



City Council Meeting Agenda

Tuesday, January 17, 2017 ~ 7:30 P.M.

Louis J. R. Goorey Worthington Municipal Building
John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

Bonnie D. Michael, President
Scott Myers, President Pro-Tem
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

Matthew H. Greeson, City Manager
D. Kay Thress, Clerk of Council

If you have questions regarding this agenda please contact the Clerk of Council at 614-786-7347. This agenda and amendments that may be made to it can be found at www.worthington.org

CALL TO ORDERRoll CallPledge of Allegiance**VISITOR COMMENTS****SPECIAL PRESENTATION**

- 1) **COTA – Transit System Redesign**

APPROVAL OF MINUTES

- 2) **November 21, 2016 – Regular Meeting**
- 3) **December 5, 2016 – Joint Meeting**

PUBLIC HEARINGS ON LEGISLATION

- 4) **Ordinance No. 01-2017**

Amending Certain Sections of the Codified Ordinances of the City to Allow for Electronic Notification to the Public of the Dates of Public Meetings, of Vacancies in Personnel Positions in the City, of a Water Conservation Emergency, and of Applications Heard Pursuant to Part 11 of the Codified Ordinances.

Introduced January 3, 2017
P.H. January 17, 2017

- 5) **Ordinance No. 02-2017**

Amending Chapter 111 of the Codified Ordinances of the City to Establish Procedures for the Purchase of Supplies, Materials and Equipment and the Construction of Public Improvements.

Introduced January 3, 2017
P.H. January 17, 2017

NEW LEGISLATION TO BE INTRODUCED

6) Resolution No. 02-2017

Amending the Position Description for Maintenance Supervisor.

7) Ordinance No. 03-2017

Enacting a Moratorium on the Consideration of Certificates of Appropriateness for the Installation of Solar Panels on Structures in the Architectural Review District.

REPORTS OF CITY OFFICIALS

REPORTS OF COUNCIL MEMBERS

OTHER

EXECUTIVE SESSION

ADJOURNMENT



Office of the City Manager

City Manager Report to City Council for the Meeting of Tuesday, January 17, 2017

SPECIAL PRESENTATION

1) COTA – Transit System Redesign

Representatives of the Central Ohio Transit Authority (COTA) will be present to discuss the changes to the COTA system as a result of the Transit System Redesign, which will be implemented on May 1st.

APPROVAL OF MINUTES

- 2) November 21, 2016 – Regular Meeting**
- 3) December 5, 2016 – Joint Meeting**

PUBLIC HEARINGS ON LEGISLATION

4) Ordinance No. 01-2017 – Code Change – Public Notice Procedures

This Ordinance changes sections of the City's Codified Ordinances to allow for electronic notification of the public of the dates of public meetings, vacancies in personnel positions, a water conservation emergency and agenda items in front of the Municipal Planning Commission, Architectural Review Board and Board of Zoning Appeals. City Council discussed the change to electronic notification instead of publication in a newspaper of general circulation in December. At that time, staff indicated certain notifications could only be changed by ordinance since they are dictated in the City's Codified Ordinances. This Ordinance makes those changes. Additional information is included in the attached memorandum from the Law Director.

Recommendation: Approval of Ordinance as Presented

5) Ordinance No. 02-2017 – Code Change – Purchasing Procedures

This Ordinance modifies Chapter 111 of the City's Codified Ordinances to incorporate purchasing procedures now allowed under the City's Charter. The recent Charter amendments allow the City to purchase supplies, materials and equipment, or construct public improvements by any means authorized by the State of Ohio for public entities. This Code change incorporates various means, such as design-build, construction manager, construction manager at risk and reverse auction. Additional information is included in the attached memorandum from the Law Director. Also attached is the existing Code for these three sections of Chapter 111.

Recommendation: Approval of Ordinance as Presented

NEW LEGISLATION**6) Resolution No. 02-2017 – Job Description – Maintenance Supervisor**

This Resolution adopts an updated job description for the position of Maintenance Supervisor in the Department of Service and Engineering. Last year's promotional process for Maintenance Superintendent created and opening for a Maintenance Supervisor. Staff recommends that the minimum requirements be changed from two to one year of experience as a Maintenance Technician, in an effort to allow all current Maintenance Technicians to participate in the upcoming promotional process should they have interest.

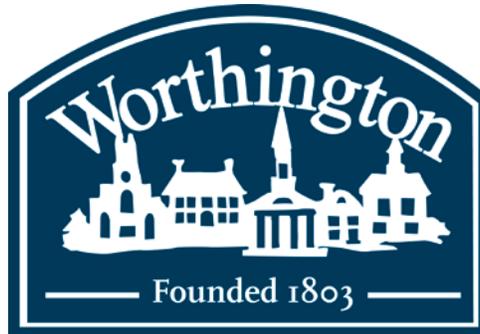
Recommendation: Introduction and Approval of Resolution as Presented

7) Ordinance No. 03-2017 – Moratorium – Solar Panels in Architectural Review District

This Ordinance places a moratorium on consideration of applications for solar panels in the Architectural Review District by the Architectural Review Board until May 31, 2017. This legislation is a result of discussions at the last two City Council meetings. It provides the City 90 days in which to research, evaluate and discuss options that might address concerns about the visual impact of solar panels on the character of the Architectural Review District. The moratorium will put on hold any new requests for approval of solar panels in the District during this 90-day timeframe. Additional information is provided in the attached memorandum from the Law Director.

Recommendation: Introduction for Public Hearing on February 6, 2017

REPORTS OF CITY OFFICIALS**EXECUTIVE SESSION**



Meeting Minutes

Monday, November 21, 2016 ~ 7:30 P.M.

Louis J. R. Goorey Worthington Municipal Building
John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

City Council

Bonnie D. Michael, President
Scott Myers, President Pro-Tempore
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

D. Kay Thress, Clerk of Council

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, November 21, 2016, in the John P. Coleman Council Chambers of the Louis J. R. Goorey Worthington Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 p.m.

Members Present: Rachael R. Dorothy, Douglas Foust, Scott Myers, David Norstrom, Douglas K. Smith, Michael C. Troper and Bonnie D. Michael

Member(s) Absent:

Also present: Clerk of Council D. Kay Thress, City Manager Matthew Greeson, Director of Law Pamela Fox, Assistant City Manager Robyn Stewart, Director of Finance Molly Roberts, Director of Public Service and Engineering Dan Whited, Director of Planning and Building Lee Brown, Director of Parks and Recreation Darren Hurley, Chief of Fire Scott Highley and Chief of Police Jerry Strait

There were approximately fifty visitors present.

President Michael invited all those in attendance to stand and join in the recitation of the Pledge of Allegiance.

SPECIAL PRESENTATION**Resolution No. 52-2016**

Expressing the Congratulations and Best Wishes of Worthington City Council to the Thomas Worthington High School Field Hockey Team for Winning the 2016 State Championship.

Introduced by Mr. Troper.

MOTION

Ms. Dorothy made a motion to adopt Resolution No. 52-2016. The motion was seconded by Mr. Myers.

The motion to adopt Resolution No. 52-2016 carried unanimously by a voice vote.

Vice Mayor Lorimer shared that this is the first time in his three decades of recognizing Worthington High School State Championship sports teams that a team has won Ohio State High School championships two years in a row. It is a remarkable achievement and difficult to repeat.

Mr. Lorimer shared a brief history of the challenges of girls to compete because they were perceived as fragile and were susceptible to crying. Girls were told that they should not compete because they will do damage to their physical bodies. There was a lack of support for girls sports in school. They had to compete on club teams. His involvement

in girls track and the attitudes he encountered gave rise to Title IX, which provides opportunities for girls to compete and obtain athletic scholarships. It has had a tremendous impact in that half of all students at medical schools and in law schools are now women. There are a number of women CEOs and Justices and more than half of the US's Olympic medals from this past summer were won by women.

Mr. Lorimer shared that only four members of the team are seniors. There are five juniors and eight sophomores so given the younger members, it is likely they will win many more games and perhaps more championships. They are also likely to be winners in life as well. He then introduced each of the athletes.

Mr. Lorimer introduced Coach Terri Simonetti Frost and her three assistants. He added that no coach at Worthington has led their team to four State Championships. He presented Coach Simonetti Frost with a certified copy of the Resolution and a framed copy of the newspaper article.

Coach Simonetti Frost thanked Mr. Lorimer and City Council for the recognition. She shared that the girls worked very hard and it was a great honor to coach them.

Mr. Lorimer also recognized the Thomas Worthington Athletic Director Scott Dorn, Principal Pete Scully and Assistant School Superintendent Randy Banks.

Ms. Michael thanked Mr. Lorimer and congratulated the students and coaches.

VISITOR COMMENTS

There were no visitor comments.

PUBLIC HEARINGS ON LEGISLATION

President Michael declared public hearings and voting on legislation previously introduced to be in order.

Ordinance No. 39-2016

Amending Ordinance No. 44-2015 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund.

The foregoing Ordinance Title was read.

Mr. Greeson reported this legislation transfers funds from the General Fund to the Water Fund, Sewer Fund and Economic Development Fund. In the interest of brevity, he will simply answer any questions.

There being none, the Clerk called the roll on Ordinance No. 39-2016. The motion carried by the following vote:

Yes 7 Foust, Troper, Norstrom, Dorothy, Smith, Myers and Michael

No 0

Ordinance No. 39-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

Ordinance No. 40-2016

Authorizing the City Manager to Execute a Contract for the Collection, Transportation, and Delivery for Disposal or Processing of Residential Solid Waste, Recycling Materials and Yard Waste.

The foregoing Ordinance Title was read.

Mr. Greeson commented that City Council previously authorized the issuance of a request for bids for the solid waste contract. Bids were opened and Council received a briefing on the issue last week. Staff was provided with direction on the recycling carts. Before members tonight is the previously introduced ordinance. Approval of said ordinance would authorize the City Manager to sign the contract for the collection, transportation, disposal and/or processing of trash, recycling and yard waste. An e-mail was received from one of the proposers and staff has provided a response to the items raised.

Mr. Greeson reported that staff recommends Local Waste as the successful bidder and stands ready to address any questions. He added that City Council will need to amend the ordinance to insert the name of the vendor.

Mr. Foust shared that Worthington is a city that cares about aesthetics. He is concerned about the red containers. He thanked Mr. Myers for the green spray paint.

