CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, October 16, 2017, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 PM

ROLL CALL

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

Members Absent: Douglas K. Smith

Also present: City Manager Matthew Greeson, Assistant City Manager Robyn Stewart, Director of Finance Scott Bartter, Director of Service & Engineering Dan Whited, Director of Planning & Building Lee Brown, Chief of Fire & EMS Scott Highley, Director of Parks & Recreation Darren Hurley, Director of Law Tom Lindsey, Chief of Police Jerry Strait, Clerk of Council D. Kay Thress

There were eight visitors present.

PLEDGE OF ALLEGIANCE

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

Ms. Michael shared that Mr. Smith was absent tonight because his wife became ill and he has to watch the children.

SPECIAL PRESENTATION

DAR – Wreaths Across America

Kristina Hooper shared that she is here on behalf of the Worthington Chapter of the Daughters of the American Revolution and serves as chair of the Wreath Across America committee.

Wreaths Across America began in 1992 when Morrill Worcester, owner of Worcester Wreath Company of Harrington, Maine decided that he wanted to remember the fallen, honor those that served, and teach the next generation about freedom and the value of freedom. Since then his organization has grown to encompass 1300 participating locations. In 2014, he was able to cover all of the graves at Arlington National Cemetery, which was a long standing goal of his. Since
2014, they have been covered every year. The week of December 11, 2017 they will begin the caravan down to Arlington National Cemetery. Truckers who are volunteering their time and resources will carry the balsam wreaths to Arlington and then from there they will go to all the other locations across the country. We will hold a ceremony of remembrance on December 16, 2017 at Flint Cemetery and she wanted to invite members to come and participate in that program and the laying of the wreaths at Flint Road, St. John Episcopal, and Walnut Grove cemeteries.

At Ms. Michael’s request, Ms. Hooper shared additional information about the Wreaths Across America program and the event that will occur in Worthington on December 16th.

NEW LEGISLATION TO BE INTRODUCED

ORDINANCE NO. 40-2017

Amending Ordinance No. 45-2016 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of Community Center Energy Conservation Report and to Proceed with said Project. (Project No. 658-17)

Introduced by Mr. Foust.

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

REPORTS OF CITY OFFICIALS

Discussion Item(s)

Proposed 2018 Budget – Department Budget Review

Mr. Greeson commented that we are working our way through the budget process. Earlier in the season we had the opportunity to go over the five year forecast and some of the larger financial trends. More recently staff presented the Capital Improvements Program and detailed 2018 expenditures. Tonight each department will highlight in a summary fashion notable changes and key objectives for each of their areas. We will begin in the Legislative and Clerk area. He asked Ms. Stewart to comment.

Funding & Expenditure Summary
Legislative and Clerk – Robyn Stewart, Assistant City Manager

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2010</th>
<th>Forecast 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$13,540</td>
<td>$58,640</td>
<td>$58,640</td>
<td>$58,640</td>
</tr>
<tr>
<td>Additional Personal Services</td>
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<td>21,475</td>
<td>25,372</td>
<td>25,372</td>
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<tr>
<td>Supplies and Materials</td>
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<td>17,000</td>
<td>16,700</td>
<td>16,700</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>38,582</td>
<td>31,800</td>
<td>39,300</td>
<td>39,300</td>
</tr>
<tr>
<td>Total</td>
<td>$80,939</td>
<td>$128,915</td>
<td>$140,012</td>
<td>$140,012</td>
</tr>
</tbody>
</table>
The Legislative & Clerk budget is consistent with past years, with slightly more funding provided for consultants to allow the City to seek technical advice related to the update of the Master Plan for Ohio State University’s Don Scott Airport.

When asked by Ms. Dorothy how involved we are in the OSU planning, Ms. Stewart reported that a technical advisory committee has been formed that consists of community representatives as well as various other users and interested parties related to the airport. She sits on that advisory group for the City of Worthington. The group has had one meeting so far to go through the process that is going to be undertaken for the master plan. She is in the process of developing additional information for Council. There will be a meeting for the general public on December 5th.

Mr. Greeson added that Mr. Zoll, our consultant, has already been contacted in an effort to get him up to speed on what has happened since the last master planning process and Part 150 study were undertaken. In addition to the memo, we plan to have a more detailed briefing to the Council to kind of refresh your memory on all of the issues that have come before us on this matter and to talk in more detail about this process in particular. We will want to use Mr. Zoll in that process because of his technical knowledge of FAA Rules and studies.

Mr. Greeson shared that when staff prepared the budget in September we did not include funding for a more extensive Council planning effort. During conversations with Council members as well as reflecting on some of our previous planning efforts, like the Worthington 360, some of those major City-wide planning efforts date back about a decade. He suggests having at least one retreat next year if not more than one. It may be worth revisiting whether or not we want to do a larger strategic planning initiative. We can attempt to incorporate funds in the budget if members think that is a good idea although Council has the prerogative to add that later should it desire.

Mr. Myers reported that he and Mr. Greeson have had a conversation on several occasions about it probably being time to start the process of revisiting some of our planning or core documents. That may take the form of a new Worthington 360 but it would probably require a great deal of outreach, consultant work and those kinds of things. He asked Mr. Greeson if he is suggesting members have another retreat to begin that process. It would seem to him that maybe the beginning planning stages of that process should be in 2018 at least. Mr. Greeson replied that fundamentally, when the new Council takes office in January, it has been our custom to do a retreat in January or February. He thinks we should repeat that custom. He added that one of the focal points of that conversation should be whether or not to have a more robust planning conversation.
beyond our more internally focused organizational retreat. He is suggesting maybe it is but is not suggesting what form that should take. Mr. Myers agreed that it should be a key item of our retreat for January/February.

If members make a decision coming out of that retreat that they want to begin that process, he asked Mr. Greeson if he is comfortable that money can been found to begin the process in earnest in 2018. Mr. Greeson replied yes. He will begin working on some planning document on how to accomplish that.

