easement sufficient to engineering requirements for two-way traffic.*
    - *A shared access driveway with adjacent properties sufficient to engineering's requirements.*
    - *A new private street or service road meeting engineering standards.*
- *C. Minimum Street Frontage for Subdivision.*
  - *If a parcel is subdivided without direct frontage, a cross-access agreement with an adjacent property is required.*
- *D. Private Streets and Shared Access Drives.*
  - *Private streets serving commercial developments must include:*
    - *A minimum pavement width that meets engineering standards.*
    - *Legal agreements for maintenance and repair among benefiting properties.*
    - *Compliance with Section 1111.15, Standards.*
  - *Shared access drives must:*
    - *Meet engineering's design standards for traffic.*
    - *Have clear directional signage and striping to ensure visibility and traffic flow.*
    - *Connect to at least one public street or service road.*
- *E. Cross-Access Requirements.*
  - *i. All redevelopments on landlocked parcels must provide a cross-access driveway to adjacent commercial properties, unless infeasible due to:*
    - *1. Significant grade changes or environmental constraints.*
    - *2. Incompatible land uses that prevent safe shared access.*
  - *ii. Where feasible, sites should incorporate a service road or access lane to reduce curb cuts on primary streets.*
- *F. Parking and Loading Access.*
  - *i. Shared parking arrangements must be recorded in a cross-easement agreement or a reciprocal easement agreement when access is shared between parcels.*
  - *ii. Loading zones and service areas must be accessible from a private street, service road, or dedicated access lane, and not require backing movements onto public roads. Except for the ORD-C & ORD-N commercial land uses.*
- *G. Exclusion.*
  - *i. This section does not apply to new residential subdivision of lots.*

- 166 Add Section 1105.25 – Temporary Storage Containers on Construction and Renovation Sites

- *Purpose. To permit the temporary use of storage containers for securing materials and equipment during active construction or renovation, while protecting public safety, minimizing visual impacts, and ensuring timely removal.*
- *Applicability. Storage containers are permitted only in association with the following:*
  - *An active construction or renovation project with a valid building permit;*
  - *As an Accessory Dwelling Unit (ADU), meeting all residential design standards and ADU requirements;*
  - *A construction job site trailer, with an active construction or renovation project with a valid building permit.*
- *Standards.*
  - *i. Permit and Duration*
    - *Containers must be included in an approved building permit or a separate temporary use permit.*
    - *Storage containers are permitted only for the duration of active construction activity.*
    - *Extensions beyond the permitted construction period require approval of a temporary use extension by the Zoning Administrator.*
  - *ii. Location.*
    - *Containers must be placed on the same lot as the construction or renovation project.*
    - *Containers shall not be placed within public rights-of-way, required landscape areas, sidewalks, fire lanes, or designated parking spaces without specific approval.*
    - *Containers must comply with required setbacks unless otherwise authorized.*
  - *iii. Size and Quantity.*
    - *1. The number and size of containers shall be appropriate to the scale of the construction or renovation project and subject to review by the Zoning Administrator.*
    - *2. For single-family residential construction or renovation, no more than one (1) container, not exceeding 320 square feet in area, shall be permitted unless otherwise approved.*
  - *iv. Appearance and Maintenance:*
    - *1. Containers shall be maintained in good condition, free of graffiti, peeling paint, or visible damage.*
    - *2. Only identification signage (maximum 6 square feet per side) is permitted.*
  - *v. Prohibited Use as Permanent or Accessory Structures.*
    - *1. Storage containers shall not be used as a permanent structure, accessory structure, or storage building on any property.*
    - *2. Storage containers shall not be used for storage purposes on vacant lots or properties without active construction or*

renovation.

- *3. Storage containers shall not be converted for occupancy, commercial operations, or any other use not directly related to construction or renovation activities under an active permit, with the exception of an Accessory Dwelling Unit (ADU) meeting all residential design standards and ADU requirements.*

- *vi. Exceptions. The Zoning Administrator may approve administrative modifications to these standards in cases of unusual site conditions, large-scale development projects, or for the protection of public health, safety, or welfare.*

Page 170 (1107 Non-Conformities):

- Changed Section:
  - *SECTION 1107.01 PURPOSE OF NONCONFORMITIES*
    - *A. This section's regulations are intended to minimize governmental takings of private property rights resulting from the enactment of new land use regulations by permitting certain legal nonconforming uses, lots, and structures to continue to exist.*
  - *SECTION 1107.03 UNLAWFUL LOTS, USES, AND STRUCTURES, GENERALLY*
    - *A. This chapter does not allow for the perpetuation of uses or structures that were unlawfully established or constructed. Such uses or structures are not "legally nonconforming," but instead remain "unlawful," and are subject to all of the provisions of this Code and any other applicable law. Likewise, this chapter does not legitimize unlawful subdivisions of property.*
  - *SECTION 1107.05 LEGAL NONCONFORMING STATUS ATTACHED TO THE LAND*
    - *A. The status of a use as a legal nonconforming use shall run with the land and be independent of the identity of the property owner and of the structure in which the nonconforming use is conducted. The status of a structure as a legal nonconforming structure shall run with the land and be independent of the identity of the property owner and of the use conducted within, around, or on such structure.*
  - *SECTION 1107.07 UNDERSIZED OR OVERSIZED LOTS*
    - *A. Undersized or Oversized Lots Definition. An undersized or oversized lot is any lot that was legally created prior to the enactment of this Zoning Code and has dimensions that do not comply with the minimum or maximum lot area, lot frontage, lot width, and/or lot depth standards required by this Zoning Code.*
    - *B. Undersized or Oversized Lots Continuance. An undersized or oversized lot shall be permitted to support structures that are legally situated or were legally situated at their time of erection, provided that the structure is not determined by the City to pose an immediate risk to public safety. An undersized or oversized lot shall be permitted to be put to use by any legal land use, provided that the lot*

has sufficient frontage on a public street to provide emergency response access that is appropriate for the proposed use, and shall be permitted to continue to be put to use by a legal nonconforming use, subject to the regulations of Section 1107.09 "Nonconforming Uses."

- *SECTION 1107.09 NONCONFORMING USES*
  - *A. Legal Nonconforming Uses Definition. For the purposes of this section, a legal nonconforming use shall be any use of a particular lot that fulfills one (1) of the following:*
    - *i. The use of that lot was a permitted land use by the previously effective Zoning Code, either by right or as Conditional Use, and was appropriately permitted by the City, but that use of land is no longer a permitted land use in the district in which it is located by this Zoning Code; or*
    - *ii. The use of land was deemed a legal nonconforming use by the previously effective Zoning Code, but that use of land is no longer a permitted land use in the district in which it is located by this Zoning Code.*
  - *B. Abandonment of Use. Whenever a nonconforming use has been discontinued for a period of six (6) months, it shall be considered abandoned, and any subsequent use shall conform to the regulations of this Zoning Code.*
  - *C. Nonconforming Uses Burden of Proof. When ambiguity exists, it shall be the burden of the property owner to prove to the City that a particular land use on their property, which does not conform to the standards of this Zoning Code, was put into use on a date in which such land use was a permitted use under a former Zoning Code and that such land use has not since been intentionally abandoned.*
  - *D. Nonconforming Uses Continuance. A legal nonconforming use shall be permitted to continue, provided that all of the following conditions are met:*
    - *i. The legal nonconforming use was not considered intentionally abandoned on the effective date of this Zoning Code or at any point thereafter;*
    - *ii. The legal nonconforming use continues to occur on the same lot as was previously occupied by such land use, and the legal nonconforming use is not expanded to another lot;*
    - *iii. The specific nature of the legal nonconforming use is not changed, or the specific nature of the legal nonconforming use is changed in a manner consistent with Section 1107.09 (E) "Change of Legal Nonconforming Use"; and*
    - *iv. The legal nonconforming use is not expanded in its intensity, including hours of operation, average number of working hours per week, capacity for customers, and footprint of the lot area dedicated to the use, except where specifically permitted by the following subsection, Section 1107.09 (F) "Expansion of Nonconforming Uses."*

- *E. Change of Legal Nonconforming Uses. No change to the specifications of a legal nonconforming use shall be permitted where such a change, according to the City, may result in an increased risk to public safety.*
- *F. Expansion of Nonconforming Uses. A legal nonconforming use shall not be expanded in its intensity, including in its hours of operation, average number of working hours per week, capacity for customers, and footprint of the lot area dedicated to the use, except that a nonconforming use shall be permitted to expand into a portion of the lot or structure that was manifestly arranged for such use while such legal nonconforming use was a conforming use of the land and was not abandoned, and such expansion shall permit a proportional increase in customer capacity and working hours.*

- *SECTION 1107.11 NONCONFORMING STRUCTURES*
  - *A. Legal Nonconforming Structures Definition. For the purposes of this chapter, a legal nonconforming structure is any structure that was existing and lawful as of the date of adoption of this Zoning Code, or in the case of amendment to this Zoning Code, then at the time of such amendment, and which does not now conform to the provisions of this Zoning Code or amendment thereto with respect to setback, height, building footprint or lot coverage, impervious coverage percentage, building type, or architectural design standards.*
  - *B. Legal Nonconforming Structures Continuance.*
    - *i. A legal nonconforming structure shall be permitted to continue existing, provided that all of the following conditions are met:*
      - *1. The legal nonconforming structure does not pose an immediate risk to the public safety, as determined by the City;*
      - *2. The legal nonconforming structure is not reconstructed, repaired, or expanded, except according to the provisions described in this section.*
    - *ii. All existing portions of a legal nonconforming structure may be put to use, provided that such use is not illegal and provided that such use does not violate this Zoning Code, including use specific standards, and does not violate any other City, County, State, or Federal statute.*
  - *C. Reconstruction or Repair of a Legal Nonconforming Structure. The reconstruction, repair, or maintenance of a legal nonconforming structure shall be permitted to occur, provided that the nonconforming feature is not enlarged, increased, or extended more than 50 % of the structure's then fair market value; that no new nonconforming feature is created; and that reconstruction or repair occurs within six (6) months of the legal nonconforming structure's disrepair, destruction, or demolition. If reconstruction, repair, or maintenance does not occur within six (6) months, a written request*

for extension may be submitted to a designee of the Development Department.

- *D. Expansion of a Legal Nonconforming Structure. A legal nonconforming structure may be expanded or reduced, provided that the expansion or reduction does not intensify the nonconforming nature of the structure and does not result in any additional nonconforming feature. For example, a structure that is legally nonconforming because it has a lesser front setback than required by this Zoning Code in the district in which it is located may be expanded, provided that the expansion does not occur within the required front yard setback and does not violate any other structure focused provision, including height limits, building footprint limits, impervious coverage limits, minimum setbacks from lot lines, or design standards.*

- *SECTION 1107.13 OTHER NONCONFORMITIES*
  - *A. Nonconforming Signs Regulated Elsewhere. Nonconforming signs are regulated by Section 1105.03 "Nonconforming Signs."*
  - *B. Nonconforming Parking.*
    - *i. Any nonconforming parking behavior, including the parking of vehicles on areas of a lot where prohibited by the standards in this Zoning Code, shall be considered an immediate violation of this Zoning Code.*
    - *ii. Any nonconforming impervious surface coverage caused in part by parking areas shall be regulated as a parking area infrastructure nonconformity according to the subsection below.*
    - *iii. All nonconforming parking area infrastructure on a lot, such as not providing the correct number of bicycle parking spaces or electric vehicle charging stations or building a number of parking spaces in excess of parking maximums, shall be permitted to continue, provided that such nonconformities are brought into conformity during any of the following occurrences:*
      - *1. The complete reconstruction of the principal structure on the lot, or the piecemeal reconstruction of such entire structure over the course of two (2) years or less; or*
      - *2. A net increase in vehicle parking area on the lot.*

Page 179 (Section 1109.05.B.ix):

- Add ".11" to "1109"

Page 179 (Section 1109.05.B.xi):

- Change 1109.17 to 1109.15

Page 181 (Section 1109.09.B):

- Add "This includes changes of the name and/or ownership of a business."
  - Now reads "No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the Planning and Zoning Administrator

certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. This includes changes of the name and/or ownership of a business. A zoning certificate shall only be issued by the Planning and Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. The Planning and Zoning Administrator shall not be required to issue a zoning certificate where the subject property is not in compliance with the Zoning Code, Building Code, or Property Maintenance Code."

Page 181 (Section 1109.09.C):

- Adding back in after wording was lost, subsections i – iv.
    - Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including accessory structures such as a sign or fence;
    - Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;
    - Changing a nonconforming use to a different use of extending or expanding a nonconforming use or structure.
    - Where a non-conforming use has been discontinued, meaning the structures containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred for a period of 6 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.

Page 182 (Section 1109.11.B):

- Add the two additional points after iii to match the variance application
    - *B. An applicant seeking a variance shall submit a written request for variance on forms provided by the Planning Zoning Administrator together with the applicable fee. In addition to information relating to the subject property and the applicant, the request for a variance shall include the following information:*
        - *The name, address, and telephone number of the property owner (s) and owner's agent(s);*
        - *The legal description, address, tax district and parcel number of the property;*
        - *A description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code;*
        - *A statement of hardship; and*
        - *Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.*

Page 183 (Section 1109.11.D.iii):

- Separated the existing factors for iii into two separate factors. Now 10 total factors.
- Within the new iv, replace 'must be' with 'is':
    - Revise the new iv to say "There is a deprivation of the beneficial use of

land, as opposed to mere loss in value as justification for the variance."
- Update numbering of factors thereafter

Page 187 (Section 1109.13.K):
- Add period after PZB

Page 188 (Section 1109.15.F):
- Change 1109.25 to 1109.23

Page 188 (Section 1109.15.G):
- Change 1109.15(J) to 1109.13(J)

Page 190 (Section 1109.17.C.ii)
- Add in numbers 1 and 2:
    - 1. Shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
    - 2. Each sheet shall contain a title block with the name of the project and the address of the project.
- Update numbers accordingly thereafter

Page 190 (Section 1109.17.C.ii.6):
- Remove the word "concept" from the sentence.

Page 192 (Section 1109.19.B):
- Delete this bullet.

Page 193 (Section 1109.19.F):
- Edited "th" to "the" and added in "PZB"
    - Now reads "**Other Land Use Approvals.** An application for a COA in which the design under consideration would require a variance granted by the Planning and Zoning Board or a site plan and design review by the Planning and Zoning Board prior to construction shall not be considered until a final determination has been made on all required variances or site plan and design reviews. If during the course of a review, the PZB determines that a zoning variance or other approval will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the additional approval has been heard and approved by the PZB or the application has been amended to eliminate the need for such additional approval.

Page 194 (Section 1109.21.B):
- Delete B

Page 195 (Section 1109.21.H):
- Add period after Planning and Zoning Board in first sentence

Page 196 (Section 1109.23.B):

- Add period after PZB

Page 231 (Glossary):
- Take out the definition for Dwelling – Developmental Disability.

Page 227 (Glossary):
- Add these definitions:
    - **Electric Vehicle (EV).** A motor vehicle that uses one or more electric motors for propulsion. Onboard batteries provide electricity for propulsion, which can be charged using Electric Vehicle Supply Equipment.
    - **Electric Vehicle Supply Equipment (EVSE Installed).** Are parking spaces reserved for Electric Vehicles (EV) and provide dedicated panel capacity, conduit, and EVSE installed.

Page 233 (Glossary):
- Add definition of Food Service – Commercial Kitchen
    - A commercial food facility in which goods are processed or otherwise prepared for off-site sale or consumption. Facilities may operate as a shared facility where multiple individual or businesses lease shared space or may be used by a single operator. This use classification includes catering, as well as ghost kitchen, where customers are served exclusively by delivery and pick-up based on phone and online ordering. No customer dining is provided on the premises. Does not include eating establishments where customers are served from a walk-up ordering counter for either on- or off-premises consumption and establishments where most customers are served food at table for on-premises consumption. This listing also excludes commercial kitchens that are incidental and accessory to the primary use.

Page 236 (Glossary):
- Change definition of Food Service – Commissary/Bakery
    - A facility that produces food and baked goods for distribution or sale to restaurants and retail bakeries. Any on-site and/or direct-to-consumer sales are prohibited. This specifically excludes Food Service – Commercial Kitchen.

Page 239 (Glossary)
- Change definition:
    - Home Occupation. An occupation conducted in a dwelling unit, provided that no person who is not a permanent resident of the dwelling shall be employed in the home occupation. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than thirty percent (30%) of floor area of the dwelling unit shall be used in the conduct of the home occupation. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation. No traffic shall be generated by the conduct of such

home occupation and any need for parking generated by the conduct of such home occupation shall meet the off-street parking requirements as specified in this Zoning Ordinance, and shall not be located in a required front yard.

Page 249 (Glossary):

- Add definition of Office - Professional Services – Tarot Card Reading/Palm Reader/Fortune Teller/Psychic
    - A business or individual providing services involving the prediction of future events, insight into personal issues, or spiritual guidance through means such as tarot card reading, palmistry, astrology, clairvoyance, mediumship, or similar methods. This definition does not include licensed counseling services, religious institutions, or medical or psychological services.

Page 258 (Glossary):

- Take out the definition for Residential Care and Congregate Residential.

Page 258 (Glossary):

- Change Retail – Large Format definition to say “A retail establishment containing consumer goods that is 20,000 to 50,000 square feet.”

Page 257 (Glossary):

- Add definition of Retail – Extra Large Format
    - A retail establishment containing consumer goods that exceeds 50,000 square

Page 258 (Glossary):

- Add definition of Retail – Vape Shop/Smoke Shop
    - A retail establishment primarily engaged in the sale of tobacco products, electronic nicotine delivery systems (ENDS) such as e-cigarettes or vape pens, cigars, hookahs, pipes, smoking accessories, and related paraphernalia. This use may also include the on-site sampling of tobacco or vapor products, where permitted by law. This definition does not include licensed medical or recreational marijuana dispensaries or general retail establishments where tobacco or vape products are incidental to the primary business.

Page 270 (Glossary):

- Vehicular Rental Facility definition added.
    - A facility primarily engaged in the short-term rental or leasing of automobiles, light trucks, vans, trailers, or similar vehicles or equipment. Such facilities may include customer service offices, vehicle and trailer storage areas, minor maintenance activities related to the rental fleet, and associated parking. This use does not include the sale of vehicles as a principal use or heavy vehicle storage or repair.

Page 280 (Last Page):

- Change year from 2024 to 2026

REYNOLDSBURG ZONING CODE

REYNOLDSBURG, OH

~~2024~~ 2026

TABLE OF CONTENTS

1101 INTRODUCTION AND HOW TO USE THIS CODE

1101.01 Title 8
1101.03 Purpose and Intent 8
1101.05 Applicability 9
1101.07 Zones, Districts and Overlays 9
1101.09 Zoning Map 10
1101.11 Rules for Interpreting District Boundaries on the Zoning Map 11
1101.13 Rules of Measurement and Calculation 11
1101.15 Rules of Interpretation 14
1101.17 Minimum Requirements 15
1101.19 Effects of Annexation on Zoning 16
1101.21 Private Provisions 16
1101.23 Conflicting Provisions 16
1101.25 Determination of Land Uses Not Listed in this Code 16
1101.27 Saving Provision for Pending Enforcement Actions 17
1101.29 How to Navigate this Code 17

1103 DISTRICTS

1103.01 Intent 20
1103.03 Compliance with Regulations 20
1103.05 Official Schedule of District Regulations Adopted 21
1103.07 Building Typologies 21
1103.09 Development Standards 21

DISTRICTS

1103.11 Olde Reynoldsburg Commercial District (ORD-C) 23
1103.13 Olde Reynoldsburg Neighborhood District (ORD-N) 32
1103.15 Brice & East Main Street and East Main Street Insight Districts (BMD and EMD) 40

ZONES

1103.17 Suburban Residential Zone (SR) 52
1103.19 Residential Medium Zone (RM) 55

TABLE OF CONTENTS CONT.

1103.21	Community Commercial Zone (CC)	58
1103.23	Innovation Zone (I)	62
1103.25	Open Space / Schools Zone (OS)	66
	BUILDING TYPOLOGIES	
1103.27	Building Typologies	69
	OPEN SPACE TYPOLOGIES	
1103.29	Open Space Typologies	91
	FRONTAGE TYPOLOGIES	
1103.31	Frontage Typologies	96

1105 COMMON REGULATIONS

1105.01	Off-Street Parking and Loading	102
1105.03	Signs	114
1105.05	Accessory Structures	121
1105.06	Residential Design Standards	123
1105.07	Landscaping and Buffering	125
1105.09	Exterior Lighting	136
1105.11	Fences and Screening	138
1105.13	Supplementary Use Conditions	144
1105.15	Telecommunications Facilities	153
1105.17	Conversion of Dwelling Units	156
1105.19	Performance Standards	156
1105.21	**Commercial Design Standards**	**158**
1105.23	**Property Without Direct Street Frontage**	**159**
1105.25	**Temporary Storage Containers on Construction and Renovation Sites**	**161**

TABLE OF CONTENTS CONT.

1107 NON-CONFORMITIES

1107.01	Purpose of Nonconformities	162
1107.03	Unlawful Lots, Uses, and Structures, Generally	162
1107.05	Legal Nonconforming Status Attached to the Land	162
1107.07	Undersized or Oversized Lots	162
1107.09	Nonconforming Uses	163
1107.11	Nonconforming Structures	164
1107.13	Other Nonconformities	165

1109 ADMINISTRATION AND PROCEDURES

1109.01	Review and Approvals Summary	170
1109.03	Planning and Zoning Administrator	172
1109.05	Planning and Zoning Board	172
1109.07	Applications	174
1109.09	Zoning Certificates	175
1109.11	Variances	176
1109.13	Conditional Uses	178
1109.15	Similar Use Determination	181
1109.17	Site Plan and Design Review	183
1109.19	Certificate of Appropriateness - Olde Reynoldsburg Districts	186
1109.21	Zoning Map (Rezoning) and Text Amendment	187
1109.23	Appeals	189
1109.25	Duration of Certificates, Permits, Approvals	190
1109.27	Violation; Remedies	190

TABLE OF CONTENTS CONT.

1111 SUBDIVISION REGULATIONS

1111.01	Variances	196
1111.03	Approval of Subdivision without Plat	196
1111.05	Preliminary Plat	196
1111.07	Final Plat	199
1111.09	Additional Required Information	199
1111.11	Required Improvements	202
1111.13	Street Lights	203
1111.15	Standards	205

1113 GLOSSARY OF TERMS 214



1101

INTRODUCTION AND HOW TO USE THIS CODE

Introduction and How to Use this Code

SECTION 1101.01 TITLE

A. This Code shall hereinafter be known and cited as "The City of Reynoldsburg Zoning Code," and hereinafter referred to as the/this "Code" or "these regulations."

SECTION 1101.03 PURPOSE AND INTENT

A. In adopting this Code, Council has given reasonable consideration to, among other things:

i. the comprehensive plan;

ii. current conditions and the character of current structures and uses in each district;

iii. the most desirable use for which the land in each district is adapted;

iv. the conservation of property values throughout the City of Reynoldsburg; and,

v. responsible development and growth of the City of Reynoldsburg and hereby adopts this Code for the following purposes:

1. To promote the achievement of the Comprehensive Land Use Plan for the City;
2. To advance the position of the City as a center of commerce, industry, recreation and culture;
3. To provide for desirable, appropriately located living areas in a variety of dwelling types and at a suitable range of population densities, with adequate provision for sunlight, fresh air and usable open space;
4. To protect residential, commercial, industrial and civic areas from the intrusions of incompatible uses, and to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to share services;
5. To ensure preservation of adequate space for commercial, industrial and other activities necessary for a healthy economy;
6. To promote safe, fast and efficient movement of people and goods without sacrifice to the quality of the City's environment and to provide adequate off-street parking;

7. To stabilize expectations regarding future development of the City, thereby providing a basis for wise decisions with respect to such development;
8. To preserve and enhance the quality of the City's environment;
9. To provide for effective signage that is compatible with the surrounding urban environment; and
10. To maintain the safety and potability of public water supplies located within the City.

SECTION 1101.05 APPLICABILITY

A. In their interpretation and application, the provisions of this Code shall be held to be minimum requirements (unless a maximum standard is established) adopted for the promotion of the public health, safety, convenience, comfort, prosperity or general welfare. Wherever the requirements of the Code are at variance with the requirements of any other lawfully adopted rules, regulations, codes, deed restrictions or covenants, the provisions of this Code shall control.

B. No building, structure or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or altered except in conformity with all of the regulations herein specified for the zone or district in which it is located.

SECTION 1101.07 ZONES, DISTRICTS AND OVERLAYS

A. The following zones and districts are hereby established for the corporate limits of the City of Reynoldsburg, and land within said areas shall be designated on the Zoning Map by the following symbols:

B. The Planned Development districts (PNDD and PCDD) are no longer included in the zoning districts applicable to this Code. No new projects or developments shall use the Planned Development district. All projects previously designated PNDD or PCDD shall be assigned a different zoning district with

DISTRICTS	SYMBOL	REPLACES
ZONES		
Suburban Residential Zone	SR	R-1; R-2; R-3
Residential Medium Zone	RM	R-4; R-20; AR-1; AR-1; AR-2; AR-3; MH
Community Commercial Zone	CC	CC; CO; NC
Innovation	I	RI; GI
Open Space/Schools	OS	CS

DISTRICTS	SYMBOL	REPLACES
	DISTRICTS	
Olde Reynoldsburg Commercial District	ORD-C	HOD
Olde Reynoldsburg Neighborhood District	ORD-N	HOD
Brice and Main District	BMD	NA
East Main District	EMD	NA
	OVERLAYS	
Flood Plain Overlay District	FPO	No change
Historic Overlay District	ORD-C; ORD-N	HOD

Not Applicable	NA
Not Permitted	NP

Allowable Use	P
Conditional Use	C

the adoption of this Code; provided, however, they may continue to function under the established PNDD or PCDD regulations previously adopted and specific to that development. Any project within the same geographic boundaries of the existing Planned Development may be redeveloped under the same provisions that were previously adopted. An owner of property greater than two acres in total area, with the approval of the Planning and Zoning Administrator, may instead select to designate the existing Planned Development into applicable zoning districts that most closely relate to the existing uses and building form.

SECTION 1101.09 ZONING MAP

A. The City is divided into zones and districts as shown on the Zoning Map, which, together with all explanatory matter thereon, is adopted by reference and declared to be a part of this Code.

B. The Zoning Map shall be located in the office of the Director of Development of the City of Reynoldsburg, maintained on file in the office of the Clerk of Council, and on the City's official website, and this map shall be the final authority as to the current zoning status of land and water areas, building, and other structures in the City.

C. No changes of any nature shall be made in the Zoning Map or matter shown thereon except in accordance with the procedures set forth in Title Eleven of this Code. Any unauthorized change of whatever kind by any person or persons shall be considered a violation of this Code and punishable as provided under this Code.

D. Visit https://www.reynoldsburg.gov to view the most recent and interactive zoning map.

SECTION 1101.11 RULES FOR INTERPRETING DISTRICT BOUNDARIES ON THE ZONING MAP

A. The following rules shall apply to the interpretation of district and zone boundaries on the Zoning Map:

i. Boundaries indicated as approximately following the centerlines of streets, highways, or alleys shall be construed to follow such centerlines;

ii. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;

iii. Boundaries indicated as approximately following City limits shall be construed as following such City limits;

iv. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;

v. Boundaries indicated as following shorelines shall be construed as moving with the actual shoreline; boundaries indicated as approximately following the centerlines of streams, rivers, canals, lakes, or other bodies of water shall be construed to follow such centerlines; and

vi. Boundaries indicated as parallel to or extensions of features listed above shall be so construed. Distances not specifically indicated on the Zoning Map shall be determined by the scale of the map.

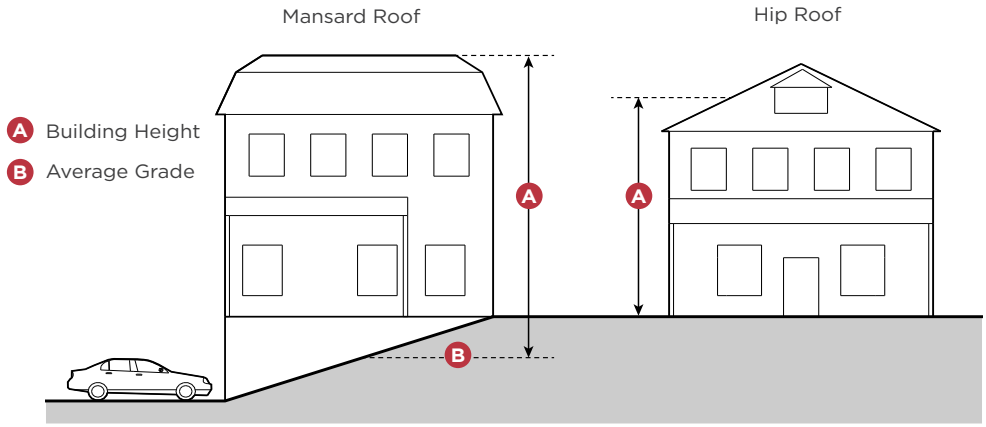
B. Lots Divided by District Boundaries

i. Where a district boundary line divides a lot that was in single ownership at the time of passage of this Code, the Planning and Zoning Board may permit the extension of the regulations for either portion of the lot beyond the district line into the remaining portion of the lot.

SECTION 1101.13 RULES OF MEASUREMENT AND CALCULATION

A. Height Measurement

i. Building height is measured as the distance between a horizontal line at the average existing pre-development grade of the lot directly beside the structure, and the highest point of the coping of a flat roof, the top of a mansard roof, the midpoint of any pitched gable, hip or the upper portion of a gambrel roof, or measured between the top floor ceiling and the peak of the roof on an "A" framed structure. Chimneys, elevators, poles, spires, tanks, towers, and other projections not used for human occupancy are not included in calculating height and may extend above the height limit.



HEIGHT MEASUREMENT

B. Measuring Distance

i. When measuring a required distance, such as the minimum distance between a structure and a lot line, the measurement is made at the closest or shortest distance between them.

ii. When measuring a required distance, such as the ~~minimum~~ **maximum** distance between a structure and another structure, the measurement is made at the ~~closest or shortest~~ **furthest or longest** distance between them.

C. Measuring Setbacks

i. The front street setback is measured at a right angle from the private and/or public right-of-way line.

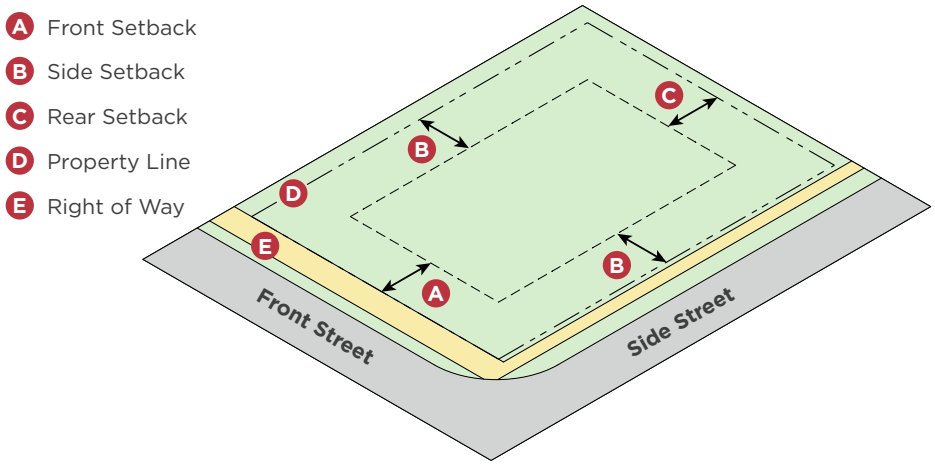
ii. Where a lot extends through the block from street to street, the required front yard must be provided along each street.

iii. The side street setback is measured at a right angle from the side street right-of-way line.

iv. The rear setback is measured at a right angle from the rear lot line or the rear right-of-way or easement line where there is an alley. The rear lot line is the lot line opposite to the front street lot line. Where there is more than one front street, the Planning and Zoning Administrator will determine the rear lot line

v. All lot lines which do not front a street, side street or rear lot lines are considered side interior lot lines.

vi. For the purpose of measuring setbacks, side interior setbacks are measured at a right angle from the side lot line.



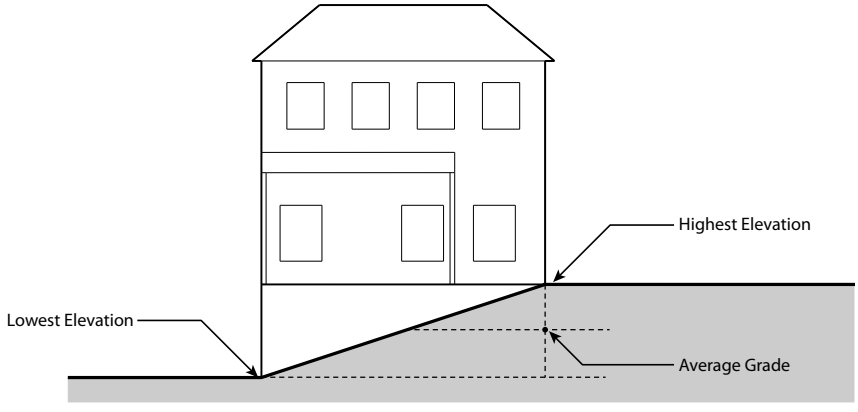
MEASURING SETBACKS

D. Determining Average Grade

i. Average grade is determined by calculating the average of the highest and lowest elevation along natural or improved grade (whichever is more restrictive) along the front of the building parallel to the front street setback line.

E. Yards, Open Space, and Parking

i. Unless otherwise permitted herein, no part of a yard, or other open space, or off-street parking or loading space required about or in connection with any building for the purpose of complying with this Code shall be included as part of a yard, open space, or off-street parking or loading space similarly required for any other building.



DETERMINING AVERAGE GRADE

F. Lot or Yard Dimensions

i. No yard or lot existing at the time of passage of this Code shall be reduced in dimension or area below the minimum or above the maximum requirements set forth herein. Yards or lots created after the effective date of this Code shall meet at least the minimum or maximum requirements established by this Code. The Planning and Zoning Administrator will determine setbacks for irregular shaped lots.

G. Permitted Encroachments into Setbacks

i. Fences and walls may encroach into a required setback.

ii. Sidewalks and driveways may encroach into a required front setback.

iii. A required buffer yard may encroach into a required setback.

iv. Landscaping may encroach into a required setback.

v. Building eaves, roof overhangs, gutters, downspouts, light shelves, bay windows and oriels less than ten (10) feet wide, chimneys, flues cornices, belt courses, sills, buttresses or other similar architectural features may encroach up to three (3) feet into a required setback, provided that such extension is at least two (2) feet from the vertical plane of any lot line.

vi. Unenclosed patios, decks, terraces or porte cochere may encroach into a side interior or rear setback, provided that such extension is at least three (3) feet from the vertical plane of any lot line. With the exception of Dwelling – Attached Single-Family land uses, which would have a zero (0) foot setback from the vertical plane of any side lot line.

vii. An awning, canopy or gallery may encroach into a front or side street setback provided that such extension is at least one (1) foot from the vertical plane of any lot line.

viii. Front porches and balconies may encroach into a front setback provided that such encroachment is no greater than six (6) feet from the front building facade, and no closer than 10 feet from the vertical plane of any lot line.

ix. Dwelling – Attached Single-Family land uses in residential zoned districts are permitted to have front porches, balconies, sidewalks, driveways, patios, decks, and terraces encroach into the side setback for a zero (0) foot side setback.

SECTION 1101.15 RULES OF INTERPRETATION

A. Whenever a defined word appears in the Code, its meaning is as set forth in this article. Words not defined in this Code are interpreted in accordance with their usual dictionary meaning and customary usage.

B. All references to other regulations or manuals in this Code refer to the most current version and citation for those regulations or manuals, unless expressly indicated otherwise. When the referenced regulations or documents have been repealed and not replaced by other regulations or manuals, Code requirements for compliance are no longer in effect.

C. Illustrations, diagrams, and flowcharts are included in this Code to illustrate the intent and requirements of the text. In the case of a conflict between the text and any illustration, diagram, or flowchart, the text controls.

D. Except as otherwise noted, any fraction greater than or equal to 0.5 will be rounded up to the nearest whole number. Any fraction less than 0.5 will be rounded down to the nearest whole number.

E. The language of this Code shall be interpreted in accordance with the following regulations:

i. The word "person" includes a firm, association, organization, partnership, trust, limited liability company, corporation, or other legal entity, as well as an individual.

ii. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular, in each case, if the context so requires.

iii. The word "shall" is mandatory, the word "may" is permissive.

iv. The words "used" or "occupied" include the words "intended," "designed," "constructed," "altered," or "arranged" to be used or occupied.

v. The word "lot" includes the words "plot," "tract," or "parcel."

vi. The terms "standards," "regulations," and "requirements" are used to mandate a specific course of action or built outcome.

vii. Section headings are provided for ease of use and organization and shall not be interpreted as regulatory.

viii. Where a regulation involves two or more items, conditions, provisions, or events connected by the conjunction "and," " "either ... or," the conjunction shall be interpreted as follows:

ix. "And" indicates that all the connected items, conditions, provisions or events shall apply.

x. "Or" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.

xi. "Either ... or" indicates that all the connected items, conditions, provisions or events shall apply singly but not in combination.

SECTION 1101.17 MINIMUM REQUIREMENTS

A. In their interpretation and application, the provisions of this Code shall be held to be minimum requirements (unless a maximum requirement is expressly provided) adopted for the promotion of the public health, safety, morals, and general welfare. Wherever the requirements of this Code are at variance with the requirements of any other lawfully adopted rules, regulations, codes, deed restrictions, or covenants, the most restrictive or that imposing the higher standards shall govern. Wherever special or unusual conditions or circumstances exist, or wherever there is an apparent safety hazard, the Planning and Zoning Board may prescribe additional requirements in order to promote and protect the health, safety, morals and general welfare of the city. The regulations contained in each district or zone herein shall be minimum regulations and shall apply uniformly to each class or kind of structure or land, except as hereinafter provided.

SECTION 1101.19 EFFECTS OF ANNEXATION ON ZONING

A. When a lot developed with an agricultural use or one (1) single-family dwelling is annexed into the City, it shall be classified as SR-Suburban Residential zone upon passage of the ordinance accepting the annexation unless otherwise designated by City Council upon acceptance of the annexation.

B. Any land within the City not designated or otherwise included within another zoning district shall be included in the SR-Suburban Residential zone.

C. When a lot owned by any public authority is annexed into the City via annexation, it shall be classified as an OS-Open Space/Schools zone upon adoption of the ordinance accepting the annexation unless otherwise specified by City Council upon acceptance of the annexation.

D. Annexed land may be incorporated into one or more zoning districts provided the applicant files a development plan satisfying the requirements of Chapter 1109.21that depicts the proposed zoning classification(s) for the annexed land.

SECTION 1101.21 PRIVATE PROVISIONS

A. The provisions of this Code are not intended to nullify, abolish or repeal any easement, covenant or other private agreement or restriction.

SECTION 1101.23 CONFLICTING PROVISIONS

A. In the case of any conflict or inconsistency between two or more provisions of this Code (e.g., the restrictions set forth in an overlay district versus the restrictions set forth in a base district) or any other City ordinance, the provision which imposes the greater or higher or more restrictive standard shall control.

SECTION 1101.25 DETERMINATION OF LAND USES NOT LISTED IN THIS CODE

A. It is recognized that this Code may require interpretation to assign all possible uses to individual zones or districts. Therefore, any use which is not specifically set forth in this Code shall be reviewed by the Planning and Zoning Administrator for consistency with the intent set forth in each district and for compatibility with use characteristics typical of uses permitted within those zones or districts. Based upon this review, the Director of Development shall determine the appropriate district or zone for any use which is not specifically set forth herein. In case of disagreement with the determination of the Director of Development in assigning a use to an appropriate district or zone, any aggrieved party may file an appeal with the Planning and Zoning Board.

SECTION 1101.27 SAVING PROVISION FOR PENDING ENFORCEMENT ACTIONS

A. Except as shall be expressly provided for in this Code, the adoption of this Code shall not:

i. nullify or make void any action pending under, or by virtue of, any prior zoning code or subdivision code;

ii. discontinue, nullify, void, abate, modify or alter any penalty accruing or about to accrue under, or by virtue of, any prior zoning code or subdivision code;

iii. affect the liability of any person, firm, or corporation under, or by virtue of, any prior zoning code or subdivision code;

iv. waive any right of the City under any section or provision of any prior zoning code or subdivision code; or,

v. vacate or annul any rights obtained by any person, firm, or corporation by lawful action of the City under, or by virtue of, any prior zoning code or subdivision code.

SECTION 1101.29

HOW TO NAVIGATE THIS CODE:

1. Step One: Locate your property and applicable district or zone on the Zoning Map, which can be found on the City of Reynoldsburg website at: www.reynoldsburg.gov.

2. Step Two: Locate the applicable district, zone or overlay regulations in Chapter 1103 below.

3. Step Three: Determine the use, building placement, parking, landscaping and signage regulations in the applicable district or zone in Chapter 1103 below.

4. Step Four: Determine if any common regulations apply in Chapter 1105.

5. Step Five: Determine if any nonconformities exist and how to address them in Chapter 1107.

6. Step Six: Determine if any approvals are necessary and how to apply for them in Chapter 1109.

7. Step Seven: Determine if any subdivision is necessary and how to address it in Chapter 1111.

8. Step Eight: Reference the Glossary for use and general terms in Chapter 1113.



1103 DISTRICTS AND ZONES

Districts and Zones

SECTION 1103.01 INTENT

The following districts and zones are hereby established for the regulation of land in the City of Reynoldsburg, Ohio. The districts and zones have been formulated to realize the general purpose as set forth in the preamble of Ordinance No. _____and the Comprehensive Plan, as may be amended from time to time. The specific purpose of each district and zone shall serve the regulatory basis for existing and future development within each district and zone.

SECTION 1103.03 COMPLIANCE WITH REGULATIONS

A. The regulations for each district and zone in this Code shall be minimum regulations and shall apply uniformly to each class or kind of structure or land, except as hereinafter provided or as otherwise granted by the Planning and Zoning Board.

B. No building, structure or land shall be used or occupied and no building or structure or part thereof shall be erected, constructed, reconstructed, moved or structurally altered except in conformity with all of the regulations herein specified for the district in which it is located.

C. No building or other structure shall be erected or altered:

   i. To provide for greater height or bulk;

   ii. To accommodate or house a greater number of families;

   iii. To occupy a greater percentage of lot area; or

   iv. To have narrower or smaller rear yards, front yards, side yards or other open spaces than herein required, or in any other manner be contrary to the provisions of this Code.

D. No yard or lot existing at the time of passage of this Code shall be reduced in dimension or area below the minimum requirements set forth herein. Yards or lots created after the effective date of this Code shall meet at least the minimum requirements set forth herein.

E. Notwithstanding anything to the contrary contained herein, any single lot of record existing on the effective date of this ordinance shall comply with the yard dimension requirements in effect at the time such lot was platted and/or created.

SECTION 1103.05 OFFICIAL SCHEDULE OF DISTRICT REGULATIONS ADOPTED

A. Development and use regulations and standards are included in each district and zone below.

B. Permitted Uses and Conditional Uses for each district and zone are set forth within each section. Permitted Uses shall include all Accessory Uses, as such term is defined within this Code, except as otherwise expressly set forth herein. Conditional Uses require the grant of a Conditional Use permit.

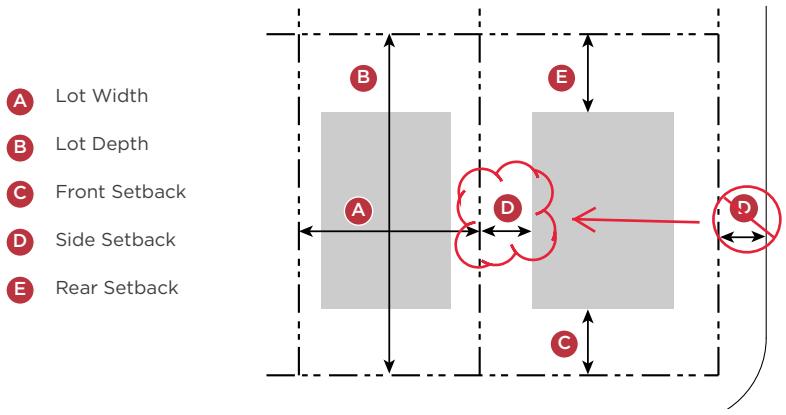
SECTION 1103.07 BUILDING TYPOLOGIES

The Building Typologies included in each district reflect various general forms of development contemplated for all new development within the City. For the alteration of existing structures, the alteration shall comply with the development standards applicable to the development typology that, in the determination of the Planning and Administrator is most similar to the existing structure.

SECTION 1103.09 DEVELOPMENT STANDARDS

Figure 1103.09~~A~~ below illustrates the key terms applicable to the development standards included for each development typology. These key terms are illustrated as follows:

FIGURE 1103.09: STANDARDS KEY TERMS



DISTRICTS AND ZONES

This Chapter is divided into four districts (the Olde Reynoldsburg Center, (ORD-C) the Olde Reynoldsburg Neighborhood (ORD-N), the Brice and East Main Street and the East Main Street Insight districts) and five zones. Districts are specific contiguous geographies with the city that have similar existing or desired development patterns. Districts may include numerous blocks of different uses and building types that form the character of each district. The regulations applied to each district respect the unique development pattern while promoting desired outcomes within. Zones are not all contiguous and are mapped across the city primarily based on existing and desired use patterns and distinguish between disparate uses without respect to a specific geographies.

REMOVED

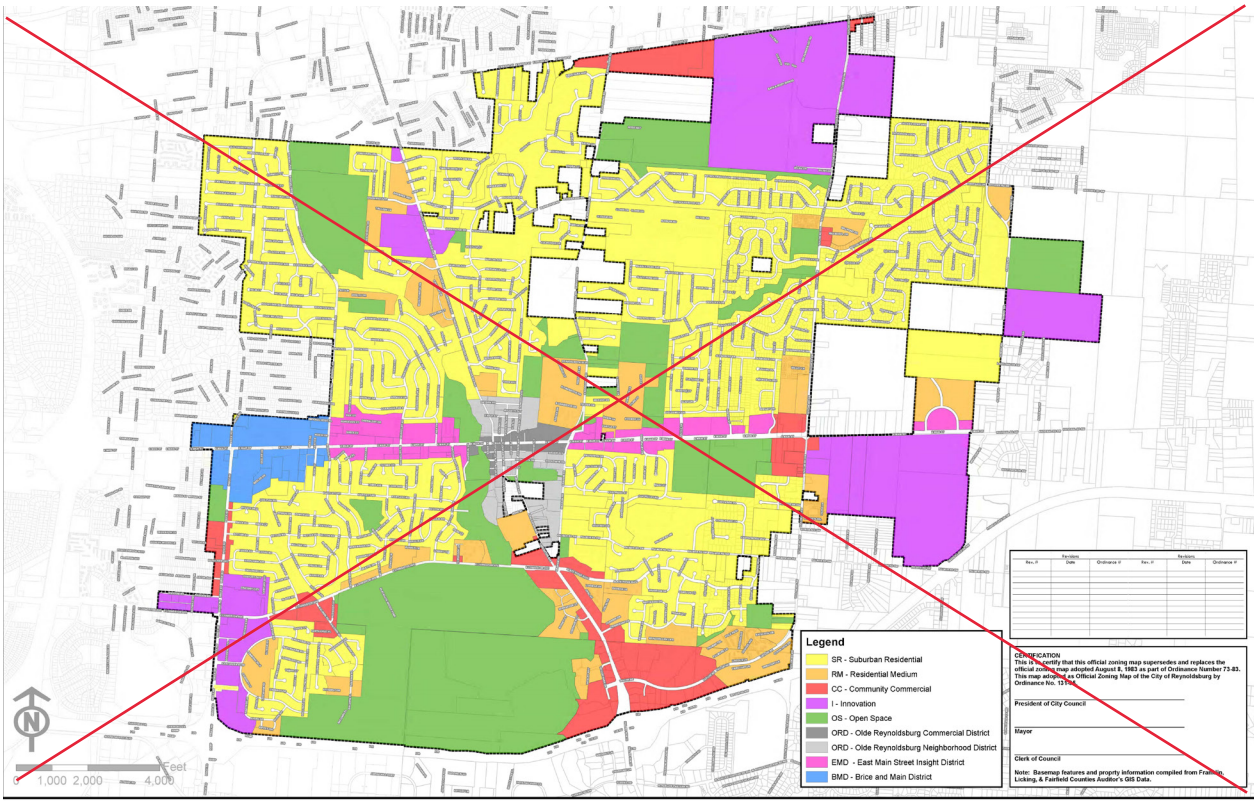


TABLE 1103.10 DISTRICT AND ZONES MAP

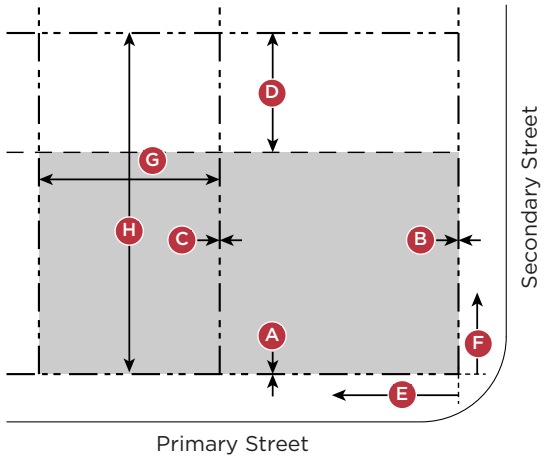
LEGEND

SR	Suburban Residential Zone	ORD-C	Olde Reynoldsburg Commercial District
RM	Residential Medium Zone	ORD-N	Olde Reynoldsburg Neighborhood District
CC	Community Commercial Zone	EMD	East Main Street District
I	Innovation Zone	BMD	Brice and Main District
OS	Open Space / Schools Zone		

SECTION 1103.11 OLDE REYNOLDSBURG COMMERCIAL DISTRICT (ORD-C)



Image: Aerial view of the Olde Reynoldsburg Commercial District



Key for Diagrams

Lot Line Setback Line Buildable Area

A. INTENT

The primary intent of this district is to strengthen the mixed-use, pedestrian-oriented nature of the existing historic downtown. Historic buildings, facades, and public spaces should be maintained. Interesting and stimulating pedestrian environments should be a primary feature of the District. Sidewalk cafe seating is encouraged, ground-floor retail with large windows should be promoted, and pedestrians should feel safe and comfortable. New residential development is highly encouraged to help bolster and support the vibrancy of the downtown. This District includes properties with frontage on East Main Street and extending west over Blacklick Creek and including the current municipal buildings and campus.

B. ALLOWED BUILDING TYPES

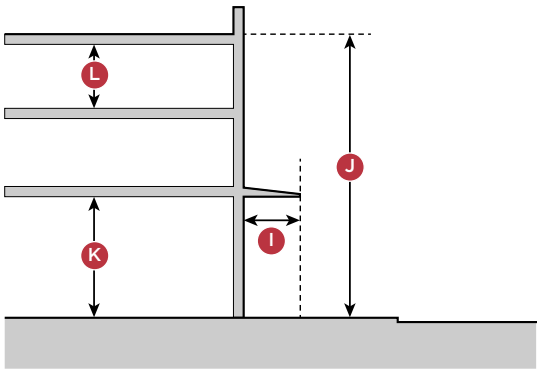
The building types allowed in the ORD-C are limited to the following, which shall be placed on lots with minimum dimensions sufficient to accommodate the allowed building type and setback dimensions. See this Chapter 1103.27 (Building Typologies) for detailed design standards.

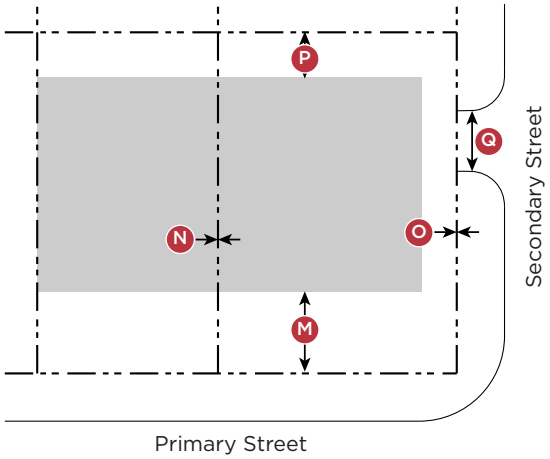
Allowed Building Types	
Large Flex Retail Building	Bed and Breakfast Building
Medium Flex Retail Building	School and Institutional Building
Small Flex Retail Building	Community Center Building
Detached Single-Family Building	Community Activity Center Building

C. BUILDING PLACEMENT

Build-to-Zone (BTZ)	E Main St Fronting	Commercial District	
Front	0'-15'	NA	A
Side Street, corner lot	0'-10'	NA	B
Setback			
Front	0' min	0' min	A
Side Street, corner lot	0' min	0' min	B
Side	0' min	0' min	C
Rear	0' min	0' min	D
Lot Coverage	NA	70%	
Building Form			
Primary Street built to BTZ	30% min	NA	E
Side Street, Corner Lot built to BTZ	30% min	NA	F
Lot Width	30' min	30' min	G
Lot Depth	NA	NA	H
Lot Frontage	30' min	30' min	

Not Applicable	NA
Not Permitted	NP





Key for Diagrams

Lot Line | Height Line | Buildable Area

Notes
All floors must have a primary ground-floor entrance facing the primary or side street.
Rear-facing buildings, loading docks, overhead doors, and other service entries are prohibited on primary street-facing facades.
Any buildings over 75' in width must be articulated with a demising line or designed to read as a series of buildings no wider than 75' each.

D. BUILDING FORM

Each proposed building in the ORD-C District shall comply with the following building form standards.

Height

The height of the buildings shall not exceed the following limits. Minimum and maximum heights are measured from average finished grade at the front setback line.

Height	E Main St Fronting	Commercial Neighborhood	
Building Maximum	5 stories, 60'	2 1/2 stories, 30'	J
Ancillary Building Max.	2 1/2 stories, 35'	2 stories, 24'	
First Floor Ceiling Height	12' min	9' min ~~clear~~	K
Upper Floor(s) Ceiling Height	8' min	8' min ~~clear~~	L

E. PARKING PLACEMENT

Off-street parking shall be located in compliance with the following setback standards. See this Chapter (Frontage Typologies) or applicability of frontage types associated with street-side parking.

Location (Distance from Property Line)	E Main St Fronting	Commercial Neighborhood	
Front Setback	20'	20' min	M
Side Setback	0'	0' min	N
Side Street Setback	5'	5' min	O
Rear Setback	0'	0' min	P

Required Spaces	
Ground Floor	
Uses < 3,000 sf	No off-street parking required
Uses =/ > 3,000 sf	1 space/400 sf
Upper Floors	
Residential uses	1 space/unit; .5 space/ studio
Other uses	1 space/450 ft

Notes		
Parking Drive Width	15’	Q
*Or as required by Fire Department		
On corner lots, primary parking drive shall not be located in primary street.		
Shared drives are encouraged between adjacent lots to minimize curb cuts along the street.		
Parking may be provided off-site within 1,300’ or as shared parking. Shared parking may count up to a 30% reduction in total parking required.		
Bicycle parking must be provided and in a secure environment and be ground mounted with a clear width of 32 inches and clear length of 84 inches. At least one bicycle space shall be provided for every ~~1,000~~ 10,000 square feet of gross floor area of the principle building.		
See Chapter 1105.01 for further parking regulations.		

F. FRONTAGE TYPES

See this Chapter 1103.31 (Frontage Type Standards) for detailed standards for each frontage type.

Frontage Type	Primary Street	Secondary Street	Reference
Shopfront	Allowed	Allowed	1103.31 (A)
Patio	Allowed	Allowed	1103.31 (B)
Yard	Allowed	Allowed	1103.31 (C)
Raised Yard	Allowed	Allowed	1103.31 (D)
Porch	Allowed	Allowed	1103.31(E)
Stoop	Allowed	Allowed	1103.31 (F)
Terrace	Allowed	Allowed	1103.31 (G)
Forecourt	Allowed	Allowed	1103.31 (H)
Streetwall	Allowed	Allowed	1103.31 (I)

G. ALLOWED OPEN SPACE TYPES

The open space types allowed in the ORD-C are limited to the following, which shall be placed on lots with minimum dimensions sufficient to accommodate the minimum open space type and setback dimensions. See Chapter 1103.29 (Open Space Typologies) for detailed illustrative standards.

Allowed Open Space Types	Reference
Greenway and Trail	1103.29 (A)
Park	1103.29 (F)
Nature	1103.29 (J)
Sport Field	1103.29 (G)

H. ALLOWED LAND USES AND PERMIT REQUIREMENTS

1. The land uses allowed by this Code are listed in Table 1103 A (Allowed Land Uses and Permit Requirements) below, together with the type of planning permit required for each use. Each land use listed in Table 1103 A (Allowed Land Uses and Permit Requirements) is defined in Chapter 1113 (Glossary of Terms

2. Establishment of an Allowable Use

A. Any one or more land uses allowed in Table 1103 A (Allowed Land Uses and Permit Requirements) may be established on any lot within the district, subject to the planning permit requirement listed in the Table, and in compliance with all applicable requirements of this Code.

b. Where a project on a single lot includes two or more of the land uses listed in the Table, the overall project will be subject to the highest permit level required by the Table for any individual use.

c. A land use that is not listed in Table 1103 A and is determined by the Director to not be included in the definition listed in Chapter 1113 A (Glossary of Terms), is not allowed, unless the Director finds that the proposed use is similar to, compatible with, and will not involve a greater intensity than a listed use and such use is consistent with the purposes of the zone, the Comprehensive Plan, and any applicable City plan.

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-C	
ANIMAL SERVICES		
Boarding/Kennel	C	
Grooming	P	
Veterinary	P	
COMMUNITY FACILITIES		
Community Facility - Activity Center	P	
Community Facility - Government Administration and Courts	P	
Community Facility - Outdoor Recreation	P	
Community Facility - Park	P	
Community Facility - Public Health Safety	P	
Community Facility - Trail	P	
CONGREGATION		
Event Center - Private Events and Conferences	P	
Event Center - Public Meetings and Conventions	P	
Mortuary	C	
Religious Assembly	P	
CULTURAL		
Library	P	
Live Theater	P	
Movie Theater	P	
Museum	P	
Visual Arts Center	P	

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-C	
DWELLING		
Dwelling - Assisted	P	
Dwelling - Attached Single-Family	P	
Dwelling - Group	P	
Dwelling - Multi-Unit Building	P	
Dwelling - Multi-Unit Building Complex	P	
Dwelling - Nursing	P	
Dwelling - Two-family	P	
FOOD AND BEVERAGE		
Bakery - Retail	P	
Beverage - Brewing and Distilling	P	Produces less than 15,000 barrels.
Beverage Sales - Liquor and Beer Sit Down/Bar Establishment	P	
Beverage Sales and Retail	P	
Food Sales - Small Format Grocery	P	See definition
Food Sales-Farm	P	

Deleted Dwelling - Developmental Disability from the table.

Allowable Use	P
Conditional Use	C

Add Food Service - Commercial Kitchen as a permitted land use.

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS

Land Use Type	Permit Required by District	Specific Use Regulations
	ORD-C	
Food Service - Fast Casual Restaurant	P	
Food Service - Full Service Restaurant	P	
EDUCATION		
School - College/ University	P	
School - Primary	P	
School - Secondary	P	
School - Trade	P	
HEALTH / WELLNESS		
Health and Wellness - Clinic	P	
Health and Wellness - Fitness Facility/Gym	P	
Health and Wellness - Massage	P	
Health and Wellness - Physical Therapy	P	
MANUFACTURING / PROCESS / INNOVATION		
Manufacturing - Artisan	P	
MEDICAL		
Medical Office	P	No overnight patients
Medical - Clinic	P	
Marijuana - Dispensary	C	

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS

Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-C	
OFFICE		
Office - Corporate	P	
Office - Data Processing/ Call Center	C	
Office - Professional Services	P	
PERSONAL SERVICES		
Clothing Services - Dry Cleaning without drive thru	P	
Financial Services and Banking - without drive thru	P	
Personal Care and Beauty Services	P	
Tattoo/Piercing	P	
RECREATION		
Studio - Art	P	
Studio - Gymnastics/ martial arts	P	

Allowable Use	P
Conditional Use	C

TABLE 1103 A ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	**Permit Required by Zone**	**Specific Use Regulations**
	ORD-C	
SALES AND EXHIBITION		
Antique Shop	P	80 percent of goods must be 30 years or older or have collectible value.
Auction Facility	P	Excludes livestock and motor vehicle auctions.
Gallery - Art	P	
Garden Center - Indoor and Outdoor	C	
Retail - Convenience without gasoline	P	
Retail - Large Format	P	
Retail - Medium Format	P	
Retail - Pharmacy without Drive-Thru	P	
Retail - Shopping Center - Enclosed	P	
Commercial Center - Outdoor - Small	P	
Commercial Center - Outdoor - Large	P	
Retail - Small Format	P	
TOURISM / VISITING		
Overnight Lodging - Bed and Breakfast	P	
Overnight Lodging - Boutique Hotel	P	Fewer than 30 rooms
Overnight Lodging - Hotel	P	
Overnight Lodging - Limited Service	P	
Overnight Lodging - Resort	P	

Allowable Use	P
Conditional Use	C

I. Design Guidelines for Olde Reynoldsburg Commercial District (ORD-C)

A. Purpose

The purpose of this section is to:

i. protect and enhance the Olde Reynoldsburg Commercial District's (ORD-C) unique aesthetic character;

ii. support high quality streets and public spaces;

iii. encourage architecture that blends harmoniously with the natural surroundings and neighboring development;

iv. safeguard property values and long-term economic assets; and

v. carefully preserve the character the District's historic character while permitting appropriate growth.

B. Intent and Applicability

These design guidelines shall apply to non-residential development in the ORD-N and ORD-C and are not intended to stifle innovative design or creativity. Instead, these design guidelines are intended to serve as the minimum standards applicable to non-residential development to ensure that new development and redevelopment satisfied the purposes of the Olde Reynoldsburg Districts as described herein. These design guidelines shall be applied by the Planning and Zoning Board in conjunction with its review of applications for Certificates of Appropriateness as described under Chapter 1109.19 hereof.

C. General Standards

i. ~~(1)~~ **Size, Mass and Scale:** The scale of buildings and accessory structures (including canopies) shall be appropriate to the scale of structures.

ii. ~~(2)~~ **Proportions of Bays and Openings:** All building bays, including porches, colonnades and porticos as appropriate, shall be square or vertical in proportion, unless the design merits a horizontally-proportioned opening. Wall openings, with the exception of transoms and storefronts, shall be square or vertical in proportion. The facade of a proposed building should draw upon the proportion and number of bays in surrounding buildings, as defined by windows, doors, and column spacing, to establish a compatible scale.

iii. ~~(3)~~ **Building Materials:** Building wall materials shall be combined on each facade only horizontally, unless the building is broken vertically by a change of plane, or a vertical architectural element. Heavier materials, such as masonry and stucco, shall be located below lighter materials, such as cement fiber or wood siding.

iv. ~~(4)~~ **Roof Forms:** Where pitched roofs exist, primary roofs shall have a minimum slope of 4:12, while ancillary roof slopes may be no less than 2:12.

v. ~~(5)~~ **Garages and Accessory Structures:** Attached garages, detached garages, and other accessory structures shall be subordinate in height, footprint, and proportion to the primary structure on the site, and shall be compatible with the principal structure in terms of roof form, materials, and color. Where a garage contains an accessory dwelling unit above, it may exceed the height of the primary structure.

vi. ~~(6)~~ **Trash, Mechanical, Utility and Service Equipment and Areas**

1. ~~i.~~ Loading docks, service areas, and trash disposal facilities (e.g., trash and recycling receptacles,compactors, dumpsters) shall be hidden or ~~ii.~~ screened from view of streets, parks, squares, or significant pedestrian spaces. Loading areas may be oriented toward adjoining developed properties that are zoned for nonresidential uses, if such loading areas are screened from view.
2. ~~iii.~~ Mechanical equipment, such as ventilation systems, commercial exhaust fans, rooftop terminations, commercial cooling equipment, heating and air conditioning units, TV antennas, and satellite dishes, shall be hidden or screened from view. Lattice, open brick enclosures, or vegetation can be used to conceal mechanical equipment. Screening material shall be properly maintained. If vegetation is used for screening, the mature size of the vegetation shall be considered so that equipment air flow will not be compromised.

vii. ~~(7)~~ **Colors:** Buildings and additional site elements — e.g., bollards, arbors, drive-thru canopies, sign posts — shall not be painted in a color or pattern that expresses corporate identify, to the extent that the paint color or pattern is not consistent with the design standards of the district. Fluorescent colors, such as ASHTO safety yellow, are also prohibited except where required by a public agency.

D. Specific Standards

i. ~~(1)~~ **Building Materials and Details.**

1. ~~i.~~ Building walls shall be finished in 1 or more (but not more than 3) of the following materials:
   (a) Wood;
   (b) Fiber cement board siding **smooth finish**

(c) Concrete masonry units with stucco (CBS);

(d) Reinforced concrete with stucco;

(e) Brick;

(f) Corrugated metal, which may be approved by the Planning and Zoning Administrator based on the surrounding context and location on the site; or

(g) Other materials as approved by the Zoning Administrator, based on visual compatibility with listed approved materials.

2. ~~ii.~~ Visible foundation walls and chimneys shall be finished in one of the following materials:

(a) Brick; or

(b) Stucco.

3. ~~iii.~~ Columns may be constructed of the following materials:

(a) Wood;

(b) Wood or fiber cement clad;

(c) Cast iron;

(d) Concrete with smooth stucco finish;

(e) Cast stone with smooth finish;

(f) Brick; or

(g) Perma-cast or other synthetic materials as approved by the Planning and Zoning Administrator, based on visual compatibility with listed approved materials.

4. ~~iv.~~ Railings and balustrades may be constructed of the following materials:

Building materials were listed twice (i-iv), deleted the duplicate text.

(a) Painted Wood;

(b) Wrought iron;

(c) Aluminum, PVC or other synthetic material as approved by the Planning and Zoning Administrator, based on visual compatibility with listed approved materials.

5. ~~viii.~~ Doors shall be made of wood, metal, glass, or fiberglass.

6. ~~ix.~~ Roofs with visible pitches shall be constructed of the following materials:

(a) 25-year architectural dimension shingles;

(b) Tile (clay, cement, natural or manufactured stone);

(c) Nonreflective pre-finished metal;

(d) Slate;

(e) Reflective metal such as copper; or

(f) Other similar metals as approved by the Planning and Zoning Administrator.

7. ~~x.~~ The following materials are prohibited:

(a) Exposed concrete masonry units;

(b) Vinyl Siding;

(c) Plastic shutters;

(d) Metal panels;

(e) Day-glo, luminescent, iridescent, neon or similar types of color finishes;

(f) Mirrored glass with a reflectivity of 20% or more; or

(g) Roofing;

1) Plastic or PVC roof tile; or

2) Nontraditional colors such as orange or purple.

ii. ~~(2)~~ Roof Forms

1. ~~i.~~ Permitted roof types include gabled, hipped, shed, barrel vaulted, flat, mono-pitch, and domed. Applied and partial (less than 3 sides) mansard roofs are permitted.
2. ~~ii.~~ Shed, flat, and mono-pitch roofs shall be concealed with parapets along the street frontage, except on porches, balconies, or building extensions.
3. ~~iii.~~ Downspouts and gutters should be galvanized steel, aluminum, or copper and shall match in materials and finish.
4. ~~iv.~~ Roof penetrations shall be hidden or painted to match the color of the roof.
5. ~~v.~~ Skylights must be flat to the pitch of the roof. They shall not be located on any sloped roof facing the primary frontage

iii. ~~(3)~~ Windows and Doors

1. ~~i.~~ Any commercial or mixed-use building elevation facing a street, waterway, or public space shall include a minimum of 40% of transparent fenestration (windows and doors) on the ground floor and 20% on upper floors. Apartment Houses shall conform to these requirements as much as possible, however the minimum percentage of transparent fenestration on the ground floor may be adjusted at the discretion of the Planning and Zoning Administrator. It shall not be reduced to lower than 30%.
2. ~~ii.~~ Proportion and Details
   (a) Windows shall not be flush with exterior wall treatments. Windows shall be provided with an architectural surround at the jambs and header, and a projecting sill.
   (b) Window openings may be grouped horizontally, but trim between windows shall be at least 3.5 inches wide. This does not apply to storefront windows.
   (c) Facades should have several window sizes with smaller ones above. This is particularly important when buildings rise more than 2 stories.
   (d) Thin mullions or muntins shall be required on windows larger than 2 feet in any direction, except for shopfronts. The depth of the mullion shall not be less than the width.

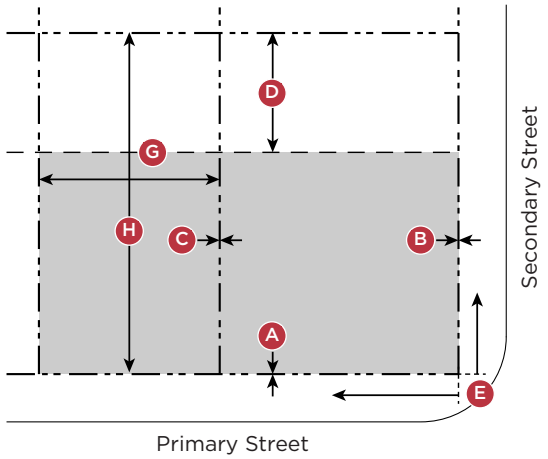
iv. ~~(4)~~ Architectural Details

1. ~~i.~~ Shutters: Shutters shall be sized and placed so as to equal the width that would be required to cover the window opening. Operable shutters are preferred.
2. ~~ii.~~ Column Bays: Columns and piers shall be spaced no farther apart than they are tall. Column bays shall be of equal and precise proportions.

SECTION 1103.13 OLDE REYNOLDSBURG NEIGHBORHOOD DISTRICT (ORD-N)



Image: Aerial view of the Olde Reynoldsburg Neighborhood District



Key for Diagrams

Lot Line | Setback Line | Buildable Area

A. INTENT

Because of its location adjacent to the Olde Reynoldsburg ~~Neighborhood~~ Commercial District (ORD-~~N~~ C), future development should support a more diverse range of housing options and should be well integrated with surrounding uses while allowing for more compact development to accommodate smaller household sizes, an aging population, and a growing number of households without children. Multi-unit buildings with common open spaces are encouraged where appropriate, Developments may include a range of housing options with different price points and styles including stacked flats, higher density single-family, row houses, and apartments. Reduced setbacks, improved streetscapes, and smaller blocks all contribute to improved walkabilty.

B. ALLOWED BUILDING TYPES

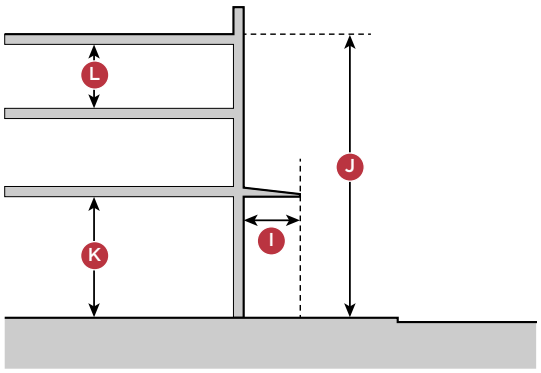
The building types allowed in the ORD-N are limited to the following, which shall be placed on lots with minimum dimensions sufficient to accommodate the minimum building type and setback dimensions. See Chapter 1103.27 (Building Types) for detailed design standards.

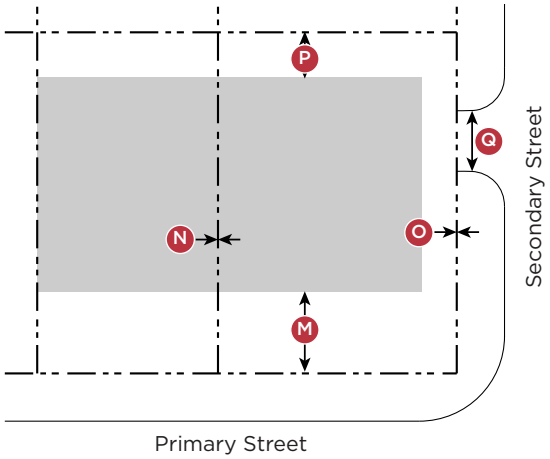
Allowed Buidling Types	
Detached Single-Family Building	Small Flex Retail Building
Attached Single-Family Building	Institutional Flex Building
Duplex Building	Community Center Building
Multi-Unit Building	ADU (Accessory Dwelling Unit)

C. BUILDING PLACEMENT

Setback		
Front	5’ min	A
Side Street, corner lot	5’ min	B
Side	5’ min	C
Side Townhome and Condos only	0’ min	
Rear	30’ min	D
Lot Coverage	70%	
Building Form		
Lot Width	35’ min	G
Lot Width Townhome and Condos only	23’ min	
Lot Depth	NA	H
Lot Frontage	35’ min	E
Lot Frontage Townhome and Condos only	23’ min	

Notes
All floors must have a primary ground-floor entrance facing the primary or side street.
Rear-facing buildings, loading docks, overhead doors, and other service entries are prohibited on primary street-facing facades.
Any buildings over 75’ in width must be articulated with a demising line or designed to read as a series of buildings no wider than 75’ each.





Key for Diagrams

Lot Line | Setback Line | Buildable Area

D. BUILDING FORM

Each proposed building in the ORD-N District shall comply with the following building form standards.

1. Encroachments into Setback

The following encroachments are allowed within the ORD-N District, subject to applicable frontage type standards. See this Chapter 1103.31 (Illustrative Frontage Typologies).

Location		
Front	5' max	I
Side	5' max	I
Side Street	5' max	I
Rear	0'	I

Notes

Canopies, Awnings, and balconies may encroach over the setback on the street sides and into the setback on the rear. Only balconies are allowed at the rear encroachment.

2. Height

35' max	J
2 1/2 stories max	J

Notes

See this Chapter (Illustrative Frontage Typologies) for descriptions and requirements.

E. PARKING PLACEMENT

Off-street parking shall be located in compliance with the following setback standards. See Chapter 1103.31 (Illustrative Frontage Typologies) for applicability of frontage types associated with street-side parking.

Location (Distance from Property Line)		
Front Setback	20' min	M
Side Setback	0' min	N
Side Street Setback	5' min	O
Rear Setback	5' min	P

Notes

Unless parking space is located in the driveway of a single-family or two-family dwelling.

F. FRONTAGE TYPES

See Chapter 1103.31 (Illustrative Frontage Typologies) for detailed standards for each frontage type.

Frontage Type	Primary Street	Secondary Street	Reference
Shopfront	Allowed	Allowed	1103.31 (A)
Patio	Allowed	Allowed	1103.31 (B)
Yard	Allowed	Allowed	1103.31 (C)
Raised Yard	Allowed	Allowed	1103.31 (D)
Porch	Allowed	Allowed	1103.31 (E)
Stoop	Allowed	Allowed	1103.31 (F)
Terrace	Allowed	Allowed	1103.31 (G)
Forecourt	Allowed	Allowed	1103.31 (H)
Streetwall	Allowed	Allowed	1103.31 (I)

G. ALLOWED OPEN SPACE TYPES

The open space types allowed in the ORD-N are limited to the following, which shall be placed on lots with minimum dimensions sufficient to accommodate the minimum open space type and setback dimensions. See Chapter 1103.29 (Open Space Typologies) for detailed standards

Allowed Open Space Types	Reference
Nature	1103.29 (J)
Greenway and Trail	1103.29 (A)
Square	1103.29 (C)
Green	1103.29 (D)
Passage	1103.29 (E)
Park	1103.29 (F)
Sport Field	1103.29 (G)
Pocket Park	1103.29 (I)
Pocket Plaza	1103.29 (H)

H. ALLOWED LAND USES AND PERMIT REQUIREMENTS

1. The land uses allowed by this Code are listed in Table 1103B (Allowed Land Uses and Permit Requirements) below, together with the type of planning permit required for each use. Each land use listed in Table 1103B (Allowed Land Uses and Permit Requirements) is defined in Chapter 1113 (Glossary of Terms).

2. Establishment of an Allowable Use

a. Any one or more land uses allowed in Table 1103B (Allowed Land Uses and Permit Requirements) may be established on any lot within the district, subject to the planning permit requirement listed in the Table, and in compliance with all applicable requirements of this Code.

b. Where a project on a single lot includes two or more of the land uses listed in the Table, the overall project will be subject to the highest permit level required by the Table for any individual use.

c. A land use that is not listed in Table 1103B and is determined by the Director to not be included in the definition listed in Chapter 1113 (Glossary of Terms), is not allowed, unless the Director finds that the proposed use is similar to, compatible with, and will not involve a greater intensity than a listed use and such use is consistent with the purposes of the zone, the Comprehensive Plan, and any applicable City plan.

TABLE 1103B ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-N	
ANIMAL SERVICES		
Veterinary	C	
CONGREGATION		
Event Center - Private Events and Conferences	C	
Religious Assembly	P	
CULTURAL		
Library	P	
Live Theater	C	
Museum	C	
Visual Arts Center	P	
DWELLING		
Dwelling - Assisted	P	
Dwelling - Attached Single-Family	P	
Dwelling - Detached Single-Family	P	
Dwelling - Group	P	
Dwelling - Multi-Unit Building	C	
Dwelling - Multi-Unit Building Complex	C	
Dwelling - Nursing	P	
Dwelling - Two-family	P	

Deleted Dwelling - Developmental Disability from the table.

TABLE 1103B ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-N	
FOOD AND BEVERAGE		
Bakery - Retail	P	
Beverage - Brewing and Distilling	C	Produces less than 15,000 barrels.
Food Sales - Farm Market	P	
Food Sales - Small Format Grocery	P	See definition
Food Service - Full Service Restaurant	C	
EDUCATION		
School - College/ University	C	
School - Primary	C	
School - Secondary	C	
School - Trade	C	
HEALTH / WELLNESS		
Health and Wellness - Clinic	C	
Health and Wellness - Fitness Facility/Gym	C	
Health and Wellness - Massage	P	
Health and Wellness - Physical Therapy	P	

Allowable Use	P
Conditional Use	C

TABLE 1103B ALLOWED LAND USES AND PERMIT REQUIREMENTS		
Land Use Type	Permit Required by Zone	Specific Use Regulations
	ORD-N	
MANUFACTURING / PROCESS / INNOVATION		
Manufacturing - Artisan	P	
MEDICAL		
Medical - Clinic	C	
Medical - Office	C	
Office - Professional Services	C	
PERSONAL SERVICES		
Personal Care and Beauty Services	C	
RECREATION		
Studio - Art	P	
Studio - Gymnastics/ martial arts	P	
RESIDENT AND CHILD CARE		
Child Day Care - Center	P	See 1105.13(H)
Child Day Care - In Home	P	See 1105.13(I)
SALES AND EXHIBITION		
Antique Shop	C	80 percent of goods must be 30 years or older or have collectible value.
Gallery - Art	P	
Retail - Boutique	P	
Garden Center	C	
TOURISM / VISITING		
Overnight Lodging - Bed and Breakfast	P	
Overnight Lodging - Boutique Hotel	C	Fewer than 30 rooms

Allowable Use	P
Conditional Use	C

I. Design Guidelines for Olde Reynoldsburg Neighborhood District (ORD-N)

A. Purpose

The purpose of this section is to:

i. protect and enhance the Olde Reynoldsburg Commercial District's (ORD-C) unique aesthetic character;

ii. support high quality streets and public spaces;

iii. encourage architecture that blends harmoniously with the natural surroundings and neighboring development;

iv. safeguard property values and long-term economic assets; and

v. carefully preserve the character the District's historic character while permitting appropriate growth.

B. Intent and Applicability

These design guidelines shall apply to non-residential development in the ORD-N and ORD-C and are not intended to stifle innovative design or creativity. Instead, these design guidelines are intended to serve as the minimum standards applicable to non-residential development to ensure that new development and redevelopment satisfied the purposes of the Olde Reynoldsburg Districts as described herein. These design guidelines shall be applied by the Planning and Zoning Board in conjunction with its review of applications for Certificates of Appropriateness as described under Chapter 1109.19 hereof.

C. General Standards

i. **Size, Mass and Scale:** The scale of buildings and accessory structures (including canopies) shall be appropriate to the scale of structures.

ii. **Proportions of Bays and Openings:** All building bays, including porches, colonnades and porticos as appropriate, shall be square or vertical in proportion, unless the design merits a horizontally-proportioned opening. Wall openings, with the exception of transoms and storefronts, shall be square or vertical in proportion. The facade of a proposed building should draw upon the proportion and number of bays in surrounding buildings, as defined by windows, doors, and column spacing, to establish a compatible scale.

iii. **Building Materials:** Building wall materials shall be combined on each facade only horizontally, unless the building is broken vertically by a change of plane, or a vertical architectural element. Heavier materials, such as masonry and stucco, shall be located below lighter materials, such as cement fiber or wood siding.

iv. **Roof Forms:** Where pitched roofs exist, primary roofs shall have a minimum slope of 4:12, while ancillary roof slopes may be no less than 2:12.

v. **Garages and Accessory Structures:** Attached garages, detached garages, and other accessory structures shall be subordinate in height, footprint, and proportion to the primary structure on the site, and shall be compatible with the principal structure in terms of roof form, materials, and color. Where a garage contains an accessory dwelling unit above, it may exceed the height of the primary structure.

vi. **Trash, Mechanical, Utility and Service Equipment and Areas**

1. Loading docks, service areas, and trash disposal facilities (e.g., trash and recycling receptacles, compactors, dumpsters) shall be hidden or screened from view of streets, parks, squares, or significant pedestrian spaces. Loading areas may be oriented toward adjoining developed properties that are zoned for nonresidential uses, if such loading areas are screened from view.
2. Mechanical equipment, such as ventilation systems, commercial exhaust fans, rooftop terminations, commercial cooling equipment, heating and air conditioning units, TV antennas, and satellite dishes, shall be hidden or screened from view. Lattice, open brick enclosures, or vegetation can be used to conceal mechanical equipment. Screening material shall be properly maintained. If vegetation is used for screening, the mature size of the vegetation shall be considered so that equipment air flow will not be compromised.

vii. **Colors:** Buildings and additional site elements — e.g., bollards, arbors, drive-thru canopies, sign posts — shall not be painted in a color or pattern that expresses corporate identify, to the extent that the paint color or pattern is not consistent with the design standards of the district. Fluorescent colors, such as ASHTO safety yellow, are also prohibited except where required by a public agency.

D. Specific Standards

i. Building Materials and Details.

1. Building walls shall be finished in 1 or more (but not more than 3) of the following materials:
   (a) Wood;
   (b) Fiber cement board siding, smooth finish;
   (c) Concrete masonry units

with stucco (CBS);

(d) Reinforced concrete with stucco;

(e) Brick;

(f) Corrugated metal, which may be approved by the Planning and Zoning Administrator based on the surrounding context and location on the site; or

(g) Other materials as approved by the Zoning Administrator, based on visual compatibility with listed approved materials.

2. Visible foundation walls and chimneys shall be finished in one of the following materials:

(a) Brick; or

(b) Stucco.

3. Columns may be constructed of the following materials:

(a) Wood;

(b) Wood or fiber cement clad;

(c) Cast iron;

(d) Concrete with smooth stucco finish;

(e) Cast stone with smooth finish;

(f) Brick; or

(g) Perma-cast or other synthetic materials as approved by the Planning and Zoning Administrator, based on visual compatibility with listed approved materials.

4. Railings and balustrades may be constructed of the following materials:

(a) Painted wood;

(b) Wrought iron; or

(c) Aluminum, PVC or other synthetic material as approved by the Planning and Zoning Administrator, based on visual compatibility with listed approved materials.

5. Doors shall be made of wood, metal, glass, or fiberglass.

6. Roofs with visible pitches shall be constructed of the following materials:

(a) 25-year architectural dimension shingles;

(b) Tile (clay, cement, natural or manufactured stone);

(c) Nonreflective pre-finished metal;

(d) Slate;

(e) Reflective metal such as copper; or

(f) Other similar metals as approved by the Planning and Zoning Administrator.

7. The following materials are prohibited:

(a) Exposed concrete masonry units;

(b) Vinyl Siding;

(c) Plastic shutters;

(d) Metal panels;

(e) Day-glo, luminescent, iridescent, neon or similar types of color finishes;

(f) Mirrored glass with a reflectivity of 20% or more; or

(g) Roofing;

1) Plastic or PVC roof tile;

or

2) Nontraditional colors such as orange or purple.

ii. Roof Forms

1. Permitted roof types include gabled, hipped, shed, barrel vaulted, flat, mono-pitch, and domed. Applied and partial (less than 3 sides) mansard roofs are permitted.
2. Shed, flat, and mono-pitch roofs shall be concealed with parapets along the street frontage, except on porches, balconies, or building extensions.
3. Downspouts and gutters should be galvanized steel, aluminum, or copper and shall match in materials and finish.
4. Roof penetrations shall be hidden or painted to match the color of the roof.
5. Skylights must be flat to the pitch of the roof. They shall not be located on any sloped roof facing the primary frontage.

iii. Windows and Doors

1. Any commercial or mixed-use building elevation facing a street, waterway, or public space shall include a minimum of 40% of transparent fenestration (windows and doors) on the ground floor and 20% on upper floors. Apartment Houses shall conform to these requirements as much as possible, however the minimum percentage of transparent fenestration on the ground floor may be adjusted at the discretion of the Planning and Zoning Administrator. It shall not be reduced to lower than 30%.

2. Proportion and Details

(a) Windows shall not be flush with exterior wall treatments. Windows shall be provided with an architectural surround at the jambs and header, and a projecting sill.

(b) Window openings may be grouped horizontally, but trim between windows shall be at least 3.5 inches wide. This does not apply to storefront windows.

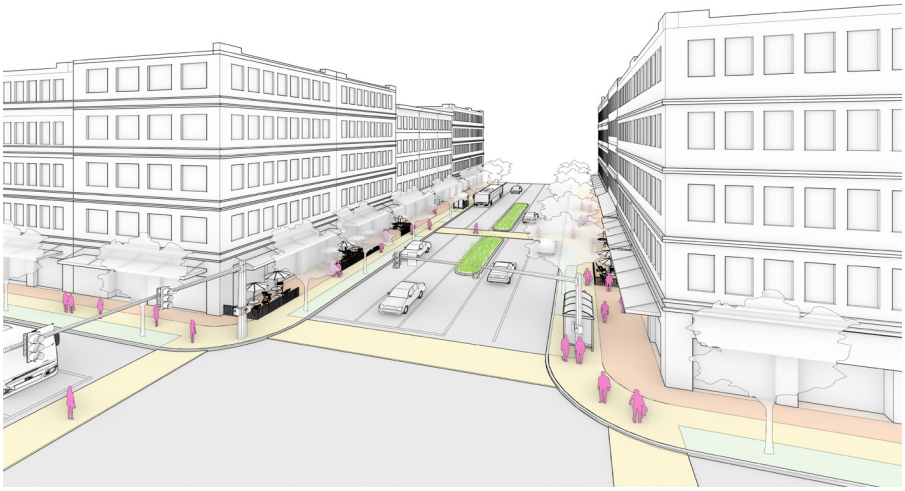
(c) Facades should have several window sizes with smaller ones above. This is particularly important when buildings rise more than 2 stories.

(d) Thin mullions or muntins shall be required on windows larger than 2 feet in any direction, except for shopfronts. The depth of the mullion shall not be less than the width.

iv. Architectural Details

1. Shutters: Shutters shall be sized and placed so as to equal the width that would be required to cover the window opening. Operable shutters are preferred.
2. Column Bays: Columns and piers shall be spaced no farther apart than they are tall. Column bays shall be of equal and precise proportions.

SECTION 1103.15 BRICE & EAST MAIN STREET AND EAST MAIN STREET INSIGHT DISTRICTS



Example Development Pattern in Brice & East Main Street District



Example Development Pattern in East Main Street District

I. Purpose and Intent

Brice and East Main Street and the East Main Street Insight Districts are intended to create compact, mixed-use, walkable environments, remove regulatory barriers, and encourage the establishment of local enterprises (e.g. Main Street businesses, start-up makers and other platforms such as shared work spaces, community hubs, and markets). By creating this type of physical environment and reducing regulatory barriers in these two Insight Districts, investors and start-up businesses will be more likely to deploy capital. This will, in turn, enhance community character and allow existing businesses and residents to remain along with newer uses.

The Brice and Main Street Insight District is intended to be more of an urban, mixed-use zone or Transit oriented Development (TOD) that centers around a transportation hub or multi-modal transportation and leverages the area's proximity to major public transportation routes.

The East Main Street Insight District is intended to serve as a transportation corridor lined with compact, mixed-use, development and with standards to address the transition area where each corridor abuts adjoining neighborhoods.

Regulations found in the Insight Districts that are unique to both zones include:

- Transit supportive development standards: Walkways connecting streets to buildings and locating buildings or pedestrian plazas close to transit stops can set up development to accommodate future transit.
- On-site facilities for pedestrian, bike, and vehicular travel: Standards for bike parking and pedestrian access, particularly within 1/4 mile or not more than 1/2 mile of a transit stop.
- Adjusted regulations for nonconforming buildings and uses: Leaves the nonconforming section of the zoning code intact on nuisances but more lenient on improvements and adaptive re-use.
- Right-sized application fees: Fees are adjusted to reflect the policies of the community. If infill and suburban retrofit is a priority, fees in those environments should ~~are~~ be less.
- Adjust front setback regulations: Amend front setback regulations to specify setback ranges instead of just minimums.
- Reduced parking requirements for affordable housing: The reduction depends upon the urban/suburban context and public transportation access.
- Reduced minimum parking requirements: Requiring more parking than is necessary is a financial barrier to development, wastes site area for parking, and increases impervious surface.

II. Insight District Uses

The following uses are either permitted or conditional uses as indicated in the following table:

Allowable Use	P
Conditional Use	C

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
ANIMAL SERVICES			
Boarding/Kennel		C	
Shelter		C	
Veterinary	P	P	
COMMUNITY FACILITIES			
Community Facility - Activity Center	P	P	
Community Facility - Outdoor Recreation	P	P	
Community Facility - Park	P	P	
Community Facility - Public Health Safety	P	C	
Community Facility - Trail	P	P	
CONGREGATION			
Event Center - Private Events and Conferences	P	P	
Event Center - Public Meetings and Conventions	P	P	
Religious Assembly	P	P	
CULTURAL			
Library	P	P	
Live Theater	P	P	
Movie Theater	P	P	
Museum	P	P	
Visual Arts Center	P	P	
DWELLING			
Dwelling - Assisted		C	
Dwelling - Attached Single-Family	C	C	
Dwelling - Multi-Unit Building	C	C	
Dwelling - Multi-Unit Building Complex	C	C	

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
FOOD AND BEVERAGE			
Bakery - Retail	P	P	
Beverage - Brewing and Distilling	P	P	Produces less than 15,000 barrels.
Beverage Sales - Liquor and Beer Sit Down/Bar Establishment	P	P	
Beverage - Retail Sales	P	P	
Food Sales - Farm Market	P	P	
Food Sales - Large Format Grocery	P	P	At least 25,000 sq. ft. of gross floor area with at least 1,000 sq. ft. devoted to fresh produce
Food Sales - Small Format Grocery	P	P	5,000 to 25,000 sq. ft. of gross floor area with at least 500 sq. ft. devoted to fresh produce
Food Service - Commissary/Bakery	P	P	
Food Service - Deli	P	P	
Food Service - Fast Casual Restaurant	P	P	
Food Service - Full Service Restaurant	P	P	
Food Service - Quick Serve/Fast Food with Drive-Thru	C	C	See 1105.13(L)
Food Service - Quick Serve/Fast Food without Drive-Thru	P	P	
Food Service - Commercial Kitchen	P	P	
EDUCATION			
School - Child Day Care Center	C	C	
School - College/University	P	P	
School - Secondary	C	C	
School - Trade	C	C	
HEALTH / WELLNESS			
Health and Wellness - Clinic	P	P	
Health and Wellness - Fitness Facility/Gym	P	P	
Health and Wellness - Massage	P	P	
Health and Wellness - Physical Therapy	P	P	

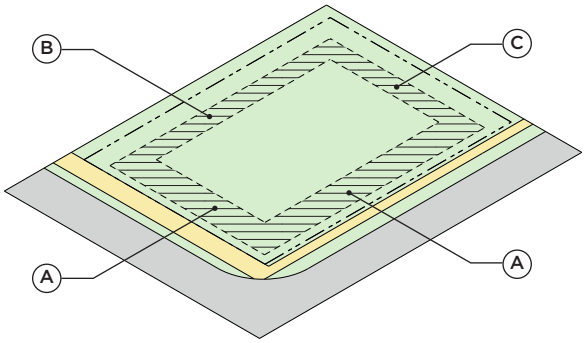
USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
MANUFACTURING / PROCESS / INNOVATION			
Manufacturing - Artisan	P	P	
Research Facility/Laboratory	P	P	
MEDICAL			
Medical - Clinic	P	P	
Medical - Emergency Services	P	P	
Medical - Full Service Hospital	P	P	
Marijuana - Dispensary	C	C	
Medical - Office	P	P	
Medical - Outpatient and Urgent Care	P	P	No overnight visits; ambulance services may not be provided
Medical - Psychiatric Facility - Standalone	C	C	
Medical - Standalone Emergency Services	C	C	
OFFICE			
Office - Corporate	P	P	
Office - Data Processing/Call Center	P	P	
Office - Professional Services	P	P	
PERSONAL SERVICES			
Clothing Services - Tailor	P	P	
Financial Services and Banking - with Drive-Thru	C	C	See 1105.13(L)
Financial Services and Banking - without Drive-Thru	P	P	
Personal Care and Beauty Services	P	P	
~~REPAIR SERVICES~~			
Vehicular Care Services - Minor - **with Drive-Thru**		C	See 1105.13(L)
Vehicular Care Services – Minor – without Drive-Thru		**C**	
RECREATION			
Indoor Recreation Enterprise	C	C	
Outdoor Recreation Enterprise	C		
Private Club	C	C	
Recreational Facility - Commercial	P	P	

USES	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)	SPECIFIC USE REGULATIONS
Shooting Range - Indoor Only		C	
Studio - Art	P	P	
Studio - Gymnastics/martial arts	P	P	
SALES AND EXHIBITION			
Antique Shop	P	P	80 percent of goods must be 30 years or older or have collectible value.
Auction Facility		C	Excludes livestock and motor vehicle auctions.
Gallery - Art	P	P	
Garden Center - Indoor and Outdoor		C	
Retail - Convenience with gasoline		C	See 1105.13(K)
Retail - Convenience without gasoline		P	
Retail - Large Format		P	
Retail - Medium Format	P	P	
Retail - Pharmacy without Drive-Thru	P	P	
Retail - Pharmacy with Drive-Thru	C	C	
Retail - Shopping Center - Enclosed	P	P	See 1105.13(L)
Commercial Center - Outdoor - Small	P	P	
Commercial Center - Outdoor - Large	P	P	
Retail - Small Format	P	P	
TOURISM / VISITING			
Overnight Lodging - Bed and Breakfast	P	P	
Overnight Lodging - Boutique Hotel	P	P	Fewer than 30 rooms
Overnight Lodging - Hotel	P	P	
Overnight Lodging - Limited Service	P	P	
Overnight Lodging - Resort	P	P	
UTILITY FACILITIES			
Power Substation Facility		C	

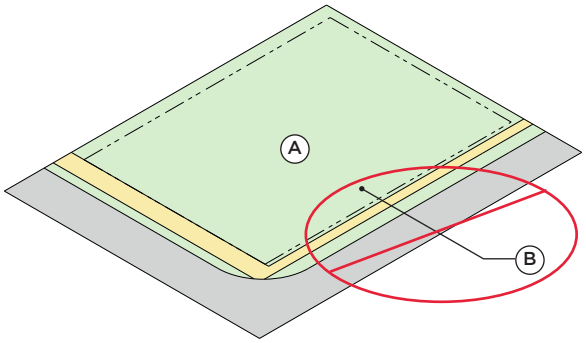
III. Insight District Development Standards

The **Brice and Main District** includes the more urban attached typologies with off-street parking in a garage, driveway, or parking lot, in addition to instances of on-street, parallel parking.

A. Lot Dimensions and Setbacks



B. Lot Coverage



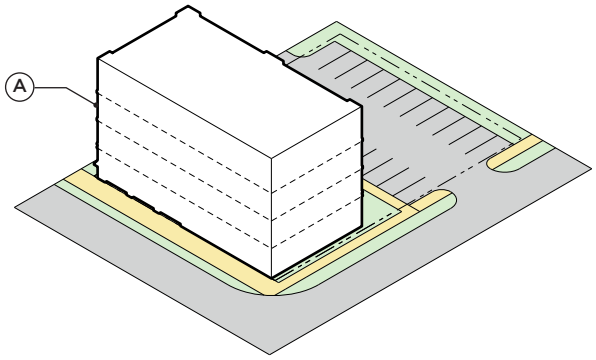
LOT DIMENSIONS	LOT SIZE (MIN./MAX SQ. FT.)	NA
	LOT WIDTH (MIN./MAX.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	NA
SETBACKS A	FRONT YARD SETBACK (MIN. FT.)	5 from ROW
A	FRONT YARD SETBACK (MAX. FT.)	20 feet from ROW*
B	SIDE YARD SETBACK (MIN. FT.)	10 from lot line; 10 feet between buildings
B	SIDE YARD SETBACK (MAX. FT.)	NA
B	SIDE YARD SETBACK (MIN./ MAX. AGGREGATE. FT.)	NA
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY	0 feet
C	REAR YARD SETBACK (MIN. FT.)	10 feet from lot line; 10 feet between buildings
C	REAR YARD SETBACK (MAX. FT.)	NA

LOT COVERAGE/ OPEN SPACE A	LOT COVERAGE (MIN.)	50%
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	80%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	100%
	OPEN SPACE (MIN.)	20%
	OPEN SPACE (MAX.)	30%
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	NA
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	12
	DENSITY (MAX. UNITS PER ACRE)	NA

Not Permitted	NP
Not Applicable	NA

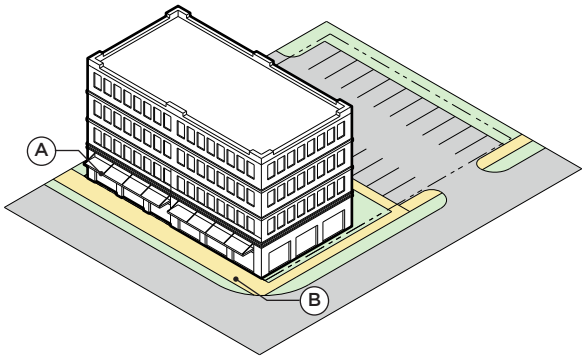
*IF A MUNICIPAL LANDSCAPE EASEMENT EXISTS ON THE PARCEL, THEN THE MAXIMUM BUILDING SETBACK MAY BE INCREASED TO 45 FEET FROM THE RIGHT-OF-WAY.

C. Height and Parking



HEIGHT (A)	BUILDING HEIGHT (MIN. FT.)	22
	BUILDING HEIGHT (MAX. FT.)	75
ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	NP
	ADU HEIGHT (MAX. FT.)	NP
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION	LOCATION	Interior of the development or structured parking
SIGN REGULATIONS	PERMITTED SIGN TYPES	Refer to Section 1105.03 - Signs
DESIGN	DESIGN STANDARDS	Facade of natural materials similar in design, materials and color to majority of buildings in development.
	SITE PLAN STANDARDS	See Chapter 1109.17 and Supplemental Regulations below.

D. Frontage



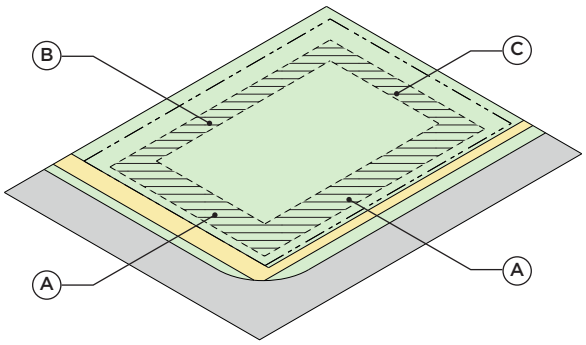
ELEMENT	SHOPFRONT	(A)
	PATIO	(B)

Not Permitted	NP
Not Applicable	NA

III. Insight Zone Development Standards

The **East Main Street District** includes urban and some suburban typologies (Section IV Building Typologies) with off-street parking, driveway, or parking lot, in addition to instances of on-street, parallel parking.

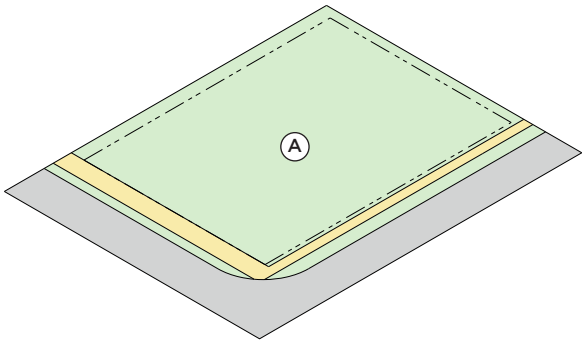
A. Lot Dimensions and Setbacks



LOT DIMENSIONS	LOT SIZE (MIN./MAX SQ. FT.)	NA
	LOT WIDTH (MIN./MAX.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	NA
SETBACKS A	FRONT YARD SETBACK (MIN. FT.)	5 ft from ROW
A	FRONT YARD SETBACK (MAX. FT.)	20 ft from ROW*
B	SIDE YARD SETBACK (MIN. FT.)	5 ft from lot line; 10 feet between buildings
B	SIDE YARD SETBACK (MAX. FT.)	NA
B	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	20
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY	0 feet
C	REAR YARD SETBACK (MIN. FT.)	30
C	REAR YARD SETBACK (MAX. FT.)	NA

If a municipal landscape easement exists on the parcel, then the maximum building setback may be increased to 45 feet from the right-of-way.

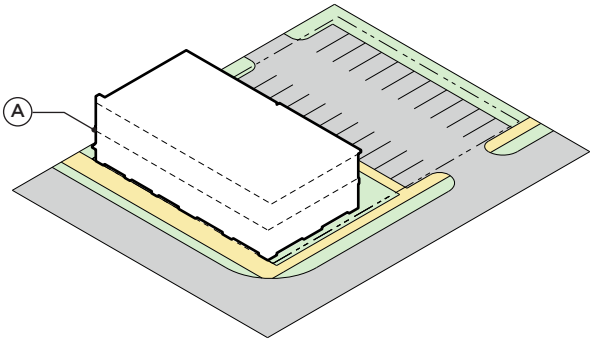
B. Lot Coverage



A	LOT COVERAGE (MIN.)	50%
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	80%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	70%
	OPEN SPACE (MIN.)	20%
	OPEN SPACE (MAX.)	30%
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	YES
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	8
	DENSITY (MAX. UNITS PER ACRE)	24

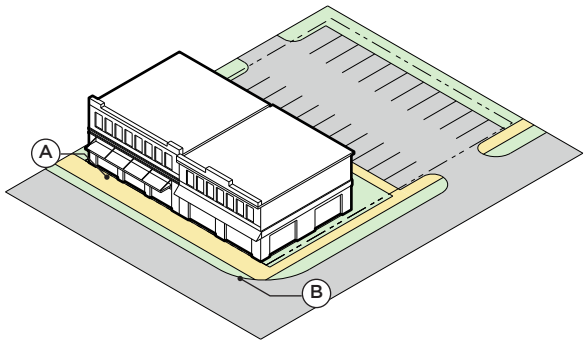
Not Permitted	NP
Not Applicable	NA

C. Height and Parking



HEIGHT (A)	BUILDING HEIGHT (MIN. FT.)	22
	BUILDING HEIGHT (MAX. FT.)	60
ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	NP
	ADU HEIGHT (MAX. FT.)	NP
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION	LOCATION	Rear or side yard, well-screened; private garages; structured parking
SIGN REGULATIONS	PERMITTED SIGN TYPES	Refer to Section 1105.03 - Signs
DESIGN	DESIGN STANDARDS	Facade of natural materials similar in design, materials and color to majority of buildings in development.
	SITE PLAN STANDARDS	See Chapter 1109.179 and Supplemental Regulations below.

D. Frontage



ELEMENT	SHOPFRONT	(A)
	PATIO	(B)

Not Permitted	NP
Not Applicable	NA

The following supplemental regulations shall apply to all development in the Brice and Main Street and East Main Street Insight Zones. The intent of these regulations is to promote the development of the City's auto-oriented corridors to allow for more residential development and access to employment opportunities. The standards and guidelines set forth herein are not intended to stifle innovative design. Instead, these regulations should serve as minimum standards and guidelines to ensure that new development and redevelopment advances the purposes described under this section.

IV. Transit Supportive Development

A. Enable bus stops, pullouts, shelters, and appropriate road geometry.

B. Retail, office, institutional buildings provide convenient access to transit:

   i. Walkways connecting streets to buildings

   ii. Bicycle Storage Requirements:

      1. Retail Buildings: Provide storage for 5% of regular building occupants, no fewer than 2 spaces per building.
      2. Office Buildings: Provide storage for 5% of peak visitors, no less than 4 spaces per building.
      3. Institutional Buildings: Provide storage for 5% of peak visitors, no less than 4 spaces per building.

   iii. At major transit stops:

      1. Buildings located within 20 feet or provide pedestrian plaza;
      2. Reasonably direct connection to buildings;
      3. Accessibility for disabled persons;
      4. Easement or dedication for shelter if transit provider requests;
      5. Lighting;
      6. Accommodations for seating or leaning;
      7. Bicycle facilities, including bike racks and areas for storing scooters.

V. Exceptions and Reductions in Parking Standards

A. There is no minimum number of required automobile parking spaces for uses within Brice and Main Street and East Main Street Insight Zones. The applicant may propose a parking standard that is different than the standard under 1105.01; Off-Street Parking and Loading for review and action by the Planning and Zoning Administrator.

   i. Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;

   ii. Site has dedicated parking spaces for carpool or vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;

   iii. Site has dedicated parking spaces for motorcycles, scooters, or electric carts: Allow up to a 5 percent reduction to the number of automobile parking spaces.

   iv. Site has more than the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the number of automobile parking spaces.

VI. Lot Coverage Bonus

A. The Planning and Zoning Administrator, subject to review, may approve increases to the lot coverage standards as follows:

i. Lot coverage may increase by up to one-half square foot for every one square foot of proposed automobile parking area to be contained in a parking structure, either above or below leasable ground floor space (e.g., residential, commercial, or civic use), not to exceed a 20 percent increase in allowable coverage.

ii. Lot coverage may increase by up to one-half a square foot for every one square foot of proposed parking area paving that uses a City-approved porous or permeable paving material (i.e., allowing stormwater infiltration).

iii. Lot coverage may increase by up to one-half a square foot for every one square foot of City-approved water quality treatment area (e.g., vegetative swale or bio-filtration) to be provided on the subject site.

iv. In approving increases in lot coverage under subsections i-iii of this section, the City may require additional landscape buffering or screening, above that which is required by other provisions of this code, and may impose reasonable conditions of approval to ensure the ongoing maintenance of parking areas and surface water management facilities.

v. Notwithstanding the lot coverage increases authorized by this section, all other development standards of this chapter, and other applicable provisions of this Code, must be met.

SECTION 1103.17
SUBURBAN RESIDENTIAL ZONE (SR)

I. Purpose and Intent

A. The Suburban Residential (SR) Zone is intended to regulate all land in the city platted for medium-scale suburban single-unit residential development. The existing development pattern in the SR Zone is traditional single-family residential subdivisions with single-unit residential structures. The desired development pattern in the SR Zone is to accommodate multiple forms of single-family development, including attached single-family dwellings. New development in the SR Zone should also promote pedestrian connectivity and the retention of open space as an amenity. Where possible, new residential development should be connected to trail systems and within a half-mile walk from parks or significant open space.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Community Facility - Park • Community Facility - Trail • Dwelling - Detached Single-family • Library • Residential Model Home • School - Primary • School - Secondary
CONDITIONAL USES:	• Child Day Care - Center (See 1105.13(H) • Child Day Care - In Home* • Community Facility - Activity Center • Community Facility - Outdoor Recreation • Community Facility - Public Health Safety • Dwelling - Assisted • Dwelling - Attached Single-Family • Dwelling - Group • Dwelling - Two Family • Golf Course • Private Club • Religious Assembly • Studio - Art • Studio - Gymnastics/martial arts • Visual Arts Center

Deleted Dwelling - Developmental Disability from the table.

** Subject to Home Occupation Regulations (see 1105.13(I))*

III. Development Standards

The Suburban Residential Zone includes the traditional suburban single-family detached and attached typologies with off-street parking in a garage, driveway, or parking space.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	50
	LOT WIDTH (MAX. FT.)	NA
	LOT WIDTH TOWNHOMES & CONDOS ONLY (MIN. FT.)	~~23~~ 21
	LOT DEPTH (MIN. FT.)	100
	LOT DEPTH TOWNHOMES & CONDOS ONLY (MIN. FT.)	75
	LOT FRONTAGE (MIN. FT.)	50
	LOT FRONTAGE TOWNHOMES & CONDOS ONLY (MIN. FT.)	~~23~~ 21
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	20
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.)	5
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY (MIN. FT.)	0
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	NA
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	30
	REAR YARD SETBACK TOWNHOMES & CONDOS ONLY (MIN, FT.)	20
	REAR YARD SETBACK (MAX. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	35

LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	60%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)*	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

*DETENTION PONDS INCLUDED IF DESIGNED AS AN AMENITY AND COMMUNITY FEATURE. (I.E. FENCING, LANDSCAPING, NATURAL FEEL)

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	~~Rear yard, 3 feet from all lot lines, 10 feet from house~~ See Section 1105.05
	ADU	See Section 1105.05
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	15
PARKING LOCATION	LOCATION	Driveway leading to private attached or detached garage; no front yard parking
SIGN REGULATIONS	PERMITTED SIGN TYPES	Refer to Section 1105.03 - SIgns
DESIGN	DESIGN STANDARDS	Single-family building types; For garage requirements, please see Section 1105.05 & 1105.06.
	SITE PLAN STANDARDS	For subdivision requirements, see Chapter 1111

Not Permitted	NP
Not Applicable	NA

SECTION 1103.19
RESIDENTIAL MEDIUM ZONE (RM)

I. Purpose and Intent

A. The purpose of the Residential Medium (RM) Zone is to complement single-family residential development through the introduction of a more diverse range of housing options, including two-family buildings, townhomes, row houses, and apartments. Future development in the RM Zones should be well integrated with surrounding uses while allowing for more compact development to accommodate growth.

II. Uses

A. The flowing uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Community Facility - Activity Center • Community Facility - Outdoor Recreation • Community Facility - Park • Community Facility - Public Health Safety • Community Facility - Trail • Dwelling - Attached Single-Family • Dwelling - Detached Single-family • Dwelling - Multi-Unit Building • Dwelling - Multi-Unit Building Complex • Dwelling - Two-family • Library • Dwelling - Nursing • School - Primary • School - Secondary
CONDITIONAL USES:	• Child Day Care - In Home* • Dwelling - Assisted • Dwelling - Group • Overnight Lodging - Bed and Breakfast

Deleted Dwelling - Developmental Disability from the table.

** **Subject to Home Occupation Regulations (see 1105.13(I))***

III. Development Standards

The Residential Medium Zone includes the traditional suburban single-family detached, attached, two-family, townhouse, and apartment building typologies with off-street parking in a garage, driveway, or parking space.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	50
	LOT WIDTH (MAX. FT.)	NA
	LOT WIDTH TOWNHOMES & CONDOS ONLY (MIN. FT.)	~~23~~ 21
	LOT DEPTH (MIN. FT.)	100
	LOT DEPTH TOWNHOMES & CONDOS ONLY (MIN. FT.)	75
	LOT FRONTAGE (MIN. FT.)	50
	LOT FRONTAGE TOWNHOMES & CONDOS ONLY (MIN. FT.)	~~23~~ 21
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	24
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	20
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.)	8
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY (MIN. FT.)	0
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	20
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY (MIN. AGGREGATE. FT.)	NA
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	SIDE YARD SETBACK TOWNHOMES & CONDOS ONLY (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	30
	REAR YARD SETBACK (MAX. FT.)	NA
	REAR YARD SETBACK TOWNHOMES & CONDOS ONLY (MIN. FT.)	20
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	50

Not Permitted	NP
Not Applicable	NA

LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	70%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)*	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

*DETENTION PONDS INCLUDED IF DESIGNED AS AN AMENITY AND COMMUNITY FEATURE. (I.E. FENCING, LANDSCAPING, NATURAL FEEL)

Not Permitted	NP
Not Applicable	NA

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	**See Section 1105.05** ~~Same as primary~~
	ADU	See Section 1105.05
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	20
PARKING LOCATION	LOCATION	Driveway leading to private attached or detached garage; rear yard
SIGN REGULATIONS	PERMITTED SIGN TYPES	~~Temporary signs only; monument sign for each frontage~~ **Refer to Section 1105.03 - Signs**
DESIGN	DESIGN STANDARDS	Single-unit attached and detached building types; For garage requirements, please see Section 1105.05 & 1105.06
	SITE PLAN STANDARDS	See site plan review, Chapter 1109.1~~79~~
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	**See Section 1105.07 - Landscaping and Buffering** NA

SECTION 1103.21
COMMUNITY COMMERCIAL ZONE (CC)

I. Purpose and Intent

A. The Community Commercial (CC) Zone is intended to promote development patterns and businesses that are consistent with larger retail and office-users, including companies with a workforce residing throughout the region that is seeking the convenience of access from heavily-traveled corridors. Existing development in the CC Zone is comprised of traditional large lot retail development with surface parking. Future development patterns in the CC Zone should accommodate changes in retail and transportation, including smaller lots and smaller format retail uses.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Adult Day Care • Adult Oriented Businesses (Subject to Section 795.02 of Codified Ordinances) • Antique Shop (See definition) • Bakery - Retail • Beverage - Brewing and Distilling (See definition) • Boarding/Kennel • Child Day Care - In Home (See 1105.13(I)) • Clothing Services - Dry Cleaning with drive thru • Clothing Services - Dry Cleaning without drive thru • Clothing Services - Tailor • Community Facility - Park • Community Facility - Trail • Event Center - Private Events and Conferences • Event Center - Public Meetings and Conventions • Financial Services and Banking - with drive thru (See 1105.13(L)) • Financial Services and Banking - without drive thru • Food Sales - Farm Market • Food Sales - Small Format Grocery • Food Sales - Large Format Grocery • Food Service – Commercial Kitchen • Food Service - Commissary/Bakery • Food Service - Deli • Food Service - Fast Casual Restaurant • Food Service - Full Service Restaurant • Food Service - Quick Serve/Fast Food Without Drive Thru • Food Service - Quick Serve/Fast Food With Drive Thru (See 1105.13(L)) • Gallery - Art • Health and Wellness - Clinic • Health and Wellness - Fitness Facility/Gym • Health and Wellness - Massage • Health and Wellness - Physical Therapy • Indoor Recreation Enterprise • Library • Live Theater • Manufacturing - Artisan • Medical – Clinic • Medical – Emergency Services • Medical – Full Service Hospital • Medical Office • Medical – Outpatient and Urgent Care

DISTRICT USES (CONT.)	
PERMITTED USES:	• Medical - Psychiatric Facility - Standalone • Medical – Standalone Emergency Services • Meeting Facility • Movie Theater • Museum • Office – Corporate • Office - Data Processing/Call Center • Office - Professional Services • Outdoor Recreation Enterprise • Overnight Lodging - Boutique Hotel • Personal Care and Beauty Services • Religious Assembly • Retail - Small Format • Retail - Medium Format • Retail Large Format • Retail - Extra Large Format • Overnight Lodging - Bed and Breakfast (See definition) • ~~Retail - Medium Format~~ • Retail - Pharmacy without Drive-Thru • Retail - Pharmacy with Drive-Thru (See 1105.13(L)) • Commercial Center - Outdoor - Small • Commercial Center - Outdoor - Large • School - Secondary • School - Primary • Shelter • Studio - Art • Studio - Gymnastics/Martial arts • Veterinary • Visual Arts Center
CONDITIONAL USES:	• Auction Facility • Beverage Sales - Liquor and Beer Sit Down/Bar Establishment • Beverage Sales - Liquor Store • Child Day Care - Center (See 1105.13(H)) • Community Facility - Activity Center • Community Facility - Outdoor Recreation • Community Facility - Public Health Safety • Dwelling - Assisted • Dwelling Group • Dwelling - Multi-Unit Building • Dwelling - Multi-Unit Building Complex • Dwelling – Nursing

Add Retail-Shopping Center - Enclosed

DISTRICT USES (CONT.)	
CONDITIONAL USES:	• Dwelling - Two-Family • Marijuana - Dispensary • Mortuary • Overnight Lodging - Hotel • Private Club • Research Facility and Laboratory • Retail - Convenience with gasoline (See 1105.13(K)) • Retail - Convenience without gasoline • Retail – Vape Shop/Smoke Shop • Shooting Range - Indoor • Storage - Self-Store (See 1105.13(F)) • Storage - Vehicular and Boat • ~~Vehicular Care Services – Major~~ • Vehicular Care Services – Minor - without Drive-Thru • Vehicular Care Services – Minor - with Drive-Thru (See 1105.13(L)) • ~~Vehicle Care Services – Washes~~ • Vehicular Sales - Automobiles • Vehicular Sales - Motorcycles • Vehicular Sales - Boats • Vehicular Sales - Recreational Vehicles

Deleted Dwelling - Developmental Disability from the table.

III. Development Standards

The Community Commercial Zone includes small and medium flex buildings, retail/large format, retail large restaurant building typologies, and off street parking.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	80
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	80
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	10
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	10
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	20
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	**10** ~~20~~
	REAR YARD SETBACK (MAX. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	45
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC.	70%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)*	10%
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	70%
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

*DETENTION PONDS INCLUDED IF DESIGNED AS AN AMENITY AND COMMUNITY FEATURE (I.E. FENCING, LANDSCAPING, NATURAL FEEL)

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	NP
	ADU HEIGHT (MAX. FT.)	NP
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	NP
PARKING LOCATION	LOCATION	Front, side, or rear yard well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	**Refer to Section 1105.03 - Signs** ~~Commercial uses only (see Section 1105.03)~~
DESIGN	DESIGN STANDARDS	Small to Medium Commercial Building Types; Natural Materials or Hardie Panel on front and side facades
	SITE PLAN STANDARDS	**See site plan review, Chapter 1109.17** ~~NA~~
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	**See Section 1105.07 - Landscaping and Buffering** ~~NA~~

Not Permitted	NP
Not Applicable	NA

SECTION 1103.23
INNOVATION ZONE (I)

I. Purpose and Intent

A. Innovation (I) Zone incorporates a mix of industrial and office uses that will facilitate the creation of economic centers that will serve Reynoldsburg and surrounding communities. The existing development pattern in the I Zone is traditional, auto-oriented retail and commercial development. The desired development pattern includes the construction of signature industrial/flex buildings to facilitate access to I-70 and I-270. New construction should be well-designed and site plans should incorporate attractive landscaping, streetscape elements and signage. Pedestrian crossing should be incorporated throughout the zone.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Air Transportation Services • Auction Facility(See definition) • Beverage - Brewing and Distilling (See definition) • Beverage - Distribution • Beverage - Non-Alcoholic Production • Community Facility - Activity Center • Community Facility - Government Administration and Courts • Community Facility - Outdoor Recreation • Community Facility - Park • Community Facility - Public Health Safety • Community Facility - Trail • Event Center - Private Events and Conferences • Event Center - Public Meetings and Conventions • Financial Services and Banking -with Drive-Thru (See 1105.13(L)) • Financial Services and Banking without Drive-Thru • Food Service - Commissary/Bakery • Food Service - Processing • Food Service – Production • Forestry • Garden Center - Indoor and Outdoor • Health and Wellness - Clinic • Health and Wellness - Fitness Facility/Gym • Library • Manufacturing - Artisan • Manufacturing - Heavy • Manufacturing - Light • Medical – Clinic • Medical – Emergency Services • Medical – Full Service Hospital • Medical - Office • Medical - Outpatient and Urgent Care • Medical - Psychiatric Facility - Standalone • Medical – Standalone Emergency Services • Museum • Office - Corporate • Office - Data Processing/Call Center

DISTRICT USES (CONT.)	
PERMITTED USES:	• Office - Professional Services • Plant Cultivation • Printing and Publishing • Research Facility/Laboratory • School - College/University • School - Trade • Shelter • Studio - Art • Studio - Gymnastics/martial arts • Vehicle Care Services - Washes • Veterinary • Visual Arts Center • Warehouse - Large Format • Warehouse - Small Format
CONDITIONAL USES:	• Child Day Care - Center (See 1105.13(H)) • Community Facility - Detention and Corrections • Food Sales - Farm Market • Indoor Recreation Enterprise • Junk Storage and Sales • Marijuana - Dispensary • Marijuana Facility - Cultivation & Processing • Mineral Extraction/Processing • Outdoor Recreation Enterprise • Outdoor Processing - Agriculture • Outdoor Processing - Composting • Outdoor Processing - Concrete and Asphalt • Power Generation Facility • Power Substation Facility • Private Club • School - Primary • School – Secondary • Shooting Range - Indoor • Storage - Commercial Gasses

III. Development Standards

The Innovation Zone includes office, industrial, and warehouse typologies with on-street and off-street parking.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	~~200~~ 80
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	150
	LOT FRONTAGE (MIN. FT.)	80
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	10
	FRONT YARD SETBACK (MAX. FT.)	~~20~~ NA
	SIDE YARD SETBACK (MIN. FT.) (EACH SIDE)	20
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	40
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	40
	REAR YARD SETBACK (~~MIN~~ MAX FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	35
	BUILDING HEIGHT (MAX. FT.)	75
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC.	~~70%~~ 80%
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)*	NA
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

*DETENTION PONDS INCLUDED IF DESIGNED AS AN AMENITY AND COMMUNITY FEATURE. (I.E. FENCING, LANDSCAPING, NATURAL FEEL)

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	Side or Rear Yards
	ADU HEIGHT (MAX. FT.)	NP ~~NA~~
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	35
PARKING LOCATION	LOCATION	Front or side yards, well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	**Refer to Section 1105.03 - Signs** ~~Any two: Wall; Monument, Awning~~
DESIGN	DESIGN STANDARDS	Natural materials on front facade
	SITE PLAN STANDARDS	See site plan review, Chapter 1109.17 ~~NA~~
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	**See Section 1105.07 - Landscaping and Buffering** ~~NA~~

Not Permitted	NP
Not Applicable	NA

SECTION 1103.25
OPEN SPACE/SCHOOLS ZONE (OS)

I. Purpose and Intent

A. The purpose of the Open Space/Schools (OS) Zone is to promote the health and well-being of the city's residents. Desired forms of development and open space preservation in these zones includes golf courses, ball fields, playgrounds, natural passive areas, and neighborhood pocket parks. Trails originating in these zones should serve as gateways to the city's key destinations, including Olde Reynoldsburg and other entertainment and dining epicenters. Institutional uses such as schools are also encouraged in these zones and will help to promote the growth and development of the city's school age population by providing access to adjacent open space opportunities.

II. Uses

A. The following uses are either permitted or conditional uses as indicated in the following chart:

DISTRICT USES	
PERMITTED USES:	• Camping • Community Facility - Activity Center • Community Facility - Government Administration and Courts • Community Facility - Outdoor Recreation • Community Facility - Park • Community Facility - Public Health Safety • Community Facility - Trail • Cultural • Event Center - Public Meetings and Conventions • Golf Course • Health and Wellness - Fitness Facility/Gym • Library • Museum • Plant Cultivation • Religious Assembly • School - College/University • School - Primary • School - Secondary • School - Trade • Visual Arts Center
CONDITIONAL USES:	• Cemetery • Forestry

III. Development Standards

The Open Space/Schools Zone includes primary schools and community activity center typologies with off-street parking.

