



6550 N. High Street
Worthington, Ohio 43085

T: 614-436-3100

Worthington City Council Agenda

Virtual Meeting

Link through: Worthington.org

Our Government – Live Stream

Monday, May 11, 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. Reports of City Officials

5.A. Policy Item(s)

5.A.I. Financial Report - April 2020

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

Recommendation: Motion to Accept as Presented

5.B. Discussion Item(s)

5.B.I. Operating Expenditure Changes

Executive Summary: Staff will discuss planned Operating expenditure changes as a result of anticipated economic impacts due to COVID-19.

6. Reports of Council Members

7. Other

8. Executive Session

8.A. To consider appointment of public employees to boards and commissions

8.B. To consider compensation of public employees

9. Adjournment



Department of Finance

April 2020 Financial Report

Quick Facts

All Funds

<u>04/30/2020</u>	<u>04/30/2020</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$29,285,506	Balance
(January 1, 2020 balance: \$30,116,179)	\$21,472,930

General Fund

<u>04/30/2020</u>	<u>04/30/2020</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$15,764,414	Balance
(January 1, 2020 balance: \$16,448,581)	\$12,453,727
	(43.46% of prior year expenditures)

Highlights & Trends for April 2020

Income Tax Collections

- Year to Date (YTD) income tax collections are above 2019 YTD income tax collections \$514,844 or 6.39%.
- YTD Income tax collections are above estimates by \$605,293 or 7.60%.
- Refunds issued in April totaled \$39,251 with year to date refunds totaling \$164,001.

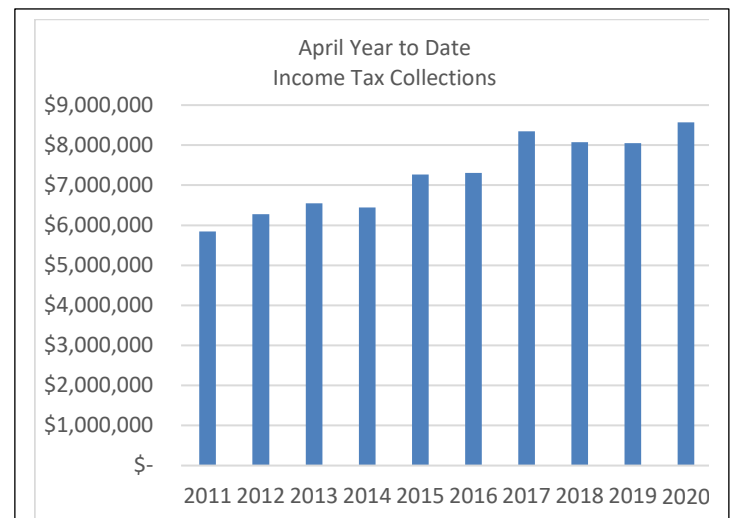
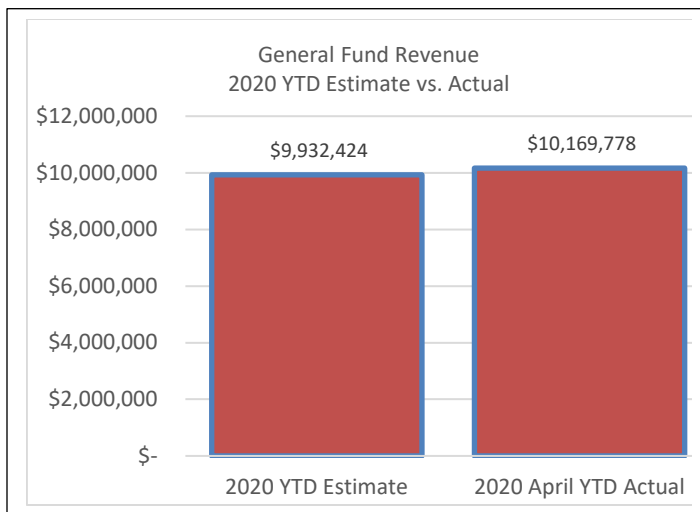
Income Tax Revenue by Account Type

For April of 2020:

Withholding Accounts – 79.74% of collections
Individual Accounts – 9.15% of collections
Net Profit Accounts – 11.11% of collections

