



2015 Proposed Operating Budget

Departments of Administration, Personnel,
Law & Finance



Core Services

Legislative & Clerk: City Council, Community Relations, WIFA

Mayor's Court: Adjudicates misdemeanor cases

Administration: City Manager, City Clerk, Public Information

Economic Development: Formerly Development Services

Personnel: Health insurance, benefits, recruitment, testing, labor relations, discipline, performance evaluations

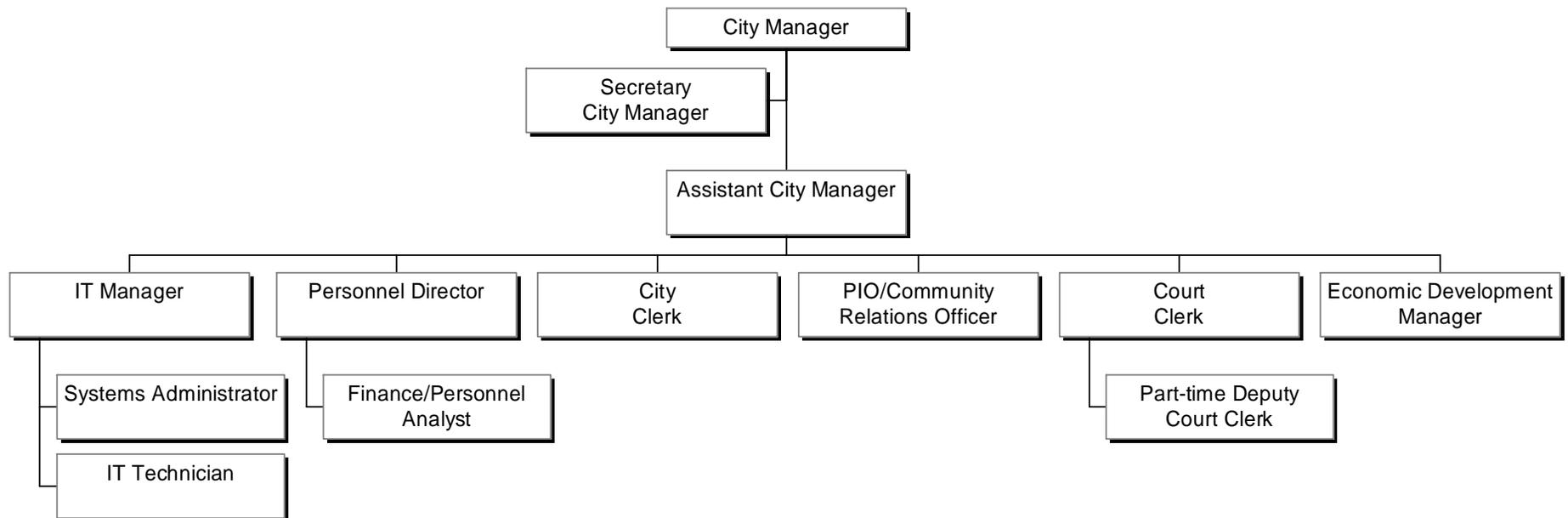
Information Technology: Computer systems, telephones and other electronic equipment

Finance: Accounting, financial management, budgeting, audit reporting, risk management, investments, income tax collections