LOT DIMENSIONS	LOT SIZE (MIN. SQ. FT.)	NA
	LOT SIZE (MAX. SQ. FT.)	NA
	LOT WIDTH (MIN. FT.)	NA
	LOT WIDTH (MAX. FT.)	NA
	LOT DEPTH (MIN. FT.)	NA
	LOT FRONTAGE (MIN. FT.)	NA
DENSITY (MULTI-UNIT RESIDENTIAL)	DENSITY (MIN. UNITS PER ACRE)	NA
	DENSITY (MAX. UNITS PER ACRE)	NA
SETBACKS	FRONT YARD SETBACK (MIN. FT.)	NA
	FRONT YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. FT.)	NA
	SIDE YARD SETBACK (MAX. FT.)	NA
	SIDE YARD SETBACK (MIN. AGGREGATE. FT.)	20 feet from any residential structure
	SIDE YARD SETBACK (MAX. AGGREGATE FT.)	NA
	REAR YARD SETBACK (MIN. FT.)	30 feet from any residential structure
	REAR YARD SETBACK (MIN. FT.)	NA
HEIGHT	BUILDING HEIGHT (MIN. FT.)	NA
	BUILDING HEIGHT (MAX. FT.)	NA
LOT COVERAGE/ OPEN SPACE	LOT COVERAGE (MIN.)	NA
	LOT COVERAGE (MAX.) - INCLUDING IMPERVIOUS SFC	NA
	CREDIT FOR PERVIOUS OR OTHER COMMON GREEN SPACE UP TO 10% (MAX.)*	NA
	LOT COVERAGE (MAX.) - NOT INCLUDING ALL IMPERVIOUS SURFACES	NA
	OPEN SPACE (MIN.)	NA
	OPEN SPACE (MAX.)	NA

*DETENTION PONDS INCLUDED IF DESIGNED AS AN AMENITY AND COMMUNITY FEATURE. (I.E. FENCING, LANDSCAPING, NATURAL FEEL)

ACCESSORY STRUCTURE DIMENSIONS	ACCESSORY BUILDING LOCATION	NA
	ADU HEIGHT (MAX. FT.)	NP
	ACCESSORY BUILDING HEIGHT (MAX. FT.)	NA
PARKING LOCATION	LOCATION	Any yard, well-screened
SIGN REGULATIONS	PERMITTED SIGN TYPES	**Refer to Section 1105.03 - Signs** ~~Any two: Wall; Monument; Awning~~
DESIGN	DESIGN STANDARDS	Single-family building types; Natural materials or Hardie Plank on front and side facades
	SITE PLAN STANDARDS	**See site plan review, Chapter 1109.17** ~~NA~~
LANDSCAPE REVIEW	LANDSCAPE AND NATURAL BUFFERS	**See Section 1105.07 - Landscaping and Buffering** ~~NA~~

Not Permitted	NP
Not Applicable	NA

SECTION 1103.27 BUILDING TYPOLOGIES

The below-listed building typologies are the building typologies contemplated for new development in the districts and zones described below. New buildings and alterations to existing buildings shall be reviewed in accordance with Chapter 1103.07 hereof.

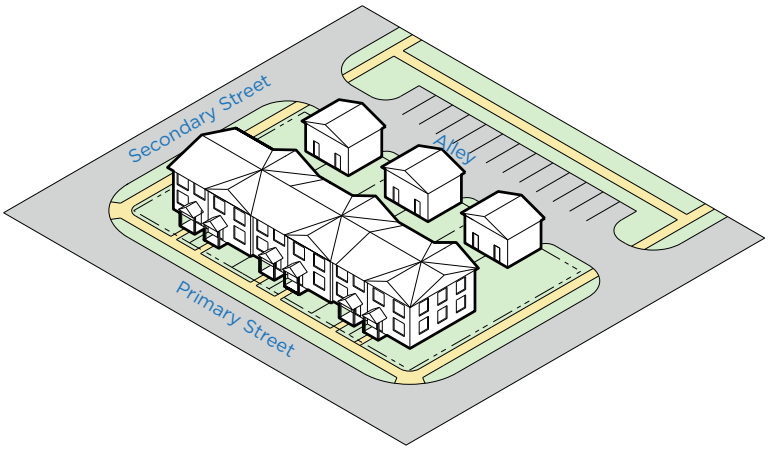
BUILDING TYPOLOGIES	OLDE REYNOLDSBURG COMMERCIAL DISTRICT	OLDE REYNOLDSBURG NEIGHBORHOOD DISTRICT	BRICE AND MAIN DISTRICT (BMD)	EAST MAIN STREET DISTRICT (EMD)
DETACHED SINGLE-FAMILY BUILDING	X	X		
ATTACHED SINGLE-FAMILY BUILDING		X	X	
DUPLEX BUILDING		X		
MULTI-UNIT BUILDING		X		X
MULTI-UNIT COMPLEX			X	X
SMALL FLEX RETAIL BUILDING	X	X	X	X
MEDIUM FLEX RETAIL BUILDING	X		X	X
LARGE FLEX RETAIL BUILDING	X		X	
INSTITUTIONAL FLEX BUILDING		X		X
BED AND BREAKFAST BUILDING	X			
SCHOOL AND INSTITUTIONAL BUILDING	X			
COMMUNITY CENTER BUILDING	X	X		
OFFICE BUILDING			X	X
OFFICE-CORPORATE BUILDING				
RETAIL LARGE FORMAT BUILDING				
INDUSTRIAL BUILDING				
WAREHOUSE BUILDING				
PRIMARY SCHOOL BUILDING				
COMMUNITY ACTIVITY CENTER BUILDING	X			
EVENT CENTER BUILDING				

SUBURBAN RESIDENTIAL ZONE (SR)	RESIDENTIAL MEDIUM ZONE (RM)	COMMUNITY COMMERCIAL ZONE (CC)	INNOVATION ZONE (I)	OPEN SPACE/ SCHOOLS ZONE (OS)
X	X			
X	X			
	X			
		X		
		X		
		X		
	X			X
	X		X	
		X		
		X	X	
		X		
			X	
			X	
				X
				X
		X		X

A. ATTACHED SINGLE-FAMILY BUILDING

The below illustrations of each development typology are for illustrative purposes only and are intended to supplement the regulations applicable to each zone and district.

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

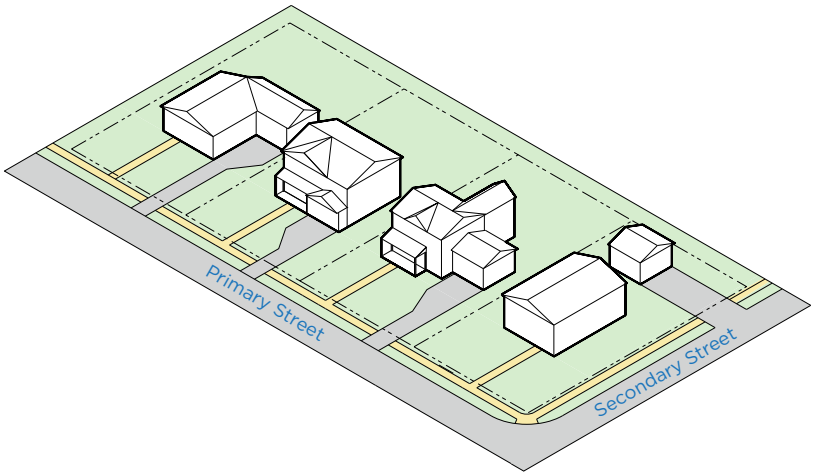
A structure with common walls on either side and no units below or above. Garage access is typically from a rear alley or shared parking area. A small side or rear yard is provided for each unit as private open space.



Image: Attached Single-Family Building

B. DETACHED SINGLE-FAMILY BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

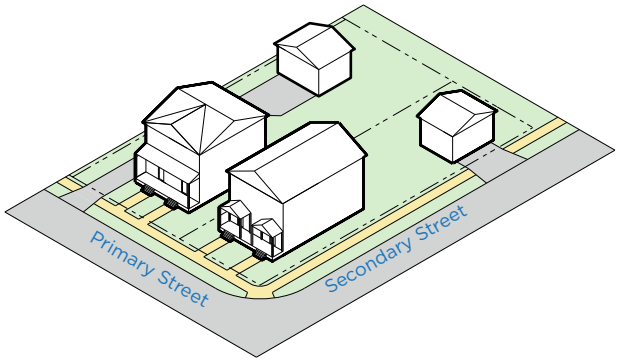
A small detached structure with small side and street setbacks. Garage access is typically from the street, but garages are clearly subordinate to the principal structure.



Image: Detached Single-Family Building

C. DUPLEX BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A detached structure with two units that is massed as a single structure. Setbacks can range from small to large and units are typically side-by side, but may be stacked.

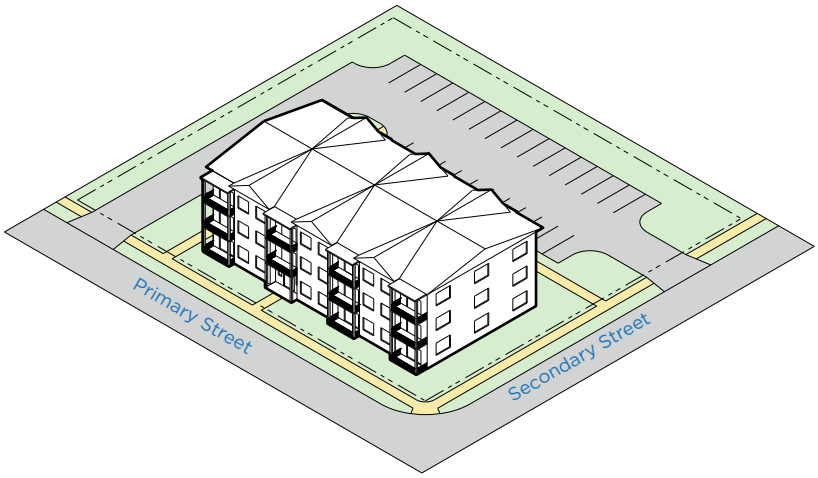




Image: Duplex Building

D. MULTI-UNIT BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building with multiple residential units that front on an interior corridor and have their main access from the primary street. Units can be next to each other (side-by-side units), or stacked on top of each other (top and bottom units).

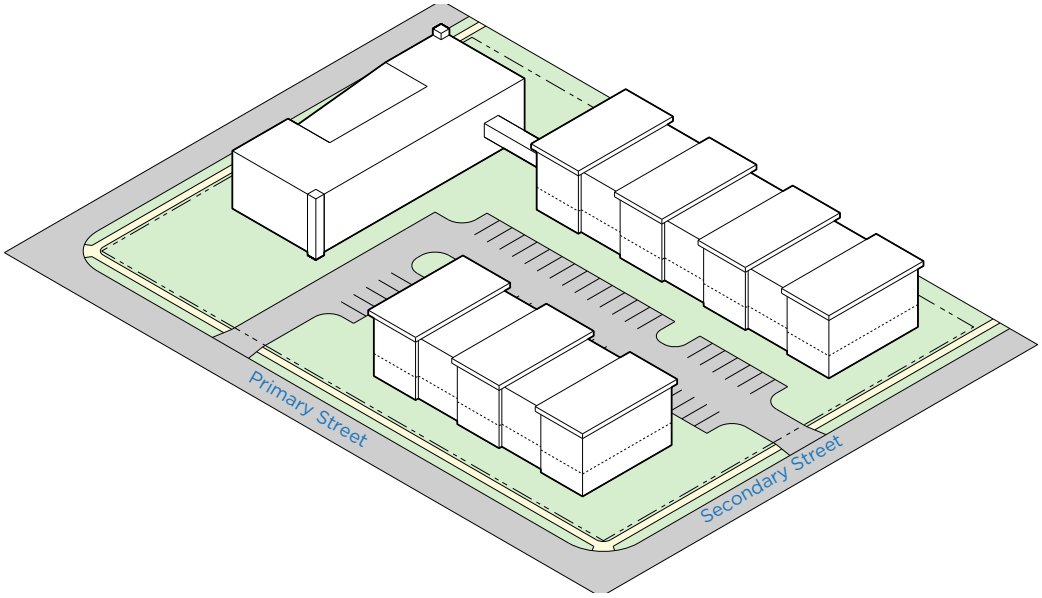




Image: Multi-Unit Building

E. MULTI-UNIT COMPLEX

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A collection of multi-unit buildings on adjoining pieces of land, generally owned by one entity. The buildings often share common grounds and amenities, such as pools, parking areas, and a community clubhouse, used as leasing offices for the community.

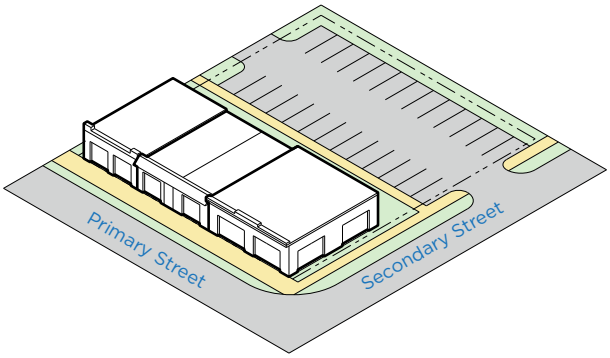




Image: Multi-Unit Complex Building

F. SMALL FLEX RETAIL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

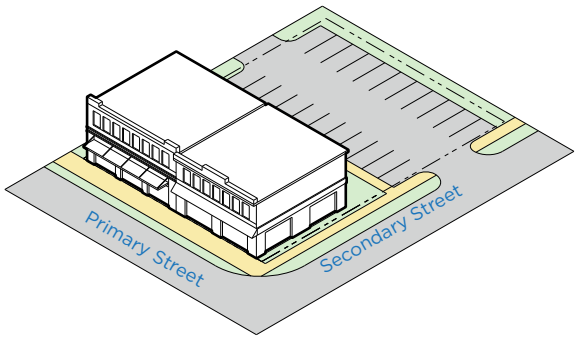
Consists of attached or detached structures ranging from one to three stories. Structures can include single or mixed uses. Parking is located in the rear or side of the building and typically accessed from a rear alley when possible.



Image: Small Flex Retail Building

G. MEDIUM FLEX RETAIL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

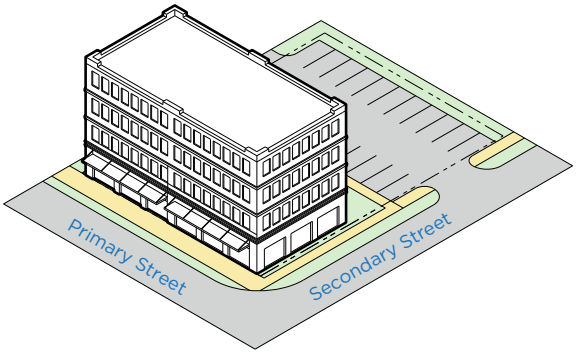
Consists of attached or detached structures ranging from one to three stories. Structures can include single or mixed uses. Parking is located in the rear or side of the building and typically accessed from a rear alley when possible.



Image: Medium Flex Retail Building

H. LARGE FLEX RETAIL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

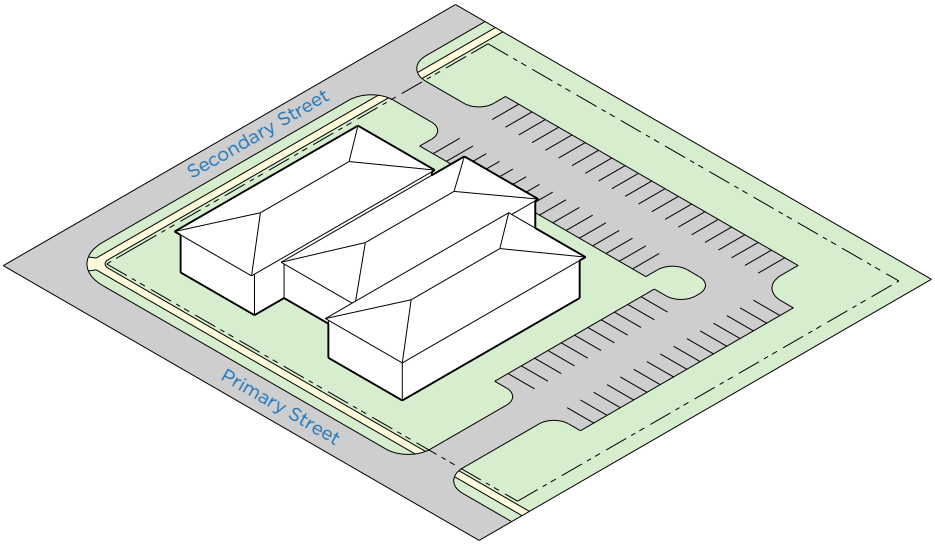
Consists of attached or detached structures that can include single or mixed-uses. Parking is located in the rear of the building and, where possible, accessed from a rear alley.



Image: Large Flex Retail Building

I. INSTITUTIONAL FLEX BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building that can house uses of an institutional nature (i.e. government building, library, post office, etc.) with parking on the same lot and the main access from the primary street.

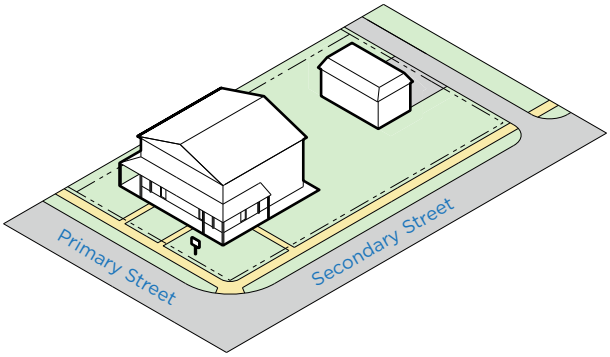




Image: Institutional Flex Building

J. BED AND BREAKFAST BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A residential structure providing limited overnight lodging and meals for guests.

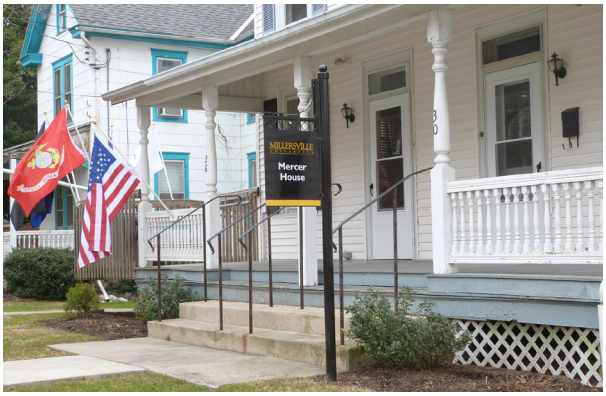
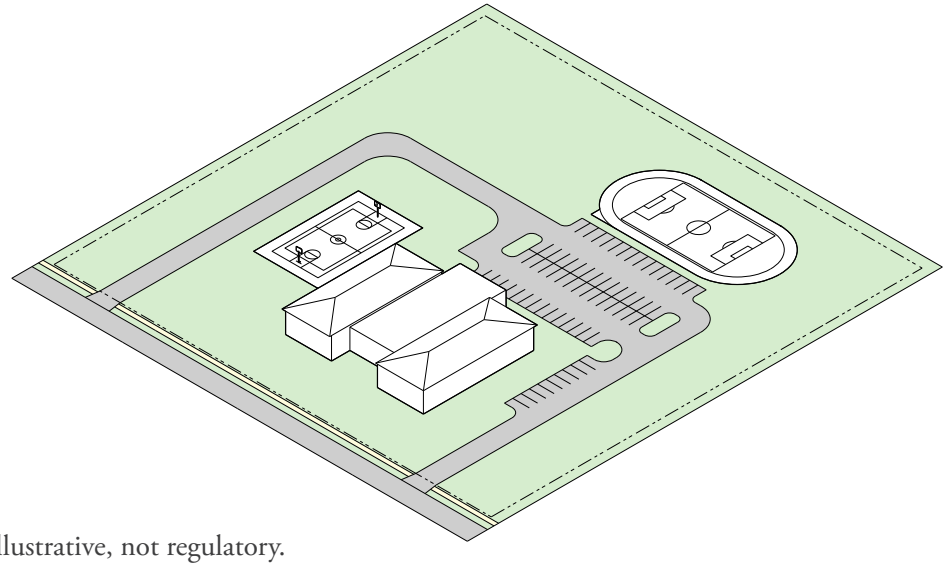




Image: Bed and Breakfast Building

K. SCHOOL AND INSTITUTIONAL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

An institution or place for instruction or education, such as kindergarten; elementary, middle, or junior high school, and high school.

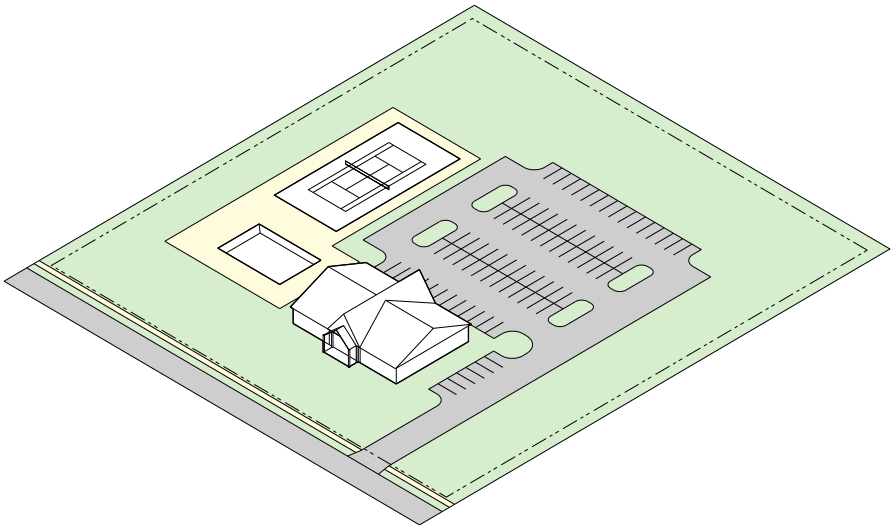




Image: School and Institutional Building

L. COMMUNITY CENTER BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

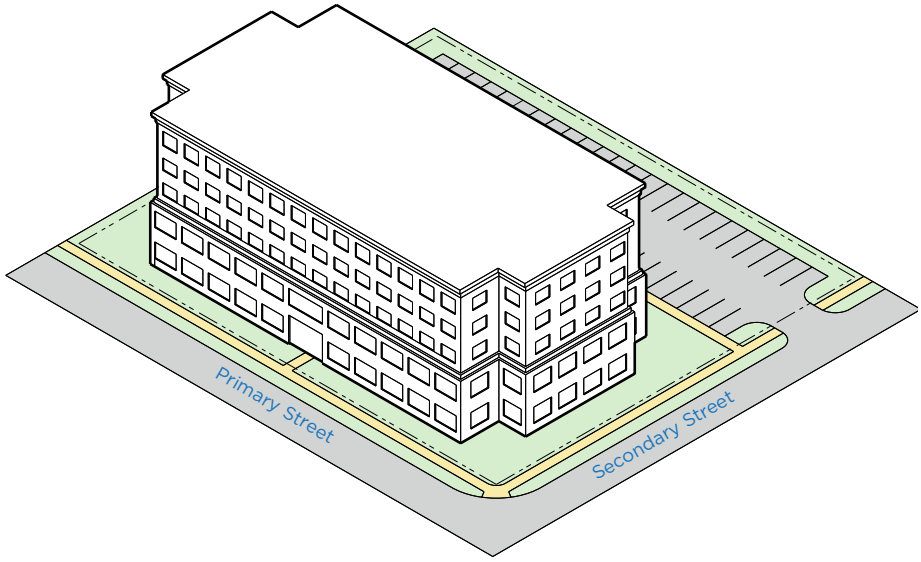
Usually a public building where members of a community tend to gather for group activities, social support, public information, and other purposes. It can be open for the whole community or specialized groups (e.g. senior center) and can include both indoor and outdoor recreational facilities.



Image: Community Center Building

M. OFFICE BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building used primarily for conducting the affairs of multiple business, professional, service, industry, government, or like activity, which may include ancillary services for office workers with parking typically found on the same lot and the main access form the primary street.

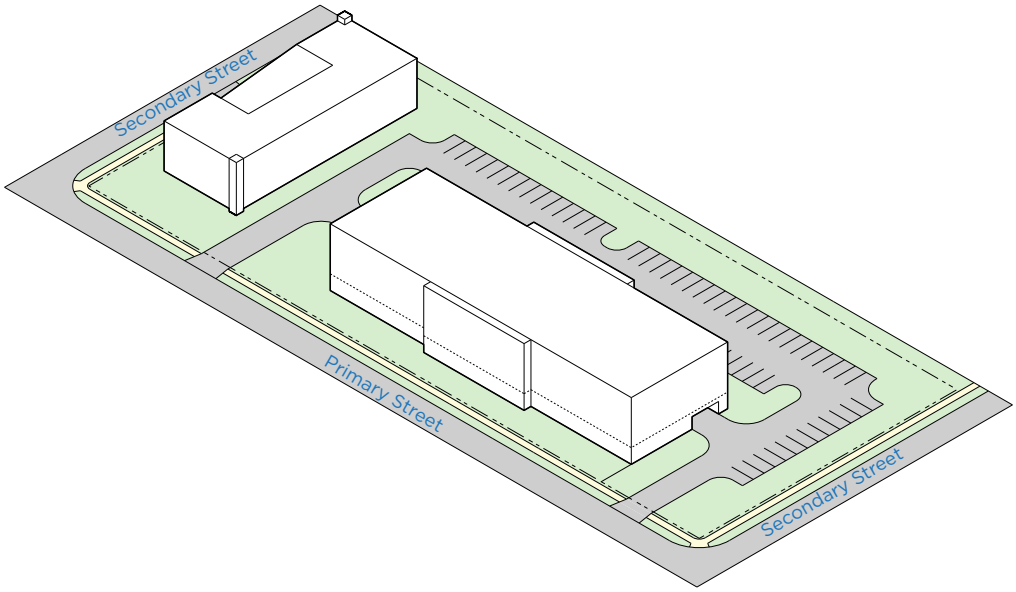




Image: Office Building

N. OFFICE-CORPORATE BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building used primarily for conducting the affairs of a single business, professional, service, industry, government, or like activity, which may include ancillary services for office workers with parking typically found on the same lot and the main access form the primary street.

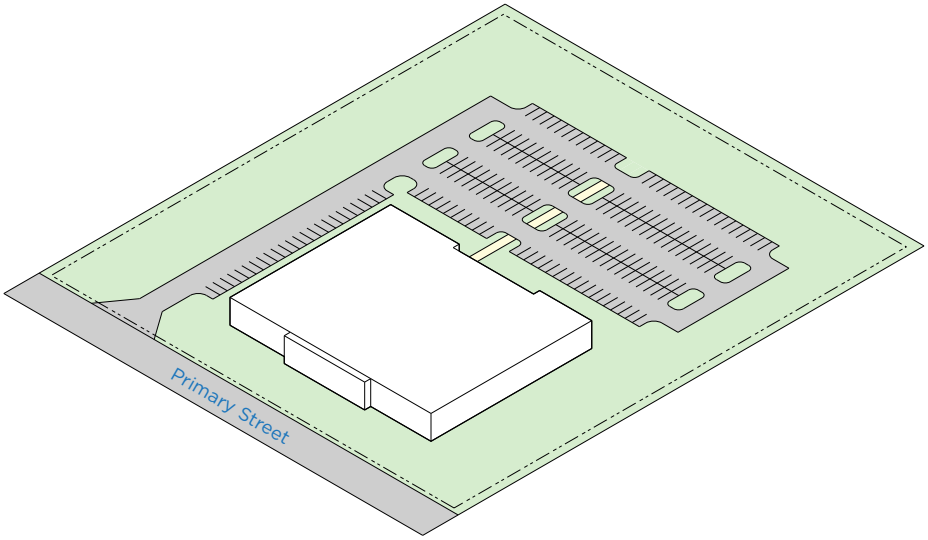




Image: Office-Corporate Building

O. RETAIL LARGE FORMAT BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A single-use, typically large single-story commercial building primarily accessed by automobile with parking on the same lot with a combination of parking in the front, side, or rear yards.

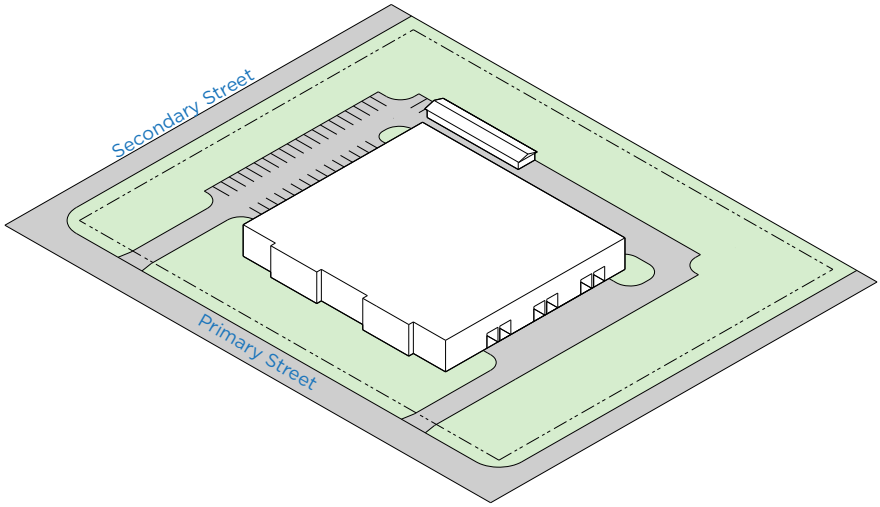




Image: Retail Large Format Building

P. INDUSTRIAL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building that houses manufacturing activity that uses moderate amounts of partially processed materials to produce items of relatively high value per unit weight. Facilities for loading and unloading are typically located in the side or rear yard with employee and visitor parking in the rear yard.

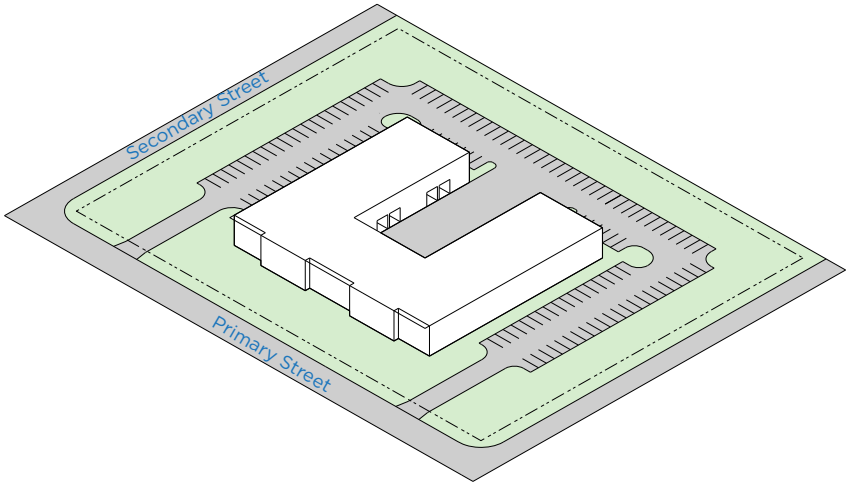




Image: Industrial Building

Q. WAREHOUSE BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building for storing goods with facilities for loading and unloading that are typically located in the side or rear yard with employee and visitor parking in the rear yard.



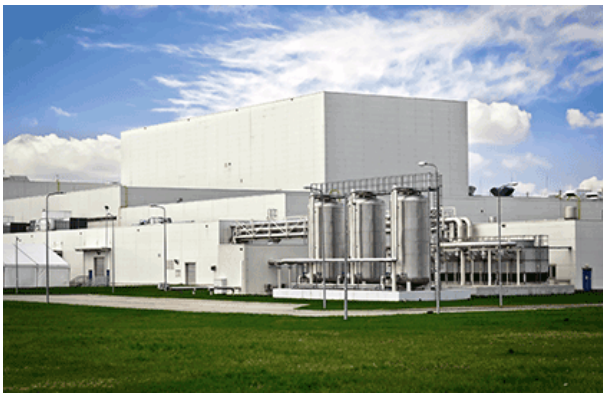
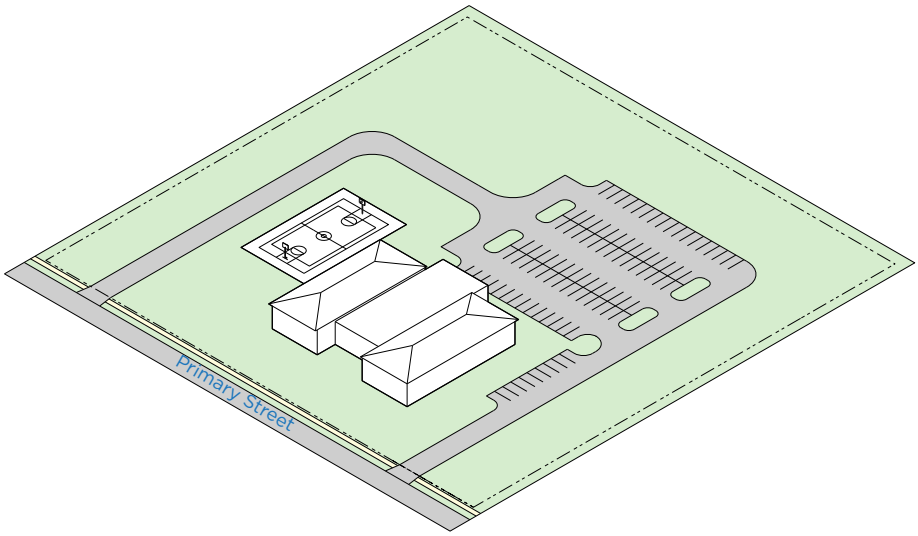


Image: Warehouse Building

R. PRIMARY SCHOOL BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building designed to provide learning spaces and learning environments for the teaching of students from about four to eleven years old under the direction of teachers. The building has limited parking for staff and includes both outdoor and indoor recreational activity.

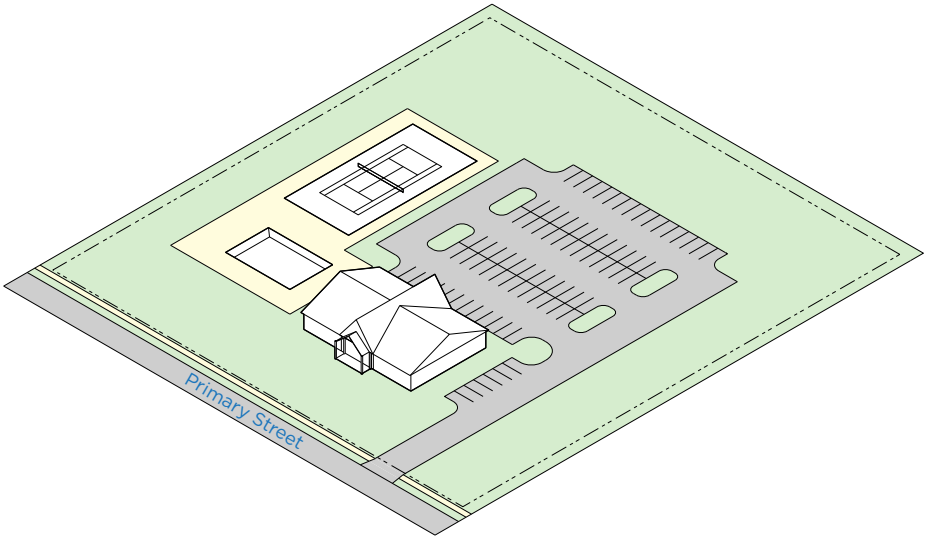




Image: Primary School Building

S. COMMUNITY ACTIVITY CENTER BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

Usually a public building housing space for indoor recreational activity as well as exterior space for sports and recreation.

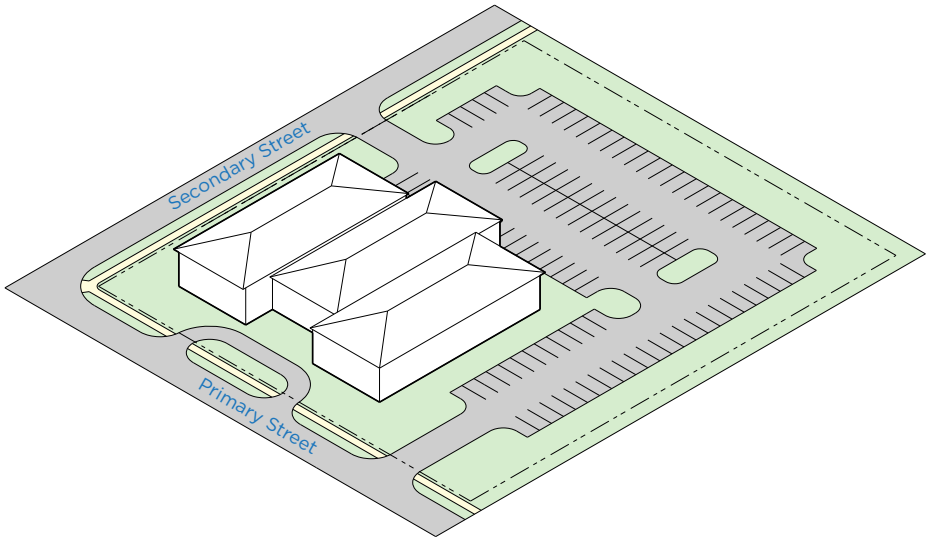




Image: Community Activity Center Building

T. EVENT CENTER BUILDING

1. Typical Lot Configuration



Note: image is illustrative, not regulatory.

2. Description

A building designed to house special events, including weddings, private parties, and receptions.





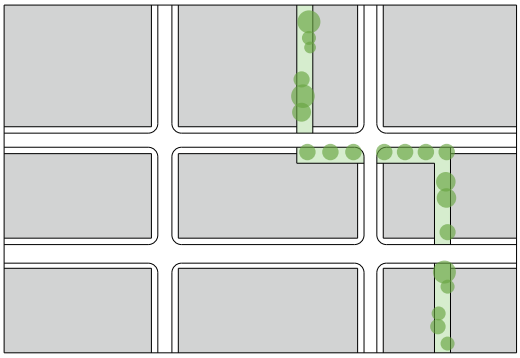
Image: Event Center Building

SECTION 1103.29 OPEN SPACE TYPOLOGIES

The following Open Space Typologies cover land that is intended to be undeveloped within the Olde Reynoldsburg District (ORD Commercial and ORD Neighborhood), consistent with the goals of the Comprehensive Plan.

A. GREENWAY AND TRAIL

1. Typical Lot Configuration

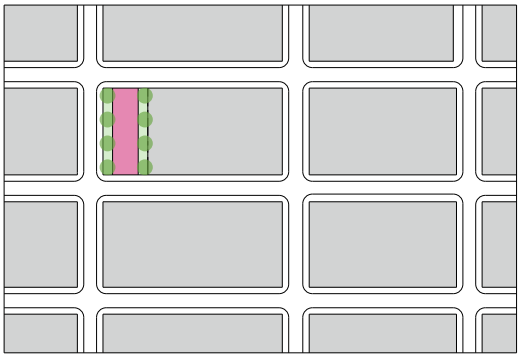


2. Description

Greenways are primarily linear open spaces that connect other types of open spaces as part of a larger open space system. They typically include a path or trail as a primary feature. The greenway and trail open space is most effect when connecting to another open space type.

B. PLAZA

1. Typical Lot Configuration

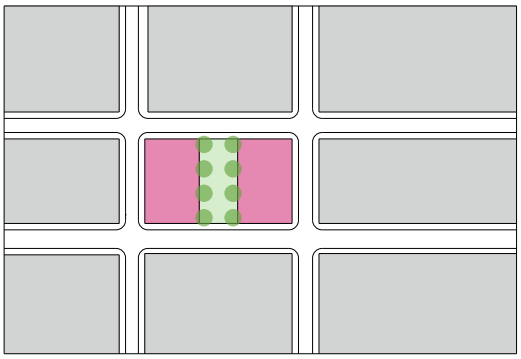


2. Description

Plazas are spaces available for civic purposes and commercial activities intended to add to the vibrancy of streets and neighborhoods. Building frontages typically define the edges of these spaces. The landscape consists of primarily hardscape. If trees are included, they are formally arranged and of appropriate scale to the space.

C. SQUARE

1. Typical Lot Configuration

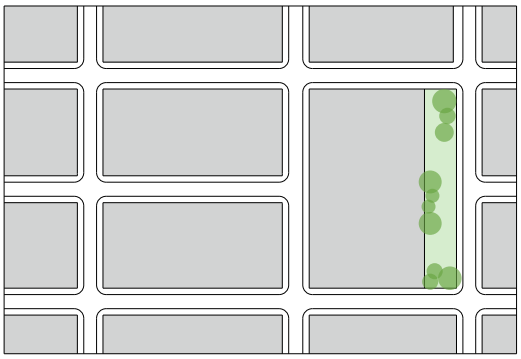


2. Description

Squares are medium scale formal open spaces designed to serve as gathering spaces in prominent commercial, civic and mixed-use settings. Squares are typically rectilinear and framed on all sides by streets. They are typically designed with a combination of both hardscape and landscape areas and contain amenities including, but not limited to benches and seating areas, planting areas, walking paths, gazebos or pavilions, fountains, and public art.

D. GREEN

1. Typical Lot Configuration

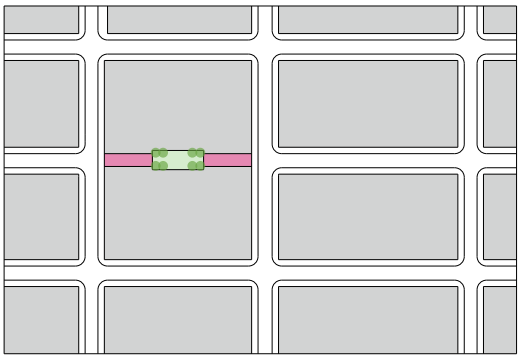


2. Description

Greens are medium-scale, informal open spaces designed to provide for active or passive recreation in neighborhood settings, including some landscape areas and is generally for those who live within walking distance.

E. PASSAGE

1. Typical Lot Configuration

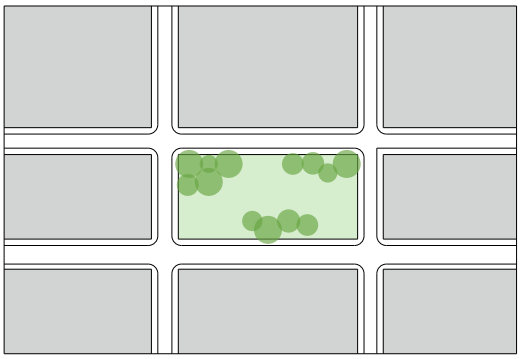


2. Description

A passage is an informal or formal gathering space that serves equally as a pedestrian connector between other gathering places or between streetscapes. Passages are near the middle of a block, providing easy walking access through the block. A passage provides additional frontage opportunities for the shops and/or houses along its edges.

F. PARK

1. Typical Lot Configuration

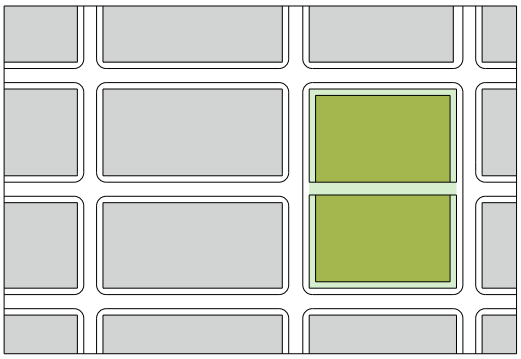


2. Description

Parks are larger-scale, typically informal open spaces designed to provide a variety of active and passive recreational opportunities to the general public. Parks may include natural areas. These open spaces may have a variety of forms, with edges defined by streets, neighborhoods, or natural features. Landscaping may be required as deemed appropriate by the Review Authority.

G. SPORT FIELD

1. Typical Lot Configuration

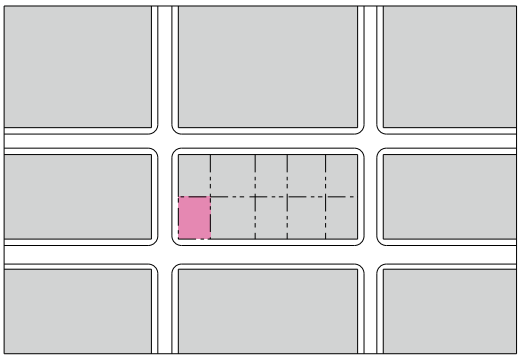


2. Description

A Sports Field typology is a space or series of open spaces designed for sports activities. Sports fields often accommodate several individual sports games at the same time and may feature a concession area and seating for spectators. Due to the larger amounts of people attracted to this type, sports fields are located to maintain compatibility with adjacent neighborhoods. Landscaping may be required as deemed appropriate by the Review Authority.

H. POCKET PLAZA

1. Typical Lot Configuration

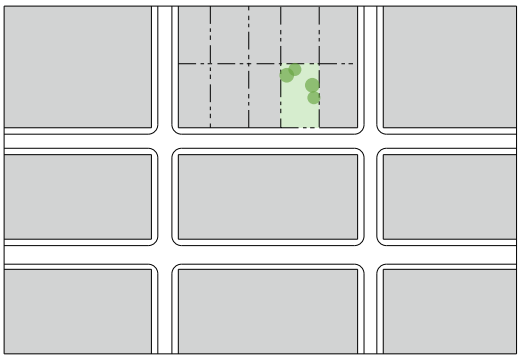


2. Description

Pocket plazas are small-scale, primarily hardscaped open spaces designed to provide opportunities for impromptu gathering and resting areas for passersby and for those who live or work in adjacent buildings or nearby destinations. Pocket plazas are typically designed as an extension from the public sidewalk, but clearly delineated as a separate space using features including, but not limited to landscaping and/or seating walls. Pocket Plazas are typically located along highly trafficked streets and in commercial areas with frequent pedestrian activity.

I. POCKET PARK

1. Typical Lot Configuration

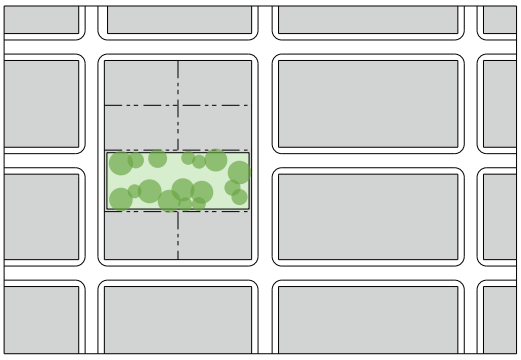


2. Description

Pocket parks are small-scale, primarily landscaped open spaces designed to provide opportunities for neighborhood gathering and typically passive recreation, generally for those who live within walking distance. Pocket parks are typically located in residential neighborhood settings. Landscaping may be required as deemed appropriate by the Review Authority.

J. NATURE

1. Typical Lot Configuration



2. Description

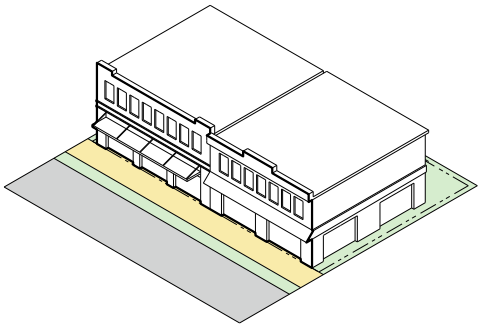
Areas that are to remain undeveloped and that generate their physical character through their natural topography, trees, and plants. This open space type is preserved from any development.

SECTION 1103.31 FRONTAGE TYPOLOGIES

The following Frontage Typologies cover the area between the building façade and the front lot line or right-of-way and intended to ensure projects that establish or reinforce the appropriate frontage character within Olde Reynoldsburg District (ORD Commercial and ORD Neighborhood), consistent with the goals of the Comprehensive Plan.

A. SHOPFRONT

1. Typical Lot Configuration

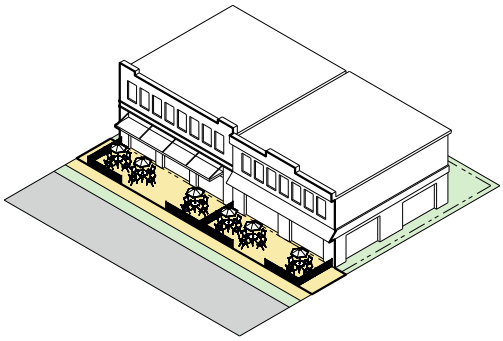


2. Description

The shopfront is a traditional ground floor frontage treatment designed for active commercial uses (typically retail and dining) and a high degree of pedestrian activity between the public sidewalk and commercial spaces. A shopfront treatment includes one or more commercial tenant storefronts consisting of large windows and a direct tenant entrance from the sidewalk, typically at sidewalk grade. Storefront characteristics typically include prominent entrances, primarily composed of glass, and tenant signage. If not located in a zero lot line condition (immediately behind the sidewalk), the intervening front setback may be paved as an extension of the sidewalk streetscape to the building façade. All or portions of the setback may be designated for use as outdoor seating or dining/bar space. The setback may also include landscaping, either at grade with the sidewalk along the building foundation, or in raised beds or planters.

B. PATIO

1. Typical Lot Configuration

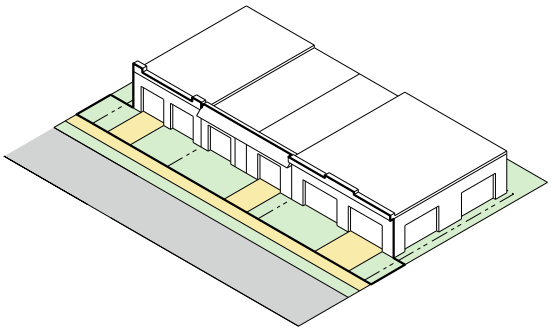


2. Description

The patio frontage is used primarily to provide outdoor seating associated with ground floor dining uses within a building. The patio is a hardscaped area that may be located to the front or side of a building between the building and sidewalk.

C. YARD

1. Typical Lot Configuration

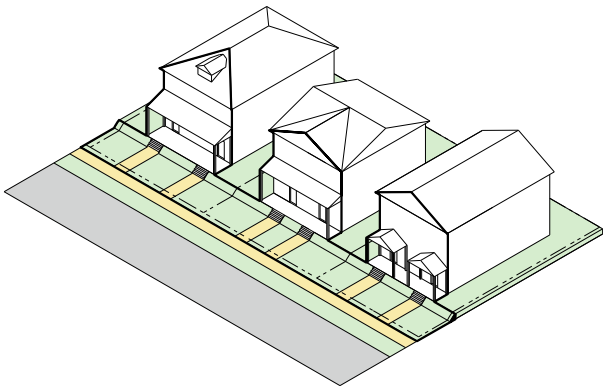


2. Description

The yard is a typical landscape setback which may consist of open lawn, landscape beds, or some combination of the two. It may contain hardscape elements as a secondary feature and may be edged by a low fence or masonry wall. Yards are typically at the same or similar grade as the adjacent sidewalk and include a front walk connecting the public sidewalk to the main entrance of a building (see Raised Yard as a variation). This is the common frontage treatment for houses and other neighborhood-scale residential buildings, and is typically combined with other a porch or stoop building frontage. A yard may also be used for flex building types designed for any combination of uses.

D. RAISED YARD

1. Typical Lot Configuration

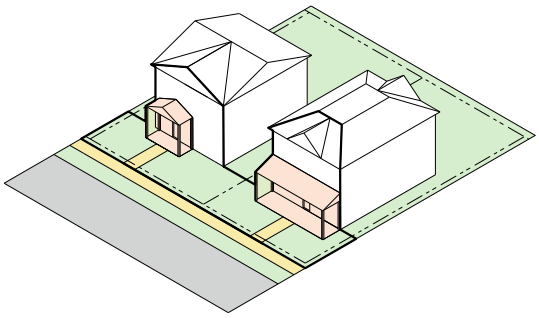


2. Description

The Raised Yard Frontage Type is a variation of the front yard. It generally represents an historic residential lot character in which the front yard is elevated above the sidewalk, often in a sloped condition and sometimes with a masonry retaining wall (often composed of dry-laid limestone) at the sidewalk edge, or some combination of the two. The raised yard is often a continuous frontage condition for multiple adjacent lots. Front walks connecting the public sidewalk to the main building entrance are typically terraced with a set of steps at or near the public sidewalk and a second set of steps at the building façade, often at a front porch or stoop (see Porch and Stoop Frontage Types). The raised yard differs from the Terrace Frontage type in that buildings are typically set back farther from the street and the yard primarily consists of turf lawn or landscaping.

E. PORCH

1. Typical Lot Configuration

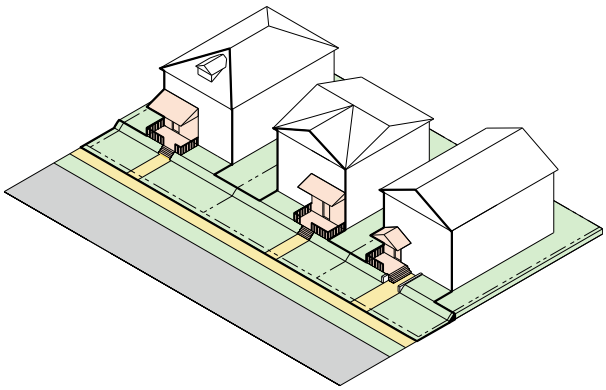


2. Description

Common frontage type for residential building types. Porches should be an extension of the internal living space.

F. STOOP

1. Typical Lot Configuration

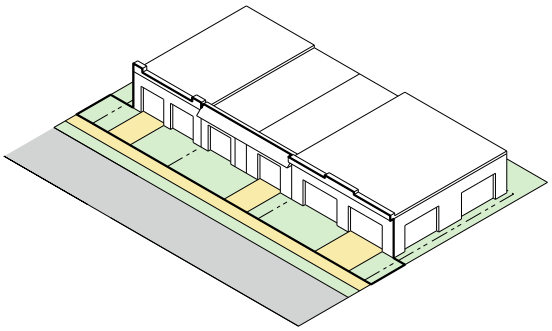


2. Description

Entry landing for buildings that have elevated first floors to secure privacy for first floor windows. Stoops may have perimeter railings and walls. Stoops can be covered or uncovered and can be located anywhere along the building face.

G. TERRACE

1. Typical Lot Configuration

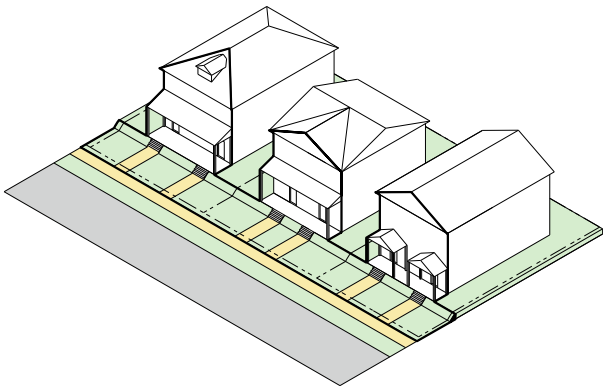


2. Description

In the Terrace Frontage Type, the main facade is at or near the property line with an elevated terrace providing public circulation along the facade. This Type can be used to provide at-grade access while accommodating a grade change and is frequently used together with a shopfront. Frequent steps up to the terrace are necessary to avoid dead walls and maximize access. A terrace treatment differs from the Raised Yard Frontage type in that the building is typically located closer
to the sidewalk and the terraced setback is architecturally integrated with the building façade, consisting of more hardscape materials. Raised planters may be incorporated as part of a terrace frontage.

H. FORECOURT

1. Typical Lot Configuration

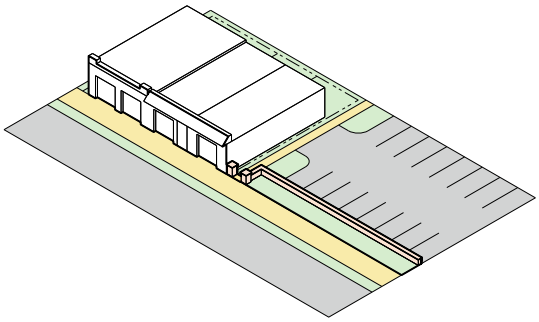


2. Description

The forecourt frontage treatment allows for a portion of a building façade to be set farther back from the street, creating a courtyard condition with street frontage. A forecourt condition may also be created through the composition of three separate buildings, oriented with the central building setback farther from the others. A forecourt may include open access to the public sidewalk with one or more entrances into the building, or may be fenced and elevated as a semi-private space, partially visible from the public realm. The forecourt area typically includes a combination of landscape and hardscape treatments, and may include outdoor amenities and seating areas associated with the building(s).

I. STREETWALL

1. Typical Lot Configuration



2. Description

The streetwall frontage is used to create a continuous and defined edge along parking lots where located in close proximity to a street and sidewalk. Streetwalls are typically low (at or below waist height of a passing pedestrian) and may be composed entirely of masonry, a combination of decorative metal fencing with masonry columns, raised planters, a landscape hedge treatment, or some combination of these. Masonry street walls are typically designed to coordinate with the principal building architecture and often are physically connected to the building façade. Street walls may be interrupted with a pedestrian walk connection to the public sidewalk. For new projects or redevelopment, street walls are intended for use along any portion of lot frontage in which side or rear parking is located adjacent to or near the public sidewalk, but are secondary to other frontage types associated with the principal building and should not dominate the entire lot frontage. Streetwalls are also an effective design approach to improve existing auto-oriented sites for which all or substantial portions of a primary frontage consist of parking.

1105 COMMON REGULATIONS

Common Regulations

SECTION 1105.01 OFF-STREET PARKING AND LOADING

A. Applicability. Except as otherwise provided herein, these regulations shall apply under the following circumstances:

i. The construction of a new building or structure;

ii. The substantial expansion of an existing building or structure;

iii. A change in the existing use to be conducted upon land or in a building or structure; and

iv. Whenever a building or use is changed in floor area, number of employees, number of dwelling units, seating capacity, or in a manner which otherwise creates a need for an increase in the number of parking or loading spaces, such spaces shall be provided for the entire increased use in conformance with the requirements of this article.

B. Parking Requirements in Olde Reynoldsburg Commercial District (ORD-C), Brice and Main District (BMD) and East Main District (EMD). Notwithstanding anything to the contrary contained herein, the parking requirements for any use conducted in the ORD-C, BMD, or EMD shall be determined based upon the applicable regulations set forth under Chapter 1105 hereof.

C. Supplemental Parking Regulations in Residential Districts. The provision of parking space, either open or enclosed, for the parking or storage of vehicles in a residential zoning district for residential uses shall be subject to the following:

i. Commercial Vehicles. Trucks having dual tires on one (1) or more axles, or having more than two (2) axles, designed for the transportation of cargo and including tractor-trucks, trailers, and semi-trailers, shall not be permitted on a lot or parked on a street or alley in a residential zoning district.

ii. Parking of Recreational Equipment. The parking of recreational equipment and vehicles, including but not limited to travel trailers, motor homes, pickup campers, folding tent trailers, boats or boat trailers, and other similar recreational equipment and vehicles, semi-trailers, travel trailers, or other trailers or motor homes shall not be permitted on any street within the City,

other than for the purpose of loading or unloading such equipment or vehicle. When located on property in a residential district for the purpose of loading or unloading, travel trailers, motor homes, boats or boat trailers, and other similar recreational vehicles shall not exceed a loading or unloading time of 48 consecutive hours. Residents shall be permitted to park a maximum of one (1) recreational vehicle on property located in a residential district if such vehicle is located in an enclosed structure OR all of the following requirements are satisfied for a vehicle parked or store outside of an enclosed structure::

1. Such recreational equipment and vehicles shall be stored or parked at least three (3) feet from any dedicated right-of-way, walkway and/or property line.
2. Not more than one (1) item of recreational equipment shall be permitted to be stored outside on any property used for a residential purpose. All recreational vehicles must be registered and licensed (if applicable) to the resident of the property on which the items are parked or stored. For the purposes of this chapter, a boat stored on a boat trailer shall be deemed one (1) piece of recreational equipment.
3. Under no circumstances shall any recreational vehicle or equipment be occupied or used for living, sleeping, housekeeping, storage or business purposes.
4. No such recreational vehicle shall be parked in any manner in which such vehicle may be deemed, in the professional opinion of the Planning and Zoning Administrator, to obstruct the view of traffic in a manner that endangers the safety of motorists or pedestrian.

D. Conversion of Use. No parking or loading space (including a residential garage) which is required by this Zoning Code shall be removed or converted to another use unless the parking or loading requirement is satisfied by the existence or construction of an additional parking or loading space conforming to this Zoning Code.

E. Required Parking and Loading Spaces.

i. Required Parking Spaces. Except as otherwise provided herein, the number of off-street parking spaces provided for a use shall not be less than set forth in the table identified as "Table 1105.01A: Required Parking Spaces." The number of parking and loading spaces required for a use shall be as determined by the Zoning Administrator in conformance with the provisions of this Zoning Code.

ii. Requirements for Unlisted Use. For a use for which off-street parking requirements have not been specifically stated in this Zoning Code, parking and loading facilities shall be provided as determined by the Zoning Administrator to be sufficient for the parking and loading needs of the proposed use and structures, giving consideration to the following criteria:

1. The number of off-street parking spaces required for a use listed in the table that is the most similar to the proposed use in terms of anticipated parking demand;
2. The floor area of the proposed use;
3. The anticipated number of employees and patrons; and
4. Any evidence submitted regarding the parking demand for the same use on similar existing sites.

iii. **Calculation for Certain Uses.** For uses for which required parking is based on number of dwelling units, floor area, seats, or beds, the number of required parking spaces shall be determined from drawings provided by the applicant and may be further confirmed by measurement of the actual built floor area. When calculation of required parking results in a fraction, then the fraction shall be rounded to the next higher whole number.

iv. **Calculation for Mixed-Uses.** For properties having mixed or multiple uses, the number of required parking spaces shall be the sum of those required for the various uses computed separately, except as otherwise provided.

F. Minimum Off-Street Parking Space Requirement Reductions.

i. **Minimum Off-Street Parking Space Reduction Standards.** The minimum number of off-street parking spaces required by Table 1105.01A may be reduced for a land use or land uses upon approval of an application demonstrating one or more of the off-street parking space reduction conditions set forth under Sections (F)(ii), F(v), F(vi), or F(vii) below; provided however, under no circumstances shall the cumulative reduction of minimum parking spaces exceed 30% of the minimum number of off-street parking spaces required for a land use.

ii. **Shared Parking Plan.** Where a mix of land uses on one or more properties or within one or more buildings can demonstrate parking utilization in staggered peak periods, a shared parking plan may be approved by the Planning and Zoning Administrator to the reduce the minimum number of required off-street parking spaces for the applicable land use(s). A shared parking plan for the reduction of off-street parking requirements may be submitted to the Planning and Zoning Administrator subject to the following requirements:

1. Shared parking plans must incorporate parking facilities located within five hundred feet (500 ft.) of the subject property or subject properties; and
2. To the greatest extent practicable, adjacent lots included in a shared parking plan shall be connected for vehicular passage and shall provide safe and efficient pedestrian access to all uses served by the parking facilities.

iii. **Review of Shared Parking Plan.** A decision pertaining to an application for a shared parking plan shall be based on the following factors:

1. The number of parking spaces otherwise required for the land uses that will share the parking facilities designated in the shared parking plan;
2. Documentation that the peak parking utilization for the land uses occurs at different days and/or times;
3. The demonstrated accessibility of the shared parking facilities; and
4. Such other relevant documentation as the applicant(s) may provide to the City in conjunction with a parking reduction application.

iv. **Effect of Approval of Shared Parking Plan.** When a shared parking plan application is approved, the modified number of required off-street parking spaces for the applicable land uses shall be the largest number of parking spaces needed for the applicable land uses during the most intensive time period of parking utilization as demonstrated by the evidence presented with the application.

v. **Auto-Share Parking Spaces.** The required minimum number of off-street parking spaces for a land use may be reduced by up to four (4) off-street parking spaces for each off-street parking space that is reserved for auto-share parking; provided however the satisfaction of this parking reduction condition may not result in an off-street parking space reduction in excess of 10%. Auto-share parking spaces shall be designed in a plan to be submitted for review by the Planning and Zoning Administrator; such plan must propose how the auto-share parking spaces will be reserved for auto-share parking.

vi. **Transit Proximity.** The required minimum number of off-street parking spaces for a land use or land uses may be reduced by up to 10% if more than 50% of the subject property is located within 1,200 feet of any public transit stop. If an existing transit stop is subsequently eliminated, any previously permitted parking reduction shall remain valid, provided that an active transit route remains within 1,200 feet of the development.

vii. **Bike Lockers and Shower Facilities.** The required minimum number of off-street parking spaces for a non-residential development may be reduced by 5% if such development contains shower and clothing and bike locker facilities for bicycle commuting employees. The required minimum number of off-street parking spaces for a multi-family development may be reduced by 5% if such development contains interior bicycle parking for residents. In each case, the reduction shall apply only to that portion of the minimum off-street parking requirement attributable to the employees or residents that have access to the shower and locker facilities. Removed space after section

viii. **Review and Revocation.** Upon the grant of a reduction in the minimum number of off-street parking spaces hereunder, the Planning and Zoning Administrator shall periodically review the land uses associated with any approval to determine compliance with such approval. If the Planning and Zoning Administrator determines upon review of any approved application that the terms of any approved plan are not being complied with, then the Planning and **Zoning** ~~zoning~~ Administrator may revoke such approval, and the applicable land use shall be required to satisfy the minimum off-street parking requirement otherwise set forth under Table 1105.01A hereof.

G. Parking and Loading Design Standards

i. **Location.** A parking space required for a dwelling unit shall be provided on the same lot as the dwelling unit. The standard size for a parking space installed in accordance with these provisions shall be 9' X 18.' A parking space required for a use other than a dwelling unit shall be located on the same lot as the use, except that some or all of such required spaces may be located on another lot within three hundred feet (300') of the use if authorized in the approval of the site plan. Parking or loading facilities shall not be permitted on the right-of-way of any publicly dedicated thoroughfare, except as provided by a public authority.

ii. **Setbacks.** Off-street parking and loading facilities, with the exception of driveways leading from the public right-of-way to aisles or spaces, shall be located as follows:

1. Required unenclosed parking spaces for Attached Single-Family, Detached Single-Family, Two-Family, and Multi-Unit Dwellings may be provided on paved areas within the front yard required for such structure. Parking shall not be permitted on unpaved areas;
2. No part of any parking lot shall be located closer than five feet (5') to a public right-of-way;
3. Parking may be located in the required front yard in any industrial district, but not closer than twenty feet (20') to a public right-of-way;

4. In any commercial district, parking shall not be located in the area between the frontage and the front setback. The area between the frontage and the front setback shall be improved as a grass and or planting area. Ingress and/or egress through this planting area shall be restricted to a driveway or driveways not to exceed thirty feet (30') in width. Under no circumstances will service roads and or driveways parallel to the right of way be permitted ~~the~~ **The** grass and/or planting area and driveways are to be made a part of the plot- grade-utility plan and are to be approved by the Service Director and City Engineer.

iii. Screening. Any parking lot which contains more than ten (10) parking spaces and which is located closer than fifty feet (50') to the lot line of any lot which is used for a dwelling, school, hospital, or other institution for human care shall be screened by a fence, wall, or hedge of acceptable design installed at each edge of the parking lot which faces the use noted above. Such fence, wall, or hedge shall be no less than four feet (4') nor more than six feet (6') in height and shall be maintained in good condition without any advertising thereon. The space between such fence, wall, or hedge and the lot line of the adjoining premises shall be landscaped with grass, hardy shrubs or evergreen ground cover and maintained in good condition.

iv. Access. Adequate ingress and egress from the public right-of-way and within the lot shall be provided for all parking and loading spaces. Access for all parking and loading facilities (except those required for Attached Single-Family, Detached Single-Family and Two-Family dwellings) shall be designed to permit any vehicle entering or leaving the premises to be traveling in a forward motion. Driveways shall be located to minimize conflict with vehicular and pedestrian traffic in the public right-of-way. Driveways and service roads shall not be located parallel to the right-of-way. Driveways for non-residential uses shall not exceed thirty feet (30') in width at the right-of-way line nor more than thirty feet (30') at the curb cut line of the street unless otherwise approved by the individual or administrative body reviewing the site plan for the subject property.

v. ADA Requirements. All parking facilities that require accessible parking spaces shall ensure that a portion of the total number of required parking spaces are specifically designated, located, and reserved for use by persons with physical disabilities, in accordance with the standards in the federal Americans with Disabilities Act (ADA). The following standards apply:

1. The closest parking spaces to the main entrance shall be devoted to the required accessible parking spaces; and
2. At least one accessible parking space shall be 12 feet (12') wide to accommodate an accessible van or paratransit. Moved table under Section 1105.01.G.vi

vi. Minimum Aisle Width. Minimum aisle width to access parking spaces shall be as follows:

1. Minimum Aisle Width (feet)

ANGLE OF PARKING	ONE-WAY	TWO-WAY
Parallel	13 ft.	20 ft.
Up to 50 degrees	13 ft.	22 ft.
50 up to 80 degrees	17 ft.	22 ft.
80 degrees or more	N/A	22 ft.

vii. Loading Spaces

1. Every building or lot used for non-residential purposes which customarily receives or distributes materials or services by motor vehicles shall provide sufficient space for all loading and service purposes. A loading space shall be provided as an area exclusive of required parking spaces, driveways, and aisles. Access to loading spaces shall be designed to prevent interference with the public right-of-way.
2. Number of Loading Spaces
   (a) Retail/Food Sales/Food Service and Other Similar Type Uses: One (1) space in excess of the first ten thousand (10,000) square feet of floor area plus one (1) space for each additional twenty thousand (20,000) square feet thereafter;
   (b) Office/Medical/Financial Services Type Uses: No loading space is required for the first ten thousand (10,000) square feet of floor area. One (1) loading space is required for ten thousand and one (10,001) square feet of floor area to twenty thousand (20,000) square feet of floor area. An additional loading space is required for each additional twenty thousand (20,000) square feet thereafter.
   (c) Other Uses: At the discretion of the Planning and Zoning Administrator.
3. Each loading space shall have minimum dimensions of twelve feet (12') in width, fifteen feet (15') in height and forty-five feet (45') in length for tandem trailers, or thirty feet (30') feet in length for two-axle trucks.

viii. Paving and Improvements

1. All required parking and loading facilities shall be paved with a durable, dust-free surface such as asphalt or concrete. Gravel is not a permitted surface.
2. Parking facilities shall be designed to direct surface water into an adequate storm drainage system. Drainage of surface water onto adjacent properties, walkways, or public streets is prohibited.
3. Paint lines shall be installed and maintained to mark the locations of all parking and loading spaces. Wheel blocks shall be installed for all parking spaces which abut unpaved areas of a lot.

ix. Lighting. Lighting may be installed and arranged as to direct the light away from adjoining properties and public rights-of-way.

H. Maintenance of Parking Lots Required. All paved areas shall be maintained free of holes, litter, trash, and other debris. Within thirty (30) days of the date on which a non-residential use of a lot is terminated, the owner shall install a barricade at all points of vehicular access in a manner approved by the Zoning Administrator.

I. **Reserved Parking Lot.** In conjunction with the site plan and design review, the applicable reviewing individual or administrative body may approve, upon request of the applicant and review of the site plan, construction of fewer parking spaces than required by Table 1105.01A for a proposed use and site development. In making such determination, the reviewing individual or administrative body shall nevertheless require that the additional area needed to accommodate the required number of parking spaces be reserved as landscaped open areas on the lot. The layout and design of the parking spaces, aisles, and drives of such reserved parking lot shall be indicated on the approved site plan and shall comply with provisions of this Zoning Code. The layout and design of the parking spaces, aisles, and drives of such reserved parking lot shall be indicated on the approved site plan and shall comply with provisions of this Zoning Code.

J. **Electric Vehicle (EV) Parking and Infrastructure.**

i. **Purpose.** To facilitate the transition to electric vehicles by requiring and regulating the provision of Electric Vehicle charging infrastructure in new and existing developments.

ii. **Applicability.**

1. All new off-street parking lots with 20 or more spaces.

iii. **Required Minimums.**

1. New Off-Street Parking:
   (a) 1 Electric Vehicle Supply Equipment (EVSE) Installed for 20 or more parking spaces.
2. Electric Vehicle Supply Equipment (EVSE) Installed spaces count toward total required parking.

iv. **Location and Design.**

1. Electric Vehicle spaces shall be located as close as feasible to building entrances or pedestrian access points.
2. Electric Vehicle Supply Equipment Installed spaces shall be marked with signage indicating they are for Electric Vehicle use only.
3. Electric Vehicle charging cords shall not interfere with pedestrian walkways or ADA access.
4. At least one Electric Vehicle Supply Equipment Installed space shall be ADA accessible in compliance with federal and state accessibility standards.
5. The charging station must be located a minimum of 10 feet from any property line, unless the adjacent property is a public right-of-way. In that case, the station must meet the minimum parking setback requirement adjacent to a right-of way.
6. All above-ground utility structures must be located outside any visibility triangles at intersections or driveways.

v. **Shared Use.** Public and shared parking facilities may satisfy Electric Vehicle requirements for multiple uses on the same or adjacent parcels, subject to cross-access agreements.

TABLE 1105.01A - REQUIRED PARKING SPACES	
USE	OFF-STREET PARKING SPACES REQUIRED
Dwelling - Attached Single-family	1 enclosed, 1 unenclosed
Dwelling - Detached Single-family	
Dwelling - Two-family	1 enclosed space and 1 unenclosed space per dwelling
Dwelling - Multi-Unit Building	Apartments - 1 per unit plus 1 per each 5 units to accommodate visitors
Dwelling - Multi-Unit Building Complex	
Dwelling - Assisted	1 per 8 beds plus 1 per employee based on the largest staff shift
Dwelling - Group	
Dwelling - Nursing	
Adult Day Care	1 per employee based on largest staff shift plus 10 for visitors
Child Day Care - Center	
Child Day Care - In Home	
Event Center – Private Events and Conferences	1 for each 4 seats in the main space
Event Center Public Meetings and Conventions	
Religious Assembly	
Beverage – Brewing and Distilling	1 for each 200 sq. ft. of floor area
Beverage – Distribution	
Beverage – Non-Alcoholic Production	
Food Service – Commissary/Bakery	
Food Service – Commercial Kitchen	
Food Service - Processing	
Food Service – Production	
Beverage Sales – Liquor and Beer Sit Down/Bar Establishment	1 for each 200 sq. ft. floor area
Food Service – Deli	
Food Service – Fast Causal Restaurant	
Food Service – Full Service Restaurant	
Food Service – Quick Serve/Fast Food with Drive Thru	
Food Service – Quick Serve/Fast Food Without Drive Thru	
Adult Oriented Businesses	1 for each 200 sq. ft. floor area

Deleted Dwelling - Developmental Disability from the table

TABLE 1105.01A - REQUIRED PARKING SPACES	
USE	OFF-STREET PARKING SPACES REQUIRED
Amusement Arcades	1 for each 200 sq. ft. of floor area
Antique Shop	
Auction Facility	
Bakery – Retail	
Beverage Sales – Liquor Store	
Clothing Services - Dry Cleaning with drive thru	
Clothing Services - Dry Cleaning without drive thru	
Clothing Services - Tailor	
Financial Services and Banking - with drive thru	
Financial Services and Banking - without drive thru	
Food Sales – Farm Market	
Gallery - Art	
Garden Center - Indoor and Outdoor	
Personal Care and Beauty Services	
Retail - Extra Large Format	1 for each 600 sq. ft. of floor area
Retail - Large Format	1 for each 200 sq. ft. of floor area
Retail - Medium Format	
Retail - Pharmacy without Drive-Thru	
Retail - Pharmacy with Drive-Thru	
Retail - Shopping Center - Enclosed	
Retail - Small Format	
Retail - Vape Shop/Smoke Shop	
Tattoo/Piercing Establishment	
Food Sales – Large Format Grocery	1 for each 300 sq. ft. of floor area
Food Sales – Small Format Grocery	
Commercial Center - Outdoor - Small	1 for each 300 sq. ft. of floor area
Commercial Center - Outdoor - Large	1 for each 450 sq. ft. of floor area
Retail - Convenience with gasoline	1 per each two dispensing stations plus 1 per each 200 sq. ft. retail floor area
Retail - Convenience without gasoline	

TABLE 1105.01A - REQUIRED PARKING SPACES	
USE	OFF-STREET PARKING SPACES REQUIRED
School – College/University	Determined by the Board but not less than 1 space per each 5 seats in the main assembly room or 1 space per each classroom
School – Primary	
School – Secondary	
School – Trade	
Boarding/Kennel	1 for each 200 sq. ft. of gross floor area
Health and Wellness – Clinic	
Health and Wellness – Fitness Facility/Gym	
Health and Wellness – Massage	
Health and Wellness – Physical Therapy	
Medical – Clinic	
Medical – Emergency Services	
Medical – Office	
Medical – Outpatient and Urgent Care	
Medical – Standalone Emergency Services	
Shelter	
Veterinary	
Medical – Full Service Hospital	1 per bed plus 1 per employee based on the largest staff shift
Medical – Psychiatric Facility - Standalone	
Library	1 for each 200 sq. ft. floor area
Live Theater	
Movie Theater	
Museum	
Visual Arts Center	
Manufacturing – Artisan	~~1 for each 200 sq. ft. floor area~~ 1 for each 1,000 sq. ft. of floor area
Manufacturing – Heavy	
Mineral Extraction/Processing	
Outdoor Processing – Agriculture	
Outdoor Processing – Composting	
Outdoor Processing – Concrete and Asphalt	
Research Facility/Laboratory	

TABLE 1105.01A - REQUIRED PARKING SPACES	
USE	OFF-STREET PARKING SPACES REQUIRED
Office - Corporate	1 for each 250 sq. ft. of floor area
Office - Data Processing/Call Center	
Office - Professional Services	
Printing and Publishing	
Equipment Repair	1 for each 500 sq. ft. of floor area
Vehicular Care Services - Major	
Vehicular Care Services - Minor	
Camping	1 for each 3 patrons or a plan that is acceptable to the Planning and Zoning Administrator
Community Facility - Outdoor Recreation	
Community Facility - Park	
Community Facility - Golf Course	
Outdoor Enterprise	
Indoor Enterprise	Club - 1 for each 100 sq. ft. floor area Recreation Facility - 1 for each 200 sq. ft. floor area
Private Club	
Shooting Range - Indoor Only	
Studio - Art	
Studio - Gymnastics/martial arts	
Community Facility - Activity Center	1 for each 200 sq.ft. of floor area
Community Facility - Detention and Corrections	
Community Facility - Government Administration and Courts	
Community Facility - Public Health Safety	

TABLE 1105.01A - REQUIRED PARKING SPACES	
USE	OFF-STREET PARKING SPACES REQUIRED
Overnight Lodging - Bed and Breakfast	1 per sleeping room or suite
Overnight Lodging - Boutique Hotel	
Overnight Lodging - Hotel	
Overnight Lodging - Limited Service	
Overnight Lodging - Resort	
Junk storage and sales	~~1 per 1,000 sq. ft. of gross building area~~ 1 space is required for every 1,000 sq. ft. of gross floor area for buildings up to 20,000 sq. ft. After the first 20,000 sq. ft. of building area, 1 space is required for every 5,000 sq. ft. of gross floor area for buildings between 20,001 sq. ft. to 120,000 sq. ft. After the 120,000 sq.ft. of building area,1 space is required for every 10,000 sq. ft. of gross floor area for buildings over 120,000 sq. ft.
Storage - Contractor	
Storage - Commercial Gases	
Storage - Self-Store	
Storage - Vehicular and Boat	
Warehouse - Large Format	
Warehouse - Small Format	
Air Transportation Services	1 for each 1,000 sq. ft. of sales area
Vehicle Care Services - Washes	2 per site
Vehicular Sales - Boats	1 per 1,000 sq. ft. of gross building area
Vehicular Sales - Automobiles	
Vehicular Sales - Motorcycles	
Vehicular Sales - Recreational Vehicles	
Mortuary	1 for each 50 sq. ft. floor space
Temporary Uses	As determined by the Planning and Zoning Administrator

SECTION 1105.03 SIGNS

TABLE 1105.03A PERMITTED PRINCIPAL SIGNS BY ZONE AND DISTRICT					
DISTRICT/ZONE	MONUMENT SIGN	PROJECTING SIGN	WALL SIGN	AWNING SIGN	ROOF SIGN
Olde Reynoldsburg Neighborhood District (ORD-N)	MU or NR				
Olde Reynoldsburg Commercial District (ORD-C)	X	X	X	X	X
Brice and Main Street District (BMD)	X	X	X	X	
East Main Street District (EMD)	X	X	X	X	
Community Commercial (CC)	X	X	X	X	
Residential Zones (SR and RM)	NE or NR	NR			
Innovation Zone (I)	X	X	X	X	
Sign Key: MU - Multi-Unit Development NR - Non-Residential Development, excluding home occupation NE - Neighborhood Entry Sign					

A. Purpose and Applicability. This section regulates the type, number, design, size, time of display, location, maintenance, and other characteristics of signs in order to: protect the public health, safety, and welfare in all zones and districts; promote clarity in sign communications; promote harmony between and among the physical characteristics of signs and the physical characteristics of surrounding land, structures, and other development features; and to promote attractive and orderly appearance in all districts. The provisions of this section shall apply to all existing signs, to all signs erected or installed after the effective date of this Zoning Code, and to any sign which replaces an existing sign or component thereof.

B. Zoning Sign Permits Required. Every sign, except those specifically exempted by the provisions of this section, shall only be erected or installed subsequent to and in conformance with the provisions of a zoning sign permit issued by the Planning and Zoning Administrator. The Planning and Zoning Administrator shall not be required to issue a zoning sign permit to any use or business that does not have a valid zoning certificate or that is otherwise not in compliance with the Zoning Code, Building Code or Property Maintenance Code. For the purposes of approving a sign in conformance with the Zoning Code, a zoning sign permit shall have the same effect as a zoning certificate.

C. Signs Requiring Permits

i. Signs in Zones and Districts. Signs shall be permitted in the respective districts as established in Table 1105.03A: Permitted Signs and as further provided in this section.

ii. Signs in Olde Reynoldsburg Districts. Subject to the approval of the Planning and Zoning Administrator or the Planning and Zoning Board, as applicable, in conjunction with the certificate of appropriateness process required under Section 1109.21, signs shall be permitted i n Olde Reynoldsburg Districts as established in Table 1105.03A and in conformity with the following specific provisions:

1. **Residential Signs – Olde Reynoldsburg Commercial District (ORD-C) and Olde Reynoldsburg Neighborhood District (ORD-N).** One (1) monument sign per entrance may be located on a lot or lots within a multi-dwelling unit development within the ORD-C or ORD-N. When located in the public right-of-way, all such signs shall be subject to a perpetual maintenance agreement and shall not be internally illuminated.
2. **Non-Residential Use or Mixed-Use Signs – ORD-C.** The following sign types shall be permitted to be displayed on structures or buildings utilized for non-residential or mixed-use purposes in conformity with the following specific provisions:

iii. Sign Lighting. The following types of lighting shall be permitted in the ORD-C: all exterior illuminated lighting types, except bulb surround (flashing or blinking), and neon colored signs.

iv. Changeable Copy Types. The following changeable copy types shall be permitted in the ORD-C: channel letters.

v. Principal Signs. A maximum of three (3) signs of any combination of the following sign types, with the exception of only permitting a monument sign to be one (1) of the three (3) permitted signs, shall be permitted per lot in the ORD-C in accordance with the following provisions:

1. Wall Sign. A wall sign may be erected on the wall of the building which most nearly parallels a street as determined by the Zoning Administrator. The total permitted area for any wall sign is two (2) square feet per lineal foot of building front facade or tenant space, as applicable. The total permitted wall sign area may be extended to areas of the building where a public entrance is located only. Any wall sign located in accordance with this subsection shall be attached parallel to the building wall, mounted on a raceway, or painted directly on a wall, provided no wall sign shall extend outward from the building wall more than twelve inches (12”). Where a building is located on a corner lot, ~~an~~ **one (1)** additional wall sign may be permitted on both front facade walls which parallel the intersecting streets **for a total of three (3) signs.** One front facade for corner lots can be utilized in calculating the maximum allowable sign square footage. Wall signs shall be composed of wood or metal frames with a face of wood, metal, polycarbonate, vinyl, acrylic or urethane materials.

2. **Projecting Sign.** A projecting sign constructed of wood, metal or urethane, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building at a ninety (90) degree angle. The surface area of each face of such projecting sign shall be a maximum of six (6) square feet. It shall not project more than three feet (3') from the building façade, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projecting sign shall be located no less than nine feet (9') above the sidewalk or ground level. Any applicant requesting a permit for a projecting sign which extends over a public right-of-way shall provide ~~for~~ a hold-harmless agreement with the City.
3. **Roof Sign.** Roof sign constructed of metal with a maximum surface area of eighty (80) square feet may be located on the roof of a principal structure located in the ORD-C. Such roof sign shall be setback a minimum of five feet (5') from the edge of the roof of the principal structure and may be illuminated with a direct light.
4. **Awning Signs.** A maximum of one (1) awning sign may be permitted in accordance with the provisions set forth under this subsection. All new awnings, or changes to awning colors shall be subject to a design and site plan review. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed sixteen inches in height (16").
5. **Monument Sign.** One (1) monument sign with a base constructed of brick, stone, brick veneer or stone veneer may be installed in the ORD-C. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.

vi. **Signs in Residential Zones (SR and RM Zoning Districts).** Subject to the approval of the Planning and Zoning Administrator or the Planning and Zoning Board, as applicable, in conjunction with the site plan and design review process required under Section 1109.17, signs shall be permitted in the SR and RM zones as established in Table 1105.03A and in conformity with the following specific provisions:

1. **Sign Lighting.** The following types of lighting shall be permitted in RM zones: exterior illuminated and gooseneck lighting. Sign lighting is not permitted in SR zones.
2. **Changeable Copy Types.** Changeable copy types are not permitted in SR and RM zones.
3. **Principal Sign Types.** The following sign types shall be permitted in the SR and RM zones in accordance with the following provisions:
4. **Neighborhood entry sign.** One (1) or more permanent ground signs may be located on a lot or lots within a subdivision or multi-family dwelling development. Any monument sign located in accordance with this subsection shall be set back a minimum of ten feet (10') from the property line, or easement line, as applicable. All such signs shall be subject to a perpetual maintenance agreement and shall not be internally illuminated.

5. **Flags.** Flags are permitted as a supplemental sign type in SR and RM zones.
6. **Real Estate Signs**. One (1) freestanding real estate sign per lot frontage is permitted on premises for individual lots or building until such lots are sold or rented in accordance with the following provisions:
   (a) Maximum Sign Face. Six (6) square feet.
   (b) Maximum Height. Five (5) feet.
   (c) Location Requirements. At least one foot from street right of way and at least five feet from side or rear lot lines.
   (d) Time Restrictions. Sold signs shall be removed within five (5) calendar days from closing on the sale of the subject property.
7. **Temporary Signs.** Temporary signs are permitted provided that any temporary sign may have a maximum area of two (2) square feet and may be located a maximum of three feet (3') above grade. Any temporary sign located in accordance with these provisions shall be constructed of vinyl with metal supports.

vii. **Signs in Commercial and Mixed-Use Zones. (BMD/EMD Districts, CC Zone, and Innovation Zone).** Subject to the approval of the Planning and Zoning Administrator ~~or the, as applicable,~~ in conjunction with the site plan and design review process required under Section 1109.17, signs shall be permitted in commercial and mixed-use zones as established in Table 1105.03A and in conformity with the following specific provisions:

1. **Wall sign.** Two (2) wall signs may be erected on the wall of the building which most nearly parallels a street as determined by the Zoning Administrator. The total permitted area for any wall sign is two (2) square feet per lineal foot of building front facade or tenant space, as applicable. The total permitted wall sign area may be extended to areas of the building where a public entrance is located only. Any wall sign located in accordance with this subsection shall be attached parallel to the building wall, mounted on a raceway, or painted directly on a wall, provided no wall sign shall extend outward from the building wall more than twelve inches (12"). Where a building is located on a corner lot, ~~an~~ **one (1)** additional wall sign may be permitted on both front facade walls which parallel the intersecting streets **for a total of three (3) signs.** One front facade for corner lots can be utilized in calculating the maximum allowable sign square footage. Wall signs shall be composed of wood or metal frames with a face of wood, metal, polycarbonate, vinyl, acrylic or urethane materials.
   a. One (1) Pickup sign is permitted for any use which utilizes pickup of goods from the existing business. The pickup sign should be located near the pickup area. To utilize this sign, a designated pickup area must be identified on the site.
2. **Projecting Sign.** One (1) projecting sign, including its mounting structure, may be mounted upon and be perpendicular to the wall of a building and shall not extend beyond any other dimension of the wall. It shall not project more than four feet (4') from the wall, and shall not use a guy wire or angle iron support structure unless within the plane of the sign. A projected sign shall be located no less than eight feet (8') above the sidewalk or ground level and no closer than six feet (6') to a street's pavement or curb. Any applicant requesting a permit for a projecting sign which extends over a public right-of-way shall provide ~~for~~ a hold-harmless agreement with the City.

3. Awnings. Awnings may be permitted in addition to or in lieu of a wall sign. Where awnings are used as the primary sign identification, the standards for wall signs shall apply. All new awnings, or changes to awning colors in the design review districts shall be subject to a certificate of appropriateness. Removal and replacement of awning materials that does not involve changes to the awning support structures shall be considered a sign face change. Changes to awning lettering that involve no material or color changes shall not require a zoning sign permit. Awning lettering may not exceed twelve inches (12") in height.

4. Monument Sign. One (1) monument sign with a base constructed of stone, brick, stone veneer or brick veneer may be installed in commercial or mixed-use zones. The monument sign may be a maximum of six feet (6') in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10') from the front property line or easement line, as applicable.

(a) Monument signs for parcels exceeding three (3) acres, and having two or more independent land uses, not accessory land uses to the principle land use; may have a monument sign identifying the complex name, along with one (1) additional monument sign at every point of ingress and egress location onto the overall development from the public right-of-way.

viii. Signs in Open Space/Schools Zone. Signs in the OS zone shall be subject to review and approval by the Planning and Zoning Administrator or the Planning and Zoning Board as applicable.

D. Supplemental Signs Non-Residential Districts. In addition to the above-listed principal sign types the following supplemental sign types are exempt from zoning sign permits and may be permitted in non-residential districts, as specified below, in accordance with the following provisions:

i. Banner Signs. In all non-residential districts a maximum of one (1) banner sign may be permitted in accordance with the provisions set forth under this subsection. Banner signs shall be a maximum of thirty-two (32) square feet and shall be located a maximum of eight feet (8') above grade. The display of banners shall be allowed for no more than forty-five (45) days per year.

ii. Flags. Flags are permitted as a supplemental sign type in all non-residential districts.

iii. Sandwich Board Signs. A maximum of one (1) sandwich board sign may be permitted in accordance with the provisions set forth under this subsection. Sandwich board signs shall have a maximum sign face area of six (6) square feet with a maximum board width of twenty-four inches (24") and a maximum board height of thirty-six inches (36"). Any sandwich board located in accordance with this subsection shall be constructed of wood and shall be displayed for a maximum of twelve (12) hours per day.

iv. Real Estate Signs. Any combination of free-standing, wall or window real estate signs may be located upon any non-residential property for a total of three (3) signs, provided that such signs do not exceed the permitted dimensions for the corresponding sign-type in the zoning district that is applicable to the subject property. Notwithstanding anything to the contrary contained herein, if freestanding signs are not permitted in the zoning district applicable to the subject property, then one free-standing sign not exceeding seven (7) feet in height with a maximum sign face of twenty (20) square feet may be located upon the subject property. All real estate signs located in accordance with this subsection shall be removed within five (5) calendar days from closing on the sale of the subject property.

v. Window Sign. The total square footage of all window signs may not exceed more than thirty percent (30%) of the total surface area of the window or windows on which such sign or signs are placed. Any object located within (3) three feet of the window pane that obstructs the interior view of any commercial building will be subject to all applicable window sign regulations. Any window sign located in accordance with this subsection shall be located on a window or windows on the front façade of the principal building.

vi. **Temporary Signs.** Temporary signs are permitted provided that any temporary sign may have a maximum area of two (2) square feet and may be located a maximum of three feet (3') above grade. Any temporary sign located in accordance with these provisions shall be constructed of vinyl with metal supports.

E. Generally Applicable Regulations for all Signs.

i. **Sign height.** The height of a sign shall be measured from the finished grade which shall be defined as that point where the grade line intersects the front wall of the building. The height of a sign may not be artificially increased beyond the permitted height by placement of the sign on an earth mound.

ii. **Sign setbacks.** Signs shall be located in conformity with the side and rear yard requirements of the applicable zone or district.

iii. **Sign colors.** No sign requiring a permit under the provisions of this chapter shall contain more than four (4) colors, including black and white. Where a corporate logo is used, the logo shall count as one of the four (4) colors. Where a multi-tenant sign is present, no individual sign face panel may contain more than four (4) colors.

iv. **Construction.** All signs shall be properly constructed and maintained to ensure that no safety hazard is created. All signs shall be built in conformity with the requirements of the Building Code and the procedures of the Building Division.

v. **Location.** Except as otherwise provided in this Zoning Code, no sign or any part of any sign shall be placed in, over or extend into any public right-of-way.

vi. **Lighting.** The level of illumination emitted or reflected from a sign shall not be so intense as to constitute a safety hazard to vehicular movement on any street from which the sign may be viewed, as determined by an average person. Illuminated signs shall be constructed and maintained so that the source of illumination is shielded or otherwise prevented from beaming directly onto adjacent lots or streets.

vii. **Concealment of Wires and Components.** Irrespective of the sign type permitted under this section, all wiring and components of such sign shall be concealed from public view.

viii. **Contractor Identification.** All signs shall be plainly marked with the name of the person or company that installed the sign.

ix. **Maintenance and Repair Required:**

1. The owner of a sign shall repair, support, clean, repaint, or perform any maintenance service necessary to maintain the reasonable and proper appearance and condition of the sign. Whenever the Planning and Zoning Administrator determines a sign to be in need of repair, support, cleaning, repainting or other maintenance, he/she may issue a notice to the sign owner to complete the needed repairs or maintenance.
2. All sign face panels shall be intact and free from cracks. No sign shall be permitted to exist without an intact face panel. Whenever the Planning and Zoning Administrator determines that a sign face is cracked or not intact, he/she may issue a notice to the sign owner to replace the sign face.
3. If the Planning and Zoning Administrator determines that the existing condition of the sign creates an immediate hazard to the public health, safety or welfare, he/she shall issue a

notice to the owner requiring the sign to be removed immediately.

F. Nonconforming Signs.

i. An existing sign that does not meet the requirements of this chapter shall be deemed a nonconforming sign.

ii. A nonconforming sign shall exist and be maintained in accordance with the following:

1. **For all signs, except Wall, Projecting and Awning signs:** The size and shape of the sign structure shall not be altered, except that sign face panels may be replaced.

2. **For Wall, Projecting, and Awning signs only: The size and shape of the sign structure – which includes the sign face, sign panels, and the sign cabinet – shall not be altered. Neither the width, nor the height, nor the square footage of the nonconforming sign shall be increased, and the replacement sign shall not exceed the width, height and square footage respectively of the existing nonconforming sign. All other components of the zoning code applicable to signage must be met.**

3. If damage occurs to a sign to the extent of sixty percent (60%) or more of either the structure or its replacement cost at the time of destruction, the sign shall be brought into compliance with the provisions of this Zoning Code.

iii. A nonconforming sign shall not be structurally relocated or replaced, unless the new sign is in compliance with this chapter.

G. Abandoned Signs and Sign Faces.

i. A sign or sign face shall be considered abandoned when:

1. The sign or sign face remains after the discontinuance of a use. A use is considered to be discontinued if it is closed to the public for at least ninety (90) consecutive days.

2. The sign or sign face is not maintained in accordance with the provisions of this chapter and the owner of the sign has not complied with notices to maintain the reasonable and proper appearance and condition of the sign.

ii. Whenever the Planning and Zoning Administrator determines that a sign has been abandoned as defined in this chapter, the right to maintain and use such a sign shall terminate immediately. Physical removal of a sign may be accomplished pursuant to the nuisance abatement procedures and ordinances of the City.

iii. Whenever the Planning and Zoning Administrator determines that a sign face is abandoned as defined in this chapter but the existing sign conforms to the Zoning Code, he/she may issue a notice to the sign owner to remove the abandoned panel and replace it with a blank. This shall not apply to signs maintained on lots that do not have any existing structure.

iv. Whenever the Planning and Zoning Administrator determines that a sign face in a multi-tenant sign is abandoned but other panels on the sign are not abandoned, he or she may issue a notice to the sign owner to remove the abandoned panel and replace it with a blank.

H. Special Sign Regulations for Gasoline Stations. Gasoline stations present several unique challenges for signage purposes due to industry-wide advertisement of the price of fuels for sale. In order to address these unique challenges, ground signs on lots with gasoline stations shall be permitted to incorporate electronic signage. Exempted ground signs of this type shall be subject to the following special regulations:

i. The electronic signage shall take up no more than one-third (1/3) of the sign area permitted by

this chapter.

ii. The electronic signage shall consist of a solid background with only one illuminated color per electronic panel.

iii. Such signs shall be subject to all other sign regulations of this chapter, and of the applicable zone or district.

SECTION 1105.05 ACCESSORY STRUCTURES

A. Generally Applicable Regulations for Accessory Uses and Accessory Structures. An accessory use or accessory structure shall be permitted in any district provided that:

i. It is incidental to and customarily found in connection with the main use or main building permitted in the district;

ii. It is subordinate to and serves the main use or building;

iii. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;

iv. It is located on the same lot as the main building or main use which it serves; and

v. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.

vi. Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the Planning and Zoning Administrator or by the Planning and Zoning Board to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.

vii. Except as otherwise provided in this Zoning Code, an accessory structure:

1. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
2. Shall not be located closer than three feet (3FT) to any rear lot line and not closer than three feet (3FT) to any side lot line **with the exception of Dwelling – Attached Single-Family land uses, which would have a zero foot (0 FT) side lot line setback;**
3. Shall not be located closer than ten feet (10FT) to a main building (applies only to sheds);
4. Shall not occupy more than twenty percent (20%) of the required rear yard;
5. In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the finished floor area of the main structure;
6. In commercial districts, open-sided accessory structures such as pergolas are permitted in the required front or side yard;
7. Except for accessory dwelling units, where permitted, shall not contain facilities for dwelling purposes; and
8. Shall not exceed fifteen feet (15FT) in height.

viii. For the purposes of this section, a storage building equal to or less than fifty square feet (50SF) i n area, not permanently attached to the ground, is not considered a structure. Only one **(1)**

~~(1)~~ such storage building may be placed on a lot without a zoning certificate. Any additional buildings shall be considered accessory structures and subject to the provisions of this section. Storage buildings of this type shall be located behind the main structure and shall conform with the minimum lot line setbacks listed in this section.

ix. All accessory structures consistent with applicable floodplain regulations are permitted at the discretion of the Floodplain administrator

B. Accessory Dwelling Units

i. Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the Planning and Zoning Administrator or by the Planning and Zoning Board to be an accessory dwelling unit may only be established or constructed on a lot having a legally existing main use or main building.

ii. Except as otherwise provided in this Zoning Code, an Accessory Dwelling Unit:

1. Shall not be located any closer to any public right of way than the main building and shall not be located in the required front yard;
2. Shall follow the side yard setbacks set forth in the applicable zoning district for the primary dwelling unit;
3. Shall be no closer than 8 feet (8FT) from the rear lot line;
4. A detached ADU shall not be located closer than ten feet (10FT) to a main building;
5. Shall not occupy more than 20% of the required rear yard;
6. The ADU may be no larger than six hundred square feet (600SF) or 50% of the size of the primary dwelling unit whichever is less;
7. ADU's that are attached to the primary dwelling unit are not permitted to be located in a portion of the primary dwelling unit that encroaches a required yard setback;
8. Exterior finish materials must be compatible with existing primary dwelling unit;
9. Only one entrance is allowed and must be located on the primary façade facing the street.

C. Garage Standards

i. All garages in a residential district facing the street shall not be located more than eight (8) feet in front of the front façade of the structure.

ii. **In the Suburban Residential District Only.** No garage door or combination of garage doors facing the street shall occupy more than sixty percent (60%) of the width of the ground level façade.

D. Service Structures

i. Electrical transformers, generators, storage tanks, utility vaults and heating or cooling units which extend beyond the surface may be built in the rear and side yard.

ii. Service structures shall maintain a three (3) foot setback from all lot lines. With the exception of Dwelling – Attached Single-Family land uses, which would have a zero foot (0 FT) side lot line setback.

SECTION 1105.06 RESIDENTIAL DESIGN STANDARDS

A. Purpose and Intent. The following design standards are intended to enhance the character, aesthetics, and architectural consistency of residential development in the Suburban Residential (SR) and Residential Medium (RM) Districts.

B. Entry to Residential Buildings

i. Entries shall be visible from the front of the building and shall **be** connected to a paved driveway or sidewalk by a clearly delineated pedestrian walkway.

ii. At least two building materials should be used for exterior walls (excluding trim and cornices) on all building facades with road frontage.

C. Building Articulation and Openings

i. All dwellings must incorporate design features such as offsets, balconies, projections, recesses or covered entrances, windows, doors, window reveals, or similar elements to create horizontal and vertical relief and avoid box ~~-life~~ **-like** forms.

ii. Incorporate at least three of the following features, consistent in design style, that provide articulation and design interest consistently throughout the project:

1. Decorative trim elements that add detail and articulation, such as door surrounds with at least a two-inch depth, decorative eave detailing, belt courses;
2. Pitched / variegated roof forms;
3. Roof overhangs at least 12 inches deep;
4. Variety in use of materials, especially at ground level stories, for detailing at porches / entry areas, paneling at bays or at special parts of the building;
5. Building base (typically bottom three feet) that is faced with a stone or brick material, or is delineated with a channel or projection; and/or
6. Railings with a design pattern and materials such as wood, metal, or stone which reinforces the architectural style of the building.

D. Garage Standards.

i. Side entry garages shall have windows on the front facing wall.

ii. Garages in a residential district facing the street shall not be located more than eight (8) feet in front of the front façade of the structure.

iii. For detached single-family only: No garage door or combination of garage doors facing the street shall occupy more than sixty percent (60%) of the width of the ground level façade.

E. Driveway Standards

i. Driveways shall be located at least 3 feet away from the property line unless the driveway is extended into the nearest front private or public right-of-way. For detached single-family and detached two-family only.

F. Building Orientation, Height, and Form

i. Divide massing of a structure by limiting building length, or designing buildings with two or more of the following special features to break up building bulk, including:

1. Horizontal and vertical setbacks and stepbacks (instead of a long flat wall);
2. Changes in roof form and height; and/or
3. Major full-height recesses (typically at least 10 feet deep) along the length of the building that successfully break the building into smaller discrete masses.

G. Architectural Design/Materials

i. Avoid combining structural and decorative characteristics from different architectural styles into a single building.

ii. Incorporate the surrounding architecture when building in an established neighborhood.

iii. Utilize durable, high-quality building materials that will last for the life of the building.

iv. Use exterior siding materials such as stucco, wood siding, masonry, tile, wood shingles, metal panels, and glass panels. Vinyl siding and other plastic materials may be used only in conjunction with other natural materials. Scored plywood (T1-11 or similar), corrugated metal, and cinderblock used for exterior cladding are not permitted.

H. Windows

i. Design window recesses, window trim, and other window elements to create architectural interest. Incorporate at least one of the following window features throughout the project:

1. Minimum depth of at least two inches from glass to exterior of trim;
2. Minimum depth of at least six inches from glass to wall edge around windows if there is no trim (this is only appropriate for certain architectural styles such as Spanish Revival or Modern); and/or
3. Decorative trim elements that add detail and articulation, such as window surrounds with at least a two-inch depth.

I. Remodeling and Additions.

i. Design remodeling projects and additions such that the exterior appearance of the building demonstrates design integrity in the following ways:

1. Use complementary materials for exterior facades;
2. Use window types that are similar in size, shape, and proportion of the windows on the original building and are characteristic for the architectural style; and/or
3. Use consistent roof materials and roof forms.

ii. Do not remove or cover high-quality original finish materials and ornamentation integral to the design integrity of the building.

See Attachment D

SECTION 1105.07 LANDSCAPING AND BUFFERING

A. Purpose and Intent. These standards are intended to establish landscaping regulations that:

i. Improve the aesthetic appearance of setback areas, common open space areas, public rights-of-way and off-street vehicular parking areas;

ii. Encourage the preservation of existing trees and natural features;

iii. Promote compatibility among different land uses;

B. Application. The Planning and Zoning Administrator may require a landscape plan and/or tree survey to be submitted in conjunction with any application for a zoning certificate, a variance, a conditional use permit, a similar use determination, a subdivision plat, or a site plan and design review approval. Such landscape plan and/or tree survey shall include the following:

i. The present location, size, and description of all existing major trees, with a designation of existing major trees sought to be removed. A major tree is a tree that is 18 inches (18") or greater at DBH (Diameter at Breast Height).

ii. The location, size and description of landscaping materials proposed to be placed on the lot in order to comply with this section.

iii. The location and size of any structures presently on the lot, and those proposed to be placed on the lot.

C. General Landscape Provisions.

i. When required by the Planning and Zoning Administrator, a landscape plan shall be approved in accordance with this chapter prior to granting a zoning certificate, a variance, a conditional use permit, a similar use determination, a subdivision plat, or a site plan and design review. A zoning certificate is not required for the addition of pervious surface including grass, mulched groundcover, other planted areas, and/or permeable or pervious pavers or paving that facilitates the infiltration of water into the soil.

ii. No landscaped area shall be used for display and/or storage purposes.

iii. The species, location and spacing of trees and shrubs planted in all public rights-of-way and on all sites shall be subject to approval by the Planning and Zoning Administrator.

iv. No Certificate of Occupancy shall be granted until all conditions herein have been met; however, in the event landscaping cannot be completed due to weather conditions, or peculiar conditions related to the development of the subject property such as conditions related to phased development, the applicant shall provide financial security, in a form acceptable to the City, in the amount of one hundred twenty-five percent (125%) of the cost of materials and installation of all remaining landscaping to be completed and an estimate of such costs in order to be eligible for a Certificate of Occupancy.

v. When phasing development upon a property, a proportionate share of landscaping acceptable to the City shall be installed and maintained with each phase based on the size of the proposed phase and shall be considered completed for the purposes of these regulations when such proportionate share of landscaping has been installed, unless special circumstances warrant the installation of a greater amount of landscaping with any phase.

vi. The developer and/or property owner shall be responsible for the installation and maintenance of all landscaping, buffering, perimeter treatment and screening improvements in a healthy condition. This provision shall also apply to single-family and two-family dwellings.

vii. Bare earth shall not be considered landscaping or a landscaped area for the purposes of meeting the landscape requirements herein. Land area shall be considered "covered" if it is used for growing grass, shrubs, trees, plants or flowers, or if covered by decorative rock, stone or wood chips, or otherwise landscaped as provided herein. This provision shall also apply to single-family and two-family dwellings.

viii. These landscaping provisions are not intended to require multiple or overlapping setbacks, buffers and perimeter treatments. When more than one (1) such standard applies, that standard which results in the higher landscaping or buffering requirement shall apply. Buffering and perimeter treatments may be located within the required setbacks and may be counted toward required open space except not as usable open space.

ix. Utility easements which conflict with required buffer yards, perimeter treatment, parkway or median standards may require an alternative design approach to address such conflicts.

D. Tree Preservation. Unless exempted in accordance with this subsection, all existing major trees shall be preserved. The Building Inspector may approve the cutting down, removal or destruction of a major tree/trees when the tree or trees interferes with the proper development of the lot, provided that the lot is the subject of an application for approval of a zoning certificate, development plan approval or variance, such application is approved and one of the following applies:

i. The tree or trees will be located within the public right of way.

ii. The subject property cannot be arranged in a manner to avoid removal of the tree or trees at the same time permitting the desirable and logical development of the lot.

iii. The tree/trees are located within the proposed driveway to service a single-family home, and such driveway cannot otherwise be relocated.

iv. The tree is damaged or diseased or can be proven to be of poor quality.

v. The tree/trees are an undesirable species in its present location.

TABLE 1105.07CA - CREDIT FOR EXISTING TREES (IN AGGREGATED INCHES)

CALIPER AT FOUR AND HALF FEET (4.5') ABOVE GROUND	MAXIMUM % OF SAME SPECIES NUMBER OF TREE CREDITS
20 total inches	4 (equal to 4 trees)
13 - 19 total inches	3 (equal to 3 trees)
8 - 12 total inches	2 (equal to 2 trees)
2 - 7 total inches	1 (equal to 1 trees)

moved to the correct location

E. Tree Replacement. Each existing major tree removed in accordance with subsection (d) above shall be replaced with one (1) tree, having a minimum caliper of two inches (2") as measured one foot (1') above ground level.

F. General Landscape Standards.

moved to the correct location

i. The following standards shall ensure that landscaping is used to improve the aesthetic quality of a development or site in addition to providing a functional purpose and year-round interest and/or screening.

ii. The size of landscape elements and materials shall meet minimum standards and be consistent with the size of the project and any existing streetscape. Minimum plant sizes are as follows:

MINIMUM PLANT SIZE	
PLANT TYPE	PLANT SIZE
Deciduous trees	Two inches (2") caliper, measured one foot (1') above ground
Ornamental trees	One and one half inches (1 1/2") caliper, measured one foot (1') above ground
Evergreen trees	Six feet (6') in height
Shrubs	Eighteen inches (18") in height or eighteen inches (18") spread, depending on growth characteristics

iii. Landscaping in parking areas, driveway entrances and intersections shall be designed to meet the minimum clear sight triangle as defined in the Zoning Code.

iv. Monoculture, or the extensive use of a single species of trees, shall be limited in order to minimize the potential for disease or pests to strike a particular species resulting in significant same-species loss. The following limits shall apply:

MAXIMUM USE OF SAME SPECIES	
NUMBER OF TREES ON SITE	MAXIMUM % OF SAME SPECIES
10-19	50%
20-39	33%
40-59	25%
Over 60	15%

moved to the correct location

v. Plant materials used in conformance with the provisions of this section shall conform to the specifications of the American Association of Nurserymen (AAN) for number one grade and shall have all wire and twine removed prior to planting. All trees shall be balled and burlapped or equivalent. Grass sod shall be clean and free of weeds and noxious pests or diseases. Plant materials which are known to be intolerant of the area in which they are proposed to be installed, or whose physical characteristics may be injurious to the public shall not be specified for use.

vi. If any trees or other plant materials die or become diseased and must be removed, the property owner shall be responsible for replacing all materials that were removed. In the event that existing preserved trees die or become diseased and must be removed; the replacement shall be based on the tree credits Table 1105.07A. If trees or shrubs are removed for convenience purposes, the property owner shall be responsible for replacing all removed materials elsewhere on the site. If adequate space is not available on the site, the replacement shall occur at a location approved by the City. Upon issuance of a citation, corrective action shall be completed within sixty (60) days unless the Development Director or designee determines that weather constraints require one additional sixty (60) day period. Failure to meet the requirements of this section shall constitute a violation of this Zoning Code and the penalty requirements shall apply.

vii. Trees and shrubs shall be planted so that at maturity they do not interfere with utility service lines and traffic safety. Trees planted near public sidewalks shall be installed in such a manner as to prevent physical damage to sidewalks, curbs, gutters, pedestrian ways, bike paths and other public improvements. A protective tree grate and vault shall be provided when trees are planted in paved areas such as plazas or sidewalks. This provision shall also apply to single-family and two-family dwellings.

viii. When an applicant presents that the placement of all trees and shrubs as required in this section would create an impractical landscape effect, a portion of the trees and shrubs may be located in alternative locations on the same site, subject to approval by the Development Director or designee.

ix. In no event shall a landscaped setback be less than six feet (6') in width, nor shall the width of the landscaped setback be inadequate to allow for the installation and healthy growing condition for the required amount of trees or shrubs.

x. In order to promote efficient irrigation and maintenance measures, berms shall not exceed a slope of three to one (3:1) and shall be graded to appear as smooth, rounded, naturalistic forms.

xi. To insure that landscape materials do not constitute a driving hazard, a clear "sight triangle" shall be observed at all street and access drive intersections. In the case of a city street intersection, the sight triangle shall consist of the area between points twenty feet (20') along both intersecting streets from their respective edge of pavements. Ground cover, perennials, shrubs and trees shall be permitted within the sight triangle provided that perennials and shrubs do not exceed a maximum height of eighteen inches (18") and tree trunks shall be devoid of limbs to a height of eight feet (8').

G. Street Tree Requirements. It shall be required in all zones and districts that applicants plant trees along public streets of their development. Trees shall be planted in such manner, type, quantity and locations as approved by the Planning and Zoning Administrator or the Planning and Zoning Board in conjunction with the site plan and design review process, as defined by the following conditions, and that any undeveloped street or existing street with undeveloped frontage shall conform to these requirements at the time of the development.

i. Trees planted shall be on the list of approved street trees maintained by the City of Reynoldsburg.

ii. The minimum spacing between this and other trees shall be 35 feet for large trees (mature height of fifty feet (50') or more), twenty-five feet (25') for medium trees (mature height of between thirty and fifty feet (30'-50') and fifteen feet (15') for small trees (range from ten to thirty feet (10'-30') at maturity).

iii. The maximum spacing between trees shall be forty-five feet (45') for large trees, thirty-five feet (35') for medium trees, and twenty-five feet (25') for small trees.

iv. The minimum distance between the tree and the edge of the street shall be two and one-half feet (2 ½') for a large tree, two feet (2') for medium tree and one and on-half feet (1 ½') for a small tree. In areas where a sidewalk exists or is proposed, the minimum distance between the tree trunk and both the edge of the street and the sidewalks shall be two feet (2') for a large tree, two feet (2') for a medium tree and one and one-half feet (1 ½') for a small tree, as defined in approved street tree list.

v. Trees shall be located so that a twenty-foot (20') sight triangle is maintained at street intersections.

vi. A small tree shall be used when planting under or within ten (10) lateral feet of overhead utility wires. A small or medium tree shall be used when planting within ten to twenty (10-20) lateral feet of overhead utility wires.

vii. At the time of platting, the developer shall develop a street tree plan that establishes the species and size of trees to be planted along the streets of the proposed subdivision.

viii. The developers shall be required to maintain all trees for a period of one (1) year after any installation and replace any tree which fails to survive or does not exhibit normal growth characteristics of health and vigor within such one (1) year period. Upon completion of a street tree planting, the landscape contractor shall contact the Department of Development for a preliminary inspection. The one-year guarantee period shall begin after the approval of the Department of Development. A final inspection shall be made at the end of the guarantee period. All trees not exhibiting a healthy, vigorous growing condition, as determined by the city's inspection, shall be promptly replaced at the expense of the developer. Upon replacement, the one-year guarantee period shall recommence for those materials having been replaced.

ix. All street trees along any one street shall be of the same species and variety to promote a continuous landscape treatment. A change in variety will only be permitted at intersections and other logical beginning and ending points.

x. The minimum trunk caliper measured one foot (1') above the ground for all street trees shall be no less than two inches (2").

H. Interior Lot Landscaping.

i. For all new construction or land development for which a building permit and/or a zoning certificate is required, trees shall be provided for within the structure-related property lot lines, equal to or in excess of the following total tree trunk diameters (as measured one foot (1') from the ground level) for the specified building ground coverage square footage or land area square footage, by building and/or land use type, as follows:

1. All residences and residential land uses, per dwelling unit, there must be planted one-half inch (1/2") in trunk diameter for everyone 3,000 square feet of lot size or fraction thereof, with a minimum of two inches (2") of total trunk diameter.
2. All commercial structures, including commercial-related parking, loading and trash storage areas, and all industrial, warehouse, and storage uses and their associated parking, loading, and trash storage areas:
   (a) Up to twenty thousand (20,000) square feet: one inch (1") trunk diameter for every two thousand (2,000) square feet or fraction thereof with a minimum of two inches (2") of total trunk diameter.
   (b) Twenty thousand and one to fifty thousand (20,001 - 50,000) square feet: a total trunk diameter of ten inches (10"), plus one-half inch (1/2") of trunk diameter for every two thousand (2,000) square feet over twenty thousand (20,000) square feet or fraction thereof.
   (c) Over fifty thousand (50,000) square feet: a total trunk diameter of twenty inches (20"), plus one inch (1") of trunk diameter for every four thousand (4,000) square feet over fifty thousand (50,000) square feet or fraction thereof.

Removed sections 1105.07.H.i.2.c.1, 1105.07.H.i.2.d, 1105.07.H.i.2.e, and 1105.07.H.i.2.f.

See Attachment Sheet (A)

ii. Existing healthy trees and shrubs shall be preserved and incorporated into the overall site and landscape design to the maximum extent practical as determined by the City. Existing trees may be credited toward minimum tree planting requirements as follows:
   1. Existing trees, which are preserved, may be credited toward the tree planting requirements of this section according to Table 1105.057A - Credit for Existing Trees. Tree credits shall be given as long as all other provisions and the intent of this Zoning Code are met. Fractional caliper measurements shall be attributed to the next lowest category.
   2. No credit shall be given for existing preserved trees that are:
      (a) Not located on the actual development site;
      (b) Not properly protected from damage during the construction process;
      (c) Prohibited species under the caliper size of thirteen inches (13") measured at four and one-half feet (4 ½') above the ground; or
      (d) Dead, dying, diseased, or infested with harmful insects.

iii. In order to apply for credit, existing trees must be protected during construction. All existing trees shall be protected by the placement of an orange construction fence around the perimeter of the tree/trees. In order to protect the root system of the existing trees, said fence shall be installed at a minimum radius from the trunk. The minimum shall be one foot (1') of radius per one inch (1") of caliper of the tree. (ex. On a six inches (6") diameter tree, the fence shall be placed a minimum of six feet (6') from the trunk of the tree.)

iv. No new tree plantings shall be required if existing trees to remain on the site after development, and the aggregate trunk sizes of such trees, meet or exceed the requirements as set forth above.

v. Any combination of existing and new trees may be used to meet the requirements of this section.

I. Property Buffer Requirements.

i. **Grass or Ground Cover Required.** Grass or ground cover shall be planted on all portions of the required buffer not occupied by other landscape material. Trees do not have to be equally spaced but may be grouped. All landscape requirements shall be met by the applicant if his/her property is contiguous to property fully developed prior to the passage of this chapter. A landscape plan meeting the requirements of this section shall be approved by the Planning and Zoning Board or the Planning and Zoning Administrator in conjunction with the site plan and design review process before the commencement of construction on the subject property.

TABLE 1105.075B: SUMMARY OF BUFFER REQUIREMENTS

ZONE OR DISTRICT REQUIRING BUFFER	ADJACENT ZONE OR DISTRICT TO REQUIRED TO PROVIDE BUFFER	BUFFER REQUIREMENTS
SR or RM	ORD-C, EMD, or BMD	• 10 foot (10') buffer along all common boundaries; • One (1) tree for every forty feet (40') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
SR or RM	CC	• 15 foot (15') buffer along all common boundaries; • One (1) tree for every forty feet (40') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
Any residential use in any zoning district	Any non-residential use in SR or RM	• 5 foot (5') buffer along all common boundaries; • One (1) tree for every fifty feet (50') of linear boundary or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
SR, RM, or residential use in other zoning district	I	• 15 foot (15') buffer along all common boundaries; • One (1) tree for every twenty feet (20') of linear boundary or fraction thereof; • Continuous ten foot (10') high planting, hedge, fence, wall, earth mound or combination thereof.
Any zone (except for Innovation)	Adjacent freeway or arterial	• Twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to a freeway or arterial • One (1) tree for each thirty feet (30') of linear boundary, or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
Any zone (except for Innovation) adjoining a railroad	Any property with a railroad	• Twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to railroad boundaries; • One (1) tree for each thirty feet (30') of linear boundary, or fraction thereof; • Continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.

moved to the correct location

ii. **Buffer Requirements.** When one zoning classification abuts another zoning classification, a minimum buffer zone shall be required as follows:

1. Any residential zone adjoining the EMD, BMD, or ORD-C; required buffer zone is ten feet (10') adjacent to all common boundaries except street frontage and shall include one (1) tree for each forty feet (40') of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound, or combination thereof.
2. Any residential zone adjoining the CC required buffer zone is fifteen feet (15') adjacent to all common boundaries except street frontage and shall include one (1) tree for each forty feet (40') of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
3. Any residential use adjoining a property located in a residential zone operating with a conditional use; required buffer zone is fifteen feet (15') adjacent to all common boundaries except street frontage and shall include one (1) tree for each forty feet of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
4. Any residential zone or any residential use in any zoning classification adjoining an Innovation (I) District required buffer zone is twenty feet (20') adjacent to all common boundaries except street frontage and shall include one (1) tree for each twenty (20) feet of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
5. Any zone adjoining a freeway or arterial street prohibiting driveways; required buffer zone is twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to a freeway or arterial and shall include one (1) tree for each thirty feet (30') of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.
6. Any zone (except Innovation) adjoining a railroad; required buffer zone is twenty feet (20') for residential zones and fifteen feet (15') for all other zones adjacent to railroad boundaries and shall include one (1) tree for each thirty feet (30') of linear boundary, or fraction thereof, and a continuous six foot (6') high planting, hedge, fence, wall, earth mound or combination thereof.

J. Parking Area Landscaping Standards.

i. Parking lots containing more than six thousand (6,000) square feet of area or twenty (20) or more vehicular parking spaces, whichever is less, shall provide interior landscaping of the peninsular or island types of uncompacted, well-drained soil that contains a minimum of six inches (6") of top soil mix, as well as perimeter landscaping.

ii. For every ten (10) parking spaces or fraction thereof, the applicant shall provide not less than two hundred (200) square feet of interior landscaped parking lot areas containing at least one (1) tree with a minimum diameter of two inches (2") and four (4) shrubs.

iii. The minimum landscape area permitted shall be two hundred (200) square feet with a minimum planting width of ten feet (10').

iv. In order to encourage the required landscape areas to be properly dispersed, and to break up large expanses of parking, no individual landscape area shall be larger than five hundred (500) square feet in size in vehicular use areas less than thirty thousand (30,000) square feet and no individual landscape area shall be larger than two thousand (2,000) square feet in vehicular use areas over thirty thousand (30,000) square feet. Individual landscape areas larger than above are permitted as long as the additional area is in excess of the required minimum total.

v. All parking lots shall provide perimeter landscaping. Parking lots shall have perimeter landscaping of a minimum width of ten feet (10') exclusive of vehicle overhang. The perimeter landscaping shall consist of a continuous evergreen hedge, evergreen trees, earthen mound or a combination thereof as required to provide a continuous opaque screen, a minimum of thirty-six inches (36") in height, within one (1) year of installation. The perimeter landscape shall also contain a minimum of one (1) deciduous tree per fifty (50) linear feet of parking perimeter. **Required interior lot landscaping shall not be applied as parking lot area landscaping and vice-versa.**

vi. Parked vehicles may hang over the interior landscaped area no more than two and one-half feet (2 ½'). Concrete or other wheel stops shall be provided to ensure no greater overhang on the landscaped area. Where parked vehicles will overhang, a four-foot (4') minimum spacing shall be provided from the edge of pavement to all trees.

vii. Grass or ground cover shall be planted on all portions of the required landscaping area not occupied by other landscape material. Such material fulfills required interior or perimeter landscaping.

K. Screening and Landscaping for Service Structures.

i. In order to properly screen service structures from the main building and neighboring lots, the following screening requirements shall apply:

ii. Location of screening. Either a solid, opaque fence or wall or earth berm, or with a continuous planting of evergreen plant material shall enclose any service structure on all sides, unless such structure must be frequently accessed, in which case screening on all but one (1) side is required. The average height of the screening fence or wall or evergreen shall be one foot (1') more than the height of the enclosed structure but shall not exceed the maximum permitted height of fences and walls of the District.

iii. Mechanical equipment and service functions associated with a building shall, to the maximum extent feasible, be incorporated into the overall design theme of the building and the landscape so that these functions are out of view from public ways and adjacent properties while allowing convenient access.

iv. Plant material required for screening of service structures shall not count towards the fulfillment of other landscape requirements in this section. No interior landscaping shall be required within an area screened for service structures.

v. Curbs to protect plant material. Whenever plant material is placed around any trash disposal unit or waste collection unit which is emptied or removed mechanically on a regular basis, a curb to contain the placement of the container shall be provided adjacent to the plant material. The curbing shall be at least one foot (1') from the material and shall be designed to prevent possible damage to the plant material when the container is moved or emptied.

vi. Service structures shall be grouped together whenever possible.

vii. The provisions of this section shall not apply to service structures located on lots with single family and two-family dwellings, except that any generator located within six feet (6') of any lot line shall be screened in accordance with this section.

L. Natural Preservation Zones.

i. Applicability. Natural preservation zones are areas that protect both the aesthetic appearance and environmental significance including, but not limited to, woodlands, wetlands, ravines, flood plains, streams, lakes, ponds, and/or steep slopes and can provide effective buffers between different or same land uses. Such zones should be designated on the concerned property. It is the intent of this section to encourage the use of these preservation zones in new developments including single family subdivisions, multi family, commercial and industrial construction. It is the further intent of this section not to preclude and/or prevent development, but to protect and preserve environmentally significant areas by fostering the use of buffer zones that could be integrated within the development. Preservation zones shall be used in a manner to promote and protect the public safety, convenience, comfort, prosperity, and general welfare of the City.

ii. Determination of Preservation Zones.

