

CITY NEWSLETTER



Wooster

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OHIO

Fall 2020

What's Inside

WOOSTER – A CHARTER CITY

CHARTER BALLOT
REVISIONS

PERFORMANCE
DASHBOARD

Leaf Pick Up | Trick or Treat | DORA | Recycling Info | Hazardous Waste Collection



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Mayor Breneman’s Message



As we are all aware, COVID’s appearance in our community started quite a few months ago. Even though the virus is still present in our city and county, and we have experienced sickness and tragically loss, I want to focus on the many good things we have going for us. We are truly blessed to live, work, and have family and friends in this beautiful city and county we call home.

Please take time to step away from the news media, election turmoil, and daily briefings to reflect on what makes Wooster and our agrarian heritage so special in life today. We are far better off living through this virus than what was originally predicted. Our city is operating well in all of our critical service lines (Hospital, Police, Fire/EMS, Water, Wastewater, Maintenance and Utilities), and we have a solid economy fueling our lives and needs.

Take a moment to enjoy all the good that surrounds us; fall colors, starry nights, cool weather, friends and family, holidays, and our health. There are many things that try to pull us down; make sure you balance those with the abundance of good that surrounds every day! Normal life is coming.

Bob Breneman – Mayor of Wooster



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Wooster – A Charter City

The City of Wooster became a Charter form of government in 1972. A municipal charter acts as the city's constitution and defines the organization, powers, functions and essential procedures of a city government. Per our Charter, beginning in 1980 and every ten years thereafter, a review board consisting of nine members is appointed by City Council. The Charter Review Board's duty is to review and make recommendations to City Council. This year (2020) marks the fifth time for the Charter to be reviewed and amended.

A HUGE THANK YOU to these dedicated residents for their hard work reviewing the Charter this spring. They began their public meetings normally meeting at City Hall, but once COVID hit, transitioned quite efficiently to ZOOM meetings.

Ward 1: Ray Leisy, Jennifer Shatzer

Ward 2: Mark Weaver, Martha Bollinger, Beth Patton

Ward 3: Jolene Dyer, Carol McKiernan

Ward 4: Matt Long, Stewart FitzGibbon, Stuart Webster, Louise Keating

These representatives made their recommendations to City Council. City Council conducted three readings of Ordinance 2020-20 before approving it at the July 6, 2020 council meeting. The amendments now come before you, the voters, at the November 3rd election. There will be five separate ballots.

BALLOT 1

New or amended language in **BOLD Italics**. Language deletions appear as strikethroughs.

Proposed Charter Amendment City of Wooster:

This amendment, if passed would:

- Clarify the Charter definition of compensation.
- Reduce the number of Compensation Commission members from nine to seven for ease of recruitment.
- Allow for flexibility in the scheduling of City Council meetings.
- Changes the title of "emergency ordinances" to "ordinances in need of immediate enactment." This title allows for more clarity for the public.

- Allows notice of public meetings to be made electronically in addition to traditional methods.

A majority affirmative vote is necessary for passage.

Shall Article II of the Charter of the City of Wooster be changed and amended as follows:

ARTICLE II: THE COUNCIL

SECTION 2.03. COMPENSATION AND BONDS.

Compensation and bonds for City officials and employees shall be established by ordinance of Council. **The definition of "compensation" includes monetary compensation, such as wages, salary, and benefits.** This does not preclude the City Administration's negotiating with City employee groups regarding wages and fringe benefits. Salaries **and benefits** of elected officials for the ensuing term shall

be set at least five days prior to the last day for filing candidacy and may not be changed during the term.

Commencing on or about January 1, 2011, and every four years thereafter, Council, in consultation with the Mayor, will appoint a Compensation Commission consisting of ~~nine~~ **seven** resident electors who will be charged with reviewing and making recommendations to the Mayor and Council of the amounts **regarding the salary amount** to be paid the Mayor and members of Council. No more than **four** members of the Compensation Commission shall be of the same political party.

SECTION 2.07. MEETINGS OF COUNCIL.

In each calendar month, excepting July and August, the Council shall hold at least two regular meetings, the time and place of which shall be prescribed by ordinance. **Meetings may be scheduled in the months of July and August as determined by the Mayor**

and the Council President, but are not required. Any meeting of Council may be cancelled if, as determined by the Mayor and the Council President, there is no business before Council.

A majority of all Council members elected or duly appointed shall constitute a quorum to do business, but a lesser number may adjourn by majority vote from day to day and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance or resolution.

Special meetings may be held on the call of the Mayor or of a majority of the members and, whenever practicable, upon no less than twelve hours' notice to each member. If a member cannot be located personally, a written notice of the time and date of the special meeting shall be left at his last known place of residence in the City.

SECTION 2.11. EMERGENCY ORDINANCES IN NEED OF IMMEDIATE ENACTMENT.

When necessary for the preservation of the public peace, health, and welfare or safety, or providing for the usual daily operation of a municipal department or division, the Council, by an affirmative vote of three-fourths of the members, may adopt an emergency ordinance which shall set forth and define the specific facts necessitating **the immediate enactment of the ordinance** emergency. Such emergency ordinances shall require no public hearings and shall take effect at the time indicated therein. Emergency Ordinances **in need of immediate enactment** shall be published as other ordinances after passage.

SECTION 2.12. ACTIONS NOT PERMITTED TO BE IMMEDIATELY ENACTED AS EMERGENCIES.

No action of Council authorizing the surrender or joint exercise of its powers, or in granting a franchise, or in establishing new positions, classified and unclassified, or in

the enactment, amendment or repeal of any zoning or building resolution or ordinance, or in the changing of any ward boundaries, or in authorizing any change in the boundaries of the Municipality, shall be enacted **immediately** as an emergency ordinance.

SECTION 2.17. PUBLICATION OF RESOLUTIONS AND ORDINANCES.

All resolutions and ordinances must be published after enactment by title, number, and summary within the City. Such publication shall announce that a copy of the resolution or ordinance is available at the office of the Clerk of Council. As used in this Charter, the terms "published" and "publication" shall mean to post the legislation or summary thereof in at least three public places as are designated by ordinance of Council, and to take such other actions as may be provided by Council.

One of the three public places may be publishing by means of electronic media.

BALLOT 2

Ballot 2 amends Article III: Mayor and Article IV: Administrative Officers, Departments and Commissions

New or amended language in **BOLD Italics**. Language deletions appear as strikethroughs.

Proposed Charter Amendment City of Wooster:

This amendment, if passed would:

- Make the Charter easier to understand as to the Mayor's supervisory and procedural duties.
- Provides for a succession plan for the Director of Law and clarifies how the Director of Law and the Director of Finance are appointed.

A majority affirmative vote is necessary for passage.

Shall Articles III and IV of the Charter of the City of Wooster be changed and amended as follows:

ARTICLE III: THE MAYOR

SECTION 3.02. ADMINISTRATIVE POWERS.

The Mayor shall exercise supervision and control over all of the Administrative Departments **of the City, as described in Section 4.04 of the Charter of the City of Wooster** of the City. S/he shall be the chief conservator of the peace within the City and shall see that all laws, ordinances and resolutions are faithfully obeyed and enforced. S/he shall be the ceremonial head of the City.

S/he shall have the power:

- (1) To appoint, promote, transfer, reduce or remove any officer, employee, or appointee of the City in a manner consistent with the provisions of this Charter;
- (2) To initiate departmental reorganization in accordance with Section 4.078;
- (3) To exercise those judicial powers granted to mayors under the general laws of Ohio;
- (4) To perform other powers and duties granted by ordinance or resolution.

SECTION 3.04. MAYOR'S VETO POWER.

Upon authentication, every ordinance and resolution shall be presented to the Mayor by the Clerk of Council. If the Mayor approves such ordinance or resolution, s/he shall sign and return it, but if s/he does not approve it, s/he shall return it **to the Clerk of Council** with a statement of his/her objections to the Council. This shall be recorded in its journal.

