



6550 N. High Street
Worthington, Ohio 43085

T: 614-436-3100

Worthington City Council Agenda

Louis J.R. Goorey Municipal Building
John P. Coleman Council Chamber

Monday, December 03, 2018 ~ 7:30 PM

CITY COUNCIL MEMBERS

Bonnie D. Michael
President

Scott Myers
President Pro-Tem

Rachael Dorothy
Council Member

Douglas Foust
Council Member

Beth Kowalczyk
Council Member

David Robinson
Council Member

Douglas Smith
Council Member

CITY STAFF MEMBERS

Matthew Greeson
City Manager

D. Kay Thress
Clerk of Council

1. Call To Order

2. Roll Call

3. Pledge of Allegiance

4. Visitor Comments

5. Consent Agenda

Notice to the Public: There will be no separate discussion of Consent Agenda items as they are considered to be routine by the City Council and will be adopted by one motion. If a member of the City Council, staff, or public requests discussion on a particular item, that item will be removed from the Consent Agenda and considered separately.

To address City Council regarding an item on Consent Agenda, please submit a fully completed speaker's slip to the Clerk of Council prior to the beginning of the meeting.

5.A. Approval of the Minutes

5.A.I. Meeting Minutes - November 19, 2018

Recommendation: Introduce and Approve as Presented

5.B. Ordinance No. 54-2018 Public Health Contract - Columbus Public Health

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: This Ordinance authorizes the City Manager to enter into a contract with the Columbus Department of Health for \$66,153 for the provision of public health services to Worthington.

Recommendation: Approve as Presented

Legislative History: Introduced November 19, 2018

5.C. Ordinance No. 55-2018 Contract for Police Services - Village of Riverlea

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

Executive Summary: This Ordinance authorizes the City Manager to enter into a contract with the Village of Riverlea for the provision of police protection services for the Village for 2019.

Recommendation: Approve as Presented

Legislative History: Introduced November 19, 2018

5.D. Ordinance No. 56-2018 Contract for Plumbing Inspection Services

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 the City of Worthington in 2019.

Recommendation: Approve as Presented

Legislative History: Introduced November 19, 2018

5.E. Resolution No. 65-2018 2019 Staffing Chart

Amending the Staffing Chart of the City of Worthington to Reflect the Positions Authorized in the 2019 Operating Budget.

Executive Summary: This Resolution adopts a staffing chart for the City for 2019.

Recommendation: Introduce and Approve as Presented

5.F. Resolution No. 66-2018 Alternate Chief Building Official & Alternate Master Plans Examiner

Approving the City Manager's Appointment of Donald W. Schofield as Alternate Chief Building Official and Alternate Master Plans Examiner for the Division of Building Regulation.

Executive Summary: This Resolution approves the City Manager's appointment of Donald Schofield as "Alternate Chief Building Official" and "Alternate Chief Plans Examiner"

Recommendation: Introduce and Approve as Presented

5.G. Resolution No. 67-2018 Approving 2019 Grant Funding - Old Worthington Partnership & Worthington Historical Society

Approving 2019 Grant Funding for the Old Worthington Partnership and the Worthington Historical Society.

Executive Summary: This Resolution approves grant funding of \$55,000 to support the Old Worthington Partnership and \$32,500 to support the Worthington Historical Society.

Recommendation: Introduce and Approve as Presented

5.H. Resolution No. 68-2018 Re-Appointments to WIFA Board of Trustees

Approving Re-Appointments to the Worthington International Friendship Association Board of Trustees

Executive Summary: This Resolution appoints trustees to the Worthington International Friendship Association Board

Recommendation: Introduce and Approve as Presented

End of Consent Agenda

6. Public Hearings on Legislation

6.A. Ordinance No. 52-2018 2019 Operating Budget

Providing for the Adoption of the Annual Budget for the Fiscal Year 2019 and Appropriating Sums for Current Operating Expenses.

Executive Summary: This Ordinance adopts the City's annual budget for Fiscal Year 2019 and appropriates sums for current operating expenses.

Recommendation: Motion to Amend and Approve as Amended

Legislative History: Introduced November 19, 2018

6.B. Ordinance No. 53-2018 Compensation for Unclassified Employees

Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2019 through December 31, 2019, and Adopting Class Specifications for Said Unclassified Positions.

Executive Summary: This Ordinance establishes the salaries for unclassified employees in the City for 2019.

Recommendation: Motion to Amend and Approve as Amended

Legislative History: Introduced November 19, 2018

7. New Legislation to Be Introduced

7.A. Resolution No. 63-2018 Adoption of the 2019-2023 Capital Improvements Program

Approving the 2019-2023 Capital Improvements Program for the City of Worthington.

Executive Summary: This Resolution adopts the 2019-2023 Capital Improvements Program

Recommendation: Introduce and Approve as Presented

7.B. Resolution No. 64-2018 Classified Employee Compensation

Establishing the Compensation Plan, Assigning Compensation Levels for Positions in the Classified Service, Adopting Class Specifications, Providing for Normal Work Weeks, and Repealing Resolution No. 73-2017.

Executive Summary: This Resolution establishes the compensation for all classified positions for 2019 consistent with the 2019 budget and collective bargaining agreements.

Recommendation: Introduce and Approve as Presented

7.C. Resolution No. 69-2018 Investment and Depository Policy Update

Revising the Investment and Depository Policy for the City of Worthington.

Executive Summary: This Resolution updates the City's policy for investments and depositories. A memorandum from the Finance Director previously provided to City Council is attached as background.

Recommendation: Introduce and Approve as Presented

7.D. Resolution No. 70-2018 General Fund Carryover Balance Policy

Revising the General Fund Carryover Balance Policy for the City of Worthington.

Executive Summary: A revised General Fund Carryover Balance Policy has previously been distributed to Council. This revised policy increases the minimum General Fund balance to 35% of prior year expenditures (increased from 25%), incorporates a financial action plan in the event the City falls below the policy floor, and directs a transfer of funds to the Capital Improvement Fund if the fund balance is in excess of 50% of prior year expenditures.

Recommendation: Introduce and Approve as Presented

7.E. Ordinance No. 57-2018 Old Worthington Mast Arm and Street Light Rehabilitation

Amending Ordinance No. 41-2017 (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 Old Worthington Street Light and Mast Arm Rehabilitation Project and to Proceed with said Project. (Project No. 655-17)

Executive Summary: This Ordinance appropriates funds for the Old Worthington Mast Arm and Street Light Rehabilitation Project

Recommendation: Introduce for Public Hearing on December 10, 2018

7.F. Ordinance No. 58-2018 Collective Bargaining Agreement with IAFF Local #3498

Approving the Provisions of a Collective Bargaining Agreement Between the City of Worthington, Ohio and the International Association of Firefighters Local #3498 and Authorizing the City Manager to Execute Same on Behalf of the City.

Executive Summary: This Ordinance approves the collective bargaining agreement between the City of Worthington and the International Association of Firefighters Local #3498 and authorizes the City Manager to execute this agreement.

Recommendation: Introduce for Public Hearing on December 10, 2018

7.G. Ordinance No. 59-2018 Appropriation - New & Replacement Equipment & Various Projects

Amending Ordinance No. 52-2018 (As Amended) to Adjust the Annual Budget by Providing for Appropriations From the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the 2019 New and Replacement Equipment Items and for Certain Projects as Identified in the 2019 Five-Year Capital Improvements Program and all Related Expenses and Determining to Proceed with said Projects.

Executive Summary: This Ordinance appropriates funds to procure the new and replacement equipment provided in the Capital Improvement Plan (CIP) for Fiscal Year 2019. This Ordinance also appropriates funds for multiple projects identified in the 2019-2023 CIP.

Recommendation: Introduce for Public Hearing on December 10, 2018

8. Reports of City Officials

9. Reports of Council Members

10. Other

11. Executive Session

12. Adjournment



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/14/2018
To: Matthew H. Greeson
From: Scott F. Bartter, Finance Director
Subject: **Ordinance No. 54-2018 - 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 \$66,153 the provision of public health services to Worthington.

RECOMMENDATION

Approval as Presented

BACKGROUND/DESCRIPTION

The City has contracted with Columbus Public Health (CPH) for public health services for many years. We have a good working relationship with CPH and they are very responsive to City staff and the public. They provide 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. A more complete list of services is included in the attached contract document.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

2018 Contract Price = \$63,000
2019 Contract Price = \$66,153

ATTACHMENTS

Ordinance No. 54-2018
2019 Contract

ORDINANCE NO. 54-2018

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 2019; 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, 2019, and remain in full force and effect until December 31, 2019.

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

AGREEMENT
FOR PUBLIC HEALTH SERVICES

This Agreement is entered into this ____ day of _____, 2019, by and between the City of Columbus Board of Health (hereinafter referred to as "Columbus") and the City of Worthington (hereinafter referred to as "Worthington") for the purpose of having Columbus provide public health services to Worthington on a contractual basis.

WHEREAS, by virtue of Section 3709.01, Ohio Revised Code, Columbus and Worthington are each a City Health District; and,

WHEREAS, Columbus has established a Board of Health in accordance with provisions of Chapter 3709, Ohio Revised Code; and,

WHEREAS, the Columbus Board of Health is organized and equipped to provide certain public health services; and,

WHEREAS, Section 3709.08, Ohio Revised Code permits a city constituting a City Health District to enter into a contract for public health services with the chief executive, or his duly designated representative of another city constituting a city health district, with the approval of a majority of the members of the legislative authority of such city; and,

WHEREAS in accordance with Section 3709.08, Ohio Revised Code, Worthington has proposed and approved, by a majority of the members of its legislative authority, that Columbus provide general public health services to Worthington;

NOW, therefore, it is agreed by and between the Cities of Columbus and Worthington that Columbus will provide the following public health services to Worthington as outlined in the following sections:

SECTION 1. SCOPE OF SERVICES

A. ENVIRONMENTAL HEALTH SERVICES

Services will include animal bite investigation and quarantine, food service operations and retail food establishments inspection and licensure, swimming pool inspection, general sanitation, determination of need, planning, and consultation services, mosquito adulticiding and larvaciding, body art facility inspection and licensure, on-site sewage disposal oversight, inspection, and certification, residential sewage disposal inspections, emergency response for chemical emergencies, placarding all licensed establishments with the appropriate sign for public disclosure, maintaining a web presence for all licensed establishments, tobacco 21 services and any other services as mutually agreed upon.

MOSQUITO ABATEMENT SERVICES	\$12,390.00
INSPECTION OF PUBLIC AND NONPUBLIC SCHOOL BUILDINGS	\$ 8,558.00
SMOKE-FEE AIR PROGRAM	\$ 1,208.00
ANIMAL BITE INVESTIGATIONS	\$ 6,143.00
CHEMICAL RESPONSE	\$ 1,355.00
 TOTAL SECTION A	 \$ 29,654.00

B. ADDITIONAL COSTS RELATED TO FEE-BASED SERVICES

Food License Fees-Direct Costs- Additional actual inspection costs not included in license fee paid by Worthington establishments- \$0.00

Food License Fees-Indirect Costs- Additional actual indirect costs associated with inspecting Worthington establishments that are not included in license fees paid by the establishment- \$8,925.00

Pool License Fees- Direct Costs- Additional actual inspection costs not included in license fee paid by Worthington establishments- \$1,208.00

Pool License Fees-Indirect Costs- Additional actual indirect costs associated with inspecting Worthington establishments that are not included in license fees paid by the establishment- \$1,418.00

TOTAL SECTION B	\$ 11,551.00
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C. COMMUNITY HEALTH CARE SERVICES

Services will include immunization clinics held regularly by Columbus staff, available to the citizens of Worthington. Staff consists of the equivalent of 5 hours per month for two Public Health Nurses.

TOTAL SECTION C	\$12,080.00
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D. GENERAL SUPPORT OF COMMUNICABLE DISEASE CONTROL PROGRAM AND COMPREHENSIVE SEXUAL HEALTH SERVICES

Services will include, but are not limited to, disease investigation, contact investigation, outbreak response, consultation to medical providers, day cares and school nurses, and communicable disease prevention efforts (vaccines, education, etc.)

TOTAL SECTION D	\$12,868.00
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TOTAL CONTRACT AMOUNT	<u>\$66,153.00</u>
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SECTION 2. BILLING AND PAYMENT

Columbus will invoice this annual amount (\$66,153.00) over four equal quarterly invoices of \$16,538.25. Said billing shall include, at a minimum, a statement of the number and types of services rendered, including a breakdown of each different type of service rendered as specified above. Worthington shall, after verifying its accuracy, pay said invoice within thirty (30) days following receipt.

In no event shall the cost for any year exceed that set forth above, unless specific authorization is given in writing to Columbus by Worthington.

SECTION 3. STAFF LIAISON

The responsibility for the administration of this Agreement for the City of Worthington is vested in the Worthington City Manager. It is, therefore, agreed that Columbus will maintain appropriate contact with said City Manager and shall keep him fully apprised of all matters relating to the condition of the general public health services rendered by Columbus under this Agreement.

SECTION 4. DURATION, MODIFICATION, AND NOTICE OF INTENT

That this agreement shall take effect and be in force from and after January 1, 2019 and shall remain in full force and effect until December 31, 2019, subject to any mutually agreed modifications in the scope of services following the end of the first six months. All modifications shall be incorporated in written amendments to this Agreement.

To facilitate the budgetary planning process of each of the parties, written notice of each party's intent with respect to renewal of this Agreement shall be required to be served on the other party at least ninety (90) days prior to the expiration of this Agreement.

SECTION 5. AUTHORIZATION

Worthington has entered into this contract under authorization of Ordinance No. _____ passed _____.

Columbus has entered into this contract under authorization of Ordinance No. _____ passed _____.

IN WITNESS WHEREOF, the City of Columbus, acting through its Board of Health, and the City Of Worthington, by its City Manager, have set their hands and have executed this Agreement on the day and year first written above.

CITY OF WORTHINGTON

COLUMBUS BOARD OF HEALTH

By: _____
City Manager

By: _____
President Pro Tempore

By: _____
Andrew J. Ginther, Mayor
City of Columbus

By: _____
Health Commissioner

APPROVED AS TO FORM

OHIO DEPARTMENT OF HEALTH

By: Jon Lindy 11-1-18
Worthington Attorney

By: _____
Director

By: _____
Columbus Attorney

DEPARTMENT OF FINANCE CERTIFICATE

It is hereby certified that the amount of \$66,153.00 required to meet the contract, - agreement, obligation, payment of expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the _____ Fund and is free from any obligation or certificates now outstanding.

Dated: _____

By: _____
Director of Finance
City of Worthington, Ohio



STAFF MEMORANDUM
City Council Meeting –December 3, 2018

Date: 11/14/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Ordinance No. 55-2018 - Contract for Police Services - Village of Riverlea**

EXECUTIVE SUMMARY

This Ordinance authorizes the City Manager to enter into a contract with the Village of Riverlea for the provision of police protection services for the Village for 2019.

RECOMMENDATION

Approval as Presented

BACKGROUND/DESCRIPTION

The Village of Riverlea contracts with the City of Worthington for police services. These services include routine patrol services as well as investigative services. This Ordinance authorizes the agreement for 2019. The 2019 increase in the cost of the contract is 3%.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

Under the contract, Riverlea pays the City \$6,078.40 per month, plus \$46.44 per hour for investigative services, to a max of \$15,000 for investigative services for the year.

ATTACHMENTS

Ordinance No. 55-2018
Village of Riverlea Contract

ORDINANCE NO. 55-2018

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

**CONTRACT BETWEEN THE CITY OF WORTHINGTON, OHIO
AND THE VILLAGE OF RIVERLEA FOR POLICE PROTECTION**

AGREEMENT, entered into by and between the City of Worthington, Ohio (“Worthington”) and the Village of Riverlea (“Riverlea”), both of which are Ohio municipal corporations.

WITNESSETH:

WHEREAS, the parties hereto desire to have Worthington provide police protection services to Riverlea pursuant to the authority granted by Ohio Revised Code Section 737.04 and upon the terms and conditions hereinafter states; and,

WHEREAS, the respective legislative authorities of Worthington and Riverlea have authorized an agreement for such purposes:

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises and the terms and conditions hereinafter set forth, Worthington and Riverlea hereby agree as follows:

1. Police Protection Services

Commencing January 1, 2019, Worthington shall provide Riverlea approximately 22 hours of police protection services per week, up to a maximum of 1,144 hours of such services per year.

As used herein the term “police protection services” means the following activities:

- (a) routine traffic and residential patrol of Riverlea streets, as well as routine Animal Control consistent with the service provided to Worthington residents;
- (b) response to emergency calls and citizen complaints other than the performance of police in investigative services;
- (c) appearance time by members of the Worthington Division of Police in any court relating to the prosecution of traffic or criminal charges brought in connection with this contract;
- (d) The Worthington Division of Police shall maintain records of action taken in Riverlea in accordance with current public records law, and will submit a monthly and annual activity report to the Village of Riverlea. Worthington shall also perform investigative services upon the request of Riverlea.

2. Compensation by Riverlea to Worthington

In consideration for services provided by Worthington hereunder, Riverlea shall pay Worthington a monthly fee of Six Thousand Seventy-Eight Dollars and Forty Cents (\$6,078.40). There shall be an additional fee of Forty-six Dollars and forty-four Cents (\$46.44) per hour for police investigative services up to a maximum of Fifteen Thousand Dollars (\$15,000.00). All such services performed during a given calendar month shall be billed on the 5th day of the following month and shall be payable on the 15th day of such month.

3. Reimbursement of Increase in Workers' Compensation Premium Contribution

In the event any member of the Worthington Division of Police is injured or dies during the existence of this contract, while engaged in rendering services pursuant to this contract, and the premium contribution assessed against Worthington for Workers' Compensation benefits subsequently increases as a result of such injury or death, Riverlea shall pay Worthington in the first year of such increase and in each of the three (3) years thereafter, a sum equal to the lesser of One Thousand Dollars (\$1,000.00) or four percent (4%) of such increase. Payments pursuant to this paragraph shall be made by Riverlea once each year within ten (10) days after receipt of a signed statement from Worthington indicating the amount owed and showing how such amount was calculated. It is understood and agreed that regardless of the number of injuries or deaths incurred by members of the Worthington Division of Police while engaged in rendering services pursuant to this contract, the maximum amount which Riverlea must reimburse Worthington is One Thousand Dollars (\$1,000.00) per year for four (4) consecutive years. It is also understood and agreed that Riverlea's obligations under this paragraph shall survive the termination or expiration of this contract for any reason whatsoever.

4. Term and Termination

The term of this contract shall be for one year commencing January 1, 2019, unless either party terminates the agreement sooner upon at least 90 days advance written notice to the other party.

This contract shall be reviewed at the end of each contract period and any revisions included at that time. Any modifications during the life of the contract must be agreed to in writing by both parties.

The parties acknowledge and accept the terms and conditions of this Contract evidenced by the following signatures of their duly authorized representatives. The effective date of this Contract is the date that the final signatory executes this Contract.

VILLAGE OF RIVERLEA

Eric MacGilvray, Mayor	Date
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Approved As To Form:

Leah Reibel, Solicitor	Date
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Village of Riverlea

CITY OF WORTHINGTON

Matthew H. Greeson, City Manager	Date
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Approved As To Form:

Tom Lindsey	Date
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Director of Law
City of Worthington



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/14/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Ordinance No. 56-2018 - Contract for 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 2019.

RECOMMENDATION

Approval as Presented

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 annually 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 to the fees for 2019.

ATTACHMENTS

Ordinance No. 56-2018

ORDINANCE NO. 56-2018

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, 2019, and remain in full force and effect until December 31, 2019.

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 – December 3, 2018

Date: 11/27/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Resolution No. 65-2018 - 2019 Staffing Chart**

EXECUTIVE SUMMARY

This Resolution adopts a staffing chart for the City for 2019. The number, type and classification of the positions in the document are consistent with the 2019 Budget.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Staffing Chart includes the addition of a School Resource Officer which had previously been approved with Resolution 38-2018. This position will continue to be funded from the General Fund. Additionally, full-time equivalent (FTE) positions previously accounted for under Parks & Recreation Revolving Fund have been moved to Recreation Programs. This change reflects the change in the budget to fund these positions from the General Fund, as opposed to the Revolving Fund.

ATTACHMENTS

Resolution No. 65-2018
2019 Staffing Chart

RESOLUTION NO. 65-2018

Amending the Staffing Chart of the City of
Worthington to Reflect the Positions Authorized in
the 2019 Operating Budget.

WHEREAS, City Council has adopted the 2019 Operating Budget for all departments and divisions of the City; and,

WHEREAS, it is desirable and necessary to amend the Staffing Chart of the City to correspond to the wishes of City Council as expressed in the 2019 Operating Budget;

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

SECTION 1. That the Staffing Chart of the City of Worthington be and the same is hereby amended as per the Staffing Chart attached hereto and made a part hereof.

SECTION 2. 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

5.E. - 2019 Staffing Chart
CITY OF WORTHINGTON
2019 STAFFING CHART*

	Unit /Title			2016 FTE	2017 FTE	2018 FTE	2019 FTE
Safety Department - Division of Police							
1	Chief			1	1	1	1
2	Lieutenants			2	2	2	2
3	Sergeants			5	5	5	5
4	Patrol Officers			24	24	24	24
5	Communication Technicians			9	9	9	9
6	Secretary			2	2	2	2
7	Operations Support Manager			1	1	1	1
8	School Resource Officer						1
9	Crossing Guards (5 positions)			1.5	1.5	1.5	1.5
10	Part-time Court Liaison			0.5	0.5	0.5	0.5
11	Part-time Communication Technicians			1	1.0	1.0	1
	Total			<u>47</u>	<u>47</u>	<u>47</u>	<u>48</u>
Planning & Building Department							
1	Director			1	1	1	1
2	Field Inspector/Building & Zoning			1	1	1	1
3	Chief Building Inspector			1	1	1	1
4	Planning Coordinator			1	1	1	1
5	Planning and Building Assistant			1	1	1	1
6	PT Code Enforcement Officer			0.5	0.5	0.5	0.5
	Total			<u>5.5</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>
Finance Department							
1	Director			1	1	1	1
2	Finance Manager			1	1	1	1
3	Finance Analyst			1	1	1	1
4	Finance/Personnel Analyst			1	1	1	1
	Total			<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Court Clerk							
1	Court Clerk			1	1	1	1
2	Part-time Court Clerk			0.5	0.5	0.5	0.5
	Total			<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Public Service/Engineering Department							
1	Director/City Engineer			1	1	1	1
2	Secretary			1	1	1	1
3	Mechanic			1	1	1	1
4	Fleet Manager			1	1	1	1
5	Field Inspector/Capital Improvements			1	1	1	1
6	Eng/GIS Manager			1	1	1	1
7	GIS Analyst			0	0	1	1
8	Fleet Maintenance Technician			1	1	1	1
9	Maintenance Superintendent			1	1	1	1
10	Maintenance Supervisor			4	4	4	4
11	Maintenance Technician			8	8	7	7
12	Signal Technician			1	1	1	1
13	Custodian			1.5	1.5	1.5	1.5
14	Seasonal Workers (6 positions)			0.5	0.5	0.5	0.5
15	Administrative Assistant			1	1	1	1
	Total			<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>

5.E. - 2019 Staffing Chart
CITY OF WORTHINGTON
2019 STAFFING CHART*

Unit /Title	2016 FTE	2017 FTE	2018 FTE	2019 FTE
Administration				
1 City Manager	1	1	1	1
2 Assistant City Manager	1	1	1	1
3 Assistant to the City Manager/Personnel Director	1	1	1	1
4 Secretary to the City Manager	1	1	1	0
5 Assistant City Clerk	0	0	0	1
6 City Clerk	1	1	1	1
7 Student Intern	0.25	0.25	0.25	0.25
8 Assistant to the City Manager/IT Director	1	1	1	1
9 Administrative Assistant/Public Info & Community Relations	1	1	1	1
10 Information Technology Technician	1	1	1	1
11 Ass't to City Manager/Economic Development Manager	1	1	1	1
12 Systems Engineer	1	1	1	1
13 Help Desk Specialist	0	0	1	1
Total	10.25	10.25	11.25	11.25
Safety Department - Division of Fire				
1 Chief	1	1	1	1
2 Assistant Chief	1	1	1	1
3 Captains	3	3	3	3
4 Lieutenants	6	6	6	6
5 Firefighters	24	24	24	24
6 Secretary	1	1	1	1
7 Fire Prevention Lieutenant	1	1	1	1
8 Part-time Firefighters	4	4	4	4
Total	41	41	41	41
Parks and Recreation Department				
1 Director	1	1	1	1
2 Secretary	0	0	0	0
3 Summer Assistants	*	*	*	*
4 Seasonal Workers (5 positions)	*	*	*	*
5 Recreation Superintendent	1	1	1	1
6 Parks Manager	1	1	1	1
7 Parks Supervisor	1	1	1	1
8 Parks Crew Leader	0	0	1	1
9 Parks Technician	5	5	4	4
10 Program Supervisors	0	0	0	0
11 Senior Center Manager	1	1	1	1
12 Recreation Supervisor - Griswold Center	2	2	2	2
13 Recreation Supervisor - Community Center	4	4	4	4
14 Marketing & Outreach Supervisor	1	1	1	1
15 Building Maintenance Technician	1	1	1	1
16 Project Supervisor	1	1	1	1
17 Marketing & Outreach Coordinator	1	1	1	1
18 Customer Service Coordinator	2	2	2	2
19 Parks & Recreation Custodian	0	0	0	0
20 Building Maintenance Assistant	1	1	1	1
21 Part-time Lifeguard	*	*	*	*

5.E. - 2019 Staffing Chart
CITY OF WORTHINGTON
2019 STAFFING CHART*

22 Part-time Fitness Attendant	*	*	*	*
23 Part-time Customer Service Staff	*	*	*	*
24 Part-time Parks & Recreation Custodian	*	*	*	*
25 Part-time Child Care Coordinator	*	*	*	*
26 Part-time Child Care Attendant	*	*	*	*

Unit /Title	2016 FTE	2017 FTE	2018 FTE	2019 FTE
Parks and Recreation Department Cont'd				
27 Part-time Finance Specialist	*	*	*	*
28 Junior Leader	*	*	*	*
29 Dispatching Attendant	*	*	*	*
30 Part-time Secretary	0.5	0.5	0.5	0.5
31 Part-time Support Staff	*	*	*	*
32 Part-time General Instructor	*	*	*	*
33 Part-time Specialized Staff	*	*	*	*
34 Part-time Communications Specialist	*	*	*	*
35 Student Intern	*	*	*	*
36 Community Center - Part-time Support Staff & Instructors *	22	22	22	22
37 Recreation Programs - Part-time Supprt Staff & Instructor *	0.75	0.75	0.75	11.25
38 Senior Center - Part-time Support Staff & Instructors *	2	2	2	2
39 P&R Revolving - Part-time Programs Support Staff *	9.5	9.5	10.5	0
Total	57.75	57.75	58.75	58.75
Law Department				
1 Director	1	1	1	1
2 Paralegal	1	1	1	1
Total	2	2	2	2
Grand Totals	193.00	193.00	195.00	196.00

FTE Staffing Chart part-time positions are calculated using a base of 2080 full-time hours effective with 2014 Staffing Chart. Fire Department part-time positions are calculated on a base of 2756 full-time hours.



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/28/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Resolution No. 66-2018 - Alternate Chief Building Official & Alternate Master Plans Examiner**

EXECUTIVE SUMMARY

This Resolution approves the City Manager's appointment of Donald Schofield as "Alternate Chief Building Official" and "Alternate Chief Plans Examiner"

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The appointment of an alternate chief building official and alternate master plans examiner is required by the Ohio Building Code. Mr. Schofield is a Certified Chief Building Official and Master Plans Examiner. Mr. Schofield has held this position with the City of Worthington for many years.

ATTACHMENTS

Resolution No. 66-2018

RESOLUTION NO. 66-2018

Approving the City Manager's Appointment of Donald W. Schofield as Alternate Chief Building Official and Alternate Master Plans Examiner for the Division of Building Regulation.

BE IT RESOLVED by the Council of the City of Worthington, County of Franklin, State of Ohio:

SECTION 1. That pursuant to provisions of the Charter of the City of Worthington, Ohio, the appointment by the City Manager of Donald W. Schofield as Alternate Chief Building Official and Alternate Master Plans Examiner.

SECTION 2. That this appointment shall be for the period of January 1, 2019 through December 31, 2019.

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

Adopted _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/28/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Resolution No. 67-2018 - Approving 2019 Grant Funding**

EXECUTIVE SUMMARY

This Resolution approves grant funding of \$55,000 to support the Old Worthington Partnership and \$32,500 to support the Worthington Historical Society. Each of these amounts is a \$5,000 increase from the 2018 allocation.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Old Worthington Partnership and the Worthington Historical Society presented their grant requests for 2019 during the City Council's budget workshops in November. At that time, City Council was also provided copies of their grant applications. This Resolution approves the grant amounts for 2019.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

\$87,500

ATTACHMENTS

Resolution No. 67-2018

RESOLUTION NO. 67-2018

Approving 2019 Grant Funding for the Old
Worthington Partnership and the Worthington
Historical Society.

WHEREAS, the City of Worthington recognizes the important contributions of the Old Worthington Partnership and the Worthington Historical Society in providing vital services and programming to the Worthington community; and,

WHEREAS, the programs and services provided by these organizations constitute a public purpose and serve a broad base of the residents of the City of Worthington; and,

WHEREAS, upon evaluating the purpose and goals of each organization, the City is interested in financially supporting the operations of these two entities through grants in 2019,

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

SECTION 1. That City Council does hereby award a grant for City Fiscal Year 2019 to the Old Worthington Partnership in the amount of \$55,000 to support the activities identified in the organization's grant application.

SECTION 2. That City Council does hereby award a grant for City Fiscal Year 2019 to the Worthington Historical Society in the amount of \$32,500 to support the activities identified in the organization's grant application.

SECTION 3. 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



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: November 26, 2018

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Resolution No. 68-2018 - Re-Appointments to WIFA Board of Trustees**

EXECUTIVE SUMMARY

This Resolution appoints trustees to the Worthington International Friendship Association Board.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Worthington International Friendship Association (WIFA) Board of Trustees consists of no less than fifteen members and no more than twenty-nine members. Seven terms are expiring on the WIFA Board of Trustees on December 31, 2018. Six of those individuals wish to be re-appointed:

Joan Bird
Christy Dewees
Rachael Dorothy (City Council Representative)
Bill McDonald
Marybeth McDonald
Jonathan Mooers

This Resolution makes those appointments, which have a three-year term that will expire in December 2021.

ATTACHMENTS

Resolution No. 68-2018

RESOLUTION NO. 68-2018

Approving Re-Appointments to the Worthington
International Friendship Association Board of
Trustees.

WHEREAS, the Worthington International Friendship Association Board of Trustees consists of no less than fifteen members and no more than twenty-nine members, all appointed by the Worthington City Council to serve three-year terms; and,

WHEREAS, the terms of service of several of those Board seats expire on December 31, 2018; and,

WHEREAS, a number of the current Board members are interested in continuing to serve on the WIFA Board.

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

SECTION 1. That the following re-appointments are hereby made to the Worthington International Friendship Association Board for three-year terms expiring on December 31, 2021:

Joan Bird
Christy Dewees
Rachael Dorothy (City Council Representative)
Bill McDonald
Marybeth McDonald
Jonathan Mooers

SECTION 2. 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



CITY OF WORTHINGTON
Worthington City Council Minutes
November 19, 2018

6550 N. High Street
Worthington, Ohio 43085

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, November 19, 2018, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 p.m.

ROLL CALL

Members Present: Rachael R. Dorothy, Douglas Foust, Beth Kowalczyk, Douglas K. Smith, David Robinson, and Bonnie D. Michael

Member(s) Absent: Scott Myers

Also present: City Manager Matt Greeson, Assistant City Manager Robyn Stewart, Director of Law 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 John Bailot, Chief of Police Jerry Strait, Clerk of Council D. Kay Thress, Assistant City Clerk Ethan Barnhardt

There were 11 visitors present.

PLEDGE OF ALLEGIANCE

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

VISITOR COMMENTS

There were no comments.

SPECIAL PRESENTATION

Daughters of the American Revolution – Wreaths Across America – Joyce Brand, Regent

Ms. Brand explained that Wreaths Across America is a special program that was started about 20 years ago by a veteran who owned a tree farm and had many leftover Christmas tree parts that could be used to make wreaths. He remembered visiting Arlington National

Cemetery as a boy and decided he would make wreaths to place on the graves of veterans in older areas with few visitors.

It has been very successful national. There are now enough wreaths sponsored at Arlington to cover every single veteran's grave. It has also expanded to other cemeteries across the nation. The Worthington Daughters of the American Revolution (DAR) is sponsoring the three cemeteries in Worthington. They have a total of 1,494 veterans graves between the sites of St. John's, Flint, and Walnut Grove cemeteries. The goal is to cover all of them.

This is something done nationally on December 15th at 12:00pm. There were over 200 people present at last year's ceremony. This year they are trying not to cause traffic jams or make it difficult for people at the Flint Cemetery who are seeing others. The Worthington Presbyterian Church has been willing to host the ceremony in the Hazelton Hall.

Last year, President Michael and Mayor Holmes spoke at the ceremony presentation and put a wreath on James Kilbourne's grave. There has been a great deal of assistance from local Boy Scout and Girl Scout troops.

The mission of Wreaths Across America is to teach, honor, and remember our fallen heroes. Wreath sponsorships are \$15.00 apiece and Wreaths Across America rebates back \$5.00 from each wreath that the DAR uses to pay forward for Honor Flight Columbus. Honor Flight makes trips to our national war memorials for veterans.

President Michael asked if people are dispatched after the ceremony at the Presbyterian Church to all three cemeteries at the same time. Ms. Brand reported that there would be ten reserved spaces at the Presbyterian church for those specifically going to St. John's since there are only 24 graves. Flint Road was the sticking point last year, so there will be 20 passes printed. The passes will be on a first come, first served basis. Others who are interested are welcome to go to Walnut Grove.

When asked by Ms. Kowalczyk how one contributes as a sponsor, Ms. Brand shared that those interested can visit the Wreaths Across America website or their website through Weebly.com.

CONSENT AGENDA

Approval of Meeting Minutes

- Meeting Minutes – November 5, 2018
- Meeting Minutes – November 13, 2018

Ordinance No. 48-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Accrued Acreage Fund Unappropriated Balance in the Amount of \$35,000.

Ordinance No. 49-2018 Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay for the Huntley Road Waterline Design as part of the NE Gateway Intersection Improvement Project and all Related Expenses with said Project. (Project No. 602-14)

Ordinance No. 50-2018 Amending Section 151.02 of the Codified Ordinances of the City of Worthington Concerning the Disposition of Records to be Consistent with Section 149.381 of the Ohio Revised Code.