1. Environmentally significant areas shall be required to have a preservation zone(s). (The natural resources maps A and B in the Reynoldsburg Planning Guide are guides in determining the environmentally significant areas. These maps shall be a guide in determining areas that shall be required to have preservation zones.)
2. However, this shall not preclude the Planning and Zoning Administrator or the Planning and Zoning Board from recommending and/or approving preservation zones in other areas that are considered to be environmentally significant. In determining preservation zones, the Planning and Zoning Administrator or the Planning and Zoning Board determines that the area needs to be protected from development and which could serve as a buffer between different or same uses.

iii. Approval of Preservation Zones. Preservation Zones shall be approved in accordance with the following procedures:

1. The Planning and Zoning Board shall have the authority to approve a preservation zone for a subdivision and/or a planned district. This approval shall occur during the preliminary plat stage and shall follow the procedures set out in Chapter 1111. The Planning and Zoning Administrator may recommend to the Planning and Zoning Board the location of a preservation zone.
2. Preservation zones shall become part of the final plat or final development plan for subdivisions by the Planning and Zoning Board and approved by Council. Preservation zones shall become part of the site plan that is part of the certificate of appropriateness approval.

iv. Protection of Preservation Zones.

1. Before any activity, clearing, and/or construction begins, the entire preservation zone shall be enclosed with at least three foot (3') high orange construction fencing to prevent any access to the area. Such fencing shall protect the root systems of vegetation within the preservation zone. The fencing can only be taken down for an individual lot when an occupancy permit has been issued for the structure on the concerned lot. The fencing shall remain on the undeveloped lots until occupancy permits are granted for each lot.

2. Said preservation zone shall not be disturbed any time before, during, or after said construction except for necessary access as approved by the Planning and Zoning Administrator.
3. No permanent or temporary structure, building, or fence shall ever be placed upon, in, or under said preservation zone.
4. Utilities and roadways in preservation zones may only be installed consistent with an Environmental Plan and/or Mitigation Plan.
5. No development, clearing, thinning, construction, or work shall be performed in the preservation zone except for necessary construction as deemed necessary by the Planning and Zoning Administrator. If a preservation zone is disturbed at any time (including but not limited to utility construction and/or easement, building or grading construction) by the developer, contractor, subcontractor, house builder, property owner, or a representative, such disturbances that occur shall be restored to an approved condition. Diseased trees and/or diseased vegetation may be removed with the approval of the Planning and Zoning Administrator. Obnoxious weeds and/or brush of less than one inch (1") caliper may be removed without destroying the integrity of the preservation zone.
6. No dirt, stones, wood, or debris shall be placed within the preservation zone.
7. Trees located in a preservation zone that have been pushed over, cut apart, blown over, or fallen due to aging and/or deterioration are the property owner's responsibility to remove from the preservation zone.
8. A utility company servicing and/or installing utilities in the designated preservation zone shall also be subject to these restrictions.
9. These restrictions shall be printed on the final plat, the final development plan, and/or site plan.
10. Drainage shall not be changed in a manner that will damage the preservation zone.
11. The developer shall notify all contractors, utility companies, and/or cable companies doing work in the concerned subdivision of the preservation zone requirements.

SECTION 1105.09 EXTERIOR LIGHTING

A. Purpose and Applicability. ~~T~~The purpose of this section is to ensure that all exterior site and building lighting shall not affect the reasonable use and enjoyment of adjacent properties but provide minimum levels to enhance safety of individuals and property. Lighting standards shall also protect the safety and operation of vehicles on the public rights-of-way from levels of illumination that are emitted or reflected from light sources of an intensity sufficiently to constitute a safety hazard to vehicular movement. Lighting standards shall apply to all lots except those developed with single family or two-family dwellings.

B. Exterior Lighting Regulations. Exterior site lighting shall be designed, located, constructed and maintained to minimize light and reflected light trespass and spill over off the subject property. Glare shall be minimized from all light sources.

i. The average horizontal illumination level on the ground shall not exceed three foot-candles (3FC). The light level along a property line adjacent to a residentially-zoned or used property shall not exceed an average intensity of one-half foot-candle (0.5FC).

ii. The height of parking lot lighting shall not exceed twenty feet (20') above grade and shall direct light downward, i.e. cut-off type fixtures. ~~in commercial and mixed-use districts and fifteen (15) feet in mulit-family or adjacent to residential districts.~~ In conjunction with a major site plan review, the Planning and Zoning Board or Administrator may require a lower standard based upon specific characteristics of the site.

iii. The height of light poles in loading areas and parking areas of semi-trailer trucks, tractor trucks, and similar vehicles in the I, Innovation zoning district only, shall not exceed thirty feet (30') above grade and shall direct light downwards, i.e. cut-off type fixtures. In conjunction with a major site plan review, the Planning and Zoning Board or Administrator may require a lower standard based upon specific characteristics of the site.

iv. The color of parking lot lighting poles and other lighting infrastructure shall match or complement the colors of the building's architecture, as approved by the Planning and Zoning Board.

v. For pedestrian areas, decorative low light fixtures shall be used and the height of the fixture shall not exceed fourteen feet (14') above grade.

vi. Exterior building illumination shall be from concealed sources. Strobe or flashing lights and exposed neon lights are not permitted. Lighting fixtures shall not generate excessive light levels, cause glare, or direct light beyond the facades onto neighboring property, streets, or the night sky. The maximum illumination of any vertical surface or angular roof surface shall not exceed four foot-candles (4FC).

vii. Security lighting shall be full, cut-off type fixtures, shielded and aimed so that illumination is directed to the designated areas with the lowest possible illumination level to effectively allow surveillance.

viii. Lighting fixtures used to illuminate the area below a freestanding canopy shall be recessed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy. However, indirect lighting may be used where a shielded source of light is beamed upward and then reflected down from the underside of the canopy.

C. Photometric Plan Requirements. For developments requiring site plan review, a photometric lighting plan shall be submitted and shall include:

i. Location and height of all proposed fixtures

ii. Type and wattage of lamps

iii. ISO-footcandle diagrams showing light levels at ground level, including property lines

iv. Fixture cut sheets demonstrating shielding and photometric distribution

D. Parking Lot Lighting.

i. Any parking lot containing ten (10) or more parking spaces, which is used during non-daylight hours, shall be illuminated during such hours to assist both motorists and pedestrians in avoiding accidents. Non-daylight hours are defined as sunset to sunrise.

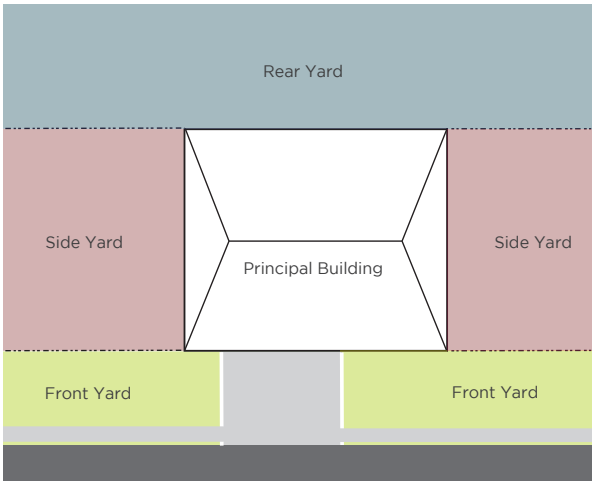
ii. For aesthetic compatibility, light fixtures in parking lots shall be of the same or similar type and color.

iii. Light fixtures shall be placed in parking lot islands or solid bases to protect both lights and vehicles from possible damage.

SECTION 1105.11 FENCES AND SCREENING

TABLE 1105.11A FENCE MATERIALS								
SUMMARY OF PERMITTED FENCE MATERIALS								
DISTRICT/ZONE	LUMBER	VINYL	WROUGHT-IRON	STONE	PAINTED ALUMINUM	BRICK	CHAIN LINK	METAL
ORD-N	X	X	X	X	X	X		
ORD-C	X	X	X	X	X	X		
BMD	X	X	X	X	X	X		
EMD	X	X	X	X	X	X		
Community Commercial (CC)	X	X	X	X	X	X		
Residential Zones (SR and RM)	X	X	X	X	X	X		
Innovation Zone (I)	X	X	X	X	X	X		X
Open Space/Schools Zone (OS)	X	X	X	X	X	X		

INTERIOR LOTS



CORNER LOTS

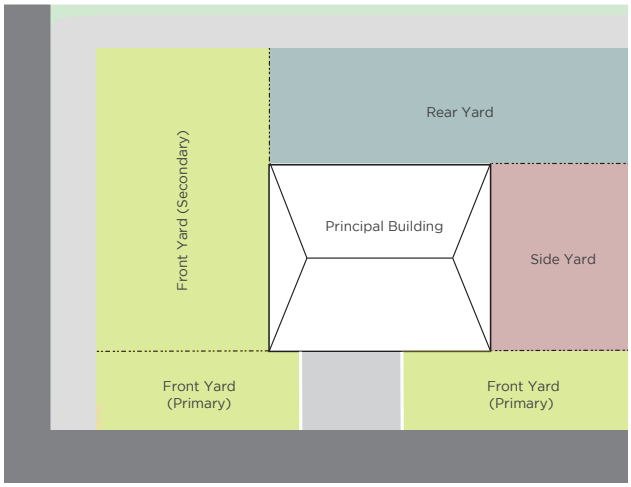


TABLE 1105.11B FENCE HEIGHT, SETBACKS AND OPACITY						
SUMMARY OF FENCE HEIGHT, SETBACKS AND OPACITY						
	FRONT AND CORNER YARD FENCES			REAR AND SIDE YARD FENCES		
DISTRICT/ZONE	MAX. HEIGHT	MINIMUM SETBACK	MAXIMUM OPACITY	MAX. HEIGHT	MINIMUM SETBACK	MAXIMUM OPACITY
ORD-N	4 ft.	3 ft. from ROW	50%	6 ft.	0 ft. from property line	100%
ORD-C	4 ft.	3 ft. from ROW	50%	6 ft.	0 ft. from property line	100%
BMD	4 ft.	3 ft. from ROW	50%	8 ft.	0 ft. from property line	100%
EMD	4 ft.	3 ft. from ROW	50%	8 ft.	0 ft. from property line	100%
Community Commercial (CC)	4 ft.	3 ft. from ROW	50%	8 ft.	0 ft. from property line	100%
Residential Zones (SR and RM)	4 ft.	3 ft. from ROW	50%	6 ft.	0 ft. from property line	100%
Innovation Zone (I)	~~4~~ 8 ft.	3ft. from ROW	50%	10 ft.	0 ft from property line	100%
Open Space/Schools Zone (OS)	4 ft.	5 ft from ROW	50%	10 ft.	0 ft from property line	50%

A. Fences. The following regulations shall apply to the location and appearance of fences in the front, side, and rear yards of properties located in the City of Reynoldsburg.

i. Fences in Olde Reynoldsburg Commercial and Neighborhood Districts. The following regulations shall govern fences located upon properties in both the ORD-C and ORD-N:

1. **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than four feet (4FT).
2. **Front and Corner Yard Fences—Setback.** Front and corner yard fences shall be no closer to the right-of-way than three feet (3FT).
3. **Front and Corner Yard Fences—Opacity.** Front and corner yard fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.

4. **Rear and Side Yard Fences—Height.** Between the rear setback line or side setback line for structures and the rear façade or side of the principal structure, fences shall be no higher than six feet (6FT).
5. **Rear and Side Yard Fences—Setback.** Rear and side yard fences shall be placed on the property line of the subject property unless, at the discretion of the Planning and Zoning Administrator, there is articulable and substantial basis to permit an applicant to deviate.
6. **Rear and Side Yard Fences—Opacity.** Rear and side yard fences may be constructed of materials with a maximum opacity of 100%.
7. **Fence Materials.** Fences in the ORD-C and ORD-N districts shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.

ii. **Fences in Residential Districts.** The following regulations shall govern fences located upon properties in residential zoning districts:

1. **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than four feet (4FT).
2. **Front and Corner Yard Fences—Setback.** Front and corner yard fences shall be no closer to the right-of-way than three feet (3FT).
3. **Front and Corner Yard Fences—Opacity.** Front and corner yard fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
4. **Rear and Side Yard Fences—Height.** Between the rear setback line or side setback line for structures and the rear façade or side of the principal structure, fences shall be no higher than six feet (6FT).
5. **Rear and Side Yard Fences—Setback**. Rear and side yard fences shall be placed on the property line of the subject property unless, at the discretion of the Planning and Zoning Administrator, there are substantial grounds to deviate.
6. **Rear and Side Yard Fences—Opacity.** Rear and side yard fences may be constructed of materials with a maximum opacity of 100%.
7. **Fence Materials.** Fences in residential districts shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.

iii. **Fences in Commercial and Mixed-Use Zones and Districts.** The following regulations shall govern fences located upon properties in commercial and mixed-use zones and districts:

1. **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than four feet (4FT).
2. **Front and Corner Yard Fences—Setback.** Front and corner yard fences shall be no closer to the right-of-way than three feet (3FT).
3. **Front and Corner Yard Fences—Opacity.** Front and corner yard fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
4. **Rear and Side Yard Fences—Height.** Between the rear setback line or side setback line for structures and the rear façade or side of the principal structure, fences shall be no higher than eight feet (8FT).
5. **Rear and Side Yard Fences—Setback.** Rear and side yard fences shall be placed on the property line of the subject property unless, at the discretion of the Planning and Zoning Administrator, there is articulable and substantial basis to permit an applicant to deviate.
6. **Rear and Side Yard Fences—Opacity.** Rear and side yard fences may be constructed of materials with a maximum opacity of 50%.
7. **Fence Materials.** Fences in the Commercial and Mixed-Use Zone Districts shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.

iv. **Fences in Innovation Zone.** The following regulations shall govern fences located upon properties in the Innovation Zone:

1. **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than ~~four~~ **eight** feet (**8** ~~4~~FT).
2. **Front and Corner Yard Fences—Setback.** Front and corner yard fences shall be no closer to the right-of-way than three feet (3FT).
3. **Front and Corner Yard Fences—Opacity.** Front and corner yard fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
4. **Rear and Side Yard Fences—Height.** Between the rear setback line or side setback line for structures and the rear façade or side of the principal structure, fences shall be no higher than ten feet (10FT).
5. **Rear and Side Yard Fences—Setback.** Rear and side yard fences shall be placed on the property line of the subject property unless, at the discretion of the Planning and Zoning Administrator, there is articulable and substantial basis to permit an applicant to deviate.

6. **Rear and Side Yard Fences—Opacity.** Rear and side yard fences may be constructed of materials with a maximum opacity of 100%.
7. **Fence Materials.** Fences in the Innovation Zone shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same. Metal, non-chain-link, fences are permitted in the Innovation Zone.
8. **Barb-Wire Fences—Innovation Zone.** Fences containing barbs may be erected as rear fences to secure properties in the Innovation Zone. The Planning and Zoning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.

v. **Fences in the Open Space/Schools Zone.** The following regulations shall govern fences located upon properties in the Open Space/Schools Zone:

1. **Front and Corner Yard Fences—Height.** Between the front setback line for structures and the front facade of the principal structure, fences shall be no higher than four feet (4FT).
2. **Front and Corner Yard Fences—Setback.** Front and corner yard fences shall be no closer to the right-of-way than five feet (5FT).
3. **Front and Corner Yard Fences—Opacity.** Front and corner yard fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
4. **Rear and Side Yard Fences—Height.** Between the rear setback line or side setback line for structures and the rear façade or side of the principal structure, fences shall be no higher than ten feet (10FT).
5. **Rear and Side Yard Fences—Setback.** Rear and side yard fences shall be placed on the property line of the subject property unless, at the discretion of the Planning and Zoning Administrator, there is articulable and substantial basis to permit an applicant to deviate.
6. **Rear and Side Yard Fences—Opacity.** Rear and side yard fences may be constructed of materials with a maximum opacity of 50%.
7. **Fence Materials.** Fences in the Open Space/Schools Zone shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.

B. ~~C.~~ **Corner Lots.** In the case of a corner lot, one side will be designated as the primary front yard, i.e., the principal front of the building, and the second side will be designated as the secondary front yard. Setbacks in primary and secondary front yard shall be placed at least three (3) feet from the right-of-way.

C. **Service Fences.** Waste containers, air conditioning units, and electrical generators may be screened with fence materials allowable in the property's district and shall be considered decorative fences and not require a permit.

D. **Temporary Fences.** Temporary fences may be constructed without a permit for the following reasons:

i. As required due to an unsafe building, right-of-way or utility maintenance emergency.

ii. A construction fence in conjunction with a site that has active building permits.

iii. In conjunction with an approved temporary special land use permit or any special event approved through the Parks and Recreation Department. Temporary fences of this nature may only be maintained for the length of the approved permit or through the duration of the special event.

iv. Temporary horticultural fences are permitted as temporary fences within the area designated for rear fences. Temporary horticultural fences shall be of an open design, shall not exceed four feet (4FT) in height, and not enclose an area larger than five hundred square feet (500SF).

v. Temporary fences may be constructed of materials or in a manner not consistent with the provisions of this chapter, but shall not be constructed in a manner designed to cause a hazard to public safety.

vi. In the event a temporary fence exists for a period of thirty (30) days or more, and the Planning and Zoning Administrator determines that it is a hazard to public safety, the Planning and Zoning Administrator may require a fence permit or that the fence comply with any provision of this chapter.

E. **Generally Applicable Fence Regulations.**

i. All fences, unless specifically exempt by this chapter, shall require a fence permit from the Planning and Zoning Administrator. No fence shall be erected, constructed, altered, relocated or rebuilt prior to obtaining a fence permit. An existing fence that requires new vertical posts to be set shall be considered an altered fence, and subject to a new permit. Existing chainlink fences within the Suburban Residential zoning district may be repaired or replaced in their entirety provided that a zoning certificate is obtained and that the subject fence is placed in the same position and arrangement as the existing fence and otherwise meets the same or smaller dimensions. For the purposes of this chapter, a fence permit shall have the same effect as a zoning certificate in proving conformance with the Zoning Code.

ii. Fences shall only be constructed in conformance with the provisions of this chapter and of the fence permit issued by the Planning and Zoning Administrator.

iii. No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of any abutting lot. All fences that are constructed abutting or across drainage easements shall be subject to the following additional regulations:

1. Shadow box fences and fences of an open design, which is defined as at least fifty percent (50%) open will be the preferred fence styles. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.

2. Privacy fences shall provide a gap between the vertical boards and the ground of no less than two inches (2IN).

iv. Fences may be inspected for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the provisions of this chapter, the Planning and Zoning Administrator may notify the owner or lessee of the fence in question to repair or replace the fence so as to comply with this chapter or to remove it.

v. No fence shall be constructed of materials such as highway guardrails, corrugated metal, metal wire or plastic mesh, or other such materials that are not designed for use as fencing material or are not sufficiently weather resistant and durable.

vi. No fence shall be constructed which is electrically charged, includes any material which is potentially hazardous such as spikes or barbed wire, or is otherwise designed to injure except as provided for in this chapter.

vii. Chain-link fences may not be utilized as a means of support for wooden privacy fences.

SECTION 1105.13 SUPPLEMENTARY USE CONDITIONS

A. Temporary Land Use. The Planning and Zoning Administrator shall have the power to grant permits authorizing temporary special land uses for the following types of temporary events: tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees.

i. Zoning Districts Where Permitted. Temporary special land uses for tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees shall only be permitted in the Community Commercial Zone (CC), the Brice & East Main Street District (BMD) ~~and~~ , the East Main Street District (EMD), and the Olde Reynoldsburg Commercial District (ORD-C).

ii. Application and Fee. Every person, firm or corporation desiring to obtain a temporary special land use permit, as required by this section, shall file an application with the Planning and Zoning Administrator together with an application fee. The application for a temporary special land use permit shall be accompanied by plans and specifications as required by the Planning and Zoning Administrator. This includes but is not limited to, plans that show the following:

1. The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.
2. The materials to be utilized in and the shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.
3. The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

iii. Time Limitations

1. A temporary special use permit for a tent or sidewalk sale shall be effective for no longer than seven (7) days. No more than three (3) temporary special land use permits for tent sales or sidewalk sales shall be issued for a given location within a single calendar year. Temporary special use permits for tent sales or sidewalk sales shall not be issued for any given location for consecutive time periods except in the Olde Reynoldsburg Commercial District, the Brice and East Main Street District, and the East Main Street District.

2. A temporary special land use permit for the sale of Christmas trees shall be effective for no longer than thirty (30) days. No more than one (1) temporary special land use permit for the sale of Christmas trees shall be issued for any given location within a single calendar year.
3. A temporary special use permit for seasonal sales of produce, plants, or firewood shall be effective for a period no longer than ninety (90) days. No more than one (1) temporary special land use permit for seasonal sales of produce, plants, or firewood shall be issued for any given location within a single calendar year.
4. The Planning and Zoning Administrator or the Planning and Zoning Board shall have the power to vary these periods and add other conditions to an approved permit as deemed necessary by the Planning and Zoning Administrator or the Board in order to further the goals and principles of the Zoning Code.

iv. **Regulations.** A temporary special use permit shall only be granted if the Planning and Zoning Administrator determines that the proposed use, including the erection of any temporary building or structure, will:

1. Provide adequate light and ventilation between buildings and structures.
2. Provide adequate automobile and pedestrian traffic flow.
3. Provide adequate off-street parking.
4. Will meet the intent of the Zoning Code or otherwise not interfere with the protection of public health, safety, and general welfare.
5. Not be incompatible with, or otherwise adversely affect, the physical character of the community and, in particular, the surrounding area within a distance of one thousand feet (1,000FT).
6. No temporary special use shall be permitted if it reduces the parking on a lot by greater than twenty-five percent (25%).

v. **Vacant Lots.** When the proposed temporary special use is to be conducted on an otherwise vacant or unused lot, the use shall comply with all applicable zoning regulations for the district.

vi. **Accessory Structures.** Tents and other temporary structures are subject to building permits and other regulation by the Building Division.

vii. **Variance.** The Planning and Zoning Administrator or the Planning and Zoning Board shall have the power to vary the time periods of and add other conditions to an approved permit as deemed necessary by the Planning and Zoning Administrator or the Planning and Zoning Board in order to further the intent of the Zoning Code or otherwise protect the public health, safety, and general welfare.

B. **Special Events and Community Activities.** The following regulations apply to the approval and operation of special events and community activities.

i. **Exceptions.** A temporary special land use permit shall not be required for special event or community activity permitted or organized through the Parks and Recreation Department or Public Safety Department.

ii. **Exceptions—Open Space Districts.** A temporary special land use permit shall not be required for a special event or community activity associated with a permitted semi-public use in Open Space/Schools District provided that the special event or festival meets the following conditions:

1. The special event or festival takes place entirely on the lot or parcel associated with the existing approved semi-public use.
2. The special event or festival is no longer than three (3) consecutive days and that there are no more than two (2) such events or festivals at a given location within a calendar year.

iii. **Exceptions—Non-Profit or Charitable Organizations.** A temporary special land use permit shall not be required for a special event or community activity conducted on a commercial parcel that is organized by a non-profit or charitable organization. No more than two (2) such events shall be conducted by the same organization at the same location within a calendar year, unless the Planning and Zoning Administrator, consultation with the Director of Parks and Recreation and Director of Public Service finds there's a substantial basis to grant an additional permit.

iv. **Applicability.** Except as otherwise provided herein, the Planning and Zoning Administrator may require temporary special land use permit for any other type of special event.

v. **Accessory Structures.** Tents and other temporary structures for festivals and special events are subject to building permits and other regulation by the Building Division.

C. **Regulations Applicable to Swimming Pools, ~~Fish Ponds, and Water Parks.~~** A swimming pool, ~~fish pond, or water park~~ shall conform with all yard and setback requirements for accessory structures in the district in which it is located, as well as the following requirements.

i. **Private Swimming Pool.** A private swimming pool, where in-ground or above-ground shall be permitted in any commercial, mixed-use or residential district as an accessory use provided that it complies with the following conditions and requirements:

1. Use. The pool shall be intended and used solely for the enjoyment of the occupants of the main use of the lot on which it is located.
2. The pool, including any walks or paved areas or accessory structures (including decks) adjacent thereto, shall not be located closer than ten feet (10') to any lot line, shall not be closer than 10' from the ~~principle~~ principal structure, and shall not be closer to any frontage than a distance ten feet (10') greater than the setback required for a principal building. A pool is not permitted in the front yard or side front yard.
3. The area of the swimming pool, exclusive of decks, walks, and other appurtenances, shall not exceed ten percent (10%) of the area of the lot.
4. No lights, diving board, or other equipment or accessory shall project more than ten feet (10') above the average finished grade of the pool site.
5. In ground pools are required to have a fence around the pool or the property, minimum height of 4 feet with a locking gate. Above ground pools are required to have a fence around the pool or the property, minimum height of 4 feet with a locking gate or a removable ladder that is able to be locked up
6. A swimming pool shall be installed or constructed subsequent to and in conformance with the regulations of the Building Code and a permit issued by the Building Inspector. The Building Inspector shall not issue any permit for a swimming pool until he has submitted the application for a swimming pool to the Zoning Officer who shall determine compliance with the Zoning Code and issue a zoning certificate.

ii. **Community or Club Swimming Pool.** A community or club swimming pool means any pool constructed by an association of property owners or by a private club for use and enjoyment by members of the association or club and their families. Community and club swimming pools are permitted in any district, but shall comply with the following conditions and requirements:

1. A community or club swimming pool shall be intended and used solely for the enjoyment of the members, their families and guests, and guests of the association or club under whose ownership or jurisdiction the pool is operated.
2. A community or club swimming pool and accessory structures thereto, including the areas used by the bathers, shall not be closer than one hundred feet (100') to any lot line.
3. A community or club swimming pool and all of the area used by the bathers, including all adjacent deck areas, shall be so walled or fenced as to prevent uncontrolled access by children.

Deleted section 1105.13.C.iii

See Attachment Sheet (B)

D. Portable Temporary Storage Units. A zoning certificate shall be obtained from the Zoning Administrator prior to the placement of a portable temporary storage unit on a property when the unit will be on the property for a period of more than seven days. No more than one unit is permitted on a property at any given time, the duration of which shall not exceed a period of fourteen days total. The unit must be placed on a hard surface (not grass), and must be on the property for which it is being used. The use of these units shall be limited to no more than twice in any twelve month period. Permission to exceed these limitations may be granted by the Planning and Zoning Board. A portable temporary storage units is not permitted as a permanent accessory structure regardless of the proposed location of the unit on a parcel.

i. **Calamity exception**. If the portable temporary storage unit is being used to store personal property as a result of major calamity (e.g. fire, flood, or other event where there is significant property damage), the Planning and Zoning Board or Zoning Administrator may extend these time periods.

ii. **Approved construction project.** If the portable temporary storage unit is being used to store materials as part of an approved construction project, the portable temporary storage unit may remain onsite as long as there is a valid open building permit obtained through the City of Reynoldsburg.

E. Outdoor Storage. The following regulations shall apply to the approval and operation of outdoor storage as an accessory use:

i. Outdoor storage shall only be permitted in areas identified on the approved site plan. No such activity shall be located closer than fifty feet (50FT) to a residential zoning district boundary or road right-of-way abutting any residential zoning district or within ten feet (10FT) of any road right-of-way. Such activities shall not occupy any required parking area or driveway;

ii. Any outdoor storage area located closer than one hundred feet (100FT) to a residential district shall, if determined to be visible from such district, be screened by a landscape buffer strip or other means indicated on the approved site plan;

iii. Illumination of outdoor storage areas shall be designed to prevent glare or direct light from the illumination source into residential areas;

iv. Outdoor displays shall be maintained in a neat and orderly fashion. Waste material shall be

contained within a storage area completely surrounded by a gated masonry wall six feet (6FT) in height or other screening approved by the Board. Such screening shall be set back from residential districts at least six feet (6FT) and landscaped according to the approved site plan;

v. The site plan submitted with an application for a conditional use permit shall indicate the types of merchandise or materials to be stored, and, if applicable, any seasonal changes of merchandise or materials;

vi. Outdoor repair, preparation, cleaning, assembly, disassembly, or other similar activities shall not be permitted unless the nature and location of such activity is specifically identified in the application and approved by the Planning and Zoning Administrator or the Planning and Zoning Board.

F. Self-Store. The following regulations shall apply to the approval and operation of mini-storage facilities:

i. All storage shall be within an enclosed building unless the nature and location of outdoor storage has been specifically approved by the Board in conformance with the supplementary regulations for outdoor sales, storage, or display;

ii. Loading and unloading areas shall be paved and shall be located only as approved by the Board;

iii. A minimum of five (5) parking spaces shall be provided near the leasing office. Sufficient space shall be provided in the paved lanes serving the storage units to accommodate on-site movement of vehicles and the parking and loading/unloading of the trucks, vans, trailers, and automobiles of persons using the units;

iv. An on-site leasing office shall be provided;

v. Fencing of the perimeter shall be provided as determined by the Planning and Zoning Administrator or the Planning and Zoning Board in a manner which promotes security and presents an appropriate appearance to abutting properties;

vi. A landscaped yard of at least twenty-five feet (25FT) in width shall be provided along any lot line of the subject site which abuts a residential area. This area shall not be covered by buildings, parking or drives;

vii. Door openings facing residential areas shall not be permitted unless approved by the Planning and Zoning Administrator or the Planning and Zoning Board;

viii. Activities on the site shall be limited to the storage of property only. Other activities, such as the operation of tools, rummage sales, temporary residency, shall be prohibited unless specifically permitted by the Planning and Zoning Administrator or the Planning and Zoning Board;

ix. Hours of operation shall only be as approved by the Planning and Zoning Administrator or the Planning and Zoning Board after consideration of the impact of the proposed use upon the character, safety, and tranquility of the neighborhood.

G. Indoor Storage Facilities. The following regulations apply to the approval and operation of indoor storage facilities:

i. A minimum of twenty percent (20%) of the floor area of any structure proposed to be used as an indoor storage facility shall be used for other uses permitted within the respective zoning district, unless otherwise specifically approved by the Board on the approved site plan.

ii. All storage shall take place within an enclosed individual storage unit that is rented or leased on an individual basis. Storage shall be prohibited outside of the structure or within designated aisle areas with exception of vehicle and recreational vehicle storage areas clearly shown on the plan.

iii. A rental or leasing office shall be required to be located on-site.

iv. No more than one (1) external garage-door entrance shall be provided for each twenty (20) storage units within the structure.

v. A landscaped yard of at least twenty-five feet (25FT) in width shall be provided along any lot line of the subject site which abuts a residentially zoned property. A reduction of this buffer may be approved by the Board if alternate means of screening are provided and specifically approved on the site plan.

vi. Caretaker/residential units are prohibited.

vii. One (1) parking space shall be located on the site for each seventy-five (75) storage units, in addition to other required parking for all other uses on the site.

H. Childcare Centers. The following regulations shall apply to conditional use permits for childcare centers:

i. No zoning permit or conditional use permit for a childcare center shall be issued for a lot that is within one hundred fifty feet (150FT) of any lot or parcel with an approved gasoline station use, or which is likely to generate noxious fumes or vapor.

ii. All outdoor play areas shall meet the minimum requirements outlined by the State agency with oversight of childcare centers. No play area shall be located adjacent to a loading space, loading dock or other area where vehicles are likely to idle. No play area shall be constructed in a manner that allows children access to any electrical or telecommunications box/vault.

iii. No childcare center shall be permitted to operate between the hours of 7:00 p.m. and 6:00 a.m. the following morning unless specifically approved by the Planning and Zoning Administrator or the Planning and Zoning Board.

I. Home Occupations. The following regulations shall apply to the approval and operation of a home occupation as an accessory use in a dwelling:

i. No person who is not a permanent resident of the dwelling shall be employed in the home occupation;

ii. The home occupation shall be clearly incidental and subordinate to the dwelling use~~. No more than fifteen percent (15%) of the floor area of all buildings on the lot shall be used in the conduct of the home occupation.~~ , with a minimum permitted square footage of three-hundred square feet (300) or no more than thirty percent (30%) of the floor area of the principal building, whichever is greater.

iii. The home occupation shall only be conducted in the principal building on the parcel.

iv. There shall be no change in the outside appearance of the dwelling or lot, or other visible evidence of the conduct of the home occupation. No sign is permitted.

v. The home occupation shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood.

vi. No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical

interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises.

vii. Prior to establishing a home occupation, the owner or occupant of the dwelling shall apply and receive approval for a zoning certificate from the Planning and Zoning Administrator.

J. Pawnbrokering, Bookmaking, Betting, Adult Oriented Businesses. The following requirements shall apply to the approval and operation of pawnbrokering, bookmaking, betting, scheme/game of chance, massage establishment, ~~body piercing establishment, tattoo establishment~~, adult bookstore, adult motion picture theater, adult video store: No such conditional use for these uses shall be conducted within one thousand feet (1,000FT) of the property line of any church, childcare center, public or private school, public library, public park lands, or any premises that sell or distribute alcoholic beverages.

K. Gasoline Stations. The following regulations shall apply to the approval and operation of gasoline stations:

i. Parking of employee vehicles, vehicles used in the operation of the business, vehicles awaiting servicing or return to customers after servicing, and vehicles held for disposal shall only be permitted in the locations approved on the site plan. Parking and storage of vehicles not related to the principal use of the site shall not be permitted.

ii. Vehicle sales, service, rental, or leasing shall not be permitted on the site unless specifically approved.

iii. Retail sales of products other than vehicular fuels shall be permitted only within an enclosed structure which shall comply with all provisions of the district, including requirements for parking. Outdoor display, storage, or sale of goods shall not be permitted on the site unless specifically approved in the conditional use permit and in conformance with the supplementary standards for outdoor display, storage, and sale.

iv. Temporary outdoor storage of discarded materials, vehicle parts, scrap and other waste prior to collection shall only be permitted within a storage area completely surrounded by a gated masonry wall six feet (6FT) in height or other screening approved by the Planning and Zoning Administrator or the Planning and Zoning Board. Such screening shall be set back from residential districts at least ten feet (10FT) and landscaped according to the approved site plan.

v. Fuel pumps and canopies shall conform to all requirements of this chapter with regard to height, setbacks, and signs.

vi. Air compressor pumps (e.g., for tire inflation) and other outdoor equipment shall be identified on the site plan and shall be located in a manner which minimizes noise impacts on residential areas.

vii. Curb cuts shall be limited to two (2) per site. On corner lots, curb cuts shall be limited to one (1) per street.

L. Drive-Thru Service. The following regulations shall apply to the approval and operation of drive-thru establishments:

i. Loudspeakers shall be located and designed, with volume and hours of operation controlled, in a manner to minimize noise impacts on nearby residential uses.

ii. Lanes required for vehicle access to and waiting for use of a drive-thru facility shall be designed to have sufficient length to accommodate the peak number of vehicles projected to use the facility at any one (1) time, to provide escape/abort lanes for vehicles desiring to leave the stacking lanes or to avoid disabled vehicles, and to minimize impacts on the use of other required parking or drives or on the use of abutting streets and hazards to pedestrians. The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may require a traffic study which documents the projected vehicular use of the proposed facilities and evidence of compliance with the provisions of this Zoning Code.

iii. The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may impose restrictions on the hours of operation in order to reduce inappropriate impacts on abutting uses and on street traffic and to ensure compatibility with normal vehicular activity in the district.

iv. The applicant shall so design the site plan or otherwise provide assurances as to reduce the impacts of lighting, litter, noise, and exhaust resulting from the facility, especially impacts on nearby residential uses.

M. Solar Panels and Solar Panel Arrays. The following regulations shall apply to the installation of solar panels and solar panel arrays:

i. Accessory Use. A solar panel or a solar panel array, in each case, whether freestanding or roof mounted, shall be classified as a permitted accessory use in all zoning districts in the city, subject to the regulations set forth herein. Any solar panel or solar panel array shall be installed in accordance with all applicable building and electrical codes. Except as otherwise, provided herein, solar panels and solar panel arrays shall be installed and located in accordance with the zoning regulations for the base zoning district in which such panels or arrays are to be installed. A zoning certificate is required for freestanding solar panels, ~~or~~ **roof** solar panel arrays,~~ only~~. **and roof solar shingles.**

ii. Roof mounted solar panels and solar panel arrays. Roof-mounted solar panels or solar arrays shall be located in accordance with the following regulations.

1. **Roof Line.** A roof-mounted solar panel or solar panel array shall not be located so that it extends beyond the roof line in any direction including above and beyond the roof peak.
2. **Roof Height Projection**. When located on a flat roof, solar panels or solar panel arrays shall not be project vertically more than ten feet from the surface of the flat roof. For purpose of this subsection, "flat roof" shall mean any roof that is less than seventeen (17) degrees or 2/12 pitch.
3. **Glare.** Roof mounted solar panels or solar panel arrays shall not be positioned so as to create glare on to adjacent roads, buildings, lots, or rights-of-way.

iii. Freestanding solar panels and solar panel arrays. Free-standing solar panels or solar arrays shall be located in accordance with the following regulations.

1. **Location**. Freestanding solar panels or solar panel arrays shall not be located in front of any principal building and shall not project past the width of the principal building.
2. **Height**. The maximum height for any freestanding solar panel or solar panel array shall be the maximum height of an accessory structure in the base zoning district in which the solar panel or solar panel array is located.

3. **Glare.** Freestanding solar panels or freestanding solar panel arrays shall be located so as not to create glare onto adjacent roads, buildings, lots, or rights-of-way.
4. **Lot Coverage.** The maximum lot coverage for any freestanding solar panel or freestanding solar panel array shall be ten percent (10%) of the total lot area with the lot coverage being determined based upon the area of the face of the solar panels.
5. **Screening.** All freestanding solar panels or freestanding solar panels with a ground storage battery shall secure such battery with a secure cover.
6. **Wind Resistance.** All freestanding solar panels and freestanding solar panel arrays shall be able to withstand velocities of no less than one -hundred and ten (110) miles per hour.

iv. **Site Plan.** Any application for a solar panel or solar panel array under this section shall be accompanied with a site plan depicting the following items:

1. The location of the panels or panel array;
2. The height of the panels or panel array;
3. For roof mounted panels and panel arrays, an overhead view of the roof identifying all vents, chimneys, or other appurtenances, including vertical objects (e.g. trees), that may affect the location of panels;
4. For freestanding panels and panel arrays, a calculation of the lot coverage of the panels or panel array;
5. An indication of whether any freestanding panel or panel array has a ground storage battery, and, if so, how such battery will be secured;
6. The manufacturer cut sheet for the model to be installed; and
7. Such other information as the Planning and Zoning Administrator may determined to be necessary to evaluate compliance with this section and with the Zoning Code.

v. **Decommissioning.** The Planning and Zoning Administrator shall be notified in writing by the owner of any previously permitted solar panel or solar panel array upon the permanent discontinuance of energy production, and panels and/or arrays shall be completely removed within nine (9) months of discontinuance of use and the affected area shall be fully restored to its preconstruction condition or better within three (3) months of the date of such removal.

N. **Licensed Marijuana Cultivation, Processing, and Dispensaries.** The following regulations shall apply to conditional use permits for any marijuana facility:

i. Any and all marijuana facilities in the City shall be licensed by the Department of Commerce and under Chapter 785 of the Codified Ordinances of the City of Reynoldsburg.

ii. Any and all other marijuana facilities in the City shall be licensed by the Division of Cannabis Control in accordance with Chapter 3780 of the Ohio Revised Code.

iii. No marijuana facility shall be located within a five hundred (500) feet radius of another such marijuana facility measured from the centerline of the front door of the establishment.

iv. No marijuana facility shall be located within a five hundred (500) feet radius of any public park, residential district, or school, as measured from the centerline of the front door of the establishment.

v. The exterior of any marijuana facility shall be properly screened such that activities, with the exception of administrative tasks, occurring within the facility cannot be observed from any

public right of way.

vi. Any marijuana facility shall not be permitted with any other use located on the same parcel of land or located within the same building.

O. Retail – Vape Shop/Smoke Shop. The following regulations shall apply to conditional use permits for any retail – vape shop/smoke shop facility:

i. No vape shop/smoke shop facility shall be located within a five hundred (500) feet radius of another such vape shop/smoke shop facility measured from the centerline of the front door of the establishment.

ii. No vape shop/smoke shop facility shall be located within a five hundred (500) feet radius of any public park, residential district, or school, as measured from the centerline of the front door of the establishment.

iii. Any vape shop/smoke shop facility shall not be permitted with any other use located on the same parcel of land or located within the same building.

P. Dwelling – Group. The following regulations shall apply to conditional use permits for any Dwelling-Group:

i. The site will be staffed 24 hours a day.

ii. No commercial activities will be conducted on the site.

iii. The land use will not be located within 500 feet of another parcel where an existing Dwelling – Group is located. This requirement is measured from the parcel boundary.

SECTION 1105.15 TELECOMMUNICATIONS FACILITIES

A. In recognition of the quasi-public nature of cellular and/or wireless telecommunication systems, it is the purpose of these regulations to: accommodate the need for cellular or wireless telecommunications towers and facilities for the provision of personal wireless/cellular services while regulating their location and number in the City; minimize adverse visual effects of telecommunication towers and support structures through proper siting, design, and screening; to minimize the adverse impacts that telecommunication facilities may have on the health, safety and welfare of the public; to avoid potential damage to adjacent properties from telecommunication tower and support failure; and to encourage the joint use of any new and existing telecommunication towers and support structures to minimize the number of such structures. The following requirements shall apply to conditional use permits for wireless telecommunication facilities:

B. Special Application Requirements. A site plan shall include the following:

i. The total area of the lot;

ii. The existing zoning of the site and all adjoining lots;

iii. All public and private right-of-way and easements located on the lot;

iv. The location of all existing buildings and structures on the lot; all buildings or structures and uses within five hundred feet (500FT) of the tower site; and the proposed location of the wireless/cellular communication tower and all wireless/cellular communication support structures

including dimensions, heights, and, where applicable, the gross floor areas;

v. The location and dimensions for all curb cuts, driving lanes, off-street parking spaces, grades, surfacing materials, drainage plans, illumination of the facility, and landscaping;

vi. The location of all proposed fences, screening and walls;

vii. Any other information as may be required by the Board.

viii. A report prepared by a licensed professional engineer documenting the height, design, proof of compliance with nationally accepted structural standards, and a description of the tower's capacity, which shall include the number and types of antennae it can accommodate.

ix. For the purpose of demonstrating the necessity for the erection of any new telecommunication tower, any applicant requesting permission to install a new tower shall provide evidence of written communication with all other wireless/cellular service providers who supply service within a one (1) mile radius of the proposed facility requesting use of the other providers' towers for collocation of the applicant's antennae. The contacted provider shall be requested to respond in writing to the inquiry within thirty (30) days. The applicant's letter(s) as well as the responses received shall be presented to the Board to demonstrate the need for a new tower.

x. The applicant shall also provide evidence of written communication with owners of nearby tall structures within a one (1) mile radius of the proposed tower site, asking permission to install the wireless/cellular antennae on those structures. Tall structures shall include, but not be limited to: smoke stacks, water towers, buildings over fifty feet (50FT) in height, other communication towers, and roadway light poles.

xi. The facility owner/operator shall present a maintenance plan demonstrating responsibility for the site.

xii. The applicant shall provide a copy of a permanent easement or appropriate leasehold estate providing for access to the tower site. The access to the tower sight must be maintained regardless of other development that may take place on the site.

xiii. The communication company must demonstrate proof to the City that the company is licensed by the Federal Communications Commission (FCC).

C. The following additional regulations shall apply to wireless telecommunications facilities:

i. Wireless or cellular telecommunication sites shall be located at least two hundred fifty feet (250FT) from any residential zoning district.

ii. The setback between the base of the tower or any guy wire anchors and any property line shall be located a distance which is at least forty percent (40%) of the tower's height or fifty feet (50FT), whichever is greater.

iii. The maximum height of a telecommunication tower shall be two hundred feet (200FT). The maximum height of the equipment building shall be thirty-five feet (35FT).

iv. Maximum size of an equipment building shall be seven hundred and fifty square feet (750SF).

v. The minimum lot size and area restriction shall be the same as permitted for any other use in the Innovation Zone.

vi. A security fence eight feet (8FT) in height with barbed wire around the top shall completely surround the tower, the equipment building and any guy wires.

vii. Towers and antennae shall be designed to withstand wind gusts of at least one hundred miles per hour (100MPH).

viii. The tower shall be painted in a non-contrasting gray or similar color to minimize its visibility, unless otherwise required by the Federal Communications Commission (FCC) or Federal Aviation Administration (FAA).

ix. No graphics advertising is permitted anywhere on the facility.

x. Buffer planting shall be located around the perimeter of the security fence as follows: An evergreen screen shall be planted that consists of either a hedge or evergreen trees that shall provide a minimum of seventy-five percent (75%) opacity year round.

xi. The tower shall not be artificially lighted except to assure safety or as required by the FAA.

xii. Warning signs shall be posted around the facility with an emergency telephone number of whom to contact in the event of an emergency.

xiii. The owner/operator of any telecommunications facility shall design such facility so that additional service providers may add their antennae, platforms, and associated hardware to the structure at a later date. The owner/operator shall negotiate in good faith with other providers for the collocation of other service providers' antennae at the facility, shall cooperate with the City in identifying other wireless/cellular service providers for the purpose of negotiating sublease agreements for collocation of other service providers' antennae at the facility, and shall not interfere or hinder service providers from utilizing the facility.

xiv. Where possible, an antenna or tower for use by a wireless/cellular service providers shall be attached to an existing structure or building. A new wireless communication facility shall not be erected if there is a technically suitable space for wireless communication facility available on an existing wireless communication tower or other suitable structure within the applicant's search area. The applicant must demonstrate that a technically suitable location is not reasonably available on an existing structure or that bona fide efforts to negotiate location on structures have been rejected.

xv. Any owner of a tower whose use will be discontinued shall submit a written report to the Planning and Zoning Administrator indicating the date on which such use shall cease. If at any time the use of the facility is discontinued for one hundred eighty (180) days (excluding any dormancy period between construction and the initial use of the facility), the Board may declare the facility abandoned. The tower owner and the owner of the property upon which the tower is located shall receive written instruction from the Board to either reactive the use within one hundred eighty (180) days or dismantle and remove the facility.

xvi. If reactivation does not occur within said period, the City may thereafter proceed to move the facility and assess the costs of removal to the owner, as well as certify those costs to the County Auditor as a lien against the property.

xvii. In addition to the foregoing requirements, the following standards, items A. through D., shall apply to wireless or cellular telecommunications facilities permitted on a property with an existing use:

1. The existing use on the property may be any permitted use or lawful nonconforming use in the Innovation Zone, and said use need not be affiliated with the wireless/cellular telecommunication provider.
2. The telecommunication facility shall be fully automated and unattended on a daily basis.
3. The vehicular access to the equipment building shall, whenever feasible, be provided along

the circulation driveways of the existing use.

4. Subsequent to approval of a conditional use permit for a telecommunication tower, the owner shall submit building permit applications to the City for any additional antennae proposed to be placed on the tower. A new zoning certificate will not be required, unless the Planning and Zoning Administrator determines that such additions do not conform with the approved conditional use permit.

SECTION 1105.17 CONVERSION OF DWELLING UNITS

A. In the SR, RM, and ORD-N, a structure may be converted to accommodate an increased number of dwelling units, provided that the proposed dwellings and lot conform with all requirements for new dwellings in the district, including the permitted number of dwellings, all yard and lot dimensions, floor area for each dwelling, and required parking spaces.

SECTION 1105.19 PERFORMANCE STANDARDS

A. Applicability. Every permitted use and conditional use permit shall conform to the performance standards in this chapter and to the laws and regulations of the State of Ohio and of the federal government. Any use permitted by this Zoning Code may be undertaken and maintained if acceptable measures and safeguards are employed to limit dangerous and objectionable elements to acceptable limits as established by the performance standards. Compliance with these standards shall be required during all times of operation of the approved activity or use.

B. Existing Use. An existing use which does not conform with these performance standards shall not be enlarged or remodeled if: the enlargement or remodeling will cause greater noncompliance with the performance standards which exist at the time of the proposed enlargement or remodeling; or if the nonconforming conditions are not brought into compliance as a result of or concurrently with the enlargement or remodeling.

C. Measurement Procedures. Methods and procedures for the determination of compliance with these performance standards shall conform to applicable methodologies prescribed by this Zoning Code or to applicable standard measurement procedures published by the American National Standards Institute, New York, N.Y., the Manufacturing Chemists' Association, Inc., Washington, D.C. and the United States Bureau of Mines, the National Fire Protection Association, the Ohio Environmental Protection Agency, and other recognized organizations whose standards are acceptable to the Zoning Official.

D. Studies to Demonstrate Compliance. When the Planning and Zoning Administrator or the Planning and Zoning Board determines that either the information provided by the property owner is not sufficient to determine compliance with the performance standards without providing additional studies or expert advice, or that the information provided by the owner is of such nature, complexity, or quantity that the Planning and Zoning Administrator or the Board is not able to make a determination of compliance without additional studies or expert advice, then the Planning and Zoning Administrator shall advise the owner that such studies or advice are required. The Planning and Zoning Administrator and the Board may accept the required studies prepared by qualified professionals

engaged by the owner or the owner shall deposit funds with the City as required to pay for such studies or expert advice.

E. Control of Objectionable Processes and Operations. The Planning and Zoning Administrator or Planning and Zoning Board, prior to the issuance of a zoning certificate, may require the submission of statements and plans indicating the manner in which dangerous and objectionable elements, including those described in the following performance standards, involved in processing and in equipment operations are to be eliminated or reduced to acceptable limits and tolerances.

F. Performance Standards. The following performance standards shall be applicable to the operation of any use permitted under this Zoning Code.

i. **Fire Hazards.** Any activity involving the use or storage of flammable or explosive materials shall be protected by adequate fire-fighting and fire suppression equipment and by such safety devices as are normally used in the handling of any such material. Such hazards shall be kept removed from adjacent activities to a distance which is compatible with the potential danger involved.

ii. **Radioactivity or Electrical Disturbance.** No activity shall emit dangerous radioactivity at any point or electrical disturbance adversely affecting the operation at any point of any equipment other than that of the creator of such disturbance.

iii. **Noise and Vibration.** All activities shall comply with the provisions of Section 509.11 of the Code of Ordinances and all other regulations of the City relating to noise and vibration.

iv. **Smoke Emission.** Smoke shall not be emitted with a density greater than No. 1 on the Ringelmann Chart as issued by the U. S. Bureau of Mines except for flow-off periods of ten minutes duration of one per hour when a density of not more than No. 2 is permitted.

v. **Odors.** No malodorous gas or matter which is offensive or produces a public nuisance or hazard on any adjoining lot shall be permitted.

vi. **Air Pollution.** No pollution of air by fly-ash, dust, vapor or other substance which is harmful to health, animals, vegetation or other property, or which can cause excessive soiling shall be permitted.

vii. **Glare.** No direct or reflected glare which is visible from any lot outside any Industrial District or from any public street, road or highway shall be permitted.

viii. **Erosion.** No erosion, by either wind or water carrying objectionable substance onto neighboring properties shall be permitted.

ix. **Water Pollution.** Pollution of water shall be subject to the requirements and regulations established by the State Water Pollution Control Board.

x. **Toxic or Noxious Matter.** No use, operation, or activity shall emit or discharge toxic or noxious matter in any form, particularly as identified on the USEPA Extremely Hazardous Substances List, which may be detrimental to the public health, safety or general welfare or which may endanger the natural environment. Provisions for the proper storage, use, and disposal of hazardous and/or toxic materials shall conform to the standards and requirements for such materials established by the USEPA and OEPA.

SECTION 1105.21 COMMERCIAL DESIGN STANDARDS

A. **Purpose.** The design standards in this section are intended to:

i. Promote a visually appealing built environment with human-scale design.
ii. Reinforce the identity and character of mixed-use centers and corridors.
iii. Encourage architectural variety while maintaining a unified streetscape.
iv. Ensure that new development complements surrounding structures and the public realm.

B. **Applicability.** These standards shall apply to all new construction, and the expansion of an existing structure of Community Commercial (CC), Brice and Main Street District, (BMD) and the East Main Street District (EMD).

C. **Street Orientation.**

i. All buildings shall have a primary façade and functional entrance oriented toward the primary public street or plaza.
ii. Buildings located on corners shall address both the primary and secondary streets through façade articulation.

D. **Transparency Requirements.**

i. Ground floor façades along primary streets must have a minimum of 20% transparency (clear, non-reflective glass).

E. **Blank Walls.**

i. No street-facing façade shall contain a blank wall.
ii. Architectural features or landscaping shall be used to break up large walls.

F. **Entries.**

i. Primary entries shall be clearly identifiable with architectural detailing, awnings, or recesses.

G. **Façade Articulation.** Façades longer than 30 feet must include at least one of the following:

i. Wall plane projections/recesses (minimum 12 inches)
ii. Material or color changes
iii. Vertical bays or pilasters
iv. Variation in roof height

H. **Material Requirements.**

i. Acceptable materials include:
    1. Brick (clay or cast)
    2. Stone or cast stone or synthetic stone
    3. Wood or fiber-cement siding

4. Architectural metal panels
5. Glass
6. Stucco (cementitious)
7. Decorative tile
8. Natural wood elements
9. Other materials as approved by the Zoning and Planning Administrator, based on visual commutability with listed approved materials.

I. Prohibited Materials.

i. Vinyl siding (except as an accent material)
ii. Mirrored or opaque glass
iii. Unfinished concrete block

J. Roof Design.

i. All roof designs are permitted.
ii. Flat Roofs
    1. Flat roofs must include parapets or a pronounced cornice line.
    2. Mechanical equipment shall be screened by the parapet and not visible from the street.
iii. Pitched Roofs
    1. Minimum slope: 4:12

K. Building Lighting.

i. Accent lighting may highlight architectural features but must be fully shielded to prevent light trespassing, glare and light pollution.

SECTION 1105.23 PROPERTY WITHOUT DIRECT STREET FRONTAGE

A. Purpose and Intent. The purpose of this section is to regulate the subdivision and redevelopment of landlocked parcels in order to:

i. Ensure safe and functional access for – residents, customers, employees, and emergency services.
ii. Prevent traffic congestion and circulation issues within developments.
iii. Promote economic development and property utilization while maintaining access to essential infrastructure.
iv. Require public or private street connections when necessary for safe and efficient site access.

B. General Access Standards.

i. No new parcel shall be created unless it has legal access to a public or private street.

ii. Access to landlocked parcels may be established through:

1. A recorded easement sufficient to engineering requirements for two-way traffic.
2. A shared access driveway with adjacent properties sufficient to engineering's requirements.
3. A new private street or service road meeting engineering standards.

C. **Minimum Street Frontage for Subdivision.**

i. If a parcel is subdivided without direct frontage, a cross-access agreement with an adjacent property is required.

D. ~~CI.~~ **Private Streets and Shared Access Drives.**

i. Private streets serving commercial developments must include:

1. A minimum pavement width that meets engineering standards.
2. Legal agreements for maintenance and repair among benefiting properties.
3. Compliance with Section 1111.15, Standards.

ii. **Shared access drives must:**

1. Meet engineering's design standards for traffic.
2. Have clear directional signage and striping to ensure visibility and traffic flow.
3. Connect to at least one public street or service road.

E. ~~CII.~~ **Cross-Access Requirements.**

i. All redevelopments on landlocked parcels must provide a cross-access driveway to adjacent commercial properties, unless infeasible due to:

1. Significant grade changes or environmental constraints.
2. Incompatible land uses that prevent safe shared access.

ii. Where feasible, sites should incorporate a service road or access lane to reduce curb cuts on primary streets.

F. ~~CIII.~~ **Parking and Loading Access.**

i. Shared parking arrangements must be recorded in a cross-easement agreement or a reciprocal easement agreement when access is shared between parcels.

ii. Loading zones and service areas must be accessible from a private street, service road, or dedicated access lane, and not require backing movements onto public roads. Except for the ORD-C & ORD-N commercial land uses.

G. ~~CIV.~~ **Exclusion.**

i. This section does not apply to new residential subdivision of lots.

SECTION 1105.25 TEMPORARY STORAGE CONTAINERS ON CONSTRUCTION AND RENOVATION SITES

A. **Purpose.** To permit the temporary use of storage containers for securing materials and equipment during active construction or renovation, while protecting public safety, minimizing visual impacts, and ensuring timely removal.

B. **Applicability.** Storage containers are permitted only in association with the following:

i. An active construction or renovation project with a valid building permit;
ii. As an Accessory Dwelling Unit (ADU), meeting all residential design standards and ADU requirements;
iii. A construction job site trailer, with an active construction or renovation project with a valid building permit.

C. **Standards.**

i. Permit and Duration
   1. Containers must be included in an approved building permit or a separate temporary use permit.
   2. Storage containers are permitted only for the duration of active construction activity.
   3. Extensions beyond the permitted construction period require approval of a temporary use extension by the Zoning Administrator.

ii. Location.
   1. Containers must be placed on the same lot as the construction or renovation project.
   2. Containers shall not be placed within public rights-of-way, required landscape areas, sidewalks, fire lanes, or designated parking spaces without specific approval.
   3. Containers must comply with required setbacks unless otherwise authorized.

iii. Size and Quantity.
   1. The number and size of containers shall be appropriate to the scale of the construction or renovation project and subject to review by the Zoning Administrator.
   2. For single-family residential construction or renovation, no more than one container, not exceeding 320 square feet in area, shall be permitted unless otherwise approved.

iv. Appearance and Maintenance:
   1. Containers shall be maintained in good condition, free of graffiti, peeling paint, or visible damage.
   2. Only identification signage (maximum 6 square feet per side) is permitted.

v. Prohibited Use as Permanent or Accessory Structures.
   1. Storage containers shall not be used as a permanent structure, accessory structure, or storage building on any property.
   2. Storage containers shall not be used for storage purposes on vacant lots or properties without active construction or renovation.
   3. Storage containers shall not be converted for occupancy, commercial operations, or any other use not directly related to construction or renovation activities under an active permit, with the exception of an Accessory Dwelling Unit (ADU) meeting all residential design standards and ADU requirements.

vi. Exceptions. The Zoning Administrator may approve administrative modifications to these standards in cases of unusual site conditions, large-scale development projects, or for the protection of public health, safety, or welfare.



1107 NON-CONFORMITIES

Whole Section changed, see Attachment Sheet (C) for the original.

Non-Conformities

SECTION 1107.01 PURPOSE OF NONCONFORMITIES

A. This section's regulations are intended to minimize governmental takings of private property rights resulting from the enactment of new land use regulations by permitting certain legal nonconforming uses, lots, and structures to continue to exist.

SECTION 1107.03 UNLAWFUL LOTS, USES, AND STRUCTURES, GENERALLY

A. This chapter does not allow for the perpetuation of uses or structures that were unlawfully established or constructed. Such uses or structures are not "legally nonconforming," but instead remain "unlawful," and are subject to all of the provisions of this Code and any other applicable law. Likewise, this chapter does not legitimize unlawful subdivisions of property.

SECTION 1107.05 LEGAL NONCONFORMING STATUS ATTACHED TO THE LAND

A. The status of a use as a legal nonconforming use shall run with the land and be independent of the identity of the property owner and of the structure in which the nonconforming use is conducted. The status of a structure as a legal nonconforming structure shall run with the land and be independent of the identity of the property owner and of the use conducted within, around, or on such structure.

SECTION 1107.07 UNDERSIZED OR OVERSIZED LOTS

A. Undersized or Oversized Lots Definition. An undersized or oversized lot is any lot that was legally created prior to the enactment of this Zoning Code and has dimensions that do not comply with the minimum or maximum lot area, lot frontage, lot width, and/or lot depth standards required by this Zoning Code.

B. Undersized or Oversized Lots Continuance. An undersized or oversized lot shall be permitted to support structures that are legally situated or were legally situated at their time of erection, provided that the structure is not determined by the City to pose an immediate risk to public safety. An undersized or oversized lot shall be permitted to be put to use by any legal land use, provided that the lot has sufficient frontage on a public street to provide emergency response access that is appropriate for the proposed use, and shall be permitted to continue to be put to use by a legal nonconforming use, subject to the regulations of Section 1107.09 "Nonconforming Uses."

SECTION 1107.09 NONCONFORMING USES

A. **Legal Nonconforming Uses Definition.** For the purposes of this section, a legal nonconforming use shall be any use of a particular lot that fulfills one (1) of the following:

i. The use of that lot was a permitted land use by the previously effective Zoning Code, either by right or as Conditional Use, and was appropriately permitted by the City, but that use of land is no longer a permitted land use in the district in which it is located by this Zoning Code; or

ii. The use of land was deemed a legal nonconforming use by the previously effective Zoning Code, but that use of land is no longer a permitted land use in the district in which it is located by this Zoning Code.

B. **Abandonment of Use.** Whenever a nonconforming use has been discontinued for a period of six (6) months, it shall be considered abandoned, and any subsequent use shall conform to the regulations of this Zoning Code.

C. **Nonconforming Uses Burden of Proof.** When ambiguity exists, it shall be the burden of the property owner to prove to the City that a particular land use on their property, which does not conform to the standards of this Zoning Code, was put into use on a date in which such land use was a permitted use under a former Zoning Code and that such land use has not since been intentionally abandoned.

D. **Nonconforming Uses Continuance.** A legal nonconforming use shall be permitted to continue, provided that all of the following conditions are met:

i. The legal nonconforming use was not considered intentionally abandoned on the effective date of this Zoning Cod or at any point thereafter;

ii. The legal nonconforming use continues to occur on the same lot as was previously occupied by such land use, and the legal nonconforming use is not expanded to another lot;

iii. The specific nature of the legal nonconforming use is not changed, or the specific nature of the legal nonconforming use is changed in a manner consistent with Section 1107.09 (E) "Change of Legal Nonconforming Use"; and

iv. The legal nonconforming use is not expanded in its intensity, including hours of operation, average number of working hours per week, capacity for customers, and footprint of the lot area dedicated to the use, except where specifically permitted by the following subsection, Section 1107.09 (F) "Expansion of Nonconforming Uses."

E. **Change of Legal Nonconforming Uses.** No change to the specifications of a legal nonconforming use shall be permitted where such a change, according to the City, may result in an increased risk to public safety.

F. **Expansion of Nonconforming Uses.** A legal nonconforming use shall not be expanded in its intensity, including in its hours of operation, average number of working hours per week, capacity for customers, and footprint of the lot area dedicated to the use, except that a nonconforming use shall be permitted to expand into a portion of the lot or structure that was manifestly arranged for such use while such legal nonconforming use was a conforming use of the land and was not abandoned, and such expansion shall permit a proportional increase in customer capacity and working hours.

SECTION 1107.11 NONCONFORMING STRUCTURES

A. **Legal Nonconforming Structures Definition.** For the purposes of this chapter, a legal nonconforming structure is any structure that was existing and lawful as of the date of adoption of this Zoning Code, or in the case of amendment to this Zoning Code, then at the time of such amendment, and which does not now conform to the provisions of this Zoning Code or amendment thereto with respect to setback, height, building footprint or lot coverage, impervious coverage percentage, building type, or architectural design standards.

B. **Legal Nonconforming Structures Continuance.**

i. A legal nonconforming structure shall be permitted to continue existing, provided that all of the following conditions are met:

1. The legal nonconforming structure does not pose an immediate risk to the public safety, as determined by the City;
2. The legal nonconforming structure is not reconstructed, repaired, or expanded, except according to the provisions described in this section.

ii. All existing portions of a legal nonconforming structure may be put to use, provided that such use is not illegal and provided that such use does not violate this Zoning Code, including use specific standards, and does not violate any other City, County, State, or Federal statute.

C. **Reconstruction or Repair of a Legal Nonconforming Structure.** The reconstruction, repair, or maintenance of a legal nonconforming structure shall be permitted to occur, provided that the nonconforming feature is not enlarged, increased, or extended more than 50 % of the structure's then fair market value; that no new nonconforming feature is created; and that reconstruction or repair occurs within six (6) months of the legal nonconforming structure's disrepair, destruction, or demolition. If reconstruction, repair, or maintenance does not occur within six (6) months, a written request for extension may be submitted to a designee of the Development Department.

D. **Expansion of a Legal Nonconforming Structure.** A legal nonconforming structure may be expanded or reduced, provided that the expansion or reduction does not intensify the nonconforming nature of the structure and does not result in any additional nonconforming feature. For example, a structure that is legally nonconforming because it has a lesser front setback than required by this Zoning Code in the district in which it is located may be expanded, provided that the expansion does not occur within the required front yard setback and does not violate any other structure focused provision, including height limits, building footprint limits, impervious coverage limits, minimum setbacks from lot lines, or design standards.

SECTION 1107.13 OTHER NONCONFORMITIES

A. **Nonconforming Signs Regulated Elsewhere.** Nonconforming signs are regulated by Section 1105.03 "Nonconforming Signs."

B. **Nonconforming Parking.**

i. Any nonconforming parking behavior, including the parking of vehicles on areas of a lot where prohibited by the standards in this Zoning Code, shall be considered an immediate violation of this Zoning Code.

ii. Any nonconforming impervious surface coverage caused in part by parking areas shall be regulated as a parking area infrastructure nonconformity according to the subsection below.

iii. All nonconforming parking area infrastructure on a lot, such as not providing the correct number of bicycle parking spaces or electric vehicle charging stations or building a number of parking spaces in excess of parking maximums, shall be permitted to continue, provided that such nonconformities are brought into conformity during any of the following occurrences:

1. The complete reconstruction of the principal structure on the lot, or the piecemeal reconstruction of such entire structure over the course of two (2) years or less; or
2. A net increase in vehicle parking area on the lot.



1109

ADMINISTRATION AND PROCEDURES

Administration and Procedures

SECTION 1109.01 REVIEW AND APPROVALS SUMMARY

A. This Chapter sets forth the powers and duties of the Planning and Zoning Administrator and the Planning and Zoning Board relative to the administration and enforcement of this Zoning Code.

B. The following table summarizes the applications and role of each of the administrative, quasi-judicial, quasi-legislative, and legislative reviews set forth in this Title and the responsible reviewing party:

TABLE 1109.01A

APPLICATION TYPE	ZONING ADMINISTRATOR	PLANNING AND ZONING BOARD (PZB)	COUNCIL
ZONING CERTIFICATES			
Application Submitted To:	X		
Decision By:	A		
Appeal To:		QJ	
VARIANCES			
Application Submitted To:	X		
Decision By:		QJF	
Appeal To:			
CONDITIONAL USES			
Application Submitted To:	X		
Decision By:	A	QJF (optional)	
Appeal To:			

TABLE 1109.01A			
APPLICATION TYPE	ZONING ADMINISTRATOR	PLANNING AND ZONING BOARD (PZB)	COUNCIL
SIMILAR USE DETERMINATION			
Application Submitted To:	X		
Decision By:		QJ	
Appeal To:			QJ
SITE PLAN REVIEW AND DESIGN REVIEW			
Application Submitted To:	X		
Decision By:	A Standard Plan	QJ Major Plan	
Appeal To:			
ZONING TEXT AND MAP AMENDMENT			
Application Submitted To:	X		X
Decision By:	A	QL	LS
Appeal To:			

KEY	
A	Administrative Decision
QJ	Quasi-Judicial Decision
QJF	Quasi-Judicial Decision-Final Appealable Decision
QL	Quasi-Legislative Decision
LS	Legislative Decision
X	Responsible for Application Intake and Determination of Completeness

SECTION 1109.03 PLANNING AND ZONING ADMINISTRATOR

A. Unless otherwise directed by the Director of Development, the Planning and Zoning Administrator shall have the following responsibilities and powers:

i. Enforce the provisions of this Code and interpret the meaning and application of its provisions;

ii. Receive, review and make determinations on applications for zoning certificates;

iii. Issue zoning certificates as provided by this Code and keep a record of same with notations of special conditions involved;

iv. Review and process standard site and design plans pursuant to the provisions of this Code;

v. Make determinations on whether violations of this Code exist, determine the nature and extent thereof, and notify the owner in writing pursuant to the procedures in this Code;

vi. Conduct inspections of buildings and uses of land to determine compliance or noncompliance with this Code;

vii. Review, process, and approve or deny applications for conditional use permits pursuant to the provisions of this Code.

viii. Maintain permanent and current records required by this Code, including, but not limited to, the Zoning Map, zoning certificates, inspection documents and records of all variances, amendments and Conditional Uses, which shall be made available for use of the Council and Planning and Zoning Board and the public;

ix. Determine the existence of any violations of this Code and enforce this Code;

x. Revoke a Zoning Certificate or approval issued contrary to this Code or based on a false statement or misrepresentation on the application;

xi. Administer the Flood Plain regulations set forth under Chapter 1103 of this Code; and

xii. Such other administrative duties as specifically granted to them from time to time by the Mayor or the Director of Development

SECTION 1109.05 PLANNING AND ZONING BOARD

A. The City of Reynoldsburg Planning and Zoning Board is established and organized in accordance with Section 7.01, Article VII of the Charter.

B. The Planning and Zoning Board shall have the following powers and duties under this Code and in furtherance of the Charter:

i. Initiate advisable Zoning Map changes, or changes to the test of the Code where the same will promote the best interest of the public in general through recommendation to the City Council;

ii. Review all proposed amendments to this Code, whether map amendment or text amendment;

iii. Review plats and subdivision regulations in accordance with Chapter 1111;

iv. Review and approve or deny approval of certificates of appropriateness, as provided in Chapter 1109.19 hereof;

v. Review of site plans in accordance with Chapter 1109.17 hereof;

vi. Establish such reasonable conditions, regulations, and standards in the approval of a district change, site plan and design approval, certificate of appropriateness, or other official action as necessary to ensure a project complies with the purpose and intent of this Code and of the ordinances of the City;

vii. Exercise any powers, duties or functions provided to municipal planning Boards by state law that do not otherwise conflict with City Council's ordinances or resolutions, this Code or the Charter; and

viii. Such other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter, this Code, or assigned by City Council.

ix. To permit exceptions to and variances from the provisions of this Code, as provided in Chapter 1109.11 thereof;

x. To authorize or deny a conditional use permit where the Planning and Zoning Administrator has forwarded an application to the PZB for review;

xi. To authorize the operation of a similar use through the similar use determination process set forth under Chapter 1109.~~17~~5 hereof;

xii. To establish such reasonable conditions, regulations, and standards in the approval of a conditional use, variance or exception, or other official action as necessary to ensure that the design, construction, and operation of the use or structures subject to such approval are carried out consistent with the purpose and intent of this Code and of the ordinances of the city;

xiii. To make interpretations, upon request of the Planning and Zoning Administrator or upon appeal from any property owner of the city, of the meaning and application of the provisions and illustrations of this Code and of the Zoning Map of the city including:

1. Determination of the exact boundary lines of districts or zones;
2. Determination of the meanings of the permitted uses and conditional uses as listed in the districts or zones;
3. Determination of the rules applicable to the filing of applications, review procedures, and permit issuances; provided however, the PZB shall not make such interpretations as the City Attorney may determine should be a matter of legislative action by City Council;

xiv. To grant or deny a zoning certificate when the question of the issuance of such certificate is referred to it by the Planning and Zoning Administrator, or when the provisions of this Zoning Code indicate that the Board shall consider such question;

xv. To overrule or amend any official action of the Planning and Zoning Administrator when an applicant makes an appeal for such relief and when the Board determines that such action has been contrary to the intent and spirit of this Code. For such purpose, the Board may make null and void any zoning certificate issued or any action taken by the Planning and Zoning Administrator by notifying the Planning and Zoning Administrator and the principal interested party or parties in writing;

xvi. To hear appeals from the Property Maintenance Code as provided for in that code; and

xvii. Such other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter this Code or assigned by City Council.

C. In furtherance of its duties and powers under this Code and the Charter, the Planning and Zoning Board shall operate in accordance with the following procedures:

i. Four (4) members present shall constitute a quorum of the Planning Board.

ii. All actions taken by the Planning and Zoning Board shall be initiated by motion and shall be recorded in the minutes.

iii. The Planning and Zoning Board shall keep minutes of its proceedings showing the vote of each member upon each application or questions, or, if a member is absent or fails to vote, the minutes shall indicate such fact.

iv. Four (4) affirmative votes shall be required for the adoption of any motion.

SECTION 1109.07 APPLICATIONS

A. All requests for a decision or approval under this Code begins with the property owner or agent thereof filing an application with the Planning and Zoning Administrator on forms provided from time to time.

B. A complete application shall include all required submissions and the payment in full of all applicable fees, which shall be proposed from time-to-time by the Mayor and approved by Council.

C. The Planning and Zoning Administrator will determine whether an application is complete and is ready to be processed. In some instances, an additional application may be deemed necessary by the Planning and Zoning Administrator and, if so, an application will not be deemed to be complete unless and until the all applications are submitted and reviewed and determined to be in accordance with all submittal requirements. The applicant will be notified in writing of any deficiencies in the completeness of the application and shall have 30 days from the date thereof to complete the application or the application will be deemed null and void.

D. If a decision on the application is to be made by someone other than the Planning and Zoning Administrator, then the complete application shall be forwarded to the appropriate body for review in accordance with this Code.

E. Unless otherwise prescribed by this Code or requested by the applicant, the applicable decision-making body or administrator shall render a decision on all applications within sixty (60) days from the original hearing.

F. The Planning and Zoning Administrator, in consultation with the Director of Development, Planning and Zoning Board, or any additional City staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference. The Planning and Zoning Administrator shall make the most current version of this document available to the public in a manner that is easily accessible.

G. In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for conditional uses, similar use determinations, variances, and other matters on which the Board is granted authority by this Code. All

such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.

H. Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

I. At staff's discretion, a presubmittal meeting can be required.

SECTION 1109.09 ZONING CERTIFICATE

A. The submission and review of zoning certificates shall be conducted in accordance with the provisions set forth hereunder.

B. No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the Planning and Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. **This includes changes of the name and/or ownership of a business.** A zoning certificate shall only be issued by the Planning and Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. The Planning and Zoning Administrator shall not be required to issue a zoning certificate where the subject property is not in compliance with the Zoning Code, Building Code, or Property Maintenance Code.

C. Except as otherwise provided in this code, a zoning certificate shall be required before:

i. **Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including accessory structures such as a sign or fence;**

ii. **Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;**

iii. **Changing a nonconforming use to a different use of extending or expanding a nonconforming use or structure.**

iv. **Where a non-conforming use has been discontinued, meaning the structures containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred for a period of 6 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.**

D. An application for a zoning certificate shall be submitted to the Planning and Zoning Administrator and shall include, a plan or plans drawn to scale, showing:

i. The dimensions and the shape of the lot to be used or built upon;

ii. The sizes and locations of existing structures and uses on the lot;

iii. The dimensions and locations of proposed structures and uses;

iv. The heights of existing and proposed structures;

v. A statement detailing the proposed use, which will be signed by the applicant; and

vi. Such other documentation as may be necessary to determine conformance with the provisions of this Code.

E. When the Planning and Zoning Administrator determines that an application for a zoning certificate does not comply with the provisions or intent of this Code, or that an application does not provide sufficient information to determine compliance with this Code, then the Planning and Zoning Administrator shall deny the application and shall not issue a zoning certificate.

F. The Planning and Zoning Administrator may refer zoning certificates to the Planning and Zoning Board for review.

G. Within fourteen (14) days of the Planning and Zoning Administrator's denial of a zoning certificate, the application may file a written appeal with the PZB. Any applicant who does not file an appeal within (14) days of the date of denial by the Planning and Zoning Administrator shall forfeit their right to appeal the Planning and Zoning Administrator's decision.

SECTION 1109.11 VARIANCES

A. The provisions set forth hereunder shall apply to the review and grant of variances under this Code.

B. An applicant seeking a variance shall submit a written request for variance on forms provided by the Planning Zoning Administrator together with the applicable fee. In addition to information relating to the subject property and the applicant, the request for a variance shall include the following information:

i. The name, address, and telephone number of the property owner (s) and owner's agent(s);

ii. The legal description, address, tax district and parcel number of the property;

iii. A description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code;

iv. A statement of hardship; and

v. Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.

C. Before approving or denying a request, the PZB shall hold at least one public hearing on the matter. The PZB shall cause notice of the hearing to be made to the public by seven (7) days advance publication, in a newspaper of general circulation in the City, of the place, time, date and the nature of the variance applied for. The PZB shall also cause the subject property to be posted with a notice of hearing at least seven (7) days prior to the day of the hearing. The notice of hearing shall state thereon the nature of the request and the time and place of the public hearing.

D. No variance from the strict application of the provisions of this Code shall be granted unless the PZB makes specific findings of fact, based on the evidence presented to it, which support conclusions that

the variance conforms to the following standards:

i. The variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare.

ii. The variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a conditional use in the zone or district in which the subject property is situated.

iii. There exist special circumstances or conditions, fully described in the findings, applicable to the land or structures for which the variance is sought, which are peculiar to such land or structures and which do not apply generally to land or structures in the area, and which are such that the strict application of the provisions of this Code would deprive the property owner of the reasonable use of such land or structures. ~~There must be a deprivation of the beneficial use of land, as opposed to mere loss in value as justification for the variance.~~

iv. There is a deprivation of the beneficial use of land, as opposed to mere loss in value as justification for the variance.

v. There is proof of hardship or practical difficulty created by the strict application of this Code, beyond simply a showing that greater profit will result if the variance is granted. Economic hardship is not grounds for the variance. Furthermore, the hardship complained of is not self-created nor is it established on this basis by one who purchased with or without knowledge of the restrictions. The hardship results from the application of this Code and is suffered directly by the property in question.

vi. The variance is necessary for the reasonable use of the land or building, and the variance as granted is the minimum variance that will accomplish this purpose.

vii. The variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.

viii. The variance will not confer on the property owner any special privilege that is unduly denied by this Code to other land, structures, or buildings in the same district.

ix. No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of the variance.

x. The variance is not a matter of convenience when other remedies are available within the provisions of this Code.

E. In granting any variance, the PZB shall establish such conditions as are necessary to secure substantially the objectives of this Code. Any violation of such conditions and safeguards, when they have been made a part of the terms under which the variance has been granted, shall be deemed a violation of this Code.

F. No action of the PZB granting a variance shall be valid for a period longer than twelve (12) months from the date of such action unless the zoning certificate is obtained within such period, and the erection or alteration of a structure is started or the use is commenced within such period, provided however, notwithstanding anything to the contrary herein, such twelve (12) month period may be extended by the Planning and Zoning Administrator upon the demonstration by the applicant that any delay in the commencement of the erection or alteration of a structure is the result of factors beyond

the control of the applicant, in which case, the Planning and Zoning Administrator may elect to grant an extension of up to six (6) months.

G. The PZB shall not accept a new application for a variance that has been previously denied within twelve (12) months of denial.

SECTION 1109.13 CONDITIONAL USES

A. Reviews of applications for conditional uses shall be conducted by the Planning and Zoning Administrator in accordance with the provisions set forth under this section; provided however, if, the Planning and Zoning Administrator determines in his or her professional opinion that an application warrants public review, then the Planning and Zoning Administrator shall forward such application to the PZB for review. The intent of the procedure for authorizing a conditional use is to set forth the development standards and criteria for locating and developing conditional uses in harmony with the character of the surrounding area, conditions of development and with regard to appropriate laws.

B. In addition to such standard information regarding the subject property and the applicant, the application for a conditional use shall contain the following:

i. Description of the zoning district and existing uses of adjacent lots;

ii. A statement of the conditional use for which the application is submitted,

iii. Including a description of the activities proposed on the subject property, the goods and services sold or provided, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will assist the PZB with understanding the nature of the proposed use and its potential impacts;

iv. A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;

v. A narrative statement describing the compatibility of the proposed use with the existing uses of adjacent lots and with the Land Use Plan, including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;

vi. A narrative addressing each of the applicable criteria set forth in the standards and requirements for all conditional uses set forth below and, as applicable, the supplementary requirements for special uses set forth under the applicable district or zone regulations.

vii. Such other information as the PZB deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations. Such additional information may include, but shall not be limited to:

1. Traffic impact analysis;
2. Storm water impact analysis; and/or
3. Utility impact analysis.

C. When review of an application for a conditional use permit is forwarded by the Planning and Zoning Administrator to the PZB, before approving or denying a request for a conditional use, the PZB shall hold at least one public hearing on the matter. The PZB shall cause notice of the hearing to be made in accordance with its standard process for providing notice of a hearing. The notice of hearing shall state thereon the nature of the request and the time and place of the public hearing.

D. Upon reviewing an application for a conditional use, the Planning and Zoning Administrator or the PZB, as applicable, shall consider whether the application provides adequate evidence that the proposed conditional use is consistent with the following standards:

i. The proposed use shall be in harmony with the existing or intended character of the zone or district and nearby affected zones and districts and shall not change the essential character of the zones and districts;

ii. The proposed use shall not adversely affect the use of adjacent property;

iii. The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;

iv. The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;

v. The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the zone or district;

vi. The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;

vii. The proposed use complies with the applicable specific provisions and standards of this Code;

viii. The proposed use shall be found to meet the definition and intent of a use specifically listed as a conditional use in the zone or district in which the subject property is situated.

E. After review of the application and any additional information presented by the applicant, the Planning and Zoning Administrator or the PZB, as applicable, shall take action to:

i. Approval the conditional use, based upon findings of compliance with the standards and requirements of this Code and subject to conditions to ensure compliance with this Code; or

ii. Deny the conditional use, upon finding that the application does not comply with the provisions of this Code

F. In approving a conditional use, the Planning and Zoning Administrator or the PZB, as applicable, may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of this Code, to protect the character of the surrounding properties and neighborhood affected by the proposed use, and to mitigate the special impacts of the use. Such conditions may include, but shall not be limited to:

i. Locations, setbacks, and configurations of structures and of uses of interior and exterior space;

ii. Screening comprised of landscaping, walls, fencing or other materials or construction;

iii. Access points and traffic management provisions, including those impacting vehicular and pedestrian access, and the locations and design of parking facilities;

iv. Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;

v. Other features of construction, including but not limited to paving and parking, signs, and landscaping;

vi. Hours and method of operation;

vii. Maintenance of the site, structures, and landscaping;

viii. Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water; and

ix. A time limit for operation of the use, if temporary operation is determined to be a typical characteristic of the proposed use or otherwise appropriate given unique circumstances of the proposed use.

G. Subsequent to approval by the Planning and Zoning Administrator or the PZB, and compliance with all applicable conditions of such approval and of this Zoning Code, the Planning and Zoning Administrator shall issue a zoning certificate stating the conditional use and all conditions of its approval.

H. Approval of a conditional use shall be void upon the occurrence of any or all of the following:

i. The applicant fails to commence construction of the structure in which the approved conditional use is to be conducted within one (1) year of the date of approval;

ii. The applicant fails to commence the operation of the conditional use within six (6) months of the date of the approval, where such use is to be conducted in an existing structure; and/or

iii. The conditional use is operated in a manner which violates any condition of the approval.

I. The Planning and Zoning Administrator shall review all approved conditional use permit applications six (6) months after final action to determine if the approved use is in operation and otherwise in compliance with all conditions of approval. Upon such six (6) month review the Planning Zoning Administrator shall proceed in accordance with the circumstances outlined below:

i. If the Planning and Zoning Administrator finds the conditional use to be in operation and in compliance with the conditions of approval, the Planning and Zoning Administrator shall notify the PZB of such compliance.

ii. If the Planning and Zoning Administrator finds that construction has not begun, the Planning and Zoning Administrator shall record that information for an additional six (6) month review, and shall notify the of such inaction.

iii. If the Planning and Zoning Administrator finds a use in an existing structure or building not to be in operation, the permit and zoning certificate shall be deemed revoked and the Planning and Zoning Administrator shall notify the applicant of such revocation as well as the PZB. Upon such revocation, the applicant shall have the right to appeal that decision of the Planning and Zoning Administrator to the PZB and request the PZB allow up to one (1) additional six (6) month period to begin operation following the administrative appeal procedure.

J. Whenever the Planning and Zoning Administrator determines that a conditional use is being operated

in a manner that violates any condition of the use's approved permit, the permit and zoning certificate shall be considered revoked. The Planning and Zoning Administrator shall notify the permit holder as such, who shall immediately discontinue operation of the use:

i. If this determination is made in conjunction with the six (6) month review procedure for an approved permit, the Planning and Zoning Administrator shall also notify the PZB. The applicant shall have the right to appeal this determination of the Planning and Zoning Administrator to the PZB following the administrative appeal procedure. Upon appeal, the PZB shall (a) approve upholding the revocation, (b) overturn the revocation and reapprove the conditional use permit or (c) overturn the revocation and modify of the conditions of approval.

ii. If this determination is made at any other time, the Planning and Zoning Administrator shall notify the PZB. The applicant shall have the right to appeal this determination of the Planning and Zoning Administrator following the normal administrative appeal procedure. Upon appeal, the PZB shall have the power to uphold the revocation or reapprove the permit.

K. If this determination is made in conjunction with the six (6) month review procedure for an approved permit, the Planning and Zoning Administrator shall also notify the PZB. The applicant shall have the right to appeal this determination of the Planning and Zoning Administrator to the PZB following the administrative appeal procedure. Upon appeal, the PZB shall (a) approve upholding the revocation, (b) overturn the revocation and reapprove the conditional use permit or (c) overturn the revocation and modify of the conditions of approval.

L. The conditions of an approved conditional use permit may be amended upon request of the permit holder. Any amendment proceeding shall be conducted in accordance with the procedures, requirements, and standards applicable to review of a new conditional use permit.

M. Subsequent to disapproval of an application for a conditional use permit, a period of at least one (1) year shall elapse before another application for the same conditional use at the location may be considered by the Planning and Zoning Administrator or the PZB.

N. Appeals of decisions of the Planning and Zoning Administrator may be taken to the PZB pursuant to the procedures set forth under Chapter 1109.23 hereof. Appeals of decisions of the PZB may be taken to the Franklin County Court of Common Pleas as allowed by Ohio Revised Code Chapter 2506.

SECTION 1109.15 SIMILAR USE DETERMINATION

A. When an application for a zoning certificate is submitted for a use which, in the opinion of the Planning Administrator, is not listed as a permitted use or a conditional use in any district, then the Planning Administrator shall refuse to issue a zoning certificate.

B. When a particular use is not specifically listed in this Zoning Code and it is unclear whether the use is permitted, the provisions established in this Section allow the Planning and Zoning Administrator, by formal action, to determine whether or not a proposed use is similar to a permitted or conditionally permitted use and whether such proposed use may be permitted in a particular Zoning District.

C. **Approving Authority.** The Planning and Zoning Administrator shall be the designated Approving Authority for Similar Use Determinations.

D. **Approval Findings.** In determining "similarity," the Approving Authority shall make all of the following findings:

i. Such use is not listed in any other zone or district as a permitted use;

ii. Such use has characteristics and impacts consistent with those of one (1) or more of the permitted uses in the district; and such use has characteristics and impacts more consistent with those of the permitted uses of the zone or district than with the permitted uses of any other district;

iii. The establishment of such use in the zone or district will not significantly alter the nature of the district;

iv. Such use does not create dangers to health and safety and does not create offensive noise, vibration, dust, heat, smoke, odor, glare, traffic, or other objectionable impacts or influences to an extent greater than normally resulting from permitted uses listed in the zone or district; and

v. Such use does not typically require site conditions or features, building bulk or mass, parking lots or spaces, or other requirements dissimilar from permitted uses; and the typical development of site and buildings for such use is compatible with those required for permitted uses and can be constructed in conformance with the standard regulations for height, lot dimensions, setbacks, and other provisions of the zone or district.

E. A similar use may be heard by the PZB in accordance with the notice provisions applicable to a conditional use if, in the professional opinion of the Planning and Zoning Administrator, such determination warrants review by the adjudicative body.

F. Based upon the application of the foregoing factors, the PZB shall determine whether a proposed use should be or should not be determined to be a similar use for the district or zone. Appeals of any similar use determination shall be heard by City Council in accordance with the appeals provisions set forth under Chapter 1109.25~~3~~ hereof.

G. Following the approval of any similar use determination, the Planning and Zoning Administrator shall conduct the six (6) month review applicable to conditional uses and make such determinations and reports as provided for under Chapter 1109.15~~3~~(J) hereof.

H. Within fourteen (14) days of the PZB's denial of a similar use determination, the applicant may file a written appeal with City Council. Any applicant who does not file an appeal within fourteen (14) days of the date of denial by the PZB shall have waived such right to appeal, and the decision of the PZB shall become final.

SECTION 1109.17 SITE PLAN AND DESIGN REVIEW

SITE PLAN AND DESIGN REVIEW	WHEN APPLICABLE….
Minor Site Plan and Design Review	Any non-residential development, or site improvement which involves under five thousand square feet (5,000SF) of surface area, structure and/or building, other than a fence or accessory structure.
Major Site Plan and Design Review	Any development, which involves more than five thousand square feet (5,000SF) of surface area, structure and/or building; Any development impacting or adjacent to an environmentally sensitive feature; Any development which in the professional opinion of the Planning and Zoning Administrator, warrants public review.

A. Applicability. Except as otherwise provided herein or elsewhere in this Zoning Code, minor site plan and design review or major site plan and design review is required in accordance with the provisions contained herein. The Planning and Zoning Administrator shall conduct minor site plan and design review. The Planning and Zoning Administrator shall conduct major site plan and design review for all zoning districts except for ORD-C and ORD-N. The Planning and Zoning Board shall conduct major site plan and design review for all projects located in the ORD-C and ORD-N districts. Any project triggering a major site plan may be required to combine all parcels on which the project is located.

B. Minor Site Plan and Design Review. Minor site plan and design review shall be required for any non-residential development or site improvement which involves under five thousand square feet (5,000 SF) of surface area, structure and/or building other than a fence or accessory structure.

C. Minor Site Plan and Design Review—Application. An application for minor site plan and design plan review shall be submitted to the Planning and Zoning Administrator and shall include the following information:

i. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.

ii. A site plan illustrating the following:

1. Shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
2. Each sheet shall contain a title block with the name of the project and the address of the project.
3. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.

4. The current zoning of the parcel and all adjacent parcels.
5. The location of proposed buildings and structures.
6. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150 ft.) of the proposed development.
7. Setbacks and building separations shall be noted in accordance with zoning requirements.
8. A landscape ~~concept~~ plan, including approximate location of all new landscape material and plantings, that addresses the applicable district requirements.
9. A transportation and parking plan, including location and number of all parking and loading spaces and location of all proposed walkways and bike/pedestrian access points, that addresses the applicable district requirements.

iii. An architectural plan, including exterior building materials, colors, and lighting features, that addresses the applicable district requirements; and

iv. Such other information as the Planning and Zoning Administrator or Planning and Zoning Board may require so as to carry out the full intent of the Zoning Code. Any applicant requesting review of a major site and design plan shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as may be required by the Planning and Zoning Administrator or the Planning and Zoning Board. The Board shall act upon the application for major site and design plan review based upon the adopted regulations, standards, and design guidelines of the City.

D. Minor Site Plan and Design Review—Review and Approval or Denial. Any applicant requesting minor site plan and design review shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as the Planning and Zoning Administrator may require. Within thirty (30) days of filing a complete application, the Planning and Zoning Administrator shall act upon the application for minor site plan and design review based upon the applicable district regulations, and other applicable regulations, standards, and design guidelines of the City. If the Planning and Zoning Administrator determines that the proposed development complies with the applicable standards of the applicable districts, then, the Planning and Zoning Administrator shall issue a zoning certificate. If the Planning and Zoning Administrator determines that the proposed development does not comply with the applicable standards of the applicable district, then the Planning and Zoning Administrator shall deny the application and state the reasons for such denial in writing.

E. Major Site Plan and Design Review. Major site plan review shall be required for the following forms of development in any district:

i. Any development, which involves more than five thousand square feet (5,000SF) of surface area, structure and/or building;

ii. A development impacting or adjacent to an environmentally sensitive feature; or

iii. A development which in the professional opinion of the Planning and Zoning Administrator, warrants public review.

F. Major Site Plan and Design Review—Application. An application for major site plan and design review shall be submitted to the Planning and Zoning Administrator and shall include the following information:

i. All materials required for minor site plan and design review as set forth above;

ii. A basic utility plan;

iii. Where applicable an engineers staff report will be conducted by the City Engineer, where further recommendations could be made. The cost for any engineering study or report prepared by and/or for the City shall be assumed by the Applicant as part of the cost of the application;

iv. Where required a plot-grade utility plan shall be submitted to the Director of Development for PZB review and approval subsequent to and in conformance with an approved site plan;

v. Such other information as the Planning and Zoning Administrator or Planning and Zoning Board may require so as to carry out the full intent of the Zoning Code. Any applicant requesting review of a major site and design plan shall submit to the Planning and Zoning Administrator an application form and as many copies of the required materials as may be required by the Planning and Zoning Administrator or the Planning and Zoning Board. The Board shall act upon the application for major site and design plan review based upon the adopted regulations, standards, and design guidelines of the City.

G. Site Plan and Design Review—Conditions. In accordance with the site plan and design review procedures contained in this chapter, the Planning and Zoning Administrator or the Planning and Zoning Board, as applicable, may place such reasonable conditions on the approval of a site plan that may be required to address the standards for review set forth herein or are otherwise consistent with the purpose and intent of this Zoning Code.

H. Approved Site Plan—Modifications. The Director of Development or his or her designee, may approve such adjustments to an approved site plan as are required for engineering purposes such as proper function of utilities or to accommodate soil conditions. Such adjustments shall meet the following conditions:

i. The adjustment is required in order to ensure the life-safety, proper function of the site utilities or building, or to comply with the regulations of a State or Federal agency;

ii. The adjustment is as minimal as possible to correct the engineering issue;

iii. The adjustment does not increase the impervious surface on the subject property by more than10% as compared to the impervious surfaces contemplated on the approved site plan or in response to a public safety concern initiated by the fire department or law enforcement agency with jurisdiction.

iv. The adjustment shall not be used to add any additional uses or tenants;

v. The adjustment does not increase the number of curb cuts on a public street; and

vi. The adjustment does not violate any specific condition of the approved site plan.

I. Approved Site Plan—Amendment. Any amendment to an approved site and design plan shall be considered by the applicable approving body based on the standards applicable to such amendment; provided however, any amendment that in the direction of the Planning and Zoning Administrator constitutes a minor amendment may be reviewed and approved by the Planning and Zoning Administrator even if such amendment pertains to a major site and design plan.

J. Site Plan—Appeals. The Planning and Zoning Board shall hear all appeals of individuals who are directly affected by a decision of the Planning Board or Planning and Zoning Administrator when such

appeal is properly and timely filed as required by this chapter. An applicant refused such certificate shall appeal in writing to the PZB within thirty (30) days of the date of refusal by the applicable decision-making body. The PZB shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request.

SECTION 1109.19 CERTIFICATE OF APPROPRIATENESS—OLDE REYNOLDSBURG DISTRICTS

A. Certificate of Appropriateness (COA). A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications of non-residential structures located within the Olde Reynoldsburg Districts. The Planning and Zoning Administrator shall not issue a zoning certificate prior to the Planning and Zoning Board review and approval of a certificate of appropriateness in accordance with the provisions of this chapter. The Planning and Zoning Administrator shall review all zoning certificate applications for projects within the design review districts exempted from a COA by this section or any other section of this Zoning Code, for compliance with the standards of Section design guidelines adopted by the Planning and Zoning Board or City Council. If in the professional opinion of the Planning and Zoning Administrator, the proposed project does not meet those standards or design guidelines, a certificate of appropriateness from the Planning and Zoning Board shall be required.

B. Application for COA. All applications and attachments for a COA shall be made to the Planning and Zoning Administrator at least twenty-one (21) days prior to a regularly scheduled meeting of the Planning Board.

C. Exception to COA. A certificate of appropriateness shall not be required in the case of customary building maintenance activities that do not alter the building material types or exterior colors.

D. COA Review. The Planning and Zoning Board shall review an application for a COA to determine if proposed new construction or alteration to an existing non-residential structure promotes, preserves and enhances the overall architectural character and integrity of the Olde Reynoldsburg Neighborhood District or Olde Reynoldsburg Commercial District, as applicable, and to endeavor to assure that the proposed structure or alteration would not be at variance with existing non-residential structures within such district. In considering the new construction or alteration, the Planning and Zoning Board shall evaluate the application based whether the proposal:

i. Enhances the attractiveness and desirability of the district;

ii. Encourages the orderly and harmonious development in a manner in keeping with the overall character of the district.

iii. Improves residential amenities in any adjoining residential neighborhood.

iv. Enhances and protects the public and private investment in the value of all land and improvements within the district.

v. Satisfies the applicable guidelines set forth under Chapter 1103; and

vi. Overall effects of the project or development on the appearance and environment of the district.

E. Time for Decision on COA. The Planning and Zoning Board shall render a decision on all applications within sixty (60) days from the original hearing of the Planning Board unless additional time is requested by the applicant. Upon approval by the Planning and Zoning Board, the Planning and Zoning Administrator shall issue a COA to the applicant.

F. Other Land Use Approvals. An application for a COA in which the design under consideration would require a variance granted by the Planning and Zoning Board or a site plan and design review by the Planning and Zoning Board prior to construction shall not be considered until a final determination has been made on all required variances or site plan and design reviews. If during the course of a review, the PZB determines that a zoning variance or other approval will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the additional approval has been heard and approved by the PZB or the application has been amended to eliminate the need for such additional approval.

G. Appeal of COA. The PZB shall hear all appeals of individuals who are directly affected by a decision of the Planning Board when such appeal is properly and timely filed as required by this chapter. An applicant refused such certificate shall appeal in writing to PZB within thirty (30) days of the date of refusal by the Planning and Zoning Board. The PZB shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of PZB shall be introduced and passed at the next regular meeting following the hearing.

SECTION 1109.21 ZONING MAP (REZONING) AND TEXT AMENDMENTS

A. In conformance with the provisions of the City Charter, ordinances or resolutions establishing, amending, revising, changing, or repealing zoning districts, uses, regulations, or other provisions of this Zoning Code shall be initiated by a member of Council.

~~B. Any person having an interest in property in the City may petition City Council to initiate such ordinance or resolution by making an application to the Planning and Zoning Administrator. The Planning and Zoning Administrator shall review the application for compliance with the provisions of this chapter and forward it to the Clerk of Council.~~

B. The PZB may recommend amendments, revisions, changes, or repeals of zoning districts, uses, regulations, or other provisions of this Zoning Code. When the PZB makes an advisory recommendation to City Council, the application requirements and fees shall not apply.

C. When a person or persons having an interest in a lot or lots in the City petitions City Council for an amendment to the Zoning Code which involves changing the zoning district assigned to the lot(s), then such petition shall be made in the following form which shall be known as the development plan, unless such requirements are waived by City Council:

i. Correct legal description of the lot(s);

ii. The names and addresses of the owners of lot(s) contiguous or directly across the street from the subject lot(s);

iii. Existing topography at two-foot (2 ft.) contour intervals of the subject lot(s) and extending at least three hundred feet (300 ft.) outside of the proposed lot, including lot lines, easements, street rights- of-way, existing structures, trees and landscaping features thereon;

iv. The proposed vehicular and pedestrian traffic patterns;

v. The location of all existing and all proposed structures;

vi. The proposed assignment of use and subdivision of land including private land and common land;

vii. Preliminary plans of all structure types;

viii. Deed restrictions and protective covenants;

ix. A schedule for construction;

x. Utilities impact study;

xi. Drainage impact study; and

xii. Such other relevant information as City Council may require to determine the propriety of initiating the ordinance for district change.

D. In conformance with the Charter, subsequent to initiation by a member of Council of an ordinance or resolution establishing, amending, revising, changing, or repealing zoning districts, uses, regulations, or other provisions of this Zoning Code, the presiding officer of Council shall, immediately after the first reading and initial public hearing of the ordinance or resolution, set a date for a public hearing before the Planning and Zoning Board, to be held not earlier than fifteen (15) days after the first reading.

E. Immediately after the first read and initial public hearing before Council, a copy of the ordinance or resolution establishing, amending, revising, changing, or repealing zoning districts, uses, regulations, or other provisions of this Zoning Code and, if applicable, the development plan, shall be referred to the Planning and Zoning Board. The Planning and Zoning Board shall recommend such conditions or amendments with respect to the ordinance or resolution and, if applicable, the development plan, as it deems reasonable and necessary. Within thirty (30) days of referral, the Planning and Zoning Board shall return to the Clerk of Council the written recommendations of a majority of the members of the Planning and Zoning Board.

F. The Planning and Zoning Board and City Council shall give consideration to the following standards in making recommendations and taking action with regard to proposed district changes:

i. The compatibility of the proposed zoning district and the features of the proposed development plan with the characteristics of the site and of the surrounding areas;

ii. The potential impacts of the proposed uses of the district in terms of traffic, storm water, utility demand, noise, and other impacts;

iii. The impacts of the proposed district and development plan on the health, safety, welfare, and morals of the community; and

iv. The compatibility of the proposed district and development plan with a comprehensive plan, or any area plans, to surrounding zoning districts, and to existing and planned land uses.

G. At the next meeting of Council subsequent to receiving the recommendations of the Board, the ordinance or resolution shall be given its second reading.

H. Council may adopt, deny, or adopt with modifications the recommendations of the Planning and Zoning Board. A development plan, along with any conditions or amendments to the petition, shall, upon adoption by Council, become part of the district change and shall be deemed incorporated by reference into legislation amending the district. The development plan, conditions, and amendments shall bind any future development or use of the subject lots.

I. A concurring vote of at least three fourths (¾) of the membership of Council shall be necessary to pass any zoning ordinance or resolution which differs from the written recommendations of the Planning Board, but in no event shall an ordinance or resolution be considered as having passed unless it receives at least a majority vote of the members of Council. Any petition for zoning ordinance or resolution filed under subsection 1109.21(d) that does not receive the required number of votes for approval shall be deemed to have been denied.

J. After a proposed district change is denied by City Council, at least twelve (12) months shall elapse before another petition for a district change for the same lot(s) to the same district can be considered.

K. The development is intended to show that the proposed use is consistent with the comprehensive plan and the proposed zoning district change and is not intended to replace the major site plan, variance or conditional use process.

L. An extension of the time limit may be approved by the Planning and Zoning Board. Such approval shall be given upon a finding of evidence of reasonable effort toward the accomplishment of the original development plan within the time limit, and that such extension is not in conflict with the general health, safety and welfare of the public or the development standards of this Code.

M. When Council reviews an ordinance proposing one or more zoning district changes, whether initiated by Council or an applicant, notice shall be published pursuant to Section 4.11(a) of the Charter of the City of Reynoldsburg. The Planning and Zoning Board shall also cause the subject property to be posted with a notice of hearing at least seven (7) days prior to the day of the hearing. The notice of hearing shall state thereon the nature of the request and the time and place of the public hearing.

SECTION 1109.23 APPEALS

A. Any person directly affected by the decision of the Planning and Zoning Admistrator or a notice or order issued under this Zoning Code shall have the right to appeal to the PZB, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of this code do not fully apply.

B. Unless otherwise provided in this Code, an applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the PZB. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

SECTION 1109.25 DURATION OF CERTIFICATES, PERMITS, APPROVALS

A. Unless otherwise provided in Code, all zoning certificates, permits or other approvals granted by the Planning and Zoning Administrator, or the Planning and Zoning Board, shall be valid for a period of one (1) year from date of approval by the Planning and Zoning Board or date of issue by the Planning and Zoning Administrator.

B. Once a building permit is secured, a zoning certificate, permit or other approval shall be considered to expire when that building permit expires.

C. Within that period, that applicant must complete the following for the proposed improvement:

i. If required, submit a subsequent zoning application;

ii. If required, secure a building permit; and

iii. If no other permits are required, construct the proposed improvement.

D. Any application that is incomplete or otherwise un-issued by the Planning and Zoning Administrator shall expire one(1) year from the date of application.

E. One (1) additional period of six (6) months may be granted by the Planning and Zoning Administrator upon finding that unique circumstances warrant the additional time and that the conditions upon which approval was granted have not changed.

SECTION 1109.27 VIOLATIONS; REMEDIES

In the event of a violation of any provision of this code, or imminent threat thereof, the City, or the owner of contiguous or neighboring property who would be especially damaged by such violation, in addition to any other remedies provided by law, may institute a suit for injunction to prevent or terminate such violation. The City may file for a judgment for damages if the violation is deemed to have caused damages to the City.

A. Notice of Violation. Whenever the Planning and Zoning Administrator, or her or his designee, determines there are reasonable grounds to believe that there is a violation of any provisions or requirements set forth in this Zoning Code, the Administrator or designee may issue a notice setting

forth the alleged violations and advising the owner or person having a charge that such violations must be corrected.

B. Content of Notice of Violation. All notices of violation shall do the following:

i. All notices of violation shall be in writing and shall be served on the owner, operator, occupant, or any person from whom action, forbearance or compliance is required.

ii. All notices of violation shall identify the sections of this Zoning Code to which the order applies.

iii. All notices of violation shall provide a description of the property, dwelling, dwelling unit, multiple dwelling, business building or premises where the violations are alleged to exist or to have been committed; and/or a description of the violation. Such description of property may include, but is not limited to, the address where the violation exists.

iv. All notices of violation shall specify a reasonable time for compliance with the order. Such reasonable time may vary depending upon the nature of the violation.

v. All notices of violation shall advise the owner or person being charged that if the order is not complied with by the specified date of compliance the administrator may initiate a civil and/or criminal complaint against the owner or person having the charge.

C. Service of Notice of Violation. A Notice of Violation shall be served upon the owner, operator, occupant, or any person from whom action, forbearance, or compliance is required. Such notice shall be served by any one (1) of the following methods:

i. Personal service; or,

ii. Certified Mail service; or,

iii. Residence service.

If the methods prescribed by in (i)-(iii) are ineffective, service may be effectuated by publication in a newspaper of general circulation in the City; or, if service is returned marked as having been refused or unclaimed, service may be effectuated by Regular Mail service to an address that is reasonably believed to be:

iv. A place of residence of the owner or operator; or

v. A location at which the owner or operator regularly receives mail.

For any owner, operator, or occupant that is a business registered with the Ohio Secretary of State, service may, in addition to the above, be effectuated by Certified Mail service on the statutory agent of the business.

When the Notice of Violation has been properly serviced, the order shall be effective as to anyone having any interests in the premises whether recorded or not at the time the order was issued and shall be effective against any subsequent owner of the premises as long as the violation exists and there remains a city record of the order in a public file maintained by the director.

Written or oral acknowledgement by the owner of a receipt of a notice of violation shall be evidence that the owner received the notice of violation. An appeal of the notice of violation to the PZB by the owner pursuant shall constitute evidence of written acknowledgement by the owner of service of notice of violation.

D. Civil Penalties.

i. In addition to any other remedy or penalty provided in the Section, any owner of property who fails to comply with a Notice of Violation issued under this Section by the date specified in the notice shall incur a civil penalty of $1,000.00 for each calendar day thereafter that an owner, operator, or occupant fails to comply with the Notice of Violation.

ii. The administrator shall provide notice to the owner prior to the assessment of a civil penalty. Such notice shall state the date on which the assessment of a civil penalty will commence and shall be served on the owner as provided in this Section.

iii. The administrator must document the noncompliance for each day for which civil penalty is to be assessed against an owner under Section. Such documentation may include periodic, but not necessarily daily, photographic evidence of non-compliance demonstrating the continued existence of the condition of the premises for which the Notice of Violation was issued.

iv. The Administrator shall also document that prior to the issuance of the notice of civil penalty that the Administrator personally conferred or attempted to confer with the owner of the premises in an effort to establish a reasonable period of time for the owner to comply.

v. The City, through the Administrator, may file a civil action in a court of competent jurisdiction seeking a court order to recover any accumulated civil penalties.

vi. Any accumulation of civil penalties under this Section shall be stayed pending an appeal of the Notice of Violation to the PZB until the PZB issues its decision on appeal.

vii. This section shall apply to any Condominium Association under Chapter 5311 of the Ohio Revised Code as the owner and/or operator of common areas under the control of the Condominium Association.

E. Additional Penalties.

i. In addition to any other civil penalties provided for by this Code, any owner, operator, or occupant of a premises found in violation of this Chapter who fails to comply with the written Notice of Violation as provided in this Chapter is guilty of an unclassified misdemeanor, which is punishable by a fine of up to one thousand dollars ($1,000.00) each calendar day the offender fails to comply with the notice of violation.

ii. A separate offense shall be deemed committed for each and every day during or upon which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance, or use occurs or continues. It shall not be necessary for a separate complaint to be filed for each calendar day such violation persists.

iii. On a second or subsequent offense occurring within two (2) years of a prior offense, any owner, operator, or occupant of a premises found in violation of this Chapter who fails to comply with the written notice provided herein is guilty of an unclassified misdemeanor punishable by up to sixty (60) days in jail and a fine of up to one thousand dollars ($1,000.00) each calendar day the offender fails to comply with the notice of violation.

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SUBDIVISION REGULATION

Subdivision Regulations

SECTION 1111.01 VARIANCES

A. In cases where it is deemed that hardships, topography or other factual deterrent condition prevail, variations and exceptions from the dimensional standards and improvement requirements as set forth in the Subdivision Regulations may be recommended by the Planning and Zoning Board, but must be approved by Council

SECTION 1111.03 APPROVAL OF SUBDIVISION WITHOUT PLAT

A. Notwithstanding any other provisions of the Subdivision Regulations, a proposed division of a parcel of land along an existing public street, whether the parcel to be divided fronts on the street or has access to it by private right of way or private driveway, not involving more than five lots after the original tract has been completely subdivided, may be submitted to the Planning and Zoning Board for approval without plat. If the Planning and Zoning Administrator, acting on behalf of the Planning and Zoning Board, is satisfied that the proposed subdivision complies with all applicable platting, subdividing or zoning regulations, they shall approve the proposed subdivision and, on presentation of a conveyance of the parcel, shall stamp the same "approved by the Planning and Zoning Board; no plat required." The Planning and Zoning Administrator may require the submission of a sketch and such other information as is pertinent to determining compliance with this section. No building, structure or land shall be used or occupied and no building or structure or part thereof shall be erected, constructed, reconstructed, moved or structurally altered except in conformity with all of the regulations herein specified for the district in which it is located.

SECTION 1111.05 PRELIMINARY PLAT

A. **Sketch may be Submitted for Suggestions.** The owner of land who desires to subdivide it shall submit a sketch of the plat to the Planning and Zoning Board for its comments and suggestions. The owner can then make such corrections and changes as agreed upon before preparing and submitting his preliminary plat for consideration.

B. Copies of Preliminary Plat To Be Submitted. The owner of land who desires to subdivide it shall submit eleven (11) copies of a preliminary plat along with eleven (11) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to the Planning and Zoning Board twenty-one (21) days prior to a regular meeting of the Board. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Planning and Zoning Board for a minimum period of seven (7) days before consideration for approval.

C. Fees. A fee shall be paid at the time of submission of the preliminary plat as stated in this Code.

D. Contents of Preliminary Plat

i. The preliminary plat shall contain the following, and be prepared by a licensed professional engineer in the State of Ohio:

1. The scale, with a minimum of one inch to equal one hundred feet;
2. The proposed name of the subdivision;
3. Key map showing location within the City;
4. Names and addresses of owners, developers and the surveyor who made the plat;
5. Date;
6. North point; and
7. Legal description of parcel being subdivided.

ii. The following existing conditions shall be shown on the plat:

1. Boundary lines and approximate acreage included matching the provided legal description;
2. Locations, widths and names of all existing or previously platted streets or alleys, and proposed thoroughfare locations as shown on the official City Thoroughfare Plan, railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract;
3. Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations and grades, if readily available, and locations, if known or available;
4. Boundary lines of adjacent tracts of unsubdivided and subdivided land;
5. Existing zoning restrictions;
6. Existing contours, with intervals of five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent;
7. Drainage channels, wooded areas, water courses and other significant physical features;
8. Existing and proposed easements.

iii. All elevations on the preliminary plat shall be based on NAVD (North American Vertical Datum) 1988 datum.

iv. The following proposed conditions shall be shown:

1. Layout of streets and right-of-way widths;
2. Layout, numbers and dimensions of lots including total square footage;
3. Parcels of land intended to be dedicated or temporarily reserved for public use;
4. Building setback lines shown graphically with dimensions;
5. Indication of any lot on which a use other than residential is proposed by the owner;
6. Names of new streets which shall not duplicate names of any existing dedicated street within the County and/or its incorporated areas;
7. New streets which are extensions of or in alignment with existing streets which shall bear the names of the existing streets of which they are extensions or with which they are in alignment;
8. Bearings and dimensions of lot, parcel, and right-of-way boundaries; and
9. Proposed landscaping, if any.

v. All new streets shall be named in the following manner and shall be subject to the approval of the Planning and Zoning Board:

GENERAL DIRECTION	OVER 1,000 FEET IN LENGTH	UNDER 1,000 FEET IN LENGTH
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Circles

vi. The general layout of all site improvements attached to the preliminary plat shall be for the entire tract of property even if the owner or developer only intends to initially develop a part of the entire tract and such general layout is to provide for the extension of improvements to the boundary of the proposed subdivision to serve adjoining land.

E. Approval of Preliminary Plat. When a plat is filed with the Planning and Zoning Board, the Planning and Zoning Administrator shall examine it to determine whether or not it complies with the requirements of Section 1111.01(A) through (D). The Planning and Zoning Administrator shall then refer the plat to the City Engineer. If the plat does not meet the requirements, the Planning and Zoning Administrator shall return it to the owner who shall revise and refile it, and additional fees may apply. If the plat meets the requirements, the Planning and Zoning Administrator shall lay it before the Planning and Zoning Board at its next meeting. The shall thereupon examine it and approve it or conditionally approve it within thirty (30) days if it is satisfied that it complies, or will comply after minor changes, in all respects with this chapter. The approval or the conditions of approval of the Planning and Zoning Board will be indicated in writing on two (2) copies of the preliminary plat which will be returned to the owner and surveyor. The remaining four (4) copies bearing the notation of approval shall remain on file, available to the public. The approval of a preliminary plat shall be effective for a maximum period of twelve months, unless extended by the Planning and Zoning Board.

SECTION 1111.07 FINAL PLAT

A. The general layout of all site improvements attached to the preliminary plat shall be for the entire tract of property even if the owner or developer only intends to initially develop a part of the entire tract and such general layout is to provide for the extension of improvements to the boundary of the proposed subdivision to serve adjoining land.

SECTION 1111.09 ADDITIONAL REQUIRED INFORMATION

A. A final plat shall contain the following additional information, and be prepared and sealed by a licensed professional engineer in the State.

i. Boundary of plat based on an accurate traverse with angular and lineal dimensions;

ii. True angle and distance to the nearest street intersection, accurately described on the plat;

iii. Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;

iv. Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;

v. All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes;

vi. Accurate location of all monuments, which shall be composed and/or located as follows:

1. Be composed of a durable material;
2. Be a minimum length of thirty inches (30IN);
3. Of a minimum cross-section area of material of two tenths square inches (one inch (1IN) in diameter);
4. Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name;
5. Be detectable with conventional instruments for finding ferrous or magnetic objects;
6. Placed with the top at the existing grade elevation.
7. One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The Building Official shall confirm that lot pins are in place on the final occupancy permit.

vii. Exact location, width and name of all streets or other public ways; and

viii. Known easements, accurately located and stating the purpose for which they are intended. Easements may be added or revised on the final plat after final plat approval. Easements added to the final plat or revised on the final plat require the approval of the City Engineer and the Director of Public Service and said approvals are to be entered on the final plat. The owner or developer shall offer an easement for television cable and television cable equipment within the easement(s) shown on the final plat. The easement shall be granted at no expense to the television cable owner/operator, if the cable operator installs the necessary television cable and television cable equipment in the utility trench during the time the trench is open for the installation of other utilities. Otherwise, the owner, developer or City may revoke the offer of an easement.

B. A final plat shall also contain:

i. A certificate by a registered professional land surveyor that the plat represents a completed survey and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.

ii. Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.

iii. Proper form for the approval of the Planning and Zoning Board with space for the signature of the Chairman.

iv. Space for approval by signature of the City Engineer and Director of Public Service.

v. Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.

vi. Space for approval, by signature of the City Engineer and Director of Public Service, of easements added to or revised on the final plat.

vii. Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.

viii. A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum of 1988 (NAVD88) reflecting flood way, floodway fringe, base flood elevations and property lines of the plat under consideration for development.

C. Copies to be filed with Clerk. One (1) copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council.

D. Copies to be filed with Clerk. One (1) copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council.

i. The subdivider shall not transfer any lot, parcel or tract of a proposed subdivision, until approval is received of the final plat.

ii. The subdivider shall not proceed with any construction work on any lot until approval is received of the final plat and compliance is made with all other provisions of the Subdivision Regulations, unless it is for the exact purpose of building model units. The subdivider may be granted a building permit for not more than two units, in the case of single family detached housing and not more than one building of eight units or less, in the case of townhouse for sale or condominium housing, providing the following conditions have been met:

1. Proof of ownership of that portion of subdivision to be used for models;
2. The proposed models have legal frontage on an existing public roadway, water and sanitary sewer;
3. Insurances have been granted to the City in the form of bond, escrow funds, letters of credit or other assurances the City deems necessary to insure installation of improvements;
4. Occupancy permit shall not be issued until Section 1111.09 has been complied with.

E. Transfer of Lot Contrary to Plat Prohibited. The owner of the subdivision shall make no conveyance of any lot smaller in width or area than indicated on the plat, except for the purpose of increasing the area of another lo**t.**

F. Project Representation by Engineer During Installation of Improvements. All construction work and materials used in connection with public improvements and storm water management in the area platted shall conform to City specifications and requirements of the City Engineer. The City Engineer shall provide the owner or developer with project representation at the expense of the owner or developer during installation of the improvements.

G. Bond Letter of Credit for Improvements: Deposit and Insurance

i. Before approval of the final plat, the owner or developer shall agree in writing that prior to the beginning of construction of any street, private roadway, public improvement and storm water management infrastructure the owner or developer shall provide a bond, certified check or an irrevocable letter of credit from a solvent bank doing business in Franklin, Licking or Fairfield Counties, Ohio, guaranteeing the completion of said improvement(s) within one (1) year from the date of agreement or such time as may be agreed to by Council. The bond, check or irrevocable letter of credit shall be in an amount equal to the estimated cost of constructing said improvement(s), as approved by the City Engineer. A maintenance bond, certified check or an irrevocable letter of credit in the amount of five percent (5%) of the estimated construction costs shall be provided for a maintenance period of one (1) year beginning with the date of acceptance of the said improvement(s) by the Director of Public Service and City Engineer.

ii. The owner or developer shall prior to construction, deposit with the Director of Public Service and with the approval of the City Engineer a sum of money as prescribed by the Director of Public Service and the City Engineer to defray the cost of inspection and the engineering services provided and any expenses incurred by the City due to the installation of the improvements and review of the plat and plans. Fees for the review of plats and plans shall be calculated by the owner or developer, to be verified by the City using the fee schedules as provided by the Director of Public Service. These and other documents detailing the development process can be obtained from the Public Service Department. For inspections the owner or developer shall deposit with the Public Service Department a sum of money based on an approved cost of construction schedule, and be approved by the City Engineer. Should the amount of such deposit be insufficient to cover the cost thereof, the owner or developer shall immediately upon request of the City deposit a sum of money acceptable to the City Engineer and the Director of Public Service. Upon completion and acceptance of the improvements, any unexpended balance shall be refunded to the owner or developer.

iii. The subdivider shall hold the City harmless for any claims for damages of every nature arising or growing out of the construction of such improvements, and shall defend at his cost and expense, each suit or action brought against the City by reason thereof, until the improvement has been accepted by the City and the developer notified in writing within thirty days. The subdivider shall furnish proof to the City, prior to the time of commencing construction of possession of Comprehensive General Liability Insurance, naming the City of Reynoldsburg as an additional insured. These Certificates of Insurance shall contain a provision that coverage afforded in the policies will not be canceled unless at least thirty days prior written notice has been given to the City. Limits on bodily injury shall not be less than five hundred thousand dollars ($500,000) for

personal injury to any one person and a total of not less than one million dollars ($1,000,000) each accident. Limits on property damage shall be not less than two hundred thousand dollars ($200,000) per occurrence, or five hundred thousand dollars ($500,000) aggregate for each accident. Umbrella Excess Liability Insurance to extend existing policies to the required limits will be accepted.

iv. If any violation of or noncompliance with, any of the provisions and stipulations of this chapter occurs, the City shall have the right to stop the work without delay and utilize the bond, certified check or an irrevocable letter of credit for the completion of the improvement or use the certified check or proceeds thereof for such purpose.

H. Modification, Alteration, Amendment or Vacation, In Whole or In Part Of Plat After Approval. No modification, alteration, amendment, or vacation, in whole or in part, of a final plat except for the addition of appropriate easements as approved by the City Engineer shall be made in or to a final plat approved by Council under the provisions of this chapter or another political subdivision prior to annexation unless such modification, alteration, amendment, or vacation, in whole or in part, is first submitted to and accepted by the Service Director, is recommended by the Planning and Zoning Board, and Council approves such modification, alteration, amendment, or vacation, in whole or in part, by ordinance. If the modified, altered, amended, or vacated, in whole or in part, final plat is approved by Council, the owner shall file and record the plat with the County Recorder within sixty days. If the final plat has already been recorded then the owner shall file and record the ordinance and an authenticating affidavit executed by the Clerk of Council with the County Recorder within sixty days, wherein the modified, altered, amended, or vacated, in whole or in part, plat shall be indexed or cross-referenced with the original plat. If the plat is not filed with the County Recorder within sixty days, the modification, alteration, amendment, or vacation, in whole or in part, is void and is of no effect.

SECTION 1111.11 REQUIRED IMPROVEMENTS

A. Improvements to be Paid for By Subdivider

i. The owner of land who desires to subdivide it shall provide and pay the entire cost of improvements to such land as follows:

1. Before the construction of any building, street improvements shall consist of grading the right of way for full width; construction of permanent curbing and roadway; construction of drainage structures and appurtenances. Two roof drain openings shall be provided in the curb for each lot;
2. Sanitary sewers, including manholes, services and all appurtenances;
3. Water distribution system, including mains, services, valves, fire hydrants and all appurtenances;
4. Curbs and sidewalks on existing streets as determined by the City Engineer; Storm sewers, including manholes, inlets and all appurtenances.

ii. All phases of the improvement shall be approved by the City Engineer and shall be constructed in accordance with City specifications.

iii. The City may require other improvements not listed in this section, if they are deemed necessary by the City Engineer for the protection of public health, safety or welfare.

iv. The City shall require a plot-grade-utility-plan approval for all residential subdivisions in accordance with the provisions of Chapter 1109.17.

B. Inspection During Installation

i. The construction of all improvements shall be inspected by the City Engineer at the time of installation. Under no circumstances are such installations to be made without an inspector on the job. The City Engineer shall be notified three days before any construction work is begun.

ii. If any violation of, or noncompliance with, any of the provisions of this chapter occurs, the City shall withhold the issuance of the occupancy permit until the violation or noncompliance is corrected.

C. Construction Drawings; Dimensions; Revision

i. All construction drawings for improvements shall be on a horizontal scale of one inch to fifty feet and vertical scale of one inch to five feet. The sheet size shall be twenty-two inches by thirty-six inches.

ii. Upon approval and acceptance of all improvements, the original construction drawings for the improvements shall be revised to reflect the actual construction. All drawings including the master grade plan or reproductions thereof on tracing cloth shall become the property of the City and shall be on file in the office of the City Engineer.

D. Service Roads

i. Service Roads Authorized. When it is determined by the City Engineer that the roadways provided in the Subdivision Regulations are not satisfactory for the needs of special circumstances, additional roadways, designated "service roads," may be prescribed by the City Engineer. These service roads will be shown on the plat of a subdivision in such locations as are determined by the City Engineer, subject to plat approval as provided by the Subdivision Regulations.

ii. Service Road Right of Way. When it is determined that service roads may be included in a subdivision plat, the right of way for the road shall be no less than thirty-two feet in width and shall be dedicated to public use in the same manner as prescribed in the Subdivision Regulations for all other public roads.

iii. Service Road Specifications. Service roads shall be constructed of materials and to design section as shown on the revised standard construction drawing File R-23A as presently constituted and as hereafter amended on file with the City Engineer.

iv. Sidewalks Not Required. No sidewalks or other provision for traffic, other than motor vehicular traffic, shall be required in conjunction with the construction of any service road.

SECTION 1111.13 STREET LIGHTS

A. Design and Layout. The design and layout for the street lighting, the underground wiring and other pertinent equipment to be used shall be designed by a registered engineer, and approved by the City Engineer.

i. All energy lines leading to the light standard shall be underground in new developing subdivisions.

ii. All street lighting designs are to be coordinated with the supplier of electric energy. Two drawings for each street lighting layout shall be submitted to the supplier of electric energy for record purposes.

iii. Street lights using poles and light assemblies as shown on standard drawings R-46 and R-47, respectively, are to be installed with not less than 160 feet spacing nor more than 240 feet spacing. Street lights using the alternate residential luminaire and pedestal pole, as shown on standard drawing R-46A, are to be installed with not less than 125 feet spacing nor more than 160 feet spacing. Street lights shall be installed alternating on opposite sides of the street.

iv. The alternate residential luminaire and pedestal pole detail, as shown on standard drawing R-46A, shall be used in all residential areas. The pole detail and light assembly (commonly referred to as a "cobra light"), as shown on standard drawing R-46 and R-47, respectively, shall be used in all commercial corridors, unless otherwise approved by Council through adoption of streetscape standards or other such action to permit consideration of alternative styles, or as may otherwise be approved by any other Board of Commission having jurisdiction to approve or permit the use of alternative styles as part of its review of an overall design concept.

v. The drawings are specification sheets for street light standards, luminaries, mercury vapor lamps and pedestal termination points and will be available at the Director's office.

vi. All connections to supplier of electric energy secondary service locations shall be made by supplier.