Ms. Michael asked that he make every effort, ASAP to have people check their dates. With new people coming on board and many new things happening, she would rather have the retreat sooner rather than later. She also agreed with it being time for a more strategic community effort.

**Funding & Expenditure Summary**

**Mayor’s Court – Robyn Stewart, Assistant City Manager**

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
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<tr>
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<td>-</td>
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<tr>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contractual Services</td>
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<td>26,400</td>
<td>21,700</td>
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<td><strong>$160,426</strong></td>
<td><strong>$166,780</strong></td>
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**Mayor’s Court: Notable Changes**

- No significant changes from previous years were made to the Mayor’s Court budget.

**Mayor’s Court: 2018 Objectives**

- Implement new case management software – budgeted in Court Clerk Computer Fund (Fund #218).
- Review and evaluate bond/bail processes and procedures in Mayor’s Court
- Continue evaluation of all Mayor’s Court functions and services.

Mr. Greeson agreed with Ms. Dorothy in that the Mayor only receives a pay increase with Council authorization.

**Funding & Expenditure Summary**

**Administration – Robyn Stewart, Assistant City Manager**

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
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<tr>
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<tr>
<td>Contractual Services</td>
<td>62,418</td>
<td>96,590</td>
<td>97,520</td>
<td>100,520</td>
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<td><strong>Total</strong></td>
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<td><strong>$827,867</strong></td>
<td><strong>$853,347</strong></td>
<td><strong>$873,867</strong></td>
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</table>
Administration: Notable Changes

- The budget for Administration is consistent with past years.
- Funding was provided in last year’s budget for an appraisal of the City’s fixed assets and this amount has been reduced to a more traditional level in 2018.
- Funding for water and sewer service has been adjusted to more accurately reflect actual expenditures.

Funding & Expenditure Summary
Economic Development (General Fund)

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
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<td>Capital Equipment</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contractual Services</td>
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Funding & Expenditure Summary
Economic Development (ED Fund #219)

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<td>-</td>
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<tr>
<td>Additional Personal Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contractual Services</td>
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<td>$463,000</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$316,353</td>
<td>$583,000</td>
<td>$463,000</td>
<td>$463,000</td>
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</table>

Economic Development: Notable Changes

- In the Economic Development Fund, the contractual services line has been reduced consistent with the City’s agreement for co-working and makerspace activities in the Kilbourne Building.
- Funding for development incentives has decreased, consistent with the City’s outstanding Venture Grant agreements.
- After a few years of spending down some of the accumulated fund balance, the transfer to support the Economic Development Fund has increased from 2017 to provide sufficient revenue to support the planned activities.

Administration & Economic Development: 2018 Objectives

- Support new Council members and Council retreat and priorities development process.
- Continue efforts to increase community engagement and information efforts.
Launch internal sustainability policy planning effort and “green team” to implement Sustainable 2050 goals
Evaluate the first run of the Citizen’s Academy in preparation for another round in 2018.

Ms. Michael likes the new goal of finding new ways to support private investment in Worthington’s aging office product. Mr. Greeson shared that one of the ways that may take shape next year is by working with the CIC to look critically at whether the ReCAP Program needs to evolve into something more or different than just façade grants.

Ms. Dorothy commented that this will be making our class “C” into something more desirable like “B” or “A”. Ms. Michael shared that 350 W. Wilson Bridge is the best example.

Administration & Economic Development: 2018 Objectives (continue)

Successfully manage and facilitate redevelopment projects.
Identify projects from the SR-161 Study and develop a strategy for funding and implementation.
Open the Kilbourne Memorial Building to public programming.
Find new ways to support private investment in Worthington’s aging office product.

Mr. Troper asked where the health care cost increases are located. Ms. Stewart replied that they are included in “additional personal services” in the department where the personnel associated with those reside.

When asked by Mr. Troper how much the total increase in addition to personal services was in 2018 compared to 2017 for Health Care costs, Mr. Bartter replied $259,629.

Mr. Troper asked if there is any summary readily available to the public that help them discern this information because it is not readily available in this document. He thinks that is good information for the public to have and he doesn’t find it readily available. Mr. Bartter replied that all of that information is available so we can get it out there.

Mr. Foust asked if the employees pay a flat dollar amount or a percentage. Mr. Bartter replied that employees pay 10% of that cost. Mr. Foust added that there is some amazing government data out there related to counties, townships, villages and cities. He works in the county and 85 of the 88 counties participate. It is similarly true for townships, villages and cities. You can see what is common and the fact that we are on a percentage basis and not a flat amount to the tune of 10%, you are falling in about the median of our peer group anyway. He understands the question but what we are doing is on track with the rest of the world. While it may be in the public sector, Mr. Troper disagreed for the private sector.

Funding & Expenditure Summary
Personnel – Robyn Stewart, Assistant City Manager
Personnel: Notable Changes

- The **tuition reimbursement** line was added to reflect tuition reimbursement costs across the organization. Previously tuition reimbursement was only funded under the Police budget.

When asked by Ms. Dorothy if each department has its own reimbursement line, Ms. Stewart clarified that tuition reimbursement is located in the Personnel budget.

Personnel: 2018 Objectives

- Revise overall **employee recruitment** through use of social media and other non-traditional outreach. Focus on enhanced diversity recruiting strategies.
- Review **online application tools** and HR software options.
- Initiate training in the **Ohio Ethics Law** for all employees.
- Assist the **Central Ohio Health Care Consortium** in a review of the Trust Agreement document and with a Request for Proposals process for prescription benefits.

Mr. Greeson commented that staff is interested in providing some training, likely during a Committee of the Whole meeting, related to Open Meetings, Public Records and the Sunshine Law early next year. Mr. Brown has successfully done this with some of the Boards and Commissions, particularly using some of the video training of the Ohio Ethics Commission. He added that he and Chief Strait are also interested in providing members with active shooter training. Because of the time requirements it would likely be scheduled separately from a regular meeting.

