



City Council Agenda

Monday, March 13, 2023 at 7:00 pm

6550 N. High Street, Worthington, Ohio 43085

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

New Legislation - Resolution(s)

4. Resolution No. 13-2023 - City Manager Search Consultant

Resolution authorizing an agreement for executive search services.

Executive Summary: This Resolution authorizes the President of City Council to enter into an Agreement to provide executive search services for a City Manager recruitment process.

Recommendation: Introduce and approve as amended.

New Legislation - Ordinance(s)

5. Ordinance No. 08-2023 - Subdivision Without Plat – Property Transfer at 1890 W. Dublin-Granville Rd. and 6533 Plesenton Dr. S.

Approving a subdivision without plat – property transfer – at 1890 W. Dublin-Granville Rd. and 6533 Plesenton Dr. S. and authorizing variances (Joe Myers/Benjamin Price)

Executive Summary: This Ordinance approves the transfer of property from 1890 W. Dublin-Granville Rd. to 6533 Plesenton Dr. S. and grants variances to not require the installation of a sidewalk or a recreational path along the frontages.

Recommendation: Introduce for Public Hearing on March 20, 2023.

Reports of City Officials

6. Policy Item(s)

a. February Financial Report

Executive Summary: The financial report for February 2023 is attached.

Recommendation: Motion to accept as presented.

b. Stationary License Plate Readers

Stationary license plate readers by Flock Safety (Flock Group, Inc.).

Executive Summary: Open discussion on a Division of Police strategy to utilize stationary Automatic License Plate Readers (ALPR) technology from Flock Safety.

Recommendation: To support entering into a service provider agreement with Flock Group, Inc. for the installation and use of 10 ALPR cameras focusing coverage in the Huntley Rd. business district.

c. Sustainability

Sustainability & Sustainability Position

Executive Summary: Consideration of the tabled motion directing City staff prepare the appropriate legislation to effect the following: that the City of Worthington's FY 2023 operating budget be amended to include up to \$80,000 for payment of salary, plus additional funds for standard benefits, for the newly created position of Sustainability Manager, who will report directly to either the City Manager or Assistant City Manager, that the staff organizational chart be amended accordingly, and that City staff begins the process, in coordination with City Council, in drafting the job description and the recruiting process.

7. Discussion Item(s)

a. Council Retreat Follow Up

City Council held a retreat on February 11th and discussed a number of topics, including the creation of work groups to discuss action steps for the City's adopted visions, various initiatives already underway and new initiatives that may be pursued.

a. Visions Implementation

b. Work Plan Timelines

Executive Summary: This item provides time to follow up on the conversations held during the City Council Retreat last month.

b. Fund Balance Carryover

General Fund – fund balance discussion.

Executive Summary: This agenda item follows the provisions of the 2018 amended General Fund Carryover Balance Policy, which indicate the City Manager shall schedule a discussion with City Council when the General Fund unencumbered balance exceeds 50% of prior year expenditures. The City closed fiscal year 2022 with an unencumbered General Fund balance of 62% of prior year expenditures.

Reports of Council Members

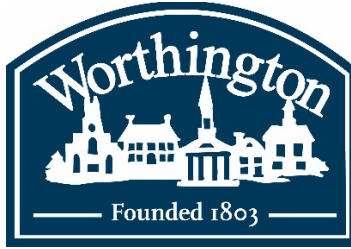
Other Business

Executive Session

Adjournment

8. Motion to Adjourn

Contact: Grace Brown, Clerk of Council (grace.brown@worthington.org) (614) 436-3100 | Agenda published on
03/09/2023 at 4:30 PM



STAFF MEMORANDUM
City Council Meeting – March 13, 2023

Date: March 9, 2023

To: Robyn Stewart, Acting City Manager

From: Lori Trego, Personnel Director

Subject: **Resolution Authorizing an Agreement for Executive Search Services**

EXECUTIVE SUMMARY

This Resolution authorizes the President of City Council to enter into an Agreement to provide executive search services for a City Manager recruitment process.

RECOMMENDATION

Introduce and Approve as Amended.

BACKGROUND/DESCRIPTION

Following the resignation of Matt Greeson as City Manager in December 2022, City Council issued a Request for Proposals (RFP) to conduct a City Manager recruitment process. A total of nine executive search firms submitted proposals by the January 6th deadline. City Council Members reviewed all proposals, interviewed three firms in February and contacted references for several of the firms last week.

This Resolution is introduced as blank and will need to be amended with City Council's selection of the executive search firm.

ATTACHMENTS

Resolution No. 13-2023

RESOLUTION NO. 13-2023

To Authorize the President of City Council to enter into an Agreement with _____ to Provide Executive Search Services for a City Manager Recruitment Process.

WHEREAS, the City of Worthington solicited proposals from executive search firms to conduct a recruitment process for the position of City Manager; and,

WHEREAS, City Council reviewed submitted proposals, conducted interviews and performed reference checks; and,

WHEREAS, funds are available in the 2023 Operating Budget for a City Manager recruitment process;

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

SECTION 1. That the President of City Council is hereby authorized and directed to enter into an Agreement with _____ to Provide Executive Search Services for a City Manager Recruitment Process.

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

ORDINANCE NO. 08-2023

Approving a Subdivision Without Plat – Property Transfer –
at 1890 W. Dublin-Granville Rd. and 6533 Plesenton Dr. S.
and Authorizing Variances (Joe Myers/Benjamin Price)

WHEREAS, a request has been made by Joe Myers on behalf of Benjamin Price to transfer property located at 1890 W. Dublin-Granville Rd. to 6533 Plesenton Dr. S.; and,

WHEREAS, the request has received a complete and thorough review by the Municipal Planning Commission on February 23, 2023 for a Subdivision Without Plat (SWOP) with Variances and approval has been recommended by the Commission; and,

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

SECTION 1. That the Subdivision Without Plat to transfer the rear of the property located at 1890 W. Dublin-Granville Rd. to 6533 Plesenton Dr. S., as per Case No. SUB 01-2023, Drawings No. SUB 01-2023, dated January 27, 2023, attached hereto as Exhibit “A” be approved.

SECTION 2. That there be and hereby is granted variances from Section 1101.07 and Section 1103.10 of the Codified Ordinances to not require the installation of a sidewalk or a recreational path along the W. Dublin-Granville Rd. and Plesenton Dr. S. frontages.

SECTION 3. That notice of passage of the 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:

Attest:

President of Council

Introduced March 13, 2023
P.H. March 20, 2023
Effective

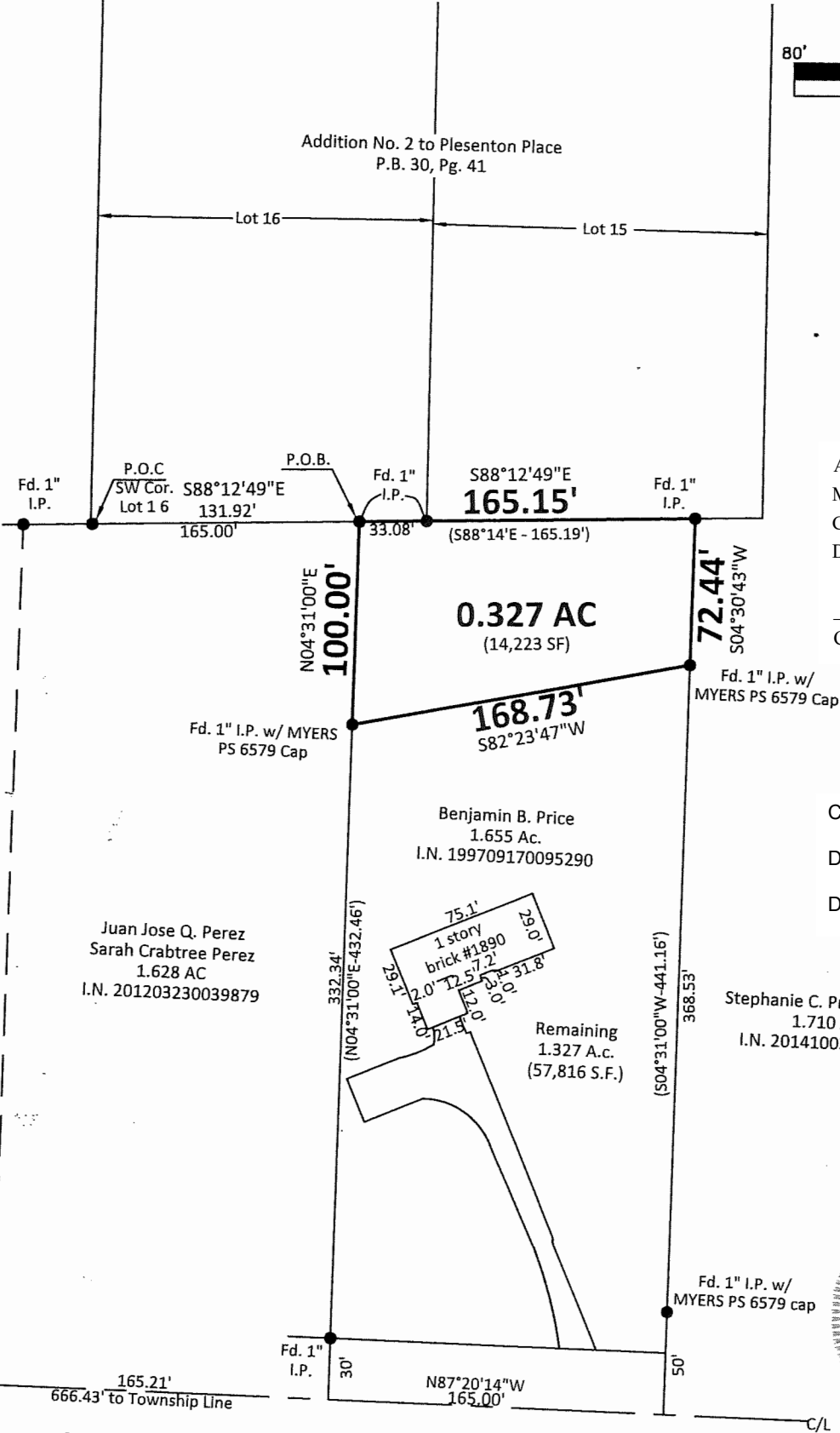
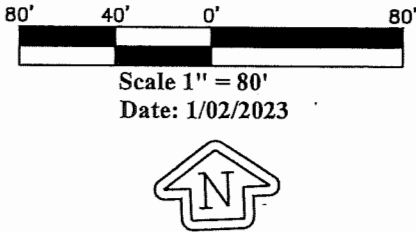
Clerk of Council

A Boundary Survey prepared for and certified to:
Benjamin B. Price

Legal Description: Situated in The State of Ohio, County of Franklin, City of Worthington, 0.327 Acres in the Third Quarter of Township 2, Range 18, United States Military Lands

Applicant:

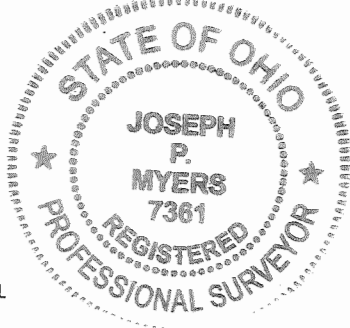
Posted Address: 1890 W. Dublin Granville Rd., Worthington, Ohio



Approved
Municipal Planning Commission
City of Worthington
Date 02/23/2023
Zynda Butar
Clerk

CITY OF WORTHINGTON
DRAWING NO. SUB 01-2023
DATE 01/27/2023

Stephanie C. Price, Trustee
1.710 AC.
I.N. 201410030131351



DUBLIN-GRANVILLE ROAD
(STATE ROUTE #161)

We hereby certify that the foregoing Boundary Survey was prepared from actual field measurements in accordance with Chapter 4733-37 Ohio Administrative Code. Iron pipes set are 30"x1" O.D. with an orange plastic plug inscribed "MYERS P.S. 6579", unless otherwise noted. Basis of bearings is the west line of I.N. 199709170095290 held as North 04°31'00" East.