Law Department: Legal services and advice, prosecutor

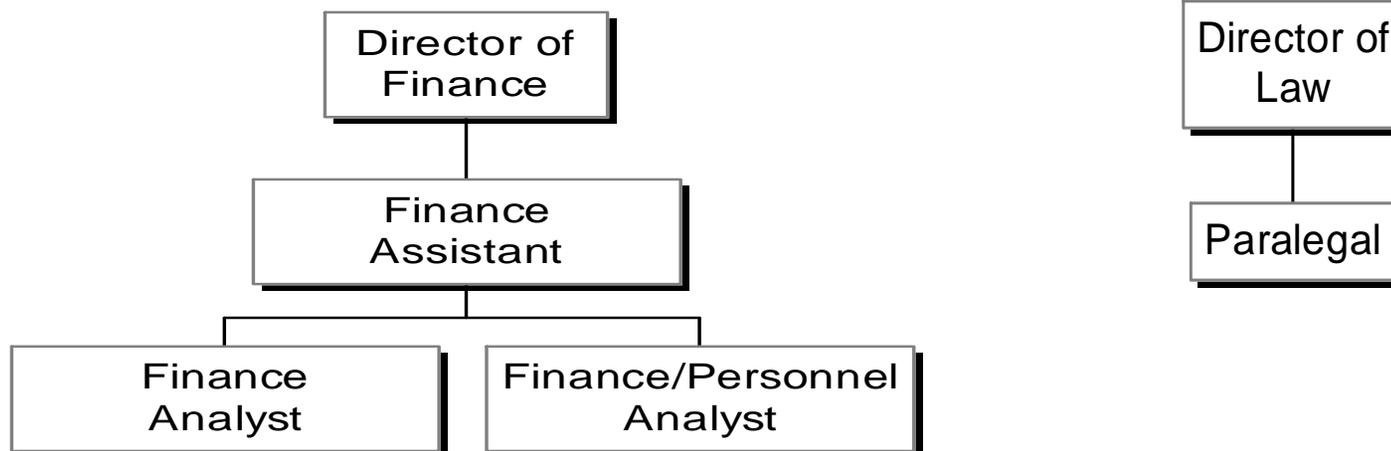


Organization - Administration





Organization – Finance & Law





Legislative & Clerk: Accomplishments & Objectives

2014

- Successfully transitioned to new Council President and President Pro-Tem
- Creation of the ReCAP building improvement program
- New lease agreement with United Methodist Church for public parking in the downtown area
- Authorized hiring of engineering consultants for the Huntley/Worthington Galena/Wilson Bridge intersection
- Updated the City's Carryover Reserve Policy
- Amended the City's garage sale regulations
- Adopted mission, vision & values statements for the organization

2015

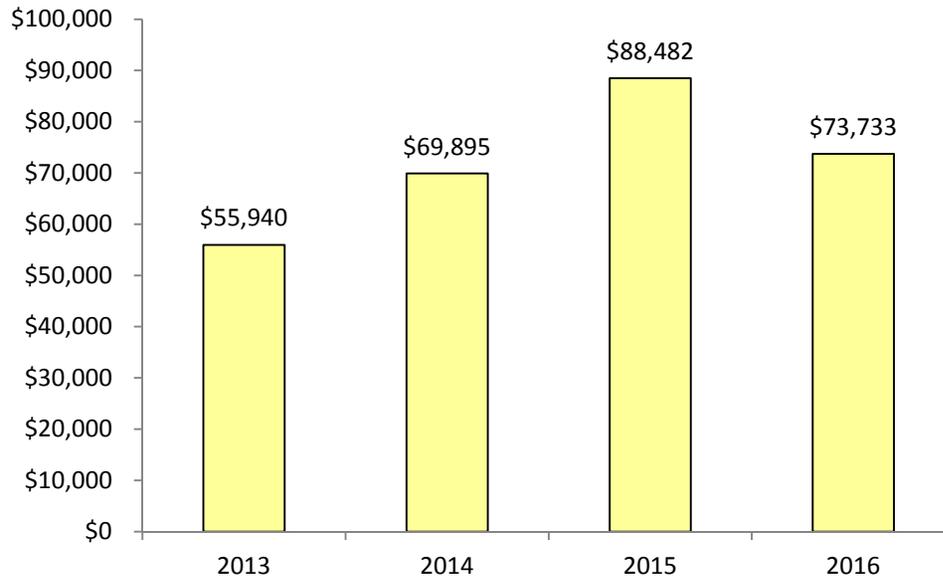
- Continue to strengthen and enhance community relations and awareness
- Sustain the efforts of the Community Relations Commission
- Track the implementation of goals and strategies identified in the 2014 City Council retreat