B. Lights to Be Installed. Any person, firm or corporation desiring final acceptance of a street, shall, before final acceptance is granted, have the street lights installed and ready for use.

C. Maintenance of Lighting Is Responsibility of City. It shall be the responsibility of the City to secure the energy for lighting and to maintain the installations.

D. Damages to distribution system. Any contractor or agent for the developer, while in the process of installing street lights, who damages the distribution system of an electric energy supplier shall be liable for such damages and for any other cost as a result of such damages, and the energy supplier may charge and receive payment for such damages from the party responsible.

E. Completion Bond Required. If conditions are such that street lights cannot be installed prior to the acceptance of the streets upon which street lights are to be installed as required in Section 1111.13, the person, firm or corporation requesting acceptance of such streets shall deposit with the City Auditor an amount of cash or collectable funds, or a performance bond in form satisfactory to the City Attorney equal to one and one-half times the estimated cost of the installation of street lights as security for the installation of such lights, which installation shall be completed within six months of the date of deposit of such funds or bond. Failure on the part of such person, firm or corporation to complete the installation within six months shall be cause for the Public Service Director to order installation by such other contractor as he may choose and cause the cost of installation to be paid from the funds or bonds so deposited. That portion of such funds not used for the installation shall be returned to the depositor at the completion and acceptance by the City of the street lighting installation.

F. Easement for Energy Lines to Light Standards. The developer shall provide the necessary easement for street lighting. The City Engineer will coordinate with the developer, where necessary, the easement leading to the electric lighting standard so that lighting may be properly spaced.

SECTION 1111.15 STANDARDS

A. Street Standards

i. Street Design. Streets shall be dedicated to public use by the owner. Minor residential streets shall be so designed as to discourage their use by nonlocal traffic. Except where necessitated by local conditions, dead-end streets and cul-de-sacs will not be approved in residential districts. Dead-end alleys are prohibited in all districts. Easements for utilities must be provided along side or rear lot lines where possible. Street rights of way shall have the following minimum widths:

1. Major arterial, which include Federal, State and County roads which are main arteries of access to the City: one hundred (100FT); an additional width of forty-five feet (45FT) shall be provided to accommodate a service drive wherever lots are to face a primary road;
2. Minor arterial, which are next in importance as avenues of access between sections of the City as opposed to commercial traffic and nonlocal traffic: eighty feet (80FT);
3. Neighborhood collector, which are within a new subdivision: sixty feet (60FT);
4. Minor residential, which are completely residential in nature: fifty feet (50FT);
5. Alleys: twenty feet (20FT);
6. Easements: as required.

ii. Minimum Pavement Widths. Minimum pavement widths shall be as follows:

1. Major arterial: variable as conditions may require;
2. Minor arterial: thirty-six feet (36FT);
3. Neighborhood collector: thirty-two feet (32FT);
4. Minor residential: twenty-six feet (26FT);
5. Alleys: eighteen feet (18FT);
6. Service drives: twenty feet (20FT);
7. Sidewalks: minimum four feet (4FT) along non-arterial and minimum width along arterial streets to be as approved by the City Engineer, in accordance with the provisions of Section 909.02.

iii. Maximum Grades. The maximum grades shall be:

1. Major arterial: four percent (4%);
2. Minor arterial: five percent (5%);
3. Neighborhood collector, minor residential streets and alleys: six percent (6%)

iv. Minimum Grade. The minimum grade for any street shall be one-half of one percent at the gutter, unless otherwise approved by the City Engineer. Street intersections shall be rounded by radii not less than twenty feet (20FT) at the curbline.

v. Standards. All street construction and specifications for materials shall be in conformity with standards required by the City as published by the City Engineer.

vi. Plans. The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

B. Private Roadways

i. As used in this section "private roadway" means any passageway designed for use by motor powered vehicles, upon property owned by one or more persons, firms or corporations where such passageway serves in excess of four dwelling units.

ii. All proposed private roadways and their pavement widths shall be shown on the preliminary and final plats filed in accordance with these Subdivision Regulations. In addition, a document indicating the responsible party for maintenance shall also be provided.

iii. All private roadways shall be improved with a hard surface of concrete, asphalt or other similar products or combination of products. The construction and specification for materials for private roadways shall conform with standards provided by the City standards as published by the City Engineer.

iv. The minimum pavement width for private roadways shall be twenty-six feet (26FT) and the maximum grade shall be six percent (6%), however, the minimum grade for private roadways shall be one- half of one percent at the gutter, unless otherwise approved by the City Engineer.

v. Every private roadway ending in a dead end or at a cul-de-sac circle shall have a minimum pavement width as approved by the Planning and Zoning Board to assure access to the area for fire equipment and to facilitate the turning of vehicular traffic. In approving such minimum pavement widths the Planning and Zoning Board shall consider whether such cul-de-sac or turn-around will be used for parking vehicles.

vi. The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

C. Sanitary Sewers

i. Plans and profiles of sanitary sewers shall be submitted to the Director of Public Service. All grades, pipe sizes, manholes and other appurtenances shall be shown and installation and materials shall be in conformity with City standards as published by the City Engineer.

ii. Sanitary sewer plans must bear the approval of the Director of Public Service and the City Engineer and the Superintendent of Water/Wastewater. Places shall be provided for their signatures.

D. Water Distribution

i. Plans of the proposed water distribution system shall be submitted to the Director of Public Service. All plans must show pipe sizes, locations of valves, fire hydrants and other appurtenances. Installation and materials shall be in conformity with City standards as published by the City Engineer.

ii. Water distribution system plans, if not incorporated as part of the street improvement plans, must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

E. Storm Sewer System

i. Proposed storm sewers, including grades, pipe sizes, manholes, inlets and appurtenances may be shown on the street improvement plans. Installation and materials shall be in conformity with City standards published by the City Engineer.

ii. The owner or developer shall follow the recommendations of the City Engineer with regard to the proper method and direction of drainage and storm water following review of the proposed plan of such drainage as submitted by the subdivider or his engineer. A storm water management report shall be submitted to the City Engineer for review in conjunction with drainage plans.

iii. The storm sewer plans, if not incorporated as part of the street improvement plans, must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Floodplain Administrator. Place shall be provided for their signature.

F. Lots and Blocks

i. Every lot shall abut on a dedicated street. Double frontage lots shall be avoided. At the intersection of two streets, property line corners shall be rounded by an arc with a minimum radius of ten feet (10FT). Size, shape and orientation of residential lots shall be appropriate to the location of the proposed subdivision and for the types of development contemplated and in conformity with the Zoning Code, with proper regard given yard areas, setback lines, etc. Excessive depth in relation to length shall be avoided. A proportion of two to one depth to frontage shall be normal and depths in excess of three times the lot width are not recommended. Side lines of lots shall be approximately at right angles or radial to the street line. Corner lots shall have extra width sufficient to permit maintenance on both front and sides of lot. The maximum length of blocks may not exceed eighteen hundred feet (1,800FT) except where topographic conditions require longer blocks, nor shall they be less than four hundred feet (400FT) in length. Wherever blocks are longer than nine hundred feet (900FT), crosswalks or crosswalk easements not less than ten feet (10FT) in width may be required near the center of the block, and Council may require that a sidewalk be constructed in accordance with City standards for sidewalk construction. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate depth except where double and reverse frontage lots are allowed. Where frontage on a primary street is involved, the long dimension of the block shall front thereon in order to minimize access intersections.

ii. Where either sanitary sewer or water service is not available, lots shall have a minimum frontage of seventy-five feet (75FT) and a minimum area of ten thousand square feet (10,000SF). Where neither sanitary sewer nor water service is available, lots shall have a minimum frontage of one hundred feet (100FT) and a minimum area of twenty thousand square feet (20,000SF).

G. Drainage

i. The Planning and Zoning Board shall not approve any subdivision having inadequate storm drainage or other physical drainage impairment as determined by the City Engineer. In areas known to be subject to periodic floods, such drainage improvements must be made as to satisfy the Director of Public Service and the City Engineer in order that the health and welfare of the people will be protected.

ii. No natural drainage course shall be altered and no fill, buildings or structures shall be placed in it unless provisions are made for the flow of water in a manner satisfactory to the City Engineer. An easement shall be provided on both sides of any existing important surface drainage course adequate for the purpose of protecting, widening, deepening, enclosing or otherwise improving such stream for drainage purposes.

iii. A master grade plan shall be prepared for all subdivisions and shall be presented to the for review and approval by the City Engineer. The grading plan shall show the existing topography, the proposed street grades and the proposed storm sewers with pipe sizes and grades. It shall also show the proposed elevation at each lot corner, the proposed finish grades at the house and shall delineate the method of rear yard drainage by showing proposed swales and direction of surface slope by arrows. The grading plan shall follow the standards as established for such grading by the City Engineer.

iv. Wherever possible, with exceptions being made where the topography of an area does not permit such grading practice, lots shall be graded from the rear lot line to the street. Where a lot abuts directly on two streets, the grade shall be from the corner of the lot which is diagonally opposite to the corner of the two streets on which the lot abuts. This section is included in order to reduce the amount of water standing in yards to a minimum. Therefore, where it is not possible to grade a lot in the prescribed manner, the owner or developer shall provide for the adequate drainage of any and all low areas and tie such drainage into and make it a part of the storm sewer system of the development and the City as directed by the City Engineer, with approval of such drainage subject to inspection by the City Engineer along with the inspection of other storm sewer installations.

v. The Planning and Zoning Board shall not approve the final plat of any development or subdivision over which it has jurisdiction without certification from the Director of Public Service and the City Engineer that such development or subdivision has been designed to be in full compliance with the design requirements contained in the Stormwater Management Policy and Design Manual.

vi. There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the design, construction, or alteration, the Stormwater Management Policy and Design Manual as hereafter amended in the most recent edition published by City Engineer.

H. Public Use Areas

i. Ten percent (10%) of the area of each residential subdivision, exclusive of streets, shall be allocated for recreational uses. When a proposed subdivision contains an area described as a proposed public building site, park, playground or other public area, that area shall be dedicated on the plat to the City, another public agency, or reserved for acquisition by the City within a period of five (5) years by purchase or other means.

ii. Where required, the developer and the City shall work out an arrangement for parks and recreational facilities.

iii. Proposed large scale neighborhood unit developments and similar unusual developments may require the reservation or dedication of such additional areas or sites of a character, extent and location suitable for the needs of the community facilities created by such particular developments where deemed necessary by the Planning and Zoning Board.

iv. Natural features of beauty such as trees, brooks, topography and views shall be preserved whenever possible in designing any subdivision.

I. Underground and Electric Telephone Lines

i. The term "subdivision" as used in this section refers only to residential subdivisions of more than eleven (11) lots platted subsequent to July 1, 1967.

ii. Unless the subdivision has been exempted from the requirements of this section, as provided in subsection (e) hereof, all telephone and electric distribution wires, conduits, and cables therein shall be installed underground, except as necessary to bring service to the subdivision, and except for existing overhead facilities and any rearrangement, improvement or addition thereto.

iii. The preliminary plan with respect to the subdivision shall be submitted to the City Engineer and to the electric and telephone utility companies which will provide service to the subdivision for their recommendations with respect to the width and location of easements for electric and telephone distribution cables and related facilities. The recommendations of the City Engineer and such utility companies shall be submitted to the Planning and Zoning Board by the owner of the subdivision together with the plat of the subdivision. Prior to signing the plat of the subdivision, the Planning and Zoning Board shall determine that adequate easements are provided for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines. The owner of the subdivision shall, at the time the plat of the subdivision is submitted for approval, present such evidence as the Planning and Zoning Board deems necessary to ensure that the owner shall makes or has made provision for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines in accordance with this section, adequate for the anticipated needs of the subdivision.

iv. The construction of all underground facilities shall meet the minimum requirements of any code approved by the Public Utilities Commission of Ohio.

v. If, in the opinion of the owner of any subdivision or a portion thereof, or any interested utility company, the installation of underground facilities is economically or physically unfeasible, such owner or utility company may apply to the Planning and Zoning Board for exemption of the subdivision or portion thereof from the requirements of this section, stating in the application for exemption the reasons thereof or, and submitting therewith such exhibits, documents and data as may be necessary to substantiate the request. The Planning and Zoning Board shall hold a hearing, at which the applicant and any other interested person may appear, at its regularly scheduled meeting, after the submission of an application for exemption. Notice of the hearing shall be given by certified mail by the applicant, at the applicant's expense, to each interested utility and owner no less than seven (7) days prior to such hearing. If the Planning and Zoning Board denies the application following the notice and hearing, the applicant may file a written

appeal therefrom with the Clerk of Council, stating the reasons therefor, within thirty (30) days following the announcement of such decision by the Planning and Zoning Board. Such appeal shall be placed on the agenda for the next regularly scheduled meeting of Council following the filing thereof with the Clerk and shall be heard at such meeting. Council may, by resolution, reverse or affirm, wholly or in part, or may modify the decision of the Planning and Zoning Board.

J. Separability. If any court of competent jurisdiction determines that any clause, section or portion of Section 1111.15(I) is invalid or unconstitutional, such finding shall in no way affect the validity of unconstitutionality of the balance of Section 1111.15(I).

K. Erosion and Sediment Control

i. An erosion and sediment control plan shall be prepared for all developments covered by this regulation which disturb one or more acres of land.

1. The erosion and sediment control plan shall conform to any and all standards defined in the Ohio Environmental Protection Agency authorization for storm water discharges associated with construction activity under the current National Pollutant Discharge Elimination System (NPDES) permit, and all revisions and amendments thereto. The Notice of Intent, as well as a copy of the Storm Water Pollution Prevent Plan (SWP3) shall be provided to the city as part of the erosion and sediment control plan submittal.
2. The SWP3 shall be prepared by a professional experienced in the design and implementation of erosion and sedimentation controls and shall address all phases of construction. The SWP3 shall incorporate, at a minimum, all of "Part III, Section G" SWP3 requirements of the current NPDES permit, and all revisions and amendments thereto.

L. Utility and Traffic Studies. Utility and traffic studies may be required by the City Engineer to facilitate proper master or large-scale planning of the City's infrastructure prior to the submission of public or private construction plans. Fees for review of such traffic or utility studies shall be established and updated from time to time.

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1113 GLOSSARY OF TERMS

Glossary of Terms

A.

Accessory Dwelling Unit (ADU). An accessory dwelling unit (ADU) is a smaller, secondary home on the same lot as a primary dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking, and sanitation. ADUs can be detached structures or attached to the primary structure. One ADU is permitted per lot. ADUs are subject to all applicable regulations in section 1105.05 of this code.

Accessory Structure. A building or structure that is subordinate to the principal building or structure upon the same lot and serving a purpose customarily incidental to the principal structure.

Accessory Use. A use that is subordinate to the principal use of the land and serving a purpose customarily incidental to the principal use or structure.

Adult Booth. Any area of an adult oriented business set off from the remainder of such establishment by one or more walls or other dividers or partitions and used to show, play, or otherwise demonstrate any adult materials or to view any live performance that is distinguished or characterized by an emphasis on the exposure, depiction, or description of specified anatomical areas or the conduct or simulation of specified sexual activities.

Adult Day Care. A licensed facility for the daytime care of an adult with a mental or cognitive impairment.

Adult Entertainment. See Section 795.02, Codified Ordinances of the City of Reynoldsburg.

Adult material. Any of the following, whether new or used:

A. Books, magazines, periodicals, or other printed matter, or digitally stored materials that are distinguished or characterized by an emphasis on the exposure, depiction, or description of specified anatomical areas or the conduct or simulation of specified sexual activities.

B. Films, motion pictures, video or audio cassettes, slides, computer displays, or other visual representations or recordings of any kind that are distinguished or characterized by an emphasis on the exposure, depiction, or description of specified anatomical areas or the conduct or simulation of specified sexual activities.

C. Instrument, novelties, devices, or paraphernalia that are designed for use in connection with specified sexual activities, or that depict or describe specified anatomical areas.

Advertising structure. Any outdoor display for the purpose of advertisement, notice or announcement located apart from the premises or product referred to in the display.

Agriculture. Farming; ranching; aquaculture; algaculture meaning the farming of algae; apiculture and related apicultural activities, production of honey, beeswax, honeycomb, and other related products; horticulture; viticulture, winemaking, and related activities; animal husbandry, including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals; poultry husbandry and the production of poultry and poultry products; dairy production; the production of field crops, tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, or mushrooms; timber; pasturage; any combination of the foregoing; the processing, drying, storage, and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, such husbandry or production.

Aisle. That part of an off-street parking or loading area which provides vehicular access to parking or loading spaces, exclusive of driveways.

Alterations, structural. Any change in the supporting members of a building such as bearing walls, columns, beams or girders.

Antique Shop. Any premises used for the sale or trading of articles of which 80 percent (80%) or more are over thirty (30) years old or have collectible value. Antique shop does not include a thrift or second-hand store.

GLOSSARY OF TERMS

Applicant. Any Person or authorized agent of a Person, that applies for a Zoning Permit, Certificate of Appropriateness, Map Amendment or other land use process or approval pursuant to this chapter.

Application. The process by which an Applicant submits a request to be granted any land use approval or land use approvals under the provisions of this chapter. An Application includes all attachments to the form promulgated by the city from time to time, as well as all verbal statements and representations made by the Applicant throughout the review process.

Auction facility. A building, area, or areas within a building used for the public sale of goods, wares, merchandise, or equipment to the highest bidder. This definition excludes therefrom an auction, the principal purpose of which is the sale of livestock or motor vehicles.

Awning. A shelter projecting from and supported by the exterior wall of a building constructed of non-rigid materials on a supporting framework.

Awning, Back-lit. Any awning, fixed or retractable, which incorporates any transparent or translucent material in its covering and is illuminated by a light source placed behind the covering.

Awning, Fixed. A fixed structure supported by a frame or bracketing extending outward from the wall of a building which does not retract or roll up and is constructed to provide shade or shelter.

Awning, Retractable. A structure fastened to the wall of a building which, in a closed or rolled up position, does not extend beyond 8 inches from the face of the building and, when extended, is constructed to provide shade or shelter.

Awning Sign. A non-illuminated sign affixed flat to the surface of an awning (known as the base material) or which does extend vertically or horizontally beyond the limits of such an awning.

B.

Bakery-Retail. An establishment primarily engaged in the retail sale of baked products for consumption off site. The products may be prepared either on or off site. Such use may include incidental food service. A bakery shall be considered a general retail use.

Banner. A temporary sign composed of light weight material not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign caused by the movement of the atmosphere. Includes those used to announce open houses, grand openings, make special announcements, or communicate events.

Basement. A story all or partly underground but having at least one-half (1/2) of its height below the average level of the adjoining ground.

Berm. A mound of earth, higher than the surrounding grade, used for screening or buffering, definition of space, noise attenuation and/or decoration in landscaping.

Beverage – Brewing and Distilling. An establishment where beer, malt beverages or spirits are made on the premises and then sold or distributed, and which produces less than 15,000 barrels (~465,000 gallons) per year. The brewer may sell to a retailer or directly to a customer.

Beverage – Distribution. A facility where beverages are received and/or stored for delivery to the ultimate customer at remote locations.

Beverage - Non-Alcoholic Production. A facility that manufactures and distributes non-alcoholic beverages, such as soft drinks, to other distributors or retailers.

Beverage Sales - Liquor and Beer Sit Down/Bar Establishment. An area primarily devoted to the serving of alcoholic beverages and in which the service of food is only incidental to the consumption of such beverages.

Beverage Sales - Liquor Store. Any business selling general alcoholic beverages, also known as sale of distilled spirits or hard liquor, and may include wine and beer sales, for off-premises consumption.

Block. A parcel of land which is bound by other lots, streets, highways, railroad rights-of-way, parks or open space, undeveloped land, water courses or bodies of water, channels or a combination thereof.

Boarding / Kennel. Any structure or premises on which five (5) or more dogs or cats over three (3) months of age are housed, bred, boarded, or trained overnight.

Buffer. The promotion of separation and compatibility between land uses of different intensities within or adjacent to a development, or along roadways or other public areas through the use of setbacks, natural vegetation, berms, fences, walls or a combination thereof. The term "buffer" may also be used to describe the method(s) used to promote compatibility such as a landscape buffer.

Buffer Yard. Area intended to provide buffering between land uses of different intensities or along public rights-of-way.

Building. A structure enclosed with exterior walls used or intended for the support, enclosure, shelter, or protection of persons, animals, chattels, or property.

Building, Accessory. See "Accessory Structure".

Building Code. Part Thirteen of the Codified Ordinances of the City of Reynoldsburg, Ohio.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or street not listed as a primary street.

Building, Height. The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the coping of a flat roof, to the deck line of mansard roofs, and the mean height between eaves and ridge for gable, hip and gambrel roofs.

Building, Main. A building in which is conducted the main use of the lot on which the building is located.

Building Materials and Hardware (Retail). An establishment for the retailing, wholesaling or rental of building supplies or construction equipment. This use classification includes lumberyards, home improvement sales and services, tool and equipment sales or rental establishments.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Build-To-Line. The point from a primary or secondary street where the front of the building is to be located.

Business Sign. A sign containing product advertisements or other detailed information about the operation of a business. Specifically, such sign is one which contains brand names of goods sold or services rendered on the premises, a listing of numerous specific types of goods or services, prices or special sale information, telephone number or other similar information. A business sign may also include items permitted on an identification sign.

Building, Temporary. A building located on a lot for a limited duration.

C.

Camping. Any parcel or tract of land under the control of any person, organization, or governmental entity wherein sites are offered for the use of the public or members of any organization for the establishment of temporary living sites for two or more recreational vehicles, tents or camping units.

Canopy. A permanent or temporary structure other than an awning or marquee, attached to a building over an entrance and carried by a frame supported by the ground or sidewalk, extending from the entrance to or over the public sidewalk for the purpose of providing shade or shelter to pedestrians walking from the sidewalk to the building's entrance.

Cemetery. Land used or intended to be used for the burial of the human dead and dedicated as a cemetery for such purposes.

Certificate of Appropriateness. A certificate issued by the Planning and Zoning Administrator stating that the proposed modification to a structure complies with the provisions of Chapter 1109.19.

Changeable Copy Sign (Automatic). A sign or portion thereof on which the copy changes automatically or animation is displayed through electrical or electronic means (e.g., time and temperature units and message centers); considered a business sign.

Changeable Copy Sign (Manual). A sign or portion thereof on which copy is changed manually through placement of letters or symbols on a sign panel; considered a business sign.

Channel. A natural or artificial watercourse of perceptible extent, with bed and banks to confine and conduct continuously or periodically flowing water.

Charter. The charter of the City, the same as may be amended from time to time.

Child Care, Type A. A permanent residence in which child care or publicly funded childcare is provided for seven (7) to twelve (12) children at one time or a permanent residence of the administrator in which childcare is provided to four (4) to twelve (12) children at one time if four (4) or more children at one time are under the age of two (2).

Child Care Center, Type B. A permanent residence of the provider in which child care is provided for one to six (6) children at one time in which no more than three (3) children are under the age of two (2) at one time.

Child care – in home. A private home licensed by the state of Ohio in which more than six (6) but not more than twelve (12) minor children are given are and supervision for periods of less than twenty-four (24) hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption.

Child day care – center. Any place operated by a person, society, agency, corporation, institution, or any other group that is licensed by the state of Ohio wherein twelve (12) or more children under 17 years of age who are not related to the facility operator and whose parents or guardians are not residents in the same house and with such person, society, agency, corporation, or institution responsible for the control and care of children enrolled therein.

City. The City of Reynoldsburg, Ohio, a municipal corporation, acting by and through its City Council.

City Attorney. The elected Law Director of the City.

City Council. The elected members of the City Council of the City.

City Engineer. The City Engineer of the City.

Clerk of Council. The Clerk of the City Council.

Clothing Services – Dry Cleaning with Drive Thru. An establishment or business maintained for the pickup and delivery of dry cleaning and/or laundry via a counter or drive-through without the maintenance or operation of any laundry or dry-cleaning equipment or machinery on the premises.

Clothing Services - Dry Cleaning without Drive Thru. An establishment or business maintained for the pickup and delivery of dry cleaning and/or laundry via a counter without the maintenance or operation of any laundry or dry-cleaning equipment or machinery on the premises. Drive-through pick-up or delivery is not permitted.

Clothing Services - Tailor. An establishment or place of business primarily engaged in the provision of frequent or recurrent services related to the alteration or hand-made creation of clothing.

Code. The Code of Ordinances of the City.

Commercial Center - Outdoor - Small. A group of commercial establishments planned, constructed, and managed as a total entity shopping center with customer and employee parking provided on-site, provision for goods delivery separate from customer access, aesthetic considerations, whereby access to individual shops requires outdoor access from a shared sidewalk or road. For centers that are 9,500 square feet or less.

Commercial Center - Outdoor - Large. A group of commercial establishments planned, constructed, and managed as a total entity shopping center with customer and employee parking provided on-site, provision for goods delivery separate from customer access, aesthetic considerations, whereby access to individual shops requires outdoor access from a shared sidewalk or road. For centers that are 9,501 square feet or more.

Common Area. Land in any development held in common or single ownership that is not reserved for the exclusive use or benefit of an individual tenant or owner.

Community Activity. An activity that is open to the general public and sponsored by a public, private, nonprofit or religious organization that is educational, cultural, or recreational in nature.

Community Facility. Existing, planned and proposed parks, playgrounds, schools and other public lands and buildings located within the City.

Community Facility – Activity Center. A building or other enclosed structure open to residents of a subdivision or the general public, which is owned and operated by a private entity, a public agency, or a nonprofit organization, and that is used predominantly for cultural, educational, recreational, or social purposes.

Community Facility - Detention and Corrections. A facility for the detention, confinement, treatment or rehabilitation of per- sons arrested or convicted for the violation of civil or criminal law. Such facilities include an adult detention center, juvenile delinquency center, jail, and prison. These facilities house prisoners who are in the custody of city/county/ law enforcement and the facilities are typically government owned.

Community Facility - Government Administration and Courts. A facility devoted to the operations of the City, County or State, but not including detention and corrections.

Community Facility - Outdoor Recreation. Non-commercial recreation premises consisting of woodlands, water courses, and fields used for active recreational activities that do not require modifying the existing setting, including but not limited to, paintball, laser tag, and orienteering.

Community Facility – Park. A natural or landscaped area, buildings, or structures, provided by a unit of government, to meet the active or passive recreational needs of people.

Community Facility - Public Health Safety. Facilities operated by public agencies including fire stations, other fire prevention and firefighting facilities, police and sheriff substations and headquarters, including interim incarceration facilities.

Community Facility – Trail. A public path exclusively for pedestrians and bicycles, but not including a sidewalk or street.

Comprehensive Plan. A plan, or any portion thereof, adopted by the Planning and Zoning Board and Council of the City showing the general location and extent of present and proposed physical facilities including housing, industrial and commercial uses, major thoroughfares, parks, schools and other community facilities. This plan establishes the goals, objectives and policies of the community.

Conditional Use. A special use that allows the Planning and Zoning Board to review and place conditions on development standards such as location, design, size, density, operation, intensity of use, generation of traffic and traffic movement, processes and equipment employed, and the amount and kinds of public facilities and services required. These conditions ensure that each proposed use is consistent with the intent and objectives of the particular district in which it is to be located, and protects adjacent properties and the general health, safety and welfare of the public.

Conditional Use Permit. A permit issued by the Planning and Zoning Administrator upon approval by the Planning and Zoning Administrator or the Board of Zoning and Building Appeals, as applicable, to allow a use designated as such in the applicable district or overlay.

Council. The Council of the City.

County. Collectively, as applicable, any of Franklin, Fairfield or Licking Counties in Ohio.

County Recorder. The office of official land records for the County.

Curb Cut. A location, approved by the City, at which vehicular access is permitted from the traveled portion of a public street to or from a private driveway. Such location may involve or require the alteration or cutting of the curb abutting the street pavement to allow for at-grade vehicular movement onto the street pavement.

D.

Deed. A written instrument for the conveyance of real property from one person to another.

Deciduous. A plant with foliage that is shed annually.

Deck. An uncovered platform or floor, supported above the ground and open to the sky. If the deck is attached to the principal structure, the principal structure's side yard setbacks and rear yard setbacks will apply. If the deck is freestanding and not attached to the principal structure, it will be considered an accessory structure and will need to meet all accessory structure standards.

Density. A unit of measurement; the number of dwelling units per acre of land.

A. Gross density. The number of dwelling units per acre of the total land to be developed.

B. Net density. The number of dwelling units per acre of land when the acreage involved includes only the land devoted to residential uses.

Developer. Any person, subdivider, partnership, owner or corporation or duly authorized agent who constructs or contracts to construct improvements on subdivided land.

Development. The improvement of a tract or parcel of land, which results in an alteration of land or vegetation.

Development Agreement. An agreement between a Developer and the City and which contains the following components:

A. Summary and Affidavit;

B. Preliminary Development Plan;

C. Final Development Plan;

D. Restrictive Covenants; and

E. Attachments.

Development Director. The Development Director of the City of Reynoldsburg as defined in the Administrative Code. All references to the Development Director may be construed as referring to the Development Director or his/her designee.

Development Plan. Reports, applications, maps, technical drawings, illustrations, and other matter describing the intended use and construction of improvements of land, particularly relating to a request for amendment of a zoning district or for creation of a planned unit development.

Directional Sign. On-premise sign used to direct vehicles to parking areas or indicate points of entry or exit for a facility or off-street parking lot. Such signs may contain information such as “Lot A”, “Green Lot”, “in”, “enter”, “entrance”, “out”, “exit”, “do not enter” or similar directives. Such signs shall not include any business information other than the business logo and/or name.

District. A section of the City for which zoning regulations governing the use of land and buildings, the height of buildings, the sizes of yards and the intensity of uses are uniform. Boundaries of the districts are shown on the Official Zoning Map.

Drainage Features and Improvements. Natural features of land or designed features of land, buildings, and other improvements, including storm sewers, natural and manmade watercourses, swales, yard drains, catch basins, curbs, retention facilities, and other features affecting the flow of storm water or designed to direct or manage the flow of storm water.

Driveway. A paved way providing access from a street or other means of access to the subject premises.

Drive-Thru. A building or portion thereof that, by design, permits customers to receive goods or services while remaining in a motor vehicle.

Dwelling. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, cabin, trailer or mobile home, boarding or rooming house or hotel.

Dwelling, Assisted. A residential facility for elderly persons (age 60 or older) and their spouses, or for persons having such disabilities as to require assistance with daily living tasks, as suggested by their physician. The facility contains four or more dwelling units and/or rooming units, and provides, through on-site personnel, such exclusive resident services as meal preparation, laundry services and room cleaning.

Dwelling – Attached Single-Family. A dwelling unit that is attached to one or more dwelling units, each with independent exterior access and each with no less than two exterior walls. This type of dwelling includes condominiums and townhouses.

Dwelling – Detached Single-Family. A building designed for or occupied by one family or housekeeping unit.

~~Dwelling – Developmental Disability. A dwelling devoted to two or more persons who have a physical or mental impairment or handicap, or both, that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, learning, breathing, or working. A physical or mental impairment may include orthopedic, visual, speech, or hearing impairments, Alzheimer's disease, presenile dementia, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, autism, or emotional illness~~

Dwelling Floor Area. The sum of the gross horizontal inside dimension areas of the floors of a dwelling, including stairways, halls, and closets, but not including basements, porches, garages, breeze ways, utility rooms, laundry areas, or carports.

Dwelling, Group. A residential facility providing accommodations and personal care services for one (1) to five (5) unrelated persons and licensed as a residential facility that meets the criteria specified in Ohio Revised Code section 5119.34 (B)(1)(b).

Dwelling, Mobile Home. Any non-self-propelled vehicle so designed, constructed, reconstructed or added to by means of accessories in such manner as will permit the use and occupancy thereof for human habitation when connected to utilities, whether resting on wheels, jacks, blocks or other temporary foundation and used or so constructed as to permit its being used as a conveyance upon the public streets and highways and exceeding a gross weight of 4,500 pounds and an overall length of thirty (30) feet.

Dwelling, Multi-Unit Building. A building containing three or more dwelling units.

Dwelling, Multi-Unit Building Complex. A site containing two or more multi-unit buildings situated in relation to one another, which may include common facilities such as a clubhouse and/or swimming pool and common parking areas.

Dwelling, Nursing. A facility operated and dedicated to the care of persons who cannot care for their own needs either partially or totally. This term includes nursing homes, skilled nursing facilities, convalescent homes, special care facilities (e.g., Alzheimer Unit), assisted living facilities, adult day care facilities, independent living units such as patio homes, and other similar facilities.

Dwelling - Two-Family. A building on a single lot containing two dwelling units, each of which is totally separated from the other by an unpierced wall extending from ground to roof or an unpierced ceiling and floor extending from exterior wall to exterior wall, except for a common stairwell exterior to both dwelling units.

Dwelling Unit. One or more rooms, designed, occupied or intended for occupancy as a separate living quarter, with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a single household maintaining a household.

E.

Easement. A right granted by a written instrument from one owner of land to another for use of a specified portion of the grantor's real property for a specific purpose or purposes as set forth in an easement agreement.

Easement Area. The particularly described area of exclusive or non-exclusive legal interest in, on, under, over or through a portion of a parcel of land or appurtenance thereto.

Educational/Public Service sign. A sign designed to provide information on school or public events, community recognition and/or promotes information about good health and safety.

Electric Vehicle (EV). A motor vehicle that uses one or more electric motors for propulsion. Onboard batteries provide electricity for propulsion, which can be charged using Electric Vehicle Supply Equipment.

Electric Vehicle Supply Equipment (EVSE Installed). Are parking spaces reserved for Electric Vehicles (EV) and provide dedicated panel capacity, conduit, and EVSE installed.

Emergency. A reasonably unforeseen occurrence with a potential to endanger personal safety or health, or cause substantial damage to property, that calls for immediate action.

Engineer. Any engineer licensed by the State of Ohio State Board of Registration for Professional Engineers.

Equipment Repair. Establishments primarily engaged in the provision of repair services to individuals and households, rather than businesses, but excluding automotive and equipment repair use types. Typical uses include appliance, electronic, computer, or bicycle/scooter repair shops.

Essential Public Services and Utilities. The erection, construction, alteration or maintenance, by public utilities or municipal or other governmental agencies, of underground gas, electrical, water transmission or distribution systems, collection, communication, supply or disposal systems or sites, including poles, wires, mains, drains, sewers, pipes, traffic signals, hydrants or other similar equipment and accessories in connection therewith which are reasonably necessary for the furnishing of adequate service by such public utilities
or municipal or other governmental agencies or for the public health or safety of general welfare, but not including buildings.

Event Center – Private Events and Conferences. A commercial event center used to host private events and conferences such as weddings and other personal events, but not including funerals, and private business or industry conferences.

Event Center – Public Meetings and Conventions. A public event center used to host events and conferences such as trade shows, conferences, and other public events.

Evergreen. A plant with foliage that persists and remains green year-round.

F.

Façade. A side of the exterior of a building (exclusively of permitted encroachments), especially the front, but also sometimes the sides and rear.

Fee. A charge, as required by this Zoning Code, paid by an applicant or other person, for the purpose of paying some or all of the costs incurred by the City in processing and reviewing requests for zoning amendments, site plans, zoning permits, and other administrative activities relating to zoning.

Fence. A structure, hedge or other landscape material positioned up to or on top of the property line, easement line, right-of-way, or setback line, as applicable for the purpose of separating properties, or for screening, enclosing, and/or protecting the property within its perimeter.

Fence, decorative. A fence, hedge or other landscaping material used for decorative purposes only and not intended for use as an enclosure, barrier, or means of protection or confinement. Decorative fences shall not be site obscuring.

Financial Services and Banking – with Drive-Thru. A facility including provisions for the conduct of banking services directly to the occupants of motor vehicles for the custody, loan, or exchange of money; for the extension of credit; and for facilitating the transmission of funds. Does not include standalone ATM.

Financial Services and Banking - without Drive-Thru. A freestanding building without a drive-up window, for the custody, loan, or exchange of money; for the extension of credit; and for facilitating the transmission of funds.

Finished Grade. The average level of the finished surface of the ground adjacent to the exterior walls of a building.

Fire Pit. An aboveground structure together with a seating area, installed, constructed and designed for the setting of small-scale fires in accordance with the regulations applicable to the subject property upon which such structure and seating area are located.

Flood plain. Land under and along a watercourse which is subject to inundation by a 100-year flood, as determined by the Federal Emergency Management Agency (FEMA) or other source determined acceptable to the city.

Flood, Regional. Large floods which have previously occurred or which may be expected to occur on a particular stream because of like physical characteristics. The regional flood generally has an average frequency of the 100-year recurrence interval flood.

Floodway. That portion of the flood plain, including the channel, which is reasonably required to convey the regional flood waters. Floods of less frequent recurrence are usually contained completely within the floodway.

Floodway Fringe. That portion of the flood plain, excluding the floodway, where development may be allowed under certain restrictions.

Floor. That part of a room or story which forms its lower, horizontal enclosing surface.

Floor area, gross. The total square feet of all main and accessory buildings which are enclosed, measured from the exterior building face or from the centerline of common walls separating building units.

Food Sales - Farm Market. Retail sales of agricultural products and items grown or produced in and around the City.

Food Sales - Large Format Grocery. A retail establishment which primarily sells food, but also may sell other convenience and household goods, and which occupies at least 25,000 square feet of gross floor area. At least 1,000 square feet of a large format grocery shall be devoted to the sale of fresh produce at all times.

Food Sales - Small Format Grocery. A retail establishment which primarily sells food, but also may sell other convenience and household goods, and which occupies at least 500 square feet but not more than 25,000 square feet of gross floor area. At least 10 percent of a small format grocery shall be devoted to the sale of fresh produce at all times.

Food Service - Commissary/Bakery. A facility that produces food and baked goods for distribution or sale to restaurants and retail bakeries. Any on-site **and/or** direct-to-consumer sales are ~~only for consumption off the premises.~~ **prohibited. This specifically excludes Food Service – Commercial Kitchen.**

Food Service – Commercial Kitchen. A commercial food facility in which goods are processed or otherwise prepared for off-site sale or consumption. Facilities may operate as a shared facility where multiple individual or businesses lease shared space or may be used by a single operator. This use classification includes catering, as well as ghost kitchen, where customers are served exclusively by delivery and pick-up based on phone and online ordering. No customer dining is provided on the premises. Does not include eating establishments where customers are served from a walk-up ordering counter for either on- or off-premises consumption and establishments where most customers are served food at a table for on-premises consumption. This listing also excludes commercial kitchens that are incidental and accessory to the primary use.

Food Service – Deli. An establishment where food is sold for consumption off- premises and no counters or tables for on- premises consumption of food are provided, but excludes groceries and supermarkets.

Food Service - Fast Casual Restaurant. An establishment where food is preparing and purveying food on a full-service basis where customers order at the counter and where their prepared food is either delivered to them or carried by them to a table for on-premises consumption or carried out for off-premises consumption.

Food Service - Full Service Restaurant. An establishment maintained, operated, and/or advertised or held out to the public as a place where food and beverage are served to the public on demand from a menu during stated business hours, served in and on reusable containers and dinner- ware, to be consumed on the premises primarily inside the building at tables, booths, or counters, with chairs, benches, or stools. This use may include incidental delivery service using no more than two delivery vehicles.

Food Service – Processing. Manufacturing establishments processing foods for human consumption and certain related products. Includes: (1) bakery products, sugar and confectionery products (except facilities that produce goods only for on-site sales with no wider distribution; (2) dairy products processing; (3) fats and oil products (not including rendering plants); (4) fruit and vegetable canning, preserving, and related processing; (5) grain mill products and by-products; (6) meat, poultry, and seafood canning, curing, and byproduct processing (not including facilities that also slaughter animals); and (7) miscellaneous food preparation from raw products, including catering services that are independent from food stores or restaurants.

Food Service – Production. Manufacturing establishments producing foods for human consumption and certain related products. Includes rendering plants and animal slaughterhouses.

Food Service - Quick Serve/Fast Food with Drive Thru. An establishment engaged primarily in the business of preparing food and purveying it on a self-serve or semi self-serve basis. Customer orders and/or service may be by means of a walk-up counter or window designed to accommodate vehicular traffic. Consumption may be either on or off the premises.

Food Service - Quick Serve/Fast Food without Drive Thru. An establishment engaged primarily in the business of preparing food and purveying it on a self-serve or semi self-serve basis. Customer orders and/or service may be by means of a walk-up counter. Consumption may be either on or off the premises.

Forestry. Facilities, activities, or equipment used to plant, raise, manage, harvest, and remove trees on private land. The term includes site preparation, fertilization, pest control, and wildlife management.

Freestanding Sign. A sign which is not attached to a building and which is either attached directly to the ground or elevated on a supporting structure attached to the ground.

Freestanding solar panel. A solar panel or an array of solar panels that is not attached to a structure and is mounted on a structure that is attached to the ground.

Frontage. The principal elevation of a building, which is most often the elevation that abuts a street. In the context of the location of any building typology described under the Zoning Code, frontage means the street or right-of-way type that a building is permitted to abut.

G.

Gable. The triangular section of wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Gallery – art. An establishment engaged in the sale, loan, or display of art books, paintings, sculpture, or other works of art. This clarification does not include libraries, museums, or non-commercial art galleries.

Garage, Private. An accessory building or part of a principal building used for the storage of motor vehicles as an accessory use and in which no business or industry connected directly or indirectly with the repair or servicing of such motor vehicles is carried on.

Garden center – indoor and outdoor. A place of business where retail and wholesale products and produce are sold to the consumer. These centers, which may include a nursery and/or greenhouse, import most of the items sold, and may include plants, nursery products and stock, potting soil, hardware, power equipment and machinery, hoes, rakes, shovels, and other garden and farm variety tools and utensils.

Golf Course. A tract of land laid out with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course includes a clubhouse and shelters as accessory uses.

Gasoline Station. See "Retail – Convenience with gasoline".

Grade. The elevation of land surrounding a structure or the slope of a road, in each case expressed as a percentage.

Ground Sign. A display sign supported by uprights or braces in or upon the ground surface.

H.

Health and Wellness – Clinic. An establishment where patients who are not lodged overnight are admitted for examination and treatment by a group of physicians practicing medicine together.

Health and Wellness – Fitness Facility/Gym. Any fitness center, gymnasium, health, studio fitness center and athletic club, which may include any of the following: aerobics instruction, exercise machines, sauna, spa or hot tub facilities; indoor tennis, handball, racquetball and other indoor athletic amenities and events.

Health and Wellness – Massage. A private establishment that provides therapeutic or medical massage of a non-sexual nature provided by a licensed practitioner.

Health and Wellness - Physical therapy. An outpatient office establishment that provides physical rehabilitation or occupational therapy for individuals with an injury or disability.

Height or Above Ground Level. When referring to a tower or other structure, the distance measured from

the finished grade at the base of the tower/structure to the highest point on the tower or other structure, including the base pad and any antenna.

Home Occupation. An occupation conducted in a dwelling unit, provided that no ~~more than one~~ person **who is not a permanent resident of the dwelling shall be employed in the home occupation.** ~~other than members of the family residing on the premises shall be engaged in such occupation.~~ The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than thirty ~~five~~ percent (30~~5~~%) of floor area of the dwelling unit shall be used in the conduct of the home occupation. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation ~~other than one sign, not exceeding four square feet in area, non-illuminated, and mounted flat against the wall of the principal building.~~ No traffic shall be generated by the conduct of such home occupation and any need for parking generated by the conduct of such home occupation shall meet the off-street parking requirements as specified in this Zoning Ordinance, and shall not be located in a required front yard.

Homeowners Association (HOA) or Property Owners Association (POA). An incorporated, non-profit organization established by a developer, subdivider or an association of property owners whose membership shall consist of individual property owners within a subdivision.

Household. A person living alone or two (2) or more persons living together as a single housekeeping unit as distinguished from two or more persons living together in any congregate or group housing. For purposes of these Regulations, the following shall create a rebuttable presumption that the group is not a single housekeeping unit:

A. Keyed lock(s) on any interior door(s) to prevent access to any area of the dwelling unit with sleeping accommodations;

B. Members of the group have separate leases, or sub-leases and/or make separate rent payments to a landlord; or

C. The group significantly reforms over the course of a twelve (12) month period by losing and/or gaining members.

I.

Identification Sign. A sign identifying or naming a business institution, residential development or other use. Specifically, such sign may indicate the name, owner, or manager and address of an existing building, business or other use, including the general type of goods sold or services rendered, but without a listing of numerous specific goods or services and without reference to brand names, prices, "sales" or telephone numbers.

Illuminated Sign. Any sign illuminated by electricity, gas or other artificial light including reflecting or phosphorescent light.

Improvements. Any additions to the natural state of the land which increases its value or utility, including pavements, curbs, gutters, sidewalks, crosswalks, water mains, sanitary and storm sewers, landscaping and other appropriate facilities or plantings.

A. "Site improvements" means the improvements made to the land outside the exterior limits of a structure or structures.

B. "Public improvements" means all improvements financed entirely or in part by public funds or which have been dedicated to public use by plat, easement or deed of transfer.

C. "Final Plat Improvements" mean those improvements set forth in the final plan submitted to and approved by the City in accordance with these regulations.

D. "Drainage Improvements" means those improvements determined by the City Engineer to be necessary to facilitate satisfactory drainage in accordance with these regulations, including but not limited to underground pipe, inlets, catch basics, ditches, and/or retention basins.

Independent Living, Age-Restricted. A private development comprised of individual dwelling units designed for occupancy by individuals who are over a threshold age, which is typically fifty-five (55) years old.

Indoor Recreation Enterprise. Any business which is operated as a recreational enterprise, either publicly or privately owned, for profit. Examples include, but are not limited to, arcades, bowling alleys, theaters, etc.

Indoor Storage Facility. Climate-controlled storage within an enclosed structure containing separate, individual, and private storage spaces of varying sizes leased or rented on an individual basis for varying periods of time, with no unit having direct external access, but being served by common indoor access aisles.

Information Window/Wall Sign. Window or wall signage bearing only information about entry and exit, business hours, authorized service representative information and/ or discount, credit systems accepted in that establishment (e.g. American Express, MasterCard, Visa, Golden Buckeye Card, etc.), and business directives (e.g. no soliciting, no firearms, etc.).

Institutional/Government Offices. A building or location that provides for community meetings and/or activities including, but not limited to, City Hall, Township Hall, school administration building, recreation center (public or private), property listed on the National Register of Historic Places, Chamber of Commerce building, Arts Council building, library, or other public buildings owned or operated by the City.

J.

Junk. Old or scrap copper, brass, rope, gas, trash, waste, batteries, paper or rubber, junked, dismantled or wrecked, automobiles or parts thereof, iron, steel and other old or scrap ferrous or nonferrous materials.

Junk Storage and Sales. Any lot, land, or structure, or part thereof, used primarily for the collection, storage and sale of waste paper, rags, scrap metal or discarded material, or for the collecting, dismantling, storage and salvaging of machinery or vehicles not in operating condition, and for the sale of parts thereof.

K.

No definitions.

L.

Landscaped Area. An area with plants, trees, natural turf or other vegetation planted in accordance with a landscape plan.

Landscaping. Physical improvements consisting of plants, shaped earth, walls and fences, rocks, and other related features, typically installed to beautify a premises and/or to screen negative impacts or protect certain uses from one another.

Land Use Plan. The long-range plan for the desirable use of land in an area as adopted by the Planning Zoning Board and City Council; one purpose of the Plan, among other purposes, is to serve as a guide in future development and zoning for the community.

Library. A public facility for the use, but not sale, of literary, musical, artistic, or reference materials.

Live Plantings. Trees, shrubs and organic ground cover which are in healthy condition.

Live Theater. A structure used for dramatic, operatic, or other live performance, for admission to which entrance money is received.

Loading Space, Off-Street. Space logically and conveniently located for bulk pickups and deliveries, scaled to delivery vehicles expected to be used, and accessible to such vehicles when required off-street parking spaces are filled. Required off-street loading space is not to be included as off-street parking space in computation of required off-street parking space. All off-street loading spaces shall be located totally outside of any street or alley right of way.

Logo (or trademark). A letter or group of letters (usually stylized) or a symbol or symbols that represent a word, group of words, or business name. Usually used as part of a business identification scheme that is meant to identify goods, products, services or a business entity itself.

Lot. A portion of a subdivision or other parcel of land intended as a unit for transfer of ownership and/or for building purposes or development, having fixed boundaries and designated on a plat or survey together with the required open spaces and having frontage on a public street or a private street.

Lot Coverage. The ratio of enclosed ground floor area of all buildings and structures on a lot to the horizontally projected area of the lot, expressed as a percentage.

Lot Line Adjustment. A process that is used to change property lines of existing parcels for the purpose of combining two (2) or more adjacent parcels into one (1) parcel, alter and/or correct the boundary between two (2) or more parcels, or reconfigure the shape of parcels, without creating any additional parcels.

Lot Measurements. The method of measurement for a lot under this chapter, which shall be conducted as follows:

A. Depth means the distance between the mid-points of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.

B. Width means the distance between straight lines connecting front and rear lot lines at each side of the lot, measured at the minimum required building setback line.

Lot, Minimum Area of. The area of a lot is computed exclusive of any portion of the right of way of any public or private street.

Lot of Record. A lot which is part of a subdivision recorded in the office of the County Recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot Types. Means, as follows:

A. "Corner lot" means a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees.

B. "Interior lot" means a lot with only one frontage on a street.

C. "Through lot" means a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

D. "Reversed frontage lot" means a lot on which frontage is at right angles to the general pattern in the area. A reversed frontage lot may also be a corner lot.

M.

Maintenance bond. An agreement by a subdivider or developer with the City, for a percentage of the established construction cost, used as a guarantee against any deficiencies which might develop between commencement of a development by a subdivider or developer and formal acceptance of dedication by City Council.

Major Thoroughfare Plan. The portion of comprehensive plan adopted by the City Planning and Zoning Board indicating the general location recommended for arterial, collector and local thoroughfares within the appropriate jurisdiction.

Manufactured Home. Any non-self propelled vehicle transportable in one or more sections which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling unit with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein, and which bears a label certifying that it is built in compliance with Federal Manufactured Housing Construction and Safety Standards.

Manufactured Home Park. Any tract of land upon which three or more manufactured homes are located for residential use, either free of charge or for revenue purposes, including any roadway, building, structure, vehicle, or enclosure used or intended to be used as a part of the facilities of such park.

Manufacturing – Artisan. An establishment, not exceeding 3,000 square feet of floor area, for the preparation, display, and sale of individually crafted artwork, jewelry, furniture, sculpture, pottery, leathercraft, hand-woven articles, and related items. Odors, fumes or excess noise may not be produced at the facility.

Manufacturing – Heavy. Any use in which the major activity is the treatment, processing, rebuilding, repairing, or bulk storage of material, products, or items, and where the finished product is not acquired by the ultimate user on the premises and produces any externally perceptible noise, fumes, odors, vibrations, or outdoor storage.

Manufacturing, Light. Manufacturing establishments engaged in and undertaking the assembly, fabrication and conversion of already processed raw materials into products, the production of which does not cause excessive noise, odor or other similar impacts on surrounding land uses

Marquee. A permanent structure fastened entirely to the building and projecting from the wall above an entrance and extending over the street right-of-way to provide shelter for automobile passenger loading and unloading entrance.

Marquee sign. A display sign attached to or hung from and supported by the building and extending beyond the building wall or front facade.

Medical - Clinic. A facility other than a hospital, emergency room or urgent care where medical, mental health, surgical and other personal health services are provided on an outpatient basis. Examples of these uses include: offices for physicians, dentists, chiropractors, or other health care professionals; outpatient care facilities; urgent care facilities; and other allied health services. These facilities may also include incidental medical laboratories. Patients are not provided with room and board and are not kept overnight on the premises. Medical Services and medical clinics include medical and dental laboratories incidental to the medical office use.

Medical – Emergency Services. A 24-hour outpatient facility, operated by a hospital or health organization, and staffed by doctors and nurses that provides immediate emergency care services similar to what would be expected in a hospital. Urgent care facilities are not considered emergency care facilities.

Medical – Full Service Hospital. An institution in which sick or injured persons are provided medical care and assistance and, in the course of same, may be housed overnight, fed and provided nursing and related services. Hospital shall comprise any related, accessory facilities such as laboratories, outpatient departments, training facilities, food service facilities, central service facilities and staff offices which are integral parts of the principal hospital facility.

Medical – Office. A building used exclusively by physicians, dentists, and similar personnel for the treatment and examination of patients solely on an outpatient basis, provided that no over- night patients shall be kept on the premises.

Medical - Outpatient and Urgent Care. Outpatient-only medical services that apply to medical issues whereby a patient requires more immediate attention or care than can be provided by an appointment with a family doctor or general practitioner. Emergency ambulance services may not be provided.

Medical - Psychiatric Facility – Standalone. An establishment where human patients who may or may not be lodged overnight are admitted for examination and treatment by a group of professionals licensed by the state of Ohio to treat mental health issues or addiction.

Medical - Standalone Emergency Services. Stand-alone emergency medical facilities, which provide emergency services, including basic imaging and laboratory services that may be an off-campus emergency center associated with a hospital, or a non-affiliated, licensed medical care provider.

Marijuana Facility - Cultivation. Any entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport marijuana as permitted under R.C. Chapters 3780 and 3796.

Marijuana Facility - Dispensary. Any entity licensed pursuant to R.C. §§ 3796.04, 3796.10, and/or 3780.15, and any rules promulgated thereunder to sell marijuana.

Marijuana Facility - Processing. Any entity in the business of obtaining marijuana from one or more licensed cultivators, processing marijuana from one or more licensed cultivators, delivering and/or selling marijuana to one or more licensed retail dispensaries, and licensed under Ohio Revised Code Section 3796.19 and/or 3780.14.

Meeting Facility. Facilities typically accommodating groups of students in multiple instructional spaces. Examples of these facilities include: individual and group instruction and training in the arts; production rehearsal; photography, and the processing of photographs produced only by users of the studio facilities; martial arts training studios; gymnastics instruction, and aerobics and gymnastics studios with no other fitness facilities or equipment. This definition also includes production studios for individual musicians, painters, sculptors, photographers, and other artists.

Mineral Extraction / Processing. The exploration for or extraction of surface or subterranean compounds and materials; this includes oil and gas exploration and production, and the mining of metallic and nonmetallic minerals, sand, gravel, and rock.

Mini-Storage Facility. A building consisting of individual, self-contained spaces that are leased or owned for the storage of business goods, household goods, or contractor supplies.

Minor Subdivision. A proposed division of a parcel of land along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five lots after the original tract has been completely subdivided, that may be submitted to the authority having approving jurisdiction of plats under the provisions of R.C. 711.05, 711.09 or 711.10 for approval without plat.

Mobile Home Park. Any site, or tract of land under single ownership, upon which three or more mobile homes used for habitation are parked, either free of charge or for revenue purposes; including any roadway, building, structure, vehicle or enclosure used or intended for use as a part

Mobile Home. Any non-self-propelled vehicle so designed, constructed, reconstructed, or added to by means of accessories in such manner as will permit the use and occupancy thereof for human habitation, when connected to utilities, whether resting on wheels, jacks, blocks, or other temporary foundation and used or so construed as to permit its being used as a conveyance upon the public streets and highways and exceeding a gross weight of four thousand five hundred (4,500) pounds and an overall length of thirty (30) feet, and not in compliance with the Federal Manufactured Housing Construction and Safety Standards Act of 1974.

Mobile home subdivision. A subdivision as defined in this section in which three or more mobile homes used for habitation are parked, including any roadway, building, structure, vehicle or enclosure used or intended for use therein.

Monuments. Permanent concrete or iron markers used to establish definitely all lines of the plat of a subdivision, including all lot comers, boundary line comers and points of change in street alignment.

Monument Sign. A sign, with one or two (2) sides, attached to a permanent foundation or fastened to a base, and not attached or dependent upon any structure, pole, post or similar

Mortuary. A building or part thereof used for human funeral services. Such building may contain space and facilities for (a) embalming and the performance of other services used in the preparation of the dead for burial; (b) the performance of autopsies and other surgical procedures; (c) the storage of caskets, funeral urns, and other related funeral supplies; (d) the storage of funeral vehicles; and (e) facilities for cremation. Where a mortuary is permitted, a mortuary chapel shall also be permitted.

Motor Vehicle. A vehicle which is designed and manufactured to be self-propelling or self-moving upon the public street or highway. More specifically, as referred to in this ordinance, it includes: automobiles, trucks, tractors and scooters and motorcycles.

Movie Theater. A specialized theater for showing movies or motion pictures. The primary structural difference between a theater and a movie theater is the projection screen. However, many movie theaters can easily be adapted for stage performances and many stages have folding screens for movie projections. Although screen shapes are mostly rectangular, they come in a variety of shapes. Also, some special-purpose multimedia movie theaters use multiple screens, one on each wall face, or the entire ceiling surface, which are sometimes curved or geodesic in shape.

Multi-Family (2-4 Units). A building designed for two families, or housekeeping units, living independently of each other in separate dwelling units.

Multi-Family. A building or portion thereof designed for or occupied by five (5) or more families, or housekeeping units, living independently of each other in separate dwelling units which are accessible by interior hallways. This type of dwelling unit excludes a hotel.

Multi-Family Rental Office/Management Site. A residential apartment structure, permitted in multi-family residential districts, that is used by an apartment owner, employee or realtor to demonstrate construction and to display built-in amenities to prospective apartment tenants and to promote the rental or lease of apartment units. The rental office may be staffed and furnished.

Museum. A room or building for exhibiting, or an institution in charge of, a collection of books, or artistic, historical, or scientific objects.

N.

New Business. A commercial enterprise that is started for the purpose of making a profit, that also generates a profit from a new product or service. This also applies to non-profits that are organized and operated for a collective public or social benefit. This includes a change of ownership and/or renaming of businesses.

Nonconformities. A building, structure or use of land existing at the time of enactment of this Zoning Ordinance which does not conform to the regulations of the district or zone in which it is situated.

O.

Office – Corporate. An establishment primarily engaged in providing internal office administration services as opposed to customer service in a single building or a campus setting; for example, the headquarters, regional offices or the administrative offices for a corporation. Generally, the majority of the traffic generated from corporate offices comes from employees and not the general public.

Office - Data processing / Call Center. A facility containing equipment for telecommunications or data processing/storage including switches, routers, operation centers, and other infrastructure critical for telecommunication companies, internet servers, data firms, fiber-optic cable, and other technology providers.

Office – Professional Services. Professional offices including: accounting, auditing and bookkeeping services; advertising agencies; architectural, engineering, planning, and surveying services; attorneys; counseling services; court reporting services; data processing and computer services; detective agencies and similar services; educational, scientific, and research organizations; employment, stenographic, secretarial, and word processing services; government offices including agency and administrative office facilities; management, public relations, and consulting services; photography and commercial art studios; writers and artists offices outside the home. Does not include medical offices or offices that are incidental and accessory to an- other business or sales activity that is the principal use. Incidental offices that are customarily accessory to another use are allowed as part of an approved principal use.

Office - Professional Services – Tarot Card Reading/Palm Reader/Fortune Teller/Psychic. A business or individual providing services involving the prediction of future events, insight into personal issues, or spiritual guidance through means such as tarot card reading, palmistry, astrology, clairvoyance, mediumship, or similar methods. This definition does not include licensed counseling services, religious institutions, or medical or psychological services.

Official Zoning Map. The Official Zoning Map of the City of Reynoldsburg, as the same may be amended from time to time in accordance with this Zoning Ordinance.

Off-Premises Sign. Any sign unrelated to a business or profession conducted or to a commodity or services sold or offered upon the premises where such sign is located.

On-Premises Sign. Any sign related to a business or profession conducted, or a commodity or service sold or offered upon the premises where such sign is located.

Opacity. The degree or extent that light is obscured. 100% opacity meaning fully obscured, 0% meaning fully transparent.

Open/Closed Sign. A window or wall sign bearing only information indicating if the business is open or closed. This does not include the hours of operation. Signs that include both the open/closed information and the hours of operation shall be deemed to be an information sign.

Open Space. An area of land that is intended and used for environmental, scenic, or recreational purposes and which may include lawns, landscaping, walkways, active and passive recreation areas, playgrounds, fountains, swimming pools, and wooded areas. Open space shall not be deemed to include paved areas such as roads, driveways, or parking lots, and shall not be deemed to include spaces required for minimum yards. That portion of a natural or man-made water body which shall be interpreted as open space shall be determined by the Planning and Zoning Board.

Ornamental Tree. A deciduous tree planted primarily for its ornamental value or for screening and which will typically be smaller than a shade tree.

Outdoor Recreation Enterprise. Any business which is operated as a recreational enterprise, either publicly or privately owned, for profit. Examples include but are not limited to horse stables, fisheries, wilderness preserves, golf course, mini-golf courses, amusement parks and campgrounds.

Outdoor Processing – Agriculture. Activities involving a variety of operations on crops or livestock which may generate dust, noise, odors, pollutants, or visual impacts that could adversely affect adjacent properties. These uses include but are not limited to slaughterhouses, mills, canneries, and milk processing plants.

Outdoor Processing – Composting. An establishment for the processing of organic waste in a controlled environment to produce a stable fertilizing product by microbiologically degrading organic matter under aerobic conditions.

Outdoor Processing - Concrete and Asphalt. An industrial facility used for the production of asphalt or concrete, or asphalt or concrete products, used in building or construction, and includes facilities for the administration or management of the business, the stockpiling of bulk materials used in the production process or of finished products manufactured on the premises and the storage and maintenance of required equipment, but does not include the retail sale of finished asphalt or concrete products.

Outdoor Storage. The keeping of property in an open area of a lot for the purpose of sales, storage, or display.

Overnight Lodging – Bed and Breakfast. An owner-occupied residential single-family, detached structure wherein lodging and breakfast only are provided to transient guests for compensation.

Overnight Lodging – Boutique Hotel. A small-scale hotel in a historic structure, or a structure with façade made of a high-quality material such as wood, brick, masonry, tile, stone, granite, limestone, or another natural material, that has fewer than thirty (30) rooms. Rooms must be accessed from an interior hallway.

Overnight Lodging – Hotel. A place of transient occupancy which includes any structure consisting of one or more buildings containing any combination of more than five (5) guestrooms that are each approved by the Chief Building Official and the fire chief as meeting the requirements for transient sleeping rooms, or as having features of such sleeping rooms and dwelling units within the same room, and such structure is specifically constructed, kept, used, maintained, advertised, and held out to the public to be a place where transient sleeping accommodations are offered for pay to persons. “Hotel” does not include agricultural labor camps, apartment houses, apartments or other similar places of permanent personal residence, lodging houses, rooming houses, or hospital or college dormitories.

Overnight Lodging – Resort. A group or groups of buildings containing more than five dwelling units and/or guest rooms and providing outdoor recreational activities that may include golf, horseback riding, swimming, shuffle- board, tennis and similar activities. A resort may furnish services customarily furnished by a hotel, including a restaurant, cocktail lounge, and convention facilities.

Owner. Any individual, firm, association, syndicate, co-partnership, corporation, trust, or other legal entity having sufficient proprietary interest in real property to commence and maintain proceedings with respect to any land use approval sough hereunder.

Overlay. An area depicted on the official zoning map, within which, through super-imposition of a special designation, certain regulations and requirements apply in addition to those of the base zoning districts to which such designation is added.

P.

Pad. A building site prepared by artificial means, including grading, excavation or filling, or any combination thereof.

Panel Sign. A sign which is mounted, attached, painted, or displayed on a sign panel.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Parcel. A division of real property contained in a single legal description that is recorded in the official land records of the Recorder's office.

Park. See "Community Facility - Park".

Parking Area or Structure. An off-street area or structure for required parking or loading spaces, including driveways, access ways, aisles, parking and maneuvering space necessary for the parking or loading areas.

Parking Space, Off-Street. An area adequate for parking an automobile with room for opening doors on both sides, together with properly related access to a public street or alley and maneuvering room, but shall be located totally outside of any street or alley right of way.

Patio. An outdoor seating area, covered or uncovered, constructed, installed and located upon a property in accordance with all local and state laws and regulations, including this zoning ordinance, applicable to the subject property upon which such seating area is located.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian access and amenities.

Perimeter Treatment Plan. A plan designed for the installation and perpetual maintenance of improvements intended to provide visual and noise protection for the outer edges of developments which border arterial or major collector streets. Said plan shall include materials, techniques and sizes of buffering treatments such as landscaping, fencing, screen walls, berms, or a combination thereof sufficient to provide adequate buffering. The perimeter treatment plan may be incorporated into the landscape plan.

Performance Bond or Surety Bond. An agreement by a subdivider or developer with the City for the amount of the estimated construction cost guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider's agreement.

Person. Any firm, association, organization, limited partnership, general partnership, trust, company or corporation as well as any natural person.

Personal Care and Beauty Services. Any enterprise conducted for gain which primarily offers services to the general public such as shoe repair, watch repair, barber shops, beauty parlors and similar activities. These uses may also include accessory retail sales of products related to the services provided.

Pet Grooming. An establishment to which owners of domestic pets bring such pets for grooming services, including nail clipping, bathing, haircuts and related services; provided however, such establishment shall not keep animals overnight or offer general veterinary services.

Planned Development or Planned Unit Development. An area of land in which a variety of housing types and subordinate commercial and industrial facilities are accommodated in a preplanned environment under more flexible standards, such as lot sizes and setbacks, then those restrictions that would normally apply under these regulations. The procedure for approval of such development contains requirements in additional to those of the standard subdivision, such as building design principles and landscaping plans.

Planning and Zoning Administrator. The public official of the City of Reynoldsburg designated to administer and enforce this Zoning Ordinance.

Plant Cultivation. The production of crops, fruit trees, nursery stock, truck garden products, or similar plant materials outside of structures such as greenhouses.

Planting Area. Any area utilized for landscape material installation having a minimum area of fifty (50) square feet.

Plants. Living vegetation. Artificial plants are not included in this definition.

Plat. The map, drawing or chart on which the developer's plan of subdivision is presented to the City Planning and Zoning Board for approval and, after such approval, to the County Recorder for recording.

Plat, final. The final map, drawing or chart made by a surveyor registered in the State of Ohio, and supplementary information, based upon the approved preliminary plat, in which the subdivider's plan is presented to the City Planning and Zoning Board for a recommendation, and then to City Council for approval and which, if approved, will be certified and submitted to the County Recorder.

Plat, preliminary. The preliminary map, drawing or chart, and supplementary information, on which the layout and design of a proposed subdivision is submitted to the City Planning and Zoning Board for consideration and tentative approval.

Plot-Grade-Utility Plan. Drawings and other documents describing the approved grading, drainage features and improvements, vehicular facilities, utilities, and other improvements for a development.

Political Sign. Signs having reference to a political official, candidate, question, issue or opinion.

Portable Sign. A sign which is designed to be moved and is not permanently attached to any part of a building or to the ground.

Power Generation Facility. A facility that converts one or more energy sources, including but not limited to water power, fossil fuels, nuclear power, or solar power, into electrical energy or steam. A power generation plant may also perform either or both of the following: (a) operation of a transmission system that conveys the energy or steam from the generation facility to a power distribution system; (b) operation of a distribution system that conveys energy or steam from the generation facility or the transmission system to final consumers.

Power Substation Facility. An assemblage of equipment for purposes other than generation or utilization, through which electric energy in bulk is passed for the purposes of switching or modifying its characteristics to meet the needs of the general public, provided that in residence districts an electric substation shall not include rotating equipment, storage of materials, trucks or repair facilities, housing of repair crews, or office or place of business.

Primary Street. A primary street as referred to in this section includes Main Street, Brice Road, and Livingston Avenue.

Printing and Publishing. Any business publishing of newspapers, magazines, brochures, business cards and similar activities either for profit or nonprofit.

Private Club. A building or portion thereof or premises owned or operated by a person for a social, literary, political, educational or recreational purpose primarily for the exclusive use of members and their guests.

Private Swimming Pool. Any structure that contains water over 24 inches (610 mm) in depth and which is used, or intended to be used, for swimming or recreational use and which is available only to the family and guests of the property owner. This includes inground, aboveground, portable and inflatable swimming pools, hot tubs and spas.

Professional Office. A building or portion of a building wherein services are performed involving predominately administrative, professional or clerical operations.

Projecting Sign. A display sign which is attached directly to the building wall and which extends more than fifteen (15) inches from the face of the wall.

Public Access Easement. An easement granted to the public for all the purposes for which a public sidewalk may be used, including but not limited to, pedestrian and travel.

Public Service Facility. The erection, construction, alteration, operation or maintenance of buildings, power plants or substations, water treatment plants or pumping station, sewage disposal or pumping plants, and other similar public service structures by a public utility, by a railroad, whether publicly or privately owned, or by a municipal or other governmental agency, including the furnishing of electrical, gas, rail transport, communication, public or private water and sewage service.

Public Street. A public right-of-way used for vehicular traffic that is permanently maintained by the City of Reynoldsburg, by the State of Ohio, or by the federal government.

Public Swimming Pool. Any outdoor structure, chamber, or tank containing a body of water for swimming, diving, recreational use, or sanctioned event that is intended to be used collectively for swimming, diving, recreational use, or sanctioned event and is operated by any person whether as the owner, lessee, operator, licensee, or concessionaire, regardless of whether or not a fee is charged for use.

Public Uses. Public parks, schools, and administrative, cultural, and service buildings, not including public land or buildings devoted solely to the storage or maintenance of equipment and material.

Public Way. An alley, avenue, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, land, parkway, right of way, road, sidewalk, street, subway, tunnel, viaduct, walk, bicycle path or other ways in which the general public or a public entity have a right, or which are dedicated whether improved or not.

Q.

No definitions.

R.

R.C. The Ohio Revised Code.

Real Estate/Model Home Sign. A temporary sign promoting the development, construction, rental, sale or lease of property.

Recreation Facility, Commercial. Recreation facilities open to the public, established and operated for a profit, such as commercial golf courses, golf driving ranges, swimming pools, ice skating rinks, riding stables, race tracks, carnivals, and similar commercial enterprises.

Recreation Facility, Institutional. Recreation-type facilities open to the public, established and operated for a profit and offering a learning environment. Such activities may include but are not limited to gymnastics, karate studio, exercise/gym facility, ceramics, photography and similar commercial enterprises.

Recreation Facility, Noncommercial. Any business which is operated as a recreational enterprise, either publicly or privately owned, for nonprofit. Examples include, but are not limited to: fishing areas, parks, archery ranges, etc.

Recreational Vehicle. A vehicle type unit primarily designed as temporary living quarters for recreation, camping, or travel use only, which either has its own motive power or is mounted on or drawn by another vehicle. The basic entities are: boat, travel trailer, camping trailer, truck camper, and motor home.

Redevelopment. The increase of a developed property or building gross floor area or combination thereof by more than fifty percent (50%) over a seven year period.

Religious Assembly. A permanently located church, cathedral, synagogue, temple, mosque, or other place dedicated to religious worship. As part of its functions it may include the following incidental and subordinate uses subject to applicable federal, state and local regulations: offices, residences for clergy, religious instruction, educational institutions, private and special schools, day care centers, emergency shelters, and community and recreational activities.

Research Facility / Laboratory. A facility primarily for medical, optical, orthotic, prosthetic, or dental laboratory services, photographic, analytical, or testing services and/or engaged in the research, development and controlled production of high technology electronic, industrial or scientific products or commodities for sale.

Reservation. Any reservation of public land made by a developer in accordance with the provisions of these regulations.

Residential (Upper Floor). Where permitted, dwelling units located on a floor other than the ground floor.

~~Residential Care and Congregate Residential. An establishment operated for the purpose of providing special care or rehabilitation to the occupants, as defined in R.C. 5119.341 and 5123.19, including the following: Assisted living; Developmental disability dwelling; Elderly Care; Life Care or Continuing Care Services; Mental Health or Substance Abuse; and Nursing care~~

Residential Model Home. A residential structure, permitted in all residential districts that is used by a licensed home builder/developer, real estate workers or realtor to demonstrate construction, display built-in amenities and color selection charts to prospective home buyers and promote the sale or lease of housing units. The model home may be staffed and furnished. (Ord. 25-97. Passed 6-12-97 :)

Restricted Open Space. Open space within any subdivision that is restricted from further development in accordance with a deed restriction or similar restrictive covenant.

Retail – Convenience with gasoline. A facility associated with the sale of gasoline products that also offers for sale prepackaged food items and tangible consumer goods, primarily for self- service by the consumer. Hot beverages, fountain-type beverages, and pastries may be included in the food items offered for sale.

Retail – Convenience without gasoline. A small retail establishment, usually located within or associated with another use, that offers for sale convenience goods, such as prepackaged food items, tobacco, periodicals, and other household goods.

Retail - Extra Large Format. A retail establishment containing consumer goods that exceeds 50,000 square feet.

Retail – Large format. A retail establishment containing consumer goods that ~~exceeds~~ **is** 20,000 **to 50,000** square feet.

Retail – Medium format. A retail establishment containing consumer goods that is between 5,000 and 20,000 square feet.

Retail – Vape Shop/Smoke Shop. A retail establishment primarily engaged in the sale of tobacco products, electronic nicotine delivery systems (ENDS) such as e-cigarettes or vape pens, cigars, hookahs, pipes, smoking accessories, and related paraphernalia. This use may also include the on-site sampling of tobacco or vapor products, where permitted by law. This definition does not include licensed medical or recreational marijuana dispensaries or general retail establishments where tobacco or vape products are incidental to the primary business.

Retail – Pharmacy without Drive-Thru. A business substantially devoted only to the sale of pharmaceutical items, supplies, and equipment such as prescription drugs.

Retail – Pharmacy with Drive-Thru. A business substantially devoted only to the sale of pharmaceutical items, supplies, and equipment such as prescription drugs. This includes provisions for the conduct of pharmaceutical services served directly to the occupants of motor vehicles.

Retail – Shopping center – enclosed. A group of commercial establishments planned, constructed, and managed as a total entity shopping center with customer and employee parking provided on-site, provision for goods delivery separated from customer access, aesthetic considerations, and protection from the elements.

Retail – Small format. A retail establishment containing consumer goods that is no greater than 5,000 square feet.

Right-of-Way. A strip of land taken or dedicated for use as a public or private way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting and drainage facilities, and may include special features (required by the topography or treatment) such as grade separation, landscaped area, viaducts and bridges.

Road. See "Street".

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

S.

School – College / University. A post-secondary institution for higher learning that grants associate or bachelor's degrees and may also have research facilities and/or professional schools that grant master and doctoral degrees. This may also include community colleges that grant associate or bachelor's degrees or certificates of completion in business or technical fields.

School – Primary. A public, private, or parochial school offering instruction at the elementary school level in the branches of learning and study required to be taught in schools within the state.

School – Secondary. A public, private, or parochial school offering instruction at the junior, and/or senior high school levels in the branches of learning and study required to be taught in the public schools within the state.

School – Trade. A school established to provide for the teaching of industrial, clerical, managerial, or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum.

Screening. Improvements such as landscaping and fencing, or the intentional arrangement and location of uses, structures, and open spaces in a manner intended to mitigate or conceal negative impacts of one use upon another or to improve the appearance of the use.

Seat. For purposes of determining the number of off-street parking spaces for certain uses, the number of seats is the number of seating· units installed or indicated, or each twenty-four (24) lineal inches of benches, pews or space for loose chairs.

Semi-Nude. A state of dress or undress in which clothing covers no more than the human genitals, anus, and areolae of the female breast, as well as portions of the body covered by supporting straps or devices or by other minor accessory apparel such as hats, gloves, and socks.

Semi-Public Uses. Places of worship, Sunday schools, parochial schools, colleges, hospitals, and other institutions of an educational, religious, charitable, or philanthropic nature.

Service Director. The Director of Public Service of the City of Reynoldsburg, as defined by the Administrative Code or City Charter.

Setback. A line established by these regulations and/or Zoning Ordinance or resolution, generally parallel with and measured from the front lot line, defining the limits of a front yard in which no building or structure may be located above ground, except as may be provided in such Codes.

Setback Line. A line established by the Zoning Ordinance generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure may be located above ground, except as may be provided in such Zoning Ordinance.

Sewage and Water Facilities. Sewage collection and/or water distribution systems provided or franchised by a public authority.

Sewage Disposal System, Group. An approved sewage disposal system which provides for the combined collection and disposal of sewage from a group of residential, commercial, or industrial buildings.

Sewage Disposal System, On-Site. A septic tank installation on an individual lot which utilizes an anaerobic bacteriological process for the elimination of solid wastes and provides for the proper and safe disposal of the effluent, subject to approval of health and sanitation officials having jurisdiction.

Sewers, Central or Group. An approved sewage disposal system which provides a collection network and disposal system and central sewage treatment facility for a single development, community or region.

Sewers, On-Site. A septic tank or similar installation on an individual lot which utilizes an aerobic bacteriological process or equally satisfactory process for the elimination of sewage and provides for the proper and safe disposal of the effluent, subject to the approval of health and sanitation officials having jurisdiction.

Shade Tree. A deciduous tree planted primarily for its high crown of foliage or overhead canopy and which typically reaches a height of at least forty (40) feet.

Shed. A storage structure constructed and located upon a property in accordance with the regulations applicable to the subject property the purpose of which is for the storage of yard equipment, recreational equipment or other consumer goods to be utilized by the residents of the subject property upon which such structure is located.

Shelter. A facility used to house or contain stray, homeless, abandoned, or unwanted animals and that is owned, operated, or maintained by an established humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of animals.

Shooting Range – Indoor. A building open to the general public wherein the shooting of firearms is permitted for the practice of marksmanship, except indoor shooting galleries maintained or operated by any police department which is not available to the general public.

Shrub. That area which the City requires maintenance in order to preserve the sight distance and safety of motorists, pedestrians and bicyclists by requiring an unobstructed line of sight necessary for most drivers stopped at an intersection to see an approaching vehicle to avoid a collision. Further information is provided in Section 1105.07.

Sidewalk. That portion of the road right of way outside the roadway, which is improved for the use of pedestrian traffic.

Sight triangle. A triangle at an intersection, formed by the two roads or rights-of-way and a third line, which must be kept clear of obstructions such as hedges so that people in one road can see cars approaching on the other.

Sign. Any display, figure, painting, placard, poster, drawing, letter, word, symbol, number, or any combination of these or any other device visible, with or without verbiage, which can be seen from the right-of-way and is designed to inform or attract the attention of persons not on the premises on which the sign or street graphic is located. Used to convey a message, advertise, inform or direct attention to a person, institution, organization, activity, place, object or product.

Sign Area. The entire area within a single continuous perimeter enclosing the extreme limits of writing, representation, emblem, or any figure or similar character together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is places. The area of a sign having more than one display shall be computed as the total of the exposed exterior display surface area.

Sign, Bulletin Board. A structure containing a surface upon which is displayed the name of a religious institution, school or library, auditorium, stadium, athletic field or area of similar use for the announcement of services or activities to be held therein.

Sign, Construction. A sign indicating the names of architects, engineers, contractors and similar persons involved in the design and construction of a structure or project.

Sign Face. The surface of the sign upon, against or through which the message of the sign is exhibited.

Sign, Flashing. Any illuminated sign on which the artificial light or any part thereof has conspicuous or intermittent variation in intensity or color.

Sign, Governmental. A sign erected at the side of or above roads to give instructions or provide information to road users.

Sign Height. The vertical distance from the uppermost point used in measuring the area of the sign to the crown of the road on which the property fronts.

Sign, Moving. Any sign which in part or total, rotates, revolves or otherwise is in motion.

Sign, Name Plate. A sign designating only the name and address or the name and professional occupation and address of a person or persons residing in or occupying space in such building or premises.

Sign Panel. A structural object or portion of a structural object designed to form a distinct background area or frame for the display of a sign's information.

Sign, Painted Bulletin. An advertising structure on which advertising design is painted and posted, and which may incorporate the use of cutouts and/or other embellishments.

Sign, Poster Panel. An advertising structure measuring not more than twelve (12) feet by twenty-five (25) feet overall on which posters are displayed.

Sign, Promotional. A temporary sign, the function of which is to announce a special event.

Sign, Roof. Any sign which is erected over the roof or parapet above the roofline and/or receives any or all its support from the roof structure.

Sign Structure. The supports, uprights, bracing or framework for signs.

Sign, Warning. Any sign indicating danger or a situation which is potentially dangerous.

Site Plan. A drawing and other documents, subject to review and approval by the City, describing the planned improvements of a lot. A site plan is one of the following types:

A. **Major Site Plan.** A plan review required for any development that meets the requirements on Section 1109.17, and which is subject to review and approval by the Planning and Zoning Administrator, City staff, or the Planning and Zoning Board;

B. **Minor Site Plan.** A plan review required for any development which does not qualify for a major site plan review and consists of an improvement other than a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which is subject to review and approval by the Planning and Zoning Administrator and other City staff; or

C. **Residential Site Plan.** A plan review required for a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which may be approved by the Planning and Zoning Administrator. (Also see Section 1109.17)

Site Obscuring Structure. Opaque or having such qualities as to constitute a complete visual barrier to persons outside the perimeter of the site obscuring object. A fence, which partially obscures a site, shall not be considered site obscuring if it has maintained at least 40% transparency.

Skirting. The rigid physical attachments to a mobile home designed and intended to completely screen, shelter, and protect such mobile home's base and entire area between the floor surface and the ground, which includes, but not limited to, all electrical and plumbing conduits, insulation material, and undercarriage.

Solar Panel. A solar photovoltaic panel, solar hot air or hot water panel collector device, or other type of energy system which relies upon solar radiation as a source for the generation of electricity or transfer of stored heat.

Solar Panel Array. An integrated assembly of solar panels with a support structure or foundation and other components.

Sold Sign. A temporary sign announcing that a property has been sold, leased or is no longer available.

Special Event. A temporary outdoor use of land for the purposes of a gathering, including but not limited to a fair, festival, celebration, or fundraiser.

Specified Sexual Activities. Any of the following activities , the fondling or other intentional touching of human genitals, pubic region, buttocks, anus, or female breasts; or Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; masturbation, actual or simulated; or Human genitals in a state of sexual stimulation, arousal or tumescence; or excretory functions as part of or in connection with any of the activities set forth above.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Storage – commercial gases. Any establishment whereby the primary activity is, or necessitates, the storage of compressed gasses.

Storage – Contractor. An unenclosed portion of the lot or parcel upon which a construction contractor maintains its principal office or a permanent business office. Designation of the lot or parcel as a contractor's storage yard would allow this area to be used to store and maintain construction equipment and other materials customarily used in the trade carried on by the construction con- tractor.

Storage – Self-Store. A building or group of buildings designed and used solely for the purpose of leasing interior space for the storage of personal property, household items and the inventory of commercial businesses where storage units are individually leased or rented and where access to storage units is infrequent. Outdoor storage and the storage of junk, explosives, flammable materials and other noxious or dangerous materials are specifically prohibited.

Storage – vehicular and boat. An enclosed or outdoor facility used solely for the storage of land-, air-, or water-based vehicles.

Storm Water Design Manual. The most current copy of the "Storm Water Design Manual", which provides guidelines for developing proper and adequate storm water collection and disposal facilities will be on file in the office of the City Engineer. The Storm Water Design Manual is that manual prepared by the Mid-Ohio Regional Planning Commission.

Story. That portion of a building other than a cellar included between the surface of any floor and the surface of the floor above it or if there is not floor above it, then the space between the floor and the ceiling next above it. A basement shall be counted as a story if it is used for living quarters or if two-thirds of its volume is above the average finished grade of the adjoining ground. See also, "Basement".

Street. The full width between property lines bounding every public way of whatever nature, with a part thereof to be used for vehicular traffic and designated as follows:

A. "Alley" means minor ways used primarily for vehicular service access to the back or side of properties abutting on other streets.

B. "Arterial street" means a highway primarily for through traffic, carrying heavy loads and large volume of traffic, usually on a continuous route.

C. "Collector street" means a thoroughfare, whether within a residential, industrial, commercial or other type of development, which carries traffic from local streets to arterial highways, including principal entrance streets of residential developments and primary circulation routes within such development.

D. "Cul-de-sac" means a local street of relatively short length with one end open to traffic and the other end terminating in a vehicular turnaround.

E. "Dead-end street" means a street or a portion of a street with only one vehicular traffic outlet.

F. "Expressway" or "freeway" means a thoroughfare which carries relatively large volumes of traffic at a relatively high speed over long distances. Expressways are usually multi-lane highways for through traffic with all crossroads separated in grade and with full control of access.

G. "Half-street" means a street or a portion of a street with only one-half of the width paved and having proper right of way. Usual access at edge of subdivision where the centerline is also the plat boundary

H. "Local street" means a street primarily for providing access to residential, commercial or other abutting property.

I. "Loop street" means a type of local street, each end of which terminates at an intersection with the same arterial or collector street, and whose principal radius points of the 180 degree system of turns are not more than 1,000 feet from such arterial or collector street, nor normally more than 600 feet from each other.

J. "Major arterial street" or "principal arterial street" means a throughway which carries through traffic, usually intra-city, on a continuous route. Major arterial streets will have no curb parking and will have no curb parking and will use of marginal access roads, including limited access highways.

K. "Marginal access streets" means a local street parallel and adjacent to an arterial highway, providing access to abutting properties and protection from the major street or arterial highway.

L. "Minor arterial street" means a throughway which carries crosstown traffic from several neighborhoods, thereby servicing several residential collector streets.

M. "Service Drive" means a public street generally parallel and contiguous to a main traveled way, primarily designed to promote safety by eliminating promiscuous ingress and egress to the right-of-way, and providing safe and orderly points of access at fairly uniformly-spaced intervals. Would not be a Service Drive if parking spaces are located directly off of a road.

The comprehensive plan gives additional guidance on street classification and definitions.

Street Tree. A tree planted in close proximity to a street in order to provide canopy over the street to provide shade and soften the street environment.

Structure. Anything constructed or erected, the use of which requires location on the ground, or attachment to something having a fixed location on the ground.

Structured Parking. Structured parking means a building or structure consisting of one or more levels for parking motor vehicles as the primary use of the building or structure. Where Structured Parking is permitted, the building shall be subject to the height and setback requirements of other buildings in the district.

Studio – Art. Work space for one or more artists or artisans, including the accessory sale of art produced on the premises, or gallery space.

Studio – Gymnastics/martial arts. A space used for physical indoor exercise which is offered in a class or organized format for activities such as gymnastics, martial arts, dance, aerobics, pilates, or circuit training.

Subdivider. Any individual, owner, developer, firm, association, syndicate, co-partnership, corporation, trust or any other legal entity commencing proceedings under these regulations as an applicant to affect a subdivision of land hereunder for himself or for another.

Subdivision.

A. The division of any parcel of land shown as a unit or as contiguous units on or before January 1, 1976 into two or more parcels, sites or lots, any one of which is less than five acres for the purposes, whether immediate or future, of transfer of ownership, provided, however, that the division or partition of land into parcels of more than five acres not involving any new streets or easement of access, and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites, shall be exempted; or

B. "Commercial Subdivision" means the improvement of one or more parcels of land for commercial structures or groups of structures involving the division or allocation of land for the opening, widening or extension of any street or streets, except private streets serving industrial structures; the division or allocation of land as open spaces for common use by owners, occupants or lease holders or as easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities; or

C. "Industrial Subdivision" means the improvement of one or more parcels of land for industrial structures or groups of structures involving the division or allocation of land for the opening, widening or extension of any street or streets, except private streets serving industrial structures; the division or allocation of land as open spaces for common use by owners, occupants or lease holders or as easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities; or

D. "Minor Subdivision". See "Minor Subdivision".

Subdivision Regulations. The Subdivision Regulations of the City of Reynoldsburg, Chapter 1111 of Part Eleven, Land Use and Subdivision Regulations, of the Codified Ordinances of Reynoldsburg.

Swimming Pool. A body of water of artificial construction, used for swimming or recreational bathing, which is over eighteen inches (18") in depth at any point, and has more than one hundred (100) square feet of area on the water surface when filled to capacity, and including the bottom and sides of the pool, and the equipment appurtenances thereof.

T.

Tattoo/Piercing Establishment. A place, as defined by the Ohio Revised Code or the Ohio Administrative Code, where tattoo or body piercing services are provided.

Temporary Sign. A display sign, banner or other advertising device constructed of cloth, canvas, fabric or other light temporary material with or without a structural frame, intended for a limited period of display, including decorative displays for holidays or public demonstrations.

Temporary Special Land Use. A temporary use of land for a set amount of time, permitted in conjunction with the display or the display and sales of merchandise, goods, or materials.

Temporary Use. A temporary use of land for a set amount of time, permitted in conjunction with the display or the display and sales of merchandise, goods, or materials.

Tenants-in-Common. That form of real property ownership described in R.C. 5302.19, as the same may be amended from time to time.

Thoroughfare. See "Street".

Thoroughfare Plan. A plan, adopted by City Council, which shows general locations and extent of existing, planned, and proposed streets and other transportation facilities of the City.

Tract. A continuous expanse of land.

Traditional or Natural Materials. Consists of clay bricks (full or thin set, if thin set, corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber cement board siding.

Tree. A large woody plant having one (1) or several self-supporting stems or trunks and numerous branches and which may be deciduous or evergreen.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

U.

Unit of a Building or Building Unit. A space occupying a portion of a building, containing an entrance from the building exterior, and separated from other such spaces by a party wall or walls.

Use. The specific purposes for which land or a building is designated, arranged, intended or for which it is or may be occupied or maintained.

Use, Accessory. A use located on the same lot with, and of a nature customarily incidental and subordinate to, the main use. Examples include: a parking lot for a commercial or industrial business; administrative and sales offices for an industrial plant; or a home occupation.

Use, Main. A use which is the dominant or principal activity or use of a lot.

Use, Permitted. A use which is permitted by right in a district, as listed on Table 1103.01A or as otherwise permitted by right in this Code, provided that such use shall comply with all provisions of this Code.

Use, Prohibited. A use which is not identified in this Zoning Code as either a permitted use or a conditional use.

Use, Similar. A use which is not identified in this Code as a permitted use or a conditional use in any district, but which is determined by action of the Planning and Zoning Board and City Council to be a use sufficiently like or compatible with other uses in a district as to be allowed as a conditional use in that district.

V.

Variance. An adjustment to the development standards of the zoning regulations, that does not apply to use or required density that is reviewed and approved, modified, or denied by the Planning and Zoning Board after at least one public hearing.

Vehicular Care Services – Major. General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including body work, framework, welding, and major painting service.

Vehicular Care Services – Minor. The replacement of any part or repair of any part that does not require removal of the engine head or pan, engine transmission or differential; incidental body and fender work, minor painting and upholstering service. Above stated is applied to passenger automobiles and trucks not in excess of 7,000 pounds gross weight.

Vehicle Care Services – Washes. The use of a site for washing and cleaning of passenger vehicles, recreational vehicles, or other light duty equipment.

Vehicle Rental Facility. A facility primarily engaged in the short-term rental or leasing of automobiles, light trucks, vans, trailers, or similar vehicles or equipment. Such facilities may include customer service offices, vehicle and trailer storage areas, minor maintenance activities related to the rental fleet, and associated parking. This use does not include the sale of vehicles as a principal use or heavy vehicle storage or repair.

Vehicular Sales – Automobiles. The use of any building or portion thereof, or other premises or portion thereof, for the display, sale, rental, or lease of new motor vehicles, or used motor vehicles as an ancillary use of a lot, and any warranty repair work and other repair service conducted as an accessory use.

Vehicular Sales – Boats. The use of any building or portion thereof, or other premises or portion thereof, for the display, sale, rental, or lease of new boats or watercraft, or used boats or watercraft as an ancillary use of a lot, and any warranty repair work and other repair service conducted as an accessory use.

Vehicular Sales – Motorcycles. The use of any building or portion thereof, or other premises or portion thereof, for the display, sale, rental, or lease of new motorbikes or motorcycles, or used motorbikes or motorcycles as an ancillary use of a lot, and any warranty repair work and other repair service conducted as an accessory use.

Vehicular Sales - Recreational Vehicles. The use of any building or portion thereof, or other premises or portion thereof, for the display, sale, rental, or lease of new recreational vehicles or campers, or used recreational vehicles or campers as an ancillary use of a lot, and any warranty repair work and other repair service conducted as an accessory use.

Vehicular Sign. A sign mounted upon, painted upon, or otherwise erected on a trailer, truck, automobile or other vehicle parked or placed so that the signs thereon are visible from a public street or right of way.

Veterinary. A structure or premises utilized for the diagnosis and treatment of ill and injured animals and the short-term boarding incidental to the clinical use. A veterinary clinic cannot be implicitly interpreted as a kennel.

Vicinity Map. A drawing located on the plat which sets forth by dimensions or other means, the relationship of the proposed subdivision or use to other nearby developments or landmarks and community facilities and services within the general area in order to better locate and orient the area in question.

Visual Arts Center. A facility open to the public that is devoted to the visual arts.

W

Walkway. A public or private way, four (4) feet or more in width, for pedestrian use only, whether along the side of a road or not.

Wall, of a building. An external, vertical surface enclosing a portion of a building.

Wall, front. That wall of a building which most nearly parallels the front lot line of the lot on which the building is located or, for the purpose of locating a wall sign on a space within a multi-occupant building, that wall which is declared by the Planning Administrator to be the front wall, generally that wall which faces a common, central parking lot or drive.

Wall Sign. A display sign which is painted on or attached directly to the building wall and which extends not more than fifteen inches from the face of the wall.

Warehouse – large format. An enclosed storage facility which is used to store goods or parts, or for any part of the shipping process, that is greater than 50,000 square feet and includes cross-dock facilities.

Warehouse – small format. An enclosed storage facility which is used to store goods or parts, or for any part of the shipping process, that is under 50,000 square feet and does not include cross-dock facilities.

Warehousing, Public. A person or business whose primary purpose and profit motive is the receiving, storing and shipping of merchandise or commodities for one or more unrelated persons or businesses.

Weed. Any ground cover or shrub which is typically not installed for the purposes of landscaping; which is not typically propagated by the horticultural or nursery trades; or which presents a particularly noxious allergenic or growth characteristic.

Wholesale and Distribution. An establishment that engages in the sale of goods, merchandise and commodities for resale by the purchaser.

Window Sign. A sign painted, attached or affixed to the interior or exterior surface of windows or doors of a building or suspended on the inside or outside of the windows or doors.

Working day. The days occurring Monday through Friday, excluding legal holidays. The time within which an act is required by law to be done shall be computed by excluding the first and including the last day; except that when the last day falls on the weekend or a legal holiday, the act may be done on the next succeeding day that is not the weekend or a legal holiday. ·

Y.

Yard. A required open space other than a court unoccupied and unobstructed by any structure or portion of a structure above the general ground level of the graded lot upward; provided accessories, ornaments and furniture may be permitted in any yard, subject to height limitations and requirements limiting obstruction of visibility.

Yard, front. A yard extending between side lot lines across the front of a lot and from the front lot line to the front of the principal building.

Yard, rear. A yard extending between side lot lines across the rear of the lot and from the rear lot line to the rear of the principal building.

Yard, side. A yard extending from the principal building to the side lot line on both sides of the principal building between the lines establishing the front and rear yards.

Z.

Zoning Certificate. A document issued by the Zoning Inspector authorizing the occupancy or use of a building or structure or the actual use of lots or lands in accordance with the previously issued zoning permit.

Zoning District or District. An area depicted on the official zoning map comprised of properties and land uses that are otherwise intended to reflect the comprehensive plan.

Zoning Code. The part of the Codified Ordinances of the City of Reynoldsburg known and referred to as the City of Reynoldsburg Planning and Zoning Code, as it may be amended from time to time.

Zoning Permit. A document issued by the Planning and Zoning Administrator authorizing the use of lots, structures, uses of land and structures, and the characteristics of the uses.

A. **Terms Applicable to Landscape Requirements**

Crown Spread. The distance measured across the greatest diameter of the above ground portions of a plant.

Decorative Walls and Fences. Barriers constructed of wood, masonry or other appropriate material.

Developed Area. That a portion of a plot or parcel of land upon which a building, structure, pavement, landscaped material or other improvements, excluding public rights-of-way, have been placed.

Diameter at Breast Height (DBH). The diameter of the tree as measured at four and a half (4½) feet above grade. If a tree splits into multiple trunks below 4½ feet above grade, the trunk is measured at its most narrow point below the split.

Earth Mounds. Earthen physical barriers which block or screen a view, which have vegetation capable of preventing erosion, and have a maximum permitted slope of three feet horizontal to one vertical (3:1) where mounds are to be mowed.

Ground Cover. Landscape materials such as natural mulch or low growing plants installed in such a manner so as to form a continuous cover over the ground.

Interior Landscaping. The use of landscape materials within the boundaries of the parcel, exclusive of the perimeter landscaping.

Landscape Buffer. Landscape materials installed between certain land uses [i.e. (1) between multifamily and single-family uses, (2) between any residential and commercial uses, and (3) between any manufacturing and residential or commercial use], between thoroughfares and land uses, and between thoroughfares and off-street parking in order to reduce glare, unsightly views, and noise.

Landscape Material. Materials such as, but not limited to, living trees, shrubs, vines, lawn grasses, ground cover, landscape water features and non-living, durable material commonly used in landscaping, including, but not limited to, rocks, pebbles, sand, decorative walls and fences, earthen mounds, but excluding pavements or surfaces for

Native Plant Species. A plant species, other than noxious weeds, that are indigenous to the area and usually do not need human intervention to grow or reproduce.

New Structure. Any structure newly constructed or erected, except for fences, decks, signs, trash enclosures, swimming pools, playground equipment and accessory structures under 250 sq. ft., which requires location on the ground. Additions to, alterations to and/or reconstruction of an existing structure or building shall not be considered a new structure.

Opacity. The required percent of visual screening from adjacent properties in a vertical plane extending from the established grade to a required height.

Service Structures. Equipment or elements providing service to a building or a site including but not limited to loading docks, storage tanks, trash containers or receptacles, electrical transformers, utility vaults which extend above the surface, cooling towers, and heating and cooling units.

Shrub. A perennial plant which has persistent multiple woody stems from a common root and differing from a tree by ·its low stature and habit of branching from the base.

Substantial Expansion. When an existing structure or vehicular access area is expanded, altered, or enlarged where such expansion, alteration, or enlargement exceeds twenty-five (25) percent of the area of the existing structure or vehicular access area.

Tree. Any self-supporting, woody perennial plant which normally grows to an overall height of at least fifteen (15) feet.

Tree, Deciduous. Trees which normally shed their leaves in the fall.

Tree, Large. Any tree which normally attains a mature height equal to or greater than forty (40) feet.

Tree Lawn. That part of the street right of way not covered by sidewalk, bike path or other paving, lying between the sidewalk and street.

Tree, Major. An existing living tree with a DBH of at least eighteen (18) inches.

Tree, Measurement. The diameter in inches of a tree trunk measured six (6) inches above grade for trees equal to or less than six (6) inches in diameter or measured at DBH for trees larger than six (6) inches in diameter.

Tree, Medium. Any tree which normally attains a mature height greater than twenty-five (25) feet and less than forty (40) feet.

Tree, Small. Any tree which normally attains a mature height greater than fifteen (15) feet and less than twenty-five (25) feet.

Tree, Standard. A tree planted with a trunk caliper (diameter) of at least one and 3/4 (1¾) inches measured 6" above grade.

Vehicle Encroachment. Any protrusion of a vehicle outside of a parking space, display area, storage area, access way, or access aisle into a landscape area.

Vehicular Use Area. Any paved surface area, excepting public rights-of-way, used by any type vehicle, whether moving or at rest for the purpose of (including but not limited to) driving, parking, loading, unloading, or storage.

B. **Terms Applicable to Wireless Telecommunication Structures**

Antenna. Any exterior transmitting or receiving device mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.

Antenna Support Structure. Any building or other structure other than a Tower which can be used for location of Wireless Telecommunications Facilities.

Co-location. The use of a wireless telecommunications facility by more than one wireless telecommunications provider.

Engineer, Radio Frequency. An engineer who possesses the additional qualifications of holding a FCC

General Radiotelephone Operator License and who has successfully completed training in electromagnetic field theory and antenna theory.

Equipment Shelter. The structure in which the electronic receiving and relay equipment for a Wireless Telecommunications Facility is housed.

FAA. The Federal Aviation Administration and any legally appointed, designated or elected agent or successor.

FCC. The Federal Communications Commission and any legally appointed, designated or elected agent or successor.

Height or Above Ground Level. When with respect to Chapter 1105.13, the distance measured from the finished grade at the base of the tower/structure to the highest point on the tower or other structure, including the base pad and any antenna.

Monopole. A support structure constructed of a single, self-supporting hollow metal tube securely anchored to a foundation.

Open Space. An area substantially open to the sky which may be on the same lot with a building. The area may include, along with the natural environmental features, water areas, swimming pools and tennis courts, any other recreational facilities that the Planning and Zoning Board deems permissive. Streets, parking areas, structures for habitation and the like shall not be included.

Tower. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio and similar communication purposes, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, wireless telecommunications towers, alternative tower structures, and the like. The term includes the structure and any support thereto.

Towers, Pre-existing and Pre-existing Antennas. Any tower or antenna for which a building permit or special use permit has been properly issued prior to the effective date of this chapter, including permitted towers or antennas that have not yet been constructed so long as such approval is current and not expired.

Viewshed. The area surrounding a Wireless Telecommunications Facility or Antenna Support Structure,

within which the Facility or Structure is visible from street level.

Wireless Telecommunications Facilities. Any cables, wires, lines, wave guides, antennas and any other equipment or facilities associated with the transmission or reception of communications as authorized by the FCC which a Person seeks to locate or has installed upon a Tower or Antenna Support Structure. However, the term Wireless Telecommunications Facilities shall not include: (1) Any satellite earth station antenna two meters in diameter or less which are located in an area zoned industrial or commercial; (2) Any satellite earth station antenna one meter or less in diameter, regardless of zoning category; (3) Antennas used by amateur radio operators are excluded from this definition.

REYNOLDSBURG ZONING CODE

REYNOLDSBURG, OH

2024 2026

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the City Auditor to Remove Report Writing Workstations from the City's Fixed Asset List for the Reynoldsburg Police Department

APPROVALS:

Joe Begeny
Stephen Cicak
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Removal of FA2914, Report Writing workstations (no longer in working order).

A RESOLUTION AUTHORIZING THE CITY AUDITOR TO REMOVE REPORT WRITING WORKSTATIONS FROM THE CITY'S FIXED ASSET LIST FOR THE REYNOLDSBURG POLICE DEPARTMENT

WHEREAS, the City of Reynoldsburg Police Department is requesting the removal of the Department's report writing workstations as they are no longer in working order.

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

SECTION 1. That the City Auditor be and is hereby authorized and directed to remove the following item from the City's Fixed Asset list:

Tag #	Description of Item	Reason
FA2914	Report Writing Workstations	No longer in working order

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

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance Authorizing the Mayor to Enter into a Contract with Compton Construction for Design and Construction Services

WHEREAS, it has been determined that additional office space for current/additional staff to accommodate both the private and public sector, given the City's overall success and growth throughout the past several years, is needed; and

WHEREAS, the City hired OHM Advisors to conduct a space planning study (attached) document, which identified two areas for conversion (upstairs conference room into office space, and the redesign of Council Chambers to include a new conference room) to accommodate the City's needs, and

WHEREAS, the cost for the design and construction of these improvements is $500,396.29; and

WHEREAS, the City solicited for proposals in both the Daily Reporter and Bid Express for this project on August 20, 2025, and

WHEREAS, on September 11, 2025, the City received one responsive bid from Compton

Construction.

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

SECTION 1. That the Mayor be and is hereby authorized to enter into a contract with Compton Construction for design and construction of additional office space and a large conference room for a cost of $550,435.92 (includes a contingency amount of $50,039.63).

SECTION 2. That an amount of $550,435.92 be appropriated from the unappropriated General Fund (110) to account number 110.448.5339 Miscellaneous Infrastructure.

SECTION 3. That this Resolution will be effective thirty days following approval of Council and the signature of the Mayor.

COMPTON CONSTRUCTION

CONSTRUCTION PROPOSAL

CITY OF REYNOLDSBURG - CITY HALL MASTER PLAN RENOVATIONS
7232 EAST MAIN STREET, REYNOLDSBURG, OHIO 43068

Reynoldsburg
OHIO • 1839



CONTENTS

CONTENTS

INTRODUCTION & PROFESSIONAL QUALIFICATIONS 3
Includes list of similar projects

PROPOSED PROJECT TIMELINE 4

FEE PROPOSAL 5

EXCLUSIONS & INCLUSIONS..... 6-8

DETAILED BID 9-11

PARTNER REFERENCES 12

INTRODUCTION & PROFESSIONAL QUALIFICATIONS

THANK YOU FOR THE OPPORTUNITY!

Compton Construction is excited for the opportunity to once again collaborate with the City of Reynoldsburg on the proposed renovation at City Hall, 7232 East Main Street. We have a long-standing relationship with the City of Reynoldsburg having recently completed the reception desk improvement project. Compton Construction remains a committed partner dedicated to delivering a successful project for all stakeholders.

Our team has completed hundreds successful, on-time and within budget, renovations around the Columbus metropolitan area both as a General Contract and Design-Build partner. Overall project sizes ranging from $50,000 to $1,000,000. Some of these projects include:

- Digital Data Technologies
- iHeart Media Office Downsize
- The Women's Fund of Central Ohio
- Youth Advocate Services
- Legends Tenant and Landlord Build-outs
- Sheakley
- Lower Lights Improvements

Compton Construction has distinguished itself since 2012 as a "go-to" partner helping clients to achieve their goals. Compton Construction, LLC, an Ohio incorporated and licensed entity, operates out of its offices at 691 Parsons Ave., Columbus, OH 43206. Compton's critical knowledge of construction and design processes allows us to position ourselves as the foremost expert in building, leaving room for an unparallel and proactive build process from the comprehensiveness of our bid through final completion of construction.

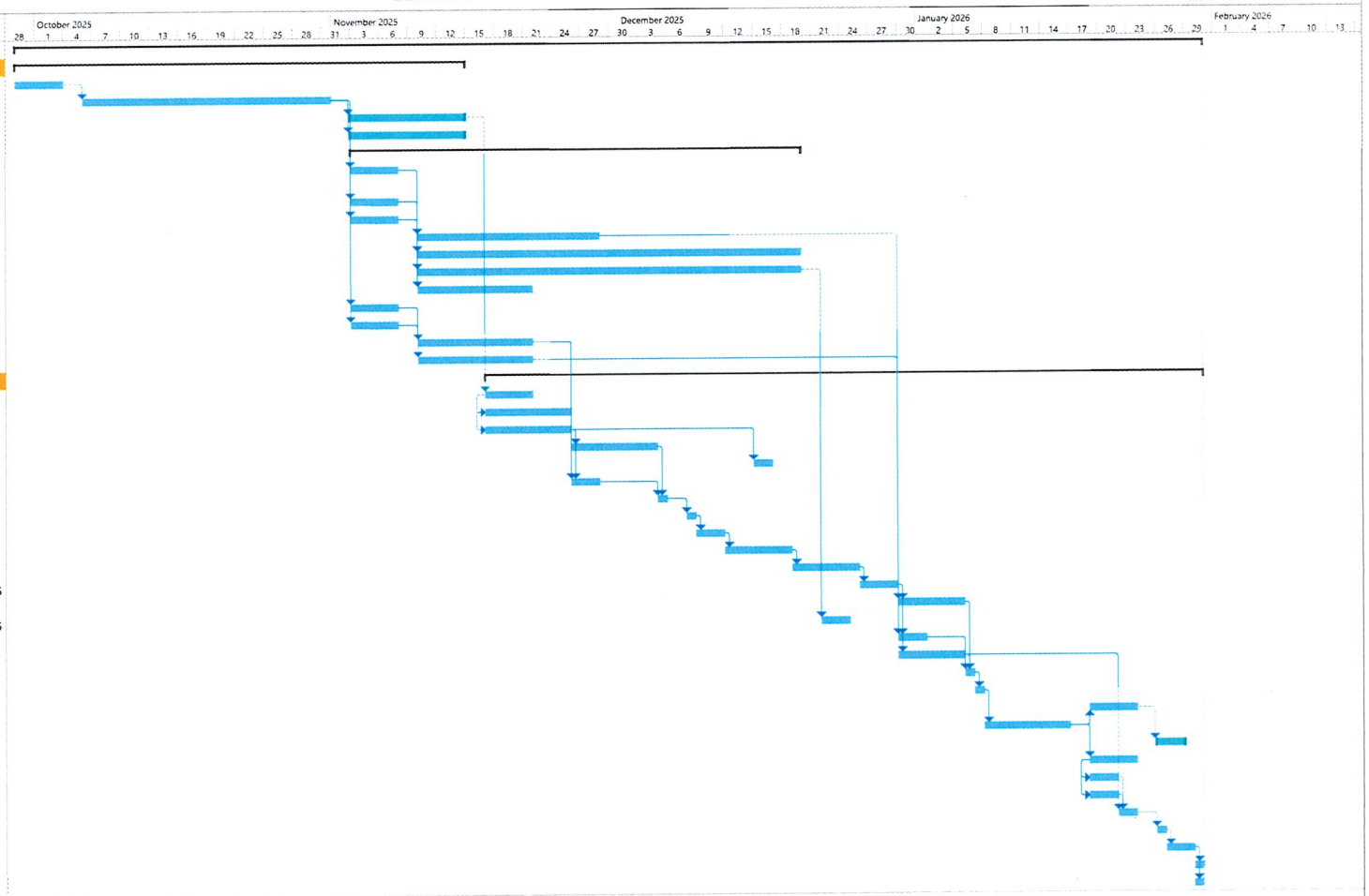
Compton Construction leans into the core values of an "all-in" mindset, craftsmanship, solution seeking, joy, community, and transparency. Each of these values are apparent in our approach to the work, communications, the consumer end-product, and relationships we develop through the construction process.

We look forward to working with the City of Reynoldsburg again and are excited to deliver another successful project at City Hall.

COMPTON CONSTRUCTION

CTI TENANT IMPROVEMENT SCHEDULE
12.13.24

ID	Task Name	Duration	Start	Finish
1	**City Hall Master Plan Renovations**	**90 days**	**Mon 9/29/25**	**Fri 1/30/26**
2	**Design Process**	**35 days**	**Mon 9/29/25**	**Fri 11/14/25**
3	Engage MEPs	5 days	Mon 9/29/25	Fri 10/3/25
4	Design Process	20 days	Mon 10/6/25	Fri 10/31/25
5	Permitting	10 days	Mon 11/3/25	Fri 11/14/25
6	Competitive Bid/Final Contract Adjustm	10 days	Mon 11/3/25	Fri 11/14/25
7	**Submittal and Procurement**	**35 days**	**Mon 11/3/25**	**Fri 12/19/25**
8	Electrical Equipment & Fixtures Submittals	5 days	Mon 11/3/25	Fri 11/7/25
9	Doors and Hardware Submittals	5 days	Mon 11/3/25	Fri 11/7/25
10	HVAC Equipment & Materials Submittals	5 days	Mon 11/3/25	Fri 11/7/25
11	Electrical Fixture Procurement	15 days	Mon 11/10/25	Fri 11/28/25
12	Glass, Doors and Hardware Procurement	30 days	Mon 11/10/25	Fri 12/19/25
13	Electric Gear Procurement	30 days	Mon 11/10/25	Fri 12/19/25
14	HVAC Equipment Procurement	10 days	Mon 11/10/25	Fri 11/21/25
15	Fire Alarm Drawings	5 days	Mon 11/3/25	Fri 11/7/25
16	Fire Suppression Drawings	5 days	Mon 11/3/25	Fri 11/7/25
17	Fire Alarm Permit	10 days	Mon 11/10/25	Fri 11/21/25
18	Fire Suppression Permit	10 days	Mon 11/10/25	Fri 11/21/25
19	**Construction**	**55 days**	**Mon 11/17/25**	**Fri 1/30/26**
20	Mobilization	5 days	Mon 11/17/25	Fri 11/21/25
21	Demolition	7 days	Mon 11/17/25	Tue 11/25/25
22	Rough Framing	7 days	Mon 11/17/25	Tue 11/25/25
23	Rough Electric	7 days	Wed 11/26/25	Thu 12/4/25
24	Rough Blocking	2 days	Mon 12/15/25	Tue 12/16/25
25	Rough Fire Alarm	3 days	Wed 11/26/25	Fri 11/28/25
26	MEP Rough Inspections	1 day	Fri 12/5/25	Fri 12/5/25
27	Framing Rough Inspection	1 day	Mon 12/8/25	Mon 12/8/25
28	Hang Drywall	3 days	Tue 12/9/25	Thu 12/11/25
29	Drywall Finish	5 days	Fri 12/12/25	Thu 12/18/25
30	Prime & Paint	5 days	Fri 12/19/25	Thu 12/25/25
31	Install/Repair Ceiling Grid	2 days	Fri 12/26/25	Mon 12/29/25
32	Above Ceiling Electric	5 days	Tue 12/30/25	Mon 1/5/26
33	Electrical Panel Install	3 days	Mon 12/22/25	Wed 12/24/25
34	Above Ceiling Fire Suppression	3 days	Tue 12/30/25	Thu 1/1/26
35	HVAC Diffuser Relocation	5 days	Tue 12/30/25	Mon 1/5/26
36	MEP Above Ceiling Inspections	1 day	Tue 1/6/26	Tue 1/6/26
37	Framing Above Ceiling Inspection	1 day	Wed 1/7/26	Wed 1/7/26
38	Install Flooring	5 days	Mon 1/19/26	Fri 1/23/26
39	Install Storefront, Doors and Hardware	7 days	Thu 1/8/26	Fri 1/16/26
40	Reinstall Seats	3 days	Mon 1/26/26	Wed 1/28/26
41	Final Paint	5 days	Mon 1/19/26	Fri 1/23/26
42	Electrical Devicing	3 days	Mon 1/19/26	Wed 1/21/26
43	Fire Alarm Devicing	3 days	Mon 1/19/26	Wed 1/21/26
44	MEP Final Inspections	2 days	Thu 1/22/26	Fri 1/23/26
45	Final Occupancy Inspection	1 day	Mon 1/26/26	Mon 1/26/26
46	Final Punchout	3 days	Tue 1/27/26	Thu 1/29/26
47	Final Clean	1 day	Fri 1/30/26	Fri 1/30/26
48	Substantial Completion	1 day	Fri 1/30/26	Fri 1/30/26



Project: Construction Schedule
Date: Thu 9/25/25

Task | Split | Milestone | Summary | Project Summary | Inactive Task | Inactive Milestone | Inactive Summary | Manual Task | Duration-only | Manual Summary Rollup | Manual Summary | Start-only | Finish-only | External Tasks | External Milestone | Deadline | Progress | Manual Progress

FEE PROPOSAL

RENOVATION COST SUMMARY

COST/SF | $192.46

GENERAL CONDITIONS & REQUIREMENTS	$91,985.90	21%
EXISTING CONDITIONS - DEMO	$24,910.00	6%
CONCRETE	$12,312.00	3%
MASONRY	$3,640.00	1%
METALS	$17,000.00	4%
DOORS & WINDOWS	$82,342.50	18%
FINISHES	$78,936.00	18%
FURNISHINGS	$6,300.00	1%
FIRE SUPPRESSION	$15,250.00	3%
HVAC	$48,750.00	11%
ELECTRICAL	$41,206.00	9%
COMMUNICATIONS	$8,540.00	2%
FIRE ALARM	$15,610.00	3%
OVERHEAD & PROFIT @ 12%	$53,396.29	

BASE BID TOTAL **$500,396.29**

EXCLUSIONS & INCLUSIONS

01-GENERAL CONDITIONS & REQUIREMENTS

- Includes all expenses as noted within the RFP, including all addenda
- Provide project appropriate project management
- Includes on-site Superintendent personnel for normal working hours
- Includes all General Requirements for project

02-EXISTING CONDITIONS

- Demolition of walls, ceilings, applied finishes, and fixtures
- Provide dumpsters on site for duration of project

03-CONCRETE

- New concrete to create level floor for new conference space

08-DOORS & WINDOWS

- New storefront - excludes all blinds
- New doors and hardware

09-FINISHES

- New walls - metal studs, drywall, and insulation
- Painting hollow metal frames and doors included
- New ACT and grid - specification TBD
- Flooring - TBD

21-FIRE SUPPRESSION

- Provide drawings and permit for sprinkler system
- Rework system according to new layout

23-HVAC

- Develop HVAC schematic plan and drawings
- Provide and install HVAC as detailed

26-ELECTRICAL

- Develop electrical schematic plan and drawings
- Provide and install electric as detailed

GENERAL ASSUMPTIONS & CLARIFICATIONS

- Permitting & Zoning Costs are by Others and not included in this proposal.
- Work to take place during the normal working hours of 7am-5pm.
- After-hours or weekend work is not included unless specifically noted.
- No hazardous material or environmental testing included. Removal, remediation, or abatement is expressly excluded.
- No work is included for areas outside the defined scope unless explicitly stated.
- Any unforeseen conditions (e.g., structural deficiencies, concealed utilities, asbestos) will be handled via change order.
- Additional requirements through correction letters, on-site inspection directives, and other means are excluded and will be delt with as a change order to the project. This proposal is based on the RFP as advertised on August 20th, 2025 and addenda.
- Pricing includes design prices for MEPs to develop own engineered drawings.
- Anywhere this scope and the budget are in conflict, scope clarification will be clarified in writing prior to execution and final contract.
- The construction schedule is based on a continuous, unimpeded sequence of work and is based on preliminary information as the full design scope and construction set is not yet determined. It is understood that pricing is based on contractor assumptions for known scope of work. Final selections and design may impact overall cost and is expected to be addressed via change order.
- It is assumed that Owner/Client will be contracting directly with Architect, or Structural Engineer, who will create the complete set of construction documents in collaboration with the MEPs and Contractor. Contractor will not have privity of contract with Architect or its partners.
- Assume project will be published Ohio prevailing wage rates.

COMPTON CONSTRUCTION

691 Parsons Avenue, Columbus, OH 43206

Proposal

Name: **City Hall Master Plan Renovations** Date: **25/Sep/2025**

Project Folder: **25BC** Address: **7232 E Main St, Reynoldsburg, OH 43068** Version: **BID**

Project Number: Owner: **City Of Reynoldsburg** Square Feet: **2,600**

Description of Work: **Office Renovation**

Code	Item Description	Group	Type	Description	Measure	Units		Unit Cost		Cost		
1-000	**GENERAL CONDITIONS**											
1-041	Project Management	01	L	Project Manager (Construction)	HR	220.00	$	121.15	$	26,653.00		
1-042	Project Superintendent	01	L	Superintendent	HR	300.00	$	103.50	$	31,050.00		
1-044	Project Estimating	01	L	Pre-construction Services	HR	80.00	$	94.18	$	7,534.40		
1-045	Project Administrative	01	L	Prevailing Wage Management	HR	150.00	$	85.29	$	12,793.50		
1-049	Insurance	01	O	Insurance	LS	1.00	$	450.00	$	450.00		
1-065	Permit Fees - Building	01	O	Bonding/Insurance - Excluded	LS	0.00	$	-	$	-		
1-070	Printing	01	O	Printing	LS	4.00	$	95.00	$	380.00		
1-521	Field Office Expense	01	O	Small Tools, Safety Materials, On Site Office Exp	LS	1.00	$	2,500.00	$	2,500.00		
1-521	Field Office Expense	01	O	Rental Equipment	LS	1.00	$	3,200.00	$	3,200.00		
1-710	Final Cleaning	01	S	First and Second Floor Final Clean	SF	2600.00	$	0.75	$	1,950.00		
1-741	General Construction Labor	02	S	General Construction Labor, Existing Conditions Protection, General Requirements	HR	25.00	$	127.00	$	3,175.00		
1-970	Project Technology	01	O	Project Technology	LS	1.00	$	800.00	$	800.00		
								TOTAL	$	91,985.90	$	**91,985.90**
2-000	**EXISTING CONDITIONS**											
2-041	Site Demolition	02	S	Demo of existing storefront, flooring, new door openings, hard lid and seating (to be relocated) and 2nd Floor Scope	LS	1.00	$	22,230.00	$	22,230.00		
2-200	Dumpsters	02	S	Construction Dumpsters	EA	4.00	$	500.00	$	2,000.00		
								TOTAL	$	24,910.00	$	**24,910.00**
3-000	**CONCRETE**											
3-306	Slab On Grade 4"	03	S	New Slab and Concrete Stoop	SF	486.00	$	17.00	$	8,262.00		
3-800	Concrete Cutting Sub	03	S	Concrete Demo	SF	450.00	$	9.00	$	4,050.00		
								TOTAL	$	12,312.00	$	**12,312.00**
4-000	**MASONRY**											
4-100	Masonry Sub	04	S	Demo and Repair around New Door Opening	LS	1.00	$	3,640.00	$	3,640.00		
								TOTAL	$	3,640.00	$	**3,640.00**
5-000	**METALS**											
5-120	Structural Steel	05	S	Steel Columns (2) Allowance	LS	1.00	$	11,000.00	$	11,000.00		
5-520	Steel Railings	05	S	Handrails	LS	1.00	$	6,000.00	$	6,000.00		
								TOTAL	$	17,000.00	$	**17,000.00**
6-000	**WOOD & PLASTICS**											
								TOTAL	$	-	$	-
7-000	**THERMAL & MOISTURE PROTECTION**											

691 Parsons Avenue, Columbus, OH 43206

Name: **City Hall Master Plan Renovations** | Date: **25/Sep/2025**

Project Folder: **25BC** | Address: **7232 E Main St, Reynoldsburg, OH 43068** | Version: **BID**

Project Number: | Owner: **City Of Reynoldsburg** | Square Feet: **2,600**

Description of Work: **Office Renovation**

Code	Item Description	Group	Type	Description	Measure	Units		Unit Cost		Cost		
								TOTAL	$	-	$	-
8-000	**DOORS & WINDOWS**											
8-140	Wood Doors & Frames	08	S	Furnish and install new solid core wood doors, frame and hardware	EA	6.00	$	2,805.00	$	16,830.00		
8-400	Storefront Systems Sub	08	S	New sliding glass system Allowance	LS	1.00	$	42,500.00	$	42,500.00		
8-410	Aluminum Storefront	08	S	New Single Storefront doors	EA	5.00	$	4,250.00	$	21,250.00		
8-810	Glass Glazing	08	S	Privacy Film Allowance	SF	235.00	$	7.50	$	1,762.50		
								TOTAL	$	82,342.50	$	**82,342.50**
9-000	**FINISHES**											
9-200	Metal Studs & Drywall Sub	09	S	Frame, Insulate, Drywall Package 1st and 2nd Floor	LS	1.00	$	39,200.00	$	39,200.00		
9-510	Acoustical Ceilings	09	S	New ACT, Hard Lid and Patching	LS	1.00	$	11,480.00	$	11,480.00		
9-600	Flooring Sub	09	S	Rubber cove base Upstairs and Risers/Treads	LS	1.00	$	2,100.00	$	2,100.00		
9-680	Carpet	09	S	New Carpet Tile and Base	SF	450.00	$	16.00	$	10,080.00		
9-840	Acoustic Treatments	09	S	Acoustinc Sound Panels	SF	27.00	$	45.00	$	1,701.00		
9-910	Surface Prep	09	S	Patch and Repair Flooring Allowance	LS	1.00	$	2,500.00	$	2,500.00		
9-912	Interior Painting	09	S	Interior Paint	SF	1800.00	$	3.75	$	10,125.00		
9-970	Closeout/Punch List	LS	S	Closeout/Punch List	LS	1.00	$	1,750.00	$	1,750.00		
								TOTAL	$	78,936.00	$	**78,936.00**
10-000	**SPECIALTIES**											
								TOTAL	$	-	$	-
11-000	**EQUIPMENT**											
								TOTAL	$	-	$	-
12-000	**FURNISHINGS**											
12-100	Furnishings Sub	12	S	Labor for chair reinstall	LS	1.00	$	6,300.00	$	6,300.00		
								TOTAL	$	6,300.00	$	**6,300.00**
13-000	**SPECIAL CONSTRUCTION**											
								TOTAL	$	-	$	-
14-000	**CONVEYING SYSTEMS**											
								TOTAL	$	-	$	-
21-000	**FIRE SUPPRESSION**											
21-100	Fire Suppression Sub	21	S	Fire Suppression - drawings and install/modifications	LS	1.00	$	15,250.00	$	15,250.00		
								TOTAL	$	15,250.00	$	**15,250.00**
22-000	**PLUMBING**											
								TOTAL	$	-	$	-
23-000	**HVAC**											
23-100	HVAC Sub	23	S	New supply/returns and duct runs, permit and inspections, drawings	LS	2600.00	$	12.50	$	48,750.00		
								TOTAL	$	48,750.00	$	**48,750.00**
26-000	**ELECTRICAL**											
26-100	Electrical Sub	26	S	Allowance for new receptacles and power plan	LS	1.00	$	18,750.00	$	18,750.00		

691 Parsons Avenue, Columbus, OH 43206

Name: **City Hall Master Plan Renovations** Date: **25/Sep/2025**

Project Folder: **25BC** Address: **7232 E Main St, Reynoldsburg, OH 43068** Version: **BID**

Project Number: Owner: **City Of Reynoldsburg** Square Feet: **2,600**

Description of Work: **Office Renovation**

Code	Item Description	Group	Type	Description	Measure	Units		Unit Cost		Cost		
26-240	Service Panels	26	S	New Panel/Upgrade Service Contingency	EA	1.00	$	9,100.00	$	9,100.00		
26-510	Interior Lighting	26	S	Allowance for wall mounted light in closet	LS	1.00	$	420.00	$	420.00		
26-510	Interior Lighting	26	S	Furnish and install new Lighting Package	LS	1.00	$	12,936.00	$	12,936.00		
								TOTAL	$	41,206.00	$	41,206.00
27-000	**COMMUNICATIONS**											
27-410	AV Systems	27	S	LV Allowance - Data and Wire Pull	LS	1.00	$	3,500.00	$	3,500.00		
27-510	AV Communication Systems	27	S	AV Allowance for Cameras and Conf Room	LS	1.00	$	5,040.00	$	5,040.00		
								TOTAL	$	8,540.00	$	8,540.00
28-000	**ELECTRONIC SAFETY & SECURITY**											
28-300	Fire Alarm Sub	28	S	Fire Alarm - drawings and install/modifications	LS	1.00	$	15,610.00	$	15,610.00		
								TOTAL	$	15,610.00	$	15,610.00
31-000	**EARTHWORK**											
								TOTAL	$	-	$	-
32-000	**EXTERIOR IMPROVEMENTS**											
								TOTAL	$	-	$	-
33-000	**UTILITIES**											
								TOTAL	$	-	$	-
								Subtotal		$	446,782.40	
								OH&P	12%	$	53,613.89	
								Estimate Total		$	500,396.29	
								Cost/SF		$	192.46	

PARTNER REFERENCES

INDUSTRY REFERENCES

Walter Eguez - Tortilla Street Food - weguezv@gmail.com
Recent Projects:

- Tortilla Home Office
- Don Vito
- Tortilla Park and Building B Build-out

Chad Underwood - Modo Yoga - chad@modoyogacolumbus.com
Recent Projects:

- Modo Yoga Tenant Build-Out

Mark Robinson - Standardized Brewing - mark@standardizedbrewing.com
Recent Projects:

- Standardized Brewing Build-out

THANK YOU

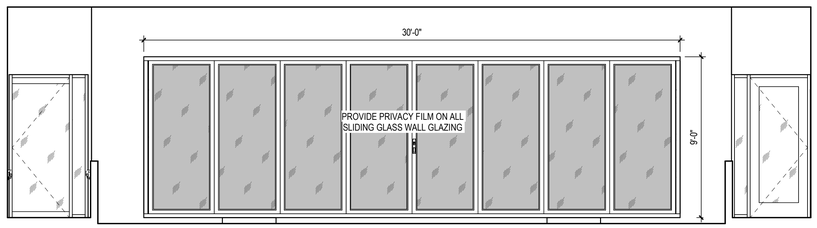
On behalf of Compton Construction, I would like to thank you for the opportunity to bid your project!

