1. Call To Order

2. Roll Call

3. Pledge of Allegiance

4. Visitor Comments

5. Special Presentation(s)

5.A. Resolution No. 84-2017  Recognition - Fire Chief Scott Highley

Expressing the Appreciation and Best Wishes of the Worthington City Council to Chief Scott Highley for his Outstanding Service to the Worthington Division of Fire & EMS and for his Service to the Community.

*Executive Summary:* The City will recognize Fire Chief Scott Highley for his service to the City of Worthington.

*Recommendation:* Introduce and Approve as Presented
6. Public Hearings on Legislation


Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for Appropriations From the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the 2018 New and Replacement Equipment Items and for Certain Projects as Identified in the 2018 Five-Year Capital Improvements Program and all Related Expenses and Determining to Proceed with said Projects.

**Executive Summary:** This Ordinance appropriates funds to procure the new and replacement equipment provided in the Capital Improvement Plan (CIP) for Fiscal Year 2018. This Ordinance also appropriates funds for 14 projects identified in the 2018-2022 CIP.

**Recommendation:** Approve as Presented

**Legislative History:** Introduced on December 4, 2017

6.B. **Architectural Review Board Appeal - Mural at 627 High Street**

ARB Appeal - Mural at 627 High Street

**Executive Summary:** City Council will decide whether to accept the withdrawal of the appeal by the Old Worthington Partnership of the decision of the Architectural Review Board to deny a request for a mural on the south side of La Chatelaine at 627 High Street.

**Recommendation:** Motion to accept the withdrawal of the appeal

7. New Legislation to Be Introduced

7.A. **Resolution No. 79-2017** Objection of Liquor Permit Renewal - Monkeys Bar & Grill

To File With the Ohio Department of Commerce, Division of Liquor Control an Objection to the Renewal of the Liquor Permits for C & B Machinery Inc., dba Monkeys Bar & Grill at 6116 Huntley Road

**Executive Summary:** This Resolution objects to the renewal of the liquor permits for the Monkeys Bar & Grill and directs the Law Director to file the Resolution
with the Ohio Division of Liquor Control.

Recommendation: Introduce and Approve as Presented

7.B. **Resolution No. 80-2017** Appointments to Worthington International Friendship Association Board of Trustees

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

*Executive Summary:* This Resolution appoints trustees for the WIFA Board

Recommendation: Introduce and Approve as Presented

7.C. **Resolution No. 81-2017** Job Descriptions - Information Technology

Adopting a Job Description for Help Desk Specialist and Amending the Job Descriptions of Systems Administrator and IT Technician.

*Executive Summary:* This Resolution adopts a job description for Help Desk Specialist, and amends the job descriptions for Systems Administrator and IT Technician.

Recommendation: Introduce and Approve as Presented

Legislative History:

7.D. **Resolution No. 82-2017** Job Descriptions - Parks & Recreation

Adopting a Job Description for Parks Crew Leader and Amending the Job Descriptions of Parks Manager, Parks Supervisor and Parks Technician.

*Executive Summary:* This Resolution adopts a job description for Parks Crew Leader and amends the job descriptions for Parks Manager, Parks Supervisor and Parks Technician.

Recommendation: Introduce and Approve as Presented

7.E. **Resolution No. 83-2017** Transfer of Funds

Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds.
Executive Summary: This Resolution transfers funds from one line item to another line item in the 2017 Budget.

Recommendation: Introduce and Approve as Presented

8. Reports of City Officials

8.A. Policy Item(s)

8.A.I. Request for Proposals - Video Streaming

Executive Summary: Staff is requesting approval to issue a Request for Proposals (RFP) for video streaming services

Recommendation: Motion to Approve to Issuance of RFP


Financial Report - November 2017

Executive Summary: The Finance Director will present the Financial Report for the month of November.

Recommendation: Motion to approve

9. Reports of Council Members

10. Other

11. Executive Session

12. Adjournment
STAFF MEMORANDUM  
City Council Meeting – December 11, 2017

Date: December 8, 2017
To: Matthew H. Greeson
From: Anne Brown

Subject: Resolution 84-2017 - Recognition - Fire Chief Scott Highley

EXECUTIVE SUMMARY
The City will recognize Fire Chief Scott Highley for his service to the City of Worthington.

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
Chief Scott Highley is retiring after serving the City of Worthington Division of Fire & EMS for nearly 25 years, including 18 years as Fire Chief. This Resolution expresses the appreciation and best wishes of the Worthington City Council to Chief Scott Highley for his outstanding service to the Worthington Division of Fire & EMS and for his service to the community.

ATTACHMENTS
Resolution No. 84-2017
RESOLUTION NO. 84-2017

Expressing the Appreciation and Best Wishes of the Worthington City Council to Chief Scott Highley for his Outstanding Service to the Worthington Division of Fire & EMS and for his Service to the Community.

WHEREAS, Chief Scott Highley has a distinguished career of over 36 years in emergency services, including nearly 25 years with the Worthington Division of Fire & EMS, where he began in 1993 as Division Chief of Training; and,

WHEREAS, Chief Highley was promoted to Chief in 1999 and has served in this position for the past 18 years; and,

WHEREAS, with Chief Highley’s leadership and support, the Worthington Division of Fire & EMS is recognized for its excellence, with highly qualified and committed firefighters and support personnel who represent the City of Worthington with dignity and exemplary service; and,

WHEREAS, Chief Highley has worked diligently to assure his team is highly trained in the latest firefighting and life-saving techniques so they are ready for any emergency situation, protecting the lives and property of Worthington citizens; and,

WHEREAS, Chief Highley is a resident and dedicated member of the Worthington community, through his involvement in the Worthington Noon Lions club and as a graduate of the Leadership Worthington Program; and,

WHEREAS, Chief Highley is retiring as Chief of the Worthington Division of Fire & EMS on January 1, 2018 and will leave a lasting impact on the Division of Fire & EMS and the Worthington community,

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

SECTION 1. That on behalf of the residents of the community, the City Council hereby expresses to Chief Scott Highley sincere appreciation for his outstanding contributions and years of dedicated service and extends him best wishes in future pursuits.

SECTION 2. That the Clerk of Council be instructed to forward a duly certified copy of this Resolution to Chief Highley and to record said Resolution in the appropriate record book.

Adopted

_________________________________
President of Council

Attest:

_________________________________
Clerk of Council
STAFF MEMORANDUM
City Council Meeting – December 11, 2017

Date: 11/29/2017

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: Ordinance No. 47-2017 Appropriation - New & Replacement Equipment & Various Projects

EXECUTIVE SUMMARY
This Ordinance appropriates funds to procure the New and Replacement Equipment provided in the Capital Improvement Plan (CIP) for Fiscal Year 2018. This Ordinance also appropriates funds for 14 projects identified in the 2018-2022 CIP.

RECOMMENDATION
Approve as Presented

BACKGROUND/DESCRIPTION
In addition to appropriating funds for the 2018 New and Replacement Equipment program, this Ordinance appropriates funds for the 14 CIP projects listed below. Funding for additional projects, where expenses are expected to exceed the $50,000 competitive bid threshold, will be appropriated throughout the year. The 14 projects funded with this Ordinance are:

1) 2018 Traffic Signal Improvement Program
2) Community Center Door Access Controls
3) Fire Hydrant Replacement & Painting
4) 2018 Urban Forestry Program
5) Central Business District Paver Renovation
6) Central Business District Holiday Decoration Replacement
7) Storm Drainage Culvert Improvement at North Corp.
8) Pickleball Courts at Olentangy Parklands
9) Bike & Pedestrian Master Plan
10) Community Wayfinding Signage
11) 2018 Building Improvement Program
12) Community Center Water Slide Refurbishing
Please note that the appropriation for the 2018 Building Improvement Program is budgeted for $200,000. It is appropriate to include this appropriation in this Ordinance because this project will be a series of smaller projects which individually will involve different vendors and will remain under the competitive bidding threshold. Building Improvement projects identified for 2018 include:

- Griswold Center Dumpster Enclosure
- Fire Station Training Room
- Service Facility Grit Pad
- Address Walls Repair – Municipal Building & Fire Station

Additionally, funds are appropriated for the State Route 315 Paving Maintenance project. This project will be done in conjunction with the State of Ohio who will oversee the competitive bid process.

**FINANCIAL IMPLICATIONS/FUNDING SOURCES**
This Ordinance appropriates $2,284,200 to fund the 2018 New and Replacement Equipment Program and $657,000 for the other 14 projects. All funding for these projects will be from the Capital Improvement Fund.

**ATTACHMENTS**
Ordinance 47-2017
ORDINANCE NO. 47-2017

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for Appropriations From the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the 2018 New and Replacement Equipment Items and for Certain Projects as Identified in the 2018 Five-Year Capital Improvements Program and all Related Expenses and Determining to Proceed with said Projects.

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

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

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8120.533388 the sum of Two Million Two Hundred Eighty-Four Thousand Two Hundred Dollars ($2,284,200.00) to pay the cost of 2018 New and Replacement Equipment items on the list attached hereto. The amounts shown are estimates with final costs to be within 10% of each item.

SECTION 2. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8150.533389 the sum of Fifty Thousand Dollars ($50,000.00) to pay the cost of 2018 Traffic Signal Improvement Program and all Related Expenses (Project No. 659-18).

SECTION 3. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533390 the sum of Six Thousand Five Hundred Dollars ($6,500.00) to pay the cost of Community Center Door Access Controls and all Related Expenses (Project No. 660-18).

SECTION 4. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533391 the sum of Fifty Thousand Dollars ($50,000.00) to pay the cost of Fire Hydrant Replacement & Painting and all Related Expenses (Project No. 661-18).

SECTION 5. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533392 the sum of Seven Thousand Five Hundred Dollars ($7,500.00) to pay the cost of the 2018 Urban Forestry Program and all Related Expenses (Project No. 662-18).
ORDINANCE NO. 47-2017

SECTION 6. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533342 the sum of Twenty Thousand Dollars ($20,000.00) to pay the cost of the Central Business District Paver Renovation (Project No. 612-15).

SECTION 7. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533393 the sum of Forty-Five Thousand Dollars ($45,000.00) to pay the cost of Central Business District Holiday Decoration Replacement and all Related Expenses (Project No. 663-18).

SECTION 8. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533394 the sum of Six Thousand Dollars ($6,000.00) to pay the cost of the Storm Drainage Culvert Improvement at North Corp. and all Related Expenses (Project No. 664-18).

SECTION 9. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533395 the sum of Thirty-Seven Thousand Five Hundred Dollars ($37,500.00) to pay the cost of the Pickleball Courts at Olentangy Parklands and all Related Expenses (Project No. 665-18).

SECTION 10. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533396 the sum of Fifty Thousand Dollars ($50,000.00) to pay the cost of the Bike & Pedestrian Master Plan (Project No. 667-18).

SECTION 11. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.5010.533347 the sum of Seventy-Five Thousand Dollars ($75,000.00) to pay the cost of the Community Wayfinding Signage and all Related Expenses (Project No. 619-15).

SECTION 12. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.3010.533397 the sum of Two-Hundred Thousand Dollars ($200,000.00) to pay the cost of the 2018 Building Improvement Program and all Related Expenses (Project No. 668-18).

SECTION 13. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.4010.533398 the sum of Four Thousand Five Hundred Dollars ($4,500.00) to pay the cost of the Community Center Water Slide Refurbishing and all Related Expenses (Project No. 669-18).
ORDINANCE NO. 47-2017

SECTION 14. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8140.533399 the sum of Twenty Thousand Dollars ($20,000.00) to pay the cost of the Granby Street Drainage Improvements and all Related Expenses (Project No. 670-18).

SECTION 15. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8150.533400 the sum of Eighty Five Thousand Dollars ($85,000.00) to pay the cost of the State Route 315 Pavement Maintenance Project and all related Expenses (Project No. 671-18).

SECTION 16. For purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an “Ordinance Determining to Proceed” with the Projects, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 17. 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
<table>
<thead>
<tr>
<th>Equipment</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION/IT</td>
<td></td>
</tr>
<tr>
<td>Computer Replacement Program</td>
<td>$85,000</td>
</tr>
<tr>
<td>Networking Equipment Infrastructure Upgrade</td>
<td>$150,500</td>
</tr>
<tr>
<td>Phone Upgrade Program</td>
<td>$100,000</td>
</tr>
<tr>
<td>Public Safety Hardware, Servers &amp; Upgrades</td>
<td>$325,000</td>
</tr>
<tr>
<td>Radios</td>
<td>$100,000</td>
</tr>
<tr>
<td>Server Virtualization</td>
<td>$125,000</td>
</tr>
<tr>
<td>Timekeeping Software/Hardware</td>
<td>$15,000</td>
</tr>
<tr>
<td>FIRE</td>
<td></td>
</tr>
<tr>
<td>Small Equipment Replacement</td>
<td>$15,000</td>
</tr>
<tr>
<td>Fire Hose</td>
<td>$13,000</td>
</tr>
<tr>
<td>Fire Initial Issue</td>
<td>$18,000</td>
</tr>
<tr>
<td>Firefighter Protective Equipment</td>
<td>$45,000</td>
</tr>
<tr>
<td>Physical Fitness Equipment</td>
<td>$6,500</td>
</tr>
<tr>
<td>Self Contained Breathing Apparatus</td>
<td>$250,000</td>
</tr>
<tr>
<td>PARKS &amp; RECREATION</td>
<td></td>
</tr>
<tr>
<td>Small Equipment Replacement</td>
<td>$15,000</td>
</tr>
<tr>
<td>3/4 Ton Pickup with Lift Gate</td>
<td>$42,000</td>
</tr>
<tr>
<td>Community Center Copier</td>
<td>$20,000</td>
</tr>
<tr>
<td>Community Center Fitness Equipment</td>
<td>$50,000</td>
</tr>
<tr>
<td>Griswold Center Chairs</td>
<td>$11,700</td>
</tr>
<tr>
<td>Park Drinking Fountains</td>
<td>$10,000</td>
</tr>
<tr>
<td>Pool Equipment</td>
<td>$15,000</td>
</tr>
<tr>
<td>Transit Bus (#0209)</td>
<td>$85,000</td>
</tr>
<tr>
<td>Turf Mowers (#0251 &amp; #0253)</td>
<td>$12,000</td>
</tr>
<tr>
<td>PLANNING &amp; BUILDING</td>
<td></td>
</tr>
<tr>
<td>Staff Vehicle</td>
<td>$23,000</td>
</tr>
<tr>
<td>Work Management Software</td>
<td>$125,000</td>
</tr>
<tr>
<td>POLICE</td>
<td></td>
</tr>
<tr>
<td>Mobile Data Terminals - Police</td>
<td>$22,000</td>
</tr>
<tr>
<td>Police Cruiser Replacement</td>
<td>$127,000</td>
</tr>
<tr>
<td>Evidential Breath Testing Device (B.A.C. Machine)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Furniture - Communications Center</td>
<td>$57,900</td>
</tr>
<tr>
<td>Police Initial Issue Equipment</td>
<td>$19,500</td>
</tr>
<tr>
<td>SERVICE &amp; ENGINEERING</td>
<td></td>
</tr>
<tr>
<td>Small Equipment Replacement</td>
<td>$12,000</td>
</tr>
<tr>
<td>2 1/2 Ton Dump Truck w/ Plow &amp; Spreader (#0446)</td>
<td>$170,000</td>
</tr>
<tr>
<td>3/4 Ton Pickup Truck (#0419)</td>
<td>$42,000</td>
</tr>
<tr>
<td>Mobile Equipment - GPS Mapping Unit &amp; OUPS Locator</td>
<td>$5,100</td>
</tr>
<tr>
<td>Leaf Vacuum (#0466)</td>
<td>$75,000</td>
</tr>
<tr>
<td>Plotter &amp; Scanner</td>
<td>$12,000</td>
</tr>
<tr>
<td>Wide Area Mower &amp; Trailer</td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>TOTAL EQUIPMENT</strong></td>
<td><strong>$2,284,200</strong></td>
</tr>
</tbody>
</table>
STAFF MEMORANDUM
City Council Meeting – December 11, 2017

Date: December 6, 2017

To: Matthew H. Greeson

From: R. Lee Brown

Subject: Architectural Review Board Appeal - Mural at 627 High Street - Update

EXECUTIVE SUMMARY
On November 30, 2017 the City received a request from the Old Worthington Partnership (OWP) to officially withdraw their appeal to City Council to overturn the Architectural Review Board’s denial of the Certificate of Appropriateness for a mural in Old Worthington. OWP would like there to be a continued discussion on murals in Worthington, and would like to see regulations developed that would permit murals. Please see the attached letter from OWP.

