



6550 N. High Street
Worthington, Ohio 43085

T: 614-436-3100

Worthington City Council Agenda

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

Monday, March 9, 2020 ~ 7:30 PM

CITY COUNCIL MEMBERS

Bonnie D. Michael
President

Scott Myers
President Pro-Tem

Peter Bucher
Council Member

Rachael Dorothy
Council Member

Beth Kowalczyk
Council Member

David Robinson
Council Member

Douglas Smith
Council Member

CITY STAFF MEMBERS

Matthew Greeson
City Manager

D. Kay Thress
Clerk of Council

1. Call To Order

2. Roll Call

3. Pledge of Allegiance

4. Visitor Comments

5. Special Presentation(s)

5.A. Community Visioning Update

Executive Summary: Community Visioning Committee Chair Joe Sherman will provide an update on the work of the committee on the Community Visioning initiative.

6. New Legislation to Be Introduced

6.A. Resolution No. 17-2020 Staffing Chart Amendment - for Fire Lieutenant

Amending the Staffing Chart of the City of Worthington to Provide for Seven (7) Fire Lieutenant Positions in the Division of Fire for up to a One Year Period.

Executive Summary: This Resolution amends the staffing chart to allow for seven Fire Lieutenant positions for up to a one-year period.

Recommendation: Introduce and Approve as Presented

6.B. Resolution No. 18-2020 Job Descriptions - Fire Chief and Assistant Fire Chief

Amending the Position Descriptions for Deputy Director of Safety/Fire Chief and Assistant Fire Chief.

Executive Summary: This Resolution amends the job description for the position of Deputy Director of Safety/Fire Chief and for the position of Assistant Fire Chief

Recommendation: Introduce and Approve as Presented

7. Reports of City Officials

7.A. Discussion Item(s)

7.A.I. McCord Park Renovations Project Update

Executive Summary: POD Design will present an update on the McCord Park Renovations Project.

Recommendation: No Formal Action Recommended

7.A.II. Joint Recreation District Update

Executive Summary: City Manager Matt Greeson will provide an update on the Joint Recreation District information.

7.B. Policy Item(s)

7.B.I. Financial Report - February 2020

Executive Summary: The Financial Report for the month of February is attached.

