



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, September 9, 2019 ~ 7:30 PM

CITY COUNCIL MEMBERS

Bonnie D. Michael
President

Scott Myers
President Pro-Tem

Rachael Dorothy
Council Member

Douglas Foust
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. New Legislation to Be Introduced

5.A. **Ordinance No. 37-2019** Collective Bargaining Agreement with FOP Capital City Lodge #9

Approving the Provisions of a Collective Bargaining Agreement Between the City of Worthington, Ohio and the Fraternal Order of Police, Capital City Lodge No. 9 and Authorizing the City Manager to Execute Same on Behalf of the City.

Executive Summary: This Ordinance approves the collective bargaining agreement between the City of Worthington and the Fraternal Order of Police, Capital City Lodge No. 9 and authorizes the City Manager to execute the agreement.

Recommendation: Introduce for Public Hearing on September 16, 2019

6. Reports of City Officials

6.A. Policy Item(s)

6.A.I. Community Grants

Executive Summary: Discussion of the community grant program for 2020

6.A.II. Financial Report - July & August 2019

Executive Summary: The Financial Report for the months of July and August are attached.

Recommendation: Motion to Accept as Presented

6.B. Discussion Item(s)

6.B.I. City Council Rules - Organizational Meeting

Executive Summary: Discussion of the City Council Rules, specifically the order and management of the Organizational Meeting

7. Reports of Council Members

8. Other

9. Executive Session

9.A. Details relative to the security arrangements and emergency response protocols for the City

10. Adjournment



STAFF MEMORANDUM
City Council Meeting – September 9, 2019

Date: September 5, 2019

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Ordinance No. 37-2019 - Collective Bargaining Agreement - FOP Capital City Lodge #9**

EXECUTIVE SUMMARY

This Ordinance approves the collective bargaining agreement between the City of Worthington and the Fraternal Order of Police, Capital City Lodge No. 9 and authorizes the City Manager to execute the agreement.

RECOMMENDATION

Introduce for Public Hearing on September 16, 2019

BACKGROUND/DESCRIPTION

The City and the Fraternal Order of Police (FOP) Capital City Lodge No. 9 have signed a tentative agreement on provisions of a collective bargaining agreement for the period 2019-2021. The details of the proposed changes to the collective bargaining agreement will be available for the public hearing.

ATTACHMENTS

Ordinance No. 37-2019

ORDINANCE NO. 37-2019

Approving the Provisions of a Collective Bargaining Agreement Between the City of Worthington, Ohio and the Fraternal Order of Police, Capital City Lodge No. 9 and Authorizing the City Manager to Execute Same on Behalf of the City.

WHEREAS, the Fraternal Order of Police, Capital City Lodge No. 9 has been certified by the State Employee Relations Board, pursuant to Chapter 4117 of the Ohio Revised Code, as the exclusive representative for purposes of collective bargaining for certain bargaining units within the Division of Police of the City of Worthington, Ohio; and,

WHEREAS, the City and the Fraternal Order of Police, Capital City Lodge No. 9 have negotiated a tentative collective bargaining agreement; and,

WHEREAS, the City Manager has requested City Council to approve the provisions of said collective bargaining agreement;

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

SECTION 1. That City Council hereby approves the provisions of the "Collective Bargaining Agreement Between the City of Worthington, Ohio and the Fraternal Order of Police, Capital City Lodge No. 9 for the term beginning January 1, 2019 and ending December 31, 2021," including the provisions relating to economic matters for which funds are hereby approved and which will be appropriated in accordance with the City Charter at the time for the annual budget appropriation ordinance for each year of said agreement.

SECTION 2. That the City Manager and Director of Law be and hereby are authorized and directed to execute said Agreement on behalf of the City and that the Assistant City Manager, Director of Finance, and Personnel Director, be and they are hereby authorized to execute said Agreement in their capacity as members of the City negotiation committee.

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

President of Council

Attest:

Clerk of Council



STAFF MEMORANDUM
City Council Meeting – September 9, 2019

Date: September 4, 2019

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: **Community Grants**

EXECUTIVE SUMMARY

Discussion of the Community Grant Program for 2020

BACKGROUND/DESCRIPTION

In July, the City Council indicated an interest in discussing the City's Community Grant program to determine whether to make changes to it for 2020. The City provides grants to a number of community organizations. Larger dollar amount grants are provided to the McConnell Arts Center, the Old Worthington Partnership and the Worthington Historical Society. These three recipients of the larger grants submit their funding requests in the fall of each year for consideration during the development of the operating budget for the upcoming year. Small grants are awarded through the Community Grant Program. Funding for this program is determined during the development of the operating budget, however the specific award amounts for each organization are made in the first quarter after review of submitted grant applications. The 2019 Community Grant Program awarded grant funds to 12 organizations with award amounts ranging from \$200 to \$5,900.

When this item was raised in July, members of City Council indicated they may want to have a discussion on the following items:

1. Whether to make fundamental changes to the program
2. Whether to expand the pool organizations eligible to receive a grant
3. Whether to change the priorities and/or desired outcomes for grant awards
4. Whether to set minimum dollar thresholds for funding

This agenda item is intended to provide time for City Council to discuss these issues as well as any other issues Council would like to raise related to the grant program to determine whether to make changes for 2020.

In July, the topic of overall funding for the program was also raised. Council indicated at that time that the funding amount for the program would be considered when discussing the proposed 2020 Operating Budget which will be distributed and discussed in October and November.

The 2019 grant materials are attached as a reference for how the program was organized last year, which was essentially the same as in 2018.

ATTACHMENTS

2019 Community Grant Program materials

Resolution 11-2019 – Award of 2019 Community Grants



January 9, 2019

Applications are now available for the 2019 City of Worthington Community Grant Program. This program is funded by a General Fund allocation from the City of Worthington. The purpose of the program is to assist non-profit organizations in the accomplishment of projects or programs in Worthington that provide wide community benefit. In 2019, \$33,750 is allocated for the program.

The grant application is available on the City of Worthington website at the following address: www.worthington.org/grant. You may complete the online application form or contact Robyn Stewart at 614-786-7354 or rstewart@ci.worthington.oh.us to obtain a Microsoft Word document. Hard copies of the application are also available from the City Clerk in the Louis J.R. Goorey Municipal Building at 6550 N. High Street, Worthington.

Applications must be received by the City Manager's office no later than 4:30 p.m. on Friday, February 8, 2019 in order to be considered for 2019 funding. Applications received after this date/time will not be considered for funding. Submissions must be delivered, either by mail, email or in person, to:

Community Grant Program
City Clerk's Office
City of Worthington
6550 N. High Street
Worthington, Ohio 43085
rstewart@ci.worthington.oh.us

Priorities for Grant Funds

The City Council has approved continuation of the funding priorities established last year. Proposals which address the priorities will receive preference in the order in which the priorities are listed. The distribution of funds across the priorities will be recommended by the review committee and approved by City Council.

- 1a. Basic human necessities such as provision of food and/or clothing for people in need.
- 1b. Mental health services and/or community counseling to assist people with mental or social health issues
2. Improvement of the Worthington community

Program Guidelines

Groups currently receiving funding from the City of Worthington must submit a new application to request funding for 2019. Funding in previous years does not guarantee funding in the future.

