



City Council Agenda

Monday, November 16, 2020 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

Virtual Meeting Information

Link through: [worthington.org](https://www.worthington.org)

Our Government – Live Stream

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Visitor Comments**

Approval of the Minutes

5. **Approval of Minutes**
 - a. **Meeting Minutes - October 19, 2020**

Public Hearings on Legislation

6. **Ordinance No. 43-2020 Supplemental Appropriation - Waterline Repairs (Columbus Water)**

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Water Fund Unappropriated Balances.

Executive Summary: This Ordinance appropriates \$70,000 in the General Fund, transfers the funds to the Water Fund and appropriates the \$70,000 in the Water Fund to pay for water main break repairs performed by the City of Columbus.

Recommendation: Approve as Presented

New Legislation to Be Introduced

7. **Resolution No. 51-2020 2021 Various Purpose Bonds Notes (Reimbursement)**

Authorizing the Use of a Portion of the Proceeds of Bonds or Bond Anticipation Notes of the City of Worthington, in the Estimated Principal Amount of Not to Exceed \$3,000,000, to be Issued for the Purpose of (I) Acquisition of the Northeast Gateway Right-of-Way, with Related Design and Construction; (II) Designing, Engineering, and Constructing Improvements for the Reconstruction of McCord Park, and (III) Designing, Engineering, and Constructing Sanitary Sewer System Improvements, to Reimburse the City's General, or Capital Improvements Fund for Moneys Previously Advanced for Such Purpose.

Executive Summary: This Resolution authorizes the use and advancement of Capital Improvement Funds for projects identified as "bonded" in the 2020-2024 Capital

Improvements Program (CIP). Any expenditures made in 2020 for these projects will be reimbursed to the CIP fund when the notes or bonds are issued.

Recommendation: Introduce and Approve as Presented.

8. Resolution No. 52-2020 Amend Title and Job Description (Admin Asst Public Information and Community Relations Officer)

Amending the Position Title and the Position Description for Administrative Assistant / Public Information and Community Relations Officer

Executive Summary: This Resolution amends the Title and Position Description for the unclassified position of Administrative Assistant/Public Information and Community Relations Officer.

Recommendation: Introduce and Approve as Presented

9. Resolution No. 53-2020 Re-appointments to Various Boards and Commissions

Re-appointing Members to Various City Boards and Commissions.

Executive Summary: This Resolution re-appoints numerous individuals to various Boards and Commissions.

Recommendation: Introduce and Approve as Presented

10. Resolution No. 54-2020 Urging Legislation Extending Virtual Meetings

A Resolution Urging the General Assembly and Governor DeWine to Pass and Approve Legislation Extending the Ability of Public Entities to Hold Virtual Meetings and Hearings.

Executive Summary: This Resolution urges the General Assembly and Governor DeWine to approve legislation to allow municipalities to continue to hold virtual meetings and hearings.

Recommendation: Introduce and Approve as Presented

11. Ordinance No. 44-2020 2021 Budget Ordinance (Blank)

Providing for the Adoption of the Annual Budget for the Fiscal Year 2021 and Appropriating Sums for Current Operating Expenses.

Executive Summary: This Ordinance adopts the City's annual budget for Fiscal Year 2021 and appropriates sums for current operating expenses.

Recommendation: Introduce for Public Hearing on December 7, 2020

12. Ordinance No. 45-2020 Unclassified Pay Plan (Blank)

Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2021 through December 31, 2021, and Adopting Class Specifications for Said Unclassified Positions.

Executive Summary: This Ordinance establishes the salaries for unclassified employees in the City for 2021.

Recommendation: Introduce for Public Hearing on December 7, 2020

13. Ordinance No. 46-2020 Columbus Public Health Contract

Authorizing the City Manager to Execute A Contract Between the City of Columbus Board of Health and the City of Worthington for Health Services.

Executive Summary: The Ordinance authorizes the City Manager to enter into a contract with the Columbus Department of Health for the provision of public health

services to Worthington.

Recommendation: Introduce for Public Hearing on December 7, 2020

14. Ordinance No. 47-2020 Riverlea Police Contract 2021

Authorizing the City Manager to Enter into a Contract with the Village of Riverlea for the Provision of Police Protection.

Executive Summary: Staff is proposing a 2021 contract in the amount of \$83,234, this increase is in line with what was proposed as part of the 2020 police contract.

Recommendation: Introduce for Public Hearing on December 7, 2020

15. Ordinance No. 48-2020 CIP - Fire Station Bathroom (Project 712-20)

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the Fire Station Bathroom Renovation Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 712-20)

Executive Summary: This ordinance appropriates funds for the design and construction of bathroom/locker room renovations at the Fire House.

Recommendation: Introduce for Public Hearing on December 7, 2020

16. Ordinance No. 49-2020 Convention and Visitors Bureau Allocation of Hotel-Motel Tax

The Allocation of the Six Percent (6%) Hotel/Motel Tax as it Relates to the Operation of Convention and Visitors' Bureau Services provided by the Worthington Partnership.

Executive Summary: This Ordinance authorizes the distribution of 66% of the Hotel/Motel Tax collected in 2021 to the Worthington Partnership for the purpose of convention and visitors' bureau services.

Recommendation: Introduce for Public Hearing on December 7, 2020

17. Ordinance No. 50-2020 Plumbing Inspections 2021 (Franklin County) District Board of Health

Approving the City Manager's Appointment of the Franklin County District Board of Health as the Provider of Plumbing Inspection Services in the City of Worthington.

Executive Summary: This is the annual ordinance that authorizes the City Manager to appoint the Franklin County District Board of Health as the provider of plumbing inspection services for 2021.

Recommendation: Introduce for Public Hearing on December 7, 2020

Reports of City Officials

18. Policy Item(s)

a. Follow Up - Proposed 2021 Operating Budget & Proposed 2021-2025 Capital Improvements Program

Executive Summary: Time is provided for discussion by City Council of the 2021 Budget and the 2021-2025 Capital Improvements Program.

Reports of Council Members

Other

Executive Session

Adjournment

19. Motion to Adjourn

Contact: D. Kay Thress, Clerk of Council (Kay.Thress@worthington.org 614-436-3100) | Agenda
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City Council Agenda Minutes

Monday, October 19, 2020 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

Virtual Meeting Information

Link through: worthington.org

Our Government – Live Stream

1. Call to Order

Minutes:

Worthington City Council met remotely in Regular Session on Monday, October 19, 2020, via Microsoft Teams videoconference. President Michael called the meeting to order at or about 7:30 p.m.

2. Roll Call

Minutes:

Members Present: Peter Bucher, Rachael Dorothy, Beth Kowalczyk, Scott Myers, David Robinson, Doug Smith and Bonnie Michael

Member(s) Absent: None

Also Present: City Manager Matt Greeson, Assistant City Manager Robyn Stewart, Law Director Tom Lindsey, Director of Finance Scott Bartter, Director of Service & Engineering Dan Whited, Director of Planning & Building Lee Brown, Director of Parks & Recreation Darren Hurley, Chief of Fire & EMS Mark Zambito, Clerk of Council D. Kay Thress

3. Pledge of Allegiance

Minutes:

President Michael invited all to stand and join in reciting the Pledge of Allegiance to the flag.

4. Visitor Comments

Minutes:

There were no visitor comments.

Special Presentation(s)

5. Community Visioning Update

Minutes:

Mr. Sherman detailed how since his last update to Council, the Visioning Committee has completed their public outreach component of the process. This included a survey mailer, an online survey, and a charrette exercise. The surveys were used to help fine tune these draft vision statements and principles. The survey responses received were well thought out and contained much more positive feedback than negative. The disagreements were mostly centered around the fact that these things were not currently happening in Worthington. Several comments noted they liked the format and it was not just the same people responding. The charrette activity was the final opportunity for the Visioning Committee to have a virtual, collaborative planning session with the community. A working draft was presented and we worked out the details of these draft vision statements and principles. The end goal was a further discussion to gain consensus within these statements and principles. We had over 50 folks sign up, which were brought into four separate virtual rooms to go through each vision statement and supporting principles. They were asked basic questions such as whether these visions matched with their vision of Worthington in the future. They were also asked whether the principles listed supported the visions, or if there were any missing principles or visions. These sessions were very enlightening and contributed to the further refinement and refocusing of the statements and principles.

The surveys and the charrettes set up the Visioning Committee for the meeting on October 13th to go through the vision statements and principles. The meeting started with a survey for committee members to complete, so that each member had a chance to say what they had heard the community say. The survey was pretty simple, asking whether or not the vision statements and principles aligned or not with what had been heard from the community. Additionally, it asked whether each vision and principles are essential to the community's desires based on what has been heard. And then the principles for each vision were ranked as a top three, along with a least important principle. This survey gave the committee the opportunity to really continue to refine the vision statements and principles. Since the committee meeting on October 13th, small groups have been created to continue to go through everything, making comments and edits. After that, there will be a final review with himself, the Vice-Chair of the committee, and City staff to do a final review. At that point it will be sent out to the committee to look at one more time. Once the review is over, the vision statements will be posted on the website so the community can weigh in with their thoughts and identify any showstoppers or issues that might need to be addressed.

After the committee's next meeting on October 26th, the work will begin on the draft report, looking at everything that has been done and how the visions and principles were arrived at. The report will be shared with Council. The committee will go over every single page of this report. When presenting to Council, a PowerPoint presentation will be created and an overview of the vision statements and principles will be provided. At the end of the day, he believes that the committee has really worked hard and done a good job trying to build these vision to be one voice, the voice of the community. Also, it is important that the Committee crosses the finish line together, knowing they have done their best work. President Michael expressed her thanks, and explained how much hard work has been put in through this process. It is exciting that this is getting to the finish line. Ms. Kowalczyk asked if there would be a final report provided on November 9th. Mr. Sherman replied that the final report would not be provided then, only an overview. The committee will continue working on the report throughout November, and it will be delivered around the end of the month. Ms. Kowalczyk explained how exciting this is and asked if there were any plans to conduct an end of project celebration with the community to share this report and thank everyone for all the hard work they have done. Mr. Sherman said with the COVID-19 situation, it will be challenge, but he is sure they will be able to figure something out. Ms. Dorothy expressed her gratitude for all the hard work and she looks forward to seeing the final result. She hopes that there is a big celebration at the end. Mr. Robinson thanked Mr. Sherman and applauded his leadership. He asked if there would be one last opportunity for any comments later this month on the website to solicit feedback. Mr. Sherman replied that a near final draft would be put up on the website at the end of the month for about a week. Mr. Robinson conveyed that he is pleased that the committee does not feel particularly rushed to present a report prematurely. Getting a report to the public before we break for the new year would be really fitting timing so that it can be considered and discussed over December and the holidays. President Michael expressed how she is hoping that when it comes to the final report, that Council will have some leadership, or some visioning guidance in areas where there is conflict between things such as economic development, green space, and sustainability. She was going through some of the survey information and she saw a lot of things that were conflicting. Mr. Sherman explained that the principles themselves are those that support the vision. Some of the principles will become action steps, which will be an appendix to the final document.

Approval of Minutes

6. Approval of Minutes

a. Meeting Minutes - October 5, 2020

Minutes:

MOTION: Mr. Bucher moved, seconded by Ms. Kowalczyk a motion to approve the meeting minutes of October 5, 2020 as presented.