RECOMMENDATION
Motion to accept the withdrawal of the Appeal

BACKGROUND/DESCRIPTION
An application for a mural on the south side of La Chatelaine located at 627 High Street was reviewed and denied by the Architectural Review Board by a three-to-three vote on October 26, 2017. An appeal of the denial was filed on Monday, October 30, 2017 by Annina M. Parini, Executive Director of the Old Worthington Partnership. On November 6, 2017, City Council decided to hold a public hearing on the appeal on December 11, 2017. Since that time, the City has received a request from the Old Worthington Partnership to withdraw their appeal. They have also requested the development of guidelines or regulations for the placement of murals.

City Council’s adoption of more specific standards for murals would help prevent the content-based decisions that have resulted in some cities being sued on First Amendment grounds. Standards establishing reasonable time, place, and manner restrictions applicable to all murals are permitted. Staff feels that there should be a larger community discussion as it pertains to murals in the City of Worthington. The discussion could address the following potential standards:

- Consideration should be given to whether murals should be allowed at all, and if so, the
appropriate locations
  o Citywide or only in boundaries of Old Worthington or only outside the boundaries
  
- Number of murals to be permitted in Worthington
- Visibility from High Street, Granville Street and the Village Green
- Commercial vs. Residential
- Size
- Length of time
- Types of buildings murals can be placed on in the future
- Maintenance

Community and resident input would be an extremely important part of this process. After a public discussion, if City Council is so inclined to permit murals, they could direct staff to draft language to move things forward with certain guidelines and standards that are non-content based.

ATTACHMENTS
- OWP Withdrawal Letter
- OWP Appeal Letter
- ARB Staff Memo
- PowerPoint Presentation
- ARB Application & Materials
- Section 1177 of the Codified Ordinances
- Director’s Memo to City Council 10.24.2017
November 30, 2017

Mr. Matt Greeson
City Manager
City of Worthington
6550 N. High Street
Worthington, OH 43085

Dear Matt,

It’s never easy being a pioneer. Our community mural project is a source of great pride to our organization, and we are optimistic that the project will come to fruition in 2018. We were overwhelmed by the support it received from so many people.

We submitted an appeal after the ARB voted 3 to 3 on the matter, and followed that Board’s recommendation, as well as Councilmen Myers and Norstrom. It was never our intention to appear rogue in anyway or bring discord to the community.

We understand the need for the continuation of the iterative process for future mural regulations, and we would like to play a role in that process. We have faith that the City will act expeditiously to develop a process for this project, with the hope that by early 2018 new regulations will be in place for our project to reenter the approval process.

With that in mind, the Partnership will withdraw its appeal to City Council that is scheduled to be heard December 11. We look forward to hearing from you about the process to develop these new regulations. Please do not hesitate to contact us if we can be of assistance at this stage.

Sincerely,

Annina M. Parini
Executive Director

P.O. Box 534
Worthington, OH 43085
Monday, October 30, 2017

Dear Members of Worthington City Council,

The Old Worthington Partnership’s mission is to enhance the Old Worthington experience. In order to enhance that experience, we would like to use the proceeds earned from the Arts Festival to fund a mural in Old Worthington. Murals are often used to enhance and add vitality and vibrancy to the built landscape. We have hired a well known nationally recognized Worthington mural artist, Michael Boudreault, to create a mural that represents the essence of Worthington. We asked that it reflect our long-standing tradition of the farmers market, the local iconic buildings, as well as a message of welcome.

On Thursday, October 26, 2017 the Architectural Review Board voted 3-3 to approve our application for the mural (AR 85-17), and in the case of a tie vote, the motion failed. This project is on the agenda Board of Zoning Appeals schedule for this Thursday, November 2. We are writing to ask that City Council hear our appeal of the ARB decision as soon as possible. There is no reference to murals in the Worthington Design Guidelines, and we would like for Council to take action to allow our mural to be painted and then develop guidelines for future murals in Worthington.

We appreciate your prompt attention to this matter.

Sincerely,

Annina M. Parini
Executive Director

P.O. Box 534
Worthington, OH 43085

RECEIVED
OCT 30 2017
City Clerk's Office
Worthington, Ohio
PORTION OF THE MEMORANDUM

TO: Members of the Architectural Review Board
    Members of the Municipal Planning Commission

FROM: R. Lee Brown, Planning & Building Director
      Lynda Bitar, Planning Coordinator

DATE: October 20, 2017

SUBJECT: Staff Memo for the Meeting of October 26, 2017

__________________________________________________________________________

1. Mural – 627 High St. (Old Worthington Partnership) AR 85-17

Findings of Fact & Conclusions

Background & Request:
La Chatelaine French Bakery and Café began operation at this location in 1992. At the time, the building was renovated to look as it does today. The south building wall is painted white. This proposal is to paint a mural on the south side of the building.

Project Details:
1. No other murals have been installed in Old Worthington, and there is not reference to murals in the Worthington Design Guidelines.
2. The applicant is proposing a mural with a large “Welcome to Worthington Ohio” sign on the top and renderings of historic Worthington buildings and Farmer’s Market produce below.
3. By definition, murals are signs. The proposed mural would also need approval from the Board of Zoning Appeals for a variance from the requirement for no more than 4 colors.

Land Use Plans:
Code Chapter 1170 - Signs
1170.01 Purpose and Intent.
The purpose of these sign regulations is to encourage the proper development and use of signage and to permit and regulate signs in such a way as to support and complement land-use objectives set forth in the Zoning Ordinance. In addition to protecting from distractions and obstructions that can contribute to traffic and pedestrian accidents, it is the intent of these regulations to control and regulate signs to prevent them from becoming a nuisance factor to adjacent properties and the community in general. To protect the general health, safety and welfare, and
to protect and encourage a more attractive economic, business and overall physical appearance of the community, all signage is subject to the regulations that follow in this chapter.

1170.02 Definitions and Provisions.
“Sign” means any device, structure, material or combination of these intended to advertise or draw attention to such items as business names, organization names, real estate, buildings or structures, products, services or entertainment.

1170.03 Design Requirements.
(d) Colors. Not more than four colors, including black and white, shall be used on any sign.

Code Chapter 1177 - Architectural District
1177.01 PURPOSE.
The purpose of this chapter is to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by regulating the exterior architectural characteristics of structures and preservation and protection of buildings of architectural or historical significance throughout the hereinafter defined Architectural District. It is the further purpose of this chapter to recognize and preserve the distinctive historical and architectural character of this community which has been greatly influenced by the architecture of an earlier period in this community's history. These purposes shall be served by the regulation of exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled, removed or demolished in the hereinafter defined Architectural District.

1177.05 STANDARDS FOR REVIEW: CERTIFICATE OF APPROPRIATENESS.
The Board of Architectural Review, in deciding whether to issue a certificate of appropriateness, shall determine that the application under consideration promotes, preserves and enhances the distinctive historical village character of the community and would not be at variance with existing structures within that portion of the district in which the structure is or is proposed to be located as to be detrimental to the interests of the Districts as set forth in Section. In conducting its review, the Board shall make examination of and give consideration to the elements of the application including, but not necessarily limited to:

- Materials, texture and color, which shall include a consideration of material compatibility among various elements of the structure
- Signage, which shall include, in addition to requirements of Chapter 1170, the appropriateness of signage to the building.

Worthington Design Guidelines
The City of Worthington has sign regulations, the purpose of which is to keep commercial signage from overwhelming the city’s traditional architecture and its human scale. The regulations also address safety issues. The guidelines are meant to be flexible and to work hand-in-hand with the sign regulations. They allow creativity and imagination in signage, while recommending against some practices that would not be appropriate in Worthington. Colors for signs in Old Worthington should be chosen for compatibility with the age, architecture and colors of the buildings with which they are associated. Signs must be distinctive enough to be readily visible but should avoid incompatible modern colors. Bright color shades generally are discouraged in favor of more subtle and toned-down shades.
Avoid using too many colors on a building. Late 19th century buildings should have a maximum of three different colors (the body color and two trim colors); those from earlier and later periods should have no more than two. Consider using light and dark shades of the same color when choosing body and trim colors.

**Recommendation:**
Staff is recommending *denial* of this application, as the proposed mural does not follow the design guidelines, the Architectural District ordinance or the Sign ordinance. A mural in full view from High St. would change the character of the community by drawing attention away from the architecture of Old Worthington and to the mural. Consideration should be given to whether murals should be allowed at all, and if so in what locations. A change to the Code and the Design Guidelines would be the appropriate way to handle murals if they are desired, rather than considering on an individual basis.

**Motion:**
THAT THE REQUEST BY THE OLD WORTHINGTON PARTNERSHIP FOR A CERTIFICATE OF APPROPRIATENESS TO PAINT A MURAL AT 627 HIGH ST., AS PER CASE NO. AR 85-17, DRAWINGS NO. AR 85-17, DATED OCTOBER 5, 2017, BE APPROVED BASED ON THE FINDINGS OF FACT AND CONCLUSIONS IN THE STAFF MEMO AND PRESENTED AT THE MEETING.
6.B. - Architectural Review Board Appeal - Mural at 627 High Street

627 High St.
6.B. - Architectural Review Board Appeal - Mural at 627 High Street
City of Worthington
ARCHITECTURAL REVIEW BOARD
Certificate of Appropriateness
Application

1. Property Location: 627 High Street (south wall of LaCroftelaine)
2. Present/Proposed Use: Mural painting/beautification
3. Zoning District:
4. Applicant: Old Worthington Partnership
   Address: 777 High Street (P.O. Box 534)
   Phone Number(s): 614. 547. 7334
5. Property Owner: SGS General Inc. (Stan Wilezynski)
   Address: 627 High Street
   Phone Number(s): 614. 848. 4711
6. Project Description: Welcome to Worthington mural, colorful depictions of iconic Worthington structures + familiar items.
7. Project Details:
   a) Design: See pictures
   b) Color:
   c) Size: 55' wide x 15' tall
   d) Approximate Cost: $10,000  Expected Completion Date: 10.31.17 (on or before)

PLEASE READ THE FOLLOWING STATEMENT AND SIGN YOUR NAME:
The information contained in this application and in all attachments is true and correct to the best of my knowledge. I further acknowledge that I have familiarized myself with all applicable sections of the Worthington Codified Ordinances and will comply with all applicable regulations.

[Signatures]
Applicant (Signature): [Signature]
Date: 10.2.17

Property Owner (Signature): [Signature]
Date: 10.4.17
<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wacked Hair Salon</td>
<td>11 W. New England Ave.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>Stephen &amp; Barbara Jerman</td>
<td>11 W. New England Ave.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>Samuel Musgrove</td>
<td>562 Evening St.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>Dewey's Pizza</td>
<td>640 High St.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>Worthington Lodge LLC</td>
<td>634 High St.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>Ripley Partners</td>
<td>623 High St.</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>CBRS Worthington LLC</td>
<td>400 W. Wilson Bridge Rd., Ste 250</td>
<td>Worthington, OH 43085</td>
</tr>
<tr>
<td>SGS General Inc.</td>
<td>627 High St.</td>
<td>Worthington, OH 43085</td>
</tr>
</tbody>
</table>
Supporting Statement
Old Worthington Partnership Mural
Submitted, October 6, 2017

The Old Worthington Partnership’s mission is to enhance the Old Worthington experience. In order to enhance that experience, we would like to use the proceeds earned from the Arts Festival to fund a mural in Old Worthington. Murals are often used to enhance and add vitality and vibrancy to the built landscape. As such, we have hired a well known nationally recognized Worthington mural artist to create a mural that represents the essence of Worthington. We asked that it reflect our long-standing tradition of the farmers market, the local iconic buildings, as well as a message of welcome. The attached artwork he produced does just that. The daughter of long time business and building owner, Stan Weilezynski, enthusiastically offered the south wall of their building to be the first piece of public art in Old Worthington. Charlotte had this to say, “Merci for considering our wall as the first artist mural of Worthington. La Chatelaine and the Family love everything about Worthington and continually support every effort the Old Worthington Partnership does to create a wonderful neighborhood and a place for us to have our business in! We officially grant them the use of our wall to paint or use as an artist mural!”

The artist, Michael Boudreault, is a professional muralist, and his art will last at least 20 years. If needed, the Partnership will be responsible for the maintenance of the artwork in the meantime.
627 High St.

100-000238  04/25/2017
CHAPTER 1177
Architectural District

1177.01 Purpose.  
The purpose of this chapter is to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by regulating the exterior architectural characteristics of structures and preservation and protection of buildings of architectural or historical significance throughout the hereinafter defined Architectural District. It is the further purpose of this chapter to recognize and preserve the distinctive historical and architectural character of this community which has been greatly influenced by the architecture of an earlier period in this community’s history. These purposes shall be served by the regulation of exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled, removed or demolished in the hereinafter defined Architectural District.  
(Ord. 36-90. Passed 10-22-90.)

1177.02 District boundaries.  
There is hereby established an Architectural District which shall include all lots within the area of the original Village of Worthington as laid out in 1803, bounded on the north by North Street, on the south by South Street, on the east by Morning Street and on the west by Evening Street including all lots abutting on the foregoing named streets and additionally the lot at the southeast corner of East South Street and Granby Street and to the south along Granby Street.
The Architectural Review District shall also include all lots abutting High Street within the corporate limits of the City on both the east and west sides commencing at North Street and extending north to the northernmost corporation line and commencing at South Street and extending to the southernmost corporation line; and all lots abutting Granville Road within the corporate limits of the City on both the north and south sides commencing at Morning Street and extending east to the easternmost corporation line and commencing at Evening Street and extending west to the westernmost corporation line; plus the lot at the northwest corner of Pingree Drive and East Dublin-Granville Road and the lot immediately adjacent thereto to the north along Pingree Drive; plus all lots within the Kenyon Brook Subdivision, the Bellebrooke Subdivision, Rehe’s Subdivision, the Maxton Place Subdivision, the Worthington Mall Subdivision, the lot at the northeast corner of High Street and East Wilson Bridge Road and the two lots immediately adjacent thereto to the east along East Wilson Bridge Road, the re-subdivision of Lots 21 and 22 of the Morris Addition (Greenwich Street East Subdivision.) and the parcel at 966 Proprietors Road created by Subdivision Without Plat (SWOP 02-05) approved September 6, 2005. The boundaries of the above described Architectural District are additionally set forth on the map of the City which is attached to original Ordinance 44-2005 and made a part hereof.
(Ord. 44-2005. Passed 10-17-05.)

