

ORDINANCE O-11-2020

AN ORDINANCE TO ADOPT A TAX BUDGET FOR THE CITY OF NEW ALBANY, OHIO FOR FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, the City of New Albany is required under Ohio Revised Code (ORC) 5705.30 to prepare and submit a tax budget for fiscal year 2021 to the County Budget Commission on or before July 15, 2020; and

WHEREAS, a tentative budget for the City of New Albany, for the fiscal year 2021 has been presented to Council at a hearing held thereon as required by law.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of New Albany, Counties of Franklin and Licking, State of Ohio, that:

Section 1. The tax budget for the City of New Albany, Ohio for the Year 2021 is hereby adopted, a copy of which is attached as <u>Schedule A</u> and is incorporated into this ordinance as if fully rewritten herein.

Section 2. It is hereby found and determined that all formal actions of this council concerning and relating to the adoption of this legislation were adopted in an open meeting of the council, and that all deliberations of the council and or any of its committees that resulted in such formal action were in meetings open to the public, in compliance with Section 121 of the Ohio Revised Code, and further pursuant to Ohio General Assembly 133 – House Bill 197 effective March 27, 2020.

Section 3. Pursuant to Article VI, Section 6.07(B) of the charter of the City of New Albany, this ordinance shall be in effect on and after the earliest period allowed by law.

CERTIFIED AS ADOPTED this _______, 2020

Attest:

Sloan T. Spalding

Mayor

Jennifer H. Mason Clerk of Council

O-11-2020 Page 1 of 2

Approved as to form:

Mitchell H. Banchersky
Law Director

Legislation dates:

Prepared: Introduced: 06/08/2020 06/16/2020

Revised:

Adopted: Effective: 08/07/2080

Schedule A

FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.

To the Franklin County Auditor:

The following Budget year beginning January 1, 2021 has been adopted by Council and
is herewith submitted for consideration of the County Budget Commission.

Bethany Staats, CPA, Director of Finance July 8, 2020

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

For Municipal Use			For County Auditor Use		
BUDGET YEAR AMOUNT REQUESTED OF BUDGET	BUDGET YEAR AMOUNT APPROVED BY BUDGET	BUDGET YEAR TO BE DERIVED FROM LEVIES		TIMATE OF TAX RATE TO EVIED	
COMMISSION INSIDE/OUTSIDE	COMMISSION INSIDE 10 MILL LIMIATION	OUTSIDE 10 MILL LIMITATION	INSIDE 10 MILL LIMIT BUDGET YEAR	OUTSIDE 10 MILL LIMIT BUDGET YEAR	
Column 1	Column 2	Column 3	Column 4	Column 5	
\$ 1,239,475					
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	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE/OUTSIDE Column 1 \$ 1,239,475 \$0 \$0	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE/OUTSIDE Column 1 Column 2 \$ 1,239,475 \$0 \$0 \$0	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE/OUTSIDE Column 1 Column 2 Column 3 \$ 1,239,475 \$ 1,239,475 \$ 1,239,475	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE 10 MILL LIMITATION Column 1 Column 2 Column 3 Column 4 Column 4 Column 3 Column 4 Column 4 Column 4 Column 4 Column 4	

FUND NAME: GENERAL FUND (101)
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

This Exhibit is to be used for General Fund Only.