It would be a privilege to complete the renovations at City Hall for the City of Reynoldsburg, and look forwarding to continuing our relationship.

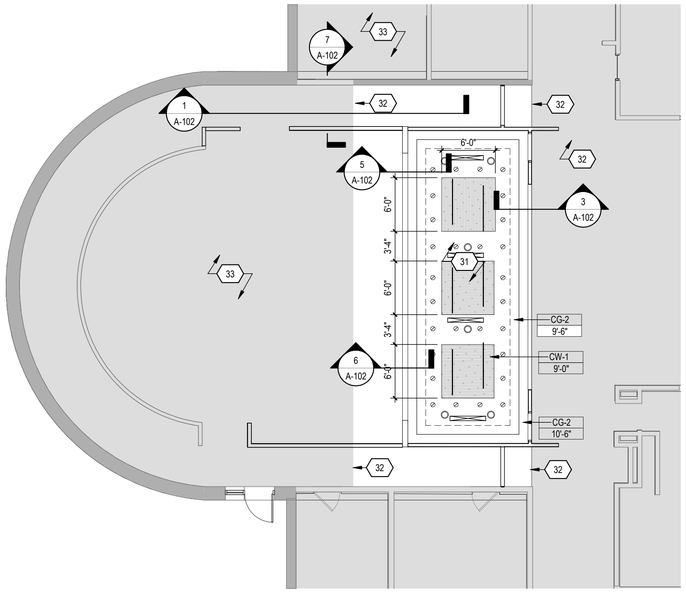
Blake Compton | Founder

GOOD PEOPLE, DOING GOOD WORK,
FOR GOOD PEOPLE

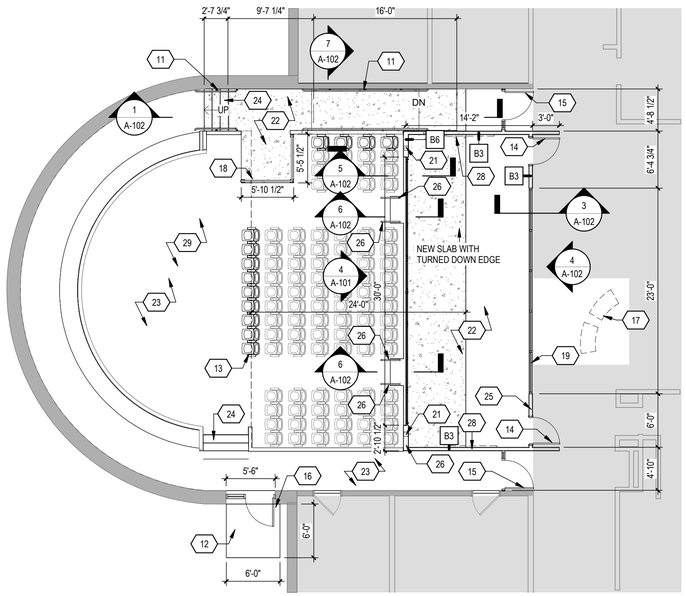
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4 ELEVATION - COUNCIL CHAMBERS
1/4" = 1'-0"

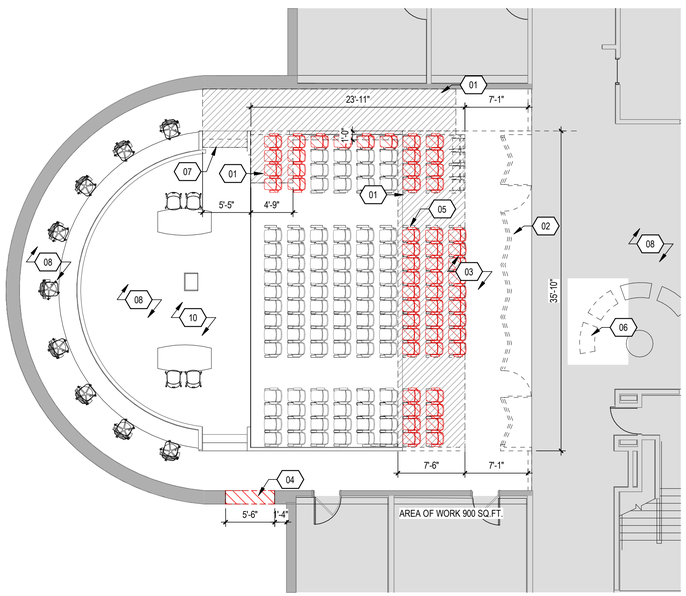


3 FIRST FLOOR RCP
1/8" = 1'-0" AREA OF WORK 900 SQ.FT.



2 FIRST FLOOR PLAN
1/8" = 1'-0" AREA OF WORK 2466 SQ.FT.

N



1 FIRST FLOOR DEMOLITION PLAN
1/8" = 1'-0" AREA OF WORK 740 SQ.FT.

SHEET KEYNOTES - DEMO. PLAN

01	SAW CUT AND REMOVE CONCRETE COMPLETELY IN AREA SHOWN. SEE PROPOSED PLAN FOR EXTENT OF EXCAVATION AND REWORK.
02	REMOVE INTERIOR STOREFRONT WINDOWS AND DOORS COMPLETELY.
03	REMOVE PORTION OF UNDULATING GYP. BOARD CEILING AS REQUIRED FOR NEW CONSTRUCTION.
04	REMOVE PORTION OF EXISTING WALL AS REQUIRED FOR NEW DOOR OPENING.
05	REMOVE FLOOR MOUNTED SEATING THROUGHOUT THE COUNCIL CHAMBERS AND SALVAGE QUANTITY REQUIRED FOR REINSTALLATION PER CONFIGURATION IN PROPOSED PLAN.
06	REMOVE BENCHES AND SALVAGE FOR RELOCATION SEE PROPOSED PLAN
07	REMOVE EXISTING STAIRS COMPLETELY
08	AREA NOT IN CONTRACT, PROTECT THROUGHOUT THE DURATION OF CONSTRUCTION
10	REMOVE EXISTING FLOORING AND BASE THROUGHOUT THE CHAMBER, TYPICAL. PREPARE SURFACE TO RECEIVE NEW FLOORING AND BASE

SHEET KEYNOTES - NEW PLAN

11	KNEE WALL CONSTRUCTED WITH STRUCTURAL METAL STUDS @ 16" O.C., PROVIDE ABUSE RESISTANT GYPSUM BOARD WITH SOLID WOOD CAP TO MATCH FINISH AND PROFILE OF EXISTING RAILING, TYPICAL. REINFORCE KNEE WALL WITH CLARK DEITRICH PONY WALL HEAVY SYSTEM @ 48" O.C. MAX.
12	PROVIDE NEW 4" CONCRETE SLAB ON GRADE WITH TURNED DOWN SLAB EDGE, DOWEL NEW SLAB INTO EXISTING @ 12" O.C., PATCH AND REPAIR VAPOR BARRIER AS REQUIRED WITH 10 MIL(MIN.) VAPOR BARRIER, TYP.
13	INSTALL RELOCATED SEATING IN NEW LOCATION AS SHOWN.
14	PROVIDE NEW 3'-0" x 7'-0" SOLID CORE WOOD DOOR WITH FULL GLASS LIGHT AND PRIVACY FILM. STAINED TO MATCH BUILDING STANDARD
15	PROVIDE NEW 3'-0" x 7'-0" ALL GLASS DOOR WITH INTEGRAL PANIC HARDWARE (BLUMCRAFT PA100 SERIES OR SIMILAR), OVERHEAD CONCEALED CLOSER AND RECESED FLOOR PIVOT
16	PROVIDE NEW 3'-0 X 7'-0" DOOR WITH SIDELITE. STOREFRONT TO BE 6" KAWNEER TRIFAB 600 SYSTEM FRONT GLAZED WITH INSULATED TEMPERED GLAZING WITH SANDBLASTED 3RD SURFACE.
17	PATCH AND REPAIR FLOORING AT LOCATION OF BENCH REMOVAL TO MATCH EXISTING PATTERNS AND STYLE.
18	CR LAURENCE P1 GLASS RAILING SYSTEM
19	KAWNEER 500 SERIES NON-INSULATED STOREFRONT SYSTEM CENTER GLAZED. PROVIDE WINDOW FILM AS INDICATED ON INTERIOR ELEVATIONS.
20	SOLAR INOVATIONS - FOLDING WALL (G2 NON THERMAL INFOLD). PROVIDE PRIVACY FILM AS INDICATED ON INTERIOR ELEVATIONS.
21	NEW HSS 6X6 COLUMN TO SUPPORT NEW BEAM ABOVE. SEE SECTION FOR ADDTIONAL INFORMATION.
22	PROVIDE NEW FLOORING AND BASE.CARPET TILE ALLOWANCE $16 PER SQ.FT. + INSTALLATION
23	REPLACE ALL EXISTING FLOORING AND BASE. NEW CARPET TILE ALLOWANCE $16 PER SQ.FT. + INSTALLATION.
24	JOHNSONITE TARKETT VINYL STAIR TREADS AND RISERS (SAFE T-RIB) WITH GRIP TAPE
25	ALL PARTITIONS TO BE TYPE 'B' UNLES NOTED OTHERWISE
26	TYPE 'B' PARTITION WITH 6" STUDS, THIS AREA ONLY
27	PAINTED STEEL FLOOR MOUNTED RAILING
28	POWER AND DATA FOR NEW TELEVISION WITH VIDEO CONFERENCING SYSTEM AND A/V TIED TO COUNCIL CHAMBERS
29	PATCH, REPAIR, AND REPAIR WALLS AND CEILINGS AROUND SCOPE OF WORK TO LIKE-NEW CONDITION

SHEET KEYNOTES - RCP

31	INSTALL NEW CEILING IN THE CONFERENCE ROOM ONLY
32	REPAIR AND PATCH CEILING AS NEEDED TO MATCH EXISTING CONDITION
33	NO WORK TO BE DONE IN THIS AREA. PROTECT DURING CONSTRUCTION

DEMOLITION PLAN LEGEND

GRAPHIC INDICATION (RE: A-001 SYMBOLS LEGEND)

- EXISTING TO REMAIN
- EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED.
- EXISTING TO BE REMOVED
- EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED AND SALVAGED FOR FUTURE WORK; AS INDICATED ON PLANS. RE: A-601 DOOR SCHEDULE
- NOT IN SCOPE

NEW PLAN LEGEND

GRAPHIC INDICATION (RE: A-001 SYMBOLS LEGEND)

- AREA OF WORK
- EXISTING TO REMAIN
- NOT IN SCOPE
- NEW SLAB
- NEW PARTITION

REFLECTED CEILING PLAN LEGEND

CEILING TYPES

- CA-1 / X' - X" — CEILING TYPE / CEILING ELEVATION
- **CA-2** 2X4 ACOUSTICAL LAY-IN CEILING TILE
- **CW-1** ARMSTRONG FORMATIONS - STAGGERED CLOUD WOOD PLANK
- **CG-2** GYPSUM BOARD PT-_
- NOT IN SCOPE

LIGHT FIXTURES

(REFER TO ELECTRICAL DRAWINGS)

- SURFACE / CEILING MOUNT
- RECESSED MOUNT
- LINEAR LED LIGHTING
- INTERIOR EMERGENCY WALL PACK
- EXIT SIGN (WALL) (CEILING)
- A/V SPEAKER SYSTEM

LIGHT FIXTURES

(REFER TO MECHANICAL DRAWINGS)

- RECTANGULAR CEILING DIFFUSER / GRILLE
- LINEAR DIFFUSER

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PRELIMINARY - NOT FOR CONSTRUCTION

ISSUED FOR: SCHEMATIC DESIGN 2025/02/21

PROJECT NUMBER 0012-24-0070
PM PM

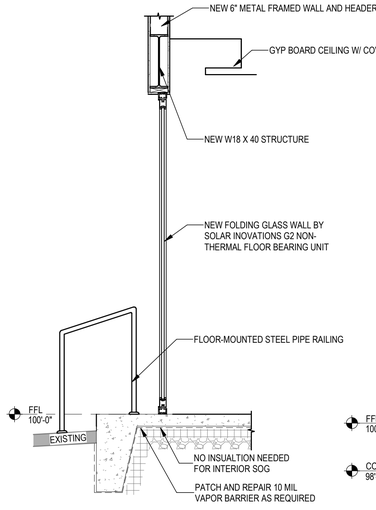
CITY OF REYNOLDSBURG
CITY HALL MASTER PLAN
7232 E Main St. Reynoldsburg, OH 43068
FIRST FLOOR PLAN

A-101

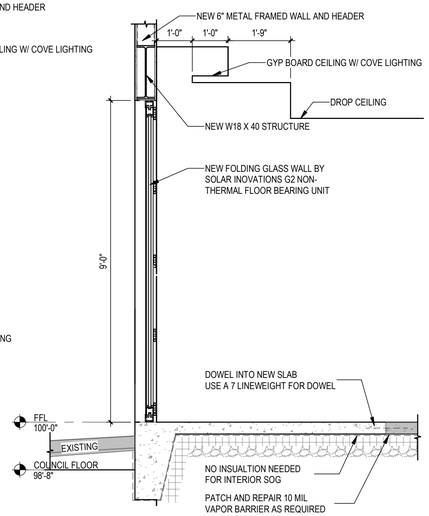
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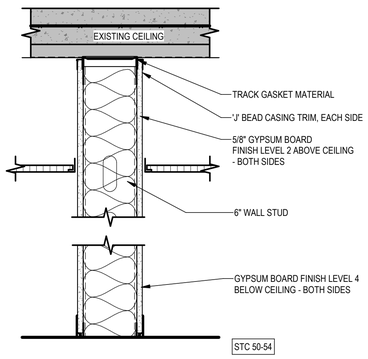
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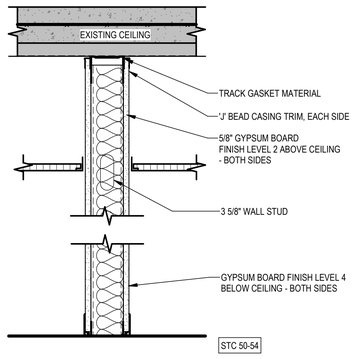
6 SECTION - FOLDING DOOR
1/2" = 1'-0"



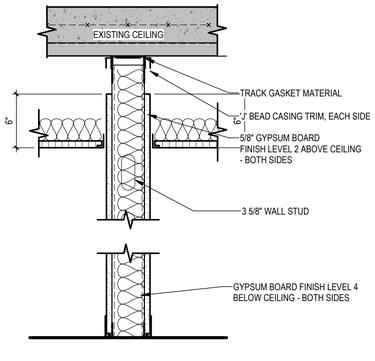
5 SECTION - FOLDING DOOR
1/2" = 1'-0"



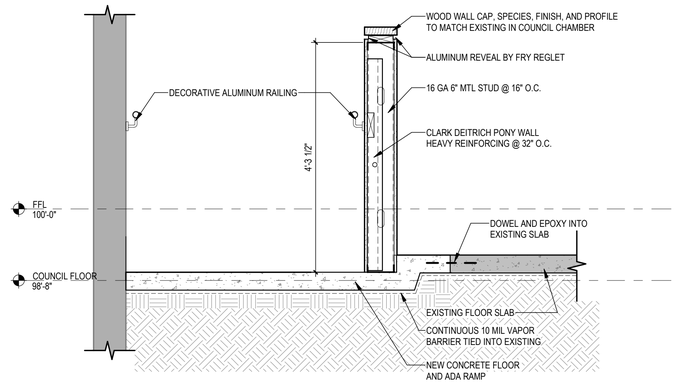
TYPE 'B6'
FULL HEIGHT PARTITION TO DECK OR EXISTING CEILING



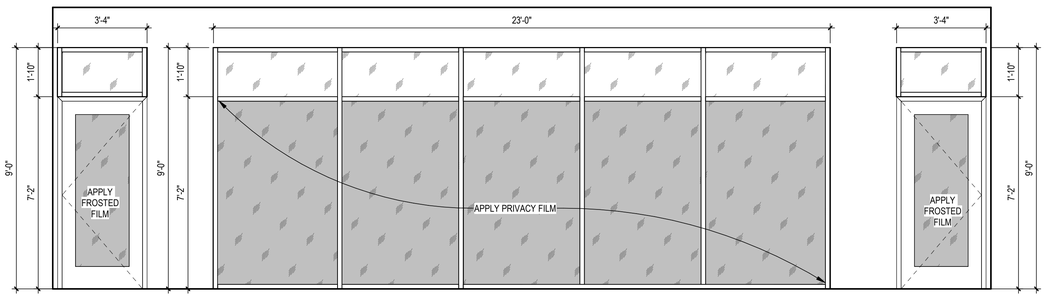
TYPE 'B3'
FULL HEIGHT PARTITION TO DECK OR EXISTING CEILING



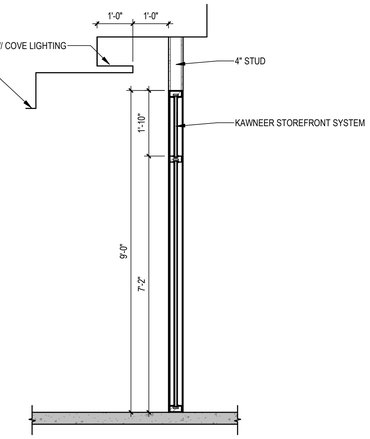
TYPE 'A3'
PARTITION TO 6" ABOVE FINISHED CEILING



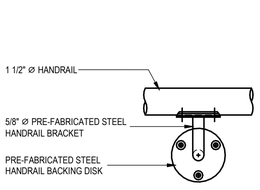
7 SECTION
3/4" = 1'-0"

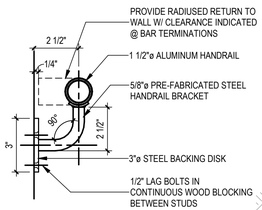


4 STOREFRONT ELEVATION
3/8" = 1'-0"



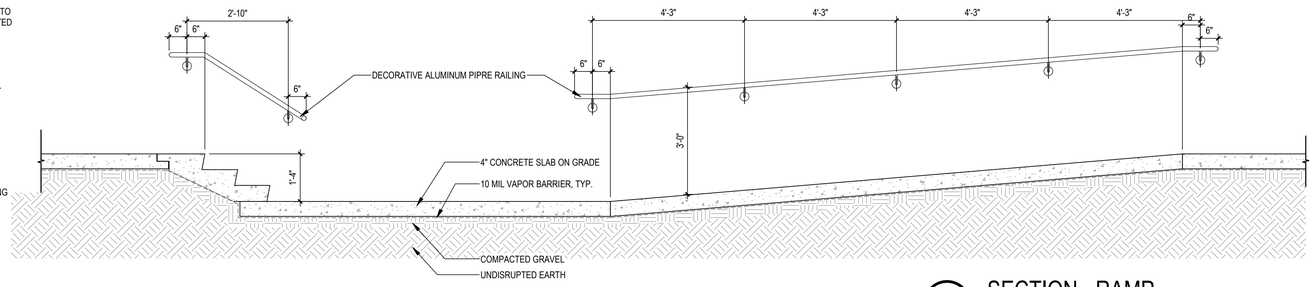
3 SECTION - STOREFRONT
1/2" = 1'-0"





NOTE:
SPACING: PROVIDE HANDRAIL MOUNT/ SADDLE @ 48" O.C. MAXIMUM ALONG LENGTH OF HANDRAIL. PROVIDE MOUNT WITHOUT PLATE OR ANCHOR @ STEEL GUARDRAIL POSTS WHERE HANDRAIL IS NOTED.

2 WALL MOUNTED RAILING
3" = 1'-0"



1 SECTION - RAMP
1/2" = 1'-0"

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PRELIMINARY - NOT FOR CONSTRUCTION

ISSUED FOR: SCHEMATIC DESIGN 20250221

PROJECT NUMBER 0012-24-0070
PM PM

CITY OF REYNOLDSBURG
CITY HALL MASTER PLAN
7232 E Main St. Reynoldsburg, OH 43068

DETAILS

A-102

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SHEET KEYNOTES - 2ND FLOOR DEMO

01	REMOVE EXISTING DOOR AND FRAME
02	REMOVE PORTION OF EXISTING WALL AND PATCH AS NEEDED TO MATCH EXISTING CONDITION
03	EXISTING FLOORING TO REMAIN. PROTECT DURING CONSTRUCTION. APPLY RAM BOARD AND SELFADHEREIG PROTECTIVE PLASTIC SYSTEM THROUGH OUT THE AREA OF WORK FOR DURATION OF CONSTRUCTION TO PROTECT EXISTING FLOORING

SHEET KEYNOTES - 2ND FLOOR NEW...

11	EXISTING FLOORING TO REMAIN, ADD NEW CONSTRUCTION ON TOP OF IT
12	ALL PARITIONS TO BE TYPE 'B' UNLESS NOTED OTHERWISE
13	FLOORING TRANSITION STRIP
14	FURNITURE BY THE OWNER
15	3070 SOLID CORE WOOD DOOR (TYP)

SHEET KEYNOTES - 2ND FLOOR RCP

31	NEW CEILING GRID AND ACOUSTICAL TILES
32	INSTALL WALL MOUNTED LIGHT
33	PAINTED GYP. BOARD BULKHEAD 2" BELOW ADJACENT LOWEST CEILING

REFLECTED CEILING PLAN LEGEND

CEILING TYPES

CA-1 — CEILING TYPE
X' - X" — CEILING ELEVATION

CA-2 2X4 ACOUSTICAL LAY-IN CEILING TILE

CW-1 ARMSTRONG FORMATIONS - STAGGERED CLOUD WOOD PLANK

CG-2 GYPSUM BOARD PT-_

NOT IN SCOPE

LIGHT FIXTURES

(REFER TO ELECTRICAL DRAWINGS)

- SURFACE / CEILING MOUNT
- RECESSED MOUNT
- LINEAR LED LIGHTING
- INTERIOR EMERGENCY WALL PACK
- EXIT SIGN (WALL) (CEILING)
- A/V SPEAKER SYSTEM

LIGHT FIXTURES

(REFER TO MECHANICAL DRAWINGS)

- RECTANGULAR CEILING DIFFUSER / GRILLE
- LINEAR DIFFUSER

NEW PLAN LEGEND

GRAPHIC INDICATION (RE: A-001 SYMBOLS LEGEND)

AREA OF WORK — EXISTING TO REMAIN — NOT IN SCOPE

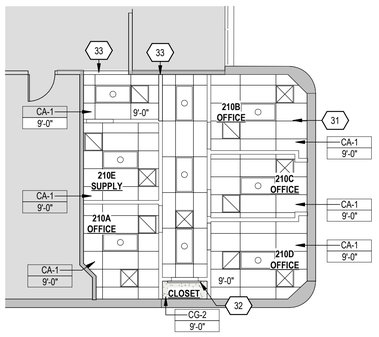
NEW SLAB — NEW PARTITION

DEMOLITION PLAN LEGEND

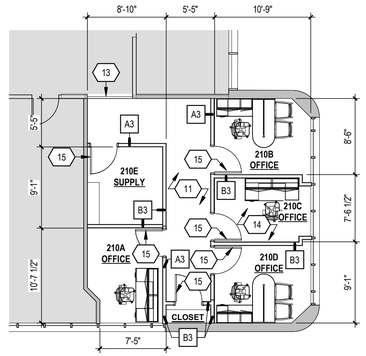
GRAPHIC INDICATION (RE: A-001 SYMBOLS LEGEND)

EXISTING TO REMAIN — EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED. — NOT IN SCOPE

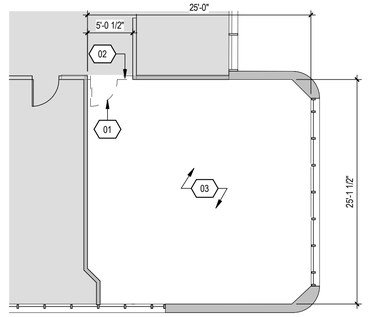
EXISTING TO BE REMOVED — EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED AND SALVAGED FOR FUTURE WORK; AS INDICATED ON PLANS. RE: A-601 DOOR SCHEDULE



3 SECOND FLOOR RCP
1/8" = 1'-0" AREA OF WORK 620 SQ.FT.



2 SECOND FLOOR PLAN
1/8" = 1'-0" AREA OF WORK 620 SQ.FT.



1 SECOND FLOOR DEMO PLAN
1/8" = 1'-0"

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PRELIMINARY - NOT FOR CONSTRUCTION

ISSUED FOR: SCHEMATIC DESIGN 20250221

PROJECT NUMBER 0012-24-0070
PM
PM

CITY OF REYNOLDSBURG
CITY HALL MASTER PLAN
7232 E Main St, Reynoldsburg, OH 43068
SECOND FLOOR PLAN

A-103

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Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the City and to be effective January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES, SECTION 953.01(a) WATER RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO

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

SECTION 1. That Section 953.01(a) Water Rate Schedule of Chapter 953 Water Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

953.01 Water Rate Schedule
(a) Charges for water furnished by the municipally-owned water system shall be at the rate of twelve dollars and fifty-five cents ($12.55) per 1,000 gallons,
effective January 1, 2026. A ten percent (10%) discount shall be applied to all seniors (65 and older), up to the first ten thousand gallons of consumption.

SECTION 2. That existing Section 953.01(a) of Chapter 953 Water Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city and shall be effective as of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the City to go into effect on January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 945 SEWER CHARGES, SECTION 945.02(c) RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO

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

SECTION 1. That Section 945.02(c) Rate Schedule of Chapter 945 Sewer Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

945.02 Sewer Rate Schedule

(c) Sewer charges for any building or premises shall be based on water consumption for new buildings. Sewer rental charges are hereby established for all residential, commercial and industrial users, effective January 1, 2026, at the rate of twelve dollars and twenty cents ($12.20) per 1,000 gallons.

SECTION 2. That existing Section 945.02(c) of Chapter 945 Sewer Charges be and is hereby

repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city and shall be effective as of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 958 Stormwater Charges, Section 958.06 Equivalent Residential Unit of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two read emergency

REASON FOR EMERGENCY:

for the financial needs of the City to go into effect January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 958 STORMWATER CHARGES, SECTION 958.06 EQUIVALENT RESIDENTIAL UNIT ASSIGNMENT OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG

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

SECTION 1. That Section 958.06 Equivalent Residential Unit Assignment of Chapter 958 Stormwater Charges of the Codified Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

958.06 EQUIVALENT RESIDENTIAL UNIT ASSIGNMENT.

For the purpose stated in this chapter, there is hereby charged to each Utility user and property, lot, parcel of land, building or premises (collectively "properties") situated within the corporate limits of the City that is tributary directly or indirectly to the stormwater system - Utility Service Charges determined, as provided in this section.

All properties having impervious areas within the City shall be assigned an Equivalent Residential Unit (ERU), or a multiple thereof, which will be at a minimum one ERU.

All improved single-family residential properties are assigned one ERU. A flat rate will apply to all single-family residential properties. All improved single-family residential properties are determined to include impervious areas typical of a single-family residence.

All properties having an impervious area which are not improved single-family residential properties are to be assigned by the City Engineer an ERU multiple based upon the properties' estimated impervious areas (in square feet) divided by 2,530 square feet (one ERU). This division will be calculated to the second decimal place and rounded according to mathematical convention to the nearest whole ERU.

The Utility Service Charge is six dollars and fifty-eight ($6.58) per month per Equivalent Residential Unit (ERU), which shall be effective from and after January 1, 2026.

SECTION 2. That existing Section 958.06 of Chapter 958 Stormwater Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency to meet the effective date of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Frankling Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Program with ODNR and Ohio EPA

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

WHEREAS, the City of Reynoldsburg has an annual contract with the Franklin County Soil and Water Conservation District to benefit the City's stormwater management permit compliance regarding public education and outreach, post construction and overall stormwater management practices.

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

SECTION 1. That the Mayor be and is hereby authorized to enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to support the Big

Walnut Watershed Coordinator Program administered by Franklin Soil and Water Conservation District at a cost of $27,615.00.

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

Franklin Soil and Water Conservation District

Creating Conservation Solutions for Over 70 Years

City of Reynoldsburg and Franklin Soil and Water Conservation District 2026 Intergovernmental Working Agreement

This working agreement is between the City of Reynoldsburg (City) and Franklin Soil and Water Conservation District (Franklin SWCD). This agreement is effective upon the execution of the City and terminates on December 31, 2026. The agreement is subject to the limitations of authorities, resources, and policies of the Franklin SWCD and the City.

The purpose of this agreement is to provide assistance to the City to help comply with the Small Municipal Separate Storm Sewer System (MS4) Stormwater Permit with Ohio EPA, in coordination with other Franklin County communities.

For ease of understanding, this agreement is arranged according to the order of the Six Minimum Controls for the National Pollutant Discharge Elimination System (NPDES) Phase II for Stormwater as defined in Ohio Revised Code 3745-39-04 (B)(1) through (6).
Franklin SWCD will give a full account of programming type and numbers at end of year and will update progress mid-year as requested.

Franklin SWCD is a government service agency that is funded by local government grants and state matching funds for the purpose of meeting local soil and water conservation needs.

Franklin SWCD will provide the following services for the City:

1. Watershed Coordination for Big Walnut Watershed

These items benefit the City's stormwater management permit compliance with public education and outreach, post construction, and overall stormwater program management.

Staff will provide watershed coordination assistance which may include:

a. In coordination with the City, write grants and secure funding for implementation projects in Headwaters Blacklick Creek watershed and the City to help reduce the negative impacts of the streams in this watershed in the City and enhance their positive contributions.

b. Pursue implementing stormwater runoff mitigation projects and other restoration efforts in the Dysart Run watershed particularly.

c. Assist in reviewing legislation and regulations related to stream impacts on landowners and stormwater.

d. Assist with promoting Community Backyards and Rain Garden Cost Share including a display at the Tomato Festival.

e. Promote the use of native plants and the impact of invasives species on the environment with use of educational materials and/or community volunteer events.

f. Highlight as appropriate stormwater mitigation and stream restoration projects in the City through written materials, presentations, and tours.

g. Provide assistance to residents as requested and appropriate.

h. Provide assistance as requested for the MS4 Stormwater Permit requirements, Annual Report to Ohio EPA, and guidance with stormwater management plan.

i. As resources allow, review stormwater utility for opportunities and develop stormwater messaging for storm drains and yard waste in Nepali.

Minimum Control Measure No. 1 & 2:

2. Public Education and Outreach; Public Participation and Involvement

a. Stormwater/Natural Resources Education for Residents

Provide stormwater and natural resource education updates to interested residents through newsletters, factsheets, and website.

Provide community PR staff, including Keith Kundtz, Mike Schulze and William Dorman, monthly outreach ideas with example text, graphics, and/or videos on stormwater topics that the City can use for newsletter articles, handouts to residents, developers or businesses, utility bill inserts, social media, etc.

b. Youth Education and Teacher Outreach

Provide classroom activities and presentations targeted to environmental education on topics related to stormwater pollution including water quality, soils, erosion and human impact on the environment in relation to Ohio State Science Standards to 656 (6561/2/5) students. This may include classroom/after-school or summer programs, loan kits, regional contests, and/or community events).

Provide targeted communications to teachers in grade bands that correspond with the appropriate Ohio State Science Standards to inform them of available resources, contests, grants, and professional development opportunities with Franklin Soil and Water and other environmental organizations.

Work with City staff, including Mike Schulze, to increase contacts and programming within Reynoldsburg Schools.

c. Community Backyards Program

Provide community-wide educational information on better management of stormwater within residential properties and benefits of rain gardens, rain barrels, composting, native plants, and good lawn care practices through the Community Backyards program. Franklin SWCD will provide brochures, website information, and educational materials for interested residents.

One Community Backyards workshop will be advertised and held in the City.

Up to $50 in rebate reimbursements will be provided for rain barrels, compost bins, and native plants/trees to residents if they attend an educational workshop or complete an online

presentation and quiz. Total reimbursements will not exceed $2,700 unless authorized by the City.

Up to $250.00 in rebate reimbursements for plants and materials used to build a rain garden will be provided to residents, schools or businesses. Franklin SWCD will provide site assessments and technical guidance for up to 2 residents in design and construction of a rain garden on a resident's property.

d. Invasive Species Trade-In Program

Work with the City to continue the Invasive Species Trade-In Program, allowing residents to replace invasive species from a pre-approved list with native plants. This program will serve as an extension of the Community Backyards Program and Franklin SWCD will facilitate $100 reimbursements on native plants/trees to residents. Residents will provide proof of invasive species removal to Franklin SWCD staff, staff will approve and provide a list of approved residents to Reynoldsburg. Total reimbursements for this program will not exceed $1,000.

e. Pick Up Poop (PUP)

Provide educational information to pet owners on the impacts of pet waste on stormwater using materials and messaging developed by Northeast Ohio Sewer District and the City of Columbus. The program will involve hot cards to explain the program, program display signs, a program webpage on Franklin SWCD's website, online and paper pledge forms for residents, and promotional giveaways such as doggie bandanas as an incentive for completing the pledge. Franklin SWCD will work with the City on PR ideas including Pet Stores, City Dog Parks, social media, or other avenues and will attend a community event to promote the program and educate residents on stormwater impacts. In 2026, staff may attend and/or provide educational information for the Spooky Pooch Parade to promote the program.

f. Water Quality Partnership (Business Outreach Program)

Outreach to Businesses through the Water Quality Partnership Program. This will include one mailing to City businesses with information on the community's stormwater program and actions businesses can take to improve water quality runoff in their community. Businesses can complete a pledge for and commit to actions that will support the City's stormwater program goals. Participating businesses will receive a water quality partner window cling, periodic educational information and recognition on Franklin SWCD's website. Staff will also continue outreach to remaining businesses who have signed up as community water quality partners.

g. Regional Developer Outreach

Provide quarterly workshops, webinars, and newsletters targeted to stormwater professionals, developers and contractors. The City will be listed as a supporter of developer and contractor education and outreach efforts in Franklin County through the *Urban Review* newsletter, Central Ohio Stormwater Roundtables, and webinars.

Posters and/or brochures are available with educational information on stormwater BMPs for onsite placement or for distribution to plan review applicants in coordination with the City's Development Department.

h. Stormwater Awareness Week

Continue to involve the City in coordination and facilitation of the Stormwater Awareness week to raise awareness on stormwater pollution and water quality issues.

Minimum Control Measure No. 6:

3. Good Housekeeping and Pollution Prevention for Municipal Operations

a. Good Housekeeping

Provide 1-2 good housekeeping trainings to City staff. The Training will be focused on Good Housekeeping/Pollution Prevention. Can also provide training videos to be shown to staff.

Reporting to the City

Franklin SWCD will give a full account of programming type and working agreement funds expended by task at 6 months, end of agreement and upon request.
Franklin SWCD will recognize the City as a partner and supporter on programming and communication materials.

The City will provide the following:

The City will provide feedback on Franklin SWCD's strategic plan.

The City shall compensate the Franklin SWCD in the form of a working agreement in the amount of $27,615. Franklin SWCD reserves the right to expend funds as needed to meet working agreement, overhead and general program costs. All activities in this working agreement are aligned with Franklin SWCD's mission and goals. While calculated off anticipated assistance needed, working agreement compensation is not intended to be a fee for service arrangement. Additional services may be provided as funding and resources allow.

<u>It is Mutually Agreed:</u>

1. That Franklin SWCD is a conservation technical and education service agency and therefore is not granted regulatory authority in the Ohio Revised Code.

2. That the working relationship will be defined to include lines of communications with appropriate departments.

3.That the City and Franklin SWCD meet when necessary to review and coordinate activities and programs with the aim of developing a multi-discipline approach to resource management.

4. That the standards and specifications developed by the City shall take precedence in planning and application of conservation measures. Where the City's policies are moot, the Natural Resources Conservation Service and ODNR Rainwater & Land Development Handbook will be used in planning and application of conservation measures.

5. That all parties will review quality of service and address concerns as they arise.

6. That credit will be given jointly to Franklin SWCD and the City on products developed as part of this working agreement.

7. That this working agreement may be amended at any time by mutual written agreement of both parties. In addition, either party may terminate this agreement by providing the other party with written notice at least sixty (60) days prior to the intended termination date.

SIGNATURES
The signatures below certify consent to the above agreement.

FRANKLIN SOIL AND WATER CONSERVATION DISTRICT

_____

Signature Title Date

CITY OF REYNOLDSBURG

_____

Signature Title Date

Attachment

ESTIMATED COSTS FOR REYNOLDSBURG GRANT

	ACTIVITY	Measurement	Cost Estimate
	Watershed Coordination		
1	Watershed Coordination Support	Provide support for watershed projects and stormwater efforts to benefit water quality, stream function, and stormwater management.	**$10,200**
	MCM 1&2		
2a	Stormwater/natural resource education for residents and media outreach	General Support	**$1,000**
2b	Youth Education and Teacher Outreach	Stormwater education programming provided to 656 students and teachers.	**$3,365**
2c	Community Backyards	$2700 for rebates $700 for workshop $1600 for program administration	**$5,000**
2c	Rain Garden Support	$1,000 Program administration, site visits, technical assistance and a workshop $500 for 2 (rolled over from 2024) $250 rain garden cost shares.	**$1,000**
2d	Invasive Species Trade-In Program	$600 for program administration $1,000 for rebates	**$1,600**
2e	PUP Program	Program administration and messaging including Spooky Pooch Parade.	**$1,200**
2f	Water Quality Partnership	Outreach to City businesses including program materials, mailing and support to business completing pledges.	**$1,650**
2g	Developer Outreach	Roundtables, newsletter, webinars and targeted outreach to developers.	**$2,000**
	MCM 6		
3a	Good Housekeeping Training	At least 1 training	**$600**
	TOTAL		**$27,615**

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT AND FRANKLIN COUNTY PUBLIC HEALTH FOR HEALTH SERVICES

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

SECTION 1. That the Mayor be and is hereby authorized to enter into a contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for health services to the City of Reynoldsburg from January 1, 2026 to December 31, 2026. The agreement and all associated exhibits are attached as Exhibit A and shall be incorporated by reference herein.

SECTION 2. That the cost of services is based upon a per capita rate of $10.4923 not to exceed $425,913.97 and 60% of all plumbing permit fees collected.

SECTION 3. This Resolution shall take effect January 1, 2026 upon passage by Council and the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Sign an Agreement with the City of Columbus for Snow and Ice Removal Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH THE CITY OF COLUMBUS FOR SNOW AND ICE REMOVAL SERVICES

WHEREAS, the city of Columbus and the city of Reynoldsburg have agreed to exchange snow and ice removal services as a collaborative effort enhancing efficiency of truck routes for both cities; and

WHEREAS, this agreement would also include allowing Columbus to access the city of Reynoldsburg's salt shed while working on the eastern edges of Columbus that would be reimbursed to Reynoldsburg.

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

SECTION 1. That the Mayor be and is hereby authorized to sign an agreement with the city of Columbus for snow and ice removal services.

SECTION 2. This Resolution will be effective January 1, 2026 upon approval by Council and the signature of the Mayor.

SERVICE CONTRACT BETWEEN
THE CITY OF COLUMBUS
AND
CITY OF REYNOLDSBURG
FOR SNOW AND ICE REMOVAL SERVICES
FOR THE 2025-2026 SEASON

This Contract for snow and ice removal services is entered into by and between the City of Reynoldsburg (herein referred to as "Reynoldsburg"), and the City of Columbus, Department of Public Service (herein referred to as "Columbus").

WITNESSETH
WHEREAS, Columbus has a need for snow and ice removal services; and

WHEREAS, Reynoldsburg has the necessary experience and expertise to provide said service; and

NOW, THEREFORE, in consideration of the mutual promises as hereinafter set forth, the parties agree as follows:

ENTIRE AGREEMENT
This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof. Understandings, agreements, representations, or warranties not contained in this Contract, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms, conditions, delivery, price, quality, or specifications of this Contract shall be binding on either party without the written consent of both parties.

1. Contract Term
The term of this Contract shall be from October 15, 2025, to April 15, 2026. This Contract shall not automatically renew.

2. Maximum Obligation
No funds shall be exchanged between the parties for the performance of snow and ice removal services delineated in the Scope of Services.

3. Pricing and Scope of Services
Reynoldsburg agrees to perform and invoice the Scope of Services as set forth **ON ATTACHED EXHIBIT A*** and as contained in the bid specifications, which are expressly incorporated herein.

*Contract is NOT valid if the Scope of Services is NOT attached.

No other costs, rates, or fees shall be payable to Reynoldsburg for services performed hereunder. The terms and conditions specified in this Contract constitute the entire contract governing the purchase of services by Columbus from Reynoldsburg, and shall supersede any terms and conditions which may accompany the invoice/bid/estimate of Reynoldsburg. Any and all verbal representations are superseded by this Contract. The terms of this Contract shall prevail over any conflicting or deficient terms or conditions listed in any attachments from Reynoldsburg.

4. Equal Opportunity Clause

Reynoldsburg agrees to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3909.02, Equal Opportunity Clause. Failure or refusal of a Contractor or a subcontractor to comply with the provisions of Title 39 may result in cancellation of this Contract.

5. City's Contract Administrator/Contract Administration

Chika Ezeonyebuchi, of the Department of Public Service, will manage the Contract on behalf of Columbus and will be the principal point of contact for Columbus concerning the performance of Reynoldsburg under this Contract.

Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall only be effective if it is in writing, properly addressed, and either delivered in person, or by a recognized courier service, or deposited with the United States Postal Services as first-class certified mail, postage prepaid and return receipt requested, to the parties at the following addresses:

Chika Ezeonyebuchi
Contract Manager
City of Columbus
Department of Public Service
Office of Support Services
111 N. Front Street, 4th Floor
Columbus, Ohio 43215
coezeonyebuchi@columbus.gov

Mark Riley
Public Service Manager
City of Reynoldsburg
Street Department
7806 E Main Street
Reynoldsburg, Ohio 43068
mriley@reynoldsburg.gov

6. Applicable Law, Remedies

This Contract shall be governed in accordance with the laws of the State of Ohio. All claims, counterclaims, disputes, and other matters in question between Columbus, its agents and employees, and Reynoldsburg arising out of or relating to this Contract or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

7. Modifications

No modification, amendment, alteration, addition or waiver of any section or condition of this Contract shall be effective or binding unless it is in writing and signed by an authorized representative of Columbus and Reynoldsburg and approved by the appropriate City authorities.

8. Contract Termination

If either Columbus or Reynoldsburg violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party (the "responsible party") written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party. The option to terminate shall be at the sole discretion of the aggrieved party.

When it is in the best interest of Columbus, Columbus may terminate this Contract, in whole or in part by providing seven (7) calendar days written notice to Reynoldsburg prior to the effective date of termination. If this Contract is so terminated, Columbus is liable only for payments required by the terms of this Contract for services received and accepted by Columbus.

9. Nonexclusive Remedies

The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under the law.

10. Survivorship

All services executed pursuant to the authority of this Contract shall be bound by all of the terms, conditions, prices discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Contract, or any extension thereof. Further, the terms, conditions, and warranties contained in this Contract that by their sense in context are intended to survive this completion of the performance, cancellation or termination of this Contract, shall so survive.

11. Severability

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions for the Contract are declared severable.

12. Assignment

This Contract may not be assigned, subcontracted, or otherwise transferred to others by Reynoldsburg without the prior written consent of Columbus. If this Contract is so assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of Reynoldsburg.

13. Authority to Bind

The signatories to this Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

14. Workers' Compensation

Reynoldsburg shall comply with all Workers' Compensation laws of the State of Ohio, if applicable. **Proof of coverage shall be attached to this Contract as EXHIBIT B.**

15. Insurance

Reynoldsburg shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) and Comprehensive Automobile Liability Insurance naming Columbus as an additional insured. **Reynoldsburg must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C:**

Bodily Injury Liability:		**Property Damage Liability:**	
Each Person	$500,000	Each Accident	$500,000
Each Accident	$1,000,000	All Accidents	$1,000,000

Automobile Liability:

Each Accident	$1,000,000

16. Attachments

16.1 Exhibit A – Scope of Services
16.2 Exhibit B – Workers' Compensation Certificate
16.3 Exhibit C – Certificate of Liability Insurance Certificate or Affidavit of Self-Insurance

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year written below.

CITY OF REYNOLDSBURG

Mark Riley
Public Service Manager

Date

CITY OF COLUMBUS

Kelly Scocco
Director of Public Service

Date

APPROVED AS TO FORM:

Zachary M. Klein
Columbus City Attorney

Date

EXHIBIT A – SCOPE OF SERVICES

SECTION 1: CONTACTS

City of Columbus, Department of Public Service
Division of Infrastructure Management
111 N. Front Street, 5th Floor
Columbus, Ohio 43215

Contact: Scott Lucas
Work: 614-645-6325
Cell: 614-506-2544
Email: selucas@columbus.gov

City of Reynoldsburg
Service Department
7232 E. Main Street
Reynoldsburg, Ohio 43068

Contact: Keith Kundtz
Work: 614-322-5800
Email: kkundtz@reynoldsburg.gov

SECTION 2: SCOPE

2.1 RESPONSIBILITIES

Reynoldsburg shall provide all personnel, insurance, equipment, fuel, and materials necessary to perform the appropriate snow and ice control services. These services will be equal in quality to those services provided within the municipality's own areas of responsibility, and will be provided at the same time as, or immediately after the completion of the municipality's own routes. Both parties agree to maintain an open line of communication between each of the parties, particularly in reference to the commencement and completion of snow and ice control services. It is agreed that each party shall do its best to provide prompt, efficient, and courteous service to our citizens.

Columbus agrees to allow Reynoldsburg access to and usage of the salt at the Columbus' salt barn located at 1850 E 25th Avenue, Columbus, Ohio, 43219. Reynoldsburg agrees to allow Columbus access to and usage of the salt at Reynoldsburg's salt barn located at 7806 E Main Street, Reynoldsburg, Ohio 43068. The Parties agree that the other Party is not obligated to provide usage of salt or access to its salt barn and may limit or refuse to do so at any time. Parties agrees to replenish the total amount of salt taken from other Party's salt barn at a time approved by other Party.

2.2 LIMITS

The City of Reynoldsburg shall remove snow and treat ice at the following locations:

Area of Responsibility	Limit From	To Limit	Lane Miles
Main	McNaughten	Corp	1.21
TOTAL			**1.21**

The City of Columbus shall remove snow and treat ice at the following locations:

Area of Responsibility	Limit From	Limit To	Lane Miles
Brice Road	Livingston	Corp	1.46
Eastgreen Blvd	Brice	Birchview	0.559
TOTAL			**2.019**

ATTACH WORKERS' COMPENSATION CERTIFICATE

ATTACH CERTIFICATE OF LIABILITY INSURANCE

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Reject All Recycling Processing Bids and Reissue Bid Invitations

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO REJECT ALL RECYCLING PROCESSING BIDS AND REISSUE BID INVITATIONS

WHEREAS, the Community Waste Consortium received proposals from two companies interested in providing services related to recycling processing of residential recyclables; and

WHEREAS, after a review of the proposals, it was determined that one bid was not responsive and the other bid was significantly higher than the City's current rate; and

WHEREAS, the Consortium has also concluded that it is in the best interest of all parties to reject all bids, and re-issue a new bid invitation as soon as possible.

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

SECTION 1. That the City reject all recently received bids pertaining to recycling processing.

SECTION 2. That the Consortium reissue the recycling processing bid invitation as soon as possible.

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

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Make Final Appropriations for Expenses and Other Expenditures for the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2026, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the budget in place on January 1, 2026.

STAFF REPORT:

AN ORDINANCE TO MAKE FINAL APPROPRIATIONS FOR EXPENSES AND OTHER EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to the provisions of Section 5.03 (4) of the Charter of the City of Reynoldsburg, Ohio, the City Council is authorized to adopt the municipal budget for the fiscal year beginning January 1, 2026 and appropriations are required effective January 1, 2026 and ending December 31, 2026.

WHEREAS, the Mayor has submitted a proposed budget with estimates and explanatory data.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO, a majority of the members elected thereto herein concurring that, to provide for the current expenses and other expenditures of said City of Reynoldsburg during the fiscal year ending December 31, 2026, the following sums be and are hereby set aside and appropriated as follows:

SECTION 1. That the proposed appropriations for the General Fund (110) are shown on the attached Exhibit A.

SECTION 2. That the proposed revenues for the City are shown on the attached Exhibit B.

SECTION 3. That the income tax revenues shall be appropriated and disbursed pursuant to Section 190.01 of the Codified Ordinances of the City of Reynoldsburg.

SECTION 4. That the unencumbered balances as of December 31, 2025 shall be and are hereby appropriated in the Fiduciary Funds, the Capital Improvement Project Funds, and revenues credited to the Fiduciary Funds shall be appropriated upon receipt to the proper associated accounts. That the 2025 capital project encumbrances funded by OPWC are hereby reappropriated. The ending balance in the Water and Wastewater CIP revenue accounts for the prior year shall be appropriated in the general project account for the specific funds to be used later for approved projects.

SECTION 5. That the amounts of public contributions and reimbursements to the City shall be appropriated upon receipt to the proper associated accounts.

SECTION 6. That the amount of $1,000,000 shall be and is hereby appropriated in the Taylor Square School TIEF Fund (970) to comply with the TIF agreement.

SECTION 7. That the amount of $200,000 shall be and is hereby appropriated in the Brice-Main TIF Fund (971) to comply with the TIF agreement.

SECTION 8. That the City Auditor is hereby authorized to draw warrants on the appropriate funds, for payments from any of the foregoing appropriations, upon receiving proper certificates and vouchers; therefore, approved by the officers authorized by law to approve same, or an ordinance of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

SECTION 9. That the effective date of the appropriations in this Ordinance shall be January 1, 2026.

SECTION 10. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the budget in place on January 1, 2026; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Fund: 110 - General Fund				
REVENUES				
Department: 000 - General				
411 - Property Taxes				
4110	Real Estate/Pub Util Tax	335,000.00	458,822.99	0.00
4114	Trailer Tax	450.00	251.71	0.00
	Account Classification Total: 411 - Property Taxes	$335,450.00	$459,074.70	$0.00
412 - Municipal Tax				
4100	Income Tax Proceeds	22,108,458.00	13,898,163.77	0.00
	Account Classification Total: 412 - Municipal Tax	$22,108,458.00	$13,898,163.77	$0.00
413 - Other Local Taxes				
4131	Hotel Motel Tax	325,000.00	445,945.09	0.00
4133	Cable TV Franchise Tax	250,000.00	194,654.29	0.00
	Account Classification Total: 413 - Other Local Taxes	$575,000.00	$640,599.38	$0.00
414-415 - State Levied Shared Taxes				
4141	Real Property Tax-Rollback and Homestead	43,000.00	30,643.62	0.00
4143	Local Govt-County	950,000.00	567,411.75	0.00
4145	Local Govt-State	215,000.00	151,137.66	0.00
4147	Cigarette Tax	1,400.00	713.74	0.00
4148	Liquor and Beer Permits	50,000.00	43,944.25	0.00
	Account Classification Total: 414-415 - State Levied Shared Taxes	$1,259,400.00	$793,851.02	$0.00
421 - Licenses				
4211	Building Trade License	55,000.00	43,650.00	0.00
4212	Dance Hall License	0.00	45.00	0.00
4214	Electronic Coin Device License	3,000.00	2,700.00	0.00
4215	Rental Registration License	3,000.00	1,925.00	0.00
	Account Classification Total: 421 - Licenses	$61,000.00	$48,320.00	$0.00
422-423 - Permits				
4221	Building Permits	300,000.00	324,185.13	0.00
4222	Plumbing Permits	170,000.00	161,970.10	0.00
4223	Heating Permits	90,000.00	143,296.50	0.00
4225	Electrical Permits	80,000.00	80,236.40	0.00
4226	Zoning Permits	75,000.00	84,950.00	0.00
4227	Burglar Alarm Permits	500.00	700.00	0.00
4228	Sign Permits	1,500.00	1,909.60	0.00
4229	Miscellaneous Permits	1,200.00	570.00	0.00
	Account Classification Total: 422-423 - Permits	$718,200.00	$797,817.73	$0.00
424 - Fees				
4249	Miscellaneous Fees	100.00	45.00	0.00
4250	Plan Administration Fees	25,000.00	28,315.00	0.00
	Account Classification Total: 424 - Fees	$25,100.00	$28,360.00	$0.00
433 - Intergovernmental-State				
4335	Grants/Aid	0.00	78,000.00	0.00
	Account Classification Total: 433 - Intergovernmental-State	$0.00	$78,000.00	$0.00
441-442 - Miscellaneous Charges for Services				
4410	Xeroxing	100.00	94.90	0.00
4417	Weed Cutting	50,000.00	38,716.15	0.00
4419	Miscellaneous Charges for Service	0.00	857.25	0.00
	Account Classification Total: 441-442 - Miscellaneous Charges for Services	$50,100.00	$39,668.30	$0.00
445 - Recreational Charges				
4448	Dedication/Legacy Fees	3,000.00	4,855.00	0.00
4449	Recreation Nature Programs	1,000.00	60.00	0.00
4450	Recreational Rental Fees	25,000.00	38,242.00	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
4451	Baseball Fees	13,000.00	10,737.00	0.00
4452	Basketball Fees	15,000.00	300.00	0.00
4453	Tennis Fees	1,800.00	1,382.00	0.00
4454	Soccer Fees	45,000.00	42,606.00	0.00
4455	Softball Fees	3,000.00	84.00	0.00
4456	Adult Sports Fees	10,000.00	4,171.00	0.00
4457	Arts & Craft Programs	4,000.00	6,265.00	0.00
4458	Volleyball Fees	5,000.00	4,101.00	0.00
4459	Miscellaneous Recreational Fees	50,000.00	63,805.98	0.00
Account Classification Total: 445 - Recreational Charges		$175,800.00	$176,608.98	$0.00
451-452 - Fines and Forfeitures				
4510	Mayors Court Costs	120,000.00	161,427.00	0.00
4512	Mayors Court-Fines and Forfeitures	75,000.00	129,454.00	0.00
4520	Municipal Court-Fines	1,500.00	4,621.50	0.00
Account Classification Total: 451-452 - Fines and Forfeitures		$196,500.00	$295,502.50	$0.00
460 - Investment Earnings				
4601	Interest Earnings	1,000,000.00	1,349,156.58	0.00
Account Classification Total: 460 - Investment Earnings		$1,000,000.00	$1,349,156.58	$0.00
461-462 - Other Revenues				
4611	School Resource Officer	215,000.00	108,672.77	0.00
4612	Rentals	215,000.00	293,421.24	0.00
4613	Witness Fees/Jury Duty	0.00	180.00	0.00
4629	Miscellaneous Revenue	150,000.00	415,653.03	0.00
4648	Community Events Revenue	150,000.00	233,331.12	0.00
4988	Internal Administrative Fees	233,776.00	0.00	0.00
Account Classification Total: 461-462 - Other Revenues		$963,776.00	$1,051,258.16	$0.00
464 - Donations				
4649	Contributions	10,000.00	2,205.53	0.00
Account Classification Total: 464 - Donations		$10,000.00	$2,205.53	$0.00
492-493 - Reimbursements				
4920	Reimburse Prior Year Expense	50,000.00	45,573.22	0.00
4922	Property Damage Reimbursements	30,000.00	3,400.00	0.00
Account Classification Total: 492-493 - Reimbursements		$80,000.00	$48,973.22	$0.00
494 - Sale of Assets				
4941	Sale of Assets	5,000.00	4,143.00	0.00
Account Classification Total: 494 - Sale of Assets		$5,000.00	$4,143.00	$0.00
499 - Transfers/Advances				
4990	Operating Transfers	0.00	1,124,312.50	0.00
4993	Internal Vehicle Repairs	3,500.00	0.00	0.00
Account Classification Total: 499 - Transfers/Advances		$3,500.00	$1,124,312.50	$0.00
Department Total: 000 - General		$27,567,284.00	$20,836,015.37	$0.00
REVENUES Total		$27,567,284.00	$20,836,015.37	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5501	Transfers	3,603,648.65	6,345,328.65	0.00
Account Classification Total: 5500 - Transfers/Other		$3,603,648.65	$6,345,328.65	$0.00
Department Total: 000 - General		$3,603,648.65	$6,345,328.65	$0.00
Department: 111 - Police Division				
5100 - Personal Services				
5102	Wages-Staff	1,463,082.00	1,219,973.36	1,614,260.00
5104	Wages-Part time	154,189.00	143,696.26	174,289.00
5105	Overtime	365,000.00	239,249.76	345,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5106	Longevity	61,950.00	46,586.00	67,200.00
5109	HSA Employer Funding	390,088.00	349,928.64	380,496.00
5111	Wages Chief	169,562.00	149,652.41	179,733.00
5113	Wages Enforcement	8,182,724.00	7,010,492.91	8,514,144.00
5151	PERS Contribution	228,272.00	153,064.09	253,099.00
5152	PFDPF Contribution	1,356,247.00	1,294,573.92	1,494,003.00
5155	PERS Pickup	64,315.00	46,141.74	72,880.00
5161	Group Insurance	1,605,822.00	1,089,081.15	2,031,920.00
5166	Medicare	150,750.00	126,607.39	158,184.00
	Account Classification Total: 5100 - Personal Services	$14,192,001.00	$11,869,047.63	$15,285,208.00
5200 - Supplies				
5201	Office Supplies	14,915.55	9,429.17	13,000.00
5202	Photo Copy Supplies	3,500.00	849.80	5,500.00
5203	Computer Supplies	26,914.29	12,272.63	23,000.00
5205	Small Tools/Minor Equipment	21,104.00	11,227.58	14,000.00
5206	Evidence	10,000.00	4,000.00	5,000.00
5207	Law Enforcement Supplies	155,290.02	86,372.24	167,000.00
5213	Repair and Maintenance Supplies	17,375.46	6,120.21	17,000.00
5241	Uniforms-Purchased	192,745.06	92,046.52	190,000.00
5251	MV Gas and Oil	188,827.83	100,531.71	175,000.00
	Account Classification Total: 5200 - Supplies	$630,672.21	$322,849.86	$609,500.00
5300 - Services				
5311	Utilities	163,840.51	118,095.25	180,000.00
5321	Professional Training	199,869.20	104,021.60	200,000.00
5323	Publications	31,000.00	21,735.99	8,200.00
5324	Professional Association Dues	7,000.00	1,143.00	8,000.00
5325	Educational Assistance	15,000.00	7,518.90	15,000.00
5339	Misc Contract Services	114,449.40	79,291.32	155,000.00
5351	Liability Insurance Deductible	50,000.00	45,965.80	50,000.00
5361	Building Repair/Maintenance	871,638.56	355,990.20	130,000.00
5362	Equipment Maintenance	85,670.00	13,132.14	77,000.00
5363	MV Repair/Maintenance-External	70,082.54	24,113.75	49,000.00
5366	Computer Maintenance	3,000.00	0.00	3,000.00
5375	Prisoner Care	114,667.50	70,745.24	100,000.00
5391	Postage	8,231.15	811.03	8,000.00
5392	Fingerprinting Services	700.00	134.00	700.00
5393	L.E.A.D.S Terminal	8,000.00	6,600.00	8,000.00
5395	Printing/Advertising	38,568.62	11,449.21	27,000.00
5396	Uniform Cleaning/Repairs	63,182.20	20,565.75	40,000.00
5399	Other Miscellaneous Services	26,126.26	11,962.53	25,000.00
	Account Classification Total: 5300 - Services	$1,871,025.94	$893,275.71	$1,083,900.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	12,382.99	24,125.16	20,000.00
5632	Motor Vehicles	584,205.16	209,296.02	396,000.00
5633	Machinery and Equipment	30,812.48	11,764.58	50,000.00
5634	Unmarked Vehicles	60,000.00	51,858.00	59,000.00
5639	Other Equipment	233,802.66	90,072.32	193,500.00
	Account Classification Total: 5600 - Capital Purchases	$921,203.29	$387,116.08	$718,500.00
	Department Total: 111 - Police Division	$17,614,902.44	$13,472,289.28	$17,697,108.00
Department:	**290 - Mechanic**			
5100 - Personal Services				
5102	Wages-Staff	188,173.00	108,784.93	143,857.00
5105	Overtime	0.00	559.35	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5106	Longevity	0.00	650.00	850.00
5109	HSA Employer Funding	8,000.00	6,000.00	2,100.00
5151	PERS Contribution	26,344.00	12,232.67	19,909.00
5161	Group Insurance	36,873.00	18,864.85	25,820.00
5166	Medicare	2,729.00	1,553.46	2,062.00
	Account Classification Total: 5100 - Personal Services	$262,119.00	$148,645.26	$194,598.00
5200 - Supplies				
5201	Office Supplies	200.00	0.00	200.00
5203	Computer Supplies	500.00	441.68	500.00
5205	Small Tools/Minor Equipment	3,000.00	0.00	3,000.00
5213	Repair and Maintenance Supplies	131,327.34	50,548.65	120,000.00
5259	Operating Materials and Supplies	9,518.60	3,102.06	9,500.00
	Account Classification Total: 5200 - Supplies	$144,545.94	$54,092.39	$133,200.00
5300 - Services				
5321	Professional Training	2,000.00	0.00	2,000.00
5324	Professional Association Dues	0.00	0.00	3,000.00
5362	Equipment Maintenance	3,000.00	0.00	0.00
5363	MV Repair/Maintenance-External	74,000.00	14,689.57	74,000.00
5397	Uniform Rental	2,065.82	1,128.62	2,000.00
5399	Other Miscellaneous Services	2,500.00	776.35	2,500.00
	Account Classification Total: 5300 - Services	$83,565.82	$16,594.54	$83,500.00
5600 - Capital Purchases				
5633	Machinery and Equipment	0.00	0.00	50,000.00
	Account Classification Total: 5600 - Capital Purchases	$0.00	$0.00	$50,000.00
	Department Total: 290 - Mechanic	$490,230.76	$219,332.19	$461,298.00
Department:	**340 - Parks and Recreation**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	123,448.00	111,327.12	129,668.00
5102	Wages-Staff	1,055,685.00	834,014.98	1,585,090.00
5105	Overtime	15,000.00	11,279.89	40,000.00
5106	Longevity	6,600.00	5,450.00	8,200.00
5109	HSA Employer Funding	54,000.00	50,000.01	79,600.00
5141	Wages-Seasonal Labor	135,000.00	122,151.49	170,000.00
5151	PERS Contribution	186,443.00	118,483.12	246,464.00
5161	Group Insurance	265,554.00	185,651.03	462,356.00
5166	Medicare	19,368.00	15,238.47	25,563.00
	Account Classification Total: 5100 - Personal Services	$1,861,098.00	$1,453,596.11	$2,746,941.00
5200 - Supplies				
5201	Office Supplies	640.00	675.54	1,265.00
5203	Computer Supplies	475.00	258.80	500.00
5205	Small Tools/Minor Equipment	19,924.95	7,773.99	31,415.00
5209	Chemicals	65,965.00	59,744.55	70,000.00
5213	Repair and Maintenance Supplies	75,135.00	70,750.09	79,300.00
5215	Recreational Supplies	162,852.91	92,264.80	165,000.00
5241	Uniforms-Purchased	8,450.00	8,388.02	30,800.00
5251	MV Gas and Oil	33,574.70	20,088.02	39,900.00
5252	Aggregates	39,300.00	8,063.00	47,300.00
5259	Operating Materials and Supplies	43,364.70	25,731.68	41,650.00
	Account Classification Total: 5200 - Supplies	$449,682.26	$293,738.49	$507,130.00
5300 - Services				
5303	Community Events	10,310.00	4,559.47	7,000.00
5304	Recreation Scholarship	13,500.00	0.00	13,500.00
5311	Utilities	51,754.53	39,972.53	55,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5321	Professional Training	6,250.00	1,892.79	8,000.00
5322	Conference/Reimb	22,148.00	11,451.17	21,850.00
5323	Publications	250.00	105.67	250.00
5324	Professional Association Dues	3,350.00	3,050.00	3,875.00
5325	Educational Assistance	3,800.00	3,500.00	0.00
5331	Engineering/Architecture	20,000.00	0.00	20,000.00
5338	Personal Service Contracts	108,180.00	60,690.15	110,180.00
5339	Misc Contract Services	217,508.95	86,824.69	190,000.00
5361	Building Repair/Maintenance	34,500.00	9,655.00	47,000.00
5362	Equipment Maintenance	2,000.00	6,162.42	5,000.00
5391	Postage	19,450.00	11,042.57	23,450.00
5395	Printing/Advertising	46,390.00	47,489.12	52,190.00
5399	Other Miscellaneous Services	140,229.98	40,075.88	15,500.00
	Account Classification Total: 5300 - Services	$699,621.46	$326,471.46	$572,795.00
5600 - Capital Purchases				
5602	Land Improvements	45,000.00	0.00	0.00
5632	Motor Vehicles	161,200.00	70,241.70	186,400.00
5633	Machinery and Equipment	50,983.00	48,256.01	265,950.00
5639	Other Equipment	29,400.00	10,717.10	20,400.00
	Account Classification Total: 5600 - Capital Purchases	$286,583.00	$129,214.81	$472,750.00
	Department Total: 340 - Parks and Recreation	$3,296,984.72	$2,203,020.87	$4,299,616.00
Department:	**343 - Senior Center**			
5100 - Personal Services				
5102	Wages-Staff	140,849.00	125,756.49	148,387.00
5105	Overtime	2,000.00	4,402.57	6,000.00
5106	Longevity	1,050.00	1,050.00	2,500.00
5109	HSA Employer Funding	6,000.00	6,000.00	6,300.00
5151	PERS Contribution	20,146.00	14,301.91	21,964.00
5161	Group Insurance	28,635.00	22,068.61	36,087.00
5166	Medicare	2,087.00	1,791.79	2,166.00
	Account Classification Total: 5100 - Personal Services	$200,767.00	$175,371.37	$223,404.00
5200 - Supplies				
5201	Office Supplies	1,950.00	1,169.10	2,150.00
5203	Computer Supplies	1,000.00	1,048.84	1,300.00
5213	Repair and Maintenance Supplies	6,000.00	3,060.83	5,000.00
5215	Recreational Supplies	5,000.00	930.69	6,200.00
5216	Contributed Supplies Purchased	67.83	2,058.29	0.00
5251	MV Gas and Oil	2,500.00	1,569.22	4,500.00
	Account Classification Total: 5200 - Supplies	$16,517.83	$9,836.97	$19,150.00
5300 - Services				
5311	Utilities	14,912.11	9,654.84	15,000.00
5321	Professional Training	500.00	0.00	300.00
5322	Conference/Reimb	2,000.00	458.00	2,000.00
5324	Professional Association Dues	250.00	206.00	400.00
5339	Misc Contract Services	169,155.00	66,759.10	152,910.00
5361	Building Repair/Maintenance	101,830.00	1,065.00	83,800.00
5391	Postage	4,000.00	0.00	3,000.00
5395	Printing/Advertising	200.00	0.00	200.00
	Account Classification Total: 5300 - Services	$292,847.11	$78,142.94	$257,610.00
	Department Total: 343 - Senior Center	$510,131.94	$263,351.28	$500,164.00
Department:	**344 - Community Events**			
5100 - Personal Services				
5102	Wages-Staff	214,326.00	167,692.52	210,977.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5105	Overtime	30,000.00	35,681.54	30,000.00
5106	Longevity	900.00	900.00	1,250.00
5109	HSA Employer Funding	8,000.00	6,666.67	6,300.00
5141	Wages-Seasonal Labor	0.00	0.00	55,000.00
5151	PERS Contribution	29,922.00	23,081.18	33,002.00
5161	Group Insurance	42,061.00	22,195.51	38,762.00
5166	Medicare	3,121.00	2,882.43	3,440.00
Account Classification Total: 5100 - Personal Services		$328,330.00	$259,099.85	$378,731.00
5200 - Supplies				
5201	Office Supplies	1,000.00	315.00	2,000.00
5203	Computer Supplies	3,500.00	0.00	3,500.00
5215	Recreational Supplies	44,399.41	24,082.20	42,000.00
5241	Uniforms-Purchased	1,294.00	294.00	1,000.00
5251	MV Gas and Oil	6,000.00	2,880.60	6,000.00
Account Classification Total: 5200 - Supplies		$56,193.41	$27,571.80	$54,500.00
5300 - Services				
5311	Utilities	3,127.00	127.00	3,000.00
5321	Professional Training	3,000.00	0.00	3,000.00
5322	Conference/Reimb	4,000.00	67.90	4,000.00
5324	Professional Association Dues	2,500.00	0.00	2,500.00
5339	Misc Contract Services	507,465.20	489,313.77	550,000.00
5364	MV Repair/Maintenance-Internal	12,000.00	0.00	12,000.00
5395	Printing/Advertising	127,414.88	78,959.36	140,000.00
5399	Other Miscellaneous Services	47,413.36	10,729.06	47,000.00
Account Classification Total: 5300 - Services		$706,920.44	$579,197.09	$761,500.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	12,000.00	0.00	30,000.00
5632	Motor Vehicles	20,000.00	0.00	40,000.00
Account Classification Total: 5600 - Capital Purchases		$32,000.00	$0.00	$70,000.00
Department Total: 344 - Community Events		$1,123,443.85	$865,868.74	$1,264,731.00
Department: 448 - Service Department				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	125,944.00	113,578.09	129,730.00
5102	Wages-Staff	689,378.00	565,285.70	785,594.00
5105	Overtime	7,000.00	15,957.29	20,000.00
5106	Longevity	5,650.00	5,000.00	8,450.00
5109	HSA Employer Funding	38,000.00	33,666.66	44,100.00
5151	PERS Contribution	115,566.00	79,107.28	129,958.00
5161	Group Insurance	189,312.00	129,651.09	260,192.00
5166	Medicare	12,006.00	9,798.38	13,460.00
Account Classification Total: 5100 - Personal Services		$1,182,856.00	$952,044.49	$1,391,484.00
5200 - Supplies				
5201	Office Supplies	3,000.00	1,584.51	2,000.00
5203	Computer Supplies	3,000.00	0.00	3,000.00
5213	Repair and Maintenance Supplies	25,000.00	149.70	30,000.00
5251	MV Gas and Oil	1,537.72	361.13	2,000.00
5259	Operating Materials and Supplies	10,257.11	6,971.25	10,000.00
Account Classification Total: 5200 - Supplies		$42,794.83	$9,066.59	$47,000.00
5300 - Services				
5302	Street Lighting	269,329.46	187,794.29	350,000.00
5303	Community Events	50,000.00	69,980.22	85,000.00
5311	Utilities	22,975.83	81,977.57	15,000.00
5321	Professional Training	6,000.00	332.34	6,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5322	Conference/Reimb	1,500.00	0.00	1,500.00
5323	Publications	100.00	0.00	100.00
5324	Professional Association Dues	1,000.00	260.00	1,000.00
5325	Educational Assistance	500.00	0.00	500.00
5331	Engineering/Architecture	511,242.48	273,110.51	450,000.00
5339	Misc Contract Services	1,509,408.66	1,430,440.83	200,000.00
5361	Building Repair/Maintenance	782,649.07	116,377.62	150,000.00
5362	Equipment Maintenance	10,000.00	5,371.98	50,000.00
5366	Computer Maintenance	1,500.00	0.00	1,500.00
5367	Streetscape Maintenance	75,000.00	0.00	0.00
5374	Emergency Management Services	40,000.00	0.00	50,000.00
5379	Other Governmental Billings	100.00	0.00	0.00
5391	Postage	10,482.64	7,310.67	12,500.00
5395	Printing/Advertising	1,500.00	534.72	1,500.00
5396	Uniform Cleaning/Repairs	1,000.00	0.00	0.00
5397	Uniform Rental	2,062.98	2,166.26	3,000.00
5398	Tree/Grass Service	40,050.00	45,432.46	52,000.00
5399	Other Miscellaneous Services	2,000.00	0.00	2,000.00
	Account Classification Total: 5300 - Services	$3,338,401.12	$2,221,089.47	$1,431,600.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	12,000.00	0.00	7,500.00
	Account Classification Total: 5600 - Capital Purchases	$12,000.00	$0.00	$7,500.00
	Department Total: 448 - Service Department	$4,576,051.95	$3,182,200.55	$2,877,584.00
Department:	**479 - Building Department**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	83,211.00	63,921.90	0.00
5102	Wages-Staff	504,759.00	440,504.60	707,897.00
5105	Overtime	1,500.00	14,558.14	1,500.00
5106	Longevity	3,150.00	3,000.00	3,100.00
5109	HSA Employer Funding	26,000.00	26,000.00	33,600.00
5151	PERS Contribution	82,967.00	56,975.34	99,750.00
5161	Group Insurance	114,224.00	95,185.45	209,594.00
5166	Medicare	8,593.00	7,346.11	10,331.00
	Account Classification Total: 5100 - Personal Services	$824,404.00	$707,491.54	$1,065,772.00
5200 - Supplies				
5201	Office Supplies	3,048.35	438.14	3,000.00
5203	Computer Supplies	3,500.00	0.00	3,500.00
5241	Uniforms-Purchased	5,000.00	1,852.51	5,000.00
5251	MV Gas and Oil	7,152.17	3,339.60	7,000.00
	Account Classification Total: 5200 - Supplies	$18,700.52	$5,630.25	$18,500.00
5300 - Services				
5311	Utilities	5,491.28	2,681.51	5,000.00
5321	Professional Training	4,770.00	1,853.00	4,000.00
5322	Conference/Reimb	3,000.00	0.00	3,000.00
5323	Publications	5,000.00	2,077.99	3,000.00
5324	Professional Association Dues	2,500.00	500.00	2,500.00
5325	Educational Assistance	1,500.00	0.00	1,500.00
5331	Engineering/Architecture	5,000.00	0.00	5,000.00
5339	Misc Contract Services	63,467.50	48,297.50	60,000.00
5362	Equipment Maintenance	7,000.00	4,582.75	7,000.00
5366	Computer Maintenance	5,000.00	0.00	5,000.00
5376	County Health Services	160,383.00	101,010.00	150,000.00
5391	Postage	2,000.00	1,406.80	2,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5395	Printing/Advertising	2,500.00	754.63	2,000.00
5399	Other Miscellaneous Services	30,107.10	4,194.77	5,000.00
	Account Classification Total: 5300 - Services	$297,718.88	$167,358.95	$255,000.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	1,000.00	0.00	20,000.00
5632	Motor Vehicles	25,000.00	0.00	60,000.00
	Account Classification Total: 5600 - Capital Purchases	$26,000.00	$0.00	$80,000.00
	Department Total: 479 - Building Department	$1,166,823.40	$880,480.74	$1,419,272.00
Department: 522 - Mayor				
5100 - Personal Services				
5101	Salary-Elected Officials/Director	126,518.00	111,919.15	129,048.00
5102	Wages-Staff	71,740.00	65,986.28	75,338.00
5104	Wages-Part time	7,000.00	9,120.50	7,000.00
5105	Overtime	0.00	569.08	2,500.00
5106	Longevity	650.00	650.00	850.00
5109	HSA Employer Funding	6,000.00	6,000.00	6,300.00
5151	PERS Contribution	28,827.00	21,164.57	29,713.00
5161	Group Insurance	28,262.00	21,757.41	35,714.00
5166	Medicare	2,986.00	2,685.83	3,077.00
	Account Classification Total: 5100 - Personal Services	$271,983.00	$239,852.82	$289,540.00
5200 - Supplies				
5201	Office Supplies	1,316.71	539.68	1,200.00
5203	Computer Supplies	250.00	0.00	500.00
	Account Classification Total: 5200 - Supplies	$1,566.71	$539.68	$1,700.00
5300 - Services				
5311	Utilities	1,281.88	450.59	1,200.00
5322	Conference/Reimb	3,500.00	1,050.00	2,500.00
5324	Professional Association Dues	7,500.00	7,230.00	15,000.00
5339	Misc Contract Services	100,750.29	58,418.98	75,000.00
5391	Postage	500.00	30.03	500.00
5399	Other Miscellaneous Services	5,840.42	4,549.09	7,000.00
	Account Classification Total: 5300 - Services	$119,372.59	$71,728.69	$101,200.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	2,500.00	208.86	2,500.00
	Account Classification Total: 5600 - Capital Purchases	$2,500.00	$208.86	$2,500.00
	Department Total: 522 - Mayor	$395,422.30	$312,330.05	$394,940.00
Department: 534 - Civil Service Commission				
5100 - Personal Services				
5104	Wages-Part time	74,652.00	60,624.89	76,898.00
5151	PERS Contribution	10,451.00	6,941.18	10,766.00
5166	Medicare	1,082.00	879.06	1,115.00
	Account Classification Total: 5100 - Personal Services	$86,185.00	$68,445.13	$88,779.00
5200 - Supplies				
5201	Office Supplies	1,640.00	1,215.58	1,000.00
5203	Computer Supplies	1,000.00	0.00	1,000.00
5259	Operating Materials and Supplies	1,500.00	0.00	1,500.00
	Account Classification Total: 5200 - Supplies	$4,140.00	$1,215.58	$3,500.00
5300 - Services				
5321	Professional Training	600.00	0.00	600.00
5322	Conference/Reimb	200.00	0.00	200.00
5332	Legal Services	7,000.00	56.25	7,000.00
5336	Medical Services/Physical Exams	17,000.00	8,775.00	17,000.00
5339	Misc Contract Services	11,000.00	2,551.57	11,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5391	Postage	200.00	0.00	200.00
5395	Printing/Advertising	5,000.00	394.32	5,000.00
	Account Classification Total: 5300 - Services	$41,000.00	$11,777.14	$41,000.00
5500 - Transfers/Other				
5515	Refunds-Fees	0.00	40.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$40.00	$0.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	4,000.00	0.00	4,000.00
	Account Classification Total: 5600 - Capital Purchases	$4,000.00	$0.00	$4,000.00
	Department Total: 534 - Civil Service Commission	$135,325.00	$81,477.85	$137,279.00
Department:	**545 - City Auditor**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	90,769.00	79,334.31	95,546.00
5102	Wages-Staff	449,961.00	318,412.36	509,083.00
5104	Wages-Part time	7,000.00	13,190.15	7,000.00
5105	Overtime	2,000.00	513.10	2,000.00
5106	Longevity	1,850.00	1,550.00	850.00
5109	HSA Employer Funding	16,000.00	11,333.33	25,200.00
5151	PERS Contribution	76,521.00	42,598.99	85,537.00
5161	Group Insurance	82,344.00	41,300.89	147,416.00
5166	Medicare	7,998.00	5,836.61	8,859.00
	Account Classification Total: 5100 - Personal Services	$734,443.00	$514,069.74	$881,491.00
5200 - Supplies				
5201	Office Supplies	2,837.43	2,763.10	2,800.00
5203	Computer Supplies	4,000.00	0.00	4,000.00
	Account Classification Total: 5200 - Supplies	$6,837.43	$2,763.10	$6,800.00
5300 - Services				
5321	Professional Training	7,600.00	250.00	7,600.00
5322	Conference/Reimb	10,000.00	0.00	10,000.00
5324	Professional Association Dues	1,762.00	535.00	2,000.00
5325	Educational Assistance	1,000.00	0.00	1,000.00
5333	Outside Professional Services	72,421.25	20,235.00	100,000.00
5339	Misc Contract Services	47,655.00	25,010.40	65,000.00
5362	Equipment Maintenance	3,866.45	921.61	3,800.00
5366	Computer Maintenance	3,400.00	2,087.00	3,400.00
5391	Postage	2,500.00	2,146.39	2,500.00
5395	Printing/Advertising	2,100.00	0.00	2,100.00
5399	Other Miscellaneous Services	10,850.00	1,986.50	12,000.00
	Account Classification Total: 5300 - Services	$163,154.70	$53,171.90	$209,400.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	4,000.00	1,190.00	4,000.00
	Account Classification Total: 5600 - Capital Purchases	$4,000.00	$1,190.00	$4,000.00
	Department Total: 545 - City Auditor	$908,435.13	$571,194.74	$1,101,691.00
Department:	**554 - City Attorney**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	129,018.00	113,169.15	131,547.00
5102	Wages-Staff	306,760.00	270,174.09	532,788.00
5104	Wages-Part time	98,520.00	73,897.58	15,600.00
5106	Longevity	3,350.00	3,350.00	4,150.00
5109	HSA Employer Funding	18,000.00	15,833.33	21,000.00
5151	PERS Contribution	74,920.00	50,750.57	93,238.00
5161	Group Insurance	89,102.00	58,916.09	124,878.00
5166	Medicare	7,796.00	6,503.88	9,693.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5100 - Personal Services	$727,466.00	$592,594.69	$932,894.00
5200 - Supplies				
5201	Office Supplies	7,172.56	2,851.75	6,500.00
5203	Computer Supplies	400.00	0.00	400.00
5205	Small Tools/Minor Equipment	500.00	0.00	500.00
	Account Classification Total: 5200 - Supplies	$8,072.56	$2,851.75	$7,400.00
5300 - Services				
5311	Utilities	540.94	450.59	500.00
5321	Professional Training	2,500.00	1,850.00	2,500.00
5322	Conference/Reimb	2,500.00	51.00	2,500.00
5323	Publications	6,999.00	5,955.00	6,000.00
5324	Professional Association Dues	2,200.00	1,430.00	1,700.00
5332	Legal Services	80,000.00	13,496.10	60,000.00
5333	Outside Professional Services	43,055.90	36,250.10	20,000.00
5337	Public Defender	5,175.00	1,995.00	5,000.00
5339	Misc Contract Services	40,527.75	18,824.93	17,000.00
5341	Court Costs and Fees	3,500.00	1,239.76	3,500.00
5362	Equipment Maintenance	2,800.00	2,554.20	2,900.00
5366	Computer Maintenance	250.00	0.00	250.00
5391	Postage	2,000.00	1,399.50	2,000.00
5399	Other Miscellaneous Services	3,000.00	156.00	3,000.00
	Account Classification Total: 5300 - Services	$195,048.59	$85,652.18	$126,850.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	6,000.00	21.00	6,000.00
5639	Other Equipment	3,241.56	241.56	3,000.00
	Account Classification Total: 5600 - Capital Purchases	$9,241.56	$262.56	$9,000.00
	Department Total: 554 - City Attorney	$939,828.71	$681,361.18	$1,076,144.00
Department:	**571 - City Council**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	70,471.00	63,864.09	0.00
5102	Wages-Staff	95,805.00	84,559.44	192,980.00
5104	Wages-Part time	29,690.00	23,080.73	0.00
5106	Longevity	650.00	650.00	850.00
5109	HSA Employer Funding	2,000.00	2,000.00	2,100.00
5151	PERS Contribution	27,526.00	19,530.58	27,130.00
5161	Group Insurance	8,790.00	6,875.88	10,806.00
5166	Medicare	2,851.00	2,434.12	2,811.00
	Account Classification Total: 5100 - Personal Services	$237,783.00	$202,994.84	$236,677.00
5200 - Supplies				
5201	Office Supplies	1,538.47	838.56	1,500.00
5203	Computer Supplies	500.00	0.00	500.00
	Account Classification Total: 5200 - Supplies	$2,038.47	$838.56	$2,000.00
5300 - Services				
5321	Professional Training	1,000.00	2,000.00	1,000.00
5322	Conference/Reimb	6,000.00	4,760.17	6,000.00
5324	Professional Association Dues	750.00	345.00	750.00
5339	Misc Contract Services	50,179.88	30,694.82	175,000.00
5391	Postage	200.00	12.57	250.00
5395	Printing/Advertising	1,000.00	0.00	1,000.00
5399	Other Miscellaneous Services	5,000.00	31.95	5,000.00
	Account Classification Total: 5300 - Services	$64,129.88	$37,844.51	$189,000.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	5,000.00	0.00	5,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5600 - Capital Purchases	$5,000.00	$0.00	$5,000.00
	Department Total: 571 - City Council	$308,951.35	$241,677.91	$432,677.00
Department:	**580 - Development Department**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	123,015.00	107,998.24	129,568.00
5102	Wages-Staff	282,551.00	212,587.47	296,733.00
5105	Overtime	0.00	229.77	10,000.00
5106	Longevity	650.00	650.00	850.00
5109	HSA Employer Funding	12,000.00	12,833.32	14,700.00
5151	PERS Contribution	56,590.00	34,750.65	59,451.00
5161	Group Insurance	58,164.00	42,081.87	103,168.00
5166	Medicare	5,897.00	4,487.35	6,194.00
	Account Classification Total: 5100 - Personal Services	$538,867.00	$415,618.67	$620,664.00
5200 - Supplies				
5201	Office Supplies	3,062.53	416.10	3,000.00
5203	Computer Supplies	250.00	0.00	250.00
5241	Uniforms-Purchased	500.00	76.00	500.00
5251	MV Gas and Oil	2,500.00	0.00	5,000.00
	Account Classification Total: 5200 - Supplies	$6,312.53	$492.10	$8,750.00
5300 - Services				
5301	Boards/Commissions	3,500.00	373.56	3,500.00
5311	Utilities	2,527.52	696.23	2,200.00
5321	Professional Training	3,000.00	320.00	5,000.00
5322	Conference/Reimb	10,000.00	3,949.24	10,600.00
5323	Publications	4,014.99	1,208.38	4,000.00
5324	Professional Association Dues	25,385.00	17,076.84	25,000.00
5325	Educational Assistance	3,500.00	0.00	3,500.00
5331	Engineering/Architecture	164,853.76	82,664.43	210,000.00
5339	Misc Contract Services	145,311.50	75,597.43	173,200.00
5391	Postage	500.00	37.91	500.00
5395	Printing/Advertising	2,000.00	654.06	2,000.00
5399	Other Miscellaneous Services	103,500.00	52,740.30	31,000.00
	Account Classification Total: 5300 - Services	$468,092.77	$235,318.38	$470,500.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	5,000.00	913.00	4,000.00
	Account Classification Total: 5600 - Capital Purchases	$5,000.00	$913.00	$4,000.00
	Department Total: 580 - Development Department	$1,018,272.30	$652,342.15	$1,103,914.00
Department:	**582 - Human Resources Department**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	142,277.90	128,073.50	116,626.00
5102	Wages-Staff	78,000.00	65,161.83	72,301.00
5105	Overtime	2,000.00	399.38	5,000.00
5106	Longevity	650.00	650.00	850.00
5109	HSA Employer Funding	2,000.00	3,333.33	8,400.00
5151	PERS Contribution	26,456.00	18,819.36	27,269.00
5161	Group Insurance	20,907.00	7,848.69	51,076.00
5166	Medicare	2,776.00	2,797.64	2,824.00
	Account Classification Total: 5100 - Personal Services	$275,066.90	$227,083.73	$284,346.00
5200 - Supplies				
5201	Office Supplies	2,512.79	1,529.28	2,500.00
5203	Computer Supplies	1,000.00	456.16	1,000.00
5208	OSHA Supplies	22,247.45	22,045.54	35,000.00
	Account Classification Total: 5200 - Supplies	$25,760.24	$24,030.98	$38,500.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5300 - Services				
5311	Utilities	600.00	0.00	0.00
5321	Professional Training	5,000.00	2,232.00	5,000.00
5322	Conference/Reimb	2,000.00	250.52	2,000.00
5323	Publications	1,000.00	942.86	1,400.00
5324	Professional Association Dues	1,800.00	514.00	1,800.00
5336	Medical Services/Physical Exams	6,207.00	1,903.00	12,000.00
5339	Misc Contract Services	43,518.10	49,980.93	45,000.00
5391	Postage	200.00	64.59	200.00
5395	Printing/Advertising	0.00	0.00	2,000.00
5399	Other Miscellaneous Services	30,226.00	14,809.21	30,000.00
	Account Classification Total: 5300 - Services	$90,551.10	$70,697.11	$99,400.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	3,000.00	1,944.20	1,250.00
	Account Classification Total: 5600 - Capital Purchases	$3,000.00	$1,944.20	$1,250.00
	Department Total: 582 - Human Resources Department	$394,378.24	$323,756.02	$423,496.00
Department:	**584 - Computer Department**			
5200 - Supplies				
5201	Office Supplies	597.84	0.00	500.00
5203	Computer Supplies	14,405.82	18,356.02	12,750.00
	Account Classification Total: 5200 - Supplies	$15,003.66	$18,356.02	$13,250.00
5300 - Services				
5339	Misc Contract Services	215,911.00	204,731.50	219,696.00
5366	Computer Maintenance	1,539,729.51	812,503.32	1,908,000.00
	Account Classification Total: 5300 - Services	$1,755,640.51	$1,017,234.82	$2,127,696.00
5600 - Capital Purchases				
5639	Other Equipment	367,499.42	228,715.11	379,350.00
	Account Classification Total: 5600 - Capital Purchases	$367,499.42	$228,715.11	$379,350.00
	Department Total: 584 - Computer Department	$2,138,143.59	$1,264,305.95	$2,520,296.00
Department:	**593 - Clerk of Courts**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	118,897.00	105,640.72	123,556.00
5102	Wages-Staff	131,867.00	115,609.53	190,557.00
5104	Wages-Part time	48,966.00	40,336.40	0.00
5105	Overtime	0.00	124.65	0.00
5106	Longevity	3,500.00	3,250.00	4,550.00
5109	HSA Employer Funding	4,000.00	4,000.00	4,200.00
5151	PERS Contribution	41,402.00	29,081.42	43,563.00
5161	Group Insurance	24,139.00	19,233.38	29,720.00
5166	Medicare	4,397.00	3,796.23	4,621.00
	Account Classification Total: 5100 - Personal Services	$377,168.00	$321,072.33	$400,767.00
5200 - Supplies				
5201	Office Supplies	2,901.26	2,832.67	2,600.00
5203	Computer Supplies	1,500.00	0.00	1,500.00
	Account Classification Total: 5200 - Supplies	$4,401.26	$2,832.67	$4,100.00
5300 - Services				
5321	Professional Training	500.00	250.00	1,000.00
5322	Conference/Reimb	250.00	0.00	250.00
5323	Publications	500.00	0.00	0.00
5324	Professional Association Dues	500.00	0.00	600.00
5332	Legal Services	71,000.00	52,000.00	60,000.00
5339	Misc Contract Services	1,702.47	918.87	1,600.00
5344	Witness Fees	300.00	0.00	300.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5362	Equipment Maintenance	1,000.00	0.00	500.00
5377	Municipal Court	15,000.00	7,274.00	12,000.00
5391	Postage	2,500.00	1,143.12	3,000.00
5393	L.E.A.D.S Terminal	1,200.00	600.00	1,200.00
5399	Other Miscellaneous Services	2,050.00	305.00	2,000.00
	Account Classification Total: 5300 - Services	$96,502.47	$62,490.99	$82,450.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	1,000.00	0.00	500.00
5639	Other Equipment	0.00	0.00	500.00
	Account Classification Total: 5600 - Capital Purchases	$1,000.00	$0.00	$1,000.00
	Department Total: 593 - Clerk of Courts	$479,071.73	$386,395.99	$488,317.00
Department:	**595 - General and Administrative**			
5100 - Personal Services				
5164	Workers Compensation	408,134.00	245,692.04	470,000.00
5165	Unemployment Compensation	25,000.00	4,007.12	25,000.00
	Account Classification Total: 5100 - Personal Services	$433,134.00	$249,699.16	$495,000.00
5200 - Supplies				
5202	Photo Copy Supplies	9,000.00	2,324.46	10,000.00
	Account Classification Total: 5200 - Supplies	$9,000.00	$2,324.46	$10,000.00
5300 - Services				
5301	Boards/Commissions	69,903.57	4,213.80	50,000.00
5311	Utilities	351,135.26	48,117.87	368,692.00
5324	Professional Association Dues	46,737.68	31,155.45	40,250.00
5351	Liability Insurance Deductible	639,209.00	518,932.50	736,000.00
5352	Motor Vehicle Insurance	209,366.00	143,450.50	241,000.00
5361	Building Repair/Maintenance	0.00	6,940.25	0.00
5371	Election Expense	0.00	723.97	0.00
5372	Delinquent Tax Advertising	0.00	951.82	0.00
5373	Auditor/Treasurer Fees	0.00	6,118.59	0.00
5391	Postage	7,000.00	(4,757.96)	7,000.00
5394	Taxes/Assessments-City Property	20,000.00	7,407.52	20,000.00
5399	Other Miscellaneous Services	11,500.00	1,053.46	11,500.00
	Account Classification Total: 5300 - Services	$1,354,851.51	$764,307.77	$1,474,442.00
5600 - Capital Purchases				
5639	Other Equipment	34,500.00	0.00	34,500.00
	Account Classification Total: 5600 - Capital Purchases	$34,500.00	$0.00	$34,500.00
	Department Total: 595 - General and Administrative	$1,831,485.51	$1,016,331.39	$2,013,942.00
Department:	**810 - Public Health and Welfare**			
5300 - Services				
5376	County Health Services	415,050.00	413,050.31	427,501.00
	Account Classification Total: 5300 - Services	$415,050.00	$413,050.31	$427,501.00
	Department Total: 810 - Public Health and Welfare	$415,050.00	$413,050.31	$427,501.00
	EXPENSES Total	$41,346,581.57	$33,376,095.84	$38,639,970.00
	Fund REVENUE Total: 110 - General Fund	$27,567,284.00	$20,836,015.37	$0.00
	Fund EXPENSE Total: 110 - General Fund	$41,346,581.57	$33,376,095.84	$38,639,970.00
	Fund Total: 110 - General Fund	($13,779,297.57)	($12,540,080.47)	($38,639,970.00)
Fund:	**201 - Fema Federal Emergency Mgmt Agen**			
REVENUES				
Department:	**000 - General**			
433 - Intergovernmental-State				
4335	Grants/Aid	0.00	177,031.11	0.00
	Account Classification Total: 433 - Intergovernmental-State	$0.00	$177,031.11	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Department Total: 000 - General	$0.00	$177,031.11	$0.00
	REVENUES Total	$0.00	$177,031.11	$0.00
Fund REVENUE	Total: 201 - Fema Federal Emergency Mgmt Agen	$0.00	$177,031.11	$0.00
Fund EXPENSE	Total: 201 - Fema Federal Emergency Mgmt Agen			
	Fund Total: 201 - Fema Federal Emergency Mgmt Agen	$0.00	$177,031.11	$0.00
Fund:	**206 - American Rescue Plan Act**			
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	2,837.66	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,837.66	$0.00	$0.00
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	530,486.01	388,633.71	0.00
	Account Classification Total: 5600 - Capital Purchases	$530,486.01	$388,633.71	$0.00
	Department Total: 000 - General	$533,323.67	$388,633.71	$0.00
	EXPENSES Total	$533,323.67	$388,633.71	$0.00
Fund REVENUE	Total: 206 - American Rescue Plan Act			
Fund EXPENSE	Total: 206 - American Rescue Plan Act	$533,323.67	$388,633.71	$0.00
	Fund Total: 206 - American Rescue Plan Act	($533,323.67)	($388,633.71)	$0.00
Fund:	**211 - Computerized Needs (courts)**			
REVENUES				
Department:	**000 - General**			
451-452 - Fines and Forfeitures				
4510	Mayors Court Costs	15,000.00	23,709.00	22,000.00
	Account Classification Total: 451-452 - Fines and Forfeitures	$15,000.00	$23,709.00	$22,000.00
	Department Total: 000 - General	$15,000.00	$23,709.00	$22,000.00
	REVENUES Total	$15,000.00	$23,709.00	$22,000.00
EXPENSES				
Department:	**000 - General**			
5200 - Supplies				
5203	Computer Supplies	15,000.00	1,911.07	15,000.00
	Account Classification Total: 5200 - Supplies	$15,000.00	$1,911.07	$15,000.00
5300 - Services				
5322	Conference/Reimb	500.00	0.00	500.00
5366	Computer Maintenance	40,000.00	24,434.15	37,500.00
5399	Other Miscellaneous Services	10,594.19	2,299.59	15,000.00
	Account Classification Total: 5300 - Services	$51,094.19	$26,733.74	$53,000.00
	Department Total: 000 - General	$66,094.19	$28,644.81	$68,000.00
	EXPENSES Total	$66,094.19	$28,644.81	$68,000.00
Fund REVENUE	Total: 211 - Computerized Needs (courts)	$15,000.00	$23,709.00	$22,000.00
Fund EXPENSE	Total: 211 - Computerized Needs (courts)	$66,094.19	$28,644.81	$68,000.00
	Fund Total: 211 - Computerized Needs (courts)	($51,094.19)	($4,935.81)	($46,000.00)
Fund:	**220 - Income Tax Fund**			
REVENUES				
Department:	**000 - General**			
412 - Municipal Tax				
4121	Municipal Income Tax	883,350.00	(1,808,524.90)	0.00
	Account Classification Total: 412 - Municipal Tax	$883,350.00	($1,808,524.90)	$0.00
460 - Investment Earnings				
4601	Interest Earnings	7,000.00	78,699.20	0.00
	Account Classification Total: 460 - Investment Earnings	$7,000.00	$78,699.20	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
492-493 - Reimbursements				
4921	Reimbursements -Regular	600.00	529.42	0.00
	Account Classification Total: 492-493 - Reimbursements	$600.00	$529.42	$0.00
	Department Total: 000 - General	$890,950.00	($1,729,296.28)	$0.00
	REVENUES Total	$890,950.00	($1,729,296.28)	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5000	Contingency Reserve	4,576,208.82	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,576,208.82	$0.00	$0.00
	Department Total: 000 - General	$4,576,208.82	$0.00	$0.00
Department:	**564 - Income Tax Division**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	108,472.00	89,783.22	110,656.00
5106	Longevity	0.00	0.00	850.00
5109	HSA Employer Funding	4,000.00	4,000.00	4,200.00
5151	PERS Contribution	15,186.00	10,517.68	15,490.00
5161	Group Insurance	22,557.00	15,498.43	25,700.00
5164	Workers Compensation	4,373.00	2,119.00	2,338.00
5166	Medicare	1,573.00	1,201.80	1,604.00
	Account Classification Total: 5100 - Personal Services	$156,161.00	$123,120.13	$160,838.00
5200 - Supplies				
5201	Office Supplies	2,000.00	686.65	2,000.00
5203	Computer Supplies	1,000.00	0.00	1,000.00
	Account Classification Total: 5200 - Supplies	$3,000.00	$686.65	$3,000.00
5300 - Services				
5321	Professional Training	2,500.00	250.00	2,500.00
5322	Conference/Reimb	3,000.00	932.20	9,725.00
5323	Publications	400.00	369.99	400.00
5324	Professional Association Dues	850.00	170.00	950.00
5339	Misc Contract Services	75,000.00	0.00	75,000.00
5353	Employee Fidelity Bond	150.00	100.00	150.00
5362	Equipment Maintenance	522.15	307.20	550.00
5373	Auditor/Treasurer Fees	300.00	193.49	300.00
5379	Other Governmental Billings	10,000.00	3,902.19	10,000.00
5391	Postage	750.00	55.99	750.00
5399	Other Miscellaneous Services	0.00	280.00	100.00
	Account Classification Total: 5300 - Services	$93,472.15	$6,561.06	$100,425.00
5500 - Transfers/Other				
5519	Miscellaneous Costs	110,000.00	(633.27)	110,000.00
5529	Miscellaneous Distributions	800,000.00	(111,629.22)	800,000.00
5530	Enterprise Zone Payment	200,000.00	0.00	200,000.00
	Account Classification Total: 5500 - Transfers/Other	$1,110,000.00	($112,262.49)	$1,110,000.00
5600 - Capital Purchases				
5631	Furniture and Fixtures	750.00	0.00	750.00
5639	Other Equipment	0.00	0.00	200.00
	Account Classification Total: 5600 - Capital Purchases	$750.00	$0.00	$950.00
	Department Total: 564 - Income Tax Division	$1,363,383.15	$18,105.35	$1,375,213.00
	EXPENSES Total	$5,939,591.97	$18,105.35	$1,375,213.00
	Fund REVENUE Total: 220 - Income Tax Fund	$890,950.00	($1,729,296.28)	$0.00
	Fund EXPENSE Total: 220 - Income Tax Fund	$5,939,591.97	$18,105.35	$1,375,213.00
	Fund Total: 220 - Income Tax Fund	($5,048,641.97)	($1,747,401.63)	($1,375,213.00)

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Fund: 230 - Permissive Tax Fund				
REVENUES				
Department: 000 - General				
414-415 - State Levied Shared Taxes				
4154	MV License - Permissive Tax - County	90,000.00	60,924.07	0.00
4155	MV License - Permissive Tax - Local	180,000.00	121,848.72	0.00
Account Classification Total: 414-415 - State Levied Shared Taxes		$270,000.00	$182,772.79	$0.00
460 - Investment Earnings				
4601	Interest Earnings	10,000.00	390.63	0.00
Account Classification Total: 460 - Investment Earnings		$10,000.00	$390.63	$0.00
Department Total: 000 - General		$280,000.00	$183,163.42	$0.00
REVENUES Total		$280,000.00	$183,163.42	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5501	Transfers	0.00	25,000.00	0.00
Account Classification Total: 5500 - Transfers/Other		$0.00	$25,000.00	$0.00
Project: 0178 - 2021 Street Program				
5600 - Capital Purchases				
5651	Street Resurfacing	23,318.17	0.00	0.00
Account Classification Total: 5600 - Capital Purchases		$23,318.17	$0.00	$0.00
Project Total: 0178 - 2021 Street Program		$23,318.17	$0.00	$0.00
Project: 0198 - Waggoner Rd Improvement Phase 1				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	460,686.00	0.00	0.00
Account Classification Total: 5600 - Capital Purchases		$460,686.00	$0.00	$0.00
Project Total: 0198 - Waggoner Rd Improvement Phase 1		$460,686.00	$0.00	$0.00
Project: 0199 - 2025 Street Improvement Project				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	251,177.44	242,104.16	0.00
Account Classification Total: 5600 - Capital Purchases		$251,177.44	$242,104.16	$0.00
Project Total: 0199 - 2025 Street Improvement Project		$251,177.44	$242,104.16	$0.00
Project: 0206 - 2025 Street Improvement Project2				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	245,721.85	0.00	0.00
Account Classification Total: 5600 - Capital Purchases		$245,721.85	$0.00	$0.00
Project Total: 0206 - 2025 Street Improvement Project2		$245,721.85	$0.00	$0.00
Department Total: 000 - General		$980,903.46	$267,104.16	$0.00
EXPENSES Total		$980,903.46	$267,104.16	$0.00
Fund REVENUE	Total: 230 - Permissive Tax Fund	$280,000.00	$183,163.42	$0.00
Fund EXPENSE	Total: 230 - Permissive Tax Fund	$980,903.46	$267,104.16	$0.00
Fund Total: 230 - Permissive Tax Fund		($700,903.46)	($83,940.74)	$0.00
Fund: 240 - Police Pension Fund				
REVENUES				
Department: 000 - General				
411 - Property Taxes				
4110	Real Estate/Pub Util Tax	250,000.00	325,643.95	0.00
4114	Trailer Tax	250.00	188.78	0.00
Account Classification Total: 411 - Property Taxes		$250,250.00	$325,832.73	$0.00
414-415 - State Levied Shared Taxes				
4141	Real Property Tax-Rollback and Homestead	28,000.00	20,072.26	0.00
Account Classification Total: 414-415 - State Levied Shared Taxes		$28,000.00	$20,072.26	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Department Total: 000 - General	$278,250.00	$345,904.99	$0.00
	REVENUES Total	$278,250.00	$345,904.99	$0.00
EXPENSES				
Department:	**000 - General**			
5100 - Personal Services				
5152	PFDPF Contribution	350,000.00	0.00	350,000.00
	Account Classification Total: 5100 - Personal Services	$350,000.00	$0.00	$350,000.00
5500 - Transfers/Other				
5519	Miscellaneous Costs	4,500.00	4,851.90	4,500.00
	Account Classification Total: 5500 - Transfers/Other	$4,500.00	$4,851.90	$4,500.00
	Department Total: 000 - General	$354,500.00	$4,851.90	$354,500.00
	EXPENSES Total	$354,500.00	$4,851.90	$354,500.00
	Fund REVENUE Total: 240 - Police Pension Fund	$278,250.00	$345,904.99	$0.00
	Fund EXPENSE Total: 240 - Police Pension Fund	$354,500.00	$4,851.90	$354,500.00
	Fund Total: 240 - Police Pension Fund	($76,250.00)	$341,053.09	($354,500.00)
Fund:	**250 - Sewer Capacity Fund**			
REVENUES				
Department:	**000 - General**			
Project:	**0093 - Pleasantview Hgt Sanitary Sewer**			
463 - Special Assesments				
4631	Special Assessment Receipts	0.00	2,210.37	0.00
	Account Classification Total: 463 - Special Assesments	$0.00	$2,210.37	$0.00
	Project Total: 0093 - Pleasantview Hgt Sanitary Sewer	$0.00	$2,210.37	$0.00
	Department Total: 000 - General	$0.00	$2,210.37	$0.00
Department:	**736 - Wastewater Division**			
446-447 - Utility Charges				
4461	Capacity Charges	352,300.00	735,347.50	0.00
	Account Classification Total: 446-447 - Utility Charges	$352,300.00	$735,347.50	$0.00
	Department Total: 736 - Wastewater Division	$352,300.00	$735,347.50	$0.00
	REVENUES Total	$352,300.00	$737,557.87	$0.00
EXPENSES				
Department:	**736 - Wastewater Division**			
5300 - Services				
5373	Auditor/Treasurer Fees	0.00	0.00	500.00
	Account Classification Total: 5300 - Services	$0.00	$0.00	$500.00
	Department Total: 736 - Wastewater Division	$0.00	$0.00	$500.00
	EXPENSES Total	$0.00	$0.00	$500.00
	Fund REVENUE Total: 250 - Sewer Capacity Fund	$352,300.00	$737,557.87	$0.00
	Fund EXPENSE Total: 250 - Sewer Capacity Fund	$0.00	$0.00	$500.00
	Fund Total: 250 - Sewer Capacity Fund	$352,300.00	$737,557.87	($500.00)
Fund:	**260 - Street Fund**			
REVENUES				
Department:	**000 - General**			
414-415 - State Levied Shared Taxes				
4151	Gasoline Tax	1,825,000.00	1,078,286.58	0.00
4152	MV License - State Registration	240,000.00	134,348.85	0.00
	Account Classification Total: 414-415 - State Levied Shared Taxes	$2,065,000.00	$1,212,635.43	$0.00
460 - Investment Earnings				
4601	Interest Earnings	75,000.00	0.00	0.00
	Account Classification Total: 460 - Investment Earnings	$75,000.00	$0.00	$0.00
461-462 - Other Revenues				
4629	Miscellaneous Revenue	0.00	11,905.85	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 461-462 - Other Revenues	$0.00	$11,905.85	$0.00
492-493 - Reimbursements				
4921	Reimbursements -Regular	12,500.00	2,604.17	0.00
4922	Property Damage Reimbursements	12,500.00	16,400.58	0.00
	Account Classification Total: 492-493 - Reimbursements	$25,000.00	$19,004.75	$0.00
	Department Total: 000 - General	$2,165,000.00	$1,243,546.03	$0.00
	REVENUES Total	$2,165,000.00	$1,243,546.03	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**0142 - Old Reynoldsburg Improvements**			
5600 - Capital Purchases				
5651	Street Resurfacing	94,241.45	81,898.09	0.00
	Account Classification Total: 5600 - Capital Purchases	$94,241.45	$81,898.09	$0.00
	Project Total: 0142 - Old Reynoldsburg Improvements	$94,241.45	$81,898.09	$0.00
Project:	**0198 - Waggoner Rd Improvement Phase 1**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	830,245.58	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$830,245.58	$0.00	$0.00
	Project Total: 0198 - Waggoner Rd Improvement Phase 1	$830,245.58	$0.00	$0.00
	Department Total: 000 - General	$924,487.03	$81,898.09	$0.00
Department:	**268 - Street Department**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	93,621.00	82,664.46	117,021.00
5102	Wages-Staff	520,269.00	450,356.34	510,343.00
5105	Overtime	28,000.00	10,681.23	28,000.00
5106	Longevity	6,850.00	5,950.00	8,400.00
5109	HSA Employer Funding	28,000.00	25,000.00	33,600.00
5151	PERS Contribution	90,473.00	60,827.54	92,577.00
5161	Group Insurance	143,384.00	88,443.34	172,251.00
5164	Workers Compensation	25,400.00	11,688.00	14,029.00
5166	Medicare	9,407.00	7,763.12	9,588.00
	Account Classification Total: 5100 - Personal Services	$945,404.00	$743,374.03	$985,809.00
5200 - Supplies				
5201	Office Supplies	3,500.00	(395.51)	3,500.00
5203	Computer Supplies	1,000.00	673.08	1,000.00
5205	Small Tools/Minor Equipment	1,500.00	413.34	1,500.00
5213	Repair and Maintenance Supplies	500.00	0.00	500.00
5241	Uniforms-Purchased	5,000.00	16,611.87	8,000.00
5251	MV Gas and Oil	41,945.14	17,314.24	40,000.00
5252	Aggregates	17,000.00	5,977.90	17,000.00
5253	Ice Control	140,000.00	0.00	140,000.00
5259	Operating Materials and Supplies	214,918.42	131,349.62	200,000.00
	Account Classification Total: 5200 - Supplies	$425,363.56	$171,944.54	$411,500.00
5300 - Services				
5311	Utilities	23,338.65	13,002.33	24,200.00
5313	Traffic Light Current	15,149.47	7,962.18	15,400.00
5321	Professional Training	4,000.00	599.00	4,000.00
5322	Conference/Reimb	1,000.00	0.00	1,000.00
5324	Professional Association Dues	160.00	260.00	160.00
5331	Engineering/Architecture	15,000.00	0.00	15,000.00
5339	Misc Contract Services	242,749.81	136,485.00	200,000.00
5351	Liability Insurance Deductible	8,000.00	0.00	8,000.00
5352	Motor Vehicle Insurance	8,000.00	12,888.00	8,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5361	Building Repair/Maintenance	10,000.00	0.00	10,000.00
5365	Utility Line Repair/Maintenance	45,185.73	29,921.73	75,000.00
5391	Postage	100.00	18.14	100.00
5397	Uniform Rental	2,050.35	1,093.64	2,000.00
5399	Other Miscellaneous Services	1,500.00	502.55	1,500.00
	Account Classification Total: 5300 - Services	$376,234.01	$202,732.57	$364,360.00
5600 - Capital Purchases				
5632	Motor Vehicles	200,000.00	0.00	200,000.00
5633	Machinery and Equipment	626,050.00	8,900.00	163,000.00
	Account Classification Total: 5600 - Capital Purchases	$826,050.00	$8,900.00	$363,000.00
	Department Total: 268 - Street Department	$2,573,051.57	$1,126,951.14	$2,124,669.00
	EXPENSES Total	$3,497,538.60	$1,208,849.23	$2,124,669.00
	Fund REVENUE Total: 260 - Street Fund	$2,165,000.00	$1,243,546.03	$0.00
	Fund EXPENSE Total: 260 - Street Fund	$3,497,538.60	$1,208,849.23	$2,124,669.00
	Fund Total: 260 - Street Fund	($1,332,538.60)	$34,696.80	($2,124,669.00)
Fund: 270 - State Highway Fund				
REVENUES				
Department: 000 - General				
414-415 - State Levied Shared Taxes				
4151	Gasoline Tax	147,000.00	232,039.49	0.00
4152	MV License - State Registration	20,000.00	11,173.94	0.00
	Account Classification Total: 414-415 - State Levied Shared Taxes	$167,000.00	$243,213.43	$0.00
460 - Investment Earnings				
4601	Interest Earnings	7,500.00	0.00	0.00
	Account Classification Total: 460 - Investment Earnings	$7,500.00	$0.00	$0.00
	Department Total: 000 - General	$174,500.00	$243,213.43	$0.00
	REVENUES Total	$174,500.00	$243,213.43	$0.00
EXPENSES				
Department: 268 - Street Department				
5200 - Supplies				
5253	Ice Control	55,000.00	0.00	55,000.00
5259	Operating Materials and Supplies	22,500.00	1,655.00	22,500.00
	Account Classification Total: 5200 - Supplies	$77,500.00	$1,655.00	$77,500.00
5300 - Services				
5313	Traffic Light Current	14,091.18	8,930.70	12,850.00
5339	Misc Contract Services	3,000.00	9,644.40	3,000.00
5365	Utility Line Repair/Maintenance	22,000.00	11,888.13	22,000.00
	Account Classification Total: 5300 - Services	$39,091.18	$30,463.23	$37,850.00
	Department Total: 268 - Street Department	$116,591.18	$32,118.23	$115,350.00
	EXPENSES Total	$116,591.18	$32,118.23	$115,350.00
	Fund REVENUE Total: 270 - State Highway Fund	$174,500.00	$243,213.43	$0.00
	Fund EXPENSE Total: 270 - State Highway Fund	$116,591.18	$32,118.23	$115,350.00
	Fund Total: 270 - State Highway Fund	$57,908.82	$211,095.20	($115,350.00)
Fund: 287 - Reynoldsburg Recovery Court				
REVENUES				
Department: 000 - General				
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	20,000.00	0.00	0.00
	Account Classification Total: 492-493 - Reimbursements	$20,000.00	$0.00	$0.00
	Department Total: 000 - General	$20,000.00	$0.00	$0.00
	REVENUES Total	$20,000.00	$0.00	$0.00
EXPENSES				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Department: 000 - General				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	16,141.11	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$16,141.11	$0.00	$0.00
	Department Total: 000 - General	$16,141.11	$0.00	$0.00
	EXPENSES Total	$16,141.11	$0.00	$0.00
Fund REVENUE	Total: 287 - Reynoldsburg Recovery Court	$20,000.00	$0.00	$0.00
Fund EXPENSE	Total: 287 - Reynoldsburg Recovery Court	$16,141.11	$0.00	$0.00
	Fund Total: 287 - Reynoldsburg Recovery Court	$3,858.89	$0.00	$0.00
Fund: 288 - OneOhio Opioid Fund				
REVENUES				
Department: 000 - General				
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	0.00	33,065.17	0.00
	Account Classification Total: 492-493 - Reimbursements	$0.00	$33,065.17	$0.00
	Department Total: 000 - General	$0.00	$33,065.17	$0.00
	REVENUES Total	$0.00	$33,065.17	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	33,051.49	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$33,051.49	$0.00	$0.00
	Department Total: 000 - General	$33,051.49	$0.00	$0.00
	EXPENSES Total	$33,051.49	$0.00	$0.00
Fund REVENUE	Total: 288 - OneOhio Opioid Fund	$0.00	$33,065.17	$0.00
Fund EXPENSE	Total: 288 - OneOhio Opioid Fund	$33,051.49	$0.00	$0.00
	Fund Total: 288 - OneOhio Opioid Fund	($33,051.49)	$33,065.17	$0.00
Fund: 290 - Law Enforcement Fund				
REVENUES				
Department: 111 - Police Division				
461-462 - Other Revenues				
4616	Proceeds for Police Special Revenue Funds	20,000.00	77,698.67	0.00
	Account Classification Total: 461-462 - Other Revenues	$20,000.00	$77,698.67	$0.00
	Department Total: 111 - Police Division	$20,000.00	$77,698.67	$0.00
	REVENUES Total	$20,000.00	$77,698.67	$0.00
EXPENSES				
Department: 111 - Police Division				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	191,805.80	25,046.24	0.00
5921	Immobilization Expenses	21,499.54	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$213,305.34	$25,046.24	$0.00
	Department Total: 111 - Police Division	$213,305.34	$25,046.24	$0.00
	EXPENSES Total	$213,305.34	$25,046.24	$0.00
Fund REVENUE	Total: 290 - Law Enforcement Fund	$20,000.00	$77,698.67	$0.00
Fund EXPENSE	Total: 290 - Law Enforcement Fund	$213,305.34	$25,046.24	$0.00
	Fund Total: 290 - Law Enforcement Fund	($193,305.34)	$52,652.43	$0.00
Fund: 291 - Drug Enforcement Fund				
REVENUES				
Department: 111 - Police Division				
461-462 - Other Revenues				
4616	Proceeds for Police Special Revenue Funds	7,500.00	1,280.00	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 461-462 - Other Revenues	$7,500.00	$1,280.00	$0.00
	Department Total: 111 - Police Division	$7,500.00	$1,280.00	$0.00
	REVENUES Total	$7,500.00	$1,280.00	$0.00
EXPENSES				
Department:	**111 - Police Division**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	49,699.70	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$49,699.70	$0.00	$0.00
	Department Total: 111 - Police Division	$49,699.70	$0.00	$0.00
	EXPENSES Total	$49,699.70	$0.00	$0.00
	Fund REVENUE Total: 291 - Drug Enforcement Fund	$7,500.00	$1,280.00	$0.00
	Fund EXPENSE Total: 291 - Drug Enforcement Fund	$49,699.70	$0.00	$0.00
	Fund Total: 291 - Drug Enforcement Fund	($42,199.70)	$1,280.00	$0.00
Fund:	**292 - Safety Belt Program Fund**			
EXPENSES				
Department:	**111 - Police Division**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	4,376.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,376.00	$0.00	$0.00
	Department Total: 111 - Police Division	$4,376.00	$0.00	$0.00
	EXPENSES Total	$4,376.00	$0.00	$0.00
	Fund REVENUE Total: 292 - Safety Belt Program Fund			
	Fund EXPENSE Total: 292 - Safety Belt Program Fund	$4,376.00	$0.00	$0.00
	Fund Total: 292 - Safety Belt Program Fund	($4,376.00)	$0.00	$0.00
Fund:	**293 - DUI/Education/Enforcement Fund**			
REVENUES				
Department:	**111 - Police Division**			
461-462 - Other Revenues				
4616	Proceeds for Police Special Revenue Funds	2,000.00	897.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$2,000.00	$897.00	$0.00
	Department Total: 111 - Police Division	$2,000.00	$897.00	$0.00
	REVENUES Total	$2,000.00	$897.00	$0.00
EXPENSES				
Department:	**111 - Police Division**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	24,047.52	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$24,047.52	$0.00	$0.00
	Department Total: 111 - Police Division	$24,047.52	$0.00	$0.00
	EXPENSES Total	$24,047.52	$0.00	$0.00
	Fund REVENUE Total: 293 - DUI/Education/Enforcement Fund	$2,000.00	$897.00	$0.00
	Fund EXPENSE Total: 293 - DUI/Education/Enforcement Fund	$24,047.52	$0.00	$0.00
	Fund Total: 293 - DUI/Education/Enforcement Fund	($22,047.52)	$897.00	$0.00
Fund:	**294 - Federal Forfeiture Fund**			
REVENUES				
Department:	**111 - Police Division**			
461-462 - Other Revenues				
4616	Proceeds for Police Special Revenue Funds	1,000.00	392.43	0.00
	Account Classification Total: 461-462 - Other Revenues	$1,000.00	$392.43	$0.00
	Department Total: 111 - Police Division	$1,000.00	$392.43	$0.00
	REVENUES Total	$1,000.00	$392.43	$0.00
EXPENSES				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Department:	**111 - Police Division**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	19,544.45	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$19,544.45	$0.00	$0.00
	Department Total: 111 - Police Division	$19,544.45	$0.00	$0.00
	EXPENSES Total	$19,544.45	$0.00	$0.00
	Fund REVENUE Total: 294 - Federal Forfeiture Fund	$1,000.00	$392.43	$0.00
	Fund EXPENSE Total: 294 - Federal Forfeiture Fund	$19,544.45	$0.00	$0.00
	Fund Total: 294 - Federal Forfeiture Fund	($18,544.45)	$392.43	$0.00
Fund:	**295 - Law Enforcement Asst Fund**			
REVENUES				
Department:	**111 - Police Division**			
461-462 - Other Revenues				
4616	Proceeds for Police Special Revenue Funds	15,000.00	180.80	0.00
	Account Classification Total: 461-462 - Other Revenues	$15,000.00	$180.80	$0.00
	Department Total: 111 - Police Division	$15,000.00	$180.80	$0.00
	REVENUES Total	$15,000.00	$180.80	$0.00
EXPENSES				
Department:	**111 - Police Division**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	92,644.96	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$92,644.96	$0.00	$0.00
	Department Total: 111 - Police Division	$92,644.96	$0.00	$0.00
	EXPENSES Total	$92,644.96	$0.00	$0.00
	Fund REVENUE Total: 295 - Law Enforcement Asst Fund	$15,000.00	$180.80	$0.00
	Fund EXPENSE Total: 295 - Law Enforcement Asst Fund	$92,644.96	$0.00	$0.00
	Fund Total: 295 - Law Enforcement Asst Fund	($77,644.96)	$180.80	$0.00
Fund:	**310 - General Debt Retirement Fund**			
REVENUES				
Department:	**000 - General**			
412 - Municipal Tax				
4100	Income Tax Proceeds	3,634,267.00	2,284,629.66	0.00
	Account Classification Total: 412 - Municipal Tax	$3,634,267.00	$2,284,629.66	$0.00
461-462 - Other Revenues				
4629	Miscellaneous Revenue	209,475.00	87,280.40	0.00
	Account Classification Total: 461-462 - Other Revenues	$209,475.00	$87,280.40	$0.00
	Department Total: 000 - General	$3,843,742.00	$2,371,910.06	$0.00
	REVENUES Total	$3,843,742.00	$2,371,910.06	$0.00
EXPENSES				
Department:	**991 - Debt Service**			
5400 - Debt Service				
5414	G. O. Bond-Principal	1,813,539.00	54,269.19	0.00
5424	G. O. Bond-Interest	1,603,327.00	822,659.27	0.00
	Account Classification Total: 5400 - Debt Service	$3,416,866.00	$876,928.46	$0.00
	Department Total: 991 - Debt Service	$3,416,866.00	$876,928.46	$0.00
	EXPENSES Total	$3,416,866.00	$876,928.46	$0.00
	Fund REVENUE Total: 310 - General Debt Retirement Fund	$3,843,742.00	$2,371,910.06	$0.00
	Fund EXPENSE Total: 310 - General Debt Retirement Fund	$3,416,866.00	$876,928.46	$0.00
	Fund Total: 310 - General Debt Retirement Fund	$426,876.00	$1,494,981.60	$0.00
Fund:	**410 - Capital Improvements Fund**			
REVENUES				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Department: 000 - General				
412 - Municipal Tax				
4100	Income Tax Proceeds	4,042,834.00	2,855,787.09	0.00
	Account Classification Total: 412 - Municipal Tax	$4,042,834.00	$2,855,787.09	$0.00
433 - Intergovernmental-State				
4335	Grants/Aid	2,000,000.00	0.00	0.00
	Account Classification Total: 433 - Intergovernmental-State	$2,000,000.00	$0.00	$0.00
460 - Investment Earnings				
4601	Interest Earnings	0.00	656,063.02	0.00
	Account Classification Total: 460 - Investment Earnings	$0.00	$656,063.02	$0.00
492-493 - Reimbursements				
4921	Reimbursements -Regular	500,000.00	974,123.54	0.00
	Account Classification Total: 492-493 - Reimbursements	$500,000.00	$974,123.54	$0.00
499 - Transfers/Advances				
4990	Operating Transfers	0.00	3,047,395.05	0.00
	Account Classification Total: 499 - Transfers/Advances	$0.00	$3,047,395.05	$0.00
Project: 0205 - Waggoner Rd Improvement Phase 2				
433 - Intergovernmental-State				
4335	Grants/Aid	0.00	246,000.00	0.00
	Account Classification Total: 433 - Intergovernmental-State	$0.00	$246,000.00	$0.00
	Project Total: 0205 - Waggoner Rd Improvement Phase 2	$0.00	$246,000.00	$0.00
	Department Total: 000 - General	$6,542,834.00	$7,779,368.70	$0.00
	REVENUES Total	$6,542,834.00	$7,779,368.70	$0.00
EXPENSES				
Department: 000 - General				
Project: 0158 - Building Department Sftwre/Equip				
5600 - Capital Purchases				
5639	Other Equipment	11,158.27	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$11,158.27	$0.00	$0.00
	Project Total: 0158 - Building Department Sftwre/Equip	$11,158.27	$0.00	$0.00
Project: 0162 - Lancaster Av and Main St. Lot				
5600 - Capital Purchases				
5602	Land Improvements	13,477.96	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$13,477.96	$0.00	$0.00
	Project Total: 0162 - Lancaster Av and Main St. Lot	$13,477.96	$0.00	$0.00
Project: 0167 - 2019 Street Program				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	50,190.48	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$50,190.48	$0.00	$0.00
	Project Total: 0167 - 2019 Street Program	$50,190.48	$0.00	$0.00
Project: 0168 - Taylor Rd/Main Street Project				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	4,573.16	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$4,573.16	$0.00	$0.00
	Project Total: 0168 - Taylor Rd/Main Street Project	$4,573.16	$0.00	$0.00
Project: 0169 - Traffic Signal-Main St Kroger				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	17,486.03	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$17,486.03	$0.00	$0.00
	Project Total: 0169 - Traffic Signal-Main St Kroger	$17,486.03	$0.00	$0.00
Project: 0170 - Olde Reyn - Davidson-Jackson				
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	617,784.25	442,325.91	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5600 - Capital Purchases	$617,784.25	$442,325.91	$0.00
	Project Total: 0170 - Olde Reyn - Davidson-Jackson	$617,784.25	$442,325.91	$0.00
Project:	**0173 - Davidson Drive Improvements**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	667.71	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$667.71	$0.00	$0.00
	Project Total: 0173 - Davidson Drive Improvements	$667.71	$0.00	$0.00
Project:	**0182 - Main St Phase 2 Jackson-Waggoner**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	295,200.55	252,278.90	0.00
	Account Classification Total: 5600 - Capital Purchases	$295,200.55	$252,278.90	$0.00
	Project Total: 0182 - Main St Phase 2 Jackson-Waggoner	$295,200.55	$252,278.90	$0.00
Project:	**0184 - Main St Development Properties**			
5600 - Capital Purchases				
5601	Land	12,287.25	0.00	0.00
5611	Buildings	41,288.50	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$53,575.75	$0.00	$0.00
	Project Total: 0184 - Main St Development Properties	$53,575.75	$0.00	$0.00
Project:	**0188 - Graham Rd Sidewlk/Multi Use Path**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	29,113.59	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$29,113.59	$0.00	$0.00
	Project Total: 0188 - Graham Rd Sidewlk/Multi Use Path	$29,113.59	$0.00	$0.00
Project:	**0189 - 2022 Street Program**			
5600 - Capital Purchases				
5651	Street Resurfacing	6,685.75	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$6,685.75	$0.00	$0.00
	Project Total: 0189 - 2022 Street Program	$6,685.75	$0.00	$0.00
Project:	**0192 - Blacklick Crk./Trail Restoration**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	106,840.03	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$106,840.03	$0.00	$0.00
	Project Total: 0192 - Blacklick Crk./Trail Restoration	$106,840.03	$0.00	$0.00
Project:	**0193 - 2023 Street Program**			
5600 - Capital Purchases				
5651	Street Resurfacing	505,483.78	0.00	0.00
5659	Miscellaneous Infrastructure	22.54	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$505,506.32	$0.00	$0.00
	Project Total: 0193 - 2023 Street Program	$505,506.32	$0.00	$0.00
Project:	**0194 - Combined Public Service Bldg**			
5600 - Capital Purchases				
5611	Buildings	33,911,742.05	16,932,443.18	0.00
	Account Classification Total: 5600 - Capital Purchases	$33,911,742.05	$16,932,443.18	$0.00
	Project Total: 0194 - Combined Public Service Bldg	$33,911,742.05	$16,932,443.18	$0.00
Project:	**0198 - Waggoner Rd Improvement Phase 1**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	8,317,818.12	3,647,578.66	0.00
	Account Classification Total: 5600 - Capital Purchases	$8,317,818.12	$3,647,578.66	$0.00
	Project Total: 0198 - Waggoner Rd Improvement Phase 1	$8,317,818.12	$3,647,578.66	$0.00
Project:	**0199 - 2025 Street Improvement Project**			
5600 - Capital Purchases				
5651	Street Resurfacing	83,484.00	60,921.92	0.00
5659	Miscellaneous Infrastructure	493,985.20	466,992.85	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5600 - Capital Purchases	$577,469.20	$527,914.77	$0.00
	Project Total: 0199 - 2025 Street Improvement Project	$577,469.20	$527,914.77	$0.00
Project:	**0200 - Birchview Drive**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	160,000.00	69,558.80	0.00
	Account Classification Total: 5600 - Capital Purchases	$160,000.00	$69,558.80	$0.00
	Project Total: 0200 - Birchview Drive	$160,000.00	$69,558.80	$0.00
Project:	**0201 - Brice Park**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	1,104,214.42	712,553.19	0.00
	Account Classification Total: 5600 - Capital Purchases	$1,104,214.42	$712,553.19	$0.00
	Project Total: 0201 - Brice Park	$1,104,214.42	$712,553.19	$0.00
Project:	**0202 - JFK Park Tennis Court Conversion**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	50,000.00	41,598.77	0.00
	Account Classification Total: 5600 - Capital Purchases	$50,000.00	$41,598.77	$0.00
	Project Total: 0202 - JFK Park Tennis Court Conversion	$50,000.00	$41,598.77	$0.00
Project:	**0203 - Summit Road Improvement Project**			
5600 - Capital Purchases				
5659	Miscellaneous Infrastructure	651,000.00	129,060.92	0.00
	Account Classification Total: 5600 - Capital Purchases	$651,000.00	$129,060.92	$0.00
	Project Total: 0203 - Summit Road Improvement Project	$651,000.00	$129,060.92	$0.00
	Department Total: 000 - General	$46,484,503.64	$22,755,313.10	$0.00
	EXPENSES Total	$46,484,503.64	$22,755,313.10	$0.00
	Fund REVENUE Total: 410 - Capital Improvements Fund	$6,542,834.00	$7,779,368.70	$0.00
	Fund EXPENSE Total: 410 - Capital Improvements Fund	$46,484,503.64	$22,755,313.10	$0.00
	Fund Total: 410 - Capital Improvements Fund	($39,941,669.64)	($14,975,944.40)	$0.00
Fund:	**420 - Sidewalk Construction Fund**			
REVENUES				
Department:	**000 - General**			
422-423 - Permits				
4230	Sidewalk Permits	60,000.00	20,748.76	0.00
	Account Classification Total: 422-423 - Permits	$60,000.00	$20,748.76	$0.00
Project:	**0007 - Phase VII**			
463 - Special Assesments				
4631	Special Assessment Receipts	0.00	33,988.77	0.00
	Account Classification Total: 463 - Special Assesments	$0.00	$33,988.77	$0.00
	Project Total: 0007 - Phase VII	$0.00	$33,988.77	$0.00
Project:	**0010 - Phase X**			
463 - Special Assesments				
4631	Special Assessment Receipts	0.00	764.00	0.00
	Account Classification Total: 463 - Special Assesments	$0.00	$764.00	$0.00
	Project Total: 0010 - Phase X	$0.00	$764.00	$0.00
	Department Total: 000 - General	$60,000.00	$55,501.53	$0.00
	REVENUES Total	$60,000.00	$55,501.53	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**0005 - Phase V**			
5600 - Capital Purchases				
5653	Sidewalk Construction	53,165.47	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$53,165.47	$0.00	$0.00
	Project Total: 0005 - Phase V	$53,165.47	$0.00	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Project:	**0007 - Phase VII**			
5600 - Capital Purchases				
5653	Sidewalk Construction	4,195.93	173.52	0.00
	Account Classification Total: 5600 - Capital Purchases	$4,195.93	$173.52	$0.00
	Project Total: 0007 - Phase VII	$4,195.93	$173.52	$0.00
Project:	**0008 - Phase VIII**			
5600 - Capital Purchases				
5653	Sidewalk Construction	76,987.85	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$76,987.85	$0.00	$0.00
	Project Total: 0008 - Phase VIII	$76,987.85	$0.00	$0.00
Project:	**0009 - Phase IX**			
5600 - Capital Purchases				
5653	Sidewalk Construction	529,287.58	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$529,287.58	$0.00	$0.00
	Project Total: 0009 - Phase IX	$529,287.58	$0.00	$0.00
Project:	**0010 - Phase X**			
5600 - Capital Purchases				
5653	Sidewalk Construction	34,000.00	28,672.81	0.00
	Account Classification Total: 5600 - Capital Purchases	$34,000.00	$28,672.81	$0.00
	Project Total: 0010 - Phase X	$34,000.00	$28,672.81	$0.00
	Department Total: 000 - General	$697,636.83	$28,846.33	$0.00
	EXPENSES Total	$697,636.83	$28,846.33	$0.00
Fund REVENUE	Total: 420 - Sidewalk Construction Fund	$60,000.00	$55,501.53	$0.00
Fund EXPENSE	Total: 420 - Sidewalk Construction Fund	$697,636.83	$28,846.33	$0.00
	Fund Total: 420 - Sidewalk Construction Fund	($637,636.83)	$26,655.20	$0.00
Fund:	**640 - Supervision and Inspection**			
REVENUES				
Department:	**000 - General**			
Project:	**0000 - General**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	500,000.00	154,100.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$500,000.00	$154,100.00	$0.00
	Project Total: 0000 - General	$500,000.00	$154,100.00	$0.00
Project:	**6361 - Heart Food Pantry and Market**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	15,800.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$15,800.00	$0.00
	Project Total: 6361 - Heart Food Pantry and Market	$0.00	$15,800.00	$0.00
Project:	**6368 - Victoria's Secret Lot Expansion**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	16,615.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$16,615.00	$0.00
	Project Total: 6368 - Victoria's Secret Lot Expansion	$0.00	$16,615.00	$0.00
Project:	**6369 - Summit Crossing Section 1A**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	149,777.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$149,777.00	$0.00
	Project Total: 6369 - Summit Crossing Section 1A	$0.00	$149,777.00	$0.00
Project:	**6372 - One Alliance Place - 2nd**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	5,460.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$5,460.00	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Project Total: 6372 - One Alliance Place - 2nd	$0.00	$5,460.00	$0.00
Project:	**6374 - Trivium 1122 Lancaster Ave**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	146,318.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$146,318.00	$0.00
	Project Total: 6374 - Trivium 1122 Lancaster Ave	$0.00	$146,318.00	$0.00
Project:	**6376 - Core 5 Taylor Road Industrial**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	(77,050.00)	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	($77,050.00)	$0.00
	Project Total: 6376 - Core 5 Taylor Road Industrial	$0.00	($77,050.00)	$0.00
	Department Total: 000 - General	$500,000.00	$411,020.00	$0.00
	REVENUES Total	$500,000.00	$411,020.00	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**6192 - Village at Slate Ridge**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	3,319.62	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$3,319.62	$0.00
	Project Total: 6192 - Village at Slate Ridge	$0.00	$3,319.62	$0.00
Project:	**6208 - Wheaton Village**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	16.71	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$16.71	$0.00	$0.00
	Project Total: 6208 - Wheaton Village	$16.71	$0.00	$0.00
Project:	**6244 - Lot 93 Detention**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	464.89	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$464.89	$0.00	$0.00
	Project Total: 6244 - Lot 93 Detention	$464.89	$0.00	$0.00
Project:	**6259 - Reyn Schools-Summit Road**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,484.64	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,484.64	$0.00	$0.00
	Project Total: 6259 - Reyn Schools-Summit Road	$1,484.64	$0.00	$0.00
Project:	**6264 - International House of Pancakes**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,500.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,500.00	$0.00	$0.00
	Project Total: 6264 - International House of Pancakes	$1,500.00	$0.00	$0.00
Project:	**6266 - RHS Site and Bleachers**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,500.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,500.00	$0.00	$0.00
	Project Total: 6266 - RHS Site and Bleachers	$1,500.00	$0.00	$0.00
Project:	**6267 - AutoZone**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,500.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,500.00	$0.00	$0.00
	Project Total: 6267 - AutoZone	$1,500.00	$0.00	$0.00
Project:	**6271 - Baldwin Rd JHS Restroom**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,500.00	0.00	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5500 - Transfers/Other	$1,500.00	$0.00	$0.00
	Project Total: 6271 - Baldwin Rd JHS Restroom	$1,500.00	$0.00	$0.00
Project:	**6278 - AutoZone - Shoppes at East Broad**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,950.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,950.00	$0.00	$0.00
	Project Total: 6278 - AutoZone - Shoppes at East Broad	$1,950.00	$0.00	$0.00
Project:	**6286 - St Pius X Parking Lot Expansion**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	600.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$600.00	$0.00	$0.00
	Project Total: 6286 - St Pius X Parking Lot Expansion	$600.00	$0.00	$0.00
Project:	**6288 - Reynoldsburg Dollar General**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	4,650.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,650.00	$0.00	$0.00
	Project Total: 6288 - Reynoldsburg Dollar General	$4,650.00	$0.00	$0.00
Project:	**6292 - Wheaton Village Phase 2**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	21,141.42	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$21,141.42	$0.00	$0.00
	Project Total: 6292 - Wheaton Village Phase 2	$21,141.42	$0.00	$0.00
Project:	**6296 - Wesley Ridge Fitness Center**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	6,545.12	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$6,545.12	$0.00	$0.00
	Project Total: 6296 - Wesley Ridge Fitness Center	$6,545.12	$0.00	$0.00
Project:	**6297 - Robertson Trucking**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	915.65	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$915.65	$0.00
	Project Total: 6297 - Robertson Trucking	$0.00	$915.65	$0.00
Project:	**6298 - Bigham Building Addition**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	1,341.85	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,341.85	$0.00
	Project Total: 6298 - Bigham Building Addition	$0.00	$1,341.85	$0.00
Project:	**6299 - 8173 E Broad Phase II**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,955.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,955.00	$0.00	$0.00
	Project Total: 6299 - 8173 E Broad Phase II	$1,955.00	$0.00	$0.00
Project:	**6300 - Inn at Summit Trail**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	422.02	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$422.02	$0.00
	Project Total: 6300 - Inn at Summit Trail	$0.00	$422.02	$0.00
Project:	**6301 - Blacklick Pointe**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	41.59	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$41.59	$0.00	$0.00
	Project Total: 6301 - Blacklick Pointe	$41.59	$0.00	$0.00
Project:	**6302 - Reyn UMC Parking Lot Exp Ph1**			