Funding & Expenditure Summary

Legislative & Clerk

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 13,772	\$ 15,500	\$ 15,100	\$ 15,100
Additional Personal Services	7,782	8,670	9,182	9,233
Supplies and Materials	13,081	17,000	17,200	17,200
Capital Equipment	-	-	-	-
Contractual Services	21,305	28,725	47,000	32,200
Total	\$ 55,940	\$ 69,895	\$ 88,482	\$ 73,733



Fringe benefit costs have been allocated to each department beginning in 2015.

Funds are provided for a citizen survey related to the City's services and programs.



Mayor's Court: Accomplishments & Objectives

2014

- Successfully transitioned to a new Mayor
- Recognized the contributions of Harvey Minton as the City's Mayor
- Replaced computer hardware in the Clerk of Court office

2015

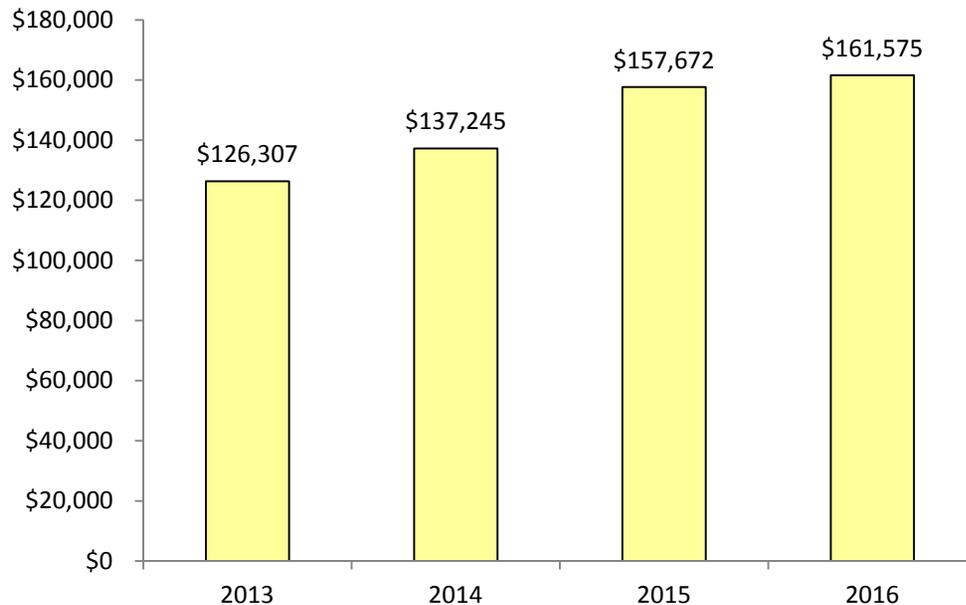
- Monitor changes in court software with intent to purchase new case management software
- Continue evaluation of Court functions and services
- Explore and evaluate traffic diversion programs



Funding & Expenditure Summary

Mayor's Court

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 86,828	\$ 93,132	\$ 100,233	\$ 101,955
Additional Personal Services	12,980	15,513	23,539	25,720
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	26,499	28,600	33,900	33,900
Total	\$ 126,307	\$ 137,245	\$ 157,672	\$ 161,575



Employee fringe benefit costs allocated to each department.

Additional amount allocated for Municipal Court cases.

Additional hours funded for Deputy Clerk to be present for Court sessions.