Recommendation: Motion to Accept as Presented

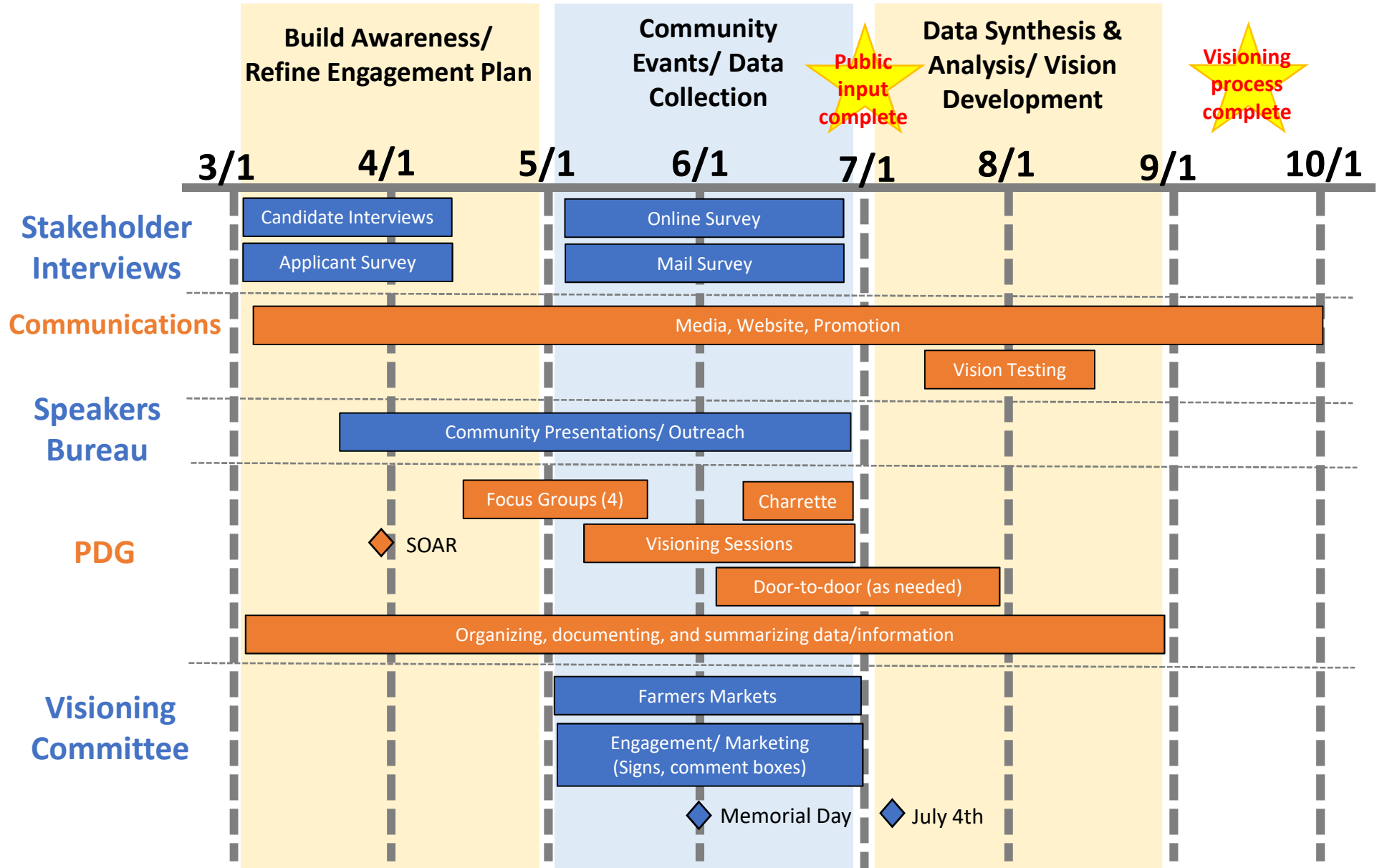
8. Reports of Council Members

9. Other

10. Executive Session

11. Adjournment

VC Draft Engagement Strategy





STAFF MEMORANDUM
City Council Meeting – March 9, 2020

Date: March 4, 2020

To: Matthew H. Greeson, City Manager

From: Lori Trego, Personnel Director

Subject: **Resolution No. 17-2020 - Staffing Chart Amendment - Fire Lieutenant**

EXECUTIVE SUMMARY

This Resolution amends the staffing chart to allow for seven Fire Lieutenant positions for up to a one year period.

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

The Division of Fire conducted an extensive promotional process for Fire Lieutenant in 2018, which included testing, community/professional/supervisor panel interviews and an assessment center. Three Firefighters have been promoted to Lieutenant from the promotional list established by this extensive process. There is currently one opening for Lieutenant, and there is anticipated to be a second opening in the next few months due to other internal promotions. Staff requests a temporary increase in the authorized number of Fire Lieutenants to enable two Firefighter/Paramedics to be promoted to Lieutenant before the current promotional list expires later this month.

ATTACHMENTS

Resolution No. 17-2020

RESOLUTION NO. 17-2020

Amending the Staffing Chart of the City of Worthington to Provide for Seven (7) Fire Lieutenant Positions in the Division of Fire for up to a One Year Period.

WHEREAS, in its adoption of Resolution 72-2019 City Council approved a Staffing Chart for the City providing the staffing levels for each of the departments and divisions of the City; and,

WHEREAS, City Council wishes to amend said Staffing Chart to add one Fire Lieutenant Position in the Division of Fire for up to a one-year period to meet the Division's needs.

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

SECTION 1. That City Council does hereby amend the Staffing Chart of the City to authorize a total of seven (7) Fire Lieutenant positions for up to a one-year period.

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

Adopted _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – March 9, 2020

Date: March 4, 2020

To: Matthew H. Greeson, City Manager

From: Lori Trego, Personnel Director

Subject: **Resolution No. 18-2020 Amend Job Descriptions - Fire Chief and Assistant Fire Chief**

EXECUTIVE SUMMARY

This Resolution amends the job description for the position of Deputy Director of Safety/Fire Chief and for the position of Assistant Fire Chief

RECOMMENDATION

Introduce and Approve as Presented

BACKGROUND/DESCRIPTION

Chief John Bailot's recent resignation as Fire Chief presents an opportunity to review the job description for this position. The Deputy Director of Safety/Fire Chief job description has been amended to provide more flexibility in achieving the requirement for an Executive Fire Officer designation, and the requirement for progressively responsible command and management experience has been reduced from ten to five years, including at least one year as a Deputy Fire Chief, Assistant Fire Chief or Fire Chief.

The job description for Assistant Fire Chief has been amended to require a minimum of two years of officer level experience with the Worthington Division of Fire/EMS and to allow for the preferred qualification of EMS or Fire Instructor. This provides the option for either certification.

ATTACHMENTS

Resolution No. 18-2020

RESOLUTION NO. 18-2020

Amending the Position Descriptions for Deputy
Director of Safety/Fire Chief and Assistant Fire
Chief.

WHEREAS, City Council wishes to amend the position descriptions for the positions of Deputy Director of Safety/Fire Chief and Assistant Fire Chief; and,

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties of these positions;

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

SECTION 1. That the position description for the position of Deputy Director of Safety/Fire Chief (Class Specification No. 180) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the position of Assistant Fire Chief (Class Specification No. 181) as per the description attached hereto be and the same is hereby amended.

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

Adopted _____

President of Council

Attest

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	Deputy Director of Safety/Fire Chief	CLASS: No. 18
Department:	Safety	
Date:	March 9, 2020	Title Revised: November 2017
Reports To:	City Manager/Safety Director	Updated: 2017

General Statement of Duties

The Deputy Director of Safety/Fire Chief (Fire Chief) leads and directs the Division of Fire & Emergency Medical Services. It is a highly responsible managerial position with responsibility for managing the various functions of the Division by developing community risk management strategies, planning and implementing policies, recommending strategies, training and evaluating personnel, and preparing and monitoring budgets. The Fire Chief serves as liaison with the community and community groups, and other fire/EMS service agencies.

The Fire Chief shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Fire Chief shall be committed to the mission, vision and values of the City and the Division of Fire and EMS and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Fire Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Essential Functions of the Position:

- Plans, organizes, directs and evaluates all Division of Fire and EMS programs, service delivery, and staff.
- Plans, develops and implements Division strategic goals, objectives, policies, procedures, and guidelines; ensures compliance with Federal, State and local laws.
- Performs research, analyzes findings, prepares recommendations, and reports on the effectiveness and efficiency of Division operations, including evaluating community risk management needs; recommending modification of Division operations to meet new or changed needs.
- Prepares, administers and monitors the Division budget.
- Provides high standards of customer service, and promotes responsive relationships both within the organization and the community resolving the most sensitive or complex complaints or problems.
- Coordinates Division activities with those of other internal and outside agencies.