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	261.02	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$261.02	$0.00
	Project Total: 6302 - Reyn UMC Parking Lot Exp Ph1	$0.00	$261.02	$0.00
Project:	**6303 - Truro Ave Group Home**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	36.55	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$36.55	$0.00
	Project Total: 6303 - Truro Ave Group Home	$0.00	$36.55	$0.00
Project:	**6305 - Kroger Main Street**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	117.23	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$117.23	$0.00
	Project Total: 6305 - Kroger Main Street	$0.00	$117.23	$0.00
Project:	**6306 - Ohio Health Emergency Department**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,748.10	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,748.10	$0.00	$0.00
	Project Total: 6306 - Ohio Health Emergency Department	$2,748.10	$0.00	$0.00
Project:	**6307 - UDF at Broad and Waggoner**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	12,352.60	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$12,352.60	$0.00
	Project Total: 6307 - UDF at Broad and Waggoner	$0.00	$12,352.60	$0.00
Project:	**6308 - St Pius X Traffic Study**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	1,000.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,000.00	$0.00
	Project Total: 6308 - St Pius X Traffic Study	$0.00	$1,000.00	$0.00
Project:	**6309 - Dollar General-Main @ Waggoner**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	675.95	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$675.95	$0.00
	Project Total: 6309 - Dollar General-Main @ Waggoner	$0.00	$675.95	$0.00
Project:	**6312 - 1633 Balt-Reyn Road**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,196.83	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,196.83	$0.00	$0.00
	Project Total: 6312 - 1633 Balt-Reyn Road	$1,196.83	$0.00	$0.00
Project:	**6314 - Truro Fire Station #161**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	1,341.06	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,341.06	$0.00
	Project Total: 6314 - Truro Fire Station #161	$0.00	$1,341.06	$0.00
Project:	**6316 - St Pius Community Center**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,500.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,500.00	$0.00	$0.00
	Project Total: 6316 - St Pius Community Center	$2,500.00	$0.00	$0.00
Project:	**6318 - Blacklick Golf Course**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	1,654.29	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,654.29	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Project Total: 6318 - Blacklick Golf Course	$0.00	$1,654.29	$0.00
Project:	**6321 - Oak Valley Road**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	433.31	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$433.31	$0.00
	Project Total: 6321 - Oak Valley Road	$0.00	$433.31	$0.00
Project:	**6324 - Valvoline Instant Oil E. Broad**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	3,446.56	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$3,446.56	$0.00
	Project Total: 6324 - Valvoline Instant Oil E. Broad	$0.00	$3,446.56	$0.00
Project:	**6329 - M/I Homes SpringHill Farms Sec 1**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	27,912.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$27,912.00	$0.00
	Project Total: 6329 - M/I Homes SpringHill Farms Sec 1	$0.00	$27,912.00	$0.00
Project:	**6332 - ROSEHILL TOWNHOMES**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	380.11	127.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$380.11	$127.50	$0.00
	Project Total: 6332 - ROSEHILL TOWNHOMES	$380.11	$127.50	$0.00
Project:	**6333 - MI Homes/Spring Hill Farm Sec 2**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	4,250.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$4,250.00	$0.00
	Project Total: 6333 - MI Homes/Spring Hill Farm Sec 2	$0.00	$4,250.00	$0.00
Project:	**6334 - Candlewood Way Roadway Extension**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.92	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.92	$0.00	$0.00
	Project Total: 6334 - Candlewood Way Roadway Extension	$0.92	$0.00	$0.00
Project:	**6335 - Sheetz-E. Broad and Cedar Cliff**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	74.75	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$74.75	$0.00
	Project Total: 6335 - Sheetz-E. Broad and Cedar Cliff	$0.00	$74.75	$0.00
Project:	**6337 - Springhill Farms Sec 3**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	4,348.00	1,280.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,348.00	$1,280.00	$0.00
	Project Total: 6337 - Springhill Farms Sec 3	$4,348.00	$1,280.00	$0.00
Project:	**6339 - Wilson Ridge Townhomes**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	925.00	7,495.38	0.00
	Account Classification Total: 5500 - Transfers/Other	$925.00	$7,495.38	$0.00
	Project Total: 6339 - Wilson Ridge Townhomes	$925.00	$7,495.38	$0.00
Project:	**6340 - Eastwood Lot 5**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	750.56	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$750.56	$0.00	$0.00
	Project Total: 6340 - Eastwood Lot 5	$750.56	$0.00	$0.00
Project:	**6342 - Eastwood Lot 4 - Thornton Hall**			
5500 - Transfers/Other				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5518	Plan Review/Inspection	255.00	1,781.96	0.00
	Account Classification Total: 5500 - Transfers/Other	$255.00	$1,781.96	$0.00
	Project Total: 6342 - Eastwood Lot 4 - Thornton Hall	$255.00	$1,781.96	$0.00
Project:	**6343 - West Licking Fire Station Taylor**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	604.00	1,064.91	0.00
	Account Classification Total: 5500 - Transfers/Other	$604.00	$1,064.91	$0.00
	Project Total: 6343 - West Licking Fire Station Taylor	$604.00	$1,064.91	$0.00
Project:	**6344 - Sheetz-Taylor & Main**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	20,481.34	2,590.15	0.00
	Account Classification Total: 5500 - Transfers/Other	$20,481.34	$2,590.15	$0.00
	Project Total: 6344 - Sheetz-Taylor & Main	$20,481.34	$2,590.15	$0.00
Project:	**6345 - Moo Moo Car Wash E. Broad St**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	310.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$310.00	$0.00
	Project Total: 6345 - Moo Moo Car Wash E. Broad St	$0.00	$310.00	$0.00
Project:	**6346 - Central Oh Primary Care**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	13,332.00	3,258.75	0.00
	Account Classification Total: 5500 - Transfers/Other	$13,332.00	$3,258.75	$0.00
	Project Total: 6346 - Central Oh Primary Care	$13,332.00	$3,258.75	$0.00
Project:	**6347 - Columbus Metropolitan Library**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	0.52	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$0.52	$0.00
	Project Total: 6347 - Columbus Metropolitan Library	$0.00	$0.52	$0.00
Project:	**6348 - Caribou Coffee**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	170.00	1,901.31	0.00
	Account Classification Total: 5500 - Transfers/Other	$170.00	$1,901.31	$0.00
	Project Total: 6348 - Caribou Coffee	$170.00	$1,901.31	$0.00
Project:	**6349 - Trivium Reynoldsburg**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,231.06	1,120.95	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,231.06	$1,120.95	$0.00
	Project Total: 6349 - Trivium Reynoldsburg	$2,231.06	$1,120.95	$0.00
Project:	**6350 - Maplewood Sections 1 & 2**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	111,896.50	1,711.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$111,896.50	$1,711.50	$0.00
	Project Total: 6350 - Maplewood Sections 1 & 2	$111,896.50	$1,711.50	$0.00
Project:	**6351 - Eastwood Phase 1 Single Family**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	4,595.94	551.97	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,595.94	$551.97	$0.00
	Project Total: 6351 - Eastwood Phase 1 Single Family	$4,595.94	$551.97	$0.00
Project:	**6352 - Home 2 Suite**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	376.58	376.58	0.00
	Account Classification Total: 5500 - Transfers/Other	$376.58	$376.58	$0.00
	Project Total: 6352 - Home 2 Suite	$376.58	$376.58	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Project:	**6354 - Christian & Missionary Alliance**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	22,698.88	783.40	0.00
	Account Classification Total: 5500 - Transfers/Other	$22,698.88	$783.40	$0.00
	Project Total: 6354 - Christian & Missionary Alliance	$22,698.88	$783.40	$0.00
Project:	**6356 - Eastwood Phase 2 &3 Sanitary/PGU**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	80,995.95	8,245.27	0.00
	Account Classification Total: 5500 - Transfers/Other	$80,995.95	$8,245.27	$0.00
	Project Total: 6356 - Eastwood Phase 2 &3 Sanitary/PGU	$80,995.95	$8,245.27	$0.00
Project:	**6357 - Truro Twp Maintenance Bldg**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	1,153.21	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,153.21	$0.00
	Project Total: 6357 - Truro Twp Maintenance Bldg	$0.00	$1,153.21	$0.00
Project:	**6358 - JP Morgan Chase**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,638.47	1,710.27	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,638.47	$1,710.27	$0.00
	Project Total: 6358 - JP Morgan Chase	$2,638.47	$1,710.27	$0.00
Project:	**6361 - Heart Food Pantry and Market**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	15,800.00	8,183.17	0.00
	Account Classification Total: 5500 - Transfers/Other	$15,800.00	$8,183.17	$0.00
	Project Total: 6361 - Heart Food Pantry and Market	$15,800.00	$8,183.17	$0.00
Project:	**6362 - Spring Hill Sect 4A, 4B & 5**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	220,215.00	149,325.96	0.00
	Account Classification Total: 5500 - Transfers/Other	$220,215.00	$149,325.96	$0.00
	Project Total: 6362 - Spring Hill Sect 4A, 4B & 5	$220,215.00	$149,325.96	$0.00
Project:	**6363 - Spring Hill Sect 6A & B**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	69,842.40	18,419.60	0.00
	Account Classification Total: 5500 - Transfers/Other	$69,842.40	$18,419.60	$0.00
	Project Total: 6363 - Spring Hill Sect 6A & B	$69,842.40	$18,419.60	$0.00
Project:	**6368 - Victoria's Secret Lot Expansion**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	16,615.00	4,019.94	0.00
	Account Classification Total: 5500 - Transfers/Other	$16,615.00	$4,019.94	$0.00
	Project Total: 6368 - Victoria's Secret Lot Expansion	$16,615.00	$4,019.94	$0.00
Project:	**6369 - Summit Crossing Section 1A**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	149,777.00	113,102.81	0.00
	Account Classification Total: 5500 - Transfers/Other	$149,777.00	$113,102.81	$0.00
	Project Total: 6369 - Summit Crossing Section 1A	$149,777.00	$113,102.81	$0.00
Project:	**6372 - One Alliance Place - 2nd**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	5,460.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$5,460.00	$0.00	$0.00
	Project Total: 6372 - One Alliance Place - 2nd	$5,460.00	$0.00	$0.00
Project:	**6374 - Trivium 1122 Lancaster Ave**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	146,318.00	0.00	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5500 - Transfers/Other	$146,318.00	$0.00	$0.00
	Project Total: 6374 - Trivium 1122 Lancaster Ave	$146,318.00	$0.00	$0.00
Project:	**6376 - Core 5 Taylor Road Industrial**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	77,050.00	787.20	0.00
	Account Classification Total: 5500 - Transfers/Other	$77,050.00	$787.20	$0.00
	Project Total: 6376 - Core 5 Taylor Road Industrial	$77,050.00	$787.20	$0.00
	Department Total: 000 - General	$1,019,052.01	$388,856.77	$0.00
	EXPENSES Total	$1,019,052.01	$388,856.77	$0.00
Fund REVENUE	Total: 640 - Supervision and Inspection	$500,000.00	$411,020.00	$0.00
Fund EXPENSE	Total: 640 - Supervision and Inspection	$1,019,052.01	$388,856.77	$0.00
	Fund Total: 640 - Supervision and Inspection	($519,052.01)	$22,163.23	$0.00
Fund:	**650 - Plot Grade & Utility**			
REVENUES				
Department:	**000 - General**			
Project:	**0000 - General**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	135,000.00	1,300.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$135,000.00	$1,300.00	$0.00
	Project Total: 0000 - General	$135,000.00	$1,300.00	$0.00
Project:	**6358 - JP Morgan Chase**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	1,440.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$1,440.00	$0.00
	Project Total: 6358 - JP Morgan Chase	$0.00	$1,440.00	$0.00
Project:	**6362 - Spring Hill Sect 4A, 4B & 5**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	2,340.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$2,340.00	$0.00
	Project Total: 6362 - Spring Hill Sect 4A, 4B & 5	$0.00	$2,340.00	$0.00
Project:	**6368 - Victoria's Secret Lot Expansion**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	2,500.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$2,500.00	$0.00
	Project Total: 6368 - Victoria's Secret Lot Expansion	$0.00	$2,500.00	$0.00
Project:	**6369 - Summit Crossing Section 1A**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	2,000.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$2,000.00	$0.00
	Project Total: 6369 - Summit Crossing Section 1A	$0.00	$2,000.00	$0.00
Project:	**6370 - Summit Crossing Section 1B**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	1,200.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$1,200.00	$0.00
	Project Total: 6370 - Summit Crossing Section 1B	$0.00	$1,200.00	$0.00
Project:	**6371 - DSFM - Ohio Fire Academy**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	3,100.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$3,100.00	$0.00
	Project Total: 6371 - DSFM - Ohio Fire Academy	$0.00	$3,100.00	$0.00
Project:	**6372 - One Alliance Place - 2nd**			
461-462 - Other Revenues				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
4622	Plan Review/Inspection Deposits	0.00	900.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$900.00	$0.00
	Project Total: 6372 - One Alliance Place - 2nd	$0.00	$900.00	$0.00
Project:	**6373 - 6493 E. Main Street**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	3,000.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$3,000.00	$0.00
	Project Total: 6373 - 6493 E. Main Street	$0.00	$3,000.00	$0.00
Project:	**6374 - Trivium 1122 Lancaster Ave**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	17,860.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$17,860.00	$0.00
	Project Total: 6374 - Trivium 1122 Lancaster Ave	$0.00	$17,860.00	$0.00
Project:	**6375 - Marriott Townplace Suites**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	12,060.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$12,060.00	$0.00
	Project Total: 6375 - Marriott Townplace Suites	$0.00	$12,060.00	$0.00
Project:	**6376 - Core 5 Taylor Road Industrial**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	20,900.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$20,900.00	$0.00
	Project Total: 6376 - Core 5 Taylor Road Industrial	$0.00	$20,900.00	$0.00
Project:	**6377 - CMHA - The Heights on Main**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	3,000.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$3,000.00	$0.00
	Project Total: 6377 - CMHA - The Heights on Main	$0.00	$3,000.00	$0.00
Project:	**6378 - Summit Crossing Reserve D**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	14,920.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$14,920.00	$0.00
	Project Total: 6378 - Summit Crossing Reserve D	$0.00	$14,920.00	$0.00
Project:	**6379 - Brookside Ridge**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	3,000.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$3,000.00	$0.00
	Project Total: 6379 - Brookside Ridge	$0.00	$3,000.00	$0.00
Project:	**6380 - Take 5 Oil Change**			
461-462 - Other Revenues				
4622	Plan Review/Inspection Deposits	0.00	3,000.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$3,000.00	$0.00
	Project Total: 6380 - Take 5 Oil Change	$0.00	$3,000.00	$0.00
	Department Total: 000 - General	$135,000.00	$92,520.00	$0.00
	REVENUES Total	$135,000.00	$92,520.00	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**6183 - Kroger Stream Relocation**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	24.02	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$24.02	$0.00	$0.00
	Project Total: 6183 - Kroger Stream Relocation	$24.02	$0.00	$0.00
Project:	**6240 - Kroger Fuel Center**			

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5500 - Transfers/Other				
5518	Plan Review/Inspection	144.13	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$144.13	$0.00	$0.00
	Project Total: 6240 - Kroger Fuel Center	$144.13	$0.00	$0.00
Project:	**6256 - Stack Buildings-Sales/Construct**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	283.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$283.00	$0.00	$0.00
	Project Total: 6256 - Stack Buildings-Sales/Construct	$283.00	$0.00	$0.00
Project:	**6261 - French Run Elem School Renov**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,960.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,960.00	$0.00	$0.00
	Project Total: 6261 - French Run Elem School Renov	$1,960.00	$0.00	$0.00
Project:	**6266 - RHS Site and Bleachers**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	225.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$225.00	$0.00	$0.00
	Project Total: 6266 - RHS Site and Bleachers	$225.00	$0.00	$0.00
Project:	**6271 - Baldwin Rd JHS Restroom**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	520.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$520.00	$0.00	$0.00
	Project Total: 6271 - Baldwin Rd JHS Restroom	$520.00	$0.00	$0.00
Project:	**6281 - Wendy's**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,125.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,125.00	$0.00	$0.00
	Project Total: 6281 - Wendy's	$1,125.00	$0.00	$0.00
Project:	**6284 - Harbor Freight Tools**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,740.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,740.00	$0.00	$0.00
	Project Total: 6284 - Harbor Freight Tools	$2,740.00	$0.00	$0.00
Project:	**6286 - St Pius X Parking Lot Expansion**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,375.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,375.00	$0.00	$0.00
	Project Total: 6286 - St Pius X Parking Lot Expansion	$3,375.00	$0.00	$0.00
Project:	**6289 - Reyn Un Methodist Church Phase 1**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	720.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$720.00	$0.00	$0.00
	Project Total: 6289 - Reyn Un Methodist Church Phase 1	$720.00	$0.00	$0.00
Project:	**6291 - 8173 East Broad Street**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	10,439.10	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$10,439.10	$0.00	$0.00
	Project Total: 6291 - 8173 East Broad Street	$10,439.10	$0.00	$0.00
Project:	**6298 - Bigham Building Addition**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	50.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$50.00	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Project Total: 6298 - Bigham Building Addition	$0.00	$50.00	$0.00
Project:	**6299 - 8173 E Broad Phase II**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,437.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,437.50	$0.00	$0.00
	Project Total: 6299 - 8173 E Broad Phase II	$2,437.50	$0.00	$0.00
Project:	**6300 - Inn at Summit Trail**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	2,880.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$2,880.00	$0.00
	Project Total: 6300 - Inn at Summit Trail	$0.00	$2,880.00	$0.00
Project:	**6301 - Blacklick Pointe**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	5,625.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$5,625.00	$0.00	$0.00
	Project Total: 6301 - Blacklick Pointe	$5,625.00	$0.00	$0.00
Project:	**6302 - Reyn UMC Parking Lot Exp Ph1**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	375.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$375.00	$0.00
	Project Total: 6302 - Reyn UMC Parking Lot Exp Ph1	$0.00	$375.00	$0.00
Project:	**6306 - Ohio Health Emergency Department**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	1,150.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,150.00	$0.00	$0.00
	Project Total: 6306 - Ohio Health Emergency Department	$1,150.00	$0.00	$0.00
Project:	**6307 - UDF at Broad and Waggoner**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	7,500.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$7,500.00	$0.00
	Project Total: 6307 - UDF at Broad and Waggoner	$0.00	$7,500.00	$0.00
Project:	**6308 - St Pius X Traffic Study**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	562.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$562.50	$0.00
	Project Total: 6308 - St Pius X Traffic Study	$0.00	$562.50	$0.00
Project:	**6309 - Dollar General-Main @ Waggoner**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	2,062.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$2,062.50	$0.00
	Project Total: 6309 - Dollar General-Main @ Waggoner	$0.00	$2,062.50	$0.00
Project:	**6314 - Truro Fire Station #161**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	2,250.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$2,250.00	$0.00
	Project Total: 6314 - Truro Fire Station #161	$0.00	$2,250.00	$0.00
Project:	**6315 - The Parker**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	200.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$200.00	$0.00	$0.00
	Project Total: 6315 - The Parker	$200.00	$0.00	$0.00
Project:	**6318 - Blacklick Golf Course**			
5500 - Transfers/Other				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5518	Plan Review/Inspection	0.00	562.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$562.50	$0.00
	Project Total: 6318 - Blacklick Golf Course	$0.00	$562.50	$0.00
Project:	**6319 - Chic-Fil-A**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	800.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$800.00	$0.00
	Project Total: 6319 - Chic-Fil-A	$0.00	$800.00	$0.00
Project:	**6320 - E. Main St. Retail Center**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	750.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$750.00	$0.00	$0.00
	Project Total: 6320 - E. Main St. Retail Center	$750.00	$0.00	$0.00
Project:	**6324 - Valvoline Instant Oil E. Broad**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	3,375.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$3,375.00	$0.00
	Project Total: 6324 - Valvoline Instant Oil E. Broad	$0.00	$3,375.00	$0.00
Project:	**6326 - Wright Patt Credit Union**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	487.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$487.50	$0.00	$0.00
	Project Total: 6326 - Wright Patt Credit Union	$487.50	$0.00	$0.00
Project:	**6332 - ROSEHILL TOWNHOMES**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	600.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$600.00	$0.00	$0.00
	Project Total: 6332 - ROSEHILL TOWNHOMES	$600.00	$0.00	$0.00
Project:	**6338 - Eastwood Multi Family Developmnt**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	9,670.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$9,670.00	$0.00	$0.00
	Project Total: 6338 - Eastwood Multi Family Developmnt	$9,670.00	$0.00	$0.00
Project:	**6339 - Wilson Ridge Townhomes**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	4,500.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$4,500.00	$0.00
	Project Total: 6339 - Wilson Ridge Townhomes	$0.00	$4,500.00	$0.00
Project:	**6340 - Eastwood Lot 5**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	4,700.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,700.00	$0.00	$0.00
	Project Total: 6340 - Eastwood Lot 5	$4,700.00	$0.00	$0.00
Project:	**6341 - Taylor Rd Elementary Drop Off**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	2,740.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$2,740.00	$0.00
	Project Total: 6341 - Taylor Rd Elementary Drop Off	$0.00	$2,740.00	$0.00
Project:	**6342 - Eastwood Lot 4 - Thornton Hall**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	0.00	555.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$555.00	$0.00
	Project Total: 6342 - Eastwood Lot 4 - Thornton Hall	$0.00	$555.00	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Project:	**6344 - Sheetz-Taylor & Main**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	8,260.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$8,260.00	$0.00	$0.00
	Project Total: 6344 - Sheetz-Taylor & Main	$8,260.00	$0.00	$0.00
Project:	**6346 - Central Oh Primary Care**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	5,451.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$5,451.00	$0.00	$0.00
	Project Total: 6346 - Central Oh Primary Care	$5,451.00	$0.00	$0.00
Project:	**6349 - Trivium Reynoldsburg**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,062.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,062.50	$0.00	$0.00
	Project Total: 6349 - Trivium Reynoldsburg	$2,062.50	$0.00	$0.00
Project:	**6350 - Maplewood Sections 1 & 2**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	7,125.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$7,125.00	$0.00	$0.00
	Project Total: 6350 - Maplewood Sections 1 & 2	$7,125.00	$0.00	$0.00
Project:	**6351 - Eastwood Phase 1 Single Family**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	9,142.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$9,142.50	$0.00	$0.00
	Project Total: 6351 - Eastwood Phase 1 Single Family	$9,142.50	$0.00	$0.00
Project:	**6352 - Home 2 Suite**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,250.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,250.00	$0.00	$0.00
	Project Total: 6352 - Home 2 Suite	$2,250.00	$0.00	$0.00
Project:	**6353 - Sone Investments**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$0.00	$0.00
	Project Total: 6353 - Sone Investments	$3,000.00	$0.00	$0.00
Project:	**6354 - Christian & Missionary Alliance**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	12,960.00	3,000.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$12,960.00	$3,000.00	$0.00
	Project Total: 6354 - Christian & Missionary Alliance	$12,960.00	$3,000.00	$0.00
Project:	**6356 - Eastwood Phase 2 &3 Sanitary/PGU**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	8,066.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$8,066.50	$0.00	$0.00
	Project Total: 6356 - Eastwood Phase 2 &3 Sanitary/PGU	$8,066.50	$0.00	$0.00
Project:	**6358 - JP Morgan Chase**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	5,332.50	2,520.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$5,332.50	$2,520.00	$0.00
	Project Total: 6358 - JP Morgan Chase	$5,332.50	$2,520.00	$0.00
Project:	**6359 - Main Street Developers**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,800.00	0.00	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5500 - Transfers/Other	$3,800.00	$0.00	$0.00
	Project Total: 6359 - Main Street Developers	$3,800.00	$0.00	$0.00
Project:	**6360 - Dept. of Agr. Animal Disease Lab**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	2,812.50	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$2,812.50	$0.00	$0.00
	Project Total: 6360 - Dept. of Agr. Animal Disease Lab	$2,812.50	$0.00	$0.00
Project:	**6361 - Heart Food Pantry and Market**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	4,488.00	1,488.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$4,488.00	$1,488.00	$0.00
	Project Total: 6361 - Heart Food Pantry and Market	$4,488.00	$1,488.00	$0.00
Project:	**6362 - Spring Hill Sect 4A, 4B & 5**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	10,927.50	6,087.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$10,927.50	$6,087.50	$0.00
	Project Total: 6362 - Spring Hill Sect 4A, 4B & 5	$10,927.50	$6,087.50	$0.00
Project:	**6363 - Spring Hill Sect 6A & B**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$0.00	$0.00
	Project Total: 6363 - Spring Hill Sect 6A & B	$3,000.00	$0.00	$0.00
Project:	**6365 - Glenrest Memorial**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	520.00	520.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$520.00	$520.00	$0.00
	Project Total: 6365 - Glenrest Memorial	$520.00	$520.00	$0.00
Project:	**6367 - Carpenter's Son Sanitary Swr Ext**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	3,000.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$3,000.00	$0.00
	Project Total: 6367 - Carpenter's Son Sanitary Swr Ext	$3,000.00	$3,000.00	$0.00
Project:	**6368 - Victoria's Secret Lot Expansion**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	12,960.00	12,540.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$12,960.00	$12,540.00	$0.00
	Project Total: 6368 - Victoria's Secret Lot Expansion	$12,960.00	$12,540.00	$0.00
Project:	**6369 - Summit Crossing Section 1A**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	9,720.00	9,720.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$9,720.00	$9,720.00	$0.00
	Project Total: 6369 - Summit Crossing Section 1A	$9,720.00	$9,720.00	$0.00
Project:	**6370 - Summit Crossing Section 1B**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	5,100.00	5,100.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$5,100.00	$5,100.00	$0.00
	Project Total: 6370 - Summit Crossing Section 1B	$5,100.00	$5,100.00	$0.00
Project:	**6371 - DSFM - Ohio Fire Academy**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	9,300.00	9,300.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$9,300.00	$9,300.00	$0.00
	Project Total: 6371 - DSFM - Ohio Fire Academy	$9,300.00	$9,300.00	$0.00
Project:	**6372 - One Alliance Place - 2nd**			

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5500 - Transfers/Other				
5518	Plan Review/Inspection	7,580.00	7,580.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$7,580.00	$7,580.00	$0.00
	Project Total: 6372 - One Alliance Place - 2nd	$7,580.00	$7,580.00	$0.00
Project:	**6373 - 6493 E. Main Street**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	3,000.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$3,000.00	$0.00
	Project Total: 6373 - 6493 E. Main Street	$3,000.00	$3,000.00	$0.00
Project:	**6374 - Trivium 1122 Lancaster Ave**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	17,860.00	17,860.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$17,860.00	$17,860.00	$0.00
	Project Total: 6374 - Trivium 1122 Lancaster Ave	$17,860.00	$17,860.00	$0.00
Project:	**6375 - Marriott Townplace Suites**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	12,060.00	8,670.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$12,060.00	$8,670.00	$0.00
	Project Total: 6375 - Marriott Townplace Suites	$12,060.00	$8,670.00	$0.00
Project:	**6376 - Core 5 Taylor Road Industrial**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	20,900.00	20,900.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$20,900.00	$20,900.00	$0.00
	Project Total: 6376 - Core 5 Taylor Road Industrial	$20,900.00	$20,900.00	$0.00
Project:	**6377 - CMHA - The Heights on Main**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	3,000.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$3,000.00	$0.00
	Project Total: 6377 - CMHA - The Heights on Main	$3,000.00	$3,000.00	$0.00
Project:	**6378 - Summit Crossing Reserve D**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	14,920.00	14,920.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$14,920.00	$14,920.00	$0.00
	Project Total: 6378 - Summit Crossing Reserve D	$14,920.00	$14,920.00	$0.00
Project:	**6379 - Brookside Ridge**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	1,707.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$1,707.00	$0.00
	Project Total: 6379 - Brookside Ridge	$3,000.00	$1,707.00	$0.00
Project:	**6380 - Take 5 Oil Change**			
5500 - Transfers/Other				
5518	Plan Review/Inspection	3,000.00	0.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$3,000.00	$0.00	$0.00
	Project Total: 6380 - Take 5 Oil Change	$3,000.00	$0.00	$0.00
	Department Total: 000 - General	$261,773.25	$159,125.00	$0.00
	EXPENSES Total	$261,773.25	$159,125.00	$0.00
	Fund REVENUE Total: 650 - Plot Grade & Utility	$135,000.00	$92,520.00	$0.00
	Fund EXPENSE Total: 650 - Plot Grade & Utility	$261,773.25	$159,125.00	$0.00
	Fund Total: 650 - Plot Grade & Utility	($126,773.25)	($66,605.00)	$0.00
Fund:	**660 - Unclaimed Funds**			
REVENUES				
Department:	**000 - General**			

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
492-493 - Reimbursements				
4933	Unclaimed Funds	6,100.00	2,409.00	0.00
4934	Found Money	0.00	2,018.59	0.00
Account Classification Total: 492-493 - Reimbursements		$6,100.00	$4,427.59	$0.00
Department Total: 000 - General		$6,100.00	$4,427.59	$0.00
REVENUES Total		$6,100.00	$4,427.59	$0.00
Fund REVENUE	Total: 660 - Unclaimed Funds	$6,100.00	$4,427.59	$0.00
Fund EXPENSE	Total: 660 - Unclaimed Funds			
Fund Total: 660 - Unclaimed Funds		$6,100.00	$4,427.59	$0.00
Fund: 690 - Employees Fund				
REVENUES				
Department: 000 - General				
441-442 - Miscellaneous Charges for Services				
4415	Employee Fund - General	500.00	0.00	0.00
Account Classification Total: 441-442 - Miscellaneous Charges for Services		$500.00	$0.00	$0.00
Department Total: 000 - General		$500.00	$0.00	$0.00
REVENUES Total		$500.00	$0.00	$0.00
Fund REVENUE	Total: 690 - Employees Fund	$500.00	$0.00	$0.00
Fund EXPENSE	Total: 690 - Employees Fund			
Fund Total: 690 - Employees Fund		$500.00	$0.00	$0.00
Fund: 710 - Water Fund				
REVENUES				
Department: 000 - General				
446-447 - Utility Charges				
4470	Utility CIP Fee	750,000.00	872,133.14	0.00
Account Classification Total: 446-447 - Utility Charges		$750,000.00	$872,133.14	$0.00
492-493 - Reimbursements				
4922	Property Damage Reimbursements	0.00	540.00	0.00
Account Classification Total: 492-493 - Reimbursements		$0.00	$540.00	$0.00
Department Total: 000 - General		$750,000.00	$872,673.14	$0.00
Department: 735 - Water Division				
433 - Intergovernmental-State				
4335	Grants/Aid	0.00	40,000.00	0.00
Account Classification Total: 433 - Intergovernmental-State		$0.00	$40,000.00	$0.00
446-447 - Utility Charges				
4460	Utility Charges	7,350,000.00	7,518,006.88	0.00
4461	Capacity Charges	175,000.00	416,275.50	0.00
4462	Front Foot Charges	6,000.00	0.00	0.00
4463	Meter Sales	20,000.00	89,386.10	0.00
4464	Utility Licenses	0.00	525.00	0.00
4465	Fireline Charges	60,000.00	18,692.50	0.00
4468	Bulk Sales	0.00	300.00	0.00
Account Classification Total: 446-447 - Utility Charges		$7,611,000.00	$8,043,185.98	$0.00
461-462 - Other Revenues				
4469	Utility Permits	5,000.00	4,416.00	0.00
4479	Miscellaneous	0.00	3,540.00	0.00
4988	Internal Administrative Fees	15,000.00	0.00	0.00
4992	Consumer on Account	0.00	(103,182.46)	0.00
Account Classification Total: 461-462 - Other Revenues		$20,000.00	($95,226.46)	$0.00
492-493 - Reimbursements				
4921	Reimbursements -Regular	0.00	1,588.26	0.00
Account Classification Total: 492-493 - Reimbursements		$0.00	$1,588.26	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Department Total: 735 - Water Division	$7,631,000.00	$7,989,547.78	$0.00
	REVENUES Total	$8,381,000.00	$8,862,220.92	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**0179 - 2021 Waterline Project**			
5600 - Capital Purchases				
5621	Water Lines	110,061.75	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$110,061.75	$0.00	$0.00
	Project Total: 0179 - 2021 Waterline Project	$110,061.75	$0.00	$0.00
Project:	**0190 - 2022 Water Main Replacement**			
5600 - Capital Purchases				
5621	Water Lines	55,758.64	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$55,758.64	$0.00	$0.00
	Project Total: 0190 - 2022 Water Main Replacement	$55,758.64	$0.00	$0.00
Project:	**0194 - Combined Public Service Bldg**			
5600 - Capital Purchases				
5621	Water Lines	20,000.00	20,000.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$20,000.00	$20,000.00	$0.00
	Project Total: 0194 - Combined Public Service Bldg	$20,000.00	$20,000.00	$0.00
Project:	**0196 - 2023 Water Line Replacement**			
5600 - Capital Purchases				
5621	Water Lines	144,760.88	946.37	0.00
	Account Classification Total: 5600 - Capital Purchases	$144,760.88	$946.37	$0.00
	Project Total: 0196 - 2023 Water Line Replacement	$144,760.88	$946.37	$0.00
Project:	**0198 - Waggoner Rd Improvement Phase 1**			
5600 - Capital Purchases				
5621	Water Lines	273,378.20	273,378.20	0.00
	Account Classification Total: 5600 - Capital Purchases	$273,378.20	$273,378.20	$0.00
	Project Total: 0198 - Waggoner Rd Improvement Phase 1	$273,378.20	$273,378.20	$0.00
	Department Total: 000 - General	$603,959.47	$294,324.57	$0.00
Department:	**735 - Water Division**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	47,997.00	41,690.14	49,380.00
5102	Wages-Staff	431,778.00	285,747.86	451,781.00
5105	Overtime	15,400.00	5,591.46	15,400.00
5106	Longevity	2,175.00	2,425.00	2,925.00
5109	HSA Employer Funding	21,000.00	18,166.67	28,350.00
5151	PERS Contribution	69,419.00	36,542.77	74,128.00
5161	Group Insurance	103,258.00	54,842.58	122,113.00
5164	Workers Compensation	19,334.00	8,822.00	11,192.00
5166	Medicare	7,212.00	4,696.85	7,678.00
	Account Classification Total: 5100 - Personal Services	$717,573.00	$458,525.33	$762,947.00
5200 - Supplies				
5201	Office Supplies	15,000.00	12,577.62	17,000.00
5203	Computer Supplies	15,000.00	0.00	7,500.00
5213	Repair and Maintenance Supplies	15,198.82	4,942.88	15,000.00
5241	Uniforms-Purchased	7,500.00	5,737.53	14,000.00
5251	MV Gas and Oil	15,757.18	7,113.61	15,000.00
5252	Aggregates	52,733.29	28,534.91	65,000.00
5259	Operating Materials and Supplies	127,607.27	117,368.42	160,000.00
5263	Meters-Resale	20,000.00	0.00	20,000.00
	Account Classification Total: 5200 - Supplies	$268,796.56	$176,274.97	$313,500.00
5300 - Services				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5311	Utilities	28,200.50	23,570.46	30,000.00
5321	Professional Training	8,500.00	2,237.05	17,000.00
5322	Conference/Reimb	5,000.00	1,466.26	5,000.00
5323	Publications	10,000.00	8,988.00	10,000.00
5324	Professional Association Dues	5,000.00	0.00	5,000.00
5325	Educational Assistance	2,000.00	1,045.12	1,000.00
5331	Engineering/Architecture	20,000.00	2,370.30	20,000.00
5339	Misc Contract Services	474,943.10	404,126.10	55,000.00
5351	Liability Insurance Deductible	4,500.00	0.00	4,500.00
5352	Motor Vehicle Insurance	2,750.00	4,430.00	2,750.00
5361	Building Repair/Maintenance	2,000.00	0.00	2,000.00
5362	Equipment Maintenance	15,066.45	921.61	15,000.00
5363	MV Repair/Maintenance-External	2,500.00	0.00	2,500.00
5364	MV Repair/Maintenance-Internal	8,500.00	0.00	8,500.00
5365	Utility Line Repair/Maintenance	38,000.00	0.00	35,000.00
5366	Computer Maintenance	15,000.00	0.00	5,000.00
5378	Columbus Contract	7,332,663.65	6,480,605.16	7,828,120.00
5379	Other Governmental Billings	20,000.00	0.00	10,000.00
5391	Postage	20,000.00	1,977.14	15,000.00
5399	Other Miscellaneous Services	417,424.66	120,059.22	520,000.00
	Account Classification Total: 5300 - Services	$8,432,048.36	$7,051,796.42	$8,591,370.00
5600 - Capital Purchases				
5611	Buildings	12,500.00	0.00	37,500.00
5631	Furniture and Fixtures	2,500.00	0.00	1,000.00
5632	Motor Vehicles	270,000.00	29,855.50	300,000.00
5633	Machinery and Equipment	150,000.00	195,305.98	450,000.00
5639	Other Equipment	300,000.00	0.00	250,000.00
	Account Classification Total: 5600 - Capital Purchases	$735,000.00	$225,161.48	$1,038,500.00
	Department Total: 735 - Water Division	$10,153,417.92	$7,911,758.20	$10,706,317.00
Department: 991 - Debt Service				
5400 - Debt Service				
5414	G. O. Bond-Principal	235,000.00	0.00	0.00
5424	G. O. Bond-Interest	281,725.00	149,770.59	0.00
	Account Classification Total: 5400 - Debt Service	$516,725.00	$149,770.59	$0.00
	Department Total: 991 - Debt Service	$516,725.00	$149,770.59	$0.00
	EXPENSES Total	$11,274,102.39	$8,355,853.36	$10,706,317.00
	Fund REVENUE Total: 710 - Water Fund	$8,381,000.00	$8,862,220.92	$0.00
	Fund EXPENSE Total: 710 - Water Fund	$11,274,102.39	$8,355,853.36	$10,706,317.00
	Fund Total: 710 - Water Fund	($2,893,102.39)	$506,367.56	($10,706,317.00)
Fund: 720 - Wastewater/Sewer Fund				
REVENUES				
Department: 000 - General				
446-447 - Utility Charges				
4470	Utility CIP Fee	365,000.00	509,498.44	0.00
	Account Classification Total: 446-447 - Utility Charges	$365,000.00	$509,498.44	$0.00
499 - Transfers/Advances				
4990	Operating Transfers	0.00	45,000.00	0.00
	Account Classification Total: 499 - Transfers/Advances	$0.00	$45,000.00	$0.00
	Department Total: 000 - General	$365,000.00	$554,498.44	$0.00
Department: 736 - Wastewater Division				
446-447 - Utility Charges				
4460	Utility Charges	7,250,000.00	7,575,294.17	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
4464	Utility Licenses	0.00	275.00	0.00
	Account Classification Total: 446-447 - Utility Charges	$7,250,000.00	$7,575,569.17	$0.00
461-462 - Other Revenues				
4469	Utility Permits	0.00	4,475.00	0.00
4479	Miscellaneous	10,000.00	3,275.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$10,000.00	$7,750.00	$0.00
492-493 - Reimbursements				
4921	Reimbursements -Regular	0.00	1,588.26	0.00
	Account Classification Total: 492-493 - Reimbursements	$0.00	$1,588.26	$0.00
499 - Transfers/Advances				
4990	Operating Transfers	0.00	3,277,933.60	0.00
	Account Classification Total: 499 - Transfers/Advances	$0.00	$3,277,933.60	$0.00
	Department Total: 736 - Wastewater Division	$7,260,000.00	$10,862,841.03	$0.00
	REVENUES Total	$7,625,000.00	$11,417,339.47	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**0146 - 2015 Sanitary Sewer Rehab Projec**			
5600 - Capital Purchases				
5622	Sewer Lines	200.00	2,216,474.30	0.00
	Account Classification Total: 5600 - Capital Purchases	$200.00	$2,216,474.30	$0.00
	Project Total: 0146 - 2015 Sanitary Sewer Rehab Projec	$200.00	$2,216,474.30	$0.00
Project:	**0157 - 2017 Rocky Den & Red Fox Sewer**			
5600 - Capital Purchases				
5622	Sewer Lines	14,964.00	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$14,964.00	$0.00	$0.00
	Project Total: 0157 - 2017 Rocky Den & Red Fox Sewer	$14,964.00	$0.00	$0.00
Project:	**0165 - 2018 Sanitary Sewer Rehab Proj**			
5600 - Capital Purchases				
5622	Sewer Lines	131,843.42	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$131,843.42	$0.00	$0.00
	Project Total: 0165 - 2018 Sanitary Sewer Rehab Proj	$131,843.42	$0.00	$0.00
Project:	**0176 - Rosehill/Kaiser Sewer Improv.**			
5600 - Capital Purchases				
5622	Sewer Lines	15,574.00	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$15,574.00	$0.00	$0.00
	Project Total: 0176 - Rosehill/Kaiser Sewer Improv.	$15,574.00	$0.00	$0.00
Project:	**0180 - 2021 Sewer Relining Project**			
5600 - Capital Purchases				
5622	Sewer Lines	56,483.48	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$56,483.48	$0.00	$0.00
	Project Total: 0180 - 2021 Sewer Relining Project	$56,483.48	$0.00	$0.00
Project:	**0191 - 2022 Sewer Rehabilitation**			
5600 - Capital Purchases				
5622	Sewer Lines	143,012.55	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$143,012.55	$0.00	$0.00
	Project Total: 0191 - 2022 Sewer Rehabilitation	$143,012.55	$0.00	$0.00
Project:	**0195 - 2023 Sewer Rehabilitation**			
5600 - Capital Purchases				
5622	Sewer Lines	135,364.35	3,242.63	0.00
	Account Classification Total: 5600 - Capital Purchases	$135,364.35	$3,242.63	$0.00
	Project Total: 0195 - 2023 Sewer Rehabilitation	$135,364.35	$3,242.63	$0.00
Project:	**0200 - Birchview Drive**			
5600 - Capital Purchases				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5622	Sewer Lines	3,335,214.69	228,979.46	0.00
	Account Classification Total: 5600 - Capital Purchases	$3,335,214.69	$228,979.46	$0.00
	Project Total: 0200 - Birchview Drive	$3,335,214.69	$228,979.46	$0.00
Project:	**0204 - 2025 Manhole Inspections Project**			
5600 - Capital Purchases				
5622	Sewer Lines	192,500.00	40,972.53	0.00
	Account Classification Total: 5600 - Capital Purchases	$192,500.00	$40,972.53	$0.00
	Project Total: 0204 - 2025 Manhole Inspections Project	$192,500.00	$40,972.53	$0.00
Project:	**0207 - Summit Area Sanitary Expansion**			
5600 - Capital Purchases				
5622	Sewer Lines	45,000.00	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$45,000.00	$0.00	$0.00
	Project Total: 0207 - Summit Area Sanitary Expansion	$45,000.00	$0.00	$0.00
	Department Total: 000 - General	$4,070,156.49	$2,489,668.92	$0.00
Department:	**736 - Wastewater Division**			
5100 - Personal Services				
5101	Salary-Elected Officials/Director	47,997.00	41,690.10	49,380.00
5102	Wages-Staff	351,624.00	252,052.64	432,432.00
5105	Overtime	3,500.00	21,088.81	3,500.00
5106	Longevity	1,225.00	1,225.00	1,525.00
5109	HSA Employer Funding	17,000.00	14,333.33	30,450.00
5151	PERS Contribution	56,398.00	36,995.64	68,157.00
5161	Group Insurance	82,945.00	47,023.67	153,114.00
5164	Workers Compensation	16,575.00	8,028.00	10,290.00
5166	Medicare	5,863.00	4,413.54	7,059.00
	Account Classification Total: 5100 - Personal Services	$583,127.00	$426,850.73	$755,907.00
5200 - Supplies				
5201	Office Supplies	11,337.41	13,618.49	15,000.00
5203	Computer Supplies	14,000.00	0.00	14,000.00
5213	Repair and Maintenance Supplies	10,198.82	6,625.74	10,000.00
5241	Uniforms-Purchased	5,000.00	5,737.53	10,000.00
5251	MV Gas and Oil	24,757.18	7,113.65	18,000.00
5252	Aggregates	4,500.00	0.00	5,000.00
5259	Operating Materials and Supplies	80,000.00	34,704.33	100,000.00
	Account Classification Total: 5200 - Supplies	$149,793.41	$67,799.74	$172,000.00
5300 - Services				
5311	Utilities	23,810.68	11,923.12	25,000.00
5321	Professional Training	5,000.00	1,767.05	6,500.00
5322	Conference/Reimb	4,000.00	1,009.31	6,500.00
5324	Professional Association Dues	4,000.00	0.00	4,000.00
5325	Educational Assistance	2,000.00	1,045.13	2,000.00
5331	Engineering/Architecture	20,455.00	1,100.00	20,000.00
5339	Misc Contract Services	362,441.52	326,941.52	50,000.00
5351	Liability Insurance Deductible	1,750.00	0.00	1,750.00
5352	Motor Vehicle Insurance	3,000.00	4,833.00	3,000.00
5361	Building Repair/Maintenance	9,000.00	0.00	9,000.00
5362	Equipment Maintenance	7,566.45	921.61	7,500.00
5363	MV Repair/Maintenance-External	2,500.00	0.00	2,500.00
5364	MV Repair/Maintenance-Internal	6,000.00	0.00	6,000.00
5365	Utility Line Repair/Maintenance	158,217.64	0.00	130,000.00
5366	Computer Maintenance	18,000.00	0.00	18,000.00
5378	Columbus Contract	7,093,886.80	6,192,508.60	7,040,520.00
5391	Postage	15,000.00	0.00	15,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
5399	Other Miscellaneous Services	381,413.31	12,369.05	370,000.00
	Account Classification Total: 5300 - Services	$8,118,041.40	$6,554,418.39	$7,717,270.00
5600 - Capital Purchases				
5611	Buildings	12,500.00	0.00	25,000.00
5631	Furniture and Fixtures	2,500.00	0.00	1,000.00
5632	Motor Vehicles	350,000.00	29,855.50	350,000.00
5633	Machinery and Equipment	250,000.00	174,311.02	250,000.00
5639	Other Equipment	100,000.00	0.00	250,000.00
	Account Classification Total: 5600 - Capital Purchases	$715,000.00	$204,166.52	$876,000.00
	Department Total: 736 - Wastewater Division	$9,565,961.81	$7,253,235.38	$9,521,177.00
Department:	**991 - Debt Service**			
5400 - Debt Service				
5414	G. O. Bond-Principal	70,000.00	0.00	0.00
5424	G. O. Bond-Interest	274,380.00	146,098.09	0.00
	Account Classification Total: 5400 - Debt Service	$344,380.00	$146,098.09	$0.00
	Department Total: 991 - Debt Service	$344,380.00	$146,098.09	$0.00
	EXPENSES Total	$13,980,498.30	$9,889,002.39	$9,521,177.00
	Fund REVENUE Total: 720 - Wastewater/Sewer Fund	$7,625,000.00	$11,417,339.47	$0.00
	Fund EXPENSE Total: 720 - Wastewater/Sewer Fund	$13,980,498.30	$9,889,002.39	$9,521,177.00
	Fund Total: 720 - Wastewater/Sewer Fund	($6,355,498.30)	$1,528,337.08	($9,521,177.00)
Fund:	**730 - Utility Deposits Fund**			
REVENUES				
Department:	**735 - Water Division**			
461-462 - Other Revenues				
4620	Consumer Deposits	2,000.00	225.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$2,000.00	$225.00	$0.00
	Department Total: 735 - Water Division	$2,000.00	$225.00	$0.00
	REVENUES Total	$2,000.00	$225.00	$0.00
	Fund REVENUE Total: 730 - Utility Deposits Fund	$2,000.00	$225.00	$0.00
	Fund EXPENSE Total: 730 - Utility Deposits Fund			
	Fund Total: 730 - Utility Deposits Fund	$2,000.00	$225.00	$0.00
Fund:	**740 - Storm Water Drainage Fund**			
REVENUES				
Department:	**737 - Storm Water Division**			
446-447 - Utility Charges				
4472	ERU Charges	2,160,000.00	2,004,463.48	0.00
	Account Classification Total: 446-447 - Utility Charges	$2,160,000.00	$2,004,463.48	$0.00
461-462 - Other Revenues				
4479	Miscellaneous	1,000.00	0.00	0.00
	Account Classification Total: 461-462 - Other Revenues	$1,000.00	$0.00	$0.00
492-493 - Reimbursements				
4921	Reimbursements -Regular	0.00	1,058.84	0.00
	Account Classification Total: 492-493 - Reimbursements	$0.00	$1,058.84	$0.00
	Department Total: 737 - Storm Water Division	$2,161,000.00	$2,005,522.32	$0.00
	REVENUES Total	$2,161,000.00	$2,005,522.32	$0.00
EXPENSES				
Department:	**000 - General**			
Project:	**0160 - 2017 Storm Water Project**			
5600 - Capital Purchases				
5623	Stormwater Lines	8,375.63	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$8,375.63	$0.00	$0.00
	Project Total: 0160 - 2017 Storm Water Project	$8,375.63	$0.00	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Project:	**0178 - 2021 Street Program**			
5600 - Capital Purchases				
5623	Stormwater Lines	53,834.82	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$53,834.82	$0.00	$0.00
	Project Total: 0178 - 2021 Street Program	$53,834.82	$0.00	$0.00
Project:	**0193 - 2023 Street Program**			
5600 - Capital Purchases				
5623	Stormwater Lines	594,149.23	0.00	0.00
	Account Classification Total: 5600 - Capital Purchases	$594,149.23	$0.00	$0.00
	Project Total: 0193 - 2023 Street Program	$594,149.23	$0.00	$0.00
	Department Total: 000 - General	$656,359.68	$0.00	$0.00
Department:	**737 - Storm Water Division**			
5100 - Personal Services				
5102	Wages-Staff	263,140.00	218,722.89	275,656.00
5105	Overtime	4,900.00	11,717.00	4,900.00
5106	Longevity	2,775.00	1,850.00	2,250.00
5109	HSA Employer Funding	7,000.00	8,000.00	12,600.00
5151	PERS Contribution	37,214.00	26,660.00	39,243.00
5161	Group Insurance	35,265.00	26,394.68	67,032.00
5164	Workers Compensation	10,944.00	5,220.00	0.00
5166	Medicare	3,927.00	3,283.13	4,101.00
	Account Classification Total: 5100 - Personal Services	$365,165.00	$301,847.70	$405,782.00
5200 - Supplies				
5201	Office Supplies	6,500.00	629.29	6,500.00
5203	Computer Supplies	750.00	400.00	750.00
5205	Small Tools/Minor Equipment	1,500.00	0.00	1,500.00
5241	Uniforms-Purchased	1,600.00	9,897.48	2,500.00
5251	MV Gas and Oil	10,397.80	6,201.35	12,500.00
5252	Aggregates	1,250.00	231.00	1,250.00
5259	Operating Materials and Supplies	47,604.10	17,471.50	47,000.00
	Account Classification Total: 5200 - Supplies	$69,601.90	$34,830.62	$72,000.00
5300 - Services				
5311	Utilities	10,453.28	3,798.13	11,000.00
5321	Professional Training	5,000.00	2,654.75	5,000.00
5322	Conference/Reimb	100.00	1,904.58	3,000.00
5324	Professional Association Dues	220.00	35.00	220.00
5331	Engineering/Architecture	8,000.00	2,219.84	8,000.00
5339	Misc Contract Services	57,650.00	42,235.20	59,000.00
5351	Liability Insurance Deductible	2,500.00	0.00	2,500.00
5352	Motor Vehicle Insurance	2,750.00	4,430.00	2,750.00
5361	Building Repair/Maintenance	4,000.00	0.00	4,000.00
5364	MV Repair/Maintenance-Internal	3,500.00	0.00	3,500.00
5365	Utility Line Repair/Maintenance	7,500.00	0.00	7,500.00
5378	Columbus Contract	1,281,673.00	932,248.68	1,320,000.00
5391	Postage	22,000.00	0.00	22,000.00
5397	Uniform Rental	2,000.00	0.00	2,000.00
5399	Other Miscellaneous Services	41,000.00	4,442.45	41,000.00
	Account Classification Total: 5300 - Services	$1,448,346.28	$993,968.63	$1,491,470.00
5600 - Capital Purchases				
5632	Motor Vehicles	250,000.00	0.00	120,000.00
5633	Machinery and Equipment	0.00	0.00	134,250.00
	Account Classification Total: 5600 - Capital Purchases	$250,000.00	$0.00	$254,250.00
	Department Total: 737 - Storm Water Division	$2,133,113.18	$1,330,646.95	$2,223,502.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Department:	**991 - Debt Service**			
5400 - Debt Service				
5414	G. O. Bond-Principal	190,000.00	0.00	0.00
5424	G. O. Bond-Interest	277,092.00	148,810.09	0.00
	Account Classification Total: 5400 - Debt Service	$467,092.00	$148,810.09	$0.00
	Department Total: 991 - Debt Service	$467,092.00	$148,810.09	$0.00
	EXPENSES Total	$3,256,564.86	$1,479,457.04	$2,223,502.00
	Fund REVENUE Total: 740 - Storm Water Drainage Fund	$2,161,000.00	$2,005,522.32	$0.00
	Fund EXPENSE Total: 740 - Storm Water Drainage Fund	$3,256,564.86	$1,479,457.04	$2,223,502.00
	Fund Total: 740 - Storm Water Drainage Fund	($1,095,564.86)	$526,065.28	($2,223,502.00)
Fund:	**750 - Solid Waste Fund**			
REVENUES				
Department:	**738 - Refuse Collection**			
446-447 - Utility Charges				
4471	Residential Charges	2,575,000.00	2,384,665.80	0.00
	Account Classification Total: 446-447 - Utility Charges	$2,575,000.00	$2,384,665.80	$0.00
461-462 - Other Revenues				
4479	Miscellaneous	0.00	247.72	0.00
	Account Classification Total: 461-462 - Other Revenues	$0.00	$247.72	$0.00
	Department Total: 738 - Refuse Collection	$2,575,000.00	$2,384,913.52	$0.00
	REVENUES Total	$2,575,000.00	$2,384,913.52	$0.00
EXPENSES				
Department:	**738 - Refuse Collection**			
5300 - Services				
5315	Private Hauler Contract	2,957,031.59	2,353,016.10	2,700,000.00
5391	Postage	10,000.00	0.00	5,000.00
5399	Other Miscellaneous Services	60,000.00	3,842.45	60,000.00
	Account Classification Total: 5300 - Services	$3,027,031.59	$2,356,858.55	$2,765,000.00
	Department Total: 738 - Refuse Collection	$3,027,031.59	$2,356,858.55	$2,765,000.00
	EXPENSES Total	$3,027,031.59	$2,356,858.55	$2,765,000.00
	Fund REVENUE Total: 750 - Solid Waste Fund	$2,575,000.00	$2,384,913.52	$0.00
	Fund EXPENSE Total: 750 - Solid Waste Fund	$3,027,031.59	$2,356,858.55	$2,765,000.00
	Fund Total: 750 - Solid Waste Fund	($452,031.59)	$28,054.97	($2,765,000.00)
Fund:	**910 - Miscellaneous Agency**			
REVENUES				
Department:	**000 - General**			
492-493 - Reimbursements				
4929	Miscellaneous Reimbursements	15,000.00	10,038.48	0.00
4939	Miscellaneous Agency Receipts	375,000.00	293,214.82	0.00
	Account Classification Total: 492-493 - Reimbursements	$390,000.00	$303,253.30	$0.00
	Department Total: 000 - General	$390,000.00	$303,253.30	$0.00
Department:	**343 - Senior Center**			
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	0.00	28,836.00	0.00
	Account Classification Total: 492-493 - Reimbursements	$0.00	$28,836.00	$0.00
	Department Total: 343 - Senior Center	$0.00	$28,836.00	$0.00
	REVENUES Total	$390,000.00	$332,089.30	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5520	Insurance Payments-Co-pay	179,210.71	248,520.30	0.00
5529	Miscellaneous Distributions	9,401.21	8,801.67	0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Account Classification Total: 5500 - Transfers/Other	$188,611.92	$257,321.97	$0.00
	Department Total: 000 - General	$188,611.92	$257,321.97	$0.00
Department:	**343 - Senior Center**			
5500 - Transfers/Other				
5527	Agency/Tief Distributions	50,471.54	17,923.31	0.00
	Account Classification Total: 5500 - Transfers/Other	$50,471.54	$17,923.31	$0.00
	Department Total: 343 - Senior Center	$50,471.54	$17,923.31	$0.00
	EXPENSES Total	$239,083.46	$275,245.28	$0.00
	Fund REVENUE Total: 910 - Miscellaneous Agency	$390,000.00	$332,089.30	$0.00
	Fund EXPENSE Total: 910 - Miscellaneous Agency	$239,083.46	$275,245.28	$0.00
	Fund Total: 910 - Miscellaneous Agency	$150,916.54	$56,844.02	$0.00
Fund:	**915 - Board of Building Standards**			
REVENUES				
Department:	**000 - General**			
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	15,000.00	13,922.32	0.00
	Account Classification Total: 492-493 - Reimbursements	$15,000.00	$13,922.32	$0.00
	Department Total: 000 - General	$15,000.00	$13,922.32	$0.00
	REVENUES Total	$15,000.00	$13,922.32	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5527	Agency/Tief Distributions	14,573.63	14,272.80	0.00
	Account Classification Total: 5500 - Transfers/Other	$14,573.63	$14,272.80	$0.00
	Department Total: 000 - General	$14,573.63	$14,272.80	$0.00
	EXPENSES Total	$14,573.63	$14,272.80	$0.00
	Fund REVENUE Total: 915 - Board of Building Standards	$15,000.00	$13,922.32	$0.00
	Fund EXPENSE Total: 915 - Board of Building Standards	$14,573.63	$14,272.80	$0.00
	Fund Total: 915 - Board of Building Standards	$426.37	($350.48)	$0.00
Fund:	**920 - Visitors Bureau Fund**			
REVENUES				
Department:	**000 - General**			
413 - Other Local Taxes				
4131	Hotel Motel Tax	110,000.00	148,648.30	0.00
	Account Classification Total: 413 - Other Local Taxes	$110,000.00	$148,648.30	$0.00
	Department Total: 000 - General	$110,000.00	$148,648.30	$0.00
	REVENUES Total	$110,000.00	$148,648.30	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5527	Agency/Tief Distributions	7,534.31	151,638.57	0.00
	Account Classification Total: 5500 - Transfers/Other	$7,534.31	$151,638.57	$0.00
	Department Total: 000 - General	$7,534.31	$151,638.57	$0.00
	EXPENSES Total	$7,534.31	$151,638.57	$0.00
	Fund REVENUE Total: 920 - Visitors Bureau Fund	$110,000.00	$148,648.30	$0.00
	Fund EXPENSE Total: 920 - Visitors Bureau Fund	$7,534.31	$151,638.57	$0.00
	Fund Total: 920 - Visitors Bureau Fund	$102,465.69	($2,990.27)	$0.00
Fund:	**925 - Demolition Expense Fund**			
REVENUES				
Department:	**000 - General**			
441-442 - Miscellaneous Charges for Services				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
4621	Other Deposits	0.00	179,792.70	0.00
Account Classification Total: 441-442 - Miscellaneous Charges for Services		$0.00	$179,792.70	$0.00
Department Total: 000 - General		$0.00	$179,792.70	$0.00
REVENUES Total		$0.00	$179,792.70	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5512	Deposit Refunds	0.00	33,507.37	0.00
5529	Miscellaneous Distributions	165,135.14	0.00	0.00
Account Classification Total: 5500 - Transfers/Other		$165,135.14	$33,507.37	$0.00
Department Total: 000 - General		$165,135.14	$33,507.37	$0.00
EXPENSES Total		$165,135.14	$33,507.37	$0.00
Fund REVENUE	Total: 925 - Demolition Expense Fund	$0.00	$179,792.70	$0.00
Fund EXPENSE	Total: 925 - Demolition Expense Fund	$165,135.14	$33,507.37	$0.00
Fund Total: 925 - Demolition Expense Fund		($165,135.14)	$146,285.33	$0.00
Fund: 930 - Columbus Sewer Capacity				
REVENUES				
Department: 000 - General				
446-447 - Utility Charges				
4461	Capacity Charges	350,000.00	729,259.50	0.00
Account Classification Total: 446-447 - Utility Charges		$350,000.00	$729,259.50	$0.00
Department Total: 000 - General		$350,000.00	$729,259.50	$0.00
REVENUES Total		$350,000.00	$729,259.50	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5527	Agency/Tief Distributions	0.00	614,888.00	0.00
Account Classification Total: 5500 - Transfers/Other		$0.00	$614,888.00	$0.00
Department Total: 000 - General		$0.00	$614,888.00	$0.00
EXPENSES Total		$0.00	$614,888.00	$0.00
Fund REVENUE	Total: 930 - Columbus Sewer Capacity	$350,000.00	$729,259.50	$0.00
Fund EXPENSE	Total: 930 - Columbus Sewer Capacity	$0.00	$614,888.00	$0.00
Fund Total: 930 - Columbus Sewer Capacity		$350,000.00	$114,371.50	$0.00
Fund: 941 - JEDD1-ETNA-REYNOLDSBURG				
REVENUES				
Department: 000 - General				
460 - Investment Earnings				
4601	Interest Earnings	0.00	572.83	0.00
Account Classification Total: 460 - Investment Earnings		$0.00	$572.83	$0.00
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	600,000.00	429,894.75	0.00
Account Classification Total: 492-493 - Reimbursements		$600,000.00	$429,894.75	$0.00
Department Total: 000 - General		$600,000.00	$430,467.58	$0.00
REVENUES Total		$600,000.00	$430,467.58	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	700,000.00	709,365.47	700,000.00
Account Classification Total: 5500 - Transfers/Other		$700,000.00	$709,365.47	$700,000.00
Department Total: 000 - General		$700,000.00	$709,365.47	$700,000.00
EXPENSES Total		$700,000.00	$709,365.47	$700,000.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Fund REVENUE	Total: 941 - JEDD1-ETNA-REYNOLDSBURG	$600,000.00	$430,467.58	$0.00
Fund EXPENSE	Total: 941 - JEDD1-ETNA-REYNOLDSBURG	$700,000.00	$709,365.47	$700,000.00
	Fund Total: 941 - JEDD1-ETNA-REYNOLDSBURG	($100,000.00)	($278,897.89)	($700,000.00)
Fund:	**942 - JEDD2-ETNA-REYNOLDSBURG**			
REVENUES				
Department:	**000 - General**			
460 - Investment Earnings				
4601	Interest Earnings	0.00	6.39	0.00
	Account Classification Total: 460 - Investment Earnings	$0.00	$6.39	$0.00
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	125,000.00	144,910.10	0.00
	Account Classification Total: 492-493 - Reimbursements	$125,000.00	$144,910.10	$0.00
	Department Total: 000 - General	$125,000.00	$144,916.49	$0.00
	REVENUES Total	$125,000.00	$144,916.49	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	577,000.00	354,622.10	225,000.00
	Account Classification Total: 5500 - Transfers/Other	$577,000.00	$354,622.10	$225,000.00
	Department Total: 000 - General	$577,000.00	$354,622.10	$225,000.00
	EXPENSES Total	$577,000.00	$354,622.10	$225,000.00
Fund REVENUE	Total: 942 - JEDD2-ETNA-REYNOLDSBURG	$125,000.00	$144,916.49	$0.00
Fund EXPENSE	Total: 942 - JEDD2-ETNA-REYNOLDSBURG	$577,000.00	$354,622.10	$225,000.00
	Fund Total: 942 - JEDD2-ETNA-REYNOLDSBURG	($452,000.00)	($209,705.61)	($225,000.00)
Fund:	**943 - JEDD3-ETNA-REYNOLDSBURG**			
REVENUES				
Department:	**000 - General**			
460 - Investment Earnings				
4601	Interest Earnings	0.00	20.43	0.00
	Account Classification Total: 460 - Investment Earnings	$0.00	$20.43	$0.00
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	600,000.00	370,015.15	0.00
	Account Classification Total: 492-493 - Reimbursements	$600,000.00	$370,015.15	$0.00
	Department Total: 000 - General	$600,000.00	$370,035.58	$0.00
	REVENUES Total	$600,000.00	$370,035.58	$0.00
EXPENSES				
Department:	**000 - General**			
5500 - Transfers/Other				
5529	Miscellaneous Distributions	800,000.00	678,570.63	643,000.00
	Account Classification Total: 5500 - Transfers/Other	$800,000.00	$678,570.63	$643,000.00
	Department Total: 000 - General	$800,000.00	$678,570.63	$643,000.00
	EXPENSES Total	$800,000.00	$678,570.63	$643,000.00
Fund REVENUE	Total: 943 - JEDD3-ETNA-REYNOLDSBURG	$600,000.00	$370,035.58	$0.00
Fund EXPENSE	Total: 943 - JEDD3-ETNA-REYNOLDSBURG	$800,000.00	$678,570.63	$643,000.00
	Fund Total: 943 - JEDD3-ETNA-REYNOLDSBURG	($200,000.00)	($308,535.05)	($643,000.00)
Fund:	**944 - JEDD4-ETNA-REYNOLDSBURG**			
REVENUES				
Department:	**000 - General**			
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	200,000.00	119,507.97	0.00
	Account Classification Total: 492-493 - Reimbursements	$200,000.00	$119,507.97	$0.00
	Department Total: 000 - General	$200,000.00	$119,507.97	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	REVENUES Total	$200,000.00	$119,507.97	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	275,000.00	227,522.17	200,000.00
	Account Classification Total: 5500 - Transfers/Other	$275,000.00	$227,522.17	$200,000.00
	Department Total: 000 - General	$275,000.00	$227,522.17	$200,000.00
	EXPENSES Total	$275,000.00	$227,522.17	$200,000.00
Fund REVENUE	Total: 944 - JEDD4-ETNA-REYNOLDSBURG	$200,000.00	$119,507.97	$0.00
Fund EXPENSE	Total: 944 - JEDD4-ETNA-REYNOLDSBURG	$275,000.00	$227,522.17	$200,000.00
	Fund Total: 944 - JEDD4-ETNA-REYNOLDSBURG	($75,000.00)	($108,014.20)	($200,000.00)
Fund: 947 - JEDD 7- REYNOLDSBURG-ETNA				
REVENUES				
Department: 000 - General				
492-493 - Reimbursements				
4939	Miscellaneous Agency Receipts	360,000.00	177,932.57	0.00
	Account Classification Total: 492-493 - Reimbursements	$360,000.00	$177,932.57	$0.00
	Department Total: 000 - General	$360,000.00	$177,932.57	$0.00
	REVENUES Total	$360,000.00	$177,932.57	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5529	Miscellaneous Distributions	360,000.00	299,463.49	330,000.00
	Account Classification Total: 5500 - Transfers/Other	$360,000.00	$299,463.49	$330,000.00
	Department Total: 000 - General	$360,000.00	$299,463.49	$330,000.00
	EXPENSES Total	$360,000.00	$299,463.49	$330,000.00
Fund REVENUE	Total: 947 - JEDD 7- REYNOLDSBURG-ETNA	$360,000.00	$177,932.57	$0.00
Fund EXPENSE	Total: 947 - JEDD 7- REYNOLDSBURG-ETNA	$360,000.00	$299,463.49	$330,000.00
	Fund Total: 947 - JEDD 7- REYNOLDSBURG-ETNA	$0.00	($121,530.92)	($330,000.00)
Fund: 960 - Eng Fees/Plan Review Deposits				
REVENUES				
Department: 000 - General				
492-493 - Reimbursements				
4929	Miscellaneous Reimbursements	0.00	11,000.00	0.00
4939	Miscellaneous Agency Receipts	60,000.00	55,577.60	0.00
	Account Classification Total: 492-493 - Reimbursements	$60,000.00	$66,577.60	$0.00
	Department Total: 000 - General	$60,000.00	$66,577.60	$0.00
	REVENUES Total	$60,000.00	$66,577.60	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5527	Agency/Tief Distributions	177,656.21	43,765.00	0.00
5529	Miscellaneous Distributions	12,500.00	10,750.00	0.00
	Account Classification Total: 5500 - Transfers/Other	$190,156.21	$54,515.00	$0.00
	Department Total: 000 - General	$190,156.21	$54,515.00	$0.00
	EXPENSES Total	$190,156.21	$54,515.00	$0.00
Fund REVENUE	Total: 960 - Eng Fees/Plan Review Deposits	$60,000.00	$66,577.60	$0.00
Fund EXPENSE	Total: 960 - Eng Fees/Plan Review Deposits	$190,156.21	$54,515.00	$0.00
	Fund Total: 960 - Eng Fees/Plan Review Deposits	($130,156.21)	$12,062.60	$0.00
Fund: 970 - Taylor Sq School Tief				
REVENUES				

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
Department: 000 - General				
Project: 0002 - Phase II				
465 - Tief Receipts				
4651	Tief Receipts	1,700,000.00	1,761,943.57	0.00
	Account Classification Total: 465 - Tief Receipts	$1,700,000.00	$1,761,943.57	$0.00
	Project Total: 0002 - Phase II	$1,700,000.00	$1,761,943.57	$0.00
	Department Total: 000 - General	$1,700,000.00	$1,761,943.57	$0.00
	REVENUES Total	$1,700,000.00	$1,761,943.57	$0.00
EXPENSES				
Department: 000 - General				
Project: 0002 - Phase II				
5300 - Services				
5373	Auditor/Treasurer Fees	0.00	27,392.18	0.00
	Account Classification Total: 5300 - Services	$0.00	$27,392.18	$0.00
5500 - Transfers/Other				
5527	Agency/Tief Distributions	1,000,000.00	2,078,429.61	0.00
	Account Classification Total: 5500 - Transfers/Other	$1,000,000.00	$2,078,429.61	$0.00
	Project Total: 0002 - Phase II	$1,000,000.00	$2,105,821.79	$0.00
	Department Total: 000 - General	$1,000,000.00	$2,105,821.79	$0.00
	EXPENSES Total	$1,000,000.00	$2,105,821.79	$0.00
	Fund REVENUE Total: 970 - Taylor Sq School Tief	$1,700,000.00	$1,761,943.57	$0.00
	Fund EXPENSE Total: 970 - Taylor Sq School Tief	$1,000,000.00	$2,105,821.79	$0.00
	Fund Total: 970 - Taylor Sq School Tief	$700,000.00	($343,878.22)	$0.00
Fund: 971 - Brice Main Tif				
REVENUES				
Department: 000 - General				
Project: 4001 - Tief-Home Depot				
465 - Tief Receipts				
4651	Tief Receipts	125,000.00	158,874.20	0.00
	Account Classification Total: 465 - Tief Receipts	$125,000.00	$158,874.20	$0.00
	Project Total: 4001 - Tief-Home Depot	$125,000.00	$158,874.20	$0.00
Project: 4002 - Tief-Walgreens				
465 - Tief Receipts				
4651	Tief Receipts	150,000.00	(23,491.30)	0.00
	Account Classification Total: 465 - Tief Receipts	$150,000.00	($23,491.30)	$0.00
	Project Total: 4002 - Tief-Walgreens	$150,000.00	($23,491.30)	$0.00
	Department Total: 000 - General	$275,000.00	$135,382.90	$0.00
	REVENUES Total	$275,000.00	$135,382.90	$0.00
EXPENSES				
Department: 000 - General				
5500 - Transfers/Other				
5527	Agency/Tief Distributions	465,000.00	248,895.88	0.00
	Account Classification Total: 5500 - Transfers/Other	$465,000.00	$248,895.88	$0.00
Project: 4001 - Tief-Home Depot				
5300 - Services				
5373	Auditor/Treasurer Fees	1,000.00	1,790.75	0.00
	Account Classification Total: 5300 - Services	$1,000.00	$1,790.75	$0.00
	Project Total: 4001 - Tief-Home Depot	$1,000.00	$1,790.75	$0.00
Project: 4002 - Tief-Walgreens				
5300 - Services				
5373	Auditor/Treasurer Fees	1,000.00	330.37	0.00
	Account Classification Total: 5300 - Services	$1,000.00	$330.37	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Project Total: 4002 - Tief-Walgreens	$1,000.00	$330.37	$0.00
	Department Total: 000 - General	$467,000.00	$251,017.00	$0.00
	EXPENSES Total	$467,000.00	$251,017.00	$0.00
	Fund REVENUE Total: 971 - Brice Main Tif	$275,000.00	$135,382.90	$0.00
	Fund EXPENSE Total: 971 - Brice Main Tif	$467,000.00	$251,017.00	$0.00
	Fund Total: 971 - Brice Main Tif	($192,000.00)	($115,634.10)	$0.00
Fund: 973 - Summit Rd Tif #1				
REVENUES				
Department: 000 - General				
Project: 4003 - Tief-Summit Place				
465 - Tief Receipts				
4651	Tief Receipts	40,000.00	54,065.45	0.00
	Account Classification Total: 465 - Tief Receipts	$40,000.00	$54,065.45	$0.00
	Project Total: 4003 - Tief-Summit Place	$40,000.00	$54,065.45	$0.00
Project: 4004 - Tief-Maple Wood Farms				
465 - Tief Receipts				
4651	Tief Receipts	5,000.00	23,401.86	0.00
	Account Classification Total: 465 - Tief Receipts	$5,000.00	$23,401.86	$0.00
	Project Total: 4004 - Tief-Maple Wood Farms	$5,000.00	$23,401.86	$0.00
	Department Total: 000 - General	$45,000.00	$77,467.31	$0.00
	REVENUES Total	$45,000.00	$77,467.31	$0.00
EXPENSES				
Department: 000 - General				
Project: 4000 - Tief-General				
5300 - Services				
5373	Auditor/Treasurer Fees	1,000.00	954.05	0.00
	Account Classification Total: 5300 - Services	$1,000.00	$954.05	$0.00
	Project Total: 4000 - Tief-General	$1,000.00	$954.05	$0.00
	Department Total: 000 - General	$1,000.00	$954.05	$0.00
	EXPENSES Total	$1,000.00	$954.05	$0.00
	Fund REVENUE Total: 973 - Summit Rd Tif #1	$45,000.00	$77,467.31	$0.00
	Fund EXPENSE Total: 973 - Summit Rd Tif #1	$1,000.00	$954.05	$0.00
	Fund Total: 973 - Summit Rd Tif #1	$44,000.00	$76,513.26	$0.00
Fund: 974 - Taylor Rd Tif #1				
REVENUES				
Department: 000 - General				
Project: 4006 - Tief-Taylor Chase				
465 - Tief Receipts				
4651	Tief Receipts	99,000.00	103,150.06	0.00
	Account Classification Total: 465 - Tief Receipts	$99,000.00	$103,150.06	$0.00
	Project Total: 4006 - Tief-Taylor Chase	$99,000.00	$103,150.06	$0.00
	Department Total: 000 - General	$99,000.00	$103,150.06	$0.00
	REVENUES Total	$99,000.00	$103,150.06	$0.00
EXPENSES				
Department: 000 - General				
Project: 4000 - Tief-General				
5300 - Services				
5373	Auditor/Treasurer Fees	1,000.00	1,394.68	0.00
	Account Classification Total: 5300 - Services	$1,000.00	$1,394.68	$0.00
	Project Total: 4000 - Tief-General	$1,000.00	$1,394.68	$0.00
	Department Total: 000 - General	$1,000.00	$1,394.68	$0.00
	EXPENSES Total	$1,000.00	$1,394.68	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Fund REVENUE Total: 974 - Taylor Rd Tif #1	$99,000.00	$103,150.06	$0.00
	Fund EXPENSE Total: 974 - Taylor Rd Tif #1	$1,000.00	$1,394.68	$0.00
	Fund Total: 974 - Taylor Rd Tif #1	$98,000.00	$101,755.38	$0.00
Fund: 975 - Taylor Rd Tif #2				
REVENUES				
Department: 000 - General				
Project: 4005 - Tief-Glen O Bard Jr				
465 - Tief Receipts				
4651	Tief Receipts	17,500.00	35,097.04	0.00
	Account Classification Total: 465 - Tief Receipts	$17,500.00	$35,097.04	$0.00
	Project Total: 4005 - Tief-Glen O Bard Jr	$17,500.00	$35,097.04	$0.00
Project: 4007 - Tief-Park National Bank				
465 - Tief Receipts				
4651	Tief Receipts	17,500.00	0.00	0.00
	Account Classification Total: 465 - Tief Receipts	$17,500.00	$0.00	$0.00
	Project Total: 4007 - Tief-Park National Bank	$17,500.00	$0.00	$0.00
	Department Total: 000 - General	$35,000.00	$35,097.04	$0.00
	REVENUES Total	$35,000.00	$35,097.04	$0.00
EXPENSES				
Department: 000 - General				
Project: 4000 - Tief-General				
5300 - Services				
5373	Auditor/Treasurer Fees	500.00	434.57	0.00
	Account Classification Total: 5300 - Services	$500.00	$434.57	$0.00
	Project Total: 4000 - Tief-General	$500.00	$434.57	$0.00
	Department Total: 000 - General	$500.00	$434.57	$0.00
	EXPENSES Total	$500.00	$434.57	$0.00
	Fund REVENUE Total: 975 - Taylor Rd Tif #2	$35,000.00	$35,097.04	$0.00
	Fund EXPENSE Total: 975 - Taylor Rd Tif #2	$500.00	$434.57	$0.00
	Fund Total: 975 - Taylor Rd Tif #2	$34,500.00	$34,662.47	$0.00
Fund: 976 - Broad Street TIF				
REVENUES				
Department: 000 - General				
Project: 4000 - Tief-General				
465 - Tief Receipts				
4651	Tief Receipts	200,000.00	322,878.01	0.00
	Account Classification Total: 465 - Tief Receipts	$200,000.00	$322,878.01	$0.00
	Project Total: 4000 - Tief-General	$200,000.00	$322,878.01	$0.00
	Department Total: 000 - General	$200,000.00	$322,878.01	$0.00
	REVENUES Total	$200,000.00	$322,878.01	$0.00
EXPENSES				
Department: 000 - General				
Project: 4000 - Tief-General				
5300 - Services				
5373	Auditor/Treasurer Fees	3,000.00	3,664.84	0.00
	Account Classification Total: 5300 - Services	$3,000.00	$3,664.84	$0.00
	Project Total: 4000 - Tief-General	$3,000.00	$3,664.84	$0.00
	Department Total: 000 - General	$3,000.00	$3,664.84	$0.00
	EXPENSES Total	$3,000.00	$3,664.84	$0.00
	Fund REVENUE Total: 976 - Broad Street TIF	$200,000.00	$322,878.01	$0.00
	Fund EXPENSE Total: 976 - Broad Street TIF	$3,000.00	$3,664.84	$0.00

Account Number	Account Description	2025 Amended Budget	2025 Actual Amount	2026 Mayor's Budget
	Fund Total: 976 - Broad Street TIF	$197,000.00	$319,213.17	$0.00
Fund: 977 - 2018 Main St/Brice Rd TIF				
REVENUES				
Department: 000 - General				
Project: 4000 - Tief-General				
414-415 - State Levied Shared Taxes				
4141	Real Property Tax-Rollback and Homestead	1,000.00	246.88	0.00
	Account Classification Total: 414-415 - State Levied Shared Taxes	$1,000.00	$246.88	$0.00
465 - Tief Receipts				
4651	Tief Receipts	1,499,000.00	1,540,456.66	0.00
	Account Classification Total: 465 - Tief Receipts	$1,499,000.00	$1,540,456.66	$0.00
	Project Total: 4000 - Tief-General	$1,500,000.00	$1,540,703.54	$0.00
	Department Total: 000 - General	$1,500,000.00	$1,540,703.54	$0.00
	REVENUES Total	$1,500,000.00	$1,540,703.54	$0.00
EXPENSES				
Department: 000 - General				
Project: 4000 - Tief-General				
5300 - Services				
5373	Auditor/Treasurer Fees	61,268.81	23,021.08	0.00
	Account Classification Total: 5300 - Services	$61,268.81	$23,021.08	$0.00
5500 - Transfers/Other				
5501	Transfers	0.00	1,124,312.50	0.00
	Account Classification Total: 5500 - Transfers/Other	$0.00	$1,124,312.50	$0.00
	Project Total: 4000 - Tief-General	$61,268.81	$1,147,333.58	$0.00
	Department Total: 000 - General	$61,268.81	$1,147,333.58	$0.00
	EXPENSES Total	$61,268.81	$1,147,333.58	$0.00
Fund REVENUE	Total: 977 - 2018 Main St/Brice Rd TIF	$1,500,000.00	$1,540,703.54	$0.00
Fund EXPENSE	Total: 977 - 2018 Main St/Brice Rd TIF	$61,268.81	$1,147,333.58	$0.00
	Fund Total: 977 - 2018 Main St/Brice Rd TIF	$1,438,731.19	$393,369.96	$0.00
	REVENUE GRAND Totals:	$70,284,960.00	$64,249,100.46	$22,000.00
	EXPENSE GRAND Totals:	$141,568,215.64	$88,563,921.86	$69,992,198.00
	Grand Totals:	($71,283,255.64)	($24,314,821.40)	($69,970,198.00)

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section160.14 Acting Interim Pay, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

to update Chapter 160 to be effective January 1, 2026.

STAFF REPORT:

An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section160.14 Acting Interim Pay, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Chapter 160 Employee Compensation.

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

SECTION 1. That the City of Reynoldsburg, Ohio amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule,

160.04 Other Compensation,160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing Senior Police Management, 160.13 Paid Family Leave, and 160.14 Acting Interim Pay.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2024; therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Assistant Grounds Superintendent~~/Arborist~~**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Assistant Grounds Superintendent~~/Arborist~~**	**DEPT: Parks and Recreation**
Pay Grade:	**15-A**	**Ord/Contract: Classified**
Reports To:	**Grounds Superintendent**	**FLSA Status: Non-Exempt**
Revision Date:	**~~12/17/2024~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Grounds Superintendent. Oversight of the development and implementation of a comprehensive tree management plan.

Essential Functions of Work

- Develops and administers plans/procedures, including policies, objectives, long and short-term maintenance schedules, yearly tree acquisition
- Compiles information for and submits the Tree City USA application annually
- Oversight of the development and implementation of a comprehensive tree management plan including (not limited to); planting, pruning, health assessment and replacement of City-maintained trees
- Plants, prunes and inspects trees and shrubs for disease infestation and other structural defects
- Manages an annual tree replacement program, including (not limited to); plan development, contract management, inspection and ongoing care for planted trees
- Instructs and trains staff on proper techniques for planting, pruning, disease detection and treatment of trees
- Represents the City at Tree Commission meetings
- Assists Grounds Superintendent in overseeing parks maintenance program (e.g., mowing, fertilizing, seeding, spraying, trimming, mulching of park grounds, ornamental areas, rights-of-way, recreation facilities, ball field maintenance) and repair activities (e.g., equipment repairs, building repairs, rehabbing of existing facilities)
- Supervises (e.g., trains, schedules work assignments, signs leave requests) assigned staff (e.g., crew members, volunteers), and outside contractors
- Oversees park maintenance operations when Grounds Superintendent is not present
- Maintains shrubs, trees, grass in parks
- Operates park maintenance equipment (e.g., trucks, mower, snow blower, tractors, field lining equipment, sod cutter, edger, chain saw), shop equipment (e.g., , table saw, band saw, drill press, electric drill, radial arm saw), and heavy equipment (e.g., tractors, front end loaders, back hoe, snow plows, large mower, infield preparation machine, auger, industrial air compressor)
- Ensures proper preventative maintenance on departmental vehicles/equipment; performs all duties/tasks of crew member when necessary (e.g., shovels ice/snow, digs holes, empties trash, cleans restrooms, prepares athletic field(s) for league and tournament play)
- Prepares and maintains appropriate records/files (e.g., maintenance records, facility maintenance, recommendations on maintenance)
- Signs invoices and submits to department for payment; secures estimates and purchase order requests for necessary supplies and services
- May represent department at City-related committees/professional organizations
- Helps resolve complaints from public
- Operates personal computer to prepare reports/memos
- Performs other related parks maintenance tasks as required
- Remains informed of current developments and procedures pertinent to duties

- Participates in staff development activities and services review procedures; attends assigned staff meetings and supervisory conferences
- Maintains required licenses and/or certificates by obtaining necessary credits offered at classes, workshops, and conferences
- Meets all job safety requirements and all applicable safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Associate's degree in horticulture or related field required
- Bachelor's degree in horticulture or related field preferred; plus two (2) years of experience or four (4) courses in horticulture/landscaping; plus six (6) months experience or one (1) course in supervision/team leading; or any equivalent combination of training and experience
- Must possess and maintain an Ohio Commercial Pesticide Applicator's License at time of application or the ability to obtain such within twelve (12) months of employment
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Possession or ability to obtain Municipal Specialist and Tree Risk Assessment certification/credential within twelve (12) months of employment and maintain certification/credential
- Pass drug screen and physical prior to employment

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Arboriculture, horticulture and grounds maintenance
- Herbicide/pesticide use practices
- Department policies and procedures*
- Mechanical maintenance; park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Snow and ice removal
- Assigning and supervising the work of others
- Public relations; community resources and services
- Records management
- Supervisory principles and practices
- Local geographical area
- Safety practices and procedures

Skills in:

- Microsoft office
- Mechanics
- Carpentry
- Motor vehicle operation; operation of grounds keeping equipment; snowplow operation
- Tree pruning and removal techniques

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with problems involving few variables within familiar context
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages
- Prepare accurate documentation
- Respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others
- Recognize safety warnings
- Understand technical manuals and/or verbal instructions

- Sort items into categories according to established methods; maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from officials and general public; develop and maintain effective working relationships; resolve complaints
- Perform heavy manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Heavy: lift, push, pull 30 to 60 pounds occasionally; 20 to 35 pounds frequently
- Works in an area in which the means of egress is or can be obstructed
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

(2) Parks Ground Maintenance

(2) Field and Landscape Operator

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Building Inspector**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Building Inspector**	**DEPT: Building Dept**
Pay Grade: **15-A**	**Ord/Contract: Classified**
Reports To: **Chief Building Official**	**FLSA Status: Non-Exempt**
Revision Date: ~~**11/16/2023**~~**01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Chief Building Official. Performs on-site inspections on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances.

Essential Functions of Work

- Performs on-site inspections (e.g. footer, foundation, structural, heating, insulation, occupancy and other related inspections) on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances
- Receives/investigates complaints from homeowners during/after construction
- Utilizes field equipment (e.g. tape measure, light meter, sound meter) to complete on-site inspections
- Answers inquiries regarding building codes/construction methods, practices/procedures
- Operates motor vehicle to travel to inspection sites
- Inspects sidewalk form work for compliance with specifications
- Marks work needed to be completed to correct problems/violations
- Reviews applications/construction documents (e.g. blueprints, architectural drawings, homeowner-designed plans) for residential projects
- Reviews plans for compliance with applicable building codes
- Prepares/signs correction letters/certificate of plan approval letters for projects reviewed
- Forwards plans to Zoning Officer for approval
- Performs in-house plans examinations (e.g. decks, storage sheds, alterations to existing residential buildings)
- Examines, prepares, and maintains various work-related documents (e.g. maintains daily inspection log, prepares correspondence, enters inspection results into database)
- Prepares reports (e.g. monthly inspection report, yearly inspection)
- Attends pre-construction meetings with contractors before construction begins
- Refers citizens/property owner questions to Zoning Officer as needed
- May testify in court on code violation cases
- Attends trainings to stay current in profession
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Residential Building Official and Building Inspector license issued by the State of Ohio Board of Building Standards
- Three (3) years experience as a construction contractor or supervisor or as a skilled tradesman for work subject to inspection or equivalent combination of education, training, or experience

Knowledge, Skills and Abilities

Knowledge of:

- Architecture, surveying techniques, Ohio Building Code
- Construction regulations
- Structural design principles
- State and building codes
- Building inspection techniques
- Code enforcement procedures
- Safety practices and procedures
- Department policies and procedures
- Building construction, maintenance, and repair
- General construction, maintenance, and repair
- Public relations, community resources and services
- Office practices and procedures, English grammar and spelling
- Records management, project management
- Local geographical area

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax)
- Motor vehicle operation
- Building inspection instruments and/or materials utilization

Ability to:

- Interpret extensive variety of technical material in books, journals, and manuals
- Define problems, collect data, establish facts, and draw valid conclusions
- Exercise independent judgment and discretion
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Calculate fractions, decimals, and percentages
- Apply concepts of algebra and/or geometry
- Compile and prepare reports
- Use proper research methods to gather data
- Respond to routine inquiries from public and/or officials
- Communicate effectively, understand technical manuals and/or verbal instructions
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Demonstrate physical agility
- Travel to and gain access to work site
- Identify and distinguish colors, detect poor workmanship, inferior materials, and structural/fire hazards

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Code Compliance Officer**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Code Compliance Officer**	**DEPT: Building Dept**
Pay Grade:	**10**	**Ord/Contract: Classified**
Reports To:	**~~Chief Building Official~~Code Compliance Officer Supervisor**	**FLSA Status: Non-Exempt**
Revision Date:	**~~01/08/2020~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the ~~Chief Building Official~~Code Compliance Officer Supervisor. The Code Compliance Officers spend a large portion of their day in the field checking for violations of the City's zoning ordinances and International Property Maintenance Code for existing residential and commercial buildings and properties, with face to face interactions with the public. Documenting and posting violations. Office time is spent entering information into the database, returning phone calls and preparing cases for court action if needed.

Essential Functions of Work

- Assist with the enforcement of zoning ordinances/environmental codes (e.g., building, construction and zoning) of Reynoldsburg.
- Enforces the International Property Maintenance Code, investigates/inspects complaints (e.g., unlicensed/inoperable motor vehicles, trash, operation of businesses from residential areas, high grass/weeds, parking of vehicles on grass, sign violations) from public and posts code violation notices on properties
- Communicates with residents regarding violation notices and the actions needed to reach compliance; coordinates target area programs (e.g., photographs existing building signage, visits building locations to check addresses on buildings, checks neighborhoods for placement of trees near sidewalks/streets); photographs violations for documentation
- Prepares case files for court action (e.g., collects evidence, owner information, liaisons with city attorney on legal issues) and serves court citations; testifies at environmental court on property maintenance and zoning issues; examines, prepares, and maintains various work-related documents (e.g., maintains files regarding projects, prepares correspondence)
- Enters violations, notices, inspections, pictures (e.g., high weeds/ grass, trash, housing maintenance, inoperable cars, sign code) into database
- Writes periodic reports on code enforcement activities
- Meets with City officials to discuss repair, demolition, or replacement of buildings; attends board meetings to discuss code violations; attends seminars regarding code requirements (or construction industry updates)
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Education

- High School diploma or GED;
- Two (2) courses or one (1) year experience in research principles; or equivalent education or experience, the experience or skills required to perform essential functions of the position, good computer and typing skills.
- Must have or be able to obtain ICC Property Maintenance Certification within twelve (12) months of employment and maintain such certification thereafter
- Must possess and maintain a valid Ohio driver's license

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Property maintenance standards*
- City of Reynoldsburg zoning/housing code*
- Code enforcement procedures*
- Zoning laws and/or regulations*
- Department policies and procedures*
- Photography
- Office practices and procedures; English grammar and spelling
- Records management
- Local geographical area*
- Code enforcement terminology*
- Building terminology*.

Skill in:

- Computer operation; Use of modern office equipment (e.g., personal computer, printer, fax)
- Motor vehicle operation
- Use or operation of photographic equipment

Ability to:

- Physically inspect limited access areas such as crawlspaces and attics through limited openings such as hatchways using ladders, or temporary stairs of less than desirable tread/riser ratios such as found on scaffolding stairs.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers
- Compile and prepare reports; respond to routine inquiries from public and/or officials
- Communicate clearly and effectively; understand a variety of written and/or verbal communications
- Gather, collate, and classify information
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships and contribute to a positive work culture; resolve complaints in a professional manner

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Horticulture Assistant**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Horticulture Assistant**	**DEPT: Parks and Recreation**
Pay Grade:	**~~9~~12**	**Ord/Contract: Classified**
Reports To:	**Horticulturist**	**FLSA Status: Non-Exempt**
Revision Date:	**~~12/17/2024~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Parks and Recreation Director. Performs a variety of landscaping tasks in order to assist the Horticulturist with the efficient operation of grounds and landscape maintenance.

Essential Functions of Work

- Assists in planting trees, shrubs, perennials, and annuals
- Performs landscape maintenance as needed or assigned, including mowing, weeding, pruning, spring cleanup, edging, mulching, watering, and fall cleanup
- Assists with landscape construction projects, including building of retaining walls, paver installation, grading, drainage work, and irrigation installation
- Operates water truck and pump
- Properly prunes indoor and outdoor ornamental plant specimens
- Assists in various housekeeping tasks
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public.
- Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Actively participates in related training
- Performs related duties as assigned or apparent.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education/Experience

- High school diploma
- One year of experience in landscape maintenance
- Working knowledge of small engine equipment and hand tools
- Possess a valid Ohio driver's license
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass pre-employment drug screen, physical, and background check
- Ohio Department of Agriculture (ODA) categories 6A & 6D pesticide license or ability to obtain within twelve months of hire

Knowledge, Skills and Abilities

Knowledge of:

- Woody and herbaceous plant identification as well as a general knowledge of insect identification.
- Safety practices and procedures; federal, state, and municipal laws and/or regulations dealing with herbicides, pesticides, and other chemical applications.

Skills in:

- Proper planting techniques
- Motor vehicle operation
- Use and operation of greenhouse equipment

Ability to:

- Ability to use a variety of tools and equipment including: Automatic vehicles, small landscape equipment including: rototiller, string trimmer, bed edger, powered shears, and backpack blower, sprayers, pumps, and irrigation equipment, mower.
- Willingness to work in all weather conditions outdoors and able to work on steep inclines
- Willingness for continuing education opportunities in sustainable and organic pest control methods.
- Drive a snow plow/plow and shovel sidewalks during snowy conditions.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

Working Conditions:

- Ability to repeatedly lift 25 pounds and kneel/bend/stoop for extended periods of time.
- Adverse weather conditions, heat/cold, snow/rain.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury from extremely noisy conditions above 85db.
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Lead Permit Technician**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Lead Permit Technician**	**DEPT: Building Dept**
Pay Grade:	**15-A**	**Ord/Contract: Classified**
Reports To:	**~~Chief Building Official~~ Director of Public Service**	**FLSA Status: Non-Exempt**
Revision Date:	**~~07/01/2019~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the ~~Chief Building Official~~Director of Public Service. Reviews, reads and understands construction plans to ensure all city ordinances are followed. Processes all permits after the completion of plan review and may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met.

Essential Functions of Work

- Serves as first point of contact for walk-in and phone customers of the Building Department
- Answers general questions for processes and services provided by Building Department to include permit applications for commercial, residential, miscellaneous signs, temporary use, and projects in the City of Reynoldsburg
- Reviews for completeness, records receipts and forwards to appropriate division for review
- Provides fee information and project numbers for fee collections
- Reviews, reads and understands construction plans to ensure all city ordinances are followed: processes all permits after the completion of plan review; may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met
- Serves as file manager for electrical plumbing irrigators and mechanical trade licenses, insurance and bonds
- Maintains files for all permit certificates of occupancy, vendor, health inspections and other documents issued or approved the building department
- Performs records research to document project history compliance: prepares records retention & disposal schedules
- Inputs data into city computer software for monthly/yearly report preparation for review
- Performs other administrative tasks: receives, opens, sorts & distributes mail to appropriate people, answers telephone & screens calls
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and attends staff meetings
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Two (2) years experience or training in administrative work preferably in a building department or any combination of education, training and experience that demonstrates the ability to perform office practices and procedures; or equivalent combination of training and experience.
- Preferred education: Associates degree in public or business administration or related field

Knowledge, Skills and Abilities

Knowledge of:

- Office practices & procedures
- Human relations
- City zoning & planning ordinances
- English & grammar

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax, copier)

Ability to:

- Maintain a pleasant, courteous, professional demeanor
- Establish and maintain effective working relationship with the general public, other personnel and city officials
- Communicate effective by telephone, email and in person
- Meet deadlines and multi task under pressure
- Answer routine inquiries from the public, resolve complaints from angry citizens and government officials.
- Interpret variety of instructions in written, oral, picture or schedule form
- Add, subtract, multiply & divide whole numbers
- Comprehend & record figures accurately, copy material accurately & recognize grammatical & spelling errors
- Maintain accurate records, screen mail, prepare meaningful, concise & accurate reports, sort item categories according to established methods
- Gather, collate, & classify information about data, people or things
- Organize, prioritize and carry out office work with minimal supervision

Working Conditions:

- Work is performed in a normal office environment.
- Potentially exposed to angry customers

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

(1) Permit Technician

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Permit Technician**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Permit Technician**	**DEPT: Building Dept**
Pay Grade:	**11**	**Ord/Contract: Classified**
Reports To:	**~~Chief Building Official~~Lead Permit Technician**	**FLSA Status: Non-Exempt**
Revision Date:	**~~07/01/2019~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the ~~Chief Building Official~~Lead Permit Technician. Serves as first point of contact for walk-in and phone customers of the Building Department. Answers general questions for processes and services provided by the Building Department.

Essential Functions of Work

- Serves as first point of contact for walk-in and phone customers of the building department
- Answers general questions for processes and services provided by Building Department to include permit applications for commercial, residential, miscellaneous signs, temporary use, and projects in the City of Reynoldsburg
- Reviews for completeness, records receipts and forwards to appropriate division for review
- Provides fee information and project numbers for fee collections
- Reviews, reads and understands construction plans to ensure all city ordinances are followed: processes all permits after the completion of plan review; may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met
- Serves as file manager for electrical plumbing irrigators and mechanical trade licenses, insurance and bonds
- Maintains files for all permit certificates of occupancy, vendor, health inspections and other documents issued or approved the building department
- Performs records research to document project history compliance: prepares records retention & disposal schedules
- Inputs data into city computer software for monthly/yearly report preparation for review
- Performs other administrative tasks: receives, opens, sorts & distributes mail to appropriate people, answers telephone & screens calls
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and attends staff meetings
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Two (2) years experience or training in administrative work preferably in a building department or any combination of education, training and experience that demonstrates the ability to perform office practices and procedures; or equivalent combination of training and experience.
- Preferred education: Associates degree in public or business administration or related field

Knowledge, Skills and Abilities

Knowledge of:

- Office practices & procedures
- Human relations
- City zoning & planning ordinances
- English & grammar

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax, copier)

Ability to:

- Maintain a pleasant, courteous, professional demeanor
- Establish and maintain effective working relationship with the general public, other personnel and city officials
- Communicate effective by telephone, email and in person
- Meet deadlines and multi task under pressure
- Answer routine inquiries from the public, resolve complaints from angry citizens and government officials.
- Interpret variety of instructions in written, oral, picture or schedule form
- Add, subtract, multiply & divide whole numbers
- Comprehend & record figures accurately, copy material accurately & recognize grammatical & spelling errors
- Maintain accurate records, screen mail, prepare meaningful, concise & accurate reports, sort item categories according to established methods
- Gather, collate, & classify information about data, people or things
- Organize, prioritize and carry out office work with minimal supervision

Working Conditions:

- Work is performed in a normal office environment.
- Potentially exposed to angry customers

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Recreation Coordinator**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Recreation Coordinator**	**DEPT: Parks and Recreation**
Pay Grade:	**~~7~~10**	**Ord/Contract: Classified**
Reports To:	**Recreation Superintendent**	**FLSA Status: Non-Exempt**
Revision Date:	**~~08/10/202~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under direction of the Recreation Superintendent. The Recreation Coordinator performs a variety of planning, implementing and evaluating of recreation program to include all leagues, events, classes and camps as assigned.

Essential Functions of Work

- Performs variety of planning, implementing and evaluating of recreation programs to include all leagues, events, classes and camps as assigned (e.g. youth sports leagues, adult sports leagues, Movies in the Park, Tomato Festival, Safety Town, Home Alone, Nature-based outdoor education, etc.)
- Assist in recruitment and management of all volunteer coaches to ensure proper methods and procedures are being followed. This includes attending all pre-season coaches meetings, collecting background checks and concussion certification and creating new resources for our volunteer coaches to use
- Performs routine equipment and supply inventory to ensure all programs are fully equipped with safe and suitable equipment and supplies. Makes recommendations to Recreation Superintendent on purchases based upon inventory records. Assists in the ordering, inventory and distributing of uniforms for all programs and leagues
- Performs general office work such as word processing, filing, scheduling meetings, processing registrations, refunds and transfers, maintain records, generating reports, greeting visitors, answering questions by phone, email and in person, proofreading, following financial procedures, problem solving, and providing department specific information
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned
- May require employee to work flexible schedule including evenings, weekends and holidays
- Performs other related duties as assigned

Minimum Qualifications

Education

- Completion of Associates degree in Parks and Recreation, Natural Resources, Sports Management or similar discipline
- One (1) year work experience in recreation, physical education, cultural arts, event planning, sports management; or an equivalent combination or education, training and/or experience
- Preferred qualifications: Bachelor degree in Parks & Recreation Administration, Sports Management, Natural Resources, or similar discipline
- Must possess and maintain valid Ohio driver's license; and must maintain insurability under the City's vehicle insurance policy
- Must be CPR/AED and First Aid certified or be able to obtain within 12 months of employment

Knowledge, Skills and Abilities

Knowledge of:

- Youth Sports Leagues, Adult Sports Leagues, Environmental and Outdoor Education, Nature-Based Recreation, safety practices and procedures
- Department policies and procedures
- Park and recreation management
- Standard office practices

Skills in:

- Developing recreation programs
- Interpersonal communication
- Organization and time management
- Creating various athletic schedules
- Microsoft Office (mainly Excel and Word)
- Spelling, grammar, and mathematics
- Customer service

Ability to:

- Interpret a variety of instructions in written, oral, picture or schedule form
- Deal with problems involving few variables within familiar context
- Communicate effectively
- Recognize safety warnings
- Maintain records according to established procedures
- Answers routine inquiries from public
- Complete office tasks as assigned
- Develop and maintain working relationships with employees, coworkers, department heads, officials, volunteers, and general public
- Travel to and gain access to work site(s)

Working Conditions:

- Light: lift, push, pull 20- 35 pounds occasionally; 10 – 20 pounds frequently
- Works in conditions requiring long periods of sitting and computer work
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Senior ~~Citizens~~ Center Assistant**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Senior ~~Citizens~~ Center Assistant**	**DEPT: Parks and Recreation**
Pay Grade:	**~~5~~9**	**Ord/Contract: Classified**
Reports To:	**Senior Center Manager**	**FLSA Status: Non-Exempt**
Revision Date:	**~~01/01/2017~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Senior Center Manager. Assists with planning, organizing and coordination of senior programs for the Parks and Recreation Department.

Essential Functions of Work

- Assists with planning, organizing and coordination of senior programs for the Parks and Recreation Department (e.g. bingo, trips, crafts, cards, etc.) at the Reynoldsburg Senior Center
- Participate in selecting guest speakers/performers, confirms attendance of members
- Directs/coordinates/attends trips/shopping tours
- Receives/secures money deposits from senior citizens
- Answers questions from seniors/family members about senior programs offered by the City of Reynoldsburg
- Oversees maintenance of database records, tracks membership and program activities and status
- Takes charge of Senior Center operations when the Senior Center Manager is not present
- Light kitchen duties such as cleaning up after senior functions
- Prepares reports of senior citizen activities; assists with writing/printing/disbursement of bi-monthly newsletter; prepares various internal forms (e.g., sign in sheets, membership applications, new member information flyer)
- Notifies park maintenance staff of maintenance needs; assists with building maintenance
- Attends staff meetings, if the Senior Center Manager is unable to attend; provides written information to Senior Center Manager
- Create and maintain all social media sites and daily power point events presentation
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and reviews procedures
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Completion of Associate degree in social work, gerontology, or related field or two (2) years experience working with senior citizens
- Two (2) courses or one (1) year experience in word processing including spreadsheet and data base management
- Two (2) courses or one (1) year experience in public relations; or equivalent combination of training or experience.
- Valid Ohio Driver's License

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Grief counseling
- Interviewing
- Social work techniques; education techniques
- Senior needs and services
- Safety practices and procedures; laws, regulations, and rules governing senior citizens
- Department goals and objectives; department policies and procedures*
- First aid practices; Medicare and Medicaid laws, rules, and regulations
- Park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Public relations; media relations; community resources and services; marketing
- Office practices and procedures
- English grammar and spelling
- Records management
- Gerontology
- Supervisory principles and practices
- Manpower planning; project management; social services policies, programs, rules, and regulations
- Local geographical area

Skills in:

- Word processing; computer operation; use of modern office equipment
- Motor vehicle operation

Ability to:

- Deal with problems involving several variables within familiar context, recognize unusual or threatening conditions and take appropriate action
- Apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations
- Determine material and equipment needs
- Recognize safety warnings
- Understand a variety of written and/or verbal communications
- Gather, collate, and classify information; maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts general public; develop and maintain effective working relationships; resolve complaints
- Perform light manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Medium Work: lift, push, pull 40 pounds occasionally; 20 pounds frequently
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons (on a daily basis)
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions
- Multiple set up and break down of equipment used for events with center

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**~~Arborist~~ Forester Assistant**	**Employee Type: Full-Time (40-hr week)**
Working Title	**~~Arborist~~ Forester Assistant**	**DEPT: Parks and Recreation**
Pay Grade:	**~~9~~ 12**	**Ord/Contract: Classified**
Reports To:	**~~Assistant Park~~ Forester Superintendent~~/Arborist~~**	**FLSA Status: Non-Exempt**
Revision Date:	**~~12/17/2024~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the ~~Parks and Recreation Director~~Forester Superintendent. Performs a variety of landscaping tasks in order to assist the Forester Superintendent with the efficient operation of for.

Essential Functions of Work

- Trim, raise, and deadwood trees on city property for safety, to meet ordinances and for aesthetics, etc.
- Remove dead and hazardous trees, which can involve spraying or herbicide and/or stump grinding.
- Operate various type of specialized equipment, both during emergencies and regularly scheduled tree service activities, such as aerial lift equipment, stump grinder, chemical sprayers, chain saw, etc., in addition to various trucks, loaders, backhoes, etc., as required.
- Utilized specialized arborist equipment such as ropes, blocks, and pulleys associated with the trimming and removal of trees.
- Plant trees and along streets.
- Responsible for educating citizens on proper tree planting, maintenance and selection.
- Assist in the maintenance of street “islands” including planting, weeding, trimming, removal and hedge trimming. Maintain paved and unpaved trails free of debris and fallen trees.
- Assist in clearing land for a variety of projects including trail expansion.
- Respond to storm damage, remove trees and debris from sidewalks, trails, vehicles, fences, etc.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications
Education/Experience

- Associates degree or higher in related field.
- One year of experience in landscape maintenance.
- Working knowledge of small engine equipment and hand tools.
- ISA Arborist certification or ability to obtain within twelve months of hire
- Ohio Department of Agriculture (ODA) 6A pesticide license or ability to obtain within twelve months of hire.
- Working knowledge of climbing harnesses/hardware, ropes, stump grinders, chainsaws, wood chippers, log splitters and bucket trucks.

- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass pre-employment drug screen, physical, and background check

Knowledge, Skills and Abilities

Knowledge of:

- Woody and herbaceous plant identification as well as a general knowledge of insect identification.
- Safety practices and procedures; federal, state, and municipal laws and/or regulations dealing with herbicides, pesticides, and other chemical applications.
- Common pests, diseases, and abiotic disorders of woody plants grown in Ohio.
- Best Management Practices and Industry Standards in the fields of tree planting, pruning, plant health care, site assessment, and tree selection.
- Identification and inventory of municipal trees.
- Tree risk assessment and mitigation practices.
- Snow and ice removal
- Public relations
- Landscape maintenance

Skills in:

- Proper planting techniques
- Tree pruning and removal techniques
- Motor vehicle operation
- Use and operation of landscape equipment
- Plant health care
- Invasive species/weed management techniques
- Snowplow operations

Ability to:

- Ability to use a variety of tools and equipment including: Automatic vehicles, small landscape equipment including: rototiller, string trimmer, bed edger, powered shears, and backpack blower, sprayers, pumps, and irrigation equipment, mower.
- Willingness to work in all weather conditions outdoors and able to work on steep inclines
- Willingness for continuing education opportunities in sustainable and organic pest control methods.
- Drive a snow plow/plow and shovel sidewalks during snowy conditions.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

Working Conditions:

- Ability to repeatedly lift 50 pounds and kneel/bend/stoop for extended periods of time.
- Adverse weather conditions, heat/cold, snow/rain.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury from extremely noisy conditions above 85db.
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Economic Development Specialist**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Economic Development Specialist**	**DEPT: Development**
Pay Grade: **14A**	**Ord/Contract: Unclassified**
Reports To: **Development Director**	**FLSA Status: Non-Exempt**
Revision Date: **01/01/2026**	**Civil Service Type: Unclassified**

General Description:
Under the direction of the Development Director, the Economic Development Specialist shall have the responsibility for developing and maintaining relationships with Reynoldsburg businesses, maintain Development Department records, and complete day-to-day office functions. The Economic Development Specialist responds to inquiries regarding general development issues, coordinates business outreach and programming, performs general administrative duties.