Resolution No. 61-2018 Approving an Agreement and Permit for and between SCG Fiber, LLC, an Ohio Limited Liability Company, to Operate and Maintain a Telecommunications System Within the City of Worthington Pursuant to and Subject to the Provisions of Chapter 949 of the Codified Ordinances of the City of Worthington.

Introduced by Mr. Robinson

Resolution No. 62-2018 Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds

Introduced by Mr. Foust

President Michael asked if there was anyone who wished to have any of the aforementioned pieces of legislation removed from the Consent Agenda.

MOTION Mr. Smith moved, Ms. Dorothy seconded a motion to approve the Consent Agenda.

The clerk called the roll on the Consent Agenda. The motion carried by the following vote:

Yes 6 Robinson, Kowalczyk, Foust, Dorothy, Smith, and Michael

No 0

The Consent Agenda was thereupon declared duly passed and is recorded in full in the appropriate record book.

PUBLIC HEARINGS ON LEGISLATION

Ordinance No. 47-2018 Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an

Appropriation from the Accrued Acreage Fund
Unappropriated Balance in the Amount of \$35,000.

Mr. Whited detailed how this ordinance allows the City to advertise for quotes for the work associated with the safety protections at the railroad crossing on East Wilson Bridge Road. This was added to the agenda with the hopes that there would be additional information acquired prior to this meeting. That information is not so he is requesting the ordinance be tabled.

MOTION

Ms. Kowalczyk moved, Mr. Robinson seconded a motion to table Ordinance No. 47-2018.

There being no additional comments, the motion to table Ordinance 47-2018 passed unanimously by a voice vote.

Ordinance No. 51-2018

To Amend Section 1123.762 and Section 1147.01 of the Codified Ordinances of the City of Worthington to Amend the Definition of Dog and Cat Day Care Center to Dog and Cat Care Center and Add Dog and Cat Care Center as a Conditional Use in the Neighborhood Commercial (C-1) District, Community Shopping Center (C-2) District and the Restricted Light Industrial (I-1) Zoning District.

Mr. Brown explained how there was a request from a property owner who wanted to open a dog and cat daycare center with boarding and grooming. The current Planning and Zoning Code that was drafted in 1971 did not go into much depth on dog and cat daycare. What was requested of staff and the code review committee, ultimately on to the Municipal Planning Commission (MPC), was a request to amend the code to allow for the overnight boarding for dogs and cats and to add it to the C-1 district. Currently as a conditional use, dog and cat care centers are permitted in our C-2 and I-1 districts. This change would amend the definition to add in additional requirements and language for indoor runs and for an overnight stay. The C-1 district, the C-2 district, and I-1 district would still all be a conditional use. If this were to pass, the applicant would then have to apply for a conditional use going to the MPC. If it is able to meet the review criteria, which is notified to all surrounding property owners, the MPC can look at approving, denying, or modifying the applicant's request.

When it goes to MPC, with the conditional use you look at hours of operation, traffic patterns, utility impacts, noise, odors, etc. It does add in a request for our C-1 district, which there are maybe six properties throughout Worthington that are zoned C-1. It did go through MPC in the October meeting and the Code Review Committee and was recommended for approval on to City Council.

Mr. Robinson asked if dog and cat care centers were included in the 1971 code. Mr. Brown responded he did not believe that they were, however there were some amendments done in the early 2000s. Mr. Robinson followed-up by asking why they were allowed originally

in the C-2 districts but not the C-1 districts. Mr. Brown said there was not clear reason why it was in the C-2, but it is considered more of a retail-type use.

There being no additional comments, the clerk called the roll on Ordinance No. 51-2018. The motion carried by the following vote:

Yes 6 Robinson, Kowalczyk, Foust, Dorothy, Smith, and Michael

No 0

Ordinance No. 51-2018 was thereupon declared duly passed and is recorded in full in the appropriate record book.

NEW LEGISLATION TO BE INTRODUCED

Ordinance No. 52-2018 Providing for the Adoption of the Annual Budget for the Fiscal Year 2019 and Appropriating Sums for Current Operating Expenses.

Introduced by Mr. Robinson

Ordinance No. 53-2018 Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2019 through December 31, 2019, and Adopting Class Specifications for Said Unclassified Positions.

Introduced by Mr. Foust

Ordinance No. 54-2018 Authorizing the City Manager to Execute a Contract Between the City of Columbus Board of Health and the City of Worthington for Health Services.

Introduced by Mr. Smith

Ordinance No. 55-2018 Authorizing the City Manager to Enter into a Contract with the Village of Riverlea for the Provision of Police Protection.

Introduced by Ms. Dorothy

Ordinance No. 56-2018 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.

Introduced by Ms. Kowalczyk

The Clerk was instructed to give notice of a public hearing on said ordinance(s) in accordance with the provisions of the City Charter unless otherwise directed.

REPORTS OF CITY OFFICIALS

Policy Item(s)

- Liquor Permit Transfer (s)

Mr. Greeson explained how the liquor permits are for the Blarney Stone and AV Nail Spa doing business as Anthony Vince Nail Spa, which is a new shop in the Shops at Worthington Place. We are given an opportunity to be able to object and engage in a formal process before the Division of Liquor Control, however with both of these there are no reasons to object.

MOTION

Mr. Robinson moved, Mr. Foust seconded a motion not to request a hearing for the Blarney Stone liquor permit.

There being no additional comments, the motion to not require a hearing for the Blarney Stone liquor permit passed unanimously by a voice vote.

Ms. Kowalczyk asked if there had been any other businesses that were not restaurants that had liquor permits at the Shops at Worthington Place. Mr. Greeson replied that he was not aware of any, but there are other retail establishments in the area who do.

MOTION

Mr. Smith moved, Ms. Dorothy seconded a motion not to request a hearing for the AV Nail Salon liquor permit.

There being no additional comments, the motion to not require a hearing for the AV Nail Salon liquor permit passed unanimously by a voice vote.

- Proposed 2019 Operating Budget – Presentations from Community Groups

Worthington Convention and Visitors Bureau – Bill Purpura, Board President

Mr. Purpura explained how the Worthington Convention and Visitors Bureau (CVB) has served the community since 1995. The CVB is funded through 66% of the City's Bed Tax collections. Recently there have been major changes going on with the redevelopment of the Holiday Inn site and the retirement of Executive Director Mindy Mace. This has led the board to enter into a contractual partnership with the Old Worthington Partnership for the interim Executive Director position, reporting to Partnership Director Nina Parini.

These changes have led the board of the CVB to rethink the structure of Worthington's promotional organizations and how they are funded. He put together a travel industry professional task force whose goal was to determine whether the CVB and the Partnership needed to be merged in some way. Through thoughtful discussion and analysis, it was

decided that merging the two would be the best course, making both financial and promotional sense. Mr. Purpura called a meeting of the CVB board and they approved a motion to dissolve the CVB by the end of 2018 and return all assets to the City for eventual redistribution to the Partnership for the purposes of promoting travel and tourism in Worthington. The issue of how to best promote Worthington's travel and tourism interests should be carefully reviewed again once the hotel is back up and full funding is restored.

Mr. Greeson described how the CVB board has reviewed and objectively analyzed their future without regard of whether they would be involved. He thanked them for their selflessness.

President Michael explained how she has served on the board since 1991, which spans the CVB's entire existence. She cannot compliment enough the hard work and hours put in throughout this process. She explained how the Partnership is willing to add a board member and include new parts about tourism in their mission.

Mr. Robinson inquired about what decision Council would be asked to make tonight. Mr. Greeson responded there would be no formal decision made. What is needed to be understood is whether Council feels good about these recommendations and having staff help with them through this change. There would also need to be some steps taken relating to the dissolution of the CVB and the subsequent appropriation of funds to the Partnership to accomplish what the codified ordinances intends for the Bed Tax revenues. Mr. Robinson asked when we would anticipate doing that. Mr. Greeson responded that it would possibly be in the next month. Mr. Robinson asked about the vote tonight relating to the Partnership's funding and what it entails. Mr. Greeson replied that it would be for the Partnership's regular mission and funding. There would be an additional appropriation later for the expanded tourism mission. This may be undertaken in two steps with first for there to be a continuation of the activities of Interim Executive Director Beth Dekker and there may need to be some amount of money appropriated to continue activity at the current level. Second, the CVB has developed a fund balance that was built in anticipation of not having much revenue from the decrease in Bed Tax. The suggestion is that the Partnership would come back a little bit later with a more detailed plan of how they would use those dollars during the time period while redevelopment is occurring.

Mr. Robinson asked Mr. Purpura if the Executive Director had not retired if the organization would be making this same decision. Mr. Purpura replied it would not have been forced. They had known the redevelopment of the Holiday Inn site was coming and they proudly accumulated the balance. Still having the Executive Director there, they most likely would have moved forward as originally anticipated. The combination of the loss of both income and the Executive Director, in addition to seeing the great job done by the Partnership in the interim, it caused them to reevaluate their plans. The task force was able to see the benefits of the two organizations working more closely together under one roof. Mr. Robinson asked what the missions of the two organizations are. Mr. Purpura explained that the mission of the Partnership is to generate business activity in Old Worthington and the CVB's mission is to impact tourism across the entire region of Worthington proper. Though somewhat similar they have two very different missions,

however the benefits just fill the room. Mr. Robinson commented if there are two different missions, he does not see how the merger is going to address this. Mr. Purpura stated the job being done by the Partnership satisfies their responsibilities compared to what the CVB would have been doing on their own. However, down the road when full funding comes available the structure does needs to be readdressed.

President Michael discussed how the Partnership has put in place an experienced staff person whose focus is tourism and they have done an excellent job picking up on things and moving forward. They have also committed to adding some of this direction into their future amended bylaws so that the mission of the CVB is not going to get lost in a merger.

Mr. Purpura detailed how the Partnership will be faced with the same challenges they have been until funding has returned with the rebuild of the Holiday Inn site.

Mr. Greeson noted how the missions of both organizations satisfy the use of the Bed Tax revenues under Ohio law. The reality is they share a physical office, collaborate on development of the Experience Worthington website, and now have had a contract model. The CVB board also evaluated different organizational models for this.

Mr. Robinson said that he does not doubt that this can be done operationally, but Worthington is a lot more than the historic downtown businesses. He would be concerned that the CVB focus would be lost by focusing more on steering people to businesses in the historic district. Mr. Purpura said that those concerns were discussed by the task force. The Partnership is going to expand the board to include other people from the travel and tourism industries, which will go a long way to protect both missions.

President Michael explained that the board has seriously discussed their options, looking at it carefully. The CVB has received very good service in the months that the Partnership has been contracted with. There have been many improvements and good things happening. She agrees with Mr. Purpura that we can move forward and then come back when there is full funding to look at the needs at that time.

Mr. Purpura told Mr. Robinson that they could not have done this five years ago. The Partnership has done a wonderful job hiring a competent director and put together a working board. They have proved themselves to be a useful, viable organization in the community. Going forward, they will need to have the right people put in place to take on the travel and tourism side.

Mr. Smith referenced the task force and their recommendations. He asked when the full funding returns if there were specific recommendations they had. Mr. Purpura replied that if the full funding of the CVB and the current funding of the Partnership are added together, that would put Worthington in line with other surrounding community's convention and visitor bureau budgets and might be a game changer, making us more competitive. Mr. Smith asked if the intent of the task force was to combine forces in perpetuity. Mr. Purpura reported that as a complicated issue to solve. It could go in a million different directions in terms of leadership and budgets. There are many different models being used across

the country today. However, the task force was only tasked with determining if some kind of a merger makes sense, not what form a merger would take.

Mr. Foust referenced the CVB board minutes regarding the \$174,000 fund balance that the CVB has and then he asked about the redistribution of those funds to the Partnership. Mr. Greeson said there would need to be discussions about closing out expenses, working with various state agencies, and other actions undertaken. However, almost all of that would come back to the City and it is Council's decision to redistribute funds to the Partnership. President Michael asked for clarification. She asked if the full amount of whatever money comes back to the City will automatically go to the Partnership. Mr. Foust explained how Mr. Greeson's memo says that all assets would be returned to the City for redistribution to the Partnership for the purposes of travel and tourism in Worthington. Mr. Greeson explained how that is ultimately Council's decision but is the recommendation of the CVB. Mr. Foust asked for an action plan with measurable outcomes and follow-up because that is a large amount of money to wholesale pass along. Mr. Greeson detailed how the next steps in this process include:

- 1) Closing out of activities*
- 2) Deciding what funding to give to the Partnership in the interim to continue that activities that they have been doing in support of the CVB mission*
- 3) Development of more robust plans for how those dollars would be spent over the next two years to achieve the mission*
- 4) Deciding on the game plan for when Bed Tax revenues return.*

Ms. Kowalczyk expressed how the retirement of the Executive Director was sudden, and someone needed to step in to conduct business as usual. The Partnership did that and more. These are positive steps, breathing some new life into tourism in Worthington. It is good we have time to make this decisions and it makes sense to have one organization promoting the city.

Ms. Dorothy shared how she is glad they have partners to collaborate with and she looks forward to seeing what is done in the future.

Old Worthington Partnership - Aaron Brown, President and Sarah Mullen, Vice President

Mr. Brown recalled the Partnership's collaboration with the CVB starting with the website, from that meeting forward they have worked really well together. He asserted how there is no more important time to promote tourism than today. He referenced the investments in the cities of Dublin and Gahanna, taking disposable dollars out of Worthington. We are at a difficult time where funding for tourism may hit all-time lows. It will be a challenge to take the funds that have been saved and stretch them out for possibly up to four years. After the Bed Tax comes back, Worthington's funding for tourism may be in the upper echelon.

Cities are looking differently today at the role of a convention and visitors bureau. Today in Worthington there is not space to host a convention, let alone a charter bus tour. That is the evolution they have to look at. The missions of the CVB and the Partnership are different, but they are related. The charter of the Partnership is focused on the Old Worthington area. The board is discussing that and the greater value they may be able to offer.

The reality is they have to continue to employ a part time director to avoid a dip, because it is hard to recover from that. There are several areas that need to be discussed. The first phase is giving them 6 months to figure things out and look at the details of the budget before coming back to discuss how the remaining funds can be used over the next three years. They may also be in the position where the Partnership can help fundraise and direct other dollars to enhance tourism in the community. When looking at how states are holistically treating tourism it is now more public-private partnership. The reality is that the Bed Tax is not enough to make a meaningful impact in tourism in communities.

Mr. Brown identified how the Partnership is committed to adding two board members. They will also look at their bylaws to see how they can evolve. Mainstreet organizations are uniquely positioned to do similar work to CVBs. They will also make sure to provide quarterly updates to former CVB board members, so they can remain connected and involved.

The Partnership has made several improvements over the past six months. Social media has grown quickly on Instagram and Facebook. They are engaging in significant efforts to bring tourism to the city. They are conducting familiarization tours that are bringing in social influencers who write about their experiences in Worthington. The Interim Executive Director has been building relationships that did not exist previously in the tourism community. The visual identity has also been updated and rebranded, creating a connected experience from the outside-in.

People are not going to vacation in Worthington, so there is a renewed focus on experiential tourism. Dollars should be spent through digital channels that allow for a more targeted spend by knowing when people are coming into the zip code and pushing ads for local destinations. They are also empowering others through tourism ambassadors, who are both residents and visitors, that are telling their friends to come to Worthington. There are also opportunities for grant programs that other municipalities are already utilizing to boost their budgets.

Mr. Greeson stated that Council needs to give staff direction on how to work with these folks to affect the dissolution and bring forward the various budget and legal documents. There needs to be buy in for this direction.

Mr. Robinson asked what exactly the direction is. President Michael responded that the direction being discussed is going through the dissolution of the CVB before the end of the year, having the funds returned to the City, and then working with the Partnership to have a future appropriation based upon plans, projects, reports, and information brought

forward. Mr. Robinson asked if we are deciding on the dissolution or if it is already determined. President Michael replied that it has been recommended by the CVB that this happen. Mr. Greeson remarked that the CVB is a not for profit and can dissolve itself, however we would have to receive those assets and re-appropriate them.

Mr. Lindsey reported that the CVB can dissolve whether Council wants them to or not, but the City may have a claim to its funds since it came from the Bed Tax. The allocation of Bed Tax is a future Council decision, with 25% of the total Bed Tax under state law having to go towards the functions of tourism. It is a separate Council decision to determine how much of the \$174,000 being returned should be appropriated to one place or another. The question is whether Council wants staff to assist the CVB with this dissolution process. To help wrap it up in an expedient manner to allow the transfer of funds to occur promptly to then allow a partial allocation to the Partnership to allow the continuation of tourism activities during an evaluation period.

Mr. Foust reported there being two willing partners. Council should oversee the process in a manner to set everyone up to be successful. He cannot see why we would question the recommendation that has been made.

Mr. Clevenger explained how he was the one who proposed the motion to dissolve the CVB. The funds that were accumulated were collected over a period of time for the purpose of sustaining the activities of marketing for visitors to the City of Worthington while the Holiday Inn is down. They could have written the Partnership a check, telling them to do the work. His hope is, and the intent is not for the funds to come back to the City and be controlled by doling them out in a manner they were not intended to be used for. The CVB board thought this process was the most appropriate way to do it.

Mr. Robinson suggested that his concern is the long-term merging of the two missions and how that is going to play out. Mr. Clevenger agreed that those are great questions.

President Michael acknowledged that a majority of Council is in favor of this moving forward with staff working to help the CVB dissolve, working with the Partnership on their new direction, and coming back to Council in the future when more details are known.

Ms. Mullen described her background growing up in Worthington before moving away and then moving back. She explained how she wanted to share some of the accomplishments of the Partnership throughout 2018.

She detailed their annual meeting in April 2018, which highlighted the theme of being connected. This year was focused on growing the volunteer pool. They conducted a volunteer drive which enlisted over 200 new volunteers, giving over 1550 hours of their time. There were 200 hours alone spent working on the window contest. The volunteer drive has also helped connect volunteers with other organizations in need of volunteers.

The board is a committee structure which can really get the community involved at a level that they feel comfortable with. They can come and volunteer for a couple hours at an

event or they can join and be a part of or chair a committee. It helps get the community more involved.

The DORA has been in place for 18 months and it has been a huge success. There has been a 10-15% increase in alcohol sales at businesses when the DORA has been in place. There have been no reports of issues so far from the Worthington Police Department. Additionally, other cities continue to ask representatives from Worthington to speak about the DORA.

They make efforts to connect with merchant by holding meetings every month discussing things to improve their business. There are also four different workshops held throughout the year discussing Social Media 101, Traditional Marketing, Retail Forecasting, and Family Business Law. A Business Advisory Council was created with different professionals who can be counted on if a merchant has a need for advice.

The website has been updated with fresh content that is easy to use, and they are very proud of the interface. The newsletter continues to grow with 2300+ subscribers and an open rate that is 25% higher than other non-profit newsletters.

The Partnership has also hosted major events throughout the year including:

- The Chocolate Walk was in its second year in 2018. 75% of visitors for this event were not from the 43085-zip code. It was held in February which is usually a cold time of year where businesses may normally be closed, but 250 tickets were sold out in less than a week.
- The Third Annual Picnic with the Partnership drew 600 guests who came to High Street, which was a 30% increase from 2016. There were 15 dessert stations set up inside shops which promoted moving around the district.
- The First Annual Craft Crawl had 60% of guests not from the 43085-zip code. This event grew from a merchant who had the idea since Worthington has a lot of experiential experiences. Guests buy tickets which give them two experiences, but they would not know what experience they were choosing until they came. There was also live music and the DORA was in place.
- The Holiday Open House saw year over year increases in merchant sales, attendance, and offerings. There were corporate sponsors last year for the first time. They also partnered with the Worthington Resource Pantry to raise \$465 and 50lbs of food.
- The Farmers Market tried an extension of their hours as a pilot program staying open until 1:00 PM this year. There were also additional spaces in front of the United Methodist Church. They are currently still receiving feedback about the time change. The Farmers Market has moved into the Shops at Worthington for the winter.

President Michael asked about the increased fees for some of the events, particularly the Holiday Open House. Ms. Mullen said there was a mixture of increased fees as the

numbers have grown. The brochure will say what items are free and what has a charge associated.

There have been many new partnerships established over the year such as:

- Student internship with Linworth Alternative High School Walkabout Program
- Speaking engagements GWAREA, Chamber, Lions Club, and Heritage Ohio.
- Sponsorships with CoHatch and FCBank
- Partnering with the Arts Festival to promote historic district businesses
- Working with Triad Media Partnership for the video promoting holidays in Worthington.
- Slice of Worthington which had 13 shops who participated. They raised enough money to help the Family Mentor Foundation feed 60 children for 3 months.

The Partnership is continuing to work to connect with new funding. They have partnered with the Hodge Group, which is a professional fundraising organization, to help answer the who, what, and how to diversify funding sources. Following their suggestions, the Partnership has their first corporate sponsors in CoHatch and FCBank.

The It's a Wonderful Window Contest is a great program. They partnered with 4 student teams from Ohio State University who receive credit hours for joining with merchants to design window displays. The theme this year was, "Share the Love."

Another project has been working on the Olentangy Bike Path Historic District Project. They have placed signs along the route from the trail to the historic district, collaborating with the Bicycle and Pedestrian Advisory Board. This was also an opportunity to communicate with residents regarding changes being made to the bike path. They went door to door placing a door hanger to let residents know they would be seeing some changes. That was also done with the Farmer's Market extension, so that residents were aware that it would be extended for an extra hour.

Finally, they coordinated the Postal Planters project, pulling away years of ivy growth off the Old Worthington Post Office building.

Mr. Foust brought up the Business Advisory Council and asked if those resources are available through the Partnership to businesses that are outside the historic district. Ms. Mullen said she could not see any reason why they would not connect with those interested.

Mr. Robinson referenced the engagement of resident ambassadors and asked how many of the people from outside 43085 were connected through people who are from here or from promotional marketing. Ms. Mullen reported that much of it was done through social media. Some people who come are familiar and bring a friend, but she was astonished where some people come from and how they heard about events.

- Follow Up – Proposed 2019 Operating Budget & Proposed 2019-2023 Capital Improvement Program

Mr. Greeson explained how at this point, all the departmental and special group presentations have been completed. Legislation necessary to adopt most of the major budget documents has been prepared and introduced. The anticipation is for the public hearing to be on the first meeting of December, a resolution will be prepared to adopt the Capital Improvements Program, and legislation will be prepared for Council to introduce an ordinance for new and replacement equipment. Mr. Greeson welcomed any additional questions that Council may have for staff, or any changes that are desired. Additionally, there needs to be a discussion about the requests for additional funding from some of the special groups. Specifically, the Historical Society has asked for \$5,000 more compared to the previous year and the Partnership requested a \$5,800 waiver of fees to cover the cost of City expenses associated with the Picnic.

Mr. Smith mentioned the Historical Society's previous presentation and the Bicentennial Fund and discussed the potential to give them some level of funding. President Michael explained the problem is how much City funds can be used for capital projects. Ms. Dorothy stated that she would rather keep the Bicentennial Fund money for subsequent celebrations. However, she is in support of their increased \$5,000 request. Ms. Kowalczyk agreed with the value of the Historical Society and their additional \$5,000 request and she also supports the Old Worthington Partnership's requests. They are both reasonable.

President Michael asked if there were any concerns about the \$5,000 increase to the Historical Society. Mr. Foust said there were none. Mr. Greeson asked if that should be an increase in the special groups allocation or to come from the special group allocation, lessening the amount going to other groups. Ms. Kowalczyk clarified that would decrease the amount available to other groups and she stated she was not in favor of that, suggesting there be an additional appropriation to that fund. President Michael stated that the direction be for it to be an additional appropriation.

President Michael turned the conversation to the funding for the Partnership. Mr. Greeson explained how the number of things we have waived fees for has been decreased. We only have Market Day, which has been conducted for a long time, that is not charged for Division of Police, Division of Fire, and Service and Engineering support. There are a number of civic organizations that are charged and pay for their expenses associated with their event, so there is the need for us to be consistent.

Mr. Foust said that many of those groups are not for profit. While the Partnership itself is a not for profit, it is in support of others that are for profit. That makes him a little less inclined to support that waiver. Mr. Greeson explained how they do have an economic development, community building mission that may be different.

Ms. Kowalczyk proposed that it not be considered a waiver of fees for a particular event, but an increase in their appropriation to consider the value that they bring. That way it is not looked at as favoring one group over another.

Mr. Foust expressed if we are not allocating money to the other organizations who need police coverage how is it fair that we would do it for the Partnership. Mr. Robinson said that we should make the decision to not make it a fee waiver. He wants to know what the budget will look like next year with the probable takeover of the CVB. Mr. Greenson said that they would have an approximate \$50,000 request to support their current activities. We would have the fund balance appropriation and there would be dollars that they have planned over a couple years to use. The 66% of the Bed Tax revenues of the Econolodge, would also be going to the Partnership to use. Mr. Bartter reported the total being approximately \$967 per month in Bed Tax Revenue. Mr. Robinson observed that it looks like they will be seeing an infusion of money. He suggests increasing base funding when we see what they're getting one, two, three years from now. President Michael asked what Mr. Robinson's thoughts were on the \$5,000 now. Mr. Robinson said that he would say no considering the significant new revenue they would be getting next year.

Ms. Kowalczyk shared that she was under the assumption that the revenue from the Bed Tax would specifically go toward tourism-based activities. They would be expected to produce a budget a show what they are doing with those dollars. It would not necessarily merge into the Partnerships budget's. Mr. Greenson agreed that they would have to account for their usage of the Bed Tax revenue. Ms. Kowalczyk then asked if they would have to keep the revenue separate. Mr. Greenson replied that those details would be worked out.

Mr. Foust asked if we waived the charge for police services this year. President Michael replied that we did not. Mr. Foust said his inclination is to label it what it is. If the amount the Partnership requesting is \$55,864, then let's see a request for that and not muddy the water with waiving a fee. Let's call it what it is and not get in the business of waivers.

Ms. Dorothy confirmed she would be in support of raising their budget to \$55,000. Mr. Robinson suggests waiting another year or two to see where things stabilize. Mr. Foust explained that without seeing a justification for it, he does not know why we would increase it. Mr. Smith asked if we could split the difference, otherwise he has no problem with increasing to \$55,000. President Michael said that she does not have a problem upping the amount and there is a general consensus for staff to have direction.

President Michael asked for thought on the use of the Bicentennial Fund. Ms. Kowalczyk stated she is not sure how she feels about using these funds. President Michael said members did not have to decide on the Bicentennial today. It can be something Council can come back to at a later date.

REPORT OF COUNCIL MEMBERS

Mr. Lindsey explained how Mayor Holmes, Prosecutor Sheffer and himself have been discussing a need for a back-up magistrate. Because of the Charter language change, we will be coming forward with some general qualifications for that position, and then some names within the next 30-45 days.

Mr. Smith said that City Manager evaluations are due at some point during the week.

Ms. Dorothy expressed her hope that the McConnell Arts Center will introduce a new director in December if all goes well.

Ms. Kowalczyk reminded everyone that the Holiday Open House is coming up this weekend.

Mr. Greeson announced that after surveying Councilmembers for possible retreat dates, it appears February 8th and 9th look the best. He asked that Councilmembers put a tentative hold for those dates.

EXECUTIVE SESSION

MOTION Ms. Kowalczyk moved, Mr. Robinson seconded a motion to meet in Executive Session to discuss Board and Commission appointments

The clerk called the roll on Executive Session. The motion carried by the following vote

Yes 6 Robinson, Kowalczyk, Dorothy, Foust, Smith, and Michael

No 0

Council recessed at 9:33 P.M. from the Regular meeting session

MOTION Ms. Kowalczyk moved, Ms. Dorothy seconded a motion to return to open session at 9:38 P.M.

The motion carried unanimously by a voice vote.

ADJOURNMENT

MOTION Mr. Smith moved, and Mr. Foust seconded a motion to adjourn.

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 9:38 P.M.

*APPROVED by the City Council, this
3rd day of December, 2018.*

Assistant City Clerk

Council President



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: November 14, 2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Ordinance 52-2018 - 2019 Operating Budget**

EXECUTIVE SUMMARY

This Ordinance adopts the City's annual budget for Fiscal Year 2019 and appropriates sums for current operating expenses.

RECOMMENDATION

Motion to Amend to insert amounts as reflected in the Amended Ordinance attached
Approval as Amended

BACKGROUND/DESCRIPTION

The City Council has held a series of budget workshops over recent weeks. The scheduled workshops conclude this week. This Ordinance adopts the City's operating budget for Fiscal Year 2019. It was introduced with blanks pending the conclusion of the budget presentations and discussion. The amounts need to be filled in by motion.

The proposed 2019 Operating Budget and the presentations provided during the budget workshops are available on the City's website at www.worthington.org/budget.

Staff has noted several changes to the Proposed 2019 Operating Budget that should be included in the adopted budget:

1. Regional Development Program (101.1070.540628): Increase from \$5,500 to \$6,218 to account for increased costs for Mid-Ohio Development Exchange membership.
2. Police Support Services – Contractual System Support (101.2030.540631): Increase from \$9,600 to \$24,000 for VIPER 911 contract with Columbus for our 911 calls.
3. Columbus Board of Health (101.1100.540533): Increase from \$65,000 to \$66,200 to account for increase in contract.
4. P&R Maintenance Supplies (101.4030.521005) reduced by \$1,000.

6.A. - 2019 Operating Budget

5. P&R Street Tree Maintenance (101.4020.533010) reduced by \$1,000
6. P&R Parks Maintenance (101.4020.540563) reduced by \$1,000
7. P&R Training (101.4020.512216 & 101.4030.512216) increased by \$2,000 & \$1,000, respectively.
8. All salary lines, with the exception of the members of the Fraternal Order of Police (FOP) whose contract is pending collective bargain negotiations, have been set at a 3% increase with corresponding adjustments to Medicare, worker's comp and applicable pension contributions.
9. Finance/Personnel Analyst (101.1050.511016) increased \$7,000 to provide for 12 weeks of part-time coverage while full-time staff is on maternity leave.
10. Special Groups (101.1140.540XXX) increased by \$10,000 to increase funding to Worthington Historical Society and Old Worthington Partnership.
11. Lease Payments (308.8110.560987) an increase of \$190,000 to account for an accelerated timetable for leasing radios as further outlined in the 2019-2023 Capital Improvement Plan.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

The proposed 2019 Operating Budget document includes information about the cost of the City's services and programs and projected revenue sources.

ATTACHMENTS

Ordinance No. 52-2018 (As Amended)

Ordinance No. 52-2018

ORDINANCE NO. 52-2018

Providing for the Adoption of the Annual Budget for the Fiscal Year 2019 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, 2019 and ending December 31, 2019; 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, 2019, 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. 52-2018

<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. 52-2018

<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. 52-2018

<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. 52-2018

Sub-Total General Fund		<hr/>
<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/> \$
TOTAL GENERAL FUND		<hr/> \$

SECTION 3. To provide operating expenditures for the Street Maintenance and Repair Fund during the fiscal year ending December 31, 2019, 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. 52-2018

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

SECTION 4. To provide operating expenditures for the State Highway Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the State Highway Fund:

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

SECTION 5. To provide operating expenditures for the Water Distribution Fund for the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Water Distribution Fund:

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

SECTION 6. To provide operating expenditures for the Sanitary Sewer Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Sanitary Sewer Fund:

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

ORDINANCE NO. 52-2018

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
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SECTION 7. To provide operating expenditures for the Police Pension Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Police Pension Fund:

212.1212	Personal Services	\$
	Total Police Pension Fund	\$

SECTION 8. To provide operating expenditures for the Law Enforcement Trust Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Law Enforcement Trust Fund:

214.1414	Law Enforcement Trust	\$
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SECTION 9. To provide operating expenditures for the MMVLT Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the MMVLT Fund:

215.8150	Contractual Services	\$
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SECTION 10. To provide operating expenditures for the Enforcement and Education Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Enforcement and Education Fund:

216.1616	Education Supplies	\$
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SECTION 11. To provide operating expenditures for the Court Clerk Computer Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Court Clerk Computer Fund:

218.1818	Computer Supplies	\$
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SECTION 12. To provide operating expenditures for the Economic Development Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Economic Development Fund:

219.1919	Development Efforts	\$
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SECTION 13. To provide operating expenditures for the Law Enforcement Continuing Education Fund during the fiscal year ending December 31, 2019, the

ORDINANCE NO. 52-2018

following appropriations are hereby made in the Law Enforcement Continuing Education Fund:

221.2121	Law Enforcement CED	\$
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SECTION 14. To provide operating expenditures for the various Revolving Funds during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Revolving Funds:

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
224.2424	Parks & Recreation:	
	Personal Services	\$
	All Other	
825.2525	Accrued Acreage Fees	
	Total Revolving Funds	<hr/> \$

SECTION 15. To provide operating expenditures for the Special Parks Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Special Parks Fund:

229.4010	Capital Expenditures	\$
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SECTION 16. To provide operating expenditures for the Capital Improvements Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Capital Improvements Fund:

308.8110	Capital Expenditures	\$
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SECTION 17. To provide operating expenditures for the General Bond Retirement Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the General Bond Retirement Fund:

409.9010	Debt Service	\$
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SECTION 18. To provide operating expenditures for the O.B.B.S. Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the O.B.B.S. Fund:

830.3333	O.B.B.S. Surcharge	\$
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ORDINANCE NO. 52-2018

SECTION 19. To provide operating expenditures for the TIF/CRA Funds during the fiscal year ending December 31, 2019, 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)	\$
999.9020	PACE Fund (Columbus Finance Authority)	\$

ORDINANCE NO. 52-2018

SECTION 20. 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.

SECTION 21. 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, 2019 and ending December 31, 2019.