Administration: Accomplishments & Objectives

2014

- Provided updates on the I-270 & US-23 construction.
- Actively engaged in the planning process for the UMCH property

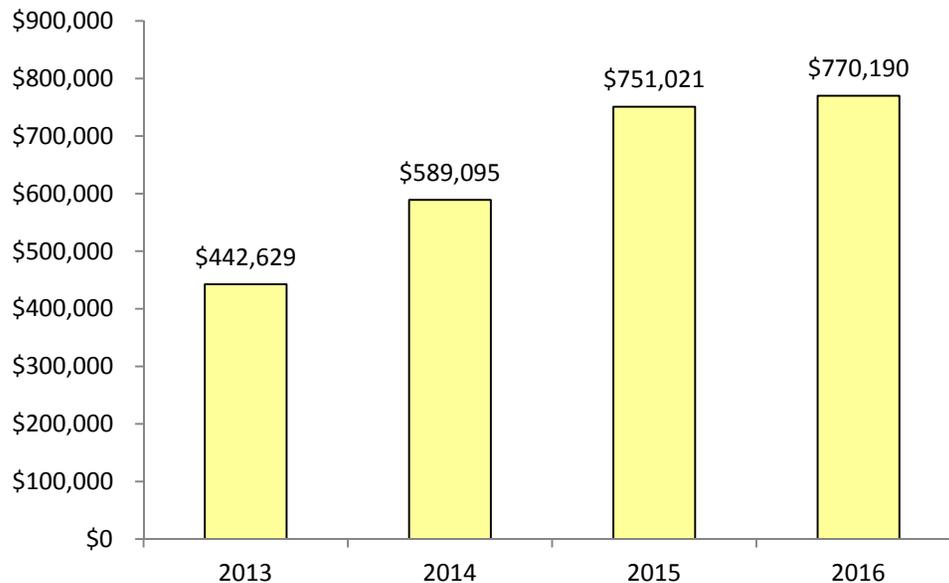
2015

- Maintain focus on the importance of the second and third phases of the I-270/US-23/SR 315 work.



Funding & Expenditure Summary Administration

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 322,703	\$ 437,254	\$ 445,897	\$ 454,713
Additional Personal Services	76,064	95,366	219,034	229,387
Supplies and Materials	18,394	19,000	20,000	20,000
Capital Equipment	-	-	-	-
Contractual Services	25,468	37,475	66,090	66,090
	-	-	-	-
Total	\$ 442,629	\$ 589,095	\$ 751,021	\$ 770,190



Employee fringe benefit costs and utility costs allocated to the department.

Assistant City Manager position moved from Economic Development in 2014.



Economic Development: Accomplishments & Objectives

2014

- Implemented the ReCAP building improvement program
- Attracted Civil & Environmental Consultants to Worthington and retained back-office operations for Liquibox
- Created a TIF for the redevelopment at 933 High Street for Fresh Thyme Farmer's Market
- Developed a business plan for a makerspace and co-working center
- Assisted with a new lease agreement with the United Methodist Church for public parking in Old Worthington

2015

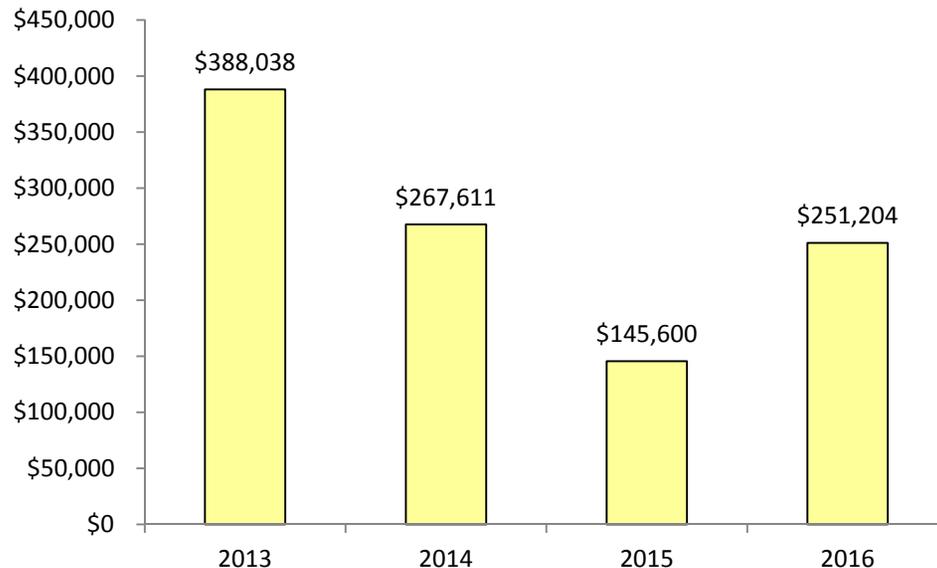
- Further evaluate a new makerspace/co-working center
- More fully develop the ReCAP building improvement program
- Continue to build awareness of Worthington