- Prepares and presents reports to the City Manager.
- Assists in developing and maintaining the City's Emergency Operations Plan; supervises emergency management activities including preparedness, response, recovery, and mitigation and assures readiness of Emergency Operations Center.
- Responsible to develop and oversee fire and EMS data and records management
- Responds to and may direct activities or assume command at the scene of major incidents or disasters.
- Assesses community risk management needs; investigates new methods, technologies and programs to improve current levels of service.
- Develops and implements short and long-range goals for the Division; establishes priorities for the improvement of all Division of Fire and EMS services.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Oversees establishment, planning, and supervision of the employee training and staff evaluation programs including supervising, scheduling, training, directing, counseling, disciplining and evaluating subordinates. Enforces disciplinary measures when necessary.
- Makes all personnel assignments within the Division of Fire and EMS.
- Makes recommendations to the City Manager for the appointment, promotion, suspension or dismissal of others.
- Participates in and attends meetings of Fire Chiefs, fire service professional organizations, task forces, and regional, state and federal agencies or associations.
- Stays current with contemporary principles and practices for fire command, operations, administration, EMS trends, leadership and other topics important to the operations of the Division of Fire & EMS by attending training and conferences.

Knowledge, Skills and Abilities

- Comprehensive knowledge of contemporary principles and practices for fire command, operations; and fire and EMS administration, including leadership ability and strategic planning experience.
- Thorough knowledge of general municipal operations and local government practices and procedures including public sector procurement procedures.
- Thorough knowledge of management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various all-risk injury and life safety practices.
- Thorough knowledge of principles and practices of public administration and personnel management.
- Demonstrated knowledge of Federal, state, and local laws, codes, regulations, and standards governing the delivery of fire and EMS services.
- Thorough knowledge of budget planning, development, and monitoring practices.
- Ability to supervise, train, and develop employees effectively.
- Ability to plan, organize, direct, and coordinate Division operations, and motivate organizational units to meet the division objectives and various operations.

- Ability to define problem areas; direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative fire service problems.
- Ability to establish and maintain effective working relationships with the public, businesses, City officials, and other City employees.
- Ability to prepare and administer a municipal fire and EMS operational budget.
- Ability to communicate effectively through oral presentations and written reports.
- Communicate and demonstrate support for the City's and Division's mission, vision and values.
- Strong oral, written, public presentation and interpersonal skills.

Minimum Requirements of the Position:

Possession of a Bachelor's degree from an accredited four-year college or university with a major in fire science, management, public or business administration or a related field, required. Master's degree in public administration or related field preferred. Five or more years of progressively responsible command and management experience in a comparably sized municipal fire department, including at least one year of management responsibility as a Deputy Fire Chief, Assistant Fire Chief, and/or Fire Chief.

Current Paramedic certificate, or past experience as a Paramedic.

The selected candidate will be expected to achieve Executive Fire Officer designation through the National Fire Academy's Executive Fire Officer Program or the Ohio Fire Executive Program within a time period determined by the City Manager.

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

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

Adopted by Resolution No. 18-2020; Effective

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	Assistant Fire Chief	CLASS: No. 181
Department:	Safety/Division of Fire and EMS	
Date:	March 9, 2020	Title Revised: 2013
Reports To:	Deputy Director of Safety/Fire Chief	Updated: 2017

General Statement of Duties

This management position assists the Deputy Director of Safety/Fire Chief (Fire Chief) in managing the programs and services of the Worthington Division of Fire and EMS. The Assistant Chief performs Division administrative, educational and training functions and other duties as assigned by the Fire Chief or designee. The Assistant Chief also fulfills the duties of the Fire Chief in his or her absence.

Essential Functions of the Position:

Assists the Fire Chief in managing programs and services of the Division; assists the Chief with determination and implementation of the Division's priorities and goals; participates in the budget process and control of Fire Division expenditures.

Administers and evaluates effectiveness of departmental training, safety and incident critique programs; Analyzes work activity reports and others performance; establishes work priorities, goals and objectives.

Actively participates in the employment and promotion process for staff members. Interviews and tests applicants and employees for knowledge, physical agility and fitness; trains and develops personnel; disciplines Division employees pursuant to chain-of-command; participates in the planning and implementing of the Division's training programs; assists and advises subordinates on technical matters.

Supports and assists the Division's fire prevention plan review, inspections and public fire safety education programs; presents programs to the community on safety, emergency medical, hazardous materials, fire prevention, and other related subjects.

In conjunction with the Fire Chief, supervises all Division operations and personnel.

May respond, direct, and command emergency calls for fire suppression, rescue, hazardous material, environmental control, and life-support incidents; may serve as Incident Commander at fire, haz-mat and EMS alarms; supervises the actions of subordinates during emergency and non-emergency operations; supervises fire, emergency medical, hazardous materials and other operations.

May represents the Division at City and Community meetings and other functions.

Investigates Fire/EMS related citizen complaints.

Assumes the duties and exercises the authority and responsibility of the Fire Chief in his/her absence.

Establishes and maintains effective working relationships with other employees, officials and the general public.

Is responsible for the operation and maintenance of all Division buildings, apparatus, and equipment; inspects personnel, equipment and station and maintains discipline.

Operates computer, software and information management systems, radio and other communication equipment.

Drafts and distributes news releases and public service announcements and drafts standard operating procedures for review.

Follows and assures compliance with protocols, policies, procedures and directives.