SECTION 22. That this Ordinance shall become effective on the first day of January, 2019, as provided in Section 4.05 of the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council

ORDINANCE NO. 52-2018
(As Amended)

Providing for the Adoption of the Annual Budget for
the Fiscal Year 2019 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, 2019 and ending December 31, 2019; 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;

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Account Number	Description	Appropriation
101.1010	Legislative and Clerk:	
	Personal Services	\$ 84,126
	All Other	\$ 81,930
101.1020	Mayor & Mayor's Court:	
	Personal Services	\$ 141,712
	All Other	\$ 22,450
101.1030	Department of Administration:	
	Personal Services	\$ 719,978
	All Other	\$ 105,020
101.1040	Department of Personal:	
	Personal Services	\$ 369,471

ORDINANCE NO. 52-2018
(As Amended)

	All Other	\$ 39,135
101.1050	Department of Finance:	
	Personal Services	\$ 508,846
	All Other	\$ 1,232,720
101.1060	Department of Law:	
	Personal Services	\$ 295,063
	All Other	\$ 215,750
101.1070	Economic Development:	
	Personal Services	\$ 148,011
	All Other	\$ 216,218
101.1080	Legal Advertising	\$ 5,000
101.1090	County Auditor Deductions	\$ 96,200
101.1100	Board of Health	\$ 66,200
101.1110	Transfers	\$ 765,000
101.1120	Contractual Services/Refuse	\$ 1,022,000
101.1140	Special Group Activities	\$ 121,250
101.1150	Contingency Account	\$ 50,000
101.1160	Department of Information Technology:	
	Personal Services	\$ 505,810
	All Other	\$ 141,234
101.1170	Lodging Tax	\$ 20,000
101.1180	Cultural Arts Center	\$ 252,500
101.1190	Kilbourne Memorial Library	\$ 17,500
	Total General Government	\$ 7,243,124
Department of Safety: Division of Police		
101.2010	Administration:	
	Personal Services	\$ 184,417
	All Other	\$ 95,100

ORDINANCE NO. 52-2018
(As Amended)

101.2020	Community Service:	
	Personal Services	\$ 3,433,728
	All Other	\$ 26,455
101.2030	Support Service:	
	Personal Services	\$ 2,427,926
	All Other	\$ 240,725
	Total Division of Police	\$ 6,408,351

Department of Service & Engineering

101.3010	Administration:	
	Personal Services	\$ 913,039
	All Other	\$ 291,219
101.3040	Buildings & Structures Maint:	
	Personal Services	\$ 297,365
	All Other	\$ 182,200
101.3050	Grounds Maintenance:	
	Personal Services	\$ 516,716
	All Other	\$ 298,600
101.3060	Sanitation	\$ 26,200
101.3070	Fleet Maintenance:	
	Personal Services	\$ 145,189
	All Other	\$ 158,000
	Total Department of Service & Engineering	\$ 2,828,529

Department of Parks & Recreation

101.4010	Administration:	
	Personal Services	\$ 217,933
	All Other	\$ 59,600
101.4020	Parks Maintenance:	
	Personal Services	\$ 920,516
	All Other	\$ 286,801
101.4030	Community Center Programs:	
	Personal Services	\$ 1,954,492
	All Other	\$ 922,530

ORDINANCE NO. 52-2018
(As Amended)

101.4040	Recreation Programs:	
	Personal Services	\$ 636,056
	All Other	\$ 294,810
101.4050	Senior Center Programs:	
	Personal Services	\$ 496,117
	All Other	\$ 83,782
Total Department of Parks & Recreation		\$ 5,872,638
Department of Planning & Building		
101.5010	Planning & Building:	
	Personal Services	\$ 656,378
	All Other	\$ 155,813
Total Department of Planning & Building		\$ 812,191
Department of Safety: Division of Fire		
101.6060	Administration:	
	Personal Services	\$ 225,675
	All Other	\$ 177,600
101.6070	Operations:	
	Personal Services	\$ 5,957,558
	All Other	\$ 354,779
101.6080	Training & Prevention	
	Personal Services	\$ 163,180
	All Other	\$ 86,950
Total Division of Fire		\$ 6,965,743
TOTAL GENERAL FUND (101)		\$30,130,576

SECTION 3. To provide operating expenditures for the Street Maintenance and Repair Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Street Maintenance and Repair Fund:

202.2050	Administration:	
	Personal Services	\$ 336,821
	All Other	\$ 0
202.2060	Street Maintenance, Construction	
	Personal Services	\$ 257,896

ORDINANCE NO. 52-2018
(As Amended)

	All Other	\$ 97,650
202.2080	Street Drainage	\$ 5,000
202.2090	Traffic Control Systems:	
	Personal Services	\$ 120,055
	All Other	\$ 98,850
Total Street Maintenance & Repair Fund (202)		\$ 916,272

SECTION 4. To provide operating expenditures for the State Highway Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the State Highway Fund:

203.0010	State Highway Improvement:	
	Personal Services	\$ 112,721
	All Other	\$ 35,000
Total State Highway Fund		\$ 147,721

SECTION 5. To provide operating expenditures for the Water Distribution Fund for the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Water Distribution Fund:

204.6010	Maintenance & Repair:	
	Personal Services	\$ 56,272
	All Other	\$ 62,500
Total Water Distribution Fund		\$ 118,772

SECTION 6. To provide operating expenditures for the Sanitary Sewer Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Sanitary Sewer Fund:

205.7010	Maintenance & Repair:	
	Personal Services	\$ 59,272
	All Other	\$ 23,000
Total Sanitary Sewer Fund		\$ 82,272

ORDINANCE NO. 52-2018
(As Amended)

SECTION 7. To provide operating expenditures for the Police Pension Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Police Pension Fund:

212.1212	Personal Services	\$ 680,000
Total Police Pension Fund		\$ 680,000

SECTION 8. To provide operating expenditures for the Law Enforcement Trust Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Law Enforcement Trust Fund:

214.1414	Law Enforcement Trust	\$ 12,500
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SECTION 9. To provide operating expenditures for the MMVLT Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the MMVLT Fund:

215.8150	Contractual Services	\$ 150,000
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SECTION 10. To provide operating expenditures for the Enforcement and Education Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Enforcement and Education Fund:

216.1616	Education Supplies	\$ 3,500
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SECTION 11. To provide operating expenditures for the Court Clerk Computer Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Court Clerk Computer Fund:

218.1818	Computer Supplies	\$ 51,900
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SECTION 12. To provide operating expenditures for the Economic Development Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Economic Development Fund:

219.1919	Development Efforts	\$ 463,000
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SECTION 13. To provide operating expenditures for the Law Enforcement Continuing Education Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Law Enforcement Continuing Education Fund:

221.2121	Law Enforcement CED	\$ 20,000
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ORDINANCE NO. 52-2018
(As Amended)

SECTION 14. To provide operating expenditures for the various Revolving Funds during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Revolving Funds:

<u>Account Number</u>	<u>Description</u>	<u>Appropriation</u>
224.2424	Parks & Recreation:	
	Personal Services	\$ 0
	All Other	\$ 475,000
825.2525	Accrued Acreage Fees	\$ 20,000
Total Revolving Funds		<u>\$ \$495,000</u>

SECTION 15. To provide operating expenditures for the Special Parks Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Special Parks Fund:

229.4010	Capital Expenditures	\$ 0
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SECTION 16. To provide operating expenditures for the Capital Improvements Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the Capital Improvements Fund:

308.8110	Capital Expenditures	\$ 2,051,463
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SECTION 17. To provide operating expenditures for the General Bond Retirement Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the General Bond Retirement Fund:

409.9010	Debt Service	\$ 1,403,000
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SECTION 18. To provide operating expenditures for the O.B.B.S. Fund during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the O.B.B.S. Fund:

830.3333	O.B.B.S. Surcharge	\$ 7,500
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SECTION 19. To provide operating expenditures for the TIF/CRA Funds during the fiscal year ending December 31, 2019, the following appropriations are hereby made in the TIF/CRA Funds:

ORDINANCE NO. 52-2018
(As Amended)

910.9020	TIF Distribution (Worthington Station)	\$ 130,500
920.9020	TIF Distribution (Worthington Place – The Heights)	\$ 189,000
930.9020	TIF Distribution (933 High Street)	\$ 19,000
935.9020	TIF Distribution (Downtown Worthington)	\$ 7,600
940.9020	TIF Distribution (Worthington Square)	\$ 27,700
945.9020	TIF Distribution (W.Dublin Granville Rd)	\$ 96,000
999.9020	PACE Fund (Columbus Finance Authority)	\$ 33,000

SECTION 20. 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.

SECTION 21. 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, 2019 and ending December 31, 2019.

SECTION 22. That this Ordinance shall become effective on the first day of January, 2019, as provided in Section 4.05 of the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Introduced November 19, 2018
P.H. December 3, 2018

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/14/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Ordinance No. 53-2018 - Compensation for Unclassified Employees**

EXECUTIVE SUMMARY

This Ordinance establishes the salaries for unclassified employees in the City for 2019.

RECOMMENDATION

Motion to Amend to insert the amounts shown in the As Amended Ordinance attached
Approval as Amended

BACKGROUND/DESCRIPTION

This Ordinance establishes compensation for the City's unclassified employees for 2019. 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 was introduced with blanks, which must be filled in by motion to amend the Ordinance. The amounts in this Ordinance are consistent with the amounts included in the 2019 Operating Budget.

ATTACHMENTS

Ordinance No. 53-2018

ORDINANCE NO. 53-2018

Establishing Compensation for Certain Unclassified Positions of the Municipal Service for the Period of January 1, 2019 through December 31, 2019, 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 Administrative Assistant/Public Information and Community Relations Officer (Class Specification No. 202) shall not exceed \$_____.

ORDINANCE NO. 52-2018

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 to the City Manager/Economic Development Manager (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 provisions of this ordinance supersede Ordinance No. 46-2017, as Amended, passed December 4, 2017, as it pertains to positions specified in Sections 1 through 17 and Ordinance 09-2018, passed March 19, 2018, as it pertains to the position specified in Section 18 above for the period of January 1, 2019 through December 31, 2019.

SECTION 20. That Ordinance No. 46-2017, as Amended and Ordinance No. 09-2018 be and the same are hereby repealed.

SECTION 21. 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

ORDINANCE NO. 53-2018
(As Amended)

Establishing Compensation for Certain Unclassified Positions of the Municipal Service For the Period of January 1, 2019 through December 31, 2019, 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 \$158,449.

SECTION 2. The salary of the Director of Finance (Class Specification No. 22) shall not exceed \$103,464.

SECTION 3. The salary of the Director of Parks and Recreation (Class Specification No. 24) shall not exceed \$113,773.

SECTION 4. The salary of the Director of Public Service and Engineering / City Engineer (Class Specification No. 31) shall not exceed \$113,773.

SECTION 5. The salary of the Assistant to the City Manager/Personnel Director (Class Specification No. 27) shall not exceed \$100,156.

SECTION 6. The salary of the Assistant City Manager (Class Specification No. 30) shall not exceed \$120,420.

SECTION 7. The salary of the Court Clerk (Class Specification No. 52) shall not exceed \$62,414.

SECTION 8. The salary of the Administrative Assistant/Service Department (Class Specification No. 167) shall not exceed \$73,059.

SECTION 9. The salary of the Assistant to the City Manager/Information Technology Director (Class Specification No. 244) shall not exceed \$126,690.

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 Administrative Assistant/Public Information and Community Relations Officer (Class Specification No. 202) shall not exceed \$74,977.

ORDINANCE NO. 53-2018
(As Amended)

SECTION 12. The salary of the Chief Building Inspector (Class Specification No. 223) shall not exceed \$102,027.

SECTION 13. The salary of the Director of Law (Class Specification No. 226) shall not exceed \$126,690.

SECTION 14. The salary of the Assistant to the City Manager/Economic Development Manager (Class Specification No. 229) shall not exceed \$95,461.

SECTION 15. The salary of the Director of Planning and Building (Class Specification No. 236) shall not exceed \$107,268.

SECTION 16. The salary of the Administrative Assistant/Finance Manager (Class Specification No. 243) shall not exceed \$79,181.

SECTION 17. The salary of the Deputy Director of Safety/Fire Chief (Class Specification No. 180) shall not exceed \$125,522.

SECTION 18. The salary of the Executive Assistant to the City Manager/City Clerk (Class Specification No. 248) shall not exceed \$71,481.

SECTION 19. The provisions of this ordinance supersede Ordinance No. 46-2017, as Amended, passed December 4, 2017, as it pertains to positions specified in Sections 1 through 17 and Ordinance 09-2018, passed March 19, 2018, as it pertains to the position specified in Section 18 above for the period of January 1, 2019 through December 31, 2019.

SECTION 20. That Ordinance No. 46-2017, as Amended and Ordinance No. 09-2018 be and the same are hereby repealed.

SECTION 21. 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:

Introduced November 19, 2018
P.H. December 3, 2018

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: November 26, 2018

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Resolution No. 63-2018 - Adoption of the 2019-2023 Capital Improvements Program**

EXECUTIVE SUMMARY

This Resolution adopts the 2019-2023 Capital Improvements Program.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Proposed 2019-2023 Capital Improvements Program (CIP) was distributed to City Council on October 8 and the proposed program was discussed on October 8, October 15, and November 19. The Proposed 2019-2023 Capital Improvements Program is now presented for approval.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The CIP document outlines the financial implications and funding sources related to the program.

ATTACHMENTS

Resolution No. 63-2018
Proposed 2019-2023 Capital Improvements Program

RESOLUTION NO. 63-2018

Approving the 2019-2023 Capital Improvements
Program for the City of Worthington.

WHEREAS, staff has prepared and presented to Worthington City Council the Five Year Capital Improvement Program for their consideration; and,

WHEREAS, the Five Year Capital Improvement Program provides a planning tool to assist Worthington City Council in maintaining our capital infrastructure; and,

WHEREAS, City Council approves each project in this document with specific funding legislation.

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

SECTION 1. That City Council does hereby adopt the 2019-2023 Capital Improvements Program attached hereto.

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, Ohio

Proposed 2019-2023 Capital Improvements Program

Proposed October 8, 2019

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Capital Improvements Program Overview

The proposed five-year Capital Improvement Program (CIP) for 2019-2023 presents the City's plan for infrastructure development and improvements. The CIP is evaluated annually to ensure funding and to update the project and equipment needs and costs of the City.

The CIP identifies the City's intended capital expenditures. The City defines capital items as:

1. New construction projects and buildings valued in excess of \$5,000.
2. Major equipment and vehicles valued in excess of \$2,500 and with a life expectancy of five years or more. Where a number of non-expendable items were in excess of \$2,500, they are included.
3. All projects requiring borrowing.
4. All land purchases regardless of value.
5. All land improvements valued in excess of \$5,000.
6. Major equipment valued at \$2,500 or more required to furnish new buildings or other projects.
7. Major building improvements that are not routine expenses and that substantially enhance the value of the structure.
8. All projects which, while maintenance and/or repair in nature, prolong the life of public facilities.

The proposed Capital Improvements Program is developed over several months. The process starts in July with a City Council discussion about priorities and objectives for the capital improvements program. City staff incorporate information about revenue trends and pressures on expenditures as background for the discussion. In August, staff in City departments and divisions submit requests for funding for projects and equipment. They review the most recently approved CIP and update the information in the remaining years. They look toward adopted plans such as the Parks & Recreation Master Plan and the Wilson Bridge Corridor Enhancement Plan, to identify funding requests. They interact with the various City advisory boards and commissions, such as the Bicycle and Pedestrian Advisory Board and the Parks and Recreation Commission, to hear and consider their recommendations. Staff also evaluate the condition of the City's existing infrastructure such as buildings, streets, sewers and water lines and request funding for ongoing

maintenance needs. The Fleet Division evaluates the City's vehicles and equipment and submits prioritized recommendations for replacement of items such as dump trucks, fire engines, medic vehicles, police cars and recreation buses. In September and early October, the submittals are evaluated and totaled to compare with revenue projections. Inevitably, the requested amounts exceed the funds available and items must be delayed, reduced or eliminated in order to submit a financially supportable program. The proposed CIP is submitted for City Council consideration in October and scheduled for adoption in December.

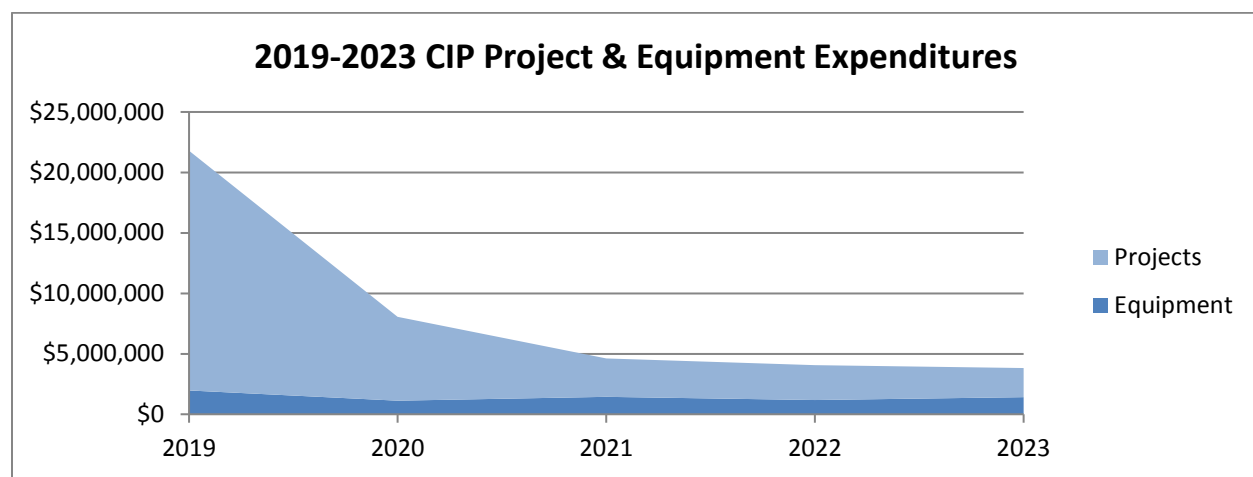
The proposed 2019-2023 CIP is very constrained financially. Initial requests for funding significantly exceeded the funding available. The greatest deficit in any given year from the submittals was for 2019 where requested expenditures exceeded revenue by more than \$4,600,000. In order to bring expenditures in line with revenues, some items were moved to bonding or leasing, increasing the City's debt. Other items were either reduced in funding amount or delayed to later years in the proposed CIP. Some items were incorporated into ongoing programs, thus limiting the funding available for other needs. For example, the Griswold Center's windows need to be replaced. This item was originally submitted as a stand-alone project for \$85,000. It was moved into the Building Improvement Program which is an annual allocation of \$200,000 dedicated toward maintaining City buildings. This means there will be less funding available for items such as painting and ceiling repairs in the Council Chambers, carpet in the Police Building and painting at the Planning & Building facility.

Worthington is a built-out, historic community. As a result, the City's capital investments are primarily focused on maintaining the existing infrastructure. The CIP includes a number of ongoing programs and individual projects that renovate and repair the City's streets, buildings, parks and other infrastructure. The focus on maintenance of existing infrastructure is particularly true in this proposed CIP given the tight financial constraints. The funding in 2019 is allocated to items that must be done. There is very little discretionary spending, especially in 2019. One new initiative that is funded in the first three years of the proposed CIP is microsurfacing of arterial streets. Our arterial streets are our most heavily-used roadways such as High Street, SR-161, Wilson Bridge Road, and Huntley Road, and staff is concerned about losing ground with maintaining the condition of them. Our engineering group has been evaluating the condition of these roadways and looking for ways to more cost effectively keep up with the maintenance needs. Microsurfacing has proven to be effective in extending the timeframe for overlaying the roadway at a significantly lower cost. This is seen as a critical new initiative to preserve the quality of these vital routes.

Even with the revisions made to the submittals, this proposed CIP reflects a slight deficit for the first three years with expenditures exceeding revenues and utilizing the fund balance to make up the difference. The CIP is funded largely by income tax revenues which are projected to increase only .80% in 2019 over 2018 revenues. The proposed CIP does not meet the target that has been

established for the fund balance in this five-year window. Additional discussion of the fund balance is included later in this document.

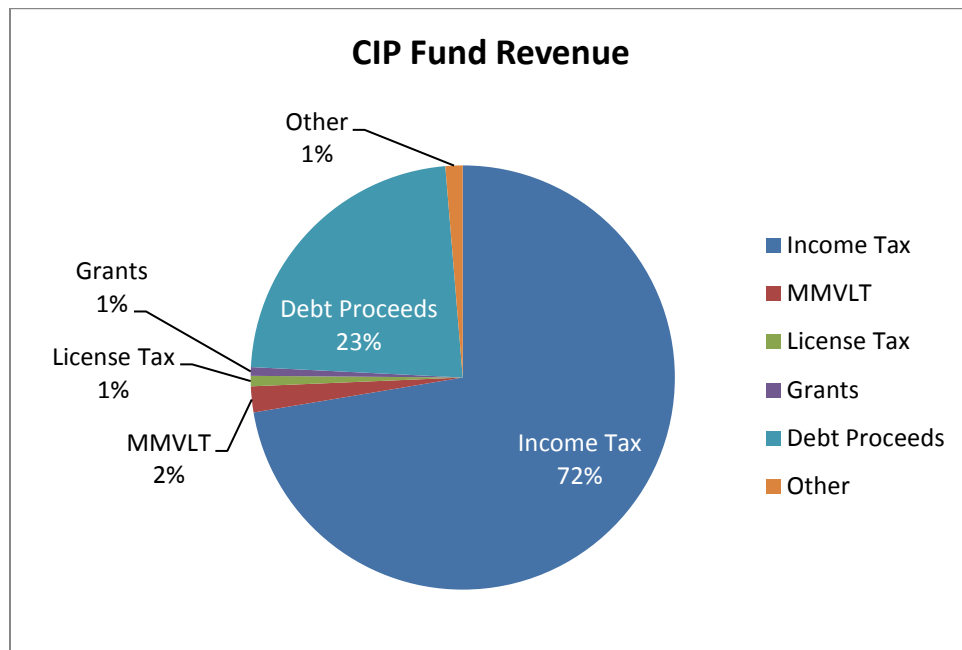
The proposed 2019-2023 CIP expenditures, taking into account all funding sources, reflect higher than typical project expenses in 2019 and 2020. The increase in project expenditures is due to the construction of the Northeast Gateway Project; the Kenyonbrook Trunk Sanitary Sewer project; sanitary sewer improvements in the northern portion of Worthington, and improvements to Rush Run just south of the Northeast Gateway Project. There are higher equipment expenditures in 2019 due primarily to investments in radios for Police, Fire & EMS, Service & Engineering and Parks Maintenance. The later years in the proposed CIP are likely to change as we get closer to the timeframe and more is known about necessary and desired investments.



The City will make the final payment on the debt associated with the Community Center expansion and the renovations of the Police Building in 2021. In addition, the City is utilizing debt to fund a number of more expensive projects, most notably the mandated sewer projects associated with a Consent Order with the Ohio Environmental Protection Agency, the Northeast Gateway Project and energy conservation measures in City buildings. The City will evaluate waterlines and plans to begin a new program investing in old waterlines which is expected to be funded using bonds. The combination of these debt commitments is resulting in an increase in the amount of CIP resources dedicated to debt payments. The old debt is being replaced with new debt.

The City has a number of buildings that need investment due to their age. The proposed CIP includes a roof project at the Service & Engineering Building, window replacement at the Griswold Center as part of the Building Improvement Program, and repair or replacement of the windows and doors at the Municipal Building. Given the active public use of the Community Center, there are a number of maintenance projects in the proposed 2019-2023 CIP for that building.

The City plans to issue bond anticipation notes in 2019 and then issue municipal bonds in 2020 combining the 2018 and 2019 bond anticipation note issues to obtain the revenue needed to execute the projects scheduled for bonding in the proposed 2019-2023 CIP. Income taxes make up 72% of the CIP Fund revenue in this five-year period with debt proceeds making up 23%. Each of the other revenue sources in the CIP Fund are 2% or less of revenue. These funding sources are more fully explained in a later section.



City Council Priorities

City Council has previously designated priority areas for investment in the CIP. Each of these areas is considered below.

- *Parks Master Plan Recommendations*

The proposed CIP includes a project for renovation of McCord Park, to be funded partially by bonds, with the remainder to be funded by external funding sources. The external funding could come from a grant or State capital bill funding. The proposed CIP also includes design of renovations for Selby Park, replacement of playgrounds at East Granville Road Park and Shaker Square Park, and replacement of park drinking fountains.

- *Bicycle and Pedestrian Accommodations*

The proposed CIP continues the annual \$100,000 allocation for bicycle and pedestrian improvements and increases it to \$250,000 in 2022 and 2023 in anticipation of

recommended improvements from the Bicycle and Pedestrian Master Plan currently underway. Major improvements for bicyclists and pedestrians are included in the Northeast Gateway project. This project includes the installation of bike lanes, sidewalks and a shared use path along various legs of the new intersections. These improvements are projected to involve an investment of \$1,225,000 for the sidewalk and shared use paths; the bike lanes will be an additional investment. Additionally, the projects along SR-161 will include bicycle and pedestrian accommodations. The \$800,000 included in the previous CIP for enhancements along the Wilson Bridge Road corridor has been eliminated as it would not be sufficient to construct the project. This project will need to be re-evaluated for possible funding sources.

- *Wilson Bridge Road Corridor*

The proposed CIP includes an arterial improvement project in 2019 on East Wilson Bridge Road which will overlay the roadway surface and repair curbs and sidewalks between High Street and the Northeast Gateway Project. The Northeast Gateway Project will be constructed beginning in 2019. This project includes a major re-design of the intersection at Wilson Bridge, Huntley and Worthington Galena Roads and will install significant bicycle and pedestrian infrastructure, including sidewalks, shared use paths and bike lanes. The proposed CIP contains funding for renovations to McCord Park on the eastern end of the Wilson Bridge Road corridor in 2019 and 2020.

There is an opportunity to use accrued tax increment financing (TIF) revenues from The Heights project for enhancements along West Wilson Bridge Road. This is not reflected in the CIP because additional discussion is needed to determine the scope of such a project.

- *Water Lines*

The proposed 2019 Operating Budget includes funding for an inventory and assessment of the City's waterlines. The proposed CIP includes funding beginning in 2020 for implementation of projects recommended by the inventory and assessment.

Uncertainties

There are several items that could financially impact the proposed 2019-2023 CIP that were not included due to incomplete information. These items are described below.

1. *Short Term Financing Costs for the Federal Funds for the Northeast Gateway Project* – The Northeast Gateway project is a large transportation project that involves Federal, State and City funding for construction. Construction is scheduled to begin in late 2019. The State and City funds will be available at that time, but the Federal funds may not be available until 2022. If this delay in Federal funds occurs, it will result in the need for the

City to obtain gap financing, most likely through a State Infrastructure Bank (SIB) loan, so the funds are available for construction. The Federal funds would be used to pay off the SIB loan. The exact timing and amount associated with the loan have not yet been clarified, but may result in interest costs paid by the City for the short-term financing. The proposed CIP includes interest costs associated with the City's share of the project, which is scheduled for bonding, but does not include short-term financing costs that may be associated with a SIB loan if one is ultimately needed.

2. *Potential Funding Request from SwimInc* – SwimInc has been engaged in an assessment of their swim facilities that will result in recommendations for significant investment and renovation. It is anticipated that SwimInc will ask the City for financial support for this investment. The specific scope and amount of the request are not yet known; thus the proposed CIP does not include funding for SwimInc.
3. *Investments Associated with Possible Consolidation of the Public Safety Dispatch Operation* – The possibility of contracting with the Northwest Regional Communications Center (NRECC) operated by the City of Dublin for 911 call taking and public safety dispatching is being evaluated. The results of that evaluation are expected to impact the CIP. The City is facing investments in technology systems if we decided to continue to operate our own center. These investments have been put on hold for the evaluation, thus are not included in the proposed CIP. If the City decides to continue to operate the Worthington center, funding for the technology will need to be added. If the City decides to contract with NRECC, funding will likely need to be added for modifications to the Police Building associated with the removal of the center. Other investments may be needed to successfully achieve a transition.
4. *Grant for Self-Contained Breathing Apparatus* – The proposed CIP includes grant funding in the amount of \$250,000 for self-contained breathing apparatus (SCBA) for the Fire Division. These grants are competitive and there is no guarantee that the City will be successful with its grant application. If the application is unsuccessful, the City would need to find funding for this item which must be purchased.
5. *McCord Park Funding* – The proposed CIP reflects \$1,225,000 funding from other sources in 2020 for McCord Park improvements. This funding has not yet been identified.
6. *Recommendations from Assessments of Water Lines and Traffic Signals* – The proposed 2019 Operating Budget includes funding for assessments of water lines and traffic signals. The proposed CIP includes a small amount of bond funding for water lines and a small bi-annual allocation for traffic signal maintenance. The assessments may identify necessary improvements that do not fit within the current funding.

Capital Improvements Program Funding Sources

CIP Fund/Income Tax - The primary funding source for the City's CIP is income tax revenue. The City levies a 2.5% income tax. Twenty percent (20%) of the revenue collected from the income tax is allocated to the CIP and placed in the CIP Fund. Annual income tax revenue for the CIP Fund is projected to range from \$5,200,000 to \$5,739,013 for 2019-2023.

In 2019, the CIP Fund also includes "other revenue" in the amount of \$278,500, which is a transfer from the Special Assessment Bond Retirement Fund. Assessment revenue was incorrectly placed in this fund a number of years ago when it should have been placed in the CIP Fund where the project expenses were incurred. The City is pursuing the appropriate legal process to have these funds transferred into the CIP Fund.

Bonds/Notes – The City can issue municipal bonds to finance capital infrastructure and equipment. The proposed 2019-2023 CIP anticipates the issuance of bonds to fund five sanitary sewer projects, the Northeast Gateway and the associated project to restore Rush Run to the south of the it, waterline improvements, energy conservation improvements to City buildings, and McCord Park Renovations. The City may issue bond anticipation notes for short term financing until the timing is right for a municipal bond issuance.

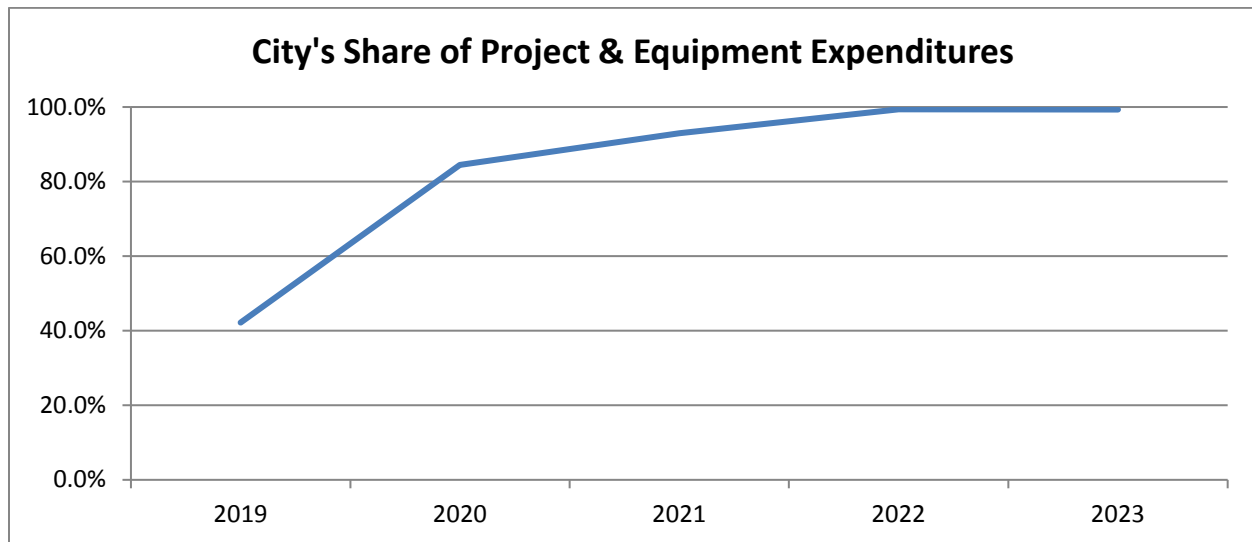
Assessments – The City utilizes special assessments to charge property owners for work that benefits their property. The proposed 2019-2023 CIP anticipates assessments for sidewalk repairs that occur in conjunction with the City's annual street and sidewalk improvement program.

MMVLT - The Municipal Motor Vehicle License Tax (MMVLT) is a tax on vehicle license plates and is used to partially fund street resurfacing through the annual street and sidewalk improvement program.

License Tax – The County receives funds from a tax on license plates and makes them available for repairs to major arterial roads that are not designated as State routes. The City requests these funds for specific road projects. The proposed 2019-2023 CIP utilizes these funds for resurfacing of a small portion of Huntley Road and Schrock Road.

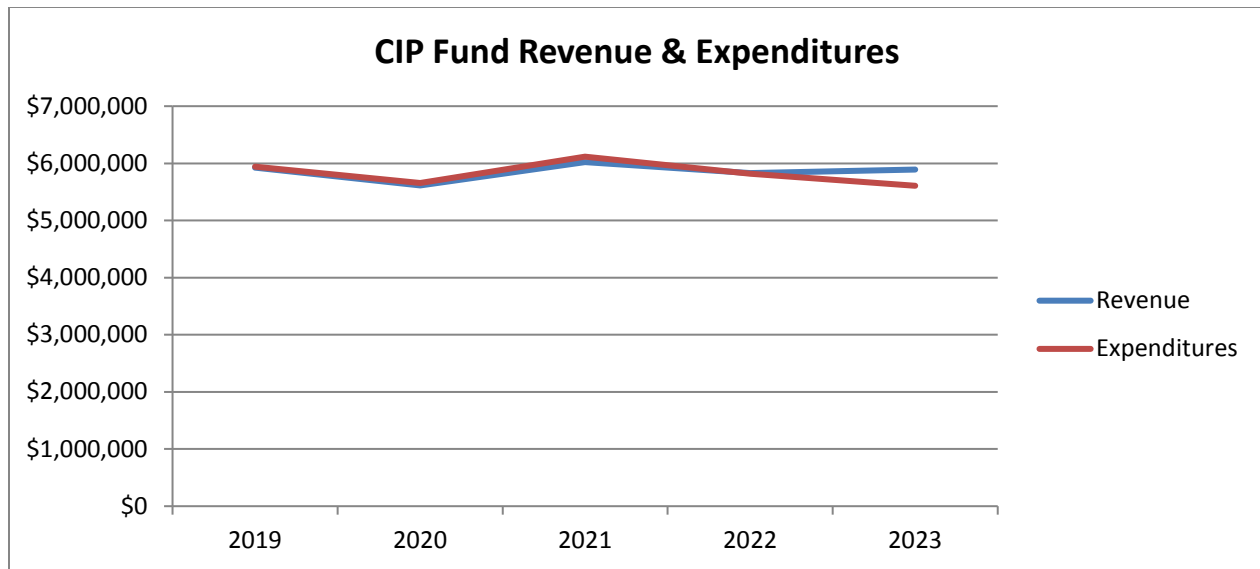
Other – At times, the City is successful in obtaining funding from other sources. The 2019-2023 CIP anticipates federal transportation funds allocated by the Mid-Ohio Regional Planning Commission (MORPC) and funds from the Ohio Public Works Commission for the Northeast Gateway. It also includes grant funding for McCord Park renovations, tax increment financing payments for paver renovations in Old Worthington, lease funds for radios, and grant funds for replacement of self-contained breathing apparatus for the Fire Division.

