



6550 N. High Street
Worthington, Ohio 43085

T: 614-436-3100

Worthington City Council Agenda

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

Monday March 05, 2018 ~ 7:30 PM

CITY COUNCIL MEMBERS

Bonnie D. Michael

President

Scott Myers

President Pro-Tem

Rachael Dorothy

Council Member

Douglas Foust

Council Member

Beth Kowalczyk

Council Member

David Robinson

Council Member

Douglas Smith

Council Member

CITY STAFF MEMBERS

Matthew Greeson

City Manager

D. Kay Thress

Clerk of Council

1. Call To Order

2. Roll Call

3. Pledge of Allegiance

4. Visitor Comments

5. Special Presentation(s)

6. Approval of the Minutes

6.A. Council minutes - February 5, 2018

6.B. Council minutes - February 12, 2018
(Special)

6.C. Council minutes - February 12, 2018

6.D. Council minutes - February 20, 2018
(Special)

Recommendation: Introduce and Approve as Presented

7. Public Hearings on Legislation

8. New Legislation to Be Introduced

8.A. Resolution No. 12-2018 Debt Policy

Approving a Written Debt Policy to Provide Guidance Governing the Issuance, Management, Evaluation, and Reporting of All Debt Obligations.

Executive Summary: The Resolution adopts the proposed Debt Policy for the City, which establishes parameters and provides guidance governing the issuance, management, evaluation, and reporting on all debt obligations of the City .

Recommendation: Introduce and Approve as Presented

8.B. Resolution No. 13-2018 Job Description & Staffing Chart Amendment - Executive Assistant to the City Manager/City Clerk

Adopting a Job Description for Executive Assistant to the City Manager/City Clerk and Amending the Staffing Chart to Accommodate Said Position

Executive Summary: This Resolution adopts a new job description for the position of Executive Assistant to the City Manager/City Clerk and amends the 2018 Staffing Chart by deleting the positions of Secretary to the City Manager and City Clerk and adding this position.

Recommendation: Introduce and Approve as Presented

8.C. Resolution No. 14-2018 Job Description & Staffing Chart Amendment - Assistant City Clerk

Amending the Job Description for Assistant City Clerk and Amending the Staffing Chart to Accommodate Said Position

Executive Summary: This Resolution amends the job description for the position of Assistant City Clerk and amends the 2018 Staffing Chart to add this position.

Recommendation: Introduce and Approve as Presented

8.D. Ordinance No. 07-2018 Appropriation - Municipal Building Chimney Repairs

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the Municipal Building Chimney Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 632-16)

Executive Summary: This Ordinance appropriates funds for the repair of the chimneys at the Louis J. R. Goorey Municipal Building.

Recommendation: Introduce for Public Hearing on March 19, 2018

8.E. Ordinance No. 08-2018 Appropriation - Video Streaming

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Community Technology Fund and General Fund Unappropriated Balances to Provide Funds for City Council Video Streaming and all Related Expenses and Determining to Proceed with said Project.

Executive Summary: This Ordinance appropriates money from the Community Technology Fund (\$80,000) and creates an expense line for additional funds out of the General Fund to pay for video streaming and archiving of City Council meetings.

Recommendation: Introduce for Public Hearing on March 19, 2018

8.F. Ordinance No. 09-2018 Establish Compensation - Executive Assistant to the City Manager/City Clerk

Amending Ordinance 46-2017 to Establish Compensation for the Unclassified Position of Executive Assistant to the City Manager/City Clerk

Executive Summary: This Ordinance establishes the compensation for the proposed Executive Assistant to the City Manager/City Clerk position.

Recommendation: Introduce for Public Hearing on March 19, 2018

9. Reports of City Officials

10. Reports of Council Members

11. Other

12. Executive Session

13. Adjournment



CITY OF WORTHINGTON
Worthington City Council Minutes
February 5, 2018

6550 N. High Street
Worthington, Ohio
43085

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, February 5, 2018, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 PM.

ROLL CALL

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

Member(s) Absent:

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

There were seven visitors present.

PLEDGE OF ALLEGIANCE

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

VISITOR COMMENTS

Michael Bates, 6560 Evening St.

Mr. Bates read the attached narrative (Attachment A) on behalf of The Worthington Alliance for Responsible Development (WARD).

SPECIAL PRESENTATION

- Neighborhood Bridges

Ms. Kowalczyk welcomed Mr. Banister and thanked him for coming to share his Neighborhood Bridges efforts with City Council.

Rick Banister shared that he is the CEO and chief believer in Neighborhood Bridges. He is a forty-four year resident of Westerville who has been very involved in the schools and City initiatives. Much of what he has learned in life is by being a parent of four daughters, three of which are grown and college graduates and then Riley who is an eighth grader. All are products of the Westerville school system. As their girls were going through the schools, he and his wife started to observe the tremendous diversity and the incredible number of needs that exists in the Westerville school community. Through those observations he came up with this idea a few years ago. Usually in a community, especially one like Worthington or Westerville or Dublin, if we put our hand out and ask for a little help, people will come forward to help. They want to help but often times they just want and need to know how. So he developed the idea of Neighborhood Bridges. It is a 501(c)3 organization that is headquartered in Westerville and is just over a year old. Their mission is to:

Providing a gateway for kindness...



Truths driving neighborhood bridges

1. There are real, unmet needs in most suburban communities
2. There is an ample supply of kindness and resources to help fill those needs

Mr. Banister shared that people around central Ohio are proving that there is an ample supply of kindness and resources to help those in need. He added that people in poverty in suburban America is the fastest growing sector of poverty in the United State. As of last year when this testimony was given, there are more people living in suburban America under the poverty level than there are in urban centers. It is dramatic. So this is kind of the underpinnings of Neighborhood Bridges.

Their organization is all about involving the community. They put all key stakeholders, resources, businesses, and families on a bridge and then take advantage of what everybody does well. It is about efficiency and kindness.

Where is neighborhood bridges

So how are we doing? By broadening into other communities we can knit ourselves together to form what he calls the Circle of Kindness. Worthington is the most recent addition that now totals 347,438 residents.

<u>Current</u>	<u>Population</u>
Westerville City Schools	101,878
Gahanna Jefferson Schools	48,278
Grove City	48,210
Dublin City Schools	84,463
Worthington Schools	64,609
Total population served	347,438



Mr. Banister added that this effort targets suburban areas in central Ohio and those areas in need because that is where they can make a difference with seniors, kids and in families. Since their launch, they have provided direct support to over 2,000 children and families. The lion share of that support is in Westerville since expansion only began during the fourth quarter of 2017. He is convinced that this year's Neighborhood Bridges will provide direct support of kindness to 10,000 children and families in our suburban communities. He believes in letting each community develop its own model because they know the needs and the key stakeholders. He reported that Ray Lees is the Worthington Area Director and is working hand in hand with him. He is excited about the team that Mr. Lees has put together and asked him to comment.

Mr. Lees introduced himself as being a resident of Worthington for many years with eight children in the school district. Since he and his family have benefitted from the kindness of others in this community so he felt compelled to get involved with this organization. He shared the following information:

Worthington Bridges

Ray Lees, Area Director

Steering Committee

- Nikki Hudson, Member, Worthington City Schools Board of Education
- Jennifer Fralic, Worthington Resource Pantry
- Lynn Nadler, Keller Williams LaBuda Advantage Team
- Rich Hagopian, Smoky Row Brethren Church
- Jerry Strait, Chief of Police, City of Worthington
- Stephanie Fry, Partners for Community and Character

- Rebecca Billingslea, Partners for Community and Character
- Lesley Cross, Owner, Bridges Counseling of Worthington
- Beth Kowalczyk, Member, Worthington City Council
- Natalie Fei, Counselor, Worthingway Middle School, Worthington City Schools
- Barton Hacker, Leadership Worthington
- Kathy McClintock, Leadership Worthington
- Janet Blocher, Worthington Resource Pantry
- Kari Vernon, Executive Director, Family Mentor Foundation

How does Worthington Bridges work?