Completes other duties as assigned by the Chief or designee.

Knowledge, Skills and Abilities

Ability to implement, read, understand, and enforce policies, procedures, directives, signs, maps and directories.

Ability to direct emergency operations.

Experience with Fire Service and EMS training program management.

Ability to communicate verbally and in writing.

Ability to operate a motor vehicle.

Ability to cope with stressful situations.

Ability to perform all duties effectively in stressful high-pressure environments; perform duties in extreme weather conditions.

Ability to create and implement standard operating procedures, orders, memos, and other Division directives as necessary.

Ability to be medically certified for respirator use.

Minimum Requirements of the Position:

Minimum of two years of leadership experience at an officer level with the Worthington Division of Fire/EMS and possession of a Bachelor's degree from an accredited four-year college or university with a major in fire science, management, public or business administration or a related field, required. State of Ohio Firefighter II certification, current Ohio Paramedic card, Fire Officer II, and a valid Ohio driver's license, required. Preferred qualifications include EMS or Fire Instructor, and a minimum of ten years of active fire service with a demonstrated community-focused Fire/EMS agency.

The selected candidate will be expected to achieve Executive Fire Officer designation through the National Fire Academy's Executive Fire Officer Program or the Ohio Fire Executive Program within a time period determined by the Fire Chief.

Working Conditions

While performing the duties of the job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and risk of radiation. The noise level in the work environment is usually very loud.

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

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

Adopted by Resolution No. 18-2020; Effective



STAFF MEMORANDUM
City Council Meeting – March 9, 2020

Date: March 4, 2020

To: Matthew H. Greeson, City Manager

From: Darren Hurley, Director of Parks & Recreation

Subject: **McCord Park Renovations Project Update**

EXECUTIVE SUMMARY

POD Design will present an update on the McCord Park Renovations Project.

RECOMMENDATION

No Formal Action Recommended

BACKGROUND/DESCRIPTION

City Council approved the Conceptual Master Plan for McCord Park in 2018. Subsequently, staff have secured the services of POD Design to lead a design development process to provide more detailed design of the playground, train observation area, and other key aspects of the park. In addition, recommendations on phasing of the construction and initial cost estimates have been developed. The Parks and Recreation Commission has been working closely with staff and the consultant team and at their February meeting made a motion supporting the design development of the updated Conceptual Master Plan for the park and recommended moving ahead with preparing construction documents for the bidding of phase one of the project which is currently funded in the 2020 Capital Improvements Program (CIP). Council members will get a full update on the process and have an opportunity to ask questions and provide input on the current design development.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)

The 2020 Capital Improvements Program (CIP) has \$2.8 million for McCord Park Renovations with one million of that total designated as outside funding (grants or other).

ATTACHMENTS

The City's website includes a page on the project:

<http://www.worthington.org/833/McCord-Park-Master-Planning-Process>



Office of the City Manager

March 4, 2020

TO: Worthington City Council

FROM: Matt Greeson
City Manager

SUBJECT: **Joint Recreation District**

Background and Purpose

In recent months, the City of Worthington has discussed, along with not-for-profit partner Swiminc and Worthington Schools various options for reconstructing the Worthington Pools aquatic complex. Most recently, we have researched creation of a Joint Recreation District (JRD). A JRD would have the authority to place capital and operating levies on the ballot to support the construction and operations of Worthington Pools. There have been several memorandums and presentations about investing in Worthington Pools, including information regarding the JRD. The purpose of this memorandum is to provide follow up information to the City Council from its discussion regarding the JRD on February 10, 2020 and to answer questions posed by City Council members since that time.

It is my hope to continue the dialogue regarding this idea at the Committee of the Whole on Monday, March 9, 2020 and further refine this concept for the purposes of developing a proposal that the City of Worthington, Worthington Schools and Swiminc can collectively embrace.

Questions and Answers

Below are questions that have been posed by City Council members, particularly Council Member Myers, and preliminary answers to each:

Memorandum to City Council
March 4, 2020

Do you know, or can you formulate a reasonable estimate, of the amount of money that would need to be advanced by the city as “seed money”?

Not definitively at this point. We can anticipate many of the start-up expenses of the JRD. For instance, the JRD will need legal counsel. While much of the legal work associated with a levy, bond issuance can be reimbursed through bond proceeds, there will be general counsel duties. Likewise, there will be a need for administrative duties like minutes to be taken and fiscal officer functions to be performed. I do not expect these to be significant. However, I believe we want to provide the JRD flexibility to independently review the issues associated with the pool, including the scope of work, construction proposals, revenue and management strategies and craft various agreements with the parties. They may find they need consulting or other assistance to perform technical aspects of this work. I would recommend that we pledge up to \$100,000 to support their work.

Can that seed money be recouped if a levy passes?

I believe some of the expenses would be able to be reimbursed by either a capital or operating levy. We will explore this in more detail with legal counsel before definitively answering.

Would JRD creation jeopardize state capital funds?

The state capital funds are allocated to Swiminc who is meeting later this week with state officials to discuss use of the funds. They desire to move forward with further development of the scope of work and preparation of design development documents with some of the state funds. They would perform the task of advancing the project from a conceptual stage to one that will be better prepared for bid should a levy pass, and likely some preparatory construction work. I do not think the presence of a JRD would jeopardize these activities. However, I would recommend a Memorandum of Understanding (MOU) be developed that better articulates the collaboration and each entity's role in it. The MOU could articulate how Swiminc anticipates using the funding, how the City, Schools and JRD could support and engage in the planning and design effort being funded by the state funds, what is expected to be produced and how this will be used by each entity to advance the project.