The revenue used to fund the expenditures in the proposed 2019-2023 CIP can be evaluated to determine the amount from City sources and the amount from other sources. The City sources in the CIP are the CIP Fund/income tax, bonds, MMVLT and some of the “Other” revenue. Non-City sources in the CIP are assessments, license tax, and some of the “Other” revenue. The City sources share is typically 90% or higher, however the percentage is at 42% in 2019 and 85% in 2020 due to the large amount of federal and state funding in the Northeast Gateway Project and grant funds for the McCord Park Renovations and the purchase of the Self-Contained Breathing Apparatus for the Fire Division.



Capital Improvements Fund Revenue, Expenditures & Fund Balance

The CIP Fund is the primary funding source for the City’s financial share of the CIP. It receives the income tax revenue that is allocated for capital improvements along with revenue from the Municipal Motor Vehicle License Tax (MMVLT). The Fund also reflects debt proceeds when the City anticipates the issuance of bonds, license tax revenue when it anticipates reimbursement from County license tax funding and grant funds when it anticipates receipt of a grant that will reimburse the City. When excluding revenue and expenditures associated with bonded projects, the proposed 2019-2023 CIP Fund has expenditures essentially equal to revenue in 2019 and 2022, slightly higher than revenue in 2020 and 2021, and less than revenue in the last year of the CIP.



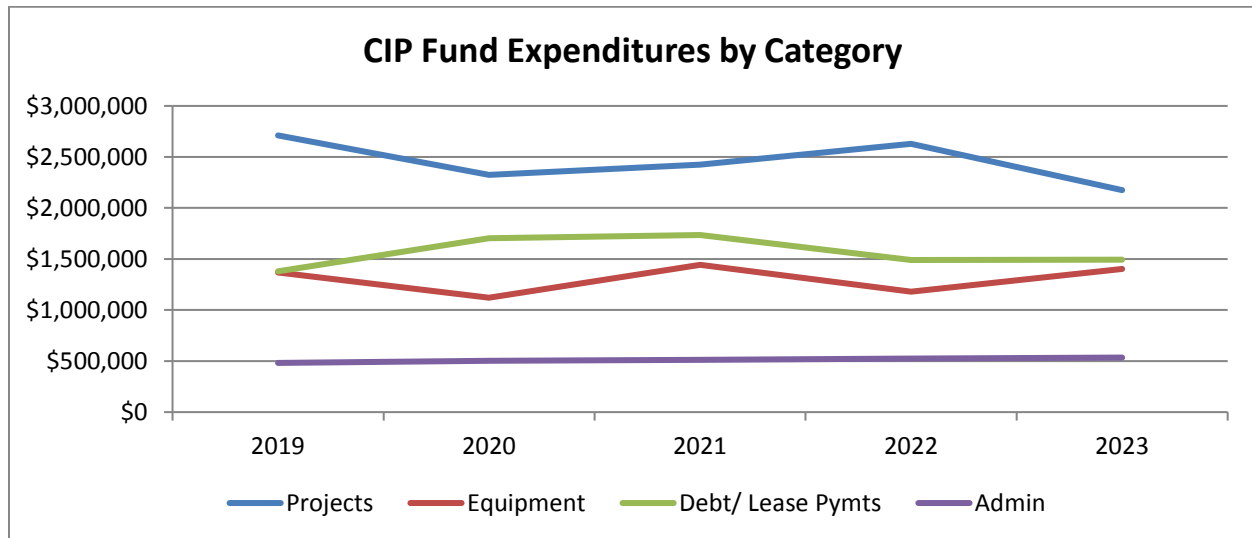
The CIP Fund has four categories of expenditures:

1. **Projects** - Projects involve investments in capital infrastructure of the City such as streets, sewers, buildings and parks. Some large projects are funded via municipal bonds, while other projects are paid from the City's cash on hand. The total annual amount allocated in the CIP Fund for all projects ranges from \$2,425,000 to \$7,471,000. Excluding projects scheduled for bonding, the annual amount allocated for projects ranges from \$2,175,000 to \$2,711,000.
2. **Equipment** – Most of the equipment investment that occurs in the CIP involves the replacement of existing City-owned equipment such as dump trucks, fire and emergency medical vehicles, recreation buses, police cars, administrative vehicles, and backhoes. Occasionally, the CIP will include the purchase of new equipment that is being added to the City's inventory. This is typically information technology equipment. In the proposed 2019-2023 CIP, the annual amount in the CIP Fund allocated for all equipment ranges from \$1,121,000 to \$1,967,500. Excluding equipment scheduled for leasing, the annual amount allocated for equipment ranges from \$1,121,000 to \$1,443,000.
3. **Debt payments** – The City sometimes finances capital items through loans or the issuance of temporary/bond anticipation notes or municipal bonds. Additionally, the City sometimes acquires large pieces of equipment via leases. The annual debt and lease payments are paid out of the CIP Fund. These annual payments in the proposed 2019-2023 CIP range from \$1,379,463 to \$1,735,139.
4. **Administration** - There are various administrative costs associated with the projects and equipment purchases in the CIP. These costs are associated with collecting the revenue,

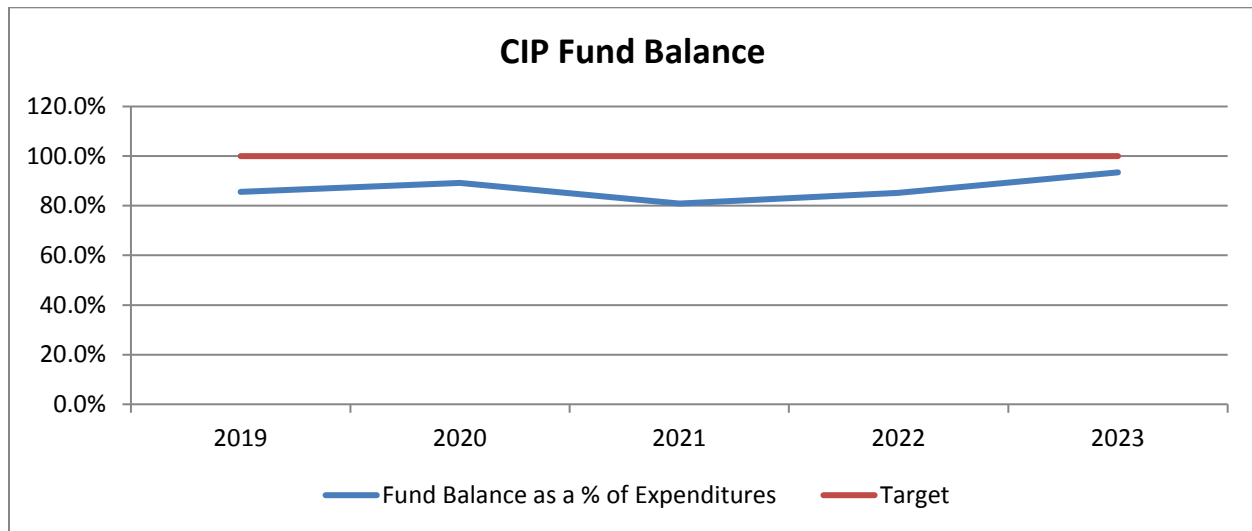
insurance and legal services. These administrative costs range from \$482,000 to \$534,574 in the proposed 2019-2023 CIP.

When excluding projects to be bonded, project expenditures are slightly higher in 2019 and 2021. The exclusion of bonded projects level out the expenditures since the largest projects funded by the City are typically bonded. When excluding the radios which will be financed with a lease agreement, equipment expenditures are higher in 2019, 2021 and 2023 driven primarily by purchases of a medic vehicle and self-contained breathing apparatus in 2019, a medic and information technology servers in 2021, and a fire engine in 2023.

The City's debt service payments trend upward due to bond anticipation notes scheduled for issuance in 2019 and municipal bonds scheduled for 2020, plus the anticipated lease agreement for radios. These payments are partially offset in 2022 and 2023 by the conclusion of payments on the debt issues for the Community Center expansion and renovation of the Police Building.



The fund balance is the amount of money left in the fund after the revenue has been received and the expenditures have been paid. The City's goal is to maintain a projected CIP Fund balance at the end of each year approximately equal to the amount of projected expenditures for that year. Since the income tax revenues flow into the CIP Fund throughout the year, this practice ensures there is adequate cash in the fund to proceed with the projects and equipment purchases at any time during the year, and it limits the temporary financing needed by the City for items scheduled to be bonded. By maintaining a level fund balance across the five years, the City's capital expenditures in each year are approximately equal to the revenue collected in each year. Excluding the new bond revenue and the cost of new bonded projects, the fund balance target is not met in any year of the proposed CIP due to the demands placed on the program. This is a situation that will need to be monitored to determine if the lower fund balance amounts are sufficient to support the adopted program.



Categories of Projects

The City has five categories of projects to assist with determining the importance of each one.

Legal Mandates – This category includes projects the City is legally mandated to complete. The proposed 2019-2023 CIP includes a number of sanitary sewer projects that are mandated by a Consent Order between the Ohio Environmental Protection Agency and the City and a project for grit pad installation and service yard improvements which are required to comply with stormwater quality regulations.

Essential for Basic Services – This category includes projects that must be completed in order to continue to provide the level of basic services that has historically been provided by the City. The proposed 2019-2023 projects in this category maintain existing infrastructure of the City such as streets, sidewalks and buildings.

Improvement to Basic Services – This category includes projects that enhance an existing service offered by the City. The proposed 2019-2023 projects in this category primarily include renovations to parks and playgrounds, investments in the Old Worthington business area, the Northeast Gateway Project, energy conservation improvements in City buildings and improvements recommended by a study of SR-161 between Olentangy River Road and Sawmill Road.

Enhancement / Discretionary – This category includes projects that provide something new that has not been historically provided by the City. The proposed 2019-2023 projects in

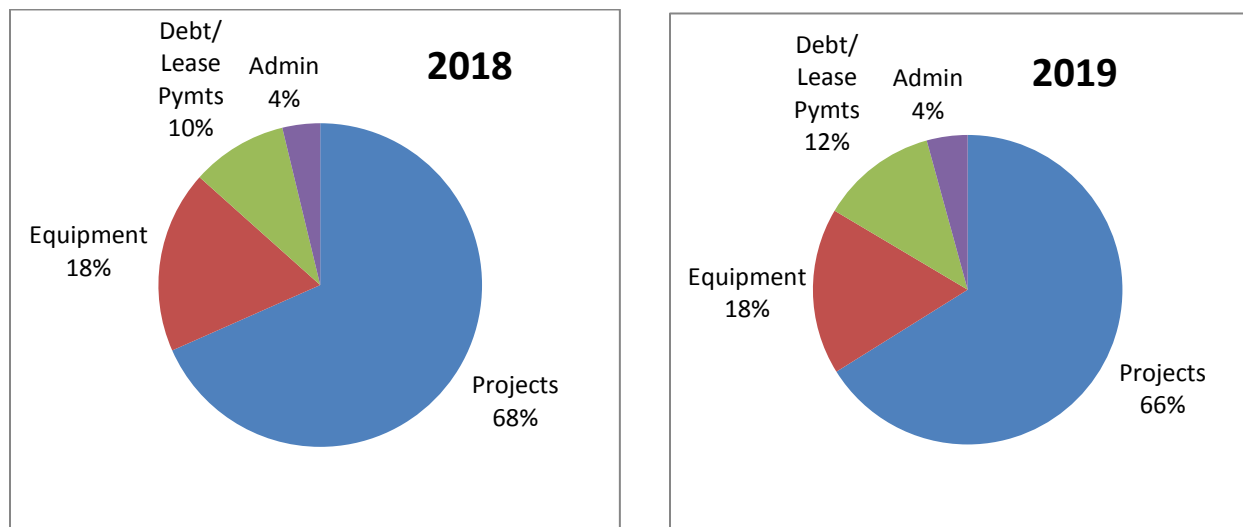
this category include enhancements to the bike and pedestrian improvements and wayfinding signage.

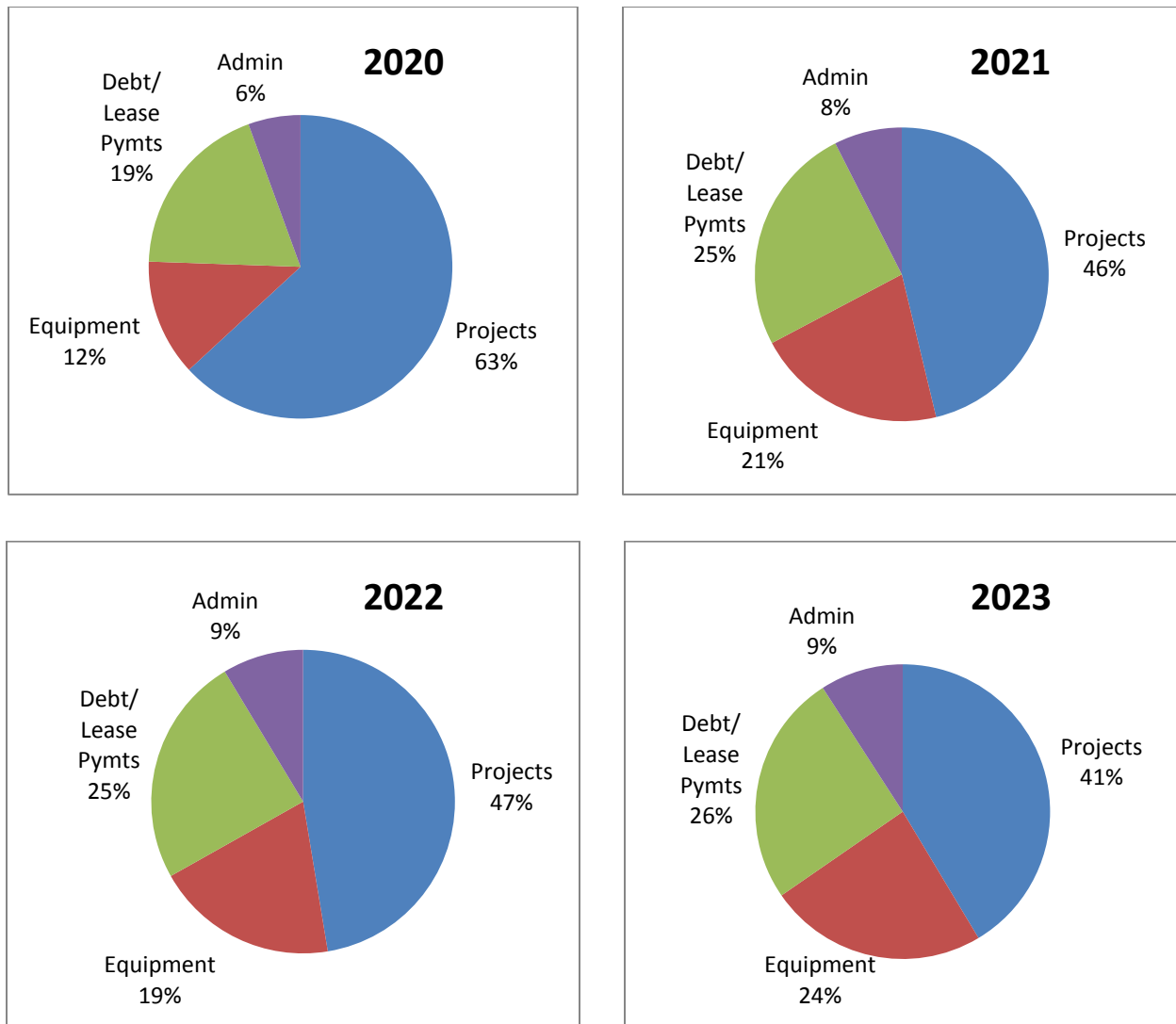
Assessment Projects – This category includes projects that involve special assessments on properties that benefit from the project. The proposed 2019-2023 CIP does not have any projects in this category.

Capital Improvements Program Comparisons

The City's allocation of expenditures from the CIP Fund across the four categories of projects, equipment, debt service and administration varies from year to year depending on identified needs. The following charts show the percent of expenditures allocated to each area by year, including a comparison with 2018. Under the proposed CIP, the amount spent on projects is notably higher in 2019 and 2020 than in the other three years. This is due primarily to the Northeast Gateway project and Kenyonbrook Trunk Sewer project in 2019 and the North Districts sanitary sewer improvements and the energy conservation improvements for City buildings in 2020. Debt service as a percentage of expenditures increases significantly after 2019 due to a 2018 bond issuance and future issuances planned for 2019 and 2020 and the anticipation of a lease agreement for radios. The cost of the new debt is partially offset after 2021 when the City concludes payments on the debt associated with the Community Center expansion and renovation of the Police Building.

CIP Fund Categories of Expenditures

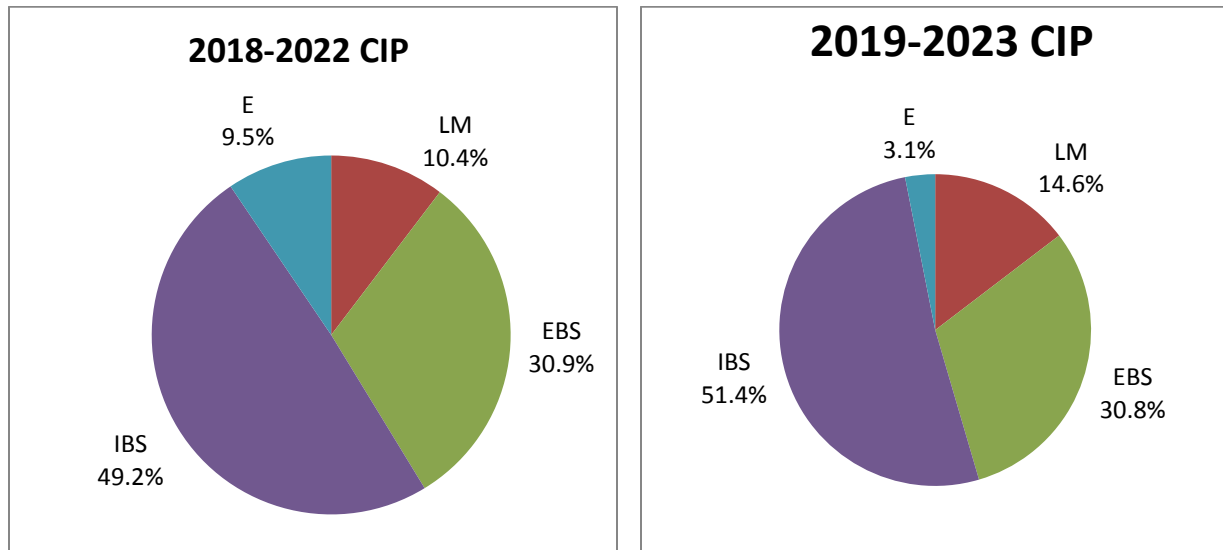




The charts above include all expenditures in the proposed CIP. When bonded projects and leased equipment are excluded, expenditures for projects range from 46% in 2019 to 39% in 2023; expenditures for equipment range from 23% in 2019 to 25% in 2023; and expenditures for debt payments range from 23% in 2019 to 27% in 2023. Administration expenditures stay fairly constant at 8-9%.

The type of projects in each year across all funding sources is compared in the following charts. The projects are grouped into the categories of Legal Mandates (LM), Essential for Basic Services (EBS), Improvements to Basic Services (IBS), Enhancement / Discretionary (E), and Assessment Projects (AP). These categories are explained in the previous section. The 2019-2023 CIP does not have any projects in the category of Assessment Projects.

Types of Projects



Existing and Anticipated Debt

The City's proposed 2019-2023 CIP includes annual debt and lease payments ranging from \$1,379,463 to \$1,735,139. This is a combination of payments on existing debt and payments on anticipated debt.

The City's existing debt obligation consists of the following breakdown:

2015 Refunding Bonds for the Police Division and Community Center Improvements

Interest: 1.62%

Original Issuance: \$4,590,000

Remaining Principal as of 1/1/2019: \$2,300,000

Principal Payment due in 2019: \$750,000

Interest Payment due in 2019: \$37,260

20 Year Loan from the Ohio Public Works Commission for ADA Ramps at Intersections

Interest: 0%

Original Issuance: \$156,201

Remaining Principal as of 1/1/2019: \$74,195.37

Annual Payments: \$7,810.06

30 Year Loan from the Ohio Public Works Commission for Kenyonbrook Sanitary Sewer

Interest: 0%

Original Issuance: \$612,816

Remaining Principal as of 1/1/2019: \$541,320.76

Annual Payments: \$20,428

2017 Various Purpose Bonds for Northeast Gateway Design, Sanitary Sewer Repairs & Bond Anticipation Note Repayment

Interest: 2.21%

Original Issuance: \$3,960,000

Remaining Principal as of 1/1/2019: \$3,525,000

Principal Payment due in 2019: \$230,000

Interest Payment due in 2019: \$77,903

The City issued a Bond Anticipation Note in the amount of \$4,460,000 on September 26, 2018 with a net interest cost of 2.11%. The projects included in the Note were the East Wilson Bridge Road waterline, Fire Station roof, Community Center south end roof, improvements to Northbrook Sewer, Kenyonbrook and Hardy Way sewer design and energy conservation improvements at the Community Center and Griswold Center.

The proposed 2019-2023 CIP includes additional debt for the following projects:

Kenyonbrook Trunk Sewer Improvements	\$2,100,000
Rush Run Stream Restoration	\$510,000
McCord Park Renovations	\$850,000
Northeast Gateway Project	\$1,700,000
Radios	\$600,000
North Districts Sanitary Sewer Improvements	\$1,000,000
Sanitary Sewer Repairs & Lining	\$250,000
Oxford Court/SW Additional Sanitary Improvement	\$300,000
Waterline Improvements	\$1,000,000
West & Industrial Districts Sewer Improvements	\$500,000
City Buildings Energy Conservation Improvements	\$1,175,000

Proposed 2019-2023 Capital Improvement Program - Projects

Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2019							
Kenyonbrook Trunk Sewer Improvement (construction)	S&E	LM		\$2,100,000			\$2,100,000
Change: Moved from 2018, increased from \$1,050,000 to \$1,742,850 for Kenyonbrook, and combined with Hardy Way Sanitary Sewer Relocation							
Replacement of the Kenyonbrook Trunk Sewer from High Street to New England Avenue. This section of the trunk sewer was identified as in need of replacement as part of the Southeast Sewershed Study. It is to be constructed in conjunction with Hardy Way Sewer Improvement. This cost is based on a Preliminary Opinion of Costs provided by the consultant based on preliminary plans that outline multiple alternatives. The alternatives range in estimated costs. The cost included here assumes the selection of Alternative 4 which includes one pump station on New England Avenue and gravity realignment at an estimated cost of \$1,742,850. This project also includes \$310,000 for the Hardy Way Sanitary Sewer Relocation which was previously listed separately in the CIP.							
Oxford Court/Southwest Addition Sanitary Improvement (Design)	S&E	LM		\$50,000			\$50,000
Change: None							
Design of the replacement of the sanitary sewers serving the Oxford Court area. These sewers are being evaluated in the Central District Study. Some sewers are not located in public easements and are expected to be recommended for replacement.							
Arterial Improvement - Wilson Bridge Road, Huntley to High	S&E	EBS		\$540,000			\$540,000
Change: Increased cost from \$300,000 and added license tax funding							
Repair of curbs and gutters, storm inlets, and street base; mill and overlay of pavement; re-striping.							
Arterial Microsurfacing	S&E	EBS		\$175,000			\$175,000
Change: New							
As part of the City's maintenance of arterial roadways, this project performs microsurfacing on Worthington Galena Road from High Street to the Northeast Gateway project, and Schrock Road from Worthington Galena to the railroad tracks.							
Building Improvement Program	S&E	EBS		\$200,000			\$200,000
Change: None							
Annual project consisting of improvements needed to maintain the City buildings in good condition. As an ongoing project, buildings are evaluated annually and repairs are prioritized based on available funding. The Community Center is not included due to its intense public use, larger scale and specialization of projects. A detailed listing of projects will be completed based on an assessment of the City's buildings. Larger building improvement needs are included as separate CIP projects.							
CBD Paver Renovation	S&E	EBS				\$20,000	\$20,000
Change: Funding changed to revenues from the downtown tax increment financing district.							
This is a phased project over four years (2019 is year three) to remove, level and reset sidewalk pavers from the Village Green Drive South to South Street.							

Proposed 2019-2023 Capital Improvement Program - Projects

Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2019							
Community Center Leisure Pool Diamond Brite Resurfacing	P&R	EBS	\$50,000				\$50,000
Change: New							
Resurfacing of the diamond brite on the pool walls and floor of the leisure pool. There has become some severe pitting especially in the lazy river and vortex area which results in a very abrasive surface resulting in cuts on feet and rough areas on the pool walls and floor.							
Community Center Parking Lot Reconstruction	S&E	EBS	\$175,000				\$175,000
Change: None							
Reconstruction of the parking lot for the Community Center. This project is being phased over two years (2018 & 2019). This number will be updated as more detail is known about the McCord Park renovations and their impact on the parking lot.							
Fire Hydrant Replacement & Painting	S&E	EBS	\$25,000				\$25,000
Change: New, continuing work started in 2018							
Replacement of old/inoperable hydrants and maintenance of all hydrants. This is a multi-year need.							
Fire Station Alerting System	FD	EBS	\$75,000				\$75,000
Change: Moved from 2020 and reduced from \$100,000							
Replace outdated station alerting system. New system will alert firefighters of incoming call using newest technology.							
Fleet Garage Floor Sealing	S&E	EBS	\$16,000				\$16,000
Change: New							
Diamond grind, repair cracks, and apply epoxy covering to Fleet Garage floor							
Municipal Building Windows & Doors	S&E	EBS	\$160,000				\$160,000
Change: New							
Project was funded in 2018, but funding was needed for the roof project. The windows and exterior doors at this facility are in various states of decay and have been repaired periodically in order to help extend the life of the windows. The window and door systems are in need of replacement and/or repair in order to restore them to a maintainable condition. For budgetary purposes, construction assumes complete replacement of all windows and exterior doors (at main entrances)							
Olentangy River Road Guardrail	S&E	EBS	\$25,000				\$25,000
Change: New							
Replacement of portions of the guard rail along Olentangy River Road from the northern corporation limit line to the southern corporation limit line along the bike trail and various other locations that are in need of repair.							

Proposed 2019-2023 Capital Improvement Program - Projects

Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2019							
Perry Park Restroom Roof Replacement and Building Improvements Change: New	P&R	EBS	\$14,000				\$14,000
The Perry Park restroom building roof has lost many shingles in the last couple of years and is in need of replacement. The building also needs painting and additional exterior small repairs to buy time until a permanent rehabilitation or replacement can be funded.							
Rush Run Analysis Change: New	S&E	EBS	\$25,000				\$25,000
Engineering analysis and development of conceptual alternatives to reduce the risk of continued excess erosion in Rush Run. The effort includes the development of site-level (in-stream stabilization) and watershed-scale (stormwater management) concepts, along the entire reach. The scope includes geomorphic assessment, development of conceptual stabilization alternatives, conceptual-level hydrologic model and stormwater management alternatives & solution recommendations.							
Rush Run - South Street/McCoy Slope Repair & Rehab Change: New	S&E	EBS	\$31,000				\$31,000
This work is intended to re-establish the banks of Rush Run. The improvements along the South Street home have been designed by local firm CEC to stabilize the Rush Run failure at the property slope failure at that point in the stream. The gabion degradation (291 McCoy Ave) may be completed in-house. The cost estimate presented is based on engineers opinion of costs for South Street repair plus allowance for repair of gabions near McCoy Bridge, along with an allowance for landscape repair/replacement of equipment access to the stream and gabions.							
Rush Run - Phase 1 Change: Moved from 2020 and increased from \$300,000	S&E	IBS		\$510,000			\$510,000
This construction project consists of improvements to Rush Run in order to allow the Northeast Gateway project to proceed. This project is required in order to complete the Northeast Gateway project. This cost is based on a preliminary opinion of costs provided by the consultant based on a near final set of plans.							
Service & Engineering Building Roof Change: New	S&E	EBS	\$50,000				\$50,000
The Service & Engineering complex roof is aged and shingles are in need of replacement. Original construction was in the 1980s. Repairs have been done by roofing contractors, including the rubberized portions, but the roof is now in need of replacement							
Street & Sidewalk Improvement Program Change: None	S&E	EBS	\$875,000		\$25,000		\$900,000
This project consists of improvements to various streets throughout the City based on a prioritized analysis of the City's street system. Work typically includes curb & gutter repair, asphalt overlay, asphalt patching, and miscellaneous concrete repairs. The project includes the repair of sidewalks that do not meet standards for safety and condition. Repair costs for sidewalks adjacent to private property are paid by respective property owners. Overlay or sealing of parking lots is sometimes included based on need and budget. Street and sidewalk surveys, plan and specification preparation and project administration are proposed to be performed by the Department of Service & Engineering. MMVLT revenues in the amount of \$150,000 each year are transferred into the CIP Fund to help fund this project.							

7.A. - Adoption of the 2019-2023 Capital Improvements Program

Proposed 2019-2023 Capital Improvement Program - Projects								
Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2019								
Traffic Signals & Lighting	S&E	EBS	\$50,000					\$50,000
Change: New								
Replacement of the wire under the concrete & bricks for traffic signals at New England & High Streets, and High Street & SR-161.								
Village Green NE Brick Paver Replacement	P&R	EBS					\$10,000	\$10,000
Change: New								
Many of the bricks on the Northeast Village Green are deteriorating and in need of replacement. The bricks have at times become a trip hazard. We have replaced some of the bricks but a more extensive project is now needed to improve safety and aesthetics of the highly used and visible space.								
McCord Park Renovations Design & Phase I	P&R	IBS		\$450,000				\$450,000
Change: Moved \$200,000 from 2018 and combined with \$250,000 previously allocated in 2019.								
A Concept Plan for McCord Park was completed in 2018. The next step in the process is to complete a more detailed design and the first phase of construction. This funding will provide \$75,000 for detailed design and \$375,000 for phase one of the renovations. Phase one will include the areas of the playground, community garden, train observation area and parking lot removal.								
Northeast Gateway Project (Construction)	S&E	IBS		\$1,700,000			\$12,325,000	\$14,025,000
Change: Increased the overall cost from \$12,348,042 and reduced the City's cost from \$2,814,253 due to the addition of OPWC funding								
Improvement of the Huntley / Wilson Bridge / Worthington-Galena intersection and the connection of the intersection to Sancus Boulevard. This is the construction phase of the project, funded in large part by Federal Attributable Funds and Ohio Public Works Commission funds.								
Bike & Pedestrian Improvements	P&R	E	\$100,000					\$100,000
Change: None								
The City has been evaluating the bicycle and pedestrian needs of the community. This annual allocation provides funding to implement recommendations of the plan.								
Community Wayfinding Signage	P&B	E	\$50,000					\$50,000
Change: Reduced from \$75,000								
Wayfinding uses local landmarks, signage, pathways and environmental elements to help orient residents and visitors to the City of Worthington. This phased program will allow for continued implementation of the recommendations from the wayfinding study.								
2019 Total Projects			\$2,686,000	\$4,760,000	\$25,000	\$0	\$12,355,000	\$19,826,000
Year: 2020								
North Districts Sanitary Sewer Improvements	S&E	LM		\$1,000,000				\$1,000,000
Change: Increased from \$500,000								
Repair, rehabilitation and/or replacement of sanitary sewer infrastructure in the North Sanitary Sewer districts as identified in the North Districts Study.								

Proposed 2019-2023 Capital Improvement Program - Projects							
Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2020							
Sanitary Sewer Repairs & Lining	S&E	LM		\$250,000			\$250,000
Change: New							
This project includes sewer lining work identified in the sanitary sewer evaluation studies.							
Oxford Court/Southwest Addition Sanitary Improvement	S&E	LM		\$300,000			\$300,000
Change: None							
Design of the replacement of the sanitary sewers serving the Oxford Court area. These sewers are being evaluated in the Central District Study. Some sewers are not located in public easements and are expected to be recommended for replacement.							
West & Industrial Districts Sewer Study	S&E	LM	\$200,000				\$200,000
Change: None							
Sanitary Sewer Evaluation Study (SSES) of the west and industrial sanitary sewer districts as mandated by the Directors Findings and Orders issued to the City by the Ohio EPA. A portion of this work is currently being completed as part of the Central District SSES. That study will provide information as to the need for additional study.							
Arterial Microsurfacing	S&E	EBS	\$175,000				\$175,000
Change: New							
As part of the City's maintenance of arterial roadways, this project performs microsurfacing on Linworth Road, south corporation limit to Snouffer; and Snouffer, from Linworth Road to Linbrook.							
Building Improvement Program	S&E	EBS	\$200,000				\$200,000
Change: None							
Annual project consisting of improvements needed to maintain the City buildings in good condition. As an ongoing project, buildings are evaluated annually and repairs are prioritized based on available funding. The Community Center is not included due to its intense public use, larger scale and specialization of projects. A detailed listing of projects will be completed based on an assessment of the City's buildings. Larger building improvement needs are included as separate CIP projects.							
CBD Paver Renovation	S&E	EBS				\$20,000	\$20,000
Change: Funding changed to revenues from the downtown tax increment financing district.							
This is a phased project over four years (this is final year) to remove, level and reset sidewalk pavers from the Village Green Drive South to South Street							
Community Center Fitness Floor Painting	P&R	EBS	\$14,500				\$14,500
Change: None							
Repainting of the fitness floor area of the Community Center. The area is typically painted every five years on average.							
Community Center Locker Room Painting	P&R	EBS	\$9,500				\$9,500
Change: None							
Painting of the men's and women's locker rooms on both the north and south end of the Community Center during the annual building shutdown.							