1177.03 APPLICATION AND NOTICE.

(a) Whenever a structure, as defined by this Zoning Ordinance, whether public or private, within the above described district is proposed to be constructed or erected and whenever an existing structure is proposed to be altered, reconstructed, enlarged or remodeled, if such alteration, reconstruction, enlargement or remodeling involves the exterior design, material, finish grade line, landscaping or orientation of the structure, an application for a certificate of appropriateness shall be filed with the Director of Planning and Building together with a fee based upon the following schedule:

(1) If the cost of the proposed project is to be two thousand dollars ($2,000) or less the applicant shall pay a fee of two dollars ($2.00).
(2) If the cost of the proposed project is to exceed two thousand dollars ($2,000) a fee of one dollar ($1.00) for each one thousand dollars ($1,000) or fraction thereof of the estimated total cost shall be paid. In no case shall such fee be less than two dollars ($2.00) or more than two hundred dollars ($200.00). (Ord. 09-2013. Passed 4-15-13.)

(b) The application shall be accompanied by a site plan and building elevations drawn to scale indicating at a minimum, the lot dimensions, size, shape and dimensions of the structure, the location and orientation of the structure on the lot and the actual or proposed building setback lines. In addition, the application shall be accompanied by a detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure. Except in single-family residential zoning districts, applications for structures to be constructed or remodeled, which remodeling would increase or decrease the total gross building area by fifty percent (50%) or more, shall be accompanied by appropriate, relevant colored elevations showing at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings and any significant architectural features. In addition, the Board of Architectural Review may require the submission of colored perspectives or architectural renderings in applications where the Board feels it is required.
(Ord. 31-93. Passed 5-24-93.)
(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 to be published in a newspaper of general circulation in the City, a public notice of the scheduled hearing date of the application together with a general description of the nature of the application. The applicant shall be notified by mail of the date of the hearing and the property in question is to be posted with a placard stating the date and location of the hearing. At the hearing, any party may appear in person or by attorney.

(Ord. 09-2013. Passed 4-15-13.)

1177.04 BOARD OF ARCHITECTURAL REVIEW.
The Board of Architectural Review shall consist of the members of the Municipal Planning Commission and two additional members annually appointed by Council. These two additional members shall represent the Architectural Review District and one or both of them shall be a resident freeholder of such District.

(Ord. 22-87. Passed 5-11-87.)

1177.05 STANDARDS FOR REVIEW: CERTIFICATE OF APPROPRIATENESS.
(a) The Board of Architectural Review, in deciding whether to issue a certificate of appropriateness, shall determine that the application under consideration promotes, preserves and enhances the distinctive historical village character of the community and would not be at variance with existing structures within that portion of the district in which the structure is or is proposed to be located as to be detrimental to the interests of the Districts as set forth in Section 1177.01. In conducting its review, the Board shall make examination of and give consideration to the elements of the application including, but not necessarily limited to:

1. **Height**, which shall include the requirements of Chapter 1149;
2. **Building massing**, which shall include in addition to the requirements of Chapter 1149, the relationship of the building width to its height and depth, and its relationship to the viewer’s and pedestrian’s visual perspective;
3. **Window treatment**, which shall include the size, shape and materials of the individual window units and the overall harmonious relationship of window openings;
4. **Exterior detail and relationships**, which shall include all projecting and receding elements of the exterior, including but not limited to, porches and overhangs and the horizontal or vertical expression which is conveyed by these elements;
5. **Roof shape**, which shall include type, form and materials;
6. **Materials**, texture and color, which shall include a consideration of material compatibility among various elements of the structure;
7. **Compatibility of design and materials**, which shall include the appropriateness of the use of exterior design details;
8. **Landscape design and plant materials**, which shall include, in addition to requirements of this Zoning Code, lighting and the use of landscape details to highlight architectural features or screen or soften undesirable views;
(9) **Pedestrian environment**, which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian’s visual perspective; and (Ord. 22-87. Passed 5-11-87.)

(10) **Signage**, which shall include, in addition to requirements of Chapter 1170, the appropriateness of signage to the building. (Ord. 25-2002. Passed 7-1-02.)

(11) **Sustainable Features**, which shall include environmentally friendly details and conservation practices such as solar energy panels, bike racks, and rain barrels. (Ord. 04-2010. Passed 3-1-10.)

(b) In conducting its inquiry and review, the Board may request from the applicant such additional information, sketches and data as it shall reasonably require. It may call upon experts and specialists for testimony and opinion regarding the matters under examination. It may recommend to the applicant changes in the plans that it considers desirable and may accept a voluntary amendment to the application to include or reflect such changes. The Board shall keep a record of its proceedings and shall append to the application copies of information, sketches and data needed to clearly describe any amendment to it. (Ord. 22-87. Passed 5-11-87.)

(c) When its review is concluded, the Board will determine by a vote of its members, whether the application for a certificate of appropriateness shall be approved. If approved by four or more of its members, the Board shall return the application and appended material to the Director of Planning and Building with the instruction that the certificate of appropriateness be issued, provided all other requirements for a permit, if applicable, are met. The certificate of appropriateness shall be valid for eighteen months from the date of approval, or such extension as may be granted by the Board. If not approved, the Board shall return the application and appended material to the applicant with a notice that the certificate of appropriateness shall not be issued because the application did not meet the criteria and standards set forth herein. (Ord. 09-2013. Passed 4-15-13.)

1177.06 DEMOLITION OF A BUILDING.
(a) Whenever a building within the District is proposed to be demolished, partially demolished or removed, an application for a certificate of appropriateness shall be filed with the City Clerk as provided in this chapter. Such application shall set forth the intent to demolish. (Ord. 36-90. Passed 10-22-90.)

(b) The Board of Architectural Review shall hear the request not sooner than twelve days nor later than sixty days from the date the application is filed and shall advertise such hearing to provide time for public comment. The Board may request a statement from the City’s Division of Building Regulation on the structural condition of the building and the conformity of the building to applicable building codes. In addition, the Board may request at the City’s expense a written statement concerning the proposed demolition by a registered architect, historical conservator or other professional having experience with historic structures. Such statement shall be taken into consideration in determining the appropriateness of the request. The applicant may provide at his or her expense any evidence or testimony from a registered architect, historical conservator or other professional having experience with historic structures. The Board of Architectural Review shall act on the request not later than thirty days after the initial hearing on the application. The applicant may waive this requirement by filing with the Director of Planning and Building a written statement waiving the right to have his or her application acted upon within such thirty-day period. (Ord. 09-2013. Passed 4-15-13.)
(c) The Board of Architectural Review shall determine by a vote of its members whether to issue a certificate of appropriateness based on the determination:
   (1) That such building is not historically or architecturally significant;
   (2) That if the building is found to be historically or architecturally significant, there is no feasible or prudent alternative or change that would allow preservation of the building; and
   (3) The proposal for grading, landscaping and other design treatment once the structure is removed meets the standards of this chapter.

(d) In any circumstance, the Board shall not deny a request for a certificate of appropriateness if it determines either:
   (1) That such denial will deny all reasonable use of the property or
   (2) That such denial shall result in an unsafe condition because of the structural or physical condition of the building.

(e) No building shall be demolished or removed in the Architectural Review District without the owner or his or her representative first obtaining a certificate of appropriateness approving such removal or demolition, unless such building presents an immediate danger to public health and safety in the opinion of the City’s Chief Building Official, in which event, the Chief Building Inspector may order removal or demolition of such building in order to protect public health and safety.
   (Ord. 36-90. Passed 10-22-90.)

1177.07 REPAIR OR MAINTENANCE EXCEPTION.
Nothing in this chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting and landscaping now in the District.
   (Ord. 22-87. Passed 5-11-87.)

1177.08 APPEALS.
The Board of Architectural Review shall decide all applications for architectural review not later than thirty days after the first hearing thereon.
   (a) Any person, firm or corporation, or any officer, department, board or agency of the City who has been aggrieved by any decision of the Board involving an application for architectural review approval, or any member of Council whether or not aggrieved, may appeal such decision to Council by filing notice of intent to appeal with the City Clerk within ten days from the date of the decision, identifying the application appealed and the basis for the appeal.
   (Ord. 16-2016. Passed 5-2-16.)

(b) Council may then elect to hold a public hearing on the appeal by the affirmative vote of a majority of its members, or failing to so elect, shall reject the application for appeal. In the event Council elects to hold a public hearing on the request for appeal, the hearing shall be held not later than sixty days after a final decision has been rendered by the Board. Council, by a majority vote of its members, shall decide the matter and its decision shall be final.
   (Ord. 22-87. Passed 5-11-87.)
If no notice of intent to appeal is filed with the City Clerk within the period specified in subsection (a) hereof, Council may at the option of a majority of its members and not later than ten days following the expiration of the appeal period, elect to review any architectural review decision of the Board. Council shall schedule a public hearing on the matter which shall not be held more than sixty days after a final decision was rendered by the Board. At a public hearing, Council by a majority vote of its members, shall decide the matter and its decision shall be final. (Ord. 09-2013. Passed 4-15-13.)
MEMORANDUM

TO: City Council Members
    Matthew H. Greeson, City Manager
FROM: R. Lee Brown & Tom Lindsey
DATE: October 24, 2017
SUBJECT: Murals

As many of you may know, we received a request for a large wall mural on the rear elevation of House Wine, Candle Lab, ELLI Nail Spa facing the E. New England Ave. parking lot from Representative Mike Duffey that went before the Architectural Review Board (ARB) on October 12, 2017 and was tabled by the Board. We received yet another request for a large mural on the south side of La Chatelaine French Bakery and Café by the Old Worthington Partnership (OWP) that will be on the next ARB agenda on the October 26, 2017 ARB. Both murals are to be painted on the buildings.

Chapter 1170 (Signs) of the Worthington Planning & Zoning Section of the Codified Ordinances defines murals as a type of sign. Chapter 1177 (Architectural District) identifies the purpose and standards for review for a Certificate of Appropriateness to determine that an application under consideration promotes, preserves and enhances the distinctive historical village character of the community.

The proposed murals will need ARB approval and approval from the Board of Zoning Appeals (BZA) for a variance to deviate from the requirement of no more than 4 colors for a sign.

There are currently no existing murals in Old Worthington. The Worthington Design Guidelines do not currently contain a separate set of standards for murals.

The City is not legally permitted to regulate the content of murals and how they are to be designed. There are instances where cities have been sued on First Amendment grounds over trying to regulate the content and design of a mural. We cannot approve a mural in one location, and then deny another mural in another similar location just because it may have questionable content, or
that they are not visually appealing to all. However, reasonable time, place, and manner restrictions applicable to all murals are permitted.

Staff is recommending denial or tabling of all applications, however if there is a push for a vote, staff would recommend denial of both applications based on the Planning & Zoning Code and the Worthington Design Guidelines. The proposed murals do not follow the design guidelines, the Architectural District ordinance or the Sign ordinance. A mural in full view from High St. and E. New England Ave. would possibly change the character of the community by drawing attention away from the architecture of Old Worthington and to the murals.

Staff feels that there should be a larger community discussion as it pertains to permitting murals in the City of Worthington. A greater discussion needs to address the following:

- Consideration should be given to whether murals should be allowed at all, and if so, what are the appropriate locations
  - Citywide or only in boundaries of Old Worthington
- Number of murals to be permitted in Old Worthington
  - A limit on number requires a reasonable allocation process and might warrant a limitation on length of time.
- Visibility from High Street, Granville Street and the Village Green
- Commercial vs. Residential
- Size
- Length of time
  - Average cost of murals should be considered in setting any limitation on time.
- Types of buildings murals can be placed on in the future
- Maintenance

A change to the Planning & Zoning Code and the Worthington Design Guidelines might be the appropriate way to handle murals if they are desired, rather than considering on an individual basis. Community and resident input is an extremely important part of this process.

After a public discussion, if City Council is so inclined to permit murals, they can direct staff to draft language to move things forward with certain guidelines and standards that are non-content and design related. Again, we are not legally permitted to regulate the content and design of the murals.
STAFF MEMORANDUM
City Council Meeting – December 11, 2017

Date: December 8, 2017
To: Matthew H. Greeson
From: Tom Lindsey, Law Director
Subject: Resolution 79-2017 - Objection to Liquor Permit Renewal - Monkeys Bar & Grill

EXECUTIVE SUMMARY
This Resolution objects to the renewal of the liquor permits for the Monkeys Bar & Grill and directs the Law Director to file the Resolution with the Ohio Division of Liquor Control.

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
On November 6, 2017, the Ohio Department of Commerce, Division of Liquor Control notified the City Clerk that all liquor permits in the City of Worthington will expire on February 1, 2018 and that City Council has the right to object to the renewal of liquor permits.

ORC 4303.27 sets forth the process for objecting to the renewal of a permit. City Council is required to pass a resolution specifying one or more of the reasons for objecting as set forth in ORC 4303.292. In addition to Council passing the resolution, the Law Director is also required to submit a statement that the objection is based upon “substantial legal grounds”. The resolution and statement must be submitted to the Division of Liquor Control on or before January 2, 2017. Additional information can be found on the Division of Liquor Control website; http://www.com.ohio.gov/documents/LIQR_LARObjection.pdf.

Last month Worthington and Columbus police officers responded to a shooting at the Monkeys Bar & Grill in which two people were killed and a third person was injured. This was not the first instance of violent criminal behavior occurring at that location. During the past two years, the Worthington Police Division has responded to sixteen calls for service at the Monkeys Bar & Grill including ten calls involving violence. In addition, the
Worthington Police Division has conducted over 150 business checks in an effort to discourage criminal activity at that location.

Lieutenant Wuertz prepared a report comparing the number and type of calls of service at the Monkeys Bar & Grill with five other liquor establishments in the City of Worthington. During the same two year period, there were a total of thirty calls for service at the five other establishments, not counting alarm drops. Of these thirty calls for service, only one involved violence. A copy of Lt. Wuertz comparison report is attached.

Based on the level of violence, staff is recommending that Council object to the renewal of the Monkeys Bar & Grill liquor permits. Passing the resolution does not guarantee that the liquor permits will be denied. However, it is a required step to provide the City the opportunity to present evidence to the Division of Liquor Control on whether the liquor permits should be renewed.

**FINANCIAL IMPLICATIONS/FUNDING SOURCES** (if applicable)

**ATTACHMENTS**
Resolution No. 79-2017
Number and Type of Calls for Service Comparison Report
RESOLUTION NO. 79-2017

To File with the Ohio Department of Commerce, Division of Liquor Control an Objection to the Renewal of the Liquor Permits for C & B Machinery Inc. dba Monkeys Bar & Grill at 6116 Huntley Road.

WHEREAS, on November 6, 2017 the Ohio Department of Commerce, Division of Liquor Control notified the City Clerk that all liquor permits in the City of Worthington will expire on February 1, 2018 and that Ohio Revised Code Section 4303.271(B) provides City Council the right to object to the renewal of liquor permits; and,

WHEREAS, C & B Machinery Inc. is the holder of various liquor permits for the Monkeys Bar & Grill located at 6116 Huntley Road; and,

WHEREAS, on November 15, 2017 Worthington and Columbus police officers responded to a shooting at the Monkeys Bar & Grill in which two people were killed and a third person was injured; and,

WHEREAS, during the past two years the Worthington Police Division has responded to 16 calls for service at the Monkeys Bar & Grill including 10 involving violence; and,

WHEREAS, the Worthington Police Division has expended considerable resources, including conducting over 150 business checks, in an effort to discourage criminal activity from occurring at the Monkeys Bar & Grill; and,

WHEREAS, pursuant to ORC 4303.292 (A)(2)(c) the Division of Liquor Control can refuse the renewal of a permit if it finds that the establishment: “Is so located with respect to the neighborhood that substantial interference with public decency, sobriety, peace, or good order would result from the issuance, renewal, transfer of location, or transfer of ownership of the permit and operation under it by the applicant”; and,

WHEREAS, staff has recommended that Council object to the renewal of the Monkey Bar & Grill liquor permits on the basis that the establishment presents a significant risk to the safety of the residents and the community;

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

SECTION 1. That City Council hereby objects to the renewal of the liquor permits for C & B Machinery Inc. dba Monkeys Bar & Grill located at 6116 Huntley Road on the grounds that the location of the establishment substantially and adversely interferes with the public decency, sobriety, peace, or good order of the neighborhood, or the normal, orderly conduct of a public institution and requests a hearing at the earliest date possible.
RESOLUTION NO. 79-2017

SECTION 2. That the Law Director is hereby directed to file this resolution and the statement required by Section 4303.292 of the Ohio Revised Code with the Ohio Division of Liquor Control in a timely fashion requesting a hearing on the proposed renewal of the D1; D2; D3; D3A and D6 Liquor Permits to C & B Machinery Inc. dba Monkeys Bar & Grill located at 6116 Huntley Road, Worthington, Ohio 43229.