The motion passed unanimously by a voice vote.

Public Hearings on Legislation

7. Ordinance No. 39-2020 Coronavirus Relief Fund Appropriation

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Coronavirus Relief Fund Unappropriated Balance.

Minutes:

MOTION: Mr. Smith moved, seconded by Mr. Myers a motion to amend Ordinance No. 39-2020 as presented.

The motion passed unanimously by a voice vote

Mr. Bartter explained how this is our fourth piece of legislation for CARES Act funding. This will appropriate a third distribution of \$529,437. It will bring the total distribution of CARES Act funding to the City of Worthington to \$1,352,241.59. The second piece of the addendum is that 20% of Division of Fire and Police payroll expenses are dedicated to mitigating or responding to the COVID-19 pandemic. Under the guidance from both the State of Ohio and the Treasury, we can allocate 100% of those payroll expenses. However, we had the Division of Fire do some research and they found 20% of their runs in a one week sample were COVID-19 related. So, we are using that percentage to apply to the wages in both of those departments and using CARES Act funding for this.

We convened a CARES Act group consisting of two representatives from Council, including President Michael and Councilmember Kowalczyk along with himself and other staff, and representatives from the Worthington Libraries. This group agreed upon a path forward, which is to continue to associate these dollars with wages, and then using the General Fund dollars that would have previously gone to those wages, to support the business grant program and additional funding to support non-profits. Legislation to do that will be introduced tonight, for public hearing on November 2nd. It will take \$225,000 from the General Fund, moving it to the Economic Development Fund. We will use that along with the \$75,000 previous used to continue funding the ReBOOT business grant program. There is also an additional \$100,000 of the General Fund in the new budget to support non-profits. These were the result of the Worthington Coronavirus Recovery Survey which was led by Lisa Fuller with the Worthington Libraries along with other community groups. Mr. Greeson noted that the results of that survey will be released later this week.

President Michael thanked everybody for all the time they put into meetings.

There being no additional comments, the clerk called the roll of Ordinance No.

39-2020 (As Amended). The motion carried by the following vote:

Vote Results: Ayes: 7 / Nays: 0

New Legislation to Be Introduced

8. Resolution No. 48-2020 Transfer 2020-03 (General Fund)

Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds.

Minutes:

Resolution No. 48-2020 was introduced by Ms. Dorothy.

MOTION: Mr. Robinson moved, seconded by Mr. Bucher a motion to adopt Resolution No. 48-2020.

Mr. Bartter described how this is transferring appropriations between budgetary lines and does not increase the total amount of appropriations.

There being no additional comments, the motion to adopt Resolution 48-2020 passed unanimously by a voice vote.

9. Resolution No. 49-2020 Amend Position Descriptions and Staffing Chart

Amending the Position Description for Assistant City Manager and Amending the Position Title and Position Description for Assistant to the City Manager/ Economic Development Director and Amending the Staffing Chart to Accommodate Said Positions

Minutes:

Resolution No. 49-2020 was introduced by Ms. Kowalczyk.

MOTION: Mr. Myers moved, seconded by Ms. Dorothy a motion to adopt Resolution No. 49-2020.

Mr. Greeson explained how this is part of a slight reorganization and change of job descriptions, along with minor titles changes. This resolution changes two job descriptions. One is the Assistant to the City Manager, Economic Development Director, creating a position of Assistant City Manager, Economic Development Director, and revising some of the job description duties. It also amends the Assistant City Manager job description. In the first instance, the new position will continue to oversee and implement the City's economic development strategy and initiatives, while also assuming some responsibility for more general management duties in administration which were previously functions under Ms. Stewart. It is anticipated the Management Assistant will provide support for economic development initiatives. This will create additional professional growth opportunities to multiple employees.

The Assistant City Manager job description will be revised to provide a direct oversight of the departments of Parks and Recreation, Planning and Building, and Service and Engineering. This will provide some high level administrative supervisory oversight and assistance in these departmental areas, particularly when we are having major initiatives and activities. Traditionally, the City Manager in Worthington has had nine direct reports, and this breaks up the number of direct

reports. The Department of Public Safety, Personnel, Law, and Finance will still report to the City Manager.

There being no additional comments, the motion to adopt Resolution 49-2020 passed unanimously by a voice vote.

10. Ordinance No. 40-2020 CIP - 2020 Sewer Lining Repair

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the 2020 Sewer Lining & Repair Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 711-20)

Minutes:

Ordinance No. 40-2020 was introduced by Mr. Robinson.

11. Ordinance No. 41-2020 Additional Appropriation

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Economic Development Fund Unappropriated Balance.

Minutes:

Ordinance No. 41-2020 was introduced by Mr. Bucher.

12. Ordinance No. 42-2020 Establish Compensation - Assistant City Manager/Economic Development Director

Amending Ordinance 46-2019 to Establish Compensation for the Unclassified Position of Assistant City Manager/Economic Development Director.

Minutes:

Ordinance No. 42-2020 was introduced by Ms. Kowalczyk.

Reports of City Officials

13. Policy Item(s)

a. Architectural Review Board Appeal - 150 West New England Avenue

Minutes:

Mr. Greeson described how the task tonight is to decide whether Council wants to hear the appeal, and for staff to provide whatever information is needed to make that decision.

Mr. Lindsey explained how the decision tonight under the codified ordinances would be whether or not Council desires to hear the appeal. Tonight would not be a public hearing on the appeal, but is a decision based primarily on a paper review, the documents that Mr. Brown provided regarding basic information on the nature of the appeal and the issue that was heard by the Architectural Review Board. The decision will be whether or not Council believes that this appeal filed by the applicant warrants a public hearing. Last week, he went through the way that the courts decide, and the standards they use. The written materials requested by President Michael were his attempt to provide an overview of what is required under the code, how the courts

would decide it, and how that might play out in the case of this solar panel appeal.

Mr. Myers detailed how he goes back to what Mr. Lindsey talked about last week and the standards a court would apply when deciding to take a discretionary appeal. Not whether it was right or wrong, that is a merits decision. First, is there a great question here that needs to be addressed by just Council, an issue so important to the City that it should come in front of Council. He knows the ARB had a lengthy discussion about this and a lot of it centered on the same things that were discussed when we adopted our amendments to this guideline. He would like to hear from other Councilmembers.

Mr. Robinson expressed he would very much like to hear the appeal and have Council weigh in on this important topic, especially in context of the threat of climate change, the ambiguity of the regulations themselves, and the 4-3 vote.

Ms. Kowalczyk expressed that she would agree with Mr. Robinson. Just looking at it from a paper review, the actual guidelines are ambiguous and that the ARB had a difficult time applying them. It merits a review over what the guidelines say in terms of this particular case and then also considering the bigger question at hand.

President Michael noted how everyone understands that there is a big issue between how we balance sustainability and the preservation of the Historic District. They have both been highly prized goals of members of our community.

Ms. Dorothy agreed with Mr. Robinson and Ms. Kowalczyk and believes that Council should hear it and weigh the merits and clarify what our guidelines are.

Mr. Smith asked Mr. Lindsey if he would agree that it is each member's prerogative how they vote on this issue. Mr. Lindsey responded that it is each individual Councilmember determining whether or not they believe hearing this appeal is appropriate. Therefore, each of you will vote, with a public hearing scheduled at a future date.

Mr. Myers said we use the term public hearing more in the Council context, than in the legal context. This is not a de novo hearing. There will be no new evidence, or testimony. This will be a review of the record generated by the ARB and a discussion amongst Council, much as you would have in an appellate court. Mr. Lindsey replied that the code itself does not specify one way or the other in that regard. He does not know the prior practice of Council, the approach to the actual conducting of the hearing. The code does not require that it be a de novo hearing. It does not provide that it is a paper hearing. The context which it says a public hearing being held in his reading of

the code, that you could obtain testimony but it would not be required to entertain testimony. He would be happy to look to see if there is any opinion guidance given on that issue. Mr. Myers explained that if Council decides to accept this as an appeal, we do need to have some ground rules as to how we are going to approach it. The couple of times that we have had these, we have conducted paper reviews without any additional evidence because they were really values issues. We did not need additional testimony because it was fully developed. We are not really deciding what the facts are and are not, those are all fairly in agreement. The question is how the guideline is applied, and what is the law. He would lean towards a discussion and paper review as opposed to a rehearing of what has already been determined.

President Michael asked how Councilmembers feel about this being a paper hearing versus trying to do something de novo.

Ms. Kowalczyk expressed that she believes there is considerable information in the file and there is not anything else that she can think of that she would need. In addition, she asked if we are getting a lot of public comments and whether that is something that would be included as well if we decided to do just a review of the documents. Mr. Myers responded that while he appreciates the public comments, this is really just a question of law. So public sentiment, while significant in a political context, would not be necessarily significant in a legal context. It is really up to Council to decide whether the design guidelines were appropriately applied as Council interprets them. Ms. Kowalczyk explained how we have a unique situation here because we are not technically a court. We do offer the availability for the public to comment on our agenda. So, she wanted to understand that, not that it would necessarily provide us any more evidence to consider in the determination of the case. Mr. Myers shared that when these guidelines were adopted three and a half years ago, there was significant public input over a six month period when they were drafted.

Mr. Lindsey explained that if Council were to decide this was going to be a paper review, then consideration of these additional emails would not be appropriate because to the extent that you are going to consider those, you have then opened the door to the people who want to speak at a hearing, versus submitting writing in a hearing that was not part of the original ARB. If Council is doing a paper review, he does not believe it would be appropriate to consider those comments. This happens in many cities where the public does want to speak. The appropriate approach would be to make sure that the applicant is aware of all of the emails that might have been submitted, and anybody who is the adverse party to the applicant also receive them, so they would have the ability to present at a hearing any rebuttal to the emails

that have been provided. It would be a simpler process to do the paper review, than to really begin all over again with a full blown hearing. Mr. Myers asked what the timeline would be with this. Mr. Lindsey replied that we have 60 days from the date that the meeting minutes were approved, so that would be through the second Council meeting in December. Mr. Brown noted that the minutes were approved on October 8th. Mr. Myers clarified that this would be 60 days to hear the appeal regardless of when we agreed to take the appeal. Mr. Lindsey responded that is correct, the hearing has to be within 60 days after the final decision, which is the approval of the minutes in this case. His goal would be to provide Council in the next two weeks any information that he may find in the Department of Law files to clarify this issue, and if it is going to be a hearing, to provide some guidance as to how that hearing might be conducted. If it is going to be a paper review, the guidance would be a lot less, because you are then reviewing the materials. He will plan to have that report to Council by the November 9th Council meeting.

Mr. Brown noted that in the past, we have actually taken testimony and had a full discussion with those in the community. Mr. Myers explained that in the past seven years he believes we have had a few appeals that we brought in. One resulted in a code change. President Michael asked if one was for the Evening Street expansion.