In order to be eligible for funding, applicants must be non-profit organizations. The organization must serve the City of Worthington community. Within the designated priorities, preference will be given first to organizations whose primary program/initiative serves the City of Worthington and/or membership is comprised primarily of City of Worthington residents. Additional consideration will be given to those serving the Worthington School District area.

Applications for arts and/or cultural activities or programs should be directed to the McConnell Arts Center (MAC). Please contact the MAC to determine the options available and the application process to follow.

No match of the City's funds is required, however organizations will be evaluated on total percent of overall budget requested.

Applicants may be invited for formal appearance and evaluation to discuss the application. City Council will designate a committee to review the applications and make recommendations for funding. City Council will make the final determination regarding the applications to fund and applicants will be notified of the decision. Grant allocations are anticipated to be distributed by the end of the first quarter of 2019.

Recipients are subject to an audit by the City of Worthington Finance Department regarding the use of the City's funds.

For additional information, please contact the City Manager's Office at 614-436-3100.



**APPLICATION - 2019
CITY OF WORTHINGTON
COMMUNITY GRANT PROGRAM**

ORGANIZATION NAME:

AMOUNT REQUESTED:

CONTACT NAME:

CONTACT ADDRESS:

CONTACT PHONE:

CONTACT EMAIL:

PURPOSE & ACTIVITIES OF THE ORGANIZATION:

AMOUNT REQUESTED IN CALENDAR YEAR 2019:

How will the grant funds be used?

(Please attached a budget for the program/project and clearly indicate the portion of the budget that is City funded.)

Are you proposing a multi-year program or project? If so, clearly explain the multi-year nature and how it relates to your funding request.

How will your program/project address the City's priorities:

- 1a. Basic human necessities**
- 1b. Mental health services and/or community counseling**
- 2. Improvement of the Worthington community**

What is the desired impact? How will you determine impact?

Please describe the people to benefit from the program or project. Include the percentage of them that are residents of the City of Worthington and the percentage that are residents of the Worthington School District.

Are you a membership-based organization? If so, note the percentage of your membership that are residents of the City of Worthington and also the percentage that are residents of the Worthington School District.

Have you received funding from the City of Worthington in the past? If so, please note when and for what purpose(s).

Please attach the following documents.

- 1. Budget for the proposed program or project, clearly indicating the portion that is City funded**
- 2. Documentation of Non-Profit status**
- 3. Most recent financials, including most recent IRS filing, audit and/or financial review by a CPA.** (Note: Organizations that have applied within the past three years and whose financial reports are essentially the same since the last submittal do not need to submit new financials.)



SCORING MATRIX - 2019 COMMUNITY GRANT PROGRAM

Excellent, Outstanding or Very Good (8-10 points per box)	Good, Strong or Adequate (6-7 points per box)	Poor, Weak or Inadequate (1-5 points per box)
A. Need for Initiative: <ul style="list-style-type: none"> • Strong evidence of community support • Goals are clearly stated • Very evident how this request will enhance the community 	A. Need for Initiative: <ul style="list-style-type: none"> • Some evidence of community support. • Goals are adequately stated. • Some evidence of how this project will enhance the community. 	A. Need for Initiative: <ul style="list-style-type: none"> • Little evidence of community support. • Goals poorly stated. • Little evidence of how this request will enhance the community.
B. Population Served: <ul style="list-style-type: none"> • Population primarily residents of City of Worthington • Serves broad based population in the City of Worthington 	B. Population Served: <ul style="list-style-type: none"> • Population primarily residents of Worthington School District • Serves broad based population in the Worthington School District 	B. Population Served: <ul style="list-style-type: none"> • Population primarily outside of the Worthington School District • Serves a very limited sector of the population.

C. Location of Organization: <ul style="list-style-type: none"> • Organization based in the City of Worthington 	C. Location of Organization: <ul style="list-style-type: none"> • Organization based in the Worthington School District 	C. Location of Organization: <ul style="list-style-type: none"> • Organization based outside of Worthington School District
D. Impact Indicators: <ul style="list-style-type: none"> • Desired impact is clearly stated. • Impact measures are clearly stated. • A method to evaluate the results of the initiative is clearly stated. 	D. Impact Indicators: <ul style="list-style-type: none"> • Desired impact is adequately stated. • Impact measures are adequately stated. • A method to evaluate the results of the initiative is adequately stated. 	D. Impact indicators: <ul style="list-style-type: none"> • Desired impact is poorly stated. • Impact measures are poorly stated. • There is no method to evaluate the results of the initiative.
E. Budget: <ul style="list-style-type: none"> • Initiative is highly leveraged with matching funds greater than 50%. • Other resources and partners are committed to the initiative. • Complete organizational and initiative budget information provided. 	E. Budget: <ul style="list-style-type: none"> • Initiative is moderately leveraged with matching funds less than 50%. • Some resources and partners identified for the initiative. • Partially completed organizational and initiative budget information is provided. 	E. Budget: <ul style="list-style-type: none"> • Initiative is not leveraged with matching fund. • Very limited/no resources and partners have been identified for the project. • Unsatisfactory organizational and project budget information provided.
F. Financial Need: <ul style="list-style-type: none"> • Strong evidence project cannot continue or take place without the grant. 	F. Financial Need: <ul style="list-style-type: none"> • Some evidence project cannot continue or would be difficult to take place without the grant. 	F. Financial Need: <ul style="list-style-type: none"> • Grant funding has little to no impact on the initiative.

RESOLUTION NO. 11-2019

Approving Funding to Worthington Community Groups for the 2019 Community Grant Program.

WHEREAS, the City of Worthington recognizes the important contributions of community organizations in providing vital services and programming to the Worthington community; and,

WHEREAS, the programs and services provided by these organizations constitute a public purpose and serve a broad base of the residents of the City of Worthington; and,

WHEREAS, upon evaluating the purpose and goals of each organization and the programs identified in the grant applications, it has been determined how \$33,750 in funds already appropriated for Community Grants in the 2019 Operating Budget will be distributed,

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

SECTION 1. That City Council hereby awards community grants as follows:

Drug Safe Worthington	\$2,500
Family Mentor Foundation	\$3,500
Leadership Worthington – Mentoring Program	\$1,500
Leadership Worthington – Service Day	\$1,700
LifeCare Alliance	\$4,500
National Church Residences Foundation	\$2,000
North Community Counseling Center, Inc.	\$5,900
Partners for Community and Character	\$200
Syntero, Inc. (formerly Northwest Counseling Services)	\$5,900
Worthington Interfaith Neighbors	\$500
Worthington-Linworth Kiwanis	\$750
Worthington Special Olympics	\$1,000
Worthington Resource Pantry	<u>\$3,800</u>
 TOTAL	 \$33,750

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

Adopted March 4, 2019

/s/ Bonnie D. Michael
President of Council

Attest

/s/ D. Kay Thress
Clerk of Council



Department of Finance

July 2019 Financial Report

Quick Facts

All Funds

<u>07/31/2019</u>	<u>07/31/2019</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$30,367,354	Balance
(January 1, 2019 balance: \$30,338,812)	\$21,640,214

General Fund

<u>07/31/2019</u>	<u>07/31/2019</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$15,199,965	Balance
(January 1, 2019 balance: \$14,667,073)	\$12,977,931
	(47% of prior year expenditures)

Highlights & Trends for July 2019

Income Tax Collections

- Year to Date (YTD) income tax collections are below 2018 YTD income tax collections -\$62,953 or -0.40%.
- YTD Income tax collections are above estimates by \$19,825 or 0.13%.
- Refunds issued in July totaled \$119,975 with year to date refunds totaling \$439,522.