I believe it is in each parties' interest for Swiminc to move forward with this effort, as time elapsing is what may jeopardize the state funds.

Prior to advancing money can we expect pro forma financial so we understand how much is needed and where it will be spent?

We can work with the parties to prepare such a pro forma.

When might we expect to know how large a levy would be requested by the district? In other words, it would be helpful for me to have some idea of what the tax increase might be before I vote to create the district.

Memorandum to City Council
March 4, 2020

Swiminc hired consultants, gathered public input and developed conceptual cost estimates for addressing Worthington's aquatic needs. The Master Plan contemplated an investment of approximately \$24 million. City Finance staff estimates that a \$20 to \$25 million capital investment (30-year debt service) would require millage rate support of 0.6 to 0.7 mils. Research indicates that a small operating levy may also be necessary, the extent of which would be determined by the final scope.

Would the school continue to hold title to the indoor pool?

I believe that all assets that have been built on the land vest with the Schools, who have a long-term lease with Swiminc.

Would title to all real and personal property transfer to the district?

This is an important policy question that needs to be discussed further with Swiminc, a JRD, and the Schools, as the JRD will likely need to have an interest in the property to provide funding for the project.

I believe the related policy questions that need to be discussed are as follows:

Does the JRD want to provide capital funding and potentially annual operating funding to Swiminc to first build, then operate the new pool complex?

If so, then the JRD serves mostly as a financial vehicle to provide tax dollars to not for profit Swiminc to perform public work. It would maintain an oversight responsibility to ensure that the funding was spent properly.

OR

Because this is such a large investment of public funds, does the JRD want to build and own the pool complex and contract with Swiminc to operate it?

If so, then Swiminc and the Schools would need to be comfortable with assigning the lease or interest to the JRD.

These issues will need to be reviewed with bond counsel to determine what will be required for financing. Likewise, it will have to be discussed with the state to ascertain whether a future transfer of the lease would impact the state capital bill funding.

What staff resources will be required both before and after the district is created?

It is hard to estimate exact amounts of time, but expect myself, the Law, Finance and Parks and Recreation Director to be involved regularly through completion of a project as a resource to the JRD. Additionally, the PIO and Management Assistant will assist with public information and research during this decision-making phase.

Memorandum to City Council
March 4, 2020

Will the district require staff, for example a fiscal officer? Does Ohio law require a fiscal officer?

I think we want to avoid the JRD becoming an operating entity and requiring significant staff for pool operations. The Worthington area is blessed with good recreational operators, including Swiminc. The JRD is useful to equitably fund projects of a district wide interest. It is not needed as an alternative recreational provider, in my opinion.

The law reads that “A joint recreation district board of trustees formed pursuant to division (C) of section 755.14 of the Revised Code shall appoint one of its members or employ another as fiscal officer of the district.”

If the enabling legislation vests the district with jurisdiction beyond the pool, how can we have some comfort that the district will not duplicate or impede the city's recreational efforts.

We would have appointments to the JRD Board who should understand that the JRD is being formed to address the pool issue and, while it has the long term potential to invest in other projects, its purpose is not to create a recreational system that competes with existing public providers.

If the enabling legislation is narrow, can it be amended, or must we create a new district if new opportunities or challenges arise?

Most JRD in Ohio have similar creation legislation that is written broadly and provides the flexibility for the JRD to address the changing recreational needs of their communities.

What oversight will the board have, how will it be exercised and is there any director liability associated with the position? Do the directors have qualified immunity similar to other municipal officials?

JRD Board members seem to have the same legal liabilities and protections as other municipal officials. Liability insurance would be advisable.

Do we expect that the board might include an at large member who might be in the district but outside the city limits?

I would recommend that the JRD Board be five or seven members. With two or three being appointed by the City and the Schools respectively and a fifth or seventh being appointed by the Board. If all appointees of the City lived within the City limits, which is likely, then the maximum number of out of city appointees would be three or four. In this scenario, it is possible for out of city appointees to be the majority.

Memorandum to City Council
March 4, 2020

Could the board be vested with ability to seek other forms of revenue, i.e. grants and gifts?

Yes

You mentioned that you believe the pool will continue as a membership driven entity, but if public funds are being used (particularly if there is an operating levy) can we legislate some reduction, scholarships, etc.? And do you believe this is advisable?

I do not think it is advisable to legislate or for the City to express an opinion on this at this juncture. Here are several thoughts. There are number of decisions to be made around what is built, how it will function and operate. Those decisions will drive how much revenue it will generate and whether the revenue is sufficient to sustain operations. During that evaluation there can be a discussion of whether the fees required to be self-sustaining are acceptable or there is a desire to have an operating levy to subsidize them. Another consideration is whether an operating levy is necessary to have sufficient overall funds to maintain the condition of the physical asset.



Department of Finance

February 2020 Financial Report

Quick Facts

All Funds

<u>02/29/2020</u>	<u>02/29/2020</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$27,346,505	Balance
(January 1, 2020 balance: \$30,116,179)	\$18,595,768

General Fund

<u>02/29/2020</u>	<u>02/29/2020</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$14,223,556	Balance
(January 1, 2020 balance: \$16,448,581)	\$10,807,457
	(37.72% of prior year expenditures)

Highlights & Trends for February 2020

Income Tax Collections

- Year to Date (YTD) income tax collections are above 2019 YTD income tax collections \$310,065 or 7.43%.
- YTD Income tax collections are above estimates by \$248,845 or 5.30%.
- Refunds issued in February totaled \$23,788 with year to date refunds totaling \$69,797.