DESCRIPTION	20	18 ACTUAL	20	19 ACTUAL		RRENT YEAR IMATED 2020		EXT YEAR IMATED 2021
(1)		(2)		(3)		(4)		(5)
REVENUES	100							
Local Taxes			- 1					
General Property Tax - Real Estate	\$	1,104,921	\$	1,203,623	\$	1,239,475	\$	1,239,47
Tangible Personal PropertyTax		-		-		-		
Municipal Income Tax		20,327,553		21,526,837		19,053,622		19,244,15
Other Local Taxes		343,522		439,849		268,661		271,34
Total Local Taxes	S	21,775,995	\$	23,170,309	\$	20,561,757	\$	20,754,98
Intergovernmental Revenues						a		
State Shared Taxes and Permits	- 1							
Local Government	\$	38,320	\$	56,803	\$	64,116	\$	62,83
Kilowatt Hour Tax	- 1	-		-		-		
Estate Tax		-		-		-		
Cigarette Tax	- 1	75		37		75		7
Liquor and Beer Permits		14,698		14,467		15,000		15,15
Property Tax Allocation		125,745		125,864		126,922		126,92
Other State Shared Taxes and Permits				<u> </u>				
Total State Shared Taxes and Permits	s	178,837	S	197,171	\$	206,113	S	204,98
Grants or Other Aid:								
Federal Grants or Aid	\$	-	\$	-	\$	-	\$	
State Grants or Aid	1	-		2,531		=		
Other Grants or Aid	- 1	36,203		32,125		6,130		6,19
Total Grants or Other Aid	<u> </u>	36,203		34,656		6,130		6,19
Total Intergovernmental Revenues	s	215,040	\$	231,827	\$	212,243	\$	211,17
Service Charges, Permits & Misc Revenues								
Investment Earnings	\$	376,822	\$	701,751	\$	564,031	\$	569,67
Charges for Services	1 750	174,044		367,692	1700	217,771		219,94
Fines, Licenses, and Permits		759,781		907,159		922,644		931,87
Miscellaneous		794,476		248,032		805,465		813,52
Total Svc Charges, Permits & Misc Revenues	s	2,105,123	s	2,224,634	\$	2,509,912	S	2,535,01
Other Financing Sources:	1 ,					=		
Proceeds from Sale of Assets	\$	_	\$	5,868	\$	20,285	\$	20,48
Transfers		-				-		_3,.0
Advances	1 1	1,000,000		1-1		275,000		
Other Sources						=		
Total Other Financing Sources	s	1,000,000	\$	5,868	S	295,285	S	20,48
TOTAL REVENUE	S	25,096,158	S	25,632,638	S	23,579,196	S	23,521,65

FUND NAME: GENERAL FUND (101)

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

This Exhibit is to be used for General Fund Only.

DESCRIPTION	20	18 ACTUAL	2019 ACTUAL		CURRENT YEAR		NEXT YEAR ESTIMATED 2021	
		(2)				IMATED 2020		
(1)		(2)		(3)		(4)		(5)
EXPENDITURES								
Police (1000)								
Salary & Related	\$	3,903,408	\$	4,311,539	\$	5,559,208	\$	5,753,780.28