Proposed 2019-2023 Capital Improvement Program - Projects								
Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020								
Community Center North Locker Room Improvements	P&R	EBS	\$26,500					\$26,500
Change: Combination of prior 2019 shower stall alteration project (\$16,500) and new funds to update lockers.								
Improvements to the North Locker Room Shower Stalls and Lockers								
Community Center South End Door Replacements	P&R	EBS	\$70,000					\$70,000
Change: None								
Replacement of exterior doors on the south end of the Community Center.								
Community Center Window Replacements - Art, Pottery & Childcare	P&R	EBS	\$30,000					\$30,000
Change: Increased from \$26,000								
Replacement of the windows in the art studio, pottery room, and childcare room in the south end of the Community Center.								
Fire Hydrant Replacement & Painting	S&E	EBS	\$25,000					\$25,000
Change: New, creation of a multi-year program								
Replacement of old/inoperable hydrants and maintenance of all hydrants. This is a multi-year need.								
Rush Run Stream Restoration Analysis Improvements	S&E	EBS	\$250,000					\$250,000
Change: New								
Implementation of the study recommendations regarding the restoration of the stream environment of Upper Rush Run from the Huntley Bowl south. Work to include environmentally sound techniques to remove silt and provide improved drainage.								
Street & Sidewalk Improvement Program	S&E	EBS	\$875,000		\$25,000			\$900,000
Change: None								
This project consists of improvements to various streets throughout the City based on a prioritized analysis of the City's street system. Work typically includes curb & gutter repair, asphalt overlay, asphalt patching, and miscellaneous concrete repairs. The project includes the repair of sidewalks that do not meet standards for safety and condition. Repair costs for sidewalks adjacent to private property are paid by respective property owners. Overlay or sealing of parking lots is sometimes included based on need and budget. Street and sidewalk surveys, plan and specification preparation and project administration are proposed to be performed by the Department of Service & Engineering. MMVLT revenues in the amount of \$150,000 each year are transferred into the CIP Fund to help fund this project.								
Traffic Signal Improvement Program	S&E	EBS	\$50,000					\$50,000
Change: None								
Bi-annual project for the replacement and updating of traffic signal equipment at various signalized intersections in the City. Improvements are prioritized by repair history, equipment obsolescence and service life.								

Proposed 2019-2023 Capital Improvement Program - Projects								
Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020								
Waterline Improvements	S&E	EBS		\$250,000				\$250,000
Change: New (previously funded starting in 2021) and funding moved to bonds								
This funding amount is provided to make necessary repairs based on an assessment of the City's waterlines. It is a multi-year program. Locations to be determined during assessment.								
City Buildings Energy Conservation Improvements	S&E	IBS		\$1,175,000				\$1,175,000
Change: New								
In 2018, the City's buildings were evaluated for energy improvements that could be made to enhance energy efficiency. The first round of these improvements were installed in 2018 in the Community Center and Griswold Center. This project includes funding for the recommended improvements in the remaining city buildings (Municipal Building, Police Building, Fire Station, Planning & Building Facility, Service & Engineering Building, Parks Maintenance Building, McConnell Arts Center).								
McCord Park Renovations Phase 2	P&R	IBS		\$400,000			\$1,225,000	\$1,625,000
Change: Changed to Phase 2 from Phase 3. Total cost increased from \$400,000. We anticipate this project to cost around \$2 million and we will need to find other funding sources such as grant resources.								
Phase two of the McCord Park renovations as recommended in the Parks Master Plan. The renovations will follow the McCord Park Master Plan. This phase is likely to include the ball diamonds, restroom facility, and entrance to the park from Wilson Bridge Road.								
Selby Park Playground Replacement	P&R	IBS	\$225,000					\$225,000
Change: Increased from \$185,000								
Replacement of the Selby Park Playground. The playground is 18 years old and upon recent inspections has started to show significant breaking down of various platforms and walkways on the play structure in addition to significant wear on the rubber surfacing. The playground is one of the most heavily utilized in the city.								
Bike & Pedestrian Improvements	P&R	E	\$100,000					\$100,000
Change: None								
The City has been evaluating the bicycle and pedestrian needs of the community. This annual allocation provides funding to implement recommendations of the plan.								
Community Wayfinding Signage	P&B	E	\$50,000					\$50,000
Change: None								
Wayfinding uses local landmarks, signage, pathways and environmental elements to help orient residents and visitors to the City of Worthington. This phased program will allow for continued implementation of the recommendations from the wayfinding study.								
2020 Total - Projects			\$2,300,500	\$3,375,000	\$25,000	\$0	\$1,245,000	\$6,945,500

Proposed 2019-2023 Capital Improvement Program - Projects							
Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2021							
West & Industrial Districts Sewer Improvements	S&E	LM		\$500,000			\$500,000
Change: None							
Repair, rehabilitation and/or replacement of sanitary sewer infrastructure in the West and Industrial districts as identified in the West and Industrial Districts Study.							
Arterial Improvements (Huntley Road, South of Schrock to railroad tracks; Schrock Road, East Corp to railroad tracks)	S&E	EBS	\$300,000			\$300,000	\$600,000
Change: Increased from \$290,000 and incorporated License Tax funding							
Repair of curbs and gutters, storm inlets, and street base; mill and overlay of pavement; and restriping.							
Arterial Microsurfacing	S&E	EBS	\$175,000				\$175,000
Change: New							
As part of the City's maintenance of arterial roadways, this project performs microsurfacing on Olentangy River Road, from the south corporation limit to the north corporation limit.							
Building Improvement Program	S&E	EBS	\$200,000				\$200,000
Change: None							
Annual project consisting of improvements needed to maintain the City buildings in good condition. As an ongoing project, buildings are evaluated annually and repairs are prioritized based on available funding. The Community Center is not included due to its intense public use, larger scale and specialization of projects. A detailed listing of projects will be completed based on an assessment of the City's buildings. Larger building improvement needs are included as separate CIP projects.							
Fire Hydrant Replacement & Painting	S&E	EBS	\$25,000				\$25,000
Change: New, creation of a multi-year program							
Replacement of old/inoperable hydrants and maintenance of all hydrants. This is a multi-year need.							
Street & Sidewalk Improvement Program	S&E	EBS	\$875,000		\$25,000		\$900,000
Change: None							
This project consists of improvements to various streets throughout the City based on a prioritized analysis of the City's street system. Work typically includes curb & gutter repair, asphalt overlay, asphalt patching, and miscellaneous concrete repairs. The project includes the repair of sidewalks that do not meet standards for safety and condition. Repair costs for sidewalks adjacent to private property are paid by respective property owners. Overlay or sealing of parking lots is sometimes included based on need and budget. Street and sidewalk surveys, plan and specification preparation and project administration are proposed to be performed by the Department of Service & Engineering. MMVLT revenues in the amount of \$150,000 each year are transferred into the CIP Fund to help fund this project.							
Waterline Improvements	S&E	EBS		\$250,000			\$250,000
Change: Funding moved to bonds							
This funding amount is provided to make necessary repairs based on an assessment of the City's waterlines. It is a multi-year program. Locations will be identified in the assessment.							

Proposed 2019-2023 Capital Improvement Program - Projects

Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2021								
East Granville Road Park Playground Replacement	P&R	IBS	\$100,000					\$100,000
Change: Increased from 95,000								
Replacement of the playground at East Granville Road Park. The current playground was installed in 1993 and is in need of replacement. This has been identified as one of the priority projects by the Parks and Recreation Commission.								
Security System Improvements	S&E	IBS	\$50,000					\$50,000
Change: None								
Bi-annual allocation to implement recommendations from the 2013 Building Security Assessment. Items include key card access for City buildings and camera systems for buildings that do not currently have them.								
SR-161 Study Recommendations	S&E	IBS	\$225,000					\$225,000
Change: New								
Implementation of projects recommended by the study of SR-161 between Olentangy River Road and Sawmill Road. The amount is a placeholder until specific projects are authorized and the City's potential share can be determined.								
Bike & Pedestrian Improvements	P&R	E	\$100,000					\$100,000
Change: None								
The City has been evaluating the bicycle and pedestrian needs of the community. This annual allocation provides funding to implement recommendations of the plan.								
Community Wayfinding Signage	P&B	E	\$50,000					\$50,000
Change: None								
Wayfinding uses local landmarks, signage, pathways and environmental elements to help orient residents and visitors to the City of Worthington. This phased program will allow for continued implementation of the recommendations from the wayfinding study.								
2022 Total - Projects			\$2,100,000	\$750,000	\$25,000	\$300,000	\$0	\$3,175,000

Year: 2022								
Grit Pad Installation and Service Yard Improvements	S&E	LM	\$50,000					\$50,000
<i>Change: Moved from 2018 Building Improvement, delayed until 2022 and increased from \$10,000</i>								
This project brings our Service & Engineering facility into Ohio EPA compliance for Phase II NPDES MS4 communities. Currently, materials storage bins and some road salt storage is uncovered and non-compliant. Crews currently must drive the vacuum truck and street sweeper to Grove City to properly dispose of excavation spoil and street sweepings. This project saves staff time and mileage by locating the required grit pad dumping facility in house. Materials bins will be covered, the salt storage secured, current stormwater catch basins will be protected and we can assure both compliance as well an environmentally responsible stewardship of the facility.								

Proposed 2019-2023 Capital Improvement Program - Projects

Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2022								
Sanitary Sewer Repairs & Lining	S&E	LM	\$500,000					\$500,000
Change: None								
This project includes sewer lining work identified in the sanitary sewer evaluation studies.								
Arterial Improvements (High Street, South Corp. to South Street)	S&E	EBS	\$300,000					\$300,000
Change: Increased cost from \$254,000								
Repair of curbs and gutters, storm inlets, and street base; mill and overlay of pavement; and restriping. Note that High Street is not included in the County License Fee Program								
Building Improvement Program	S&E	EBS	\$200,000					\$200,000
Change: None								
Annual project consisting of improvements needed to maintain the City buildings in good condition. As an ongoing project, buildings are evaluated annually and repairs are prioritized based on available funding. The Community Center is not included due to its intense public use, larger scale and specialization of projects. A detailed listing of projects will be completed based on an assessment of the City's buildings. Larger building improvement needs are included as separate CIP projects.								
Community Center Carpet Replacement	P&R	EBS	\$135,000					\$135,000
Change: No Change								
The Community Center carpeting will be due for replacement at the end of its typical ten year cycle. This replaces all of the carpeting throughout the entire facility.								
Fire Hydrant Replacement & Painting	S&E	EBS	\$25,000					\$25,000
Change: New, creation of a multi-year program								
Replacement of old/inoperable hydrants and maintenance of all hydrants. This is a multi-year need.								
Street & Sidewalk Improvement Program	S&E	EBS	\$875,000		\$25,000			\$900,000
Change: None								
This project consists of improvements to various streets throughout the City based on a prioritized analysis of the City's street system. Work typically includes curb & gutter repair, asphalt overlay, asphalt patching, and miscellaneous concrete repairs. The project includes the repair of sidewalks that do not meet standards for safety and condition. Repair costs for sidewalks adjacent to private property are paid by respective property owners. Overlay or sealing of parking lots is sometimes included based on need and budget. Street and sidewalk surveys, plan and specification preparation and project administration are proposed to be performed by the Department of Service & Engineering. MMVLT revenues in the amount of \$150,000 each year are transferred into the CIP Fund to help fund this project.								
Traffic Signal Improvement Program	S&E	EBS	\$50,000					\$50,000
Change: None								
Bi-annual project for the replacement and updating of traffic signal equipment at various signalized intersections in the City. Improvements are prioritized by repair history, equipment obsolescence and service life.								

7.A. - Adoption of the 2019-2023 Capital Improvements Program

Proposed 2019-2023 Capital Improvement Program - Projects								
Project	Dept.	Category	Funding				Total	
			CIP Fund	Bonds	Assessment	License Tax		Other
Year: 2022								
Waterline Improvements	S&E	EBS		\$250,000			\$250,000	
Change: Funding moved to bonds								
This funding amount is provided to make necessary repairs based on an assessment of the City's waterlines. It is a multi-year program. Locations will be identified in the assessment.								
Selby Park Renovations Design	P&R	IBS	\$60,000				\$60,000	
Change: New								
One of the priority projects of the Parks Master Plan is to assess the west end of Selby Park including the aging shelter building and the oddly configured parking and "point" of the park. This design work would look at the best future layout for the west end of the park and assess whether to renovate or replace the existing shelter.								
Shaker Square Park Playground Replacement	P&R	IBS	\$95,000				\$95,000	
Change: None								
Replacement of the playground at Shaker Square Park. The current playground was installed in the early 90's and is in need of replacement. This has been identified as one of the priority projects by the Parks and Recreation Commission.								
Street Sign Upgrades	S&E	IBS	\$12,500				\$12,500	
Change: New								
Upgrade street signs incrementally to incorporate a new color scheme and bring lettering into compliance with reflectivity								
Bike & Pedestrian Improvements	P&R	E	\$250,000				\$250,000	
Change: Increased from 100,000 based on request from Bike & Pedestrian Advisory Board								
The City has been evaluating the bicycle and pedestrian needs of the community. This annual allocation provides funding to implement recommendations of the plan. The allocation was increased to provide funding for recommendations from the Bike and Pedestrian Master Plan.								
Community Wayfinding Signage	P&B	E	\$50,000				\$50,000	
Change: None								
Wayfinding uses local landmarks, signage, pathways and environmental elements to help orient residents and visitors to the City of Worthington. This phased program will allow for continued implementation of the recommendations from the wayfinding study.								
2022 Total - Projects			\$2,602,500	\$250,000	\$25,000	\$0	\$0	\$2,877,500
Year: 2023								
Building Improvement Program	S&E	EBS	\$200,000				\$200,000	
Change: Continuation of annual program								
Annual project consisting of improvements needed to maintain the City buildings in good condition. As an ongoing project, buildings are evaluated annually and repairs are prioritized based on available funding. The Community Center is not included due to its intense public use, larger scale and specialization of projects. A detailed listing of projects will be completed based on an assessment of the City's buildings. Larger building improvement needs are included as separate CIP projects.								

Proposed 2019-2023 Capital Improvement Program - Projects							
Project	Dept.	Category	Funding				Total
			CIP Fund	Bonds	Assessment	License Tax	
Year: 2023							
Fire Hydrant Replacement & Painting	S&E	EBS	\$25,000				\$25,000
Change: New, creation of a multi-year program							
Replacement of old/inoperable hydrants and maintenance of all hydrants. This is a multi-year need.							
Street & Sidewalk Improvement Program	S&E	EBS	\$875,000		\$25,000		\$900,000
Change: Continuation of annual program							
This project consists of improvements to various streets throughout the City based on a prioritized analysis of the City's street system. Work typically includes curb & gutter repair, asphalt overlay, asphalt patching, and miscellaneous concrete repairs. The project includes the repair of sidewalks that do not meet standards for safety and condition. Repair costs for sidewalks adjacent to private property are paid by respective property owners. Overlay or sealing of parking lots is sometimes included based on need and budget. Street and sidewalk surveys, plan and specification preparation and project administration are proposed to be performed by the Department of Service & Engineering. MMVLT revenues in the amount of \$150,000 each year are transferred into the CIP Fund to help fund this project.							
Waterline Improvements	S&E	EBS		\$250,000			\$250,000
Change: None							
This funding amount is provided to make necessary repairs based on an assessment of the City's waterlines. It is a multi-year program. Locations will be identified in the assessment.							
Linworth Park and Wilson Hill Park Playground Replacements	P&R	IBS	\$250,000				\$250,000
Change: New							
Replacement of the playgrounds in Linworth Park and Wilson Hill Park. These playgrounds were built in the late 1990's and have reached the end of their useful life.							
Security System Improvements	S&E	IBS	\$50,000				\$50,000
Change: Continuation of bi-annual program							
Bi-annual allocation to implement recommendations from the 2013 Building Security Assessment. Items include key card access for City buildings and camera systems for buildings that do not currently have them.							
SR-161 Study Recommendations	S&E	IBS	\$450,000				\$450,000
Change: New							
Implementation of projects recommended by the study of SR-161 between Olentangy River Road and Sawmill Road. The amount is a placeholder until specific projects are authorized and the City's potential share can be determined.							
Bike & Pedestrian Improvements	P&R	E	\$250,000				\$250,000
Change: Increased from 100,000 based on request from Bike & Pedestrian Advisory Board							
The City has been evaluating the bicycle and pedestrian needs of the community. This annual allocation provides funding to implement recommendations of the plan. The allocation was increased to provide funding for recommendations from the Bike and Pedestrian Master Plan.							

7.A. - Adoption of the 2019-2023 Capital Improvements Program

Proposed 2019-2023 Capital Improvement Program - Projects								
Project	Dept.	Category	Funding					Total
			CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2023								
Community Wayfinding Signage	P&B	E	\$50,000					\$50,000
Change: Continuation of annual program								
Wayfinding uses local landmarks, signage, pathways and environmental elements to help orient residents and visitors to the City of Worthington. This phased program will allow for continued implementation of the recommendations from the wayfinding study.								
2023 Total - Projects			\$2,150,000	\$250,000	\$25,000	\$0	\$0	\$2,425,000
TOTAL CIP PROJECTS			\$11,839,000	\$9,385,000	\$125,000	\$300,000	\$13,600,000	\$35,249,000

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding				Total
		CIP Fund	Bonds	Assessment	License Tax	
Year: 2019						
Computer Replacement Program	A/IT	\$85,000				\$85,000
Change: None						
This is an annual program that provides for replacement of computers throughout the City. The oldest or most problematic computers are replaced each year. Most of the computers are on a four-year replacement schedule, although certain intensive use computers are replaced more frequently.						
Radios	A/IT				\$ 600,000	\$600,000
Change: Increased from \$100,000 annually to \$600,000 in one year and moved to lease financing						
The City's radios, which are used in police, fire, service and parks maintenance, are nearing the end of their supported life. Beginning in 2018, parts are no longer be manufactured for certain radio models in use by the City. This project provides funding to replace radios.						
Server and Network	A/IT	\$55,000				\$55,000
Change: New						
Many critical public safety and administrative systems run on infrastructure housed in the data center in the Police Division. Upgrades were completed to this infrastructure in 2017 and 2018. This is an annual program to provide for growth and programmatic renewal.						
CAD Display Monitors	FD	\$12,000				\$12,000
Change: Increased from \$7,500						
Install six video display monitors in areas of the Fire Station to display emergency call information and data.						
Copier/Printer/Fax/Scanner	FD	\$16,000				\$16,000
Change: None						
Replace the aging Minolta copier/printer/fax/scanner for the division. Maintenance and repairs continue to increase and efficiency with the current unit is decreasing.						
Fire Hose	FD	\$10,000				\$10,000
Change: Reduced from \$13,000						
Replacement fire hose program. The Fire Division hoses used for fire suppression are reaching the end of their life-cycle and exceed recommendations for replacement. The accepted recommendation is to replace fire hose after 10 years of use. Much of our fire hose exceeds the 10 year recommendation and some of it is over 18 years old.						
Fire Initial Issue	FD	\$18,000				\$18,000
Change: None						
We anticipate the need to hire three replacement firefighters each year due to retirements or separations. This item will fund personal protective equipment and uniforms for three replacement firefighters.						

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2019							
Firefighter Protective Equipment	FD	\$44,000					\$44,000
Change: Reduced from \$49,000							
Structural firefighting personal protective equipment, Protective equipment and gear for Collapse/Rescue team members, other personnel protective equipment and water rescue gear.							
Medic Vehicle (#0516/M102)	FD	\$327,000					\$327,000
Change: None							
This is the replacement of Medic M103/0516							
Self-Contained Breathing Apparatus	FD	\$50,000				\$250,000	\$300,000
Change: Moved from 2018							
Replacement of the breathing apparatus the firefighters use to protect themselves from smoke and other harmful chemicals. The SCBA equipment is over ten years old and at the end of its useful life. Staff plans to pursue a grant to fund this equipment.							
Small Equipment Replacement	FD	\$15,000					\$15,000
Change: None							
Replace various small equipment in the Fire Division.							
Community Center Fitness Equipment	P&R	\$60,000					\$60,000
Change: Carried over from 2018 - \$41,000 plus adding another \$19,000 for additional equipment needs.							
Description: Replacement of Community Center Fitness Equipment including Selectorized Machines, Olympic Benches, and Core Stretching Machines. Most of this was originally scheduled in 2018 and was deferred due to new Fitness Supervisor wanting time to assess.							
Griswold Copier	P&R	\$11,000					\$11,000
Change: None							
Replacement of the copy machine at the Griswold Center.							
Park Drinking Fountain Replacements	P&R	\$10,000					\$10,000
Change: Description change only							
As recommended in Parks Master Plan, many of our park drinking fountains need replaced. This funding replaces one drinking fountain annually over a three year period.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2019							
Polaris ATV #0283 Replace with Pick-Up Truck	P&R	\$25,000					\$25,000
Change: New							
In an effort to take on more responsibilities over the years we have increased our seasonal staffing levels. This has helped keep up with work without adding full-time staffing but it has put a strain on our vehicle availability. From April through October we are regularly short on vehicles to get staff to work sites. The Polaris ATV is used around the Highland Complex and at times a few other close sites but cannot be used for greater distances across town. This replaces the Polaris ATV that is up for replacement with a pickup that we will be able to use without limitations to most efficiently utilize our staff resources. The cost difference between a Polaris ATV and truck is about \$10,000.							
Small Equipment Replacement	P&R	\$15,000					\$15,000
Change: None							
Annual replacement of small equipment in the Parks & Recreation Department. Includes non-fleet equipment typically between \$500 and \$5,000.							
Turf Mowers	P&R	\$14,000					\$14,000
Change: Increased from \$12,000							
Replacement of two 72 inch Z Turn mowers. Most of the City's mowers are utilized at least 30 hours per week from mid-April until early October necessitating a regular replacement program. We replace two of four mowers each year for a two year replacement cycle. With higher trade-in values and low initial purchase cost from State Contract pricing, we find that the units have less out of service time and less maintenance costs if replaced on this frequency.							
Breath Testing Equipment	PD	\$12,000					\$12,000
Change: New							
Ohio Department of Health is discontinuing service of the BAC Machine Testing Devices. This is the approximated cost of new devices, and including ancillary equipment.							
In Car Video Equipment	PD	\$70,000					\$70,000
Change: Moved from 2020 due to vendor discontinuation notification							
Anticipate the need to replace the video equipment in the police cars.							
Mobile Data Terminals - Police	PD	\$21,500					\$21,500
Change: Increased from \$15,000							
When the police cruisers are replaced, the mobile data terminals (computers) in the vehicles are also replaced. These mobile data terminals are important as they provide connection to critical information for officers when they are in the field.							
Police Cruisers #0322 & 0324	PD	\$85,000					\$85,000
Change: None							
A portion of the police cruisers are replaced each year to ensure the reliability of these high use vehicles. Two cruisers are scheduled for replacement.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2019							
Police Initial Issue	PD	\$32,500					\$32,500
Change: None							
Anticipation of possibly five officers/staff retiring, this funding covers all initial issue costs for a new officer other than ballistic vest which are included in operating as part of the collective bargaining agreement.							
Police Vehicle Equipment	PD	\$25,000					\$25,000
New: Upfitting of new vehicle due to retention of SUV for SRO							
Radio equipment, radios, radar, lighting, and other equipment will be needed to upfit one new 2019 SUV							
Hand Tool Replacements for Garage	S&E	\$10,000					\$10,000
Change: New							
Upgrade hand tools and tool boxes for garage personnel							
Leaf Vacuum (#465)	S&E	\$75,000					\$75,000
Change: None							
Replacement of a 1989 leaf vacuum used heavily in leaf season							
Small Equipment Replacement	S&E	\$10,000					\$10,000
Change: None							
Funding for small equipment replacement as necessary. Typical equipment includes chain saws, weed wackers and other power tools.							
Zero Turn Mower (#4179)	S&E	\$9,500					\$9,500
Change: Reduced from \$12,000							
Replacement of a 2012 Hustler Z mower used for ground maintenance throughout the City							
2019 Total - Equipment		\$1,117,500	\$0	\$0	\$0	\$850,000	\$1,967,500

Year: 2020							
Computer Replacement Program	A/IT	\$85,000					\$85,000
<i>Change: None</i> This is an annual program that provides for replacement of computers throughout the City. The oldest or most problematic computers are replaced each year. Most of the computers are on a four-year replacement schedule, although certain intensive use computers are replaced more frequently.							
Server and Network	A/IT	\$55,000					\$55,000
<i>Change: New</i> Many critical public safety and administrative systems run on infrastructure housed in the data center in the Police Division. This is an annual program to provide for growth and programmatic renewal.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020							
Fire Hose	FD	\$10,000					\$10,000
Change: Reduced from \$13,000							
Replacement fire hose program. The Fire Division hoses used for fire suppression are reaching the end of their life-cycle and exceed recommendations for replacement. The accepted recommendation is to replace fire hose after 10 years of use. Much of our fire hose exceeds the 10 year recommendation and some of it is over 18 years old.							
Fire Initial Issue	FD	\$18,000					\$18,000
Change: None							
We anticipate the need to hire three replacement firefighters each year due to retirements or separations. This item will fund personal protective equipment and uniforms for three replacement firefighters.							
Firefighter Personal Protection Equipment	FD	\$48,000					\$48,000
Change: None							
Firefighter structural firefighting protective equipment							
Mobile Data Terminals for Fire Vehicles	FD	\$75,000					\$75,000
Change: None							
Replacement of the mobile data terminals (computers) in the Fire & EMS vehicles.							
SCBA Filling Station	FD	\$40,000					\$40,000
Change: Split across two years							
Replacement of the breathing air system air compressor and cascade bottles							
Small Equipment Replacement	FD	\$15,000					\$15,000
Change: None							
Replace various small equipment							
SUV (BN101/0523)	FD	\$60,000					\$60,000
Change: Substituted BN101 for C102							
Replacement of BN101/0523 Command Vehicle.							
Community Center Basketball Backboards/Equipment	P&R	\$30,000					\$30,000
Change: None							
Replacement of all eight electronically operated basketball backboards, operators, pullies, cables, and relays in the Community Center gymnasiums. This price includes installation.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020							
Community Center Digital Screen Replacement	P&R	\$10,000					\$10,000
Change: Delayed from 2019							
Existing screens are discontinued and no longer have software support. New technology would allow us to continue utilizing the screens for class/rental locations/times, promotion, patron information and updates.							
Community Center Domestic Hot Water Tank Replacement	P&R	\$21,000					\$21,000
Change: None							
Replacement of the domestic hot water tank at the Community Center. The current unit will be at the end of its useful life.							
Community Center Variable Speed Drives Replacement	P&R	\$16,500					\$16,500
Change: None							
Replacement of four VFD (variable speed drives) in the Community Center. These are all original to the building (2002) and have a life expectancy of 8-10 years. These drives control the amount of energy used by the motor and pumps for the pool and HVAC system.							
Park Drinking Fountain Replacements	P&R	\$10,000					\$10,000
Change: Description change only							
As recommended in Parks Master Plan, many of our park drinking fountains need replaced. This funding replaces one drinking fountain annually over a three year period.							
Small Equipment Replacement	P&R	\$15,000					\$15,000
Change: None							
Annual replacement of small equipment in the Parks & Recreation Department. Includes non-fleet equipment typically between \$500 and \$5,000.							
Transit Bus (#0210)	P&R	\$89,000					\$89,000
Change: Increased from \$87,000							
Replacement of a 2007 Ford E450 transit bus that is used to haul seniors and campers to activities and events.							
Turf Mowers	P&R	\$14,000					\$14,000
Change: Increased from \$12,000							
Replacement of two 72 inch Z Turn mowers. Most of the City's mowers are utilized at least 30 hours per week from mid-April until early October necessitating a regular replacement program. We replace two of four mowers each year for a two year replacement cycle. With higher trade-in values and low initial purchase cost from State Contract pricing, we find that the units have less out of service time and less maintenance costs if replaced on a more frequent basis.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020							
Mobile Data Terminals - Police	PD	\$22,500					\$22,500
Change: None							
When the police cruisers are replaced, the mobile data terminals (computers) in the vehicles are also replaced. These mobile data terminals are important as they provide connection to critical information for officers when they are in the field.							
Police Cruisers	PD	\$130,000					\$130,000
Change: None							
A portion of the police cruisers are replaced each year to ensure the reliability of these high use vehicles. Three cruisers are scheduled for replacement.							
Staff Car (#0333)	PD	\$25,000					\$25,000
Change: None							
2005 Ford Fusion. Replace with similar chassis with new safety lighting and radio equipment.							
Virtual Law Enforcement Training System (FATS)	PD	\$45,000					\$45,000
Change: Rounded from \$44,578							
Virtual Law Enforcement Training System that can train officers/citizen academy members in an active threat situation using risk-based scenarios with bluetooth sensors for realistic weapons and intermediate weapons systems response.							
4x4 Utility Vehicle (#0480)	S&E	\$12,000					\$12,000
Change: None							
Replacement of a 2004 RTV900W Utility Vehicle that will be 16 years old							
Air Compressor (#0478)	S&E	\$31,000					\$31,000
Change: Increased from \$28,000							
Replacement of a 1996 Atlas Copco towable air compressor. Price increase due to Tier IV emissions.							
Cargo Van (#0420)	S&E	\$30,000					\$30,000
Change: None							
Replacement of a 2004 Chevrolet Astro Van							
1 Ton Dump w/Plow & Spreader (#0433)	S&E	\$85,000					\$85,000
Change: None							
Replacement of a 2012 F550 utilized daily for Service maintenance work, leaf collection and snow removal.							
Hand Tool Replacements for Garage	S&E	\$10,000					\$10,000
Change: New							
Replacement of hand tools for Garage							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2020							
Hot Plastic Applicator (#0488) Change: None Replace 2007 Trantexx Street Striping machine.	S&E	\$20,000					\$20,000
Pressure Washer (#4202) Change: Increased from \$6,000 Replace 1997 Building Two Hotsy Pressure Washer. Experiencing high maintenance and problems with parts availability.	S&E	\$9,000					\$9,000
Scan Tools for Garage Change: New Replace/Upgrade Garage Tools (engine/body scanner, ABS scanner/programmer)	S&E	\$15,000					\$15,000
Small Equipment Replacement Change: None Funding for small equipment replacement in the Service & Engineering Department as necessary. Typical equipment includes chain saws, weed wackers and other power tools.	S&E	\$10,000					\$10,000
Wood Chipper (#0464) Change: Increased from \$43,000 Replacement of a 2006 Carlton Wood chipper. Used regularly by Parks and Service departments. Increase due to compliance with Tier IV emissions	S&E	\$65,000					\$65,000
2020 Total - Equipment		\$1,121,000	\$0	\$0	\$0	\$0	\$1,121,000

Year: 2021							
Computer Replacement Program <i>Change: None</i> This is an annual program that provides for replacement of computers throughout the City. The oldest or most problematic computers are replaced each year. Most of the computers are on a four-year replacement schedule, although certain intensive use computers are replaced more frequently.	A/IT	\$85,000					\$85,000
Municipal Building Furniture <i>Change: None</i> This item replaces the three tables and the four chairs in the audience area of the City Council Chambers, plus it replaces the audience chairs with chairs that can be stacked, making the room more functional for various types of meetings.	A/IT	\$20,000					\$20,000

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2021							
Payroll & Accounting Software	A/IT	\$200,000					\$200,000
Change: New							
The Finance Department's accounting and payroll software was last updated in 2009. The current software supplied by CMI is run on jBASE which will no longer be supported effective December 2022. Additionally, CMI is moving to an updated product and will soon stop supporting the current version of Client Server.							
Server and Network	A/IT	\$155,000					\$155,000
Change: New							
Many critical public safety and administrative systems run on infrastructure housed in the data center in the Police Division. This is an annual program to provide for growth and programmatic renewal. This year funds replacement of servers on a four year schedule.							
Timekeeping Hardware/Software	A/IT	\$15,000					\$15,000
Change: None							
Continuing implementation of new timekeeping software.							
Fire Initial Issue	FD	\$18,000					\$18,000
Change: None							
We anticipate the need to hire three replacement firefighters each year due to retirements or separations. This item will fund personal protective equipment and uniforms for three replacement firefighters.							
Firefighter Protective Equipment	FD	\$45,000					\$45,000
Change: None							
Firefighter Personal Protective Equipment/Structural firefighting gear							
Medic Vehicle (M101/#0513)	FD	\$330,000					\$330,000
Change: None							
Replacement of a 2013 F550 Medic and Body (M101/#0513) with a Stryker Lift cot							
Physical Fitness Equipment	FD	\$10,300					\$10,300
Change: Delayed from 2019							
Replace Elliptical machine and second treadmill							
SCBA Filling Station	FD	\$40,000					\$40,000
Change: Split across two years							
Replacement of the breathing air system air compressor and cascade bottles							
Small Equipment Replacement	FD	\$15,000					\$15,000
Change: None							
Replace various small equipment in the Fire Division.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2021							
SUV (C102/0522)	FD	\$60,000					\$60,000
Change: Delayed from 2019 to allow for replacement of BN101 vehicle							
Replace Assistant Chief vehicle with Tahoe. Lighting, graphics, radios included.							
Community Center Fitness Equipment	P&R	\$130,000					\$130,000
Change: Increased amount from \$100,000. Deleted \$100,000 from 2023 and increased 2021 and 2022.							
Replacement of select fitness equipment on the fitness floor at the Community Center. All of the equipment is typically replaced every five years.							
Park Drinking Fountain Replacements	P&R	\$10,000					\$10,000
Change: New, extended one year (originally 2018-2020) since funds were only covering one fountain instead of two annually.							
As recommended in Parks Master Plan, many of our park drinking fountains need replaced. This funding replaces one drinking fountain annually over a three year period.							
Pool Filter Sand	P&R	\$25,700					\$25,700
Change: Increased from \$23,700 and delayed from 2020							
Removal of the sand and gravel in the leisure, fitness and spa filters; repair of any broken or cracked laterals; and then refill with gravel and sand. The media in these filters typically has about a ten year life expectancy before needing replacement.							
Small Equipment Replacement	P&R	\$15,000					\$15,000
Change: None							
Annual replacement of small equipment in the Parks & Recreation Department. Includes non-fleet equipment typically between \$500 and \$5,000.							
Turf Mowers	P&R	\$14,000					\$14,000
Change: Increased from \$12,000							
Replacement of two 72 inch Z Turn mowers. Most of the City's mowers are utilized at least 30 hours per week from mid-April until early October necessitating a regular replacement program. We replace two of four mowers each year for a two year replacement cycle. With higher trade-in values and low initial purchase cost from State Contract pricing, we find that the units have less out of service time and less maintenance costs if replaced on a more frequent basis.							
Mobile Data Terminals - Police	PD	\$23,000					\$23,000
Change: None							
When the police cruisers are replaced, the mobile data terminals (computers) in the vehicles are also replaced. These mobile data terminals are important as they provide connection to critical information for officers when they are in the field.							
Police Cruisers	PD	\$132,000					\$132,000
Change: None							
A portion of the police cruisers are replaced each year to ensure the reliability of these high use vehicles. Three cruisers are scheduled for replacement.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2021							
Hand Tools for Garage <i>Change: New</i> Replacement of Garage Hand Tools	S&E	\$10,000					\$10,000
3/4 Ton Pickup (#4034) <i>Change: None</i> Replacement of a 2011 Chevrolet 1500 pickup truck. This unit is used daily for the Service Department.	S&E	\$40,000					\$40,000
3/4 Ton Pickup (#4035) <i>Change: None</i> Replacement of a 2011 Chevrolet 1500 pickup truck. This unit is used daily for the Service Department.	S&E	\$40,000					\$40,000
Small Equipment Replacement <i>Change: None</i> Funding for small equipment replacement as necessary. Typical equipment includes chain saws, weed wackers and other power tools.	S&E	\$10,000					\$10,000
2021 Total - Equipment		\$1,443,000	\$0	\$0	\$0	\$0	\$1,443,000