Funding & Expenditure Summary

Economic Development

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 194,486	\$ 92,685	\$ 94,539	\$ 97,629
Additional Personal Services	31,803	18,476	45,461	47,975
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	11,749	6,450	5,600	5,600
Transfers	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
Total	\$ 388,038	\$ 267,611	\$ 145,600	\$ 251,204



Employee fringe benefit costs allocated to each department.

No transfer to the ED Fund planned for 2015.

Assistant City Manager position moved to Administration in 2014.



Personnel: Accomplishments & Objectives

2014

- Completed employment processes for five positions & a promotional process for one
- Assisted with the health care consortium's dependent eligibility audit
- Updated the City's Personnel Rules & Regulations
- Expanded the employee wellness program
- Collective bargaining election resulted in Communication Technicians unanimously voting "no representative"



Personnel: Accomplishments & Objectives

2015

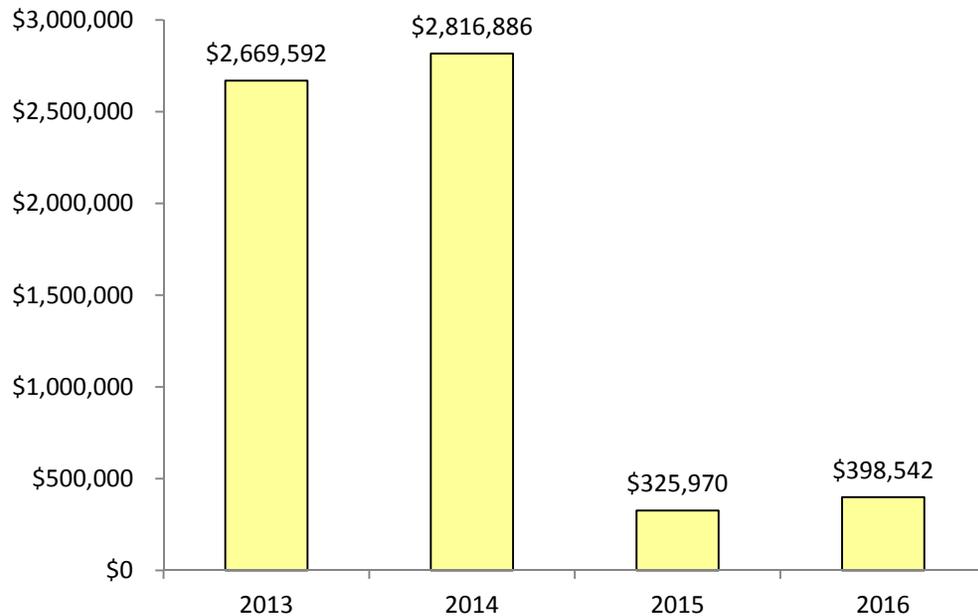
- Complete revisions to part-time positions
- Expand and improve the employee wellness program
- Evaluate/revise workers compensation and injury leave policies
- Initiate a selection process for Assistant Fire Chief
- Begin transition planning for key staff retirements
- Review health insurance plan options for cost and Affordable Care Act implications



Funding & Expenditure Summary

Personnel

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 370,037	\$ 270,010	\$ 221,776	\$ 273,778
Additional Personal Services	2,256,833	2,514,676	71,994	82,364
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	42,722	32,200	32,200	42,400
Total	\$2,669,592	\$2,816,886	\$ 325,970	\$ 398,542



Employee fringe benefit costs allocated to each department.