Operating & Contractual Services		168,021		199,976		356,565		369,04
Capital Outlay		-		-		-		
Total Police	\$	4,071,430	s	4,511,515	s	5,915,773	\$	6,122,82
Land & Building Maintenance (6000)								
Salary & Related	\$	36,265	\$	62,666	\$	71,890	\$	74,40
Operating & Contractual Services		830,732		845,476		1,847,497		1,912,15
Capital Outlay		58,442		21,177		35,323		36,559
Total Parks & Lands	S	925,439	S	929,318	\$	1,954,710	S	2,023,12
Community Development (4000)	0.0000		1		27400			
Salary & Related	\$	1,277,749	\$	1,503,608	\$	1,738,041	\$	1,798,87
Operating & Contractual Services		1,180,261		1,262,476		1,855,400		1,920,339
Capital Outlay						-		
Total Community Develoment	\$	2,458,010	S	2,766,084	\$	3,593,441	\$	3,719,21
Public Service (5000)		2 402 000		2 (02 000		2 201 004		2 41 5 5 5
Salary & Related	\$	2,492,809	\$	2,687,909	\$	3,301,986	\$	3,417,55
Operating & Contractual Services		580,177		970,166		1,101,146		1,139,686
Capital Outlay		5,469	_		-		_	
Total Public Service	s	3,078,455	\$	3,658,075	\$	4,403,132	\$	4,557,242
General Government (7000)		2 01 (200		2 100 522		2 72 5 (00	•	2 021 000
Salary & Related	\$	2,016,700	\$	2,199,522	\$	2,725,688	\$	2,821,08
Operating & Contractual Services		2,213,533		2,422,356		4,537,878		4,696,70
Capital Outlay	_	6,176		58,042		68,831		71,24
Total General Government	S	4,236,409	\$	4,679,919	\$	7,332,397	\$	7,589,03
Debt Service from General Fund (8000) Redemption of Principal	\$		\$		s	.00	\$	
Interest	3	-	J.	-	D.	-	Þ	
Other Debt Service		-		-		-		
Total Debt Service	s		<u>s</u>		<u>s</u>		s	
			3		3		4	
Other Uses of Funds (9000)		11 400 077	•	4 500 722		2.0/0.105	•	2 420 57
Transfers (to all funds; including Capital)	\$	11,488,977	\$	4,509,723	\$	2,868,185	\$	2,428,57
Advances	- 1					-		
Contingencies		-		-		-		
Other Uses of Funds Total Other Uses of Funds	\$	11,488,977	<u>s</u>	4,509,723	\$	2,868,185	\$	2,428,57
TOTAL EXPENDITURES	s	26,258,719	S	21,054,634	s	26,067,638	s	26,440,01
Revenues Over (Under) Expenditures	S	(1,162,561)	S	4,578,004	\$	(2,488,442)	S	(2,918,36)
Beginning Fund Balance	\$		\$	16,773,327	S	21,351,331		18,862,88
Ending Cash Fund Balance	\$	16,773,327	\$	21,351,331	\$	18,862,889	S	15,944,529
Est/Actual Encumbrances (at end of year)	S	1,539,499		1,573,677		1,605,150		1,637,25.
Est/Actual Unencumbered (at end of year)	S	15,233,828	S	19,777,655	\$	17,257,739	S	14,307,27