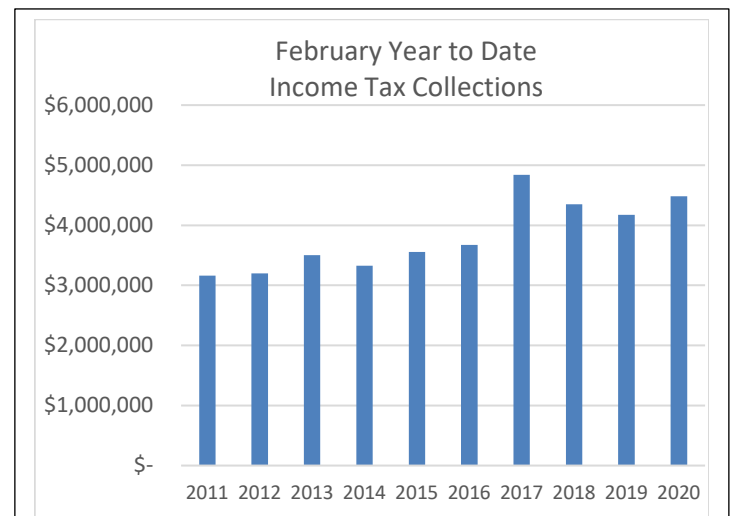
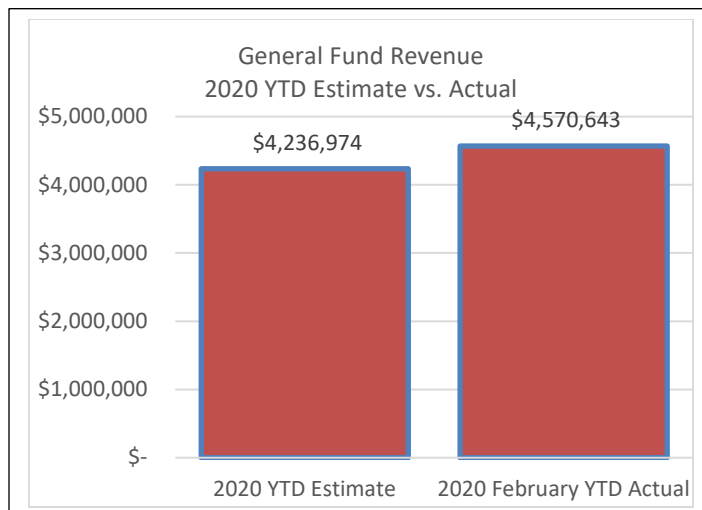
Income Tax Revenue by Account Type

For February of 2020:

Withholding Accounts – 73.60% of collections
Individual Accounts – 8.61% of collections
Net Profit Accounts – 17.79% of collections

For February of 2019:

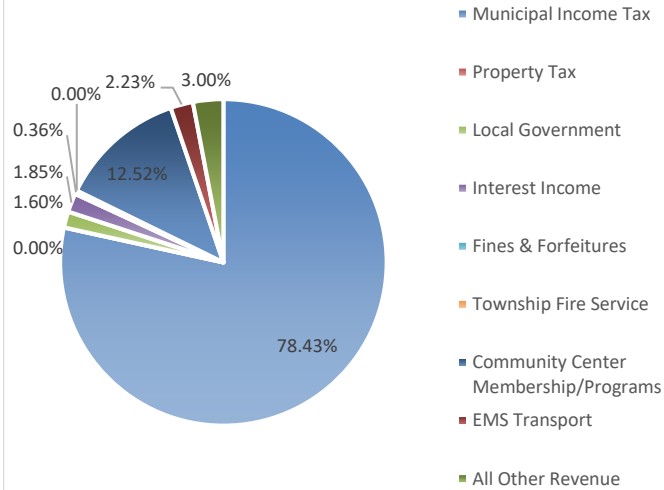
Withholding Accounts – 80.02% of collections
Individual Accounts – 7.65% of collections
Net Profit Accounts – 12.33% of collections



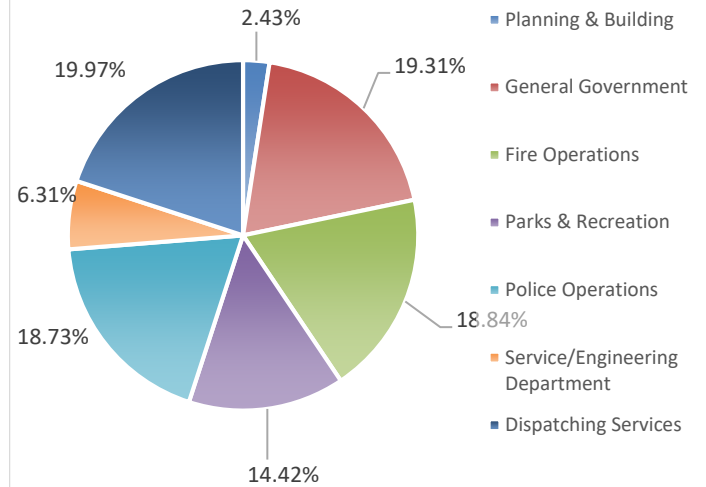


Highlights & Trends for February 2020 (continued)