When asked by Ms. Michael the definition of “active shooter training”, Chief Strait replied that it teaches large groups how to react should there be an active aggressor, whether it is a shooter or somebody with a knife or other weapon. The training has been provided to the entire school system, several non-profits as well as Parks and Rec.

Funding & Expenditure Summary
Finance – Scott Bartter, Director of Finance

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
</tr>
</thead>
<tbody>
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<td>Personal Services</td>
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<td>500</td>
<td>500</td>
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<tr>
<td>Contractual Services</td>
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<td>1,176,820</td>
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<td><strong>Total</strong></td>
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<td>1,600,337</td>
<td>1,657,521</td>
<td>1,694,716</td>
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</table>

Finance: Notable Changes

- Of note for the 2018 budget is continued funding for the utilization of **municipal advisory services**. The scope of these services include assistance with capital planning, developing financial policies, maintaining compliance with debt covenants, analyzing debt structures, and working with rating agencies.
Finance: 2018 Objectives

- Maintain the fiscal stability of public funds and monitor investments in a manner consistent with the Ohio Revised Code and the City's investment policy.
- Continue to leverage technology to increase operational efficiencies by exploring available electronic payment options.
- Prepare 2017 GAAP conversion reports in compliance with new GASB standards.
- Continue implementation of new timekeeping and attendance tracking software.
- Review policies and begin drafting and implementation of new and updated policies and procedures.
- Ensure compliance with changes to municipal income tax law as a result of House Bill 49.

When asked by Ms. Michael if House Bill 49 agrees to allow the state to collect some of our municipal tax, Mr. Bartter reported there being other parts of the legislation for which we need to update our income tax ordinances. We will probably begin that process in December. He added that we are going to sit on the other piece for a little bit until there is some resolution to the various law suits.

Funding & Expenditure Summary
Law- Tom Lindsey, Law Director

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
</tr>
</thead>
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<td>94,703</td>
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</tr>
<tr>
<td>Supplies and Materials</td>
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<td>600</td>
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<td>1,000</td>
</tr>
<tr>
<td>Capital Equipment</td>
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<td>215,900</td>
<td>215,900</td>
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<tr>
<td>Contractual Services</td>
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<td></td>
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<td><strong>Total</strong></td>
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Law: Notable Changes

- The 2018 Law Department budget is consistent with past years.

Law: 2018 Objectives

- Provide assistance and advice to the departments for proposed development activities at the Holiday Inn site and along Wilson Bridge Road.
- Continue to provide consultative services to the City Manager, City Council and other city officials.

When asked by Mr. Myers if we pay a flat rate to the Columbus Prosecutor, Mr. Lindsey replied that the rate is dependent upon the number of cases that are prosecuted by the City of Columbus in Municipal Court. He added that we have the same sort of per case arrangement with the Franklin County Public Defender who provides indigent defense in Franklin County Municipal Court. He noted that the prosecutor for Mayors Court is based on a per case and time basis.
Information Technology: Notable Changes

- **Staffing cost increases**
  - Upgrade of IT leadership role
  - Some pay adjustments from evaluation of market and technical responsibilities
  - Addition of help desk position
- **Reduction in consulting assistance** due to on-boarding of senior IT leader

Ms. Dorothy noted that contractual services still shows a large amount of money so she doesn’t see a reduction. Mr. Oliver replied that Contractual Services is different than consulting services. That line item would include services for backup and recovery, Office 365, and other services for helping with deployment of servers, new desktops and things of that nature.

Ms. Dorothy commented that she found the line item. The amount went from $32,000 to $12,000 for the 2018 budget. Ms. Stewart further explained that the increases are in telephone, cell service, internet services, and some of those contracts but the consulting services decrease. Mr. Oliver agreed that there are increases that offset the reduction in the actual consulting line.

- Slight **decrease in computer maintenance**
- **Increase in telephone/cell service** for streaming and internet services, driven by need for additional capacity to serve Community Center and for better business continuity

When asked by Ms. Dorothy if there is a reason why we are using more internet services and cell service, Mr. Oliver replied that the City has very little internet capacity today, including for the community center. We would like to double that capacity so that is a large part of the increase. We are also in transition of our phone services so we will see that increase before it decreases.

**Video Streaming Council Meetings**

- Staff has drafted an RFP for Video Streaming
- Key factors to assess:
  - **Service delivery requirements:**
    - Labor requirements: COW staff vs. outsourced
    - Level of integration: existing city infrastructure and software
    - Additional services: camera selection, setup & operational best practices
**Technical requirement:**
- Stream video and all materials, in real-time and on-demand
- Support wide range of devices (desktop, laptop & mobile) and operating systems (Windows, Mac, etc)
- Provide view access of agenda; index recordings to agenda for search/retrieval
- Provide comprehensive viewer analytics
- Meet our stringent availability, security and support requirements

**Cost Considerations:**
- Seeking a cost-effective solution that minimizes one-time and on-going operational costs, yet provides high-quality service and can scale to meet future meeting requirements:
  - One-time costs will fall into the range of $10 – 50k based on the level of production quality and camera setup and installation
  - Per meeting costs will range from $5k - $18k per year, based on the level of production we can outsource, which influences meeting quality

**Funding:**
- Capital and on-going operational costs will be funded from the Community Technology Fund

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At Ms. Michael’s request, Ms. Stewart explained that before the state took over, the City had separate franchising agreements with video providers. They had to pay us a fee in case the City had a public or government access channel on the cable system. Worthington never implemented one of those channels but we collected the funds that were supposed to be used for that purpose and they have been sitting in this Community Technology Fund unused. Since this is essentially today’s version of those government access channels we believe, and got legal advice on this, we can utilize those funds for this purpose. There is currently about $80,000 in that fund. We are proposing that we charge the upfront costs to that account as well as the annual maintenance costs associated with the service until such time as those funds run out. At that time we will have to find another funding source.