FUND NAME:

FUND TYPE/CLASSIFICATION: GOVERNMENTAL - SPECIAL REVENUE

This Exhibit to be used for any fund receiving property tax revenue except for General Fund.

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FUND CATEGORY/TYPE	ESTIMATED UNENCUMBERED BAL 1/1/21	ESTIMATED 2021 REVENUE	TOTAL AVAIL FOR EXPENDITURE	EST 2021 EXPENSES /ENC	ESTIMATED UNENC BAL 12/31/2021
GOVERNMENTAL:					
GENERAL					
101 - General	18,862,889	23,521,651	42,384,540	28,077,264	14,307,276
906 - Unclaimed Funds	1,934		1,934		1,934
TOTAL GENERAL FUNDS	\$ 18,864,823	\$ 23,521,651	\$ 42,386,474	\$ 28,077,264	\$ 14,309,210
SPECIAL REVENUE:					
201 - Street Construction, Maint & Repair	1,285,252	673,620	1,958,872	439,050	1,519,822
202 - State Highway	147,175	56,650	203,825	20,600	183,225
203 - Permissive Tax	183,957	369,770	553,727	66,950	486,777
210 - Alcohol Education	13,074	1,030	14,104	1,545	12,559
211 - Drug Use Prevention	52,866	37,080	89,946	37,080	52,860
213 - Law Enforcement & Ed	7,818	1,030	8,848	1,000	7,84
216 - K9 Fund	7,124	15,113	22,237	17,613	4,624
217 - Safety Town	117,148	43,260	160,408	35,020	125,388
218 - DUI Grant	17,201	5,150	22,351	2,575	19,776
219 - Law Enforcement Assistance	7,820	1.047.000	7,820	1.047.000	7,820
221 - Economic Development NAECA 222 - Economic Development NACA	1,868,923	1,047,000 3,100,000	1,047,000 4,968,923	1,047,000 3,203,000	1,765,923
223 - Oak Grove EOZ	1,000,923	3,760,530	3,760,530	3,760,530	1,763,92
224 - Central College EOZ		2,248,490	2,248,490	2,248,490	
225 - Oak Grove II EOZ	1	1,499,680	1,499,680	1,499,680	
226 - Blacklick EOZ	1 2	4,120,000	4,120,000	4,120,000	
230 - Wentworth Crossing TIF	599,552	323,200	922,752	289,780	632,972
231 - Hawksmoor TIF	329,767	159,580	489,347	164,181	325,166
232 - Enclave TIF	82,378	57,570	139,948	83,690	56,258
233 - Saunton TIF	292,760	137,360	430,120	171,500	258,620
234 - Richmond Square TIF	128,226	154,530	282,756	163,992	118,76
235 - Tidewater I TIF	443,387	354,510	797,897	433,900	363,99
236 - Ealy Crossing TIF	303,458	318,150	621,608	417,420	204,188
237 - Upper Clarenton TIF	948,368	515,100	1,463,468	444,145	1,019,323
238 - Balfour Green TIF	128,050	46,460	174,510	29,490	145,020
239 - Straits Farm TIF	-	301,990	301,990	301,990	10
240 - Oxford TIF	-		-	-	
241 - Schleppi Residential TIF					1/2
250 - Blacklick TIF	689,616	1,297,850	1,987,466	951,367	1,036,099
251 - Blacklick II TIF	157,544	36,360	193,904	515	193,389
252 - Village Center TIF		841,330	841,330	841,330	
253 - Research Tech District TIF	1,207,774	272,700	1,480,474	12,360	1,468,114
254 - Oak Grove II TIF	385,679	636,300	1,021,979	20,200	1,001,779
255 - Schleppi Commercial TIF	5 120 851	2 797 600	7,918,451	1,492,466	6,425,985
258 - Windsor TIF 259 - Village Center II TIF	5,130,851	2,787,600	7,918,431	1,492,400	0,423,983
280 - Hotel Excise Tax		130,810	130,810	130,810	20
281 - Healthy New Albany Facilities	153,339	1,416,250	1,569,589	1,532,418	37,171
290 - Alcohol Indigent	11,644	1,000	12,644	1,552,410	12,644
291 - Mayors Court Computer	18,693	4,120	22,813	3,000	19,813
299 - Severance Liability Fund	1,057,021	200,000	1,257,021	200,000	1,057,021
TOTAL SPECIAL REVENUE FUNDS	s 15,776,465	\$ 26,971,173	\$ 42,747,638	5 24,184,687	5 18,562,951
DEBT SERVICE FUNDS:					=
301 - Debt Service	674,184	5,466,088	6,140,272	5,466,083	674,189
TOTAL DEBT SERVICE	\$ 674,184	\$ 5,466,088	S 6,140,272	\$ 5,466,083	\$ 674,189
CAPITAL PROJECT FUNDS:					
401 - Capital Improvements	4,318,174	4,745,080	9,063,254	9,063,254	- 1
403 - Bond Improvements	123,158		123,158	123,158	8
404 - Park Improvements	1,562,245	772,500	2,334,745	2,334,745	0
405 - Water & Sanitary Improvements	4,159,452	10,350,200	14,509,652	14,509,652	1
410 - Infrastructure Replacement	10,905,000	912,000	11,817,000	11,817,000	
411 - Leisure Trail Improvements	302,755	25,750	328,505	328,505	= '
415 - Capital Equip Replacement	3,759,340	1,027,810	4,787,150	4,787,150	4 = 3
420 - OPWC Greensward Roundabout	2,437,452	1,129,910	3,567,362	3,567,362	
422 - Economic Development Capital Improvement 501 - Water & Sanitary Sewer Impr.	8,603,266	10,222,250	18,825,516	18,825,516	
TOTAL CAPITAL PROJECT FUNDS	\$ 36,170,842	\$ 29,185,500	\$ 65,356,342	\$ 65,356,342	s -
TOTAL (MEMORANDUM ONLY)	\$ 71,486,314	s 85,144,412	s 156,630,726	s 123,084,376	s 33,546,350
					re an Le

STATEMENT OF AMOUNTS REQUIRED FOR PAYMENT OF FINAL JUDGEMENTS CITY OF NEW ALBANY, OHIO FISCAL YEAR 2021 TAX BUDGET

r c	NONE			
Amouncof	NONE			
Description of Judgement	NONE			ANALO DI VALLO

List the amounts required for the payment of each judgement expected to be paid during the year being budgeted.