The Council may then reconsider the vote on the passage of such legislation, not later than at its next regular meeting. If, on reconsideration, it is approved by two-thirds

of the members of Council, it shall become effective as stipulated in Article II, Section 2.15.

If any ordinance or resolution shall not be returned by the Mayor **to the Clerk of Council** within seven days after it was presented to him/her, it shall become effective in the same manner as if it had been signed on the last day of the seven day period.

The Mayor may exercise item veto over appropriation ordinances which shall be subject to the other veto provisions in this Charter.

SECTION 3.05. VACANCY.

- (a) Temporary Absence From Office. In the event that the Mayor is temporarily absent or unable to perform the duties of office, **the Clerk of Council shall be notified** ~~s/he shall so notify the Clerk of Council of that fact,~~ and the President of Council shall then assume the duties of the office of Mayor during the temporary absence.
- (b) Permanent Vacancy. In the event the Mayor, for a period of time in excess of ninety (90) consecutive days, is either absent from office or unable to perform his/her duties because of physical or mental illness or disability, Council may, after providing the Mayor with written notice and an opportunity for a hearing in accordance with Article VIII, Section 8.06(e) (1), upon the affirmative vote of five (5) members, declare the office of Mayor to be vacant.
- (c) In the event of a permanent vacancy in the office of the Mayor due to his/her resignation, death or permanent disability, the President of Council shall assume the duties of the office of Mayor. Until a successor **to the office of President of Council** is elected and qualified, the office of President of Council shall become vacant and shall be filled as set forth in Article II, Section 2.06.

Within ten (10) days after the occurrence of a permanent vacancy in the office of Mayor the President of Council shall issue a proclamation

to the Board of Elections declaring the existence of a vacancy in such office and the necessity of holding an election to fill the unexpired term thereof. Such election shall be held at the next primary or general election occurring thereafter; provided that if the unexpired term for such office ends within one year following the occurrence of the vacancy an election shall not be held, and the vacancy shall be filled as provided herein.

ARTICLE IV: ADMINISTRATIVE OFFICERS, DEPARTMENTS AND COMMISSIONS

SECTION 4.02. DIRECTOR OF LAW.

The Director of Law shall be an attorney licensed to practice law in the State of Ohio, and s/he shall have been engaged in the active and full-time practice of law continuously for a period of not less than five (5) years preceding his/her appointment. S/He shall have charge of the Law Department of the City. In that capacity, s/he shall serve as the chief legal counsel to the Mayor, the City Council, City departments and divisions, the Hospital Board of Governors, and the various municipal boards and commissions. S/He will perform all duties and functions now or hereafter imposed upon the municipal directors of law by the general laws of Ohio; and s/he will perform such other duties as may be required by this Charter, by ordinance or resolution of Council, or as directed by the Mayor, except that s/he will not serve as counsel to the Wooster City Board of Education.

The Director of Law shall be appointed in accordance with section 4.04 of the Charter of the City of Wooster. The Mayor may also designate a Deputy Director of Law, who, during the absence or disability of, or during a vacancy in, the office of Director of Law, shall exercise the powers and discharge the duties and functions of the Director of Law under the title of Acting Director of Law. The Deputy Director of Law must be an attorney licensed to practice law in the State of Ohio.

SECTION 4.03. DIRECTOR OF FINANCE.

The Director of Finance shall be appointed on the basis of his/her competence as demonstrated by experience, education or both. ***The Director of Finance shall be appointed in accordance with section 4.04 of the Charter of the City of Wooster.***

The Mayor may also designate an officer or employee of the City, who, during the absence or disability of, or during a vacancy in, the office of Director of Finance, shall exercise the powers and discharge the duties and functions of the Director of Finance under the title of Acting Director of Finance.

The Director of Finance shall be the chief fiscal officer of the City. S/he shall, on behalf of the City, collect all taxes, assessments and moneys due; disburse funds as authorized; select depositories; invest funds when available for investment; maintain an efficient general accounting system and specify and supervise departmental accounting including invoicing, receiving and, where appropriate, cost accounting systems; and represent the City with other governmental fiscal agencies. The Director of Finance shall perform all duties and functions now or hereafter imposed on city auditors and treasurers by the laws of the State of Ohio which are not in conflict with the provisions of this Charter.

The Director of Finance shall, for the Council in a form Council may specify, report the current financial status of the City not less than quarterly; provide Council all supportive financial information requested for consideration of the annual appropriation ordinance; and make a yearly report covering all accounts and obligations of the previous fiscal year.

The Director of Finance shall serve as fiscal advisor to the Mayor and the Council and provide cost account data when feasible and desirable. S/he shall assist the Mayor in the preparation of the yearly budget, appropriation ordinances and statements of anticipated income, and accept any other duties assigned to him/her by the Mayor.

BALLOT 3

Ballot 3 amends Article V: The Civil Service and Article IX: Transition

New or amended language in **BOLD Italics**. Language deletions appear as strikethroughs.

Proposed Charter Amendment City of Wooster:

This amendment, if passed would:

- a. Remove the limit on the number of Administrative Assistants as this is more appropriately handled outside of the Charter.
- b. Remove the governance of civil service from the Charter as Civil Service Rules are a more efficient method.
- c. Allow employees to move from the classified to the unclassified civil service as this restriction has been overly restrictive to employees who wish to change.

A majority affirmative vote is necessary for passage.

Shall Article V of the Charter of the City of Wooster be changed and amended as follows:

ARTICLE V: THE CIVIL SERVICE

SECTION 5.03. CLASSIFIED AND UNCLASSIFIED SERVICE.

Unless otherwise provided in this section, all compensated positions in the service of the Municipality shall be in the classified service and shall be appointed and promoted pursuant to competitive examinations. The following shall comprise the unclassified service of the Municipality:

1. Mayor;
2. President of Council;
3. Members of Council;
4. Clerk of Council and other employees of Council;

5. Directors; department heads and assistant department heads; and division heads and assistant division heads except in the Police and Fire divisions;
6. Members of boards and commissions established by this Charter or by ordinance of Council;
7. **Administrative Assistants** ~~One administrative assistant to the Mayor, and one administrative assistant for each department;~~
8. All staff and employees of the Wooster Community Hospital;
9. Volunteer members of the Fire Division, and members of the auxiliary police unit of the Police Division;
10. Employees working less than an established work week; and seasonal employees;
11. Temporary employees;
12. Persons filling positions determined by Council to require exceptional qualifications of a scientific, managerial, professional, or educational character.

SECTION 5.04. CIVIL SERVICE EXAMINATIONS.

All matters relating to the hiring and promotion of Civil Service employees shall be in compliance with the Civil Service Rules as passed by City Council.

~~In administering competitive examinations the administrative officer appointed by the Mayor may use any one or more of the following methods:~~

1. ~~Standard written aptitude, achievement, and intelligence examinations;~~
2. ~~Written or oral dissertations of objective nature designed to test the applicant's familiarity with the classification;~~
3. ~~Written or oral examinations which evaluate mental fitness, character traits, and attitudes;~~
4. ~~Performances or skill examinations which provide for assessment of the applicant's abilities and manual skills to perform the work required in the classification;~~

5. ~~Evaluation examinations which objectively and uniformly rate and evaluate the applicant's education, training, and past experience;~~
6. ~~Physical examinations of agility, endurance, coordination and muscular strength when pertinent to the classification;~~
7. ~~Oral examinations which demonstrate general knowledge, personal qualities, and communications skills;~~
8. ~~Any other method authorized by Council.~~

SECTION 5.05. NEW EMPLOYEES

~~All new classified employees of the Municipality shall serve a one-year probationary period. During this period, the supervisor of each employee shall evaluate the performance of the employee in writing, on an approved form, not less than three times and not less than fifteen days before the probationary period of the employee ends, and shall file a copy of the same with the Administrative Officer for the Commission.~~

~~Based on the evaluation reports and at any time within the probationary year, the Director of Administration may terminate the employment of the probationary employee without cause. Such action by the Director is final and not subject to appeal to the Municipal Civil Service Commission. Failure to terminate the employment of the probationary employee within the probationary year shall be deemed to constitute a permanent appointment in the classified service of the Municipality.~~

SECTION 5.06. PROMOTIONS IN THE CLASSIFIED SERVICE.