- Engage the community (526 followers on Facebook)
- Identify needs through advocates
- Protect the privacy of those receiving kindness
- Foster ANY neighborly act
 - clothing - food - beds/furniture - household items - supplies - activity fees - scholarships - professional services - volunteers to support other service organizations - tutoring - reading assistance - snow removal - lawn care
- We will BRIDGE needs to existing organizations who are well suited to provide assistance
- An advocate enters a need
- Director posts the request
- Subscribers offer kindness
- Director delivers item(s) to advocate

Mr. Lee stated that he is here tonight to ask for Council's help in the following manners:

How you can help?

- Subscribe to our website (worthingtonbridges.org)
- Follow us on Facebook, Twitter & Instagram
- Donate
- Share with others

Mr. Lees ended his presentation with a quote from Martin Luther King, Jr. – Life's most persistent and urgent question is, "What are you doing for others?"

Ms. Kowalczyk expressed her appreciation to Mr. Lees for engaging in this endeavor. She is excited about the collecting and sharing of data that includes demographics and types of needs in the community.

Ms. Michael thought it was wonderful how the group collected graduation gowns for students to borrow so they could attend their graduation. Mr. Banister reported that sixty students were able to utilize that service.

In response to Chief Strait's question about partnerships that have been established, Mr. Banister reported that they have already brought several corporate partners on board. Status Solutions LLC is a software development company in Westerville. Their CEO heard him talk about this project and they have come on as a sponsor. Not only are they developing new technology to make the process for our communities more efficient but they have also pledged between \$300,000 and \$500,000 in cash to support Neighborhood Bridges over the next five years.

Two Men and a Truck are another corporate sponsor. They are headquartered in Westerville and after hearing about our cause, thought it was wonderful enough to donate two full days a month to us for pick-up and delivery of goods. They donated over \$12,000 in services in 2017. That number could double in 2018. The community of Worthington will benefit from this as will other communities. He likes seeing area directors supporting and assisting each other.

Mr. Greeson shared that this item was added to the agenda to not only get exposure but also because we talked about having some city locations as drop off sites.

APPROVAL OF THE MINUTES

- Committee of the Whole Meeting – January 8, 2018
- Regular Meeting – January 16, 2018

MOTION Ms. Kowalczyk moved to approve the aforementioned meeting minutes as presented. The motion was seconded by Ms. Dorothy.

The motion to approve the minutes as presented carried unanimously by a voice vote.

PUBLIC HEARINGS ON LEGISLATION

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

Ordinance No. 03-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvement Fund Unappropriated Balance in the Amount of \$86,000.00 to Provide for Funds for the Payment of Lease Obligations.

The foregoing Ordinance Title was read.

Mr. Greeson reported that the Capital Improvements Program typically includes a number of projects and capital equipment purchases. Some we pay cash for, some we issue debt and more recently we will lease certain types of equipment when it makes sense to do so. This legislation appropriates money to pay for the leased items.

When asked by Ms. Dorothy what equipment is being leased, Mr. Whited reported it being a street sweeper and a loader. While the street sweeper is used often, the loader is needed for loading salt and things like repairing catch basins and relocating fire hydrants. It is not an everyday item but when we need it, we need it.

When asked by Mr. Foust about the life of the previous street sweeper, Mr. Bartter reported that it was kept for about ten years. He thinks the idea with this sweeper is that we will lease it for five years, at which time we will own it. While it will still have some value, the plan is to turn it in and lease a new one. That way we will constantly be under warranty for the maintenance.

There being no additional comments, the clerk called the roll on Ordinance No. 03-2018. The motion carried by the following vote:

Yes 7 Robinson, Kowalczyk, Foust, Dorothy, Smith, Myers, and Michael

No 0

Ordinance No. 03-2018 was thereupon declared duly passed and is recorded in full in the appropriate record book.

NEW LEGISLATION TO BE INTRODUCED

Ordinance No. 04-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the Fleet Garage Floor Drain System and Lift and to Proceed with said Project. (Project No. 672-18)

Introduced by Mr. Myers.

Ordinance No. 05-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Cost of the Fuel Dispensing System & Tank Farm Replacement and to Proceed with said Project. (Project No. 673-18)

Introduced by Mr. Smith.

Ordinance No. 06-2018

To Amend Part Seventeen – Title Two of the Codified Ordinances of the City Regarding Municipal Income Tax and to Reserve the Right to Challenge the Constitutionality of the Provisions of H.B. 49 that Purport to Mandate Certain Amendments.

Introduced by Mr. Foust.

President Michael shared that the public hearing for this item will be February 20th. She asked if there was any problem with that date because of the court case by numerous municipalities that are challenging H.B. 49. Mr. Lindsay replied no although it will depend on what we hear from the court.

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

REPORTS OF CITY OFFICIALS

Policy Item(s)

- Liquor Permit – SRI Ganesh LLC (TREX)

Mr. Greeson reported this being the notice from Liquor Control on a TREX. Members may recall a previous conversation where as part of the process members have an opportunity to object. Since Council approved this as an economic development effort, we have no reason to object.

When asked by Ms. Michael is there was any reason to request a hearing on this permit request, Chief Strait replied no.

MOTION

Mr. Robinson made a motion to not request a hearing for a TREX liquor permit related to SRI Ganesh LLC. The motion was seconded by Ms. Kowalczyk.

The motion carried unanimously by a voice vote.

Information Item(s)

Mr. Greeson shared the following administrative items:

- 1) A copy of the City’s Quarterly Report - 4th Quarter 2017 was distributed at members’ places. He shared that the normal economic development data is not included in this report because the business that formerly prepared it went out of the business and staff are currently shopping for a new provider.

- 2) Staff has received six proposals for video recording and streaming providers for City Council meetings. He asked if any members of Council were interested in participating in the selection process.

Mr. Smith and Mr. Robinson expressed an interest and will be included in the selection group.

- 3) The printed 2018 Approved Budget was distributed at members' places.
- 4) There will be a Special Meeting of Council next Monday, February 12th at 6:15 for interviews of MPC candidates.
- 5) Council Retreat begins this Friday, Feb. 9th at 5:30 at the WEC (Worthington Education Center). Ms. Stewart is collecting information that members may wish to discuss.
- 6) He will miss next Monday's Council meeting as he is traveling to a conference in Washington D.C. with MORPC. This is one of his last duties as chair. He will try to represent Worthington well, establish relationships and serve the entire MORPC region as well.

REPORT OF COUNCIL MEMBERS

Mr. Lindsey shared that the State of Ohio Liquor Commission was set to hear our request on February 12th to not reissue a permit to the Monkey Bar. Counsel for the permit holder has requested a continuance. As we have no objection, a new date will be issued. Per the process, the Monkey Bar will continue to operate as normal until that hearing.

In response to a question from Mr. Foust, Mr. Lindsey stated that there will be a hearing and then the hearing officer will make a recommendation. Should the need arise, there is a subsequent ability to appeal to the entire Commission following that hearing.