Mr. Robinson asked if he was correct in understanding that there are two options to proceed, either de novo or paper. He wanted to know what that means in terms of the conduct of the meeting. Mr. Myers described how de novo means that we set aside what happened below. We would recreate the entire record, starting with the application. We would accept testimony from any proponents, opponents, and the applicant themselves. We would then determine what the facts are. So, Council would be going through the entire process just like the ARB went through the process from the very beginning. In paper cases, we accept the facts as determined by trier of fact, which would be the ARB. We then determine given the accepted facts whether those facts were properly applied to the law and interpreted properly. Mr. Robinson asked how the facts would be presented to Council. Mr. Myers replied that it would be in the form of the minutes and the testimony that was provided. In a case like this, he does not know that the facts are in dispute. We are not going to challenge that there are X number of solar panels placed on this portion of the roof facing this direction, visible from this location, and that this homeowner has done pretty much everything possible to make his home energy efficient. Those are all accepted. It is just given all of those facts, did the ARB properly apply the Design Guidelines as we would read them. Mr.

Robinson said he would assume the appeal application itself be part of the paper record that would be considered. Mr. Myers said it absolutely would. Mr. Robinson asked about when it is said that this would be a legal judgement, it seems to him that interpretation and subjectivity and values were inherent in the MPC decision itself, and if that is the case, how can we ourselves not base our judgements at least in part on those factors. If we do hear the appeal, he thinks it would be good to be realistic and honest as to what we are doing and no pretending it is a strict, rigorous legal decision that can be objectified. Mr. Myers explained he uses the term legal in a very non legal definition. You have the facts and then you have our Design Guidelines. Those are the two sides of this coin. He does not see any need to re-do the facts. Nobody disagrees as to what they are. Redoing the facts is not going to do much. What we need to do is take a look at the Design Guidelines and see if they were appropriately applied to the facts. He believes there will be more deeper conversation into what Council's role is, what the Guidelines mean, and whether they are appropriate. Those are the kind of things if we decide to hear this appeal. Keep in mind that this is a homeowner we have to decide thumbs up or thumbs down based upon the law or the Guidelines as they currently exist. We kind of come back to what Ms. Kowalczyk said at the beginning about whether this is a big enough issue that it ought to be decided by Council.

Mr. Bucher added that it is the merit of hearing. The way this is decided could either block projects or expand projects that people are wanting to do.

Getting this one right is important. He is okay with the paper review.

Mr. Smith expressed that he is always in favor of hearing an appeal like this, especially if it helps chisel down more details on a policy or guideline like this. President Michael said that a majority of Council is in favor of hearing the appeal. It is up to Mr. Greeson and Mr. Lindsey to get this appeal scheduled.

MOTION: Mr. Myers moved, seconded by Ms. Kowalczyk to hear the appeal to the ARB decision to deny solar panels at 150 West New England Avenue and instruct the City Law Director to prepare the appropriate papers and transmit those for review.

The motion passed unanimously by a voice vote

b. Proposed 2021-2025 Capital Improvements Program

Minutes:

Ms. Stewart explained how the proposed 2021-2025 CIP was distributed on October 5th to City Council, and placed on the City's website for the public to see. Tonight's presentation will give an overview of the trends and the overall perspective of the five-year program, followed by a more in-depth discussion

about the projects and equipment programmed for 2021. In November there will be a series of workshops, and there will be an opportunity to follow-up on any items that Council would like to discuss. The CIP is scheduled currently for adoption in December.

At last week's meeting, it was requested to give more detail about what happened with the various projects and equipment purchases that were talked about with City Council last May in light of COVID and the need to restrict some expenditures until we knew more about the financial impacts from the virus. Additional information has been listed on the main memo on the slides. There were several projects reinstated in 2020 based on our current revenue picture. This includes the Building Improvement Program and the south-end door of the Community Center. The Kenyonbrook Trunk Sewer is a sizeable project, with design continuing in 2021, and construction planned for 2022. The fire hydrant replacement and painting were completed. There are updated project costs related to the police building, and those are currently underway. The Traffic Signal Program was reinstated and projects reflect current costs. There are also several projects moving forward with reduced amounts. McCord Park is another project that has been discussed many times with City Council, and we have reactivated the design work for that project. Since it was paused, we are not ready to go to construction on that this year. Construction is anticipated to be delayed until 2021. For Selby Park, the playground replacement has had the full amount reinstated with construction planned for Spring 2021. Bike and pedestrian improvement are of interest to Council, and the full amount is reinstated for 2019 and 2020. For the crossing at Pingree, it will need to be re-bid, as the bids came in over the engineer's estimate. Replacement of the mobile data terminals for fire vehicles is already completed with a reduced amount and a portion not completed proposed for 2021. The self-contained breathing apparatus purchase is delayed to 2021 to pursue a grant possibility. Some items that were reduced include records management software, scan tools for the garage, and the wood chipper.

It may be recalled that for last year's CIP, we were constrained and had to eliminate items to fit within the dollars available. For this year's CIP, while the impact of the pandemic has not been as significant as initially thought, we are not seeing an increase in revenues available for the CIP, so the strains have continued and are exacerbated. Revenues are not keeping up with expenditure demands, so we have had to continue to postpone or delay purchases and projects. As always, we focus primarily with our capital dollars, the maintenance of our existing infrastructure, and we have identified new demands with those maintenance items in this proposed CIP. As City Council

is aware, we conducted a study of the water system and condition of the lines. That report recommended a number of investments in waterlines, so we looked to try to incorporate those into this proposed CIP. We also completed an evaluation of the HVAC systems in city buildings. A number of the systems are old and at the end of their useful life. You will see in the proposed CIP, there are quite a few projects in city buildings as we have begun to have problems with the heating and cooling systems in the buildings that need to be addressed. We are also seeing debt levels increasing as the proposed CIP projects additional debt issuances on project and equipment purchases that are scheduled to be bonded. We will continue to allocate additional funding for debt. One thing that is notable in this proposed five-year project window is that we actually have accumulated some fund balance in the General Bond Retirement Fund. That fund makes the debt service on the debt. Typically, we transfer money into that fund in order to pay the debt, however, that fund does receive a small amount of property tax into it and a balance has built up. We are projecting to spend down some of that fund balance in the General Bond Retirement Fund in order to lessen what would otherwise be a much more significant increase in debt service payments out of the CIP fund. The first year of the five-year CIP tends to be the largest and that is the case here. As we go out further in years, we tend to know less about what will need to be done in those years. Notable projects in 2021 include the rehabilitation projects that are a result of our sewer shed studies. Also will be the start of the HVAC projects in city buildings, the first waterline project, as well as McCord Park. All of those are sizeable projects which is what leads to the higher numbers in 2021. A major cost contributor to the 2022 amounts is the Kenyonbrook Sewer, since that is a \$10 million project. Looking at CIP expenditures, we like to look at how much is coming from City funding, and how much external funding. In previous years, we had some lower percentage amounts for City funding because we had significant federal and state money for the Northeast Gateway project. In this window, we have less external funding and most is coming from the City. The most notable project in 2021 that shows less than 100% is at McCord Park. In order to construct the \$4.2 million dollar project, we need to designate \$1 million of external funding, which we do not have yet.

Looking at revenue sources, the income tax is the primary revenue stream. The other significant source comes from debt proceeds, which is borrowed money that we will need to pay back with interest in future years in our debt payment schedule. Other revenue sources are much more minor, including the Municipal Motor Vehicle License Tax. On the expenditures side, we have four primary areas of expenditures from the CIP Fund, which are projects that

is nearly 60%, equipment, debt and lease payments, and administration. It is notable that debt and lease payments are the second largest percentage of expenditures at 18% and equipment trails that slightly at 17%. Administrative costs include the cost of collecting our income taxes and legal services associated with the capital purchases. When looking at trends over the five-year window, you see projects start off much higher in 2021. The debt line is broader than would otherwise appear if we were not using the General Bond Retirement Fund balance to help offset our debt payments. When looking at debt, it drops in 2022 because we will finish paying off the debt from the Community Center and police station when they were expanded and renovated. However, with the new additional debt that we have planned in the five-year window, you will see that rise again. Looking at the fund balance as a percent of expenditures, we typically try to be close to 100% with our fund balance because that allows for cash-flow throughout the year. Sometimes we have expenditures earlier in the year, and since we collect income taxes throughout the year, it allows the CIP to cash-flow itself. In recent years, we have not been able to hit the 100% goal, however it has been sufficient because we have had high level of fund balance in the General Fund that can be utilized to help with any cash needed for the CIP. In this five-year window, we actually dropped down to 34% fund balance in 2021, and then we build it back up, which can be beneficial since our General Fund balance is expected to decline over this five-year window.

Next is a discussion about City Council priorities and how the proposed CIP meets those priorities. In this five-year window, we have the McCord Park improvements that are planned which will be a nice amenity along the Wilson Bridge Road corridor. For age friendly, most expenditures are associated with programs in the Operating Budget, but there are some notable investments made at the Griswold Center. For upgraded office buildings, incentive programs are funded in the Operating Budget. On the priority of energy efficiency, there are HVAC projects that will help with energy efficiency as newer units tend to be more efficient. Replacement of windows and doors at the Community Center, Municipal Building, and Griswold Center should result in a benefit for the energy efficiency efforts. For private buildings, we have incentive programs designed to encourage investments in private buildings in our community. Also of note are the various investments proposed from the Bicycle and Pedestrian Master Plan for implementation of that.

Looking at debt, in 1999-2000 we carried very low debt as a city, but that has been at higher levels since. We have gotten into a period where we issue more frequent debt associated with our capital plans. There are detailed listings of all of the City's debt within the CIP document.

Going over the 2021 projects, they are broken out across categories. Our legal mandates relate to sewer projects that we need to complete in order to comply with the consent orders from the Ohio EPA. For the Kenyonbrook Trunk Sewer design and construction, it is \$2.1 million. Sanitary sewer repair and rehabilitation is \$1 million. For the building improvement program and essential basic services program, the funding amounts have been relatively flat for many years. We have quite a few needs for the building improvement programs and this allows for some level of maintenance. The pool resurfacing project was delayed from 2020 and is now programmed for 2021 during the annual Community Center shut down. The south door replacement was initially put on hold, but those funds were released and we will be moving forward with that project in 2020. Our street and sidewalk program allocation continues to be flat and has been for more than ten years. The waterline project recommended by the study will occur on Colonial and Foster Avenues with project costs estimated to be \$1.5 million. The bicycle and pedestrian allocation is being kept constant from the 2020 CIP, and it is a City Council priority. On the equipment side of the CIP, due to financial constraints, staff has looked for ways to reduce costs.

There are some uncertainties in the proposed CIP. One is McCord Park funding, which shows \$1 million of external funding in order to be able to implement the concept plan that was previously discussed with Council. We still need to identify where those dollars will come from, so it is uncertain whether we will be successful in getting that funding. Secondly, the long term impact of COVID is unknown in 2021 and beyond. Additionally, there were more waterline projects submitted, but we were only able to fund one project every other year.

Revenue in the CIP is not keeping up with the need that we are seeing. The primary source of revenue is from income taxes, which in recent years has been flat. The proposed increase in the Municipal Motor Vehicle Tax (MMVLT) in the five year window. This increase is contingent on City Council taking action to take advantage of the \$5 increase that the state legislature has permitted cities be able to levy. That increase will generate an additional \$150,000 per year, doubling the current amount generate. Additionally, there are some other approaches to consider including looking at our parks and recreation fee structure and our water and sewer charges. The water and sewer charges have not increased since the 1950s.