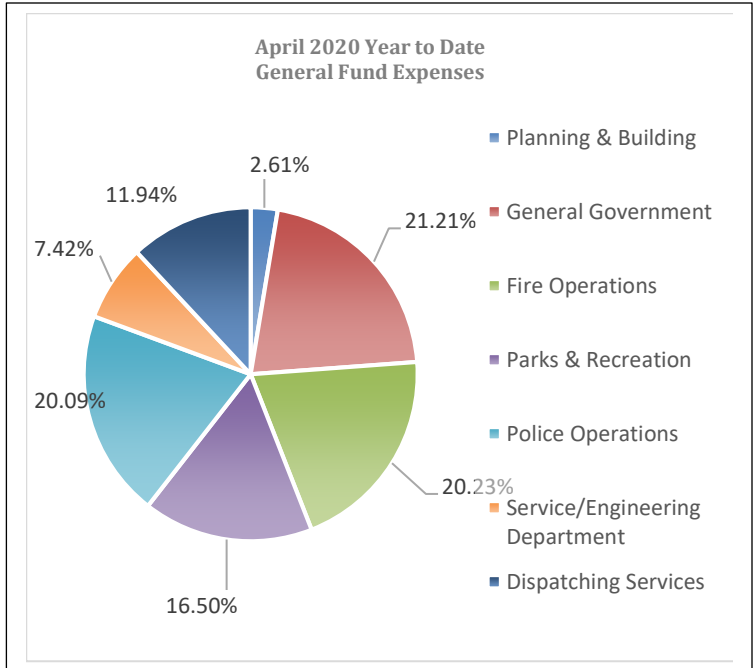
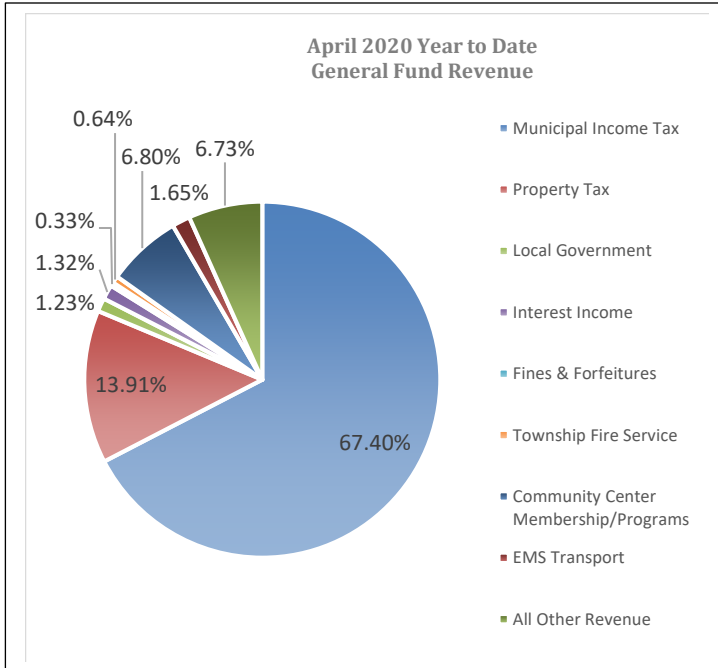
For April of 2019:

Withholding Accounts – 81.93% of collections
Individual Accounts – 5.54% of collections
Net Profit Accounts – 12.53% of collections





Highlights & Trends for April 2020 (continued)