Year: 2022							
Computer Replacement Program <i>Change: None</i> This is an annual program that provides for replacement of computers throughout the City. The oldest or most problematic computers are replaced each year. Most of the computers are on a four-year replacement schedule, although certain intensive use computers are replaced more frequently.	A/IT	\$85,000					\$85,000
Server and Network <i>Change: New</i> Many critical public safety and administrative systems run on infrastructure housed in the data center in the Police Division. This is an annual program to provide for growth and programmatic renewal.	A/IT	\$15,000					\$15,000
ATV Type Unit with Trailer <i>Change: Increased from \$25,000</i> Replacement for golf cart with cot. The upgrade to an ATV-type unit will enable transport over roadways to reach partner agencies events.	FD	\$35,000					\$35,000

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2022							
Cardiac Monitor/Defibrillators	FD	\$90,000					\$90,000
Change: None							
Replace three cardiac monitor/defibrillator units that will be 11 years old at this time. Life expectancy and usage for FDA approved patient care devices such as these is 10 years. It is anticipated with the change of ownership of Physio-Control that by 2022 (if not sooner) the current equipment we have and use daily on the Medic units will be obsolete.							
Fire Hose	FD	\$6,000					\$6,000
Change: Shifted from 2019 and 2020							
Replacement fire hose program. The Fire Division hoses used for fire suppression are reaching the end of their life-cycle and exceed recommendations for replacement. The accepted recommendation is to replace fire hose after ten years of use. Much of our fire hose exceeds the ten year recommendation and some of it is over 18 years old.							
Fire Initial Issue	FD	\$18,000					\$18,000
Change: None							
We anticipate the need to hire three replacement firefighters each year due to retirements or separations. This item will fund personal protective equipment and uniforms for three replacement firefighters.							
Firefighter Protective Equipment	FD	\$38,000					\$38,000
Change: None							
Structural firefighting personal protection/gear							
Small Equipment Replacement	FD	\$10,000					\$10,000
Change: None							
Replace various small equipment in the Fire Division.							
SUV (#0521/ C101)	FD	\$60,000					\$60,000
Change: Delayed from 2021							
Replacement of Chief 101 2008 Chevrolet Tahoe and Up-Fit.							
Vehicle Extrication Hydraulic Tools	FD	\$60,000					\$60,000
Change: None							
Replace hydraulic vehicle extrication tools that have exceeded life cycle							
Water Rescue Boats	FD	\$35,000					\$35,000
Change: Increased from \$25,000							
Replace existing boat and potentially add a second type. The Fire Division has identified several types of bodies of water that require different types of boats to effect a water rescue. Updated pricing to include a double trailer to bring both boats to a scene at the same time.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2022							
Community Center Fitness Equipment	P&R	\$140,000					\$140,000
Change: Increased amount from \$100,000 to \$140,000. Deleted \$100,000 from 2023 and increased 2021 and 2022.							
Replacement of select fitness equipment on the fitness floor at the Community Center. All of the equipment is typically replaced every five years.							
Griswold Center Fitness Equipment Replacement	P&R	\$20,000					\$20,000
Change: None							
Replacement of the equipment in the Griswold Center fitness room. The equipment is replaced on a five year cycle and the last replacement occurred in 2017.							
Parks Wide Area Mower (#0261)	P&R	\$75,000					\$75,000
Change: Increased from \$67,000							
Replace 2012 Wide Area Mower which will be at the end of its useful life. It is used to mow parks and fields throughout the city.							
Small Equipment Replacement	P&R	\$15,000					\$15,000
Change: None							
Annual replacement of small equipment in the Parks & Recreation Department. Includes non-fleet equipment typically between \$500 and \$5,000.							
Turf Mowers	P&R	\$14,000					\$14,000
Change: Increased from \$12,000							
Replacement of two 72 inch Z Turn mowers. Most of the City's mowers are utilized at least 30 hours per week from mid-April until early October necessitating a regular replacement program. We replace two of four mowers each year for a two year replacement cycle. With higher trade-in values and low initial purchase cost from State Contract pricing, we find that the units have less out of service time and less maintenance costs if replaced on a more frequent basis.							
Mobile Data Terminals - Police	PD	\$23,500					\$23,500
Change: Increased from \$16,000							
When the police cruisers are replaced, the mobile data terminals (computers) in the vehicles are also replaced. These mobile data terminals are important as they provide connection to critical information for officers when they are in the field.							
Police Cruisers	PD	\$134,000					\$134,000
Change: Increased from \$87,000							
A portion of the police cruisers are replaced each year to ensure the reliability of these high use vehicles. Three cruisers are scheduled for replacement.							
Police Sedan (#0330)	PD	\$30,000					\$30,000
Change: None							
Replace 2012 Ford Fusion and Emergency Lighting							
Police Sedan (#0332)	PD	\$30,000					\$30,000
Change: None							
Replace 2012 Ford Fusion and Emergency Lighting							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2022							
Backhoe (#0458)	S&E	\$90,000					\$90,000
Change: Delayed from 2021							
Replacement of a 1999 John Deere 310 Backhoe. Utilized for street digs and construction work.							
Fleet Service Vehicle (#0431)	S&E	\$42,000					\$42,000
Change: None							
Replace Service Van with Pickup Chassis and utility body.							
Hand Tools for Garage	S&E	\$5,000					\$5,000
Change: New							
Replacement hand tools for garage							
Leaf Vacuum (#0469)	S&E	\$60,000					\$60,000
Change: Decreased from \$75,000 and delayed from 2021							
Replacement of a 2008 Dinkmar Mule This unit is used very heavily during leaf season.							
3/4 Ton Pickup (#4442)	S&E	\$40,000					\$40,000
Change: Delayed from 2021							
Replacement of a 2011 Chevrolet 1500 pickup truck. This unit is used daily for the Service Department.							
Small Equipment Replacement	S&E	\$10,000					\$10,000
Change: None							
Funding for small equipment replacement as necessary. Typical equipment includes chain saws, weed wackers and other power tools.							
2022 Total - Equipment		\$1,180,500	\$0	\$0	\$0	\$0	\$1,180,500

Year: 2023							
Computer Replacement Program	A/IT	\$85,000					\$85,000
<i>Change: Continuation of annual program</i>							
This is an annual program that provides for replacement of computers throughout the City. The oldest or most problematic computers are replaced each year. Most of the computers are on a four-year replacement schedule, although certain intensive use computers are replaced more frequently.							
Server and Network	A/IT	\$55,000					\$55,000
<i>Change: New</i>							
Many critical public safety and administrative systems run on infrastructure housed in the data center in the police department. This is an annual program to provide for growth and programmatic renewal.							

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2023							
Engine Rescue (E102/0512) Change: New Replacement of 2006 Spartan Gladiator Engine Rescue	FD	\$700,000					\$700,000
Firefighter Protective Equipment Change: Continuation of annual program Structural firefighting personal protection/gear	FD	\$45,000					\$45,000
Small Equipment Replacement Change: Continuation of annual program Replace various small equipment in the Fire Division.	FD	\$10,000					\$10,000
SUV (BN101/0523) Replacement Change: New Replace Fire Division Command Vehicle	FD	\$60,000					\$60,000
Parks Truck (#0248) Change: New Replacement of 2011 Parks Truck F250	P&R	\$40,000					\$40,000
Sedan #0232 Change: New Replacement of Director's Vehicle	P&R	\$28,000					\$28,000
Small Equipment Replacement Change: None Annual replacement of small equipment in the Parks & Recreation Department. Includes non-fleet equipment typically between \$500 and \$5,000.	P&R	\$15,000					\$15,000
Trailer #0261T Change: New Replacement of 2012 Parks 6 Ton Trailer	P&R	\$9,000					\$9,000
Turf Mowers Change: Increased from \$12,000 Replacement of two 72 inch Z Turn mowers. Most of the City's mowers are utilized at least 30 hours per week from mid-April until early October necessitating a regular replacement program. We replace two of four mowers each year for a two year replacement cycle. With higher trade-in values and low initial purchase cost from State Contract pricing, we find that the units have less out of service time and less maintenance costs if replaced on a more frequent basis.	P&R	\$14,000					\$14,000

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
Year: 2023							
UTV #0208 Change: New Replacement of 2008 RTV900. Used daily in Parks operations	P&R	\$15,000					\$15,000
Zoning Vehicle Change: New Replace #0116 Colorado	P&B	\$28,000					\$28,000
Mobile Data Terminals - Police Change: Continuation of annual program When the police cruisers are replaced, the mobile data terminals (computers) in the vehicles are also replaced. These mobile data terminals are important as they provide connection to critical information for officers when they are in the field.	PD	\$24,000					\$24,000
Police Cruisers Change: Continuation of annual program A portion of the police cruisers are replaced each year to ensure the reliability of these high use vehicles. Three cruisers are scheduled for replacement.	PD	\$136,000					\$136,000
Sedan (#0331) Change: New Replacement of 2013 Taurus with Fusion and equipment	PD	\$30,000					\$30,000
Sedan (#0334) Change: New Replacement of 2013 Taurus with Fusion and equipment	PD	\$30,000					\$30,000
Pickup with Plow (#0249) Change: New Replacement of 2013 3/4 T Pickup 4x4 with Plow	S&E	\$42,000					\$42,000
Service Dept. Sedan (#0418) Change: Delayed from 2022 Replace 2012 Ford Fusion with Sedan.	S&E	\$28,000					\$28,000
Small Equipment Replacement Change: Continuation of annual program Funding for small equipment replacement as necessary. Typical equipment includes chain saws, weed wackers and other power tools.	S&E	\$10,000					\$10,000

2023 Total - Equipment

\$1,404,000

\$0

\$0

\$0

\$0

\$1,404,000

Proposed 2019-2023 Capital Improvement Program - Equipment

Equipment	Dept.	Funding					Total
		CIP Fund	Bonds	Assessment	License Tax	Other	
TOTAL CIP EQUIPMENT		\$6,266,000	\$0	\$0	\$0	\$850,000	\$7,116,000

CIP Fund Cash Flow

	Revenue	2019	2020	2021	2022	2023
	Income Tax	\$5,200,000	\$5,408,000	\$5,516,160	\$5,626,483	\$5,739,013
	MMVLT	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	License Tax Reimbursement	\$0	\$0	\$300,000	\$0	\$0
	Grant Funds	\$250,000	\$0	\$0	\$0	\$0
	Debt Proceeds	\$3,660,000	\$5,040,864	\$0	\$0	\$0
	Other Revenue	\$333,500	\$55,000	\$55,000	\$55,000	\$0
	TOTAL REVENUE	\$9,593,500	\$10,653,864	\$6,021,160	\$5,831,483	\$5,889,013

Cat.	Dept.	Projects	2019	2020	2021	2022	2023
LM	S&E	Grit Pad Installation & Service Yard Improvements				\$50,000	
LM	S&E	Kenyonbrook Trunk Sewer Improvement	\$2,100,000				
LM	S&E	North Districts Sanitary Sewer Improvements		\$1,000,000			
LM	S&E	Sanitary Sewer Repairs & Lining		\$250,000		\$500,000	
LM	S&E	Oxford Court/Southwest Addition Sanitary Improvement	\$50,000	\$300,000			
LM	S&E	West & Industrial Districts Sewer Improvements			\$500,000		
LM	S&E	West & Industrial Districts Study		\$200,000			
EBS	S&E	Arterial Improvements: High, South Corp - South St.				\$300,000	
EBS	S&E	Arterial Improvements: Huntley, Schrock-RR; Schrock			\$600,000		
EBS	S&E	Arterial Improvements: Wilson Bridge, Huntley - High	\$540,000				
EBS	S&E	Arterial Microsurfacing	\$175,000	\$175,000	\$175,000		
EBS	S&E	Building Improvement Program	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
EBS	S&E	CBD Paver Renovation	TIF	TIF			
EBS	P&R	Community Center Carpet Replacement				\$135,000	
EBS	P&R	Community Center Fitness Floor Painting		\$14,500			
EBS	S&E	Community Center Leisure Pool Resurfacing	\$50,000				
EBS	P&R	Community Center Locker Room Painting		\$9,500			
EBS	P&R	Community Center North Locker Room Improvements		\$26,500			
EBS	S&E	Community Center Parking Lot Reconstruction	\$175,000				
EBS	P&R	Community Center South End Door Replacement		\$70,000			
EBS	S&E	Community Center Window Replacement		\$30,000			
EBS	S&E	Fire Hydrant Replacement & Painting	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
EBS	FD	Fire Station Alerting System	\$75,000				
EBS	S&E	Fleet Garage Floor Sealing	\$16,000				
EBS	S&E	Municipal Building Window & Door Replacements	\$160,000				
EBS	S&E	Olentangy River Road Guardrail	\$25,000				
EBS	S&E	Perry Park Restroom Roof and Building Improvements	\$14,000				
EBS	S&E	Rush Run Analysis	\$25,000				
EBS	S&E	Rush Run - South St/McCoy Slope Repair & Rehab	\$31,000				
EBS	S&E	Rush Run Stream Restoration Phase 1	\$510,000				
EBS	S&E	Rush Run Stream Restoration Analysis Improvements		\$250,000			
EBS	S&E	Service & Engineering Building Roof	\$50,000				
EBS	S&E	Street & Sidewalk Improvement Program	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
EBS	S&E	Traffic Signals & Lighting	\$50,000				
EBS	S&E	Traffic Signal Improvement Program		\$50,000		\$50,000	
EBS	P&R	Village Green NE Brick Paver Replacement	TIF				
EBS	S&E	Waterline Improvements		\$250,000	\$250,000	\$250,000	\$250,000
IBS	S&E	City Buildings Energy Conservation Improvements		\$1,175,000			
IBS	P&R	East Granville Road Park Playground Replacement			\$100,000		
IBS	P&R	Linworth Park & Wilson Hill Park Playgrounds					\$250,000
IBS	P&R	McCord Park Renovations	\$450,000	\$400,000			
IBS	S&E	Northeast Gateway Project	\$1,700,000				
IBS	S&E	Security System Improvements			\$50,000		\$50,000
IBS	P&R	Selby Park Playground Replacement		\$225,000			
IBS	P&R	Selby Park Renovations Design				\$60,000	
IBS	P&R	Shaker Square Playground Replacement				\$95,000	
IBS	S&E	SR-161 Study Recommendations			\$225,000		\$450,000
IBS	S&E	Street Sign Upgrades				\$12,500	

7.A. - Adoption of the 2019-2023 Capital Improvements Program

Cat.	Dept.	Projects	2019	2020	2021	2022	2023
E	P&R	Bike & Pedestrian Improvements	\$100,000	\$100,000	\$100,000	\$250,000	\$250,000
E	P&B	Community Wayfinding Signage	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
TOTAL PROJECTS			\$7,473,019	\$5,702,520	\$3,177,021	\$2,879,522	\$2,427,023

	Equipment	2019	2020	2021	2022	2023
	<u>ADMINISTRATION/IT</u>					
	Computer Replacement Program	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
	Municipal Building Furniture Replacement			\$20,000		
	Payroll & Accounting Software			\$200,000		
	Radios	\$600,000				
	Server & Network	\$55,000	\$55,000	\$155,000	\$15,000	\$55,000
	Timekeeping Software/Hardware			\$15,000		
	<u>FIRE</u>					
	ATV Type Unit with Trailer (replace golf cart)				\$35,000	
	CAD Display Monitors	\$12,000				
	Cardiac Monitor/Defibrillators				\$90,000	
	Copier/Printer/Fax/Scanner	\$16,000				
	Engine Rescue (E102/0512)					\$700,000
	Fire Hose	\$10,000	\$10,000		\$6,000	
	Fire Initial Issue	\$18,000	\$18,000	\$18,000	\$18,000	
	Firefighter Protective Equipment	\$44,000	\$48,000	\$45,000	\$38,000	\$45,000
	Medic Vehicle (#0513/M102)			\$330,000		
	Medic Vehicle (#0516/M103)	\$327,000				
	Mobile Data Terminals for Fire Vehicles		\$75,000			
	Physical Fitness Equipment			\$10,300		
	SCBA Filling Station		\$40,000	\$40,000		
	Self Contained Breathing Apparatus	\$300,000				
	Small Equipment Replacement	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000
	SUV (BN101/0523)		\$60,000			\$60,000
	SUV (C101/0521)				\$60,000	
	SUV (C102/0522)			\$60,000		
	Vehicle Extrication Hydraulic Tools				\$60,000	
	Water Rescue Boats				\$35,000	
	<u>PARKS & RECREATION</u>					
	Community Center Basketball Backboards/Equipment		\$30,000			
	Community Center Digital Screens		\$10,000			
	Community Center Domestic Hot Water Tank		\$21,000			
	Community Center Fitness Equipment	\$60,000		\$130,000	\$140,000	
	Community Center Variable Speed Drives Replacement		\$16,500			
	Griswold Copier	\$11,000				
	Griswold Fitness Equipment				\$20,000	
	Park Drinking Fountains	\$10,000	\$10,000	\$10,000		
	Parks Truck (#0248)					\$40,000
	Parks Wide Area Mower (#0261)				\$75,000	
	Polaris ATV #0283 Replacement with Pickup Truck	\$25,000				
	Pool Filter Sand			\$25,700		
	Sedan #0232					\$28,000
	Small Equipment Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Transit Bus (30210)		\$89,000			
	Trailer #0261T					\$9,000
	Turf Mowers (2)	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
	UTV #0208					\$15,000
	<u>PLANNING & BUILDING</u>					
	Staff Vehicle (Zoning)					\$28,000
	<u>POLICE</u>					
	Breath Testing Equipment	\$12,000				
	In Car Video Equipment	\$70,000				
	Mobile Data Terminals - Police	\$21,500	\$22,500	\$23,000	\$23,500	\$24,000

7.A. - Adoption of the 2019-2023 Capital Improvements Program

Equipment	2019	2020	2021	2022	2023
Police Cruiser Replacement	\$85,000	\$130,000	\$132,000	\$134,000	\$136,000
Police Initial Issue Equipment	\$32,500				
Police Sedan (#0330)				\$30,000	
Police Sedan (#0332)				\$30,000	
Police Sedan (#0331)					\$30,000
Police Sedan (#0334)					\$30,000
Police Vehicle Equipment	\$25,000				
Staff Vehicle (#0333)		\$25,000			
Virtual Law Enforcement Training System (FATS)		\$45,000			
SERVICE & ENGINEERING					
4x4 Utility Vehicle (#0480)		\$12,000			
Air Compressor (#0478)		\$31,000			
Backhoe (#0458)				\$90,000	
Cargo Van (#0420)		\$30,000			
1 Ton Dump w/ plow & spreader (#0433)		\$85,000			
Fleet Service Vehicle (#0431)				\$42,000	
Hand Tool Replacements for Garage	\$10,000	\$10,000	\$10,000	\$5,000	
Hot Plastic Applicator		\$20,000			
Leaf Vacuum (#0465)	\$75,000				
Leaf Vacuum (#0468)				\$60,000	
3/4 Ton Pickup Truck (#434)			\$40,000		
3/4 Ton Pickup Truck (#435)			\$40,000		
3/4 Ton Pickup Truck (#442)				\$40,000	
Pickup with Plow(#0249)					\$42,000
Pressure Washer		\$9,000			
Scan Tools for Garage		\$15,000			
Service Dept. Sedan (#0418)					\$28,000
Small Equipment Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Wood Chipper (#0464)		\$65,000			
Zero Turn Mower (#4179)	\$9,500				
TOTAL EQUIPMENT	\$1,967,500	\$1,121,000	\$1,443,000	\$1,180,500	\$1,404,000

TOTAL PROJECTS	\$7,473,019	\$5,702,520	\$3,177,021	\$2,879,522	\$2,427,023
TOTAL EQUIPMENT	\$1,967,500	\$1,121,000	\$1,443,000	\$1,180,500	\$1,404,000
Debt Service Transfers	\$1,265,163	\$1,453,430	\$1,484,062	\$1,237,938	\$1,242,414
OPWC Loan Payments	\$28,300	\$28,300	\$28,300	\$28,300	\$28,300
Lease Payments	\$86,000	\$222,777	\$222,777	\$222,777	\$222,777
CIP Administration	\$482,000	\$503,000	\$513,343	\$523,866	\$534,574
TOTAL CIP EXPENDITURES	\$11,301,982	\$9,031,027	\$6,868,503	\$6,072,903	\$5,859,088
REVENUE MINUS EXPENDITURES	-\$1,708,482	\$1,622,837	-\$847,343	-\$241,420	\$29,925
BALANCE	\$3,391,665	\$5,014,502	\$4,167,159	\$3,925,739	\$3,955,664

Without Debt Proceeds & Bonded Expenditures					
REVENUE	\$5,933,500	\$5,613,000	\$6,021,160	\$5,831,483	\$5,889,013
TOTAL PROJECTS	\$2,713,019	\$2,327,520	\$2,427,021	\$2,629,522	\$2,177,023
TOTAL EQUIPMENT	\$1,367,500	\$1,121,000	\$1,443,000	\$1,180,500	\$1,404,000
Debt Service Transfers	\$1,265,163	\$1,453,430	\$1,484,062	\$1,237,938	\$1,242,414
OPWC Loan Payments	\$28,300	\$28,300	\$28,300	\$28,300	\$28,300
Lease Payments	\$86,000	\$222,777	\$222,777	\$222,777	\$222,777
CIP Administration	\$482,000	\$503,000	\$513,343	\$523,866	\$534,574
EXPENDITURES WITHOUT BONDED EXPENSES	\$5,941,982	\$5,656,027	\$6,118,503	\$5,822,903	\$5,609,088
REVENUE MINUS EXPENDITURES	-\$8,482	-\$43,027	-\$97,343	\$8,580	\$279,925
BALANCE WITHOUT BONDS	\$5,091,665	\$5,048,638	\$4,951,295	\$4,959,875	\$5,239,800

Italics = Items to be bonded or otherwise financed

Cat. Key: PPC = Previous Project Commitments; LM = Legal Mandate; EBS = Essential for Basic Services; IBS = Improvement to Basic Services; E = Enhancement/Discretionary; AP = Assessment Project; NFR = Need for Further Review



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/27/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Resolution No. 64-2018 - Classified Employee Compensation**

EXECUTIVE SUMMARY

This Resolution establishes the compensation for all classified positions for 2019 consistent with the 2019 budget and collective bargaining agreements.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The 2019 proposed operating budget has funded a three (3.0%) wage increase for all classified personnel. The 2019 compensation plan provided here increases the rate for all positions by 3.0% with the exception of the following pay ranges: 20A, 27, and 32. These three ranges are for positions within the bargaining unit for the Division of Police whose contract will expire on December 31, 2018. These three pay ranges will be updated upon the execution of a new contract.

FINANCIAL IMPLICATIONS/FUNDING SOURCES

Classified positions are funded out of the General Fund, Street Maintenance & Repair Fund, State Highway Improvement Fund, Water Fund and Sanitary Sewer Fund. The rates of all part-time personnel (except the positions designated in Section 12) will be increased by 3.0%

ATTACHMENTS

Resolution No. 64-2018
2019 Compensation Plan

RESOLUTION NO. 64-2018

Establishing the Compensation Plan, Assigning Compensation Levels for Positions in the Classified Service, Adopting Class Specifications, Providing for Normal Work Weeks, and Repealing Resolutions No. 73-2017 and 55-2018.

WHEREAS, Section 139.05 of the Codified Ordinances of the City of Worthington provides for submission of a Compensation Plan to Council by the City Manager; and,

WHEREAS, it has been deemed necessary and proper that a revised Compensation Plan for Classified Personnel be considered; and,

WHEREAS, Council has fully considered such revised Compensation Plan; and,

WHEREAS, Council may approve said Compensation Plan or otherwise prescribe compensation policy by resolution;

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

SECTION 1. That the annual, bi-weekly, and hourly rates of compensation as indicated on the Compensation Plan which is attached hereto and made a part hereof, shall be the plan of compensation for all positions in the Classified Service of the City. Said plan shall be identified by the number of this resolution. Salary rates shall be identified by the number of this resolution. Salary rates are based on twenty-six (26) pay periods each year. In converting from annual to hourly rates for part-time service, full time service shall be considered as 2080 hours per year except for part-time firefighters. Full time service for 56-hour employees of the Worthington Division of Fire shall be considered as 2,756 hours per year.

SECTION 2. That the normal workweek for full time employees shall be forty (40) hours except for the Division of Fire and Emergency Medical Services where the normal workweek shall be 56 hours for Captains, Lieutenants, Firefighters, and Firefighter/Paramedics.

SECTION 3. Positions in the Classified Service are hereby assigned to the following ranges of the Compensation Plan.

Classified <u>Position</u>	Class Specification <u>No.</u>	<u>Range</u>
Police Chief	122	36
Fire Chief	180	36
Police Captain	123	34

RESOLUTION NO. 64-2018

Classified <u>Position</u>	Class Specification <u>No.</u>	<u>Range</u>
Assistant Chief	182	33
Police Lieutenant	124	32
Fire Captain	183	30A
Fire Lieutenant	184	29A
Fire Prevention Lieutenant	184a	29B
Police Sergeant	125	27
Recreation Superintendent	111	26
Maintenance Superintendent	151	25
Assistant Building Inspector	145	24
Assistant City Engineer	144	24
Fleet Manager	148	24
Eng/GIS Manager	222	22
Police Officer	129	20A
Part-Time Court Liaison	130	20B
Finance Assistant	64	20
Senior Center Manager	168	20
Mechanic	162	20
Planning Coordinator	164	20
Operations Support Manager	239	20
Parks Manager	166	20
Systems Engineer	237	20
Firefighter	186	19A
Firefighter/Paramedic	188	19A
Fire Inspector/Prevention Officer	196	19B
Maintenance Supervisor	152	19
Building Maintenance Technician	214	19
Parks Supervisor	104	19
Field Inspector/Building and Zoning	146	17
Field Inspector	191	17
Marketing and Outreach Supervisor	232	17
Parks Crew Leader	246	17
Recreation Supervisor - General	113	17
Recreation Supervisor - Aquatics	207	17
Recreation Supervisor - Fitness	210	17
Recreation Supervisor - Senior Fitness	224	17
Recreation Supervisor – Pre-School	233	17
Recreation Supervisor - Senior	234	17
IT Technician	205	17
Traffic Signal Technician	154	17
GIS Analyst	242	16
Finance/Personnel Analyst	69	16

RESOLUTION NO. 64-2018

<u>Classified Position</u>	<u>Class Specification No.</u>	<u>Range</u>
City Clerk	44	16
Part-Time Finance Specialist	219	16
Fleet Maintenance Technician	192	16
Maintenance Technician	157	15
Parks Technician	105	15
Animal Warden	133	15
Aquatics Assistant	208	15
Project Supervisor	212	15
Building Maintenance Assistant	225	15
Communication Technician	190	14A
Building Custodian II	153a	14
Finance Analyst	70	14
Help Desk Specialist	245	14
Secretary	135	12
Customer Service Coordinator	213	12
Marketing and Outreach Coordinator	231	12
Parks & Recreation Custodian	215	12
Assistant City Clerk	203	12
Paralegal	227	12
Planning & Bldg. Asst.	247	12
Part-Time Communications Specialist	238	11
Part-Time Secretary	136	10
Part-Time Code Enforcement Officer	240	10
Part-Time Deputy Court Clerk	53	10
Building Custodian	153	9
Crossing Guards	134	1T
Seasonal Workers	158	2T
Summer Programs Coordinator	193	3T
Summer Specialist	197	4T
Summer Leader II	108	5T
Summer Leader I	110	6T
Part-Time Custodian	156	7T
Part-Time Parks & Recreation Custodian	216	7T
Student Intern	143,194,195	8T
Part-Time Firefighter	249	9T
Part-Time Support Staff	199	1P
Part-Time Lifeguard	209	1P/2P/3P
Part-Time Fitness Attendant	211	1P
Part-Time Customer Service Staff	204	1P/2P
Part-Time Child Care Attendant	218	1P

RESOLUTION NO. 64-2018

<u>Classified Position</u>	<u>Class Specification No.</u>	<u>Range</u>
Dispatching Attendant	221	1P
Part-Time General Instructor	200	2P
Part-Time Child Care Coordinator	217	2P
Part-Time Specialized Staff	201	3P
Part-Time Specialized Staff II	241	4P
Junior Leader	220	5P

Special Compensation Rates:

Building Official - Compensation at the rate of \$60.00 per hour.

SECTION 4. On and after January 1, 2019, all employees will receive compensation at the range and step within that range as reflected in this resolution and the attached compensation plan.

SECTION 5. Annual step rate increases for regular employees may, when properly recommended by procedures established by Administrative Regulation 2.2, be granted on the current merit increase anniversary date or the anniversary date of the most recent promotion.

SECTION 6. All new employees shall remain for a period of one year in the step and range at which they were hired. This one-year period shall be the probationary period.

SECTION 7. No newly hired employee shall be given a probationary or provisional appointment at a starting rate in excess of Step B of the appropriate range to which said new employee is assigned. Exception to this section will be by Council resolution only, upon request of the City Manager.

SECTION 8. Class specifications for these Classified Positions are as in the Master List retained in the Personnel Office and are hereby reaffirmed.

SECTION 9. Hourly rated employees shall be assigned to the step within the new range prescribed by this resolution, which is nearest their current pay rate.

SECTION 10. Part-time and Seasonal employees may be advanced to the next step of the appropriate salary range upon recommendation of the Department Head/Division Chief and upon approval of the Personnel Director and City Manager. Any such recommendation must include regular performance evaluations. In no event shall an employee advance more than one (1) step during the calendar year.

RESOLUTION NO. 64-2018

SECTION 11. Part-time Lifeguards designated as a Special Event Lifeguard for a specific event shall be compensated at pay range 3P.

SECTION 12. Part-time staff designated as private swim instructor, corporate fitness instructor or personal trainer shall be compensated at \$30.00 per hour as assigned for these specific duties.

SECTION 13. There shall be a Review Board consisting of the City Manager, Director of Finance, and the President of City Council, whose duty it shall be to review questioned cases of transfers from the existing compensation plan to the compensation plan in this resolution.

SECTION 14. The pay range assigned to this resolution shall be effective on January 1, 2019, and replaces all prior legislation relating to compensation of City Employees in the Classified Service

SECTION 15. Employees in the classifications of Full-time Communication Technician designated as a Communication Technician Training Officer ("CTO") shall be compensated at an additional \$0.50-per hour for all hours when performing the duties of a CTO. CTO pay shall not apply to the employee's overtime hourly rate.

SECTION 16. That Resolution No.73-2017, as Amended, and Resolution No. 55-2018 be and the same are hereby repealed.