SECTION 3. That the Law Director and other City officials are hereby authorized and directed to present evidence at the Ohio Division of Liquor Control hearing regarding the negative impact of the Monkeys Bar & Grill on the neighborhood and community.

SECTION 4. 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
COMPARISON OF POLICE RELATED CALLS FOR SERVICE TO LIQUOR
ESTABLISHMENTS WITHIN THE CITY OF WORTHINGTON
DATES INCLUDED: JANUARY 1, 2016 – NOVEMBER 28, 2017

- All statistics based upon computer-aided dispatching report (cad call lag)
- Calls for service reported here do not include fire/ems calls, traffic stops, or assistance to
  public incidents

MONKEY’S BAR AND GRILL – 6116 HUNTELY ROAD.
16 CALLS FOR SERVICE; 10 INVOLVING VIOLENCE
ASSAULT/SHOOTING/HOMICIDE – 1
ASSAULT/STABBING – 1
ASSAULT – 5
FIGHT – 3
DISTURBANCE – 2
SUSPICIOUS PERSON – 1
SUSPICIOUS VEHICLE – 1
9-11 HANG-UP – 1
WANTED PERSON – 1

BUSINESS CHECKS CONDUCTED BY OFFICERS – 158

BLARNEY STONE – 2151 WEST DUBLIN-GRANVILLE ROAD
14 CALLS FOR SERVICE; NONE INVOLVING VIOLENCE
DISTURBANCE – 1
OPEN BUILDING – 1
ALARM DROP – 9
SUSPICIOUS PERSON – 1
ANIMAL COMPLAINT – 1
SUSPICIOUS VEHICLE – 1

BUSINESS CHECKS CONDUCTED BY OFFICERS – 3
ROUTE 66 – 480 EAST WILSON BRIDGE ROAD
9 CALLS FOR SERVICE; 1 INVOLVING VIOLENCE
ASSAULT – 1
DISTURBANCE – 1
THEFT – 2
BURGLARY – 4
STOLEN VEHICLE – 1

BUSINESS CHECKS CONDUCTED BY OFFICERS – 1

VILLA NOVA – 5545 NORTH HIGH STREET
10 CALLS FOR SERVICE; NONE INVOLVING VIOLENCE
SUSPICIOUS PERSON – 2
FAMILY TROUBLE – 2
INTOXICATED PERSON – 2
VANDALISM – 1
THEFT – 1
SUSPICIOUS VEHICLE – 1
PERSON IN CRISIS – 1

BUSINESS CHECKS CONDUCTED BY OFFICERS – 0

NATALIE’S 5601 NORTH HIGH STREET
9 CALLS FOR SERVICE; NONE INVOLVING VIOLENCE
DISTURBANCE (REPORTS OF LOUD MUSIC) – 4
ALARM DROPS – 5

BUSINESS CHECKS CONDUCTED BY OFFICERS – 0

THE PUB OUTBACK – 679-C NORTH HIGH STREET
4 CALLS FOR SERVICE; NONE INVOLVING VIOLENCE
OVI – 1
ASSIST MEDIC WITH INJURED/INTOXICATED – 1
ALARM DROPS – 2

BUSINESS CHECKS CONDUCTED BY OFFICERS - 0

Illustrative Notes:
- 9 of the 14 police runs to Blarney Stone are alarm drops
- 5 of the 9 runs to Natalie’s are alarm drops and the other 4 are loud music complaints
- The only run involving violence at an establishment other than Monkey’s is a reported assault at Route 66
POLICE CALLS TO ESTABLISHMENTS 01/01/16 TO PRESENT

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Total CFS</th>
<th>CFS with Violence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monkey's</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Blarney Stone</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Roadhouse 66</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Villa Nova</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Natalie's</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Pub Out Back</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Amanos</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

ILLUSTRATIVE NOTES

- 9 of the 14 police runs to Blarney Stone are alarm drops
- 5 of the 9 police runs to Natalie’s are alarms drops and the remaining 4 are loud music
- The only police run involving violence that did not occur at Monkey’s was an assault at Route 66
*These checks serve as deterrent and are used to prevent crimes before they happen. Officers on third shift conducted checks (visible on the parking lot) at Monkey’s on a regular basis, especially at closing time and when there were large crowds at the establishment.
STAFF MEMORANDUM
City Council Meeting – December 11, 2017

Date: December 6, 2017
To: Matthew H. Greeson
From: Robyn Stewart, Assistant City Manager
Subject: Resolution – Appointments to Worthington International Friendship Association Board of Trustees

EXECUTIVE SUMMARY
This Resolution appoints trustees for the WIFA Board

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
A number of terms are expiring on the Worthington International Friendship Association Board of Trustees. Four of the people currently serving in the terms that are expiring have expressed interest in being re-appointed for new terms (Wade Duym, Beckie Dicke, Jeff Fickell, and Meredith Southard). The WIFA Board has recommended an additional five individuals for new appointments to the Board (Kathryn Paugh, Gretchen Turner, Christina Clark, Lora Mitchell and Alan Osman). This Resolution makes those appointments. The terms will be for three years and will expire on December 31, 2020.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)
None

ATTACHMENTS
Resolution
RESOLUTION NO. 80-2017

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

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

WHEREAS, the terms of service of several of those Board seats expire on December 31, 2017; and,

WHEREAS, a number of the current Board members are interested in continuing to serve on the WIFA Board, and appointments for certain other seats on the Board need to be made for new members who wish to serve in that capacity.

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

SECTION 1. That the following appointments and re-appointments are hereby made to the Worthington International Friendship Association Board for three-year terms expiring on December 31, 2020:

<table>
<thead>
<tr>
<th>Re-appointments</th>
<th>Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wade Duym</td>
<td>Kathryn Paugh</td>
</tr>
<tr>
<td>Beckie Dicke</td>
<td>Gretchen Turner</td>
</tr>
<tr>
<td>Jeff Fickell</td>
<td>Christina Clark</td>
</tr>
<tr>
<td>Meredith Southard</td>
<td>Lora Mitchell</td>
</tr>
<tr>
<td></td>
<td>Alan Osman</td>
</tr>
</tbody>
</table>

SECTION 2. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book upon its adoption.

Adopted _________________

____________________________________
President of Council

Attest

___________________________________
Clerk of Council
RESOLUTION NO. 81-2017

Adopting a Job Description for Help Desk Specialist and Amending the Job Descriptions of Systems Administrator and IT Technician.

WHEREAS, City Council wishes to adopt a job description for the classified position of Help Desk Specialist; and,

WHEREAS, City Council wishes to amend the position descriptions for the positions of Systems Administrator and IT Technician; and,

WHEREAS, it is necessary to amend the position description for Systems Administrator to replace this title with the title of Systems Engineer and to properly reflect the duties of this position; and,

WHEREAS, it is necessary to amend the position description for IT Technician 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 job description for the position of Help Desk Specialist (Class Specification No. 245) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That the position descriptions for Systems Administrator which will be changed to the title of Systems Engineer (Class Specification No. 237) and IT Technician (Class Specification No. 205) as per the descriptions attached hereto be and the same are hereby amended.

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

Adopted____________________

_______________________________
President of Council

Attest

_______________________________
Clerk of Council
CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: SYSTEMS ENGINEER              CLASS: 237
Department: Administration                     Title Originated: 2013
Date: December 11, 2017                        Title Revised: 2017
Reports To: Asst. to the City Manager/ IT Director

General Statement of Duties

Under the direction of the Assistant to the City Manager/ Information Technology Director, the Systems Engineer is responsible for coordinating design and implementation services and for providing on-going engineering, administration, and support for the IT infrastructure. The scope of responsibilities includes servers (both physical and virtual), storage, networks, and phone system as well as the configuration of security for network systems, the City’s firewall, spam filtering systems and anti-virus systems. The Systems Engineer also provides technical support to City departments including operational support for computer systems, and the installation of IT equipment and application software.

Essential Functions of the Position:

Lead server, storage, and network solution design, implementation and management with assistance, as required, from third party engineers/consultants.

Lead telephony solution design and management with assistance, as required, from third party engineers/consultants.

Provide senior-level Windows server and desktop deployment, management, and support expertise.

Provide senior-level VMWare expertise including migration of physical servers to virtual, performance tuning and optimization, and patching and upgrade planning and implementation.

Lead design, integration, and support work (packaged applications, telephony, network, servers, and database) for on-premise, cloud and hybrid deployments.

Lead design, implementation, and monitoring for conformance, of data backup and recovery. Administer and maintain end user accounts, permissions and access rights for citywide applications.

Perform Exchange administration, performance management, and account administration.

Perform SQL database systems administration, performance management, and data administration.
Provide support for maintenance of Internet/Intranet/Extranet web functions and technologies such as TCP/IP addressing, DHCP, DNS, VLAN, HTML, XML, hardware/software firewall, and other related security applications.

Install licensed software products; monitor, maintain, replace PC, server, network and related technology equipment; create, maintain, monitor and remove network user accounts, server software and applications.

Resolve complex problems or malfunctions of systems hardware and software and provide guidance, assistance coordination and follow up on user questions.

Plan and prepare technical reports, memoranda and instructional manuals as overall documentation of network and network adjustments and maintenance.

Work on projects and information that must be kept confidential.

Work with department personnel to analyze current operational procedures, identify problems and learn specific inputs and output requirements to provide possible IT solutions.

**Knowledge, Skills and Abilities:**

Experience with design, implementation, and support for computers & server hardware, firewalls, Ethernet, fiber optics, network design, and technologies.

Knowledge and experience with VMWare, Microsoft Windows desktop and server operating systems, Active Directory & Group Policy, Microsoft Exchange, Microsoft SQL Server, and Microsoft Office applications.

Communication and drafting skills to prepare instructional manuals, network topologies, and network documentation.

Ability to express logical methodology for investigation and problem solving; Ability to communicate technical systems in layperson terms both orally and in writing.

Ability to work independently and report progress or problems on time-sensitive projects.

Ability to direct, document and supervise the work of outside contractors.

Ability to study existing IT systems to evaluate effectiveness and work to develop improvement in overall computing resources; Knowledge of software analysis tools.

Ability to quickly and efficiently travel from location to location to support hardware and software systems.

Possess the tact and courtesy to deal with the public and other staff while performing assigned duties.
Possess the ability to lift and carry up to 50 lbs. and to climb and crawl to maintain network cabling and systems and willingness to work in confined spaces as needed.

Possess a valid Ohio driver’s license.

**Minimum Requirements of the Position:**

Bachelor’s degree in Information Systems, Information Technology, Computer Science or other related field or any equivalent combination of experience and training which provides the required knowledge, skill and abilities. Experience with Local and Wide Area Networks (LAN &WAN), application software, network & node attached devices, and troubleshooting hardware /software problems.

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

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

Adopted by Resolution No. 81-2017; Effective _
Date: December 7, 2017

To: Matthew H. Greeson

From: Lori Trego, Personnel Director

Subject: Resolution 81-2017 – Job Descriptions – Information Technology

EXECUTIVE SUMMARY
This Resolution adopts a job description for Help Desk Specialist, and amends the job descriptions for Systems Administrator and IT Technician.

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
An IT consulting firm completed a comprehensive assessment of the City’s information technology operations in late 2016. Increased staffing was recommended to help achieve the City’s technology goals; a recommendation affirmed by the new IT director. The Help Desk Specialist position will provide customer service and support and enable other IT staff to execute project commitments that will improve infrastructure and systems. The IT Director reviewed the job descriptions for IT Technician and Systems Administrator and has recommended adjustments to more accurately reflect current responsibilities. The Systems Administrator title will be changed to Systems Engineer in recognition of additional IT infrastructure design duties.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)
Compensation ranges for these positions were authorized in the 2018 operating budget.

ATTACHMENTS
Resolution 81-2017 with job descriptions attached.
CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: IT TECHNICIAN
Department: Administration
Date: December 11, 2017
Reports To: Asst. to the City Manager / IT Director

CLASS: 205
Title Originated: May 7, 2001
Updated: 2017

General Statement of Duties

Under the direction of the Assistant to the City Manager/IT Director, the IT Technician is responsible for assisting with implementation services, and for providing on-going administration and support for the IT infrastructure. The scope of responsibilities includes servers (both physical and virtual), storage, networks, and phone system as well as network systems, the City’s firewall, spam filtering systems and anti-virus systems. Provides operational support for computer systems, office automation, application software and mobile networks. Coordinates purchase and installation of IT equipment. Assists departments in support of the citywide telecommunications network and third-party telecommunication devices.

Essential Functions of the Position:

Manages servers (physical and virtual) and their associated operating systems and software, including performing server backups.

Manages VMWare server environment including account administration and all aspects of systems management.

Administers and maintains end user accounts, permissions and access rights for citywide applications.

Performs oversight of email and SQL database systems administration.

Install and uninstall licensed software products; monitor, maintain, replace PC, server, network and related technology equipment; create, maintain, monitor and remove network user accounts, server software and applications.

Evaluate and recommend PCs, servers, and network hardware; train users on hardware and software systems.

Works with employees and departments to ensure that all online, voice and hardware related problems are addressed in an accurate and timely manner.
Resolve complex problems or malfunctions of systems hardware and software and provide guidance, assistance coordination and follow up on user questions.

Plan and prepare technical reports, memoranda and instructional manuals as overall documentation of network and network adjustments and maintenance.

Gather and organize information to support changes or replacement of technology-based solutions.

Provide support for maintenance of Internet/Intranet/Extranet Web functions and technologies such as TCP/IP addressing, HTML, XML Hardware/Software Firewall and other related security applications.

Assist in tuning and optimizing the citywide network.

Work on projects and information that must be kept confidential.

Work with department personnel to analyze current operational procedures, identify problems and learn specific inputs and output requirements to provide possible IT solutions.

Work with departments to design and develop small automated integrated solutions.

**Knowledge, Skills, and Abilities:**

Expert-level knowledge and experience with Android, Apple IOS and MS Windows operating systems and application software.

Knowledge of VMWare systems management best practices including account administration, virtual machine sizing, performance, and performance tuning and optimization.

Knowledge of Cisco IOS and TCP/IP routing protocols and standards.

Communication and drafting skills to prepare instructional manuals, network topologies, and network documentation.

Ability to express logical methodology for investigation and problem-solving.

Ability to communicate technical systems in layperson terms both orally and in writing.

Ability to work independently and report progress or problems on time-sensitive projects.

Ability to direct, document and supervise the work of outside contractors.

Knowledge of software analysis tools.

Ability to study existing IT systems to evaluate the effectiveness and work to develop an improvement in overall computing resources.
Possess the ability and willingness to work in confined spaces as needed.