Notable Initiatives & Activities

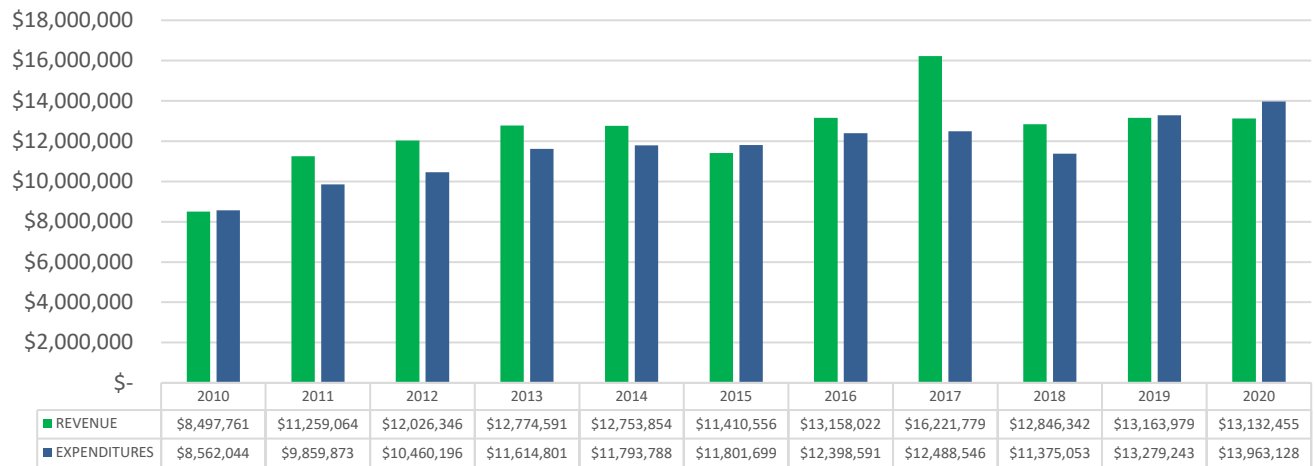
Bureau of Worker's Comp (BWC) Refunds:

- In April, the City received \$462,540 in BWC refunds. This revenue is reported in the General Fund under the revenue line of "Refunds & Reimbursements, and is picked up as "All Other Revenue" in the graph above. These refunds are the reason that the "All Other Revenue" category is up 67% over estimates.