Finance: Accomplishments & Objectives

2014

- Revised General Fund Carryover Balance Policy
- Maintained General Fund Carryover Balance
- Continued integration of electronic distribution of pay stubs and other electronic payment options
- Prepared 2013 General Purpose Finance Statements and trends report
- Received Auditor of State Award for a clean audit report for 2012 & 2013
- Integrated program-based budgeting for the 2015 budget
- Monitored compliance with the Venture Grant Program
- Maintained City's AAA bond rating



Finance: Accomplishments & Objectives

2015

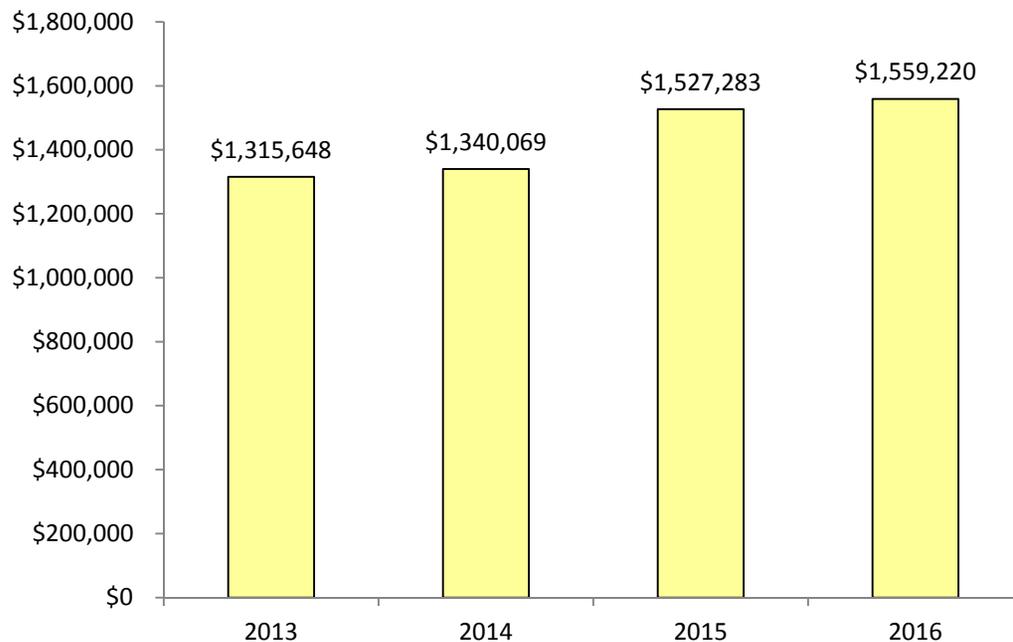
- Review criteria for submission to GFOA award program
- Continue to capture program-based budgeting concepts
- Review fiscal polices to insure compliance with ORC changes and other legal mandates
- Maintain fiscal stability and monitor investments



Funding & Expenditure Summary

Finance

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 236,737	\$ 274,008	\$ 277,447	\$ 290,911
Additional Personal Services	38,011	40,661	149,436	159,809
Supplies and Materials	2,328	3,100	3,100	3,100
Capital Equipment	250	500	500	500
Contractual Services	1,038,322	1,021,800	1,096,800	1,104,900
Total	\$1,315,648	\$1,340,069	\$1,527,283	\$ 1,559,220



Employee fringe benefits allocated to department.

Additional funding provided for bank/merchant fees to reflect change in bank account fee structure.