Mr. Foust added that if anyone googles "65 gallon recycling carts" they will find them available in many different colors and shades. He doesn't want to deal with a vendor who says no or won't offer an alternate color.

MOTION

Mr. Myers made a motion to amend Section 1. to include the firm of Local Waste Services, LTD. The motion was seconded by Mr. Troper.

The motion carried unanimously by a voice vote.

There being no additional comments, the clerk called the roll on Ordinance No. 40-2016 (As Amended). The motion carried by the following vote:

Yes 6 Troper, Norstrom, Dorothy, Smith, Myers and Michael

No 1 Foust

Ordinance No. 40-2016(As Amended) was thereupon declared duly passed and is recorded in full in the appropriate record book.

Ordinance No. 41-2016 Amending Ordinance No. 44-2015 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay for the Central District Sanitary Sewer Lining and Determining to Proceed with said Project. (Project No. 618-15)

The foregoing Ordinance Title was read.

Mr. Whited commented that this legislation is a continuation of previous discussions. The project to repair and line the sewer system was sent to bid. Miller Pipeline was the low bid at \$141,765.75. The recommended award is to Miller Pipeline with a 10% contingency that would bring the total cost to \$155,942.

When asked by Ms. Dorothy when the project would begin and end, Mr. Whited replied that staff will work with the contractor to verify those dates. They hope to begin in January and end in April weather permitting.

MOTION Mr. Smith made a motion to amend Section 1. to insert the sum of One Hundred Fifty-Five Thousand, Nine Hundred Forty-Two Dollars (\$155,942.00) and in Section 2. to insert the firm of Miller Pipeline Corporation. The motion was seconded by Mr. Norstrom.

The motion to amend carried unanimously by a voice vote.

There being no additional comments, the Clerk called the roll on Ordinance No. 41-2016 (As Amended). The motion carried by the following vote:

Yes 7 Troper, Norstrom, Dorothy, Smith, Myers, Foust, and Michael

No 0

Ordinance No. 41-2016 (As Amended) was thereupon declared duly passed and is recorded in full in the appropriate record book.

Ordinance No. 42-2016

Authorizing the Issuance of Not to Exceed \$1,560,000 of Bonds for the Purpose of (I) Acquiring a Ladder Truck with Related Equipment, (II) Replacing, Constructing, and Installing a Waterline for the Davis Estates Subdivision, with Related Site Improvements and All Necessary Appurtenances Thereto, and (III) Improving and Replacing Windows in the Community Center Including All Appurtenances Relating Thereto, and Retiring Notes Previously Issued for Such Purpose, and Approving related Matters in Connection with the Issuance of the Bonds.

The foregoing Ordinance Title was read.

Mr. Greeson commented that this item and the next two ordinances relate to the issuance of bonds for capital improvement projects. They are shown in the Five Year program for issuing debt. This particular ordinance relates to projects/equipment already completed and for which short term notes were issued. He added that Matt Stout and Rob McCarthy from Bricker & Eckler are here this evening to advise us as our bond counsel.

Ms. Roberts confirmed that Ordinances 42-2016, 43-2016, and 44-2016 all relate to issuance of debt. The first one secures longer term financing for the BANs we have been rolling for several years for the ladder truck, the Davis Estates waterline and the Community Center's windows. Ordinance No. 43-2016 is for the design of the NE Gateway and Ordinance No. 44-2016 is for various sanitary sewer improvements. She invited Mr. Stout to discuss the details of the bond issuance and to answer any questions members may have.

Mr. Stout shared that the first ordinance is for renewal of a note that has been issued for five years. The other two are for new money projects. With the uncertainty about interest rates the decision was made to go to a fixed rate, long term debt to lock in the rates. He would be happy to answer any questions.

Mr. Myers commented that all three of the ordinances are long term notes. Ms. Roberts agreed.

Mr. Myers stated that the term is for five years. Mr. Stout replied that the term will probably be for fifteen years. We are looking at private placement of the bonds and fifteen year is the maximum for that loan type.

Mr. Myers understands that to be a change in philosophy from what has been done over the last few years based upon the assessment that there might be a rate increase. Ms. Roberts thinks it is in concert with what has been discussed in the last several years. It will still be a competitive bid amongst private placement. This will add additional debt to that single issuance. It has been our philosophy for several years that we would roll the

larger projects together into one issuance at one time so we could capture perhaps a more attractive interest rate and also lower issuance costs.

Ms. Dorothy commented that we won't know if the interest rate is lower until we go out and shop it. Ms. Roberts agreed.

At Mr. Greeson's suggestion, Mr. Stout explained that private placement is essentially a bank loan. Traditional bond issuance is a more extensive process with more fees. Direct placement rates are very attractive at this time and will keep the rate down. One year note rates will generally be lower but given the uncertainty in the markets now seems like a good time to lock in a rate.

There being no additional comments, the Clerk called the roll on Ordinance No. 42-2016. The motion carried by the following vote:

Yes 7 Norstrom, Dorothy, Smith, Myers, Foust, Troper, and Michael

No 0

Ordinance No. 42-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

Ordinance No. 43-2016

Authorizing the Issuance of Bonds in the Amount of Not to Exceed \$1,500,000 for the Purpose of Designing, Engineering, Constructing and Reconstructing Various Sewer Improvements, with Related Site Improvements and Appurtenances Thereto; and Approving Related Matters.

The foregoing Ordinance Title was read.

Mr. Greeson reported there being nothing new to add. He suggested checking to see if anyone in the audience had any comments.

There being no comments, the Clerk called the roll on Ordinance No. 43-2016. The motion carried by the following vote:

Yes 7 Dorothy, Smith, Myers, Foust, Troper, Norstrom, and Michael

No 0

Ordinance No. 43-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

Ordinance No. 44-2016

Authorizing the Issuance of Bonds in the Amount of Not to Exceed \$900,000 for the Purpose of Designing, Engineering, Constructing and Reconstructing Various Road Improvements, with Related Site Improvements and Appurtenances Thereto; and Approving Related Matters.

The foregoing Ordinance Title was read.

Mr. Myers asked if staff anticipates coming back next year or the year after for another bond on the Huntley Road project.

Mr. Greeson replied yes as there will be additional costs associated with the right-of-way acquisitions and construction, and are incorporated in the CIP. The project is federally funded which means that 80% of the funds will come from the federal government and the remaining 20% through local funding.

Mr. Myers believes that will be significantly more than \$900,000 when we come back to actually build the project. Mr. Greeson agreed. He added that staff plans to seek to defray some of that expense by applying for Ohio Public Works Commission funding.

Mr. Myers commented that it would not be advantageous to do short term debt on this and then roll it into a larger bond on down the road. Mr. Greeson replied that we feel comfortable including this because it is a known expense. We have already contracted for this design work with EMH&T and it is underway.

Ms. Michael understands that we currently have federal funding for this project. She asked if we have federal funding for the most significant portion that is secure and won't be pulled away. Mr. Greeson replied that during the CIP presentation we talked about providing an update process with MORPC in which we have asked for additional funds. That process doesn't complete until final approval is given by the MPO board early next year. We were scored as the number one project in the major widening category and believe our increased cost associated with the project will be fully funded. However, the number of projects that MORPC has, has far exceeded their available funds so they are spreading out the costs of some of the bigger projects. We may get our federal dollars over multiple years and have to bridge finance some of the federal funds. We would like to use either state infrastructure bank loans or short term financing to accomplish construction in 2019 and be reimbursed when the federal funds become available.

Ms. Michael shared that she is concerned that the project gets approved through MORPC sooner rather than later. Mr. Greeson replied that it is approved but has scheduled funding. We have asked for some additional funds which are going through the attributable process.

There being no additional comments, the Clerk called the roll on the passage of Ordinance No. 44-2016. The motion carried by the following vote:

Yes 7 Smith, Myers, Foust, Troper, Norstrom, Dorothy, and Michael

No 0

Ordinance No. 44-2016 was thereupon declared duly passed and is recorded in full in the appropriate record book.

NEW LEGISLATION TO BE INTRODUCED

Resolution No. 53-2016 Authorizing an Amendment to the Final Development Plan for 7099 Huntley Road and Authorizing a Variance (Sign Vision Co. /Columbus Fasteners).

Introduced by Mr. Myers.

MOTION Ms. Dorothy made a motion to adopt Resolution No. 53-2016. The motion was seconded by Mr. Troper.

Mr. Brown reported this business as being located at the northeast gateway intersection (7099 Huntley Road). With any development plan that has a variance associated with it, the variance is required to be approved by City Council. The request is for two wall signs on a property that is permitted to have only one. MPC and staff are recommending approval of the application.

Mr. Myers shared that there was discussion on the location of the additional sign and it is to be moved down closer between the door and the window.

Mr. Brown added that MPC recommended conditional approval for a sign on the western side but not the north side of the building. The condition placed on the new wall sign was that it be located next to the entrance. The final size and scale was to be reviewed by staff prior to coming before Council.

When asked by Ms. Michael if the resolution reflects the one recommended by the MPC, Mr. Brown confirmed that it did.

There being no additional comments, the motion to adopt Resolution No. 53-2016 carried unanimously by a voice vote.

Resolution No. 54-2016 Authorizing an Amendment to the Final Development Plan for 160 W. Wilson Bridge Road and Authorizing a Variance (Worthington Square Acquisition, LLC).

Introduced by Mr. Foust.

MOTION Mr. Norstrom made a motion to adopt Resolution No. 54-2016. The motion was seconded by Mr. Smith.

Mr. Brown reported that this application is for signage related to The Heights. The variance request is needed for the five font sizes and types and the two logos. Our Code permits two styles of lettering and a logo and three sizes. The variances are only associated with the free standing sign. MPC and staff recommend approval.

Ms. Michael understands that OSU medical will not be taking the entire space. Mr. Brown clarified that at this time they plan to occupy the entire first floor of office space.

Mr. Myers added that there will be other signs on the building but this is the only one that requires a variance. Mr. Brown agreed. There will be wayfinding signage on the site as well.

Mr. Myers recalls that the height was reduced to conform to code. Mr. Brown agreed.

Mr. Myers asked for confirmation that the MPC approved both the signs on the east and the west sides of the building that do not require a variance. Mr. Brown agreed.

There being no additional comments, the motion to adopt Resolution No. 54-2016 carried unanimously by a voice vote.