								BUDGE	T YEAR	FY 2021
PURPOSE OF BONDS AND NOTES	Authority for Levy Outside 10 mill Limit *	Date of Issue	Due Date	Ordinance or Resolution	Serial or Term	Rate of Interest	Amounts of Bonds and Notes Outstanding beginning of year 01/01/21	Amount Required for Principal and Interest 1/1/21 to 12/31/21	Amt Receivable from Outside Sources to Meet Debt Payments	Amount Required for Principal and Interest 1/1/21 to 12/31/21
Payable from Debt Service:										
INSIDE 10 MILL LIMIT:										
Capital Facilities Bonds, Series 2018	NA	7/11/2018	12/1/2037	O-08-2018	Serial	1.52% - 3.24%	\$15,340,000	\$1,309,475	\$0	\$1,309,475
Cap Impr Bonds - Public Facs, Taxable Refunding, Series 2016	NA	11/23/2016	12/1/2027	O-35-2016	Serial	2.39% - 2.50%	\$4,460,000	\$696,594	\$0	\$696,594
2013 Refunding - 2010 BABs	NA	5/1/2013	12/1/2024		Serial/Term	1.50% - 4.00%	\$1,545,000	\$496,838	\$0	\$498,938
Various Purpose Refunding Ltd Tax GO Bonds, Series 2012	NA	1/1/2012	12/1/2030		Serial	2.00% - 5.00%	\$6,430,000	\$858,788	\$0	\$858,788
Capital Facilities Ltd. Tax GO Bonds, Series 2014	NA	12/1/2014	12/1/2030		Serial	0.85% - 4.00%	\$4,200,000	\$546,325	\$0	\$546,325
TOTAL							\$31,975,000	\$3,908,020	\$0	\$3,908,020
OUTSIDE 10 MILL LIMIT:										
None	-	-	-	-	-	-	\$0	\$0	\$0	\$0
							Ι			
TOTAL							S0	\$0	\$0	\$0

^{*} If the Levy is outside the 10 mill limit by vote enter the words "by vote" and the date of the election. If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Budget Commission of Franklin County, Ohio, hereby makes the following Official Certificate of Estimated Resources for the City of New Albany for the BUDGET YEAR beginning January 1 st, 2021.

FUND	Estimated Unenc Bal as of 1/1/2021	Real Estate Property Tax	Personal Property Tax	Local Government Funds	Rollback, Homestead and Personal Prop Tax Exemption	Other Sources	Total
GOVERNMENTAL FUNDS General Fund Unclaimed Funds Special Revenue Funds Debt Service Funds Capital Project Funds	\$ 71,486,314 18,862,889 1,934 15,776,465 674,184 36,170,842	\$ 1,239,475 1,239,475 - -	\$ - - - -	\$ 62,834 62,834 - - -	\$ 126,922 126,922	\$ 83,715,181 22,092,420 - 26,971,173 5,466,088 29,185,500	\$ 156,630,726 42,384,540 1,934 42,747,638 6,140,272 65,356,342
PROPRIETARY FUNDS Enterprise Funds Internal Service Funds FIDUCIARY FUNDS Trust and Agency Funds TOTAL ALL FUNDS	<u>\$</u> - <u>\$</u> - \$ 71,486,314	\$ - \$ - \$ 1,239,475	<u>\$</u> - <u>\$</u> - \$	\$ - \$ - \$ 62,834	<u>\$</u>	\$ - \$ - \$ 83,715,181	\$ - \$ - \$ 156,630,726

The Budget Commission further certifies that its action on the foregoing budget and the County Auditor's Estimate of the rate of each tax necessary to be levied within and outside the 10 mill limitation is set forth in the proper columns of the preceding pages and the total amount approved for each fund must govern the amount of appropriation from such fund.