~~Except as otherwise provided in this charter, vacancies in positions in the classified service shall be filled, as far as practicable, by promotions. Promotions shall be made according to merit and fitness, determined by competitive examinations.~~

SECTION 5.07. PROMOTION TO CHIEF IN THE POLICE AND FIRE DIVISIONS.

~~When a vacancy occurs in the position~~

of Chief in the Police Division, all regular sworn members of the Division above the rank of patrolman, who have completed five years of service in the division as regular sworn members, shall be eligible to take the examination for Chief.

When a vacancy occurs in the position of Chief in the Fire Division, all regular sworn members of the Division above the rank of firefighter, who have completed five years of service in the division as regular sworn members, shall be eligible to take the examination for Chief.

In either the Police or Fire Division, the Mayor may nominate two additional candidates to take the examination for Chief.

SECTION 5.05 5.08: DISCIPLINE.

All matters relating to the discipline of Civil Service employees shall be in compliance with the Civil Service Rules, the various collective-bargaining agreements, the Employee Handbook, and Department policies and procedures.

Except where the employee is otherwise subject to a collective bargaining agreement, the Mayor, Director of Administration or designee may discipline, suspend, demote, or dismiss a classified employee of the Municipality for reasonable and just cause including but not limited to the following: neglect of duty, insubordination, conduct unbecoming an employee, malfeasance, nonfeasance, misfeasance, abuse of leave policy of the Municipality, physical incompetence, mental incompetence, failure to maintain a high level of professional performance, and any other cause that may be established by Council as a uniform rule. A department head or division head may also discipline or suspend, but not demote or dismiss, a classified employee within his/her department or division for the reasons provided above. The disciplining officer shall serve the employee with written notice of the charges preferred against him/her and written notice of the action taken, and shall also file a copy of the same within the Municipal Civil Service Commission.

Except where the employee is otherwise subject to a collective bargaining agreement, any employee within the classified service of the Municipality disciplined, suspended, demoted, or dismissed from his/her position shall have the right to a formal hearing before the Municipal Civil Service Commission, providing such employee files a written request for hearing with the Commission within ten (10) days after receipt of charges preferred against him/her and notice of the action taken. Not less than fifteen (15) days after its timely receipt of a written request for hearing, the Commission shall convene a hearing at which time the employee and his/her representative, and the disciplining officer and his/her representative, may participate. Such hearing shall be as informal as is compatible with the requirements of justice. Formal rules of evidence shall not be required; and the burden of proof necessary to support the discipline, suspension, demotion, or dismissal shall be a preponderance of the evidence. The hearing shall be conducted in public unless the employee waives the same in writing prior to the time of hearing. The Commission shall announce a decision within a reasonable time after the hearing has been completed. A majority vote of Commission members shall be required to render a decision.

The decision of the Municipal Civil Service Commission shall be a final appealable order.

The Municipal Civil Service Commission shall be charged with the responsibility of developing rules, regulations and procedures not in conflict with this Charter to govern the execution of its duties. These rules, regulations and procedures shall be adopted by Council as stated in Section 5.01 of this Charter.

SECTION 5.06 5.09: POLITICAL

ACTIVITY. No classified employee shall participate in any manner in any municipal political campaign. A classified employee may participate in any non-municipal political campaign, except during working hours. Any employee who violates this section shall be subject to discipline as

provided in Section 5.058 of this Charter.

ARTICLE IX: TRANSITION

SECTION 9.05. TRANSITION FROM CLASSIFIED TO UNCLASSIFIED SERVICE.

Any employee holding a position in the classified service, which position is subsequently placed in the unclassified service by amendment to this Charter, shall continue as a classified employee. Subsequent vacancies in such position shall be filled in the manner provided in this Charter for positions in the unclassified service.

BALLOT 4

Ballot 4 amends Article VI: Taxation and Finance and Article VII: Nomination, Elections, Qualifications, Initiative and Referendum and Article VIII: Oath of Office

New or amended language in ***BOLD Italics***. Language deletions appear as strikethroughs.

Proposed Charter Amendment City of Wooster:

This amendment, if passed would:

- Allows for the transfer of unencumbered appropriation balances to be transferred among accounts within a fund.
- Changes the term "Councilman" to "Member of Council" and adds feminine pronouns.
- Clarifies residency requirements for elected officials to match state law.
- Changes the procedure for filing an initiative petition in order to make the process more efficient.

A majority affirmative vote is necessary for passage.

Shall Article VI, Article VII and Article VIII of the Charter of the City of Wooster be changed and amended as follows:

ARTICLE VI: TAXATION AND FINANCE

SECTION 6.05. TRANSFER OF APPROPRIATIONS.

Any time during the fiscal year, the Mayor may transfer part of any unencumbered appropriation balance among accounts within a **fund**. ~~division~~. Any such transfer shall be reported in writing to Council. Upon written request by the Mayor, Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department to another, or from one division to another in accordance with law.

ARTICLE VII: NOMINATION, ELECTIONS, QUALIFICATIONS, INITIATIVE AND REFERENDUM

SECTION 7.03. QUALIFICATIONS OF ELECTED OFFICERS.

Each elected officer of the Municipality shall be an elector of the Municipality and shall have resided therein or in a territory annexed thereto for a period of at least one year prior to nomination for such office and shall continue to reside therein during his term.

Each **Member of Councilman** elected to represent a ward shall be a continuous resident and qualified elector of the ward s/he represents, or territory annexed thereto, during his/her term of office **as defined in Section 3503.02 of the Ohio Revised Code**.

Any elected officer who ceases to possess such qualifications shall forfeit his/her office.

SECTION 7.08. INITIATIVE AND REFERENDUM.

The powers of initiative and referendum are reserved to the people. Ordinances and other measures may be proposed by initiative petition and adopted by election, and ordinances and other measures adopted by the Council shall be subject to referendum, to the extent and manner now or hereafter provided by the general laws of Ohio, except as otherwise provided in this Charter.

Whoever seeks to propose an ordinance or measure by initiative petition or files a

referendum petition against any ordinance or measure adopted by Council, shall, before circulating such petition, file a certified copy of the proposed ordinance or measure with the **Clerk of Council**.
~~municipal Director of Finance~~.

As used in this section, "certified copy" means a copy containing a written statement attesting that it is a true and exact reproduction of the original proposed ordinance or measure or of the original ordinance or measure.

ARTICLE VIII: GENERAL PROVISIONS

SECTION 8.05. OATH OF OFFICE.

Any officer or employee of the Municipality who is required by law to take an oath of office shall also be required to pledge his **or her** support of the Charter and the ordinances of the City of Wooster.

BALLOT 5

Ballot 5 amends Article X: Wooster Community Hospital and Article IV: Administrative Offices, Departments and Commissions

New or amended language in **BOLD Italics**. Language deletions appear as strikethroughs.

Proposed Charter Amendment City of Wooster:

This amendment, if passed would:

- Changes the title of the Mayor's position on the Board of Governors from "President" to Chairperson and adds feminine pronouns.
- Removes the requirement that City Council approve Hospital ranges of Compensation as it is duplicative of their duty to approve the Hospital budget.
- Clarifies the duties and definition of the position of "Vice President of Fiscal Affairs".

- Eliminates term limits for members of the Wooster Community Hospital Board of Governors in order to create parity between Township and City board members.

A majority affirmative vote is necessary for passage.

Shall Articles X and IV of the Charter of the City of Wooster be changed and amended as follows:

ARTICLE X: WOOSTER COMMUNITY HOSPITAL

SECTION 10.02. BOARD OF GOVERNORS.