Law: Accomplishments & Objectives

2014

- Supported and advised on economic development activities
- Assisted with evaluation of document management system
- Advised efforts by Planning & Building regarding the City's Comprehensive Plan, property maintenance, and Wilson Bridge Road Corridor Plan
- Prepared easements for the Wilson Bridge Multi-use Trail
- Drafted agreement for shared 9-1-1 answering system

2015

- Provide consultative services
- Evaluate City's Codified Ordinances
- Review City's standard public contract templates



Funding & Expenditure Summary

Law

Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 167,772	\$ 173,800	\$ 177,252	\$ 180,773
Additional Personal Services	32,191	33,832	89,809	94,462
Supplies and Materials	456	1,000	800	1,000
Capital Equipment	-	-	-	-
Contractual Services	219,798	216,000	205,800	205,800
Total	\$ 420,217	\$ 424,632	\$ 473,661	\$ 482,035



Employee fringe benefit costs allocated to the department.



Information Technology: Accomplishments & Objectives

2014

- Installed backup power in Highland campus computer room
- Installed wireless access points in five locations
- Upgraded software for computer-aided dispatch, police records management and mobile communications in police vehicle
- Upgraded 911 controller
- Hired new IT Technician

2015

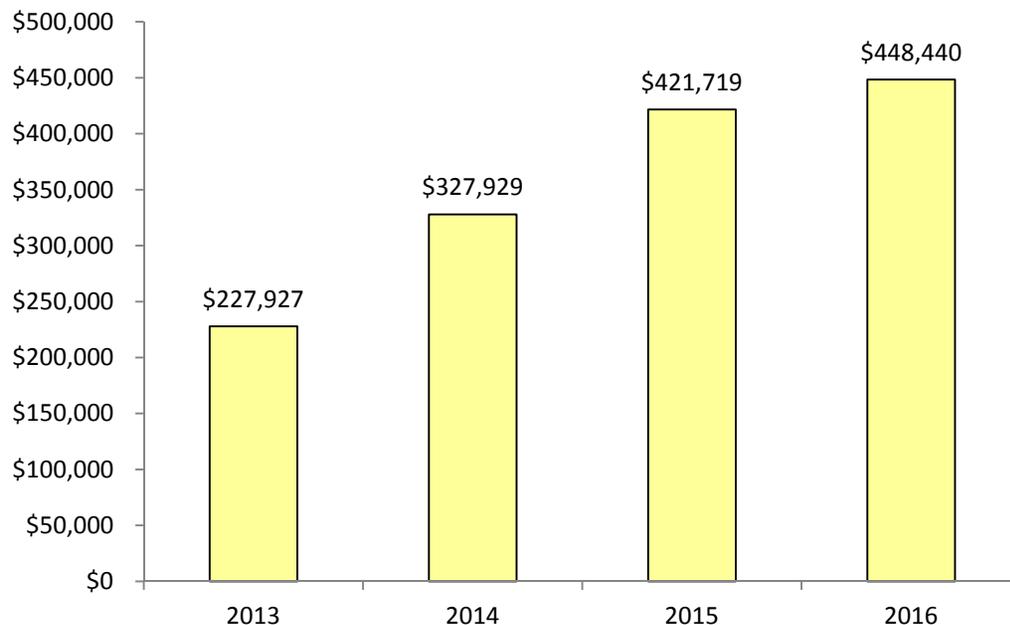
- Implement new Fire reporting and management software
- Convert sound system to digital recording in Council Chambers
- Install a video network for the Community Center
- Upgrade the EMS software