Mr. Myers asked if staff have developed any numbers or recommendations on increased sewer fees. Ms. Stewart responded that we have not prepared those at this point and there are a lot of factors that we will want to take into account for those. Mr. Myers asked if that would be something to consider

next year. Ms. Stewart stated that next year would be the time frame where it makes sense to think about that. Mr. Myers explained how he thought that we were doing periodic reviews of our entire fee schedule from permits to sewers and recreation fees. He asked how we are keeping up with the market right now. Mr. Greeson stated that we are behind in market in some areas. The Parks and Recreation Commission is reviewing the consultant's report that was prepared, examining the current fees, and how different services could be subsidized. Given the workload right now of that division and with the position freezes, he does not believe now is the time for that. Mr. Myers asked if there could be a presentation of the overall fee structure and recommendations. Mr. Greeson replied that could be done by next year's budget presentation. Mr. Bartter explained that they are working to piece it together right now. A big one is doing a review of the the Sharon Township fees for fire services. Water and sewer can be ready quickly, we have a lot of information on that already. The other big one is building fees, which is important but there would not be huge money. Mr. Myers described how he has been through this before when Council has talked about other revenue enhancement possibilities. To him, not only does this discussion have a revenue component, it has a policy component. It is a way to increase taxes without calling them taxes. He would like to have this as an overall discussion closer to the end of next year along with a full slate of possible revenue enhancements. Mr. Greeson explained staff may have some recommendations in advance of next year's budget season on specific issues, such as the MMVLT. However, he agrees we should be looking at these comprehensively, we have never taken the approach that we want to be at the top of the market. Generally most of our fees do not fully cover the cost of the service. We have done some research that shows the full cost of what municipal governments charge residents. Worthington is historically low, and we have put a lot of our eggs in the income tax basket with around 70% of our revenues being derived from that. As a result, that is why land use is so important as to not have to charge higher water surcharge rates and storm water fees, or garbage fees in particular which costs the City over a million dollars a year. Most communities in Central Ohio charge for garbage. So, we have less diversity of revenue streams and lower overall fees by conscious policy decision of the Councils over time. However, that strategy is fraying and in order to support reinvestment in our capital, and possibly operating budgets, we are going to have to start incrementally revisiting some pieces of that.

President Michal brought up revisiting the City's policy about having entities be able to give money to the City to name things, such as the Concerts in the

Parks. She requested that be added to the list of things that have to do with revenue and policy.

Mr. Myers explained that it looks like we are going to bond \$4.7 million this year, and asked if that is more than we are going to be spending in cash in 2021. Ms. Stewart replied that is correct. Mr. Myers asked when we would be going to market for those bonds. One of his priorities has been McCord Park, and he wondered if we are going to hold off on that \$1.8 million until we have the external money, or are we going to forward with whatever we can bond at this point. Ms. Stewart said that our bonding might be tied to when our temporary notes need to be paid off as we intend to roll those into our bonding. Mr. Bartter explained it is a long process, and we still need to get rated. Ms. Stewart stated that we will need to make a decision whether we will go ahead and spend the City's allocation of \$1.8 million if we do not know about the external funding. Mr. Hurley detailed how phase one was in the final design process, and Council had a presentation on that right before everything locked up with COVID. We have reached out to POD Designs and are working on their timeline to resume that with the anticipation that we would get out to bid this winter season and roll into construction of phase one coming out of the winter and into the spring. We have not moved forward with the design of phase two. He expects that it would take additional time as we would need to finalize and identify that funding. Mr. Myers asked if the \$1.8 million would be phase one. Mr. Hurley responded that the estimate, depending on the alternatives was around \$1.2 million to do all of phase one. So, we have a cushion there and will see where we land with the full design of phase one. If there is a piece of phase two that could be worked into that, it will be considered. Mr. Myers asked at what point will we have the \$1.8 million in our pocket to spend on McCord Park, will that be spent out of cash and then replenished by bonds, or will we have to wait for the bonds. Mr. Bartter said we would spend it from cash and then replenish with bonds. There is a plan to have a reimbursement resolution for projects in 2020, but those would be in the same year because we would start expending on McCord Park in early 2021 and then issue the bonds later in 2021. Ms. Stewart explained that this is one of the benefits of fund balance, allowing us to move forward and then replace those dollars when revenue comes in. Mr. Myers asked about how there is an assessment on a couple of years for streets and sidewalks. Ms. Stewart explained that we typically show a \$25,000 assessment each year that is tied to the sidewalk work where residents choose to not repair their sidewalks themselves, but piggyback on the City's contract and we bill them for that work. This is not a new assessment. Mr. Myers asked if it was correct that in 2024, we are dropping down to \$50,000 in

new debt. Ms. Stewart responded that in 2024 on the projects, the only thing we anticipate going into debt on is the design of the waterline on Park Overlook. On the equipment side in 2024, it shows a fire engine being bonded, which is a nearly \$1 million piece of equipment. In 2026 we are anticipating the purchase of a new ladder which is over \$1 million.

c. Other

Minutes:

Mr. Hurley explained how he wanted to give a heads up to Council that the Bicycle and Pedestrian Advisory Board is planning to have as part of their agenda at their upcoming October meeting, an educational session on bike boulevards, which were prominent in the Bike and Pedestrian Master Plan. There were several question not only from Council, but from the public about bike boulevards, what they are, and how they can be applied in Worthington. They will not be making recommendations or coming to conclusions, it is just an educational session.

President Michael asked for an update on the swimming pool. Mr. Hurley replied that it is fully functional. The pipe has been installed and covered up. We are working to see what we will be able to transition to now in terms of programming and scheduling at the pool.

Mr. Greeson explain how it is important to touch on COVID on a regular basis, and he wanted to share the numbers from the Columbus Public Health epidemiological report where we have had 316 confirmed cases and 11 probable cases. There is obviously community spread going on. We need to reinforce social distancing and wearing our masks, doing everything possible to prevent the spread of COVID further.

Ms. Kowalczyk asked if these new cases are unrelated to the nursing facilities. Mr. Greeson replied that he believes that is the case, our nursing facilities have gotten it under control and are doing a good job. Ms. Kowalczyk asked if we have looked at the requirements for senior centers to reopen and when might the Griswold Center be able to reopen. Mr. Greeson explained that staff has been working extensively on that. There are a lot of requirements including frequent testing of their employees. Mr. Hurley said we are looking at resuming programming, but will not be able to open the doors for the normal flow of business. We would have to do preregistration and do prechecks along with other things of that natures. We have had programs for seniors at the Community Center, and there are things happening on Zoom. In light of the recent spike in COVID, we are evaluating how we feel about bringing back programs since there is a surge in the community. Ms. Stewart described how our most recent discussions have been that we may want to

take a step back and pause with roll out of additional services or programs that we may have suspended since Franklin County is going back to level three. Ms. Kowalczyk expressed that makes a lot of sense considering the trends. She wondered if the City has gotten feedback from older adults who used to participate in person, and if there have been any challenges for them to participating in virtual opportunities online. Mr. Hurley stated that the response has been positive and has evolved since March. Staff does a good job of providing a variety of informal things. In general, we have been positively surprised at the response and how many people are participating via ZOOM and other technology.

Reports of Council Members

14. Reports of Council Members

Minutes:

President Michael conveyed how Council has received a substantial number of letters regarding the United Methodist Children's Home (UMCH) following the recent proposal. Some Councilmembers may have questions and comments regarding the application, and she has been working with Mr. Greeson to suggest a way to coordinate those. First, she wants to make sure everybody understands that this is an application for rezoning. That means that staff receives the application, gives a thorough review and prepares a staff report. Next, the Municipal Planning Commission receives the staff report, and hears comments from the applicant and the public before developing a recommendation for City Council. She expects that the matter will be considered at multiple MPC meetings before it ever gets near City Council. If the MPC were to vote it down, unless there was an appeal, it would not make it to City Council. A lot of people are asking the City Council to make a decision on the project now. Since we are at the first stage of the process, she is suggesting that Council comments and questions be directed to staff and the MPC. There are certain items that are identified for review under the code. However, Council can take additional items that they want staff and the MPC to consider during the review. In order to make this easier and more coordinated, Mr. Lindsey and Ms. Stewart will collect Council questions, comments, and requests. The applicant has a right to file an application and have our process followed. This is a pivotal piece of property and this is something that many people have very strong feelings on, so it is going to take a lot of meetings at the MPC level before anything is going to get to a point of any resolution, coming forward to Council.

Ms. Kowalczyk brought up that she knows that with another development proposal, the developer has met with Councilmembers. She asked whether that would be part of this process. Mr. Greeson replied that the applicant has not asked for that at

this time.

Mr. Robinson asked if the question submitted to Mr. Lindsey and Ms. Stewart would be made public. Mr. Greeson responded that he would like to collect those questions, and bring them back to the full Council. The Council or MPC can ask the applicant to do things such as complete additional studies, or through Council Liaison to ask the MPC to pay close attention to particular aspects of an application. It is difficult for staff to navigate all seven Councilmembers. We need to collect all of those thoughts in an organized fashion. Mr. Robinson explained how he believes it is important that the public knows what individual Councilmembers are thinking as per their involvement in the process. If that could be made public in some manner, that would be desirable.

Mr. Robinson asked if there could be a description of what transpired in 2015, and how this process differs from that. President Michael explained that in 2015 there was not an official proposal. They had a meeting and shared their thoughts about what they were thinking about doing. They did not formally put in an application. This time they have put in an application. At the meeting in 2015, people did not like what they saw. Now they have put in an application, and they need to be treated like any other applicant going through the process. They may go back and revamp their proposal and come back in with something after they receive comment. It is not unusual that the developer comes to a meeting and then changes their plan.

Mr. Robinson asked Mr. Myers about what criteria are followed for the MPC to not just table, but actually reject a proposal and at what point could the MPC reach that conclusion and on what basis. Mr. Myers replied that the MPC could reach that conclusion at any time it felt that it had sufficient information to make the decision. The practice, as President Michael has outlined, has been for the MPC review and deliberate the applicant's proposal, soliciting comments from the public. Typically, the applicant would request that an application be tabled, either because it is ready to be voted on and they do not have the votes, or because they made it very clear at the beginning of the meeting they do not want a decision that night, or MPC communicates they will not give a decision that night because they want to wait for more comment from the public. They do not have to grant that motion to table.

Mr. Myers explained that at this point, we have to go under the assumption that there will be a recommendation from MPC that the zoning be changed. If that is the recommendation, which is speculative at this point, the questions to staff will be what information is needed to approve or reject that recommendation. This would be similar to the review for the appeal of the solar panels. Mr. Robinson described how the solar panel appeal is going to be a semi-judicial function on our part, whereas the request for rezoning would be legislative. We have far greater discretion in how we reach our judgements. Mr. Myers stated that he does not disagree and would say it is closer to a de-novo review. We are not prohibited from

starting all over again if Council wants to. Mr. Robinson asked if the MPC does send it our way, it seems that Council's job at that point is not to simply determine whether we think MPC operated in accord with the code or comprehensive plan. When it comes to Council, our job is far broader in terms of passing legislation where we have far greater discretion to make an assessment outside of simply judging whether code was conformed with. Mr. Myers expressed that his response is pragmatic, if we want specifics in a traffic study out of an applicant, it would make a lot more sense to ask them now whether they are engaged in the traffic study, than wait until it gets to Council.