Resolution No. 55-2016 Amending the Staffing Chart of the City of Worthington to Provide for Twenty-Six (26) Firefighter EMT-P Positions in the Division of Fire for up to a One Year Period.

Introduced by Mr. Foust.

MOTION Mr. Norstrom made a motion to adopt Resolution No. 55-2016. The motion was seconded by Mr. Smith.

Mr. Greeson stated that he would be happy to answer any questions.

There being no additional comments, the motion to adopt Resolution No. 55-2016 carried unanimously by a voice vote.

Resolution No. 56-2016 Approving an Agreement and Permit for and between MCImetro Access Transmission Services LLC, a Delaware Limited Liability Company, to Operate and Maintain a Telecommunications System Within the City of Worthington Pursuant to and

Subject to the Provisions of Chapter 949 of the Codified Ordinances of the City of Worthington.

Introduced by Mr. Myers.

MOTION Ms. Dorothy made a motion to adopt Resolution No. 56-2016. The motion was seconded by Mr. Troper.

Mr. Greeson shared that this is a renewal of an existing telecommunications permit. Staff would be happy to answer any questions.

There being no additional comments, the motion to adopt Resolution No. 56-2016 carried unanimously by a voice vote.

Ordinance No. 45-2016 Providing for the Adoption of the Annual Budget for the Fiscal Year 2017 and Appropriating Sums for Current Operating Expenses.

Introduced by Mr. Foust.

Ordinance No. 46-2016 Establishing Compensation for Certain Exempt Positions of the Municipal Service For the Period of January 1, 2017 through December 31, 2017, and Adopting Class Specifications for Said Exempt Positions.

Introduced by Mr. Norstrom.

Ordinance No. 47-2016 To Continue the Allocation of the Six Percent (6%) Hotel/Motel Tax as it Relates to the Operation of the Worthington Area Convention and Visitors Bureau.

Introduced by Mr. Smith.

Ordinance No. 48-2016 Authorizing the City Manager to Enter into a Contract with the Village of Riverlea for the Provision of Police Protection.

Introduced by Mr. Myers.

Ordinance No. 49-2016 Authorizing the City Manager to Execute a Contract Between the City of Columbus Board of Health and the City of Worthington for Health Services.

Introduced by Ms. Dorothy.

Ordinance No. 50-2016

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

Introduced by Mr. Troper.

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

REPORTS OF CITY OFFICIALSPolicy Item(s)

- Budget Workshop #3

Worthington Historical Society

Ms. Michael invited representatives of the Historical Society forward. She added that Council members had received all of their materials.

Jutta Pegues reported that the funds they receive from the City allow them to hire a director and help with administrative costs. None of the funds go into the buildings, which require enormous funds. She added that this coming year they will be replacing the windows on the Orange Johnson House. She invited Frank Sheppard to comment.

Mr. Sheppard shared that he is the one they rely on to take care of the 200 year old buildings. They rely on the private sector to assist with this expense and have been fortunate. Two years ago they finished the reroofing of the Orange Johnson House with private funds and a grant from the Ohio History Connection. They are currently raising funds to replace the windows with ones of the correct period. Currently the windows are 6 over 6 and they should be 9 over 9. They are also leaking which makes it difficult to keep the HVAC operational. They are going to the private sector who has been very generous thus far and they anticipate that will continue.

Ms. Pegues shared that their programs have been very successful as attendance on both properties have increased dramatically. The programs are directed by their director and have a new focus towards families and children. They have had visitors from Cleveland, Traverse City, and China. They are doing well but the funds received from the City are very much appreciated.

Mr. Greeson commented that this year staff requested substantially more information from all these groups than we have in years past. He thanked them for providing that in good order.

Ms. Dorothy asked what has been the increase in visitors over the last year. Ms. Pegues replied that the numbers have increased substantially at the Orange Johnson House. She attributes the increase to the family oriented programming such as Farms to You.

Ms. Dorothy asked how the new programs that are bringing in new people came about. Ms. Pegues replied that the family oriented programs such as the Fall Festival Days and Farms to You has helped as well as just getting the word out to the papers and community. The programs help make Worthington a destination. They come to the programs and tour the restaurants and other shops while visiting. She doesn't know the numbers but they are substantially higher than last year or the year before.

Mr. Sheppard credited their director Kate with the increase because of her outreach and the improvement of the website. Word of mouth has helped as well. People are amazed at the charm of Worthington and the things that we have to offer. He feels like their ability to hire a part-time director has helped significantly. She has done a fabulous job of getting the word out. We can see it not only in the attendance but also in the enthusiasm of the people that attend the activities.

Ms. Pegues shared that they just got their very special piano back. She encouraged members to come and see it. It has a French polish and no one is allowed to touch it. They had a French musician come specifically to play for small concerts at the Orange Johnson House. It has been very exciting. Robert Murphy at Oberlin had it for 18 months and it is really a striking instrument.

Ms. Michael shared that it was being tuned at the Griswold Center and she was able to hear it. She agreed that it is beautiful.

Ms. Pegues commented that there are only about thirteen left in the world and we happened to have one. Mr. Sheppard added that private money was used for the restoration.

Mr. Norstrom commented that their publicity is mostly word of mouth. Mr. Sheppard replied no, there is some word of mouth. Kate has done a fabulous job of updating our mailing list and improving our website. That has helped people who maybe didn't notice us before, when they come then it is word of mouth.

Mr. Norstrom asked if they have coordinated with some of the other organizations the City funds such as the Partnership and publicity with the Convention and Visitors Bureau since they do a great deal of advertising. Ms. Pegues and Mr. Sheppard confirmed that they do. Ms. Pegues added that they also have a presence on Facebook.

Mr. Myers noted that as he reads their budget, it looks like they anticipate a \$13,000 deficit in 2017. Mr. Sheppard explained that the year before they showed a \$13,000 profit and that is the piano. They took in the money for the piano and have to pay it out this year. That is the reason for the deficit.

Mr. Myers commented that they believe the cost of the windows will be covered by the current budget and by donations that they will receive during the year. Mr. Sheppard replied yes. Ms. Pegues added that they are anticipating \$40,000 for the windows as each one has to be specially made. Mr. Sheppard stated that they are already in discussion with a manufacturer in southern Ohio that the Ohio History Connection helped them contact. Mr. Myers stated that it is more of a restoration than just a replacement. Mr. Sheppard agreed.

McConnell Arts Center

Jon Cook, Director

Mr. Cook shared that this is the MAC's sixth year. They are thrilled to be looking at great opportunities in 2017. He reminded members of their mission. He shared that as a community arts center they have an obligation, mission and expertise to create a memorable experience for their audiences. Their mission hasn't changed much since the start in 2009.

Bringing People Together

- The attendance in 2010 was 13,000. In 2016 they served a little over 74,000 people. He likens the service model to hands on a clock in that most of their visitors come from Hilliard to Westerville on the north/northwest side of the Columbus area including Worthington. Once they get to New Albany it starts to drop off. Most do not fall south of Worthington. Clintonville tends to go downtown rather than come here.
- But 12% of those who attend ticketed services at the MAC come from the Worthington school district.

The Importance of the MAC

- They average about 240 visitors per day, which is up from 160 last year. Some of the visitors are from other groups (forty-eight) that are using the facility throughout the year.
- Free admission allows for people to see the exhibits throughout the building. They also have free concerts during the week that are fairly well attended.
- The MAC has become a model of creative place making. It has been held as a model for other communities around the area as a place where people can come together.
- He attended a meeting today with the Greater Columbus Arts Council and they are looking at new funding issue that they hope will be countywide. They mentioned the MAC as a model for ways to operate community art centers.

Economic Impact

- Art can bring a large economic impact to a community. The total economic impact of the MAC when they began in 2009 was a little over \$12M.

Budget 2012-2016

The budget has grown over the years. 2012 - \$689,000, 2016 - \$822,000. In 2017 the budget is \$778,000. He noted that the 2017 budget is less than 2016's because of a one-time grant for a specific music festival and some multi-year commitments that will not be renewed. A list of the Partners In Art was displayed.

Accomplishments in 2016:

- Audiences increased 27%
- Educations initiatives increased 22% over 2015

Mr. Cook shared that they do not anticipate that growth to continue because they have maximized the space of the facility. So the same opportunity to grow on a double-digit basis is not there unless they move outside the facility and look to a different service model.

- Piloted formal outreach activities (MAC on the MOVE) for collaborating organizations. (Partnerships with the Worthington Resource Pantry, Nationwide Children's Hospital, Ronald McDonald House, etc.)

What is the Formula for the MAC

- They have become that creative place for people to gather. Community members are a part of what they are doing, which is really great.
- The ability to leverage the City funding is extremely important as they continue to seek private funds.

Moving Outside the Walls

- Judged more than 350 participants in the state wide 4-H arts competition
- Provided orchestra outreach concerts to grade schoolers, both in school and at the MAC
- Production and management of the 2016 Worthington Arts Festival with music component
- MAC on the MOVE visual arts programs with Nationwide Children's, Ronald McDonald House, and Worthington Resource Pantry

What to Expect in 2017

- Hope to increase their attendance through the Arts Festival. Attendance up significantly at the Arts Festival in 2016. Hope to move it closer to the building.
- Music was a very important component this past year and they hope to continue and build on that.
- In a strategic planning process with the MAC Board, fiscal stewardship will be addressed.
- They want to increase engagement of youth, teens and young families for expanded programmatic initiatives.
- Continued expansion of the Worthington Arts Festival, contributed \$9,000 back to the Worthington Partners for downtown and hope to grow that next year.

Mr. Cook shared that last year City Council challenged them to look at how they can distribute additional funding on behalf of City Council for the arts. They included the proposal for that funding in their packet. They would like to reinvigorate the Worthington Arts Council as a funding mechanism for other community groups. They can provide the dollars and report back to City Council and the community about the impact the arts funding can have on the community.

Mr. Foust shared that the MAC is particularly special to him. In 1960, the building was Evening Street Elementary and the space that is the main auditorium was divided in half. He had kindergarten class on part of the stage. He loves that they are doing well.

Ms. Dorothy thinks that what they have been doing has shown the exponential growth beyond what members expected from the beginning. She looks forward to seeing what will happen in 2017 and beyond.

