



2016 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

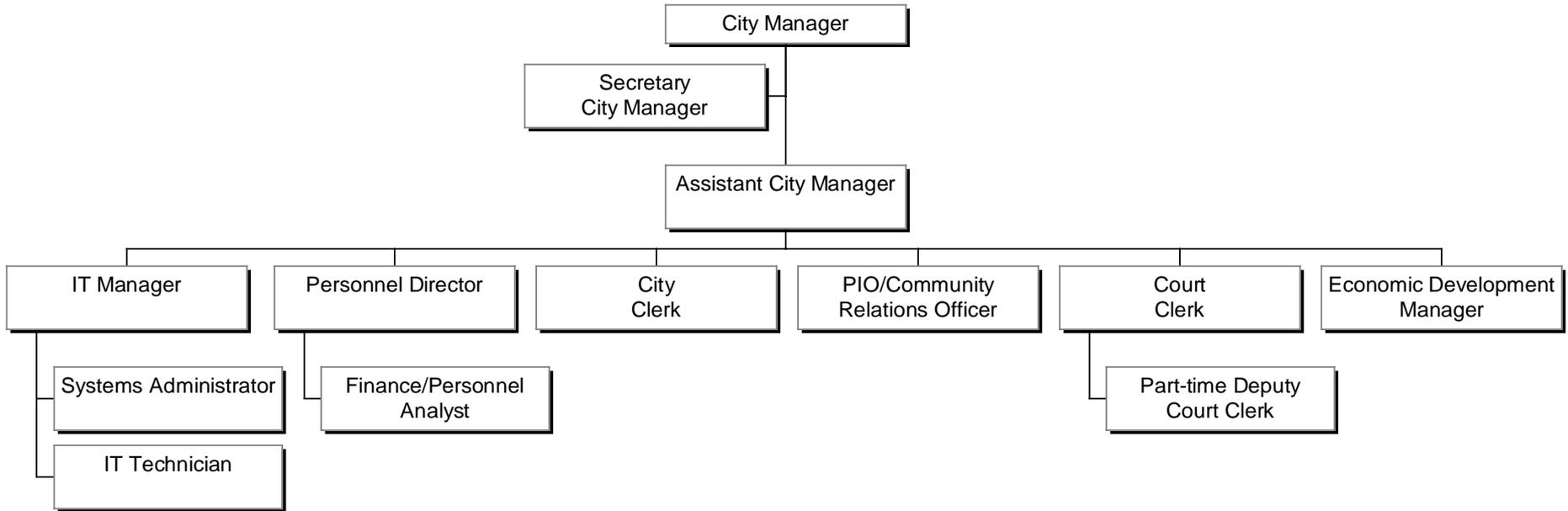
Information Technology: Computer systems, telephones and other electronic equipment

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

Law Department: Legal services and advice, prosecutor

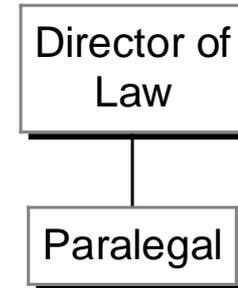
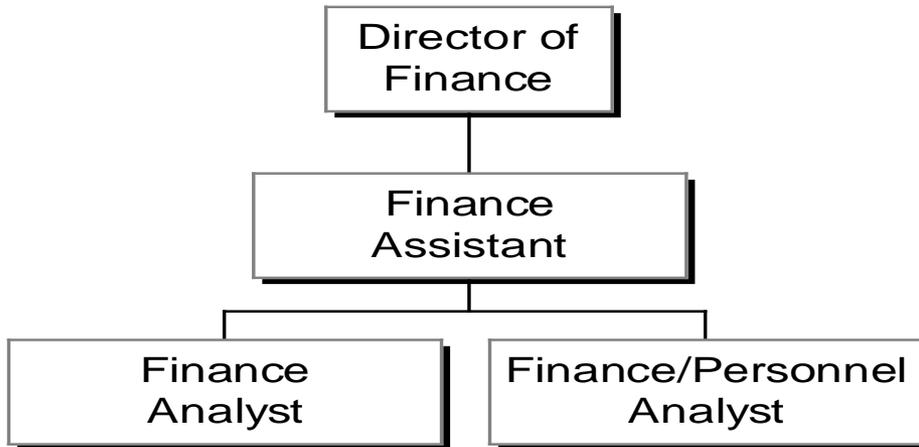


Organization - Administration





Organization – Finance & Law





Legislative & Clerk: Accomplishments & Objectives

2015

- Renovations to the Kilbourne Building & lease agreement with Sweet Carrot
- Financial incentives for the redevelopment of 350 W. Wilson Bridge Road
- Collective bargaining agreement with the IAFF
- Assistance for the redevelopment of 6600 N. High Street
- Established the Bicycle & Pedestrian Advisory Board
- Authorized five Re-CAP projects
- Approved redevelopment of the Masonic Lodge property
- Hosted delegation from Sayama, Japan
- Celebrated opening of Fresh Thyme Farmers Market store