Adopted _____

President of Council

Attest:

Clerk of Council

2019 COMPENSATION PLAN

Range	Period	Step A	Step B	Step C	Step D
9	Hourly	20.8038	22.4853	24.2184	26.1901
	Biweekly	1,664.31	1,798.82	1,937.47	2,095.21
	Annual	43,272.00	46,769.37	50,374.20	54,475.34
10	Hourly	21.6396	23.3775	25.2836	27.3020
	Biweekly	1,731.17	1,870.20	2,022.69	2,184.14
	Annual	45,010.33	48,625.22	52,589.87	56,787.69
11	Hourly	22.4853	24.3092	26.1901	28.3108
	Biweekly	1,798.82	1,944.73	2,095.21	2,264.87
	Annual	46,769.37	50,563.06	54,475.34	58,886.54
12	Hourly	23.3775	25.2836	27.3020	29.4389
	Biweekly	1,870.20	2,022.69	2,184.14	2,355.11
	Annual	48,625.22	52,589.87	56,787.69	61,232.85
13	Hourly	24.3946	26.3611	28.4410	30.7210
	Biweekly	1,951.57	2,108.88	2,275.31	2,457.72
	Annual	50,740.84	54,831.00	59,158.15	63,900.68
14	Hourly	25.2836	26.3611	28.4410	31.7866
	Biweekly	2,022.69	2,108.88	2,275.31	2,542.93
	Annual	52,589.87	54,831.00	59,158.15	66,116.23
14A	Hourly	29.4389	31.7866		
	Biweekly	2,355.11	2,542.93		
	Annual	61,232.84	66,116.23		
15	Hourly	26.1901	28.3108	30.5533	32.9727
	Biweekly	2,095.20	2,264.87	2,444.27	2,637.81
	Annual	54,475.32	58,886.54	63,550.93	68,583.18
16	Hourly	27.3020	29.4389	31.7866	34.3656
	Biweekly	2,184.14	2,355.11	2,542.93	2,749.25
	Annual	56,787.69	61,232.85	66,116.23	71,480.41
17	Hourly	28.3108	30.5533	32.9727	35.6800
	Biweekly	2,264.87	2,444.27	2,637.81	2,854.40
	Annual	58,886.54	63,550.93	68,583.18	74,214.46

2019 COMPENSATION PLAN

Range	Period	Step A	Step B	Step C	Step D
17A	Hourly	34.1868	35.9705		
	Biweekly	2,734.95	2,877.64		
	Annual	71,108.65	74,818.65		
18	Hourly	29.4389	31.6716	34.3656	37.0564
	Biweekly	2,355.11	2,533.73	2,749.25	2,964.51
	Annual	61,232.85	65,876.90	71,480.41	77,077.30
19	Hourly	30.5533	32.9727	35.6800	38.5140
	Biweekly	2,444.27	2,637.81	2,854.40	3,081.12
	Annual	63,550.93	68,583.18	74,214.46	80,109.09
19A	Hourly	21.1985	24.6499	26.5483	28.5402
	Biweekly	2,247.04	2,612.89	2,814.12	3,025.26
	Annual	58,423.03	67,935.22	73,166.99	78,656.79
19B	Hourly	28.0880	32.6612	35.1764	37.8158
	Biweekly	2,247.04	2,612.89	2,814.12	3,025.26
	Annual	58,423.03	67,935.22	73,166.99	78,656.79
20	Hourly	30.7210	33.1321	35.8231	40.2520
	Biweekly	2,457.72	2,650.57	2,865.84	3,220.16
	Annual	63,900.68	68,914.80	74,511.96	83,724.13
20A	Hourly	28.2629	33.4952	36.0392	42.3193
	Biweekly	2,261.03	2,679.62	2,883.13	3,385.54
	Annual	58,786.90	69,670.01	74,961.47	88,024.10
20B	Hourly	28.8871	30.2323		
	Biweekly	2,310.97	2,418.58		
	Annual	60,085.17	62,883.19		
21	Hourly	31.7866	34.3656	37.0564	40.0403
	Biweekly	2,542.93	2,749.25	2,964.51	3,203.22
	Annual	66,116.23	71,480.41	77,077.27	83,283.78
22	Hourly	33.5915	35.8231	38.7009	41.7787
	Biweekly	2,687.32	2,865.84	3,096.07	3,342.29
	Annual	69,870.35	74,511.96	80,497.79	86,899.65
23	Hourly	34.3656	37.0564	40.0403	43.6950
	Biweekly	2,749.25	2,964.51	3,203.22	3,495.63
	Annual	71,480.41	77,077.30	83,283.78	90,886.34

2019 COMPENSATION PLAN

Range	Period	Step A	Step B	Step C	Step D
24	Hourly	35.6800	38.5140	41.6077	44.9135
	Biweekly	2,854.40	3,081.12	3,328.61	3,593.08
	Annual	74,214.46	80,109.09	86,543.99	93,420.10
25	Hourly	37.0564	40.0403	43.2790	46.7089
	Biweekly	2,964.51	3,203.22	3,462.34	3,736.71
	Annual	77,077.30	83,283.78	90,020.77	97,154.55
26	Hourly	38.5140	41.6077	44.9135	48.5043
	Biweekly	3,081.12	3,328.61	3,593.08	3,880.34
	Annual	80,109.09	86,543.99	93,420.10	100,888.95
27	Hourly	44.9069	48.3670		
	Biweekly	3,592.55	3,869.36		
	Annual	93,406.25	100,603.34		
28	Hourly	40.2520	43.4601	46.7089	50.6987
	Biweekly	3,220.16	3,476.81	3,736.71	4,055.90
	Annual	83,724.13	90,397.04	97,154.55	105,453.29
29	Hourly	41.6077	44.9135	48.5043	52.3801
	Biweekly	3,328.61	3,593.08	3,880.34	4,190.41
	Annual	86,543.99	93,420.10	100,888.95	108,950.57
29A	Hourly	30.5370	31.9650		
	Biweekly	3,236.92	3,388.29		
	Annual	84,159.91	88,095.61		
29B	Hourly	40.4615	42.3537		
	Biweekly	3,236.92	3,388.29		
	Annual	84,159.91	88,095.61		
30	Hourly	43.2792	46.7089	50.4550	54.4914
	Biweekly	3,462.34	3,736.71	4,036.40	4,359.31
	Annual	90,020.77	97,154.55	104,946.45	113,342.18
30A	Hourly	33.2430	35.1615		
	Biweekly	3,523.76	3,727.12		
	Annual	91,617.73	96,905.15		

2019 COMPENSATION PLAN

Range	Period	Step A	Step B	Step C	Step D
31	Hourly	44.9135	48.5043	52.3801	56.5693
	Biweekly	3,593.08	3,880.34	4,190.41	4,525.55
	Annual	93,420.10	100,888.95	108,950.57	117,664.25
31A	Hourly	50.5075	51.5606	52.7218	
	Biweekly	4,040.60	4,124.85	4,217.75	
	Annual	105,055.58	107,245.99	109,661.43	
32	Hourly	51.6419	53.6048		
	Biweekly	4,131.35	4,288.38		
	Annual	107,415.11	111,497.95		
33	Hourly	49.7620	52.7476		
	Biweekly	3,980.96	4,219.81		
	Annual	103,504.87	109,715.08		
34	Hourly	53.9294	56.0860		
	Biweekly	4,314.35	4,486.88		
	Annual	112,173.15	116,658.95		
35	Hourly	54.3207	58.6663		
	Biweekly	4,345.65	4,693.30		
	Annual	112,986.98	122,025.93		
36	Hourly	55.8990	60.3473		
	Biweekly	4,471.92	4,827.79		
	Annual	116,269.84	125,522.45		
1T	Hourly	15.60	17.42		
2T	Hourly	13.74	15.30		
3T	Hourly	20.63	21.56		
4T	Hourly	16.97	17.88		
5T	Hourly	15.14	16.04		
6T	Hourly	12.83	13.74		
7T	Hourly	14.21	15.75		

2019 COMPENSATION PLAN

<u>Range</u>	<u>Period</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>
8T	Hourly	10.56	15.84		
9T	Hourly	15.14			
1P	Hourly	12.34	14.10	15.86	
2P	Hourly	15.86	17.65	19.42	
3P	Hourly	20.28	22.04	23.78	
4P	Hourly	26.76	28.48	30.22	31.94
5P	Hourly	8.60			



MEMORANDUM

TO: Matthew Greeson, City Manager

FROM: Scott F. Bartter, Finance Director

DATE: September 6, 2018

SUBJECT: Investment Policy Update

Under the City of Worthington Charter § 2.07 the Council shall have the authority to “Adopt, and review at least annually, a policy on the investment of funds held by the City”. Administrative Regulation 4.8 titled “Investment Policy for City Funds” is reviewed annually during the budget process, however, this regulation has not been updated since 1997. Staff is recommending that the investment policy be removed from the administrative regulations and instead be a stand-alone policy adopted by Council.

The most significant change from the previous investment policy is that the revised policy references Ohio Revised Code (ORC) Chapter 135, the old policy copied much of the language from ORC 135 into the policy. The result is that as the ORC 135 is modified, so too will the Worthington investment policy.

Objective and Guidelines

The updated investment policy reiterates that the primary objective of all investment activity shall be the preservation and protection of principal. This objective remains unchanged from the previous policy. The investment portfolio remains diversified between allowable investments, including certificates of deposit bought in denominations less than \$250,000, agency bonds, money market accounts, and the state treasury asset reserve account (Star Ohio).

Bank account relationships was added to the revised investment policy as it relates to the investment of funds. Every five (5) years the City issues a request for proposals (RFP) from local banks seeking to provide banking services to the City. This RFP was last issued in 2015, Park National Bank was selected, and the agreement runs until 2020.

Authorized Financial Institutions and Dealers

The City currently utilizes Huntington Bank and Fifth Third bank to purchase securities. An authorized list of institutions and dealers is currently maintained by the Finance Department, local banks can be added to this list by written request.

Maturity

This section limits investments to securities that mature within five (5) years from the date of purchase.

Allowable Investment

Under ORC Section 135, allowable investments generally include:

- A security issued by the United States treasury and guaranteed as to principal and interest by the United States;
- Bonds or securities issued by any federal government agency, including federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation;
- Bonds and other obligations of the State of Ohio, or political subdivisions of the state, with restrictions as outlined in ORC 135.14(4)(a) through 135.14(4)(d);
- The Ohio subdivision's fund (STAR Ohio).

Reporting

The Finance Department has created the attached investment report that is updated monthly and will be included in the quarterly report to Council.

Department of Finance
FDIC Investment Restrictions
As of 10/31/2018



Investment Type	Issuing Bank	Portfolio Holder	Length of Investment	Ending Original Units	Identifier	Coupon Rate	Final Maturity	Type	Ending Market Value	Current Book Yield	Next Call Date	Settle Date
CD	Wells Fargo	HNB	3 years	249,000.00	949748229	1.50%	12/17/2018	Fixed				12/17/2015
CD	American Express Centurion	HNB	3 years	247,000.00	02587DK98	1.70%	12/24/2018	Fixed				12/24/2015
CD	Everbank	HNB	3 years	100,000.00	29976DG38	1.45%	12/26/2018	Fixed				12/26/2015
CD	Firstbank Puerto Rico	HNB	3 years	249,000.00	33767ATSO	1.60%	12/31/2018	Fixed				12/30/2015
CD	BMW Bank of North America	HNB	3 years	248,000.00	05580AEV2	1.15%	6/28/2019	Fixed				6/28/2016
CD	First Westin Bank & Trust	HNB	3 years	249,000.00	33749VAG3	1.00%	7/15/2019	Fixed				7/15/2016
CD	Pacific Continental Bank	HNB	3 years	249,000.00	69413CFG9	1.00%	7/22/2019	Fixed				7/22/2016
CD	Kennebec Fed Svgs & Loan	HNB	3 years	249,000.00	489233AA4	1.65%	12/27/2019	Fixed				12/27/2016
CD	Horicon Bank	HNB	3 years	248,000.00	440392FD5	1.50%	12/30/2019	Fixed				12/30/2016
CD	Texana Bank	HNB	3 years	249,000.00	88172TAZ6	1.55%	1/6/2020	Fixed				1/6/2017
CD	Comenity Capital Bank	HNB	3 years	249,000.00	2003AUE4	1.75%	6/19/2020	Fixed				6/19/2017
CD	Chippewa Valley Bank	HNB	3 years	249,000.00	169894AN2	1.70%	6/30/2020	Fixed				6/30/2017
CD	Belmont Savings Bank	FTB	3 years	248,000.00	080515CB3	1.75%	7/27/2020	Fixed				7/26/2017
CD	Medallion Bank	FTB	3 years	248,000.00	55266CWB8	1.80%	7/28/2020	Fixed				7/28/2017
CD	DNB First NA	FTB	3 years	248,000.00	25590AAJ9	1.80%	7/28/2020	Fixed				7/28/2017
CD	Wex Bank	FTB	3 years	248,000.00	92937CFV5	1.85%	8/3/2020	Fixed				8/2/2017
CD	Sallie Mae	HNB	3 years	247,000.00	795450B87	1.90%	8/3/2020	Fixed				8/3/2017
CD	Berkshire Bank	HNB	3 years	247,000.00	084601JYO	1.70%	8/14/2020	Fixed				8/14/2017
CD	First Bank Highland Park	FTB	3 years	248,000.00	319141HK6	1.85%	8/24/2020	Fixed				8/23/2017
CD	Ally Bank Midvale Utah	FTB	2 Years	245,000.00	02007GFR9	2.95%	10/26/2020	Fixed				10/25/2018
CD	Compass Bank Birmingham Alabama	FTB	2 Years	245,000.00	20451OVW3	3.00%	10/26/2020	Fixed				10/26/2018
CD	JPMorgan Chase Bank	FTB	2 Years	245,000.00	48128FA69	3.05%	10/31/2020	Fixed				10/31/2018
CD	American Express Fed Savings	HNB	3 years	248,000.00	2587CHQ6	2.10%	12/21/2020	Fixed				12/21/2017
CD	Morgan Stanley Bank NA Utah CD	HNB	3 years	248,000.00	614747MD73	2.15%	12/21/2020	Fixed				12/21/2017
CD	Bankers Bank Kansas NA	HNB	3 years	249,000.00	06610PBM4	2.10%	12/29/2020	Fixed				12/29/2017
CD	State Bank India, NY	FTB	3 years	247,000.00	856285KA8	2.70%	3/22/2021	Fixed				3/22/2018
CD	Synchrony Bank	FTB	3 years	247,000.00	87164XVB9	2.70%	4/13/2021	Fixed				4/13/2018
CD	Discover Bank	FTB	3 years	245,000.00	254673QF6	3.00%	6/14/2021	Fixed				6/14/2018
CD	Continental Bank Utah CD	HNB	3 years	246,000.00	211163HD5	2.80%	6/22/2021	Fixed				6/22/2018
CD	Marlin Business Bank Salt Lake CD	HNB	3 years	249,000.00	57116ARL4	2.95%	6/28/2021	Fixed				6/28/2018
CD	First American Int Bank	HNB	4 years	249,000.00	31848UAE4	2.50%	2/28/2022	Fixed				2/28/2018
CD	Bridgewater Bk Bloom	HNB	4 years	249,000.00	108622GK1	2.50%	2/28/2022	Fixed				2/28/2018
CD	Gold Coast Bank	HNB	4 years	249,000.00	38058KDW3	2.50%	2/28/2022	Fixed				2/28/2018
CDARS	Huntington National Bank	HNB	2 years	2,162,000.00	xxx	1.20%	1/24/2019					
CDARS	Huntington National Bank	HNB	2 years	1,600,000.00	xxx	1.20%	3/7/2019					
MONEY MARKET	Fifth Third Bank	FTB	Daily	91,260.86	60934N104	2.03%		Fixed		2.03		
TOTAL				11,883,260.86				-	-			

Star Ohio/Star Ohio Plus
As of 10/31/2018

Investment Type	Issuing Bank	Portfolio Holder	Length of Investment	Ending Original Units	Identifier	Coupon Rate/ Coupon Type	Final Maturity	Ending Original Cost	Ending Market Value	Current Book Yield	Next Call Date	Settle Date
	Star Ohio			4,040,495.74	4508	2.26%						
	Star Plus			1,239,124.07	3491	2.25%						
TOTAL				5,279,619.81				-	-			

Agency Bonds
As of 10/31/2018

7.C. - Investment and Depository Policy Update

Department of Finance FDIC Investment Restrictions As of 10/31/2018



<i>Investment Type</i>	<i>Issuing Bank</i>	<i>Portfolio Holder</i>	<i>Length of Investment</i>	<i>Ending Orignal Units</i>	<i>Identifier</i>	<i>Coupon Rate</i>	<i>Final Maturity</i>	<i>Type</i>	<i>Ending Market Value</i>	<i>Current Book Yield</i>	<i>Next Call Date</i>	<i>Settle Date</i>
<i>Investment Type</i>	<i>Issuing Bank</i>	<i>Portfolio Holder</i>	<i>Length of Investment</i>	<i>Ending Orignal Units</i>	<i>Identifier</i>	<i>Coupon Rate/ Coupon Type</i>	<i>Final Maturity</i>	<i>Ending Orignal Cost</i>	<i>Ending Market Value</i>	<i>Current Book Yield</i>	<i>Next Call Date</i>	<i>Settle Date</i>
Agency Bond	Federal National Mortgage Assoc. (Fannie Mae)	FTB	3 Year	1,300,000.00	3136G3NV3	1.150/Fixed	6/14/2019	1,300,000.00		1.150%	-	6/14/2016
Agency Bond	Federal National Mortgage Assoc. (Fannie Mae)	FTB	3 Year	1,300,000.00	3135G0L76	1.075/Fixed	7/11/2019	1,300,000.00		1.075%	4/11/2018	9/8/2016
Agency Bond	Federal Home Loan Mortgage Corp (Freddie Mac)	FTB	3 Year	638,453.25	3134GBK50	1.5%/Step-UP	9/29/2020	645,000.00		2.48%	12/29/2018	2/2/2018
	Federal Home Loan Banks	FTB	3 Year	1,474,950.00	3130A83W1	1.5%/Step-UP	5/25/2021	1,500,000.00		3.43%	11/25/2018	8/10/2018
TOTAL				4,713,403.25								

GRAND TOTAL INVESTMENT SUMMARY

21,876,283.92

-

RESOLUTION NO. 69-2018

Revising the Investment and Depository Policy for
the City of Worthington.

WHEREAS, the purpose of this policy is to provide for the preservation and protection of the principal balance of all investments of the City of Worthington; and,

WHEREAS, specific reference has been made to Ohio Revised Code (ORC) Chapter 135 in the revised policy, so as ORC 135 is modified, so too will the Worthington investment policy.

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

SECTION 1. After thoroughly discussing the memorandum from the City's Finance Director attached hereto as Exhibit A, that City Council hereby adopts the revised Investment and Depository Policy attached hereto as Exhibit B, amending the Policy adopted in 1997.

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, Ohio
Investment and Depository Policy (Fall 2018)

SCOPE: The Worthington City Council hereby directs that the investing authority of the City shall reside with the Director of Finance in accordance with this investment and depository policy. This policy is designed to cover all monies under the control of the City of Worthington and those that comprise the core investment portfolio. Notwithstanding the policies detailed below, Chapter 135 of the Ohio Revised Code (O.R.C.) will be adhered to at all times.

- I. **Objective and Guidelines:** The following investment objectives will be applied in the management of the City of Worthington funds:
 - A. The primary objective shall be the preservation of capital and protection of principal while earning investment interest.
 - B. The investment portfolio shall remain sufficiently liquid to enable the city to meet reasonable anticipated operating requirements.
 - C. In investing public funds in those investments allowed by state law and the city investment policy, the Director of Finance will strive to achieve a reasonable rate of return on the investment portfolio over the course of budgetary and economic cycles taking into account cash flow requirements.
 - D. The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.
 - E. Bank account relationships will be managed in order to secure adequate services, while minimizing costs.

- II. **Authorized Financial Institutions and Dealers:** U.S. Treasury and Agency securities purchased outright shall be, purchased only through financial institutions located within the State of Ohio or through "primary securities dealers" as designated by the Federal Reserve Board.

Certificates of Deposit shall be transacted through commercial banks or savings and loans with FDIC or FSLIC coverage which qualify as eligible financial institutions under O.R.C., Chapter 135.

A list of authorized institutions and dealers shall be maintained with the Director of Finance. Additions and deletions to this list shall be made when deemed in the best interest of the City of Worthington by the Director of Finance.

- III. **Maturity:** To the extent possible, the Director of Finance will attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Director of Finance will not directly invest in securities maturing more than five (5) years from the date of purchase.

- IV. **Allowable Investments:** The Director of Finance may invest in any instrument or security authorized in O.R.C. Chapter 135 as amended. A copy of the appropriate O.R.C. section will be kept with this policy.

- V. **Collateral:** All deposits shall be collateralized pursuant to O.R.C. Chapter 135.

- VI. **Reporting:** The Director of Finance shall establish and maintain an inventory of all obligations and securities acquired. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date, and coupon rate. The Director of Finance shall review the monthly portfolio report detailing the current inventory of all obligations and securities, sign and date the summary, and place in audit file.

7.C. - Investment and Depository Policy Update

Pursuant to O.R.C. Chapter 135, all brokers, dealers and financial institutions initiating transactions with the City of Worthington by giving advice or making investment policy, or executing transactions initiated by the City of Worthington, must acknowledge their agreement to abide by the contents of this Investment Policy.

The Institution, by signing below, submits that it has read and acknowledges this Investment Policy and agrees to abide by its content.

Name of Institution

Authorized Officer

Date



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: 11/30/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Resolution No. 70-2018 - General Fund Carryover Balance Policy**

EXECUTIVE SUMMARY

A revised General Fund Carryover Balance Policy has previously been distributed to Council. This revised policy increases the minimum General Fund balance to 35% of prior year expenditures (increased from 25%), incorporates a financial action plan in the event the City falls below the policy floor and directs the City Manager to hold a public discussion with City Council in the event the balance exceeds 50% of prior year expenditures.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

During the 2018 City Council retreat, one of the “items on the table” was to review the current General Fund Carryover Balance Policy. As the current policy calls for a review every five (5) years, staff undertook a comprehensive review of the current policy. As part of that review, staff looked at the history of the current policy, the policies of comparable municipalities, Government Finance Officers Association best practices, and fund balance guidance as offered by the credit rating services.

In September 2018, staff distributed to Council a proposed new General Fund Carryover Balance Policy in conjunction with a staff memo which outlined both the City’s fund balance history and the rationale for many of the proposed changes.

Since September, staff has met with citizens who were interested in this subject, responded to questions proposed from both the citizenry and Council and revised the policy from the version as presented in September. These revisions include elimination of the required transfer to the capital fund when the balance exceeds 50%. This has been replaced with a City Council review of the financial landscape (revenue and expenditures projections) and

then determination of whether to spend a portion of the fund balance for one-time expenditures.

ATTACHMENTS

Resolution No. 70-2018

Revised Carryover Fund Balance Policy

Carryover Fund Balance Policy – marked changes from September

September 7, 2018 Memo on Carryover Fund Balance Policy

Carryover Fund Balance Policy proposed in September

Currently Adopted Fund Balance Policy

Updated Response to Questions

RESOLUTION NO. 70-2018

Revising the General Fund Carryover Balance Policy
for the City of Worthington.

WHEREAS, the purpose of this policy is to provide a strategic, long-term approach to financial management in the City of Worthington; and,

WHEREAS, a General Fund Carryover Balance Policy assists the City in maintaining long-term financial stability through the development of an adequate fund balance and appropriate reserve account; and,

WHEREAS, the primary reason for the fund balance is to alleviate unanticipated short-term budgetary problems and have the resources available to effectively manage a disaster or emergency event.

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

SECTION 1. After thoroughly discussing the memorandum from the City's Finance Director attached hereto as Exhibit A, that City Council hereby adopts the revised General Fund Carryover Balance Policy attached hereto as Exhibit B, amending the Policy adopted pursuant to Resolution No. 07-2014.

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, Ohio
General Fund Carryover Balance Policy (Fall 2018 – Final Revised)

PURPOSE

A minimum fund balance policy assists the City of Worthington (the “City”) in maintaining the security of major operating funds and contributes to the financial stability of the City by maintaining adequate financial reserves. The minimum fund balance provides financial resources for the City in the event of an emergency or the loss or reduction of a major revenue source. The minimum fund balance policy will allow the Administration and Council to recognize and react to warning indicators of financial stress and set guidelines for proactive measures.

POLICY

At the time of budget preparation, planned appropriations shall be adjusted to ensure that the projected beginning fund balances are consistent with the established amounts as described in this policy.

GENERAL FUND

The minimum unencumbered cash balance in the General Fund will be an amount not less than 35% of prior year General Fund operating expenditures. The City intends to maintain a target unencumbered cash balance of between 35%-50% of prior year General Fund operating expenditures. This calculation shall be made to exclude any balance in a sub-fund utilized for the purpose of accounting for a 27th pay.

MONITORING

Fund balances will be monitored on a month-to-month basis. Monitoring projections will be based upon trend data. The fund balances may drop temporarily below the minimum level due to current operations or emergencies. Additional monitoring and reports will be done per the Financial Action Plan when required.

COMPLIANCE

If it is determined that the City cannot meet the requirements of this policy, the City Manager will include a concise statement in the City Manager’s proposed budget explaining the recommendation to waive the policy. The statement should include the present financial status of the City, a specified timetable for returning to the policy, and reason(s) given for overriding the policy. Should it be determined that the City will not be able to fall within conformance within one year, the Financial Action Plan will be implemented.

FINANCIAL ACTION PLAN

If it is determined that the General Fund will not be able to meet the required unencumbered cash balance, the financial action plan shall be implemented in various stages:

General Fund:

- A. Step I - Projected unencumbered cash balance drops between 25% and 35%.
 - 1. If the unencumbered cash balance drop in this range because of a one-time capital purchase, no action will be needed on the assumption that the reserves will be met within one year.
 - 2. If the unencumbered cash balance fall into this range due to recurring expenses, city officials shall during the budget process, reduce all possible appropriations. If this process brings the budget within the required 35% balance, no further action is required.
- B. Step 2 - Projected unencumbered cash balance drops between 15% and 25%.

7.D. - General Fund Carryover Balance Policy

1. If the unencumbered cash balance drops into this range, the City must take additional measures to limit expenditures and increase revenues.
2. The City Manager and his/her designees shall review all charges and fees and seek additional revenue sources.
3. The use of contractual employees and/or consultants will be closely scrutinized and discouraged.
4. Purchase of capital items shall only be made if absolutely necessary, provided that those purchases do not increase future operating costs.
5. The City will enact a hiring freeze for any additional personnel who are funded through this fund, unless there is a revenue generating program to pay for the individual(s), or if the hire will relieve unmanageable overtime.

C. Step 3 - Projected unencumbered cash balance drops below 15%.

1. Discuss revenue enhancements, tax levies, and reductions in programs and personnel.
2. All nonessential expenditures shall cease.
3. All nonunion wages may be frozen; a request for wage concessions from union employees may be made.
4. The Administration shall prepare a two-year budget projection to determine the long-term financial plan for recovery.
5. The Administration will evaluate and recommend the proposed action plan and present to the full Council for approval.

If it is determined that the General Fund unencumbered cash balance exceeds 50% of prior year expenditures, the following steps will be taken

General Fund:

A. Step 1 – Projected unencumbered cash balance exceeds 50%

1. The City Manager will schedule a discussion with City Council to review the current financial landscape, including revenue trends, future expenditure needs and projections for the unencumbered cash balance over the next five years. This discussion will include consideration of whether the City should use of a portion of the balance for one-time expenditures that would benefit the community.

City of Worthington, Ohio
General Fund Carryover Balance Policy (Fall 2018 – Final Revised)

PURPOSE

A minimum fund balance policy assists the City of Worthington (the “City”) in maintaining the security of major operating funds and contributes to the financial stability of the City by maintaining adequate financial reserves. The minimum fund balance provides financial resources for the City in the event of an emergency or the loss or reduction of a major revenue source. The minimum fund balance policy will allow the Administration and Council to recognize and react to warning indicators of financial stress and set guidelines for proactive measures.

POLICY

At the time of budget preparation, planned appropriations shall be adjusted to ensure that the projected beginning fund balances are consistent with the established amounts as described in this policy.

GENERAL FUND

The minimum unencumbered cash balance in the General Fund will be an amount not less than 35% of prior year General Fund operating expenditures. The City intends to maintain a target unencumbered cash balance of between 35%-50% of prior year General Fund operating expenditures. This calculation shall be made to exclude any balance in a sub-fund utilized for the purpose of accounting for a 27th pay.

MONITORING

Fund balances will be monitored on a month-to-month basis. Monitoring projections will be based upon trend data. The fund balances may drop temporarily below the minimum level due to current operations or emergencies. Additional monitoring and reports will be done per the Financial Action Plan when required.

COMPLIANCE

If it is determined that the City cannot meet the requirements of this policy, the City Manager will include a concise statement in the City Manager’s proposed budget explaining the recommendation to waive the policy. The statement should include the present financial status of the City, a specified timetable for returning to the policy, and reason(s) given for overriding the policy. Should it be determined that the City will not be able to fall within conformance within one year, the Financial Action Plan will be implemented.

TRANSFERS

~~If, at year end, unencumbered cash balance in the General Fund is over 50% of prior year operating expenditures, City Council may direct 50% of the balance over 50% of the prior year operating expenses to be transferred to the City’s Capital Improvement Fund.~~

FINANCIAL ACTION PLAN

If it is determined that the General Fund will not be able to meet the required ~~reserve~~unencumbered cash balance, the financial action plan shall be implemented in various stages:

General Fund:

- A. Step I - Projected ~~reserves drop~~unencumbered cash balance drops between 25% and 35%.
 1. If the ~~reserves~~unencumbered cash balance drop in this range because of a one-time capital purchase, no action will be needed on the assumption that the reserves will be met within one year.
 2. If the ~~reserves~~unencumbered cash balance fall into this range due to recurring expenses, city officials shall

7.D. - General Fund Carryover Balance Policy

during the budget process, reduce all possible appropriations. If this process brings the budget within the required 35% ~~reserve balance~~, no further action is required.

- B. Step 2 - Projected ~~reserves drop unencumbered cash balance drops~~ between 15% and 25%.
1. If the ~~reserves drop unencumbered cash balance drops~~ into this range, the City must take additional measures to limit expenditures and increase revenues.
 2. The City Manager and his/her designees shall review all charges and fees and seek additional revenue sources.
 3. The use of contractual employees and/or consultants will be closely scrutinized and discouraged.
 4. Purchase of capital items shall only be made if absolutely necessary, provided that those purchases do not increase future operating costs.
 5. The City will enact a hiring freeze for any additional personnel who are funded through this fund, unless there is a revenue generating program to pay for the individual(s), or if the hire will relieve unmanageable overtime.
- C. Step 3 - Projected ~~reserves drop unencumbered cash balance drops~~ below 15%.
1. Discuss revenue enhancements, tax levies, and reductions in programs and personnel.
 2. All nonessential expenditures shall cease.
 3. All nonunion wages may be frozen; a request for wage concessions from union employees may be made.
 4. The Administration shall prepare a two-year budget projection to determine the long-term financial plan for recovery.
 5. The Administration will evaluate and recommend the proposed action plan and present to the full Council for approval.

If it is determined that the General Fund unencumbered cash balance exceeds 50% of prior year expenditures, the following steps will be taken

A. Step 1 – Projected unencumbered cash balance exceeds 50%

- 5.1. The City Manager will schedule a discussion with City Council to review the current financial landscape, including revenue trends, future expenditure needs and projections for the unencumbered cash balance over the next five years. This discussion will include consideration of whether the City should use of a portion of the balance for one-time expenditures that would benefit the community.



MEMORANDUM

TO: Matthew Greeson, City Manager

FROM: Scott F. Bartter, Finance Director

DATE: September 7, 2018

SUBJECT: Carryover Fund Balance Policy

Financial policies are central to a strategic, long-term approach to financial management. The adequacy of the City's fund balance depends upon an accurate assessment of what fiscal uncertainty the City faces from time to time. The primary reason for the fund balance is to alleviate unanticipated short-term budgetary problems and have the resources available to effectively manage a disaster or emergency event. However, the City's fund balance is also an important factor in the City's credit rating and is a factor in the amount of interest earned on investments.

The City's current General Fund Balance Policy was adopted in 2014 and notes that the policy shall be reviewed at least once every five years to "determine if it is consistent with the financial needs of the City of Worthington". The City's updated General Fund Balance Policy should address how fund balances should be utilized and under what circumstances resources would be used. The most difficult task with this type of policy update is determining the appropriate fund balance size. As Council weighs the options available it is important to consider the City's reliance on a single volatile source of revenue in conjunction with the City's inability to quickly scale down expenses or create new revenue.

Definitions

It may be helpful to briefly cover the definitions for terms that will be utilized throughout the discussion of the carryover fund balance policy.

Fund: The use of public resources typically is constrained by legal restrictions and other limitations. Funds can be established to segregate financial resources for specific purposes which allows for application of constraints to those resources. Some of these constraints are imposed by outside parties (State law); others reflect limitations that the City itself has placed upon the use of resources (Capital Improvement Fund). The City has established separate funds to help ensure and demonstrate compliance with applicable constraints.

General Fund (GF): All activity that has not been assigned to a specific individual fund is accounted for in the General Fund. This is the fund that contains uncommitted resources that may be used for general purposes. For the City of Worthington, the General Fund is the primary operating fund accounting for approximately 70% of all City expenses.

Fund Balance: Fund balance is intended to serve as a measure of the financial resources available. How the fund balance is calculated will be described as part of the adopted policy.

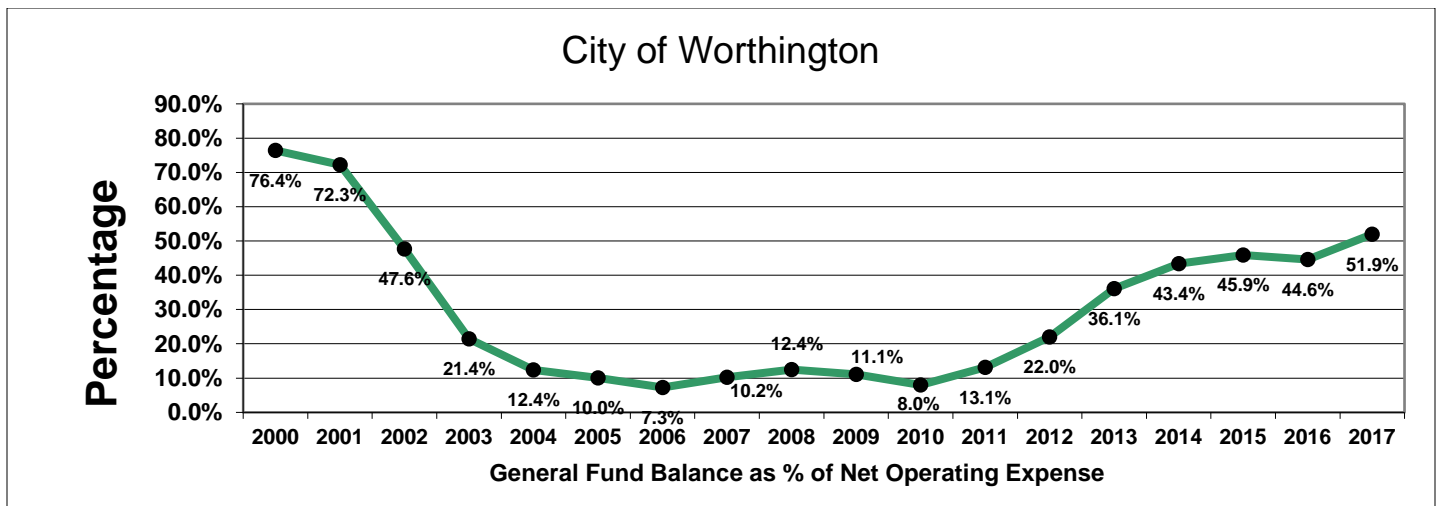
Encumbrance: An encumbrance is a reservation of appropriated funds for a specific purchase. When a requisition is processed, funds are placed aside for that transaction. Those funds are no longer available for use in other transactions, but a payment has not yet been generated.

Cash Balance: The net cash available after all revenues have been deposited and all expenses have been paid is the cash balance.

Unencumbered Balance: The unencumbered balance is calculated by taking: Beginning cash balance + revenue – expenditures – encumbrances.

History

This is not the first time that the City of Worthington has held a strong General Fund balance. As of December 31, 2001, the City of Worthington had a General Fund cash balance of \$10,102,890 or 72.3% of prior year expenditures. By December 31, 2006 that balance had dropped to \$1,390,969 or 7.3% of prior year expenditures. In the years from 2002-2004, expenses in the General Fund exceeded revenue by \$7,861,141. The decline in fund balance was driven largely an expansion of services, which increased parks and recreation spending by 74% from 2001 – 2004 and increased utility costs 105% during that same time period. While some additional revenue was created in the form of parks and recreation programming and membership, the City saw a precipitous decline in both interest earnings and estate tax. In 2004, only three years after having a \$10,000,000 fund balance, the City was forced to increase the income tax rate from 1.65% to 2.0% and in 2007 the property tax rate was increased from 3.0 mills to 5.0 mills. Even with the increase in both property and income tax, the City struggled to re-build the fund balance between 2007 and 2010. In 2010, the City again increased the income tax from 2.0% to 2.5% and in 2011, the first full year of the 2.5% income tax, the City started to see consistent growth in the General Fund fund balance.



In 2008, the City adopted its first General Fund Reserve policy, stipulating that the General Fund Balance should be a minimum of 15% of the previous year's operating expense. In conjunction with the adoption of the General Fund Balance policy, a re-allocation of income tax was approved in December 2008, with ordinance 52-2008, whereby an additional 6.4% of the income tax was allocated to the General Fund (86.4% GF and 13.6% CIP split). In 2014, the income tax allocation returned to an 80/20 split, and City Council amended the General Fund Balance policy to equal or exceed 25% of the previous years' operating expense.

Current Fund Balance

As of January 1, 2018 the General Fund cash balance was \$13,491,664. 2017 General Fund actual expenditures were \$25,979,951. As shown below, we began 2018 approximately \$7,000,000 over the policy floor.

