Administration Department

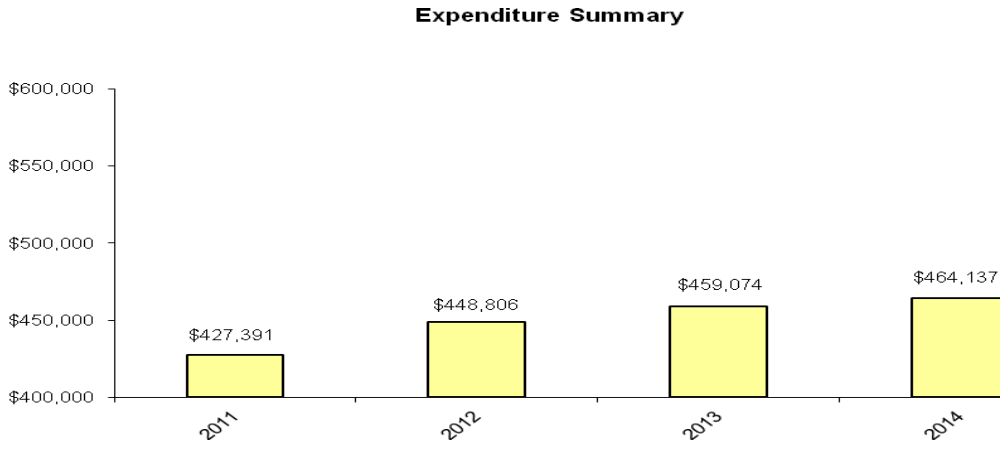
Department Description/Purpose:

The Administration, Development Services, and Economic Development area provides professional management of the City government, guides the implementation of City Council goals and initiatives, communicates information to the public and provides services related to development. Public communications are accomplished through a quarterly newsletter, annual report, brochures, website, and media relations. Development-related services include:

- Enhancement of the vibrancy of the local economy through economic development and redevelopment
- Outreach and assistance to existing businesses in Worthington
- Staff support to the Worthington Community Improvement Corporation

Administration Department

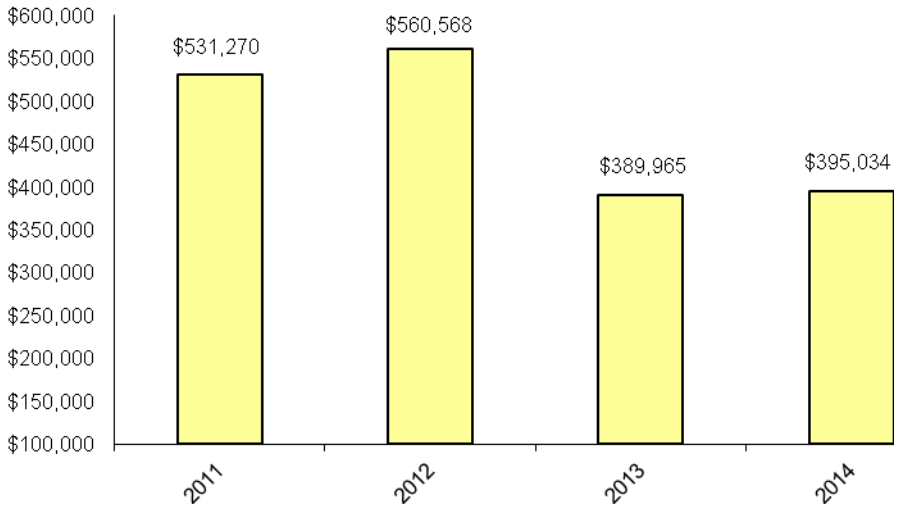
Category	Actual 2011	Original 2012	Budget 2013	Forecast 2014
Personal Services	$ 309,574	$ 316,453	$ 323,903	$ 327,546
Additional Personal Services	71,162	76,103	78,946	80,266
Supplies and Materials	20,509	21,000	19,000	19,000
Capital Equipment	-	-	-	-
Contractual Services	26,146	35,250	37,225	37,325
Total	**$ 427,391**	**$ 448,806**	**$ 459,074**	**$ 464,137**