Myers Surveying Co., Inc
By *Joseph P. Myers*
1/27/2023
Professional Surveyor

Myers Order No.-4-02/02/2022	Rec.	Field	DWG.	Ltr.	Ck.
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2740 East Main Street
Bexley, Ohio 43209-2577
(614) 235-8677
Telefax (614) 235-4559
Email: info@myerssurveying.com

0.327 Acres (14,223 Square Feet)

Situated in the State of Ohio, County of Franklin, City of Worthington, being in the Third Quarter of Township 2, Range 18, United States Military Lands and part of Lot No. 1 designated on the plat made by the Commissioners in partition in case wherein Arthur S. Vining was plaintiff and Sarah J. Vining, et.al., were defendants, in the Court of Common Pleas, Franklin County, Ohio, as it appears in the record of said Case in the Records of said Court in Complete Record 54, Page 1, also being part of the 1.655 Acre tract conveyed to Benjamin B. Price as shown of record in Instrument Number 199709170095290, Franklin County Recorder's Office and being more particularly described as follows:

Commencing at a found 1" diameter iron pipe at the southwest corner of Lot 16 of the Addition No. 2 to Plesenton Place (Plat Book 30 Page 41), also being on the north line of the 1.628 Acre tract conveyed to Juan Jose Q. Perez and Sarah Crabtree Perez (Instrument Number 201203230039879);

Thence, along part of the south line of said Lot 16, part of the north line of said 1.628 Acre tract, South 88° 12' 49" East, 131.92 feet to a found 1" diameter iron pipe at the northwest corner of said 1.655 Acre tract, the northeast corner of said 1.628 Acre tract and being the TRUE POINT OF BEGINNING;

Thence, along the north line of said 1.655 Acre tract, along part of the south line of said Lot 16 and part of the south line of Lot 15 of said Addition, South 88° 12' 49" East, 165.15 feet to a found 1" diameter iron pipe at the northeast corner of said 1.655 Acre tract, the northwest corner of a 1.710 Acre tract conveyed to Stephanie C. Price, Trustee (Instrument Number 201410030131351), passing a found 1" diameter iron pipe at the southeast corner of said Lot 16, the southwest corner of said Lot 15 at 33.08 feet;

Thence, along part of the east line of said 1.655 Acre tract, along part of the west line of said 1.710 Acre tract, South 04° 30' 43" West, 72.44 feet to a found 1" diameter iron pipe with an orange cap inscribed MYERS, P.S. #6579;

Thence, across said 1.655 Acre tract, South 82° 23' 47" West, 168.73 feet to a found 1" diameter iron pipe with an orange cap inscribed MYERS, P.S. #6579 on the west line of said 1.655 Acre tract, the east line of said 1.628 Acre tract;

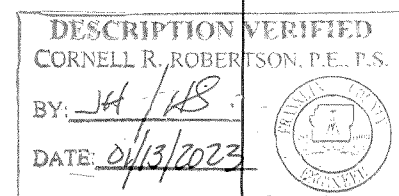
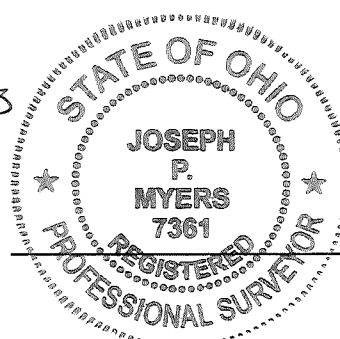
Thence, along part of the west line of said 1.655 Acre tract, along part of the east line of said 1.628 Acre tract, North 04° 31' 00" East, 100.00 feet to the place of beginning **CONTAINING 0.327 ACRES**, subject, however to all legal highways, easements, leases, restrictions of record and of records in the respective utility offices. Iron pipes set are 1" O.D. x 30" long with an orange cap inscribed MYERS P.S. #6579. Basis of bearings is the west line of said 1.655 Acre tract held as North 04° 31' 00" East per Instrument Number 199709170095290. The foregoing description was based by a boundary survey by Myers Surveying in October 2013.

Myers Surveying Company, Inc.

Joseph P. Myers
Joseph P. Myers, P.S. #7361

JPM/kms (402022022)legal)

1/2/2023



D-099-A
SPLIT
0.327 ACRES
OUT OF
(100)
006315

Approved
Municipal Planning Commission
City of Worthington
Date 02/23/2023

Zynda Bitan

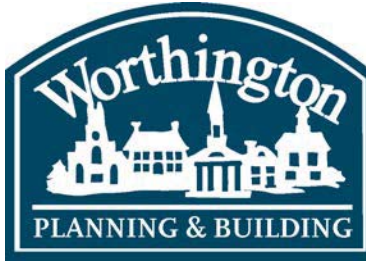
Clerk

CITY OF WORTHINGTON

SI

DRAWING NO. SUB 01-2023

DATE 01/27/2023




MPC APPLICATION
SUB 01-2023
1890 W. Dublin-Granville Rd.

Plan Type: Subdivision	Project:	App Date: 01/27/2023
Work Class: Without Plat Residential	District: City of Worthington	Exp Date:
Status: In Review		Completed:
Valuation: \$0.00		Approval
Description: Tax Parcel Split		Expire Date:

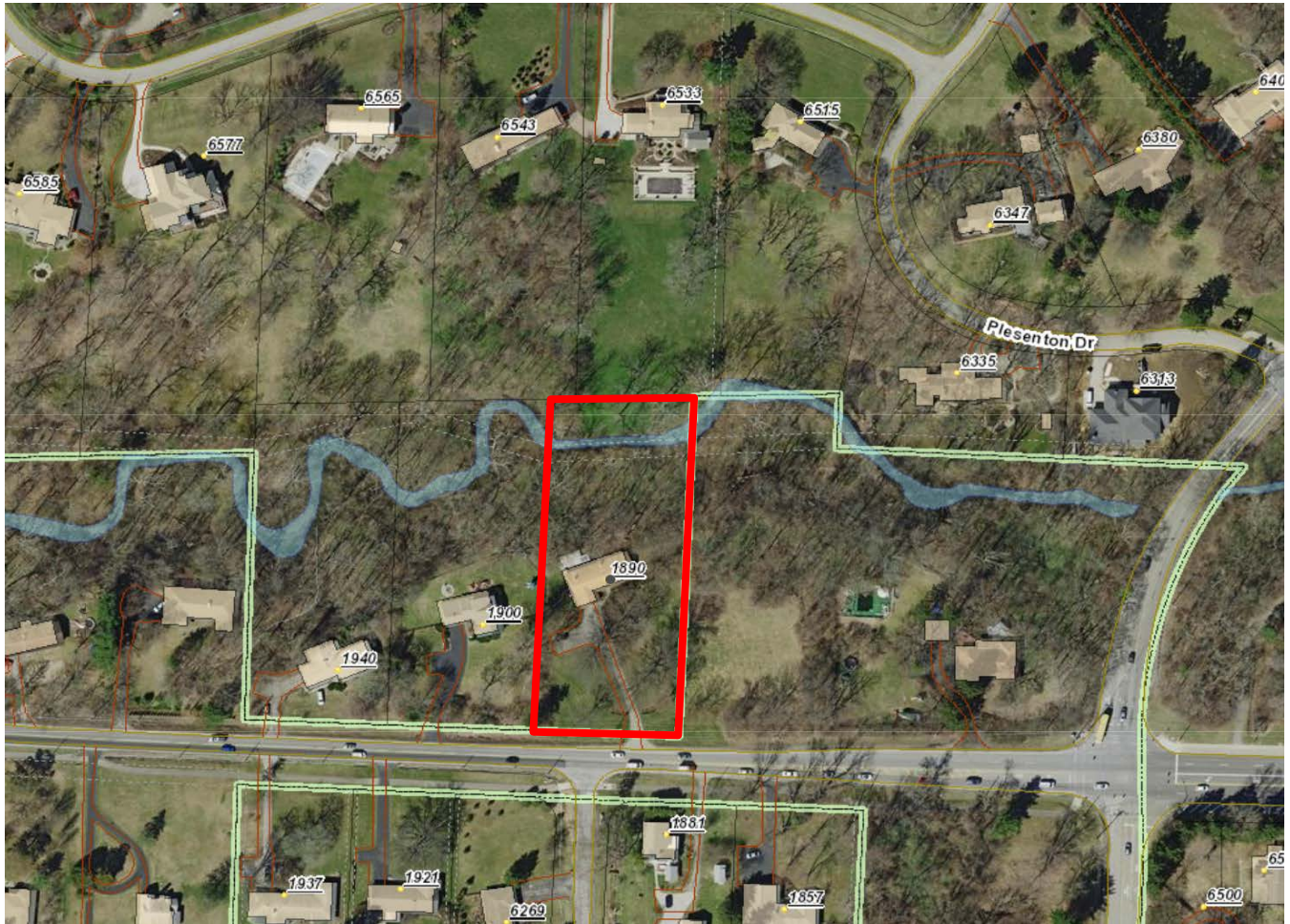
Parcel: 100-006315	Main	Address: 1890 W Dublin-Granville Rd	Main	Zone: R-16(Very Low Density Residential)
		Worthington, OH 43085		

Owner	Applicant
Benjamin Price	Joe Myers
1890 W DUBLIN-GRANVILLE RD	2740 E. Main Street
Worthington , OH 43085	Bexley, OH 43209
Home: (614) 846-9452	Business: (614) 235-8677

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00003474	(Subdivision)Without Plat	\$50.00	\$50.00
Total for Invoice INV-00003474		\$50.00	\$50.00
Grand Total for Plan		\$50.00	\$50.00

Approved
Municipal Planning Commission
City of Worthington
Date 02/23/2023

Clerk

1890 W. Dublin-Granville Rd.



2740 East Main Street
Bexley, Ohio 43209-2577
(614) 235-8677
Telefax (614) 235-4559
Email: info@myerssurveying.com

January 27, 2023

To Whom It May Concern:

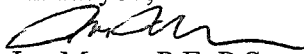
RE: Tax Parcel Split in rear of 1890 W. Dublin Granville Road
Subdivision Without Plat review/approval

Background:

The owner would like to convey a small tract of vacant ground that contains the drainage ditch/creek that currently is situated on the 1890 site to his adjacent property at 6533 Plesenton Drive South.

There will be no new construction or buildings added as part of this process on either parcel.

Thank you,



Joe Myers, P.E., P.S.
Myers Surveying Company

Approved
Municipal Planning Commission
City of Worthington
Date 02/23/2023



Clerk

CITY OF WORTHINGTON

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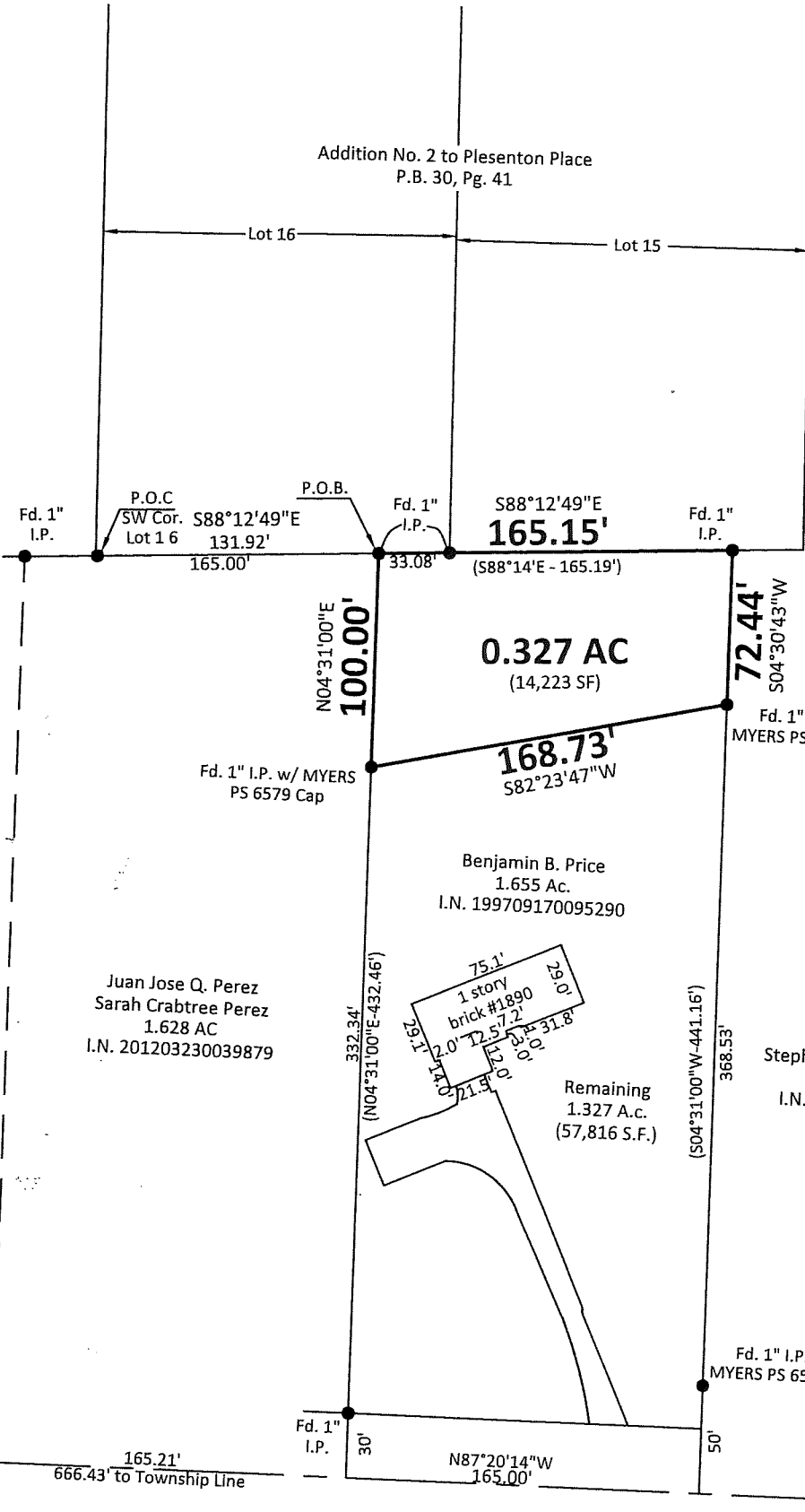
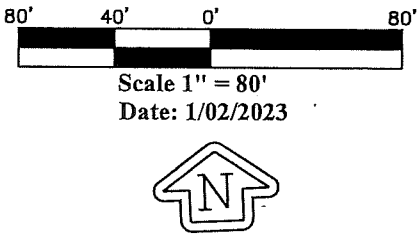
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Myers Surveying Company, Inc.