Mr. Robinson shared that he would like to make a few reactive comments to Michael Bates' earlier presentation on behalf of WARD. Because Mr. Bates is soft spoken, it can be easy to not fully consider the importance of what he and his group have done and the opportunity it affords Council. He knows that during our campaigns all on Council have said that we want to and that we do listen to the residents and the public. He hopes that members view WARD's proposal and position paper regarding UMCH as an opportunity to begin more concerted and focused dialog with the residents regarding this critical issue as we will be embarking on discussions with another developer in just two weeks. He will be reaching out to members to talk about the possibility of a more formal way to engage the public because he thinks it will ultimately make more likely the very things that we want and less likely the things that we do not want.

Ms. Michael thinks that falls in line with the motion that Mr. Foust had introduced and Mr. Myers had worked on about a strategic community wide dialog about the needs for the entire community, which is one of our big challenges for our retreat.

Mr. Smith shared that he has put a blue folder at each Council member's place with an introduction letter. The folder is mainly an introduction of one of the many consultants that are out there for electric aggregation, which he brought up years ago. He asked that members take a moment to look through the document and view the information that he handed out. He is sure members will have some discussion in the future regarding the topic.

Mr. Smith added that his daughter Felicity is in the audience tonight to learn about government.

Mr. Myers commented that while train noise has been a topic throughout the years, he would like the issue to be added to a future agenda. He shared that he was approached by a resident about the topic and he promised to bring the issue up again. She has binders of information and it might be nice to invite her to speak to Council.

Ms. Michael stated that if we have any information regarding changes in federal funding in that area it would be great. Mr. Myers shared that she seemed to indicate to him that she was aware of options that were not as extreme as what we leaned toward before in the Quiet Zones and things like that.

Ms. Dorothy shared that there were entire neighborhoods where train noise was their #1 priority. It would be a great issue to discuss. She would support that discussion wholeheartedly.

Ms. Dorothy also shared that the WIFA dinner was wonderful and the speaker was great. She added that WIFA memberships have increased.

Ms. Kowalczyk shared that she is now a member of WIFA and also attended the dinner. She was very impressed and had a great deal of fun.

Ms. Kowalczyk added that she had the opportunity to attend the Drug Safe Worthington meeting last week. She was very impressed with the turn out. The room was packed and she intends to continue to be involved.

Going back to the train noise issue, Mr. Greeson shared that at a previous Northeast Gateway conversation it was asked if we could evaluate the crossing in conjunction with that project, because we are working on the rail crossing at Wilson Bridge. Staff has had some conversations with EMH&T about how to educate ourselves about that because he thinks the federal laws have changed since the last time the City did a large scale evaluation of that issue and we do not have expertise in that area. He believes a fuller evaluation would cost in the range of \$25,000 if EMH&T performed the evaluation since they have a rail division and are capable of doing that. He outlined that process for members in the event members were interested in pursuing it.

Mr. Myers commented that it sounds like a reasonable idea to him. He realizes that \$25,000 is a lot of money but would support spending the money. He would like

additional information on what we will get for our money. Mr. Greeson thinks staff can prepare that in relatively short order. That amount of money, given the potential quality of life impacts is small. What he would caution is that we have no idea on the magnitude of cost for actually implementing the changes. Mr. Myers stated that he understands that but it would be a good faith effort to at least explore what our possibilities might be. He would certainly support it if it was good value for the \$25,000.

Ms. Michael asked for a scope of work. Mr. Greeson believes that it is the best approach because ultimately we will have to get a technical analysis of what it takes to meet the new requirements. In the past the cost has been significant and significant enough that we did not plan for it. If we are going to move forward, he would recommend moving in that fashion described.

Mr. Robinson requested that background information on trains and quiet zones be included in Mr. Greeson's report. Ms. Kowalczyk agreed.

Regarding the issue of video streaming, Mr. Foust requested a review of key factors when determining possible vendors. Mr. Greeson agreed to bring staff's recommendation for approval because it is something that needs to be executed well. Mr. Foust thinks it is important sometimes as council members to understand the things that are appropriate for Council to be involved in and those things that we just need to trust staff with.

Ms. Michael reported that the Managers/Mayors organization heard a wonderful presentation by 2020. One of the interesting things was that Columbus is on the list for Amazon. We were not one of the top cities but even if it was selected we wouldn't have the workforce to be able to fill the need. But there will be pieces that come off and we are looking towards capturing some of those pieces in the Columbus area.

EXECUTIVE SESSION

MOTION Mr. Foust made a motion to meet in Executive Session to discuss Board and Commission appointments. The motion was seconded by Mr. Smith.

The motion carried by the following voice vote:

Yes 7 Kowalczyk, Dorothy, Myers, Robinson, Foust, Smith, and Michael

No 0

Council recessed at 8:19 p.m. from the Regular meeting session.

MOTION Mr. Myers made a motion to return to open session at 8:27 p.m. The motion was seconded by Mr. Robinson.

The motion carried unanimously by a voice vote.

MOTION Ms. Dorothy made a motion to appoint Ms. Kowalczyk to represent the City of Worthington with Worthington Neighborhood Bridges. The motion was seconded by Mr. Foust.

The motion carried unanimously by a voice vote.

ADJOURNMENT

MOTION Mr. Smith made a motion to adjourn. The motion was seconded by Ms. Dorothy.

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 8:28 p.m.

Clerk of Council

*APPROVED by the City Council, this
5th day of March, 2018.*

Council President

Attachment "A"

City Council
February 5, 2018

The Worthington Alliance for Responsible Development (WARD)

As you know WARD has been involved in the discussions of the UMCH property with the city, the property owner and prospective developers for over 5 years and on multiple occasions has been asked, what are the residents looking for on that site? To answer that question WARD authored a White Paper that was emailed to city council and city staff last week and posted on various social media. I am not going to read the White Paper tonight but suffice to say that it details what we, WARD, believe is responsible development. The paper includes support for commercial development along High Street, empty nester/patio home development for residents who want to stay in Worthington after selling their "family home" and a significant set aside of green space. These three objectives meet the desires reported by citizens in multiple surveys conducted over the last 3 to 5 years. Council and staff have stated many times and have provided study data that Worthington has adequate greenspace however many in the city believe there is still an opportunity for more open areas and amenities. To date, WARD has received a positive feedback on social media as well as from one on one contact with other Worthington residents and voicing the common theme of maintaining the character of the city and on going concerns about development. With Worthington being surrounded by communities that are allowing unfettered development Worthington doesn't need to do anything to see the character of the city deteriorate so it is even more incumbent on us to protect Worthington and continue to be disciplined in encouraging the right kind of development and redevelopment. Of course we all want development that enhances the city financially and improves the quality of life for its residents.

Thank you,



**Worthington City Council
Special Meeting Minutes
Monday, February 12, 2018 ~ 6:15 p.m.**

6550 N. High Street
Worthington, Ohio 43085

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, February 12, 2018, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 6:15 PM

Roll Call

Members Present: Douglas Foust, Beth Kowalczyk, Scott Myers, David Robinson, and Bonnie D. Michael. Rachael Dorothy and Doug Smith joined the meeting slightly after the recess into executive session.

Also present: Assistant City Manager Robyn Stewart

MOTION Mr. Foust made a motion to meet in Executive Session to interview candidates for the Municipal Planning Commission. The motion was seconded by Mr. Robinson.