**Information Technology: 2018 Objectives**

- Implement key projects to improve IT infrastructure, employee productivity, and processes:
  - IT ticketing & password reset system
  - Network infrastructure & WiFi systems upgrade
  - Server virtualization
  - Office 365
  - Information security tools and processes
- Hire help desk specialist
- Implement scheduled computer replacements.
- Continue to roll out the document and agenda management system
- Upgrade public safety systems software & hardware.
- Replace obsolete digital phone handsets with voice over IP VOIP handsets
Expenditure Summary:
Police – Chief Jerry Strait

<table>
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<tr>
<th>Category</th>
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<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
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<td>530</td>
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<td>4,700</td>
<td>3,700</td>
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<td>296,123</td>
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<td><strong>Total</strong></td>
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<td><strong>$5,960,183</strong></td>
<td><strong>$6,102,394</strong></td>
<td><strong>$6,328,595</strong></td>
</tr>
</tbody>
</table>

Police: Notable Changes

- Funding for training:
  - One new officer to attend the police academy
  - Supervisors Training and Education Program (STEP) for the Operations Support Manager
  - Police Executive Leadership College (PELC) for the Patrol Lieutenant
  - State of Ohio no longer reimbursing costs for suggested professional training
- Purchase of new breath testing equipment and training of all sworn officers on new device
- Enhanced continued professional training is a focus of the Communications Center in 2018

Chief Strait noted that sometime in 2018 people will be able to text to 911 and send pictures.

- The Communications Center will undergo a much needed upgrade to fixtures for improved functionality and replacement of aging communications equipment

Mr. Michael recalls previous conversations about combining Communication Centers with several other jurisdictions. She asked if she is to assume from this upgrade that that change will not occur. Chief Strait understands from Mr. Greeson that that option was reviewed and the current plan is to hold onto our center for at least five years at which time the issue will be revisited.

Police: 2018 Objectives

- Prepare for continued retirements by continuing backgrounds for applicants and ensuring staff are ready for the transition, promotion, procedures, training and equipment reviews.

Chief Strait shared that in 2018 we will see two retirements with up to five in 2019. We are in competition with all of our neighbors so there will be a big drive for law enforcement in 2018 and 2019. Ms. Dorothy commented that we are just looking to maintain the same number of employees that we currently have. We just want to make sure they are the best available. Chief Strait agreed.

- Update the Division’s Policies and Procedures using Lexipol; Ensure compliance with next phase of State of Ohio Collaborative Requirements.
- Ensure officers continually remain compliant with Ohio Peace Officer’s Continuing Professional Training Curriculum (CPT’s).

**Expenditure Summary:**
Police Pension Fund (#212)

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2016</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
</tr>
</thead>
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<tr>
<td>Personal Services</td>
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<td>625,000</td>
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<tr>
<td>Supplies and Materials</td>
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</tr>
<tr>
<td>Capital Equipment</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Contractual Services</td>
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<td></td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 582,691</td>
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<td>$ 625,000</td>
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**Expenditure Summary:**
Law Enforcement Trust Fund (#214)

<table>
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<th>Budget 2018</th>
<th>Forecast 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>5,000</td>
<td>5,000</td>
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<td>Supplies and Materials</td>
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<td>Capital Equipment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Contractual Services</td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
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**Expenditure Summary:**
Enforcement/Education Fund (#216)

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</tr>
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<tr>
<td>Personal Services</td>
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<td>Additional Personal Services</td>
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<td>Supplies and Materials</td>
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<td>Capital Equipment</td>
<td></td>
<td></td>
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<tr>
<td>Contractual Services</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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**Expenditure Summary:**
Service/Engineering – Dan Whited, Director of Service and Engineering

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Other Funds</th>
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<td>Budget 2018</td>
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<tr>
<td>Actual 2016</td>
<td>Approved 2017</td>
<td>Budget 2018</td>
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<td>Personal Services</td>
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<td>Contractual Services</td>
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<td><strong>Total - Other Funds</strong></td>
<td>$ 1,150,022</td>
<td>$ 1,354,623</td>
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</table>
Mr. Whited commented that the consistent and overarching theme is to increase use of technology, focus on sustainability, which happens to be part of reduced energy costs, more efficient operating costs through more proactive operations and maintenance and use of our resources.

- Continue to improve the utilization of critical data gathered in the fleet management software.
- Road salt availability and cost are expected to continue to be issues for the department’s General Funding Operating Budget during the winter season.

Mr. Whited shared that by increasing our use of technology and utilizing brine, an agricultural product that they create, they will reduce our use of salt. He explained that salt is applied to the brine in a way that limits the ability of the snow and ice to actually stick to the pavement, which will make it easier to remove. He added that it also has a sustainability enhancement.

- Funding of both the Street Maintenance and Repair Fund and State Highway Fund continue to stay “flat” and the revenue does not meet growing operational expenses.
- Training and use of technology have been increased to take better advantage of staff talent. Allows staff to conduct many critical tasks in house that once were contracted out.