2740 East Main Street, Columbus 43209 (Bexley), Ohio
614-235-8677 FAX:614-235-4559

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City of Worthington
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Jynda Butar
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Myers Order No.-4-02/02/2022

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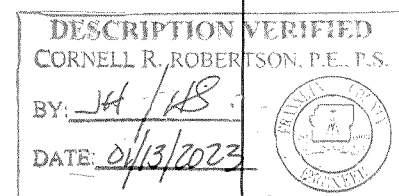
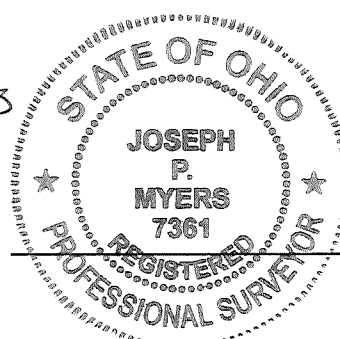
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1/2/2023



D-099-A
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(100)
006315

Approved
Municipal Planning Commission
City of Worthington
Date 02/23/2023



Clerk

CITY OF WORTHINGTON

DRAWING NO. SUB 01-2023

DATE 01/27/2023

Department of Finance

February 2023 Financial Report



Quick Facts

All Funds

<u>02/28/2023</u>	<u>02/28/2023</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$47,744,452	Balance
(January 1, 2022 balance: \$47,524,866)	\$22,993,849

General Fund

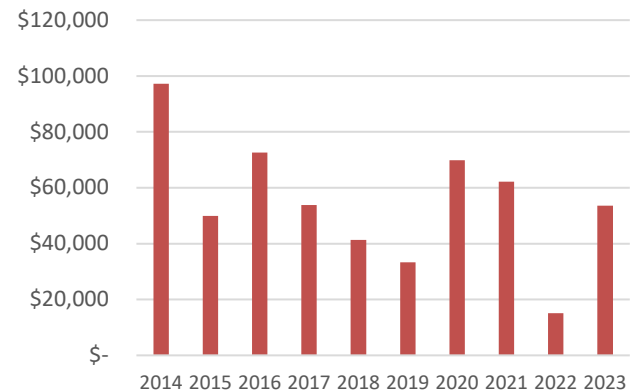
<u>02/28/2023</u>	<u>02/28/2023</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$23,308,852	Balance
(January 1, 2022 balance: \$19,524,896)	\$14,358,289
	(44% of prior year expenditures)

Highlights & Trends for February 2023

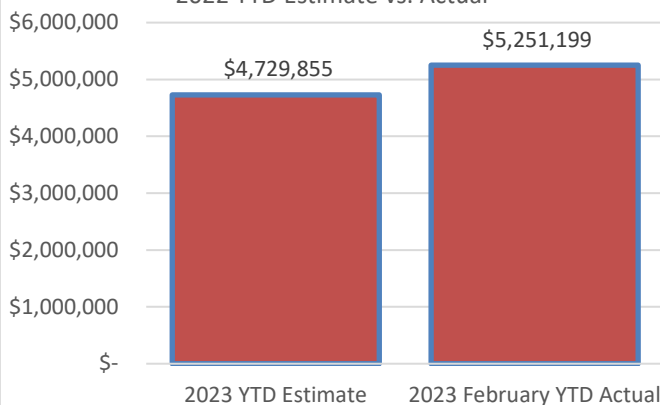
Income Tax Collections

- Year to Date (YTD) income tax collections are above 2022 YTD income tax collections \$210,839 or 4.09%.
- YTD Income tax collections are above estimates by \$284,394 or 5.59%
- Year to date refunds total \$53,625

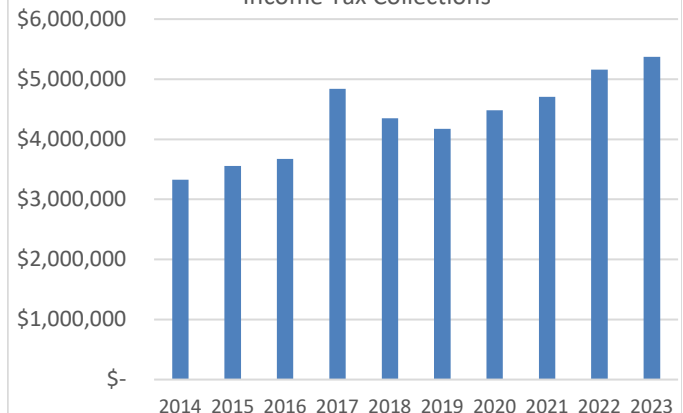
Income Tax Refunds as of February



General Fund Revenue
2022 YTD Estimate vs. Actual

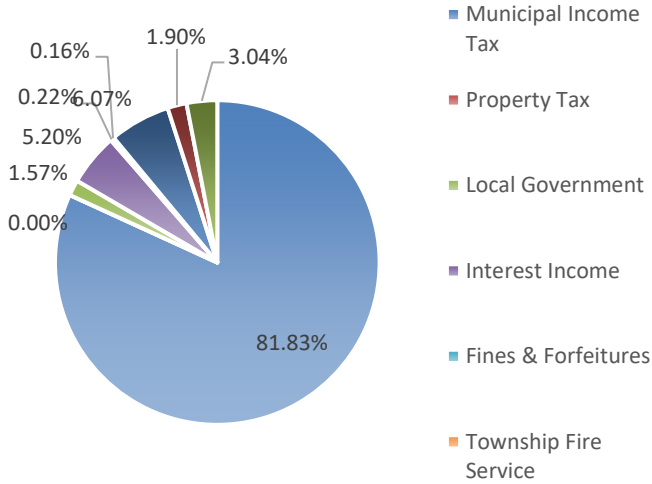


February Year to Date
Income Tax Collections

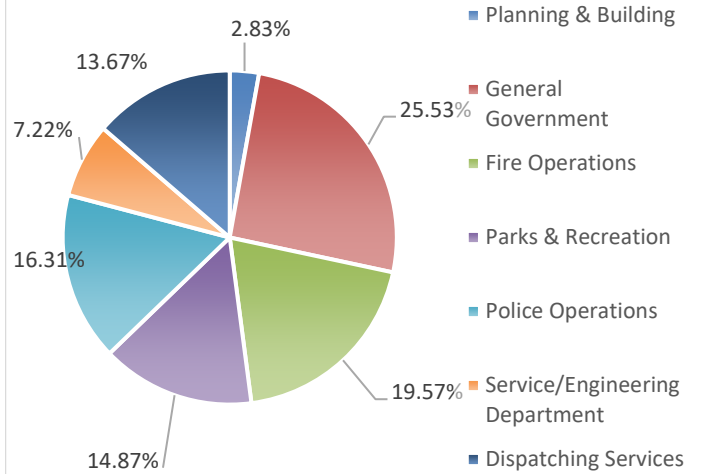


Highlights & Trends for February 2023 (continued)

February 2023 Year to Date
General Fund Revenue



February 2023 Year to Date
General Fund Expenses



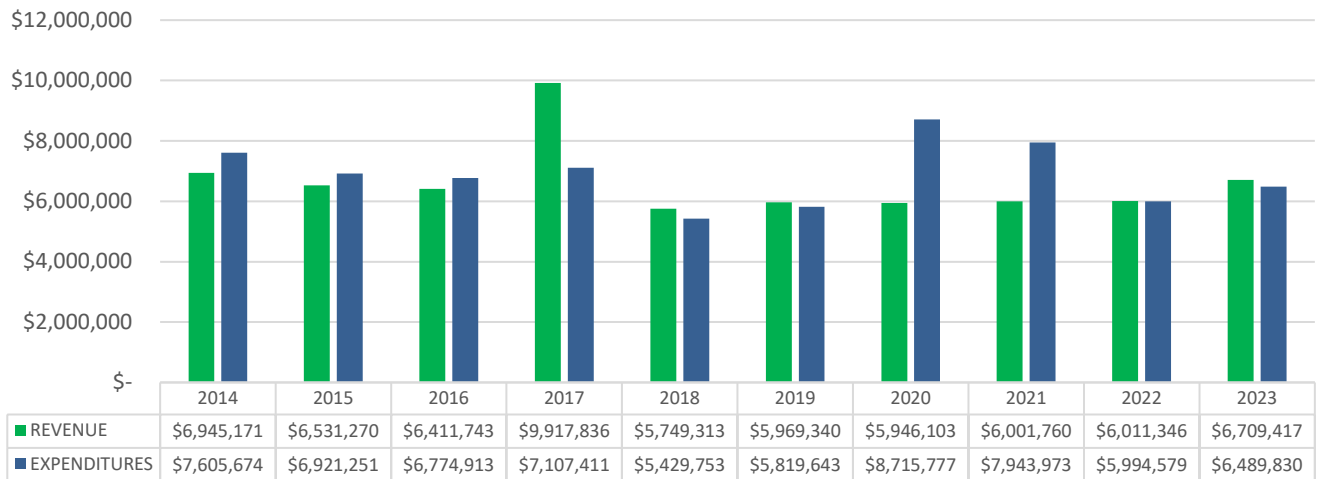
Notable Initiatives & Activities

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Financial Tracking

February Year to Date
Revenue to Expenditures
All Funds



February Year to Date
General Fund
Cash Position



**February 2023
Cash Reconciliation**

Total Fund Balances:		\$47,744,452.50
Depository Balances:		
General Account:	\$ 10,456,719.45	
Total Bank Balances:		\$10,456,719.45
Investment Accounts:		
Certificates of Deposit:	\$12,303,000.00	
Star Ohio/Star Plus	15,634,536.65	
Fifth Third MMKT/CDs	7,943,716.11	
CF Bank	245,000.00	
FC Bank	248,000.00	
Total Investment Accounts:		\$36,374,252.76
Petty Cash/Change Fund:		1,525
Total Treasury Balance as of February 28, 2023		\$47,744,452.50
Total Interest Earnings as of February 28, 2023		\$273,131.39

Debt Statement

<u>Issuance</u>	<u>Purpose</u>	<u>Maturity</u>	<u>Rate</u>	<u>Principal Balance</u>
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$ 2,570,000
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 46,860.30
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 469,825.56
2021	2021 Various Purpose Bonds	December 2041	1.65%	\$ 9,565,000.00
	Total Principal Debt Balance			\$12,651,685.86



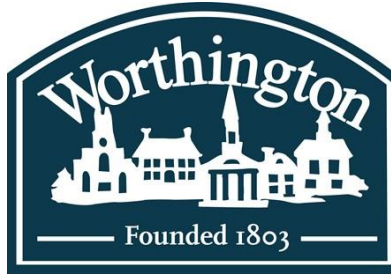
**City of Worthington
Fund Summary Report
as of February 28, 2023**

	FUND	1/1/2023 Beginning	Year to Date	Year to Date	2/28/2023	Encumbrances	Unencumbered
		Balance	Actual Revenue	Actual Expenses			Balance
101	General Fund	\$ 23,512,622	\$ 5,251,199	\$ 5,454,969	\$ 23,308,852	\$ 8,950,563	\$ 14,358,289
202	Street M&R	334,238	151,213	159,246	326,205	102,290	\$ 223,915
203	State Highway	93,581	12,261	15,047	90,795	272	\$ 90,523
204	Water	95,416	9,486	17,201	87,701	65,531	\$ 22,170
205	Sewer	63,526	8,466	35,628	36,364	18,251	\$ 18,113
210	Convention & Visitor's Bureau F	4,407	66,015	68,027	2,395	299	\$ 2,097
211	27th Pay Fund	50,000	50,000	-	100,000	-	\$ 100,000
212	Police Pension	1,004,283	-	118,541	885,742	-	\$ 885,742
214	Law Enforcement Trust	17,503	-	-	17,503	-	\$ 17,503
215	Municipal MV License Tax	32,083	20,740	-	52,824	-	\$ 52,824
216	Enforcement/Education	53,624	50	-	53,674	-	\$ 53,674
217	Community Technology	-	-	-	-	-	\$ -
218	Court Clerk Computer	190,503	972	178	191,297	12,790	\$ 178,507
219	Economic Development	536,647	-	2,678	533,969	295,004	\$ 238,966
220	FEMA Grant	-	-	-	-	-	\$ -
221	Law Enf CED	18,030	-	-	18,030	-	\$ 18,030
222	Coronavirus Relief Fund	-	-	-	-	-	\$ -
223	Coronavirus ARPA Recovery Fu	-	-	-	-	-	\$ -
224	Parks & Rec Revolving	-	-	-	-	-	\$ -
225	Ohio Opioid Settlement Fund	7,086	15,855	-	22,941	-	\$ 22,941
229	Special Parks	50,584	5,690	318	55,956	26,256	\$ 29,701
230	Sharon Twp JEDD	37,237	21,007	37,822	20,422	-	\$ 20,422
253	2003 Bicentennial	76,385	-	-	76,385	-	\$ 76,385
306	Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149
308	Capital Improvements	15,856,659	1,092,572	579,121	16,370,110	13,149,827	\$ 3,220,283
313	County Permissive Tax	-	-	-	-	-	\$ -
409	General Bond Retirement	1,858,758	-	-	1,858,758	321,938	\$ 1,536,820
410	Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448
825	Accrued Acreage Benefit	8,066	3,044	-	11,110	7,849	\$ 3,261
830	OBBS	1,935	846	1,055	1,727	1,578	\$ 149
835	Unclaimed Funds	70,141	-	-	70,141	-	\$ 70,141
838	Petty Cash	1,525	-	-	1,525	-	\$ 1,525
910	Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541
920	Worthington Place (The Heights	1,666,207	-	-	1,666,207	1,553,459	\$ 112,748
930	933 High St. MPI TIF Fund	228,573	-	-	228,573	64,000	\$ 164,573
935	Downtown Worthington MPI TIF	508,410	-	-	508,410	126,697	\$ 381,713
940	Worthington Square TIF	135,969	-	-	135,969	54,000	\$ 81,969
945	W Dublin Granville Rd. MPI TIF	257,607	-	-	257,607	-	\$ 257,607
950	350 W. Wilson Bridge	35,830	-	-	35,830	-	\$ 35,830
955	800 Proprietors Road TIF	26,293	-	-	26,293	-	\$ 26,293
999	PACE Fund	-	-	-	-	-	\$ -
	Total All Funds	\$ 47,524,866	\$ 6,709,417	\$ 6,489,830	\$ 47,744,453	\$ 24,750,604	\$ 22,993,849