The motion carried by the following vote:

Yes 5 Foust, Kowalczyk, Myers, Robinson and Michael

No 0

Council recessed at 6:15 p.m. from the Regular meeting session.

ADJOURNMENT

MOTION Mr. Myers made a motion to return to open session and adjourn the Special Meeting. The motion was seconded by Mr. Smith.

President Michael declared the meeting adjourned at 7:24 p.m.

Temporary Clerk of Council

*APPROVED by the City Council, this
5th day of March, 2018.*

President of Council



**CITY OF WORTHINGTON
Worthington City Council Minutes**

February 12, 2018

6550 N. High Street
Worthington, Ohio 43085

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Monday, February 12, 2018, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 7:30 PM.

ROLL CALL

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

Member(s) Absent:

Also present: Assistant City Manager Robyn Stewart, Director of Law Tom Lindsey, Director of Finance Scott Bartter, Director of Service & Engineering Dan Whited, Director of Planning & Building Lee Brown, Director of Parks & Recreation Darren Hurley, Chief of Fire & EMS John Bailot, Chief of Police Jerry Strait.

There were three visitors present.

MOTION Mr. Myers made a motion to appoint Lee Brown as Temporary Clerk of Council. The motion was seconded by Ms. Dorothy and passed unanimously.

PLEDGE OF ALLEGIANCE

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

President Michael asked for a moment of silence in recognition of the two Westerville Police Officers who were killed in the line of duty on Saturday, Eric Joehring and Anthony Morelli. At the conclusion of the moment of silence, President Michael indicated she would like to send a letter of condolence to the City of Westerville. The City Council concurred with her suggestion.

NEW LEGISLATION TO BE INTRODUCED

Resolution No. 08-2018

Appointing Sean Maxfield to Serve as Mayor's Court Magistrate when the Mayor and Vice Mayor are Not Available

Introduced by Ms. Kowalczyk.

MOTION

Mr. Robinson made a motion to adopt Resolution No. 08-2018. The motion was seconded by Mr. Foust.

There being no comments, the motion to adopt Resolution No. 03-2018 carried unanimously by a voice vote.

REPORTS OF CITY OFFICIALS

Policy Item(s)

- Financial Report – January 2018

Mr. Bartter provided the following highlights for the City's financial report for January:

- *The Fund balances for all funds increased from \$26,697,378 on January 1, 2018 to \$26,789,454 as of January 31, 2018.*
- *The General Fund balance decreased from \$13,491,664 as of January 1, 2018 to \$13,337,982 as of January 31, 2018.*
- *Expenditures across all funds tracked at 85.37% of appropriations; General fund expenditures are at 77.82% of appropriations.*
- *Year to date income tax collections are above 2017 year to date collections by 281,444 or 13.48%.*

Ms. Dorothy noted the net profits amount included in the report reflects the funds the State of Ohio plans to collect. Mr. Bartter confirmed that is the case.

MOTION

Mr. Myers made a motion to accept the Financial Report. The motion was seconded by Mr. Smith.

The motion carried unanimously by a voice vote.

Information Item(s)

- Ohio Ethics Commission Training Videos

President Michael noted the majority of this meeting will focus on a training video on the Ohio Ethics Law. Ms. Stewart explained that since it has been a while since training on the Ohio Ethics Law was provided during a City Council meeting, this agenda item was scheduled. It will involve the hour-long video provided by the Ohio Ethics Commission which overviews key provisions in the Ethics Law. The 2018 Ethics Law Overview video was shown.

President Michael asked about service on a board or commission that grants funds for municipalities when the membership of the board is comprised primarily of representatives of local governments. Can a board member participate in the discussion and/or vote if one of the grant applicants is a municipality for which the member is a public official? Mr. Lindsey replied the member should certainly abstain from the vote. Additionally, he would suggest complete recusal from the discussion to avoid any appearance of a conflict.

The City Council completed the video and scored 100% on the quiz included in the video.

REPORTS OF COUNCIL MEMBERS

Mr. Lindsey provided an update on the HB49 litigation. The cities presented oral arguments today and the State will present tomorrow.

Mr. Smith inquired about two topics: (1) how to request the construction of bathroom facilities in parks, specifically Wilson Hill Park, and (2) how to request a stop sign at Pingree & Clearview. Ms. Stewart replied that the staff will follow up on each of these items.

Ms. Dorothy announced a reminder about the Enchanted Evening event at the McConnell Arts Center on February 23rd.

President Michael thanked the Council members and the staff for the work that went into the City Council retreat. She appreciated the work, effort and time dedicated to it.

Ms. Stewart reminded the group that since City offices will be closed next Monday for Presidents Day, the City Council meeting will be held on Tuesday, February 20th.

Mr. Foust reminded the group that City Council will meet early next week for another boards and commissions interview.

ADJOURNMENT

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

The motion carried unanimously by a voice vote.

President Michael declared the meeting adjourned at 8:53 p.m.

*APPROVED by the City Council, this
5th day of March, 2018.*

Temporary Clerk of Council

Council President



**Worthington City Council
Special Meeting Minutes**
Tuesday, February 20, 2018 ~ 6:45 p.m.

6550 N. High Street
Worthington, Ohio 43085

CALL TO ORDER – Roll Call, Pledge of Allegiance

Worthington City Council met in Regular Session on Tuesday, February 20, 2018, in the John P. Coleman Council Chambers of the Louis J.R. Goorey Municipal Building, 6550 North High Street, Worthington, Ohio. President Michael called the meeting to order at or about 6:45 PM

Roll Call

Members Present: Rachael Dorothy, Douglas Foust, Beth Kowalczyk, Scott Myers, David Robinson, and Bonnie D. Michael (Doug Smith arrived shortly before 7:00 p.m.).

Also present: City Clerk Kay Thress

MOTION Ms. Dorothy made a motion to meet in Executive Session to interview candidates for the Municipal Planning Commission. The motion was seconded by Mr. Foust.

The motion carried by the following vote:

Yes 6 Robinson, Kowalczyk, Foust, Dorothy, Myers, and Michael
No 0

Council recessed at 6:45 p.m. from the Regular meeting session.

ADJOURNMENT

MOTION Mr. Foust made a motion to return to open session and adjourn the Special Meeting. The motion was seconded by Mr. Smith.

President Michael declared the meeting adjourned at 7:27 p.m.

Clerk of Council

*APPROVED by the City Council, this
5th day of March, 2018.*

President of Council



STAFF MEMORANDUM
City Council Meeting – 03/05/2018

Date: 02/28/2018
To: Matthew H. Greeson
From: Scott F. Bartter, Finance Director
Subject: **Debt Policy**

EXECUTIVE SUMMARY

The purpose of a Debt Policy is to establish parameters and provide guidance governing the issuance, management, evaluation, and reporting on all debt obligations of the City of Worthington. Implementation of this policy will provide a framework for the decision-making process and demonstrate the City's commitment to long-term fiscal sustainability and sound financial planning. Adherence to a debt policy helps to ensure that the City maintains a sound debt position and that its long term credit quality is protected. Additionally, the adoption of a Debt Policy is a Government Finance Officers Association (GFOA) recommended best practice.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

Financing Options

The proposed debt policy identifies multiple financing options available for the funding of capital projects. Those financing options include:

- Cash Financing
- Lease Agreements
- General Obligation Debt

Cash financing shall be encouraged for the purchase of assets whose useful lives are shorter than five years, recurring maintenance expenditures, and when market conditions warrant the use of cash as opposed to debt financing.