2016

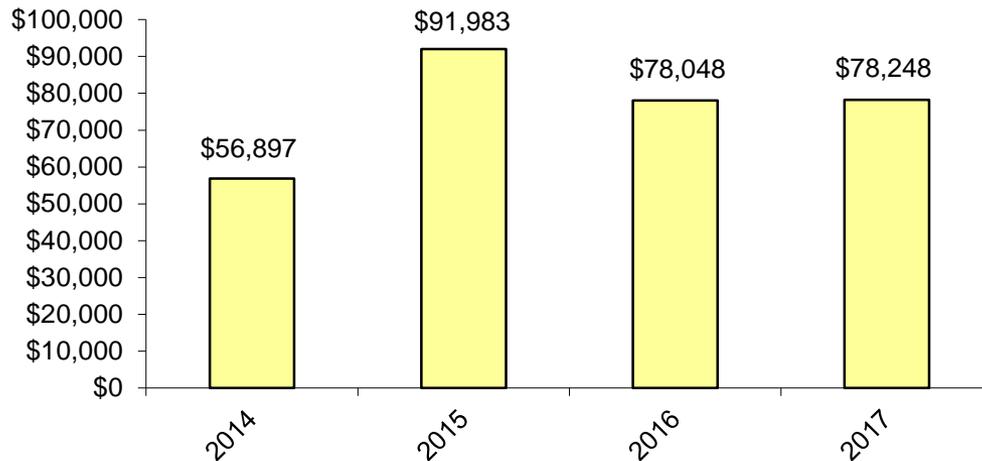
- Continue to strengthen and enhance community relations and awareness
- Conduct a City Council retreat to identify goals and priorities for next two years
- Sustain the efforts of the Community Relations Commission
- Continue to focus on the City's Key Performance Areas



Funding & Expenditure Summary

Legislative & Clerk

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 12,681	\$ 15,100	\$ 15,100	\$ 15,100
Additional Personal Services	8,280	12,683	13,748	13,748
Supplies and Materials	12,817	17,200	17,200	17,200
Capital Equipment	-	-	-	-
Contractual Services	23,119	47,000	32,000	32,200
	-	-	-	-
Total	\$ 56,897	\$ 91,983	\$ 78,048	\$ 78,248



Reduction in the consultants line item related to funding in 2015 for a community survey.

Reduction in the contractual services line related to anticipated needs in 2016.



Mayor's Court: Accomplishments & Objectives

2015

- Implemented use of Vehicle Registration Blocks to collect delinquent court costs
- Hired a new Deputy Court Clerk

2016

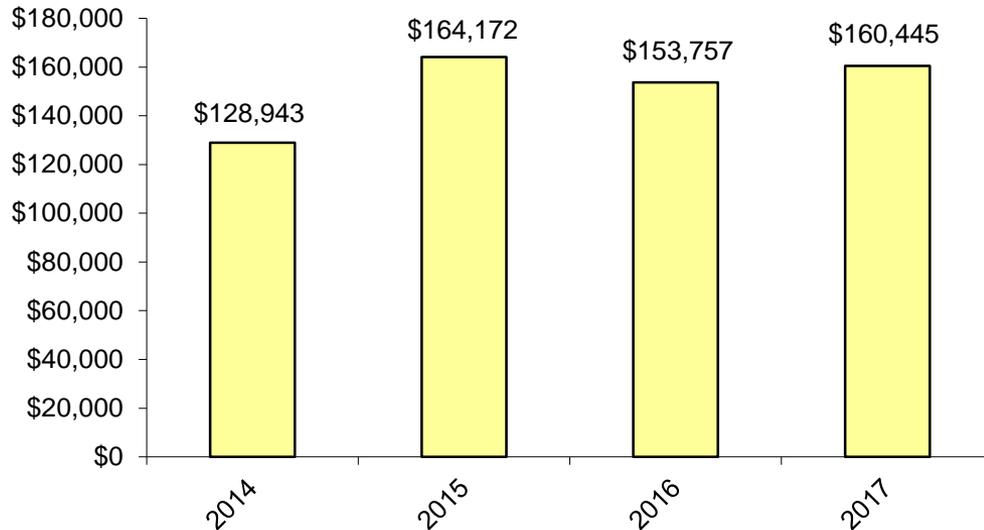
- Monitor changes in court software with intent to purchase new case management software
- Continue evaluation of Court functions and services
- Explore and evaluate traffic diversion programs



Funding & Expenditure Summary

Mayor's Court

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 92,525	\$ 100,233	\$ 94,636	\$ 97,787
Additional Personal Services	14,410	30,039	30,221	31,258
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	22,008	33,900	28,900	31,400
	-	-	-	-
Total	\$ 128,943	\$ 164,172	\$ 153,757	\$ 160,445