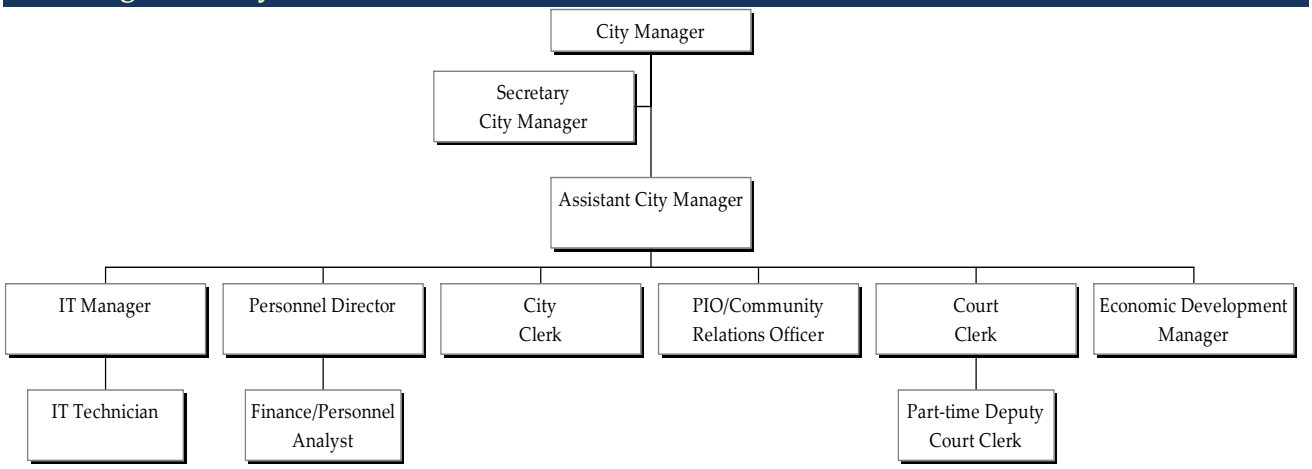
Economic Development (Formerly Development Services)

Category	Actual 2011	Original 2012	Budget 2013	Forecast 2014
Personal Services	$ 186,337	$ 190,674	$ 194,487	$ 198,377
Additional Personal Services	30,644	32,294	33,028	33,573
Supplies and Materials		-	-	-
Capital Equipment	-	-	-	-
Contractual Services	14,289	12,600	12,450	13,084
Transfers	$ 300,000	$ 325,000	$ 150,000	$ 150,000
Total	**$ 531,270**	**$ 560,568**	**$ 389,965**	**$ 395,034**

Expenditure Summary



Staffing Summary:



Key Accomplishments for FY 2012:

- Continued to support the redevelopment at the Shops at Worthington Place.
- Discussed and evaluated development proposals for the United Methodist Children's Home property.
- Provided information to the Worthington Community Improvement Corporation regarding placement of a local liquor option issue on the ballot for the Kilbourne Building.
- Worked to maintain focus by the Ohio Department of Transportation and the Transportation Review Advisory Council on the importance of the North Central Outerbelt projects at I-270, US-23 and SR-315.
- Updated the City's policies and administrative regulations.
- Built and launched the City's intranet for use by City employees.

Key Objectives & Goals for FY 2013:

- Continue to insert Worthington into regional and state networks of developers, financiers, and end users to build awareness of the City brand and product availability for economic development.
- Establish communication channels with residents and businesses about the construction on US-23 and I-270.
- Continue to maintain focus on the importance of the second and third phases of the I-270/US-23/SR-315.
- Enhance the City's economic development marketing efforts through a targeted and strategic process.

Management Discussion/Major Budget Changes:

The transfer to the Economic Development Fund that is budgeted in Development Services has been reduced to a lower level than in previous years due to the level of fund balance in the ED Fund. The remainder of the budget in the areas of Administration and Development Services remain consistent with previous budget amounts.