Debt Limits

The debt policy as proposed requires the City to preserve at least 10% of the direct un-voted general obligation debt capacity to address unforeseen or extraordinary events. This would currently amount to \$3,217,533 of “reserved” un-voted debt capacity and would leave \$28,957,801 as a balance of un-voted debt capacity. Additionally, the maximum term of any debt issuance by the City shall be limited to the useful life of the assets being financed.

Economic Development

This debt policy offers broad guidance on this issuance of debt in conjunction with economic development projects. While not limiting the City’s ability to fund any project, the policy offers guidance that the City will not generally support a debt issuance that is inconsistent with the City’s long-term capital plan and economic development objectives.

Modifications from Draft Debt Policy

There have been no material changes to the final debt policy.

ATTACHMENTS

Resolution 12-2018

Debt Policy (Exhibit A)

RESOLUTION NO. 12-2018

Approving a Written Debt Policy to Provide Guidance
Governing the Issuance, Management, Evaluation, and
Reporting of All Debt Obligations.

WHEREAS, the City of Worthington, Ohio (the “City”) has previously issued bonds and other obligations for the purpose of financing various capital improvements in or affiliated with, the City; and,

WHEREAS, the City intends to finance future capital improvements through the issuance of debt; and,

WHEREAS, the adoption of a written Debt Policy is not intended to unduly restrict the debt program of the City; and,

WHEREAS, the City Council of the City (the “Council”) desires to formally approve a written policy outlining policies and procedures to guide the issuance, management, evaluation, and reporting of all debt obligations.

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

SECTION 1. Approval of a Written Debt Policy. This Council hereby approves a written debt policy (the “Policy”). On behalf of the City, the Finance Director is hereby authorized to execute the Policy, which Policy shall be in the form attached hereto as EXHIBIT A.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. 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

EXHIBIT A

City of Worthington, Ohio
Debt Policy
FINAL

The purpose of this debt policy (the “Debt Policy”) is to establish parameters and provide guidance governing the issuance, management, evaluation, and reporting on all debt obligations of the City of Worthington, Ohio (the “City”). Implementation of this policy will provide a framework for the decision-making process and demonstrate the City’s commitment to long-term fiscal sustainability and sound financial planning. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that its long term credit quality is protected.

The Debt Policy is not intended to unduly restrict the debt program of the City. It is intended to guide the City and provide both City Council and the City Manager a framework for making debt related decisions. From time to time, debt proposals with characteristics that deviate from the parameters described below may be advantageous to the City. If the City Manager brings such proposals to City Council, he/she shall fully disclose the extent to which the proposals comply with this policy. In instances where proposals are not in compliance with the policy, those aspects of the proposals shall be disclosed and a rationale for deviating from the policy will be provided.

Inventory possible financing options: This Debt Policy identifies the City Finance Director (the “Finance Director”) as chief debt officer of the City. The Finance Director shall use the following inventory of possible financing options as a guide when developing a plan of finance for any given capital project.

Cash Financing from Available Sources: The City has historically paid for a significant portion of its capital budget on a cash basis. The City expects to use cash to pay for capital expenditures that recur on a routine basis or when reserves are available that are not expected to be needed for other purposes in the foreseeable future.

Before the issuance of debt, the Finance Director shall confirm that the project or acquisition cannot first be accomplished with the use of cash on hand or it would be more advantageous to finance the project. Available cash may come from several sources including general fund cash, capital projects funds, grant proceeds, donations, proceeds from the sale of assets, or any other legally available funds.

Types of projects where cash funding is appropriate and encouraged fall under the following categories:

- The purchases of assets whose lives are shorter than five years and don’t meet the criteria for inclusion in the City’s Capital Improvement Program.
- Recurring maintenance expenditures (i.e. street repair vs. street reconstruction).
- When market conditions are unstable or present difficulties in achieving acceptable borrowing rates.

Lease Agreements and Alternative Financing Sources: The City will always consider seeking alternative sources of financing including lease agreements, grants or low interest loans. Leasing arrangements may be offered by banks or leasing companies and grants and low interest rate loans may be offered through federal, state, or local programs as an alternative to entering the capital markets. Such grant and loan programs might include, Ohio Water Development Authority or Ohio Public Works Commission Loans and State Infrastructure Bank Loans. All reasonable sources of low cost capital will be considered prior to recommending bond or note financing to City Council.

The goal in seeking such alternatives is to (i) reduce the cost of capital and (ii) preserve the debt capacity of the City and its various enterprises. Such programs often offer non-callable loan programs for a period of up to 30 years. These non-callable financing options should normally be considered (i) during periods of low interest rates and (ii) when it is clear that the use of such programs has the least impact on future rate increases (in the case of utility projects), if applicable.

The Finance Director in consultation with the City Manager and City Council shall determine if the use of these programs meets the financing goals and objectives of the City. To the extent such a program or loan satisfies the goals and objectives above, the Finance Director will recommend to the City Manager and City Council to use the program or loan to finance

the project or acquisition. The Finance Director will advise the City Manager and City Council if there are other overriding considerations, which make using such program impractical. Such instances may include timing concerns, program limitations and environmental requirements.

Use of General Obligation Debt: The City intends to use general obligation debt for capital improvements which the City considers to be part of its long term capital improvement program. To the extent that the City has sufficient general obligation capacity under the direct statutory debt limits and the Charter Millage Limitation, and the financial ability to make the debt service payment, the City will consider issuing general obligation bonds for its capital improvements.

Debt Limits: All debt issued by the City shall conform to State law including constitutional and statutory debt limitation and Ohio's Uniform Bond Law related to the issuance of voted and un-voted general obligation bonds and notes and revenue obligations. The City shall structure all transactions to avoid exceeding such debt limitations. The Finance Director shall use his/her best effort to preserve the City's direct un-voted general obligation capacity of at least 10% to address any future, unforeseen or extraordinary events which may require an immediate infusion of capital into the City's infrastructure, facilities or equipment. Such minimum capacities will be reviewed by the Finance Director from time to time and are subject to change as needed and recommended by the Finance Director. A pledge of the City's income tax may be utilized to exempt un-voted general obligation bonds from the City's direct debt limit in order to meet the goals of this policy.

Direct Debt Limits: The City's Direct Debt Limits are outlined in the attached Addendum.

Charter Millage Limitation: Through its Charter, the City has imposed limitations on the amount of millage available to support un-voted indebtedness which are more restrictive than the ten-mill limitation imposed by general Ohio law. An eight mill limitation is placed on the amount of taxes that may be levied for all municipal purposes. The Charter millage limitation supersedes the ten-mill limitation, which would otherwise apply to the City.

Charter Millage Limitation: The City's Charter Millage Limitation is outlined in the attached Addendum.

Integration with Capital Improvement Program: Issuance of debt shall generally be related to and integrated with the City's long term Capital Improvement Program. The City has a comprehensive rolling 5-year Capital Improvement Program which is updated annually by the City Manager with the advice/cooperation of the Finance Director and presented to City Council for review and approval.

Source of Repayment: The Finance Director shall identify and make recommendations to the City Manager and City Council regarding the specific revenue source(s) to be used to repay the proposed debt obligations, along with expected impacts on the operating budget, rates, or user fees prior to the issuance of the debt. Such revenue should be adequate to cover debt service charges for the full term of the repayment period. When such revenue streams are also used for operations (such as income tax revenues) the debt obligations should be structured so as not to burden the City's general fund or ongoing operations.

Cash Flow Borrowing: The City has no intention of borrowing for cash flow purposes. Borrowing will be limited to long term capital expenses only.