Service/Engineering: 2018 Objectives

- Continue implementation of the requirements of the Ohio Environmental Protection Agency (OEPA) Director’s Findings and Orders regarding sanitary sewer system management.
- Continue development and implementation of the requirements of the City’s Storm Water Management Program (NPDES).
- Prepare plans and specifications, administer consulting contracts, and provide inspection services for projects approved in the Five-Year Capital Improvements Program.
- Continue to fully integrate project management collaboration tools such as SmartSheet within the Department and citywide; continue to enhance an online project bidding process with Bid Express.
- Continue to utilize incremental technology improvements through use of GIS and permitting coordination software to enhance efficiencies and effectiveness in providing the citizens a high level of service in all areas of Public Service and Engineering responsibilities, including Snow & Ice, Pavement Rating, GIS, Bike and Pedestrian and other practices, policy and procedures.
- In partnership with Columbus Public Health, develop and implement a comprehensive program for the prevention of Fats, Oils and Grease (FOG) being released in to the city’s sanitary sewer system from food service establishments.
- Develop and begin to implement a Complete Streets Policy and enhance mobility with the City.
- Integrate appropriate sustainability practices into city facilities and infrastructure projects, including green infrastructure, and energy savings initiatives.
- Address accelerating deterioration of aging water and storm water infrastructure.
- Enhance maintenance of HVAC equipment in nearly all City buildings that have exceeded, or are rapidly approaching the end of their useful life.

Mr. Whited assured Ms. Michael that the Griswold Center is one of eleven City buildings that is being evaluated.

Ms. Dorothy noted that each department has a line item that separates out the gas and utility costs. It looks like his budget is quite ambitious with reducing their gas consumption. Mr. Whited believes they can achieve the reduction. The Community Center uses a massive amount of energy and he believes they will make a strong headway in that area.

Mr. Greeson added that he and Mr. Bartter have been working with our energy broker as well to evaluate options for purchasing actual certified green “E” energy since you can’t necessarily buy it straight from the wind farm up the street. They will report back to Council once they get information nailed down. He added that it looks like there are affordable options should we desire to do that.

Ms. Dorothy noticed a line item for bamboo remediation. She asked if we used any money for that yet. Mr. Whited replied that no money was used in 2017 although we did in 2016. When asked by Mr. Myers if we really spent $10,000 to remediate bamboo, Mr. Whited replied that we did in 2016.

Mr. Myers noted that the budget for Seasonal Workers went from $7,500 to $35,000. Mr. Whited explained that an adjustment was made to the way that gets accounted for. He doesn’t know the exact numbers although they did have some increase in the number of seasonal workers. Mr. Bartter reported the Seasonal Worker line item was moved from the Street Fund and into the General Fund, which is the reason for the increase. While there was some increase it was more of an accounting technique.

Mr. Myers noted that the GIS Analyst increased significantly. He asked if that is for greater usage or reclassification of the position. Mr. Whited reported that being the first year for the GIS Analyst position so he assumes that is the change from a partial year to a full year of that salary.

Mr. Norstrom asked if the “Address accelerating deterioration of aging water and storm water infrastructure” bullet is something members should be extremely concerned about going forward. Mr. Whited replied that aging infrastructure is definitely an area of concern to all communities including ours. We know we have significant amounts of water breaks in our community. We are working hard to try to understand that, to assess those areas where it is happening, figure out what we can do to repair them and the costs associated with that and ultimately prepare the CIP to address those.

When asked by Mr. Norstrom if members should be concerned about lead, Mr. Whited replied that lead is not something that we need to be overly concerned with.

Mr. Norstrom commented that going back to the snow and salt issue, he asked if the supply of salt is a continuing problem. Mr. Whited replied that he understands that it is improving. The cost is relatively flat although increasing somewhat. Mr. Norstrom understands that we are in a consortium for buying that. Mr. Whited agreed.
Mr. Dorothy asked for a further explanation as to why the Seasonal Workers were removed from the Street Fund. Mr. Bartter explained that the Street Fund can’t support those workers easily so we moved that expense into the General Fund. Mr. Greeson added that if we didn’t do that then we would have to transfer funds annually anyway from the General Fund to the Street Fund.

Expenditure Summary:
Parks & Recreation – Darren Hurley, Director of Parks and Recreation

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
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<th>Budget 2018</th>
<th>Forecast 2019</th>
</tr>
</thead>
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<tr>
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<td>Supplies and Materials</td>
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<td>-</td>
<td>-</td>
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<tr>
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<td>-</td>
<td>-</td>
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<tr>
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Parks & Recreation: Notable Changes

- The Parks and Recreation Department has staffed the community planning efforts completed by the Bicycle and Pedestrian Advisory Board and the Parks and Recreation Commission. Engaging the community in better bike and pedestrian facilities and access along with key improvements to parks presents exciting opportunities but also challenges in regard to finding new resources to accomplish these goals.
- The Community Center HVAC assessment and subsequent proposals provide an opportunity to look at key sustainability initiatives to save energy in our facility, update aging HVAC equipment, and guard against on-going impacts to equipment from the spread of chlorine throughout the facility. If initial investments are made, the City should realize significant savings in the operating budget over an extended period of time as well as less capital expenditures as equipment and other facility items should begin to see extended life cycles.

Parks & Recreation: 2018 Objectives

- Initiate phase one of the McCord Park renovations as recommended in the Master Plan for the park.
Create the first permanent outdoor pickleball courts in Worthington at the Olentangy Parklands.

Add permanent restrooms at the Olentangy Parklands to replace the two port-a-john units currently struggling to serve the thousands of annual park users both in the park spaces and along the Olentangy Trail.

Continue staffing the Bike and Pedestrian Advisory Board with goals of creating a Master Plan for Bike and Pedestrian Improvements city-wide, continuing educational activities including our second Bike Rodeo event, and improving coordination between the board and staff.

Improve the City’s Street Tree Replacement program to increase the total number of trees being replaced annually through a combination of resident requests and shared funding and identification of deficient corridors and city funded replacements.

Mr. Hurley reported that from 2010 to 2016 our tree deficit is about thirty trees. During that time we planted about 778 trees while removing 808. So we have done a pretty good job of keeping up in a challenging situation with the emerald ash borer being the primary culprit of those removals. As we have started to look at some of the operations between Parks and the Service Department, forestry is one of the areas that they share. The two departments are working to determine how to become more efficient with the utilization of the funds they both receive. He doesn’t think they are too far off but any small addition to those numbers would be helpful. But he wanted to reflect to Council in those numbers that staff has been doing a pretty good job of keeping up on the Street Tree replacement side.