February 2020 Year to Date
General Fund Revenue



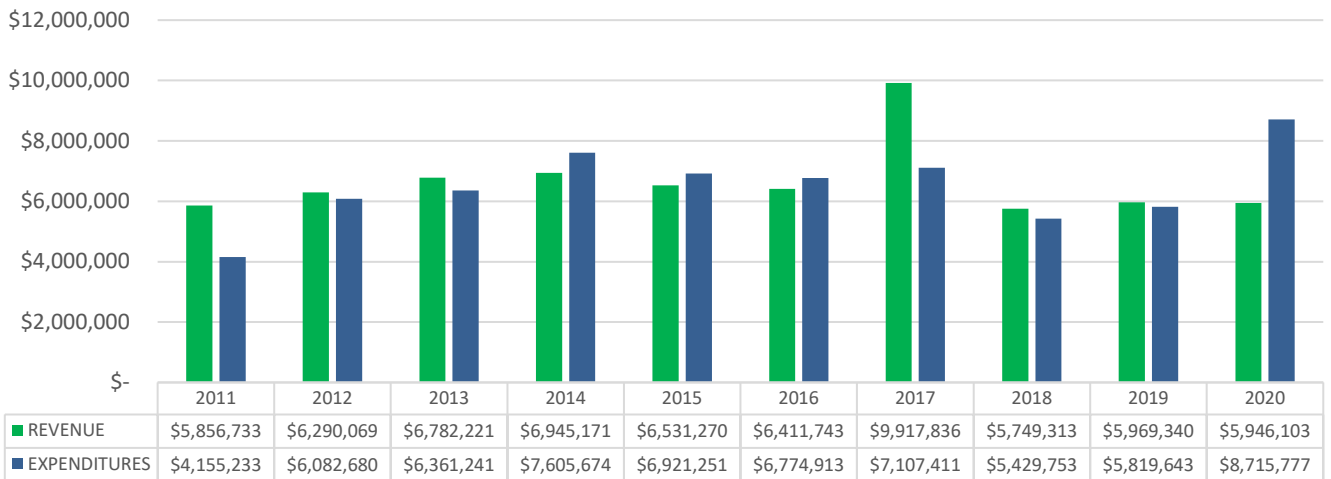
February 2020 Year to Date
General Fund Expenses



Notable Initiatives & Activities

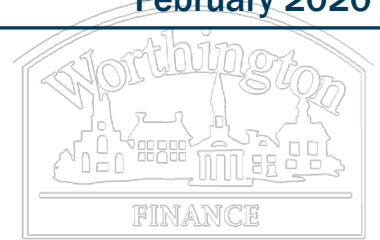


Financial Tracking

February Year to Date
Revenue to Expenditures
All FundsFebruary Year to Date
General Fund
Cash Position



February 2020 Cash Reconciliation



Total Fund Balances:	\$27,346,504.51
Depository Balances:	
General Account:	\$ 1,476,159.88
Total Bank Balances:	\$1,476,159.88
Investment Accounts:	
Certificates of Deposit:	\$12,212,000.00
Star Ohio/Star Plus	5,432,690.73
Fifth Third MMKT/CDs	7,731,063.90
CF Bank	245,000.00
FC Bank	248,000.00
Total Investment Accounts:	\$25,868,754.63
Petty Cash/Change Fund:	1,590.00
Total Treasury Balance as of February 29, 2020	\$27,346,504.51
Total Interest Earnings as of February 29, 2020	\$84,755.80
Average CD Interest Earnings	2.16%

Debt Statement

<u>Issuance</u>	<u>Purpose</u>	<u>Maturity</u>	<u>Rate</u>	<u>Principal Balance</u>
2015	2015 Refunding Bonds	December 2021	1.62%	\$1,550,000.00
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$3,295,000.00
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 62,480.40
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 520,893.56
2019	2019 Bond Anticipation Notes	September 2020	1.37%	\$ 4,290,000.00
	Total Principal Debt Balance			\$ 9,718,373.96