Ability to quickly and efficiently travel from location to location to support hardware and software systems.

Possess the tact and courtesy to deal with the public and other staff while performing assigned duties.

Possess the ability to lift and carry up to 50 lbs.

Possess the ability to climb and crawl to maintain network cabling and systems.

Possess a valid Ohio driver’s license.

**Minimum Requirements of the Position:**

Bachelor’s degree in Information Systems, Information Technology, Computer Science or other related field. Possess an extensive knowledge of personal computers, Microsoft and Mobile operating systems, VMWare, Cisco IOS, TCP/IP protocols and standards, office automation and graphical packages, application software, peripherals (LANs, WANs, WiFi, Cellular, Bluetooth), troubleshooting hardware and software problems and conflicts and telecommunication equipment. One to three years of progressive responsibility experience in VMWare and Cisco IOS. Three to five years of progressively responsible experience in desktop network support preferred.

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

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

Adopted by Resolution No. 82-2017; Effective _
CITY OF WORTHINGTON

POSITION DESCRIPTION

General Statement of Duties

Under the direction of the Assistant to the City Manager/Information Technology Director, the Help Desk Specialist will provide outstanding IT customer service while being the day to day contact point between management, employees, customers, and service provider partners. The Help Desk Specialist will provide technical support to staff in all City departments for computer systems, networks, and applications, as well as the installation of IT equipment and application software applications. This includes troubleshooting computer problems and determining their source, and advising on appropriate actions. The Help Desk Specialist will be responsible for completing Help Desk related project-based work.

Essential Functions of the Position:

Receive customer trouble tickets, analyzing and taking corrective action for all city supported systems, networks, and applications.

Answering staff questions in person and via phone.

Conduct remote troubleshooting/provide desk-side support for computer, network, and application problems.

Advise staff on appropriate corrective and preventive actions.

Serve as liaison between employees and the IT function to resolve issues.

Document resolutions for future reference; developing and maintaining a knowledgebase.

Perform hardware and software installations.

Develop and maintain training materials for IT services, applications, and policies.

Provide orientation for new employees on IT services, applications, and policies.

Provide training as new versions of applications are introduced.
Analyze problems & requests to identify permanent solutions, user training needs, Service Desk process improvement, and recommendations to eliminate business interruptions.

Maintain metrics on help desk tickets and performance.

**Knowledge, Skills, and Abilities:**

Knowledge and experience with Android, Apple IOS and MS Windows operating systems and application software.

Communication and drafting skills to prepare instructional manuals, network topologies, and network documentation.

Ability to express logical methodology for investigation and problem-solving.

Ability to communicate technical systems in layperson terms both orally and in writing.

Ability to work independently and report progress or problems on time sensitive projects.

Ability to direct, document and supervise the work of outside contractors.

Possess the ability and willingness to work in confined spaces as needed.

Ability to quickly and efficiently travel from location to location to support hardware and software systems.

Possess the tact and courtesy to deal with the public and other staff while performing assigned duties.

Possess the ability to lift and carry up to 50 lbs.

Possess the ability to climb and crawl to maintain network cabling and systems.

Possess a valid Ohio driver’s license.

**Minimum Requirements of the Position:**

Associate’s degree (Bachelor’s degree preferred) in Information Systems, Information Technology, Computer Science or other related field. Experience with and extensive knowledge of personal computers, Microsoft and Mobile operating systems, office automation and graphical packages, application software, peripherals (LANS, WANS, WiFi, Cellular, Bluetooth), troubleshooting hardware and software problems and conflicts and telecommunication equipment. Three to five years of progressively responsible experience in desktop support preferred.
The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Adopted by Resolution No. 82-2017; Effective _
STAFF MEMORANDUM
City Council Meeting – December 11, 2017

Date: December 7, 2017
To: Matthew H. Greeson
From: Lori Trego, Personnel Director
Subject: Resolution 82-2017 – Job Descriptions – Parks & Recreation

EXECUTIVE SUMMARY
This Resolution adopts a job description for Parks Crew Leader and amends the job descriptions for Parks Manager, Parks Supervisor and Parks Technician.

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
This Resolution adopts a job description for the new position of Parks Crew Leader. This position will provide in the field supervision and work scheduling for the five Parks Technicians. The Parks Supervisor position currently functions more as a project manager than a direct supervisor. The promotion of a Parks Technician to a Parks Crew Leader will enable the Parks Manager to focus on planning and management tasks, rather than direct supervision. This Resolution amends all of the Parks Maintenance positions to reflect the new Parks Crew Leader position.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)
Compensation ranges for these positions were authorized in the 2018 operating budget.

ATTACHMENTS
Resolution No. 82-2017 with job descriptions attached.
RESOLUTION NO. 82-2017

Adopting a Job Description for Parks Crew Leader and Amending the Job Descriptions of Parks Manager, Parks Supervisor and Parks Technician.

WHEREAS, City Council wishes to adopt a job description for the classified position of Parks Crew Leader; and,

WHEREAS, City Council wishes to amend the position description for the positions of Parks Manager, Parks Supervisor and Parks Technician; and,

WHEREAS, it is necessary to amend the position descriptions for Parks Manager, Parks Supervisor and Parks Technician to properly reflect the duties of these positions;

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

SECTION 1. That the job description for the position of Parks Crew Leader (Class Specification No. 246) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That the position descriptions for the positions of Parks Manager (Class Specification No.166) Parks Supervisor (Class Specification No. 104) and Parks Technician (Class Specification No. 105) as per the descriptions attached hereto be and the same are hereby amended.

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

Adopted__________________

President of Council

Attest

__________________________

Clerk of Council
CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: PARKS CREW LEADER  CLASS: 246
Department: Parks & Recreation
Date: December 11, 2017
Reports To: Parks Manager
Title Originated: 2017

General Statement of Duties

Under the direction of the Parks Manager, the Parks Crew Leader performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of the public lands and recreational facilities operated by the Worthington Parks & Recreation Department. The Parks Crew Leader assists in the supervision of the Parks Technicians and Seasonal Workers by planning and overseeing daily work assignments and monitoring quality control standards in the field.

Essential Functions of the Position:

Schedules work assignments for Parks Technicians and Seasonal Workers in consultation with the Parks Manager and/or Parks Supervisor;

As a working crew leader oversees the field work of Parks Technicians and Seasonal Workers.

Performs athletic court and field maintenance including dragging baseball and softball fields, laying out and marking of playing fields, seeding, fertilizing, aerating, mowing, inspecting and repairing of lighting and nets;

Maintains buildings including custodial duties and the upkeep of shelter houses and restrooms with painting, plumbing, light carpentry and electrical repairs;

Conducts horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

May assist with supervision of parks maintenance contractors;

Inspects and maintains all irrigation systems including controllers, valve and sprinkler operations and seasonal start-up and shut-down procedures;

Constructs and maintains playground areas through cleaning, raking and weeding of surfaces. Also performs regular scheduled inspections of structures and amenities;
Works with community groups and volunteers;

Sets-up and tears-down tables, bleachers, chairs and sound equipment for special events at various locations;

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operates a variety of power tools;

Maintains work records and employee assignments as required.

**Knowledge, Skills and Abilities:**

Ability to plan, supervise and coordinate the work of both Parks Technicians and Seasonal Workers;

Ability to show good judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Ability to use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability to perform labor related tasks as required for maintenance activities;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Ability to react to change productively and to handle other tasks as assigned;

Regular and predictable attendance.

**Minimum Requirements for the Position:**

This individual must be a graduate from a standard senior high school course of study or its equivalent and possess at least one year of experience in the position of City of Worthington Parks Technician or equivalent.

Must possess a valid Ohio Driver’s License and attain an Ohio Commercial Driver’s License within six months of hire and an Ohio Applicator’s License for Pesticides within ninety days of employment.
The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Adopted by Resolution No. 83-2017; Effective
General Statement of Duties

The Parks Manager is responsible for maintenance of clean, safe parks facilities within the city. This position performs work assigned independently under supervision of the Director of Parks & Recreation; plans, organizes, supervises, evaluates and modifies parks maintenance practices and programs to maximize productive workflow; coordinates logistics of labor, management, equipment and materials to improve the City’s parks. Supervises the Parks Supervisor, Parks Crew Leader and Parks Technicians to achieve unit effectiveness. Predicts budget needs and tracks expenditures for efficient parks maintenance programs. The Parks Manager performs skilled work involving the use of acquired skills as required for park maintenance activities of the City’s Department of Parks & Recreation. Special licensing may be involved at times to maintain the position.

Essential Functions of the Position:

Coordinates maintenance and repair program for all City ball diamonds, tennis courts, soccer fields, shelter houses, play equipment and park grounds;

Coordinates tree maintenance with Service Department staff;

Assists in planning long range goals, objectives, organizational structure, and overall direction for the Department;

Supervises Parks Division employees and work activities; ensures appropriate training, assigns job assignments to employees, evaluates work performance, and takes appropriate corrective steps for staff performance issues;

Active works with the community to initiate volunteer involvement in the parks and coordinates all volunteers with the appropriate city staff;

Works effectively with the Service Department and other City Departments, local agencies, and partners including the Worthington Youth Boosters focusing on building positive working relationships;
Prepares and recommends the budget for the Parks Division; follows purchasing procedures to secure appropriate supplies and equipment for the division operations;

Receives and responds in a timely and professional manner to complaints, concerns and formal work orders;

Represents the Department at various meetings, functions and community gatherings and provides liaison with other Departments on related activities;

Inspects areas for conformance to maintenance and safety standards;

Compiles and updates records of maintenance and repair work to City park property and equipment;

Maintains equipment and materials inventory system including specific plans for maintenance and replacement;

Prepares complex, routine and non-routine reports utilizing a variety of software and maintains accurate and organized reports;

Prepares and maintains training manual to be used by all technicians and supervisors in parks maintenance practices and procedures;

Operates motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas.

**Knowledge, Skills and Abilities:**

Knowledge of the principles and techniques of standard park maintenance practices;

Knowledge of municipal budget processes and requirements;

Knowledge of computers, data entry and technology.

Thorough knowledge and a high degree of skill in using tools and equipment for park maintenance;

Thorough knowledge of occupational hazards and safety precautions.

Ability to mow grass with both gasoline powered push and riding mowers, trim and remove trees and shrubs as well as operate lawn sprinklers;

Ability to operate fertilizer and chemical spraying equipment and be able to perform landscaping tasks such as raking, seeding, rolling and sod work;
Ability to operate a tractor and all other ground maintenance equipment as well as a truck that may be equipped with a snow plow and salt spreader for snow and ice control;

Ability to carry out assigned tasks with little or no supervision;

Ability to deal with other employees and the public in a tactful and courteous manner;

Ability to operate vehicles equipped with standard transmission;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Regular and predictable attendance.

**Minimum Requirements of the Position:**

Graduation from an accredited college or university with a Bachelors Degree in Parks and Recreation, Park Management, or a closely related field, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. A minimum three years in parks maintenance or related field with at least one year at a supervisory level.

Must attain a Department of Agriculture license to handle chemical sprays and spraying equipment within six months of hire.

Current, valid Ohio Commercial Driver’s License.

CPR/First Aid Certification preferred.

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

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

Adopted by Resolution No. 83-2017; Effective
CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: PARKS SUPERVISOR  CLASS: 104
Department: Parks & Recreation
Date: December 11, 2017
Reports To: Parks Manager

General Statement of Duties

Under the direction of the Parks Manager, the Parks Supervisor performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of the public lands and recreational facilities operated by the Worthington Parks & Recreation Department. The Parks Supervisor must possess technical ability and/or knowledge in the maintenance of athletic facilities, buildings, landscape areas and playground equipment. The Parks Supervisor provides project coordination for CIP and Parks Master Plan projects and provides support for City landscaping improvements and for other City departments as needed.

This position may assist in the supervision of Parks Technicians and Seasonal Workers in daily assignments and may assign routine and emergency work orders/tasks as required. The Parks Supervisor performs these duties independently or with general guidance from the Parks Manager and/or Director of Parks & Recreation. May act as the Parks Manager in the Parks Manager’s absence.

Essential Functions of the Position:

Coordinates the City’s Street Tree program, Tree City USA, Arbor Day activities and works with the Arbor Committee;

Staffs the Arbor Advisory Committee and provides project support for other parks related City Boards and Commissions. Works with community groups and volunteers;

Assists with the supervision of parks maintenance contractors;

Conducts horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

Inspects and maintains all irrigation systems including controllers, valve and sprinkler operations and seasonal start-up and shut-down procedures;

Performs athletic court and field maintenance; building maintenance activities and playground maintenance activities as required;
Sets-up and tears-down tables, bleachers, chairs and sound equipment for special events at various locations;

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operates a variety of power tools;

Maintains work records and employee assignments as required.

**Knowledge, Skills and Abilities:**

Knowledge of parks, arbor and horticultural project planning;

Knowledge of landscape design principals;

Ability to show good judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability to use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Ability to perform labor related tasks as required for maintenance activities.

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally.

Ability to plan, supervise and coordinate the work of both Parks Technicians and Seasonal Workers;

Ability to react to change productively and to handle other tasks as assigned;

Regular and predictable attendance.

**Minimum Requirements for the Position:**

This individual must be a graduate from a standard senior high school course of study or its equivalent and possess at least two years of experience in the position of Parks Technician or equivalent.
Must possess a valid Ohio Driver’s License and attain an Ohio Commercial Driver’s License within six months of hire and an Ohio Applicator’s License for Pesticides within ninety days of employment.

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

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

Adopted by Resolution No. 83-2017; Effective
CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: PARKS TECHNICIAN       CLASS: 105
Department: Parks & Recreation
Date: December 11, 2017        Title Revised: 1997
Reports To: Parks Manager/Parks Crew Leader      Updated: 2017

General Statement of Duties
Under the supervision of the Parks Manager and Parks Crew Leader, the Parks Technician performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of public lands and recreational facilities operated by the City of Worthington Parks & Recreation Department. Employees must possess the technical ability and/or knowledge of maintenance of athletic facilities, buildings, landscaped areas and playground equipment.

Essential Functions of the Position:

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operate a variety of hand and power tools;

Perform athletic court and field maintenance including dragging baseball and softball fields, laying out and marking of playing fields, seeding, fertilizing, aerating, mowing, inspecting and repairing of lighting and nets;

Maintain buildings including custodial duties and the upkeep of shelter houses and restrooms with painting, plumbing, carpentry and electrical repairs;

Conduct horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

Inspect and maintain all irrigation systems including controllers, valve and sprinkler operations, and seasonal start-up and shut-down procedures;

Construct and maintain playground areas through the cleaning, raking and weeding of all surfaces and performs regular scheduled inspections/repairs of structures and amenities;

Establish and maintain turf through proper seeding, fertilization, irrigation practices;

Set-up and tear down tables, bleachers, chairs and sound equipment for special events at various locations;
Assist in oversight of seasonal staff;

Perform equipment maintenance for proper operations of vehicles, mowers and tools.

**Knowledge, Skills and Abilities:**

Sound judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability to perform labor related tasks as required for maintenance activities;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Regular and predictable attendance.

**Minimum Requirements of the Position:**

Be a graduate from a standard senior high school course of study or its equivalent and possess a current valid Ohio Driver’s License. Must attain an Ohio Commercial Driver’s License within six months of hire. USDA/Ohio Applicator’s License for Pesticides within ninety days of the date of employment may be required; Playground Safety Inspector Certification may be required; and Arborist certification may be required.