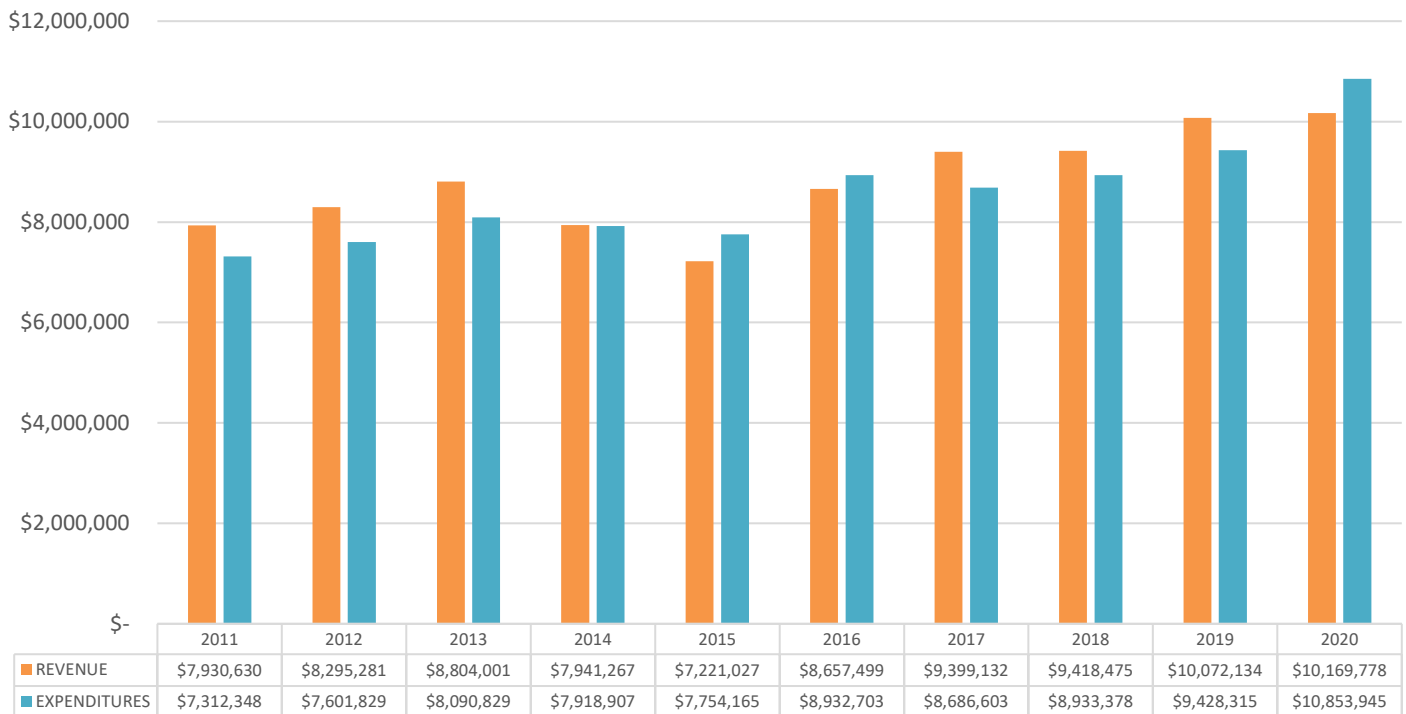


Financial Tracking

April Year to Date
Revenue to Expenditures
All Funds



April Year to Date
General Fund
Cash Position





April 2020 Cash Reconciliation

Total Fund Balances: \$29,285,506.33

Depository Balances:

General Account: \$ 3,380,583.82

Total Bank Balances: \$3,380,583.82

Investment Accounts:

Certificates of Deposit: \$12,212,000.00

Star Ohio/Star Plus 5,445,951.65

Fifth Third MMKT/CDs 7,752,380.86

CF Bank 245,000.00

FC Bank 248,000.00

Total Investment Accounts: \$25,903,332.51

Petty Cash/Change Fund: 1,590.00

Total Treasury Balance as of April 30, 2020 \$29,285,506.33

Total Interest Earnings as of April 30, 2020 \$134,344.25

Average CD Interest Earnings 2.13%

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 April 30, 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>4/30/2020</u>	<u>Encumbrances</u>	<u>Balance</u>	
101 General Fund	\$ 16,448,581	\$ 10,169,778	\$ 10,853,945	\$ 15,764,414	\$ 3,310,687	\$ 12,453,727	
202 Street M&R	133,146	309,038	293,743	148,441	92,379	\$ 56,062	
203 State Highway	34,255	25,057	30,738	28,573	2,225	\$ 26,349	
204 Water	87,739	16,594	21,344	82,988	13,366	\$ 69,622	
205 Sewer	74,786	15,048	38,270	51,564	11,050	\$ 40,514	
210 Convention & Visitor's Bureau F	113,979	1,675	65,800	49,853	-	\$ 49,853	
211 27th Pay Fund	250,000	-	-	250,000	-	\$ 250,000	
212 Police Pension	279,007	93,657	239,731	132,934	-	\$ 132,934	
214 Law Enforcement Trust	68,822	1,137	-	69,958	-	\$ 69,958	
215 Municipal MV License Tax	111,127	38,903	-	150,030	-	\$ 150,030	
216 Enforcement/Education	51,366	299	-	51,665	-	\$ 51,665	
217 Community Technology	-	-	-	-	-	\$ -	
218 Court Clerk Computer	232,563	2,634	11,744	223,453	35,716	\$ 187,737	
219 Economic Development	441,255	5,708	7,547	439,416	284,935	\$ 154,481	
220 FEMA Grant	-	-	-	-	-	\$ -	
221 Law Enf CED	15,030	-	-	15,030	-	\$ 15,030	
224 Parks & Rec Revolving	-	-	-	-	-	\$ -	
229 Special Parks	46,249	5,240	221	51,269	9,779	\$ 41,490	
253 2003 Bicentennial	74,221	-	-	74,221	-	\$ 74,221	
306 Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149	
308 Capital Improvements	8,842,550	2,051,376	2,311,541	8,582,386	3,589,509	\$ 4,992,877	
313 County Permissive Tax	-	-	-	-	-	\$ -	
409 General Bond Retirement	1,183,123	53,068	36,212	1,199,978	276,069	\$ 923,909	
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	1,650	1,599	1,891	534	\$ 1,357	
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	96,090	15,614	660,328	-	\$ 660,328	
930 933 High St. MPI TIF Fund	113,849	-	-	113,849	17,000	\$ 96,849	
935 Downtown Worthington MPI TIF	95,122	127,385	17,442	205,065	40,000	\$ 165,065	
940 Worthington Square TIF	28,110	-	-	28,110	27,000	\$ 1,110	
945 W Dublin Granville Rd. MPI TIF	10,611	56,639	640	66,610	-	\$ 66,610	
950 350 W. Wilson Bridge	87,043	44,991	508	131,526	85,000	\$ 46,526	
999 PACE Fund	-	16,488	16,488	-	-	\$ -	
						\$ -	
Total All Funds	\$ 30,116,178	\$ 13,132,455	\$ 13,963,128	\$ 29,285,506	\$ 7,812,576	\$ 21,472,930	