**City of Worthington, Ohio
General Fund Overview
as of February 28, 2023**

		2022	2023	2023	2023	2023	2023	Variance			
		Year End	Original	Revised	Y-T-D	February	Variance	as % of			
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget			
Municipal Income Tax	1	\$ 26,558,839	\$ 23,656,000	\$ 23,656,000	\$ 4,069,653	\$ 4,297,088	\$ 227,435	5.59%			
Property Tax	2	3,444,123	3,526,617	\$ 3,526,617	-	-	\$ -	#DIV/0!			
Local Government	*	474,137	450,000	\$ 450,000	75,000	82,462	\$ 7,462	9.95%			
Interest Income	*	394,819	200,000	\$ 200,000	33,333	273,131	\$ 239,798	719.39%			
Fines & Forfeitures	*	52,939	75,000	\$ 75,000	12,500	11,595	\$ (905)	-7.24%			
Township Fire Service	2	465,519	500,000	\$ 500,000	8,180	8,180	\$ 0	0.00%			
Community Center Membership/Progr	*	1,591,015	1,600,000	\$ 1,600,000	266,667	318,958	\$ 52,291	19.61%			
EMS Transport	*	580,669	675,000	\$ 675,000	112,500	99,943	\$ (12,557)	-11.16%			
All Other Revenue	*	2,644,950	1,015,470	\$ 1,015,470	152,022	159,842	\$ 7,820	5.14%			
Total Revenues		\$ 36,207,010	\$ 31,698,087	\$ 31,698,087	\$ 4,729,855	\$ 5,251,199	\$ 521,344	11.02%			
Expenditures											
Planning & Building		\$ 811,823	\$ 1,164,041	\$ 1,164,041	\$ 194,007	\$ 141,563	\$ (52,444)	72.97%			
General Government		9,588,318	8,456,177	\$ 8,456,177	\$ 1,445,144	1,279,118	\$ (166,026)	88.51%			
Fire Operations		6,886,792	7,795,214	\$ 7,795,214	\$ 1,299,202	980,568	\$ (318,635)	75.47%			
Parks & Recreation		5,051,119	6,006,544	\$ 6,006,544	\$ 1,001,091	745,016	\$ (256,075)	74.42%			
Police Operations		6,057,145	7,112,096	\$ 7,112,096	\$ 1,185,349	817,429	\$ (367,921)	68.96%			
Service/Engineering Department		2,575,346	3,348,775	\$ 3,348,775	\$ 558,129	361,901	\$ (196,228)	64.84%			
Dispatching Services		752,799	686,000	\$ 686,000	\$ 686,000	685,205	\$ (795)	99.88%			
Total Expenditures		\$ 31,723,342	\$ 34,568,847	\$ 34,568,847	\$ 6,368,922	\$ 5,010,798	\$ (1,358,124)	78.68%			
Excess of Revenues Over (Under) Expenditures		\$ 4,483,668	\$ (2,870,760)	\$ (2,870,760)	\$ (1,639,067)	\$ 240,401					
Fund Balance at Beginning of Year		\$ 19,524,897	\$ 23,512,624	\$ 23,512,624		\$ 23,512,624					
Unexpended Appropriations			1,209,910	1,209,910		-			1 - Income Tax budget based on individual monthly projections.		
Expenditures versus Prior Year Enc		495,941	2,039,099	2,039,099		444,171			2 - These revenue budgets are based on semi-annual payments.		
									* - All other revenue budgets are spread equally over each month.		
General Fund Balance		\$ 23,512,624	\$ 19,812,675	\$ 19,812,675		\$ 23,308,854					
									All expenditure budgets are spread equally over each month.		



STAFF MEMORANDUM
City Council Meeting – March 13, 2023

Date: March 8, 2023

To: Robyn Stewart, Acting City Manager

From: Eric D. Grile, Acting Chief of Police

Subject: Stationary license plate readers by Flock Safety (Flock Group, Inc.)

EXECUTIVE SUMMARY

Open discussion on a Division of Police strategy to utilize stationary Automatic License Plate Readers (ALPR) technology from Flock Safety.

RECOMMENDATION

To support entering into a service provider agreement with Flock Group, Inc. for the installation and use of 10 ALPR cameras focusing coverage in the Huntley Rd. business district.

BACKGROUND/DESCRIPTION

The Division of Police is driven to provide services that prevent our community from being victimized, providing skilled investigative responses when a crime occurs. Our community demands this service be provided competently and without opportunity or influence of bias. Crime victims further deserve professional, adept investigations which leverage available technology.

One such technology available is the use of fixed ALPR systems that provide a researchable database of vehicular traffic for criminal and missing person investigations. Recent crimes in central Ohio have shown the impact a known license plate on a suspect vehicle can have, and that information's influence on a successful outcome for crime victims.

ALPR systems capture specific, objective characteristics of a passing vehicle without capturing images of occupants. That data is then searchable only as a part of a criminal investigation. Queries are tracked, audited and audits will be released for public accountability. The ALPR system can also notify Division officers in real time if there is a alert on a license plate. Alerts come from specific entries from the

Division or in the FBI database. These alerts *do not create probable cause* for action, rather provide opportunity to direct investigators.

The Division of Police has the highest reverence for the privacy of our community. National best practices, administrative controls over accessing data, regular comprehensive auditing of access, and the transparency audit results are major benchmarks in the Division's policy to be accountable in our relationship with the community we serve.

ALPR systems are not a video camera that streams video. They are not a traffic enforcement tool. They capture an image of a passing vehicle that can be matched to common descriptive terms provided by a victim or a victim's security system.

The use of ALPR systems utilizes a US Department of Justice policing strategy of Directed Patrols. In lieu of traditional policing responses of saturating the area or conducting a "stakeout", the use of objective ALPR data of a suspect vehicle minimizes opportunities of seemingly bias based policing. The data provides objective, definitive, unbiased information which is not subjective.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

\$30,000 for this system was included in the 2023 operating budget in account 101.2010.540500.

ATTACHMENT(S)

Worthington Division of Police Policy 435 Automatic License Plate Readers (ALPR)

Why Flock ALPR handout

Flock ALPR Privacy and Ethics factsheet

Flock ALPR Ethics + Innovation handout

Automated License Plate Readers (ALPR)

435.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Worthington Division of Police to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing or wanted persons. Other uses may include, but are not limited to suspect identification in criminal investigations, stolen property recovery, and criminal interdiction. It is the policy of the Worthington Division of Police to ensure that collection of and access to ALPR data is consistent with respect to an individual's right to privacy, civil liberties and the law.

435.2 ADMINISTRATION OF ALPR DATA

The Worthington Division of Police may contract with an outside vendor for ALPR services. The ALPR program is managed by the Support Services Lieutenant or designee. The Support Services Lieutenant is responsible for agency oversight, ensuring compliance with this policy, and any applicable laws.

The Support Services Lieutenant or designee will assign user permissions to authorized agency personnel. ALPR data may be shared with other law enforcement or prosecutorial agencies upon request. The requesting agency must provide the reason for the request and acknowledge that it can only be used for official law enforcement purposes. All external requests are subject to review by the Support Services Lieutenant.

435.3 AUTHORIZED OPERATION

Use of an ALPR system and the associated data is restricted to the purposes detailed in this policy. Only sworn members of the Worthington Division of Police are authorized to access the ALPR database. Division members shall not use or allow others to use the equipment or database records for any unauthorized purposes.

The following directives are to be followed for the use of the ALPR system(s):

- A. An ALPR shall only be used for official law enforcement business.
- B. An ALPR may be used in conjunction with routine patrol operations or criminal investigations. Reasonable suspicion or probable cause is not required before using an ALPR.
- C. Partial license plate numbers and unique vehicle descriptions reported during major crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.
- D. No member of the Division shall operate ALPR equipment or access ALPR data without first completing department-approved training.

Worthington Division of Police

Policy Manual

Automated License Plate Readers (ALPR)

- E. All ALPR data shall only be accessible thorough an individual login/password protected system capable of documenting access by user name, date and time.
- F. Each time a query of the ALPR database is conducted, the member shall enter the incident (report) number or CAD call number in the "Search Reason" box.
 - 1. ALPR data searches may be conducted at the request of other law enforcement agencies for official law enforcement purposes or as otherwise permitted by law. In these instances, the incident (report) number or CAD call number of the requesting agency shall be entered in the "Search Reason" box.

435.4 PROHIBITED OPERATION

The following uses of the ALPR database system(s) are strictly prohibited:

- A. **Invasion of Privacy:** Except when initiated pursuant to a court order or search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are open to public view. Vehicles open to public view include vehicles on a public roadway, on private property that is visible from a public roadway, or a place where the general public has access, such as parking lots of publicly accessible businesses.
- B. **Harassment or Intimidation:** It is a violation of this policy to utilize the ALPR data system, associated files, or hot lists to harass and/or intimidate any individual or group.
- C. **Use Based on Protected Characteristics:** It is a violation of this policy to use the ALPR data system, associated files, or hot lists solely based on an individual's or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, veteran status, or other classification protected by law.
- D. **Personal Use:** It is a violation of this policy to use the ALPR data system, associated files, or hot lists for any personal purpose.
- E. **Constitutional Rights:** It is a violation of this policy to use the ALPR data system, associated files, or hot lists for the purpose or known effect of infringing upon a person's First Amendment rights, or any other Constitutionally guaranteed rights.

435.5 HOT LIST ALERTS

Use of the ALPR data system includes access to historical data as well as real time alerts on NCIC/NCMEC entries, or hot list, and local hot list entries. On-duty patrol officers are required to log in to the ALPR data system at the beginning of their shift and monitor for hot list alerts while on patrol. ALPR hot list alerts will visually and audibly alert users of a wanted vehicle, including which camera the vehicle passed, the direction of travel, and the date and time of the notification.

When ALPR users are notified of a hot list alert, a CAD system call will be created if an officer is dispatched to the area, notifies dispatch that they are en route to look for the vehicle, or already in the area where the vehicle was last seen. Otherwise, the dispatcher may air the description of the wanted vehicle, the reason it is on the hot list, and the area and direction it was last seen traveling.

Officers shall take proactive steps to verify the validity of vehicles on the hot list before attempting to take enforcement action. Dispatchers shall run license plate numbers from wanted vehicles

Worthington Division of Police

Policy Manual

Automated License Plate Readers (ALPR)

through LEADS/NCIC and attempt to confirm the entry as soon as practical. If a dispatcher or sworn officer runs a hot list entry and determines the alert is not valid, they shall immediately notify responding officers over the radio. Examples include warrant alerts where the warrant is out of the pick-up radius and partial VIN alerts for vehicles that are not actually reported stolen.

Officers will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless steps have been taken to verify the alert. Receipt of an ALPR alarm is NOT sufficient probable cause to stop or arrest without additional verification. Acceptable verification methods are as follows:

- A. An officer must receive confirmation from a dispatcher or other department computer device that the license plate is stolen, wanted, or otherwise of interest before proceeding, absent other exigent circumstances.
- B. Officers shall visually verify that the license plate matches identically with the image of the license plate number captured by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding.
- C. Upon receipt of an alarm, the member will use established procedures in taking enforcement action based on the seriousness of the offense.
- D. In instances where officers are alerted to a hot list entry related only to the registered owner of a vehicle, such as a wanted person, officers shall attempt to visually match the driver to the description of the wanted person prior to making the stop, or should develop a separate legal basis for stopping the vehicle.
- E. If a hot list alert comes through in the ALPR data system and is verified as a bad hit, such as a partial VIN hit, or is out of the pick-up radius warrant, the shift supervisor shall be notified. Upon notification, the shift supervisor shall review the circumstances and confirm it is not a valid alert. If the shift supervisor determines the hit invalid, they shall enter the license plate number into the "Suppressed Hit" feature of the ALPR data system so additional alerts do not occur.

435.5.1 LOCAL HOT LIST ENTRIES

Only sworn supervisors of the Division have the authorization to create a local hot list entry. All local hot list entries must be in full compliance with the policy, applicable laws, and for official law enforcement business only.

Members must immediately notify a supervisor to remove a vehicle that is not longer wanted from the local hot list. The supervisor shall immediately remove the vehicle from the local hot list upon verification. Failure to do so could result in a vehicle being improperly stopped, in violation of this policy.

435.6 DATA COLLECTION AND RETENTION

ALPR data will be stored in a CJIS compliant cloud server and will be protected in accordance with City computer security policies. The server will automatically purge ALPR data after 30 days, however this will not preclude members of the Division from maintaining any relevant data for any investigative purpose after the 30 day period.

Worthington Division of Police

Policy Manual

Automated License Plate Readers (ALPR)

No data from the ALPR system will be automatically linked to or automatically retained in the Division's computerized records system. Where ALPR data is used to investigate or prosecute criminal activity, data from the ALPR system should be downloaded and included in the case report or case file for investigation. Failure to download ALPR data will result in it's automatic purging after 30 days. Downloaded ALPR data will be retained pursuant to City of Worthington record retention schedules.

Information gathered or collected by the ALPR system will not be sold, accessed or used for any purpose other than legitimate criminal justice purposes.

435.6.1 DATA INTEGRITY

Supervisors shall review their local hot list entries once a month for stale entries. Stale entries should be immediately removed from the local hot list if they are no longer a wanted for an active investigation, or if their entry serves no reasonable purpose.

The Support Services Lieutenant or designee shall conduct and document an annual audit of the ALPR access log to ensure compliance to this policy.

Why Flock ALPR?

What we observe: **the current reality**

- Police headcount is on the decline
- Crime is on the rise
- Trust is needed more than ever

What we believe: **the opportunity**

- Technology multiplies the force
- Capture and distribute objective evidence to the right user
- Engage and partner with community for solutions

How does the tech work?

flock safety

When you get Flock ALPR you get:

objective, real-time and investigative leads

- Vehicle Fingerprint™ = license plate plus
- **Indiscriminate evidence** from fixed locations
- Cost effective subscription service, infrastructure free
- No people, no facial recognition, no traffic enforcement



Plate
TX LGS2639



Last Visit
3:15 PM EDT



Make
Toyota



Seen
3 OF 30 DAYS



Color
Gray



What is this tech?