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

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

Adopted by Resolution No. 83-2017; Effective
Date: 12/08/2017

To: Matthew H. Greeson

From: Scott F. Bartter, Finance Director

Subject: Resolution No. 83-2017 – Transfer of Funds

EXECUTIVE SUMMARY
This Resolution transfers funds between line items in the 2017 budget. This reallocation of funds does not increase the total annual appropriation.

RECOMMENDATION
Introduce and Approve as Presented

BACKGROUND/DESCRIPTION
The staff’s review of expenses versus budgeted amounts in each line item in the budget identified line items that will have insufficient funds while other line items are projected to have excess funds. This review occurs throughout the year and the transfers are made as necessary from line items with excess funds to line items with insufficient funds upon City Council action. This resolution authorizes the transfer of previously appropriated funds to cover expenses as anticipated for the remainder of the year in appropriate accounts. Approval of this resolution will not result in increased appropriations.

The following transfers are requested within the Fire Department.

From: 101.6080.540580 Physicals – Fire Training/Prevention
To: 101.6070.540577 Repairs – Fire Operations $ 8,000.00

ATTACHMENTS
Resolution 83-2017
RESOLUTION NO. 83-2017

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

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

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

SECTION 1. That there be and hereby is made the following transfer of previously appropriated funds:

<table>
<thead>
<tr>
<th>From Account No.</th>
<th>To Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (#101)</td>
<td>101.6070.540577</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

Total General Fund Transfers $8,000.00

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

Adopted ____________________

President of Council

Attest: ____________________

Clerk of Council
DATE: December 8, 2017

TO: Matthew H. Greeson

FROM: Gene Oliver, IT Director

SUBJECT: Request for Proposals - Video Streaming

EXECUTIVE SUMMARY

Staff is requesting approval to issue a Request for Proposals (RFP) for video streaming services.

RECOMMENDATION

Motion to Approve the Issuance of the RFP

BACKGROUND/DESCRIPTION

At the November 13th meeting, staff provided a summary of video streaming options for City Council meetings highlighting service delivery and technical requirements, cost considerations and funding source. One-time costs are expected to fall between $10,000 and $50,000, and annual operating costs are expected to range between $5,000 and $20,000. One-time and operating costs will be paid using the Community Technology Fund. We have prepared a formal RFP, which is attached, and are seeking a motion to approve the issuance of the RFP.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

One-time costs of $10,000 - $50,000
Annual operating costs of $5,000 - $20,000

ATTACHMENTS

Request for Proposals – Video Streaming
CITY OF WORTHINGTON, OHIO

REQUEST FOR PROPOSALS (RFP)

FOR

VIDEO STREAMING SERVICE

ISSUE DATE: TBD

ISSUED BY: CITY OF WORTHINGTON
6550 N. HIGH ST.
WORTHINGTON, OH 43085

INQUIRIES: POINT OF CONTACT (POC) – GENE OLIVER
CITY OF WORTHINGTON
IT DIRECTOR
GOLIVER@CI.WORTHINGTON.OH.US
614-436-8745

RESPONSES DUE: TBD at 4:00 p.m.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PROPOSAL REQUIREMENTS AND FORMS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKLIST</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>4</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>SCOPE OF WORK</td>
<td>5</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
<td>6</td>
</tr>
<tr>
<td>RESPONSE INSTRUCTIONS</td>
<td>6</td>
</tr>
<tr>
<td>PROPOSAL CONTENT</td>
<td>7</td>
</tr>
<tr>
<td>CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS</td>
<td>7</td>
</tr>
<tr>
<td>PRESENTATION AND INTERVIEW</td>
<td>7</td>
</tr>
<tr>
<td>REVIEW AND EVALUATION</td>
<td>8</td>
</tr>
<tr>
<td>RIGHT OF REFUSAL</td>
<td>9</td>
</tr>
<tr>
<td>PROCUREMENT SCHEDULE</td>
<td>9</td>
</tr>
<tr>
<td>EXPENSE OF PREPARING RESPONSES TO THIS RFP</td>
<td>9</td>
</tr>
<tr>
<td>PUBLIC RECORDS</td>
<td>10</td>
</tr>
<tr>
<td>TAX EXEMPTION</td>
<td>10</td>
</tr>
<tr>
<td>INCOME TAX</td>
<td>10</td>
</tr>
<tr>
<td>COMPLIANCE</td>
<td>10</td>
</tr>
<tr>
<td>INDEMNIFICATION/INSURANCE</td>
<td>10</td>
</tr>
<tr>
<td>RELATIONSHIP OF THE PARTIES</td>
<td>11</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
<td>11</td>
</tr>
<tr>
<td>TERMINATION</td>
<td>11</td>
</tr>
</tbody>
</table>
CHECKLIST

Offerors are urged to complete this checklist to confirm that all required documents are included with their proposal.

I. REQUIRED PROPOSAL FORMS:

TRANSMITTAL LETTER (offeror supplied)

RESPONSE/PRICE PROPOSAL FORM (offeror supplied)

COMPATABILITY MATRIX (offeror supplied)

TECHNICAL REQUIREMENTS (offeror supplied)
INTRODUCTION
To create engagement with the community, the City of Worthington would like to begin streaming council meetings. The use of this service may expand to other meetings, based on the community’s adoption of the service. A suburb of Columbus, Ohio, the City of Worthington is a vibrant community and is known for its high-quality services and responsiveness to citizen requests and concerns. Worthington provides services to approximately 14,000 citizens and its boundaries are primarily within the outer-belt surrounding the central Ohio metropolitan area.

BACKGROUND
The Worthington City Council meets at 7:30 pm ET on the first, second and third Mondays of each month at the Louis J.R. Goorey Worthington Municipal Building located at 6550 N. High St. Worthington, OH 43085. The council does not meet in August. We would like to stream these meetings for viewing in real time and to record them for later viewing. Additional must-have and should-have requirements are specified later in this document.

PURPOSE
The City is seeking the services of a qualified firm experienced in providing the aforementioned services in accordance with the detailed requirements listed below.

The overall goal of this RFP is to obtain a firm, fixed priced contract for video streaming services as described herein.

SCOPE OF WORK
We have the following requirements for video streaming:

The solution MUST meet the following requirements:
1. Stream audio and video in real-time.
2. Provide archiving of meeting audio and video recordings for up to 5 years. These recordings should be playable on-demand in real-time.
3. Allow viewing of live stream/archive recordings as an iFrame embedded in the City website. The live stream/archive streaming services are provided by the proposer.
4. For archived recordings, index into agenda on City’s website to allow citizens to view video segments tied to agenda. Allow for the posting of agendas and the extraction of agenda items to be used as marker labels, allowing for easy access to the specific portions of the streaming data to which the agenda items relate. Allow the city to add, remove, or edit marker labels.
5. Ensure ownership and control of recordings and data by the City, including archiving, retention, protection, and destruction. After termination of any contract between City and proposer, City will have 90 days to transfer any data, metadata, and recordings associated with recordings. As an alternative, the City may choose to download the recordings on a more frequent basis, however, this does not eliminate the need for the offeror to provide streaming services.
7. Have the ability to synchronize with, to be responsive to, and to be used on, multiple mobile devices, platforms, and operating systems. This includes devices based on Microsoft Windows (all point releases/services packs for 10, 8.1, 8, 7, Vista, XP professional and XP), Apple MacOS (10.1 – current), Apple IOS, Android, and Linux. Browser support includes Chrome, Internet Explorer, MS Edge, Safari, Firefox, and Opera – all versions appropriate for the platform being used.
8. Support for closed captioning for archived recordings within 12 hours of meeting completion.
9. Support for meeting transcription within 24 hours of meeting completion.
10. Streaming should not require a separate plug-in or download and video/audio should be displayed in a window within the application that initiated the stream (in most cases a browser).
12. Allow for public viewing of all content (including but not limited to electronic files such as documents, spreadsheets, and PDFs, audio and video recordings, and websites) associated with a meeting, whether posted before, during, or after the meeting.
13. Give the City control over starting, ending, interrupting, and amending data streams and recording. Log who starts, interrupts, or stops data streaming or recording.
14. Use audio feed provided by the City.
15. Provide API or widget functionality to allow the City to display active stream links on other websites of the City.
16. Enable the city's administrative staff to monitor active streams in real-time.
17. Provide on-call support 8:00 am – 11:00 pm ET Monday – Friday.
18. Provide comprehensive analytics including a weekly utilization report that includes the number of users for each meeting, their start and stop time for viewing, duration, and IP address.

The solution should meet the following requirements:
1. Integrate with City’s content management system (OnBase) for the purpose of automating scheduling/production of meetings, content indexing, planning how to effectively integrate presentations and other content into the video stream, and other capabilities as available from the service provider.
2. Provide support for closed captioning for streamed meetings.
3. Provide podcasts of meetings.

Ancillary services:
In addition to meeting streaming, we are assessing options for the following value-added services:
1. Meeting production and post-production. One example of this is switching cameras during meetings for optimal viewing.
2. Assistance designing camera placement, selection of cameras, camera installation, and integration of cameras with existing city facilities and infrastructure.

The RFP respondent that is awarded a contract on the merits of its offer (hereinafter “successful offeror” or “contractor”) shall be responsible to:

- Conduct periodic meetings to discuss progress and unique issues that have surfaced.
- Provide a weekly status report noting progress against each measure to the management team. The format of the report will be provided by the City.
- Notify the management team separately and immediately of any urgent issues identified and an estimation of the risk.

CONTRACT TERM
The initial term of the proposed contract shall be for a set period of time. The contract shall be in effect from the date of execution by the City through contract term.

Please propose pricing and terms for a minimum 1 year term. If additional discounts or more favorable terms are available by extending the contract term beyond 1 year, please include the details as part of your submittal package.

RESPONSE INSTRUCTIONS
All responses should include the forms provided or exact copies of such forms (adjust columns and field size, add rows as necessary) and be submitted by 4 p.m. on TBD via e-mail, hand delivery or postal mail to the POC shown on the cover of this RFP.

Additional pages may be attached and cross-referenced as necessary. Unnecessarily lengthy documents are discouraged. All responses are to include a searchable, digital copy of the proposal on a USB drive.

It is the sole responsibility of the offeror to see that its proposal is received in the proper time. Proposals received after the specified time will not be considered.

Adherence to the rules set forth in this RFP is mandatory to ensure a fair and objective analysis of all proposals. Failure to comply with or complete any portion of this request may result in rejection of a submitted proposal.

Receipt of a proposal by the City or submission of a proposal to the City confers no rights upon the offeror nor obligates the City in any manner.

PROPOSAL CONTENT
Proposals should include concise but complete information about your company, emphasizing your method of approach and why you believe your company to be uniquely qualified for the project.
At a minimum, the Proposal should include:

- **Transmittal Letter** (offeror supplied). Provide a brief overview of your company highlighting your understanding of the project and the benefits of accepting your proposal; explain the value that you provide to the City as a prospective customer. Since your service team is significant for this project, names and biographies, for key staff positions, as well as identification of any subcontractors that may be associated with the project are requested.

- **Response/Price Proposal Form** (offeror supplied). Complete the Response/Price Proposal Form in order to provide the City with information related to your company’s responsibility, experience, capability to meet requirements, and pricing.

- **Compatibility Matrix** (offeror supplied). For each of the City’s functional requirements, offeror must list whether they meet the requirement without exception, whether they partially meet the requirement (with an explanation of the exception), or whether they do not meet the requirement.

- **Technical Requirements** (offeror supplied). Provide the detailed requirements offeror needs the City to provide to meet the functional requirements specified.

**PRE-PROPOSAL CONFERENCE**
A non-mandatory pre-proposal conference will be held on TBD @ TBD p.m. (local time) for all offerors. On-site participation is not required, but recommended, so proposers have an understanding of the characteristics (dimension, lighting, etc.) of council chambers. The conference will be held at Worthington’s City Hall, 6550 N. High St., Worthington, OH 43085.

**CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS**
To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the POC. Written inquiries (e-mail preferred) must be received no later than 5 p.m. on the date indicated in the Procurement Schedule. Questions will be documented and an addendum will be issued with the City’s responses. Such addendum will be e-mailed to all known RFP recipients. A copy will be posted to the City’s website at www.Worthington.org (select ‘Services’ > ‘Bid Postings’) no later than 5 p.m. on the date indicated in the Procurement Schedule.

Though the notification method identified above will be utilized to notify offerors of addenda, *it is ultimately the offeror's responsibility to check the City's website for verification of any issued addenda.*

**PRESENTATION AND INTERVIEW**
City of Worthington
Request for Proposals
Video Streaming Service

Selected offerors may be invited to submit sample materials and/or make presentations to City personnel. Representative(s) attending/hosting these presentations must be qualified to respond to questions related to any component of the proposal.

REVIEW AND EVALUATION
The City will use a Proposal Evaluation Committee (PEC) comprised of project stakeholders and other City personnel to review all proposals received as part of a documented evaluation process. For each decision point in the process, the PEC will evaluate offerors on a variety of quantitative and qualitative criteria and will then elevate a select number of offerors to compete at the next level. Offerors not previously elevated may be elevated at a later date. The lowest price proposal will not necessarily be selected.

The sole purpose of the proposal evaluation process is to determine which offeror can provide the best value to the City (highest level of service and desired deliverables in the most cost-effective manner that most closely meets the City’s needs). The evaluation process is not meant to imply that one offeror is superior to any other, but rather that the selected offeror can best support the City’s needs, based on the information available and the City’s best efforts of determination.

- **Evaluation Criteria** The proposal evaluation criteria should be viewed as standards that measure how well an offeror’s approach meets the desired requirements and needs of the City. The criteria that will be used to evaluate proposals may include, but are not limited to the following:
  
  - **Responsiveness**
    The degree to which the offeror’s Transmittal Letter and overall proposal have responded to the RFP’s purpose and scope; included in this criterion is conformance in all material respects to this RFP. Scored by PEC.
  
  - **Responsibility**
    Offeror’s ability, in all respects, to perform fully the contract requirements and demonstrate the moral/business integrity necessary to assure good faith performance. Scored by PEC.
  
  - **Experience**
    Offeror's experience in providing services and deliverables as requested in this RFP including, but not limited to, reference checks. Scored by PEC.
  
  - **Capability**
    Offeror's capability, flexibility and skill to meet the City’s requirements and perform the work identified in the RFP including but not limited to, creative alternatives and value-added services/technologies. Scored by PEC.
• **Cost**  
  Cost is scored by the team based on the competitiveness of the pricing as compared to the other proposals. The PEC may also elect to use cost to perform a trade-off analysis for finalists to determine if the technical differences between proposals justify paying a cost or price differential.

• **Validity of Proposals**  
  Proposals are to be good for ninety (90) days from the proposal due date. The City may hold the proposals for ninety (90) days after the proposal due date, and may award a contract at any time during that period. Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the selected offeror.

• **Contract Award**  
  The City reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the City reserves the right to obtain other supplemental information concerning the offeror. The City further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the City. The City may award based on initial proposals received, without discussion of such proposals.

**RIGHT OF REFUSAL**

The City reserves the right to reject all RFPs in their entirety or to select certain applications from the RFPs. The City reserves the right to award a contract in any manner deemed in the best interest of its citizens.

**PROCUREMENT SCHEDULE**

<table>
<thead>
<tr>
<th>Procurement Event</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Date</td>
<td>TBD</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for Submission of Written Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Date of City Response to above mentioned Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>TBD</td>
</tr>
<tr>
<td>Evaluation of Proposals / Presentation &amp; Interviews</td>
<td>TBD</td>
</tr>
<tr>
<td>(if needed)</td>
<td></td>
</tr>
<tr>
<td>Contract Negotiations/Award</td>
<td>TBD</td>
</tr>
<tr>
<td>Implementation of Services</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Implementation of services:** The implementation date shall be within a mutually agreed upon during contract negotiations.
EXPENSE OF PREPARING RESPONSES TO THIS RFP
The City accepts no responsibility for any expenses incurred by the responders to this RFP including cost associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

PUBLIC RECORDS
In entering into a contract with the City (or responding to a City solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFP shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

TAX EXEMPTION
The City is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful offeror’s request.