President Michael brought up how there was information received regarding term limits and a proposal for that. The group has contacted us, requesting that Council place a charter amendment for term limits on the ballot. She requested that Councilmembers become familiar with this request and reach out to the individuals that are involved with this proposal. At a later time, it makes sense for us to discuss whether or not it is necessary for us to have a Charter Review Commission. Mr. Robinson expressed that it is desirable for someone on Council to convey to this group that if we are not going to respond formally by their requested time, we would do so by a certain time. He is not for or against their proposal, but he asked if we need to form a commission to discuss this. President Michael commented that Mr. Lindsey will need to research this further.

Other

Executive Session

Adjournment

15. Motion to Adjourn

Minutes:

MOTION: Mr. Myers moved, Ms. Kowalczyk seconded a motion to adjourn.

The motion passed unanimously by a voice vote.

President Michael adjourned the meeting at 9:53 p.m.



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 9, 2020

To: Matthew H. Greeson, City Manager

From: Daniel Whited, P.E., Director of Service & Engineering

Subject: Ordinance No. 43-2020 – Supplemental Appropriation - Water System Repairs

EXECUTIVE SUMMARY

This Ordinance appropriates \$70,000 in the General Fund, transfers the funds to the Water Fund and appropriates the \$70,000 in the Water Fund to pay for water main break repairs performed by the City of Columbus.

RECOMMENDATION

Approve and Presented.

BACKGROUND/DESCRIPTION

Under the City's water contract with the City of Columbus, Columbus repairs the breaks in the water system. The City of Worthington reimburses Columbus for the cost of some repairs when we have a high number of them utilizing a formula that takes into account the average rate of breaks across the entire regional system.

In 2019, the number of water main breaks we experienced far exceeded the formula for the Worthington area. This resulted in a bill for repair cost of \$115,000. Our operating budget currently includes \$50,000 to cover the expense of the excess water main breaks. A supplemental appropriation of \$70,000 is needed to cover the balance due to the City of Columbus for these repairs as well as other water system repair charges that were not anticipated at the time the budget was adopted. The bill is paid from the Water Fund. This Ordinance appropriates \$70,000 in the General Fund, transfers this amount to the Water Fund and then appropriates the funds in the Water Fund to allow for the payment of the bill.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

An additional \$70,000 that was unanticipated in the 2020 Budget is appropriated.

ATTACHMENT(S)

Ordinance No. 43-2020

ORDINANCE NO. 43-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Water Fund Unappropriated Balances.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the General Fund and Water Fund unappropriated balances to:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
<u>General Fund #101</u>		
101.1110.560985	Operating Transfer - Transfers	\$ 70,000.00
<u>Water Fund #204</u>		
204.6010.540640	Water Main Repairs – Water	\$ 70,000.00
Total All Funds		\$ 140,000.00

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council

Introduced November 2, 2020
P.H. November 16, 2020



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 6, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Resolution No. 51-2020 – Reimbursement

EXECUTIVE SUMMARY

This Resolution authorizes the use and advancement of Capital Improvement Funds for projects identified as “bonded” in the 2020-2024 Capital Improvements Program (CIP). Any expenditures made in 2020 for these projects will be reimbursed to the CIP fund when the notes or bonds are issued.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The adopted 2020-2024 CIP includes various projects identified as projects which will be funded through the issuance of debt. The attached Resolution authorizes the use of a portion of the CIP fund balance to pay for these projects and then issue the debt at a future date to reimburse the CIP for these expenditures. Several CIP projects will be combined together for a single larger debt issuance in 2021 in an effort to mitigate debt issuance costs.

The following projects were identified as being debt financed and are included in this Resolution for reimbursement:

- Project 602-14: Northeast Gateway – Utility relocation, Right-of-Way acquisition, and demolition: \$1,900,000;
- Project 707-20: 2020 Sanitary Sewer Lining: \$750,000

- Project 642-17: McCord Park – Design: \$350,000

ATTACHMENTS

Resolution No. 51-2020

RESOLUTION NO. 51-2020

Authorizing the Use of a Portion of the Proceeds of Bonds or Bond Anticipation Notes of the City of Worthington, in the Estimated Principal Amount of Not to Exceed \$3,000,000, to be Issued for the Purpose of (I) Acquisition of the Northeast Gateway Right-of-Way, with Related Design and Construction; (II) Designing, Engineering, and Constructing Improvements for the Reconstruction of McCord Park, and (III) Designing, Engineering, and Constructing Sanitary Sewer System Improvements, to Reimburse the City's General, or Capital Improvements Fund for Moneys Previously Advanced for Such Purpose.

WHEREAS, the City may advance costs for the above-referenced purpose (the "Project") from its General, or Capital Improvements Fund; and,

WHEREAS, the City intends to reimburse itself within 18 months after the original expenditure is paid, for the expenditure of not to exceed \$3,000,000 for the Project from the proceeds of one or more series of tax-exempt obligations (the "Obligations") to be issued by the City;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin County, State of Ohio:

Section 1. The City intends that this resolution shall constitute an "official intent" for purposes of Section 1.150-2(e) of the Treasury Regulations prescribed under the Internal Revenue Code of 1986, as amended, and declares its intention to use a portion of the proceeds of the Obligations to reimburse the City for expenses of the Project advanced from its General, or Capital Improvement Fund.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted _____

President of Council

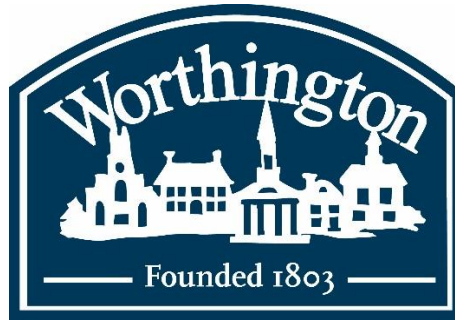
Attest

Clerk of Council

CERTIFICATE

The undersigned Clerk of Council hereby certifies that the foregoing is a true copy of Resolution No. __-2020 duly passed by the City Council of the City of Worthington, Ohio on November 16, 2020.

Clerk of Council
City of Worthington, Ohio



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 12, 2020

To: Matthew H. Greeson, City Manager

From: Lori Trego, Personnel Director

Subject: Resolution – Amending Administrative Assistant/Public Information and Community Relations Officer

EXECUTIVE SUMMARY

This Resolution amends the Title and Position Description for the unclassified position of Administrative Assistant/Public Information and Community Relations Officer

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The job description for the unclassified position of Public Information and Community Relations Officer has not been updated since the position was first created in 2000. The job duties of this position have changed significantly over the last 20 years as the City's public information functions now center on digital communication. The title has been changed to Assistant to the City Manager/Communications Director to more accurately reflect the senior staff responsibilities of this director-level position.

ATTACHMENT(S)

Resolution

Job Description

RESOLUTION NO. 52-2020

Amending the Position Title and the Position Description for
Administrative Assistant / Public Information and
Community Relations Officer

WHEREAS, City Council wishes to amend the title for the position of Administrative Assistant/Public Information and Community Relations Officer to the title of Assistant to the City Manager/Communications Director; and,

WHEREAS, it is necessary to amend the position description for the position of Assistant to the City Manager/Communications Director to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the unclassified position of Assistant to the City Manager/Communications Director (Class Specification No.202) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted _____

President of Council

Attest

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: Assistant to the City Manager/Communications Director **CLASS:** 202

Department:	Administration	Title Originated: 2000
Date:	November 16, 2020	
Reports To:	Assistant City Manager	Updated: 2020

General Statement of Duties

The Assistant to the City Manager/Communications Director is responsible for developing, implementing, and overseeing all communications, community relations, and public information functions for the City. Under the direction of the Assistant City Manager, the Communications Director generates and disseminates information about City services, programs and initiatives using traditional, electronic and emerging tools to reach and engage a variety of audiences. The Communications Director provides communications direction and support to City administration, staff, Council, and other City officials and partnering community members. This includes, but is not limited to management of the City's websites and social media platforms, stakeholder engagement, marketing and promotion, organizational image building and brand management, media relations, issue management, crisis communication, message development, informational/educational programs that support the goals of City departments, and coordinating support of special events.

Essential Functions of the Position:

Assist City departments with message development, communication support and guidance, and distribution of information in coordination with the City's overall activities.

Webmaster, lead administrator and content manager for the City's websites, intranet, social media platforms, and other interactive and emerging communication technology;

Produce, write, edit and distribute traditional print and electronic publications, mailings and promotions, including the *Village Talks* print and electronic newsletters, the Annual Report/Community Calendar, promotional or informational brochures, flyers, advertisements and other print and electronic publications;

Produce and distribute internal employee communications;

Media relations activities, which include writing news releases and articles, distribution and dissemination of news and information, and developing and maintaining relationships with reporters, producers, and editors in local and regional print, television, radio and online media;

Assist City staff in preparation of messaging, talking points, press materials and public information coordination for media events and interviews news conferences, and other public forums and meetings;

Lead Public Information Officer for emergency incidents and crisis response;

Provide public information, answer questions on City matters, coordinate community engagement and public information campaigns for special projects and city initiatives and identify target audiences for publicity and information sharing;

Assemble information for City Council and attend City Council meetings as needed;

Research, write and prepare City Council Resolutions as needed - research, write, and prepare all proclamations for the Mayor, assist in the administrative budget development processes;

Act as liaison between City department staff and special groups in coordinating special events, coordinate the involvement of City officials in all special activities, and oversee City branding guidelines and use of the Worthington logo with partnering organizations;

Support economic development initiatives and promotions to attract and retain businesses in Worthington;

Coordinate photography and video of city events; neighborhoods; residents; landmarks; and more for use in publications; on web and social media platforms; or to submit for media coverage or other articles about City activities and programs;

Maintain and distribute special events calendar for the City of Worthington including events of community partner organizations;

Acts as the City's liaison on the Worthington International Friendship Association Board, coordinates sister-city relationship and communications, and all other WIFA programs, activities and events.

Knowledge, Skills and Abilities:

Knowledge of the principles, practices, and methods of marketing and public relations;

Knowledge and application of communication strategies and techniques;

Knowledge of the laws, rules and regulations regarding freedom of information;

Knowledge of and ability to successfully use desktop publishing tools and software and graphic design layout tools and the ability to articulate and implement design standards to City clients;

Knowledge and experience with electronic communication tools and social media platforms;

Ability to write clear and concise news releases and articles and other promotional materials;

Ability to establish and maintain effective working relationships with the public, council members, the news media, department heads and other City staff members;

Ability to develop and implement strategic marketing and communication plans which position the City to present a positive image;

Ability to work within departmental budgets and to communicate effectively and accurately both orally and in writing as necessary to complete public relations/public information functions and tasks, as well as the ability to communicate effectively before groups;

Ability to perform research and prepare reports and to gather, organize and disseminate information;

Ability to utilize computer and communications technologies and standard office equipment;

Knowledge and skill in photography and video techniques and ability to engagingly capture City meetings, projects and events;

Available to attend evening and weekend meetings on an irregular but frequent basis.