- License plate recognition
- Gathers objective evidence and facts about vehicles, not people
- Alerts police of wanted vehicles
- Used to solve crime
- Adheres to all state laws

What ISN'T this tech?

- Not facial recognition
- Not tied to personally identifiable information
- Not used for traffic enforcement
- Data not stored beyond 30 days → *automatically deletes every 30 days*

How does this technology prevent and eliminate crime?

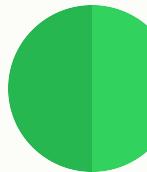
- **Proactive:** Real Time Alerts when Stolen or Wanted Vehicles enter your City
- **Investigative:** As clearance rates increase, crime rates decrease
- Flock cameras act as a deterrent

Transparency & Accountability

Protecting Privacy

- Footage owned by Agency/City and will never be sold or shared by Flock
- 30 day data retention, then deleted
- Short retention period ensures that all data not associated with a crime is automatically deleted & unrecoverable
- Takes human bias out of crime-solving by detecting objective data, and detecting events that are objectively illegal (ex. Stolen vehicles)
- All data is stored securely in the AWS Cloud, and end to end encryption of all data

- Investigative search reason is required for audit trail
- NOT facial recognition software
- NOT predictive policing
- NO personal information is identifiable in Flock
- NOT used for traffic enforcement
- Not connected to registration data or 3rd party databases (Carfax, DMV)
- [Transparency Portal](#)





It actually solves and prevents crime

CASE STUDY *Amber Alert*



CPD



Chamblee, Georgia



Stranger on Stranger Abduction
August 28, 2020

When every second matters, Flock Safety's Machine Vision is Critical

- 12:33 PM** ● Amber Alert Issued
- 1:01 PM** ● Search Conducted with Flock Safety
- 2:30 PM** ● Suspect Vehicle Located
- 5:03 PM** ● Felony Stop + Arrest
- 6:00 PM** ● Baby Reunited with Mother

Violent Barberton Carjacking



Akron PD



Akron, OH

- Akron police used the city's **new Flock camera tracking technology** to locate, chase and ultimately arrest teens suspected in a violent carjacking that started in Barberton and ended in Portage County near Kent State University.
- Akron police said they **received Flock camera alerts after 6:30 p.m.** that the stolen car, a Dodge Stratus, was in Akron. The car refused to stop for police near East and Battles Avenue, which led to a pursuit, Akron police said.
- Officers arrested two teens, ages 16 and 17. A third suspect escaped arrest Tuesday night, police said. The two teens were taken to the county juvenile detention facility.



The Flock system uses cameras, which are being installed in Akron, to read license plates and then taps into a national database to alert police if a vehicle is stolen or wanted by law enforcement.

Flock ALPR



LaGrange PD



LaGrange, GA

- Detective Duncan was assigned to a homicide investigation.
- To gain a visual of the suspect's vehicle, Detective Duncan compared a witness's general description with a local school's video footage and identified the vehicle.
- Then he able to use Flock Safety Vehicle Fingerprint™ technology to **narrow down a timeline, hone in on the vehicle, and detect the tag.**
- **Flock provided critical evidence** that allowed police to identify a suspect and arrive at their door to make an arrest **less than 12 hours after the crime.**



“Flock, as opposed to other license plate reading (LPR) systems, doesn’t just look for a license plate; it also has the capability of looking for a type of vehicle, and the search capabilities for that are just amazing,” said Detective Duncan.

CASE STUDY: *Violent Crime Reduction*



Dayton PD



Dayton, Ohio

**Before Flock Safety,
crime in Dayton was 2.1X the
national average.***

**Result: 46% reduction in
violent crime within target
area after 6 months**

Problem

- Violent and non-violent crime on the rise
- Community members feel unsafe

Goals

- 29 strategically placed LPR cameras to capture evidence that solves crimes
- Proactively reduce crime to increase quality of life

About Flock Safety ALPR

Privacy and Ethics Factsheet

How does Flock Safety keep devices and data secure?

Flock Safety holds itself to the highest level of security. We have implemented the following security policies and features:

- Flock Safety data and footage is encrypted throughout its entire lifecycle. All data is securely stored with AES256 encryption with our cloud provider, Amazon Web Services.
- On-device, data is only stored temporarily for a short time until it is uploaded to the cloud, at which point it is removed automatically from the local device. This means the data is secure from when it is on the Flock Safety device to when it is transferred to the cloud, using a secure connection to Flock Safety servers. While stored in the cloud, all data (both footage and metadata) is fully encrypted at rest.
- Flock Safety defaults to permanently deleting all data after 30 days on a rolling basis, setting a new standard in the industry.

Who has access to data collected by Flock Safety devices?

- Flock Safety's customers own 100% of their data and determine who has access. Flock Safety will never share or sell the data, per our privacy policy.
- With explicit written permission from the customer, Flock Safety does have the ability to grant law enforcement access to specific footage for a short period (24 hours, 48 hours, or however long the customer desires) in the event of an investigation following a crime. Access can only be granted through the approval of the customer.
- Flock Safety has maintenance software in place to measure device performance and image capture quality. This is used to diagnose issues preemptively and schedule service calls in the event of a device malfunction or emergency.

About Flock Safety ALPR

Privacy and Ethics Factsheet

How long does Flock Safety keep data?

- Flock Safety stores footage for only 30 days on a rolling basis by default, after which the footage is automatically hard deleted. The only exception to this is if a democratically-elected governing body or official legislates a different data retention period.

What features do Flock Safety devices have that enable audits and oversight?

- While searching for footage or other evidence on the Flock Safety platform, law enforcement agencies must enter reason codes to verify the legitimacy of the search and create an audit trail.
- Authorized users go through training to properly use our system and communicate with their dispatch teams.
- Flock Safety customers commit not to use the data collected to work with third-party repossession companies, traffic enforcement, revenue collection, unpaid fines, or towing companies. We do not use facial recognition or capture any personally identifiable information such as name, phone number, or address, and we do not work with federal government agencies for immigration enforcement purposes.
- Flock Safety's ALPR Transparency Portal, an optional free feature for all law enforcement customers, is the first public-facing dashboard for law enforcement agencies, city leaders, and local government officials to share policies, usage, and public safety outcomes related to ALPR technology. The ALPR Transparency Portal helps promote transparency and accountability in the use of policing technology in order to build community trust while creating a safer, more equitable society.

Privacy

- Footage owned by Agency/City and will never be sold or shared by Flock
- 30 day data retention, then deleted. Short retention period ensures that all data not associated with a crime is automatically deleted & unrecoverable
- NO personally identifiable information is identifiable in Flock
- Not connected to registration data or 3rd party databases (Carfax, DMV)

Transparency

- Public approval process and community education for each customer
- Flock's transparency portal tells your community how law enforcement use the system, including how many searches are conducted and who data is shared with

Accountability

- Investigative reason required for search
- Flock system proactively provides audit report that includes details of each search in the customer's network
- ALPR policy outlines how the system is used



STAFF MEMORANDUM
City Council Meeting – March 13, 2023

Date: March 8, 2023

To: City Council

From: Robyn Stewart, Acting City Manager

Subject: SUSTAINABILITY & SUSTAINABILITY POSITION

EXECUTIVE SUMMARY

Consideration of the tabled motion directing City staff prepare the appropriate legislation to effect the following: that the City of Worthington's FY 2023 operating budget be amended to include up to \$80,000 for payment of salary, plus additional funds for standard benefits, for the newly created position of Sustainability Manager, who will report directly to either the City Manager or Assistant City Manager, that the staff organizational chart be amended accordingly, and that City staff begins the process, in coordination with City Council, in drafting the job description and the recruiting process.

BACKGROUND/DESCRIPTION

City Council has discussed this topic several times in recent months. At the conclusion of the last discussion, which was held on January 3rd, the motion listed above was made and seconded. After additional discussion, the motion was tabled to a date after the Council Retreat. The tabled motion is brought forward for additional consideration and vote by City Council.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

Funding for this position has not been included in the current Operating Budget. As noted in the motion, the budget will need to be amended to include funding for the position.



STAFF MEMORANDUM
City Council Meeting – March 13, 2023

Date: March 8, 2023

To: City Council

From: Robyn Stewart, Acting City Manager

Subject: FOLLOW UP ON FEBRUARY RETREAT

EXECUTIVE SUMMARY

This item provides time to follow up on the conversations held during the City Council Retreat last month.

BACKGROUND/DESCRIPTION

City Council held a retreat on February 11th and discussed a number of topics, including the creation of work groups to discuss actions steps for the City's adopted visions, various initiatives already underway and new initiatives that may be pursued. The retreat resulted in brainstormed ideas for a two-year policy agenda. Time is provided for discussion of the ideas to work toward agreement on implementation of the items with the most interest/support.

Vision Implementation

Council Member Brewer proposed a strategy for vision implementation in which work groups are created for each vision statement. Each work group will be led by a Council Member and a member of a City advisory board, commission or other group that closely aligns with the vision area. City staff members will also be assigned to each work group. More details related to Council Member Brewer's proposal are included in the attached Vision Implementation document.

Timelines

Since the retreat last month, staff has been working to develop projected timelines for the initiatives already underway and/or authorized by City Council to inform a discussion about how activities will proceed and to highlight the work that is actively being done. There were a number of other ideas proposed during the

retreat which have not been incorporated into the timelines or staff's workload. The ideas are documented in the attached Retreat Report and are noted at the bottom of the timeline page. If Council identifies ideas from this list that should move forward, we will need to have a discussion as to how to incorporate them into timelines.

Criteria for Policy Agenda Revisions

During the retreat, Council discussed the idea that we want to have a focus on the agreed upon priorities/work plan so we successfully achieve implementation, while at the same time be able to amend it when important to do so. There was discussion of criteria for adding initiatives to the policy agenda. This item would benefit from additional consideration and ultimately agreement by Council on criteria to be used. The following initial ideas were brainstormed:

- Consider how the initiative aligns with the current policy agenda
- Consider whether the new initiative is so time-sensitive that it must be considered immediately
- Consider whether the initiative is related to an opportunity that recently arose
- Work with the City Manager to discuss staff's time availability to review the initiative in advance and consider the relevant staff member's existing workload

Council Action Report

One more specific item for discussion is the "action report" after Council meetings that was discussed. During the retreat, I indicated staff could prepare an example of a report which would be very brief, focused on the actions taken by the City Council. Since the retreat, it has become apparent that some Council members have specific ideas of components to be included. It would be helpful for staff to have a discussion with the full Council on the content of the report to see if Council members still desire to have staff prepare it and if so, the information to be included.

ATTACHMENT(S)

Vision Implementation – Proposal by Council Member Brewer
Initiative Timelines – Projected
February 2023 City Council Retreat Report

Vision Statement Policy Implementation –

Background

The City of Worthington has seven pillars of what Worthington residents want the community to be now and in the future. The problem has been how Worthington can take these ideas from theory to reality and have a periodic review to ensure the City is continuing to use these statements in creating policies and procedures. Up until now, I have always thought (as others may have, too), that the implementation needs to be Council only. However, I think that in order to begin to really use/rely on these statements, we need to take a more team-based and cooperative approach.

My idea is that we share/delegate the work, and the appropriate boards & commissions (along with a small resident-based contingent and city staff) can be assigned a principle to more fully develop and shepherd for the city (and continuously report to/update Council). Each of these groups are passionate experts about the principal that is most compatible with the group's mission. My thought is that one representative from each group and 2-3 residents can compose a core Vision Implementation Team ("VIT"). I would like to have a discussion with a point person from each board/commission, resident-based group representatives and staff member(s) to ensure this is an idea they can all be on board with, too.

Goals:

Short term goals can be considered those we can accomplish within the next 12 months. Long term goals can be considered those we strive to accomplish within the next 12-24 months (or more). Implementation for the short-term goals can be more ad hoc/as needed or appropriate and the long term goals can require a more detailed implementation strategy/planning. The tasks of each specific group/vision statement will vary, but a general task list could be as follows¹:

- Create an inventory of actions already being pursued in support of the vision statements and report inventory to City Council within 30-60 days of VIT formation.
- Meet regularly with City Council to exchange information about priorities related to the visions and any other direction City Council wishes to provide.
- Evaluate the action ideas suggested during the visioning process.
- The vision groups should think about how they can work together to engage the community. For instance, surveys and focus groups may ask questions related to multiple visions, while each group may want to hold focused workshop(s) on their specific vision. Broad community engagement activities may get more participation if they are coordinated.
- Combine public input + priorities of City Council = identify and recommend specific actions to Council to pursue to achieve each vision.