**City of Worthington, Ohio
General Fund Overview
as of April 30, 2020**

		2019	2020	2020	2020	2020	2020	Variance				
		Year End	Original	Revised	Y-T-D	April	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	\$ 6,369,868	\$ 6,854,102	\$ 484,234	7.60%				
Property Tax	2	2,934,807	3,079,254	\$ 3,079,254	1,539,627	1,414,163	\$ (125,464)	-8.15%				
Local Government	*	393,187	350,000	\$ 350,000	116,667	124,751	\$ 8,084	6.93%				
Interest Income	*	567,012	350,000	\$ 350,000	116,667	134,344	\$ 17,678	15.15%				
Fines & Forfeitures	*	127,832	170,000	\$ 170,000	56,667	33,879	\$ (22,788)	-40.21%				
Township Fire Service	2	625,479	499,047	\$ 499,047	249,524	65,541	\$ (183,982)	-73.73%				
Community Center Membership/Progr	*	2,375,332	2,520,680	\$ 2,520,680	840,227	691,614	\$ (148,612)	-17.69%				
EMS Transport	*	637,262	700,000	\$ 700,000	233,333	167,392	\$ (65,942)	-28.26%				
All Other Revenue	*	1,635,428	876,488	\$ 876,488	409,846	683,992	\$ 274,146	66.89%				
Total Revenues		\$ 30,435,327	\$ 29,417,469	\$ 29,417,469	\$ 9,932,424	\$ 10,169,778	\$ 237,353	2.39%				
Expenditures												
Planning & Building		\$ 719,497	\$ 830,257	\$ 830,257	\$ 276,752	\$ 257,356	\$ (19,397)	92.99%				
General Government		7,153,793	7,047,536	\$ 7,330,036	\$ 2,438,112	2,089,756	\$ (348,356)	85.71%				
Fire Operations		6,375,618	7,196,580	\$ 7,196,580	\$ 2,398,860	1,992,730	\$ (406,130)	83.07%				
Parks & Recreation		5,417,971	6,024,534	\$ 6,024,534	\$ 2,008,178	1,625,070	\$ (383,108)	80.92%				
Police Operations		6,084,229	7,457,595	\$ 7,457,595	\$ 2,485,865	1,979,548	\$ (506,317)	79.63%				
Service/Engineering Department		2,287,699	2,733,964	\$ 2,733,964	\$ 911,321	730,787	\$ (180,534)	80.19%				
Dispatching Services		-	1,209,500	\$ 1,209,500	\$ 1,176,485	1,176,485	\$ -	100.00%				
Total Expenditures		\$ 28,038,807	\$ 32,499,969	\$ 32,782,469	\$ 11,695,574	\$ 9,851,732	\$ (1,843,842)	84.23%				
Excess of Revenues Over (Under) Expenditures		\$ 2,396,520	\$ (3,082,500)	\$ (3,365,000)	\$ (1,763,149)	\$ 318,046						
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	1,002,213	1,002,213						2 - These revenue budgets are based on semi-annual payments.
												* - All other revenue budgets are spread equally over each month.
General Fund Balance		\$ 16,448,580	\$ 13,073,571	\$ 12,791,071	\$ 13,683,218	\$ 15,764,413						All expenditure budgets are spread equally over each month.



STAFF MEMORANDUM
City Council Meeting – May 11, 2020

Date: May 7, 2020
To: City Council
From: Matthew H. Greeson, City Manager
Subject: **Operating Expenditure Changes**

EXECUTIVE SUMMARY

Staff will discuss planned Operating expenditure changes as a result of anticipated economic impacts due to COVID-19.