The Municipal Hospital shall be operated, managed and controlled by a Board of Governors comprised of six members consisting of the Mayor, who by virtue of his **or her** office shall be its **Chairperson** ~~president~~, and five electors of the City, at least one of whom shall be a doctor of medicine, to be appointed by the Mayor with the consent of the Council each for a term of four years. A vacancy in the office of any appointed member shall be filled in like manner for the unexpired term of such office. Where the City has entered in a participatory agreement with a joint township hospital district board or with a board of county commissioners concerning the involvement of such district or county in the erection or enlargement of the Hospital, the maintenance and operation thereof, or both, the membership of the Board of Governors shall be expanded to include such representatives appointed by the participating district or county board as may be provided for in any such agreement.

A majority of the members of the Board of Governors, ~~as it may be expanded~~, shall constitute a quorum. Such Board may establish such by-laws and regulations governing its procedures, and may elect such officers other than president, as its members determine. Members shall be entitled to such compensation for their services as may be established by the Council or, where the City has entered into a participatory agreement

with a joint township hospital district board or with a board of county commissioners, as may be provided for in such agreement.

SECTION 10.03. POWERS AND DUTIES OF BOARD OF GOVERNORS.

Subject to ordinances of Council and, where the City has entered into a participatory agreement with a joint township hospital district board or with a board of county commissioners, to any limitations set forth in such agreement, the Board of Governors shall have and be responsible for the management, operation and control of the Hospital and for the maintenance, repair, renovation, improvement, enlargement or expansion of Hospital facilities. In the exercise of such responsibilities, the Board shall be empowered, as it deems necessary or appropriate, to: (1) adopt rules for Hospital government and operation and for the admission of persons to Hospital privileges; (2) establish charges and rates for Hospital services; (3) employ an administrator, a professional medical staff and other administrative, professional and supportive personnel; (4) contract for, and authorize the expenditure of funds relating to, the purchase of supplies, materials, equipment and furnishings, and the performance of work and services, incidental to the operation and management of the Hospital or the maintenance, repair, renovation, improvement, enlargement or expansion of Hospital facilities except that purchases of real property which are not included in the annual appropriation ordinance shall be subject to City Council approval; and (5) manage, administer and authorize the expenditure of any funds or property donated, by deed of gift, devise or bequest, to the Hospital for Hospital purposes.

All Hospital personnel and staff employed by the Board of Governors shall be in the unclassified civil service of the City and the Board shall establish such procedures for the selection, promotion, demotion, discipline and dismissal of Hospital employees as it deems appropriate. The Board shall also fix the compensation and other conditions of employment for Hospital staff and personnel,

provided that the ranges of compensation for such Hospital employees shall be subject to approval of Council **utilizing the Board of Governors' committee structure for review and available hospital compensation market data.**

All contracts made by the Board of Governors shall be executed in the name of the City by the chief administrative officer of the Hospital, or such other Hospital officer as may from time to time be designated by the Board, only after such contracts have been approved and such execution authorized by the resolution of the Board. In approving and authorizing such contracts, the Board shall comply with all applicable requirements governing the award of public contracts, including requirements relative to advertisement and formal bidding procedures, as are prescribed by this Charter or by Ordinance of Council or, when not prescribed by Charter or Ordinance, as provided by the general laws of the State of Ohio.

SECTION 10.04. FISCAL AFFAIRS.

The Director of Finance **Vice President of Fiscal Services**, as the chief fiscal officer of the City **Wooster Community Hospital**, shall, with respect to the Hospital, perform the functions and duties required of the Director **chief financial officer of the Hospital and collaborate with the Director of Finance of the City pursuant to duties and functions as specified in** pursuant to Section 4.034 of this Charter, including the supervision of Hospital accounting, the custody and investment of Hospital funds, including funds donated to the Hospital, and the disbursement thereof upon the authorization of the Board of Governors. At the request of the Director of Finance, the Mayor may designate an officer or employee of the Hospital to exercise and discharge such duties and functions of the Director of Finance with respect to the financial affairs and operations of the Hospital as may be specified by the Mayor. Any such officer or employee so designated shall undertake to assume and perform the duties **The Vice**

President of Fiscal Services will be selected by a group consisting of the Mayor or his or her designee, the Hospital chief executive officer, the Vice-Chair of the Board of Governors, and the Finance Director. In the case of a tie in the selection process, the vote of the Mayor or his or her designee shall be considered as the tie-breaking vote. The Vice President of Fiscal Services will and functions to be assumed and performed duties by him only after first giving bond in such amount as may be established by ordinance of Council and shall thereafter serve, acting with the title of Deputy Director of Finance for Hospital Affairs, at the pleasure of the Mayor. **The Vice President of Fiscal Services** and the Board of Governors shall assist the Mayor and Director of Finance in the preparation of those **submit the Hospital** portions of each **City** annual budget and appropriation ordinance, prepared pursuant to Article VI of this Charter, which concern the Hospital.

ARTICLE IV: ADMINISTRATIVE OFFICERS, DEPARTMENTS AND COMMISSIONS

SECTION 4.06. COMMISSIONS AND BOARDS.

There shall be at least one member from each ward on any commission or board, except licensing boards, and where the total membership on the commission or board is less than the number of wards. Council shall adopt rules by which membership on a commission or board will be limited to no more than twelve (12) consecutive years per appointee. **Appointments to the Wooster Community Hospital Board of Governors are specifically exempted from any limit on the number of years they may serve.**

We look forward to your support of these amendments. Please feel free to call our Administration office at 330-263-5242 with any questions or comments.

The current Charter is on our website at www.woosteroh.com/administration-law/city-charter.

PERFORMANCE DASHBOARD

A Message From the Director of Administration



Joel Montgomery
Director of Administration

As an administration, we have attempted to promote an organizational culture that embraces Performance Management and Stewardship. Internally, we have been tracking performance for many years, and sharing that information only periodically publicly.

Our organizational core values also include Transparency and Communication, and the Performance Dashboard is an effort to share Key Performance Indicators (KPI's) with our community and demonstrate those core values.

The KPI's include benchmarking with industry/governmental comparables as well as tracking performance over time. The dashboard is meant to be a dynamic vehicle that is updated periodically and revised as needed based on feedback from the community. These initial KPI's were established based on several

factors including; currently tracked data, recent and past community surveys, feedback from Citizen's Academies, ICMA guidance, and Manager input. Those KPI's were then grouped into six main service areas/organizational goals as follows:

Public Service



Public Safety



Economic and Community Development



Quality of Life



Public Infrastructure



Public Participation



The City of Wooster is committed to providing the best public service possible to its residents. To further our commitment to excellent service, the City Administration, in collaboration with all city departments, created these dashboards to highlight performance related to the City's organizational goals.

The Performance Dashboard provides:

- Regularly updated, easily understood, and measurable indicators, at a glance, on the City's current operations in areas such as public safety or economic development.
- Previous performance measures and trends for certain indicators and when relevant setting future goals for improving or maintaining a certain level of performance.
- Similar national, state, or local figures as a benchmark for Wooster's performance for relevant indicators.

The following pages show much of what can be found on the website and provide transparency in our city operations; I hope you find this information useful.