Visions, Groups & Members:

1. **Worthington is a diverse and equitable community** – Black Parents & Educators group, Community Relations Commission – Council lead/group lead (Possible staff: Ethan Barnhardt & Lori Trego)
 - A. Potential Short term goals:
 - 1) Ensure cultural events, holidays and education continue throughout the year
 - 2) Build and retain relationships with all religious and cultural groups
 - B. Potential Long term goals
 - 1) Increase diversity within the City and strive for more diverse neighborhoods and boards/commission appointments
 - a) Implementation: review/develop policies to ensure diverse candidates are looked at for appointments
2. **Worthington is dedicated to the vibrancy of its downtown** – Worthington Historical Society, Worthington Partnership – Council lead/group lead (Possible staff: David McCorkle, Anne Brown)
 - A. Potential Short term goals:
 - B. Potential Long term goals:
 - a) Implementation: Continue collaboration with Worthington Historical Society to educate about Worthington's history
3. **Worthington is connected** – Bike and Pedestrian, WIFA, technology harnessed by Worthington– Council lead/group lead (Possible staff: Celia Thornton, Darren Hurley, Gene Oliver)
 - A. Potential Short term goals: Worthington Mile development, goals in Bike/Ped Master Plan
 - B. Potential Long term goals: ensure connectivity between N/S/E/W Worthington and to surrounding communities
 - 1) Implementation: Participate in RAPID5, continue to implement the Bike/Ped Master Plan; Use Sustainability Plan to ensure that concepts suggested for the City are being employed

4. **Worthington is a model for environmental stewardship** – Arbor Advisory Committee and The Green Team – Council lead/group lead (Possible staff: John Moorehead)
 - A. Potential Short term goals:
 - 1) Develop Sustainability Plan
 - 2) Possibly sustainability position
 - 3) Continue current programs (aggregation, recycling, composting)
 - B. Potential Long term goals: Become a regional leader for sustainability and work with surrounding communities to collaborate to enhance these long term city and regional goals

Implementation: continue to be active with MORPC; focus on redevelopment of existing buildings
5. **Worthington offers a high quality of life** – ARB/MPC/BZA, Worthington Libraries, Worthington Schools, McConnell Arts Center, Parks & Recreation – Council lead/group lead (Possible staff: Lee Brown, Robyn Stewart)
 - A. Potential Short term goals: Review/revise building guidelines to ensure equal and known standards are being used
 - B. Potential Long term goals:
 - 1) Implementation: review zoning code
6. **Worthington's economy is balanced and resilient** – City Council, City Staff, CIC – Council lead (Possible staff: Scott Barter/David McCorkle)
 - A. Potential Short term goals:
 - B. Potential Long term goals:
 - 1) Implementation:
7. **Worthington's leadership is open, forward-thinking, and collaborative** – City Council, City Staff, ARB/MPC/BZA – Council lead (Possible staff: Robyn Stewart)
 - A. Potential Short term goals: encourage continuous collaboration between Council, City Staff and Boards/Commissions
 - B. Potential Long term goals:
 - 1) Implementation:
 - a) Twice yearly retreats
 - b) Review priorities every other month with staff
 - c) Review/categorize projects based on departments and ensure no departments overworked/understaffed
 - d) Yearly training sessions between Council, ARB/MPC/BZA to ensure continued communication.

RESOLUTION TO CREATE VISION IMPLEMENTATION TEAM

ⁱ *Steering Committee Job Description*, adopted by City Council

Projected Timelines - Initiatives

3/8/2023

Age Friendly Plan Development

Aging Infrastructure (sewer capacity, water lines)

Art in Public Spaces

Bike & Ped - Pursuit of External Funding

CIC Properties

Comp Plan Update

Compensation Study

DEI

Deer Management

Flavored Tobacco

Hiring - CM, Chief, Public Safety

Housing Assessment

MMVLT Increase

Northeast Area Plan

Outdoor Pool Task Force

Parks Foundation

Pay to Stay

Sharon Fire Levy

Sign Code Update

Vision Work Groups

2023				2024				2025			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Initiatives Not Scheduled/Support Undetermined

Affordable Housing Bonds

Business Retention & Expansion - Expanded Efforts

Chickens

Coordinated Efforts w/ Columbus in Border Areas

Designated Economic Corridors

Grants - Expanded Efforts

Juneteenth - Expanded Recognition

Parking in Downtown

Micro Transit/Trolley

Restaurant Incentives

Sidewalk Clearance Policy

Speed Limits Along Major Corridors

Sustainability - Expanded Efforts

Village Green - Enhanced Amenities

City of Worthington

February 2023 City Council Retreat Report

City Council members along with the City Manager, Assistant City Manager, and Department Directors convened on February 11, 2023 to discuss ideas for a two-year policy agenda for the City and to review current initiatives. The 2024 financial plan will support the policy agenda once finalized. Systematic Solutions, Inc., Consultant, Jane Dockery, facilitated the Council planning retreat. In preparation for the planning session, a simple survey was distributed to City Council members and staff leadership. A list of initiatives was developed from the survey results and was used as a discussion guide for the Council retreat.

This report is organized into two main parts: (1) ideas generated for a two-year (2024 through 2025) policy agenda and (2) a review of current and potential initiatives. The brainstormed list for a two-year policy agenda summarizes the strategic and policy guidance provided to staff by Council on February 11, 2023 according to the following seven categories drawn from the City of Worthington visioning process. Each of the seven sections of the brainstormed policy agenda concludes with ideas for Key Performance Indicators (KPI's) that will be refined and designed to measure the City's progress and performance on the policy agenda. The KPI's can be used in goal setting and benchmarking as well as to track the City's progress.

- Diverse and equitable community
- High quality of life
- Vibrancy of the downtown
- Balanced and resilient economy
- Open, forward-thinking, and collaborative Leadership
- Model for environmental stewardship
- Worthington is Connected

During the Council retreat and before addressing the potential initiatives, Council and staff leadership discussed the visioning process status and the desire to move the process forward. The City has tied current initiatives to the adopted visions and has used the seven themes as guiding principles for decision-making and initiative selection. However, the visioning process as an overarching means of aligning community effort and resources has not advanced as much as had originally been desired. Council and staff members identified some lessons learned from original efforts, and noted that:

- Building upon the visioning process is important to the City because it offers a means to a longer-term, communitywide plan.
- The process has to scale itself to suit the schedules of potential partners.
- The City can engage many partners through its boards, commissions, and committees.
- The City's residents have an abundance of expertise that can benefit the visioning process.

City Council members developed an exploratory approach to gather more information about possibilities of advancing the visioning process.

1. Each of the seven Council members will lead one of the seven visioning statement themes.
2. Council members will meet with community leaders and organizations aligned with the visioning statement theme, and discuss partnering possibilities, short and long-term aims, and desired outcomes.
3. Council members will check-in with each other to get updates.

4. An initial kick-off meeting will be held to develop a common system of data gathering so that collected information can be readily aggregated and analyzed.
5. A consultant may be engaged to provide facilitation services in support of the work groups.
6. Staff members will be engaged with each of the work groups to provide information about current activities and help evaluate ideas.

Ideas for a 2024 through 2025 Actionable Policy Agenda

Council members discussed ideas for a policy agenda. A policy agenda highlights core areas of focus and direction from City Council members to the City staff, so they may carry out their work and provide critical services to residents and visitors. This summary presents retreat results in the order of the seven visioning themes.

Diverse and Equitable Community Policy Agenda

City Council members underscored the focal points below to consider for the 2024-2025 policy agenda to promote diversity, equity, and inclusion (DEI). Council members discussed the prudence of assuring *accessibility* within the context of diversity, equity, and inclusion.

Potential Initiatives

Background: Many DEI initiatives at the local government level are housed within human resource divisions and include enhancing DEI for current and prospective employees. Beyond that, policies can also ensure that outsourced work and the associated procurement processes for contracts can be DEI-focused as well.

- Complete the planned assessment of the organization to establish action steps which may include such areas as hiring staff, procurement processes, and support for minority-owned businesses.
 - Implement the action steps associated with assessment recommendations

Background: Many local governments have made new or renewed commitments to advance racial justice and equity within their communities, and the City of Worthington is one of them.

- Review and consider for implementation key strategies articulated by the Community Relations Commission (CRC) to promote fair and equal treatment for all persons in the community.
- Continue to pursue a *Pay to Stay* ordinance as an affirmative defense to an eviction by giving a tenant a reasonable chance to pay back rent when it is either late or not paid in full.
- Expand the celebration of Juneteenth.
- Ensure the proper resourcing of a service coordinator, housed with the Worthington Fire Department, whose role is to manage and provide access to necessary supportive services in the community, provide case management services as needed and requested, and develop programs and resources that support wellness for the entire resident population.
- Develop and implement the Age-Friendly Worthington assessment. “The Worthington community is committed to being a place that promotes successful aging and improves the quality of life for people of all ages.”¹

¹ <https://worthington.org/2023/Age-Friendly#:~:text=What%20is%20Age%2DFriendly%20Worthington,for%20people%20of%20all%20ages.>

Potential Key Performance Indicators (KPI's)

Increase the diversity of staff; total spend on diverse suppliers by department/division/location and/or spend per category of diverse suppliers, e.g., veterans, women-owned; communitywide KPI's _____

High Quality of Life Policy Agenda

City Council members articulated initiatives to enhance Worthington's high quality of life during the 2024-2025 timeframe.

Potential Initiatives

Background: In the *Vision Worthington* document, several categories are included in the *high quality of life* vision for the community. The initiatives brainstormed by the City Council focus on housing, infrastructure (sewer systems, waterlines, streets, curbs, gutters, sidewalks, lighting, fire hydrants, the City fleet, and buildings), parks and recreation, the outdoor pool, and the tax base.

- Initiate a housing assessment to inform future housing strategies, including those intended to advance the *Vision Worthington* Vision Statements; the needs identified by the Age-Friendly Worthington assessment; and the needs identified by the housing assessment. It is anticipated that the housing assessment will be followed by a plan which should include:
 - A robust community engagement and feedback process.
 - An analysis of the potential impact of certain types of housing on the existing environment, schools, traffic and City finances.
- Retain, as a City priority, scheduled sewer updates and waterline replacements.
 - Monitor technological upgrades.
 - Given the high cost of infrastructure improvements, continue to inform the public about the need to address aging infrastructure.
- Continue to make improvements to the City's parks.
 - Establish a Parks and Recreation Foundation to raise funds for improvements, including those that have been identified by the Parks Master Plan and the Bicycle and Pedestrian plan.
 - Make intentional investments in accessible, inclusive, barrier-free playgrounds.
- Establish a work group to explore options for the City's possible role regarding Worthington's outdoor pool.
 - If any City funding is invested, then ensure City engagement in design options and procedures for long-term capital planning.
 - Continue to consider the possibility of a Joint Recreation District (JRD).
 - Explore potential partners such as the City of Columbus, given that 44% of pool users are from outside the City of Worthington.
- Work to maintain, at minimum, a balanced City budget and avoid deficit spending.
 - Consider the role of Worthington in advocating for more funding for the State's Local Government Fund (LGF)
 - Consider an increase to the Municipal Motor Vehicle License Tax (MMVLT).
 - Conduct an analysis of water and sewer surcharge fees which have not been raised since the 1950s.

- Develop opportunities to hold more frequent finance discussions with Council and/or expand the use of the City’s communication channels to provide information for the general public.

Potential Key Performance Indicators (KPI’s)

Miles of waterline replaced each year; sewer upgrade KPI _____; # city parks improved each year; # of accessible and inclusive features in City parks; financial KPI’s _____

Vibrancy of the Downtown Policy Agenda

City Council members articulated initiatives to support the Worthington Partnership’s and other downtown proponents’ efforts to enhance the downtown during the 2024-2025 timeframe.

Potential Initiatives

Background: The City of Worthington works with the Worthington Partnership to carry out initiatives, and a key focus is on how to build foot traffic within the downtown. The Partnership is a volunteer-based 501(c)(3) non-profit organization focused on enhancing Worthington, as well as attracting visitors and drawing positive attention to the City of Worthington.

- Share information from a downtown parking study including all parking within easy walking distance of the downtown core that can be used to satisfy parking requirements.
- Consider investments to address parking concerns.
- Assure that downtown customers and users are aware of and can easily locate the available public parking.
- Fully utilize the existing parking supply.
- Continue to make streetscape improvements, as possible, in Old Worthington.
- Consider ways we might enhance usage of and/or improve the aesthetic of items on the Village Green.
- Explore the possibilities of connecting transit to Old Worthington, with a possible longer-term goal of offering a trolley service.

Potential Key Performance Indicators (KPI’s):

A completed parking study; _____

Balanced and Resilient Economy Policy Agenda

Local governments are leaders in developing and implementing an economic development strategy. This 2024-2025 economic development policy agenda involves attracting new business to the City and helping existing business grow and expand.

Potential Initiatives

Background: An economic development plan adopted into a local government's comprehensive plan provides in-depth review of the local and regional economy; identifies strategies, programs and projects to improve the economy; and establishes policy direction for economic growth. In Worthington’s case, Council will consider the longer-term process of updating its comprehensive plan, perhaps beginning later in 2024. Currently, the City is updating components of its comprehensive plan, such as the bike and

pedestrian plan, the corridor area plan, and a pending housing assessment and study. The targeted corridor area plan is ideally-suited to address the dynamic economic landscape in Central Ohio, especially due to the multi-billion-dollar Intel development east of Worthington.

- Select a consultant team via an RFP process to undertake a Corridor Area Plan (Northeast Area Plan) to guide redevelopment opportunities in the City, creating a vision for this corridor for the future and establishing policy direction for economic growth for the next 10-20 years.
 - Study existing zoning, such as the building height restrictions in the corridor.
 - Consider change of uses based on population demand such as a healthcare corridor and a clean economy corridor.
- Continue efforts to attract restaurants to Worthington.
- Continue to proactively connect with existing businesses to understand and respond to their needs via an active Business Retention and Expansion Program.
- Continue to seek opportunities to work with Columbus to strengthen communities surrounding Worthington; perhaps Columbus' ward representation will provide a ready partner.

Potential Key Performance Indicators (KPI's):

Successful selection of a consultant team to conduct the Corridor Area Plan; Successful completion of the Corridor Area Plan in Fall 2024 (approximate date); _____

Open, Forward-thinking, and Collaborative Leadership Policy Agenda

City Council members discussed the need to fill important City positions and described methods to optimize Council and City leadership roles for 2024 and beyond.

