

Canal Winchester

*Town Hall
10 North High Street
Canal Winchester, OH 43110*



Meeting Agenda

September 4, 2018

6:00 PM

Council Work Session

Mike Walker – Chair

Jill Amos

Will Bennett

Bob Clark

Mike Coolman

Bruce Jarvis

Patrick Lynch

A. Call To Order**B. Roll Call****C. Also In Attendance**

Mayor Ebert, Matt Peoples, Lucas Haire, Amanda Jackson

D. Request for Council Action**RES-18-015**

Finance

A Resolution Accepting The Amounts And Rates As Determined By The Budget Commission And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor (**Resolution**)

- Request to move to full Council

ORD-18-032

Finance

An Ordinance Amending The Transient Occupancy Grant (Bed Tax) Application And Award Process And Declaring An Emergency (**Ordinance, Bed Tax Grant Package 2018**)

- Request to move to full Council

E. Reports

Matt Peoples -

Lucas Haire -

Amanda Jackson -

F. Items for Discussion**G. Old/New Business****H. Adjournment**

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)
OHIO REVISED CODE, SECTION 5705.34, 5705.35

The Council of the City of CANAL WINCHESTER, Franklin County

Ohio, met in _____ session on the _____ day of _____,
(Regular or Special)

2018, at the office of _____ with the following members

present:

_____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of CANAL WINCHESTER Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2018 (collection year 2019) as follows:

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY APPROVED BY THE
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

<i>FUND</i>	<i>Amount to be Derived from Levies Outside 10 Mill Limitation</i>	<i>Amount Approved by Budget Commission Inside 10 Mill Limitation</i>	<i>County Auditor's Estimate of Full Tax Rate to Be Levied</i>	
			<i>Inside 10 Mill Limit</i>	<i>Outside 10 Mill Limit</i>
<i>General</i>		\$496,351.68	2.00	
<i>General Fund Charter</i>				
<i>Bond Retirement</i>				
<i>Bond Retirement Charter</i>				
<i>Police Pension</i>				
<i>Police Operating</i>				
<i>Fire Pension</i>				
<i>Fire Operating</i>				
<i>Police/Fire Pension</i>				
<i>Capital Improvement Charter</i>				
<i>Road & Sidewalk Fund</i>				
TOTAL		\$496,351.68	2.00	

and be it further

RESOLVED, That the Clerk of this Council be and is hereby directed to certify a copy of
this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being
called upon its adoption the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted the _____ day of _____, 2018.

Attest:

Clerk of Council

President of Council

CANAL WINCHESTER
Franklin County, Ohio.

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

The State of Ohio, Franklin County, ss.

I, _____, Clerk of the Council of the City of

CANAL WINCHESTER within and for said County, and in whose

custody the Files and Records of said Council are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 2018.

Clerk of Council

CANAL WINCHESTER

Franklin County, Ohio.

ORDINANCE NO. 18-032

**AN ORDINANCE AMENDING THE TRANSIENT OCCUPANCY GRANT
(BED TAX) APPLICATION AND AWARD PROCESS AND DECLARING
AN EMERGENCY**

WHEREAS, Council has determined it is necessary to update the grant application and award process for the granting of Transient Occupancy Tax funds established by Ordinance 138-97 and amended by Ordinance 14-048,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:

SECTION 1. That the Transient Occupancy Tax Grant (Bed Tax) attached hereto as Exhibit A and incorporated herein by reference be, and the same hereby is, approved and adopted, replacing any previously adopted application and process.

SECTION 2. That this Ordinance is hereby declared an emergency measure necessary for the preservation of public peace, health and safety, such an emergency arising from the need to meet appropriate budgetary deadlines, whereas this ordinance shall take effect and be in full force from and after its passage.

DATE PASSED _____

PRESIDENT OF COUNCIL

ATTEST _____

CLERK OF COUNCIL

MAYOR

DATE APPROVED _____

APPROVED AS TO FORM:

LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

Finance Director/Clerk of Council



**City of Canal Winchester
Bed Tax Grant Application Guidelines**

Introduction

In 1997 the City of Canal Winchester implemented a Transient Occupancy Tax (Bed Tax) to be imposed when lodging is furnished to transient guests by a hotel, motel, or similar businesses. This 6% tax is collected by the City of Canal Winchester for two specific uses. One half of the collections (3%) is contributed to Destination: Canal Winchester, the City's Visitors and Convention Bureau, to be used to promote Canal Winchester. The second half of collections has been dedicated by City Council to be used for grants to community organizations to further enhance the City of Canal Winchester and its residents.

Eligible Organizations

Non-profit and private organizations are eligible to apply for funding. Public agencies are not eligible.

Eligible Projects

Projects that are eligible for funding must enhance the City of Canal Winchester for its residents and visitors. Projects that promote Canal Winchester to visitors are highly encouraged.

Applications for funding that will be passed through to another organization or individual are not eligible.

This grant money should not be used for expenses related to a for-profit venture.