INCOME TAX
When performing work within the City, the contractor will be required to withhold all City income taxes due or payable under the provisions of the Income Tax Ordinance, for wages, salaries, and commissions paid to employees and further agree that any subcontractors shall be required to agree to withhold any such City income taxes due under said chapter for services performed.

COMPLIANCE
The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the City’s contract for IT assessment services.

The contractor shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on its behalf shall, by reason of race, sex, disability, color, religion, military status, national origin, age or ancestry or any other class protected by law discriminate against any employee or applicant for employment
INDEMNIFICATION/INSURANCE
The contractor shall agree to indemnify and hold harmless the City, its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from the contractor’s performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

If the contractor is required to go on City property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City.

RELATIONSHIP OF THE PARTIES
The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

ASSIGNMENT
The contractor will not be permitted to sell, transfer, assign or otherwise dispose of the resulting contract or any portion thereof, or its right, title or interest therein, or the obligation thereunder, without the written consent of the City.

TERMINATION
The City reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor’s failure to perform satisfactorily) or convenience (termination due to the best interests of the City). After 10 days from delivery of a written notice to the contractor, the City may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained plus a reasonable profit, unless such termination was due to the act or conduct of the contractor.
CITY OF WORTHINGTON, OHIO

REQUEST FOR PROPOSALS (RFP)

FOR

VIDEO STREAMING SERVICE

ISSUE DATE: TBD

ISSUED BY: CITY OF WORTHINGTON
6550 N. HIGH ST.
WORTHINGTON, OH 43085

INQUIRIES: POINT OF CONTACT (POC) – GENE OLIVER
CITY OF WORTHINGTON
IT DIRECTOR
goliver@ci.worthington.oh.us
614-436-8745

RESPONSES DUE: TBD at 4:00 p.m.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PROPOSAL REQUIREMENTS AND FORMS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKLIST</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>4</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>SCOPE OF WORK</td>
<td>5</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
<td>6</td>
</tr>
<tr>
<td>RESPONSE INSTRUCTIONS</td>
<td>6</td>
</tr>
<tr>
<td>PROPOSAL CONTENT</td>
<td>7</td>
</tr>
<tr>
<td>CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS</td>
<td>7</td>
</tr>
<tr>
<td>PRESENTATION AND INTERVIEW</td>
<td>7</td>
</tr>
<tr>
<td>REVIEW AND EVALUATION</td>
<td>8</td>
</tr>
<tr>
<td>RIGHT OF REFUSAL</td>
<td>9</td>
</tr>
<tr>
<td>PROCUREMENT SCHEDULE</td>
<td>9</td>
</tr>
<tr>
<td>EXPENSE OF PREPARING RESPONSES TO THIS RFP</td>
<td>9</td>
</tr>
<tr>
<td>PUBLIC RECORDS</td>
<td>10</td>
</tr>
<tr>
<td>TAX EXEMPTION</td>
<td>10</td>
</tr>
<tr>
<td>INCOME TAX</td>
<td>10</td>
</tr>
<tr>
<td>COMPLIANCE</td>
<td>10</td>
</tr>
<tr>
<td>INDEMNIFICATION/INSURANCE</td>
<td>10</td>
</tr>
<tr>
<td>RELATIONSHIP OF THE PARTIES</td>
<td>11</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
<td>11</td>
</tr>
<tr>
<td>TERMINATION</td>
<td>11</td>
</tr>
</tbody>
</table>
CHECKLIST

Offerors are urged to complete this checklist to confirm that all required documents are included with their proposal.

I. REQUIRED PROPOSAL FORMS:

   TRANSMITTAL LETTER (offeror supplied)

   RESPONSE/PRICE PROPOSAL FORM (offeror supplied)

   COMPATABILITY MATRIX (offeror supplied)

   TECHNICAL REQUIREMENTS (offeror supplied)
INTRODUCTION
To create engagement with the community, the City of Worthington would like to begin streaming council meetings. The use of this service may expand to other meetings, based on the community’s adoption of the service. A suburb of Columbus, Ohio, the City of Worthington is a vibrant community and is known for its high-quality services and responsiveness to citizen requests and concerns. Worthington provides services to approximately 14,000 citizens and its boundaries are primarily within the outer-belt surrounding the central Ohio metropolitan area.

BACKGROUND
The Worthington City Council meets at 7:30 pm ET on the first, second and third Mondays of each month at the Louis J.R. Goorey Worthington Municipal Building located at 6550 N. High St. Worthington, OH 43085. The council does not meet in August. We would like to stream these meetings for viewing in real time and to record them for later viewing. Additional must-have and should-have requirements are specified later in this document.

PURPOSE
The City is seeking the services of a qualified firm experienced in providing the aforementioned services in accordance with the detailed requirements listed below.

The overall goal of this RFP is to obtain a firm, fixed priced contract for video streaming services as described herein.

SCOPE OF WORK
We have the following requirements for video streaming:

The solution **MUST** meet the following requirements:
1. Stream audio and video in real-time.
2. Provide archiving of meeting audio and video recordings for up to 5 years. These recordings should be playable on-demand in real-time.
3. Allow viewing of live stream/archive recordings as an iFrame embedded in the City website. The live stream/archive streaming services are provided by the proposer.
4. For archived recordings, index into agenda on City’s website to allow citizens to view video segments tied to agenda. Allow for the posting of agendas and the extraction of agenda items to be used as marker labels, allowing for easy access to the specific portions of the streaming data to which the agenda items relate. Allow the city to add, remove, or edit marker labels.
5. Ensure ownership and control of recordings and data by the City, including archiving, retention, protection, and destruction. After termination of any contract between City and proposer, City will have 90 days to transfer any data, metadata, and recordings associated with recordings. As an alternative, the City may choose to download the recordings on a more frequent basis, however, this does not eliminate the need for the offeror to provide streaming services.

7. Have the ability to synchronize with, to be responsive to, and to be used on, multiple mobile devices, platforms, and operating systems. This includes devices based on Microsoft Windows (all point releases/services packs for 10, 8.1, 8, 7, Vista, XP professional and XP), Apple MacOS (10.1 – current), Apple iOS, Android, and Linux. Browser support includes Chrome, Internet Explorer, MS Edge, Safari, Firefox, and Opera – all versions appropriate for the platform being used.

8. Support for closed captioning for archived recordings within 12 hours of meeting completion.

9. Support for meeting transcription within 24 hours of meeting completion.

10. Streaming should not require a separate plug-in or download and video/audio should be displayed in a window within the application that initiated the stream (in most cases a browser).


12. Allow for public viewing of all content (including but not limited to electronic files such as documents, spreadsheets, and PDFs, audio and video recordings, and websites) associated with a meeting, whether posted before, during, or after the meeting.

13. Give the City control over starting, ending, interrupting, and amending data streams and recording. Log who starts, interrupts, or stops data streaming or recording.

14. Use audio feed provided by the City.

15. Provide API or widget functionality to allow the City to display active stream links on other websites of the City.

16. Enable the city's administrative staff to monitor active streams in real-time.

17. Provide on-call support 8:00 am – 11:00 pm ET Monday – Friday.

18. Provide comprehensive analytics including a weekly utilization report that includes the number of users for each meeting, their start and stop time for viewing, duration, and IP address.

The solution should meet the following requirements:

1. Integrate with City’s content management system (OnBase) for the purpose of automating scheduling/production of meetings, content indexing, planning how to effectively integrate presentations and other content into the video stream, and other capabilities as available from the service provider.

2. Provide support for closed captioning for streamed meetings.

3. Provide podcasts of meetings.

Ancillary services:
In addition to meeting streaming, we are assessing options for the following value-added services:

1. Meeting production and post-production. One example of this is switching cameras during meetings for optimal viewing.
2. Assistance designing camera placement, selection of cameras, camera installation, and integration of cameras with existing city facilities and infrastructure.

The RFP respondent that is awarded a contract on the merits of its offer (hereinafter “successful offeror” or “contractor”) shall be responsible to:

- Conduct periodic meetings to discuss progress and unique issues that have surfaced.
- Provide a weekly status report noting progress against each measure to the management team. The format of the report will be provided by the City.
- Notify the management team separately and immediately of any urgent issues identified and an estimation of the risk.

**CONTRACT TERM**

The initial term of the proposed contract shall be for a set period of time. The contract shall be in effect from the date of execution by the City through contract term.

Please propose pricing and terms for a minimum 1 year term. If additional discounts or more favorable terms are available by extending the contract term beyond 1 year, please include the details as part of your submittal package.

**RESPONSE INSTRUCTIONS**

All responses should include the forms provided or exact copies of such forms (adjust columns and field size, add rows as necessary) and be submitted by 4 p.m. on TBD via e-mail, hand delivery or postal mail to the POC shown on the cover of this RFP.

Additional pages may be attached and cross-referenced as necessary. Unnecessarily lengthy documents are discouraged. All responses are to include a searchable, digital copy of the proposal on a USB drive.

It is the sole responsibility of the offeror to see that its proposal is received in the proper time. Proposals received after the specified time will not be considered.

Adherence to the rules set forth in this RFP is mandatory to ensure a fair and objective analysis of all proposals. Failure to comply with or complete any portion of this request may result in rejection of a submitted proposal.

Receipt of a proposal by the City or submission of a proposal to the City confers no rights upon the offeror nor obligates the City in any manner.

**PROPOSAL CONTENT**

Proposals should include concise but complete information about your company, emphasizing your method of approach and why you believe your company to be uniquely qualified for the project.
At a minimum, the Proposal should include:

- **Transmittal Letter** (offeror supplied). Provide a brief overview of your company highlighting your understanding of the project and the benefits of accepting your proposal; explain the value that you provide to the City as a prospective customer. Since your service team is significant for this project, names and biographies, for key staff positions, as well as identification of any subcontractors that may be associated with the project are requested.

- **Response/Price Proposal Form** (offeror supplied). Complete the Response/Price Proposal Form in order to provide the City with information related to your company’s responsibility, experience, capability to meet requirements, and pricing.

- **Compatibility Matrix** (offeror supplied). For each of the City’s functional requirements, offeror must list whether they meet the requirement without exception, whether they partially meet the requirement (with an explanation of the exception), or whether they do not meet the requirement.

- **Technical Requirements** (offeror supplied). Provide the detailed requirements offeror needs the City to provide to meet the functional requirements specified.

**PRE-PROPOSAL CONFERENCE**
A non-mandatory pre-proposal conference will be held on TBD @ TBD p.m. (local time) for all offerors. On-site participation is not required, but recommended, so proposers have an understanding of the characteristics (dimension, lighting, etc.) of council chambers. The conference will be held at Worthington’s City Hall, 6550 N. High St., Worthington, OH 43085.

**CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS**
To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the POC. Written inquiries (e-mail preferred) must be received no later than 5 p.m. on the date indicated in the Procurement Schedule. Questions will be documented and an addendum will be issued with the City’s responses. Such addendum will be e-mailed to all known RFP recipients. A copy will be posted to the City’s website at www.Worthington.org (select ‘Services’ > ‘Bid Postings’) no later than 5 p.m. on the date indicated in the Procurement Schedule.

Though the notification method identified above will be utilized to notify offerors of addenda, **it is ultimately the offeror's responsibility to check the City's website for verification of any issued addenda.**

**PRESENTATION AND INTERVIEW**
Selected offerors may be invited to submit sample materials and/or make presentations to City personnel. Representative(s) attending/hosting these presentations must be qualified to respond to questions related to any component of the proposal.

REVIEW AND EVALUATION
The City will use a Proposal Evaluation Committee (PEC) comprised of project stakeholders and other City personnel to review all proposals received as part of a documented evaluation process. For each decision point in the process, the PEC will evaluate offerors on a variety of quantitative and qualitative criteria and will then elevate a select number of offerors to compete at the next level. Offerors not previously elevated may be elevated at a later date. The lowest price proposal will not necessarily be selected.

The sole purpose of the proposal evaluation process is to determine which offeror can provide the best value to the City (highest level of service and desired deliverables in the most cost-effective manner that most closely meets the City’s needs). The evaluation process is not meant to imply that one offeror is superior to any other, but rather that the selected offeror can best support the City’s needs, based on the information available and the City’s best efforts of determination.

- **Evaluation Criteria**  The proposal evaluation criteria should be viewed as standards that measure how well an offeror’s approach meets the desired requirements and needs of the City. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

  - **RESPONSIVENESS**  The degree to which the offeror’s Transmittal Letter and overall proposal have responded to the RFP’s purpose and scope; included in this criterion is conformance in all material respects to this RFP. Scored by PEC.

  - **RESPONSIBILITY**  Offeror’s ability, in all respects, to perform fully the contract requirements and demonstrate the moral/business integrity necessary to assure good faith performance. Scored by PEC.

  - **EXPERIENCE**  Offeror's experience in providing services and deliverables as requested in this RFP including, but not limited to, reference checks. Scored by PEC.

  - **CAPABILITY**  Offeror's capability, flexibility and skill to meet the City's requirements and perform the work identified in the RFP including but not limited to, creative alternatives and value-added services/technologies. Scored by PEC.
• **Cost**
  Cost is scored by the team based on the competitiveness of the pricing as compared to the other proposals. The PEC may also elect to use cost to perform a trade-off analysis for finalists to determine if the technical differences between proposals justify paying a cost or price differential.

• **Validity of Proposals**
  Proposals are to be good for ninety (90) days from the proposal due date. The City may hold the proposals for ninety (90) days after the proposal due date, and may award a contract at any time during that period. Should there be reasons why a contact cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the selected offeror.

• **Contract Award**
  The City reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the City reserves the right to obtain other supplemental information concerning the offeror. The City further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the City. The City may award based on initial proposals received, without discussion of such proposals.

**RIGHT OF REFUSAL**
The City reserves the right to reject all RFPs in their entirety or to select certain applications from the RFPs. The City reserves the right to award a contract in any manner deemed in the best interest of its citizens.

**PROCUREMENT SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Date</td>
<td>TBD</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for Submission of Written Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Date of City Response to above mentioned Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>TBD</td>
</tr>
<tr>
<td>Evaluation of Proposals / Presentation &amp; Interviews (if needed)</td>
<td>TBD</td>
</tr>
<tr>
<td>Contract Negotiations/Award</td>
<td>TBD</td>
</tr>
<tr>
<td>Implementation of Services</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Implementation of services:** The implementation date shall be within a mutually agreed upon during contract negotiations.
EXPENSE OF PREPARING RESPONSES TO THIS RFP
The City accepts no responsibility for any expenses incurred by the responders to this RFP including cost associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

PUBLIC RECORDS
In entering into a contract with the City (or responding to a City solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFP shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

TAX EXEMPTION
The City is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful offeror’s request.

INCOME TAX
When performing work within the City, the contractor will be required to withhold all City income taxes due or payable under the provisions of the Income Tax Ordinance, for wages, salaries, and commissions paid to employees and further agree that any subcontractors shall be required to agree to withhold any such City income taxes due under said chapter for services performed.

COMPLIANCE
The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the City’s contract for IT assessment services.

The contractor shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on its behalf shall, by reason of race, sex, disability, color, religion, military status, national origin, age or ancestry or any other class protected by law discriminate against any employee or applicant for employment.
INDEMNIFICATION/INSURANCE
The contractor shall agree to indemnify and hold harmless the City, its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney’s fees arising out of or resulting from the contractor’s performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

If the contractor is required to go on City property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City.