Mr. Greeson commented that once City Council has the opportunity to digest Mr. Cook's proposal regarding how we would distribute the funds by revitalizing the Worthington Arts Council, staff will need to have a conversation with members about that.

Old Worthington Partnership

Aaron Brown, Board Member and Nina Parini, Executive Director

Mr. Brown shared that he and Ms. Parini titled their presentation, "Experiences" as that is what they are focused on as an organization. He reminded members that their mission is to advance the experience of Old Worthington. They have worked really over the past year to stay focused on that and to define it with three core values of collaboration, engagement and sustainability. The Board has continued to grow. He thanked Mr. Norstrom and Mr. McCorkle for their involvement on the Board. A year ago they asked for substantial funding to hire a full-time executive director. They looked to Main Street organizations as models. Ms. Parini has enabled them to do an incredible amount of things, attending meetings, etc.

Their structure – questioned how to take their volunteer board and operate lean but be highly effective. They have approached it with a focus on organization infrastructure, visibility and events, and community development.

Through the City's investment they have:

- 1) Helped local business owners build their brand. They have gotten closer with the merchants and enhanced those relationships. It helps them grow. They were able to collaborate with COhatch to use their boost room which allows Ms. Parini to interact with entrepreneurs.
- 2) Gathers residents and visitors for unique experiences.

- 3) Collaborated with other organizations to achieve more. Some of the collaborations were listed on a slide. The New Experience Worthington website through a collaboration with the CVB has been an incredible experience.

2017 Funding Request

Mr. Brown reported that they wish to maintain the current investment which helps fund the full-time executive director.

Ms. Parini shared the Impacts of the City's Investment on Old Worthington and the Partnership as:

They were able to create from scratch arguably two of the best events in town. They were blessed with gorgeous weather for the picnic that brought over 500 people together into the downtown area to share a meal. The Hot Chicken Takeover (HCT) event allowed them to deepen relationships throughout the region. The owners of the HCT were "blown away" by the response in Worthington.

More well-known is the Worthington Farmer's Market. They had a very, very successful year. The average market shopper spends between \$18.00 and \$19.00 and that translates into real dollars and cents for our businesses at the Mall and in Old Worthington. We are one of the only year round markets in Ohio. Jaime Moore, the market manager, was able to re-focus her efforts on expanding some of the market's reach and the activities that they host every week.

Another new initiative they took on this year was the new Experience Worthington website. It was a collaborative effort with the Convention and Visitors Bureau. They were intentional about focusing on the "experience" in Old Worthington. It is mobile responsive which is new and 62% of the audience uses their website from a mobile device.

2017 Action Plan

Ms. Parini shared that with the City's investment they will continue to execute on their three core values.

- 1) Collaboration – Continue to work with merchants, create a volunteer program to get more people involved, look to add board members in a couple of key areas and develop a Business Advisory Council.
- 2) Engagement – Continue to expand and enhance their current events, perhaps add a new event or two, heighten use of the new website, identify new ways for the community to work together, and work on fundraising.
- 3) Sustainability – Apply the recommendations from the OSU students and build on sustainable initiatives and goals.

- 4) As they work towards a more balanced funding model, similar to what is recommended for Main Street organizations, they want to shift to a 501(c)3 organization rather than (c)6, which they hope will help with fundraising.

When asked by Ms. Dorothy if any new events were being planned, Ms. Parini assured her that they have many ideas. The Holiday Open House is coming up on Sunday. This is the first time she can recall that the three downtown churches have been approached to assist with that event. She would love to see a Valentine's Day event as there isn't much during the winter months.

Mr. Foust would love to see something like Treasures on the Green or its predecessor return. Ms. Parini stated that she would love to hear his ideas.

Mr. Myers commented that one of the things that Council discussed early on and prior to the first grant was on shifting emphasis away from just more events. One of the things that was mentioned in the newspaper article this week was the business mentorship program and being able to keep our 100% occupancy in the downtown. He asked for further information. Ms. Parini reported that they have already made some contacts with local business people that have knowledge of helpful business practices. Their Community Development Committee will be focusing on that in the next year, possibly in the first quarter. The challenge will be to continue to deepen those business relationships so they will be seen as a trustworthy source.

Mr. Myers requested that she report back on that initiative during next year's presentation to Council. Ms. Parini agreed to the request.

Mr. Myers commented that it appears to be a fairly conservative estimate in the grant application going out. One of the yardsticks that Council uses is the percentage of money supplied by the City as opposed to the overall budget. He thinks that in 2020 they are looking at overall revenue around \$80,000, of which \$50,000 comes from the City. That is a very marginal increase from where they are now. He asked her to speak about other funding possibilities. Ms. Parini replied that because they are essentially a startup, it is hard to get a handle on what is possible for them. They want to make sure the Farmers Market remains stable since that is their cash cow. It is difficult for them to estimate what they can bring it to but they are certainly taking very real steps to make sure that they are not solely relying on the City's funding.

Mr. Norstrom shared that there may be some Main Street organizations in the state that have no City funding and are basically self-supporting. Ms. Parini replied that she couldn't name one. It is the main street model that the City is funding, which is 1/3, 1/3, and 1/3 from either City, County or State funding.

Mr. Myers shared that he let Mr. Cook off the hook this year. His percentage of City funding has come down but it is still not where he would like to see it. He would like to see the OWP's percentage decrease as well. Ms. Parini confirmed that the Board is very committed to doing that and something they will work toward. Mr. Myers added that he

appreciates where they are now recognizing that it is very difficult to project into the future.

Mr. Troper asked what the impact of changing from a 501(c)6 to a 501(c)3 will be. Ms. Parini confirmed that it helps people in that their donations are deductible.

Ms. Michael shared that former Council member John Duffey would always suggest that the City's funds be cut by 10% each year and eventually the groups would be self-sustaining. Ms. Parini replied that hopefully the City will see the value in the investment and will hope to continue that investment in the Partnership.

Mr. Myers finds it interesting that he works beside a City Council member from Springfield and they also have a partnership type merchant's organization and a convention and visitor's bureau. They no longer have both because they were fighting so much that it was counterproductive. Their City Manager has proposed that the City take over both of their functions and put them all out of business. He appreciates the way things work in Worthington because he doesn't want to take over what the Partners do.

Ms. Michael thanked them for the report and the work they do.

Convention and Visitors Bureau of Worthington (CVB)

Bill Purpura shared that he is here to shake things up a bit. He believes everyone has a copy of the CVB's annual report. It is loaded with great information. He hopes everyone takes the time to go through it. Members should also have a copy of the Bureau's proposed 2017 budget.

Regarding the Bureau's Annual Report, there are a lot of great accomplishments from 2016 that will bleed into 2017. The Bureau's greatest accomplishment this year was the collaborative effort with the Old Worthington Partnership to build a new website that is inclusive to all of the City's tourism interest and business. The results of that effort can be found at: ExperienceWorthington.com. It is their attempt to play off the new Experience Columbus website. Both organizations devoted substantial financial resources and women power to accomplish this project. Without the effort of Mindy Mace and Nina Parini this project never would have happened. Others were involved from both organizations. He thanked everyone that was involved but added that it was the two ladies that did the greatest amount of work.

Mr. Purpura commented that the big news is that the Holiday Inn will soon be replaced by two hotel properties. That promises exciting changes for the City of Worthington. The CVB will be impacted tremendously by the demolition and then redevelopment of the Holiday Inn. In an effort to prepare for this event and to demonstrate its commitment to financial responsibility, the Bureau is prepared to present a radical budget to the City for 2017. The Bureau's director has agreed to accept a part-time position with a 50% pay cut for 2017. In return the Bureau's Board has agreed to continue to fund Ms. Mace's health insurance during that time. The Bureau has not proposed a budget for beyond 2017 because it does not know the timing for the redevelopment. The CVB is not going to

wait to start the marketing effort for the new facility. The CVB needs to be fully ramped up for that effort.

Mr. Purpura shared that Ms. Mace has been asked to focus on the following: responsibilities of the new website in collaboration with the partners, continue her relationships with tour markets and Experience Columbus, continue membership and involvement in the Capital Area Tourism Alliance to take advantage of cross promotional opportunities, and maintain the finances of the CVB.

Mr. Purpura noted that a Navy group contacted Ms. Mace about holding a convention at either Easton or Worthington. The Holiday Inn will be under redevelopment at that time but Ms. Mace was able to convenience them to stay up at Crosswoods. While we don't get "heads in our beds", she promoted Worthington and they liked it. There were numerous side activities that she was going to help them set up and hopefully there will be more economic development that will come out of that group and money spent in the city of Worthington. So even though we are losing the main hotel, there are still activities to be done to promote Worthington. Carrie Kaufman is V.P. of tourism for Experience Columbus and she stated that she is "excited about the new hotel development in Worthington. She hopes the Worthington CVB continues to be a partner in their group tour marketing efforts as Columbus has great momentum in this market segment."

Mr. Purpura closed by stating that the CVB Board is presenting a hard core plan and believe that they have this right. The plan creates no budget stress on the City. The plan will help keep the Bureau in a position to power up once the hotels are ready for the marketing efforts. Most importantly, their plan is based on the City's continuation of 66% funding of bed taxes collected. As we move into 2017 the Bureau will be expanding its Board of Directors and using the expertise of that Board to prepare a strategic plan for moving forward.

Mr. Norstrom commented that in prior presentations they have also showed the balance sheet. He thinks he remembers there being about a \$40,000 carryover. He asked the current status of that. Mr. Purpura replied that he doesn't have that number. If he has a specific question, he will get the answer to it. He finds it interesting in the past years, they have always talked about the need for a carryover/reserve balance. This situation is showing the need for such a reserve and will help them get through this. This will result in the reserve being reduced but he thinks they can make it work. Mr. Norstrom thanked him.

Mr. Purpura shared that they are looking forward to the opportunities presented by the proposed new hotels. He introduced Melissa from the Holiday Inn who was present. She stated that it is every exciting.

When asked by Ms. Michael how long the redevelopment will take, Melissa replied that it is difficult to tell. They expect construction to take between 18 to 22 months after demolition of the hotel. It is hard to tell with construction.

Mr. Purpura commented that given those timelines, they will need to work through their plans. That's why they are only proposing a one year budget at this time. The addition of Ms. Parini to the Board has been great. The energy coming from their Board is good. It was great working together on the website. He wished he didn't have to tell them they need to take Ms. Mace part-time but she was gracious to do that. He doesn't want her to be a part-time employee but at the end of the day, it will be very exciting and they need her fully engaged.