Potential Initiatives

Background: Matt Greeson had served as Worthington's City Manager since 2007. He left Worthington to serve as the next City Manager for the City of Kettering, Ohio, beginning January 1, 2023. The Worthington Police Chief retired on December 31, 2022, which is another key role in the City to be filled. This section also addresses Council members' wish to optimize their leadership role as an elected body. The Council Expectations document, which serves as a diplomatic code that Council developed in 2008 and has been updated since, was distributed at the retreat for reference.

- Select a City Manager and a new Police Chief by 2024 so they are ready to play key roles in moving the City forward.
- Continue to develop a collaborative mode of operation among Council members.
 - Resolve to drop a project idea that is a personal favorite, if the majority votes against the idea.
 - Be prepared for meetings and meet deadlines.
 - Be mindful of the tones used when communicating to each other.
 - Be sure to clarify when one, as a Council member, is speaking for one's self (each Council member's perspective is "1 of 7") versus speaking on behalf of Council.

- Consider the following criteria when proposing an initiative for consideration that is not on the two-year policy agenda:
 - Consider how the new initiative aligns with the current policy agenda.
 - Consider whether the new initiative is so time-sensitive that it must be considered immediately.
 - Consider whether the initiative is related to an opportunity that recently arose.
 - Work with the City Manager to discuss staff's time availability to review the initiative in advance and consider the relevant staff member's existing workload.
- Add time to Council meeting agendas for the City Manager to provide updates.
- Staff will develop recommendations for how to communicate Council meeting decisions and progress on action items in a simple, brief way.
- Conduct a compensation study to analyze the City's current pay practices and determine if salary pay is competitive.
- Develop an informal cost-benefit analysis of hiring a compliance officer who ensures compliance to state and federal grants.

Potential Key Performance Indicators (KPI's):

Leadership positions are filled;

Staff compensation study is completed

Model for Environmental Stewardship Policy Agenda

Council members note that the City of Worthington is well-positioned to serve as a model for environmental stewardship among Ohio's municipalities and identified potential initiatives to advance in 2024-2025.

Potential Initiatives

Background: Many of Worthington's residents have expertise in environmental stewardship and are dedicated to implementing sustainability initiatives, promoting actions that move Worthington towards being an earth-conscious community.² For example, the Worthington Partnership's Green Team works on reducing waste generated from events in Worthington; provides sustainability-related education; increases community participation in composting; and promotes growing native plants. The City itself is a platinum-tier member (the highest tier) of the Mid-Ohio Regional Planning Commission (MORPC) Sustainable2050 communities program. Sustainable2050 is a program that supports Central Ohio communities' sustainability efforts by tracking their progress in achieving the goals and objectives of the Regional Sustainability Agenda.³

- Promote more green practice within the City.
- Continue to work with green partners to develop a sustainability plan, propose an agenda, identify resources, and establish key performance indicators.

² <http://www.experienceworthington.com/greenteam>

³ Communities are designated to a tier status – with platinum being the highest – based on how many activities they complete.

- Begin by articulating desired outcomes of this effort.
- Inventory the City's internal resources and plans.
- Inventory external resources such as *Power a Clean Future Ohio*, MORPC, etc.
- Determine whether MORPC's sustainability team can provide plan implementation leadership to the City of Worthington.

Potential Key Performance Indicators (KPI's):

Worthington continues to make concrete steps toward being on the leading edge of environmental stewardship

Worthington is Connected Policy Agenda

Council members identified a variety of initiatives to promote connectedness within the City for the 2024-2025 policy agenda.

Potential Initiatives

Background: Worthington residents benefit from the ease with which they can travel in the City and around Central Ohio, and have an interest in multimodal forms of transportation.

- Sign a resolution of support for Governor Mike DeWine's pursuit of an expanded passenger rail service in Ohio.
- Identify new funding options to move the Bike and Pedestrian Master Plan forward.
 - Consider the Safe Routes to Schools grant program to determine possible partnerships with the School District to improve pedestrian safety near selected schools.
- Review efforts to redevelop SR 161 between SR 315 and Sawmill Road and advocate for improvements along the portion of SR 161 that runs through Worthington.
- Support LinkUS, a regional growth and mobility initiative to better connect communities and businesses. LinkUS will create an integrated mobility system that will make it easier to walk, bike or take public transit in the region's busiest areas.
 - Continue to advocate with COTA for half hour stops on bus 102.
 - Research on-demand services from COTA and find out what the operating costs would be to Worthington to be able to provide on-demand services.
- Support RAPID 5 and advocate for the City's portion of the bike path along the river.
- Complete the proposal to improve the City's boat ramp to the river.
- Determine the best options for enforcing/providing snow removal on sidewalks in the City's major commercial areas.
- Re-consider the Bicycle and Pedestrian Master Plan's priority level assigned to sidewalks in the southern part of Worthington that abut the street, creating unsafe pedestrian thoroughfares.

Potential Key Performance Indicators (KPI's):

New funding options are identified, pursued, and awarded to move the Bike and Pedestrian Master Plan forward.

Current Initiatives being addressed and Potential Initiatives for Consideration

The City of Worthington's staff is primarily focused on providing exceptional services to residents. Yet, a city, to achieve continuous improvement, must keep advancing public policy. This section of the report is organized into two parts: current policy and service initiatives and potential initiatives for further consideration.

Policy and Service Initiatives Currently Underway

A workplan is currently being carried out by staff for initiatives described in this section.

Age-Friendly Worthington Assessment

Status: Funding has been provided to engage a consultant to assist with the preparation of an action plan to guide future Age-Friendly Worthington efforts. The working group is evaluating a consultant proposal and preparing to hire the consultant.

Aging Infrastructure

Status: Replacement of aging waterlines on Foster Avenue and Colonial Avenue will begin in Spring 2023. Design of waterline replacements on Park Overlook will wrap up Fall 2023. Funding was allocated to start design of waterline replacements on West Wilson Bridge Road in 2023. Northbrook and Kenyon Brook sewer projects are awaiting easements to move ahead. City-wide sewer lining and manhole rehabilitation will be contracted in 2023. Consultant design is underway for replacement of the West Selby Bridge. Resurfacing and cross walk enhancements on Schrock Road and Huntley Boulevard will occur in 2023. A detailed condition assessment of all City roadways and shared use paths will be completed in mid-2023. Design of HVAC system replacements at the Fire House, Griswold Center, and Community Center is concluding in early 2023. Bidding of that work will occur in 2023, with construction to take place in 2023/2024.

Community Improvement Corporation (CIC) Properties

Status: The CIC has been working to aggregate properties along East Wilson Bridge Road and has acquired four (4) contiguous properties with the intention of converting the properties from single family residential parcels into professional office space. The properties were rezoned from single family residential to WBC-2 Professional Office in 2021. These parcels, located at the southeast corner of East Wilson Bridge Road and Westview Drive, equate to approximately 3.25 acres and constitute the focus area for this redevelopment opportunity. The CIC has identified a preferred development partner and has entered into conversations with the partner. A specific development proposal still needs to be developed and application will be made for development approval with the City. Once the developer is prepared to start the development approval process, the developer is expected to apply for a Preliminary Plan for a Development Plan for the site. The Preliminary Plan will be reviewed and approved by the Municipal Planning Commission (MPC). The developer will then be required to submit a Final Development Plan that will be reviewed and approved by MPC and City Council.

Diversity, Equity, and Inclusion (DEI)

Status: A DEI consultant has been selected to conduct a DEI cultural and assessment survey and to assist with goal setting for the city government organization. The process is expected to begin in the upcoming weeks.

Deer Management

Status: White-tailed deer have become more common in Worthington. Whitetail deer are beautiful, graceful animals, but they can also cause concern, car strikes and landscape damage. The City has arranged for MetroParks to conduct a deer count/survey for Worthington. The survey is expected to be completed winter 2023. Council has discussed the creation of a task force to evaluate options and to arrange for public discussion. A timeframe has not yet been established for the creation and work of the task force.

Flavored Tobacco

Status: Staff has met with Columbus Public Health about the recent legislation passed by the City of Columbus banning flavored tobacco products and is preparing for a discussion with City Council in the near future.

High North (Mall) Redevelopment

Status: The High North redevelopment is moving forward and continues to be a priority of this Council.

Hiring: City Manager, Police Chief, and Public Safety

Status: City Manager - Proposals have been received from executive search firms. City Council will be selecting the firms to be interviewed by February 2023. Police Chief - Staff is reviewing options for the position and search process. Fire Department - Three new fulltime Firefighters started work on January 30, 2023. Additional candidates are undergoing background investigations, with additional hiring expected in February 2023 (including 6 new part-time Firefighters). Police - A new hiring process for officers will start in February 2023.

Housing Assessment/Study

Status: Council passed a resolution on February 6, 2023 directing staff to initiate a housing assessment to inform future housing strategies, including those intended to advance the *Vision Worthington* Vision Statements; the needs identified by the Age-Friendly Worthington assessment; and the needs identified by the housing assessment. It is anticipated that the housing assessment will be followed by a plan which should include a robust community engagement and feedback process, and the potential impact of housing on the existing environment, schools, traffic and City finances.

Corridor (Northeast) Area Plan

Status: The City is moving forward to select a consultant team via an RFP process to undertake a Corridor Area Plan (Northeast Area Plan). The plan will guide redevelopment opportunities in the City, creating a vision of this corridor for the future and establishing policy direction for economic growth for the next 10-20 years. At the retreat, Council members requested that the study include an analysis of existing zoning, and suggested reconsidering the building height restrictions in the corridor. Council also suggested that uses for that area be based on population demand such as a healthcare corridor and a clean economy corridor. A Request for Proposals was issued in January and proposals from consultants to assist with the study/plan were due February 3, 2023. Staff anticipates review of the proposals in March 2023 with a recommendation to Council for contract approval in April 2023.

Parks Foundation

Status: The City of Worthington is in the process of forming a Parks & Recreation Foundation and is seeking community members to serve on the initial Board of Directors. Once applications are received, there will be a panel review of applicants followed by Council review and appointment of initial board members.

Pay to Stay Ordinance

Status: The City is pursuing a Pay to Stay ordinance as an affirmative defense to an eviction by giving a tenant a reasonable chance to pay back rent when it is either late or not paid in full. A draft of new Code language has been prepared. Staff is working to define the process and next steps.

Outdoor Pool Work Group

Status: Swiminc, a 501(c)(3) community-based private corporation established to run Worthington Pools, presented a report on the current state of the pools to City Council on February 6, 2023. The next step is to establish a work group to explore options for the City's possible role regarding Worthington's outdoor pool. If any City funding is invested, then Council members want to have City engagement in design options and procedures identified for long-term capital planning.

Sustainability

Status: Council members are interested in continuing to work with green partners to develop a plan to position Worthington as a model for environmental stewardship. Such a plan would propose an agenda, inventory and identify resources, and establish key performance indicators. Council members recommend that the process begin by articulating desired outcomes of such an effort and determining whether MORPC's sustainability team can provide plan implementation leadership. Council has discussed the possibility of a new staff position focused on sustainability, however, to date, there has not been agreement to move forward with the creation of the position.

Staff continues to support sustainability initiatives within the city government and seeks ways to enhance the sustainability of city operations. Recent progress has been made in several areas, including: (a) the transition of police cruisers to hybrid models will be completed by next year, (b) Clean Fuels Ohio was engaged to provide a report on their evaluation of the City's entire fleet later this year, and (c) utilization of direct liquid application for snow and ice clearing has significantly reduced the City's salt usage.

Sharon Fire Levy

Status: Sharon Township's fire district tax levy is generating less revenue to help pay for fire and EMS services from Worthington than it did when it was enacted, but the cost of providing services to the township has increased significantly. A letter officially requesting a tax increase was delivered to the Township Trustees in late November 2022. Staff attended public meetings on this topic on January 18 and 25, 2023. Sharon Township Trustees have requested that the City move to the negotiation phase described in the contract. Negotiations will be very active through February and March 2023, with an anticipated ballot issue in November 2023.

Sign Code Update

Status: A complete rewrite of the Sign Code section of the Codified Ordinances has been prepared to reflect current case law related to the regulation of signage. Final draft language is being reviewed by City staff at this time and it is anticipated that this will go to the Municipal Planning Commission (MPC) in March/April 2023 for review and ultimately City Council for approval by May/June 2023.

Vision Worthington Process

Status: At the Council retreat, Council and staff leadership discussed the visioning process status and the desire to move the process forward. City Council members developed an exploratory approach to gather more information about the possibilities of advancing the visioning process communitywide.

- Each of the seven Council members will lead one of the seven visioning statement themes.
 - Diverse and equitable community
 - High quality of life
 - Vibrancy of the downtown
 - Balanced and resilient economy
 - Open, forward-thinking, and collaborative Leadership
 - Model for environmental stewardship
 - Worthington is Connected
- Council members will meet with community leaders and organizations aligned with the visioning statement theme, and discuss partnering possibilities, short and long-term aims, and desired outcomes.
- Council members will check-in with each other to get updates.
- An initial kick-off meeting will be held to develop a common system of data gathering so that collected information can be readily aggregated and analyzed.
- A consultant may be engaged to provide facilitation services in support of the work groups.
- Staff members will be engaged with each of the work groups to provide information about current activities and help evaluate ideas.

Potential Initiatives to be considered

The initiatives in this section require further consideration. No workplan or timeline for them has yet been discussed.

Affordable Housing Bond

Status: Council President Robinson has heavily researched this issue and made a recommendation for staff to evaluate the issue, make recommendations and outline a proposal to be placed on the ballot. Other members of Council have varying levels of knowledge and information. At the Council retreat, Council members agreed to defer efforts on a bond, pending results of the housing assessment and anticipated housing study.

Art in Public Spaces

Status: Staff has met with the Worthington Partnership and the McConnell Arts Center to understand their thoughts on the art in public spaces concept. Staff is gathering information on legal requirements and possible approaches. There are numerous issues to be determined related to structure of the initiative, funding and oversight.