Application Guidelines

- Applications must be made for one (1) project only. Applications listing multiple projects will not be considered for funding. Applicants can submit up to three (3) applications per year for three (3) unique projects.
- The total maximum funding awarded to one applicant across all applications will be \$2,000 per year.
- Funds will not be granted for projects that consist of basic operating and maintenance activities including, but not limited to:
 - o Salaries/benefits of organization personnel
 - o Payment of utilities including fuel
 - o Purchase of office supplies
 - o Payment of subscriptions or membership fees
 - o Conference/travel fees
 - o State or local taxes, fees, etc.
- Applications will be eligible for consideration based on the following criteria:
 - o Completeness of Application
 - o Projected Impact of project on city residents and visitors
 - o Availability of other funding to help support project

- Ability of project to continue or expand in future years
- Funding must be used within the calendar year for which it was requested. Unused funding cannot be carried over to the next calendar year and must be returned to the City.
- Funded applications will be required to submit a final report within 45 days of completion of the funded project.

Grant Process

Bed Tax Grant funds are available once each year as allowed by the City's budget. Funding can vary from year to year based on the availability of funds. Applications will be available on October 1st of each year. Applications can be obtained by visiting the City's website, www.canalwinchesterohio.gov, or by email request to the Finance Director, Amanda Jackson, at ajackson@canalwinchesterohio.gov.

Completed applications must be submitted by November 30th to be considered for funding. Applications can be submitted via email to ajackson@canalwinchesterohio.gov or by mail to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

Questions concerning the process can be directed to Amanda Jackson at ajackson@canalwinchesterohio.gov or 614-837-6937.

Completed applications will be reviewed by a subcommittee of the Finance Committee of City Council. Recommendations of projects to be funded and funding amounts will be made to the Finance Committee with full City Council giving final approval. Approval will occur in December and funding will be provided in January of the following year. Applicants approved for funding will be notified by letter. Unapproved projects will not be notified.

If an approved applicant has previously received funding from the Canal Winchester Bed Tax Grant program, the approval will be conditional upon the receipt of the Final Project Report from the previous grant year. For example, if Organization ABC received funding in calendar year 2014 and the Final Project Report was not due until February 15, 2015 based on the project's completion date, 2015 funding would not be released until receipt and approval of the 2014 Final Project Report.

Eligibility Criteria Descriptions

Completion of Application – Application includes all required documentation. Applicants will not be notified if documentation is missing or does not meet requirements. If a requirement is not applicable to the applicant, a brief explanation (2 to 3 sentences) stating the reason it is not applicable should be submitted. Applicants may be contacted by the City to provide clarification as deemed necessary by the awarding committee.

Required documents:

- Application
- Brief, descriptive narrative (no more than 2 pages) of project which includes background on organization, project information, projected impact on Canal Winchester and its residents or visitors and timeline of project
- Budget for the project or calendar year in which project will occur. Must include all other funding sources secured or expected for the project. Budget should be specific and identify the projected costs to be covered by Bed Tax Grant funds.

Additional supporting documents can be submitted as deemed appropriate by the applicant but are not required.

Projected Impact of Project on City Residents and Visitors – Description of how the project will enhance the City of Canal Winchester. This can be expressed in a written description or numerically with dollars, percentages, etc.

Availability of Other Funding to Help Support Project – Demonstration that funding from the Bed Tax Grant is not the sole source of funding for the project. Applicant should include documentation of other grants organization has applied for, intends to apply for or has been awarded that would help fund the project.

Ability of Project to Continue or Expand – Demonstration that project can become a reoccurring event or expanded in the future and its impact on Canal Winchester. Please be specific as to how this would be achieved and supported. Where do you see your event going over the next two years?

Final Project Report

A Final Project Report must be submitted within 45 days of completion of the project. At a minimum, the report should include the following:

- Organization name and contact information
- Date(s) project occurred
- A summary or comparison of the proposed project to actual outcomes, including the impact on Canal Winchester and its residents and visitors
- Copies of invoices or receipts paid with grant funds
- Financial report showing all revenues and expenses of the project
- Any promotional or advertising materials related to the project, if applicable
- Other materials deemed relevant by the awardee

Failure to submit the Final Project Report within 45 days of the project's completion may result in the applicant being ineligible for future funding. Upon review of the Final Project Report, if it is found that funds were spent on ineligible expenses, the applicant will be required to repay the portion deemed ineligible as calculated by the Finance Director.

Final Project Reports should be submitted to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

It is the responsibility of the organization to submit the report on time. No reminders that the Final Project Report is due will be sent.



**City of Canal Winchester
Bed Tax Grant Program Application**

Name of Organization: _____

Address: _____

Website: _____

Contact Name/Title: _____

Contact Phone Number: _____ Contact Email Address: _____

Type of Organization _____ Non-Profit _____ Private _____ Other (Please Describe)

Is your organization audited: _____ Yes _____ No If yes, list most recent year audited: _____

Project Name or brief description (one sentence or less) of project: _____

Project Date(s) or Timeline: _____

Amount of Funding Requested: _____

Total Project Budget (including all sources): _____

Please briefly describe other funding sources included in Total Project Budget: _____

Please briefly describe how requested funds will be used: _____

Project Summary: Please include the following information with this application. Refer to the Bed Tax Grant Program Guidelines for additional information on these requirements. Applications will be scored on the below criteria.

1. Brief, descriptive narrative (no more than 2 pages) of the project that includes the following:
 - a. Where do you see your project over the next few years?
 - b. If this is not a new event, please include a brief overview of previous years including the number of participants/visitors.
 - c. How do you see this project impacting city residents and visitors?
2. Budget for the project or calendar year in which project will occur.

Authorized Official's Signature

Date