CITY OF WORTHINGTON, OHIO
BUDGETARY REPORTING, 2011-2014

Account Number	Description	2011 Actual	2012 Original	2013 Budget	2014 Forecast
DEPT. 1030 - Administration					
511001	City Manager (1)	$ 131,328	$ 133,955	$ 136,634	$ 136,634
511011	Secretary to City Manager (1)	53,707	54,781	55,877	56,995
511012	City Clerk (1)	59,245	60,430	61,638	62,871
511013	Development Coordinator (1)	-	-	-	-
511014	Student Intern	-	-	-	-
511030	P.T. Secretary - Adm	-	-	-	-
511068	Adm Asst/PI & CR Officer (1)	62,144	63,387	64,654	65,947
511152	Annual Service Credit	3,150	3,900	5,100	5,100
	Total Personal Services	**$ 309,574**	**$ 316,453**	**$ 323,903**	**$ 327,546**
512200	P.E.R.S.	$ 43,403	$ 44,303	$ 45,346	$ 45,856
512213	Conference Expense	4,513	6,300	6,300	6,300
512214	Dues & Subscriptions	3,426	4,700	5,500	5,500
512215	Local Meeting Expense	929	1,200	2,000	2,000
512216	Training	-	-	-	-
512217	Disaster Services	15,291	16,000	16,200	17,010
512229	Housing Allowance	-	-	-	-
512230	Car Allowance	3,600	3,600	3,600	3,600
512231	Relocation Allowance	-	-	-	-
	Total Add'l Personal Services	**$ 71,162**	**$ 76,103**	**$ 78,946**	**$ 80,266**
521000	Office Supplies	$ 5,092	$ 5,000	$ 5,000	$ 5,000
521002	Postage Expense	15,417	16,000	14,000	14,000
	Total Supplies and Materials	**$ 20,509**	**$ 21,000**	**$ 19,000**	**$ 19,000**
540500	Equipment Maintenance	$ 1,200	$ 1,200	$ 3,350	$ 3,350
540504	Copy Machine	4,161	6,500	6,500	6,500
540505	Recodification	3,966	5,500	5,500	5,500
540506	Budget/Annual Report	9,590	7,000	7,000	7,000
540507	Microfilming	599	1,600	1,600	1,600
540508	Postage Meter Rental	-	-	-	-
540509	P.O. Box Rental	220	250	275	275
540510	Fixed Asset Appraisal	1,120	1,200	1,500	1,600
540600	Community Newsletter	4,023	9,000	9,000	9,000

540624	Public Info. Materials/Publications	1,267	3,000	2,500	2,500
540644	Strategic Planning	-	-	-	-
	Total Contractual Services	**$ 26,146**	**$ 35,250**	**$ 37,225**	**$ 37,325**
	Total Dept. 1030 - Administration	**$ 427,391**	**$ 448,806**	**$ 459,074**	**$ 464,138**

DEPT. 1070 – Economic Development (Formerly Development Services)

511017	Assistant City Manager (1)	$ 99,809	$ 101,806	$ 103,842	$ 105,919
511094	Economic Dev. Mgr.	86,528	88,868	90,645	92,458
511152	Annual Service Credit	-	-	-	-
	Total Personal Services	**$ 186,337**	**$ 190,674**	**$ 194,487**	**$ 198,377**
512200	P.E.R.S.	$ 25,999	$ 26,694	$ 27,228	$ 27,773
512213	Conference Expense	3,889	4,000	4,000	4,000
512214	Dues & Subscriptions	475	1,200	1,400	1,400
512215	Local Meeting Expense	281	400	400	400
	Total Add'l Personal Services	**$ 30,644**	**$ 32,294**	**$ 33,028**	**$ 33,573**
540523	M.O.R.P.C. Dues	$ 6,548	$ 6,600	$ 6,450	$ 6,654
540524	Planning Consultant	-	-	-	-
540525	Refunds	-	-	-	-
540526	Printing & Publications	631	1,000	1,000	1,000
540622	Econ Dev Promotion & Publication	2,110	-	-	-
540623	Comprehensive Plan & Design	-	-	-	-
540628	Regional Development Program	5,000	5,000	5,000	5,430
540639	Economic Development Services	-	-	-	-
	Total Contractual Services	**$ 14,289**	**$ 12,600**	**$ 12,450**	**$ 13,084**
560983	Economic Venture Program	$ 300,000	$ 325,000	$ 150,000	$ 150,000
	Total Personal Services	**$ 300,000**	**$ 325,000**	**$ 150,000**	**$ 150,000**
	Total Dept. 1070 - Development Services	**$ 531,270**	**$ 560,568**	**$ 389,965**	**$ 395,033**