Backyard Chickens Ordinance

Status: In Worthington, horses, cattle and chickens may not be kept anywhere within the City within 150 feet of any residence, other than the residence of the person keeping such animals or fowl. A Council member supports changing this ordinance to allow backyard chickens. At the retreat, other Council members deemed this ordinance change as a lower priority given the many initiatives currently being addressed by City staff.



STAFF MEMORANDUM
City Council Meeting – March 13, 2023

Date: March 9, 2023

To: City Council

From: Robyn Stewart, Acting City Manager

Subject: General Fund – Fund Balance Discussion

EXECUTIVE SUMMARY

This agenda item follows the provisions of the 2018 amended General Fund Carryover Balance Policy, which indicate the City Manager shall schedule a discussion with City Council when the General Fund unencumbered balance exceeds 50% of prior year expenditures. The City closed fiscal year 2022 with an unencumbered General Fund balance of 62% of prior year expenditures.

BACKGROUND/DESCRIPTION

With Resolution 70-2018, City Council adopted an updated General Fund Carryover Balance Policy. This revised policy set the minimum General Fund balance to 35% of prior year expenditures, incorporated 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. The Finance Director and I will provide comments regarding the General Fund balance.

ATTACHMENTS

General Fund – Fund Balance PowerPoint



City Council Discussion

General Fund - Fund Balance

March 13, 2023



Purpose of Discussion

- **Resolution No. 70-2018:** Updated the General Fund Carryover Balance Policy for the City of Worthington. Updates included:
 - Target Unencumbered Fund Balance of 35%-50% of prior year General Fund Expenditures.
 - Established “Financial Action Plan” to be implemented if Fund Balance falls within certain thresholds.



Purpose of Discussion

- If unencumbered balance exceeds 50% of prior year expenditures:

“The City Manager will schedule a discussion with City Council to review the current financial landscape, including revenue trends ... This discussion will include consideration of whether the City should use a portion of the balance for one-time expenditures that would benefit the community.”



December 31, 2022 - Balance

- **December 31, 2022 General Fund Balance**
 - **Cash: \$23,512,622 (73% of 2021 GF Expenditures)**
 - **Unencumbered: \$18,973,523 (62% of 2021 GF Expenditures)**
 - Significant encumbrances include:
 - Legal Services: \$365,864
 - Economic Development: \$2,500,000 (High North Incentive)
 - S&E Consulting: \$103,231
 - P&B Consulting: \$109,648
 - Health Insurance: Multiple lines



How did we get here?

Time

- The strong fund balance is a product of action over time.

Revenue

- Strong 2021 & 2022 Income Tax Collections that offset less than projected revenue in other areas.
- One-time funding from prior years.

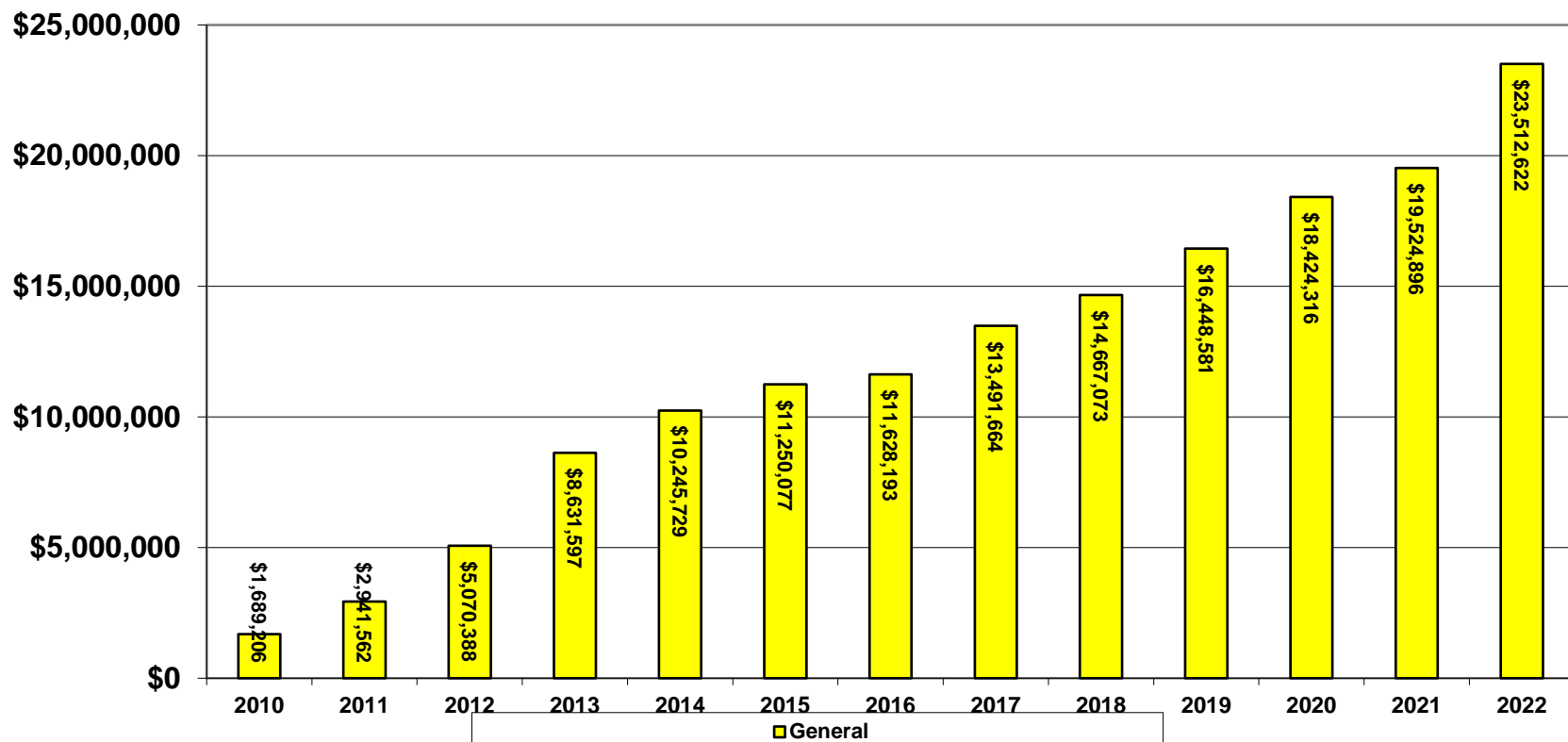
Expenditures

- Cautious expenditure management



Time

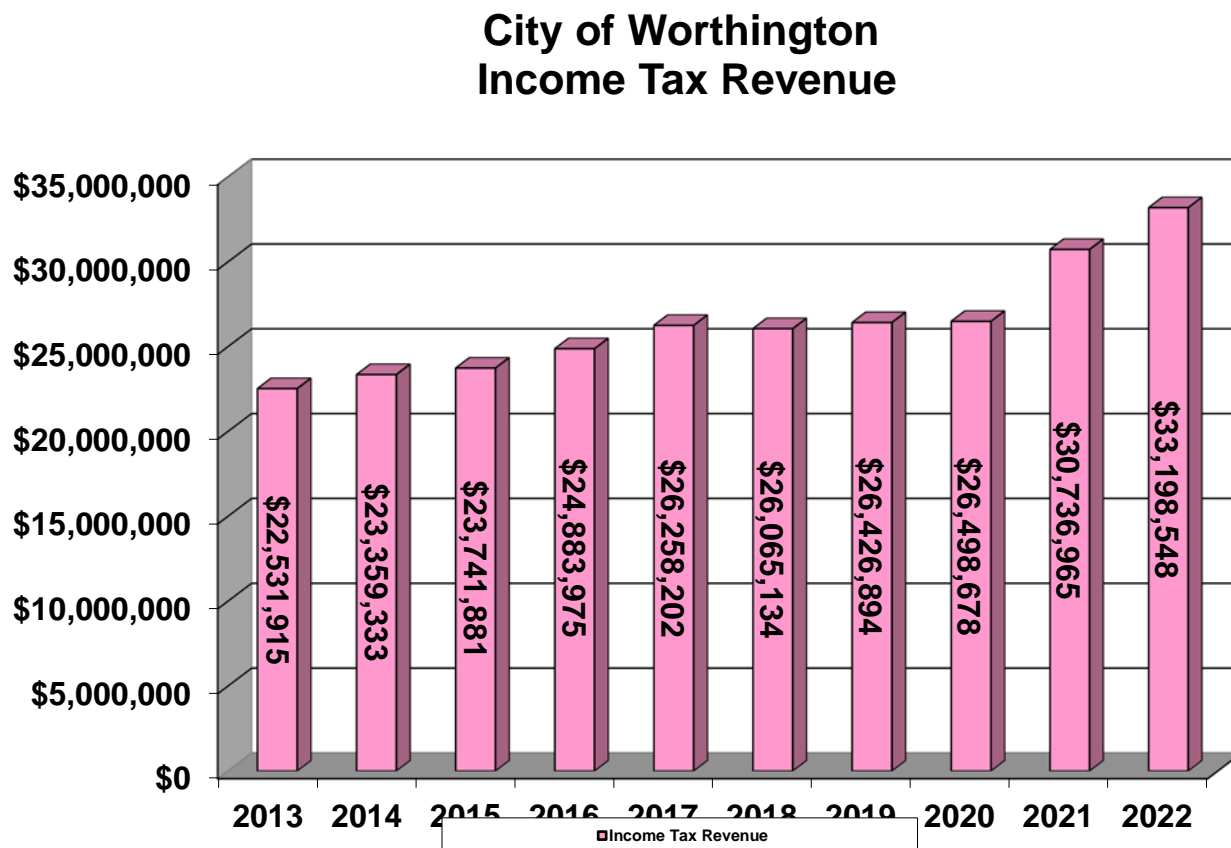
City of Worthington General Fund 2010-2022





Revenue - Income Tax

- 2022 collections were 8.01% above 2021
- 2022 collections were 25% above 2020





Revenue - One-time funding

- 2020 BWC Refunds totaling: **\$2,370,423.**
- 2020 CARES Act Funding of: **\$1,416,172.**
- Re-allocation of income tax from 2009 – 2013 from the Capital Improvement Fund to the General Fund totaling: **\$6,015,606.**
- Estate tax revenue 2009 – 2013: **\$2,824,711.**



Cautious Expenditure Management

- Capital investments (from CIP) in energy efficiency improvements at City buildings and with streetlights has generated significant savings.
- The move to NRECC for 911 dispatching services
- Changes to employee health insurance.



Use of Fund Balance

1. Use cash to fund capital projects: Huntley Bowl \$285,000 and \$330,000 for waterline
2. Acquisition of property: \$1,075,000 to CIC since 2018.
3. Loan to other funds: \$800,000 to TIF Fund for High North site improvements.
4. Local Grants (above normal funding):
 1. Swim Inc: \$85,260
 2. ReBoot (Business): \$300,000
 3. ReBoot (Non-profit): \$100,000
5. \$2,500,000 ED incentive encumbered to High North



2022 & 2023 Budget Additions

- Added three full-time positions and one part-time position
- Increased funding for student interns.
- Increased funding for consulting in Planning and Engineering.
- Added funds for communications.
- Increased Special Group funding and funding to McConnell Arts Center
- Maintained funding to CVB using GF revenue, not hotel/motel tax
- Increased funding for cyber security



Consideration of use fund balance

“This discussion will include consideration of whether the City should use a portion of the balance for one-time expenditures that would benefit the community.”



CIP Cash Flow

- To enter into a contract, the City must have the funds available to commit (encumber) to the project or purchase.
- Current CIP encumbrances total \$13,149,826:
 - McCord Park Phase 2: \$4,387,104
 - 2022 New & Replacement Equip: \$623,000
 - 2023 New & Replacement Equip: \$1,002,970
 - NE Gateway: \$2,145,486
 - Arterial Improvements: \$553,323
 - Colonial/Andover Waterline: \$2,103,727
 - Sewer Rehab & Rehabilitation: \$1,025,000 (pending)
 - HVAC Improvements (pending)



2023 Fire Apparatus Purchase

- 2023 Capital Improvement Plan
 - Engine Rescue: \$842,670 (44 month delivery)
 - Ladder 101: \$1,611,071 (34 month delivery)
- Both purchases to be funded with debt, but we need the cash to encumber to sign the purchase contract



Use of Short-Term Notes

- In the past, the City would have considered utilization of short term notes and then rolled those notes into a larger bond issuance. A few things have changed:
 - Interest rates: Previously below 1% are now 4.5-5% on notes.
 - Issuance costs: Could previously issue for 12 months, has been reduced to 9 months. Increases issuance costs by 25% (have to issue more often)
 - Strong Fund balance and rates on investments



Purchase Recommendation

The Bank of Worthington:

- Transfer \$2.3M from the General Fund to the Capital Improvement Fund to encumber for the purchase of the two fire vehicles.
- City continues to have those funds invested at current rate of 4.5% - 5.0%
- Purchase price holds until delivery. City pays upon delivery in 34 and 44 months. No deposit required.
- Reevaluate in 44 months, can issue the debt in delivery year to re-pay General Fund.
- Even with this transfer, fund balance projected to be above 40% for all years of the 5-year window.



Other 2023 needs

May need to return to Council for other one-time uses of fund balance, including:

- Consulting dollars related to vision implementation
- Consulting dollars related to a housing study



2022 Comprehensive Financial Report

- Financial Trend Data for 2013 – 2022, including:
 - Revenue per Capita
 - Expenditure per Capita
 - General Fund Balance
 - Long Term Debt
 - Fringe Benefit Costs



CITY OF WORTHINGTON
COMPREHENSIVE FINANCIAL REPORT
GENERAL FUND
2022