Mr. Foust noted that the third bullet reminds him of the Godown Dog Park. He is curious as to how many locations we actually have porta johns in use versus some kind of permanent facility. Mr. Hurley replied that currently the only permanent facilities that we have are at McCord and Perry Parks. Each year they have about six locations that utilize porta john facilities including the dog park. There is a balance in there as some are more seasonal like Wilson Hill. We will put porta johns out there when we have tennis lessons and camp activities. The dog park is a year round park so maybe it is a candidate for a more permanent facility. There will be a small impact on the service side because when you construct a restroom there is an expectation that it is maintained, including in the evenings and on the weekends. So they are strategizing how to handle that change but he believes the tradeoff is there. It is something that the Parks Commission and his department is looking at.

Ms. Dorothy appreciates Mr. Hurley’s follow up on the tree questions. She thinks the perception might be that since we are taking out the full grown trees because of disease and then replacing them with smaller ones then it doesn’t look as big or as much as it used to. But it is good to know that we are keeping up. It would be good to know that we have a plan.
**Expenditure Summary:**
Planning & Building – Lee Brown, Director of Planning and Building

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2019</th>
<th>Approved 2017</th>
<th>Budget 2018</th>
<th>Forecast 2019</th>
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<td>Additional Personal Services</td>
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<td>6,500</td>
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<td>$756,506</td>
<td>$777,206</td>
<td>$795,007</td>
</tr>
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**Planning & Building: Notable Changes**

- The department’s workload has increased with continued development and redevelopment projects

Mr. Brown shared that in 2015 they had approximately 200 cases that went before either the ARB/MPC or the BZA boards. In 2016 they jumped to 244 cases. So far this year they have only had 180 cases. Although there was a decrease this year, it seems like they have had 400 cases because some of their agenda items have not been easy. He added that so far this year they have issues about 1,500 building permits. That represents about $28 to $29M in construction.

**Planning & Building: 2018 Objectives**

- Continue to review and guide the preliminary proposal for the redevelopment of the **Worthington Holiday Inn site** through the public process.

Mr. Brown reported that with this project, staff has contracted with two outside consultants for traffic review and storm water review.

- Identify **work management software** to track and organize service requests, work orders, inspections, projects, citizen concerns and all types of work activities.

Mr. Brown noted that these software improvements will make it easier for clients to submit their applications electronically which will start the process quicker. The goal is to take electronic submittals of application fees as well. They are working with the new IT Director to do an RFP to then take this out. He thinks they all have an idea of what the best system will be but he thinks they actually need someone to help them find it.

Ms. Dorothy added that electronic submittal will also improve efficiency and client satisfaction. She knows this has been implemented in quite a few building departments across North America. Mr. Brown added that their goal is to streamline the process and turn around a permit in five to seven days. He thinks there will still be a need for in-house but this will be helpful for those who want to do it electronically.

- Further implement the **streetscape recommendations** found in the **Wilson Bridge Road Corridor** Study from the Olentangy River to the west to the Railroad Crossing to the east.
Continue to explore options for grant opportunities to assist in the funding of the recommended enhancements.

- Old Worthington – Further implementation of the adopted **wayfinding** recommendations for Old Worthington and implement Phases II and III.
- Continue to work towards implementation of the adopted **Wilson Bridge Road Corridor Zoning**.

Mr. Foust commented that having adopted the overlay, he asked what that bullet means in practical terms. Mr. Brown replied that it actually is not an overlay but rather created actual districts. To be held accountable to those enhance guidelines the City Council and staff created you have to be in that district. One example would be the two vacant lots that we rezoned on East Wilson Bridge Road that we were fearful would be redeveloped into another single family home.

Ms. Michael added that those parcel that have not yet been rezoned can be sold and continue as residential. Mr. Brown agreed. He added that the ultimate goal is to match up with the future land use plan especially for the office and medium density residential component. He thinks they were pro-active enough with those two vacant lots to really not set someone up for coming in and building a new home.

- Continue to **update and refine the current code** to be in compliance with all adopted policies and plans.
- Continue to **expand educational opportunities** for all board and commission members in 2018.

**Expenditure Summary:**
Fire Department – Chief Scott Highley

<table>
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<tr>
<th>Category</th>
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<th>Approved 2017</th>
<th>Budget 2019</th>
<th>Forecast 2019</th>
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<td>$6,501,944</td>
<td>$6,786,357</td>
<td>$7,065,337</td>
</tr>
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</table>

Chief Highley shared that Asst. Chief Bailot is present tonight and will be administering a great majority of this budget next year so he did a great deal of the planning.

Chief Highley reported that the department is currently going through the collective bargaining process so some of the numbers are really unknown at this point.

**Expenditure Summary: Notable Changes**

- The 2018 Proposed Budget for the Division of Fire includes a few notable changes. Funding is increased for **furniture** to replace several worn out lockers and mattresses for the firefighters working a 24 hour shift.
Additionally, funding is increased for training in 2018 to provide officer leadership training. (5 of 11 leadership positions will see a change in 2018)

Budget reductions can be seen in the EMS billing line where budgeted amounts have been reduced to more accurately reflect actual expenditure history.

Ms. Dorothy commented that we do bill for those who live outside of the city of Worthington. When asked if that was correct, Chief Highley replied that we bill everyone. The resident within the City does not have to pay the co-pay or any deductible that the insurance company doesn’t pay, which has led to a trend in the billing cycle. They often see our residents with the high deductible plan and we have no fee collection from those folks.