DATE, 2020		
		Budget Commission



RESOLUTION R-24-2020

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT AND ASSOCIATED CONTRACTS WITH AMERICAN ELECTRIC POWER AND ITS APPROVED CONTRACTOR EV UNITED FOR THE ACQUISITION AND INSTALLATION OF ELECTRC VEHICLE CHARGING STATIONS TO BE LOCATED IN PUBLIC PARKING LOTS ADJACENT TO THE ROSE RUN PARK

WHEREAS, the City of New Albany wishes to support the use of alternative fuel vehicles through the installation of electric vehicle charging stations in high traffic volume areas of the city; and

WHEREAS, the City of New Albany wishes to locate electric vehicle charging stations in areas of the community that will be patronized by residents and visitors from the region; and

WHEREAS, a robust network of electric vehicle charging stations will reduce operator range anxiety and help to improve the attractiveness of electric vehicles, thereby increasing their utilization as an alternative to gasoline powered vehicles; and

WHEREAS, American Electric Power has made grant funds available to local entities, to support the creation of a robust network of electric vehicle charging stations throughout its service area.

NOW, THEREFORE, BE IT RESOLVED by Council for the City of New Albany, Counties of Franklin and Licking, State of Ohio, that:

Section 1: The city manager is hereby authorized to enter into all necessary agreements to obtain grant funds in the amount of up to \$150,000 for the acquisition and installation of two ChargePoint DC Fast Chargers which will be located at the rear of the Heit Center parking lot adjacent to the Rose Run Park.

Section 2: The City of New Albany hereby commits to provide the local match for the grant in an amount not to exceed \$6,000 and maintain the electric vehicle charging stations for a period of five years.

Section 3. It is hereby found and determined that all formal actions of this council concerning and relating to the adoption of this legislation were adopted in an open meeting of the council, and that all deliberations of the council and or any of its committees that resulted in such formal action were in meetings open to the public, in compliance with Section 121 of the Ohio Revised Code, and further pursuant to Ohio General Assembly 133 – House Bill 197 effective March 27, 2020.

R-24-2020 Page 1 of 2

Section 4. Pursuant to Article 6.07(A) of the New Albany Charter, this resolution shall take effect upon adoption.

CERTIFIED	AS	ADOP'	TFD	this
CERTIFIED	$\mathbf{n}_{\mathbf{o}}$	ADOF	LLD	uns

day of _

2020.

Attest:

Sloan T. Spalding

Mayor

Jennifer H. Mason Clerk of Council

Legislation dates:

Prepared:

06/04/2020

Introduced:

06/16/2020

Revised:

06/25/2020

Adopted:

OGOCIFOHO

Effective:

0606150160

Mitchell H. Banchefsky

Approved as to form:

Law Director



RESOLUTION R-25-2020

A RESOLUTION TO REQUEST THE FRANKLIN COUNTY BUDGET COMMISSION TO GRANT THE .74 MILLS IN AVAILABLE INSIDE MILLAGE TO THE CITY OF NEW ALBANY

WHEREAS, there is additional inside millage available for distribution by the Franklin County Budget Commission; and

WHEREAS, due to its need to fund expanded operations and provide infrastructure to service rapid growth in the community as demonstrated by the 2021 Tax Budget, the City of New Albany is in need of additional revenue.

NOW, THEREFORE, BE IT RESOLVED by Council for the City of New Albany, Counties of Franklin and Licking, State of Ohio, that:

The City of New Albany hereby requests that the Franklin County Budget Section 1: Commission grant the additional inside millage of .74 mills to the City of New Albany.

The Clerk of Council is directed to submit a certified copy of this resolution to the Section 2: Franklin County Budget Commission.

It is hereby found and determined that all formal actions of this council concerning and relating to the adoption of this legislation were adopted in an open meeting of the council, and that all deliberations of the council and or any of its committees that resulted in such formal action were in meetings open to the public, in compliance with Section 121 of the Ohio Revised Code, and further pursuant to Ohio General Assembly 133 - House Bill 197 effective March 27, 2020.

Pursuant to Article 6.07(A) of the New Albany Charter, this resolution shall take Section 4. effect upon adoption.

CERTIFIED AS ADOPTED this _____ day of ____

Attest:

Sloan T. Spalding

Mayor

Iennifer H. Mason

Clerk of Council

Approved as to form:

Law Director

Legislation dates:
Prepared: 06/ 06/29/2020 Introduced: 07/07/2020

Revised:

07/07/0000 Adopted: Effective:

R-25-2020

Page 2 of 2