Essential Functions of Work

- Serves as general office resource for the Department
- Performs specialized clerical and administrative tasks (some of which can be confidential in nature)
- Schedules appointments, prepares correspondence, greets visitors
- Maintains all records in accordance with retention scheduled
- Takes notes at meetings, answers phones, receives/send mail
- Records and processes all expenditures for the department in compliance with budget
- Manages professional membership and subscriptions for Department
- Researches and compiles information on a variety of development issues from multiple sources
- Provides administrative and research support for the department
- Assists staff in collecting and preparing data for various development projects
- Assists the public and those seeking contact with the Department head in his/her absence
- Responds or facilitates responses to requests for information from the public
- Maintains contact with City personnel/departments, the general public and various government agencies/officials in order obtain or disseminate information to the essential position functions
- Provides technical assistance and information to staff and the public in the administration of specific development
- Completes and maintains the City's business lists and uses the business list to organize Business Retention visits both individually and with the Development Director
- Coordinates the programming for Build Your Own Business (BYOB) events
- Updates listings in Zoom Prospector and gathers information from their departments and utilities to respond to RFIs as needed
- Prepares and executes business strategy for Old Reynoldsburg.
- Collects parcel data and researches land records
- Prepares maps, charts, tables of information and databases
- Attends public meetings assisting other planning staff as needed
- Coordinates, prepares and staffs the annual Tax Incentive Review Council (TIRC) and Housing Council meetings and prepares documents for City Council review
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and training as required
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions

- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Undergraduate degree in business, communications, marketing, planning, public administration or directly related field preferred

Commented [RB1]: I recommend this not being preferred. Technically as written, someone with a high school diploma or GED and no work experience would qualify.

Experience

- ~~Completion of secondary education or equivalent or any equivalent combination of education~~
- Experience in economic or community development, business assistance, commercial development, and/or business retention programs preferred. ~~Experience or training providing the required knowledge, skills and abilities~~
- Has proven ability in oral and written communications
- Has the ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders and the general public

Knowledge, Skills and Abilities

Knowledge of:

- Data processing techniques and procedures, database management
- Council and committee goals and objectives, Council and committee policies and procedures
- Government structure and process, local laws and/or regulations
- Public relations, media relations, community resources and services
- Office practices and procedures, English grammar and spelling, records management, general office management

Skills in:

- Microsoft Office
- Organizing work, meeting deadlines, and following up on completed assignments
- Communicating orally and in writing with internal staff, public officials, citizens, management staff and external partners in order to give and receive accurate information in a courteous manner

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with many variables and determine specific actions
- Define problems, collect data, establish facts and draw valid conclusions to exercise independent judgement and discretion
- Understand, interpret, and apply laws, rules or regulations to specific situations
- Select most qualified applicant according specifications for referral
- Calculate fractions, decimals, and percentages
- Copy material accurately and recognize grammatical and spelling errors
- Compile and prepare reports, write and/or edit documents for publication
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Sort items into categories according to established methods, gather, collate, and classify information
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Forester Superintendent**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Forester Superintendent**	**DEPT: Parks and Recreation**
Pay Grade:	**18**	**Ord/Contract: Classified**
Reports To:	**Director of Parks & Recreation**	**FLSA Status: Exempt**
Revision Date:	**12/17/2024**	**Civil Service Type: Classified**

General Description:
Under the direction of the Director of Parks and Recreation, the Forester Superintendent supervises, oversees, and assists with the planning, implementation, and management of urban forestry programs and natural resource initiatives. This position is responsible for maintaining and enhancing the health, safety, and sustainability of public trees, forests, and green spaces throughout the City of Reynoldsburg.

Essential Functions of Work

- Develops and implements urban forestry programs including tree planting, pruning, removal, and disease control.
- Maintains trees, shrubs in city parks, public spaces, and rights-of-way to ensure health and aesthetics.
- Supervises forestry staff and contractors, ensuring safe, efficient, and environmentally responsible operations.
- Conducts tree risk assessments and site inspections to identify hazards and recommend mitigation strategies.
- Oversees inventory and mapping of public trees using GIS or other digital tools to track health and maintenance needs.
- Coordinates emergency response efforts related to storm damage, fallen trees, or other forestry-related incidents.
- Works with developers and planning staff to ensure appropriate tree species and planting standards are followed in new developments.
- Reviews, updates, and enforces the city's tree ordinance to reflect best practices and community needs.
- Chairs or actively participates in the City Tree Commission, guiding policy and public engagement efforts.
- Applies for and maintains documentation required for Tree City USA designation and other forestry-related awards.
- Plans and coordinates Arbor Day and Earth Day events, including educational programming and community tree planting.
- Ensures compliance with local, state, and federal regulations related to tree care, conservation, and land use.
- Collaborates with city departments, utilities, and community organizations to align forestry efforts with broader goals.
- Leads public outreach and education initiatives to promote tree stewardship and environmental awareness.
- Prepares reports, presentations, and recommendations for city leadership and advisory boards.
- Monitors and evaluates program effectiveness, adjusting strategies based on data and feedback.
- Trains staff and volunteers in safe tree care practices and environmental best management techniques.
- Stays current with industry trends and innovations in urban forestry, arboriculture, and sustainability.
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education & Certification

- Minimum of an Associate's degree in Forestry, Urban Forestry, Arboriculture, Environmental Science, Natural Resources, or a closely related field.
- ISA Certified Arborist credential required or must be obtained within 12 months of date of hire
- Additional certifications such as Tree Risk Assessment Qualification (TRAQ) or Municipal Specialist are highly desirable.
- Minimum of 2 years of experience in forestry or land management.
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass drug screen and physical prior to employment
- SAF Certified Forester or must be obtained within 24 months of date of hire.
- CPR/First Aid certified or must be obtained within 12 months of date of hire.

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Industry standard safety/pesticide applications
- Proper record keeping requirements
- Practices and procedures department policies and procedures*
- Park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Tree biology, identification, and care
- Public relations
- Community resources and services
- Records management
- Urban forest management practices
- Pest and disease management
- Environmental regulations and permitting
- Supervisory principles and practices
- Familiarity with budgeting, grant writing, and contract administration.
- Local geographical area*

Skills in:

- Use of modern office equipment
- Grounds keeping equipment mechanics and operation
- Motor vehicle operation
- Snowplow operation
- Proficiency with GIS, tree inventory software, and Microsoft Office Suite

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with problems involving few variables within familiar context
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages
- Prepare accurate documentation
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Train or instruct others
- Recognize safety warnings
- Understand technical manuals and/or verbal instructions
- Sort items into categories according to established methods

- Maintain records according to established procedures
- Cooperate with coworkers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Perform heavy manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Heavy: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Ascends and/or descends ladders, stairs, or scaffolds
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Forester Assistant

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Administrative Specialist**	**Employee Type: Part-Time (40-hr week)**	
Working Title:	**Administrative Specialist**	**DEPT: Auditor**	
Pay Grade:	**13**	**Ord/Contract: Unclassified**	
Reports To:	**Auditor**	**FLSA Status: Non-Exempt**	
Revision Date:	**01/01/2026**	**Civil Service Type: Unclassified**	

General Description:
Under the direction of the City Auditor, the Administrative Specialist performs a variety of administrative, clerical, and customer service duties to support the operations of the City Auditor's Office. The position assists with document preparation, meeting coordination, records management, and communication with internal departments, City Council, and the public. Responsibilities include preparing meeting minutes, maintaining official files. Work involves handling confidential information and ensuring smooth daily operations in a professional, organized, and efficient manner.

Essential Functions of Work

- Provide administrative and clerical support to the City Auditor including correspondence, scheduling, and document management.
- Prepare, proofread, and distribute letters, reports, memos, and other official documents.
- Serve as the first point of contact for the Auditor's Office, greeting visitors, answering phones, and responding to inquiries or referring them appropriately.
- Maintain calendars, schedule meetings, and coordinate appointments, and logistics for the City Auditor.
- Occasional extended hours may be required during peak reporting or meeting periods.
- Prepare meeting agendas, compile necessary materials, and record accurate minutes for internal staff meetings, City Council sessions, and other official gatherings.
- Assist in assembling financial and administrative reports, audit materials, and documentation for City Council or public meetings.
- Organize and maintain electronic and paper filing systems in accordance with City record retention policies.
- Process incoming and outgoing mail, deliveries, and interoffice communications.
- Manage office supplies, inventory, and service requests.
- Support communications between the Auditor's Office, City Council, and other departments to ensure timely and accurate information sharing.
- Provide general information and customer service to employees, vendors, and the public in a professional and courteous manner.
- Maintain confidentiality in handling sensitive financial, personnel, and administrative matters.
- Perform other related duties as assigned by the City Auditor to support the efficient operations of the department.

Minimum Qualifications

- Associate or Bachelor degree in Office Administration, Business, Public Administration, or a related field.
- Two (2) years of responsible administrative or clerical experience, preferably in a government, finance, or professional office environment.

Preferred Qualifications

- Experience supporting an elected official, senior manager, or executive
- Familiarity with local government operations, public meeting requirements, and recordkeeping

- Proficiency with Microsoft Suite (Word, Excel, Outlook, Teams).
- Experience with agenda and minutes preparation software or document management systems (e.g. Laserfiche, RightWay, or similar)

Knowledge, Skills and Abilities

Knowledge of:
- Office practices, records management, and administrative procedures.
- Public meeting protocols and recordkeeping standards.
- Customer service and communication techniques.

Skill in:
- Written and verbal communication, proofreading, and editing.
- Organization, prioritization, and time management.
- Preparation of clear and accurate meeting minutes.
- Use of computers and standard office equipment.
- Maintaining confidentiality and exercising sound judgment.

Ability to:
- Prepare detailed and accurate meeting agendas and minutes.
- Communicate professionally with city officials, staff, and the public.
- Follow instructions, meet deadlines, and work independently.
- Establish and maintain positive working relationships within the department and across city offices.
- Adapt to changing priorities and perform duties with accuracy and professionalism.

Working Conditions:
- Work is performed in a normal office environment.
- The incumbent's working conditions are typically moderately quite.

Physical Demands:
- Sedentary work; involves sitting most of the time
- Must be able to lift, push, pull up to 10 pounds occasionally.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Payroll Specialist**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Payroll Specialist**	**DEPT: Auditor**
Pay Grade: **13**	
Reports To: **Finance Manager**	**FLSA Status: Non-Exempt**
Revision Date: **01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Finance Manager, this position performs a variety of professional and technical accounting duties with a primary focus on bi-weekly payroll processing and accounts payable/receivable functions. The position ensures accurate, timely financial transactions and assists with general accounting and administrative duties that support the City Auditor's Office.

Essential Functions of Work

- Process payroll bi-weekly and monthly payroll for all departments; verify hours worked, leave balances, and ensure accuracy before submission to the bank.
- Set up and maintain employee payroll data including new hires, terminations, changes in pay, deductions, and benefits (medical, dental, vision, life insurance, etc).
- Position may require occasional extended hours during payroll processing or fiscal year-end close.
- Process prior service credit, military differential pay, and update accruals and leave balances.
- Review and import timekeeping data, including specialized payroll for departments for Police, etc
- Maintain and reconcile payroll records, deductions, taxes, retirement contributions, and voluntary withholdings.
- Prepare and file payroll-related reports (e.g. retirement, wage garnishments, quarterly, and year-end).
- Ensure compliance with applicable bargaining unit agreements, City policies, and local, state, and federal regulations.
- Maintain independent contractor payroll and retirement filings.

Accounts Payable/Receivable

- Receive, review, and process invoices for payment in accordance with City purchasing policies and procedures.
- Verify supporting documentation, coding, and approval for all payables prior to disbursement.
- Prepare and issue vendor checks, ACH payments, and maintain payment records.
- Monitor accounts payable aging reports and communicate with vendors regarding payment status or discrepancies.
- Receive, post, and reconcile incoming payments, deposits, and revenues to the appropriate funds or accounts.
- Prepare bank deposits and assist in balancing monthly cash receipts and disbursements.
- Assist with year-end reconciliations, including 1099 processing and audit preparation.

General Accounting & Administrative Support

- Maintain accurate and organized digital and paper financial records.
- Assist in balancing accounts, preparing journal entries, and generating financial reports as needed.
- Provide cross-training support to other finance staff during absences or peak workloads
- Compose correspondence, answer inquiries, and provide exceptional customer service to employees, vendors, and the public.
- Perform other related duties as assigned to support the overall function of the City Auditor's Office.

Minimum Qualifications

- Completion of an Associates **OR** Bachelor's degree from an accredited university or college in Accounting, Business Administration, Finance, Public Administration or a closely related field **OR** Eighteen (18) months' experience or training in general accounting/bookkeeping, payroll, or financial recordkeeping

Preferred Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Public Sector and/or union payroll experience
- Experience with municipal accounting systems and payroll software (e.g. NovaTime, RightWay, UAN or similar)
- Proficient in Microsoft Excel and financial database management

Required Skills/Abilities:

Knowledge of:

- Payroll and benefits administration principles.
- Accounts payable/receivable procedures and internal control standards.
- General accounting practices, financial reporting, and public recordkeeping.
- City and department policies and procedures.
- Microsoft Office Suite, especially Excel and Word.

Skill in:

- Accurate data entry and 10-key proficiency.
- Operating office and financial software, calculators, and accounting systems.
- Organizing, prioritizing, and managing multiple tasks with attention to detail.
- Maintaining confidentiality of employee and financial data.
- Exercising initiative and independent judgment within established policies.

Ability to:

- Reconcile and balance accounts with accuracy.
- Communicate effectively both verbally and in writing.
- Interpret and apply City policies, labor contracts, and fiscal regulations.
- Establish and maintain cooperative working relationship with staff, vendors, and the public.
- Provide excellent customer service and maintain professionalism in a fast-paced environment.

Working Conditions:

- Work is performed in standard office environment.
- The noise level is generally moderate.

PHYSICAL DEMANDS:
Sedentary: lift, push, pull 10 pounds occasionally.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:
N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Assistant City Prosecutor**	**Employee Type: ~~Part-Time (10-hr week)~~Full-Time (40-hr week)**
Working Title: **Assistant City Prosecutor**	**DEPT: City Attorney**
Pay Grade: **19**	**Ord/Contract: Unclassified**
Reports To: **City Attorney**	**FLSA Status: Non-Exempt**
Revision Date: **01/01/20~~03~~26**	**Civil Service Type: Unclassified**

General Description:
This is a ~~part-time~~ full-time position, under the direction of the City Attorney. This position is responsible for case preparation, prepares/presents/prosecutes cases on behalf of the City and governmental entities before courts of law and administrative agencies within guidelines established by the City Attorney.

Essential Functions of Work

- Researches/analyzes various sources of law (e.g., constitutions, statutes, case law, ordinances, rules, regulations, treatises) for case preparation; prepares/presents/prosecutes cases on behalf of the City and governmental entities before courts of law and administrative agencies within guidelines established by the City Attorney
- Prepares briefs, memoranda, pleadings, motions, etc
- Analyzes case material and formulates legal strategies on behalf of the City/governmental entities/victims
- Represents the City before the District Courts of Appeals
- Renders legal advice to elected officials/administrative staff through correspondence and/or meetings
- Advises police officers and other officials on proper prosecution or enforcement of criminal and traffic codes and City ordinances
- Prepares written recommendations containing findings of fact and conclusions of law
- Meets with City Attorney to advise and obtain input/ approval
- Travels to court to deliver legal documentation, interview witnesses, and/or present cases
- Conducts statistical analysis and prepares reports concerning case load and standards established by rules; reviews, prepares and maintains a variety of important confidential documents; responds to inquiries from City, state and federal officials, legislators and/or general public regarding legal issues; appears in public/private settings on behalf of the City and governmental entities to discuss law and policy issues; delivers speeches on behalf of the City; testifies before governmental bodies on behalf of City Attorney; discusses individual cases with media/public when appropriate
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Performs other related duties as assigned

Minimum Qualifications

Education

- Completion of twenty-four (24) hours of continuing legal education from accredited programs for applicable two (2) year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio
- Admission to Ohio Bar pursuant to O.R.C. 5705.01; Must possess and maintain certificate of registration pursuant to Rule VII of Government of Bar of Ohio

Knowledge, Skills and Abilities

Knowledge of:

- Government structure and process
- Ohio Supreme Court certification/licensure requirements
- Federal, state, and municipal laws and/or regulations
- Case preparation techniques
- Department goals and objectives;* department policies and procedures;* public relations; media relations; community resources and services;* civil and criminal law; rules of evidence
- Courtroom procedures; civil procedure; criminal procedure; legal terminology; court filing procedures; office practices and procedures
- English grammar and spelling
- Records management

Skills in:

- Word processing; computer operation; use of modern office equipment

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Calculate statistics
- Proofread technical materials, recognize errors, and make corrections
- Use proper research methods to gather data
- Develop complex reports and position papers; prepare documents as required
- Prepare legal decisions
- Respond to routine inquiries from public and/or officials
- Prepare and deliver speeches and presentations; lecture on complex topics to highly specialized groups; communicate effectively; train or instruct others
- Understand a variety of written and/or verbal communications
- Gather, collate, and classify information; maintain records according to established procedures
- Work alone on most tasks
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints

Working Conditions:

- Uses or works in proximity to the use of firearms
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**GIS Administrator**	**Employee Type: Full-time: 30 hours**
Working Title:	**GIS Administrator**	**DEPT: Public Service**
Pay Grade:	**17**	
Reports To:	**Public Service Director**	**FLSA Status: ~~Non-Exempt~~Exempt**
Revision Date:	**~~4/25/2024~~01/01/2026**	**Civil Service Type: Classified**

General Description:
The position implements, maintains, and supports the business needs of departments and citywide with a specific focus on the technical and analytical duties involved in the development, implementation and coordination of the city's GIS system. This position will have project management responsibilities including needs assessments, researching and recommending solutions for implementation of system solutions.

Essential Functions of Work

- Manages geographic data automation, production, and maintenance activities within the city.
- Develops a citywide system; manages contracts with service providers responsible for the design, selection, integration and implementation of GIS; provides access to resources needed for development of the GIS.
- Develops and provides GIS standards, training and guidance for GIS users within the city; coordinates and implements GIS policies and program objectives to ensure GIS is properly implemented and maintained within the context of the citywide GIS.
- Develops, administers and maintains GIS web sites and applications for the Internet and performs continuous updates of core city GIS data and web site information.
- Manages data and GIS integrations with various enterprise business systems (work orders, police dispatching, permitting, etc.).
- Serves as project manager for the design, selection, integration and implementation of software systems involving GIS.
- Provides technical support and training on citywide systems working with staff across all departments and third-party vendors; interprets and resolves user questions related to technical support.
- Conducts specialized spatial analyses, which may include analysis of nonspatial data.
- Develops and creates GIS layers/data elements consistent with existing standards; performs digitizing and drafting as required; codes and digitizes maps and geographic features data into various layers with GIS; creates maps, reports and documents using data and statics derived from geographic information system.
- Performs complex data analysis involving multiple levels of data and shares results via digital tools, dashboards, online and printed maps.
- Works with multiple work groups to define project data objectives and completes complex analysis to produce the desired products for the projects.
- Establishes and maintains effective working relationships with city leaders, fellow workers and vendor representatives; effectively communicates both orally and in writing, with same, often conveying technical information to non-technical audiences.
- Makes oral and written presentations relative to various city projects utilizing geographic information systems (GIS) technology.
- Stays abreast of GIS technologies and industry standards.
- Performs other related duties as assigned.

Minimum Qualification:

- Bachelor's Degree
- Masters' Degree is preferred.
- Four (4) years experience in revising, updating, and/or maintaining geographic information databases.
- Additional experience using GIS software packages such ESRI, ArcGIS for Desktop (ArcMap, ArcGIS Pro, or MapInfo is a plus or can be substituted for the educational requirement on a year for year basis).
- Geographic Information Systems Professional (GISP) certification through GIS Certification Institute may be substituted for the educational requirement.
- A combination of education and/or work experience that provide the necessary knowledge, skills and abilities.

- **Licensure or Certification Requirements**
- Valid Ohio Driver's License and the ability to maintain insurability under city's vehicle insurance policy

Knowledge/Skills and Abilities:

Knowledge of:

- City policies and procedures; mission and goals
- Government structure operations and process
- Public records protocol and retention requirements
- Administrative support practices and procedures
- Principles of project management
- Computer systems capabilities and limitations.

* may be developed after employment.

Skills in:

- Use of specialized computer software; modifying programs to perform routine system maintenance of applicable software.
- Advanced operations within GIS software packages such as ESRI, ArcGIS for Desktop (ArcMap, ArcGIS Pro, or MapInfo) providing technical information in an appropriate format for the target audience.
- Analyzing data sources and integrating source information into a geographic framework
- Reading and interpreting technical documents which impact land use such as construction plans, real estate deeds, legal descriptions and legislation detail
- Providing excellent customer service
- Planning and tracking progress of projects such as system implementation and updates.

Ability to:

- Plan, design, coordinate, install, test, modify and maintain complex systems and subsystems
- Establish and maintain effective working relationships with residents, consultants, developers, owners, vendors, staff at all levels of the organization, the public, governmental agencies and the private sector.
- Complete work in compliance with deadlines, to handle work with frequent interruptions and handle stressful situations.
- Handle confidential material in strict confidence
- Exercise initiative and judgement within established guidelines
- Organize work, set priorities and follow up on assignments with minimal supervision; track progress and allocate resources to achieve goals.
- Analyze complex situations, problems and data, and use sound judgmental drawing conclusions and making decisions
- Accurately respond to routine and sensitive inquiries from public officials, other departments, coworkers, jurisdictions and the public.

- Establish and maintain working relationships with employees, colleagues, government officials, public and members of the professional community.
- Communicate both verbally and in writing; apply logical thinking to resolve problems or accomplish task; understand interpret and communicate complicated policies, procedures and protocols
- Manage multiple priorities and efficiently organize and prioritize work assignments, projects and activities.

Summary:
The GIS Administrator is self-motivated and capable of managing multiple projects simultaneously. The individual is approachable and composed with a proven commitment to excellent customer services. The position requires the exercise of initiative, independent judgment advanced verbal and written communication skills, and significant contract with other staff at all levels of the organization, vendors, contractors, residents and businesses. The GIS Administrator provides comprehensive support, analysis, and professional competency for the citywide GIS program. This position will be an excellent team player to fulfill the duties of the position. They GIS Administrator will have customer focus, excellent problem solving, time management, priority setting, and strong organization skills. The individual will show initiative and innovation in fulfilling the duties of the position.

Working Conditions:
- Work is performed in a normal office environment
- Has contact with potentially violent or emotionally distraught persons

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____
Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Accountant 1**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Accountant 1**	**DEPT: Auditor**
Pay Grade: **15**	
Reports To: ~~Senior Accountant~~Finance Manager	**FLSA Status: Non-Exempt**
Revision Date: ~~05/01/2025~~01/01/2026	**Civil Service Type: Classified**

General Description:
Under the direction of the Senior Accountant. Performs a variety of accounting, budgeting, and expenditure control. Work involves the application of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Statements, Ohio Revised Code (ORC), codified ordinances, fund accounting, internal controls, and accounting systems.

Essential Functions of Work

- Provide financial services to all City departments
- Maintaining accounting records, including general ledgers and journals.
- Processing invoices and payments, both manually and electronically.
- Receiving payments from customers.
- Assist with processing payroll, including calculating wages, deductions, and taxes.
- Providing customer service to the public.
- Maintaining filing system and other office records.
- Responsible for coordinating critical functions within the Finance Department including, but not limited to encumbrances, procurement card transactions, accounts payable, accounts receivable, capital assets, and issuing 1099's.
- Assist in preparation of data and documents for annual audit.
- Recommends systems and procedures to ensure the efficient flow of transactions and to ensure compliance with laws, regulations, contracts, and generally accepted accounting principles.
- Performs other related duties and assigned.

Minimum Qualifications

- Completion of an Associate's degree in accounting or related field.
  OR
- Two (2) to Three (3) years of responsible accounting related experience.

Required Skills/Abilities:

- Knowledge of the principles and practices of governmental accounting and budgeting.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping.
- Knowledge of internal accounting controls, practices and procedures.

- Ability to maintain confidentiality
- Ability to plan and organize workloads and recommend process improvements.
- Ability to prepare accounting reports through use of queries from existing databases and spreadsheet software.
- Ability to analyze, evaluate, and develop accounting solutions involving policy and procedures.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, officials, and the general public.
- Ability to work independently; be a self-starter and develop solutions to accounting issues as they arise.

Working Conditions:

- Work is performed in a normal office environment.
- The incumbent's working conditions are typically moderately quiet.

Class Titles of Positions Directly Supervised:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Deputy Auditor**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Deputy Auditor**	**DEPT: Auditor**
Pay Grade: ~~15-A~~ 20	**Ord/Contract:**
Reports To: **Auditor**	**FLSA Status:** ~~Non-Exempt~~Exempt
Revision Date: **01/01/2026**	**Civil Service Type: Unclassified**

General Description:

Under the general direction of the City Auditor, the Deputy Auditor assists in planning, organizing, and supervising the daily operations of the Auditor's Office. This position supports the Auditor in managing the City's financial records, accounting functions, payroll, budgeting, accounts payable/receivable, and internal controls to ensure fiscal integrity and compliance with federal, state, and local regulations. The Deputy Auditor serves as second-in-command and may act on behalf of the City Auditor in their absence.

Essential Functions of Work

- Assists the City Auditor in directing the day-to-day operations of the Auditor's Office.
- Oversees accounting, payroll, purchasing, and accounts payable/receivable functions to ensure accuracy and timeliness.
- Prepares and reviews financial statements, budget reports, and reconciliations in compliance with Generally Accepted Accounting Principles (GAAP) and Ohio Auditor of State requirements.
- Coordinates annual budget preparation, monitors expenditures, and assists department heads with budget management.
- Occasional attendance at evening or weekend meetings may be required.
- Supervises, trains, and evaluates assigned staff to ensure efficient office operations.
- Ensures compliance with City ordinances, union agreements, and applicable state and federal financial regulations.
- Reviews and authorizes financial transactions, vouchers, journal entries, and purchase orders.
- Participates in and assists with the City's annual financial audit; prepares necessary reports and documentation.
- Develops, recommends, and implements improved policies, procedures, and internal controls.
- Assists in investment management, debt service payments, and grant financial reporting.
- Maintains high confidentiality and professionalism when handling financial and personnel information.
- Represents the Auditor's Office at meetings, public hearings, and community events as needed.
- Performs other related duties as assigned by the City Auditor.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a closely related field.
- Minimum of five (5) years of progressive accounting, auditing, or municipal finance experience, including supervisory or management responsibilities.
- An equivalent combination of education, training, and experience may be considered.

Preferred Qualifications

- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).
- Experience with Ohio municipal finance systems and compliance requirements.
- Experience using accounting software such as UAN, Civica CMI, or comparable systems.

Knowledge/Skills and Abilities:

Knowledge of:

- Governmental accounting principles, budgeting, and auditing standards.
- Municipal finance laws and reporting requirements.
- Payroll, purchasing, and accounts payable/receivable processes.
- Principles of supervision, personnel management, and public administration.
- Office software and financial management systems.

Skill in:

- Preparing clear, accurate, and comprehensive financial and administrative reports.
- Organizing and managing multiple priorities with attention to detail.
- Supervising and training employees effectively.
- Interpreting and applying laws, regulations, and policies to financial processes.
- Communicating effectively with elected officials, staff, and the public.

Ability to:

- Maintain confidentiality and exercise sound judgment.
- Analyze complex financial data and make informed recommendations.
- Establish and maintain effective working relationships with City officials, employees, and auditors.
- Work independently and collaboratively in a fast-paced office environment

Working Conditions:

- Work is performed primarily in a standard office environment.
- The noise level is usually moderate.
- Ability to sit for extended periods.
- Sedentary: lift, push, pull up to 20 pounds occasionally
- Has contact with potentially violent or emotionally distraught persons

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:
(1) Payroll Specialist

Position Description Acknowledgement	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Public Safety Records Technician**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Public Safety Records Technician**	**DEPT: Police Department**
Pay Grade:	~~9~~ 11	
Reports To:	**Support Services Supervisor**	**FLSA Status: Non-Exempt**
Revision Date:	~~October 2023~~ 01/01/2026	**Civil Service Type: Classified**

General Description:

This position provides comprehensive administrative and records management support for the Police Department. Responsibilities include maintaining and updating departmental databases; receiving, entering, and processing citations, warnings, warrants, and other law-enforcement records; conducting background checks and research; processing and redacting body-worn camera (BWC) and other public-records requests; compiling and distributing digital evidence and 911 audio for prosecutors and courts; and producing statistical reports to support operational and community crime mapping efforts. The role also involves assisting the public with inquiries, forms, and applications; providing clerical and administrative support to departmental personnel; communicating with officers to locate and file paperwork; and ensuring compliance with retention schedules, policies, and changing laws. Employees in this position are expected to participate in ongoing training and professional development, adapt to evolving regulations and departmental procedures, and actively support community engagement by participating in City and Police Department events.

Essential Functions of Work

- Maintain and update departmental databases (e.g., master name index, house watch, permits) to ensure accuracy and completeness.
- Makes corrections and updates on master name entries
- Accepts money for court/division functions (i.e., copies of reports, permits, record checks, etc.)
- Receive, enter, and process traffic tickets, citations, warnings, warrants, and related information; utilize the Law Enforcement Automated Data System (LEADS) to verify driver's license and vehicle/tow data and to process records accurately
- Maintain records in compliance with the department's records retention schedule and established policies
- Keeps inventory of supplies

- Conduct criminal background checks and other research as required, including liquor-license investigations (perform telephone interviews with involved parties, prepare investigative reports, research businesses, and coordinate with state liquor control authorities as needed)
- Compile and disseminate all arrest & citation documents to Franklin, Fairfield and Licking counties, to include the municipal, common pleas, and juvenile courts for each county and the Reynoldsburg Mayor's court, entailing the efficient gathering, reviewing, sorting, validating, certifying and distributing of a wide variety of police related documents for coinciding arrests & citations
- Responsible for all court paperwork, overseeing and creating a paper trail of vital documentation pertaining to and supporting each arrest & citation generated by all sworn personnel, civilians and businesses
- Receive and check for the accuracy of all BMV 2255's Administrative License Suspension (ALS), time stamp and forward to the Bureau of Motor Vehicles (BMV) and appropriate courts. Request pertinent documentation from the BMV and forward to the appropriate City Attorney or courts. Obtain verification regarding all confiscated licenses and license plates and forward items/ documents to the proper entities. Serve as the point of contact for the BMV to submit corrections on documentation
- Enter and maintain court dispositions for criminal charges forwarded by the Reynoldsburg Mayor's Court. Review and maintain court dispositions entered by the City Attorney's Office and Case Managers for all municipal and common pleas courts.
- Enter and maintain court dispositions for criminal charges forwarded by the Reynoldsburg Mayor's Court. Review and maintain court dispositions entered by the City Attorney's Office and Case Managers for all municipal and common pleas courts.
- Close all cases accordingly and forward all closed cases containing property to the evidence technicians to review for disposal
- Assist with policy creation/implementation for expungement orders to ensure that the Division of Police is compliant with mandates. Receive and be responsible for all court mandated orders for sealing and expunging arrest records petitioned and approved through the courts, removing all identifying evidence from the RMS, CAD and physical files. Maintain expunged records in a secured area in an efficient manner as this is a vital process for the records section so that all record checks requested through RPD are correct to determine if a civilian can obtain items such as a gun permit, assist with verifiable information for employment record checks, etc., by the records entered and maintained by the department
- Serve as a liaison between the City Attorney's Office and the dispatchers to ensure that recalled warrants are removed from the system and that the City Attorney has the necessary paperwork for assigned cases
- Maintain and update report for fingerprints and forward fingerprints, fingerprint dispositions, and/or fingerprint corrections to the appropriate entities.
- Receive and process payments for reports, permits, record checks, traffic tickets, and other division-related functions in accordance with established procedures
- Receive, review, process, and redact body-worn camera (BWC) footage requests

- Process requests from courts, prosecutors, external organizations, and agencies, including compiling and transmitting digital evidence, 911 audio, and other materials in accordance with applicable laws
- Reproduce department forms as needed
- Process public and external records requests, including scanning and attaching supplemental documentation to corresponding police reports
- Assist the public by responding to inquiries, clarifying requests, helping with forms and applications, and directing individuals to the appropriate department or external agency
- Receive and route telephone inquiries, including non-emergency calls, and provide backup support to dispatch during overflow or urgent call situations
- Enter and maintain reports, field inquiries, and other data within department systems
- Open, sort, and distribute incoming mail
- Provide clerical and administrative support to departmental personnel, including shift officers and sergeants
- Communicate with officers to locate, retrieve, and file paperwork accurately and in a timely manner
- Conduct same-gender prisoner searches when necessary and adhere to safety protocols regarding exposure to bloodborne pathogens
- Compile and produce statistical reports from departmental data, including domestic violence, traffic incidents, and community crime mapping, to support analysis and public information efforts
- Maintains proper procedures for releasing impounded vehicles
- Assists supervisor with compiling information for annual budgetary issues for the records department
- Inherently hazardous or physically demanding working conditions: Has contact with potentially violent and/or emotionally distraught persons
- Employ effective communication and coping techniques when assisting mentally or emotionally distressed individuals to obtain pertinent information
- Participate in ongoing training and professional development to maintain proficiency and adapt work practices to comply with changes in laws, policies, and procedures
- Participate in City and Police Department events as needed to support community engagement and departmental initiatives
- Perform any and all other duties assigned

Minimum Qualifications

- High School diploma or GED
- A minimum of three (3) years of progressively responsible secretarial and/or clerical experience
- Completion of additional coursework or training in office procedures and administrative practices
- Proficiency with Microsoft based products and internet usage
- Proficient typing skills at 55 wpm
- Valid Ohio Driver's license
- Notary Public Commission
- LEADS Certification

Knowledge/Skills and Abilities:

Knowledge of: (*Indicates developed after employment)

- Division policies and procedures*
- Public record laws*
- Clerical and office practices and procedures
- Retention schedule policies*
- Court processing procedures, legal documents and other factors pertaining to the courts*
- Law enforcement procedures, methods, and terminology*
- Business English, spelling, and arithmetic

Skill in:

- ~~Microsoft based products that include Word and Excel~~
- Microsoft based products including Word, Excel, PowerPoint, Access, and Power BI
- The use of OHLEG, LEADS, CLEAR, and AUDIOLOG, as well as the electronic fingerprinting system, data input and data extraction; use of office equipment

- Data input and data extraction
- The use of IMC DISPATCH, IMC RECORDS MANAGEMENT*
- Use of office equipment
- Proficient typing skills
- Proper telephone usage to include business and emergency lines
- Provide police dispatch for overflow of emergency and non-emergency calls*
- Excellent organization, interpersonal and phone manner skills

Ability to:

- Follow detailed written and oral instructions with accuracy and attention to detail.
- Independently prioritize, organize, and complete tasks efficiently.
- Manage multiple assignments simultaneously while maintaining quality standards.
- Accurately reproduce and copy materials.
- Draft clear and effective correspondence on routine matters.
- Identify and correct grammatical, spelling, and formatting errors.
- Maintain records accurately and in compliance with established procedures.
- Enter and extract data from police databases and filing systems with precision.
- Establish and maintain positive, respectful, and professional relationships with supervisors, colleagues, officials, and the public.
- Assess situations promptly and respond with sound judgment, discretion, and professionalism.
- Strictly adhere to confidentiality protocols regarding search warrants, informants, and other non-public information.
- Exercise independent judgment and discretion in decision-making.
- Perform effectively in fast-paced, high-pressure, or stressful environments.

Working Conditions:

- Light Work: lift, push, pull 20 pounds occasionally; 10 pounds frequently

- Uses or works in proximity to the use of firearms.
- Has contact with potentially violent or emotionally distraught persons.
- May be exposed to blood borne pathogens

Class Titles of Positions Directly Supervised:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	_____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title: **Senior Accountant**	**Employee Type: Full-Time (40-hr week)**
Working Title: **Senior Accountant**	**DEPT: Auditor**
Pay Grade: **17**	
Reports To: **Finance Manager**	**FLSA Status:** ~~**Exempt**~~**Non-Exempt**
Revision Date: ~~**12/04/2024**~~ **01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Finance Manager, performs a variety of accounting and auditing functions. Oversees the office in the absence of the Finance Manager.

Essential Functions of Work

- Performs initial reconciliation in NWS bank rec module. Check off o/s checks, ACH payments and receipts; deposits, transfers.
- Audit and post daily receipts for Auditor and Utility departments.
- Review Ordinance requests for proper account numbers and language.
- Review change orders for Contracts to ensure funds availability prior to Auditor signing.
- Document asset purchases, deletions and transfers; maintain inventory of capital equipment, provide departments with asset tags on purchases.
- Prepare and post journal entries when necessary for additional appropriations, corrections and transactions.
- Maintain and audit original contracts received in the Auditor's office to the corresponding Ordinances and Purchase Orders.
- Prepare and Audit payroll quarterly and annual reports.
- Complete internal reports as requested, revise and update reports to be more useful and efficient.
- Review and recommend system and procedures to ensure an efficient flow of transactions ensuring compliance with laws, regulations, contracts and generally accepted accounting principles.
- Monitor financial data including appropriations, expenditures, encumbrances and invoice payment requests to determine proper coding
- Prepares or participates in the preparation of data, journal entries and documentation for City's Annual Comprehensive Financial Report
- Prepares or participates in the preparation of monthly journal entries and reports in compliance with all applicable laws, rules and regulations.
- Participates with maintaining the Chart of Accounts; assign and maintain CIP project numbers.
- Assists Finance Manager with the preparation and filing of the Annual W-2, 1099, and 1065 forms.
- Prepares or participates in the monthly reporting and payments to retirement systems
- Assist with annual budget process
- Responsible for reporting of assets and inventories in the City's Annual Comprehensive Financial Report.
- Manage department and staff when Finance Manager out of office
- Performs other related duties as assigned

Minimum Qualifications

- Completion of a Bachelor's degree in accounting, or business administration or related field.
- Five (5) years of previous experience in accounting or auditing; or an equivalent combination of education, training and experience.

Preferred Qualifications

- Working knowledge of payroll requirements, rules and reports, preferred, but not required.
- Clear understanding of rules for Fair Labor Standards, Workers Compensation, and pension requirements, preferred, but not required.
- Municipal government experience, preferred, but not required.
- High-level knowledge of income tax collections, TIF's, JEDDS and CRC's, preferred, but not required.
- CPA or CGFM certifications or working towards certification, preferred, but not required.

Required Skills/Abilities:

- Knowledge of generally accepted accounting principles, practices and procedures. Preferably with a focus on public administration.
- Knowledge of internal accounting controls, practices and procedures.
- Knowledge of microcomputer software applications such as Excel and Microsoft Word.
- Knowledge of windows based Financial Software, preferably New World Systems or other Tyler Technology Software.
- Ability to communicate clearly in written, verbal and graphic forms.
- Ability to work independently; be a self-starter and develop solutions to accounting issues as they arise.
- Ability to prepare financial reports and statements and analyze financial transactions for appropriate journal entries and budget amendments.
- Have the ability to interpret union contracts to determine proper handling of contract requirements.
- Ability to maintain an effective working relationship with all city departments
- Ability to gain knowledge of the Auditor's office in order to assist other departments with accounting inquiries and procedures.
- Skilled in office equipment and procedures.
- Acquire knowledge of the City's timekeeping systems, credit card collections and other software used in financial data.

Working Conditions:

- Work is performed in a normal office environment.
- The incumbent's working conditions are typically moderately quiet.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Assistant Superintendent – Water/Wastewater**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Assistant Superintendent – Water/Wastewater**	**DEPT: Water/Wastewater Division**
Pay Grade:	**15-A**	
Reports To:	**Superintendent – Water/Wastewater**	**FLSA Status: Non-Exempt**
Revision Date:	**01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Water/Wastewater Superintendent. Assists Superintendent in directing Water/Wastewater activities.

Essential Functions of Work

- Assists Superintendent in directing Water/Wastewater activities (e.g., water distribution system, sewer collection system,)
- Supervises staff (e.g., approves leave requests and time sheets, recommends discipline, conducts performance evaluations, interviews candidates, recommends applicants for hire)
- Oversees maintenance of water distribution and wastewater collection system (e.g., testing and repairing water meters, pressure regulating valves, installing fire hydrants, repairing water main breaks, cleaning sanitary sewers inspections, water turn on/off, removal and replacement of sidewalk and driveway approaches)
- Assumes duties of Superintendent in their absence (e.g., assigning work, meeting with customers, attending meetings, advising engineers and developers, reviewing delinquent water accounts)
- Assists in developing safety procedures and programs for water/wastewater department
- Assists in developing annual budget for department with appropriate justifications
- Assists in office management (e.g., orders office and field equipment)
- Assists in determining retention and disposal schedule for departmental records
- Advises supervisor or other elected officials on interpretation of federal or state guidelines (e.g., Environmental Protection Agency, Office of Safety Health Administration)
- Assists in developing short and long range plans for improvements to water distribution and sewer rate structures
- Assists staff in operating heavy equipment (e.g., trucks, tractors, backhoe, front end loader, jet truck, mower) in maintenance of water distribution and wastewater collection system
- Assists staff in performance of duties (e.g., paints fire hydrants, mows grass, operates equipment or shop tools, reads water meter, receives water payments and tracks delinquent bills) as needed
- Operates shop, hand, and/or power tools (e.g., hammer, drill, staple gun, saws) in performing equipment tasks
- Conducts final inspection program on building lots (e.g., makes sure all manholes, valve boxes, and curb boxes) meet Reynoldsburg requirements
- Oversees backflow prevention program to ensure water backflow devices meet Ohio Environmental Protection Agency requirements
- Plans and records systematic televising of sanitary sewer collection, supervises closed caption video crew.
- Operates office equipment (e.g., personal computer, fax, copier, calculator, cell phone) in compiling data, information, or reports
- Examines, prepares, and maintains various work-related documents (e.g., correspondence, reports, memos)
- Documents personnel activity and maintains files
- Responds to inquiries and Reynoldsburg citizen complaints
- Meets with engineers, developers, and builders in providing water and sanitary sewer services

- May attend city council and city council committee meetings to provide testimony or advice on water/wastewater operations
- Attends meetings (e.g., board, staff); attends trainings to stay current in profession
- May meet with civic organizations and with individual citizens in order to learn desires of local community and promote safe water/wastewater operations
- Performs other duties as assigned
- Remains informed of current regulations and procedures pertinent to duties
- Participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Enters employee timesheets into computer
- Fill out and upload monthly operating report for OEPA
- Operates heavy equipment (e.g., truck, tractor, backhoe, front end loader, jet truck, mower) to assist staff in the maintenance or repair of water or sewer lines
- Operates shop, hand, and power tools (e.g., hammer, drill, staple gun, saws) to assist staff in repairs
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

- High school diploma or GED or equivalent and three (3) years experience in maintenance, repair, and/or construction of water and sewer lines
- Two (2) years experience or training in supervision
- Preferred candidates will possess a valid State of Ohio Public Water Distribution Class II License.
- Must obtain State of Ohio Public Water Distribution Class I license within one (1) year of employment and maintain it
- Must obtain State of Ohio Public Water Distribution Class II License within three (3) years of employment and maintain it.
- Must obtain Ohio Public Wastewater Collection License Class I within three (3) years of employment and maintain it
- Must obtain Ohio Public Wastewater Collection License Class II within five (5) years of employment and maintain it.
- Valid Ohio Class A Commercial Driver's license, with air brakes and tanker endorsements or must obtain one within one (1) year of employment
- Must be able to obtain OTCO Backflow Prevention certificate within twelve (12) months of employment and maintain it

Knowledge/Skills and Abilities:

Knowledge of: (*Indicates developed after employment)

- Water distribution system construction, maintenance, and repair
- Sewer collection system maintenance, construction, and repair
- Water meter maintenance and repair
- Water regulations; governmental regulations (e.g., Environmental Protection Agency, Ohio Safety Health Administration)
- Management
- Supervision
- Public/business administration
- Labor relations
- Safety practices; department policies and procedures.*

Skill in:

- Use of modern office equipment (e.g., personal computer/laptop/tablet, fax, copier, calculator)
- Motor vehicle operation
- Use of bench and/or hand tools (e.g., hammer, drill, staple gun, saws)
- Heavy equipment (e.g., truck, tractor, backhoe, front end loader, jet truck, mower)

Ability to:

- Interpret extensive variety of technical material in books, journals, plans or specifications
- Calculate statistical analysis
- Develop complex reports; gather, collate and classify information about data, people or things
- Work alone on most tasks
- Recognize unusual or threatening conditions and take appropriate action
- Establish and maintain effective working relationships with staff and general public
- Resolve complaints
- Read sewer maps and blueprints

Working Conditions:

- Heavy: lift, push, pull up to 50 - 100 pounds occasionally; 20 to 50 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways
- Ascends and/or descends ladders, stairs, or scaffolds
- Works in a confined space (e.g., manhole)
- Works in the vicinity of dock boards (bridge plates)
- Works in an area in which the means of egress is or can be obstructed
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from extremely noisy conditions above 85db
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury from hazardous waste
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of electrical shock
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to extreme non-weather related heat or cold
- Has exposure to hazardous driving conditions
- Has exposure to shaking objects or surfaces
- Has exposure to heavy traffic flow

Class Titles of Positions Directly Supervised:

Maintenance Specialist/Equipment Operators (Water)

Maintenance Specialist/Equipment Operators (Wastewater)

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____	_____	__/__/____
Print Employee Name	Employee Signature	Date

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Administrative Assistant**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Administrative Assistant**	**DEPT: Water/WasteWater**
Pay Grade:	**~~9~~10**	
Reports To:	**Water/WasteWater Superintendent & Street/StormWater Superintendent**	**FLSA Status: Non-Exempt**
Revision Date:	**~~12/19/2024~~01/01/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the Water/WasteWater Superintendent and Street/StormWater Superintendent. This position will be responsible for maintaining the accounts payable, accounts receivable, account reconciliation, purchase orders, and records pertaining to the Water/WasteWater Department and the Street/StormWater Department.

Essential Functions of Work

- Collects & prepares data for correspondence/reports
- Prepares reports on various activities
- Maintains complex & detailed files & records in databases and spreadsheets using computer software
- Compile and creates multiple statistical reports
- Prepares invoices & purchase orders for payment
- Monitors spending & maintains fiscal records and reports to Superintendent
- Input and tracks timesheet data for payroll
- Screens & processes telephone calls from residents, vendors &/or city administration personnel
- Provides routine information to callers or refers complex questions to proper person or department
- Types general correspondence, memorandums, reports, schedules & other materials
- Maintains inventory of general office supplies & orders as needed
- Maintains files and prepares record retention
- Checks & reviews variety of data for accuracy, completeness & conformance to established standards & procedures
- Assist Water/WasteWater Superintendent and Street/StormWater Superintendent with annual budget
- Remains informed of current developments & procedures pertinent to duties
- Participates in staff development activities and services review procedures; attends staff meetings
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

- High school diploma or GED or equivalent
- One (1) course or six (6) months experience in word processing
- Two (2) years' experience or training in office practices and procedures or equivalent combination of training and experience

Knowledge/Skills and Abilities:

Knowledge of:

- Standard office practices & procedures
- Computer software (Microsoft Office, budgeting software, OUPS software)

Skill in:

- Operation of personal computer, office equipment, typing

Ability to:

- Carry out instructions
- Calculate fractions, decimals, & percentages
- Maintain accurate records
- Gather, collate & classify information about data, people or things
- Assess questions and provide appropriate information or referral
- Works alone on most tasks
- Establish professional atmosphere with associates & general public

Working Conditions:

- Lift, push, pull 10 to 20 pounds

Class Titles of Positions Directly Supervised:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

01/01/2025~~5~~6

Revision 01/01/2026

TABLE OF CONTENTS

160.01	DEFINITIONS……..	1
160.02	AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE……..	8
160.03	SALARY SCHEDULE…….	11
160.04	OTHER COMPENSATION……..…	13
160.05	OVERTIME ELIGIBILITY……...	14
160.06	OVERTIME PAY…….	15
160.07	LONGEVITY……	15
160.08	ADMINISTRATION OF PAY PLAN…….….	16
160.09	GROUP INSURANCE……...	17
160.10	EDUCATIONAL ASSISTANCE……...	18
160.11	CITY CLOTHING PROVIDED……	19
160.12	CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)…….	20
160.13	PAID FAMILY LEAVE	21

160.01 DEFINITIONS

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

ADA: Americans with Disabilities Act.

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

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employee, Full-Time – Forty hours: A permanent employee who normally works a standard workweek of a minimum of forty (40) hours and is entitled to benefits and accruals based upon a forty (40) hour workweek

Employee, Part-Time: an employee who works less than thirty (30) hours per week, who is not entitled to benefits except vacation pay, holiday pay, and sick leave and personal days based upon the workweek assigned. .

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

Employee~~,~~ Service Date: date on which an employee was appointed to initial employment with the City adjusted for time off without pay, or any prior service credit ~~,~~an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Employee~~,~~ Three-quarter time: – a permanent employee who normally works a standard workweek of a minimum of thirty (30) hours and is entitle to benefits and accruals based upon a thirty (30) hour workweek.

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

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

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

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

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

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

Legal Holidays: days proclaimed by the Mayor as days which employees are normally not required to work and are paid the normal hours per day at the employee's prevailing rate.
Length of Service: interval from the employee's service date to any given date.

Longevity: Full-time and three-quarter employees of the City shall be eligible for longevity compensation as described in Chapter 160.07.

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

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

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

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

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

Part-time: an individual that does not work a regular under a thirty-hour workweek.

PERS: abbreviation for the Public Employees Retirement System.

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

Pay Period: the official pay period shall be biweekly.

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

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

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

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

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

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. ~~Part-time service will be pro-rated for prior service credit purposes~~. The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

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

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

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

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

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

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

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

Temporary Appointment: Temporary appointments within the classified services are addressed in the Civil Service Rules.

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

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

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

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

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

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

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

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

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

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

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

Position	Personnel	Classification	Pay Grade
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect. 141.01
Auditor	1	Unclassified	See Sect. 143.01
City Attorney	1	Unclassified	See Sect. 147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	1 ~~p/t~~	Unclassified	19
Asst. City Prosecutor	1 F/T (3/4)		
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	13
Criminal Justice Program Administrator	1	Unclassified	14-A
Mayor's Secretary	1	Unclassified	15-A
Clerk of Courts	1	Unclassified	20
Assistant Clerk of Courts	1	Classified	13
Deputy Clerk	1 F/T (3/4)	Classified	9
Deputy Clerk	1	Classified	9
Clerk of Council	1	Unclassified	18
Assistant Clerk of Council	1 p/t	Unclassified	10
Tax Financial Manager	1	Classified	20
Deputy Auditor	1	Unclassified	~~15-A~~20
~~Auditor Secretary/Payroll Specialist~~	~~1~~	~~Unclassified~~	~~13~~
Administrative Specialist	1	Unclassified	13
Payroll Specialist	1	Classified	13
Finance Manager	1	Classified	~~22~~18
Senior Accountant	1	Classified	17
Accountant 1	1	Classified	15
Civil Service Administrative Assistant	2 p/t	Unclassified	15
~~Public Information/Special Events Director~~	~~1~~	~~Unclassified~~	~~22~~
~~Special Events Coordinator~~	~~1~~	~~Classified~~	~~8~~
~~Public Information Specialist~~	~~1~~	~~Classified~~	~~10~~
Diversity, Equity, Inclusion Compliance Manager	1	Classified	21
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEVELOPMENT DEPARTMENT			
Development Director	1	Unclassified	22
~~Development Director~~ Economic Development Specialist	1	Classified	14-A
Administrative Assistant	1	Unclassified	13
Planning & Zoning			

Commented [SC1]: Moved Community Events Dept positions to next page

Administrator	1	Classified	20
Planner 1	1	Classified	14-A
Zoning Assistant	1	Classified	12
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Coordinator	1	Unclassified	14-A
(e) PARKS & RECREATION DEPARTMENT			
Director of Parks & Recreation	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Senior ~~Citizens~~ Center Assistant	1	Classified	~~5~~9
Senior Center Activities Instructor	1 p/t	Classified	3
Recreation Superintendent	1	Classified	18
Grounds Superintendent	1	Classified	18
Forester Superintendent	1	Classified	18
Assistant Grounds Superintendent~~/Arborist~~	1	Classified	15-A
Landscape Supervisor	1	Classified	14-A
Parks and Grounds Maintenance	4	Classified	10
Field and Landscape Operator	2	Classified	10
Streetscape Maintenance Equipment Operator (From April 1 – September 30) (To be shared with Service Dept)	2*	Classified	10
Horticulturist	1	Classified	14-A
Horticulturist Assistant	1	Classified	~~9~~12
Recreation Coordinator	1	Classified	~~7~~10
Park Ranger	4	Classified	12
~~Arborist~~ Forester Assistant	1	Classified	~~9~~12
Seasonal & Occasional	Variable	Unclassified	See 160.03 (d) & (e)
(f) POLICE DEPARTMENT			
Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	3	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	61	Classified	See Chapter 166
Dispatcher	~~9~~10	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1 F/T (3/4)	Classified	10
Property Room Clerk	1 p/t	Classified	7
Chief of Police Administrative Assistant	1	Classified	14-A
Public Safety Records Technician	~~3~~4	Classified	~~9~~11
Public Safety Records/Research Technician	1	Classified	13
~~Court Specialist~~	~~1~~	~~Classified~~	~~10~~
Command & Staff Administrative			

Assistant	1	Classified	14
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1 F/T (3/4)	Classified	10
Court Liaison	2 FT (3/4)	Classified	13
Public Safety Social Worker Supervisor	1	Classified	17
Public Safety Social Worker/ Victim Advocate	2	Classified	16
Community Liaison/Advocate	1	Classified	14-A

(g) SERVICE DEPARTMENT

(1) SERVICE DIVISION

Director of Public Service	1	Unclassified	22
Public Service Manager	1	Unclassified	21
Administrative Assistant	1	Unclassified	13
Administrative Assistant Front Desk	1	Classified	8
GIS Administrator	1	Classified	17
Maintenance Superintendent	1	Classified	18
Custodian	~~3~~4	Classified	5
Maintenance Assistant Superintendent	1	Classified	14-A
Building Maintenance Worker	1	Classified	11

(2) BUILDING DIVISION

Chief Building Official	1 F/T (3/4)	Classified	21
Assistant Chief Building Inspector	1	Classified	17
Plans Examiner	1 F/T (3/4)	Classified	16
Building Inspector	2	Classified	15-A
Residential Building Inspector	1	Classified	14
Electrical Inspector	1 F/T (3/4)	Classified	14
Lead Permit Technician	1	Classified	15-A
Permit Technician	1	Classified	11
Code Compliance Officer	4	Classified	10

(3) WATER/WASTE WATER DIVISION

Superintendent	1	Classified	18
Assistant Superintendent - Water	1	Classified	15-A
Assistant Superintendent - WasteWater	1	Classified	15-A
Maintenance Equipment Operator	7	Classified	10
Billing Manager	1	Classified	15-A
Account Clerk 2	4	Classified	10
Administrative Assistant	1	Classified	9

(4) STREET DIVISION

Superintendent	1	Classified	18
Assistant Superintendent	1	Classified	15-A
Administrative Assistant (To be shared w/StormWater Div)	1*	Classified	9
Maintenance Equipment Operator	5	Classified	10
Maintenance Equipment Operator (To be shared w/StormWater Div)	1*	Classified	10
Streetscape Maintenance Equipment Operator (From October 1 – March 31)	2*	Classified	10

(To be shared w/Parks & Recreation)			
Fleet Maintenance Supervisor	1	Classified	15-A
Fleet Maintenance Technician	2	Classified	10
(5) STORM WATER DIVISION			
Assistant Superintendent	1	Classified	15-A
Administrative Assistant	1*	Classified	9
(To be shared w/Street Div)			
Maintenance Equipment Operator	2	Classified	10
Maintenance Equipment Operator	1*	Classified	10
(To be shared w/Street Div)			

(h) COMMUNITY EVENTS

Public Information/Special Events Director	1	Unclassified	22
Special Events Coordinator	1	Classified	8
Public Information Specialist	1	Classified	10
Seasonal and Occasional	Variable	Unclassified	See 160.03 (e) (4)

(i) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	22

SALARY SCHEDULE

160.03 SALARY SCHEDULE

(a) All permanent Part and Full Time Employees – NON SUPERVISORY PERSONNEL

THE FOLLOWING PAY GRADES
SHALL BE IN EFFECT ON JANUARY 1, 2025~~6~~:

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.
** Scale will automatically adjust by 2% each year beginning January 1, 2022.

~~Pay Grade~~	~~Step 1~~	~~Step 2~~	~~Step 3~~	~~Step 4~~	~~Step 5~~	~~Step 6~~
~~3~~	~~$ 17.56~~	~~$ 18.43~~	~~$ 19.35~~	~~$ 20.32~~	~~$ 21.34~~	~~$ 22.40~~
~~4~~	~~$ 18.63~~	~~$ 20.43~~	~~$ 22.20~~	~~$ 23.99~~	~~$ 25.72~~	~~$ 27.55~~
~~5~~	~~$ 19.09~~	~~$ 20.94~~	~~$ 22.76~~	~~$ 24.60~~	~~$ 26.36~~	~~$ 28.24~~
~~6~~	~~$ 19.48~~	~~$ 21.35~~	~~$ 23.20~~	~~$ 25.08~~	~~$ 26.88~~	~~$ 28.80~~
~~7~~	~~$ 19.86~~	~~$ 21.79~~	~~$ 23.66~~	~~$ 25.58~~	~~$ 27.42~~	~~$ 29.37~~
~~8~~	~~$ 21.11~~	~~$ 22.93~~	~~$ 24.77~~	~~$ 26.57~~	~~$ 28.42~~	~~$ 30.25~~
~~9~~	~~$ 22.13~~	~~$ 24.03~~	~~$ 25.97~~	~~$ 27.85~~	~~$ 29.79~~	~~$ 31.71~~
~~10~~	~~$ 22.68~~	~~$ 24.87~~	~~$ 26.62~~	~~$ 28.55~~	~~$ 30.53~~	~~$ 32.50~~
~~11~~	~~$ 23.13~~	~~$ 25.13~~	~~$ 27.15~~	~~$ 29.11~~	~~$ 31.15~~	~~$ 33.16~~
~~12~~	~~$ 23.60~~	~~$ 25.64~~	~~$ 27.70~~	~~$ 29.70~~	~~$ 31.76~~	~~$ 33.82~~
~~13~~	~~$ 24.07~~	~~$ 26.15~~	~~$ 28.25~~	~~$ 30.30~~	~~$ 32.41~~	~~$ 34.49~~

~~14~~	~~$ 24.51~~	~~$ 26.67~~	~~$ 28.82~~	~~$ 30.89~~	~~$ 33.05~~	~~$ 35.18~~
~~15~~	~~$ 25.04~~	~~$ 27.21~~	~~$ 29.39~~	~~$ 31.51~~	~~$ 33.72~~	~~$ 35.89~~

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3	$ 18.09	$ 18.98	$ 19.93	$ 20.93	$ 21.98	$ 23.07
4	$ 19.19	$ 21.04	$ 22.87	$ 24.71	$ 26.49	$ 28.38
5	$ 19.66	$ 21.57	$ 23.44	$ 25.34	$ 27.15	$ 29.09
6	$ 20.06	$ 21.99	$ 23.90	$ 25.80	$ 27.69	$ 29.66
7	$ 20.46	$ 22.44	$ 24.37	$ 26.35	$ 28.24	$ 30.25
8	$ 21.74	$ 23.62	$ 25.51	$ 27.37	$ 29.27	$ 31.16
9	$ 22.79	$ 24.75	$ 26.47	$ 28.69	$ 30.68	$ 32.66
10	$ 23.36	$ 25.62	$ 27.42	$ 29.41	$ 31.45	$ 33.48
11	$ 23.82	$ 25.88	$ 27.96	$ 29.98	$ 32.08	$ 34.15
12	$ 24.31	$ 26.41	$ 28.53	$ 30.59	$ 32.71	$ 34.83
13	$ 24.79	$ 26.93	$ 29.10	$ 31.21	$ 33.38	$ 35.52
14	$ 25.25	$ 27.47	$ 29.68	$ 31.82	$ 34.04	$ 36.24
15	$ 25.79	$ 28.03	$ 30.27	$ 32.46	$ 34.73	$ 36.97

(b) SUPERVISORY PAY RANGE

Each year employees in the pay group will be given a merit increase based upon their performance and goals met each year. The Mayor will set the range each November, beginning in 2024 during the budget process. Once the range is established pay increases will be based on overall performance within the range set. Human Resources will develop the goal setting and evaluation process.

Pay Grade	Minimum	Maximum
14-A	$ ~~28.92~~ 29.79	$ ~~53.40~~ 55.00
15-A	$ ~~29.99~~ 30.89	$ ~~55.62~~ 57.29
16	$ ~~31.06~~ 31.99	$ ~~57.85~~ 59.59
17	$ ~~32.14~~ 33.10	$ ~~62.29~~ 64.16
18	$ ~~33.21~~ 34.21	$ ~~64.52~~ 66.46
19	$ ~~34.28~~ 35.31	$ ~~66.74~~ 68.74
20	$ ~~35.35~~ 36.41	$ ~~68.97~~ 71.04
21	$ ~~42.85~~ 44.14	$ ~~71.19~~ 73.33
22	$ ~~44.99~~ 46.34	$ ~~73.42~~ 75.62

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	$ ~~54.63~~56.27	$ ~~77.87~~82.87
26A	$ ~~59.88~~61.68	$ ~~85.52~~88.52

Holiday Compensation

Employees scheduled for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday.

Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.

(~~e~~d) Part Time Employee
Part time employees' rate of pay shall be set by the Appointing Authority within the pay grade assigned.

(~~d~~e) Seasonal Employee

1) Parks and Recreation Department:

Recreation Leader	$11.00 - $25.00
Seasonal Maintenance Employee	$11.00 – $25.00
Bus/Van Driver	$11.00 - $25.00

2) Service Department

Water/Wastewater Laborer	$11.00 - $~~12~~25.00 per hour
Service Seasonal Laborer	$11.00 - $~~12~~25.00 per hour

3) Street Department

Street Seasonal Laborer	$11.00 - $ ~~12~~25.00 per hour

4) Community Events Department

Seasonal Community Events Employee	$11.00 - $ 25.00 per hour

(e) Occasional Labor/Independent Contract
Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act All Independent Contractors responsibilities must meet all requirement as defined by the Ohio Public Employees Retirement System.

Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	$11.00 - $100.00 per game
Program Assistant	$ 11.00 - $75.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	$13.00 - $~~16~~25.00 per hour

College – Interns
Permitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months after college graduation with a secondary degree. There will be no benefits, holiday, vacation and sick leave earned.

High School- Interns

(a) If a high school student is receiving class credit for the internship and is performing duties during the academic year, there will be no compensation for this internship. The internship will be for one academic year. If no credit is given for the internship, then the student will be compensated in the hourly rate range of the Seasonal Recreation Leader pay.
(b) High school students that are not receiving class credit and the duties are performed during the school recess will receive an hourly rate in the range of the Seasonal Recreation Leader pay. The internship will be in place no longer than the summer break.

160.04 OTHER COMPENSATION

~~(1) Water/Wastewater Departments – License Compensation~~

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

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

~~(b) An employee may be compensated for the highest license regardless of how many are within the Department.~~

(~~2~~1) All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of one dollar ($1.00) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled daily shift is after 1:00 p.m. and before 6:00 a.m. This applies to employees that work three-quarter or forty-hour workweek.

Employees who work less than 20 hours per week on a regular basis will receive no benefits.

(~~3~~2)Tomato Festival Event Staffing Compensation

All employees are mandated to complete a minimum of one shift on either Friday or one shift on Saturday in support of the Tomato Festival. The Appointing Authority reserves the right to assign or adjust an employee's shift as necessary to meet the operational requirements of the event. Any employee that works a ~~four-hour~~ shift on Thursday OR Friday ~~outside their regular work day~~ AND a ~~four-hour~~ shift on Saturday of the Tomato Festival will receive their hourly pay and one (1) additional Bonus Personal day to be used no later than December 15 of the year earned. The hours allocated for the bonus personal day will correspond to the employee's standard workday hours. Part-time employees, defined as those working 29 hours or fewer per week, will receive a 4-hour bonus personal day. ~~The Personal Day will calculate to your normal workday hours~~

~~(ie. if your normal workday is a ten (10) hour day you will receive a ten (10) hour Personal Day; if your normal workday is an eight (8) hour workday you will receive an eight (8) hour Personal Day; if your normal workday is a six (6) hour workday you will receive a six (6) hour Personal Day).~~ Hourly rate is defined as current rate of pay or time and a half, if applicable. Employees may elect to receive compensatory time in lieu of overtime if they wish.~~ Vacation and/or personal time requests will be approved by the Mayor during the Tomato Festival Event.~~

(3) Alternate Schedules (10-hour Workdays Schedules and 30-hour Workweek Schedules)
Employees scheduled for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday. .

160.05 OVERTIME ELIGIBILITY

A. POLICY

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

Service Director	Superintendent of Streets
Development Director	Superintendent of Water/Wastewater
Parks & Recreation Director	Chief Building Official
Human Resources Director	Clerk of Courts
Chief of Police	Tax Financial Manager
Deputy Chief of Police	Finance Manager
Clerk of Council	Assistant City Prosecutors
Assistant City Attorney	Planning & Zoning Administrator
Parks Grounds Superintendent	Recreation Superintendent
~~Senior Accountant~~Deputy Auditor	Building Maintenance Superintendent
Criminal Justice Program Administrator	Forester Superintendent
Public Safety Social Worker/Victim Advocate Supervisor	~~Special Events/Public Information Director~~Public Information/Special Events Director

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

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.

3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

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

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

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

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

160.07 LONGEVITY (Unless covered under the collective bargaining agreement – See Contract)

~~Effective June 12, 2023, full-time (three-quarter to forty hour) non-bargaining unit employees of the City shall be eligible for longevity compensation on the anniversary of five (5) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.~~

~~Full-time non-bargaining unit employees who become eligible for longevity as of November 1, 2014 will be paid longevity on their actual anniversary date with the city. The new rate effective January 1, 2023 is:~~ Eligible full-time (three quarter to forty hour) employees shall be entitled to longevity pay as set forth below to be paid on their actual anniversary date with the City.

From (Anniversary)	To ~~(Conclusion of):~~	
of 5th year	9th year	$ ~~650.00~~850.00 annually
10th year	14th year	$ ~~900.00~~1,100.00 annually
15th year	19th year	$ ~~1,050.00~~1,250.00 annually
20th year	----	$ ~~1,200.00~~1,400.00 annually

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

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

2) Effective January 1, 2021 the City will update the step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). Effective January 1, 2021, any adjustments in step assignments will be made at the discretion of the Appointing Authority to fall in line with the new step program being implemented. Effective January 1, 2023, each employee will then move through their steps on their anniversary date of each year that falls on years that end in odd numbers. Effective January 1, 2022 and each January 1 thereafter the scale will adjust by two percent (2%) each year.

2) The Appointing Authority will determine what step an individual is assigned based upon the qualification at the time of the initial hiring/transfer/promotion.

In the event an individual does not meet expectations on their annual review, moving to the next step could be delayed. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay the employee has simply not earned an increase.

3) If there are specific required certifications and/or licenses that is required for a position and it is achieved, the Appointing Authority may authorize the moving to a higher step within the range.

4) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Annual increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will be effective January 1 of each year. Any other salary adjustments will be made at the discretion of the Appointing Authority.

5) All employee change forms shall be signed by the Appointing Authority, City Auditor or designee of the City Auditor, and the Human Resources Director to confirm that such change forms are consistent with the requirements set forth in Chapter 160.

(b) Cost of Living Adjustments

On January 1 of each calendar year that is an even number, there will be a two-percent (2%) cost of living adjustment for all non-bargaining unit employees.

(c) Promotions

Upon promotion, the employee's rate of pay shall be adjusted from their current pay grade and step and to the assigned pay grade and the step determined by the Appointing Authority.

(d) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay rate will be set by the Appointing Authority pursuant to Section 160.08 (a) (2). If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

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

1. Effective January 1, 2014, eligible non-bargaining unit employees and each newly elected official serving in the Mayor, City Attorney and City Auditor who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.

2. Effective January 1, 2008 for eligible non-bargaining unit employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time non-bargaining unit employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.

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

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

3. Full-time non-bargaining unit employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.

4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Non-bargaining unit employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars ($1,500.00) annually. Non-bargaining unit employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars ($2,500.00) annually and any non-bargaining unit employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars ($1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.

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

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

160.10 EDUCATIONAL ASSISTANCE

1. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

2. The allowances for assistance are as follows:

   A. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related, self-related, self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

   B. The allowances for assistance are as follows:

1. The annual allowance for college credit coursework education assistance (per non-bargaining unit employee) is $3,500 per academic year.
2. The annual allowance for non-college credited coursework education assistance (per non-bargaining unit employee is $1,000.00 per academic year
3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and $250.00 for non-college credit coursework during the academic year.
4. All coursework must be preapproved before commencement of the course

3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.

4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. ~~Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period~~. If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

~~160.11 CITY CLOTHING PROVIDED~~

Commented [SC2]: Deleting due to Duplication– Already in the PPM Policy Manual

~~1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.~~

~~2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.~~

~~3. Clothing shall be conducive to the safe and effective performance of required job duties.~~

~~4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.~~

5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.

7. Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets, etc. with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

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

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does not negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

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

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

Commented [SC3]: Duplicate – In PPM

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

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

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

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

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

~~Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.~~

~~If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.~~

~~Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.~~

~~The City will provide clothing/equipment per the collective bargaining agreements.~~

SECTION 160.13. PAID FAMILY LEAVE

(a) For purposes of this Section, the following terms and definitions apply:

(1) "Family and Medical Leave Act" or "FMLA" shall mean The Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq.

(2) "Parent" shall mean an employee who is (a) either a biological, adoptive, step- or foster father or mother of a child, or (b) providing day-to-day care and financial support for a child who does not receive care and support from a biological, adoptive, step- or foster father or mother.

(3) "Paid parental leave" shall mean a ten-week leave of absence for the purpose of a parent bonding with a newborn or with a newly adopted child in which the employee is compensated at 100 percent of his or her regular base rate of pay. Paid parental leave shall be in addition to, and not reduce, an employee's balance of any other accrued paid leave provided to the employee by the City, including short-term disability associated with childbirth.

(b) All full-time and three-quarter time non-bargaining unit employees who have been employed with the City for 12 or more months at the time of the birth, adoption, shall be eligible to take paid parental leave immediately upon the birth or placement of a child for adoption or foster care. ~~one time in a 12-month period.~~ Employees covered under a collective bargaining agreement are eligible for parental leave as negotiated and detailed in their respective contracts. The requirement for one year of employment at the time of birth or adoption will be effective January 1, 2024.

(c) Paid parental leave must be taken in one uninterrupted period of leave time and must be taken immediately upon ~~within 12 months following~~ the birth or placement of a child for adoption or foster care. Paid parental leave entitlement is ten (10) weeks of paid leave.

(d) Paid parental leave shall run concurrently with Family Medical Leave Act leave and be counted against the amount of FMLA leave available to non-bargaining unit employees taking these benefits.

(e) Whenever the birth or placement of a child for adoption or foster care is foreseen, the employee must provide the Director of Human Resources at least 30 days' notice of his or her intention to take paid parental leave or paid childbirth leave.

(f) A non-bargaining unit employee who would otherwise be eligible for paid parental leave pursuant to above, whose child is stillborn or dies during the third trimester of pregnancy, is eligible for four (4) calendar weeks of paid parental leave following the date of death of the unborn or stillborn child. In the event the newly born or adopted child dies during the period of time that the employee is on paid parental leave, the non-bargaining unit employee shall be entitled to the full extent of the paid parental leave permitted above, and the paid parental leave shall not terminate due to the death of the child. All other provision of the paid parental leave granted pursuant to above shall apply.

(g) If a non-bargaining unit employee is enrolled in group health insurance or other insurance benefits sponsored by the City, these benefits will continue as if the employee had not taken leave.

(h) Paid parental leave taken by a non-bargaining unit employee shall not be counted as time worked for the purposes of calculating overtime.

(i) The Director of Human Resources shall promulgate a policy related to provision of medical documentation, adoption or foster documentation, intermittent leave, returning to work, confidentiality and any other relevant considerations not inconsistent with this Section or the Family and Medical Leave Act.

160.14 ACTING/INTERIM PAY

Acting/Interim Pay will be considered for absences lasting a minimum of thirty (30) days and not to exceed ninety (90) days for reasons such as FMLA leave, Military leave, short-term or long-term disability. All acting or interim pay must be authorized by the Director of the Department, the Human Resources Director, and the Mayor. Acting employees must assume the full and unique responsibilities of the higher-level position. The acting/interim employee will receive a salary appropriate to that level of position during the minimum of thirty (30) days and not to exceed ninety (90) day timeframe. Employees in second level management personnel, second in command personnel (e.g. Assistant Superintendent, Public Service Manager, Deputy Auditor, Finance Manager, etc.), and exempt employees, are

expected to fulfill the responsibilities of their supervisors during any absence, as this is considered part of their regular duties; therefore, they will not receive acting or interim pay.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,300,000, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the city

STAFF REPORT:

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF $1,300,000, FOR THE PURPOSE OF PAYING THE COSTS OF IMPROVING THE MUNICIPAL WATERWORKS SYSTEM, AND DECLARING AN EMERGENCY

WHEREAS, this City Council has requested that the City Auditor, as fiscal officer of this City, certify the estimated life or period of usefulness of the improvement described in Section 2 and the maximum maturity of the Bonds described in Section 2; and

WHEREAS, the City Auditor has certified to this City Council that the estimated life or period of usefulness of the Improvement is at least five (5) years and that the maximum maturity of the Bonds is forty (40) years;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Fairfield, Franklin and Licking Counties, Ohio, that:
Section 1. Definitions and Interpretation. In addition to the words and terms elsewhere defined in this Ordinance, unless the context or use clearly indicates another or different meaning or intent:

"*Authorized Denominations*" means the denomination of $5,000 or any integral multiple in excess thereof.

"*Bond Proceedings*" means, collectively, this Ordinance, the Certificate of Award, the Continuing Disclosure Agreement, the Registrar Agreement and such other proceedings of the City, including the Bonds, that provide collectively for, among other things, the rights of holders and beneficial owners of the Bonds.

"*Bond Register*" means all books and records necessary for the registration, exchange and transfer of Bonds as provided in Section 5.

"*Bond Registrar*" means a bank or trust company authorized to do business in the State of Ohio and designated by the City Auditor in the Certificate of Award pursuant to Section 4 as the initial authenticating agent, bond registrar, transfer agent and paying agent for the Bonds under the Registrar Agreement and until a successor Bond Registrar shall have become such pursuant to the provisions of the Registrar Agreement and, thereafter,

"*Bond Registrar*" shall mean the successor Bond Registrar.

"*Bonds*" means, collectively, the Serial Bonds and the Term Bonds, each as is designated as such in the Certificate of Award.

"*Book entry form*" or "*book entry system*" means a form or system under which (a) the ownership of beneficial interests in the Bonds and the principal of and interest and any premium on the Bonds may be transferred only through a book entry, and (b) physical Bond certificates in fully registered form are issued by the City and payable only to a Depository or its nominee as registered owner, with the certificates deposited with and "immobilized" in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than the City is the record that identifies the owners of beneficial interests in the Bonds and that principal and interest.

"*Certificate of Award*" means the certificate authorized by Section 6, to be executed by the City Auditor, setting forth and determining those terms or other matters pertaining to the Bonds and their issuance, sale and delivery as this Ordinance requires or authorizes, to be set forth or determined therein.

"*City Attorney*" means the City Attorney of the City or any person serving in an interim or acting capacity with respect to that office.

"*City Auditor*" means the City Auditor of the City or any person serving in an interim or acting capacity with respect to that office.

"*Clerk of Council*" means the Clerk of Council of the City Council or any person serving in an interim or acting capacity with respect to that office.

"*Closing Date*" means the date of physical delivery of, and payment of the purchase price for, the Bonds.

"*Code*" means the Internal Revenue Code of 1986, as amended, the Regulations (whether temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a Section of the Code includes any applicable successor section or provision and such applicable Regulations, rulings, announcements, notices, procedures and determinations pertinent to that Section.

"*Continuing Disclosure Agreement*" means the Continuing Disclosure Agreement, which shall constitute the continuing disclosure agreement made by the City for the benefit of the holders and beneficial owners of the Bonds in accordance with the Rule, as it may be modified from the form on file with the Clerk of Council and executed by the Mayor and the City Auditor, all in accordance with Section 9(c).

"*Depository*" means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Bonds or the principal of and interest and any premium on the Bonds, and to effect transfers of the Bonds, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company).

"*Financing Costs*" shall have the meaning given in Section 133.01 of the Ohio Revised Code.

"*Interest Payment Dates*" means, unless otherwise specified in the Certificate of Award, June 1 and December 1 of each year that the Bonds are outstanding, commencing on the date specified in the Certificate of Award.

"*Mandatory Redemption Date*" shall have the meaning set forth in Section 3(b).

"*Mandatory Sinking Fund Redemption Requirements*" shall have the meaning set forth in Section 3(e)(i).

"*Mayor*" means the Mayor of the City or any person serving in an interim or acting capacity with respect to that office.

"*Original Purchaser*" means the purchaser of the Bonds specified in the Certificate of Award.

"*Participant*" means any participant contracting with a Depository under a book entry system and includes securities brokers and dealers, banks and trust companies and clearing corporations.

"*Principal Payment Dates*" means, unless otherwise specified in the Certificate of Award, December 1 in each of the years from and including 2026 to and including 2045; *provided* that the first Principal Payment Date may be deferred or advanced up to one year and the last Principal Payment Date may be deferred up to one year or advanced by such number of years as determined necessary by the City Auditor, and *provided further* that in no case shall the final Principal Payment Date exceed the maximum maturity limitation referred to in the preambles hereto, all of which determinations shall be made by the City Auditor in the

Certificate of Award in such manner as to be in the best interest of and financially advantageous to the City.

"*Registrar Agreement*" means the Bond Registrar Agreement between the City and the Bond Registrar, as it may be modified from the form on file with the Clerk of Council and executed by the Mayor and the City Auditor, all in accordance with Section 4.

"*Regulations*" means Treasury Regulations issued pursuant to the Code or to the statutory predecessor of the Code.

"*Rule*" means Rule 15c2-12 prescribed by the SEC pursuant to the Securities Exchange Act of 1934.

"*SEC*" means the Securities and Exchange Commission.

"*Serial Bonds*" means those Bonds designated as such and maturing on the dates set forth in the Certificate of Award, bearing interest payable on each Interest Payment Date and not subject to mandatory sinking fund redemption.

"*Term Bonds*" means those Bonds designated as such and maturing on the date or dates set forth in the Certificate of Award, bearing interest payable on each Interest Payment Date and subject to mandatory sinking fund redemption.

The captions and headings in this Ordinance are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Ordinance unless otherwise indicated.

Section 2. Authorized Principal Amount and Purpose; Application of Proceeds. This City Council determines that it is necessary and in the best interest of the City to issue bonds of this City in the maximum principal amount of $1,300,000 (the "*Bonds*") for the purpose of paying the costs of improving the municipal waterworks system by constructing waterlines and acquiring any related interests in real estate, together with all necessary and related appurtenances thereto (the "*Improvement*"). The Bonds shall be issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance and the Certificate of Award.

The principal amount of Bonds to be issued shall not exceed the maximum principal amount specified in this Section 2 and shall be an amount determined by the City Auditor in the Certificate of Award to be the principal amount of Bonds that is required to be issued at this time for the purpose stated in this Section 2, taking into account the costs of the Improvement, the estimates of the Financing Costs and the interest rates on the Bonds.

The proceeds from the sale of the Bonds received by the City (or withheld by the Original Purchaser on behalf of the City) shall be paid into the proper fund or funds, and those proceeds are hereby appropriated and shall be used for the purpose for which the Bonds are being issued, including without limitation but only to the extent not paid by others, the payment of the costs of issuing and servicing the Bonds, printing and delivery of the Bonds, legal services including obtaining the approving legal opinion of bond counsel, fees and expenses of any municipal advisor, paying agent and rating agency, any fees or premiums relating to municipal bond insurance or other security arrangements determined necessary by the City

Auditor, and all other Financing Costs and costs incurred incidental to those purposes. The Certificate of Award may authorize the Original Purchaser to withhold certain proceeds from the purchase price of the Bonds to provide for the payment of Financing Costs related to the Bonds on behalf of the City. Any portion of those proceeds received by the City representing premium (after payment of any Financing Costs identified in the Certificate of Award and/or the Registrar Agreement) or accrued interest shall be paid into the Bond Retirement Fund.

Section 3. Denominations; Dating; Principal and Interest Payment and Redemption Provisions. The Bonds shall be issued in one lot and only as fully registered bonds, in Authorized Denominations, but in no case as to a particular maturity date exceeding the principal amount maturing on that date. The Bonds shall be dated as provided in the Certificate of Award, *provided* that their dated date shall not be more than sixty (60) days prior to the Closing Date.

(a) Interest Rates and Payment Dates. The Bonds shall bear interest at the rate or rates per year (computed on the basis of a 360-day year consisting of twelve 30-day months) as shall be determined by the City Auditor, subject to subsection (c) of this Section 3, in the Certificate of Award. Interest on the Bonds shall be payable at such rate or rates on the Interest Payment Dates until the principal amount has been paid or provided for. The Bonds shall bear interest from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from their date.

(b) Principal Payment Schedule. The Bonds shall mature or be payable pursuant to Mandatory Sinking Fund Redemption Requirements on the Principal Payment Dates in principal amounts as shall be determined by the City Auditor, subject to subsection (c) of this Section 3, in the Certificate of Award, which determination shall be in the best interest of and financially advantageous to the City.

Consistent with the foregoing and in accordance with the determination of the best interest of and financial advantages to the City, the City Auditor shall specify in the Certificate of Award (i) the aggregate principal amount of Bonds to be issued as Serial Bonds, the Principal Payment Date or Dates on which those Bonds shall be stated to mature and the principal amount thereof that shall be stated to mature on each such Principal Payment Date and (ii) the aggregate principal amount of Bonds to be issued as Term Bonds, the Principal Payment Date or Dates on which those Bonds shall be stated to mature, the principal amount thereof that shall be stated to mature on each such Principal Payment Date, the Principal Payment Date or Dates on which Term Bonds shall be subject to mandatory sinking fund redemption (each a "*Mandatory Redemption Date*") and the principal amount thereof that shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements on each Mandatory Redemption Date.

(c) Conditions for Establishment of Interest Rates and Principal Payment Dates and Amounts. The rate or rates of interest per year to be borne by the Bonds, and the principal amount of Bonds maturing or payable pursuant to Mandatory Sinking Fund Redemption Requirements on each Principal Payment Date, shall be such that the total principal and interest payments on the Bonds in any fiscal year in which principal is payable is not more than three times the amount of those payments in any other fiscal year. The net interest cost for the Bonds determined by taking into account the respective principal amounts of the Bonds and terms to maturity or Mandatory Sinking Fund Redemption Requirements of those principal amounts of Bonds shall not exceed 6.00%.

(d) Payment of Debt Charges. The debt charges on the Bonds shall be payable in lawful money of the United States of America without deduction for the services of the Bond Registrar

as paying agent. Principal of and any premium on the Bonds shall be payable when due upon presentation and surrender of the Bonds at the designated corporate trust office of the Bond Registrar. Interest on a Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond was registered, and to that person's address appearing, on the Bond Register at the close of business on the 15th day of the calendar month next preceding that Interest Payment Date. Notwithstanding the foregoing, if and so long as the Bonds are issued in a book entry system, principal of and interest and any premium on the Bonds shall be payable in the manner provided in any agreement entered into by the City Auditor, in the name and on behalf of the City, in connection with the book entry system.

(e) Redemption Provisions. The Bonds shall be subject to redemption prior to stated maturity as follows:

(i) Mandatory Sinking Fund Redemption of Term Bonds. If any of the Bonds are issued as Term Bonds, the Term Bonds shall be subject to mandatory redemption in part by lot and be redeemed pursuant to mandatory sinking fund redemption requirements, at a redemption price of 100% of the principal amount redeemed, plus accrued interest to the redemption date, on the applicable Mandatory Redemption Dates and in the principal amounts payable on those Dates, for which provision is made in the Certificate of Award (such Dates and amounts being referred to as the "*Mandatory Sinking Fund Redemption Requirements*").

The aggregate of the moneys to be deposited with the Bond Registrar for payment of principal of and interest on any Term Bonds on each Mandatory Redemption Date shall include an amount sufficient to redeem on that Date the principal amount of Term Bonds payable on that Date pursuant to the Mandatory Sinking Fund Redemption Requirements (less the amount of any credit as hereinafter provided).

The City shall have the option to deliver to the Bond Registrar for cancellation Term Bonds in any aggregate principal amount and to receive a credit against the then current or any subsequent Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation) of the City, as specified by the City Auditor, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered. That option shall be exercised by the City on or before the 45th day preceding any Mandatory Redemption Date with respect to which the City wishes to obtain a credit, by furnishing the Bond Registrar a certificate, signed by the City Auditor, setting forth the extent of the credit to be applied with respect to the then current or any subsequent Mandatory Sinking Fund Redemption Requirement for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered. If the certificate is not timely furnished to the Bond Registrar, the current Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation) shall not be reduced. A credit against the then current or any subsequent Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation), as specified by the City Auditor, also shall be received by the City for any Term Bonds which prior thereto have been redeemed (other than through the operation of the applicable Mandatory Sinking Fund Redemption Requirements) or purchased for cancellation and canceled by the Bond Registrar, to the extent not applied theretofore as a credit against any Mandatory Sinking Fund Redemption Requirement, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so redeemed or purchased and canceled.

Each Term Bond so delivered, or previously redeemed, or purchased and canceled, shall be credited by the Bond Registrar at 100% of the principal amount thereof against the then current or subsequent Mandatory Sinking Fund Redemption Requirements (and corresponding mandatory redemption obligations), as specified by the City Auditor, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered, redeemed or purchased and canceled.

(ii) Optional Redemption. The Bonds of the maturities and interest rates specified in the Certificate of Award (if any are so specified) shall be subject to optional redemption by and at the sole option of the City, in whole or in part in integral multiples of $5,000, on the dates and at the redemption prices (expressed as a percentage of the principal amount to be redeemed), plus accrued interest to the redemption date, to be determined by the City Auditor in the Certificate of Award; *provided* that the redemption price for any optional redemption date shall not be greater than 103%.

If optional redemption of Term Bonds at a redemption price exceeding 100% of the principal amount to be redeemed is to take place as of any Mandatory Redemption Date applicable to those Term Bonds, the Term Bonds, or portions thereof, to be redeemed optionally shall be selected by lot prior to the selection by lot of the Term Bonds of the same maturity (and interest rate within a maturity if applicable) to be redeemed on the same date by operation of the Mandatory Sinking Fund Redemption Requirements. Bonds to be redeemed pursuant to this paragraph shall be redeemed only upon written notice from the City Auditor to the Bond Registrar, given upon the direction of the City by passage of an ordinance or adoption of a resolution. That notice shall specify the redemption date and the principal amount of each maturity (and interest rate within a maturity if applicable) of Bonds to be redeemed, and shall be given at least 45 days prior to the redemption date or such shorter period as shall be acceptable to the Bond Registrar.

(iii) Partial Redemption. If fewer than all of the outstanding Bonds are called for optional redemption at one time and Bonds of more than one maturity (or interest rate within a maturity if applicable) are then outstanding, the Bonds that are called shall be Bonds of the maturity or maturities and interest rate or rates selected by the City. If fewer than all of the Bonds of a single maturity (or interest rate within a maturity if applicable) are to be redeemed, the selection of Bonds of that maturity (or interest rate within a maturity if applicable) to be redeemed, or portions thereof in amounts of $5,000 or any integral multiple thereof, shall be made by the Bond Registrar by lot in a manner determined by the Bond Registrar. In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than $5,000 are then outstanding, each $5,000 unit of principal thereof shall be treated as if it were a separate Bond of the denomination of $5,000. If it is determined that one or more, but not all, of the $5,000 units of principal amount represented by a Bond are to be called for redemption, then, upon notice of redemption of a $5,000 unit or units, the registered owner of that Bond shall surrender the Bond to the Bond Registrar (A) for payment of the redemption price of the $5,000 unit or units of principal amount called for redemption (including, without limitation, the interest accrued to the date fixed for redemption and any premium), and (B) for issuance, without charge to the registered owner, of a new Bond or Bonds of any Authorized Denomination or Denominations in an aggregate principal amount equal to the unmatured and unredeemed portion of, and bearing interest at the same rate and maturing on the same date as, the Bond surrendered.

(iv) Notice of Redemption. The notice of the call for redemption of Bonds shall identify (A) by designation, letters, numbers or other distinguishing marks, the Bonds or portions thereof to

be redeemed, (B) the redemption price to be paid, (C) the date fixed for redemption, and (D) the place or places where the amounts due upon redemption are payable. The notice shall be given by the Bond Registrar on behalf of the City by mailing a copy of the redemption notice by first-class mail, postage prepaid, at least 30 days prior to the date fixed for redemption, to the registered owner of each Bond subject to redemption in whole or in part at the registered owner's address shown on the Bond Register maintained by the Bond Registrar at the close of business on the 15th day preceding that mailing. Failure to receive notice by mail or any defect in that notice regarding any Bond, however, shall not affect the validity of the proceedings for the redemption of any Bond.

(v) Payment of Redeemed Bonds. In the event that notice of redemption shall have been given by the Bond Registrar to the registered owners as provided above, there shall be deposited with the Bond Registrar on or prior to the redemption date, moneys that, in addition to any other moneys available therefor and held by the Bond Registrar, will be sufficient to redeem at the redemption price thereof, plus accrued interest to the redemption date, all of the redeemable Bonds for which notice of redemption has been given. Notice having been mailed in the manner provided in the preceding paragraph hereof, the Bonds and portions thereof called for redemption shall become due and payable on the redemption date, and, subject to the provisions of Sections 3(d) and 5, upon presentation and surrender thereof at the place or places specified in that notice, shall be paid at the redemption price, plus accrued interest to the redemption date. If moneys for the redemption of all of the Bonds and portions thereof to be redeemed, together with accrued interest thereon to the redemption date, are held by the Bond Registrar on the redemption date, so as to be available therefor on that date and, if notice of redemption has been deposited in the mail as aforesaid, then from and after the redemption date those Bonds and portions thereof called for redemption shall cease to bear interest and no longer shall be considered to be outstanding. If those moneys shall not be so available on the redemption date, or that notice shall not have been deposited in the mail as aforesaid, those Bonds and portions thereof shall continue to bear interest, until they are paid, at the same rate as they would have borne had they not been called for redemption. All moneys held by the Bond Registrar for the redemption of particular Bonds shall be held in trust for the account of the registered owners thereof and shall be paid to them, respectively, upon presentation and surrender of those Bonds; *provided* that any interest earned on the moneys so held by the Bond Registrar shall be for the account of and paid to the City to the extent not required for the payment of the Bonds called for redemption.

Section 4. Execution and Authentication of Bonds; Appointment of Bond Registrar. The Bonds shall be signed by the Mayor and the City Auditor, in the name of the City and in their official capacities; *provided* that either or both of those signatures may be a facsimile. The Bonds shall be issued in the Authorized Denominations and numbers as requested by the Original Purchaser and approved by the City Auditor, shall be numbered as determined by the City Auditor in order to distinguish each Bond from any other Bond, and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance and the Certificate of Award.

The City Auditor is hereby authorized to designate in the Certificate of Award a bank or trust company authorized to do business in the State of Ohio to act as the initial Bond Registrar. The Mayor and the City Auditor shall sign and deliver, in the name and on behalf of the City, the Registrar Agreement between the City and the Bond Registrar, in substantially the form as is now on file with the Clerk of Council. The Registrar Agreement is approved, together with

any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the Mayor and the City Auditor on behalf of the City, all of which shall be conclusively evidenced by the signing of the Registrar Agreement or amendments thereto. The City Auditor shall provide for the payment of the services rendered and for reimbursement of expenses incurred pursuant to the Registrar Agreement, except to the extent paid or reimbursed by the Original Purchaser and/or the Bond Registrar pursuant to the Certificate of Award and/or the Registrar Agreement, from the proceeds of the Bonds to the extent available and then from other money lawfully available and appropriated or to be appropriated for that purpose.

No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under the Bond Proceedings unless and until the certificate of authentication printed on the Bond is signed by the Bond Registrar as authenticating agent. Authentication by the Bond Registrar shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under, and is entitled to the security and benefit of, the Bond Proceedings. The certificate of authentication may be signed by any authorized officer or employee of the Bond Registrar or by any other person acting as an agent of the Bond Registrar and approved by the City Auditor on behalf of the City. The same person need not sign the certificate of authentication on all of the Bonds.

Section 5. Registration; Transfer and Exchange; Book Entry System.

(a) Bond Register. So long as any of the Bonds remain outstanding, the City will cause the Bond Registrar to maintain and keep the Bond Register at its designated corporate trust office. Subject to the provisions of Sections 3(d) and 9(c), the person in whose name a Bond is registered on the Bond Register shall be regarded as the absolute owner of that Bond for all purposes of the Bond Proceedings. Payment of or on account of the debt charges on any Bond shall be made only to or upon the order of that person; neither the City nor the Bond Registrar shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section 5. All such payments shall be valid and effectual to satisfy and discharge the City's liability upon the Bond, including interest, to the extent of the amount or amounts so paid.

(b) Transfer and Exchange. Any Bond may be exchanged for Bonds of any Authorized Denomination upon presentation and surrender at the designated corporate trust office of the Bond Registrar, together with a request for exchange signed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. A Bond may be transferred only on the Bond Register upon presentation and surrender of the Bond at the designated corporate trust office of the Bond Registrar together with an assignment signed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. Upon exchange or transfer the Bond Registrar shall complete, authenticate and deliver a new Bond or Bonds of any Authorized Denomination or Denominations requested by the owner equal in the aggregate to the unmatured principal amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

If manual signatures on behalf of the City are required, the Bond Registrar shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the authorized officers of the City. In all cases of Bonds exchanged or transferred, the City shall sign and the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of the Bond Proceedings. The exchange or transfer shall be without charge to the owner, except that the City and Bond Registrar may make a charge sufficient to reimburse them for any tax or other governmental charge required to be paid with respect to the exchange or transfer. The City or the Bond Registrar may require that those charges, if any, be paid before the procedure is

begun for the exchange or transfer. All Bonds issued and authenticated upon any exchange or transfer shall be valid obligations of the City, evidencing the same debt, and entitled to the same security and benefit under the Bond Proceedings as the Bonds surrendered upon that exchange or transfer. Neither the City nor the Bond Registrar shall be required to make any exchange or transfer of (i) Bonds then subject to call for redemption between the 15th day preceding the mailing of notice of Bonds to be redeemed and the date of that mailing, or (ii) any Bond selected for redemption, in whole or in part.

(c) Book Entry System. Notwithstanding any other provisions of this Ordinance, if the City Auditor determines in the Certificate of Award that it is in the best interest of and financially advantageous to the City, the Bonds may be issued in book entry form in accordance with the following provisions of this Section 5.

The Bonds may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized: (i) the Bonds may be issued in the form of a single, fully registered Bond representing each maturity, and, if applicable, each interest rate within a maturity, and registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository or its designated agent for that purpose, which may be the Bond Registrar; (ii) the beneficial owners of Bonds in book entry form shall have no right to receive Bonds in the form of physical securities or certificates; (iii) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (iv) the Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the City.

If any Depository determines not to continue to act as a Depository for the Bonds for use in a book entry system, the City Auditor may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the City Auditor does not or is unable to do so, the City Auditor, after making provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Bonds from the Depository, and shall cause Bond certificates in registered form and Authorized Denominations to be authenticated by the Bond Registrar and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of City action or inaction, of those persons requesting such issuance.

The City Auditor is hereby authorized and directed, to the extent necessary or required, to enter into any agreements, in the name and on behalf of the City, that the City Auditor determines to be necessary in connection with a book entry system for the Bonds.

Section 6. Sale of the Bonds to the Original Purchaser. The City Auditor is authorized to sell the Bonds at private sale to the Original Purchaser at a purchase price, not less than 97% of the aggregate principal amount thereof, as shall be determined by the City Auditor in the Certificate of Award, plus accrued interest (if any) on the Bonds from their date to the Closing Date, and shall be awarded by the City Auditor with and upon such other terms as are required or authorized by this Ordinance to be specified in the Certificate of Award, in accordance with law and the provisions of this Ordinance and the Certificate of Award. The City Auditor is authorized, if it is determined to be in the best interest of the City, to combine the issue of Bonds with one or more other bond issues of the City into a consolidated bond issue pursuant to Section 133.30(B) of the Ohio Revised Code in which case a single Certificate of Award may be utilized for the consolidated bond issue if appropriate and consistent with the terms of

this Ordinance.
The City Auditor shall sign and deliver the Certificate of Award and shall cause the Bonds to be prepared and signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds, to the Original Purchaser upon payment of the purchase price.
The Mayor, the City Auditor, the City Attorney, the Clerk of Council and other City officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance. Any actions heretofore taken by the Mayor, the City Auditor, the City Attorney, the Clerk of Council or other City official, as appropriate, in doing any and all acts necessary in connection with the issuance and sale of the Bonds are hereby ratified and confirmed.

Section 7. Provision for Tax Levy. There shall be levied on all the taxable property in the City, in addition to all other taxes, a direct tax annually during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.
In each year to the extent the net revenues from the municipal waterworks system are available for the payment of the debt charges on the Bonds and are appropriated for that purpose, the amount of the tax shall be reduced by the amount of such net revenues so available and appropriated.
In each year to the extent receipts from the municipal income tax are available for the payment of the debt charges on the Bonds and are appropriated for that purpose, and to the extent not paid from net revenues of the municipal waterworks system, the amount of the tax shall be reduced by the amount of such receipts so available and appropriated in compliance with the following covenant. To the extent necessary, the debt charges on the Bonds shall be paid from municipal income taxes lawfully available therefor under the Constitution and the laws of the State of Ohio, and the Charter of the City; and the City hereby covenants, subject and pursuant to such authority, including particularly Section 133.05(B)(7) of the Ohio Revised Code, to appropriate annually from such municipal income taxes such amount as is necessary to meet such annual debt charges.
Nothing in the two preceding paragraphs in any way diminishes the irrevocable pledge of the full faith and credit and general property taxing power of the City to the prompt payment of the debt charges on the Bonds.

Section 8. Federal Tax Considerations. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Code or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest on the Bonds will not be an item of tax preference under Section 57 of the Code.

The City further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The City Auditor or any other officer of the City having responsibility for issuance of the Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Bonds as the City is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties with respect to the Bonds, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments with respect to the Bonds, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds. The City Auditor or any other officer of the City having responsibility for issuance of the Bonds is specifically authorized to designate the Bonds as “qualified tax-exempt obligations” if such designation is applicable and desirable, and to make any related necessary representations and covenants.

Section 9. Official Statement, Rating, Bond Insurance, Continuing Disclosure and Financing Costs.

(a) Primary Offering Disclosure -- Official Statement. The Mayor and the City Auditor are each authorized and directed, on behalf of the City and in their official capacities, to (i) prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, a disclosure document in the form of an official statement relating to the original issuance of the Bonds in substantially the form as is now on file with the Clerk of Council, (ii) determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the City as of its date or is a final official statement for purposes of paragraph (b) of the Rule, (iii) use and distribute, or authorize the use and distribution of those official statements and any supplements thereto in connection with the original issuance of the Bonds, and (iv) complete and sign those official statements and any supplements thereto as so approved, together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of those official statements and any supplements, as they may deem necessary or appropriate.

(b) Application for Rating or Bond Insurance. If, in the judgment of the City Auditor, the filing of an application for (i) a rating on the Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance from a company or companies to better assure the payment of principal of and interest on the Bonds, is in the best interest of and financially advantageous to this City, the City Auditor is authorized to prepare and submit those applications, to provide to each such agency or company such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating or policy, except to the extent otherwise paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose. The City Auditor is hereby authorized, to the extent necessary or required, to enter into any agreements, in the name of and on behalf of the City, that the City Auditor determines to be necessary in connection with the obtaining of that bond insurance.

(c) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Bonds, the City agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The Mayor and the City Auditor are each authorized and directed to complete, sign and deliver the Continuing Disclosure Agreement, in the name and on behalf of the City, in substantially the form as is now on file with the Clerk of Council. The Continuing Disclosure Agreement is approved, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the Mayor and the City Auditor on behalf of the City, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement or amendments thereto.

The City Auditor is further authorized and directed to establish procedures in order to ensure compliance by the City with its Continuing Disclosure Agreement, including timely provision of information and notices as described above. Prior to making any filing required under the Rule, the City Auditor shall consult with and obtain legal advice from, as appropriate, the City Attorney and bond or other qualified independent special counsel selected by the City. The City Auditor, acting in the name and on behalf of the City, shall be entitled to rely upon any such legal advice in determining whether a filing should be made. The performance by the City of its Continuing Disclosure Agreement shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(d) Financing Costs. The expenditure of the amounts necessary to pay any Financing Costs in connection with the Bonds, to the extent not paid or reimbursed by the Original Purchaser and/or the Bond Registrar in accordance with the Certificate of Award and/or the Registrar Agreement, is authorized and approved, and the City Auditor is authorized to provide for the payment of any such amounts and costs from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 10. Bond Counsel. The legal services of the law firm of Squire Patton Boggs (US) LLP, as bond counsel, are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the authorization, sale and issuance of the Bonds and rendering at delivery related legal opinions, all as set forth in the form of engagement letter from that firm which is now on file in the office of the Clerk of Council. In providing those legal services, as an independent contractor and in

an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State of Ohio, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services, that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services.

To the extent they are not paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, the City Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Bonds, if available, and otherwise from available moneys in the General Fund.

Section 11. Municipal Advisor. The services of Baker Tilly Municipal Advisors, LLC, as municipal advisor, are hereby retained. The municipal advisory services shall be in the nature of financial advice and recommendations in connection with the issuance and sale of the Bonds. In rendering those municipal advisory services, as an independent contractor, that firm shall not exercise any administrative discretion on behalf of the City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State of Ohio, the City or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those municipal advisory services and shall be reimbursed for the actual out-of pocket expenses it incurs in rendering those municipal advisory services. To the extent they are not paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, the City Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Bonds, if available, and otherwise from available moneys in the General Fund.

Section 12. Certification and Delivery of Ordinance and Certificate of Award. The Clerk of Council is directed to promptly deliver or cause to be delivered a certified copy of this Ordinance and an executed copy of the Certificate of Award to the County Auditors of Fairfield, Franklin and Licking Counties, Ohio.

Section 13. Satisfaction of Conditions for Bond Issuance. This City Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the City have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 7) of the City are pledged for the timely payment of the debt charges on the Bonds; that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds; and that the Bonds are being authorized and issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance, the Certificate of Award and other authorizing provisions of law.

Section 14. Compliance with Open Meeting Requirements. This City Council finds and determines that all formal actions of this City Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Council or any of its committees, and that all deliberations of this City Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Section 15. Effective Date. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that this Ordinance is required to be immediately effective in order to issue and sell the Bonds, which is necessary to enable the City to timely enter into contracts for the construction of the Improvement; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

BOND REGISTRAR AGREEMENT

This BOND REGISTRAR AGREEMENT (the "*Agreement*") is made and entered into as of March ___, 2026, and under the circumstances summarized in the following recitals, by and between the City of Reynoldsburg, Ohio (the "*Issuer*"), a municipal corporation and political subdivision duly organized and validly existing under the Constitution and laws of the State of Ohio and its Charter and Argent Institutional Trust Company, in Columbus, Ohio (the "*Bond Registrar*"), a national banking association duly organized and validly existing under the laws of the United States of America and authorized to exercise corporate trust powers under the laws of the State of Ohio, in connection with the issuance and servicing of $_____ Various Purpose Bonds, Series 2026, dated March ___, 2026 (the "*Bonds*"):

A. By Ordinances No. _____-2025 and No. _____-2025, each passed by the City Council of the Issuer on December ___, 2025 (collectively, the "*Bond Ordinance*"), and the Certificate of Award dated February ___, 2026 and signed by the City Auditor pursuant to the Bond Ordinance (the "*Certificate of Award*" and together with the Bond Ordinance, the "*Bond Legislation*"), a copy of which is attached hereto as **EXHIBIT A**, the Issuer has authorized the issuance and sale of the Bonds.

B. By the Bond Legislation and pursuant to Section 9.96 and Chapter 133 of the Ohio Revised Code, the Issuer has appointed the Bond Registrar as its agent to act as authenticating agent, bond registrar, transfer agent and paying agent for and in connection with the Bonds, and has authorized and directed the Bond Registrar to keep all the books and records necessary for registration, exchange and transfer of the Bonds (the "*Bond Register*").

C. The Issuer has determined that the Bonds will be initially issued and issuable in book entry form, with one fully registered Bond for each maturity, registered in the name of Cede & Co., as nominee for The Depository Trust Company ("*DTC*"). The fully registered Bonds will be deposited with and retained in the custody of DTC or the Bond Registrar as its agent pursuant to any custodial relationship between the Bond Registrar and DTC with respect to the holding of the Bonds by the Bond Registrar under the DTC-FAST system for use in a book entry system. The Issuer has executed, and DTC has accepted, a Blanket Issuer Letter of Representations to DTC (the "*DTC Letter*") pertaining to the book entry system, a copy of which DTC Letter is included in the transcript of proceedings for the Bonds.

D. Capitalized words and terms used herein and not otherwise defined shall have the meanings set forth in the Bond Legislation.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the Issuer and the Bond Registrar agree as follows:

Section 1. In connection with the original issuance and delivery of the Bonds:

(a) The Issuer will deliver to the Bond Registrar no later than two (2) business days prior to the day set for delivery of the Bonds to the Original Purchaser (the "*Closing*"):

(i) specimens of the signatures or facsimile signatures of the officers of the Issuer whose signatures or facsimile signatures appear on the Bonds;

Draft of 12-4-2025

(ii) _____ (__) Bond certificates (one for each maturity of the Bonds), completed with numbers, principal amounts, and denominations and listing Cede & Co., as nominee for DTC, as the registered owner, to be delivered at the Closing and such additional bond forms with appropriate blank spaces to be filled in (the "*Bond Forms*"), in sufficient number to provide for future transfers, as agreed upon by the Issuer and the Bond Registrar; and

(iii) a completed Request to Authenticate and Deliver in the form attached hereto as **EXHIBIT B**.

(b) The Bond Registrar shall review the Bonds to be delivered at the Closing to confirm the numbers, principal amounts, interest rates, denominations and other pertinent information and record the name and address of Cede & Co., as nominee for DTC, as registered owner of the Bonds, in the Bond Register, all so as to permit delivery of those Bonds at the time and place of the Closing.

(c) No later than two (2) business days before the Closing, the Bond Registrar, through one or more duly authorized officers or employees, or through another authorized person acting as an agent of the Bond Registrar and approved by the Issuer, shall sign the Certificate of Authentication on each of the Bonds to be delivered at the Closing. At least two (2) business days prior to the Closing, the authenticated Bonds shall be delivered to DTC, or retained by the Bond Registrar as DTC's agent pursuant to a custodial relationship between the Bond Registrar and DTC with respect to the holding of the Bonds by the Bond Registrar under the DTC-FAST system, against a safekeeping receipt provided by DTC. No further disposition or release will be made of the Bonds or interests in the Bonds until payment for the Bonds has been made by _____, in _____, ____ (the "*Original Purchaser*"), to the Issuer in accordance with the instructions in the Request to Authenticate and Deliver.

(d) Upon confirmation by the Issuer of its receipt of payment of the purchase price for the Bonds, the Bond Registrar, on behalf of the Issuer, will contact DTC and authorize the release and delivery of the Bonds in accordance with the instructions in the Request to Authenticate and Deliver.

(e) **[**As requested by the Original Purchaser and in accordance with the Bond Legislation, the Bond Registrar shall establish a Cost of Issuance Fund and provide for the payment of certain Financing Costs as described in **EXHIBIT D**. Any balance remaining in the Cost of Issuance Fund after thirty (30) days from the date of this Agreement shall be forwarded to the Issuer and the Cost of Issuance Fund shall be closed. For this service, the Bond Registrar shall be paid a fee of $_____ at Closing.**]**

(f) The Issuer consents to the Bond Registrar acting as agent for DTC pursuant to an existing custodial relationship between the Bond Registrar and DTC with respect to the holding of the Bonds by the Bond Registrar under the DTC-FAST system.

Section 2. The Bond Registrar shall hold in safekeeping any Bond Forms delivered to it by the Issuer and not delivered at the Closing, as set forth in the form of Receipt attached hereto as **EXHIBIT C**, and shall notify the Issuer of any need for additional Bond Forms in sufficient time

Draft of 12-4-2025

to permit an adequate supply to be available for the purposes set forth in Section 1(a)(ii) and Section 4 of this Agreement.

Section 3. So long as any of the Bonds remain outstanding, the Bond Registrar will keep and maintain, at its designated corporate trust office, the Bond Register, initially its Columbus, Ohio corporate trust office, on which it will maintain a current and accurate record of the names and addresses of the registered owners of the Bonds (the "*Owners*"), and shall perform, without limitation, authentication, registration, exchange, transfer and paying agent functions and related mechanical, clerical and record or bookkeeping functions in connection with the Bonds, all in accordance with this Agreement, the Bond Legislation, Section 9.96 of the Ohio Revised Code, the DTC Letter and any applicable requirements of Section 149(a) of the Internal Revenue Code of 1986, as amended, and regulations, proposed regulations and rulings under that Section 149(a).

As used in this Section:

"*Book Entry Form*" or "*Book Entry System*" means a form or system under which (a) the ownership of beneficial interests in the Bonds and the principal of and interest and any premium on the Bonds may be transferred only through a book entry, and (b) physical Bond certificates in fully registered form are issued by the Issuer and payable only to a Depository or its nominee as registered owner, with the certificates deposited with and "immobilized" in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than the Issuer or the Bond Registrar is the record that identifies the owners of beneficial interests in the Bonds and that principal and interest.

"*Depository*" means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a Book Entry System to record ownership of beneficial interests in the Bonds or the principal of and interest and any premium on the Bonds, and to effect transfers of the Bonds, in Book Entry Form, and includes and means initially DTC.

"*Participant*" means any participant contracting with a Depository under a Book Entry System and includes securities brokers and dealers, banks and trust companies and clearing corporations.

The Bonds shall be originally issued to a Depository for use in a Book Entry System and: (a) such Bonds shall be registered in the name of the Depository or its nominee, as Owner, and deposited with and retained in the custody of the Depository or its agent; (b) there shall be a single, fully registered Bond representing each maturity; and (c) such Bonds shall not be transferable or exchangeable, except for transfer to another Depository or another nominee of a Depository, without further action by the Issuer as set forth in the Bond Legislation. The owners of book entry interests in the Bonds shall not, except as provided in the Bond Legislation, have any right to receive Bonds in the form of physical securities or certificates. The Issuer and the Bond Registrar shall have no duties, obligations or responsibilities in connection with transfers or sales of book entry interests.

Except as provided in subsection (c) of Section 9 of the Bond Ordinance, the Issuer and the Bond Registrar will recognize and treat the Depository as the owner of the Bonds for all

Draft of 12-4-2025

purposes, including payment of debt charges, redemption and other notices and enforcement of remedies. Crediting of debt charge payments and transmittal of notices and other communications by the Depository to Participants, by Participants to indirect Participants, and by Participants and indirect Participants to the book entry interest owners, will be handled under arrangements among them.

Neither the Issuer nor the Bond Registrar shall have any responsibility or liability for any aspects of the records relating to, or payments made on account of, book entry interest ownership, or for maintaining, supervising or reviewing any records relating to such ownership; or for the distribution by the Depository, Participants or others to the book entry interest owners of (a) payments of debt charges paid on the Bonds, or (b) redemption or other notices sent to the Depository as the registered owner, or that they will do so on a timely basis.

If any Depository determines not to continue to act as a Depository for the Bonds for use in a Book Entry System, the Issuer may attempt to have established a securities depository/Book Entry System relationship with another qualified Depository pursuant to the Bond Legislation. If the Issuer does not or is unable to do so, the Issuer, after the Bond Registrar, at the direction of the Issuer, has made provision for notification of the owners of book entry interests in the Bonds by appropriate notice to the then Depository, shall permit withdrawal of the Bonds from the Depository or its agent, and shall authenticate and deliver Bond certificates in fully registered form to the assignees of the Depository or its nominee. If the event is not the result of Issuer action or inaction, such withdrawal, authentication and delivery shall be at the cost and expense (including costs of printing, or otherwise preparing, and delivering such replacement Bonds), of those persons requesting that authentication and delivery. Such replacement Bonds shall be in Authorized Denominations.

The Issuer and the Bond Registrar hereby covenant and agree to perform any and all of their respective duties and obligations arising out of the representations made by the Issuer in the DTC Letter.

Section 4. In accordance with the Bond Legislation and except as provided with respect to Bonds in Book Entry Form as provided in Section 3 hereof, the Bond Registrar shall:

(a) Exchange or transfer Bonds upon presentation and surrender at the designated corporate trust office of the Bond Registrar, together with a request for exchange or an assignment signed by the Owner or by a person legally empowered to do so, in a form satisfactory to the Bond Registrar, and shall complete, authenticate and deliver new Bonds to the Owner or the new Owner of the transferred Bonds or its agent in an authorized denomination or denominations equal in the aggregate to the unmatured principal amount of the Bonds surrendered. The new Bonds will bear interest at the same rate and mature on the same date as the surrendered Bonds.

(b) Record the exchange or transfer of any Bond on the Bond Register.

(c) If manual signatures on behalf of the Issuer are required, undertake the above actions only after the new Bonds are signed by the authorized officers of the Issuer.

(d) Complete the transfer or exchange, and completion, authentication and delivery of the new Bonds, in accordance with the standards and conditions applicable to registered corporate

Draft of 12-4-2025

securities established in the Securities and Exchange Commission regulation §240.17 Ad-1 and -2 as promulgated under Section 17A of the Securities Exchange Act of 1934, as amended.

(e) Give notice on behalf of the Issuer of any calls for redemption of Bonds.

(f) Hold moneys provided by the Issuer for redemption of particular Bonds in trust for the account of the Owners of those Bonds, and pay those moneys to those Owners upon presentation and surrender of those Bonds.

Section 5. Every exchange or transfer of the Bonds will be made without charge to the Owners, except that the Issuer and the Bond Registrar may make a charge sufficient to reimburse them for any tax or other governmental charge required to be paid with respect to the exchange or transfer. The Bond Registrar may require that those charges, if any, be paid before it begins the procedure for the exchange or transfer.

Section 6. The Bonds shall be subject to optional **[**and mandatory**]** redemption prior to maturity as provided in the Bond Legislation. To exercise its right of optional redemption, the Issuer shall give written notice to the Bond Registrar of its election to redeem and of the redemption date and the principal amount of Bonds to be redeemed. That notice shall be given at least 45 days prior to the redemption date or such shorter period as shall be acceptable to the Bond Registrar. Upon receipt of such notice, the Bond Registrar shall give notice of redemption of Bonds, call Bonds, hold moneys provided by the Issuer for redemption of particular Bonds in trust for the account of the Owners of those Bonds, and pay those moneys to those Owners, all in accordance with the provisions of the Bond Legislation, this Agreement and the DTC Letter.

The Bond Registrar shall not be required to make any exchange or transfer of a Bond during the period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of Bonds to the Owners and ending at the close of business on the day of such mailing or to transfer or exchange any Bond selected for redemption, in whole or in part.

Section 7. The Bond Registrar shall complete, authenticate, deliver and register new Bonds to replace Bonds lost, stolen, destroyed or mutilated upon receiving written instructions to do so from the City Auditor together with evidence of indemnification by the Owner of the Issuer and the Bond Registrar in a form satisfactory to the Issuer and the Bond Registrar.

Section 8. The Bond Registrar shall cancel any Bonds surrendered to it pursuant to the Bond Legislation for payment or retirement or for exchange, replacement or transfer. Written reports of surrender and cancellation of the Bonds shall be made to the City Auditor by the Bond Registrar upon written request. Unless otherwise directed by the Issuer or other lawful authority, cancelled Bonds shall be retained and stored by the Bond Registrar for a period of seven (7) years. After that time, or at any earlier time as authorized by the Issuer, the cancelled Bonds may, at the direction of the City Auditor, be either returned to the Issuer or destroyed by the Bond Registrar by shredding or cremation, and certificates of that destruction (describing the manner of that destruction) shall be provided by the Bond Registrar to the City Auditor.

Section 9. The Bond Registrar shall retain and store the Bond Register for seven (7) years after payment of all of the Bonds. At any time and upon request by the Issuer, the Bond Registrar shall permit the Issuer to inspect the Bond Register and will provide the Issuer with a

Draft of 12-4-2025

copy of the Bond Register. The Bond Registrar and the Issuer acknowledge that pursuant to Section 9.96 of the Ohio Revised Code the Bond Register is not a "public record" under Ohio law. In the event of a request to the Bond Registrar by any person other than the Issuer for inspection of the Bond Register, the Bond Registrar shall notify the City Auditor and will not permit that inspection unless it is approved by the City Auditor, except that the Bond Registrar may permit an inspection pursuant to an order of a court of competent jurisdiction.

Section 10. The Bond Registrar shall pay the debt charges on the Bonds in accordance with the Bond Legislation and the DTC Letter, but only from money deposited with the Bond Registrar by the Issuer for that purpose. The Issuer shall cause funds to be on deposit with the Bond Registrar in an amount sufficient and available to pay the interest, or principal and interest, then to be due no later than 10:00 a.m. (Ohio time) on the business day immediately preceding the date on which that payment is to be made.

The Bond Registrar will keep and maintain records of its receipt of moneys from the Issuer and its disbursement of those moneys and will make those records available to the City Auditor upon request.

Section 11. The Bond Registrar agrees to undertake **[**the**]** **[**all other**]** duties and obligations and to perform all services contemplated to be performed under this Agreement. For its ordinary services, the Issuer shall pay the Bond Registrar a **[**fee of $_____ [at Closing] [within thirty (30) days after the Closing], together with an annual fee of $_____ thereafter within forty-five (45) days of receipt of invoice from the Bond Registrar in each year that Bonds are outstanding,**]** **[**single one-time fee of $_____ within thirty (30) days after the Closing**]**, plus reasonable out-of-pocket expenses, disbursements and advances made by the Bond Registrar in accordance with the terms of this Agreement (including attorney fees and expenses), which the Bond Registrar hereby acknowledges to be the compensation due to it during the life of the Bonds for the performance of its ordinary services contemplated by this Agreement. If the Bond Registrar is required by a governmental agency or court proceeding initiated by a third party to undertake actions or duties beyond those which are set forth herein but related thereto, the Bond Registrar shall promptly provide written notice thereof to the Issuer. Payment of the Bond Registrar's fees and expenses for such extraordinary services shall be made by the Issuer only after such notice and shall be subject to Issuer approval and appropriation of funds for that purpose.

Section 12. In the absence of bad faith on its part in the performance of its services under this Agreement, the Bond Registrar will be protected in acting upon any notice, request, certificate, affidavit, letter, telegram or other paper or document believed reasonably by it to be genuine and correct and to have been signed or sent by the proper party or parties.

At any time, the Bond Registrar may apply to the City Auditor for instructions, and may, with the consent of the Issuer, consult with bond counsel for the Issuer, or, in the discretion of the Bond Registrar, it may consult with its own counsel, as to anything arising in connection with the duties herein undertaken, and it shall not be liable for any action taken or omitted by it in good faith in reliance upon such written instructions or upon the written opinions of such counsel; *provided*, *however*, that before relying upon the opinion of its own counsel it shall furnish to both the Issuer and to bond counsel for the Issuer a copy of such opinion.

Draft of 12-4-2025

Section 13. No provision of this Agreement shall be construed to relieve the Bond Registrar from liability for its negligent action, its negligent failure to act, or its willful misconduct, except that:

(a) the Bond Registrar shall not be liable for any error of judgment made in good faith by one of its officers unless it shall be proved that it was negligent in ascertaining the pertinent facts; and

(b) no provision of this Agreement shall require the Bond Registrar to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers.

Section 14. The Bond Registrar may resign as Bond Registrar at any time by giving ninety (90) days (or such shorter time as is approved in writing by the City Auditor) written notice of resignation to the Issuer. The Bond Registrar may be removed at any time by written notice to that effect specifying the date and time of termination, signed on behalf of the Issuer by the City Auditor and delivered to the Bond Registrar. Upon the effectiveness of the resignation or termination, the Bond Registrar shall deliver to the Issuer, or such other person designated by the Issuer, the Bond Register and all other records (or copies of those records) pertaining to the Bonds and all Bond Forms and canceled Bonds.

Any corporation or association with or into which the Bond Registrar or any successor may be merged or converted or with which it or any successor may be consolidated, or any corporation or association resulting from any merger, consolidation or conversion to which the Bond Registrar or any successor shall be a party, or any corporation or association succeeding to all or substantially all of the corporate trust business of the Bond Registrar or any successor, shall be the successor of the Bond Registrar hereunder, if that successor corporation or association is otherwise eligible hereunder and is approved by the City Auditor on behalf of the Issuer, without the signing or filing of any paper or any other act on the part of the parties hereto or the Bond Registrar or such successor corporation.

Section 15. Notice from one of the parties to the other under this Agreement will be sufficient for the purpose if it is contained in a writing mailed by first-class mail postage prepaid to the Issuer at 7232 East Main Street, Reynoldsburg, Ohio 43068, Attention: City Auditor and to the Bond Registrar at 7 Easton Oval – EA5W63, Columbus, Ohio 43219, Attention: Corporate Trust Department, or to any other address which may be designated from time to time by either party in writing delivered to the other party.

Section 16. Where a Bond certificate, for any reason, is in the possession of the Bond Registrar and has not been claimed by the Owner or cannot be delivered to the Owner through usual channels, the Bond Registrar shall, after the expiration of four (4) years from the date said certificate was issued, return said certificate to the Issuer to be held by the Issuer for the Owner or transferred in accordance with applicable laws. Any moneys deposited with the Bond Registrar for the payment of principal or interest that remain unclaimed by the person or persons entitled thereto at the end of four (4) years from the date those moneys became payable to that person or those persons, shall be returned to the Issuer, and thereafter any person entitled to payment of those moneys shall look only to the Issuer for payment thereof, regardless of whether that person may

Draft of 12-4-2025

have in his possession a check for the payment of that interest or principal drawn by the Bond Registrar as agent of the Issuer.

Section 17. Neither this Agreement nor any provision hereof may be changed, revised or amended, except by a writing signed on behalf of the Issuer and the Bond Registrar.

Section 18. In case any section or provision of this Agreement, or any agreement, obligation, act or action, or part thereof, made, assumed, entered into, done or taken under this Agreement, or any application thereof, is held to be illegal or invalid for any reason, or is inoperable at any time, that illegality, invalidity or inoperability shall not affect the remainder of this Agreement or any other section or provision of this Agreement or any other agreement, obligation, act or action, or part thereof, made, assumed, entered into, done or taken under this Agreement, all of which shall be construed and enforced at the time as if the illegal, invalid or inoperable portion were not contained therein. Any illegality, invalidity or inoperability shall not affect any legal, valid and operable section, provision, agreement, obligation, act, action, part or application, all of which shall be deemed to be effective, operative, made, assumed, entered into, done or taken in the manner and to the full extent permitted by law from time to time.

Section 19. This Agreement is and shall be deemed to be a contract for services made under the laws of the State of Ohio and for all purposes shall be governed by and construed in accordance with the laws of the State of Ohio. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective successors. This Agreement may be signed in several counterparts, each of which shall be deemed an original.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGES TO FOLLOW)

Draft of 12-4-2025

IN WITNESS WHEREOF, the parties hereto have signed this Bond Registrar Agreement as of the day and year first above written.