RELATIONSHIP OF THE PARTIES
The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

ASSIGNMENT
The contractor will not be permitted to sell, transfer, assign or otherwise dispose of the resulting contract or any portion thereof, or its right, title or interest therein, or the obligation thereunder, without the written consent of the City.

TERMINATION
The City reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor’s failure to perform satisfactorily) or convenience (termination due to the best interests of the City). After 10 days from delivery of a written notice to the contractor, the City may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained plus a reasonable profit, unless such termination was due to the act or conduct of the contractor.
Department of Finance
November 2017 Financial Report

Quick Facts

All Funds

<table>
<thead>
<tr>
<th>11/30/2017</th>
<th>Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>$27,827,371</td>
<td></td>
</tr>
</tbody>
</table>

(January 1, 2017 balance: $23,225,624)

<table>
<thead>
<tr>
<th>11/30/2017</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.33% of appropriations.</td>
<td></td>
</tr>
<tr>
<td>Revenues above expenditures by $4,601,747</td>
<td></td>
</tr>
</tbody>
</table>

General Fund

<table>
<thead>
<tr>
<th>11/30/2017</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,514,335</td>
<td></td>
</tr>
</tbody>
</table>

(January 1, 2017 balance: $11,628,193)

<table>
<thead>
<tr>
<th>11/30/2017</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.59% of appropriations.</td>
<td></td>
</tr>
<tr>
<td>Revenues above expenditures by $2,886,142</td>
<td></td>
</tr>
</tbody>
</table>

Highlights & Trends for November 2017

Income Tax Collections

- Income tax revenues are below November 2016 collections by $347,935 or -15.42%; Year to date collections are above 2016 YTD by $1,446,054 or 6.27%.
- Income tax collections are above estimates by $1,727,612 or 7.59% as of November 30, 2017.
- Refunds issued in November totaled $52,167 with year to date refunds totaling $606,608.

Income Tax Revenue by Account Type

For November of 2017:
- Withholding Accounts – 80.91% of collections
- Individual Accounts – 11.81% of collections
- Net Profit Accounts – 7.28% of collections

For November of 2016:
- Withholding Accounts –85.57% of collections
- Individual Accounts – 5.88% of collections
- Net Profit Accounts – 8.55% of collections

Graphs showing income tax year-to-date collections and income tax refunds for November 2017.
Highlights & Trends for November (continued)

Notable Initiatives & Activities

- Fund balances for all funds increased from $23,225,624 on January 1, 2017 to $27,827,371 as of November 30, 2017, with year to date revenues exceeding expenditures for all funds by $4,601,747.
- For the month of November, fund balances for all funds decreased from $28,992,163 as of November 1, 2017 to $27,827,371 as of November 30, 2017, with expenditures exceeding revenue by $1,164,793.
- Year to date revenues for all funds are above 2016 revenues by $291,082 (excluding bond proceeds) and above estimates by $2,205,300.
- Expenditures for all funds tracked at 91.33% of anticipated expenditure levels for the month of November.
- The General Fund balance increased from $11,628,193 as of January 1, 2017 to $14,514,335 as of November 30, 2017, with revenues exceeding expenditures by $2,886,142.
- For the month of November, the General Fund balance increased from $14,436,161 on November 1, 2017 to $14,514,202 as of November 30, 2017, with revenues exceeding expenditures by $78,194.
- General Fund revenues are above 2016 revenues by $1,611,525 and above estimates by $1,059,034 or 4.25%.
- General Fund Expenditures tracked at 90.59% of anticipated expenditure levels for the month of November 2017.
Financial Tracking

November Year to Date
Revenue to Expenditures
All Funds

November Year to Date
General Fund
Cash Position
November 2017
Cash Reconciliation

Total Fund Balances: $27,827,370.61

Depository Balances:

   General Account:  $8,102,581.62
   EMS Lock Box:      2,455,402.61
   Total Bank Balances:  10,557,984.23

Investment Accounts:

   Certificates of Deposits:  $6,160,693.46
   Certificates of Deposits (EMS)  2,094,000.00
   Star Ohio/Star Plus  1,235,127.61
   Fifth Third MMKT/CDs  7,421,812.25
   Bicentennial Fund CD  71,022.84
   J.K. Memorial Library CD  12,283.70
   CF Bank MMKT/CD  272,916.52
   Total Investment Accounts:  $17,267,856.38

Petty Cash/Change Fund: 1,530.00

Total Treasury Balance as of November 30, 2017 $27,827,370.61

Total Interest Earnings as of November 30, 2017 190,552.53

Average Interest Earnings 1.43%

Debt Statement

<table>
<thead>
<tr>
<th>Issuance</th>
<th>Purpose</th>
<th>Maturity</th>
<th>Rate</th>
<th>Principal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>2015 Refunding Bonds</td>
<td>December 2021</td>
<td>1.62%</td>
<td>$3,040,000.00</td>
</tr>
<tr>
<td>2017</td>
<td>2017 Various Purpose Bonds</td>
<td>December 2032</td>
<td>2.21%</td>
<td>$3,745,000.00</td>
</tr>
<tr>
<td>2008</td>
<td>OPWC 0% Loan – ADA Ramps</td>
<td>December 2028</td>
<td>0%</td>
<td>$78,100.50</td>
</tr>
<tr>
<td>2015</td>
<td>OPWC 0% Loan – Kenyonbrook</td>
<td>December 2045</td>
<td>0%</td>
<td>$561,747.96</td>
</tr>
</tbody>
</table>

Total Principal Debt Balance $7,424,848.46
# City of Worthington

## Fund Summary Report

as of November 30, 2017

<table>
<thead>
<tr>
<th>FUND</th>
<th>1/1/2017 Beginning Balance</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expenses</th>
<th>11/30/2017 Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$11,628,193.32</td>
<td>$26,006,060.31</td>
<td>$14,514,334.92</td>
</tr>
<tr>
<td>202</td>
<td>Street M&amp;R</td>
<td>$10,387.29</td>
<td>$779,634.80</td>
<td>$5,556.88</td>
</tr>
<tr>
<td>203</td>
<td>State Highway</td>
<td>$13,097.82</td>
<td>$99,003.98</td>
<td>$17,446.66</td>
</tr>
<tr>
<td>204</td>
<td>Water</td>
<td>$102,962.81</td>
<td>$125,163.77</td>
<td>$88,919.67</td>
</tr>
<tr>
<td>205</td>
<td>Sewer</td>
<td>$95,484.24</td>
<td>$40,925.98</td>
<td>$69,726.80</td>
</tr>
<tr>
<td>212</td>
<td>Police Pension</td>
<td>$426,257.67</td>
<td>$474,065.95</td>
<td>$342,237.88</td>
</tr>
<tr>
<td>214</td>
<td>Law Enforcement Trust</td>
<td>$57,707.10</td>
<td>$11,131.45</td>
<td>$54,200.58</td>
</tr>
<tr>
<td>215</td>
<td>Municipal MV License Tax</td>
<td>$196,426.59</td>
<td>$112,271.39</td>
<td>$308,697.98</td>
</tr>
<tr>
<td>216</td>
<td>Enforcement/Education</td>
<td>$47,872.48</td>
<td>$778.44</td>
<td>$48,650.92</td>
</tr>
<tr>
<td>217</td>
<td>Community Technology</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>218</td>
<td>Court Clerk Computer</td>
<td>$228,450.54</td>
<td>$11,784.39</td>
<td>$239,052.90</td>
</tr>
<tr>
<td>219</td>
<td>Economic Development</td>
<td>$602,171.72</td>
<td>$60,993.92</td>
<td>$386,671.73</td>
</tr>
<tr>
<td>220</td>
<td>FEMA Grant</td>
<td>$8,934.79</td>
<td>$15,833.50</td>
<td>$15,833.50</td>
</tr>
<tr>
<td>221</td>
<td>Law Enf CED</td>
<td>$0.00</td>
<td>$7,480.00</td>
<td>$7,480.00</td>
</tr>
<tr>
<td>224</td>
<td>Parks &amp; Rec Revolving</td>
<td>$289,595.52</td>
<td>$895,508.98</td>
<td>$501,903.03</td>
</tr>
<tr>
<td>229</td>
<td>Special Parks</td>
<td>$22,746.26</td>
<td>$4,908.10</td>
<td>$27,654.36</td>
</tr>
<tr>
<td>253</td>
<td>2003 Bicentennial</td>
<td>$71,022.84</td>
<td>$513.48</td>
<td>$71,536.32</td>
</tr>
<tr>
<td>306</td>
<td>Trunk Sewer</td>
<td>$375,148.78</td>
<td>$0.00</td>
<td>$375,148.78</td>
</tr>
<tr>
<td>308</td>
<td>Capital Improvements</td>
<td>$7,139,920.77</td>
<td>$7,318,135.72</td>
<td>$8,931,688.99</td>
</tr>
<tr>
<td>313</td>
<td>County Permissive Tax</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>409</td>
<td>General Bond Retirement</td>
<td>$1,348,041.39</td>
<td>$2,389,524.88</td>
<td>$1,063,223.03</td>
</tr>
<tr>
<td>410</td>
<td>Special Assessment Bond</td>
<td>$278,447.93</td>
<td>$0.00</td>
<td>$278,447.93</td>
</tr>
<tr>
<td>825</td>
<td>Accrued Acreage Benefit</td>
<td>$58,800.93</td>
<td>$23,340.00</td>
<td>$82,140.93</td>
</tr>
<tr>
<td>830</td>
<td>OBBS</td>
<td>$2,103.12</td>
<td>$3,233.02</td>
<td>$1,973.84</td>
</tr>
<tr>
<td>838</td>
<td>Petty Cash</td>
<td>$1,530.00</td>
<td>$0.00</td>
<td>$1,530.00</td>
</tr>
<tr>
<td>910</td>
<td>Worthington Sta TIF</td>
<td>$40.40</td>
<td>$27,314.82</td>
<td>$11,704.91</td>
</tr>
<tr>
<td>920</td>
<td>Worthington Place (The Heights) TIF</td>
<td>$140,279.20</td>
<td>$172,256.06</td>
<td>$285,097.96</td>
</tr>
<tr>
<td>930</td>
<td>933 High St. MPI TIF Fund</td>
<td>$0.00</td>
<td>$57,173.97</td>
<td>$16,460.31</td>
</tr>
</tbody>
</table>

Total All Funds $23,225,623.51 $38,631,086.52 $34,029,339.42 $27,827,370.61
### Revenues

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Income Tax</td>
<td>$19,907,180</td>
<td>$19,749,766</td>
<td>$19,749,766</td>
<td>$18,220,112.61</td>
<td>$19,602,203</td>
<td>7.59%</td>
</tr>
<tr>
<td>Property Tax</td>
<td>$2,584,732</td>
<td>$2,770,000</td>
<td>$2,770,000</td>
<td>$2,628,416</td>
<td>$(141,584)</td>
<td>-5.11%</td>
</tr>
<tr>
<td>Local Government</td>
<td>$394,126</td>
<td>$425,000</td>
<td>$389,583</td>
<td>$322,849</td>
<td>$(66,734)</td>
<td>-17.13%</td>
</tr>
<tr>
<td>Inheritance Tax</td>
<td>$2,584</td>
<td>$2,770,000</td>
<td>$2,770,000</td>
<td>$2,628,416</td>
<td>$(141,584)</td>
<td>-5.11%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$137,675</td>
<td>$135,000</td>
<td>$123,750</td>
<td>$100,553</td>
<td>$(34,547)</td>
<td>-25.78%</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
<td>$159,133</td>
<td>$265,000</td>
<td>$242,917</td>
<td>$142,952</td>
<td>$(99,965)</td>
<td>-41.15%</td>
</tr>
<tr>
<td>Township Fire Service</td>
<td>$450,323</td>
<td>$475,000</td>
<td>$396,250</td>
<td>$340,448</td>
<td>$(51,802)</td>
<td>-41.15%</td>
</tr>
<tr>
<td>Community Center Membership/Programs</td>
<td>$1,200,564</td>
<td>$1,435,000</td>
<td>$1,315,417</td>
<td>$1,155,646</td>
<td>$(199,771)</td>
<td>-14.15%</td>
</tr>
<tr>
<td>EMS Transport</td>
<td>$544,514</td>
<td>$600,000</td>
<td>$550,000</td>
<td>$622,526</td>
<td>$72,526</td>
<td>13.19%</td>
</tr>
<tr>
<td>All Other Revenue</td>
<td>$1,056,023</td>
<td>$1,227,060</td>
<td>$978,997</td>
<td>$1,036,468</td>
<td>$57,471</td>
<td>5.87%</td>
</tr>
</tbody>
</table>

**Total Revenues:**

$26,434,268

$27,081,826

$24,947,026

$26,006,060

$1,059,034

4.25%

### Expenditures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$671,557</td>
<td>$756,507</td>
<td>$756,507</td>
<td>$693,465</td>
<td>$611,588</td>
<td>$811,877</td>
<td>$25,541,762</td>
</tr>
<tr>
<td>Planning &amp; Building</td>
<td>$7,025,548</td>
<td>$7,061,559</td>
<td>$7,411,559</td>
<td>$6,183,821</td>
<td>$5,680,364</td>
<td>$5,030,457</td>
<td>$30,482,426</td>
</tr>
<tr>
<td>General Government</td>
<td>$9,792,910</td>
<td>$6,501,944</td>
<td>$5,970,615</td>
<td>$5,430,495</td>
<td>$5,400,120</td>
<td>$5,400,120</td>
<td>$5,400,120</td>
</tr>
<tr>
<td>Fire Operations</td>
<td>$5,972,910</td>
<td>$6,501,944</td>
<td>$5,970,615</td>
<td>$5,430,495</td>
<td>$5,400,120</td>
<td>$5,400,120</td>
<td>$5,400,120</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>$4,396,243</td>
<td>$4,780,643</td>
<td>$4,788,443</td>
<td>$4,389,406</td>
<td>$4,071,211</td>
<td>$3,176,685</td>
<td>$3,176,685</td>
</tr>
<tr>
<td>Police Operations</td>
<td>$5,293,169</td>
<td>$5,962,184</td>
<td>$5,468,502</td>
<td>$4,997,191</td>
<td>$(70,983)</td>
<td>$91.39%</td>
<td>$4,997,191</td>
</tr>
<tr>
<td>Service/Engineering Department</td>
<td>$2,182,355</td>
<td>$2,523,075</td>
<td>$2,523,075</td>
<td>$2,523,075</td>
<td>$2,501,628</td>
<td>$90.59%</td>
<td>$2,501,628</td>
</tr>
</tbody>
</table>

**Total Expenditures:**

$25,541,762

$27,081,826

$24,947,026

$26,006,060

$2,354,206

90.59%

**Excess of Revenues Over (Under) Expenditures:**

$892,506

$(502,085)

$(1,189,885)

$(71,602)

$3,341,639

**Fund Balance at Beginning of Year:**

$11,250,077

$11,628,193

$11,628,193

$11,628,193

1 - Income Tax budget based on individual monthly projections.

**Unexpended Appropriations (98.0%)**

551,678

565,434

565,434

565,434

2 - These revenue budgets are based on semi-annual payments.

**Expenditures versus Prior Year Enc**

514,390

745,691

745,691

403,916

455,497

2 - These revenue budgets are based on semi-annual payments.

**General Fund Balance**

$11,628,193

$10,932,096

$10,258,052

$11,718,110

$14,514,335

* - All other revenue budgets are spread equally over each month.

All expenditure budgets are spread equally over each month.