Mr. Myers understands the biggest cut to their budget in 2017 is essentially shutting down their marketing efforts. Mr. Purpura agreed. There will be virtually no advertising. It will all be about working relationships because they do not have a choice. They had to figure out where to place their efforts. They are going to continue to work with OWP and the Chamber of Commerce. They all have different mission statements. The CVB is focused on the overall visitor involvement/experience to Worthington from border to border. The Old Worthington Partnership focuses on the needs of the downtown while the Chamber focuses on business support. While the mission statements are different, they all have one giant goal and there is no reason they can't work together to help make this whole project happen.

Ms. Michael commented that the Board consists of representatives from the Chamber, the Old Worthington Partnership, the Historical Society, and the Arts. The combination of the Board helps to bring all the people together.

Mr. Purpura added that they want to get the Board back to where it was. They are identifying people and there are many talented people here that care about Worthington. Some are people like him that do not live here but work here and just love the City.

Ms. Dorothy shared that she appreciates all the partnership and collaboration of everyone that presented tonight. It is fabulous to see everyone working together. Mr. Purpura added that he believes it is being done right here in Worthington.

Mr. Myers added that he too appreciates the collaboration and appreciates that they listen to this Council. The perception a few years ago was that Council did not have that level of collaboration. We indicated that needed to change, particularly with the CVB. He appreciates that they listened and are following through on the charge Council gave them.

Mr. Purpura shared that he appreciates the Council's ideas and think they have been good ones. They have also pushed for hard data, which the CVB has also done.

Ms. Michael thanked them for the presentation and appreciate their work.

Other Staff Comments

Ms. Fox shared that as a point of clarification and for the record, the ordinance on the trash collection was not clear. Staff's recommendation was a five year contract with the

recycling bins but she would like that confirmed and on the record. Ms. Michael confirmed the information.

REPORTS OF COUNCIL MEMBERS

Ms. Dorothy thanked the City and life safety group for the safe and well run event on the Village Green last night.

Mr. Smith stated that he would like an executive session for personnel and payroll unless Council can respond to his email by noon tomorrow.

Mr. Norstrom shared that he, Ms. Dorothy and Ms. Michael attended the National League of Cities conference and brought home a few suggestions that he will discuss with staff. Ms. Michael added that she thought the conference was wonderful. Sometimes they attended the same session but more often than not they were in different sessions and they all have different information to share with staff.

OTHER

EXECUTIVE SESSION

ADJOURNMENT

MOTION Mr. Myers made a motion to adjourn. The motion was seconded by Mr. Troper.

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 9:32 p.m.

Clerk of Council

*APPROVED by the City Council, this
17th day of January, 2017.*

Council President

City of Worthington
and
Sharon Township

Joint Meeting Minutes

Monday, December 5, 2016 ~ 7:30 P.M.

Louis J.R. Goorey Worthington Municipal Building
The John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

Worthington City Council

Bonnie D. Michael, President
Scott Myers, President Pro-Tem
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

Sharon Township Trustees

John H. Oberle, Chairman
Lindsay S. Duffey
Phillip W. Smith

CALL TO ORDER – Roll Call, Pledge of Allegiance:

Worthington City Council met in Joint Session on Monday, December 5, 2016, in the John P. Coleman Council Chambers of City Hall, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 P.M.

City Council Members Present: Rachael R. Dorothy, Douglas Foust, Scott Myers, David Norstrom, Douglas K. Smith, Michael C. Troper, and Bonnie D. Michael

Sharon Township Trustees Present: Lindsay Duffey, and Phillip Smith

Member(s) Absent: John Oberle

Also present: Clerk of Council Kay Thress, City Manager Matthew Greeson, Law Director Pam Fox, Assistant City Manager Robyn Stewart, Director of Finance Molly Roberts, Director of Service and Engineering Daniel Whited, Director of Planning and Building Lee Brown, Director of Parks and Recreation Darren Hurley, Chief of Police Jerry Strait and Chief of Fire Scott Highley

There were five visitors present.

President Michael invited those in attendance to stand and join in the recitation of the Pledge of Allegiance.

BOARD APPOINTMENT

- Walnut Grove and Flint Union Cemetery Board of Trustees – Sharon Township Trustee

Ms. Michael reported the need for a board appointment from the Sharon Township Trustees for three year appointment to the Cemetery Board of Trustees.

MOTION Ms. Duffey nominated John Oberle to serve as the Trustee's representative to the Joint Cemetery Board. The nomination was seconded by Mr. Doug Smith.

Ms. Dorothy commented that as the City Representative to the Cemetery Board she believes Mr. Oberle has been doing a phenomenal job. He goes above and beyond, making new partnerships and facilitating work at both Walnut Grove and Flint Road cemeteries. She feels that it is significant that he stay on the Board for continuity and all the contributions that he has been providing to the cemetery.

There being no additional comments or discussion, the motion to appoint John Oberle to the Joint Cemetery Board carried unanimously by a voice vote.

OTHER

ADJOURNMENT

MOTION Mr. Phillip Smith made a motion to adjourn the meeting. The motion was seconded by Mr. Troper.

The motion to adjourn carried unanimously.

President Michael declared the meeting adjourned at 7:34 p.m.

Clerk of Council

*APPROVED by the City Council, this
17th day of January, 2017.*

President of Council

ORDINANCE NO. 01-2017

Amending Certain Sections of the Codified Ordinances of the City to Allow for Electronic Notification to the Public of the Dates of Public Meetings, of Vacancies in Personnel Positions in the City, of a Water Conservation Emergency, and of Applications Heard Pursuant to Part 11 of the Codified Ordinances.

WHEREAS, City Council has decided to provide notice of public hearings on ordinances and budget estimates by electronic means, rather than by publication in a newspaper of general circulation, in accordance with the authority granted in the City Charter; and,

WHEREAS, consistent with the change the City Council has made, a review has been conducted of the Codified Ordinances to determine whether other departments of the City are required to publish notices in a newspaper of general circulation; and,

WHEREAS, the Personnel Director is required by ordinance to publish notices of vacancies in personnel positions in the newspaper; and,

WHEREAS, when the City Council determines by resolution that an emergency exists requiring the conservation of the water supply of the City, notice of the passage of such resolution is required to be published once in a newspaper of general circulation; and,

WHEREAS, the Planning and Building Department places notices in the newspaper with a description of the agenda items of each meeting of the Municipal Planning Commission, the Architectural Review Board and the Board of Zoning Appeals; and,

WHEREAS, both the Personnel Director and the Planning and Building Department provide for alternate means of communicating those notices to the public.

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

SECTION 1. That Section 109.05 of the Codified Ordinances of the City of Worthington be and hereby are amended to read as follows:

109.05 NOTICE OF REGULAR MEETINGS.

The Clerk shall post a statement on the City's website of the time and place of regular and organizational meetings of each municipal body for each calendar year not later than two days preceding the day of the first regular or organizational meeting of the calendar year of that municipal body. The Clerk shall also post the statement in not less than four of the

ORDINANCE NO. 01-2017

most public places in the Municipality as determined by City Council. If the time or place of regular or organizational meetings is changed on either a temporary or permanent basis, a statement of the time and place of such changed regular meetings shall be posted on the City's website and in each of the four places where the original notice was posted at least twenty-four hours before the time of the first changed regular meeting.

SECTION 2. That Section 109.06 of the Codified Ordinances of the City of Worthington be and hereby are amended to read as follows:

109.06 NOTICE OF SPECIAL MEETINGS.

Except in the case of an emergency special meeting as hereinafter provided, the Clerk shall post a statement of the time, place and purposes of special meetings no later than twenty-four hours before the time of such special meeting on the City's website and in each of the four public places determined in Section 109.05.

SECTION 3. That Section 139.07 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

139.07 RECRUITMENT AND SELECTION.

Original appointments to vacancies occurring shall be based on merit as determined by competitive examinations. Requirements as to applicant qualifications shall be provided by rule established by the Personnel Director. The Personnel Director shall determine the time and place of examinations and shall post an advertisement for applications on the City's website and in such other media as the Director shall determine expedient. The Director shall prescribe the form of the application and shall conduct such investigation as the Director deems necessary as to the truth of the statements made therein and as to the qualifications of the applicant. The Director shall have authority to exclude from the examination any applicant whose application discloses that he or she does not possess the minimum qualifications established in the classification plan for the position sought. The Director may also require all applicants to be fingerprinted. Examinations shall be in such form as will fairly test the abilities and aptitudes of the candidates to perform the duties of the position sought. The Director shall determine the nature of the examination and the weight to be attributed to each part and shall grade or shall cause the examinations to be graded.

SECTION 4. That Section 925.02 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

ORDINANCE NO. 01-2017

925.02 WATER CONSERVATION EMERGENCY; RESTRICTIONS.

Whenever Council shall determine by resolution, on recommendation of the Director of Service and Engineering, that an emergency exists requiring the conservation of the water supply of the City, such resolution shall be posted on the City's website and notice thereof shall be communicated to the general public by any other media that the Director deems expedient. No person shall thereafter use water from the public water supply for the washing of vehicles, sprinkling of lawns or other vegetation or for any purpose other than normal housekeeping purposes except under such restrictions as may be established in such resolution.

SECTION 5. That Section 1127.03(b) of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

1127.03 CONDITIONAL USE PERMITS.

(b) Hearings. The Commission shall fix a reasonable time for the hearing of an application for a conditional use permit and give the public notice thereof at least seven days prior to the hearing by posting a description of the application on the City's website. The property that is the subject of the application shall be posted with a placard stating the date and location of the hearing. At this hearing, any party may appear in person or by attorney.

SECTION 6. That Section 1129.03 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

1129.03 HEARINGS.

The Board of Zoning Appeals shall fix a reasonable time for the hearing of an appeal and give the public notice thereof at least fourteen days prior to the hearing by posting a description of the appeal on the City's website. The property that is the subject of the appeal is to be posted with a placard stating the date, time and location of the hearing. At this hearing, any party may appear in person or by attorney.