CITY OF REYNOLDSBURG, OHIO

By: _____

Title: Mayor

By: _____

Title: City Auditor

Approved as to form and correctness:

By: _____

Title: City Attorney

ARGENT INSTITUTIONAL TRUST COMPANY

By: _____

Title: _____

Draft of 12-4-2025

FISCAL OFFICER'S CERTIFICATE – BOND REGISTRAR AGREEMENT

As the fiscal officer of the City of Reynoldsburg, Ohio, I certify that the money required to meet the obligations of the Issuer during Fiscal Year 2026 under the foregoing Bond Registrar Agreement has been lawfully appropriated by the City Council of the Issuer for those purposes and is in the treasury of the Issuer or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

Dated: March ___, 2026

_____

City Auditor
City of Reynoldsburg, Ohio

Draft of 12-4-2025

EXHIBIT A

CERTIFICATE OF AWARD

FOR PURPOSES OF COMPILING THE TRANSCRIPT OF PROCEEDINGS IN WHICH THIS BOND REGISTRAR AGREEMENT IS INCLUDED, THE CERTIFICATE OF AWARD REFERRED TO IN THIS EXHIBIT A IS CONTAINED IN THE TRANSCRIPT OF PROCEEDINGS BEHIND TAB NO. ___.

Draft of 12-4-2025

EXHIBIT B

$_____
City of Reynoldsburg, Ohio
Various Purpose Bonds, Series 2026

REQUEST TO AUTHENTICATE AND DELIVER

The City of Reynoldsburg, Ohio (the "*Issuer*"), by its undersigned officer, requests and authorizes Argent Institutional Trust Company (formerly The Huntington National Bank), in Columbus, Ohio, as Bond Registrar under the Bond Registrar Agreement between the Issuer and the Bond Registrar dated March ___, 2026, and pertaining to the Bonds identified in the caption (the "*Bonds*"), to complete and to authenticate or cause to be authenticated, and to deliver on this date, the initial Bonds as authorized by Ordinances No. _____-2025 and No. _____-2025, each passed by the City Council of the Issuer on December ___, 2025, and awarded to _____ (the "*Original Purchaser*") by a Certificate of Award dated February ___, 2026 (collectively, the "*Bond Legislation*").

The Bonds shall be delivered to or on the order of the Original Purchaser upon payment in federal funds of $_____, which amount reflects (i) the purchase price of the Bonds in the amount of $_____, with no accrued interest, less (ii) a portion of the purchase price in the amount of $_____ which the Original Purchaser is **[**withholding to pay certain issuance expenses on behalf of the Issuer**] [**providing to the Bond Registrar for the further payment of certain issuance expenses**]**, all in accordance with the Bond Legislation.

The Bonds to be initially authenticated and delivered will be dated March ___, 2026, and will bear interest and mature on the dates and in the principal amounts all as provided in the Certificate of Award.

The Bonds shall be fully registered, one for each maturity of the Bonds, numbered as determined by the Bond Registrar, and registered in the name of Cede & Co., as nominee of The Depository Trust Company, as designated by the Original Purchaser.

Dated: March ___, 2026

_____*[Exhibit – Not for Signature]*_____
City Auditor
City of Reynoldsburg, Ohio

Draft of 12-4-2025

EXHIBIT C

$_____
City of Reynoldsburg, Ohio
Various Purpose Bonds, Series 2026

BOND REGISTRAR'S CERTIFICATE OF COMPLETION, AUTHENTICATION AND RECEIPT FOR UNISSUED BONDS

Argent Institutional Trust Company, in Columbus, Ohio, as Bond Registrar under the Bond Registrar Agreement between it and the City of Reynoldsburg, Ohio, certifies that:

(a) The following individuals have signed, on behalf of the Bond Registrar as authenticating agent, the Certificate of Authentication appearing on the Bonds identified in the caption (the "*Bonds*") and initially delivered on this date, each being an officer or employee of the Bond Registrar duly qualified, empowered and authorized so to act on behalf of the Bond Registrar and holding the office or title set forth opposite the name:

Name	Signature Sample	Office or Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) All blanks on the Bonds requiring completion by the Bond Registrar have been properly, completely and accurately completed and verified by the Bond Registrar.

(c) The Bonds so completed and authenticated are in the denominations and registered in the names of the registered owners as directed in, and have been delivered in accordance with, the Issuer's Request to Authenticate and Deliver.

(d) The Bond Registrar has not received and does not retain control of any unissued or unauthenticated Bond certificates.

ARGENT INSTITUTIONAL TRUST COMPANY, as Bond Registrar

Dated: March ___, 2026

By: *[Exhibit – Not for Signature]*

Title: _____

Draft of 12-4-2025

[EXHIBIT D

DISPOSITION OF BOND PROCEEDS]

In accordance with the Bond Legislation, the Bond Registrar shall establish a Cost of Issuance Fund. On the Closing Date, the Original Purchaser will pay to the Bond Registrar $_____ for deposit in the Cost of Issuance Fund.

From the Cost of Issuance Fund, the Bond Registrar will thereafter pay, on the Closing Date, as costs of issuance of the Bonds:

(a) $_____ to Squire Patton Boggs (US) LLP, Bond Counsel.

(b) $_____ to Moody's Ratings.

(c) $_____ to _____ for providing and distributing the Preliminary Official Statement and the Official Statement.

(d) $_____ to the Bond Registrar as described in Sections 1(e) and 11 of this Agreement.

(e) $_____ to Baker Tilly Municipal Advisors, LLC, as Municipal Advisor.

(f) $_____ to the Ohio Municipal Advisory Council.

(g) $_____ as a contingency to provide for any other costs incidental to the issuance of the Bonds; in the event any amounts are not distributed, the Bond Registrar will provide an accounting to the Issuer of all expenses paid under this **EXHIBIT D** and any amounts not distributed will be distributed to the Issuer.

Upon the payment of the amounts described above, the Cost of Issuance Fund will be closed.

Draft of 12-4-2025

CONTINUING DISCLOSURE AGREEMENT

This CONTINUING DISCLOSURE AGREEMENT, dated March ___, 2026 (the "*Agreement*"), is made, signed and delivered by the City of Reynoldsburg, Ohio (the "*City*"), a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of Ohio and its Charter, for the benefit of the Holders and Beneficial Owners (as defined herein) from time to time of the City's $_____ Various Purpose Bonds, Series 2026 (the "*Bonds*"), authorized by Ordinances No. _____-2025 and No. _____-2025, each passed by the City Council of the City on December ___, 2025 (collectively, the "*Bond Ordinance*").

RECITAL

The City, by passage of the Bond Ordinance, has determined to issue the Bonds to provide funds for City purposes, and _____ (the "*Participating Underwriter*") has agreed to provide those funds to the City by purchasing the Bonds. As a condition to the purchase of the Bonds from the City and the sale of Bonds to Holders and Beneficial Owners, the Participating Underwriter is required to reasonably determine that the City has undertaken, in a written agreement for the benefit of Holders and Beneficial Owners of the Bonds, to provide certain information in accordance with the Rule (as defined herein).

NOW, THEREFORE, in accordance with the Bond Ordinance, the City covenants and agrees as set forth in this Continuing Disclosure Agreement.

Section 1. Purpose of Continuing Disclosure Agreement. This Agreement is being entered into, signed and delivered for the benefit of the Holders and Beneficial Owners of the Bonds and in order to assist the Participating Underwriter of the Bonds in complying with Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission (SEC) pursuant to the Securities Exchange Act of 1934, as may be amended from time to time (the "*Rule*").

Section 2. Definitions. In addition to the definitions set forth above, the following capitalized terms shall have the following meanings in this Agreement, unless the context clearly otherwise requires. Reference to "Sections" shall mean sections of this Agreement.

"*Annual Filing*" means any Annual Information Filing provided by the City pursuant to, and as described in, Sections 3 and 4.

"*Audited Financial Statements*" means the audited basic financial statements of the City, prepared in conformity with generally accepted accounting principles.

"*Beneficial Owner*" means any person that (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of any Bonds for federal income tax purposes.

"*EMMA*" means the Electronic Municipal Market Access system of the MSRB; information regarding submissions to EMMA is available at http://emma.msrb.org.

Draft of 12-4-2025

"*Filing Date*" means the last day of the ninth month following the end of each Fiscal Year (or the next succeeding business day if that day is not a business day), beginning September 30, 2026.

"*Financial Obligation*" means a (a) debt obligation, (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (c) guarantee of an obligation or instrument described in either clause (a) or (b). Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

"*Fiscal Year*" means the 12-month period beginning on January 1 of each year or such other 12-month period as the City shall adopt as its fiscal year.

"*Holder*" means, with respect to the Bonds, the person in whose name a Bond is registered in accordance with the Bond Ordinance.

"*MSRB*" means the Municipal Securities Rulemaking Board.

"*Obligated Person*" means, any person, including the issuer of municipal securities (such as the Bonds), who is generally committed by contract or other arrangement to support payment of all or part of the obligations on the municipal securities being sold in an offering document (such as the Official Statement); the City is the only Obligated Person for the Bonds.

"*Official Statement*" means the Official Statement for the Bonds dated February ___, 2026.

"*Participating Underwriter*" means any of the original underwriters of the Bonds required to comply with the Rule in connection with offering of the Bonds.

"*Specified Events*" means any of the events with respect to the Bonds as set forth in Section 5(a).

"*State*" means the State of Ohio.

Section 3. <u>Provision of Annual Information</u>.

(a) The City shall provide (or cause to be provided) not later than the Filing Date to the MSRB an Annual Filing, which is consistent with the requirements of Section 4. The Annual Filing shall be submitted in an electronic format through EMMA, or as otherwise prescribed by the MSRB, and contain such identifying information as is prescribed by the MSRB, and may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4; provided that the Audited Financial Statements of the City may be submitted separately from the balance of the Annual Filing and later than the Filing Date if they are not available by that date. If the City's Fiscal Year changes, it shall give notice of such change in the same manner as for a Specified Event under Section 5.

(b) If the City is unable to provide to the MSRB an Annual Filing by the Filing Date, the City shall, in a timely manner, send a notice to the MSRB in an electronic format through EMMA, or as otherwise prescribed by the MSRB.

Draft of 12-4-2025

Section 4. Content of Annual Filing. The City's Annual Filing shall contain or include by reference the following:

(a) Financial information and operating data of the type included in the Official Statement under the captions: **AD VALOREM PROPERTY TAXES AND SPECIAL ASSESSMENTS – Collections** and – **Delinquencies**, together with information as to aggregate assessed valuation of the City and overlapping and City tax rates; **MUNICIPAL INCOME TAX**; **STATE LOCAL GOVERNMENT FUNDS**; **CITY DEBT AND OTHER LONG-TERM OBLIGATIONS**, including **Debt Tables**, as applicable; and **Appendices A** and **B**.

(b) The Audited Financial Statements of the City utilizing generally accepted accounting principles applicable to governmental units as described in the Official Statement, except as may be modified from time to time and described in such financial statements.

The foregoing shall not obligate the City to prepare or update projections of any financial information or operating data.

Any or all of the items listed above may be included by specific reference to other documents, including annual informational statements of the City or official statements of debt issues of the City or related public entities, which have been submitted to the MSRB or the Securities and Exchange Commission. The City shall clearly identify each such other document so included by reference.

Section 5. Reporting Specified Events.

(a) The City shall provide to the MSRB, in an electronic format through EMMA, or as otherwise prescribed by the MSRB, and containing such identifying information as is prescribed by the MSRB and in a timely manner but not later than ten business days after the occurrence of the event, notice of any of the following events with respect to the Bonds, as specified by the Rule:

(1) Principal and interest payment delinquencies;

(2) Non-payment related defaults, if material;

(3) Unscheduled draws on debt service reserves reflecting financial difficulties; [(a)]

(4) Unscheduled draws on credit enhancements reflecting financial difficulties; [(a)]

(5) Substitution of credit or liquidity providers, or their failure to perform; [(a)]

(6) (Issuance of) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security (*i.e.*, the Bonds), or other material events affecting the tax status of the security;

Draft of 12-4-2025

(7) Modifications to rights of security holders, if material;

(8) Bond calls, if material, and tender offers; [(b)]

(9) Defeasances;

(10) Release, substitution, or sale of property securing repayment of the securities, if material; (c)

(11) Rating changes;

(12) Bankruptcy, insolvency, receivership or similar event of the Obligated Person; *Note: For the purposes of the event identified in this subparagraph, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an Obligated Person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Obligated Person, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Obligated Person.*

(13) The consummation of a merger, consolidation, or acquisition involving an Obligated Person or the sale of all or substantially all of the assets of the Obligated Person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

(14) Appointment of a successor or additional trustee or the change of name of a trustee, if material;

(15) Incurrence of a Financial Obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Obligated Person, any of which affect security holders, if material; and

(16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Obligated Person, any of which reflect financial difficulties.

Draft of 12-4-2025

Note:

(a) The City has not obtained or provided, and does not expect to obtain or provide, any debt service reserves, credit enhancements or credit or liquidity providers for the Bonds.

(b) [Any scheduled redemption of Bonds pursuant to mandatory sinking fund redemption requirements does not constitute a specified event within the meaning of the Rule.

(c)] Repayment of the Bonds is not secured by a lien on any property capable of release or sale or for which other property may be substituted.

For the Specified Events described in Section 5(a) (2), (6, as applicable), (7), (8, as applicable), (10), (13), (14) and (15), the City acknowledges that it must make a determination whether such Specified Event is material under applicable federal securities laws in order to determine whether a filing is required.

Section 6. Amendments. The City reserves the right to amend this Agreement, and noncompliance with any provision of this Agreement may be waived, as may be necessary or appropriate to (a) achieve its compliance with any applicable federal securities law or rule, (b) cure any ambiguity, inconsistency or formal defect or omission and (c) address any change in circumstances arising from a change in legal requirements, change in law or change in the identity, nature or status of the City or type of business conducted by the City. Any such amendment or waiver shall not be effective unless this Agreement (as amended or taking into account such waiver) would have materially complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any applicable amendments to or official interpretations of the Rule, as well as any change in circumstances, and until the City shall have received either (i) a written opinion of bond counsel or other qualified independent special counsel selected by the City that the amendment or waiver would not materially impair the interests of Holders or Beneficial Owners or (ii) the written consent to the amendment or waiver of the Holders of at least a majority of the principal amount of the Bonds then outstanding. An Annual Filing containing any revised operating data or financial information shall explain, in narrative form, the reasons for any such amendment or waiver and the impact of the change on the type of operating data or financial information being provided. If the amendment relates to the accounting principles to be followed in preparing Audited Financial Statements, (A) the City shall provide notice of such change in the same manner as for a Specified Event under Section 5 and (B) the Annual Filing for the year in which the change is made should present a comparison (in narrative form and also, if feasible, in quantitative form) between the financial statements or information as prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles.

Section 7. Additional Information. Nothing in this Agreement shall be deemed to prevent the City from disseminating any other information, using the means of dissemination set forth in this Agreement or providing any other means of communication, or including any other information in any Annual Filing or providing notice of the occurrence of an event, in addition to that which is required by this Agreement. If the City chooses to include any information in any document or notice of occurrence of an event in addition to that which is specifically required by this Agreement, the City shall have no obligation under this Agreement to update such information or include it in any future Annual Filing or notice of occurrence of a Specified Event.

Draft of 12-4-2025

Section 8. Remedy for Breach. This Agreement shall be solely for the benefit of the Holders and Beneficial Owners from time to time of the Bonds. The exclusive remedy for any breach of this Agreement by the City shall be limited, to the extent permitted by law, to a right of Holders and Beneficial Owners to institute and maintain, or to cause to be instituted and maintained, such proceedings as may be authorized at law or in equity to obtain the specific performance by the City of its obligations under this Agreement in a court in Franklin County, Ohio. Any such proceedings shall be instituted and maintained only in accordance with Section 133.25(B)(4)(b) or (C)(1) of the Revised Code (or any like or comparable successor provisions); provided that any Holder or Beneficial Owner may exercise individually any such right to require the City to specifically perform its obligation to provide or cause to be provided a pertinent filing if such a filing is due and has not been made. Any Beneficial Owner seeking to require the City to comply with this Agreement shall first provide at least 30 days' prior written notice to the City of the City's failure, giving reasonable detail of such failure, following which notice the City shall have 30 days to comply. A default under this Agreement shall not be deemed an event of default under the Bond Ordinance, and the sole remedy under this Agreement in the event of any failure of the City to comply with this Agreement shall be an action to compel performance. No person or entity shall be entitled to recover monetary damages under this Agreement.

Section 9. Appropriation. The performance by the City of its obligations under this Agreement shall be subject to the availability of funds and their annual appropriation to meet costs that the City would be required to incur to perform those obligations. The City shall provide notice to the MSRB in the same manner as for a Specified Event under Section 5 of the failure to appropriate funds to meet costs to perform the obligations under this Agreement.

Section 10. Termination. The obligations of the City under this Agreement shall remain in effect only for such period that the Bonds are outstanding in accordance with their terms and the City remains an Obligated Person with respect to the Bonds within the meaning of the Rule. The obligation of the City to provide the information and notices of the events described above shall terminate, if and when the City no longer remains such an Obligated Person. If any person, other than the City, becomes an Obligated Person relating to the Bonds, the City shall use its best efforts to require such Obligated Person to comply with all provisions of the Rule applicable to such Obligated Person.

Section 11. Dissemination Agent. The City may, from time to time, appoint or engage a dissemination agent to assist it in carrying out its obligations under this Agreement, and may discharge any such agent, with or without appointing a successor dissemination agent.

Section 12. Beneficiaries. This Agreement shall inure solely to the benefit of the City, any dissemination agent, the Participating Underwriter and Holders and Beneficial Owners from time to time of the Bonds, and shall create no rights in any other person or entity.

Section 13. Recordkeeping. The City shall maintain records of all Annual Filings and notices of Specified Events and other events including the content of such disclosure, the names of the entities with whom such disclosures were filed and the date of filing such disclosure.

Section 14. Governing Law. This Agreement shall be governed by the laws of the State.

Draft of 12-4-2025

IN WITNESS WHEREOF, the City has caused this Continuing Disclosure Agreement to be duly signed and delivered to the Participating Underwriter, as part of the Bond proceedings and in connection with the original delivery of the Bonds to the Participating Underwriter, on its behalf by its officials signing below, all as of the date set forth above, and the Holders and Beneficial Owners from time to time of the Bonds shall be deemed to have accepted this Agreement made in accordance with the Rule.

CITY OF REYNOLDSBURG, OHIO

By: _____

Title: Mayor

By: _____

Title: City Auditor

Approved as to form and correctness:

By: _____

Title: City Attorney

Draft of 12-4-2025

FISCAL OFFICER'S CERTIFICATE – CONTINUING DISCLOSURE AGREEMENT

As fiscal officer of the City of Reynoldsburg, Ohio, I certify that the money required to meet the obligations of the City under the foregoing Continuing Disclosure Agreement made by the City in accordance with the Rule, as set forth in the Bond Ordinance and the attached Continuing Disclosure Agreement, during Fiscal Year 2026, has been lawfully appropriated by the City for those purposes and is in the City treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Revised Code.

Dated: March ___, 2026

_____

City Auditor
City of Reynoldsburg, Ohio

Draft of 12-4-2025

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the City Auditor to Fund the Health Savings Accounts for 2026

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

The annual request to fund employee HSA contribution by the City.

A RESOLUTION AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH SAVINGS ACCOUNTS FOR 2026

WHEREAS, the City Council has determined a procedure to establish healthcare insurance costs and benefits for City employees; and

WHEREAS, Council approves a contribution to be made to employees' health savings account and health reimbursement accounts for the employer-sponsored high deductible health plan.

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

Section 1: That the City Auditor is at this moment authorized and directed to fund the Health Savings Accounts that have been established by Chapter 160 Employee Compensation, for City employees and elected officials, in the following amounts for 2026:

	FAMILY	SINGLE
Chapter 160	Up to $4200	Up to $2100

FOP	as negotiated in contract
FOP-OLC	as negotiated in contract
FOP-POBA	as negotiated in contract

Section 2. That for all those employees who begin employment after the Health Care Savings Accounts have been funded, the City Auditor will determine the amounts and dates applicable to them.

Section 3. That this Resolution shall be effective January 1, 2026 upon adoption by Council and following the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the City Auditor to Remove Report Writing Workstations from the City's Fixed Asset List for the Reynoldsburg Police Department

APPROVALS:

Joe Begeny
Stephen Cicak
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Removal of FA2914, Report Writing workstations (no longer in working order).

A RESOLUTION AUTHORIZING THE CITY AUDITOR TO REMOVE REPORT WRITING WORKSTATIONS FROM THE CITY'S FIXED ASSET LIST FOR THE REYNOLDSBURG POLICE DEPARTMENT

WHEREAS, the City of Reynoldsburg Police Department is requesting the removal of the Department's report writing workstations as they are no longer in working order.

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

SECTION 1. That the City Auditor be and is hereby authorized and directed to remove the following item from the City's Fixed Asset list:

Tag #	Description of Item	Reason
FA2914	Report Writing Workstations	No longer in working order

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

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Frankling Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Program with ODNR and Ohio EPA

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A Resolution Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

WHEREAS, the City of Reynoldsburg has an annual contract with the Franklin County Soil and Water Conservation District to benefit the City's stormwater management permit compliance regarding public education and outreach, post construction and overall stormwater management practices.

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

SECTION 1. That the Mayor be and is hereby authorized to enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to support the Big

Walnut Watershed Coordinator Program administered by Franklin Soil and Water Conservation District at a cost of $27,615.00.

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

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Enter into a Contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT AND FRANKLIN COUNTY PUBLIC HEALTH FOR HEALTH SERVICES

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

SECTION 1. That the Mayor be and is hereby authorized to enter into a contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for health services to the City of Reynoldsburg from January 1, 2026 to December 31, 2026. The agreement and all associated exhibits are attached as Exhibit A and shall be incorporated by reference herein.

SECTION 2. That the cost of services is based upon a per capita rate of $10.4923 not to exceed $425,913.97 and 60% of all plumbing permit fees collected.

SECTION 3. This Resolution shall take effect January 1, 2026 upon passage by Council and the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Sign an Agreement with the City of Columbus for Snow and Ice Removal Services

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH THE CITY OF COLUMBUS FOR SNOW AND ICE REMOVAL SERVICES

WHEREAS, the city of Columbus and the city of Reynoldsburg have agreed to exchange snow and ice removal services as a collaborative effort enhancing efficiency of truck routes for both cities; and

WHEREAS, this agreement would also include allowing Columbus to access the city of Reynoldsburg's salt shed while working on the eastern edges of Columbus that would be reimbursed to Reynoldsburg.

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

SECTION 1. That the Mayor be and is hereby authorized to sign an agreement with the city of Columbus for snow and ice removal services.

SECTION 2. This Resolution will be effective January 1, 2026 upon approval by Council and the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the Mayor to Reject All Recycling Processing Bids and Reissue Bid Invitations

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO REJECT ALL RECYCLING PROCESSING BIDS AND REISSUE BID INVITATIONS

WHEREAS, the Community Waste Consortium received proposals from two companies interested in providing services related to recycling processing of residential recyclables; and

WHEREAS, after a review of the proposals, it was determined that one bid was not responsive and the other bid was significantly higher than the City's current rate; and

WHEREAS, the Consortium has also concluded that it is in the best interest of all parties to reject all bids, and re-issue a new bid invitation as soon as possible.

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

SECTION 1. That the City reject all recently received bids pertaining to recycling processing.

SECTION 2. That the Consortium reissue the recycling processing bid invitation as soon as possible.

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

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: A Resolution Authorizing the City Auditor to Fund the Health Savings Accounts for 2026

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

The annual request to fund employee HSA contribution by the City.

A RESOLUTION AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH SAVINGS ACCOUNTS FOR 2026

WHEREAS, the City Council has determined a procedure to establish healthcare insurance costs and benefits for City employees; and

WHEREAS, Council approves a contribution to be made to employees' health savings account and health reimbursement accounts for the employer-sponsored high deductible health plan.

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

Section 1: That the City Auditor is at this moment authorized and directed to fund the Health Savings Accounts that have been established by Chapter 160 Employee Compensation, for City employees and elected officials, in the following amounts for 2026:

	FAMILY	SINGLE
Chapter 160	Up to $4200	Up to $2100

FOP	as negotiated in contract
FOP-OLC	as negotiated in contract
FOP-POBA	as negotiated in contract

Section 2. That for all those employees who begin employment after the Health Care Savings Accounts have been funded, the City Auditor will determine the amounts and dates applicable to them.

Section 3. That this Resolution shall be effective January 1, 2026 upon adoption by Council and following the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

For the financial needs of the City and to be effective January 1st.

STAFF REPORT:

An Ordinance to Amend the Personnel Procedure Manual regarding multiple issues.

An Ordinance to Amend the Personnel Policy Manual (PPM) Updates regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Personnel Procedure Manual.

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

SECTION 1. That the City of Reynoldsburg Ohio Personnel Procedure Manual does hereby amend Separation, Compensatory Time, inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline as incorporated in Exhibit A.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2025;

therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Reynoldsburg
OHIO · 1839

Personnel Policy Manual

1/1/2025

Contents

INTRODUCTION OF PERSONNEL PROCEDURE MANUAL 3
EQUAL EMPLOYMENT OPPORTUNITY POLICY 4
AMERICANS WITH DISABILITY ACT 4
UNLAWFUL DISCRIMINATION AND HARASSMENT 6
REPORTING HARASSMENT OR DISCRIMINATION 6
EMPLOYEE CONDUCT 8
CLASSIFICATION STATUS 8
PROBATIONARY PERIOD 9
POLICE COMMAND STAFF PROMOTIONS 9
REDUCTION IN FORCE 14
MEDICAL EXAMINATIONS AND DISABILITY SEPARATION 14
WORKPLACE ROMANCES 16
NEPOTISM 17
ETHICS/CONFLICTS OF INTEREST 17
PERSONNEL FILES AND INFORMATION 18
OUTSIDE EMPLOYMENT 19
~~RESIGNATION~~SEPARATION 20
POLITICAL ACTIVITY 19
PERFORMANCE EVALUATIONS 22
SOLICITATION 22
PAYCHECKS 23
REPORTING TO WORK AND TARDINESS 23
HOURS OF WORK AND OVERTIME 24
WORKING FROM HOME 24
COMPENSATORY TIME 27
CALL-IN PAY 27
EMERGENCY HOLIDAY CALL IN PAY 27
INCLEMENT WEATHER 27
EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM 31

SICK LEAVE 31
FAMILY MEDICAL LEAVE ACT ("FMLA") 35
SHORT-TERM AND LONG-TERM DISABILITY
INJURY LEAVE 45
LEAVE DONATION 46
CIVIC DUTY LEAVE 48
VACATION LEAVE 49
FUNERAL LEAVE 50
MILITARY LEAVE 51
UNPAID LEAVE 52
HOLIDAYS 52
WORKERS' COMPENSATION 54
TRANSITIONAL WORK PROGRAM 56
CREDIT CARD FLEET POLICY 58
TRAVEL POLICY AND REIMBURSEMENT 59
COMPUTER USE POLICY 61
SOCIAL MEDIA LIMITATIONS 68
CITY PROPERTY 69
FLEET SAFETY POLICY 65
TOBACCO USE POLICY 70
DRUG AND ALCOHOL POLICY 71
WORKPLACE VIOLENCE 82
PERSONAL APPEARANCE 83
INVESTIGATIONS AND DISCIPLINE 86
COMPLAINT PROCEDURE 79
DURATION OF RECORDS 80
LACTATION BREAKS 81
CONCEALED CARRY 90
AUDITOR OF STATE FRAUD REPORTING SYSTEM 91
CONTACT WITH NEWS MEDIA/RESIDENTS 91

EMPLOYEE INFORMATION AND RECORDS 83

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT 94

INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

The provisions of this Personnel Procedure Manual (Manual) are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Manual is not a contract of employment or a guarantee of any rights or benefits, but is merely intended to be used to assist and guide employees in the day-to-day directions and performance of their duties.

The policies adopted in this Manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160, which may be amended from time to time. This Manual is also intended to be construed in such a manner as to comply with all applicable federal, state, and civil service laws and regulations. Employees are responsible, as a condition of their employment, to familiarize themselves with, and abide by, these policies and procedures.

The City may revise these policies with or without advance notice. The City will attempt to give employees advance notice of any Manual changes. Notice of revisions shall be provided to all employees.

If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (O.R.C.), applicable federal law, or applicable local law and this Manual, law shall prevail. Additionally, should a direct conflict exist between this Manual and a Collective Bargaining Agreement, the Bargaining Agreement shall prevail.

Questions regarding the interpretation and application of these policies and procedures contained herein shall be directed to the employee's Department Head/Supervisor with input from the Human Resources Director.

In addition to the policies and procedures contained herein, each department and/or division of the City may have operational rules and/or policies in writing or practice that are unique to that department or division which are not covered by this Manual. Employees are responsible for complying with those departmental or divisional rules and policies, in addition to the policies and procedures contained herein.

All supervisory personnel are responsible for administering the policies and procedures contained in this Manual. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification ("BFOQ"). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories.

The City does not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

AMERICANS WITH DISABILITY ACT

The City prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his position, with or without a reasonable accommodation.

The City will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis after engaging in an interactive process. An employee who wishes to request an accommodation shall direct such request to the HR Director, or EEO/ADA Coordinator, each of whom shall have the authority and responsibility to investigate and take appropriate action. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

Definitions

Sex-Based Discrimination
Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which protect lesbian, gay, bisexual, and transgender (LGBTQ+) applicants and employees against employment bias.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment.

2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or

offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.

4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.

5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing an environment that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias. Discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy. Unlawful discrimination and/or harassment may be committed against employees by elected officials, department heads, supervisors, co-workers, or members of the public. Further, unlawful discrimination and/or harassment may occur on-duty or off-duty.

Off Duty Conduct
Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy. Employees are also cautioned that conduct off-duty and online may ~~be~~ constitute unlawful discrimination or harassment.

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, to the

Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.
Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy shall report the conduct to their supervisor immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

False Complaints.
Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove

unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

Corrective Action.
If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

Coverage.
This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

EMPLOYEE CONDUCT

A fair, inclusive and respectful workplace is vital to all individuals and is essential to the success of the staff of the City of Reynoldsburg. Therefore, the City of Reynoldsburg is committed to promoting an environment where employees respect each other regardless of their roles or responsibilities, or the nature of their contributions.

Every employee of the City of Reynoldsburg has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to show respect in all interactions with coworkers of interpersonal behavior, communication and professionalism.

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the City, any other

failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

Unclassified employees serve at the pleasure of the City and may be terminated or otherwise separated from employment for any reason not inconsistent with law. An unclassified employee may not be rendered classified due to the provisions of this Manual.

PROBATIONARY PERIOD (Unless covered under the collective bargaining agreement – See contract)

Newly hired or newly promoted employees in the classified service shall be required to successfully complete a one (1) year probationary period. The probationary period allows the City to closely observe and evaluate the employee's fitness and suitability for the position. Only those employees who demonstrate an acceptable standard of conduct and performance shall be retained in their positions.

A newly hired employee during their probationary period may be removed at any time during their probationary period due to unsatisfactory work performance. If an employee is removed during their original appointment probationary period, the employee lacks any appeal rights. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period. An employee's probationary period may be extended due to time spent in inactive pay status or on a non-paid leave of absence.

Employees working irregular schedules and intermittent employees shall have a one (1) year probationary period.

The failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position he held at the time of his promotion.

Unclassified employees serve at the pleasure of the appropriate appointing authority and do not serve a probationary period. Nothing contained in this policy should be considered a waiver of the right to remove an unclassified employee consistent with law.

POLICE COMMAND STAFF PROMOTIONS

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) Deputy Chief of Police
c) Lieutenant

2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

The following selection procedure shall be followed whether by original appointment or promotion:

1. A competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
2. A candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
3. Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- Safety Committee Chair
- A representative from the OACP
- A representative from the FOP
- Human Resource Director

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

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Chief of Police.

The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The Committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee will be comprised of:

- Mayor
- A representative from the OACP
- A representative from the FOP
- Council President
- Safety Committee Chair
- City Attorney
- A representative appointed by the Mayor

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

The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

4. The Deputy Chief of Police may be filled by original appointment or of a person who is not in the Reynoldsburg Police Department. positions are:
    a) The following selection procedure shall be followed whether by original appointment or promotional appointment:

        i) A competitive promotional Civil Service examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
        ii) Candidate for promotion to Deputy Chief of Police or original appointment to Deputy Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management or public administration required commencing January 1, 1996, from an accredited college or university that

would enable the candidate to be admitted to a graduate school at an accredited university; and

iii) Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

b) Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

- A representative appointed by the Mayor
- Current Chief of Police
- Human Resource Director

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

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Deputy Chief of Police.

c) The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee shall be comprised of:

- Mayor
- Chief of Police
- City Attorney
- Safety Director
- Human Resource Director

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

d) The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

5. A candidate for promotion to the rank of Lieutenant shall have:
   a) The following selection procedure shall be followed whether by original appointment or promotion:
      i) at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university

      ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.

      iii) If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

   If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

(b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

i) The outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;

ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.

iii) If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE (Unless covered under the collective bargaining agreement – See Contract)

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their

own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential

functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring
Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.

2. If one relative would audit the work of another.

3. If a conflict of interest exists between the relative and the employee or the relative and the City.

4. If the hiring of relatives could result in a conflict of interest.

5. If one of the family members would have access to confidential material.

Employment
An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term "relative" shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-

listed requirements, the following Code of Ethics is established for all City officials and employees:

No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.

1. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.

2. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.

3. No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.

4. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT(Unless covered under the collective bargaining agreement – See Contract)

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

~~RESIGNATION~~SEPARATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the

effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

~~Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.~~

Commented [SC1]: Duplicate – See Separation

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

Upon separation, the employee must return any property belonging to the City, including: City clothing displaying the City of Reynoldsburg logo, ID badge, keys, City issued cell phone, laptop, City credit card/fleet card and any other materials belonging to the City. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) will be paid out any unused vacation pay. Payment shall be at the rate applicable to the employee's current rate of pay at the time of separation.

Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) shall be entitled to payment for any accrued overtime hours, including compensatory time hours accrued, but unused. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

Upon separation, an employee with ten (10), fifteen (15), twenty (20), or twenty-five (25) years of service to the City of Reynoldsburg, with at least two (2) weeks prior notice or if upon death, the spouse (if applicable) or beneficiary or estate, shall be paid out accumulated, but unused sick leave at the employee's current rate of pay at the time of separation as follows:

a. Ten (10) years of service shall be entitled to 25% of their accumulated, but unused sick leave, not to exceed 320 hours.
b. Fifteen (15) years of service shall be entitled to 30% of their accumulated, but unused sick leave, not to exceed 540 hours.

c. Twenty (20) years of service shall be entitled to 40% of their accumulated, but unused sick leave, not to exceed 760 hours.
d. Twenty-Five (25) years of service shall be entitled to 50% of their accumulated, but unused sick leave, not to exceed 880 hours.
e. If an employee is killed in the line of duty, the employee's spouse (if applicable), or beneficiary or estate, shall be paid 100% of the deceased employee's accumulated, but unused sick leave.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Upon separation, you cannot extend your resignation/retirement/termination by using vacation, sick, comp time, personal day(s) or any type of leave.

Upon separation, if you leave prior to a holiday in the pay period, you will not be paid for the holiday, unless you work the full day after the holiday.

Upon separation, if you did not use your personal day or your bonus personal day, you will lose it and you will not be paid out for either.

If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

POLITICAL ACTIVITY (Unless covered under the collective bargaining agreement – See Contract)

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

1. Registration and voting.
2. Expressing opinions, either orally or in writing.
3. Voluntary financial contributions to political candidates or organizations.
4. Circulating non-partisan petitions or petitions stating views on legislation.
5. Attendance at political rallies.
6. Signing nominating petitions in support of individuals.
7. Displaying political materials in the employee's home or on the employee's property.
8. Wearing political badges or buttons, or the display of political stickers on private vehicles.
9. Serving as a precinct official under O.R.C. § 3501.22.

The following activities are examples of conduct prohibited by classified employees.

1. Candidacy for public office in a partisan election.
2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
4. Circulating official nominating petitions for any partisan candidate.
5. Holding an elected or appointed office in any partisan political organization.
6. Accepting appointment to any office normally filled by partisan election.
7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS (Unless covered under the collective bargaining agreement – See Contract)

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

1. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.

2. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.

3. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS (Unless covered under the collective bargaining agreement – See Contract)

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME (Unless covered under the collective bargaining agreement – See Contract)

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The list of exempt employees are in Chapter 160.05 Overtime Eligibility .

WORKING FROM HOME (TAXES) (Unless covered under the collective bargaining agreement – See Contract)

In rare circumstances employee may be permitted to work remotely if their duties allow for it and their supervisor grants approval. This approval is on a case-by-case basis and it not considered a permanent arrangement for the conditions of their employment. If

granted permission to work remotely, employees need to understand how the City of Reynoldsburg will handle the income tax withholding based upon the permissions granted.

The "General Withholding Rule" is that the employer (City of Reynoldsburg, City) is required to withhold to the jurisdiction where you (the Employee) physically performs work. As a Government entity, the City also withholds residence tax for those employees living in a higher taxing jurisdiction or one with reduced credit.

The above "General Rule" holds true for the majority of City employees, but there may be a few exceptions. Below are the most common exceptions.

1. If you are permitted to have **100% Work from Home (WFH)** or remote work location, income tax will be withhold at the remote location.
2. If you are permitted to work in a **Hybrid WFH Model**, i.e. 2 days at home /3 days in office, or 40% / 60%. If permitted to work a hybrid model on a regular basis then you will need to contact the payroll department to complete a withholding allocation change form. Once complete the City will withhold to both the remote home location and primary office location, but will discontinue the courtesy residence tax.

   Note:
   - You may need to set-up estimates for the taxing jurisdiction in which you reside.
   - It is the responsibility of you and your supervisor to determine the hybrid percentage and notify payroll of any changes in reporting requirements.

3. The **20-day Occasional Entrant** rule. This may be applicable if your position requires you to perform work outside of the City more than 20 days per year. In this case, your withholding falls under the General guidelines above with the option for you to track and claim those days worked out as a refund. To complete a refund request you would complete the RITA Form 10A and submit it to your supervisor for approval. This must be tracked by the employee and the supervisor.

   Note:
   - All refunds are subject to residency tax and it is your responsibility to file and pay that tax.
   - Mutual aid does not qualify.

Any changes to the remote work status must be reported to the Auditor's office immediately as it is the responsibility of the employee to ensure that the proper information is provided in order to have the correct income tax withheld.

COMPENSATORY TIME (Unless covered under the collective bargaining agreement – See Contract)

1. Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

   a) Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.

   b) Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.

   c) Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid during Pay Period 24.~~no later than mid-November of that year.~~

   d) Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.

2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.

~~3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.~~

~~4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.~~

Commented [SC2]: Duplication – See Separation Section

Commented [SC3]: Duplication – See Separation Section

CALL-IN PAY (Unless covered under the collective bargaining agreement – See Contract)

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of three (3) hours pay at the employee's overtime rate. If the employee is called-in and works more than three (3) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY (Unless covered under the collective bargaining agreement – See Contract)

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

Severe weather emergencies have the potential to impact and/or disrupt City operations. During such weather related emergencies, it is important to identify which employees are critical to the continuity of the City's operations. As such, employees may be classified as one of the following: Essential or Non-Essential personnel.

Snow Level Emergency:

- **LEVEL 1: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 2: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 3: Only Essential Employees are required to come to work. (Mayor closes building for Level 3)**

Essential vs Non-Essential Employees:

1. **Essential Employees**: Those employees who perform a service-critical activity and must be onsite to perform the work. This includes employees who work in departments/divisions that respond to emergency safety and care of the public. Essential employees are required to report to work, even if their residence is in a Level 3 snow area. Essential employees must carry their Essential Employee ID badge while operating a vehicle in Level 3 areas.

   All Full-Time and ¾ Full-Time Employees in the following departments are considered Essential Employees with the **exception** of support personnel:
   - Street Department
   - Storm Water Department
   - Water Department
   - Waste Water Department
   - Maintenance Department

- Parks and Recreation Department

All Full-Time and ¾ Full-Time Employees in the following department **including** support personnel are considered Essential Employees:

- Police Department

2. **Non-Essential Employees**: This group includes employees whose job functions are not critical to maintaining City operations during severe weather events. The absence of Non-Essential employees due to severe weather will not disrupt essential services or public safety, allowing them to remain at home. Non-Essential employees will continue to receive compensation during this period, classified as Paid Administrative Leave.

Notification:

In the event that the Mayor closes the City office for non-essential employees, each Department Director, Supervisor &/or Manager shall be responsible for informing their employees of the closure.

Location of Residence:

If you live in a Level 3 snow area and the City office is open, you may remain at home, unless you are deemed an Essential Employee. You will continue to receive compensation during this period, classified as Paid Administrative Leave.

Reporting to Work/Compensation:

1. In the event that the City office remains open, employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work and the employee shall notify their Supervisor as soon as possible. Reasonable consideration will be granted for an arrival time of up to one hour late, during which, the employee will receive Paid Administrative Leave for that hour. If the employee arrives later than one hour, they will need to utilize their own leave time (Vacation, Sick, Comp, or Personal Time).

2. Employees who are unable to report to work shall notify their immediate Supervisor or Department Head.

   a) The employee may use accrued vacation, comp time or personal leave for the period of absence, subject to the approval of their supervisor or Department Head.

b) If the employee does not have any accrued time they must request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor or Department Head.

c) Employees failing to report during inclement weather without notifying their supervisor or Department Head may be subject to discipline for being absent without leave.

3. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.

4. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.

5. If the City office closes while the employee is at work, due to a Level 3 emergency, the employee is required to leave early and shall be compensated for the remaining day as Paid Administrative Leave.

6. If the Level 3 emergency is lifted during the shift, after the employee has already been notified not to report to work, the employee will suffer no loss of pay for the entire shift.

7. Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

~~The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.~~

~~When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:~~

A. ~~Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked~~.

~~B. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.~~

~~C.~~B. ~~Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their~~

immediate supervisor as soon as possible. Employees unable to report to work may:

a. Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;
b. Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;
c. Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

A. Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;
B. If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;
C. If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.

Employees working in facilities that operate 24-hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);
B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

~~Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work.~~

~~Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.~~

Commented [SC4]: Duplicate - See #7 listed above

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

~~An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.~~If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

SICK LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Sick Leave Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical conditions of the employee.
2. Exposure of an employee to a contagious disease, which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent**;** grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement
The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse
Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave
Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave ~~Conversion~~
~~An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated, but unused sick leave as follows:~~

1. ~~Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated, but unused sick leave, not to exceed 320 hours.~~

Commented [SC5]: Duplication – See Separation Section

2. Employees who have completed at least fifteen (15) years of service to the City shall be entitled to 30% of their accumulated, but unused sick leave, not to exceed 540 hours.
3. Employees who have completed at least twenty (20) or more years of service to the Cit shall be entitled to 40% of their accumulated, but unused sick leave, not to exceed 760 hours.
4. Employees who have completed at least twenty-five (25) years of service to the City shall be entitled to 50% of their accumulated, but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City, so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.

Commented [SC6]: Duplication – See Separation Section

If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.

Commented [SC7]: Duplication – See Separation Section

All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.

Commented [SC8]: Duplication – See Separation Section

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Commented [SC9]: Duplication – See Separation Section

Medical Information
The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.
Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the

conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions
As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per fixed 12-month FMLA calendar year under particular circumstances. Such leave may be taken only for the following qualifying events:

   a) Upon the birth of an employee's child and in order to care for the child.
   b) Upon the placement of a child with an employee for adoption or foster care.
   c) When an employee is needed to care for a family member who has a serious health condition.
   d) When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
   e) Qualifying service member leave.

2. "Service Member Leave": The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty". In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12) month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12) month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.

~~3.~~ "Fixed 12-month FMLA calendar year": The fixed 12-month FMLA calendar year is designated from January 1 through December 31. Eligible employees may utilize up to 12-weeks of FMLA leave within this period per year subject to approval. ~~"Per Year": A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and~~

~~four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.~~

3.

4. "Serious Health Condition": Any illness, injury, impairment, or physical or mental condition that involves:

   a) Inpatient care.
   b) Any period of incapacity of more than three (3) consecutive calendar days that also involves:

      i) Two or more treatments by a healthcare provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
      ii) Treatment by a healthcare provider on one occasion that results in a regimen of continuing treatment under the supervision of a healthcare provider.

   c) Any period of incapacity due to pregnancy or for prenatal care.
   d) A chronic serious health condition which requires at least two "periodic" visits for treatment to a healthcare provider per year and continues over an extended period. The condition may be periodic rather than continuing.
   e) Any period of incapacity which is permanent or long term and for which treatment may not be effective (ie. terminal stages of a disease, Alzheimer's disease, etc.).
   f) Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three (3) days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).

5. "Licensed Healthcare Provider": A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, and others as specified by law.
6. "Family Member": Spouse, child, parent or a person who stands "*in loco parentis*" to the employee.
7. "Covered Service Member": Means either:
   a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
   b) A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.

i) Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five (5) year period for covered veteran status.

8. "Outpatient Status": The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
9. "Next Of Kin": The term "next of kin" used with respect to a service member means the nearest blood relative of that individual.
10. A "serious injury or illness", for purposes for the 26 week military caregiver leave means either:
    a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
    b) In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
        i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
        ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service–Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
        iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
        iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
11. "Covered Active Duty" or "call to covered active duty":
    a) In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country.

(Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country."

b) In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. "Deployment to a foreign country" means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
13. "Qualifying Exigency": (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
    a) Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, which is a deployment on seven (7) or fewer days notice.
    b) Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
    c) Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
    d) Making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
    e) Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
    f) Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of fifteen (15) calendar days from the date the military member commences each instance of Rest and Recuperation leave.
    g) Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or

program sponsored by the military, as well as addressing issues arising from the death of a covered military member.

h) Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.

i) Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

Short-Term and Long-Term Disability

To be eligible to apply for short-term or long-term disability benefits, employees must first exhaust all accrued sick leave, sick transferred leave, comp time and vacation leave. Sick and vacation time will not accrue during the period of short-term or long-term disability. Additionally, employees on short-term or long-term disability leave will not be compensated for holidays.

Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
   a) The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
   b) Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the twelve (12) week period. *(Note: See section E below for information on disability leaves.)*
3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable

excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly

(duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave
When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits
Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the

employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records
All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

Chapter 160.13 addresses Paid Parental Leave.

INJURY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION (Unless covered under the collective bargaining agreement – See Contract)

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a ~~fellow~~ Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

1. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
2. donates a minimum of eight (8) hours;
3. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
4. does not donate more than 200 hours in one (1) calendar year.
5. Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application

Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

1. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
2. has no accrued leave; and
3. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
4. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
5. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
6. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Upon approval of donated leave, employees may contribute hours from sick leave, vacation leave, and personal days. The minimum total donation must be at least eight (8) hours.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

1. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or
2. an employee's application for retirement is approved;
3. death of the employee, whichever should first occur; or
4. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Jury Duty
Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings
Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters
Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual
Effective July 1, 2018 Full-time non-bargaining unit City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time non-bargaining unit employee will accrue vacation leave with full pay in accordance with the following schedule:

Length of Service	Hours Earned Each Biweekly Pay
0 – ~~5~~4 years	3.08 hours
5 – 1~~1~~0 years	4.62 hours
11 – 1~~5~~4 years	6.16 hours
15 plus years	7.70 hours

Effective January 1, 2022 any permanent part-time non-bargaining unit employee working 20 or more per week will begin earning vacation accruals based upon their total years of public service. For permanent half-time the accruals will be as follows:

Length of Service	Hours Earned Each Biweekly Pay
0-~~5~~4 years	1.54 hours
5-1~~1~~0 years	2.31 hours
11-1~~5~~4 years	3.08 hours
15 plus years	3.85 hours

For permanent three-quarter non-bargaining unit employee accruals will be as follows:

Completed Years of Service	Hours Earned Biweekly Pay
0-~~5~~4 years	2.31
5-1~~1~~0 years	3.47
1~~2~~1-1~~5~~4 years	4.62
15 plus	5.78

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employees is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

~~In the case of the death of an employee, the unused vacation leave credited to the employee shall be paid to the surviving spouse, or secondarily, the employee's estate.~~

Commented [SC10]: Duplicate – See Separation

Vacation Conversion

Non-bargaining unit employees can cash-out up to 40-hours of unused vacation time during Pay Period 11 and up to 40-hours of unused vacation time during Pay Period 24. To be eligible, non-bargaining unit employees must have at least 80-hours remaining after cashing out during Pay Period 11 and at least 80-hours remaining after cashing out during Pay Period 24.

FUNERAL LEAVE (Unless covered under collective bargaining agreement – See Contract)

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law;

mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave depending on the specific ~~based upon the~~ circumstances ~~peculiar to~~ of each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees
Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave
Non – bargaining unit must refer to current contract language. All non-bargaining unit City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars ($500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS (Unless covered under the collective bargaining agreement – See Contract)

The following days shall be considered legal holidays. Employees schedules for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-

hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday. Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay. ~~for which full-time, non-union employees shall receive their regular compensation~~ which ~~corresponds~~ to the employee's standard workday hours. ~~based upon work schedule. Staff that works a permanent thirty-hour work week, will be paid six (6) hours per holiday. Staff that works a permanent twenty hour work week will be paid four (4) hours of holiday pay.~~ Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.

a. New Year's Day (January 1)
b. Martin Luther King, Jr. Day (third Monday in January)
c. Presidents Day (third Monday in February)
d. Memorial Day (last Monday in May)
e. Juneteenth (June 19)
f. Independence Day (July 4)
g. Labor Day (first Monday in September)
h Veterans Day (November 11)
i Thanksgiving Day (fourth Thursday in November)
j. Day after Thanksgiving
k. Day before Christmas Day
l. Christmas Day (December 25)
m. Day before New Year's Day
n. Personal day
o. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

~~All full-time 40-hour per week non-bargaining unit employees are entitled to eight (8) hours' of pay at their current rate of pay, ten (10) hours of pay if assigned to a ten (10) hour shift, or six (6) hours of pay if assigned as a full-time 30-hour per week non-bargaining unit employee~~

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to the employee's standard workday hours at the straight-time rate. ~~either eight (8) hours' holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours holiday pay at the straight time rate if the employee is regularly assigned to a ten (10) hour shift.~~

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to ~~an~~ additional hours of pay based upon the employee's standard workday hours ~~eight (8) hours'~~ pay at the straight-time rate ~~if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift, or six (6) hours holiday pay at the straight-time rate if the employee is regularly assigned to a six (6) hour shift~~.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to the employee's standard workday hours ~~eight (8) hours~~ holiday pay at the straight-time rate. ~~if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift, or six (6) hours holiday pay at the straight-time rate if the employee is regularly assigned to a six (6) hour shift.~~ No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.

Injuries that occur in the course of employment must be reported in accordance with company procedures.

If an employee is injured while on duty, they are required to complete all forms included in the Injury Packet and bring them to the medical facility for the attending physician to complete their section. Injury Packets are available through the Human Resources Department. If you are unable to access an Injury Packet, please request one from your Supervisor. All completed forms must be submitted to Human Resources within 24 to 48 hours.

In the event of an injury, even if the employee chooses not to seek medical treatment, they must still complete the First Report of Injury (FROI) form included in the Injury Packet and submit it to Human Resources within 24 to 48 hours.

If the injured employee must leave work prior to completing their workday due to their injury, the employee shall be compensated at their regular rate of pay for the remaining hours of their shift.

An injured employee will automatically be placed on FMLA/Injury Leave or, if or when the injured employee exhausts their FMLA, the employee will, at that time, utilize only Injury Leave for their time off. Human Resources will advise if the employee has FMLA hours remaining. The employee may take time off for medical appointments, physical therapy, and/or other medical reasons due to their injury. The injured employee is responsible for notifying the individual who manages their timesheet if they will be taking time off due to their injury or if they are taking a standard sick day, ensuring accuracy of timesheet codes.

~~Should an employee be injured during the course of employment with the City, he or she shall report to his or her supervisor within 24 hours or as soon as possible thereafter, and his or her supervisor shall notify his or department/division head and shall complete an Injury Report Form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless whether medical attention is required. Such report shall be forwarded to the department/division head (or designee) no later than 48 hours after the accident. An employee injured in a work-related accident may be required by the department/division head to see a physician. This completed report should be forwarded to the Ohio Bureau of Workers' Compensation through the Director of Human Resources.~~

~~Should the department/division head require it, or should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Workers' Compensation claim form, which shall be completed by the attending physician.~~

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

~~Any documents received from the injured employee, his or her physician, hospital, or the state, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department.~~

~~Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensation rate for the balance of time left in their scheduled workday.~~

~~An injured employee may elect to use accrued injury leave, sick leave, and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.~~

~~Further information on Workers' Compensation can be obtained through the Human Resources Department.~~

TRANSITIONAL WORK PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

1. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;
2. have been released for participation in the program by their doctor; and
3. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

1. paid at his or her regular hourly rate of pay while participating in a transitional work program; and
2. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work
Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment
Work assignments may include the following:

1. original work assignment and shift with duty modification;
2. same work activity at different location and/or shift;
3. different work activity, same shift; and
4. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

1. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.
2. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.
3. All credit cards issued for City business must have "City of Reynoldsburg" on the card.

Cardholder Responsibilities

1. ~~Is an individual~~ A cardholder who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.

2. Every purchase must have a detailed itemized receipt.

3. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.

4. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.

5. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.

6. ~~Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.~~

Commented [SC11]: Duplicate – See Separation

Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

1. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.

2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

3. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

1. Meals

a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.

b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

   a. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg is located in, on official City business and such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.

   b. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

3. Transportation

   a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.

   b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.

c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

    a. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

C. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE POLICY

Email

Policy Overview
Electronic mail ("Email") is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy
City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance
The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mobile Device Policy

Policy Overview
The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use
The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support
Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement
The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Network Devices

The unplanned addition of new network enabled devices can cause significant network disruptions. As such, the City prohibits the installation of any network capable device(s) to the wired network without the prior approval of IT staff. This includes, but not limited to, non-~~company~~ City laptops and PCs, printers, security or life safety monitoring devices (IP cameras, door contacts, key card readers, motion detectors, smoke alarms, flow alarms, etc.) and HVAC devices (system controllers, temperature sensors, thermostats, etc.)

All projects requiring the addition of network capable devices must be coordinated with IT staff. IT will evaluate the equipment to be added, and as needed, will develop an IP plan to handle the new equipment. IT must be on site during the implementation phase of any project involving new network devices.

Security
In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit

passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers
While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Computer, Internet, and Network Policy

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search
City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use
The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.

22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal
City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed of properly. ~~This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.~~ This equipment should be submitted to the IT department, documented as removed from use, and disposed of in accordance with the City of Reynoldsburg's policies for the removal or destruction of property.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting

inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.

2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.

3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.

4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.

5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Use of Space Heaters

Space heaters present a significant fire hazard when used improperly. The City does not prohibit their use, however, adherence to the following stipulations will be rigorously enforced. Failure to do so will result in the confiscation of the item by HR or Facilities staff. Multiple infractions could result in disciplinary action. Any questions regarding and acceptable unit should be directed to the Facilities staff.

- Unless prior approval has been granted from Facilities staff, units cannot exceed 1000 watts of power.

- Space heaters must be plugged directly into a wall outlet.
- Space heaters will **not** be plugged into UPS units, power strips or any type of multi plug splitter.
- All heaters must possess a "tip over" type safety switch.
- Safety devices, such as the tip over switch, must be in working order. Tampering with any safety mechanism on the unit is strictly prohibited.
- Heaters must be unplugged when left unattended. Do **not** leave a heater plugged in overnight.

FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-., A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;
7. City owned vehicles and installed equipment shall be properly maintained;

8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. **NO USE OF ANY TOBACCO PRODUCTS** will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head.

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the- job accident where:
    a. Death results;
    b. Any person is injured and/or transported from the accident scene for medical attention;
    c. Any of the vehicles must be towed from the scene; or
    d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be

presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
    1. No valid driver's license
    2. Currently insured with an SR22
    3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
    4. More than (1) OVI conviction as an adult
    5. More than (2) OVI convictions if one conviction was a juvenile
    6. Hit and run crash conviction
    7. Vehicular homicide or assault conviction
    8. More than two moving violations in the past three years (includes preventable or at- fault accidents).
    9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of $100,000/$300,000 must be maintained.

Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

H. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

I. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

J. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

K. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at

all times. Note: Special equipment shall be used only for official City use.

4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.
6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases.

The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not be approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose,

authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within in House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employees' use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employees that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register with the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
    - On duty alcohol use pursuant to § 382.205;
    - Pre-duty alcohol use pursuant to § 382.207;
    - Alcohol use following an accident pursuant to § 382.209; and
    - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
    - A negative return-to-duty test; and
    - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;

- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;

- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as "stalking" and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee's potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: "You know what happened in Oklahoma City," "I'll get even," or "You haven't heard the last from me."; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a "loner," avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE/CITY CLOTHING

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be

in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees**.** Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

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

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

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

CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

Commented [SC12]: Moved from Chapter 160 to PPM

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

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

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

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

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

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.

The City will provide clothing/equipment per the collective bargaining agreements.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid "administrative" leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid "administrative" leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee's position, the employee's record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City's discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures to their Supervisor, Manager, or appropriate authority using the established chain of command. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE (Unless covered under the collective bargaining agreement – See Contract)

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns should be heard promptly, and action taken to resolve or clarify a particular

situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are

final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.

2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to ~~and~~ defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The

employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Nursing mothers will be provided a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee, for up to one year following the birth of the employee's child. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. Please contact Human Resources directly if there are concerns with this policy.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in

writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, Ohio, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the City and to be effective January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES, SECTION 953.01(a) WATER RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO

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

SECTION 1. That Section 953.01(a) Water Rate Schedule of Chapter 953 Water Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

953.01 Water Rate Schedule
(a) Charges for water furnished by the municipally-owned water system shall be at the rate of twelve dollars and fifty-five cents ($12.55) per 1,000 gallons,
effective January 1, 2026. A ten percent (10%) discount shall be applied to all seniors (65 and older), up to the first ten thousand gallons of consumption.

SECTION 2. That existing Section 953.01(a) of Chapter 953 Water Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city and shall be effective as of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the City to go into effect on January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 945 SEWER CHARGES, SECTION 945.02(c) RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG, OHIO

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

SECTION 1. That Section 945.02(c) Rate Schedule of Chapter 945 Sewer Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

745.02 Sewer Rate Schedule

(c) Sewer charges for any building or premises shall be based on water consumption for new buildings. Sewer rental charges are hereby established for all residential, commercial and industrial users, effective January 1, 2026, at the rate of twelve dollars and twenty cents ($12.20) per 1,000 gallons.

SECTION 2. That existing Section 945.02(c) of Chapter 945 Sewer Charges be and is hereby

repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the city and shall be effective as of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Amend Chapter 958 Stormwater Charges, Section 958.06 Equivalent Residential Unit of the Code of Ordinances for the City of Reynoldsburg, and Declaring an Emergency

APPROVALS:

William Dorman
Joe Begeny
Chris Shook
Stephen Cicak
Mollie Prasher

EMERGENCY:

two read emergency

REASON FOR EMERGENCY:

for the financial needs of the City to go into effect January 1, 2026

STAFF REPORT:

AN ORDINANCE TO AMEND CHAPTER 958 STORMWATER CHARGES, SECTION 958.06 EQUIVALENT RESIDENTIAL UNIT ASSIGNMENT OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG

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

SECTION 1. That Section 958.06 Equivalent Residential Unit Assignment of Chapter 958 Stormwater Charges of the Codified Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

958.06 EQUIVALENT RESIDENTIAL UNIT ASSIGNMENT.

For the purpose stated in this chapter, there is hereby charged to each Utility user and property, lot, parcel of land, building or premises (collectively "properties") situated within the corporate limits of the City that is tributary directly or indirectly to the stormwater system - Utility Service Charges determined, as provided in this section.

All properties having impervious areas within the City shall be assigned an Equivalent Residential Unit (ERU), or a multiple thereof, which will be at a minimum one ERU.

All improved single-family residential properties are assigned one ERU. A flat rate will apply to all single-family residential properties. All improved single-family residential properties are determined to include impervious areas typical of a single-family residence.

All properties having an impervious area which are not improved single-family residential properties are to be assigned by the City Engineer an ERU multiple based upon the properties' estimated impervious areas (in square feet) divided by 2,530 square feet (one ERU). This division will be calculated to the second decimal place and rounded according to mathematical convention to the nearest whole ERU.

The Utility Service Charge is six dollars and fifty-eight ($6.58) per month per Equivalent Residential Unit (ERU), which shall be effective from and after January 1, 2026.

SECTION 2. That existing Section 958.06 of Chapter 958 Stormwater Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance is deemed to be an emergency to meet the effective date of January 1, 2026, following adoption by Council and the signature by the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance Providing for the Issuance and Sale of Bonds in the Maximum Principal Amount of $1,300,000, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

for the financial needs of the city

STAFF REPORT:

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF $1,300,000, FOR THE PURPOSE OF PAYING THE COSTS OF IMPROVING THE MUNICIPAL WATERWORKS SYSTEM, AND DECLARING AN EMERGENCY

WHEREAS, this City Council has requested that the City Auditor, as fiscal officer of this City, certify the estimated life or period of usefulness of the improvement described in Section 2 and the maximum maturity of the Bonds described in Section 2; and

WHEREAS, the City Auditor has certified to this City Council that the estimated life or period of usefulness of the Improvement is at least five (5) years and that the maximum maturity of the Bonds is forty (40) years;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Fairfield, Franklin and Licking Counties, Ohio, that:
Section 1. Definitions and Interpretation. In addition to the words and terms elsewhere defined in this Ordinance, unless the context or use clearly indicates another or different meaning or intent:

"*Authorized Denominations*" means the denomination of $5,000 or any integral multiple in excess thereof.

"*Bond Proceedings*" means, collectively, this Ordinance, the Certificate of Award, the Continuing Disclosure Agreement, the Registrar Agreement and such other proceedings of the City, including the Bonds, that provide collectively for, among other things, the rights of holders and beneficial owners of the Bonds.

"*Bond Register*" means all books and records necessary for the registration, exchange and transfer of Bonds as provided in Section 5.

"*Bond Registrar*" means a bank or trust company authorized to do business in the State of Ohio and designated by the City Auditor in the Certificate of Award pursuant to Section 4 as the initial authenticating agent, bond registrar, transfer agent and paying agent for the Bonds under the Registrar Agreement and until a successor Bond Registrar shall have become such pursuant to the provisions of the Registrar Agreement and, thereafter,

"*Bond Registrar*" shall mean the successor Bond Registrar.

"*Bonds*" means, collectively, the Serial Bonds and the Term Bonds, each as is designated as such in the Certificate of Award.

"*Book entry form*" or "*book entry system*" means a form or system under which (a) the ownership of beneficial interests in the Bonds and the principal of and interest and any premium on the Bonds may be transferred only through a book entry, and (b) physical Bond certificates in fully registered form are issued by the City and payable only to a Depository or its nominee as registered owner, with the certificates deposited with and "immobilized" in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than the City is the record that identifies the owners of beneficial interests in the Bonds and that principal and interest.

"*Certificate of Award*" means the certificate authorized by Section 6, to be executed by the City Auditor, setting forth and determining those terms or other matters pertaining to the Bonds and their issuance, sale and delivery as this Ordinance requires or authorizes, to be set forth or determined therein.

"*City Attorney*" means the City Attorney of the City or any person serving in an interim or acting capacity with respect to that office.

"*City Auditor*" means the City Auditor of the City or any person serving in an interim or acting capacity with respect to that office.

"*Clerk of Council*" means the Clerk of Council of the City Council or any person serving in an interim or acting capacity with respect to that office.

"*Closing Date*" means the date of physical delivery of, and payment of the purchase price for, the Bonds.

"*Code*" means the Internal Revenue Code of 1986, as amended, the Regulations (whether temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a Section of the Code includes any applicable successor section or provision and such applicable Regulations, rulings, announcements, notices, procedures and determinations pertinent to that Section.

"*Continuing Disclosure Agreement*" means the Continuing Disclosure Agreement, which shall constitute the continuing disclosure agreement made by the City for the benefit of the holders and beneficial owners of the Bonds in accordance with the Rule, as it may be modified from the form on file with the Clerk of Council and executed by the Mayor and the City Auditor, all in accordance with Section 9(c).

"*Depository*" means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Bonds or the principal of and interest and any premium on the Bonds, and to effect transfers of the Bonds, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company).

"*Financing Costs*" shall have the meaning given in Section 133.01 of the Ohio Revised Code.

"*Interest Payment Dates*" means, unless otherwise specified in the Certificate of Award, June 1 and December 1 of each year that the Bonds are outstanding, commencing on the date specified in the Certificate of Award.

"*Mandatory Redemption Date*" shall have the meaning set forth in Section 3(b).

"*Mandatory Sinking Fund Redemption Requirements*" shall have the meaning set forth in Section 3(e)(i).

"*Mayor*" means the Mayor of the City or any person serving in an interim or acting capacity with respect to that office.

"*Original Purchaser*" means the purchaser of the Bonds specified in the Certificate of Award.

"*Participant*" means any participant contracting with a Depository under a book entry system and includes securities brokers and dealers, banks and trust companies and clearing corporations.

"*Principal Payment Dates*" means, unless otherwise specified in the Certificate of Award, December 1 in each of the years from and including 2026 to and including 2045; *provided* that the first Principal Payment Date may be deferred or advanced up to one year and the last Principal Payment Date may be deferred up to one year or advanced by such number of years as determined necessary by the City Auditor, and *provided further* that in no case shall the final Principal Payment Date exceed the maximum maturity limitation referred to in the preambles hereto, all of which determinations shall be made by the City Auditor in the

Certificate of Award in such manner as to be in the best interest of and financially advantageous to the City.

"*Registrar Agreement*" means the Bond Registrar Agreement between the City and the Bond Registrar, as it may be modified from the form on file with the Clerk of Council and executed by the Mayor and the City Auditor, all in accordance with Section 4.

"*Regulations*" means Treasury Regulations issued pursuant to the Code or to the statutory predecessor of the Code.

"*Rule*" means Rule 15c2-12 prescribed by the SEC pursuant to the Securities Exchange Act of 1934.

"*SEC*" means the Securities and Exchange Commission.

"*Serial Bonds*" means those Bonds designated as such and maturing on the dates set forth in the Certificate of Award, bearing interest payable on each Interest Payment Date and not subject to mandatory sinking fund redemption.

"*Term Bonds*" means those Bonds designated as such and maturing on the date or dates set forth in the Certificate of Award, bearing interest payable on each Interest Payment Date and subject to mandatory sinking fund redemption.

The captions and headings in this Ordinance are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Ordinance unless otherwise indicated.

Section 2. Authorized Principal Amount and Purpose; Application of Proceeds. This City Council determines that it is necessary and in the best interest of the City to issue bonds of this City in the maximum principal amount of $1,300,000 (the "*Bonds*") for the purpose of paying the costs of improving the municipal waterworks system by constructing waterlines and acquiring any related interests in real estate, together with all necessary and related appurtenances thereto (the "*Improvement*"). The Bonds shall be issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance and the Certificate of Award.

The principal amount of Bonds to be issued shall not exceed the maximum principal amount specified in this Section 2 and shall be an amount determined by the City Auditor in the Certificate of Award to be the principal amount of Bonds that is required to be issued at this time for the purpose stated in this Section 2, taking into account the costs of the Improvement, the estimates of the Financing Costs and the interest rates on the Bonds.

The proceeds from the sale of the Bonds received by the City (or withheld by the Original Purchaser on behalf of the City) shall be paid into the proper fund or funds, and those proceeds are hereby appropriated and shall be used for the purpose for which the Bonds are being issued, including without limitation but only to the extent not paid by others, the payment of the costs of issuing and servicing the Bonds, printing and delivery of the Bonds, legal services including obtaining the approving legal opinion of bond counsel, fees and expenses of any municipal advisor, paying agent and rating agency, any fees or premiums relating to municipal bond insurance or other security arrangements determined necessary by the City

Auditor, and all other Financing Costs and costs incurred incidental to those purposes. The Certificate of Award may authorize the Original Purchaser to withhold certain proceeds from the purchase price of the Bonds to provide for the payment of Financing Costs related to the Bonds on behalf of the City. Any portion of those proceeds received by the City representing premium (after payment of any Financing Costs identified in the Certificate of Award and/or the Registrar Agreement) or accrued interest shall be paid into the Bond Retirement Fund.

Section 3. Denominations; Dating; Principal and Interest Payment and Redemption Provisions. The Bonds shall be issued in one lot and only as fully registered bonds, in Authorized Denominations, but in no case as to a particular maturity date exceeding the principal amount maturing on that date. The Bonds shall be dated as provided in the Certificate of Award, *provided* that their dated date shall not be more than sixty (60) days prior to the Closing Date.

(a) Interest Rates and Payment Dates. The Bonds shall bear interest at the rate or rates per year (computed on the basis of a 360-day year consisting of twelve 30-day months) as shall be determined by the City Auditor, subject to subsection (c) of this Section 3, in the Certificate of Award. Interest on the Bonds shall be payable at such rate or rates on the Interest Payment Dates until the principal amount has been paid or provided for. The Bonds shall bear interest from the most recent date to which interest has been paid or provided for or, if no interest has been paid or provided for, from their date.

(b) Principal Payment Schedule. The Bonds shall mature or be payable pursuant to Mandatory Sinking Fund Redemption Requirements on the Principal Payment Dates in principal amounts as shall be determined by the City Auditor, subject to subsection (c) of this Section 3, in the Certificate of Award, which determination shall be in the best interest of and financially advantageous to the City.

Consistent with the foregoing and in accordance with the determination of the best interest of and financial advantages to the City, the City Auditor shall specify in the Certificate of Award (i) the aggregate principal amount of Bonds to be issued as Serial Bonds, the Principal Payment Date or Dates on which those Bonds shall be stated to mature and the principal amount thereof that shall be stated to mature on each such Principal Payment Date and (ii) the aggregate principal amount of Bonds to be issued as Term Bonds, the Principal Payment Date or Dates on which those Bonds shall be stated to mature, the principal amount thereof that shall be stated to mature on each such Principal Payment Date, the Principal Payment Date or Dates on which Term Bonds shall be subject to mandatory sinking fund redemption (each a "*Mandatory Redemption Date*") and the principal amount thereof that shall be payable pursuant to Mandatory Sinking Fund Redemption Requirements on each Mandatory Redemption Date.

(c) Conditions for Establishment of Interest Rates and Principal Payment Dates and Amounts. The rate or rates of interest per year to be borne by the Bonds, and the principal amount of Bonds maturing or payable pursuant to Mandatory Sinking Fund Redemption Requirements on each Principal Payment Date, shall be such that the total principal and interest payments on the Bonds in any fiscal year in which principal is payable is not more than three times the amount of those payments in any other fiscal year. The net interest cost for the Bonds determined by taking into account the respective principal amounts of the Bonds and terms to maturity or Mandatory Sinking Fund Redemption Requirements of those principal amounts of Bonds shall not exceed 6.00%.

(d) Payment of Debt Charges. The debt charges on the Bonds shall be payable in lawful money of the United States of America without deduction for the services of the Bond Registrar

as paying agent. Principal of and any premium on the Bonds shall be payable when due upon presentation and surrender of the Bonds at the designated corporate trust office of the Bond Registrar. Interest on a Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond was registered, and to that person's address appearing, on the Bond Register at the close of business on the 15th day of the calendar month next preceding that Interest Payment Date. Notwithstanding the foregoing, if and so long as the Bonds are issued in a book entry system, principal of and interest and any premium on the Bonds shall be payable in the manner provided in any agreement entered into by the City Auditor, in the name and on behalf of the City, in connection with the book entry system.

(e) Redemption Provisions. The Bonds shall be subject to redemption prior to stated maturity as follows:

(i) Mandatory Sinking Fund Redemption of Term Bonds. If any of the Bonds are issued as Term Bonds, the Term Bonds shall be subject to mandatory redemption in part by lot and be redeemed pursuant to mandatory sinking fund redemption requirements, at a redemption price of 100% of the principal amount redeemed, plus accrued interest to the redemption date, on the applicable Mandatory Redemption Dates and in the principal amounts payable on those Dates, for which provision is made in the Certificate of Award (such Dates and amounts being referred to as the "*Mandatory Sinking Fund Redemption Requirements*").

The aggregate of the moneys to be deposited with the Bond Registrar for payment of principal of and interest on any Term Bonds on each Mandatory Redemption Date shall include an amount sufficient to redeem on that Date the principal amount of Term Bonds payable on that Date pursuant to the Mandatory Sinking Fund Redemption Requirements (less the amount of any credit as hereinafter provided).

The City shall have the option to deliver to the Bond Registrar for cancellation Term Bonds in any aggregate principal amount and to receive a credit against the then current or any subsequent Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation) of the City, as specified by the City Auditor, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered. That option shall be exercised by the City on or before the 45th day preceding any Mandatory Redemption Date with respect to which the City wishes to obtain a credit, by furnishing the Bond Registrar a certificate, signed by the City Auditor, setting forth the extent of the credit to be applied with respect to the then current or any subsequent Mandatory Sinking Fund Redemption Requirement for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered. If the certificate is not timely furnished to the Bond Registrar, the current Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation) shall not be reduced. A credit against the then current or any subsequent Mandatory Sinking Fund Redemption Requirement (and corresponding mandatory redemption obligation), as specified by the City Auditor, also shall be received by the City for any Term Bonds which prior thereto have been redeemed (other than through the operation of the applicable Mandatory Sinking Fund Redemption Requirements) or purchased for cancellation and canceled by the Bond Registrar, to the extent not applied theretofore as a credit against any Mandatory Sinking Fund Redemption Requirement, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so redeemed or purchased and canceled.

Each Term Bond so delivered, or previously redeemed, or purchased and canceled, shall be credited by the Bond Registrar at 100% of the principal amount thereof against the then current or subsequent Mandatory Sinking Fund Redemption Requirements (and corresponding mandatory redemption obligations), as specified by the City Auditor, for Term Bonds stated to mature on the same Principal Payment Date and bearing interest at the same rate as the Term Bonds so delivered, redeemed or purchased and canceled.

(ii) Optional Redemption. The Bonds of the maturities and interest rates specified in the Certificate of Award (if any are so specified) shall be subject to optional redemption by and at the sole option of the City, in whole or in part in integral multiples of $5,000, on the dates and at the redemption prices (expressed as a percentage of the principal amount to be redeemed), plus accrued interest to the redemption date, to be determined by the City Auditor in the Certificate of Award; *provided* that the redemption price for any optional redemption date shall not be greater than 103%.

If optional redemption of Term Bonds at a redemption price exceeding 100% of the principal amount to be redeemed is to take place as of any Mandatory Redemption Date applicable to those Term Bonds, the Term Bonds, or portions thereof, to be redeemed optionally shall be selected by lot prior to the selection by lot of the Term Bonds of the same maturity (and interest rate within a maturity if applicable) to be redeemed on the same date by operation of the Mandatory Sinking Fund Redemption Requirements. Bonds to be redeemed pursuant to this paragraph shall be redeemed only upon written notice from the City Auditor to the Bond Registrar, given upon the direction of the City by passage of an ordinance or adoption of a resolution. That notice shall specify the redemption date and the principal amount of each maturity (and interest rate within a maturity if applicable) of Bonds to be redeemed, and shall be given at least 45 days prior to the redemption date or such shorter period as shall be acceptable to the Bond Registrar.

(iii) Partial Redemption. If fewer than all of the outstanding Bonds are called for optional redemption at one time and Bonds of more than one maturity (or interest rate within a maturity if applicable) are then outstanding, the Bonds that are called shall be Bonds of the maturity or maturities and interest rate or rates selected by the City. If fewer than all of the Bonds of a single maturity (or interest rate within a maturity if applicable) are to be redeemed, the selection of Bonds of that maturity (or interest rate within a maturity if applicable) to be redeemed, or portions thereof in amounts of $5,000 or any integral multiple thereof, shall be made by the Bond Registrar by lot in a manner determined by the Bond Registrar. In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than $5,000 are then outstanding, each $5,000 unit of principal thereof shall be treated as if it were a separate Bond of the denomination of $5,000. If it is determined that one or more, but not all, of the $5,000 units of principal amount represented by a Bond are to be called for redemption, then, upon notice of redemption of a $5,000 unit or units, the registered owner of that Bond shall surrender the Bond to the Bond Registrar (A) for payment of the redemption price of the $5,000 unit or units of principal amount called for redemption (including, without limitation, the interest accrued to the date fixed for redemption and any premium), and (B) for issuance, without charge to the registered owner, of a new Bond or Bonds of any Authorized Denomination or Denominations in an aggregate principal amount equal to the unmatured and unredeemed portion of, and bearing interest at the same rate and maturing on the same date as, the Bond surrendered.

(iv) Notice of Redemption. The notice of the call for redemption of Bonds shall identify (A) by designation, letters, numbers or other distinguishing marks, the Bonds or portions thereof to

be redeemed, (B) the redemption price to be paid, (C) the date fixed for redemption, and (D) the place or places where the amounts due upon redemption are payable. The notice shall be given by the Bond Registrar on behalf of the City by mailing a copy of the redemption notice by first-class mail, postage prepaid, at least 30 days prior to the date fixed for redemption, to the registered owner of each Bond subject to redemption in whole or in part at the registered owner's address shown on the Bond Register maintained by the Bond Registrar at the close of business on the 15th day preceding that mailing. Failure to receive notice by mail or any defect in that notice regarding any Bond, however, shall not affect the validity of the proceedings for the redemption of any Bond.

(v) Payment of Redeemed Bonds. In the event that notice of redemption shall have been given by the Bond Registrar to the registered owners as provided above, there shall be deposited with the Bond Registrar on or prior to the redemption date, moneys that, in addition to any other moneys available therefor and held by the Bond Registrar, will be sufficient to redeem at the redemption price thereof, plus accrued interest to the redemption date, all of the redeemable Bonds for which notice of redemption has been given. Notice having been mailed in the manner provided in the preceding paragraph hereof, the Bonds and portions thereof called for redemption shall become due and payable on the redemption date, and, subject to the provisions of Sections 3(d) and 5, upon presentation and surrender thereof at the place or places specified in that notice, shall be paid at the redemption price, plus accrued interest to the redemption date. If moneys for the redemption of all of the Bonds and portions thereof to be redeemed, together with accrued interest thereon to the redemption date, are held by the Bond Registrar on the redemption date, so as to be available therefor on that date and, if notice of redemption has been deposited in the mail as aforesaid, then from and after the redemption date those Bonds and portions thereof called for redemption shall cease to bear interest and no longer shall be considered to be outstanding. If those moneys shall not be so available on the redemption date, or that notice shall not have been deposited in the mail as aforesaid, those Bonds and portions thereof shall continue to bear interest, until they are paid, at the same rate as they would have borne had they not been called for redemption. All moneys held by the Bond Registrar for the redemption of particular Bonds shall be held in trust for the account of the registered owners thereof and shall be paid to them, respectively, upon presentation and surrender of those Bonds; *provided* that any interest earned on the moneys so held by the Bond Registrar shall be for the account of and paid to the City to the extent not required for the payment of the Bonds called for redemption.

Section 4. Execution and Authentication of Bonds; Appointment of Bond Registrar. The Bonds shall be signed by the Mayor and the City Auditor, in the name of the City and in their official capacities; *provided* that either or both of those signatures may be a facsimile. The Bonds shall be issued in the Authorized Denominations and numbers as requested by the Original Purchaser and approved by the City Auditor, shall be numbered as determined by the City Auditor in order to distinguish each Bond from any other Bond, and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance and the Certificate of Award.

The City Auditor is hereby authorized to designate in the Certificate of Award a bank or trust company authorized to do business in the State of Ohio to act as the initial Bond Registrar. The Mayor and the City Auditor shall sign and deliver, in the name and on behalf of the City, the Registrar Agreement between the City and the Bond Registrar, in substantially the form as is now on file with the Clerk of Council. The Registrar Agreement is approved, together with

any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the Mayor and the City Auditor on behalf of the City, all of which shall be conclusively evidenced by the signing of the Registrar Agreement or amendments thereto. The City Auditor shall provide for the payment of the services rendered and for reimbursement of expenses incurred pursuant to the Registrar Agreement, except to the extent paid or reimbursed by the Original Purchaser and/or the Bond Registrar pursuant to the Certificate of Award and/or the Registrar Agreement, from the proceeds of the Bonds to the extent available and then from other money lawfully available and appropriated or to be appropriated for that purpose.

No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under the Bond Proceedings unless and until the certificate of authentication printed on the Bond is signed by the Bond Registrar as authenticating agent. Authentication by the Bond Registrar shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under, and is entitled to the security and benefit of, the Bond Proceedings. The certificate of authentication may be signed by any authorized officer or employee of the Bond Registrar or by any other person acting as an agent of the Bond Registrar and approved by the City Auditor on behalf of the City. The same person need not sign the certificate of authentication on all of the Bonds.

Section 5. Registration; Transfer and Exchange; Book Entry System.

(a) Bond Register. So long as any of the Bonds remain outstanding, the City will cause the Bond Registrar to maintain and keep the Bond Register at its designated corporate trust office. Subject to the provisions of Sections 3(d) and 9(c), the person in whose name a Bond is registered on the Bond Register shall be regarded as the absolute owner of that Bond for all purposes of the Bond Proceedings. Payment of or on account of the debt charges on any Bond shall be made only to or upon the order of that person; neither the City nor the Bond Registrar shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section 5. All such payments shall be valid and effectual to satisfy and discharge the City's liability upon the Bond, including interest, to the extent of the amount or amounts so paid.

(b) Transfer and Exchange. Any Bond may be exchanged for Bonds of any Authorized Denomination upon presentation and surrender at the designated corporate trust office of the Bond Registrar, together with a request for exchange signed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. A Bond may be transferred only on the Bond Register upon presentation and surrender of the Bond at the designated corporate trust office of the Bond Registrar together with an assignment signed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Bond Registrar. Upon exchange or transfer the Bond Registrar shall complete, authenticate and deliver a new Bond or Bonds of any Authorized Denomination or Denominations requested by the owner equal in the aggregate to the unmatured principal amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

If manual signatures on behalf of the City are required, the Bond Registrar shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the authorized officers of the City. In all cases of Bonds exchanged or transferred, the City shall sign and the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of the Bond Proceedings. The exchange or transfer shall be without charge to the owner, except that the City and Bond Registrar may make a charge sufficient to reimburse them for any tax or other governmental charge required to be paid with respect to the exchange or transfer. The City or the Bond Registrar may require that those charges, if any, be paid before the procedure is

begun for the exchange or transfer. All Bonds issued and authenticated upon any exchange or transfer shall be valid obligations of the City, evidencing the same debt, and entitled to the same security and benefit under the Bond Proceedings as the Bonds surrendered upon that exchange or transfer. Neither the City nor the Bond Registrar shall be required to make any exchange or transfer of (i) Bonds then subject to call for redemption between the 15th day preceding the mailing of notice of Bonds to be redeemed and the date of that mailing, or (ii) any Bond selected for redemption, in whole or in part.

(c) Book Entry System. Notwithstanding any other provisions of this Ordinance, if the City Auditor determines in the Certificate of Award that it is in the best interest of and financially advantageous to the City, the Bonds may be issued in book entry form in accordance with the following provisions of this Section 5.

The Bonds may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized: (i) the Bonds may be issued in the form of a single, fully registered Bond representing each maturity, and, if applicable, each interest rate within a maturity, and registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository or its designated agent for that purpose, which may be the Bond Registrar; (ii) the beneficial owners of Bonds in book entry form shall have no right to receive Bonds in the form of physical securities or certificates; (iii) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (iv) the Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the City.

If any Depository determines not to continue to act as a Depository for the Bonds for use in a book entry system, the City Auditor may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the City Auditor does not or is unable to do so, the City Auditor, after making provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Bonds from the Depository, and shall cause Bond certificates in registered form and Authorized Denominations to be authenticated by the Bond Registrar and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of City action or inaction, of those persons requesting such issuance.

The City Auditor is hereby authorized and directed, to the extent necessary or required, to enter into any agreements, in the name and on behalf of the City, that the City Auditor determines to be necessary in connection with a book entry system for the Bonds.

Section 6. Sale of the Bonds to the Original Purchaser. The City Auditor is authorized to sell the Bonds at private sale to the Original Purchaser at a purchase price, not less than 97% of the aggregate principal amount thereof, as shall be determined by the City Auditor in the Certificate of Award, plus accrued interest (if any) on the Bonds from their date to the Closing Date, and shall be awarded by the City Auditor with and upon such other terms as are required or authorized by this Ordinance to be specified in the Certificate of Award, in accordance with law and the provisions of this Ordinance and the Certificate of Award. The City Auditor is authorized, if it is determined to be in the best interest of the City, to combine the issue of Bonds with one or more other bond issues of the City into a consolidated bond issue pursuant to Section 133.30(B) of the Ohio Revised Code in which case a single Certificate of Award may be utilized for the consolidated bond issue if appropriate and consistent with the terms of

this Ordinance.
The City Auditor shall sign and deliver the Certificate of Award and shall cause the Bonds to be prepared and signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Bonds, to the Original Purchaser upon payment of the purchase price.
The Mayor, the City Auditor, the City Attorney, the Clerk of Council and other City officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance. Any actions heretofore taken by the Mayor, the City Auditor, the City Attorney, the Clerk of Council or other City official, as appropriate, in doing any and all acts necessary in connection with the issuance and sale of the Bonds are hereby ratified and confirmed.

Section 7. Provision for Tax Levy. There shall be levied on all the taxable property in the City, in addition to all other taxes, a direct tax annually during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.
In each year to the extent the net revenues from the municipal waterworks system are available for the payment of the debt charges on the Bonds and are appropriated for that purpose, the amount of the tax shall be reduced by the amount of such net revenues so available and appropriated.
In each year to the extent receipts from the municipal income tax are available for the payment of the debt charges on the Bonds and are appropriated for that purpose, and to the extent not paid from net revenues of the municipal waterworks system, the amount of the tax shall be reduced by the amount of such receipts so available and appropriated in compliance with the following covenant. To the extent necessary, the debt charges on the Bonds shall be paid from municipal income taxes lawfully available therefor under the Constitution and the laws of the State of Ohio, and the Charter of the City; and the City hereby covenants, subject and pursuant to such authority, including particularly Section 133.05(B)(7) of the Ohio Revised Code, to appropriate annually from such municipal income taxes such amount as is necessary to meet such annual debt charges.
Nothing in the two preceding paragraphs in any way diminishes the irrevocable pledge of the full faith and credit and general property taxing power of the City to the prompt payment of the debt charges on the Bonds.

Section 8. Federal Tax Considerations. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Code or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest on the Bonds will not be an item of tax preference under Section 57 of the Code.

The City further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The City Auditor or any other officer of the City having responsibility for issuance of the Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Bonds as the City is permitted to or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties with respect to the Bonds, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments with respect to the Bonds, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds. The City Auditor or any other officer of the City having responsibility for issuance of the Bonds is specifically authorized to designate the Bonds as “qualified tax-exempt obligations” if such designation is applicable and desirable, and to make any related necessary representations and covenants.

Section 9. Official Statement, Rating, Bond Insurance, Continuing Disclosure and Financing Costs.

(a) Primary Offering Disclosure -- Official Statement. The Mayor and the City Auditor are each authorized and directed, on behalf of the City and in their official capacities, to (i) prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, a disclosure document in the form of an official statement relating to the original issuance of the Bonds in substantially the form as is now on file with the Clerk of Council, (ii) determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the City as of its date or is a final official statement for purposes of paragraph (b) of the Rule, (iii) use and distribute, or authorize the use and distribution of those official statements and any supplements thereto in connection with the original issuance of the Bonds, and (iv) complete and sign those official statements and any supplements thereto as so approved, together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of those official statements and any supplements, as they may deem necessary or appropriate.

(b) Application for Rating or Bond Insurance. If, in the judgment of the City Auditor, the filing of an application for (i) a rating on the Bonds by one or more nationally-recognized rating agencies, or (ii) a policy of insurance from a company or companies to better assure the payment of principal of and interest on the Bonds, is in the best interest of and financially advantageous to this City, the City Auditor is authorized to prepare and submit those applications, to provide to each such agency or company such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating or policy, except to the extent otherwise paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose. The City Auditor is hereby authorized, to the extent necessary or required, to enter into any agreements, in the name of and on behalf of the City, that the City Auditor determines to be necessary in connection with the obtaining of that bond insurance.

(c) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Bonds, the City agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The Mayor and the City Auditor are each authorized and directed to complete, sign and deliver the Continuing Disclosure Agreement, in the name and on behalf of the City, in substantially the form as is now on file with the Clerk of Council. The Continuing Disclosure Agreement is approved, together with any changes or amendments that are not inconsistent with this Ordinance and not substantially adverse to the City and that are approved by the Mayor and the City Auditor on behalf of the City, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement or amendments thereto.

The City Auditor is further authorized and directed to establish procedures in order to ensure compliance by the City with its Continuing Disclosure Agreement, including timely provision of information and notices as described above. Prior to making any filing required under the Rule, the City Auditor shall consult with and obtain legal advice from, as appropriate, the City Attorney and bond or other qualified independent special counsel selected by the City. The City Auditor, acting in the name and on behalf of the City, shall be entitled to rely upon any such legal advice in determining whether a filing should be made. The performance by the City of its Continuing Disclosure Agreement shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(d) Financing Costs. The expenditure of the amounts necessary to pay any Financing Costs in connection with the Bonds, to the extent not paid or reimbursed by the Original Purchaser and/or the Bond Registrar in accordance with the Certificate of Award and/or the Registrar Agreement, is authorized and approved, and the City Auditor is authorized to provide for the payment of any such amounts and costs from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 10. Bond Counsel. The legal services of the law firm of Squire Patton Boggs (US) LLP, as bond counsel, are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the authorization, sale and issuance of the Bonds and rendering at delivery related legal opinions, all as set forth in the form of engagement letter from that firm which is now on file in the office of the Clerk of Council. In providing those legal services, as an independent contractor and in

an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State of Ohio, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services, that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services.

To the extent they are not paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, the City Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Bonds, if available, and otherwise from available moneys in the General Fund.

Section 11. Municipal Advisor. The services of Baker Tilly Municipal Advisors, LLC, as municipal advisor, are hereby retained. The municipal advisory services shall be in the nature of financial advice and recommendations in connection with the issuance and sale of the Bonds. In rendering those municipal advisory services, as an independent contractor, that firm shall not exercise any administrative discretion on behalf of the City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State of Ohio, the City or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those municipal advisory services and shall be reimbursed for the actual out-of pocket expenses it incurs in rendering those municipal advisory services. To the extent they are not paid or reimbursed pursuant to the Certificate of Award and/or the Registrar Agreement, the City Auditor is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Bonds, if available, and otherwise from available moneys in the General Fund.

Section 12. Certification and Delivery of Ordinance and Certificate of Award. The Clerk of Council is directed to promptly deliver or cause to be delivered a certified copy of this Ordinance and an executed copy of the Certificate of Award to the County Auditors of Fairfield, Franklin and Licking Counties, Ohio.

Section 13. Satisfaction of Conditions for Bond Issuance. This City Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the City have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 7) of the City are pledged for the timely payment of the debt charges on the Bonds; that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds; and that the Bonds are being authorized and issued pursuant to Chapter 133 of the Ohio Revised Code, the Charter of the City, this Ordinance, the Certificate of Award and other authorizing provisions of law.

Section 14. Compliance with Open Meeting Requirements. This City Council finds and determines that all formal actions of this City Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Council or any of its committees, and that all deliberations of this City Council and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Section 15. Effective Date. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that this Ordinance is required to be immediately effective in order to issue and sell the Bonds, which is necessary to enable the City to timely enter into contracts for the construction of the Improvement; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with Builderscape, Inc. for the JFK Park Pickleball Improvements Project, Appropriate Funds Therefor, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

3-read emergency

REASON FOR EMERGENCY:

For the financial needs of the City in order to meet contratual deadlines

STAFF REPORT:

The City Engineer has reviewed the bid proposals submitted and determined that the lowest and best bidder for the project is Builderscape Inc. Therefore, we request authorization for the Mayor to enter into a contract with Builderscape Inc. for the JFK Park Pickleball Improvements for $760,913.00, with a contingency of 12.025% ($91,500.00), for a total of $852,413.00.

Requesting $852,413.00 be appropriated from the unappropriated Capital Improvement Fund (410) into line item 410.000.0202.5659 JFK Park Tennis Court Conversion

Upon project completion, a reimbursement request totaling $150,000 will be submitted to the Ohio Department of Natural Resources (ODNR), in accordance with the terms of the awarded grant.

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BUILDERSCAPE INC. FOR THE CONSTRUCTION OF PICKLEBALL COURTS IN JFK PARK, APPROPRIATE FUNDS THEREFOR, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg has determined the need to convert a number of tennis courts in JFK Park into pickleball courts to meet a community need; and

WHEREAS, the City Engineer has reviewed the bid proposals submitted for this project and

determined that the lowest and best bidder for the project is Builderscape Inc.; and

WHEREAS, the City Engineer has also concluded that Builderscape Inc. has the ability, resources, and experience to properly complete the project as well as recommending moving forward with a contract for the JFK Park pickleball courts at a cost of $760,913.00 with a five percent (12.025%) contingency of $91,310.00 for a total amount of $852,413.00 be awarded to Builderscape Inc.

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

SECTION 1. That the Mayor is hereby authorized to enter into a contract with Builderscape Inc. for pickleball courts in JFK Park in the amount of $760,913.00 with a contingency of (12.025%) amount of $91,500.00 for a total of $852,413.00
.
SECTION 2. That the funds necessary to carry out the purpose of this Ordinance are hereby deemed appropriated and the City Auditor shall establish such project codes as necessary.

SECTION 3. The City Auditor is hereby authorized to appropriate funds from the unappropriated Capital Improvement Fund (CIP 410) and appropriate to project number 410.000.0202.5659 JFK Park Tennis Court Conversion
.
SECTION 4. That a portion of this project is reimbursable by the Ohio Department of Natural Resources (ODNR), based on the approved grant, to the City of Reynoldsburg; therefore, when those funds are returned, they should be deposited into the unappropriated Capital Improvement Fund (CIP 410).
SECTION 5. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and further so that construction can begin as soon as possible in order to meet contract deadlines; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Engineers, Surveyors, Planners, Scientists

MEMO

Date: October 27, 2025

To: Donna Bauman, Director of Parks and Recreation, CPRP

From: Mitchell Yake, EI

Subject: JFK Park, Pickleball Improvements Project - Bid Results

Copies: File

EMH&T has completed bid tabulation and analysis. The following is a budget summary for the construction phase of the subject project based on bid pricing from contractors and 10% for Contingency. Budget for Construction Services is not included, please have DLZ prepare proposal for those services to include in the City's budget.

Base Bid Amount:	$ 385,460.50
Recommended Contingency (~12%):	$ 46,500.00
Additional Bid 1 Amount:	$ 375,452.50
Recommended Contingency (~12%):	$ 45,000.00
Construction Management/Inspection (~12%):	$ 90,000.00
Total Construction Phase Budget:	**$ 942,413.00**

I have attached the Bid Tabulation to this memorandum for your review. The prices for all bids are competitive and within reason of our probable engineers estimate. EMH&T has prepared a formal Award Recommendation Letter and Notice of Award for the City's execution. Once the funding legislation is in place, return signed copies of the Notices of Award to EMH&T to prepare the contracts to be routed for execution and deliver to City. If you have any other questions, please feel free to contact me at 614-775-4209.

Attachments: Bid Tabulation
Award Recommendation Letters
Notice of Award

City of Reynoldsburg, Ohio

JFK Park, Pickleball Improvements Project

EMH&T JN: 2025-0293

Bids Received: October 13, 2025

Ref. No.	Spec	Item No.	Description	Quantity	Units	Engineer's Estimate		Builderscape, Inc. 10496 Parks Court Marysville, Ohio 43040		Vasco Sports Contractors 4270 Sterilite Street SE Massillon, Ohio 44646		Strawser Paving Co. Inc 1595 Frank Road Columbus, Ohio 43223	
						Price	Extension	Price	Extension	Price	Extension	Price	Extension
Base Bid													
1	CMSC	202	Miscellaneous Removals (Fencing, Net Post)	1	LS	$20,000.00	$20,000.00	$24,996.00	$24,996.00	$47,000.00	$47,000.00	$20,000.00	$20,000.00
2	CMSC	253*	Full Depth Pavement Repair	25	SY	$130.00	$3,250.00	$320.00	$8,000.00	$430.00	$10,750.00	$1,600.00	$40,000.00
3	CMSC	254	Planing, T=1.5" +/-	2,950	SY	$5.50	$16,225.00	$11.71	$34,544.50	$8.00	$23,600.00	$18.00	$53,100.00
4	SPEC	SPEC	Asphaly Sport Court Paving and Surfacing, Complete, As Per Plan	2,950	SY	$60.00	$177,000.00	$44.00	$129,800.00	$72.00	$212,400.00	$75.00	$221,250.00
5	SPEC	SPEC	Pickleball Court Net, Complete, As Per Plan	6	EA	$4,500.00	$27,000.00	$1,750.00	$10,500.00	$4,195.00	$25,170.00	$4,200.00	$25,200.00
6	SPEC	SPEC	Tennis Court Net, Complete, As Per Plan	2	EA	$5,500.00	$11,000.00	$2,250.00	$4,500.00	$4,195.00	$8,390.00	$4,000.00	$8,000.00
7	SPEC	SPEC	Chain Link Fence, Vinyl Coated, Color Black, 4' (Interior)	520	LF	$90.00	$46,800.00	$108.00	$56,160.00	$72.00	$37,440.00	$57.00	$29,640.00
8	SPEC	SPEC	Chain Link Fence and Gates, Vinyl Coated, Color Black, 10' (Perimeter)	680	LF	$160.00	$108,800.00	$172.00	$116,960.00	$125.00	$85,000.00	$120.00	$81,600.00
		*Contingency Items											
			BIDDER'S TOTAL FOR BASE BID =				$410,075.00		**$385,460.50**		$449,750.00		$478,790.00
			CORRECTED BIDDER'S TOTAL FOR BASE BID =				NA		NA		NA		NA
Additional Bid 1													
1	CMSC	203	Excavation/Embankment, As Per Plan	1	LS	$3,500.00	$3,500.00	$12,500.00	$12,500.00	$4,390.00	$4,390.00	$40,000.00	$40,000.00
2	CMSC	207	Temporary Sediment and Erosion Control, As Per Plan	1	LS	$2,200.00	$2,200.00	$3,000.00	$3,000.00	$1,660.00	$1,660.00	$3,000.00	$3,000.00
3	CMSC	608	Concrete Pad, As Per Plan	1,800	SF	$25.00	$45,000.00	$20.00	$36,000.00	$24.50	$44,100.00	$35.00	$63,000.00
4	CMSC	608	Asphalt Shared-Use Path, Per R-20	1,600	SF	$16.50	$26,400.00	$30.00	$48,000.00	$16.00	$25,600.00	$18.00	$28,800.00
5	CMSC	653	Topsoil Furnished and Placed, T=3"	60	CY	$85.00	$5,100.00	$90.00	$5,400.00	$80.00	$4,800.00	$180.00	$10,800.00
6	SPEC	659	Seeding and Mulching	710	SY	$3.00	$2,130.00	$2.75	$1,952.50	$6.00	$4,260.00	$6.00	$4,260.00
7	SPEC	SPEC	Canopy Structure, Complete, As Per Plan	6	EA	$35,000.00	$210,000.00	$33,000.00	$198,000.00	$31,000.00	$186,000.00	$23,000.00	$138,000.00
8	SPEC	SPEC	Bench, Complete, As Per Plan	12	EA	$7,500.00	$90,000.00	$5,500.00	$66,000.00	$6,980.00	$83,760.00	$6,200.00	$74,400.00
9	SPEC	SPEC	Court Number Signage, As Per Plan	8	EA	$135.00	$1,080.00	$200.00	$1,600.00	$80.00	$640.00	$1,200.00	$9,600.00
10	SPEC	SPEC	Paddle Rack, as Per Plan	6	EA	$550.00	$3,300.00	$500.00	$3,000.00	$355.00	$2,130.00	$2,000.00	$12,000.00
		*Contingency Items											
			BIDDER'S TOTAL FOR ADDITIONAL BID 1 =				$388,710.00		**$375,452.50**		$357,340.00		$383,860.00
			CORRECTED BIDDER'S TOTAL FOR ADDITIONAL BID 1 =				NA		NA		NA		NA

A Correct Bidder's Calculated Unit Price: labor + material was incorrectly calculated by Bidder

B Correct Bidder's Total: price x quantity was incorrectly calculated by Bidder

BIDDER'S TOTAL FOR CONTRACT =	$798,785.00	**$760,913.00**	$807,090.00	$862,650.00

BY: _____

Mitchell Yake, PE

Evans, Mechwart, Hambleton & Tilton, Inc.
5500 New Albany Road
Columbus, OH 43054

EMH&T

Engineers, Surveyors, Planners, Scientists

October 27, 2025

Ms. Donna Bauman
Director of Parks and Recreation, CPRP
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

Re: JFK Park, Pickleball Improvements Project

Dear Ms. Donna Bauman,

We have completed our analysis of the bids received on October 13, 2025, for the Reynoldsburg **JFK Park Pickleball Improvements Project**. Based on our review of the public bid results, we recommend that the contract be awarded to **Builderscape, Inc.** for the amount of **$ 760,913** for the work included under the Base Bid plus Additional Bid 1. Builderscape, Inc. appears to be qualified for this type of work, and their prices are competitive compared to recent projects of similar scope. Builderscape has completed work in the City in recent years.

Please review the enclosed information. Once City Council authorizes the contracts for construction, please have the Mayor sign the Notice of Award and forward it to me. Once I receive that, we will prepare conformed copies of the contract documents and forward them to the selected Contractors for execution. Please do not hesitate to contact me if you should have any additional questions.

Sincerely,

EVANS, MECHWART, HAMBLETON & TILTON, INC.



Mitchell Yake, PE

Attachments:
Bid Tabulation
Notice of Award

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: December 8, 2025

RE: An Ordinance to Transfer Funds Among Various General Fund Accounts, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

This Ordinance is deemed an emergency measure necessary for the City's financial needs and, further to comply with the ORC year-end requirements.

STAFF REPORT:

This legislation is the annual request to transfer funds from various accounts to bring all funds into balnance.

AN ORDINANCE TO TRANSFER FUNDS AMONG VARIOUS GENERAL FUND ACCOUNTS, AND DECLARING AN EMERGENCY

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

SECTION 1. That Council unappropriate and appropriate funds to the following accounts:

Appropriate $30,000.00 from the unppropriate Senior Center account 110.343.5361 Building Repair and appropriate to the unappropriated General Fund (110)

From the unappropriated General Fund (110) appropriate:	
110.340.5161 Group Insurance	$10,000.00
110.343.5105 Overtime Senior Center	$ 5,000.00

110,343.5151 PERS Contribution	$ 1,000.00
110.343.5161 Group Insurance Senior Center	$ 5,000.00
110.343.5215 Recreation Supplies	$ 5,000.00

Appropriate $2,800.00 from the unappropriated Council account 110.571.5631 Furniture and Fixtures and appropriate to account number 110.571.5161 Group Insurance

Appropriate $4,000.00 from the unappropriated Development account 110.580.5631 Furniture and Fixtures and appropriate to account number 110.580.5399 Other Miscellaneous Services

Appropriate $1,000.00 from the unappropriated Development account 110.580.5251 MV Gas and Oil and appropriate to account number 110.580.5631 Other Miscellaneous Services

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and further in order to be in compliance with ORC year-end requirements; wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Tim Madrid

Phone: 614-940-7685 | E-mail: timothymadrid@gmail.com
www.linkedin.com/in/timmadrid 955 Quarry Park Drive

November 30, 2025

Clerk of Council Mollie Prasher

7232 East Main Street

Reynoldsburg, OH 43068

Sent via email – mprasher@reynoldsburg.gov

Dear Ms. Prasher,

I am pleased to present to you my attached resume of qualification for the open role of President of City Council.

Through many professional roles I have had the privilege of coordinating the work of many diverse groups toward a shared outcome, whether leading strategic planning at Nationwide Children's Hospital, serving on the state-wide board of trustees for the union mechanical contractors' association, or leading the board for the Reynoldsburg Junior High Tennis Club. I have a proven track record of bringing together many different voices, synthesizing common areas and topics, and gaining consensus on the desired outcome. I have extensive experience working on non-profit and community-based boards, in addition to serving as a member of executive teams.

While not a lifelong resident of Reynoldsburg, I moved my family here in 2016 and we have been active members of the community ever since. I'm an advocate for youth sports and development, my wife started a business that both employs Reynoldsburg residents and supports the community, and we are frequent volunteers at many city activities.

I would be honored to be considered for the role of President of City Council and look forward to further conversation about what I may bring to the position.

Regards,

Tim Madrid

Tim Madrid

Phone: 614-940-7685 | E-mail: timothymadrid@gmail.com
www.linkedin.com/in/timmadrid

WORK EXPERIENCE

Amazon Web Services 2025- Presnt
Preconstruction Manager Columbus, Ohio

Responsible for managing building industrial development including new builds, retrofits, expansion, and program initiatives from site selection through contract execution. Key partner with internal and external stakeholders to ensure scope, budget, and schedule definition are established including timely receipt of building and site permits. Lead planning, design and pre-construction projects, including new built-to-suit industrial buildings, tenant improvements, extensions of existing facilities and renovation projects.

Required ability to combine construction engineering, planning, project management, real estate development, validating design, site visits, understanding local building and fire code issues, utilities, sustainability, multi-disciplinary design management, and contract management. Responsible for the planning and design of scope, budget, schedule prior to handing off to the construction manager to construct focusing on taking ownership to resolve upstream issues and support the construction team throughout the process.

Accomplishments of Employment:

- ***Managed over $300million in executed contract work for hyperscale data centers.***
- ***Lead due diligence and scope efforts on complex projects including decommissioned power plants, temporary onsite power generation (LNG fuel cells), and colocation hybrid sites.***

Jones-Schlater 2022- 2025
Preconstruction Manager Columbus, Ohio

Responsible for preconstruction activities including client relationship, business development, estimating and bidding, contract negotiation, submittals, RFIs, material procurement, planning and forecasting for commercial flooring contractor. Served on Senior Leadership Committee with department heads to assist and advise Owners on operational issues and strategic planning. Charged with vetting new possible solutions for estimating software and ERP for the company.

Accomplishments of Employment:

- ***Increased bid hit rate by 35% implementing targeted and systematic bid selection process.***
- ***Reduced overhead by 17% by outsourcing redundant and low-value activities to off-shore technology partners.***

Ohio Service Group/Columbus Heat/Precision Duct 2017- 2022
Director of Construction-Managing Partner-President Columbus, Ohio

Promoted from Construction Manager to Managing Partner. Oversaw commercial construction projects for full-service commercial mechanical contractor, responsible for overall project execution, timeline and budget deliverables, including multiple data center new builds. Managed and mentored a team of project managers and administrative personnel, charged with updating enterprise-wide business practices for

improved efficiencies. Led project to implement new ERP Software and served as Executive Sponsor to ensure needs of all departments were met. Responsible for annual construction and manufacturing portfolio in excess of $18M.

Managing Partner and President of holding company overseeing operations of Columbus Heating & Ventilating, and Synergy Mechanical Contractors. Responsible for overall strategic and operational vision for subsidiary companies, execution of objectives, P&L goals, and sales targets. Served on executive leadership team developing 5-year strategic plan. This led to partnership with a consulting firm and, ultimately, selling the assets to a private equity firm.

Accomplishments of Employment:

- ***Increased operating profit by 110% within 1 year of managing construction division.***
- ***Promoted from Director of Construction to Managing Partner and given broad mandate for reform and update of company.***
- ***Analyzed overall operation and ultimately eliminated loss leading division to recenter company on profitable operations, eliminating $1.4M loss from P&L.***

Nationwide Children's Hospital 2013-2017
Service Line Administrator, Orthopedic Surgery Columbus, Ohio
Project Manager, Strategic Planning and Ambulatory Construction Manager

Managed department with annual operating revenue of $30 million, 9 orthopedic surgeons, and 60 employees across 5 locations. Responsible for developing and implementing a comprehensive service line infrastructure strategy encompassing physician practice management, billing activities, capital and operating budget development, research activities, and marketing.

Worked closely with Section Chief, surgeons, and support staff at all levels to coordinate the planning, development, implementation, and evaluation of all activities and programs associated with the department. Supervised and mentored team of clinical leads and operations managers. Reported to Vice President of Surgical Services.

Accomplishments of Employment:

- ***Beat annual budget for clinical volume by 11% and gross margin by 24%.***
- ***Responsible for planning and executing department transition to electronic medical record.***
- ***Recognized with Tier 1 Manager Award two consecutive years.***
- ***Took over department with low employee engagement score of 2.5 and led culture transformation that resulted in a score of 10.0 after one year of service.***
- ***Developed business plan for cutting-edge motion enhancement lab which attracted more than $1 million in corporate funding, including Honda of North America.***

Tim Madrid

Phone: 614-940-7685 | E-mail: timothymadrid@gmail.com
www.linkedin.com/in/timmadrid

Project Manager, Strategic Planning and Ambulatory Construction

Delivered business development and strategic planning leadership for eight hospital divisions, conducting in-depth market analyses and comprehensive business plans to assess viability of new clinics, services, or changes in operation. Frequently presented to executive leadership with recommendations based on findings. Facilitated large groups of senior executives, division chiefs, and other physician leaders in strategic planning sessions, leading to actionable plans with defined metrics for success. Demonstrated ability to generate consensus and obtain buy-in from all critical stakeholders.

Successfully delivered budget and timeline objectives of construction and renovation projects. Decisively managed a complex group of hospital executives, medical professionals, architects, contractors, and others to guide project from concept through design and construction. Promoted to Service Line Administrator for Orthopedics while simultaneously managing construction projects.

Accomplishments of Employment:

- ***Managed $31 million construction project involving Nationwide Children's Hospital and OhioHealth. Served as principal project manager over both hospital systems' project teams.***
- ***Delivered project on time and 18% under budget.***
- ***Guided strategic planning and business development initiatives for 8 internal divisions.***

AKSM, Ltd 2010-2013
Project Manager Columbus, Ohio

Effective corporate liaison for national network of cancer treatment centers. Interfaced with executive management, local directors, and physician leaders. Proven ability to successfully manage complex cross-departmental projects. Served as executive consultant for internal strategic restructuring projects involving fleet management, legal counsel, human resources, and corporate insurance, and as operational lead for all corporate insurance issues. Charged with creating and implementing comprehensive system optimization programs, emergency procedures and protocols, and contingency plans both network-wide and for each site. Promoted from Senior Project Administrator to Project Manager; reported to Vice-President of Operations.

Accomplishments of Employment:

- ***Decisively led successful business process reengineering of $28 million Fleet Division.***
- ***Saved more than $100,000 annually by successfully consolidating local equipment contracts into negotiated national agreements.***
- ***Cited in CEO's annual letter to employees and shareholders.***
- ***Won approval from executive team to develop and lead new external consulting venture.***
- ***Key operational role in 1st prostate cancer treatment center in the US to be awarded prestigious national accreditation from ACR-ASTRO.***

Bethesda, Non-Profit Organization 2008-2010

Tim Madrid

Phone: 614-940-7685 | E-mail: timothymadrid@gmail.com
www.linkedin.com/in/timmadrid

Administrator and Operations Manager Columbus, Ohio

Oversaw all business, development and operational aspects of organization. Planned and executed PR strategies, long-term institutional goals, construction and maintenance projects, and day to day operations. Managed activities of office staff and volunteer support groups, served as chairperson of Capital Campaign Committee. Responsible for resolving complex issues with external entities, engaging Board attorneys, financial experts, and medical professionals for input. Reported monthly to Board of Directors regarding organization's state of affairs and upcoming goals. Recruited from position by AKSM.

Accomplishments of Employment:

- ***Received unanimous "excellent" review by full Board of Directors.***
- ***Increased corporate sponsorships by more than 130%.***
- ***Boosted revenue from primary capital campaign by 20% annually.***

EDUCATION

Master of Business Administration
Ohio University
Athens, OH

Bachelor of Philosophy
Pontifical College Josephinum
Columbus, OH

Universitá Europea di Roma
Rome, Italy

LANGUAGES

Spanish – Professional Working Proficiency

Italian – Basic Working Proficiency

BOARD AND COMMUNITY INVOLVEMENT

Mechanical Contractors of Ohio – Trustee	2018 – 2020
Sheet Metal Contractors of Central Ohio – Trustee	2018 – 2020
Westerville Symphony Orchestra – Board of Directors	2016 – 2022
Umpire, Baseball/Basketball/Soccer Coach – Reynoldsburg	2016 - Present
Reynoldsburg Jr. High Tennis Club – Board President	2023 - Present

Mollie Prasher

From: Bhuwan Pyakurel <pyakurelforohio@gmail.com>
Sent: Tuesday, November 18, 2025 1:13 PM
To: Mollie Prasher
Subject: Application for Council President
Attachments: Bhuwan Pyakurel Resume 2024 Version LD Updated (2).doc

[NOTICE: This email originated outside of the City of Reynoldsburg.]

Dear Reynoldsburg City Council members,

I would like to share my interest in serving as the president of the council of the City of Reynoldsburg for the remainder of the unexpired term. My current role as a council president pro Tempore, I have gained important and valuable leadership skills and a deep understanding of the council procedure. This role had given opportunity to effectively run the council meeting and provide equal opportunity to all the members of the council during the meeting.

Additionally, as a chair of the public service and transportation committee, it provided me the opportunity to manage meetings effectively, get proper discussion and deliver the result.

My appointment as a council president would provide steady and consistent leadership at a time when it is greatly needed in Reynoldsburg. My ability to speak multiple languages spoken by a significant portion of our community, combined with my proven capacity to run effective and inclusive meetings position me well to serve in this role.

Sincerely,

Bhuwan Pyakurel

8386 Ashlynd Pl

Reynoldsburg OH 43068

Bhuwan Pyakurel

8386 Ashland Place, Reynoldsburg OH, 43068 | 720.422.9978

pyakurelforohio@gmail.com

Professional History

City Council Member | City of Reynoldsburg | 2020 to Present | Reynoldsburg, OH

Reynoldsburg is a city in Fairfield, Franklin, and Licking counties, Ohio. A business-friendly, suburban community in the Columbus, Ohio metropolitan area, has a diverse population of 35,893. The *City of Respect* recently made headlines as having the second-best housing market in the nation according to Realtor.com.

- Represent the interests of the constituents of Ward 3, Reynoldsburg, OH
- Ensure that the voices of all the members of the community are heard and considered by the Council
- Work collaboratively with other Council members to manage the city budget, administer public works, grow businesses, and propose and pass laws necessary to improve the quality of life of all citizens

Founder | Bhutanese Women Leadership Program | 2020 to Present | Columbus, OH

The Bhutanese Women Leadership Pilot Program seeks to empower multigenerational former Bhutanese refugees/New American Women to serve as agents of community change through professional development and community action.

- Lead vision and strategy creation to advance women's leadership development
- Diagnose challenges and opportunities and build plans to catalyze, support, and accelerate former refugee women's inclusion in democratic life/the civic sphere

Board Member | Multiethnic Advocates for Cultural Competency (MACC) |2018 to 2025 | Columbus, OH

Cultural competence requires advocacy and activism. It is critically important to provide quality services to those who find themselves marginalized, and it's essential to disrupt the societal processes that marginalize populations. Towards these ends, MACC conducts workshops, training, and seminars to align organizations' systems and beliefs.

- Partner with the Chief Executive Officer in achieving the organization's mission
- Promote MACC and enhance the organization's public standing
- Help guide and mediate Board actions with respect to organizational priorities and governance concerns; establish new policy as necessary

Board Member | YMCA Reynoldsburg Branch | 2025- Present | Reynoldsburg, OH

The YMCA Reynoldsburg Branch facility offers opportunities for the youngest residents to its senior citizens to improve their quality of life, build community, and thrive in a safe, nurturing environment while realizing new connections and friendships.

- Provide oversight, ensure resources, and support the organization's strategic direction as set forth in its founding
- Articulate, safeguard, model and promote the values of the YMCA and ultimately contribute to strengthening the foundations of our community through youth development, healthy living, and social responsibility

Civic Design Team Member | Central Ohio Parent Leadership Institute (COPLTI) 2017-20220 Columbus, OH

- Collaborate with the Civic Design Team on a monthly basis
- Assist in the recruitment of students from diverse communities
- Broker partnerships with other nonprofits and schools to promote COPLTI

Chairman of the Board | Bhutanese Community of Central Ohio (BCCO) 2017 to 2019 | Columbus, OH

- Connect various governmental organizations and other nonprofits with the Bhutanese community to enhance the standard of relationships and quality of life for all
- Collaborate with the Board to identify and secure resources vital to maintaining the financial health of the organization
- Established a critical relationship with the City of Columbus to enable critical, one time funding to support the BCCO venture

Interpretive Services Coordinator | PrimaryOne Health | 2015 to Present | Columbus, OH

- Provide and maintain the overall quality of interpretation at PrimaryOne Health
- Ensure interpreter access and availability for all Limited English Proficiency patients
- Work with various partners to educate communities about PrimaryOne Health services

Executive Director | Bhutanese Nepali Community of Columbus (BNCC) | March 2015 to June 2015 | Columbus, OH

- Responsible for overall, ongoing activities of the organization
- Supervise staff and direct their day-to-day work within the organization
- Build relationships with outside organizations and educate 'mainstream' communities about the BNCC

Planning Committee Member, Migrant and Refugee Leadership Academy | Luthern Immigration and Refugee Services (LIRS) | 2012- 2018 | Washington, DC

- Collaborate with planning committee members monthly on the business of the organization
- Organize a national refugee and migrant conference once in a year, in Washington, DC
- Advocate for refugees and immigrants with the federal, state and local government

- with local resources, including the Aurora Center for Active Adults

Education

- Bachelor of Science in Physics, Chemistry and Math | University of North Bengal, India | 2004
- Interpreter Certification (English, Nepali, Hindi) | Global Link Foreign Center, Colorado Springs | 2009
- Communty Health Worker certification 2016 form OSU

Professional Development and Fellowships

- Leadership Columbus, 2021
- Fellow; Leadership Ohio, Class of 2020

- FBI Citizen Academy, 2018
- Citizen Police Training with Columbus City Police, 2015
- Certified Community Health Worker; Ohio State University, 2015
- Family Leadership Training Institute (FLTI); Colorado for Civic Engagement Leadership, 2014

Languages
English, Nepali, Hindi

Skills
- Relationship Building
- Community and Civic Engagement
- Creativity & Entrepreneurism
- Open Mindedness
- Integrity
- Leadership

Dear Members of the Council,

I am writing to express my sincere interest in being considered for the role of President of Reynoldsburg City Council. Although my recent campaign for Truro Township Trustee did not end in a win, the experience strengthened my resolve to stay involved in public service and deepen my engagement with the community. Losing a race is never easy, but it clarified something important for me; I want to remain an active participant in our local government, contribute where I can, and continue building the name recognition and relationships that will support a stronger run in 2027.

My professional background aligns closely with the values and level of responsibility required for any Council Position. As Franklin County's largest-site Voting Location Manager, I have spent more than a decade leading diverse teams, maintaining orderly and transparent processes, and ensuring access and fairness for thousands of voters. My work as a guardian ad litem, adult guardian, foster and adoptive parent, and surrogate parent for students with disabilities has shaped my understanding of justice, compassion, and practical problem solving. Those roles have reinforced how essential it is for public officials to communicate clearly, listen respectfully, and advocate for people who often struggle to be heard.

In addition, my experience as a small business owner, community organizer, and vice president of the Reynoldsburg Area Democrats has strengthened my ability to collaborate, manage complex issues, and bring people together across differences. I have managed budgets, supported large teams, and advanced initiatives grounded in ethics, safety, inclusion, and equitable access.

I also want to acknowledge something that I believe the Committee is already weighing carefully. It makes complete sense that Council may prefer to appoint an existing member to the presidency for reasons of continuity and shared experience. I respect that logic and the stability it provides. The only

reason I am applying despite that reality is because the pathway into service for someone in Ward 4 is currently extremely narrow. If the presidency were filled to be filled internally, the only path for my possible entry to council, is if the Position were filled by the Ward 4 Representative Erin Hill, or someone in an "At Large Position", thus providing an opportunity to apply to fill the resulting vacancy. As opportunities like this do not come around often and considering that I am working with a fairly short window to increase my visibility and involvement ahead of the next Trustee election, I am simply trying to make the most responsible and productive choices for both myself and the community.

With that said, I want to be very clear that I am open to any conversation about any other possible entry point onto Council if the Committee feels there may be a better fit. My priority is to serve. If there is a way to contribute to the work of Council, support the city, and build a stronger relationship with residents during this period before 2027, I am more than willing to collaborate and discuss alternatives.

Reynoldsburg deserves leadership that is steady, transparent, and grounded in common-sense governance. Whether in the role of Council President or in any capacity the Committee believes is appropriate, I would be honored to help strengthen communication, support Council operations, and advance the well-being of our city.

Thank you for considering my application. I would welcome the chance to speak with the Committee and explore how I might be of service to Reynoldsburg.

Sincerely,

Kirby Reed Samuell II

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KIRBY REED SAMUELL II, MBA
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PROFESSIONAL SUMMARY

Community leader, guardian ad litem, voting location manager, and small business owner with more than 30 years of combined experience in public service, community advocacy, organizational leadership, and executive decision making. Known for championing transparency, accountability, and inclusive governance. Skilled in coalition building across diverse community groups, navigating complex administrative systems, and strengthening trust between institutions and the public. Brings a proven record of civic engagement, regulatory compliance, and service to vulnerable populations, coupled with executive-level management experience and a deep commitment to ethical, people-centered leadership.

CORE COMPETENCIES

- Public Administration & Governance
- Community Engagement & Advocacy
- Electoral Processes & Institutional Transparency
- Strategic Planning & Organizational Oversight
- Communication, Mediation, and Conflict Resolution
- Fiscal Awareness & Policy Interpretation
- Inclusive Leadership & Equity-Centered Decision Making
- Regulatory Compliance & Ethics
- Team Building & Volunteer Coordination

RELEVANT PUBLIC SERVICE EXPERIENCE

Voting Location Manager & Clerk
Franklin County Board of Elections | 2013 – Present

- Manage Franklin County's largest voting location, ensuring fair, transparent, and accessible elections for thousands of residents each cycle.
- Train and oversee diverse teams of poll workers, maintaining compliance with all electoral regulations.
- Lead real-time communication, troubleshooting, and operational problem solving under pressure.
- Promote voter access, disability accommodation, and equitable processes for all community members.

Vice President & Community Leader
Reynoldsburg Area Democrats (RAD) | Current

- Coordinate community engagement, civic participation, and volunteer mobilization.
- Support local candidates, community listening sessions, and policy education efforts.
- Advocate for transparency in city and township governance and represent community concerns.

Parks and Recreation Commission Member
City of Reynoldsburg | Current

- Provide oversight, guidance, and public input on departmental operations and community programs.
- Advocate for inclusive, accessible park programming and equitable resource distribution.

Certified Guardian ad Litem & Adult Guardian
Franklin, Fairfield, Delaware, and Licking Counties | 2021 – Present

- Represent the best interests of youth and vulnerable adults in court proceedings.
- Conduct investigations, interviews, and recommendations to the judiciary grounded in ethics and compassion.
- Strengthen communication between families, schools, and child-serving agencies.

Surrogate Parent for Students with Disabilities
Multiple School Districts | Ongoing

- Provide educational advocacy for students with complex needs.
- Ensure compliance with IDEA, IEP development, and equitable school supports.

Foster & Adoptive Parent
State of Ohio | Ongoing

- Provide long-term care and stability for youth in treatment-level foster care.
- Navigate complex systems including behavioral health, family court, and education supports.

EXECUTIVE & BUSINESS LEADERSHIP EXPERIENCE

Owner & Operator
Orange Peak Inc., Reynoldsburg, OH | 2019 – Present

- Lead a successful insurance brokerage built on ethics, transparency, and service.
- Oversee budgeting, operations, compliance, and community-based outreach strategies.
- Cultivate partnerships with organizations, businesses, and families to expand access to affordable coverage.

Insurance & Financial Services Roles (Multiple Firms)
AAA, MAPFRE, Allstate, Western & Southern, 21st Century Financial
2006 – 2019

- Advised families and businesses on insurance needs, financial planning, and risk mitigation.
- Trained teams on compliance, customer service, ethical practice, and regulatory standards.
- Built long-term client relationships rooted in trust, fairness, and clear communication.

EDUCATION

Master of Business Administration (MBA)
The Ohio State University – Fisher College of Business
Bachelor of Science, Computer & Information Sciences
The Ohio State University
Currently Seeking – Bachelor of Science in Legal Support & Services
Purdue Global University

LICENSES & CERTIFICATIONS

Certified Guardian ad Litem
Certified Adult Guardian (Person & Estate)
Certified Notary Public
CPR/First Aid/AED Instructor
Property, Casualty, Life, and Health Insurance Licenses
Series 6 for Financial Instruments
Certified Voting Location Manager

COMMUNITY & CIVIC LEADERSHIP

Vice President, Reynoldsburg Area Democrats
LGBTQ+ community advocate
Advocate for students with disabilities
Parks and Recreation Commission Member
Foster and adoptive parent
Volunteer mentor and community coalition builder
Prior Candidate for Truro Township Trustee