Minimum Requirements for the Position:

Possession of a Bachelor's degree in Journalism, Communications, English or a related field and a minimum of four years of public relations/communications experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Public sector community relations and information experience is highly desirable.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 52-2020; Effective



STAFF MEMORANDUM

City Council Meeting – November 16, 2020

DATE: November 12, 2020

TO: Matthew H. Greeson, City Manager

FROM: D. Kay Thress, City Clerk

SUBJECT: Resolution No. 53-2020 Re-Appointments to Boards & Commissions

EXECUTIVE SUMMARY

This Resolution re-appoints numerous individuals to various Boards and Commissions.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Board of Zoning Appeals, the Municipal Planning Commission, the Architectural Review Board, the Parks and Recreation Commission, the Personnel Appeals Board, the Volunteer Firefighters Dependents Board, the Volunteer Peace Officers Dependents Board and the Worthington International Friendship Association have members whose terms are expiring. This Resolution reappoints twenty-one individuals who have expressed interest in continuing to serve.

The following reappointments are made by this Resolution:

1. Board of Zoning Appeals – Cynthia Crane (three-year term commencing January 1, 2021)
2. Municipal Planning Commission – David Foust (three-year term commencing January 1, 2021)
3. Municipal Planning Commission – Scott Myers, Council Representative (one-year term commencing January 1, 2021)
4. Architectural Review Board – Susan Hinz and Richard Schuster (one-year term commencing January 1, 2021)
5. Parks & Recreation Commission – Dan Armitage, Laura Ball, Rachel DeNower and Robert Wendling (two-year term commencing January 1, 2021)

6. Personnel Appeals Board – Charles Warner and Daniel Srsic (one-year term commencing January 1, 2021)
7. Volunteer Firefighters Dependents Board – Beth Kowalczyk and Robyn Stewart (one-year term commencing January 1, 2021)
8. Volunteer Peace Officers Dependents Board – Scott Myers and Robyn Stewart (one-year term commencing January 1, 2021)
9. Worthington International Friendship Association – Wade Duym, Jeff Fickell, Meredith Southard, Christina Clark, Lora Mitchell, Kathryn Paugh, and Gretchen Turner (three-year term commencing January 1, 2021)

ATTACHMENTS

Resolution No. 53-2020

RESOLUTION NO. 53-2020

Re-appointing Members to Various City Boards and Commissions.

WHEREAS, the Board of Zoning Appeals, the Municipal Planning Commission, the Architectural Review Board, the Parks and Recreation Commission, the Personnel Appeals Board, the Volunteer Firefighters Dependents Board, the Volunteer Peace Officers Dependents Board and the Worthington International Friendship Association have members whose terms are expiring at the end of this year; and,

WHEREAS, the members to be re-appointed have expressed a desire to continue their service; and,

WHEREAS, City Council desires to re-appoint these members to new terms and appoint a new member.

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That Cynthia Crane is hereby re-appointed to the Board of Zoning Appeals for a three-year term commencing January 1, 2021.

SECTION 2. That David Foust is hereby re-appointed to the Municipal Planning Commission for a three-year term commencing January 1, 2021.

SECTION 3. That Scott Myers is hereby re-appointed as the Council Representative to the Municipal Planning Commission for a one-year term commencing January 1, 2021.

SECTION 4. That Susan Hinz and Richard Schuster are hereby re-appointed to the Architectural Review Board, each for a one-year term commencing January 1, 2021.

SECTION 5. That Dan Armitage, Laura Ball, Rachel DeNower and Robert Wendling are hereby re-appointed to the Parks & Recreation Commission, each for a two-year term commencing January 1, 2021.

SECTION 6. That Charles Warner and Daniel Srsic are hereby re-appointed to the Personnel Appeals Board, each for a one-year term commencing January 1, 2021.

SECTION 7. That Beth Kowalczyk and Robyn Stewart are hereby re-appointed to the Volunteer Firefighters Dependents Board, each for a one-year term commencing January 1, 2021.

RESOLUTION NO. 53-2020

SECTION 8. That Scott Myers and Robyn Stewart are hereby re-appointed to the Volunteer Peace Officers Dependents Board, each for a one-year term commencing January 1, 2021.

SECTION 9. That Wade Duym, Jeff Fickell, Meredith Southard, Christina Clark, Lora Mitchell, Kathryn Paugh and Gretchen Turner are hereby re-appointed to the Worthington International Friendship Association, each for a three-year term commencing January 1, 2021.

SECTION 10. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book upon its adoption.

Adopted _____

President of Council

Attest

Clerk of Council

RESOLUTION NO. 54-2020

A Resolution Urging the General Assembly and Governor DeWine to Pass and Approve Legislation Extending the Ability of Public Entities to Hold Virtual Meetings and Hearings.

WHEREAS, Section 12 of Am. Sub. H.B. 197 provides that members of a public body may hold and attend meetings and may conduct and attend hearings by means of teleconference, video conference, or any other similar electronic technology; and,

WHEREAS, Section 12 is currently scheduled to expire on December 01, 2020 unless the General Assembly passes and Governor Mike DeWine approves legislation extending the deadline, and,

WHEREAS, the City of Worthington has been holding virtual meetings and hearings to reduce potential exposures to the coronavirus in an effort to protect the health and safety of the general public, the volunteers serving on various boards and commissions, City staff, and Council members; and,

WHEREAS, the City of Worthington has experienced a high level of citizen participation in the virtual public meetings held this year; and,

WHEREAS, with COVID-19 cases continuing to increase and the December 01, 2020 deadline approaching there is an urgent need to pass and approve legislation that will allow municipalities to continue to hold virtual meetings and hearings;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. This Council does hereby urge the General Assembly to pass and Governor Mike DeWine to approve legislation extending the provisions of Section 12 of Am. Sub. H.B. 197 for an additional six months or until the state of emergency declared by Executive Order 2020-01D is terminated.

SECTION 2. This resolution shall take effect the earliest opportunity allowed by law.

Adopted _____

President of Council

Attest

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 2, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 45-2020 – 2021 Operating Budget

EXECUTIVE SUMMARY

This Ordinance adopts the City's annual budget for Fiscal Year 2021 and appropriates sums for current operating expenses.

RECOMMENDATION

Introduce for Public Hearing on December 7, 2020

BACKGROUND/DESCRIPTION

The City Council has held a series of budget workshops over recent weeks. This Ordinance adopts the City's operating budget for Fiscal Year 2021. It is introduced with blanks pending the conclusion of the budget presentations and discussion. The amounts will be filled in for the public hearing on the Ordinance, which is scheduled for December 7, 2020.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

The proposed 2021 Operating Budget document includes information about the cost of the City's services and programs and projected revenue sources.

ATTACHMENTS

Ordinance No. 45-2020

ORDINANCE NO. 44-2020

Providing for the Adoption of the Annual Budget for
the Fiscal Year 2021 and Appropriating Sums for
Current Operating Expenses.

WHEREAS, pursuant to the provisions of Section 2.07, paragraph 3, of Article II of the Charter of the City of Worthington, Ohio, the City Council is authorized to adopt the Municipal Budget for the Fiscal Year beginning January 1, 2021 and ending December 31, 2021; and,

WHEREAS, the City Manager has submitted a proposed budget with estimates and an explanatory message; and,

WHEREAS, hearings have been held on said Budget estimates as required by Section 4.03 of Article IV of the Charter;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, Franklin County, State of Ohio:

SECTION 1. That the Annual Budget submitted by the City Manager in accordance with the provisions of Section 4.02 of Article IV of the Charter be and the same hereby is adopted by Council.

SECTION 2. To provide operating expenditures for General Government, Department of Service/Engineering, Department of Public Safety, Department of Parks and Recreation, and Department of Planning and Building during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the General Fund:

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
101.1010	Legislative and Clerk: Personal Services All Other	\$
101.1020	Mayor & Mayors Court: Personal Services All Other	\$
101.1030	Department of Administration: Personal Services All Other	\$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
101.1040	Department of Personnel: Personal Services All Other	\$
101.1050	Department of Finance & Taxation: Personal Services All Other	\$
101.1060	Department of Law: Personal Services All Other	\$
101.1070	Economic Development: Personal Services All Other	\$
101.1080	Legal Advertising	\$
101.1090	County Auditor Deductions	\$
101.1100	Board of Health	\$
101.1110	Transfers	\$
101.1120	Contractual Services/Refuse	\$
101.1140	Special Group Activities	\$
101.1150	Contingency Account	\$
101.1160	Information Technology: Personal Services All Other	\$
101.1170	Lodging Tax	\$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
101.1180	Cultural Arts Center	\$
101.1190	Kilbourne Memorial Library	\$
Total General Government		<hr/> \$
Department of Safety: Division of Police		
101.2010	Administration:	
	Personal Services	\$
	All Other	
101.2020	Community Service:	
	Personal Services	\$
	All Other	
101.2030	Support Service:	
	Personal Services	\$
	All Other	
Total Division of Police		<hr/> \$
Department of Service/Engineering		
101.3010	Administration:	
	Personal Services	\$
	All Other	
101.3040	Buildings & Structures Maint:	
	Personal Services	\$
	All Other	
101.3050	Grounds Maintenance:	
	Personal Services	\$
	All Other	
101.3060	Sanitation	\$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
101.3070	Fleet Maintenance: Personal Services All Other	\$
Total Department of Service/Engineering		<hr/> \$
Department of Parks & Recreation		
101.4010	Administration: Personal Services All Other	\$
101.4020	Parks Maintenance: Personal Services All Other	\$
101.4030	Community Center Programs: Personal Services All Other	\$
101.4040	Recreation Programs: Personal Services All Other	\$
101.4050	Senior Citizen Programs: Personal Services All Other	\$
Total Department of Parks & Recreation		<hr/> \$
Department of Planning and Building		
101.5010	Planning and Building: Personal Services All Other	\$
Total Department of Planning and Building		<hr/> \$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
Department of Safety: Division of Fire		
101.6060	Administration: Personal Services All Other	\$
101.6070	Operations: Personal Services All Other	\$
101.6080	Training & Prevention: Personal Services All Other	\$
	Total Division of Fire	<hr/> \$
101.7010	Dispatching Services All Other	\$
	TOTAL GENERAL FUND	<hr/> \$

SECTION 3. To provide operating expenditures for the Street Maintenance and Repair Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Street Maintenance and Repair Fund:

202.2050	Administration: Personal Services All Other	\$
202.2060	Street Maintenance, Construction & Equipment: Personal Services All Other	\$
202.2070	Street Cleaning	\$
202.2080	Street Drainage	\$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
202.2090	Traffic Control Systems:	
	Personal Services	\$
	All Other	
	Total Street Maintenance & Repair Fund	<u> </u> \$

SECTION 4. To provide operating expenditures for the State Highway Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the State Highway Fund:

203.0010	State Highway Improvement:	
	Personal Services	\$
	All Other	
	Total State Highway Fund	<u> </u> \$

SECTION 5. To provide operating expenditures for the Water Distribution Fund for the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Water Distribution Fund:

204.6010	Maintenance & Repair:	
	Personal Services	\$
	All Other	
	Total Water Distribution Fund	<u> </u> \$

SECTION 6. To provide operating expenditures for the Sanitary Sewer Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Sanitary Sewer Fund:

205.7010	Maintenance & Repair:	
	Personal Services	\$
	All Other	
	Total Sanitary Sewer Fund	<u> </u> \$

ORDINANCE NO. 44-2020

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
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SECTION 7. To provide operating expenditures for the Visitors and Convention Bureau Fund for the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Visitors and Convention Bureau Fund:

210.1170	Visitors Convention Bureau Fund	\$
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SECTION 8. To provide for a transfer from the 27th Pay Fund, the following appropriations are hereby made in the 27th Pay Fund:

211.1111	27 th Pay Fund	\$
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SECTION 9. To provide operating expenditures for the Police Pension Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Police Pension Fund:

212.1212	Personal Services	\$
	Total Police Pension Fund	<hr/> \$

SECTION 10. To provide operating expenditures for the Law Enforcement Trust Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Law Enforcement Trust Fund:

214.1414	Law Enforcement Trust	\$
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SECTION 11. To provide operating expenditures for the MMVLT Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the MMVLT Fund:

215.8150	Contractual Services	\$
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SECTION 12. To provide operating expenditures for the Enforcement and Education Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Enforcement and Education Fund:

216.1616	Education Supplies	\$
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SECTION 13. To provide operating expenditures for the Court Clerk Computer Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Court Clerk Computer Fund:

218.1818	Computer Supplies	\$
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SECTION 14. To provide operating expenditures for the Economic Development Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Economic Development Fund:

219.1919	Development Efforts	\$
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SECTION 15. To provide operating expenditures for the Law Enforcement Continuing Education Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Law Enforcement Continuing Education Fund:

221.2121	Law Enforcement CED	\$
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SECTION 16. To provide operating expenditures for the Special Parks Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Special Parks Fund:

229.4010	Capital Expenditures	\$
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SECTION 17. To provide operating expenditures for the Capital Improvements Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Capital Improvements Fund:

308.8110	Capital Expenditures	\$
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SECTION 18. To provide operating expenditures for the General Bond Retirement Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the General Bond Retirement Fund:

409.9010	Debt Service	\$
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SECTION 19. To provide operating expenditures for the O.B.B.S. Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the

ORDINANCE NO. 44-2020

O.B.B.S. Fund:

830.3333	O.B.B.S. Surcharge	\$
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SECTION 20. To provide operating expenditures for the TIF/CRA Funds during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the TIF/CRA Funds:

910.9020	TIF Distribution (Worthington Station)	\$
920.9020	TIF Distribution (Worthington Place – The Heights)	\$
930.9020	TIF Distribution (933 High Street)	\$
935.9020	TIF Distribution (Downtown Worthington)	\$
940.9020	TIF Distribution (Worthington Square)	\$
945.9020	TIF Distribution (W.Dublin Granville Rd)	\$
950.9020	TIF Distribution (350 W. Wilson Bridge Rd.)	\$
999.9020	PACE Fund (Columbus Finance Authority)	\$

SECTION 21. To provide operating expenditures for the Accrued Acreage Fund during the fiscal year ending December 31, 2021, the following appropriations are hereby made in the Accrued Acreage Fund:

825.2525	Accrued Acreage Fees	\$
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SECTION 22. Sums expended from the above appropriations which are proper charges against any other department or against any firm, person, or corporation, if repaid within the period covered by such appropriations shall be considered reappointed for such original purpose; provided that the net total of expenditures under any appropriation shall not exceed the original total.

ORDINANCE NO. 44-2020

SECTION 23. Section 2.07 (11) of the City Charter requires City Council to annually review the investment policy of all funds held by the City. This review was completed as a component of the annual budget process for the fiscal year beginning January 1, 2021 and ending December 31, 2021.

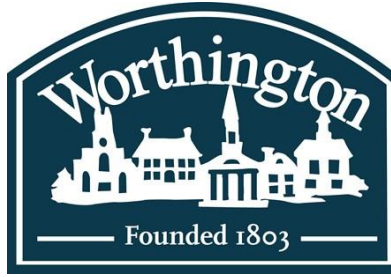
SECTION 24. That this Ordinance shall become effective on the first day of January, 2021, as provided in Section 4.05 of the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



**STAFF MEMORANDUM
City Council Meeting – November 16, 2020**

Date: November 2, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 45-2020 – Compensation for Unclassified Employees

EXECUTIVE SUMMARY

This Ordinance establishes the salaries for unclassified employees in the City for 2021.

RECOMMENDATION

Introduce for Public Hearing on December 7, 2020

BACKGROUND/DESCRIPTION

This Ordinance establishes compensation for the City's unclassified employees for 2021. Compensation for classified employees is established via a separate Resolution. City positions are classified, except for those positions designated as unclassified by the City's Charter.

This Ordinance will be introduced with blanks, which will be filled in for the public hearing on this Ordinance. The amounts in the Ordinance will be consistent with the amounts included in the 2021 Operating Budget. These amounts account for a 27th pay in 2021, as opposed to the customary 26 pays.

ATTACHMENTS

Ordinance No. 45-2020

ORDINANCE NO. 45-2020

Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2021 through December 31, 2021, and Adopting Class Specifications for Said Unclassified Positions.

WHEREAS, the salaries for unclassified positions of the Municipal Service must be fixed by City Council;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. The salary of the City Manager (Class Specification No. 20) shall not exceed \$_____.

SECTION 2. The salary of the Director of Finance (Class Specification No. 22) shall not exceed \$_____.

SECTION 3. The salary of the Director of Parks and Recreation (Class Specification No. 24) shall not exceed \$_____.

SECTION 4. The salary of the Director of Public Service and Engineering / City Engineer (Class Specification No. 31) shall not exceed \$_____.

SECTION 5. The salary of the Assistant to the City Manager/Personnel Director (Class Specification No. 27) shall not exceed \$_____.

SECTION 6. The salary of the Assistant City Manager (Class Specification No. 30) shall not exceed \$_____.

SECTION 7. The salary of the Court Clerk (Class Specification No. 52) shall not exceed \$_____.

SECTION 8. The salary of the Administrative Assistant/Service Department (Class Specification No. 167) shall not exceed \$_____.

SECTION 9. The salary of the Assistant to the City Manager/Information Technology Director (Class Specification No. 244) shall not exceed \$_____.

SECTION 10. The compensation rate for the Clerk of Council shall be not less than \$25.00 per meeting. In lieu of monetary compensation, the Clerk of Council may be granted compensatory time.

SECTION 11. The salary of the Assistant to the City Manager/Communications Director (Class Specification No. 202) shall not exceed \$_____.

ORDINANCE NO. 45-2020

SECTION 12. The salary of the Chief Building Inspector (Class Specification No. 223) shall not exceed \$_____.

SECTION 13. The salary of the Director of Law (Class Specification No. 226) shall not exceed \$_____.

SECTION 14. The salary of the Assistant City Manager/Economic Development Director (Class Specification No. 229) shall not exceed \$_____.

SECTION 15. The salary of the Director of Planning and Building (Class Specification No. 236) shall not exceed \$_____.

SECTION 16. The salary of the Administrative Assistant/Finance Manager (Class Specification No. 243) shall not exceed \$_____.

SECTION 17. The salary of the Deputy Director of Safety/Fire Chief (Class Specification No. 180) shall not exceed \$_____.

SECTION 18. The salary of the Executive Assistant to the City Manager/City Clerk (Class Specification No. 248) shall not exceed \$_____.

SECTION 19. The salary of the Deputy Director of Safety/Police Chief (Class Specification No. 122) shall not exceed \$_____.

SECTION 20. The salary of the Assistant Director/Parks and Recreation Superintendent (Class Specification No. 253) shall not exceed \$_____.

SECTION 21. The provisions of this ordinance supersede Ordinance No. 46-2019, as Amended, passed December 2, 2019, as it pertains to positions specified in Sections 1 through 19, Ordinance 12-2020 as it pertains to the position specified in Section 20 above, and Ordinance 42-2020 as it pertains to the position specified in Section 14 for the period of January 1, 2021 through December 31, 2021.

SECTION 22. That Ordinance No. 46-2019 as Amended and Ordinance No. 12-2020 and 42-2020 be and the same are hereby repealed.

SECTION 23 That the rates as specified in Sections 1 through 20 account for a twenty-seventh (27th) pay date as opposed to the normal and customary twenty-six (26) pay dates.

SECTION 24. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council.

ORDINANCE NO. 45-2020

This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 2, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 46-2020 – Public Health Contract – Columbus Public Health

EXECUTIVE SUMMARY

This Ordinance authorizes the City Manager to enter into a contract with the Columbus Department of Health for the provision of public health services to Worthington.

RECOMMENDATION

Introduce for Public Hearing on December 7, 2020

BACKGROUND/DESCRIPTION

The City has contracted with Columbus Public Health (CPH) for public health services for many years. We have a good working relationship and they are very responsible to City staff and the public. CPH provides such services as restaurant, pool and school inspections; mosquito trapping, testing and fogging; support services for prevention of and response to drug and alcohol addiction; residential sewage disposal inspections; and assistance with public health questions and issues raised by residents. Additionally, Worthington residents have access to the poison control and immunization clinics offered by Columbus Public Health.

Columbus Public Health has been an invaluable resource as the City has worked to navigate the COVID-19 pandemic. The City has worked closely with CPH to coordinate a response to the current health crisis.

FINANCIAL IMPLICATIONS

2020 Contract Price = \$70,000

2121 Contract Price = \$73,500 (estimated)

ATTACHMENTS

Ordinance No. 46-2020

ORDINANCE NO. 46-2020

Authorizing the City Manager to Execute A
Contract Between the City of Columbus Board of
Health and the City of Worthington for Health
Services.

WHEREAS, the City of Columbus Board of Health has indicated its intention to provide health services for the City of Worthington during calendar year 2021; and,

WHEREAS, the provision and maintenance of health services within the City of Worthington is a municipal service requiring uninterrupted service; and,

WHEREAS, the City Manager has received a proposed contract for the provision of health services to the City of Worthington by the City of Columbus Health Department;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the City Manager be and hereby is authorized and directed to enter into a contract with the City of Columbus Board of Health for the purpose of providing health services to the City of Worthington, said service to commence January 1, 2021, and remain in full force and effect until December 31, 2021.

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



**STAFF MEMORANDUM
City Council Meeting – November 16, 2020**

Date: November 2, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 47-2020 – Riverlea Police Protection Contract

EXECUTIVE SUMMARY

Staff is proposing a 2021 contract in the amount of \$83,234, this increase is in line with what was proposed as part of the 2020 police contract.

RECOMMENDATION

Introduce for Public Hearing on December 7, 2020

BACKGROUND/DESCRIPTION

The Village of Riverlea contracts with the City of Worthington for approximately 22 hours of police protection services per week. Based upon a forty (40) hour work week, this equates to 55% of the cost of one full time police officer.

In an effort to spread a large one-time increase across two years, the 2020 contract was increased 6% with the anticipation that the 2021 contract would increase 7.36% to \$83,234. The \$83,234 would represent approximately 55% of the full cost of one police officer in 2021.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

2020 General Fund Revenue of \$83,234

ATTACHMENTS

Ordinance No. 47-2020

ORDINANCE NO. 47-2020

Authorizing the City Manager to Enter into a
Contract with the Village of Riverlea for the
Provision of Police Protection.