PUBLIC SAFETY – Police and Fire

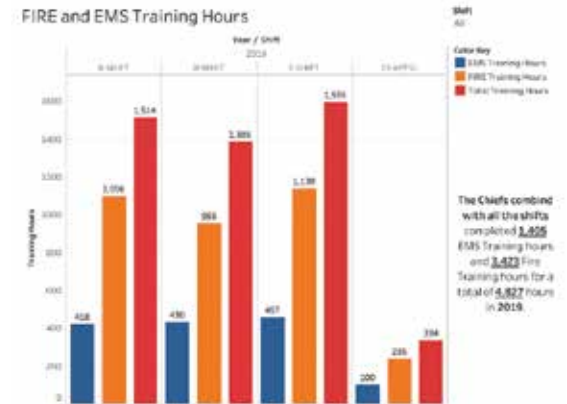
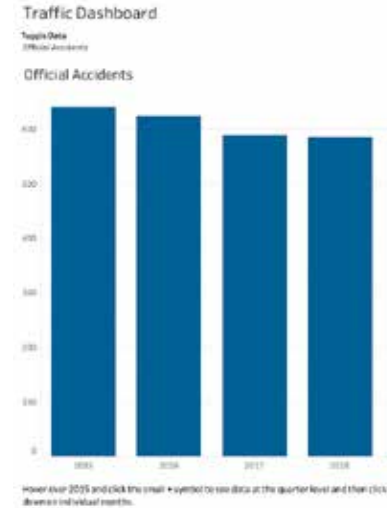
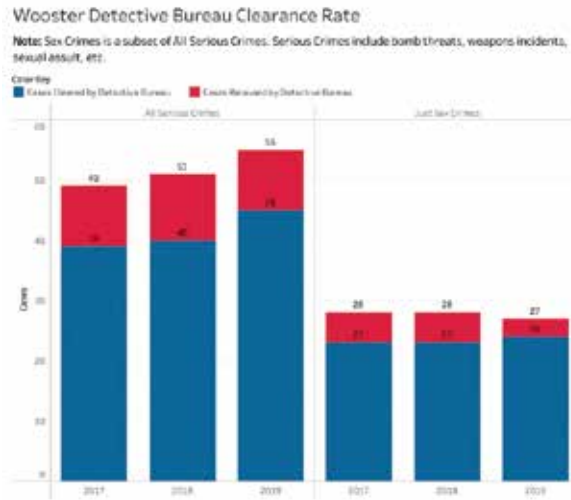
Wooster Police responded to
22,207 Calls
in 2019



Annual Fire Department
Training Hours Completed
4,827 Hours
in 2019



Fire Inspections Performed
581
in 2019

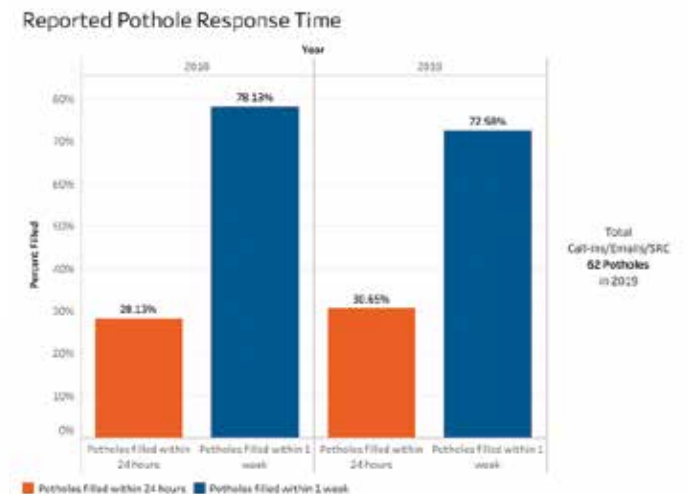
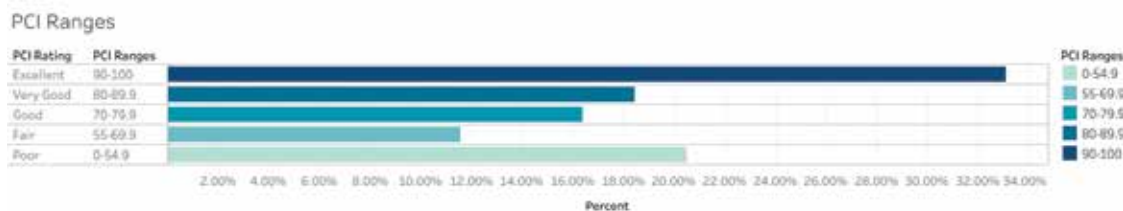



INFRASTRUCTURE – Engineering, Water Production, Waste Water Treatment & Public Properties Maintenance

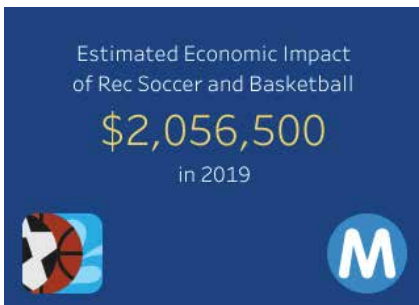
The weighted average Pavement Condition Index for all Roadways
75/100
in 2019



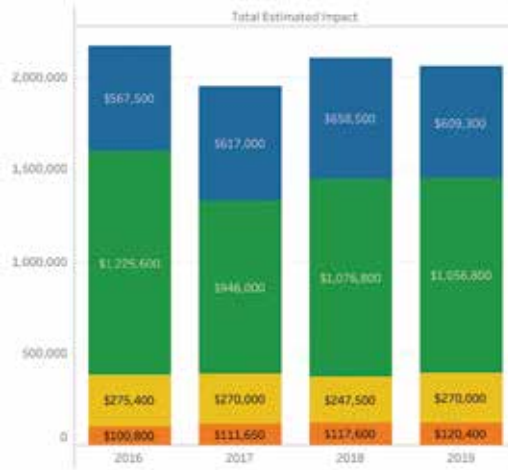
Gallons of Waste Water Treated per Wooster Resident
1,072,170,000 gal.
in 2020

QUALITY OF LIFE – Parks & Recreation, Administration and Public Properties Maintenance