General Terms of Debt Issuance: The maximum term of any debt issuance by the City shall be limited to the useful life of the assets(s) being financed. The City has the option to issue debt for a shorter period of time if it is deemed appropriate by the Finance Director and the City Manager. Generally, any debt taken on by the City shall have a level repayment schedule avoiding any balloon or bullet maturities. With respect to long term fixed rate debt issuances the City shall use its best efforts to utilize optional redemption features that give the City maximum flexibility with respect to refinancing and restructuring debt in the future.

Short-Term Debt Guidelines: The City shall consider the use of short term notes (i.e. notes with final maturities of five years or less) as a source of permanent financing for projects with useful lives of less than ten years. Additionally, notes may be used as a temporary funding source prior to and in anticipation of a bond sale. The City may also consider notes when there is an immediate need for financing less than \$5 million.

Short-term notes are suitable as long term financing tools designed to manage interest costs. If short term notes are being utilized for long-term financing, the City shall schedule annual principal payments similar to a fixed rate bond issue. Additionally, to minimize overall interest rate risk, the amount of variable rate financing shall not exceed 25% of the City's outstanding debt.

Long-Term Debt Guidelines: Long-term bonds are recommended for projects having useful lives of ten years or longer and for amounts of \$5 million or greater.

Criteria for issuance of current refunding bonds: Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of at least 3%-5% of the amount refunded or if the refunding is essential in order to modernize covenants to thereby improve operations and management.

Economic Development: From time to time, the City is asked to support economic development projects through the creation of tax increment financing (TIF) districts. The City will be guided by the following policies in determining the level of support that it will provide to TIF projects.

- **General Obligation Support:** The City will consider placing its general obligation support behind an issuance of TIF supported bonds if the proceeds are being used to construct capital improvements already part of the City's long term capital plan. As a general rule, the City will not lend general obligation support for developer driven projects where the improvements would not be consistent with the City's long-term economic development objectives.
- **Development Risk:** The City will use its best efforts to avoid assuming "development risk" – the risk that a project will be completed on a timely basis and generate the assessed valuation projected by the developer. The City will seek meaningful guarantees from the developer to insulate the City against development risk. Tools available to reduce the City's exposure to development risk include personal or corporate guarantees from the developer, letters of credit provided by the developer, guaranteed minimum TIF payments, and the issuance of TIF revenue bonds directly to the developer.

Selection of Finance Professionals: As chief debt officer of the City, the Finance Director shall have the authority to make recommendations to the City Manager regarding decisions related to the use of financing instruments and the subsequent approval from City Council so long as such decisions are made in accordance with this Debt Policy. The Finance Director shall seek the advice and guidance of the appropriate financial consultants when evaluating the use of any financing instrument including forgivable and zero percent loans offered by Federal, State, or other agencies. Those financial consultants can include but are not limited to municipal advisors, public finance investment bankers, bond counsel, accounting firms, State of Ohio Auditor's office, County Auditor's office, and the City's law director. The Finance Director shall have the authority to determine which consultants to seek advice and guidance from on a case by case basis. The Finance Director may retain the services of any qualified financial professional to assist the research and execution of a financing instrument on any basis that the Finance Director and City Manager deem appropriate and most beneficial to the City pursuant to the goals and objectives contained herein. The terms of any agreement with financial professionals, including bond counsel, shall be determined by the Finance Director with consultation of the City Manager, and based on their best efforts to retain the greatest possible representation and expertise for the City at a cost that is commensurate with the value of the successful financing initiative(s), subject to approval by City Council. The Finance Director and the City Manager, with consent from City Council, shall maintain the authority to change the City's financial consultants at any time.

Investment of Proceeds: The Finance Director will invest project proceeds subject to the City's Investment Policy, as adopted by City Council, in a timely manner. If a Trust Indenture is created, then the specific language of that indenture will be followed if it is more limiting than the City's Investment Policy.

Use of Credit Ratings: The City will use its best efforts to maintain its current "AAA" rating over time and will provide updated City financial information (such as audited and unaudited financial statements) on an annual basis and any additional requested information in a timely fashion upon request from the rating agency. Rating requests related to the

issuance of securities shall be made by the Finance Director on a case by case basis. Rating surveillance and rating requests shall be given full attention in an effort to maximize the rating outcome. When engaging with a rating agency on a formal basis, presentations should include but not be limited to full and complete economic, management and financial updates, a detailed review of financial and managerial policies and procedures, economic development updates and any other key factors considered in the then current rating criteria published by the rating agency.

Market Disclosure Practices: The City will report on an annual basis all financial information to the Municipal Securities Rulemaking Board through EMMA as required by all applicable continuing disclosure agreements and laws. This information will include the City's audited and unaudited financial statements. The City maintains a Post Issuance Compliance Policy and acknowledges the City's responsibilities with respect to the provision of annual continuing disclosure requirements and pledges to make all reasonable efforts to assist in complying with SEC (Securities and Exchange Commission) Rules and MSRB (Municipal Securities Rulemaking Board) Rules.

Derivative Products: The City will not entertain the use of derivative products including swaps, swaptions or other long term interest rate management contractual relationships until such time as such issues as counterparty risk, collateral requirements, termination risk and other risk factors have been formally incorporated into the City's debt policy and shared with the rating agencies.

Addendum
As of December 31, 2017

This Addendum to the Debt Policy outlines the City's current Direct and Indirect Debt Limits as of the date of this Addendum. This Addendum may be updated from time to time as needed, or as determined by the Finance Director.

Direct Debt Limits: The statutory General Obligation debt limits of the City are 10.5% of its Assessed Value for voted debt and 5.5% of its Assessed Value for unvoted debt. Certain issuances of General Obligation debt are exempt from the Direct Debt Limit Calculations such as "self-supporting" enterprise debt. Below is a table outlining the City's Direct Debt Limits, outstanding general obligation debt and balance of unvoted general obligation debt remaining:

Direct Debt Limit	
City's Assessed Value 2016	\$585,006,080.00
Voted - Maximum Allowable (10.5%)	\$61,425,638.40
Un-voted - Maximum Allowable (5.5%)	\$32,175,334.40
Outstanding Voted GO Debt	\$0.00
Outstanding Un-voted GO Debt	\$6,785,000.00
Un-voted GO Debt Exempt from Limit	\$6,785,000.00
Un-voted GO Debt Subject to Limit	\$0.00
Balance of Un-voted GO Debt Limit	\$32,175,334.40
10% of Un-voted Debt Limit	\$3,217,533.44

As stated in the Debt Policy, the Finance Director shall use his or her best efforts to preserve the City's direct un-voted general obligation capacity of at least ten percent. Ten percent of the City's current direct un-voted debt limit is \$3,217,533.44.

Charter Millage Limitation: Based upon the maximum debt service schedule required for the City's existing and/or projected outstanding un-voted general obligation debt, the highest debt service requirement in any year for all City debt subject to the eight-mill charter limitation is estimated to be approximately \$1,102,929.50 in 2020. The payment of that annual debt service would require a levy of approximately 1.8853 mills per \$1.00 of assessed valuation based on current (tax collection year 2017) assessed value of \$585,006,080. [Of this maximum annual debt service requirement, all is expected to be paid by the City from sources other than ad valorem taxes, such as City income taxes and enterprise revenues.]

As stated above, the maximum amount of millage theoretically required to pay debt service on the un-voted notes and bonds of the City is approximately 1.8853 mills. There remains 6.1147 mills within the Charter millage limitation that has yet to be allocated to debt service by the City and that is available to the City in connection with the issuance of additional un-voted general obligation debt.