**City of Worthington
Fund Summary Report
as of February 29, 2020**

		<u>1/1/2020 Beginning</u>	<u>Year to Date</u>	<u>Year to Date</u>			<u>Unencumbered</u>
<u>FUND</u>	<u>Balance</u>	<u>Actual Revenue</u>	<u>Actual Expenses</u>	<u>2/29/2020</u>	<u>Encumbrances</u>	<u>Balance</u>	
101 General Fund	\$ 16,448,581	\$ 4,570,643	\$ 6,795,667	\$ 14,223,556	\$ 3,416,099	\$ 10,807,457	
202 Street M&R	133,146	160,291	167,429	126,009	83,143	\$ 42,865	
203 State Highway	34,255	12,997	16,493	30,758	2,130	\$ 28,628	
204 Water	87,739	9,944	12,404	85,279	14,096	\$ 71,182	
205 Sewer	74,786	8,541	26,966	56,360	14,264	\$ 42,096	
210 Convention & Visitor's Bureau F	113,979	765	65,800	48,944	-	\$ 48,944	
211 27th Pay Fund	250,000	-	-	250,000	-	\$ 250,000	
212 Police Pension	279,007	-	143,214	135,793	-	\$ 135,793	
214 Law Enforcement Trust	68,822	897	-	69,719	-	\$ 69,719	
215 Municipal MV License Tax	111,127	21,402	-	132,529	-	\$ 132,529	
216 Enforcement/Education	51,366	50	-	51,416	-	\$ 51,416	
217 Community Technology	-	-	-	-	-	\$ -	
218 Court Clerk Computer	232,563	1,290	61	233,793	7,400	\$ 226,393	
219 Economic Development	441,255	5,208	6,977	439,486	308,256	\$ 131,230	
220 FEMA Grant	-	-	-	-	-	\$ -	
221 Law Enf CED	15,030	-	-	15,030	-	\$ 15,030	
224 Parks & Rec Revolving	-	-	-	-	-	\$ -	
229 Special Parks	46,249	3,945	-	50,194	10,000	\$ 40,194	
253 2003 Bicentennial	74,221	-	-	74,221	-	\$ 74,221	
306 Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149	
308 Capital Improvements	8,842,550	1,149,037	1,469,815	8,521,773	4,395,559	\$ 4,126,214	
313 County Permissive Tax	-	-	-	-	-	\$ -	
409 General Bond Retirement	1,183,123	-	-	1,183,123	312,281	\$ 870,842	
410 Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448	
825 Accrued Acreage Benefit	19,226	-	-	19,226	17,326	\$ 1,900	
830 OBBS	1,840	1,094	951	1,982	1,181	\$ 801	
838 Petty Cash	1,590	-	-	1,590	-	\$ 1,590	
910 Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541	
920 Worthington Place (The Heights	579,852	-	-	579,852	-	\$ 579,852	
930 933 High St. MPI TIF Fund	113,849	-	-	113,849	17,000	\$ 96,849	
935 Downtown Worthington MPI TIF	95,122	-	10,000	85,122	40,000	\$ 45,122	
940 Worthington Square TIF	28,110	-	-	28,110	27,000	\$ 1,110	
945 W Dublin Granville Rd. MPI TIF	10,611	-	-	10,611	-	\$ 10,611	
950 350 W. Wilson Bridge	87,043	-	-	87,043	85,000	\$ 2,043	
999 PACE Fund	-	-	-	-	-	\$ -	
						\$ -	
Total All Funds	\$ 30,116,178	\$ 5,946,103	\$ 8,715,777	\$ 27,346,504	\$ 8,750,737	\$ 18,595,767	



**City of Worthington, Ohio
General Fund Overview
as of February 29, 2020**

		2019	2020	2020	2020	2020	2020	Variance				
		Year End	Original	Revised	Y-T-D	February	Variance	as % of				
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget				
Municipal Income Tax	1	\$ 21,138,988	\$ 20,872,000	\$ 20,872,000	\$ 3,404,438	\$ 3,584,971	\$ 180,533	5.30%				
Property Tax	2	2,934,807	3,079,254	\$ 3,079,254	-	-	\$ -	#DIV/0!				
Local Government	*	393,187	350,000	\$ 350,000	58,333	73,054	\$ 14,721	25.24%				
Interest Income	*	567,012	350,000	\$ 350,000	58,333	84,756	\$ 26,422	45.30%				
Fines & Forfeitures	*	127,832	170,000	\$ 170,000	28,333	16,670	\$ (11,663)	-41.16%				
Township Fire Service	2	625,479	499,047	\$ 499,047	-	-	\$ -	#DIV/0!				
Community Center Membership/Progr	*	2,375,332	2,520,680	\$ 2,520,680	420,113	572,234	\$ 152,121	36.21%				
EMS Transport	*	637,262	700,000	\$ 700,000	116,667	101,933	\$ (14,733)	-12.63%				
All Other Revenue	*	1,635,428	876,488	\$ 876,488	150,756	137,024	\$ (13,732)	-9.11%				
Total Revenues		\$ 30,435,327	\$ 29,417,469	\$ 29,417,469	\$ 4,236,974	\$ 4,570,643	\$ 333,669	7.88%				
Expenditures												
Planning & Building		\$ 719,497	\$ 830,257	\$ 830,257	\$ 138,376	\$ 143,034	\$ 4,658	103.37%				
General Government		7,153,793	7,080,036	\$ 7,080,036	\$ 1,114,264	1,137,645	\$ 23,380	102.10%				
Fire Operations		6,375,618	7,196,580	\$ 7,196,580	\$ 1,199,430	1,109,838	\$ (89,592)	92.53%				
Parks & Recreation		5,417,971	6,024,534	\$ 6,024,534	\$ 1,004,089	849,856	\$ (154,233)	84.64%				
Police Operations		6,084,229	7,457,595	\$ 7,457,595	\$ 1,242,933	1,103,493	\$ (139,439)	88.78%				
Service/Engineering Department		2,287,699	2,733,964	\$ 2,733,964	\$ 455,661	395,258	\$ (60,402)	86.74%				
Dispatching Services		-	1,209,500	\$ 1,209,500	\$ 1,176,485	1,176,485	\$ -	100.00%				
Total Expenditures		\$ 28,038,807	\$ 32,499,966	\$ 32,532,466	\$ 6,331,238	\$ 5,915,610	\$ (415,628)	93.44%				
Excess of Revenues Over (Under) Expenditures		\$ 2,396,520	\$ (3,082,497)	\$ (3,114,997)	\$ (2,094,264)	\$ (1,344,967)						
Fund Balance at Beginning of Year		\$ 14,667,073	\$ 16,448,580	\$ 16,448,580	\$ 16,448,580	\$ 16,448,580						
Unexpended Appropriations			1,259,559	1,259,559	-	-						1 - Income Tax budget based on individual monthly projections.
Expenditures versus Prior Year Enc		615,013	1,552,068	1,552,068	880,058	880,058						2 - These revenue budgets are based on semi-annual payments.
General Fund Balance		\$ 16,448,580	\$ 13,073,574	\$ 13,041,074	\$ 13,474,259	\$ 14,223,555						* - All other revenue budgets are spread equally over each month.
												All expenditure budgets are spread equally over each month.