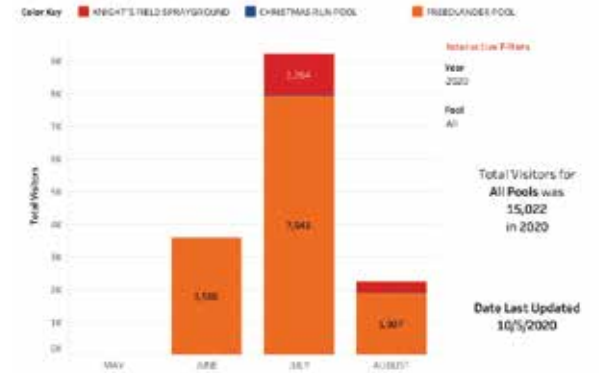
Impact of Recreational Sports



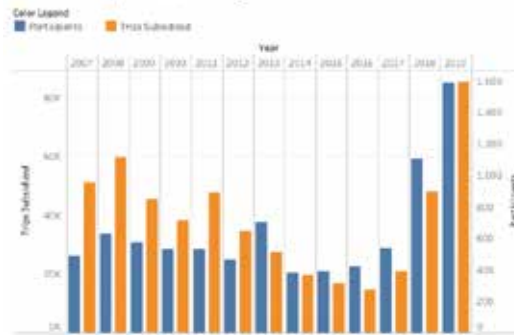
Toggle Metrics
Total Estimated Impact



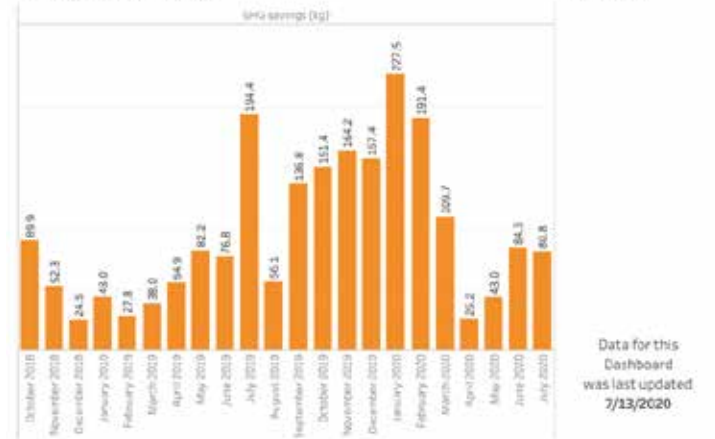
Pool Visits per Month



Public Transportation Program



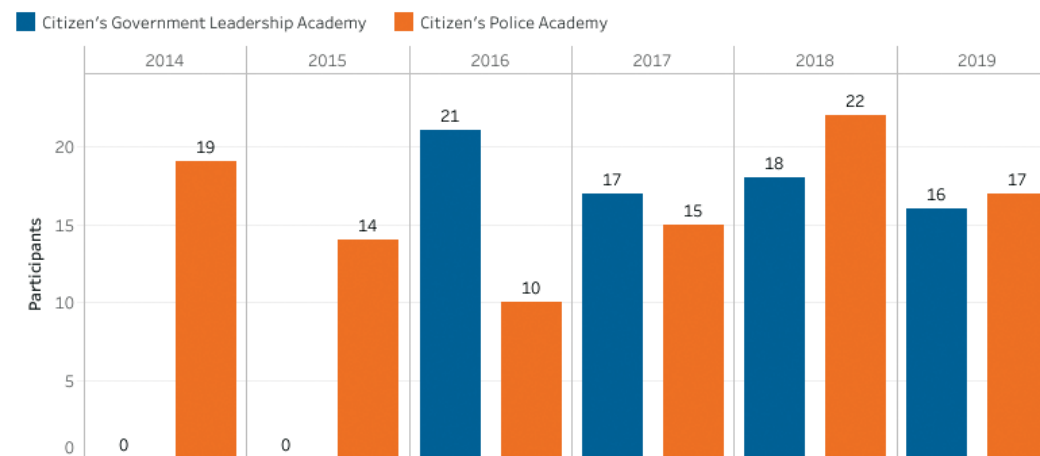
EV Charging Dashboard



PUBLIC PARTICIPATION – Administration



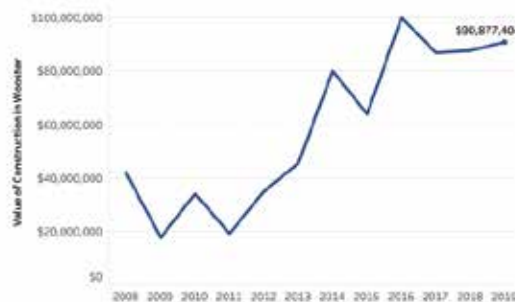
Participation in Citizen's Academies



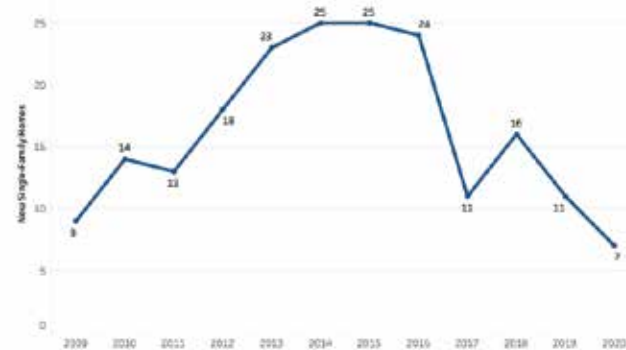
ECONOMIC & COMMUNITY – Building Standards, Zoning and Economic Development



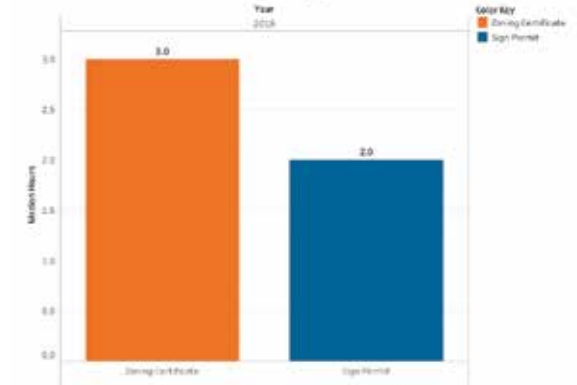
Value of Construction in Wooster



New Single-Family Homes Built in Wooster



Median Hours of Review Time for Approval

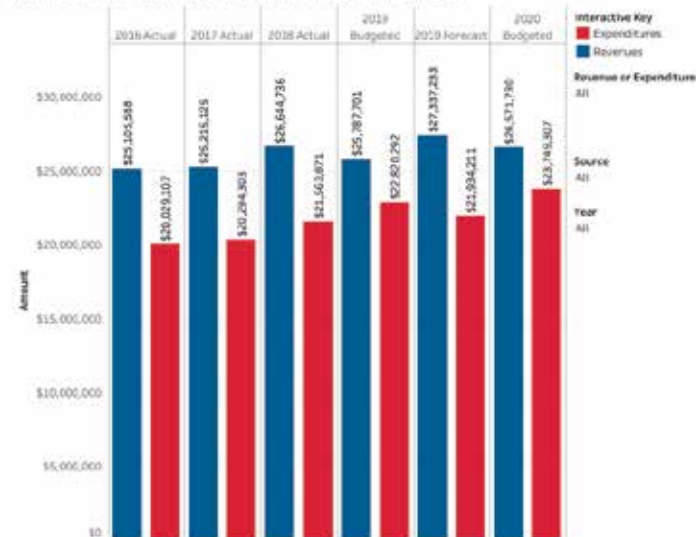


PUBLIC SERVICE – Human Resource and Finance



General Fund Dashboard

GENERAL FUND – This fund is used to account for all financial resources of the City except those required to be accounted for in another fund. The General Fund generates a majority of its revenue from taxes.



The Dashboard project is a valuable tool for engaging residents and fostering accountability by creating a clear picture of the City's operations. Also, the Dashboard seeks to ensure that our performance outcomes align with our organizational goals and that overtime the City continues to enhance efficiency in the services provided to residents. Your voice matters. To help us better serve you please fill out feedback forms on the indicator pages and tell us what information you want to know.

The Performance Dashboard can be found easily on our Home page at woosteroh.com or at www.woosteroh.com/announcement/performance-dashboard



Trick or Treat

As we near the Halloween holiday, many neighborhoods in Wooster will be looking to hold Halloween events for children. While the City of Wooster does not coordinate or sponsor a city-wide, one-day trick-or-treat event, we do recommend that neighborhoods, families, and individuals who choose to celebrate Halloween take into consideration the guidance set forth by the Ohio Department of Health as it relates to the current COVID-19 pandemic.

<https://coronavirus.ohio.gov/static/responsible/celebrating-halloween.pdf>

The City of Wooster will not be compiling a list of events on our website this year. For trick-or-treating, the Ohio Department of Health recommends reaching out to neighbors to discuss ways to ensure 6-foot social distancing, how candy can most safely be distributed, and the need for face coverings.



Some alternative ideas to celebrate Halloween 2020 include (<https://indywithkids.com/ideas-covid-halloween-celebration/>):

- Decorating your house with pumpkins and lights and other spooky sights!
- Have a Spooky Halloween Movie Marathon!
- Spread some Halloween cheer with a random act of kindness. Drop a pumpkin spiced treat or something that's sweet at your neighbor's front door.
- Be your own mad scientist! Use kitchen supplies and household items to mix up some Vampire Slime, Frankenstein's Phlegm, Ghost Rockets, or Pumpkin Playdough!
- Follow the clues for a treasure hunt, or scour the scene for items featured in a photo scavenger hunt!
- Whip up some homemade Halloween treats that are sure to put a spell on you! Find a recipe for Feet-loaf (meatloaf), Eye-Ball Pasta, Spider Pizza or Mummy Dogs!

Hold a Zoom Halloween Party and Costume Contest!

Neighborhood and event organizers should reach out to the Wayne County Health Department at (330)264-9590 with any questions related to COVID-19 and plans for your Halloween event.

Getting Noticed

It sure is nice to get positive recognition, whether you're an entity or an individual. The City works hard to be a leader in innovation, responsibility and best practices, and we have been getting noticed.