SECTION 7. That Section 1145.02(e) of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

1145.02 PROCEDURE FOR CHANGE IN ZONING DISTRICTS.

(e) Public Hearing by Council. The report of the Commission shall be made within thirty days after the first regular Commission meeting following introduction of the ordinance by Council, and shall include a recommendation either:

ORDINANCE NO. 01-2017

- (1) That the proposed amendment be adopted as submitted, or
- (2) That the proposed amendment be revised in a specified manner and adopted, or
- (3) That the proposed amendment be rejected.

If the Commission makes no report within thirty days, Council may proceed without such report. Upon receipt of the report of the Commission, Council shall fix a date for a public hearing on the amendment. Such hearing may be held on but not before the fourteenth day following the fixing of the date or on any day thereafter. Notice of the public hearing shall be published in the same manner as notices are published for public hearings on Council ordinances. If the amendment involves the zoning or rezoning of property, the notice of the public hearing shall be posted on the property to be zoned, or rezoned, at least ten days prior to the date of the City Council public hearing. During the period between the fixing of the date of the hearing and the date of the hearing, the text of the proposed amendment, together with any maps or diagrams referred to therein, shall be kept on file in the office of the Planning and Building Department for public examination during regular office hours. The availability of such materials shall be indicated in the published notice of the hearing.

SECTION 8. That Section 1174.08(b)(2) of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

1174.08 PUD PROCEDURES.

(b) Preliminary Plan

(2) City Council. Upon receipt of the recommendation of the Municipal Planning Commission, the requested PUD shall be set forth in Ordinance form and shall thereafter be introduced in writing at a meeting of the City Council, and the City Council shall fix a date for a public hearing. Such hearing may be held on but not before the fourteenth day following the fixing of the date or on any day thereafter. Notice of the public hearing shall be published in the same manner as notices are published for public hearings on Council ordinances. Notice of the hearing date and time shall be posted on the property to be considered for the PUD at least ten days prior to the hearing. During the period between the fixing of the date of the hearing and the date of the hearing, the Preliminary Plan shall be kept on file in the office of the Planning and Building Department for public examination during regular office hours. The availability of such materials shall be indicated in the published notice of the hearing.

ORDINANCE NO. 01-2017

After receiving from the Municipal Planning Commission the recommendations for the proposed PUD and after holding the above public hearing, the City Council shall consider such recommendations and vote on the passage of the proposed PUD Ordinance. The City Council may, by a majority of all its members, adopt or reject the proposed Ordinance, with or without change.

SECTION 9. That Section 1177.03(c) of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

1177.03 APPLICATION AND NOTICE.

(c) Upon receipt of an application for a certificate of appropriateness, which is accompanied by the material required by the provisions of subsection (b) hereof, the Director of Planning and Building shall place the application on the agenda for the Board at its next regular meeting following ten days from the date the application is filed. The Director of Planning and Building shall further cause a public notice of the scheduled hearing date of the application together with a general description of the nature of the application to be posted on the City's website at least ten days prior to the hearing, and post a placard on the property that is the subject of the application stating the date and location of the hearing within that same time period. The applicant shall be notified by mail of the date of the hearing. At the hearing, any party may appear in person or by attorney.

SECTION 10. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

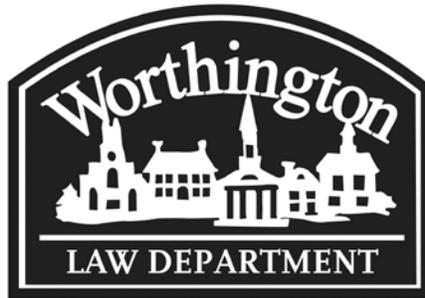
Passed _____

President of Council

Attest:

Clerk of Council

Introduced January 3, 2017
P.H. January 17, 2017



To: Matthew H. Greeson

From: Pam Fox

Date: December 22, 2016

Subject: Public Notices

On December 19, 2016, City Council decided that all notices of public hearings on ordinances and budget estimates would be published in the public notice section of the City's website. Staff was also directed to promote the availability of these notices on the City's website quarterly via press release and/or newspaper ad, and through the City's various communication vehicles, including the City's website News Flash, Neighborhood Network and social media.

In our review of the Codified Ordinances, several circumstances exist where the City is required to publish notices in a newspaper of general circulation, but where Staff believes an effective means of notification can be made in these instances consistent with Council's decision to move toward electronic notice.

Planning & Zoning Code

There are five (5) references found in the Planning & Zoning Code that require a public notice in a newspaper of general circulation in the City. Staff would like to amend the Code to remove the reference to a newspaper of general circulation throughout the Planning & Zoning Code. Staff would continue to utilize all other forms of communication discussed to publish meeting agendas and materials for all items that are to be discussed at the Architectural Review Board, Municipal Planning Commission and Board of Zoning Appeals meetings. Placing placards at the property that is the subject of the application will remain in all sections, as will the requirement that owners of properties within a certain distance of the applicant's property receive a notice of the hearing in the mail.

The proposed amendments to the Planning & Zoning Code would save the Planning & Building Department approximately \$7,000/year in advertising fees. A recent ad for the January 5, 2017 BZA meeting is attached as an example of the cost associated with advertising. The fee to publish the notice for these two agenda items is \$128.73. The following Notice of Public Hearing

is to scale.

Notice of Public Hearing

A regular meeting of the Worthington Board of Zoning Appeals will be held January 5, 2017 at 7:00 PM at the Municipal Building, 6550 North High Street, to hear the following requests:

Items of Public Hearing

1. Variance - Sign - 882 High St.
2. Variance - Rear Yard Setback - Four Season Room - 6008 Weatherburn Pl.

Reasonable accommodations will be made for persons with disabilities with a minimum of 48 hours advance notice.

12/22

Chapter 109 – Notice of Public Meetings

Chapter 109 requires the City Clerk to publish a notice in the newspaper informing the public of the time and place of the regular and organizational meetings of each municipal body for the calendar year at least two days before the first meeting. Our City Clerk prepares that notice and causes it to be published in the Dispatch at the beginning of every year. If the date of the meeting changes, a notice of the change is required to be published. Also, all special meetings are required to be noticed in the newspaper. Because some municipal bodies (defined in the Code as City Council, MPC, BZA, ARB, the Community Relations Commission, the Parks and Rec Commission, the Assessment Equalization Board, WIFA, the Fire and Emergency Medical Services Advisory Board, the Fire Prevention Appeals Board, and the Personnel Appeals Board) meet as-needed, each of those meetings get noticed in the paper just prior to the meeting. Notice of all regular meetings and special meetings are also required to be posted in City Hall.

The proposed ordinance allows for notices to be published on the City's website and maintains the requirement that these notices are also posted. The ability to comply with our Code requirement in a timely manner is significantly enhanced if the notice can be published on the website, particularly if meeting dates change with little notice. However, the ordinance expands the places where the notices are required to be posted to include each of those areas where we post notice of the passage of ordinances (City Hall, the Library, the Griswold Center and the Community Center) to provide for a broader distribution of the printed meeting information. Because of the current Code requirement, for 2017 the newspaper publication will be need to made, at least for those municipal bodies that meet early in the year. If Council passes the proposed ordinance, then the beginning-of-the-year notice for 2018 can be made consistent with the ordinance.

Notice of Examinations

Section 139.07 requires the Personnel Director to publish a notice of the time and place of competitive examinations in the newspaper, which currently is done. The Personnel Director also publishes this information on the City website and in other places as may be beneficial to attract a wider audience. She does not believe that eliminating the newspaper notice requirement places the City at any less of an advantage. Since that section hasn't been updated for some time, we propose to make a couple of changes to modernize the references to the City's employment practices.

Notice of Water Conservation Emergency

Although this little known and used Section 925.02 requires Council to pass a resolution when it is determined that a water conservation emergency exists, and requires the resolution to be published in a newspaper of general circulation, there can be no doubt that an electronic notification would be much more effective and timely.

ORDINANCE NO. 02-2017

Amending Chapter 111 of the Codified Ordinances of the City to Establish Procedures for the Purchase of Supplies, Materials and Equipment and the Construction of Public Improvements.

WHEREAS, Chapter 111 of the Codified Ordinances of the City provides for procedures by which the City makes purchases and disposes of equipment; and,

WHEREAS, on November 8, 2016 the electorate of the City voted to amend Section 4.11 of the City Charter that addresses the manner in which certain City purchases must be made; and,

WHEREAS, the single requirement for competitive bidding was amended to allow for purchase by any method authorized for public entities by the Ohio Revised Code, as Council determines by ordinance; and,

WHEREAS, the establishment of rules and regulations for the purchase of City supplies, materials and equipment and the construction of public improvements safeguards the public expenditures for these items and provides a fair and equitable system in the selection of vendors who do business with the City; and,

WHEREAS, it is necessary to modify Chapter 111 to incorporate alternative methods for purchasing, and to establish the procedures and threshold amount relative to such methods.

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

SECTION 1. That Section 111.03 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

111.03 PURCHASING THRESHOLD.

(a) Whenever the probable cost of supplies, materials and equipment or the construction of public improvements for the municipality is equal to or greater than fifty thousand dollars (\$50,000), one of the purchasing methods described in Section 111.04 may be initiated.

(b) Purchases for supplies, materials and equipment or the construction of public improvements below the threshold established in Section 111.03(a) may be made in accordance with rules and regulations determined by the City Manager.

ORDINANCE NO. 02-2017

SECTION 2. That Section 111.04 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

111.04 FORMAL PURCHASING METHODS.

When the purchasing threshold meets or exceeds the amount established in Section 111.03, the City Manager may authorize one of the following formal purchasing methods in accordance with the procedures described herein:

(a) Competitive bidding. Specifications shall be prepared for the supplies, materials, equipment or the construction of a public improvement and the City shall advertise for the solicitation of bids at least two weeks prior to bid opening in one of the following ways:

- (1) By publication in a newspaper of general circulation once a week for two consecutive weeks; or
- (2) By posting notification on the City's website and, to the extent available, in media of trade organizations appropriate for the purpose; or
- (3) By means of an abbreviated publication prescribed in Ohio Revised Code Section 7.16; or
- (4) In the manner exercised by an internet-based bidding information service should the City determine to use such service for the purchase.