January 2018 Fund Balance	\$	13,491,664.00
2017 Operating Expenditures	\$	25,979,951.00
25% of Prior year (Floor)	\$	6,494,987.75
Amount over policy floor	\$	6,996,676.25

Since 2007, the City has re-built the fund balance through the utilization of many one-time revenue sources. As shown below, from 2007 to 2016, \$11,056,225 in revenue was generated from a revenue source that doesn't exist in 2018.

Source	Revenue (2007-2016)
Re-allocation of income tax (6.4%)	\$ 6,015,606.00
Tangible Personal Property Tax	\$ 607,069.00
Estate Tax	\$ 4,433,550.00
Total	\$ 11,056,225.00

Additionally, the City's actual expenditures have tracked at about 94% of budgeted levels, creating a positive net cash position over the past three years – and thus increasing the fund balance. The primary source of savings against budgeted expenses comes in the form of position vacancies and the utilization of a compensation system based upon step increases.

If an employee leaves, that position can sit vacant while a hiring process is conducted. At the end of that process the new employee is hired at a Step A and is therefore compensated less than the employee who vacated the position. In the five year period from 2008 – 2012 the City had a total of 30 full-time employees leave service with the City of Worthington. In the five year period from 2013-2017 the City had a total of 59 full-time employees leave. The number of employees who leave service is cyclical and can't be relied upon to generate future savings.

The chart below shows both the percentage of budgeted appropriations spent between 2015 and 2017 and a comparison of forecasted revenue to actual revenue received during the same time frame.

Expense					Revenue		
	Budget	Actual	Variance	% Spent	Forecast	Actual	
2017	\$ 28,271,711.00	\$ 25,979,951.00	\$ 2,291,760.00	91.89%	\$ 27,070,242.00	\$ 27,843,418.00	
2016	\$ 27,556,074.00	\$ 26,056,158.00	\$ 1,499,916.00	94.56%	\$ 26,380,846.00	\$ 26,434,268.00	
2015	\$ 25,972,168.00	\$ 24,526,693.00	\$ 1,445,475.00	94.43%	\$ 25,588,095.00	\$ 25,529,026.00	

General Fund Risk Factors

As noted earlier, the City's level of fund balance should be relative to the risks the City is exposed to. These risks include:

- **Vulnerability to extreme events and public safety concerns:** This could include both natural and man-made events. While the City has extensive insurance coverages, cash would need to be available to immediately respond to many emergency situations.
- **Revenue Source Stability:** The primary source of revenue for the City continues to be the municipal income tax, accounting for approximately 75% of all General Fund revenue. 2011 was the first full year of the City's income tax at the current rate of 2.5%. Since 2011 income tax revenue has grown by 24.12%, while all other General Fund revenue has dropped by 7.23%. In 2017, the top five (5) taxpayers in the City of Worthington accounted for approximately \$5,725,000 or 21% of all income tax revenue. In 2017, the top three (3) taxpayers in the City of Worthington accounted for approximately \$4,500,000 or 17% of all income tax revenue. Utilizing the 80/20 split of income tax revenue, the top three income tax payers account for 13% *of all* General Fund revenue. The City's extreme reliance upon not just one revenue source, but a small subset of businesses within the City is one of the primary reasons for maintaining a healthy fund balance.
- **Expenditure Volatility:** Recurring sources of expenditure volatility could include health insurance costs or fuel costs. It is important to consider that the City of Worthington is a service organization, utilizing employees or contractors to deliver a service. The City does not have the ability to stop or slow production during an economic

downturn. General Fund expenses are 75% personnel costs, which means the most effective way to reduce expenditures is to reduce personnel, and any reduction in personnel would impact service levels.

- **Liquidity:** If budgeted resources are not relatively liquid (i.e. a significant delay exists before revenues are received and available for expenditure) a higher fund balance may be required. This is not an issue with Worthington as our most significant revenue is received consistently on a bi-monthly basis.
- **Other Funds' Dependency:** Multiple other funds are dependent upon the General Fund for a transfer to ensure solvency. The other funds dependent upon the General Fund for revenue include: Street Maintenance and Repair Fund, State Highway Improvement Fund, Water Fund, Sanitary Sewer Fund, Police Pension Fund and the Economic Development Fund.
- **Leverage:** As of July 31, 2018 the City had outstanding debt of \$7,424,848 with plans to issue another \$4,460,000 in September of 2018. In 2018, the City will have \$1,092,013 in debt service payments. The Debt Service Fund receives approximately \$100,000 in property tax revenue annually. Other revenue is received through a transfer from the Capital Improvement Fund. Ultimately, the General Fund serves as the “backstop” to make required debt service payments.

Benefits of Strong Fund Balances

The City’s bond rating is impacted by the level of fund balance as a percentage of revenues. For Moody’s, one of the major credit rating agencies, fund balance accounts for 30% of the total credit score (bond rating). To receive a very strong (Aaa) rating, fund balance would need to be in excess of 30% of revenues, 15% - 30 % for a strong (Aa) rating, and 5% - 15% for moderate (A) rating. Interestingly, the median General Fund balance as a percentage of revenues for all Ohio Aaa rated cities is 85.8%. Three Aaa rated cities in Central Ohio (Dublin, Powell and Grandview Heights) have a fund balance between 62% - 79% of prior year expenditures. The City plans to be re-rated prior to the planned issuance of debt in 2019 or 2020.

The higher the City’s fund balance, the more cash the City has available to invest, compounding to create a viable source of revenue in interest proceeds. A higher fund balance may also allow the City to serve as its own lender. The City of Dublin does not issue Bond Anticipation Notes, instead borrowing against the General Fund Balance until a time when the bond issuance occurs. In order to accomplish this, the City of Dublin has an adopted Fund Balance Policy of a minimum of 50% of prior year expenditures. In years when the General Fund fund balance is in excess of 75% of prior year expenditures, 25% of the excess is transferred to the Capital Improvement Tax Fund.

Policy Update

Please find attached to this memo a draft policy that makes multiple changes to the current policy. Below I have highlighted the changes and the reasoning behind the changes.

Minimum Fund Balance

Current: 25% of previous year's operating expense (cash balance)

Proposed: 35% - 50% of previous year's operating expense (unencumbered balance)

Rationale: The City's heavy reliance on the income tax has necessitated an increase to the minimum fund balance. Staff felt that establishing a range was the best way to balance concerns that the City was holding too large of a fund balance against maintaining an adequate balance. In reviewing the policy of other cities, Dublin (Aaa) is at 50% of prior year expenses, Westerville is at 50% of prior year expenses, Grandview Heights (Aaa) is at 28% of prior year expenses. Fifty percent of prior year expenses would be difficult for the City of Worthington to maintain over an extended period of time. If revenues generally equal expenditures, 35% of prior year expenses puts us comfortably over Moody's Aaa rating minimum for fund balance as a percentage of revenue (30%). Based upon 2017 expenditure levels, a range of 35% to 50% would equate to a fund balance of approximately \$9,000,000 - \$13,000,000.

Because encumbrances represent a commitment to pay an expense, staff felt that the unencumbered balance more fairly represented the uncommitted fund balance and should be utilized in lieu of the cash balance. Using the unencumbered balance changes the 12/31/2017 fund balance calculation from 51.93% (\$13,491,664) of prior year expenses to 45.59% (\$11,843,694) of prior year expenses.

With the 2019 Operating Budget, the City intends to fund a sub-fund for the purpose of setting aside funds for the year (2021) in which we anticipate 27 pays, instead of the normal 26. The 27th pay occurs approximately every eleven (11) years – instead of having of having \$550,000 of unfunded liability, staff believes we should be setting aside an amount every year to pay for the year in which there is a 27th pay. The General Fund fund balance calculation would exclude this amount.

Transfer

Current: No Transfer

Proposed: 50% of the amount over 50% may be re-directed to the Capital Improvement Fund

Rationale: The addition of a transfer mechanism prevents the City from holding what some might consider an excessive fund balance. Re-directing funds to the CIP allows for more funding for additional capital projects if the General Fund balance exceeds the established top of the range. The remaining balance over 50% would remain in the General Fund.

Financial Action Plan

Current: No Action Plan

Proposed: Detailed action plan based upon reserves dropping below certain thresholds

Rationale: It is important for the policy to consider “if then what” for both the top end and bottom of the prescribed range. The financial action plan details the steps that will be followed should reserves drop to varying

levels. This is useful both for consistency and to have a clear actionable plan established if fund balances begin to decline.

Conclusion

The Carryover Fund Balance Policy is one of a number of policies that form an institutionalization of sound financial management practices. It is important to remember that it has taken the City three (3) tax increases, the diversion of capital funds, unexpected one-time estate tax revenue, and a Fortune 500 Company moving their corporate headquarters into Worthington to build the City's fund balance to current levels. The attached revised Carryover Fund Balance Policy addresses the long-term financial health of the City by increasing the minimum carry-over balance, outlining an actionable plan when reserves drop below the policy floor, and incorporating a plan if reserves exceed the City's cap.

City of Worthington, Ohio
General Fund Carryover Balance Policy (Fall 2018)

PURPOSE

A minimum fund balance policy assists the City of Worthington (the “City”) in maintaining the security of major operating funds and contributes to the financial stability of the City by maintaining adequate financial reserves. The minimum fund balance provides financial resources for the City in the event of an emergency or the loss or reduction of a major revenue source. The minimum fund balance policy will allow the Administration and Council to recognize and react to warning indicators of financial stress and set guidelines for proactive measures.

POLICY

At the time of budget preparation, planned appropriations shall be adjusted to ensure that the projected beginning fund balances are consistent with the established amounts as described in this policy.

GENERAL FUND

The minimum unencumbered cash balance in the General Fund will be an amount not less than 35% of prior year General Fund operating expenditures. The City intends to maintain a target unencumbered cash balance of between 35%-50% of prior year General Fund operating expenditures. This calculation shall be made to exclude any balance in a sub-fund utilized for the purpose of accounting for a 27th pay.

MONITORING

Fund balances will be monitored on a month-to-month basis. Monitoring projections will be based upon trend data. The fund balances may drop temporarily below the minimum level due to current operations or emergencies. Additional monitoring and reports will be done per the Financial Action Plan when required.

COMPLIANCE

If it is determined that the City cannot meet the requirements of this policy, the City Manager will include a concise statement in the City Manager’s proposed budget explaining the recommendation to waive the policy. The statement should include the present financial status of the City, a specified timetable for returning to the policy, and reason(s) given for overriding the policy. Should it be determined that the City will not be able to fall within conformance within one year, the Financial Action Plan will be implemented.

TRANSFERS

If, at year end, unencumbered cash balance in the General Fund is over 50% of prior year operating expenditures, City Council may direct 50% of the balance over 50% of the prior year operating expenses to be transferred to the City’s Capital Improvement Fund.

FINANCIAL ACTION PLAN

If it is determined that the General Fund will not be able to meet the required reserve, the financial action plan shall be implemented in various stages:

General Fund:

A. Step I - Projected reserves drop between 25% and 35%.

1. If the reserves drop in this range because of a one-time capital purchase, no action will be needed on the assumption that the reserves will be met within one year.

7.D. - General Fund Carryover Balance Policy

2. If the reserves fall into this range due to recurring expenses, city officials shall during the budget process, reduce all possible appropriations. If this process brings the budget within the required 35% reserve, no further action is required.

B. Step 2 - Projected reserves drop between 15% and 25%.

1. If the reserves drop into this range, the City must take additional measures to limit expenditures and increase revenues.
2. The City Manager and his/her designees shall review all charges and fees and seek additional revenue sources.
3. The use of contractual employees and/or consultants will be closely scrutinized and discouraged.
4. Purchase of capital items shall only be made if absolutely necessary, provided that those purchases do not increase future operating costs.
5. The City will enact a hiring freeze for any additional personnel who are funded through this fund, unless there is a revenue generating program to pay for the individual(s), or if the hire will relieve unmanageable overtime.

C. Step 3 - Projected reserves drop below 15%.

1. Discuss revenue enhancements, tax levies, and reductions in programs and personnel.
2. All nonessential expenditures shall cease.
3. All nonunion wages may be frozen; a request for wage concessions from union employees may be made.
4. The Administration shall prepare a two-year budget projection to determine the long-term financial plan for recovery.
5. The Administration will evaluate and recommend the proposed action plan and present to the full Council for approval.

**CITY OF WORTHINGTON, OHIO
GENERAL FUND
CARRYOVER BALANCE POLICY
As Revised April 2014**

A. Purpose

The purpose of this policy is to ensure the financial stability and security of the General Fund of the City of Worthington and to guard against cyclical changes in revenue and expenditures by taking a proactive approach to the financial management of the City.

B. Policy

The City's General Fund Carryover Balance shall equal or exceed twenty five percent (25%) of the previous year's operating expense.

C. Definitions

- 1. General Fund Carryover Balance – The amount of money left in the primary operating fund of the City (the General Fund) at the end of the fiscal year after the revenue has been received and the expenditures have been paid.**
- 2. Estimated Beginning Fund Balance – The estimated unencumbered fund balance for the beginning of the fiscal year. This is calculated at the time the annual budget is prepared.**
- 3. Anticipated Revenues – The amount of revenue the City of Worthington expects to receive in the upcoming fiscal year to fund annual appropriations.**
- 4. Appropriations – The total amount appropriated for expenditure.**
- 5. Estimated Ending Fund Balance – An amount equal to the Estimated Beginning Fund Balance plus Anticipated Revenues less Appropriations. The estimated ending fund balance is calculated at the time the budget is prepared and presented to City Council.**

D. Scope

This policy applies to the General Fund, which is the primary operating fund for the City of Worthington.

E. Application

The estimated ending fund balance will be calculated at the time of annual budget preparation. Estimated ending fund balance will be calculated by taking the budget year's projected beginning fund balance, plus anticipated revenues, less appropriations. As necessary, annual appropriations shall be adjusted or additional revenue sources identified to ensure that the estimated ending fund balance complies with the General Fund Carryover Balance established in Section B of this policy.

F. Monitoring

The General Fund Balance will be monitored and reported to City Council on a quarterly basis. When appropriate, revised revenue and expenditure projections will be included.

G. Compliance

There may be circumstances where the fund balance falls below the minimum level due to unforeseen emergencies. Corrective action will be taken in the next annual budget to reduce appropriations or increase revenue to bring the fund balance into compliance with this policy.

If during the annual budget discussions the Administration and/or City Council determine that the City cannot meet the requirements of this policy, then they will include in the annual appropriations ordinance a concise statement explaining the decision to waive the policy. The statement should include the present financial status of the City, a specified timetable for returning to compliance with the policy, and the reason(s) given for overriding the policy.

This policy shall be reviewed at least once every five (5) years with the City Council to determine if it is consistent with the financial needs of the City of Worthington.

City of Worthington
Fund Balance Questions
Updated 11/30/2018

NEW: How quickly can a change in percentage (up or down) of income tax revenue allocated to the CIP be effected? And does it require an ordinance?

This allocation is contained in Section 1711.01 of the Codified Ordinances of the City of Worthington. To change this allocation would take the introduction, public hearing and passage of an ordinance to amend this Section of the Code.

Why not transfer 50% over 35% of prior year expenditures and 100% over 50% of prior year expenditures?

As noted in the memo that accompanied the proposed fund balance policy, the use of public resources can be constrained by both legal and other limitations. All General Fund funds are unconstrained by any limitation (unrestricted). Capital Improvement Funds are limited in that they can only be spent on capital investments. When most of the City's financial resources are unconstrained, it has greater flexibility to address the issues it faces, regardless of the type of issue. When higher amounts of the City's resources are transferred into the capital fund, it has less flexibility to address issues other than those associated with that fund. (The same is true of money transferred to any special restricted fund.)

To reiterate where the transfer concept came from, Dublin transfers 25% of the balance over 75% of prior year expenditures. Staff proposed a similar transfer model, although using different percentages, in an attempt to strike a balance between the flexibility of keeping the funds unrestricted in the General Fund with pressures to fund additional capital improvements. Given the unrestricted nature of the General Fund, Council could, at any time, spend General Fund balance on capital improvements; there is no need to transfer the funds to the CIP prior to spending. Since General Fund money can be spent on capital investments, an argument could be made to eliminate the transfer from the policy and simply consider capital investments from the General Fund on a case by case basis.

Staff believes maintenance of a strong fund balance and a cautious approach to any transfers into a restricted fund like the capital fund are wise given the wide range of issues that cities can face and the City's highly volatile primary revenue source. Additionally, the City's current five-year financial forecast shows that while the City is projected to start 2019 with a General Fund balance at 50.8% of prior year expenditures, it is projected to be at 40.9% by the end of 2023. This demonstrates that even maintenance of existing service levels can affect the City's ability to maintain the fund balance as a percent of expenditures.

What were the actual dollar figures for parks and rec from 2002 to 2004?

Expenditure:

City of Worthington
Fund Balance Questions
Updated 11/30/2018

Please note that the numbers below don't include expenses such as health care, pension, Medicare and worker's comp expenses that were allocated to each department/division beginning in the 2015 budget.

2001- \$1,620,103
2002- \$1,952,179
2003- \$2,649,101
2004- \$2,821,936

What were the actual dollar figures for utilities from 2002 to 2004?

2001 - \$281,460
2002 - \$289,187
2003 - \$568,838
2004 - \$576,258

What were the actual dollar figures for total employee compensation from 2002 to 2004? (however you choose to define "total employee compensation" is fine, I just want a consistent figure to understand magnitude and direction)

Includes salary and fringe benefits. Fringe benefits include: health insurance, pension, worker's comp, vision, life, dental insurance, Medicare, FICA.

2001 - \$11,969,332
2002 - \$12,880,487
2003 - \$14,324,152
2004 - \$14,952,986

What were the actual dollar figures for other large (or the 2-3 largest) expense categories from 2002 to 2004?

Please note that the numbers below don't include expenses such as health care, pension, Medicare and worker's comp expenses that were allocated to each department/division beginning in the 2015 budget.

Police

2001- \$3,071,779
2002 - \$3,156,969
2003 - \$3,342,806
2004- \$3,382,592

Fire

2001- \$4,185,374
2002 - \$4,143,373

City of Worthington
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Updated 11/30/2018

2003 -\$4,466,628
2004 - \$4,847,828

See P&R above

What were the actual dollar figures for estate tax and interest earnings from 2002 to 2004?

Interest

2001 - \$1,492,621
2002 - \$575,349
2003 - \$240,449
2004 - \$240,437

Estate Tax

2001 - \$738,843
2002 - \$359,826
2003 - \$930,164
2004 - \$511,196

What were the actual dollar figures for income tax from 2002 to 2004?

General Fund – Income Tax

2001 - \$8,516,060
2002 - \$8,890,790
2003 - \$8,519,317
2004- \$10,955,395 (rate increase)

A broader question: what measures has the city taken during the last two recessions (≈ 2002 and 2009) to reduce expenditures? What I'm getting at is this: you seem to present a scenario where expense reduction necessarily results in reduced services, but I'm wondering whether there are not in fact, in times of need, other ways to reduce discretionary spending and/or delay/reduce planned increases that could achieve needed cost savings without reducing services. Can you elaborate on this subject?

For the 2002 era, health insurance changes were implemented, including a move to a network plan and starting to charge employees a portion of the health insurance premium. Since 2002, the City has reduced its full-time staffing from 160 in 2002 – to 150 in 2018. Reductions in staffing include police officers, an animal warden and a secretary at the Police Division; a

City of Worthington
Fund Balance Questions
Updated 11/30/2018

second fire inspector and secretary in the Fire Division; and a custodian, aquatics assistant and multiple secretaries in the Parks Department. Every employee has been moved to a high deductible health insurance plan, and they are now paying 10% of the health insurance premium.

There are other ways to reduce expenditures without a corresponding reduction in services. The first, and easiest, is to utilize fund balances that may be available in other funds. This is accomplished by reducing the transfer out of the General Fund and using police pension or general bond retirement fund balances to pay expenses. I suppose the argument could be made that this isn't a reduction in expenses, just a change in the fund from which they are paid. Most all financial decisions have an impact, if not in services, the impact is on employees. Wage freezes, changes to the structure of health insurance, delaying maintenance or replacement of capital assets are all possibilities. Due to the multiple cuts that the City has made since 2002, there isn't room for cuts of personnel without an impact on services. There aren't too many other expenses that could be cut that would have a substantial impact (other than personnel and related). Utilities, travel & training, contractual services, transfers, and supplies make up the bulk of expenses outside of personnel and benefits.

Do other cities cited (Dublin, etc.) utilize an unencumbered balance or cash balance to measure fund balance?

Predominately, cities utilize the cash balance; Grandview Heights utilizes unencumbered.

Is there a CIP balance policy? The proposal to transfer 50% of "excess" to CIP seems like a reverse (though favorable) robbing Peter to pay Paul, if the CIP does not have a fund balance policy, unless I'm confusing things.

The fund balance for the CIP is addressed in the CIP document that is adopted by City Council each year. The 2018-2022 CIP document states "The City's goal is to maintain a projected CIP Fund balance at the end of each year approximately equal to the amount of projected expenditures for that year. Since the income tax revenues flow into the CIP Fund throughout the year, this practice ensures there is adequate cash in the fund to proceed with the projects and equipment purchases at any time during the year. By maintaining a level fund balance across the five years, the City's capital expenditures in each year are approximately equal to the revenue collected in each year." This statement has been included in the adopted CIP since 2014, when the narrative document was first created.

How long has Worthington had AAA rating? How low did our GF balance reach during this time period?

2008 – AA

2013 – AAA

2013 – GF Fund Balance was \$8,931,597 (36% of prior year expenditures)

City of Worthington
Fund Balance Questions
Updated 11/30/2018

There are multiple rating agencies, Moody's, Standard & Poor, and Fitch. The City is currently un-rated, as the 2013 rating expired. There is a cost to being rated which could be as high as \$30,000. Staff is recommending that the City wait until 2020 to be re-rated.



STAFF MEMORANDUM
City Council Meeting – December 3, 2018

Date: November 29, 2018

To: Matthew H. Greeson

From: Dan Whited, Director of Service & Engineering
Steve Tennant, Maintenance Superintendent

Subject: **Ordinance No. 57-2018 – Appropriation: Old Worthington Mast Arm and Street Light Rehabilitation**

EXECUTIVE SUMMARY

This Ordinance appropriates funds for the Old Worthington Mast Arm and Street Light Rehabilitation Project.

RECOMMENDATION

Introduce for Public Hearing on December 20, 2018

BACKGROUND/DESCRIPTION

In early 2018, Steve Tennant, Maintenance Superintendent, researched the condition of street lights and mast arms in Old Worthington, specifically along the High Street Corridor from North Street to South Street, and Dublin-Granville Road from Evening Street to Morning Street. He solicited quotes from painting contractors for the painting and executed a contract for that work to be completed.

In addition, some general rehabilitation of the street lights and mast arms, and electrical service line replacement was completed, via in-house staff, and outside vendors. The work is on-going.

Staff will continue the rehabilitation work and is planning to also proceed with conversion of the Old Worthington street light system to LED lighting. This project would be bid and completed over the next six to nine months.

Staff is requesting an appropriation from the Capital Improvements Fund Unappropriated Balance in the amount of \$85,000 to pay costs of the Old Worthington Street Light and Mast Arm Rehabilitation Project and all related expenses to fund the project.

7.E. - Old Worthington Mast Arm and Street Light Rehabilitation

Work is anticipated to take place during the winter and spring of 2019, depending on weather conditions.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

Funding in the amount of \$85,000 was included in the 2018 Capital Improvements Program.

ATTACHMENTS

Ordinance No. 57-2018

ORDINANCE NO. 57-2018

Amending Ordinance No. 41-2017 (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 Old Worthington Street Light and Mast Arm Rehabilitation Project and to Proceed with said Project. (Project No. 655-17)

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. 308.8150.533384 the sum of Eighty Five Thousand Dollars (\$85,000) to pay the cost of the Old Worthington Street Light and Mast Arm Rehabilitation Project and all related expenses (Project 655-17).

SECTION 2. 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 3. That notice of passage of this Ordinance shall be posed 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 – December 3, 2018

Date: November 29, 2018

To: Matthew H. Greeson

From: Lori Trego, Personnel Director

Subject: **Ordinance No. 58-2018 - Collective Bargaining Agreement with IAFF Local #3498**

EXECUTIVE SUMMARY

This Ordinance approves the collective bargaining agreement between the City of Worthington and the International Association of Firefighters Local #3498 and authorizes the City Manager to execute this agreement.

RECOMMENDATION

Introduce for Public Hearing on December 10, 2019

BACKGROUND/DESCRIPTION

The City and IAFF Local #3498 have signed a tentative agreement on provisions of a collective bargaining agreement for the period 2018-2020. The membership of IAFF Local #3498 voted to approve the agreement on November 28, 2018.

The following is a summary of the provisions.

Non-Economic

Union Security (Article 3)

- Changes the deduction of dues from the first pay period of the month to semi-monthly
- Adds “to the extent allowed by law” to the fair share fees section

Bargaining Unit & Employee Meetings (Article 4)

- Clearly states the notice for bargaining unit meetings can be made by an annual notification to the Chief of monthly meetings (must give 48 hours written prior notice)

Grievance Procedure (Article 7)

- Extends the timelines for the various steps related to three calendar days to seven or from seven calendar days to 14 calendar days.
- Changes the arbitration group from the Federal Mediation Conciliation Service to the American Arbitration Association.
- Changes non-disciplinary grievances not responded to by the City Manager from automatic award to the next step in the process (arbitration).

Union Representation (Article 8)

- Clearly states that labor relations meetings will be held no less than twice annually
- States the City Manager must attend at least one labor relations meeting annually
- Changes labor relations meetings that address health and safety issues and concerns from quarterly to once annually
- Adds a labor relations meeting with the Promotional Process Committee on the promotional process and standards at least once annually
 - Changes to the Division's operating guidelines or procedures related to the promotional process and standards will be discussed with this group

Investigative Procedures (Article 13)

- Changes language regarding the investigation of anonymous complaints to state the member shall be subjected to discipline and/or be required to submit a written report or be subject to an investigative interview only if corroborative evidence can be obtained.

Disciplinary Hearings (Article 14)

- Changes the language to make the hearing before the City Manager less formal
 - States it is at City Manager's discretion whether to allow parties to question the witnesses of the other
 - Provides for a recording if either the City Manager or the Member request that a recording be made

Negotiations & Dispute Resolution (Article 18)

- Changes the timelines for the various steps in the mediation-arbitration procedure when the parties are unable through negotiations to reach a successor agreement.
 - Changes from 55 days before the expiration of the agreement to 90 days after the expiration for submitting issues for the mediation-arbitration procedure
 - Changes from 45 days before the expiration of the agreement to 120 days after the expiration when issues in dispute can be submitted to binding arbitration
 - Changes from 55 days before the expiration of the agreement to 145 days after the expiration when a Citizen's Conciliation Council is appointed.

Economic

Wages (Article 19.1)

- | | |
|------|------------------------------------------------------------------|
| 2018 | Retroactive 2.5% increase for hours worked Jan. 1- Dec. 31, 2018 |
| 2019 | Effective 1/1/2019 3.0% increase to base wages. |

2020 Effective 1/1/2020 3.0% increase to base wages.

Paramedic Differential (Article 19.3)

- Increase from 4.5 to 5%

Tuition Reimbursement (Article 24.4)

- Increase of \$1,500: Effective January 1, 2019, the tuition reimbursement is increased to \$3,000, equal to all other fulltime employees.

Letter of Intent

- Provides for a one-time lump sum payment equal to the retroactive 2.5% increase for an employee covered by the collective bargaining agreement as of January 1, 2018, but not on payroll as of the effective date of the 2018-2020 agreement (due to retirement in September). This one-time lump sum payment is in the amount of \$2,015.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The wage increase for 2018 is equal to the increase provided for all other City employees and can be accommodated in the 2018 budget. The 2019 budget includes funding for the provisions of the collective bargaining agreement that will be effective in 2019.

ATTACHMENTS

Ordinance No. 58-2018

ORDINANCE NO. 58-2018

Approving the Provisions of a Collective Bargaining Agreement
Between the City of Worthington, Ohio and the International
Association of Firefighters Local #3498 and Authorizing the
City Manager to Execute Same on Behalf of the City.

WHEREAS, International Association of Firefighters Local #3498 has been certified by the State Employee Relations Board, pursuant to Chapter 1147 of the Ohio Revised Code, as the exclusive representative for purposes of collective bargaining for certain bargaining units within the Division of Fire and Emergency Medical Services of the City of Worthington; and,

WHEREAS, the City and the International Association of Firefighters Local #3498 have negotiated a tentative collective bargaining agreement; and,

WHEREAS, the City Manager has requested City Council to approve the provisions of said collective bargaining agreement following ratification of same by Local #3498;

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

SECTION 1. That City Council hereby approves the provisions of the "Collective Bargaining Agreement Between the City of Worthington, Ohio and the International Association of Firefighters Local #3498 for the Period January 1, 2018 through December 31, 2020," including the provisions relating to economic matters for which funds are hereby approved and which will be appropriated in accordance with the City Charter at the time for the annual budget appropriation ordinance for each year of said Agreement.

SECTION 2. That the City Manager and Director of Law be and they hereby are authorized and directed to execute said Agreement on behalf of the City and that the Assistant City Manager, Director of Finance, Fire Chief, and the Personnel Director, be and they are hereby authorized to execute said Agreement in their capacity as members of the City negotiation committee.

SECTION 3. That the City Manager is hereby authorized to execute the one-time lump sum payment to the employee covered by the collective bargaining agreement on January 1, 2018 but not currently on payroll as of the effective date of the 2018-2020 collective bargaining agreement.

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 – December 3, 2018

Date: 11/28/2018

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: **Ordinance No. 59-2018 Appropriation - New & Replacement Equipment & Various Projects**

EXECUTIVE SUMMARY

This Ordinance appropriates funds to procure the new and replacement equipment provided in the Capital Improvement Plan (CIP) for Fiscal Year 2019. This Ordinance also appropriates funds for multiple projects identified in the 2019-2023 CIP.

RECOMMENDATION

Introduce for Public Hearing on December 10, 2018

BACKGROUND/DESCRIPTION

In addition to appropriating funds for the 2019 New and Replacement Equipment program, this Ordinance appropriates funds for the CIP projects listed below. Funding for additional projects, where expenses are expected to exceed the \$50,000 competitive bid threshold, will be appropriated throughout the year. The projects funded with this Ordinance are:

1. 2019 Building Improvement Program
2. Central Business District Paver Renovation Project
3. Community Center Leisure Pool Diamond Brite Resurfacing
4. Fire Hydrant Replacement & Painting Program
5. Fleet Garage Floor Sealing
6. Olentangy River Road Guardrail
7. Perry Park Restroom Roof Replacement and Building Improvements
8. Rush Run Analysis
9. Rush Run-South Street/McCoy Slope Repair and Rehab
10. Service and Engineering Building Roof
11. Traffic Signal and Lighting Project
12. Village Green NE Brick Paver Replacement

13. Community Wayfinding Signage

FINANCIAL IMPLICATIONS/FUNDING SOURCES

This Ordinance appropriates \$1,967,500 to fund the 2019 New and Replacement Equipment Program and \$566,000 to fund the other twelve (12) projects, which is consistent with the 2019 Capital Improvements Program

ATTACHMENTS

Ordinance No 59 - 2018

ORDINANCE NO. 59-2018

Amending Ordinance No. 52-2018 (As Amended) to Adjust the Annual Budget by Providing for Appropriations From the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the 2019 New and Replacement Equipment Items and for Certain Projects as Identified in the 2019 Five-Year Capital Improvements Program and all Related Expenses and Determining to Proceed with said Projects.

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. 308.8120.533411 the sum of One Million Three Hundred Sixty-Seven Thousand Five Hundred Dollars (\$1,367,500.00) to pay the cost of 2019 New and Replacement Equipment items on the list attached hereto. The amounts shown are estimates with final costs to be within 10% of each item.

SECTION 2. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533412 the sum of Two Hundred Thousand Dollars (\$200,000.00) to pay the cost of the 2019 Building Improvement Program and all Related Expenses (Project No. 682-19).

SECTION 3. That there be and hereby is appropriated from the Downtown Tax Increment Financing Municipal Public Improvement Fund Unappropriated Balance to Account No. 935.9020.560990 the sum of Twenty Thousand Dollars (\$20,000.00) to pay the cost of the CBD Paver Renovation and all related Expenses (Project No. 612-15).

SECTION 4. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533413 the sum of Fifty Thousand Dollars (\$50,000) to pay the cost of the Community Center Leisure Pool Diamond Brite Resurfacing and all Related Expenses (Project No. 683-19).

SECTION 5. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533391 the sum of Twenty-Five Thousand Dollars (\$25,000.00) to pay the cost of the Fire Hydrant Replacement & Painting Program and all Related Expenses (Project No. 661-18).

ORDINANCE NO. 59-2018

SECTION 6. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533414 the sum of Sixteen Thousand Dollars (\$16,000.00) to pay the cost of the Fleet Garage Floor Sealing and all Related Expenses (Project No. 684-19).

SECTION 7. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8150.533415 the sum of Twenty-Five Thousand Dollars (\$25,000.00) to pay the cost of the Olentangy River Road Guardrail and all Related Expenses (Project No. 685-19).

SECTION 8. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533416 the sum of Fourteen Thousand Dollars (\$14,000.00) to pay the cost of the Perry Park Restroom Roof Replacement and Building Improvements and all Related Expenses (Project No. 686-19).

SECTION 9. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8140.533417 the sum of Twenty-Five Thousand Dollars (\$25,000) to pay the cost of the Rush Run Anaylsis and all Related Expenses (Project No. 687-19).

SECTION 10. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8140.533418 the sum of Thirty-One Thousand Dollars (\$31,000.00) to pay the cost of the Rush Run-South Street/McCoy Slope Repair and Rehab and all Related Expenses (Project No. 688-19).

SECTION 11. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533419 the sum of Fifty Thousand Dollars (\$50,000.00) to pay the cost of the Service/Engineering Building Roof and all Related Expenses (Project No. 689-19).

SECTION 12. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8150.533420 the sum of Fifty Thousand Dollars (\$50,000.00) to pay the cost of Traffic Signals and Lighting and all Related Expenses (Project No. 690-19).

SECTION 13. That there be and hereby is appropriated from the Downtown Tax Increment Financing Municipal Public Improvement Fund Unappropriated Balance to Account No. 935.9020.560991 the sum of Ten Thousand Dollars (\$10,000.00) to pay the cost of the Village Green NE Brick Paver Replacement and all Related Expenses (Project No. 691-19).

ORDINANCE NO. 59-2018

SECTION 14. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.5010.533347 the sum of Fifty Thousand Dollars (\$50,000.00) to pay the cost of the Community Wayfinding Signage and all Related Expenses (Project No. 619-15).

SECTION 15. For purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an “Ordinance Determining to Proceed” with the Projects, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 16. 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