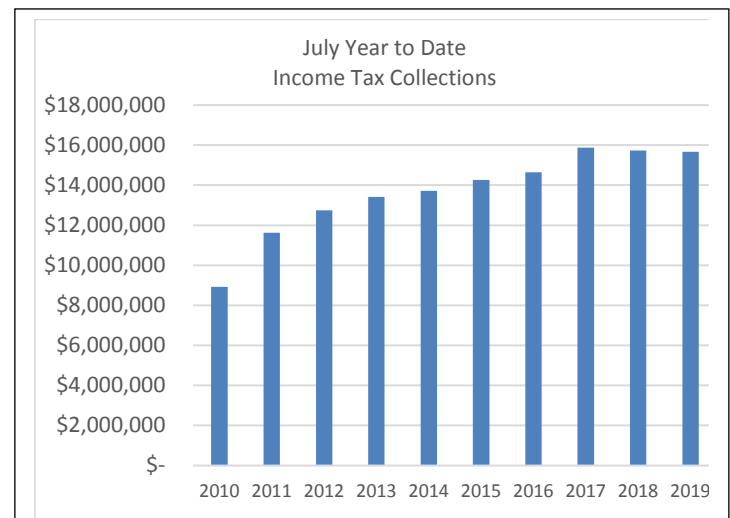
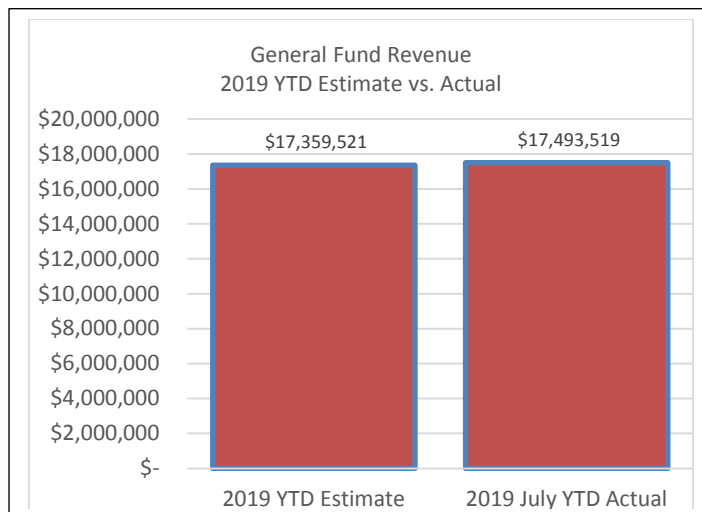
Income Tax Revenue by Account Type

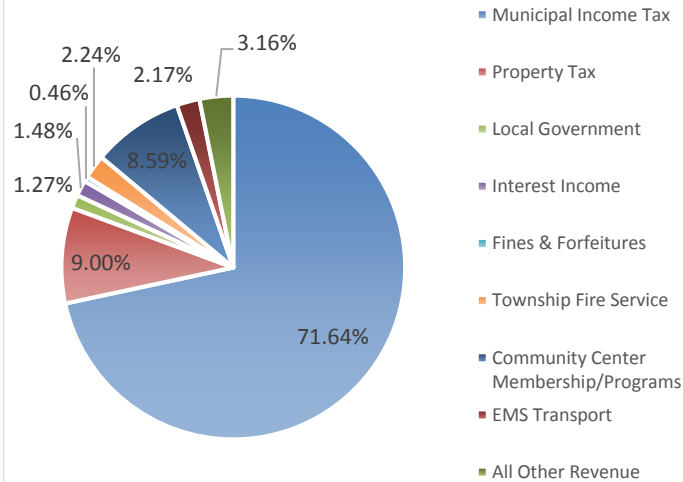
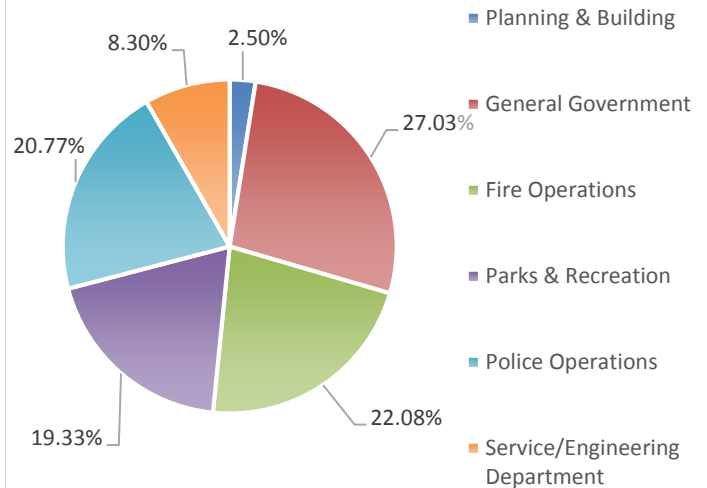
For July of 2019:

Withholding Accounts – 75.03% of collections
Individual Accounts – 16.94% of collections
Net Profit Accounts – 8.03% of collections

For July of 2018:

Withholding Accounts – 68.88% of collections
Individual Accounts – 15.30% of collections
Net Profit Accounts – 15.82% of collections