OPENGOV featured Tim Monea, Chief Building Officer, and Andrew Dutton, Planning & Zoning Manager, in a video covering the City's permitting system and the benefits of using an online system. You can watch the video on the City of Wooster's YouTube channel under the #WeAreWooster playlist.



The Ohio Association of County Behavioral Health Authorities each year awards individuals who have exemplified the actions and characteristics of leadership,

quality, and legislative excellence. For 2020, two members of our Wooster Police Department were nominated by Judy Wood, Executive Director for the Mental Health & Recovery Board of Wayne & Holmes County. Ms. Wood nominated Officer Don Hall and Assistant Chief Scott Rotolo for the CARES Award as First Responders for the Opiate Epidemic citing their leadership and actions, their knowledge, caring, and passion to serve as the primary reasons for their selection for the award.

Wooster Water Utilities State Safety Awards

The Ohio Water Environment Association (OWEA) is a part of the national 'Water Environment Federation'. The national and state sections recognize outstanding safety programs with members. For the 2019 calendar year two of our divisions obtained the state award for their discipline and staff level.

The Collection Division received the award for the 9 or less staff level category. The Water Resource Recovery Facility received the award for 10-20 staff level category. Both divisions competed with other nominees across the state. The award focus is "recognition of being safety minded and willing to make safety an important part of their daily routine. It also represents the adoption of the Safety Program sponsored by the Ohio Water Environment Federation."



(Pictured left to Right) Joe Geitgey, JJ Rutter, Ben Martin, Jason Boreman, Ed Flinner and John Bender. Not pictured Barb Hardin, Bob Parsons, Jerry Hartzler and Milan Steiner

WRRF Crew consists of the following "safety minded" individuals: Adam Wilford, Blake Judson, Chad Frank, Charlie Scott, Cody Bower, Dana Bower, Donavon Reichert, James Rames, James Underation, Jerrod DeFelice, Lee Troyer, Rory Reed, Tony Reddix and Steve Carathers

Financial State of the City

Although our area has been hit financially during the pandemic, our Finance Director, Andrea Dordea, has provided these **highlights as of September 30th regarding the city's financials:**

- **Net income tax receipts OVER budget by 1.4% or \$206,000;**
- **We have billed 33.4 million (5.1%) more gallons of water this year;**
- **Wayne County sales tax for Jan-July is up 2% or \$143,000 over last year;**
- **General fund expenditures are UNDER budget by 8.5% or \$2.4 million;**

Two areas of concern continue to be:

- **Building permit values are \$41 million BELOW last year;**
- **Lodging tax is still off/[LOWER] 60% from last year;**

Our city continues to remain in strong financial shape with our General Funds Days in Cash being 222 Days in Cash as of 9/30/2020.

Santa's Mailbox

Santa and his helpers are excited to announce that Santa's Mailbox will be located on the downtown square beginning November 6th and ending on December 7th. Window Wonderland and the Elf Scavenger Hunt begin on November 20th. What a great way to kick off the holiday season, writing a letter to Santa and dropping it off at the mailbox, walking downtown looking at the beautifully decorated windows and searching for an Elf.

Be sure to include a stamped self-addressed envelope so Santa can send his reply and go to Main Street Wooster's website (mainstreetwooster.org) for more information on Window Wonderland and the Elf Scavenger Hunt.



Recycling – Don't Wishcycle

So many of us yearn to be the best recyclers on the planet; unfortunately, we sometimes toss things in the recycling cart that don't belong "hoping" they can be recycled. This is called Wishcycling and ends up contaminating the recycling system. Just follow these easy steps.



All containers whether they are glass, plastic or metal need to be rinsed and dry before placing in the recycling bin. Paper should be clean and dry (no shredded paper). Cardboard should be broken down and flattened. Those Styrofoam peanuts – pitch them.

Yard waste is not recyclable and should not be placed in your RECYCLING cart. You can bag the leaves or bundle the branches and place out by your TRASH cart. You are allowed up to 8 additional bags/bundles a week. If you have a lot of yard waste, Paradise Lawn Care accepts yard waste for a fee; contact them at 330-669-3141 for information.

Hazardous Waste Collection

A collection date has been scheduled for Wednesday, November 18th from noon to 6:00 p.m. at the Wayne County Fairgrounds. Appointments MUST be made in order to participate and drop off your hazardous waste materials. Call the Wayne County Health Department on Tuesday, Thursday or Friday at 330-264-2426 ext. 215 to register or at the website www.timetorecycle.org/hhw-appointments.



Unsure what constitutes a hazardous waste? Both of these websites have excellent information: www.timetorecycle.org/ and www.cantonhealth.org/

If you can't make it on November 18th, the Canton Recycle Center is open on Tuesdays from noon to 6:00 p.m. and Fridays from 9:00 a.m. to 3:00 p.m. to collect hazardous waste. The Center is located at 742 Schroyer Avenue SW, Canton OH 44707. An ID is required; the site is open to all Stark, Tuscarawas & Wayne County residents.

Sip, Stroll, Explore – Downtown Wooster



DORA

DESIGNATED | OUTDOOR | REFRESHMENT | AREA

WOOSTER • OHIO

The Downtown Outdoor Refreshment Area (DORA) had its official first day on September 11th. What is DORA? Spearheaded by local restaurateurs, the Wooster Chamber of Commerce, and Main Street Wooster, it is an effort to increase foot traffic and public use of the renovated downtown area. Seventeen establishments are permitted by the Ohio Division of Liquor Control to serve alcohol in special DORA cups, enabling customers to leave the establishment and wander downtown within specific boundaries. Retailers have signs posted on their entrances signifying whether DORA cups are allowed inside or not.

WHAT YOU NEED TO KNOW

- There are specific hours for DORA: Monday – Friday, 4 p.m. to 11 p.m.; Saturday & Sunday, 10 a.m. to 11 p.m.
- Beverages must be purchased in DORA cups to leave the establishment and must stay within the DORA boundaries. Signs are posted letting you know if you are leaving the DORA permitted area.
- DORA cups are a one-time use and must be thrown away before entering any of the other participating establishments.

So let's get strolling, do a little shopping, and stay hydrated!

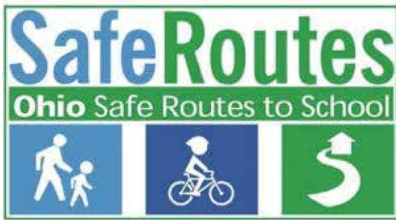
Infrastructure

MULTI-USE PATHS

Work on the newest sections of multi-use paths adds over a mile of newly paved paths to be used by walkers and bikers. The Portage Road path acts as a connector from Melrose Drive to SR 585. The extension of the trail along Burbank Road now connects you to the Friendsville Road multi-use path. All in all, the city now has over 12 miles of pathways for its citizens to use, increasing Wooster's walkability factor.



SUNSET LANE RECONSTRUCTION



This reconstruction was a significant project in the Melrose Elementary School area. The project called for the reconstruction of pavement, installation of curb and gutters,

sanitary and storm sewers, and with funding from Safe Routes to Schools, provided the addition of almost a mile of new sidewalks so students can walk safely to Melrose Elementary.

YOUR TAX DOLLARS AT WORK

Our Engineering and Public Property Maintenance Divisions work diligently to maintain and improve our roadways.

BY THE NUMBERS

Total Resurfacing Costs.....	\$2,495,500
City's Portion.....	\$1,962,748
ODOT Funding.....	\$532,752

ORANGE CONE SEASON

Yes, the paving season was definitely here in Wooster. Over ten miles of roadway was paved this summer with an additional 3.4 miles of roads being micro-surfaced (preventive maintenance). Our downtown square is nearing completion and should be opened mid to late October. West Highland will be opening before Thanksgiving. Orange cone season never really disappears, our Engineering Division will be overseeing several waterline projects in the colder months. Still, maneuvering throughout the city will be easier.