When formal competitive bidding is employed, the bids shall be opened and tabulated publicly by the Finance Director, or designee, at the time and place specified in the advertisement for bids. The City Manager shall then award the contract to the lowest and best responsible bidder, unless it is determined that the public interest would be better served by rejecting all bids and either ordering a new advertisement or abandoning the purchase. The City Manager shall be responsible for establishing such other rules and regulations which may be necessary to carry out the purpose of this subsection and which would serve the best interest of the City, including without limitation rules and regulations governing the receipt of bids that exceed the Engineer's estimate and action to be taken by the City when no bids are received.

As an alternative to in-person bid submissions and openings, the City may select an internet based bidding information service as the vehicle for submitting and processing sealed bids managed by the City.

ORDINANCE NO. 02-2017

(b) Design-build. The purchase of supplies, materials and equipment or the construction of public improvements may be obtained through the design-build process in accordance with the procedures established in the Ohio Revised Code, or pursuant to such other procedures as may be established from time to time by the City Manager. The purchase of computer software that is custom-built, in whole or in part, to certain City specifications shall be considered to be an equipment purchase that may be made by means of the design-build process.

(c) Construction Manager or Construction Manager At-Risk. The purchase of supplies, materials and equipment or the construction of public improvements may be obtained through the construction manager or the construction manager at-risk process in accordance with the procedures established in the Ohio Revised Code, or pursuant to such other procedures as may be established from time to time by the City Manager.

(d) Reverse Auction. The City may utilize a reverse auction purchasing process in which offerors submit proposals in competing to sell supplies, materials and equipment or services in an open environment via the internet. The procedures established in Ohio Revised Code Section 9.314 or such procedures established by the City Manager shall be used.

(e) Other State of Ohio Authorized Methods. In addition to any of the methods described in subsections (a) through (d) of this section, the City may obtain supplies, materials and equipment and the construction of public improvements by any other method authorized by the State of Ohio for public entities.

SECTION 3. That Section 111.05 of the Codified Ordinances of the City of Worthington be and hereby is amended to read as follows:

111.05 EXCEPTIONS TO FORMAL PURCHASING

Purchases of any amount may be made without going through the formal purchasing process under the following circumstances:

(a) Cooperative Purchasing; Shared Services. The City Manager shall have the authority to purchase supplies, materials or equipment and obtain services for which funds have been appropriated through cooperative purchasing programs, whereby the City shall be eligible, as a member or otherwise, to join a group of governmental entities and share the benefits and advantages of volume purchasing and reduced administrative costs, to include without limitation state contract

ORDINANCE NO. 02-2017

purchasing pursuant to Ohio Revised Code Section 125.04, joint purchasing and shared services provisions of Ohio Revised Code Section 9.48 and any other similar program whether operated by a public or private entity.

(b) Purchases from Other Political Subdivisions. The City Manager shall have the authority to make purchases of supplies, materials and equipment on invitation from another political subdivision that has undertaken a bidding process and whose successful bidder agrees to provide such supplies, materials or equipment upon equivalent terms, conditions and specifications.

(c) Used Equipment. Used supplies, materials and equipment from any source may be but are not required to be purchased pursuant to formal purchasing methods.

(d) Professional Service Selection. The selection of professional services that usually require education, training, skill or expertise of an advanced, specialized or peculiar nature including without limitation, such services as those performed by attorneys, architects, engineers, accountants, physicians, technology specialists, insurance brokers/agents and third-party administrators may be but are not required to be made by formal purchasing methods. The City Manager may prescribe rules and regulations for the selection of professional services.

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

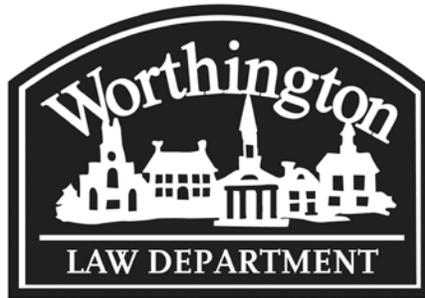
Passed _____

President of Council

Attest:

Clerk of Council

Introduced January 3, 2017
P.H. January 17, 2017



To: Matthew H. Greeson

From: Pam Fox

Date: December 23, 2016

Subject: Purchasing Procedures

As a result of the citizens' approval of the Charter amendments, the City now has the ability to purchase supplies, materials and equipment or the construction of public improvements by any of the means that are authorized by the State of Ohio for public entities. Currently, our Code provides for those purchases to be made only by competitive bidding, based on the former language of Section 4.11 of the Charter.

The proposed ordinance recommends changes to Section 111 of the City Code. The formal purchasing bidding threshold of \$50,000 authorized by City Council a few years ago is maintained. In addition to formal competitive bidding, certain other state-authorized methods are specifically enumerated, with a final 'catch-all' provision that refers back to the Ohio Revised Code. These methods include design-build, construction manager or construction manager-at-risk and reverse auction. Design-build and construction manager delivery systems were authorized by Ohio Revised Code in 2013.

Included in the section describing formal competitive bidding are options for advertisement of those bids to include publication in a newspaper of general circulation, notification on the City's website and if available in media of trade organizations appropriate for the purpose, or by means of the abbreviated publication process authorized in ORC Section 7.16. This section also authorizes the City to use the services of an internet based bidding information entity rather than proceeding with in-person bid submissions and openings. If used, another option available for advertisement is the method established by that online bidding service.

In a design-build arrangement, the City would contract with one entity, a design-builder, to provide both architectural/engineering design and construction. The process for the selection is established in the ORC and utilizes a Request for Proposals (RFP) or Request for Qualifications (RFQ) system of selection. The primary advantage of this type of system is that the City holds a

single entity responsible for a project, and presumably should be able to work with the parties involved in a more collaborative manner. These types of projects may also be completed in a shorter amount of time because the process allows for the overlap of design and construction activities (allowing the ordering of materials and site work to begin prior to completion of design) and there is enhanced communication between the designer and the contractor. There also may be specific types of projects that are more responsive to the design-build project when the City looks to achieve specific outcomes or guarantees from a vendor. Under the traditional design-bid-build, the contractor builds to the design. Under design-build, the City can utilize more performance-based language and is less likely to need to mediate between the designer and the builder since the contractor is responsible for both the design and the construction.

The construction manager/construction manager-at-risk method may be used when the City seeks to engage the services of a construction manager where outside design services exist or are not needed but where it would be more expedient for the City to have someone on board to manage the project. Like the design-builder, the construction manager is selected based on qualifications. The construction manager can advise the City during the design phase and acts as the general contractor during the construction phase. Construction managers and construction managers-at-risk (those who hold the subcontracts) may be skilled at evaluating a project and offering suggestions to the architect for value engineering. A construction manager-at-risk delivery system may include a guaranteed maximum price. To succeed on this type of contract, the construction manager will assemble subcontractors with whom it is familiar and with whom it has previous good experience, which often can result in a better product.

Reverse auctions are internet-based and have been available to political subdivisions for many years. They are primarily used for the purchase of supplies and equipment. The process is established in Section 9.314 of the ORC. To purchase items by reverse auction the City would solicit proposals through a request, stating the relative importance of the price and other evaluation factors and vendors would 'bid' on the sale of those items. The City is permitted to conduct discussions with responsible vendors who submit proposals (so long as discussions are done in a fair and equitable manner), and then awards a contract to the vendor who the City determines to have the most advantageous offer, taking into account the factors established by the City.

The ordinance also establishes circumstances when one of the enumerated formal purchasing methods is not required, even if the amount exceeds the threshold. These include state contract purchases, cooperative purchases (e.g., salt purchases through SWOP4G, park equipment through U.S. Communities), shared service contracts with other political subdivisions, piggy-back purchases from other municipal competitively-bid contracts, professional services, and used equipment.

The City's ability to use one of the outlined formal purchasing methods provides better flexibility for a variety of projects that we may have. The methods in Section 111.04 of the proposed ordinance are those most widely used by municipalities. Should the City determine that another state-authorized method exists now or in the future, we will be able to take advantage of a wider range of tools to best fit our needs.

City of Worthington Codified Ordinances

111.03 PROCESSING OF REQUISITIONS; COMPETITIVE BIDDING AMOUNT.

Whenever the Director of Finance receives a requisition where the probable cost of supplies, materials and equipment or the construction of public improvements for the municipality is equal to or greater than fifty thousand dollars (\$50,000.00) the Director of Finance shall institute the formal bidding procedure set forth in this chapter. The acquisition of professional services and the purchase of used equipment may be obtained by competitive bidding.

111.04 FORMAL BIDDING; NOTICE AND EXPENDITURE.

Whenever it is determined that formal bidding is necessary because of the amount involved, the Director of Finance shall prepare or cause to be prepared specifications for the articles or services required and shall advertise the requirements of the City, once each week for two consecutive weeks in a newspaper of general circulation in the City, or in professional or trade magazines appropriate for the purpose, inviting suppliers to tender bids in writing for the furnishing of such requirements, such bids to be opened and tabulated publicly at a time and place specified in such published notice. The annual appropriation ordinance shall be sufficient authority for the expenditure without the passage of any supplementary or specific ordinance by Council. If, however, the contemplated purchase was not included in the annual budget and appropriation, a supplementary appropriation ordinance shall be required.

111.05 BID OPENING AND TABULATION; AWARD OF CONTRACT.

Where formal bidding is employed, the bids shall be opened and tabulated publicly by the Finance Director, at the time and place specified in the advertisement for bids. The tabulation shall be referred to the City Manager for his information and comment. Such investigation of the responsibility of the bidders as he shall deem necessary shall be made under his direction and he shall then award the contract to the lowest and best responsible bidder, unless he determines that the public interest would be better served by rejecting all bids and ordering a new advertisement, in which case he may so order. Before any contract is signed, it shall be submitted to the Director of Finance for encumbrance and certification, and approved as to form by the Director of Law.

RESOLUTION NO. 02-2017

Amending the Position Description for Maintenance
Supervisor.

WHEREAS, City Council wishes to amend the position description for the position of Maintenance Supervisor; and,

WHEREAS, it is necessary to amend the position description for the position of Maintenance Supervisor to properly reflect the duties of this position;

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

SECTION 1. That the position description for the position of Maintenance Supervisor (Class Specification No. 152) as per the description attached hereto be and the same is hereby amended.