WHEREAS, the provision of services for police protection is necessary for the safety and security of the Village of Riverlea; and,

WHEREAS, the Village of Riverlea, Ohio, has agreed to enter into a contract with the City of Worthington for police protection services;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the City Manager be and hereby is authorized and directed to enter into a contract with the Village of Riverlea to provide police protection services.

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 9, 2020

To: Matthew H. Greeson, City Manager

From: Daniel Whited, P.E., Director of Service & Engineering

Subject: Ordinance No. 48-2020 – Appropriating Funds for Firehouse Bathroom
Renovation Project Number 712-20

EXECUTIVE SUMMARY

This ordinance appropriates funds for the design and construction of bathroom/locker room renovations at the Fire House

RECOMMENDATION

Introduce for public hearing December 7th

BACKGROUND/DESCRIPTION

The Sharon Township Fire House was built in 1992 and acquired by the City of Worthington in 1993. The locker rooms and bathrooms are original to the structure and have not been fully renovated. Over the last two years, plumbing issues have resulted in the flooding of the second-floor locker room, and subsequent flooding of the training room below on several occasion. This ordinance will fund the architectural design of the bathroom and locker room facilities, and construction of locker room renovations.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

\$100,000.00 CIP Fund

ATTACHMENT(S)

Ordinance No. 48-2020

ORDINANCE NO. 48-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the Fire Station Bathroom Renovation Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 712-20)

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.6060.560988 the sum of One-Hundred Thousand Dollars (\$100,000) to pay the cost of the Fire Station Bathroom Renovation Project and all related expenses (Project 712-20).

SECTION 2. Pursuant to Section 3.02 of the Charter of the City, the City Manager is authorized to execute any contract necessary for the completion of this public improvement. Provided that the total of such contracts shall not exceed the total appropriation as authorized in Section 1 of this Ordinance.

SECTION 3. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

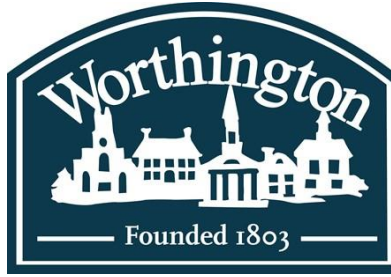
SECTION 4. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 9, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: Ordinance 49-2020: Convention and Visitors Bureau

EXECUTIVE SUMMARY

This Ordinance authorizes the distribution of 66% of the Hotel/Motel Tax collected in 2021 to the Worthington Partnership for the purpose of convention and visitors' bureau services.

RECOMMENDATION

Introduce for Public Hearing on December 7th, 2020.

BACKGROUND/DESCRIPTION

With the passage of Ordinance 03-2019, the Convention and Visitors Bureau Fund (CVB Fund) was established to receive 66% of the Hotel/Motel Tax received by the City of Worthington. This Ordinance authorizes that those funds be distributed to the Worthington Partnership for the purpose of convention and visitors' bureau services.

FINANCIAL IMPLICATIONS

The total Hotel/Motel tax projected for 2021 is \$15,000, with \$9,900 (66%) projected into the CVB Fund, and out to the Worthington Partnership. The remaining \$5,100 would be General Fund revenue.

ATTACHMENTS

Ordinance 49-2020

ORDINANCE NO. 49-2020

The Allocation of the Six Percent (6%) Hotel/Motel Tax
as it Relates to the Operation of Convention and Visitors'
Bureau Services provided by the Worthington Partnership.

WHEREAS, Ordinance No. 65-2001 as passed by Worthington City Council on December 3, 2001, provided for the allocation of sixty six percent (66%) of the City's Hotel/Motel Tax from the General Fund to be distributed to the Worthington Area Convention and Visitors Bureau; and,

WHEREAS, Ordinance No.03-2019 as passed by Worthington City Council on February 4, 2019, consistent with Section 5739.09 of the Ohio Revised Code, established the CVB Fund and authorized and directed sixty-six percent (66%) of all hotel and transient occupation taxes received after January 1, 2019 be deposited into the CVB Fund.

WHEREAS, the allocation of sixty-six percent (66%) of Hotel/Motel Tax revenue to the CVB Fund exceeds the statutorily required twenty-five percent (25%).

WHEREAS, Worthington City Council recognizes the need and request of the Worthington Partnership for funding at the allocation of sixty six percent (66%) of Hotel/Motel Tax revenues to provide funds for the operation of convention and visitors' bureau services;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That effective January 1, 2021, sixty six percent (66%) of the six percent Hotel/Motel Tax collected shall be distributed from the CVB Fund to provide for operation of convention and visitors' bureau services provided by the Worthington Partnership.

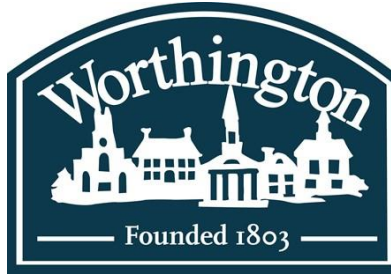
SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – November 16, 2020

Date: November 9, 2020

To: Matthew H. Greeson, City Manager

From: R. Lee Brown, Director Planning & Building

Subject: Ordinance No. 50-2020 - Appointment of the Franklin County District Board of Health as the Provider of Plumbing Inspection Services

EXECUTIVE SUMMARY

This is the annual ordinance that authorizes the City Manager to appoint the Franklin County District Board of Health as the provider of plumbing inspection services for the City of Worthington in 2021

RECOMMENDATION

Introduce for Public Hearing on December 7, 2020

BACKGROUND/DESCRIPTION

The City utilizes Franklin County District Board of Health to provide plumbing inspection services which are scheduled through the City's Department of Planning & Building. The City annual authorizes an ordinance which continues the services for the next year.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The cost of the service is paid by the applicants for building/plumbing permits via the permit fees. There is no change in fees for 2020.

ATTACHMENT(S)

- Ordinance No. 50-2020
- 2021 Contract

ORDINANCE NO. 50-2020

Approving the City Manager's Appointment of the Franklin County District Board of Health as the Provider of Plumbing Inspection Services in the City of Worthington.

WHEREAS, it is necessary and desirable to provide the inhabitants of Worthington with plumbing inspection services; and,

WHEREAS, the Franklin County General Health District Advisory Council shall have the right to provide such inspection services, charge and receive from the City of Worthington payment for said services in accordance with the contracts and provisions therein set forth for reimbursement at a rate of sixty (60%) of all plumbing inspection fees collected by the City of Worthington; at the same inspection fee as now charged by the Franklin County District Board of Health; and,

WHEREAS, the City Manager has received a proposed contract for the provision of plumbing inspection services to the City of Worthington by the Franklin County District Board of Health;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the City Manager be and hereby is authorized and directed to enter into a contract with the Franklin County District Board of Health for the purpose of providing plumbing inspection services in the City of Worthington, said service to commence January 1, 2021, and remain in full force and effect until December 31, 2021.

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington Ohio.

Passed _____

President of Council

Attest:

Clerk of Council

**FRANKLIN COUNTY PUBLIC HEALTH
2021 PLUMBING CONTRACT**

Between the:

The District Advisory Council
of the Franklin County General Health District
280 East Broad Street
Columbus, Ohio 43215

and

The City of Worthington, Ohio
6550 North High Street
Worthington, Ohio 43085

Contact us at: (614) 525-3160 / Fax (614) 525-6672
www.myfcph.org

CONTRACT

BETWEEN THE CITY OF WORTHINGTON, OHIO, AND FRANKLIN COUNTY PUBLIC HEALTH.

This contract made and entered into by and between the City of Worthington, Ohio, a Municipal Corporation, and Franklin County Public Health, pursuant to Ohio Revised Code Section 3709.281.

WITNESSETH

SECTION 1. Franklin County Public Health shall for the consideration hereinafter stated, furnish to the City of Worthington, Ohio, and inhabitants thereof, plumbing inspectors certified by the Ohio Department of Commerce for plumbing inspections.

SECTION 2. Said plumbing inspections shall be furnished for a period beginning January 1, 2021 and remain in full force until December 31, 2021 provided, however, that either party to this agreement shall have the right to cancel the same upon four (4) months written notice.

SECTION 3. The City of Worthington, Ohio, shall pay to Franklin County Public Health for said plumbing inspections furnished to the City of Worthington, Ohio and inhabitants thereof, sixty percent (60%) of all plumbing fees collected by the City of Worthington. The City of Worthington agrees to charge the most current inspection fees charged by Franklin County Public Health. The City of Worthington is to issue all permits and collect all fees.

SECTION 4. Franklin County Public Health shall render an invoice monthly to the City Manager of the City of Worthington on all services directly rendered to the citizens of the City of Worthington. Such invoice shall describe the type of service, where and for whom the service was rendered, and the number of cases, visits or the appropriate work units.

SECTION 5. Said sum or sums of money shall be paid by the City of Worthington, Ohio to Franklin County Public Health monthly and shall be paid within thirty (30) days after receiving a statement from Franklin County Public Health.

SECTION 6. The City of Worthington, Ohio has determined that Franklin County Public Health is organized and equipped to adequately provide the service that is the subject of this contract. Pursuant to Ohio Revised Code Section 3709.281, Franklin County Public Health may exercise the same powers as such legislative authority possesses with respect to the performance of any function or the rendering of any service, which, by such agreement, it undertakes to perform or render, and all powers necessary or incidental thereto.

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals and have executed this agreement the day and year written below.

FRANKLIN COUNTY PUBLIC HEALTH

Joe Mazzola, MPA
Health Commissioner

Date

CITY OF WORTHINGTON, OHIO

Matt Greeson, City Manager

Date

APPROVED AS TO FORM

Assistant Prosecuting Attorney
Franklin County, Ohio

Date



Law Director
City of Worthington, Ohio

9-28-20

Date

FINANCIAL CERTIFICATE

It is hereby certified that the amount required to meet the contract agreement, obligation, payment of expenditure for the above has been lawfully appropriated, authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the proper fund and is free from any obligation or certificated now outstanding.

Director of Finance
City of Worthington

Date



STAFF MEMORANDUM

City Council Meeting – November 16, 2020

DATE: November 12, 2020

TO: City Council

FROM: Matthew H. Greeson, City Manager

SUBJECT: Follow Up – Proposed 2021 Operating Budget & Proposed 2021-2025 Capital Improvements Program

EXECUTIVE SUMMARY

Time is provided for discussion by City Council of the 2021 Budget and the 2021-2025 Capital Improvements Program.

BACKGROUND/DESCRIPTION

City Council heard presentations on the Proposed 2021 Operating Budget on October 12th, November 2nd, and November 9th and the Proposed 2021-2025 Capital Improvements Program on October 19th. This agenda item provides time for City Council to further discuss the proposed documents.

Adoption of the 2021 Operating Budget and the 2021-2025 Capital Improvements Program is scheduled for December 7th.

The Proposed 2021 Operating Budget and the Proposed 2021-2025 Capital Improvements Program are available on the City's website at www.worthington.org/budget.