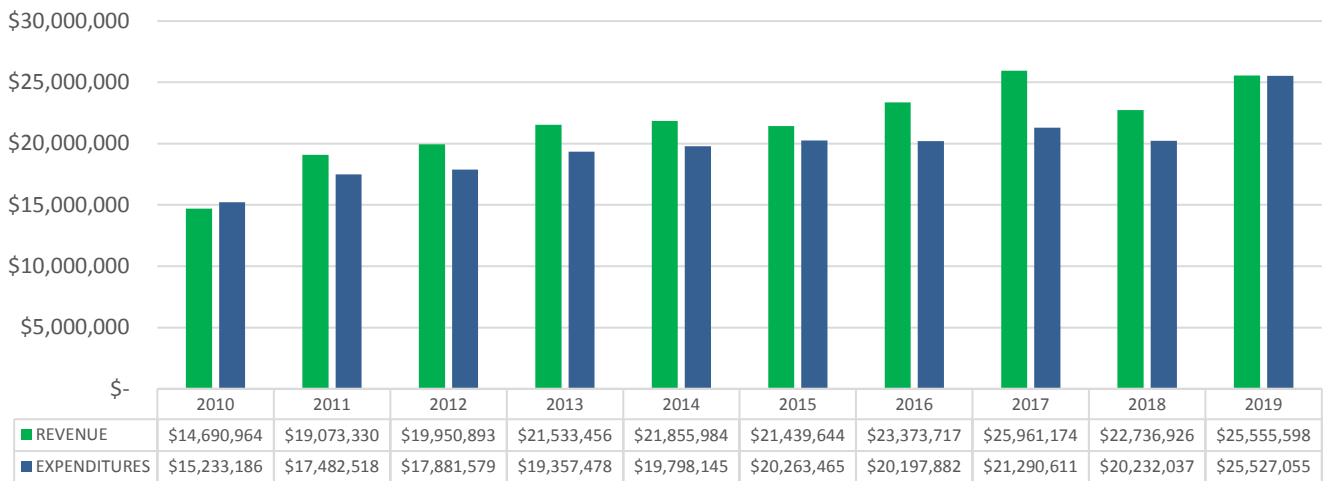
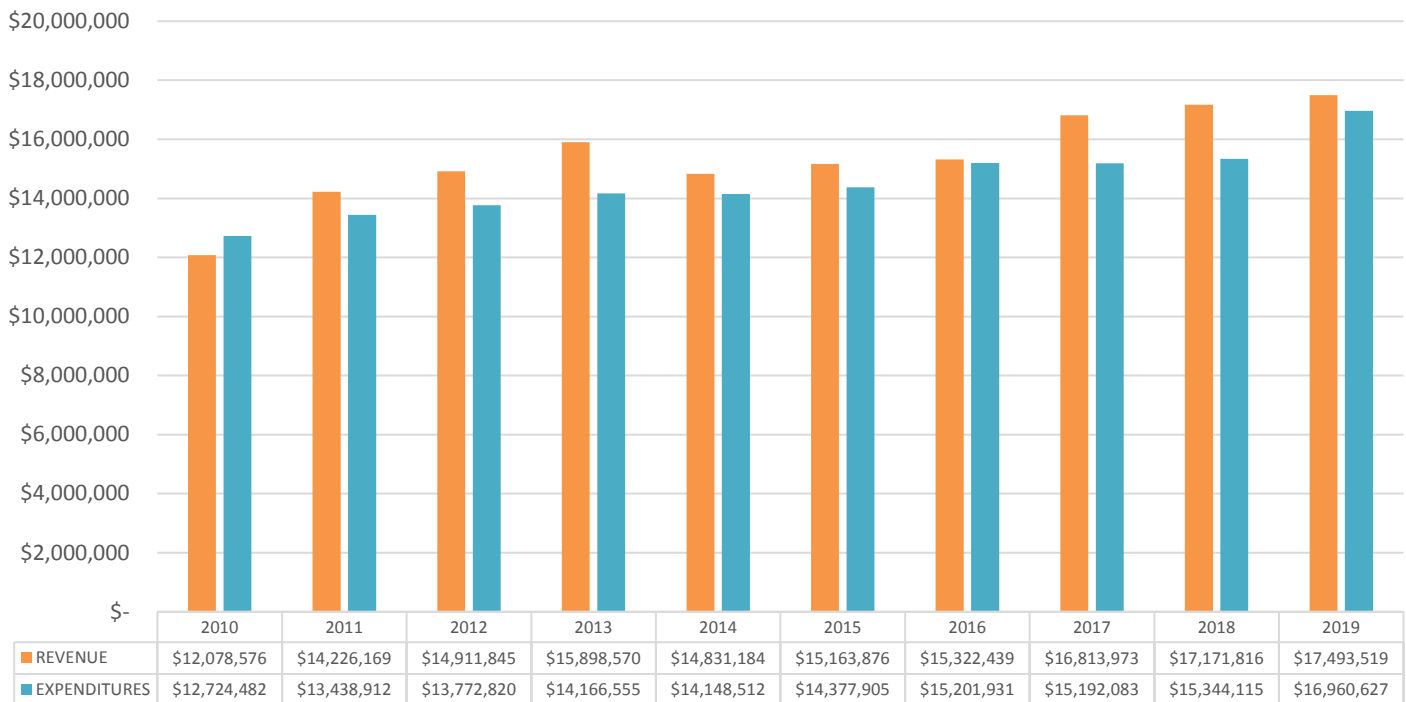


**Highlights & Trends for July 2019 (continued)****July 2019 Year to Date
General Fund Revenue****July 2019 Year to Date
General Fund Expenses****Notable Initiatives & Activities**

- Fund balances for all funds increased from \$30,338,812 on January 1, 2019 to \$30,367,354 as of July 31, 2019, with year to date revenues exceeding expenditures for all funds by \$28,543.
- For the month of July, fund balances for all funds decreased from \$31,296,049 as of July 1, 2019 to \$30,367,354 as of July 31, 2019, with expenditures exceeding revenues by \$928,695.
- The General Fund cash balance increased from \$14,667,073 as of January 1, 2019 to \$15,119,965 as of July 31, 2019, with revenues exceeding expenditures by \$532,892.
- For the month of July, the General Fund balance increased from \$15,119,596 on July 1, 2019 to \$15,199,965 as of July 31, 2019, with revenues exceeding expenditures by \$80,368.



Financial Tracking

July Year to Date
Revenue to Expenditures
All FundsJuly Year to Date
General Fund
Cash Position



July 2019 Cash Reconciliation

Total Fund Balances:		\$30,367,353.91
Depository Balances:		
General Account:	\$ 7,930,767.10	
Total Bank Balances:		\$7,930,767.10
Investment Accounts:		
Certificates of Deposit:	\$ 9,214,000.00	
Star Ohio/Star Plus	5,367,020.18	
Fifth Third MMKT/CDs	7,608,976.63	
CF Bank	245,000.00	
Total Investment Accounts:		\$22,434,996.81
Petty Cash/Change Fund:		1,590.00
Total Treasury Balance as of July 31, 2019		\$30,367,353.91
Total Interest Earnings as of July 31, 2019		\$258,098.47
Average CD Interest Earnings		2.32%

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%	\$2,300,000.00
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$3,525,000.00
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 70,290.45
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 541,320.76
2018	2018 Bond Anticipation Notes	September 2019	2.11%	\$ 4,460,000.00
	Total Principal Debt Balance			\$10,896,611.21



**City of Worthington
Fund Summary Report
as of July 31, 2019**

		<u>1/1/2019 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>7/31/2019</u>	<u>Encumbrances</u>	<u>Balance</u>
101	General Fund	\$ 14,667,073	\$ 17,493,519	\$ 16,960,627	\$ 15,199,965	\$ 2,222,033	\$ 12,977,931
202	Street M&R	56,646	467,500	510,010	14,136	85,708	\$ (71,572)
203	State Highway	49,792	30,608	45,902	34,498	2,491	\$ 32,007
204	Water	20,778	43,025	52,343	11,459	3,096	\$ 8,364
205	Sewer	31,539	22,252	43,793	9,998	4,061	\$ 5,937
210	Convention & Visitor's Bureau F	-	164,936	55,830	109,106	-	\$ 109,106
211	27th Pay Fund	-	250,000	-	250,000	-	\$ 250,000
212	Police Pension	499,195	304,316	385,576	417,935	-	\$ 417,935
214	Law Enforcement Trust	64,438	237	1,938	62,737	-	\$ 62,737
215	Municipal MV License Tax	140,740	70,921	-	211,660	-	\$ 211,660
216	Enforcement/Education	50,181	735	-	50,916	-	\$ 50,916
217	Community Technology	13,029	-	13,029	-	-	\$ -
218	Court Clerk Computer	232,905	6,108	7,871	231,142	842	\$ 230,300
219	Economic Development	563,285	207,956	257,889	513,352	130,479	\$ 382,873
220	FEMA Grant	-	-	-	-	-	\$ -
221	Law Enf CED	20,360	-	-	20,360	-	\$ 20,360
224	Parks & Rec Revolving	406,090	-	11,377	394,713	-	\$ 394,713
229	Special Parks	40,023	11,365	24,994	26,393	-	\$ 26,393
253	2003 Bicentennial	72,566	-	-	72,566	-	\$ 72,566
306	Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149
308	Capital Improvements	10,850,531	4,765,273	7,007,868	8,607,936	5,196,598	\$ 3,411,338
313	County Permissive Tax	-	-	-	-	-	\$ -
409	General Bond Retirement	1,191,328	1,324,269	56,927	2,458,670	1,055,333	\$ 1,403,337
410	Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448
825	Accrued Acreage Benefit	11,108	41,605	-	52,713	5,019	\$ 47,694
830	OBBS	2,009	2,028	2,118	1,920	1,481	\$ 439
838	Petty Cash	1,590	-	-	1,590	-	\$ 1,590
910	Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541
920	Worthington Place (The Heights	432,863	85,405	12,796	505,472	-	\$ 505,472
930	933 High St. MPI TIF Fund	96,589	8,729	99	105,219	-	\$ 105,219
935	Downtown Worthington MPI TIF	131,369	127,511	6,826	252,055	20,000	\$ 232,055
940	Worthington Square TIF	558	13,934	157	14,334	-	\$ 14,334
945	W Dublin Granville Rd. MPI TIF	1,091	52,858	52,597	1,352	-	\$ 1,352
950	350 W. Wilson Bridge	-	44,019	-	44,019	-	\$ 44,019
999	PACE Fund	-	16,488	16,488	-	-	\$ -
Total All Funds		\$ 30,338,812	\$ 25,555,598	\$ 25,527,056	\$ 30,367,353	\$ 8,727,140	\$ 21,640,213