Expenditure Summary: 2018 Objectives

- Complete the selection processes to promote two suppression Lieutenants and the one Fire Prevention Lieutenant to fill current vacancies.
- Expand Division Training opportunities and establish an annual program for the Division.
- Establish a succession plan to help ensure that the leadership of the Division continues to meet the expectations of the community in the future.
- Work with the IT department to streamline technology needs and information systems management for the Division.
- Enhance preventative maintenance program for the Division fleet to improve response readiness at all times.

Mr. Myers noted that the Fire Dept. has projected about a 20% decrease in overtime for next year. Chief Highley replied that is the hope. They are looking at some new controls in house. Staff is getting younger so they are in a better place right now. In the last year they have replaced six firefighters with much younger members which they hope will aid in a decrease in the number of injuries and illnesses. He added that for the first time in his existence as Chief they had about two months where they were at full staffing. Currently they are down one due to injury so they are in a much better place right now.

2018 Proposed Operating Budget
Other Accounts (pages 4-81 to 4-91) – Scott Bartter, Finance Director

Other Accounts

Dept. 1080 – Legal Advertising
  - Charter changes the advertising requirement

Dept. 1090 – County Auditor Deductions
  - Audit planned for 2018

Dept. 1100 – Board of Health
  - Need to increase allocation from $60,000 to $63,000 (detailed report with introduction of legislation next week.)

Dept. 1110 – Transfers
Dept. 1120 – Refuse Services

Dept. 1130 – Utilities
  ➢ Allocated to departments

Dept. 1140 – Special Groups (increased by 2½% as requested by City Council)

Dept. 1150 – Contingency

Dept. 1170 – Lodging Tax

Dept. 1180 – Cultural Arts Center
  ➢ Slight increase for HVAC contract

Dept. 1190 – Kilbourne Memorial Library Building
  ➢ Slight increase for building maintenance

Dept. 1212 – Police Pension (Largest reduction in the budget – about $275,000 reduction. Utilizing some fund balances that are built up to reduce the transfer)

Dept. 1414 – Law Enforcement Trust

Dept. 8150 – MMVLT

Dept. 1616 – Enforcement/Education

Dept. 1818 – Court Clerk Computer
  ➢ Budgeting funds for new Court computer software

Dept. 2020 – FEMA Grant

Dept. 4010 – Special Parks

Dept. 2525 – Accrued Acreage

Dept. 5353 – Bicentennial

Dept. 6111 – Trunk Sanitary Sewer

Dept. 8110 – Capital Improvements

Dept. 8150 – County Permissive Tax

Dept. 9010 – General Bond Retirement

Dept. 1111- Special Assessment Bond Retirement

Dept. 3333 – O.B.B.S.
Funds budgeted for TIF distributions as revenue becomes available in the TIF accounts

Mr. Greeson commented that staff covered a great deal of information in a relatively short period of time. We would be glad to answer any questions.

Mr. Norstrom shared that he has talked with Mr. Greeson about putting some money towards the opioid crisis. He doesn’t see it addressed in any of the information. Mr. Greeson replied that it would be imbedded in part in the community grant contributions to Drug Safe Worthington, which we can highlight in more detail next week because he doesn’t have that information in front of him. It is part of our ongoing support of that through staff time, particularly he and Chief Strait who actively participate in that. We also have our drug drop box where we intake unused medicines and pay for it to be disposed of properly. He noted that Drug Safe Worthington continues to fund raise for the Speakers Series, Worthington Cares, which we believe is building in terms of its success. If those fundraising efforts fall short, he has communicated to the coordinating council that City Council was interested in ensuring that the Speaker Series continues. Additionally, early in 2018 Drug Safe Worthington is planning a strategic planning conversation in addition to the Speakers Series, to determine what else it can do. He thinks much of that conversation will be in evaluating a previous unsuccessful federal grant application that was filed by Drug Safe Worthington to determine if any of those strategies are things they need to try to ramp up. He doesn’t have a specific dollar amount that he would request at this juncture although he thinks that may evolve in the New Year.

Ms. Stewart added that Columbus Public Health provides a number of services in our community for addiction of opioids through our contract with them. We could provide that information to Council as to what they do also.

Mr. Norstrom shared that one of the things that he and Mr. Myers both learned at the last presentation of Drug Safe Worthington is that there is a great deal of knowledge out there that people don’t know about. There is an organization called Take Charge Ohio that is putting together some public information and trying to get that information out. He thinks we should set a goal to make sure that every household in Worthington is touched by the Drug Safe information. The issue is to get that information into the right hands and he thinks Council can play a big part in doing that. Mr. Greeson replied that staff will look at the Take Charge information and share the Columbus Health Department. It may be that we bring in some of our other partners to get an update on the effort.

Mr. Norstrom commented that information could also be shared through the various social media options that we have available. When asked by Ms. Michael if it would make sense to put the videos on our website, Mr. Norstrom replied that he is not sure we could put the videos on the website but we could share the links to where they can be found. Mr. Greeson agreed that we should participate in all of those efforts.

Mr. Myers shared that it appears to him that we are projecting some fairly significant utilities reductions in all departments. Mr. Barter reporting trying to more accurately capture utility costs. We think there have been some unused appropriations in the past and we tried to get a little more accurate reflection of what the actual utility costs are. As we went through we plugged in based on the last few years data and usage. Mr. Myers stated that for utility costs you are actually
now budgeting closer to actual costs than budgeting for a significant reduction in our utility costs. Mr. Bartter agreed.

Mr. Myers stated that it would appear to him that personnel costs pretty much across the board are budgeted at about 2½% more next year. Mr. Bartter agreed.

Information Item(s)

Monthly Financial Report

Mr. Barter presented the October 2017 Financial Report - Highlights are as follows:

- Fund balances for all funds increased from $23,225,624 on January 1, 2017 to $28,992,163 as of October 31, 2017.

- The General Fund balance increased from $11,628,193 as of January 1, 2017 to $14,436,141 as of October 31, 2017.