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

Adopted _____

President of Council

Attest:

Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	MAINTENANCE SUPERVISOR	CLASS:	152
Department:	Service and Engineering	Title Originated: May 2003	
Date:	January 17, 2017	Revised: 2015	
Reports To:	Maintenance Superintendent	Updated: 2017	

General Statement of Duties

Under direction of the Maintenance Superintendent, the Maintenance Supervisor performs a variety of skilled craftsman and labor tasks as required for maintenance and construction activities for the City of Worthington's Department of Service and Engineering in one of four areas: Streets Maintenance, Grounds/Right-of-Ways, Buildings, or Sewer Utilities. This position manages crew activities for full and part-time personnel for department responses for winter storm events, autumn leaf collection and emergency responses. A Maintenance Supervisor must operate various heavy machinery/equipment and works on projects with little or no direct supervision; has extensive personal contact with residents, peers, vendors and other City personnel; may require additional state and/or federal certifications and training and a working knowledge of computers and technology; able to effectively work independently on daily tasks and during community special events, snow emergencies, leaf collection and other assignments. Must be available 24/7 as necessary. May serve as Acting Maintenance Superintendent.

Essential Functions of the Position:

Directs and supervises the repair, maintenance, and minor new construction of streets, sidewalks; street sweeping, snow removal, and pavement marking operations; as well as, fire hydrants, mechanical equipment, public trees, right of way appurtenances (guard rails, signs) buildings and other structures; sanitary sewers, storm sewers, and storm water structures.

Schedules activities, ascertains the amount of material and equipment required and maintains standards of performance for various maintenance and construction activities. Completes data entry and daily work reports to track work orders and activities.

Performs skilled work in one or more of the following areas including but not limited to: carpentry, painting, welding, plumbing, electrical work, masonry, concrete, tree trimming and removal and metal fabrication.

Operates a variety of motorized vehicles and construction equipment including trucks, backhoes, loaders and a variety of heavy and light duty motorized equipment.

Manage crew activities for snow removal, leaf collection and city-wide special events.

Prepares reports as required by the Maintenance Superintendent.

Responsible for the respective division's budgetary management including inventory and purchasing.

Requires a strong working knowledge of computers and technology.

Rakes leaves, operates the leaf vacuum, operates a truck equipped with a plow and salt spreader for snow and ice control.

Specialty-Specific Functions of the Position:

Streets Maintenance

Manage, plan and supervise crews in the repair and maintenance of City streets including the repair and installation of roadway appurtenances including guard rails, pavement and berm repair, pavement markings, and non-regulatory signs. Oversee street sign program and supervise crews in installation, maintenance and repair of street and traffic signs.

Oversee the City's fire hydrant system and supervise crews in installation, maintenance and repair of approximately 750 fire hydrants throughout the City.

Grounds/Right-of-Ways

Manage, design, install, and maintain the City's public right-of-way landscaping and highway beautification.

Manage and supervise work crews for the City's street-tree program for planting, removal, pruning and trimming of the street-tree inventory;

Manage and supervise work crews for the City's hanging flower basket installations along city streets;

Design, plan, develop and oversee methodologies for crew completion of plant management, watering, growing and maintenance programs;

Oversee the City's roadside fence and fixture repairs/replacements resulting from traffic accidents as necessary.

Buildings:

Supervise the City's building maintenance program of full and part-time Building Custodians, Maintenance Technicians and contracted custodial services;

Oversees the removal of dead animals from City streets, roadways;

Oversees, coordinates repair and maintenance of City buildings in cooperation with the City Engineer.

Sewer Utilities:

Manages and oversees the City's sanitary and storm sewer maintenance, repair, tracking and US/OEPA reporting programs, including NPDES and CMOM;

Coordinate with City Engineer, schedule, supervise crews in sanitary sewer, storm sewer and catch basin repair and replacement programs and projects; assist in development of related CIP projects.

Develop, maintain City's sanitary and storm sewer inventory, status databases.

Knowledge, Skills, and Abilities:

Knowledge of street construction and maintenance practices.

Knowledge of grounds maintenance practices.

Ability to carry out assigned tasks with minimal direct supervision.

Possess the ability to operate vehicles and other machinery equipped with standard transmissions.

Ability to lift and carry heavy objects up to fifty pounds.

Ability to express oneself accurately both verbally and in writing.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Thorough knowledge and a high degree of skill in using standard practices, tools and equipment for one or more of the following skills: carpentry, painting, welding, plumbing, electrical work, masonry and metal fabrication.

Thorough knowledge and a high degree of skill in using the tools and equipment required for municipal maintenance and construction.

Thorough knowledge of occupational hazards and safety precautions.

Minimum Requirements of the Position:

Possess a high school diploma, G.E.D. or equivalent certification along with a minimum of one year as a Maintenance Technician with the City of Worthington.

Possess a valid Class A Ohio Commercial Driver's License with Tanker Endorsement.

May require, depending on assignment, PACP and/or IMSA certification, Pesticide Applicator's license.

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

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

Adopted by Resolution 02-2017, Effective _____

ORDINANCE NO. 03-2017

Enacting a Moratorium on the Consideration of Certificates of Appropriateness for the Installation of Solar Panels on Structures in the Architectural Review District.

WHEREAS, in an effort to address sustainability and energy conservation measures within the City of Worthington, applications have been made to the Architectural Review Board for Certificates of Appropriateness for the installation of solar panels on structures within the Architectural Review District (the "District"); and,

WHEREAS, in 2010 City Council adopted Resolution 14-2010 amending the Worthington Design Guidelines for the District by adding a sustainability section; and,

WHEREAS, recent requests for the installation of solar panels on residential structures in the District have given rise to discussions by the City Council about the application of the sustainability section of the Design Guidelines as they relate to solar panels; and,

WHEREAS, City Council wishes to study the impact of solar panel installations on structures in architectural review districts and recommends a ninety day moratorium on the consideration of Certificates of Appropriateness for such installations to allow for City staff to research and recommend whether changes to the Design Guidelines or other measures are advisable.

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

SECTION 1. That there be and hereby is enacted a moratorium on any consideration by the Architectural Review Board of requests for a Certificate of Appropriateness for the installation of solar panels on structures within the Architectural Review District, to be in effect until May 31, 2017, or until changes are enacted to amend the Design Guidelines or the Codified Ordinances to address the issues detailed herein, or until City Council approves legislation explicitly revoking this moratorium, whichever occurs first.

SECTION 2. That the City Manager is authorized and directed to facilitate a study by City staff of the impact of the installation of solar panels on structures within districts similar to the Worthington Architectural Review District and to make a recommendation to City Council for the appropriate method to address the concerns of the visual and aesthetic features of those installations while affording the opportunity to property owners in the District to take advantage of the sustainability and energy conservation measures of solar panels.

ORDINANCE NO. 03-2017

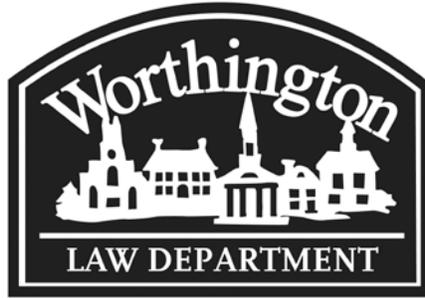
SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



To: Matthew H. Greeson

From: Pamela Fox

Date: January 12, 2017

Subject: Moratorium on Certificates of Appropriateness for Solar Panels

Introduction

As a result of a recent appeal of the ARB decision to permit solar panels on a home in the Architectural Review District, Council has explored the option of enacting a short moratorium for the purpose of allowing some time to Staff to research, evaluate, and present to Council some options that might address concerns about the visual impact of solar panels on the character of the District. As we heard at the Committee-of-the-Whole meeting, a short moratorium on the ARB's consideration of applications for a Certificate of Appropriateness to install solar panels is permissible, so long as during the moratorium period a plan is in place to address the issues that are the basis of the moratorium. The Director of Planning and Building continues to study policies, guidelines and legislation of similar communities with historical/architectural districts, with the intent of bringing back options for Council to consider at the first meeting in February. The proposed ordinance establishes a 90-day moratorium with an end date of May 31st, allowing for 90 days following the introduction, public hearing and effectiveness of the ordinance. It was suggested that if Council agreed on a resolution of the issue prior to the end of the 90 days, the moratorium might end earlier. The ordinance provides for an earlier termination if changes are enacted to amend the Design Guidelines or the Codified Ordinances, or until Council revokes the moratorium.

Establishing a Moratorium

A moratorium is a sanctioned delay in approvals or processing of certain governmental actions, thereby preserving the status quo for some period of time to allow government officials an opportunity to address certain issues or concerns that would be difficult to resolve without the delay. Moratoria are most commonly used by governmental entities in the context of property

development applications, but can be enacted for other purposes (e.g., delaying the issuance of licenses for sales of certain products or delaying eminent domain activities for economic development purposes). The courts have generally upheld the imposition of development moratoria, but have cautioned that it is necessary to have a plan developed simultaneously with the adoption of the moratorium legislation that would be implemented during the delay period and address the basis of the moratorium. Otherwise, a moratorium could be declared to be an invalid taking of property without due process.

The period of duration of a moratorium should be definite and only for so long as may be necessary to put appropriate measures in place that would resolve the specific concerns. While six-month moratoria are common, a moratorium lasting more than a year may be viewed with some skepticism but permitted in instances where the plan implementation period is extensive.

Placing an “interim development control” (as a moratorium may be described) allows for the community and its government to step back and evaluate the particular issue involved in a more objective and comprehensive way, without regard to specific property owners’ interests. In our case, the very limited use of a 90-day moratorium – to delay the consideration of Certificates of Appropriateness for the installation of solar panels – would seem to do little to adversely affect a property owner who may be deciding whether to make such an application. For this reason, many of the most critical concerns about development moratoria are alleviated, in that (a) the City is not acting to deprive those property owners of viable and economic use of their property and (b) the moratorium is of a limited duration for applications that are not all that frequent.

Moratorium Legislation

Most often, municipalities adopt moratoria by ordinance or resolution, depending on the particular municipality’s process for the passage of legislation. In the context of a development moratorium, it is recommended that an ordinance be passed because the Council is placing a delay on a codified Architectural Review Board process. At the end of the moratorium period, the delay will be automatically lifted. If the concerns of Council are resolved prior to that time, Council can expressly revoke the moratorium as part of a separate piece of legislation (a resolution would be appropriate at that point) or a revocation of the moratorium can be made as part of any other legislation that Council may choose to adopt or pass as a result of the study and recommendations of City Staff.

If you have any questions about this information, please do not hesitate to contact me.