**City of Worthington, Ohio
General Fund Overview
as of July 31, 2019**

		2018	2019	2019	2019	2019	2019	Variance				
		Year End	Original	Revised	Y-T-D	July	Variance	as % of				
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget				
Municipal Income Tax	1	\$ 20,854,635	\$ 20,800,000	\$ 20,800,000	\$ 12,518,718	\$ 12,532,050	\$ 13,333	0.11%				
Property Tax	2	2,939,140	3,004,150	\$ 2,901,140	1,450,570	1,575,220	\$ 124,650	8.59%				
Local Government	*	358,938	350,000	\$ 354,098	206,557	221,326	\$ 14,769	7.15%				
Interest Income	*	402,431	350,000	\$ 350,000	204,167	258,098	\$ 53,932	26.42%				
Fines & Forfeitures	*	150,200	170,000	\$ 170,000	99,167	80,583	\$ (18,584)	-18.74%				
Township Fire Service	2	469,460	486,875	\$ 486,875	486,875	392,376	\$ (94,499)	-19.41%				
Community Center Membership/Progr	*	1,435,227	2,459,200	\$ 2,494,125	1,454,906	1,502,267	\$ 47,361	3.26%				
EMS Transport	*	621,898	691,875	\$ 691,875	403,594	378,976	\$ (24,618)	-6.10%				
All Other Revenue	*	1,469,183	1,316,933	\$ 1,358,693	534,968	552,621	\$ 17,653	3.30%				
Total Revenues		\$ 28,701,110	\$ 29,629,033	\$ 29,606,806	\$ 17,359,521	\$ 17,493,519	\$ 133,998	0.77%				
Expenditures												
Planning & Building		\$ 675,224	\$ 812,191	\$ 812,191	\$ 473,778	\$ 408,609	\$ (65,169)	86.24%				
General Government		6,639,309	7,243,124	\$ 7,447,364	\$ 4,521,017	4,422,294	\$ (98,723)	97.82%				
Fire Operations		6,101,062	6,965,743	\$ 6,965,743	\$ 4,063,350	3,612,369	\$ (450,982)	88.90%				
Parks & Recreation		4,566,131	5,872,638	\$ 5,880,938	\$ 3,430,547	3,163,598	\$ (266,950)	92.22%				
Police Operations		5,856,535	6,408,351	\$ 6,483,351	\$ 3,781,955	3,398,021	\$ (383,934)	89.85%				
Service/Engineering Department		2,310,552	2,828,529	\$ 2,828,529	\$ 1,649,975	1,357,548	\$ (292,427)	82.28%				
Total Expenditures		\$ 26,148,813	\$ 30,130,576	\$ 30,418,116	\$ 17,920,622	\$ 16,362,439	\$ (1,558,183)	91.31%				
Excess of Revenues Over (Under) Expenditures		\$ 2,552,297	\$ (501,543)	\$ (811,310)	\$ (561,101)	\$ 1,131,081						
Fund Balance at Beginning of Year		\$ 13,491,664	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073						
Unexpended Appropriations (98.0%)			602,612	608,362	304,181							1 - Income Tax budget based on individual monthly projections.
Expenditures versus Prior Year Enc		1,376,887	1,376,887	1,376,887	600,000	598,189						2 - These revenue budgets are based on semi-annual payments.
												* - All other revenue budgets are spread equally over each month.
General Fund Balance		\$ 14,667,073	\$ 13,391,254	\$ 13,087,238	\$ 13,810,153	\$ 15,199,965						All expenditure budgets are spread equally over each month.



Department of Finance

August 2019 Financial Report

Quick Facts

All Funds

<u>08/31/2019</u>	<u>08/31/2019</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$32,828,990	Balance
(January 1, 2019 balance: \$30,338,812)	\$24,540,076

General Fund

<u>08/31/2019</u>	<u>08/31/2019</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$15,829,101	Balance
(January 1, 2019 balance: \$14,667,073)	\$13,996,661
	(50% of prior year expenditures)

Highlights & Trends for August 2019

Income Tax Collections

- Year to Date (YTD) income tax collections are below 2018 YTD income tax collections -\$135,042 or -0.74%.
- YTD Income tax collections are below estimates by -\$205,256 or -1.12%.
- Refunds issued in August totaled \$113,398 with year to date refunds totaling \$552,921.

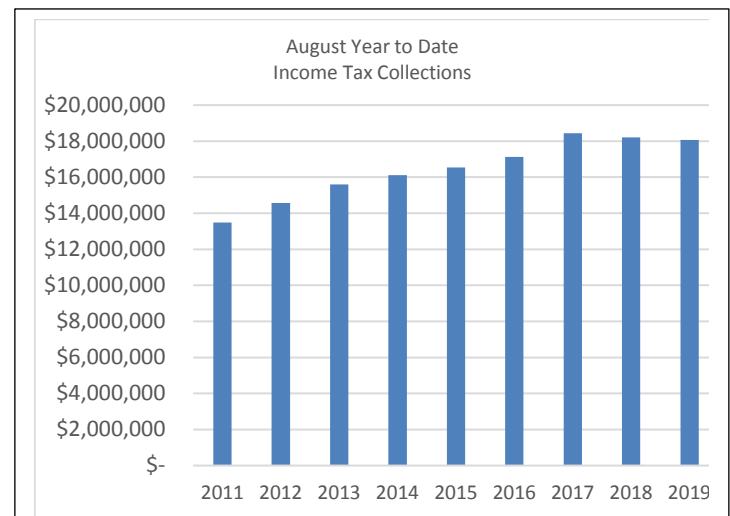
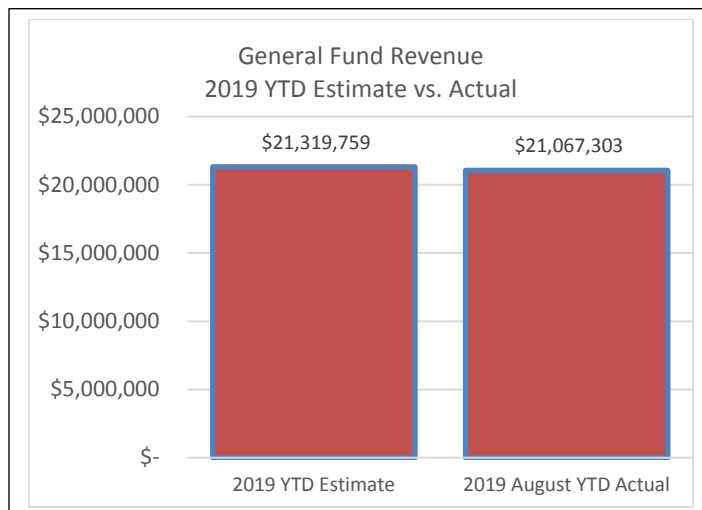
Income Tax Revenue by Account Type