Leaf Pickup Schedule

Leaf pickup begins November 2nd and runs through December 18th. The street-by-street schedule and other important information is on our website at woosteroh.com/ppm/leaf-collection.

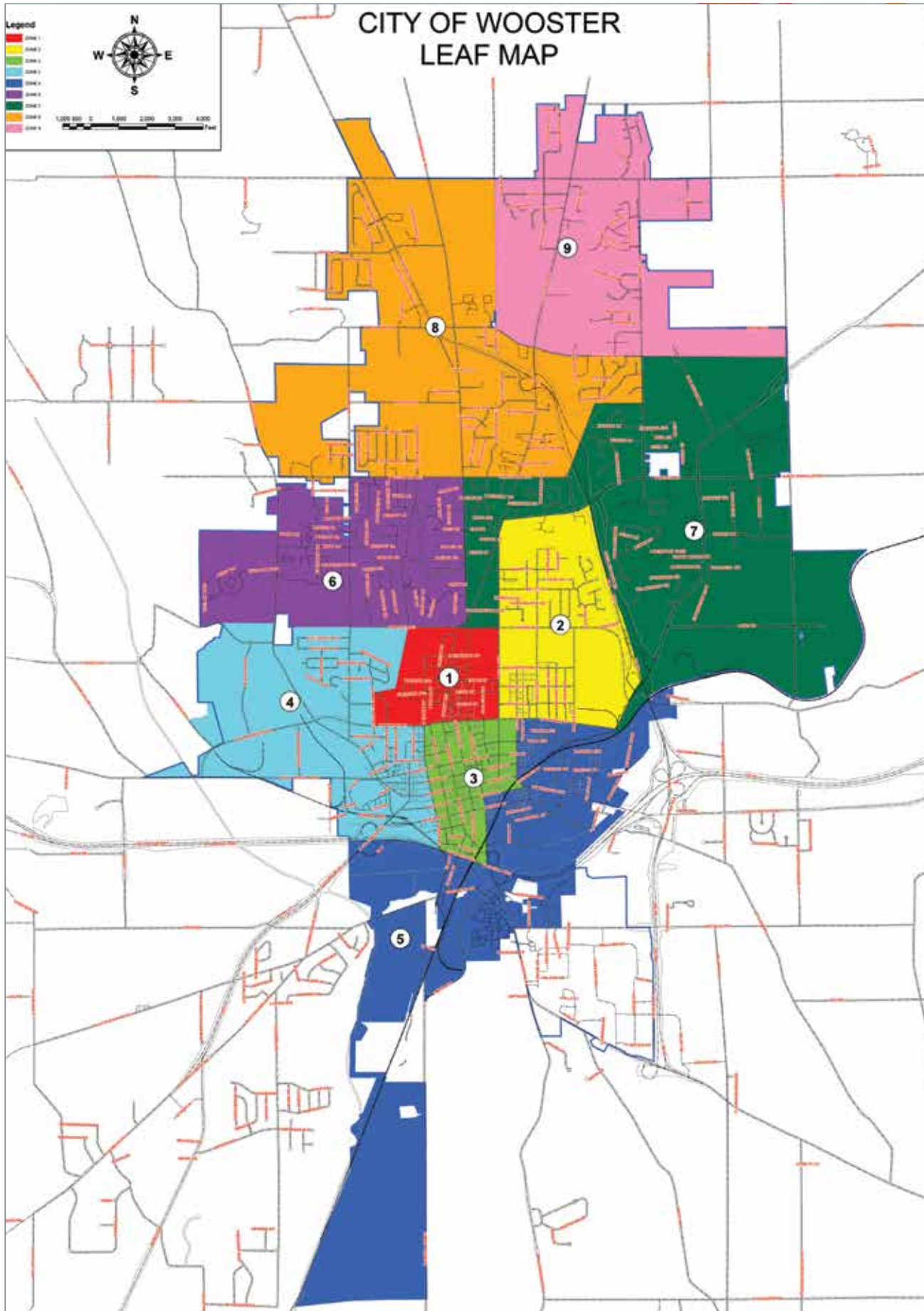


NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
11/2 – Section 1	11/3 – Section 2	11/4 – Section 3	11/5 – Section 4	11/6 – Section 5
11/9 – Section 6	11/10 – Section 6	11/11 – Veteran's Day Off	11/12 – Section 7	11/13 – Section 7
11/16 – Section 7	11/17 – Section 8	11/18 – Section 8	11/19 – Section 9	11/20 – Section 9
11/23 – Section 1	11/24 – Section 2	11/25 – Section 2	11/26 – Thanksgiving Off	11/27 – Holiday Off
11/30 – Section 3				

DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
	12/1 – Section 3	12/2 – Section 4	12/3 – Section 4	12/4 – Section 5
12/7 – Section 6	12/8 – Section 6	12/9 – Section 7	12/10 – Section 7	12/11 – Section 7
12/14 – Section 8	12/15 – Section 8	12/16 – Section 9	12/17 – Section 1	12/18 – Section 1



City Operations & COVID-19 Updates

Things have certainly changed this year due to the pandemic. Our services are still available, but many procedures have changed; here's what you need to know.



CITY HALL – The lobby area is closed. There is a kiosk available to reach the department/person you need to see. It is advisable to call ahead and schedule an appointment rather than dropping in.

UTILITY PAYMENTS –

Our Finance Department has four options for paying your utility bills.

1) Call 330-439-2126: All major credit and debit cards are accepted. You will need your Wooster City Services account number and your zip code to use this service.

2) Online: www.iwebms.net/woosteroh

A link to this website is available on the City's website at www.woosteroh.com. You will need your Wooster City Services account number to use this service.

3) Drop Box to the right of the front door at City Hall.

4) ACH option: ACH forms may be obtained by going to www.woosteroh.com then clicking on "Utilities" and scroll down to "Downloads & Links" and click on ACH Authorization Form.

PERMITS – All permits, inspections and permit payments are handled online. The link can be found online at woosteroh.com on the front page.

INCOME TAX – Now accepts online credit card payments. Contact information is 330-263-5226 or incometax@woosteroh.com.

PUBLIC MEETINGS – City Council and Board Meetings continue to be held via Zoom videoconferencing due to the State of Ohio mandate. Meetings are live-streamed on the City's YouTube Channel. Public comments/questions are monitored during the meetings. All meetings are saved and available for viewing at www.youtube.com/cityofwooster.

COMMUNITY CENTER – LIMITED OPENING

Per the Ohio Department of Health order for Senior Centers, our Community Center was able to reopen on October 5th with the following program offerings and guidelines.



All individuals entering the Center are asked to check their temperature and symptoms prior to arrival and everyone **MUST** wear a mask at all times unless actively participating in a fitness activity. The Fitness Center (weight room) is limited to six people at a time; anyone wishing to exercise in the fitness room must be at least 50 years old, purchase a membership **AND** make an appointment before coming to the Center. Appointment sign up for existing members can be found at woosteroh.com/recreation.

Billiards, Table Tennis, and some fitness classes have resumed with reduced capacity, regulations, and social distancing in place. Bingo will begin on November 10th. Card and game groups are not permitted at this time. The Senior Lounge is currently closed and restrooms are limited to patrons participating in our programs.

Also, per ODH guidelines for Senior Centers, all full-time Recreation staff are being COVID-19 tested on a bi-weekly basis. Additional sanitization and cleaning measures have also been put into place for the safety of our patrons.

For all the latest information related to the Community Center's opening, please go to woosteroh.com/recreation or call 330-263-5207. We look forward to serving our senior population again in the safest manner possible.

FIRE – The annual "Change your Clocks, Change your Batteries" Smoke Detector Battery Exchange is suspended for this fall.



STAY INFORMED!
Visit WoosterOH.com



Follow us @[cityofwooster](https://twitter.com/cityofwooster)