STAFF MEMORANDUM
City Council Meeting – March 5, 2018

Date: March 2, 2018

To: Matthew H. Greeson

From: Robyn Stewart, Assistant City Manager

Subject: **Resolution No. 13-2018 - Job Description & Staffing Chart Amendment - Executive Assistant to the City Manager/City Clerk**

EXECUTIVE SUMMARY

This Resolution adopts a new job description for the position of Executive Assistant to the City Manager/City Clerk and amends the 2018 Staffing Chart by deleting the positions of Secretary to the City Manager and City Clerk and adding this position.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The position of Executive Assistant to the City Manager has been vacant since last July to allow time to consider possible changes in the responsibilities for the position. In consideration of the needs of the City Manager's office and in discussions with the City Clerk, it was determined that the merging of job duties of the Executive Assistant and the City Clerk would allow for more proactive management of records, enhanced coordination with the City Council, and support for activities of the City Manager's office. A new job description has been prepared which merges duties previously identified in the job descriptions for the Executive Assistant and the City Clerk.

The merging of the positions results in the position moving to the City Manager's office. There is a need for a position to handle the phone calls to the City's main phone line, the walk in traffic in the Municipal Building, the processing of permits issued by the City Clerk's office and other administrative tasks in the building. This need is addressed in the other agenda item for the Assistant City Clerk.

ATTACHMENTS

Resolution No. 13-2018, including the job description which is attached.

RESOLUTION NO. 13-2018

Adopting a Job Description for Executive Assistant to the City Manager/City Clerk and Amending the Staffing Chart to Accommodate Said Position

WHEREAS, City Council wishes to adopt a job description for the unclassified position of Executive Assistant to the City Manager/City Clerk; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 74-2017 establishing the 2018 Staffing Chart of the City of Worthington to delete the positions of Secretary to the City Manager and City Clerk and to add the position of Executive Assistant to the City Manager/City Clerk;

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 Executive Assistant to the City Manager/City Clerk (Class Specification No. 248) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2018 Staffing Chart of the City of Worthington by deleting the positions of Secretary to the City Manager and City Clerk and adding the position of Executive Assistant to the City Manager/City Clerk effective upon adoption and publication of Ordinance No. 09-2018;

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: Executive Assistant to the City Manager/City Clerk	CLASS: 248
Department: Administration	Title Originated: 2018
Date: March 5, 2018	
Reports To: City Manager	Updated:

General Statement of Duties

Under the direction of the City Manager, the Executive Assistant to the City Manager/City Clerk is responsible for the performance of executive secretarial and administrative duties and serves as Clerk of Council. This work requires a broad knowledge of City operations, frequent contact with high level officials, and considerable judgment and tact in handling diverse situations. This position requires that confidentiality be maintained as appropriate. This position also provides administrative support to the Assistant City Manager.

Essential Functions of the Position:

Performs clerical and administrative duties including, but not limited to, greeting office visitors, answering questions, typing, filing, and answering incoming calls;

Serves as Clerk of Council;

Responds to inquiries from public officials, City staff, and the general public, and refers, when necessary, to appropriate persons;

Prepares correspondence, reports, memoranda, and other documents for the City Manager and Assistant City Manager;

Prepares meeting materials for City Council, in consultation with the City Manager and Assistant City Manager;

Properly advertises and notices public meetings;

Manages the City Manager's and the Assistant City Manager's schedule and correspondence as directed;

Ensures that contacts and other documents requiring the City Manager's signature are signed and distributed to the appropriate parties;

Coordinates and oversees the City's records and records management procedures;

Schedules and coordinates meetings and appointments;

Issues permits and licenses;

Maintains files and records;

Prepares meeting minutes as required;

Maintains records of cemetery deeds;

May serve as Deputy Court Clerk as required; and,

Attends meetings and takes notes/minutes as required.

Desired Knowledge, Skills and Abilities:

Ability to exercise initiative, independent judgment, tact and courtesy;

Knowledge of the organization and functions of municipal government;

Experience with personal computers and software applications as used in office settings;

Ability to maintain, type, and file reports;

Ability to operate standard office equipment and multi-line telephone system;

Ability to maintain effective relationships with public officials, City staff and the public at large;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Experience with office practices and procedures, basic bookkeeping and business English;

Experience with public records management;

Ability to track and meet deadlines;

Ability to work some flexible hours including evenings and weekends as necessary and scheduled.

Minimum Requirements of the Position

Associates Degree with at least 4 years experience providing administrative support at an executive level required. Education or training in secretarial science, computer applications, and college level course work 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. __ -2018; Effective_____



STAFF MEMORANDUM
City Council Meeting – March 5, 2018

Date: March 2, 2018

To: Matthew H. Greeson

From: Robyn Stewart, Assistant City Manager

Subject: **Resolution N. 14-2018 - Job Description & Staffing Chart Amendment - Assistant City Clerk**

EXECUTIVE SUMMARY

This Resolution amends the job description for the position of Assistant City Clerk and amends the 2018 Staffing Chart to add this position.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

As is described in the agenda item on the Executive Assistant to the City Manager/City Clerk, we propose to merge what were previously two separate positions into one and move the position to the City Manager's Office. The merging of the positions results in a need for a position to handle the phone calls to the City's main phone line, the walk in traffic in the Municipal Building, the processing of permits issued by the City Clerk's office and other administrative tasks in the building. The position of Assistant City Clerk previously existed but has been vacant for a number of years. Staff recommends the position of Assistant City Clerk be filled to handle the tasks mentioned as well as to help provide administrative support, typically in the form of minutes, for City Council. The job description has been updated to reflect the duties that need to be provided.

ATTACHMENTS

Resolution No. 14-2018, including the job description, which is attached

RESOLUTION NO. 14-2018

Amending the Job Description for Assistant City Clerk and Amending the Staffing Chart to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of Assistant City Clerk; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 73-2017 establishing the 2018 Staffing Chart of the City of Worthington to add the position Assistant City Clerk;

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 Assistant City Clerk (Class Specification No. 203) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That City Council does hereby amend the 2018 Staffing Chart of the City of Worthington by adding the position Assistant City Clerk effective upon adoption and publication of Ordinance No. 09-2018.

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: Assistant City Clerk	CLASS: 203
Department: Administration	Title Originated: 2000
Date: March 5, 2018	
Reports To: Assistant City Manager	Updated:

General Statement of Duties

Under the direction of the Assistant City Manager, this position is responsible for the performance of a number of clerical and administrative duties. The work requires constant exercise of judgment in applying prescribed procedures to various matters and assignments. Employees in this position may work under either close or general supervision depending upon the nature of the assignment.

Essential Functions of the Position:

Answers the telephone and responds to telephone and in-person inquiries by the public.

Performs duties including, but not limited to, greeting the public, processing permits, answering questions, typing, and filing as required;

Answers incoming calls and either routes callers or provides information as required;

Responds to inquiries from other City personnel and the public at large, and refers, when necessary, to appropriate persons;

Assists with the preparation of council materials, legal advertisements, and distribution of related notices;

Assists City Council and City boards/commissions as needed;

Prepares meeting minutes as required;

Types various office correspondence and reports requiring judgment as to content, accuracy, and completeness;

Maintains a variety of cross-referenced office files and reports;

Prepares standard office and department forms, and compiles data for reports;

Procures department materials and supplies;

Receives and routes incoming mail and processes outgoing mail;

May serve as City Clerk, Clerk of Council and Deputy Court Clerk as required;

Issues permits and licenses under prescribed procedures;

Operates various office equipment;

Provides assistance to other administrative staff as needed;

Performs other related duties as assigned;

Maintains regular and predictable attendance.