For August of 2019:

Withholding Accounts – 85.47% of collections
Individual Accounts – 4.18% of collections
Net Profit Accounts – 10.34% of collections

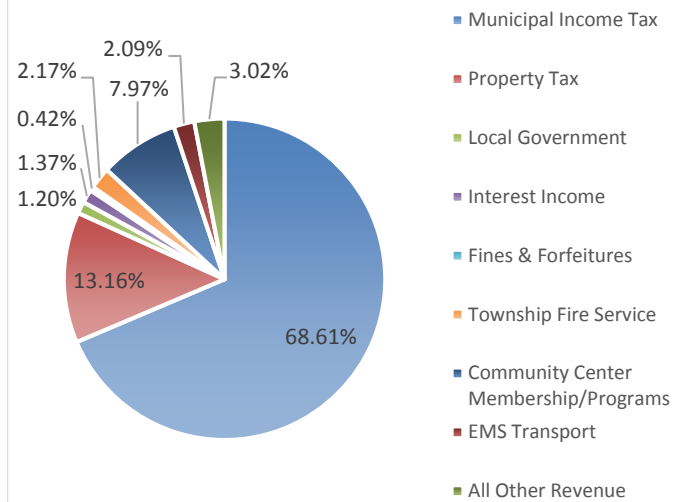
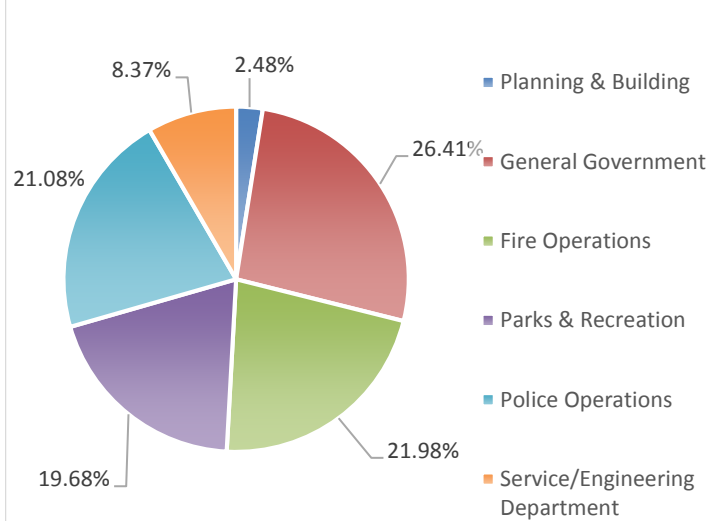
For August of 2018:

Withholding Accounts – 89.65% of collections
Individual Accounts – 5.31% of collections
Net Profit Accounts – 5.04% of collections





Highlights & Trends for August 2019 (continued)

August 2019 Year to Date
General Fund RevenueAugust 2019 Year to Date
General Fund Expenses

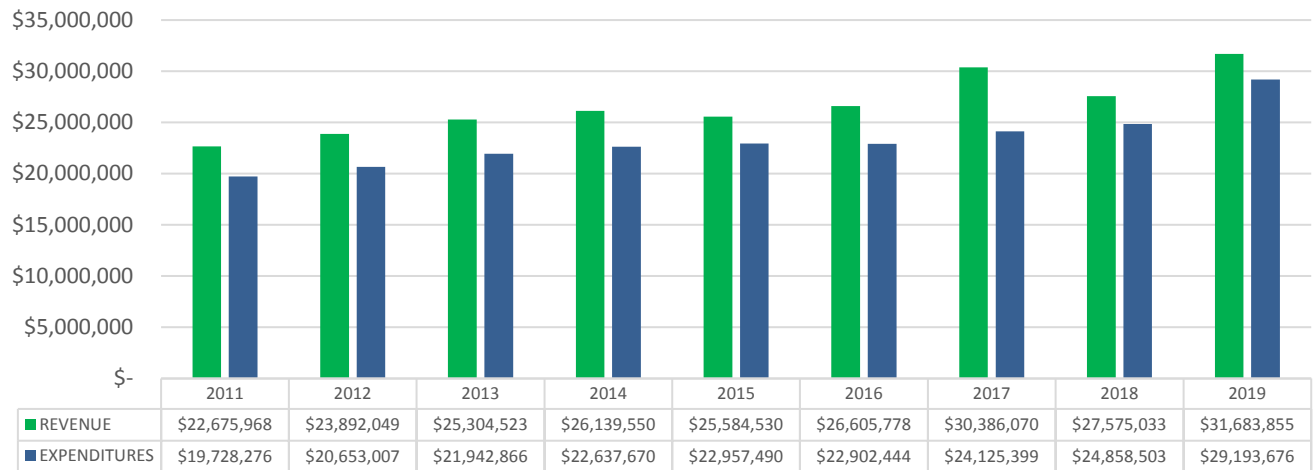
Notable Initiatives & Activities

- Fund balances for all funds increased from \$30,338,812 on January 1, 2019 to \$32,828,990 as of August 31, 2019, with year to date revenues exceeding expenditures for all funds by \$2,490,178.
- For the month of August, fund balances for all funds increased from \$30,367,354 as of August 1, 2019 to \$32,828,990 as of August 31, 2019, with revenues exceeding expenditures by \$2,461,636. This large variance between revenues and expenditures is due to the receipt of the second half property tax distribution in conjunction with \$1.6M in reimbursements related to right-of-way acquisition in the NE Gateway.
- The General Fund cash balance increased from \$14,667,073 as of January 1, 2019 to \$15,829,101 as of August 31, 2019, with revenues exceeding expenditures by \$1,162,029.
- For the month of August, the General Fund balance increased from \$15,829,101 on August 1, 2019 to \$15,829,101 as of August 31, 2019, with revenues exceeding expenditures by \$629,136.