- Expenditures across all funds are tracking at 92.62% of appropriations.

- General Fund expenditures are tracking at about 91.58% of appropriations.

- Year to date income tax collections in October are above 2016 income tax collections by $1,907,093 or 9.22% as of October 31, 2017.

Mr. Bartter added that in the October meeting he mentioned that we would anticipate having a substantial uptick in income tax collections. That did come to fruition. The October 2017 income tax collections were above the October 2016 collections by 24.69%. That can largely be attributed to a one-time payment by a business. We did contact that business and it was properly allocated so we verified that the payment was correct and made properly. He also thinks some of that could be attributed to timing as we are down slightly so far for November so it will depend a little bit on how fast RITA is processing payments and the timeframe for payrolls across the City.

Mr. Bartter said he would be happy to answer any questions members may have. He requested a motion to accept the October monthly financial report for the record.

MOTION

Mr. Norstrom made a motion to accept the October 2017 Monthly Financial Reports as presented. The motion was seconded by Mr. Myers.

The motion carried unanimously by a voice vote.

Mr. Greeson shared the following information:

1) Reminder – December 5th OSU will hold a public meeting on the master planning process of Don Scott Field. Members should look for a memo from staff on this issue.

2) This Thursday from 3:30 to 6:30 p.m. downtown at Columbus Public Health there is a retirement event for Dr. Teresa Long. He will attend and give her best wishes on behalf of the City of Worthington.
3) Citizens Academy Graduation – This Wednesday (November 15th) at 7:00 p.m. at the Community Center. Proud of the effort of our Intern, Ethan Barnhardt.
4) Staff will get to work on the Council Retreat.
5) The next steps in the budget process will be to have the community organizations that we fund attend next week. Those organizations include the MAC, the Historical Society and the Old Worthington Partnership to submit their request for funding.

Mr. Greeson commented that it would also be helpful to understand if members also want to hear from the Convention and Visitors Bureau. Members requested that they appear.

6) We will introduce the main components of the Operating Budget legislation next week and that will get it up for an adoption hearing at the first meeting in December.
7) Special note – Often our employees are humble and don’t think recognition or desire to have pomp and circumstance when they retire. This morning one of Chief Strait’s finest, Jim Taylor also known as “Po”, who many may not know because he has worked for many years on third shift, retired a little early to travel the country in his RV with his wife. So he and Chief Strait had the opportunity to see him as he came off third shift at 6:00 a.m. and provide on behalf of the City of Worthington our well wishes in his retirement.

REPORTS OF COUNCIL MEMBERS

Mr. Foust requested a survey monkey or something on dates for the retreat. He is unavailable the last weekend in February and first one in March.

Mr. Myers shared that the MPC meeting last week finished at 10:00 p.m. It was a great week.

Ms. Dorothy reported that the Cemetery Board awarded a contract to button up the Ozem Gardner house. So there should be some contract signed and work proceeding on the house. We will get that work done within ninety days and hopefully will go on to a master planning for offices for the cemetery.

Ms. Michael read the following information shared by Mr. Smith in a text:

“I want to propose starting to create a policy for dealing with murals simultaneously to the appeal hearing.”

Ms. Michael congratulated those who have been elected to City Council. She thanked everybody who ran. She really appreciates the professionalism of candidates. She thought it was wonderful across the board. She also appreciates that so many love our City and want to give back in so many different ways.

Jim Seals, 123 E. New England
Mr. Seals shared that this might not be the best time to do this but because of travel he didn’t want to miss the opportunity. He thinks very few people realize how many hours and days and how much time and energy it takes to serve on City Council. Some who sort of hang around on the periphery realize how much time you all put into this. He wanted to come and personally say thank you to two people, Mr. Troper and Mr. Norstrom for all of their years of service.
To Mr. Troper he shared that he appreciates the hours that he has put into this. He has brought financial expertise and a sense of fiscal responsibility and general probity to contributions. He would like to single out one thing in particular. Recently there was an issue in the community that was a little bit controversial and he knows for a fact that he looked at all sides of it and talked to people along different sides and took a position not based on political alliances or partisanship or anything other than what you thought was good for the community and he commends him for it. Bravo and thank you for your service.

To Mr. Norstrom he stated that as much as he likes him, he almost never agreed with him on anything. His wife Suzanne almost fell out of her chair the other day when he said that one of the problems with this country is that there are not more people like David Norstrom. What he meant by that and what he explained to Suzanne was that public servants and Mr. Norstrom has spent decades serving this community, and he did not do it for self-enrichment. He has brought expertise, creativity and an enormous amount of energy. In particular, he wants to thank him for speaking up mostly in cases where he completely disagreed with him but he spoke his mind and his position was based on what he thought was the best for the community. Bravo and thank you and that kind of behavior is worth ten people who whine about it not being what he said but rather the way he said it.

He would like to second what Ms. Michael just said as there were three people who were office challengers who did not get elected; Sean Demaree, Ian Mykel and Michael Farley. He knows Sean Demaree is very dedicated to Worthington and hopes that Council can find some way to keep him and Ian involved. He thanked Council for the opportunity to share.

OTHER

EXECUTIVE SESSION

MOTION Mr. Myers made a motion to meet in Executive Session to discuss Appointments to Boards and Commissions, Pending Litigation, and Appointment and Compensation of a Public Employee. The motion was seconded by Ms. Dorothy.

The motion carried by the following voice vote:

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

No 0

Council recessed at 9:22 p.m. from the Regular meeting session.

MOTION Mr. Troper made a motion to return to open session at 10:20 p.m. The motion was seconded by Mr. Norstrom.

The motion carried unanimously by a voice vote.
ADJOURNMENT

MOTION

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

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 10:20 p.m.

/s/ D. Kay Thress
Clerk of Council

APPROVED by the City Council, this 4th day of December, 2017.

/s/ Bonnie D. Michael
Council President