Desired Knowledge, Skills and Abilities

Familiarity with basic office terminology, practices and procedures, business arithmetic and English;

Familiarity with elementary bookkeeping and/or accounting methods;

Knowledge of the organization and functions of city government;

Ability to learn the Codified Ordinances and Charter of the City;

Ability to maintain, type, and file reports;

Ability to operate standard office equipment;

Ability to operate a multi-line telephone system;

Ability to maintain effective relationships with City staff and the public at large;

Ability to handle stressful situations;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Good judgment, tact, and courtesy;

Familiarity and experience with computer operations and word processing programs;

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

Ability to make basic decisions in accordance with laws, ordinances, regulations and established procedures;

Ability to conduct research and analyze information related to essential functions of position;

Ability to track and meet deadlines;

Ability to work some flexible hours including evenings and weekends as necessary and scheduled; and

Ability to lift and carry heavy objects as required, at times weighing up to 20 lbs.

Minimum Requirements of the Position

Graduation from a standard high school course of study (or GED) with at least 2 years experience providing administrative support at an executive level required. Education or training in secretarial science, computer applications, and or college level course work, 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. __ -2018; Effective_____



STAFF MEMORANDUM
City Council Meeting - March 5, 2018

Date: March 2, 2018

To: Matthew H. Greeson

From: Daniel Whited, P.E. Director of Service and Engineering

Subject: **Ordinance No. 07-2018 - Municipal Building Chimney Repairs**

EXECUTIVE SUMMARY

This Ordinance appropriates funds for the repair of the chimneys at the Louis J. R. Goorey Municipal Building.

RECOMMENDATION

Introduce for Public Hearing

BACKGROUND/DESCRIPTION

In 2017 Mays Consulting completed design, plan specifications and drawings for the necessary repairs of the Louis J. R. Goorey Municipal Building chimneys. The project has been advertised and bids will be opened March 9 at noon. The Ordinance is being introduced with blanks for the amount and the selected firm pending the outcome of the bidding process. The engineer's estimate, including a 10% contingency, is \$86,674.50

FINANCIAL IMPLICATIONS/FUNDING SOURCES

The estimate for the project is \$86,674.50.

ORDINANCE NO. 07-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the Municipal Building Chimney Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 632-16)

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. 308.8130.533361 an amount not to exceed _____ (\$_____) to pay the cost of the Municipal Building Chimney Project and all related expenses (Project No. 632-16).

SECTION 2. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of _____ for the provision of the aforementioned services.

SECTION 3 For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

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

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – March 5, 2018

Date: 3/1/2018
To: Matthew H. Greeson
From: Gene Oliver, IT Director
Subject: **Ordinance No. 08-2018 - Appropriate of funds for video streaming**

EXECUTIVE SUMMARY

Staff completed the RFP assessment process. Of five respondents, two met our requirements. Pending input from Council, a vendor can be selected. This ordinance appropriates the funds available in the Community Technology Fund (\$80,000) and creates an expense line for additional funds out of the General Fund. The amount in the General Fund is left blank pending selection of the vendor.

RECOMMENDATION

Introduce for Public Hearing

BACKGROUND/DESCRIPTION

At the request of City Council, we issued a Request for Proposals for video streaming. Based on the RFP responses and responses to follow-up questions, staff has determined that only two of the five proposals meet the criteria documented in the RFP. Two council members are currently reviewing the findings and recommendations. In considering those two proposals, there is a significant cost difference as well as a notable difference in the level of experience with municipal meetings; Swag-it has a clear advantage.

The costs are summarized as follows.

Swag-it:

Annualized operating costs: \$31,140

One-time startup costs: \$58,996

These include cameras, captioning equipment and integration. Total 3 year cost: \$152,416

AE Productions:

Annualized operating costs: \$82,800

One-time startup costs: N/A

8.E. - Appropriation - Video Streaming

AE Productions provides all cameras and support for captioning. Total 3 year cost:
\$248,000

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The cost will depend on the vendor selected. If Swag-it is selected, the 2018 cost will be \$92,000.00 - This includes any one-time startup costs as well as operational costs for the remainder of 2018.

ATTACHMENTS

ORDINANCE NO. 08-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Community Technology Fund and General Fund Unappropriated Balances to Provide Funds for City Council Video Streaming and all Related Expenses and Determining to Proceed with said Project.

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 Community Technology Fund Unappropriated Balance to Account No. 217.1010.533004 an amount not to exceed eighty thousand dollars (\$80,000) to pay the cost of the City Council Video Streaming Project and all related expenses.

SECTION 2. That there be and hereby is appropriated from the General Fund Unappropriated Balance to Account No. 101.1010.533004 _____ to pay the cost of the City Council Video Streaming Project and all related expenses.

SECTION 3. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of _____ for the provision of the aforementioned services.

SECTION 4. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 5. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council

ORDINANCE NO. 08-2018

Amending Ordinance No. 41-2017 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Community Technology Fund and General Fund Unappropriated Balances to Provide Funds for City Council Video Streaming and all Related Expenses and Determining to Proceed with said Project.

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 Community Technology Fund Unappropriated Balance to Account No. 217.1010.533004 an amount not to exceed eighty thousand dollars (\$80,000) to pay the cost of the City Council Video Streaming Project and all related expenses.

SECTION 2. That there be and hereby is appropriated from the General Fund Unappropriated Balance to Account No. 101.1010.533004 _____ to pay the cost of the City Council Video Streaming Project and all related expenses.

SECTION 3. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of _____ for the provision of the aforementioned services.

SECTION 4. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 5. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – March 5, 2018

Date: March 2, 2018

To: Matthew H. Greeson

From: Robyn Stewart, Assistant City Manager

Subject: **Ordinance No. 09-2018 - Establish Compensation - Executive Assistant to the City Manager/City Clerk**

EXECUTIVE SUMMARY

This Ordinance establishes the compensation for the proposed Executive Assistant to the City Manager/City Clerk position.

RECOMMENDATION

Introduce for Public Hearing on March 19, 2018

BACKGROUND/DESCRIPTION

As was described in the agenda item for the resolution approving the job description and staffing chart amendment for the Executive Assistant to the City Manager/City Clerk position, staff is recommending the current position of Executive Assistant to the City Manager and the position of City Clerk be merged into one position. The Executive Assistant position is an unclassified position and the City Clerk position is a classified one. The proposed new position would be unclassified so must be added to the unclassified compensation ordinance. The proposed compensation amount is equal to the current compensation for the City Clerk.

ATTACHMENTS

Ordinance No. 09-2018

ORDINANCE NO. 09-2018

Amending Ordinance 46-2017 to Establish
Compensation for the Unclassified Position of
Executive Assistant to the City Manager/City Clerk.

WHEREAS, the salaries for the unclassified positions of the Municipal Service must be fixed by City Council;

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

SECTION 1. The salary of the Executive Assistant to the City Manager/City Clerk (Class Specification No. 248) is hereby established to be \$69,399.

SECTION 2. The provisions of this ordinance supersede Ordinance No. 46-2017, passed December 4, 2017, to the extent it pertains to the position specified in Section 1.

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

Passed _____

President of Council

Attest

Clerk of Council