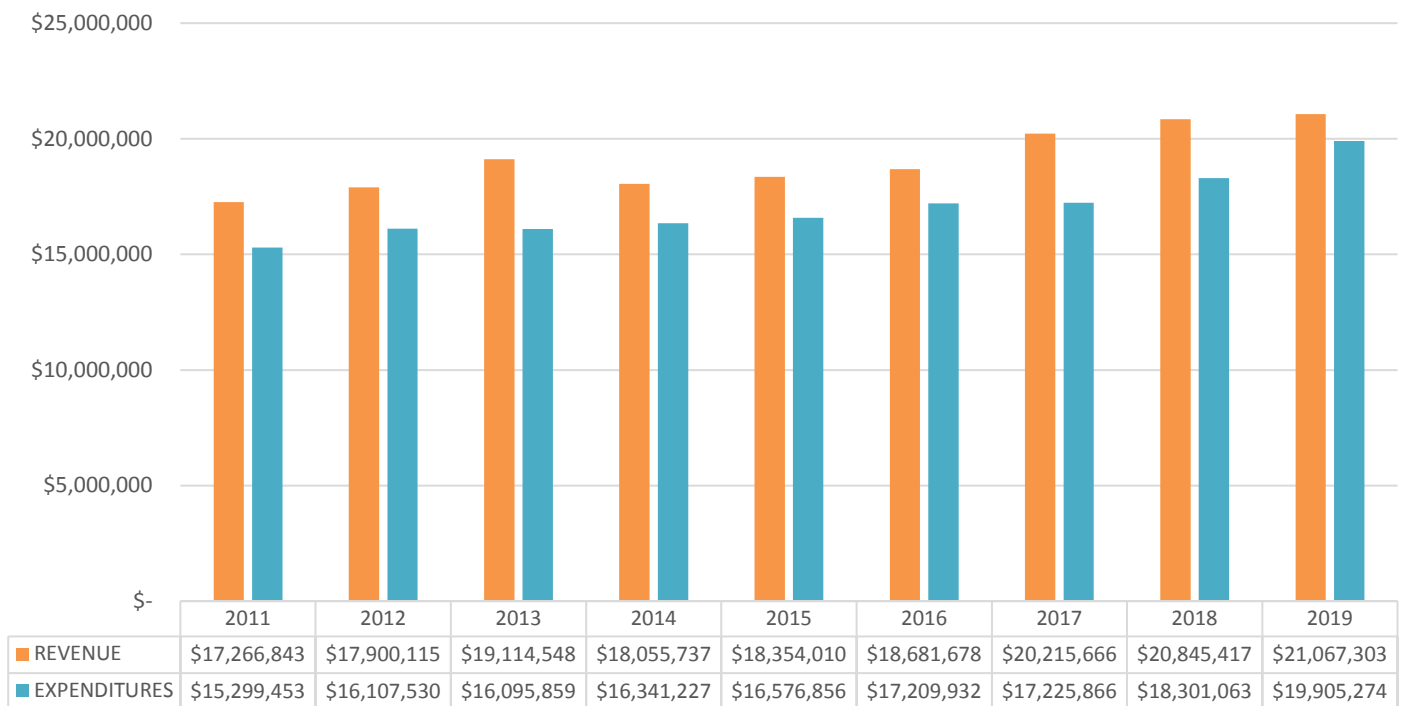


Financial Tracking

August Year to Date
Revenue to Expenditures
All Funds



August Year to Date
General Fund
Cash Position





August 2019 Cash Reconciliation



Total Fund Balances:	\$32,828,989.78
Depository Balances:	
General Account:	\$ 7,376,899.22
Total Bank Balances:	\$7,376,899.22
Investment Accounts:	
Certificates of Deposit:	\$12,214,000.00
Star Ohio/Star Plus	5,378,093.67
Fifth Third MMKT/CDs	7,613,406.89
CF Bank	245,000.00
Total Investment Accounts:	\$25,450,500.56
Petty Cash/Change Fund:	1,590.00
Total Treasury Balance as of August 31, 2019	\$32,828,989.78
Total Interest Earnings as of August 31, 2019	\$287,732.43
Average CD Interest Earnings	2.21%

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%	\$2,300,000.00
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$3,525,000.00
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 70,290.45
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 541,320.76
2018	2018 Bond Anticipation Notes	September 2019	2.11%	\$ 4,460,000.00
	Total Principal Debt Balance			\$10,896,611.21



**City of Worthington
Fund Summary Report
as of August 31, 2019**

		<u>1/1/2019 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>8/31/2019</u>	<u>Encumbrances</u>	<u>Balance</u>
101	General Fund	\$ 14,667,073	\$ 21,067,303	\$ 19,905,274	\$ 15,829,101	\$ 1,832,440	\$ 13,996,661
202	Street M&R	56,646	573,141	598,871	30,915	56,043	\$ (25,128)
203	State Highway	49,792	35,120	50,371	34,540	2,224	\$ 32,316
204	Water	20,778	47,805	58,191	10,393	2,754	\$ 7,639
205	Sewer	31,539	26,856	49,582	8,812	3,773	\$ 5,040
210	Convention & Visitor's Bureau F	-	166,376	55,830	110,546	-	\$ 110,546
211	27th Pay Fund		250,000	-	250,000	-	\$ 250,000
212	Police Pension	499,195	383,606	437,913	444,888	-	\$ 444,888
214	Law Enforcement Trust	64,438	237	1,938	62,738	-	\$ 62,738
215	Municipal MV License Tax	140,740	80,916	-	221,655	-	\$ 221,655
216	Enforcement/Education	50,181	760	-	50,941	-	\$ 50,941
217	Community Technology	13,029	-	13,029	-	-	\$ -
218	Court Clerk Computer	232,905	6,666	7,871	231,700	842	\$ 230,858
219	Economic Development	563,285	208,427	279,642	492,070	108,726	\$ 383,345
220	FEMA Grant	-	-	-	-	-	\$ -
221	Law Enf CED	20,360	-	-	20,360	-	\$ 20,360
224	Parks & Rec Revolving	406,090	-	11,377	394,713	-	\$ 394,713
229	Special Parks	40,023	15,365	24,994	30,393	-	\$ 30,393
253	2003 Bicentennial	72,566	-	-	72,566	-	\$ 72,566
306	Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149
308	Capital Improvements	10,850,531	6,723,917	7,518,859	10,055,589	5,157,488	\$ 4,898,100
313	County Permissive Tax	-	-	-	-	-	\$ -
409	General Bond Retirement	1,191,328	1,369,196	56,927	2,503,597	1,055,333	\$ 1,448,264
410	Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448
825	Accrued Acreage Benefit	11,108	41,605	-	52,713	5,019	\$ 47,694
830	OBBS	2,009	2,311	2,328	1,992	1,271	\$ 721
838	Petty Cash	1,590	-	-	1,590	-	\$ 1,590
910	Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541
920	Worthington Place (The Heights	432,863	170,811	25,595	578,079	-	\$ 578,079
930	933 High St. MPI TIF Fund	96,589	17,457	197	113,849	-	\$ 113,849
935	Downtown Worthington MPI TIF	131,369	241,381	7,600	365,150	20,000	\$ 345,150
940	Worthington Square TIF	558	27,867	315	28,110	-	\$ 28,110
945	W Dublin Granville Rd. MPI TIF	1,091	105,716	53,000	53,807	43,000	\$ 10,807
950	350 W. Wilson Bridge		88,039	996	87,043	-	\$ 87,043
999	PACE Fund	-	32,977	32,977	-	-	\$ -
							\$ -
Total All Funds		\$ 30,338,812	\$ 31,683,855	\$ 29,193,676	\$ 32,828,990	\$ 8,288,914	\$ 24,540,076