BACKGROUND/DESCRIPTION

The current COVID-19 Pandemic has brought significant economic impacts which are expected to continue through the rest of this year and likely have lingering effects for the next several years. Staff has already shared with City Council preliminary information regarding potential revenue impacts. The actual impacts are very difficult to predict as we don't know the full extent to which businesses have been impacted in March and April nor how deep and how long impacts will continue. We expect most if not all of the City's revenue streams to be impacted.

The Regional Income Tax Agency (RITA) is estimating the City will see a decrease of 10.73% in income tax revenue, which is the largest source of revenue (70%) for the General Fund. Additionally, we expect property tax delinquencies to be up and lower gas tax receipts. Parks and Recreation revenue is down due to closure of the Community Center and Griswold Center and the likely cancellation, reduction and/or re-configuration of summer camps.

In response to the lower income tax projections, staff is implementing the following steps regarding 2020 expenditures in order to conserve cash while we seek to further understand the true fiscal impacts of the pandemic on the City's revenues.

5.B.I. - Operating Expenditure Changes

1. Hiring & promotional freezes for all non-first responder positions (police officers, firefighters and positions related to the transition of the dispatching center to NREEC) have been implemented.
2. Part-time employees not deemed essential and not working received their typical compensation amount for two pay periods and then were furloughed.
3. Summer seasonal positions, including seasonal maintenance positions in Service & Engineering and Parks Maintenance along with the internship in the City Manager's Office, will not be filled this summer
4. Travel and training have been cancelled. Exceptions will be reviewed on a case by case basis where it can be shown that there is a certification requirement.
5. The use of overtime and/or accrual of compensatory time will be constrained and closely monitored. All anticipated usage will be reported to the City Manager in advance.
6. All departments will closely monitor spending in all budget lines to identify savings.
7. The WIFA-sponsored trip to Sayama, Japan will not occur this year.
8. The annual report calendar will not be printed and mailed.
9. The 2020 FACE façade program will be reduced by \$50,000 for this year.
10. The Popular Annual Finance Report (PAFR) will not be prepared. (The Comprehensive Annual Finance Report – CAFR - will be prepared and published.)
11. The Police and Fire & EMS Open Houses will not be held.
12. Planned bunk room renovations at the Fire Station will not occur.
13. Some software licenses will not be renewed and some software programs will be converted to less expensive options.
14. Mulching of flower beds at parks and City facilities will not occur.
15. Weekend & evening projects and initiatives related to parks (e.g. honeysuckle removal, field rentals) that result in overtime will be restricted.
16. Replacement of the drinking fountain at Wilson Hill Park will be delayed.
17. Bench replacements and new landscaping in parks will not occur.
18. The Urban Forestry Replacement program will be cut in half and the City's Cost Sharing Tree Planting Program has been paused after about half of the typical applications were received.

5.B.I. - Operating Expenditure Changes

19. Fewer hanging baskets will be placed on the City's streetlights, focusing on intersections and the area south of Granville Road (SR-161).
20. Service & Engineering will not apply for certification from the American Public Works Association.
21. The use of outside consultants and contractors to supplement staff time and expertise will be reduced.
22. Trimming along alleys and walkways will be suspended.
23. Street sign replacements will be suspended.

Unexpended appropriations in the General Fund were originally estimated to be \$1,259,559 (4% of appropriations). Staff believes that implementing these additional steps will result in unexpended appropriations nearing \$2,000,000 in 2020 (approximately 6% of amended appropriations). Even with these reductions, General Fund Balance will need to be spent to fund operating expenditures this year. The Adopted 2020 Operating Budget included the usage of approximately \$3,375,007 in General Fund Balance to cover the one-time expenditures associated with the transition of 911 call answering and public safety dispatching to the Northwest Center (NRECC) and the reduction in income tax revenues due to the vacant Anthem building. The anticipated revenue declines due to the pandemic will increase the amount of General Fund Balance used this year.

On Monday, staff will overview the current monthly financial report and proposed operating reductions, and will discuss various COVID 19 fiscal impact scenarios and the relationship of these to fund balance usage.