Funding & Expenditure Summary

Information Technology

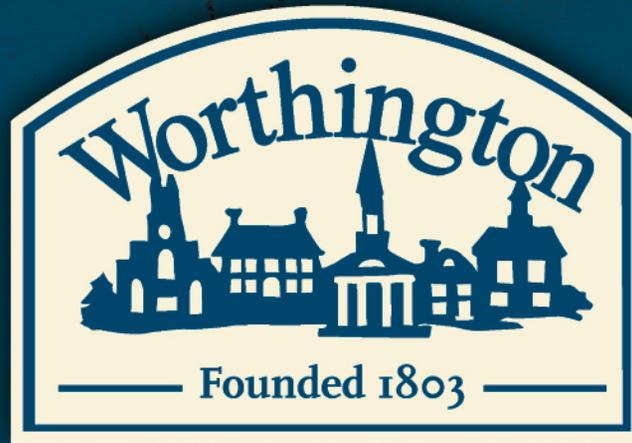
Category	Actual 2013	Approved 2014	Budget 2015	Forecast 2016
Personal Services	\$ 140,549	\$ 196,648	\$ 209,945	\$ 217,223
Additional Personal Services	23,249	33,031	101,774	109,217
Supplies and Materials	2,911	2,250	2,500	2,500
Capital Equipment	4,970	9,000	9,000	9,000
Contractual Services	56,248	87,000	98,500	110,500
Total	\$ 227,927	\$ 327,929	\$ 421,719	\$ 448,440



Employee fringe benefits allocated to each department.

Additional allocation for ongoing support costs associated with software and computer systems.

Addition of one staff position in 2014.



2015 Proposed Operating Budget

Other Accounts (page 4-71)



Other Accounts

Dept. 1080 – Legal Advertising

Dept. 1090 – County Auditor Deductions

- No audit planned for 2015

Dept. 1100 – Board of Health

- Projecting increase in Public Health contract with Columbus (from \$77,000 to \$87,000)

Dept. 1110 – Transfers

- Transfer to Police Pension increased (from \$475,000 to \$550,000)

Dept. 1120 – Refuse Services

- Reduced (from \$1,000,000 to \$950,000)

Dept. 1130 – Utilities

- Allocated to departments



Special Groups (Dept. 1140)

Name of Group	2014 Allocation	2015 Requested	2015 Proposed
North Community Counseling	\$8,019	\$8,019	\$8,019
Community Theatre	\$3,240	\$3,240	\$3,240
Worthington Chorus	\$1,620	\$1,620	\$1,620
Leadership Worthington	\$5,265	\$5,265	\$5,265
Worthington Historical Society	\$25,000	\$27,500	\$25,000
Northwest Counseling	\$8,841	\$8,841	\$8,841
Partners for Com. & Character	\$3,240	\$3,240	\$3,240
Life Care Alliance	\$1,673	\$1,673	\$1,673
Healthy Worthington	\$1,350	\$1,350	\$1,350
Total	\$58,248	\$60,748	\$58,248



Other Accounts

Dept. 1150 – Contingency

Dept. 1170 – Lodging Tax

Dept. 1180 – Cultural Arts Center

Dept. 1212 – Police Pension

- Slight increase (from \$590,000 to \$610,000)

Dept. 1414 – Law Enforcement Trust

- No capital equipment allocation

Dept. 8150 – MMVLT

Dept. 1616 – Enforcement/Education



Other Accounts

Dept. 1818 – Court Clerk Computer

- Budgeting funds for new Court computer software

Dept. 1919 – Economic Development

- Reduced allocation for Economic Development promotional activities

Dept. 2020 – FEMA Grant

Dept. 4010 – Special Parks

- Allocating \$133,000 to fund projects identified in the 2015 CIP

Dept. 2525 – Accrued Acreage

- Reduced allocation (from \$47,000 to \$20,000)

Dept. 5353 – Bicentennial



Other Accounts

Dept. 6111 – Trunk Sanitary Sewer

Dept. 8110 – Capital Improvements

Dept. 8150 – County Permissive Tax

Dept. 9010 – General Bond Retirement

- Reduced amount according to payment schedule

Dept. 1111- Special Assessment Bond Retirement

Dept. 3333 – O.B.B.S.

- Slight increase (from \$5,000 to \$7,500)

Dept. 9020 – TIF/CRA Funds

- Additional funds budgeted for TIF distributions as revenue becomes available in the TIF accounts