**City of Worthington, Ohio
General Fund Overview
as of August 31, 2019**

		2018	2019	2019	2019	2019	2019	Variance				
		Year End	Original	Revised	Y-T-D	August	Variance	as % of				
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget				
Municipal Income Tax	1	\$ 20,854,635	\$ 20,800,000	\$ 20,800,000	\$ 14,620,835	\$ 14,454,102	\$ (166,732)	-1.14%				
Property Tax	2	2,939,140	3,004,150	\$ 2,901,140	2,901,140	2,772,492	\$ (128,648)	-4.43%				
Local Government	*	358,938	350,000	\$ 354,098	236,065	251,942	\$ 15,877	6.73%				
Interest Income	*	402,431	350,000	\$ 350,000	233,333	287,732	\$ 54,399	23.31%				
Fines & Forfeitures	*	150,200	170,000	\$ 170,000	113,333	88,151	\$ (25,182)	-22.22%				
Township Fire Service	2	469,460	486,875	\$ 486,875	486,875	458,114	\$ (28,761)	-5.91%				
Community Center Membership/Progr	*	1,435,227	2,459,200	\$ 2,494,125	1,662,750	1,678,801	\$ 16,051	0.97%				
EMS Transport	*	621,898	691,875	\$ 691,875	461,250	439,456	\$ (21,794)	-4.73%				
All Other Revenue	*	1,469,183	1,316,933	\$ 1,358,693	604,177	636,511	\$ 32,334	5.35%				
Total Revenues		\$ 28,701,110	\$ 29,629,033	\$ 29,606,806	\$ 21,319,759	\$ 21,067,303	\$ (252,456)	-1.18%				
Expenditures												
Planning & Building		\$ 675,224	\$ 812,191	\$ 812,191	\$ 541,461	\$ 479,029	\$ (62,432)	88.47%				
General Government		6,639,309	7,243,124	\$ 7,450,365	\$ 5,031,202	5,098,936	\$ 67,734	101.35%				
Fire Operations		6,101,062	6,965,743	\$ 6,965,743	\$ 4,643,829	4,242,788	\$ (401,040)	91.36%				
Parks & Recreation		4,566,131	5,872,638	\$ 5,880,938	\$ 3,920,625	3,798,957	\$ (121,668)	96.90%				
Police Operations		5,856,535	6,408,351	\$ 6,483,351	\$ 4,322,234	4,068,615	\$ (253,619)	94.13%				
Service/Engineering Department		2,310,552	2,828,529	\$ 2,825,528	\$ 1,883,685	1,616,165	\$ (267,520)	85.80%				
Total Expenditures		\$ 26,148,813	\$ 30,130,576	\$ 30,418,116	\$ 20,343,036	\$ 19,304,490	\$ (1,038,546)	94.89%				
Excess of Revenues Over (Under) Expenditures		\$ 2,552,297	\$ (501,543)	\$ (811,310)	\$ 976,723	\$ 1,762,813						
Fund Balance at Beginning of Year		\$ 13,491,664	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073	\$ 14,667,073						
Unexpended Appropriations (98.0%)			602,612	608,362	405,575				1 - Income Tax budget based on individual monthly projections.			
Expenditures versus Prior Year Enc		1,376,887	1,376,887	1,376,887	600,000	600,784			2 - These revenue budgets are based on semi-annual payments.			
									* - All other revenue budgets are spread equally over each month.			
General Fund Balance		\$ 14,667,073	\$ 13,391,254	\$ 13,087,238	\$ 15,449,371	\$ 15,829,102						
									All expenditure budgets are spread equally over each month.			



STAFF MEMORANDUM
City Council Meeting – September 9, 2019

Date: September 4, 2019

To: City Council

From: Matthew Greeson, City Manager

Subject: **City Council Rules - Organizational Meeting**

EXECUTIVE SUMMARY

Discussion of the City Council Rules, specifically the order and management of the Organizational Meeting

BACKGROUND/DESCRIPTION

During the City Council's Retreat, Council discussed their interest in more clearly determining the management of the bi-annual Organizational Meeting. Staff have researched the procedures used by other jurisdictions and presented options for City Council discussion. Attached is a document that outlines a possible order of business for the meeting as well as options. The options are also summarized below:

1. *Management of the meeting prior to the election of Council President* – If City Council desires not to have the outgoing Council President preside over the start of the meeting as has been the traditional practice, City Council could designate the City Manager, Clerk of Council or Law Director to serve as a temporary chair person until the completion of the election of the Council President.
2. *Oath of Office prior to Roll Call* – Historically, we have called the roll prior to administering the Oath of Office to newly-elected/re-elected Council members. The Roll Call could occur after the Oath of Office for newly-elected/re-elected Council members since then the members are officially seated.

3. *Executive Session Discussion of Council President* – Discussion of the selection of the Council President is a subject that can be discussed in executive session under the appointment of a city official provision. Council could decide to go into executive session either in December (and include any newly elected members) or during the organizational meeting to discuss the selection of the Council President. Whether or not Council chooses to go into executive session, nominations are taken in open session. (Note: Council can also discuss the election of the President Pro-Tem, Mayor and Vice Mayor in executive session.)
4. *Nominations for Council President* – The temporary chair announces that he/she is taking nominations for Council President. Council can determine whether nominations require a second and whether a Council member can nominate him/herself. Once all nominations are received, then Council moves on to a vote.
5. *Election of Council President* – Staff has identified two options for voting. One is to vote by a show of hands. The order of names called for a vote can occur in the order of nomination, alphabetically or by randomly drawing names. Another option for voting is by written vote/ballot. The ballots would be collected by the Clerk of Council and read into the record, including how each Council member voted. Secret ballots are not allowed, but a written ballot is permitted if it is clearly announced how each person voted.
6. *Council President Oath of Office* – Upon election of the Council President, he/she takes the Oath of Office and then takes over the running of the meeting.
7. *Election of President Pro-tem, Mayor and Vice Mayor* – Council should decide whether to follow the same election procedure for the remaining three elections or whether to modify it in some way.
8. *Other Procedural Decisions* – Other items can be handled at the Organizational Meeting. Council can appoint Council members to various boards and/or commissions such as the Council representative to the Municipal Planning Commission/Architectural Review Board. Council can also designate the Clerk of Council to serve as Council members' designee for Open Records Certification under H.B. 9.

ATTACHMENTS

Possible Organizational Meeting Agenda

Organizational Meeting

CALL TO ORDER

Meeting is called to order and managed by:

Options:

- City Manager
- Law Director
- Clerk of Council

PLEDGE OF ALLEGIANCE

OATHS OF OFFICE

- Oaths of Office are administered to new/re-elected members of Council.

ROLL CALL

- Clerk of Council

ELECTION OF PRESIDENT OF COUNCIL

Possible Nomination Options:

- Adjourn to Executive Session to consider the appointment of a public official, reconvene and take nominations (Tom also mentioned that this could be done in executive session in December after members are known)
- Open floor to Nominations

Nomination Requirements

- Do nominations require a second?
- Can someone nominate themselves?

Voting Options:

- Nominated names are voted on by
 - Show of hands using:
 - Order by which nominated
 - Random drawing of name
 - Alphabetical

- Use Vote Slips that are collected and read into the record

OATH OF OFFICE

- President (Temporary Chair relinquishes meeting after oath)

Additional Items

- Do you want to use the same process for President Pro-Tem, Mayor and Vice-Mayor?
- Do you want to appoint any Council member to various Boards / Commissions / Committees, etc. at this time?
- Do you want the Clerk of Council to serve as your designee for H.B. 9 - Open Records Certification?