Reduced amount for Witness Fees/Jail Keep to more accurately reflect expenditures in recent years



Administration & Econ. Dev.:

Accomplishments & Objectives

2015

- Implemented improvements to the Kilbourne Building
- Negotiated a lease with Sweet Carrot for half of the Kilbourne Building
- Provided grants and loans to five businesses through the ReCAP program
- Worked with Ohio Department of Transportation regarding communication on the I-270/US-23/SR-315 projects
- Negotiated incentives for the redevelopment of 350 W. Wilson Bridge Road and 6600 N. High Street

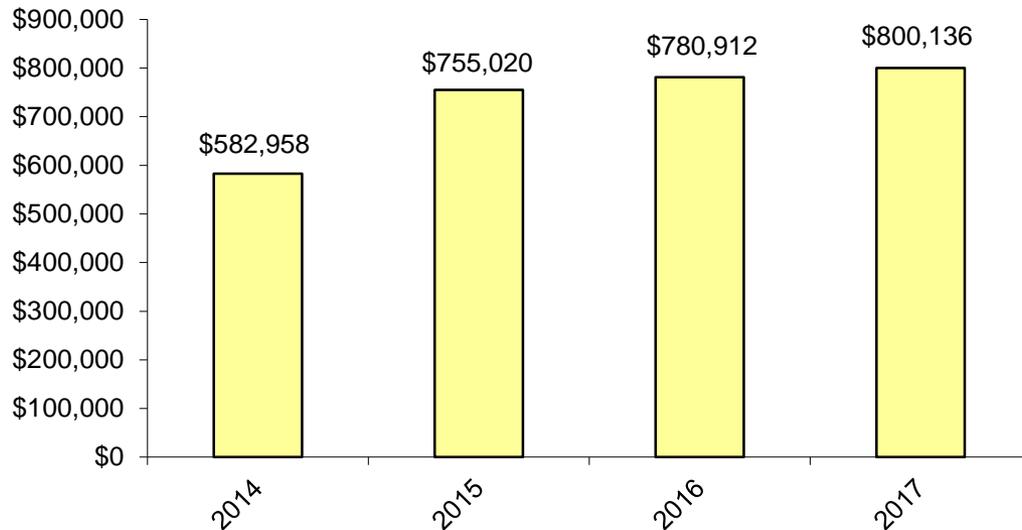
2016

- Successfully navigate and facilitate the redevelopment of the UMCH site
- Implement a smooth transition in key personnel changes
- Continue to provide frequent updates regarding US-23 and I-270 corridors
- Continue to build awareness of Worthington for economic development



Funding & Expenditure Summary Administration

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 437,253	\$ 445,897	\$ 456,917	\$ 466,403
Additional Personal Services	94,376	218,033	226,905	236,643
Supplies and Materials	18,977	20,000	20,500	20,500
Capital Equipment	-	-	-	-
Contractual Services	32,352	71,090	76,590	76,590
Total	\$ 582,958	\$ 755,020	\$ 780,912	\$ 800,136



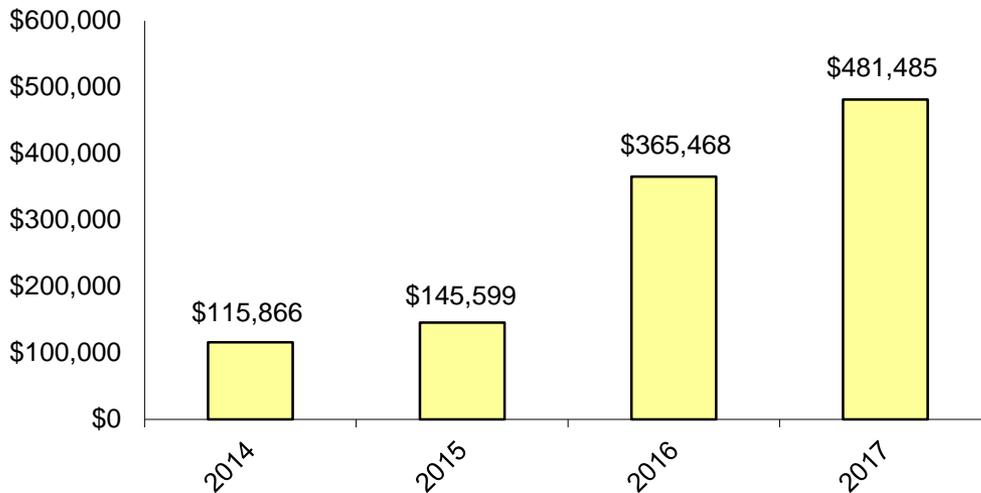
No significant changes



Funding & Expenditure Summary

Economic Development

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 92,684	\$ 94,538	\$ 95,000	\$ 96,900
Additional Personal Services	17,950	45,461	46,868	48,985
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	5,232	5,600	43,600	5,600
Transfers	\$ -	\$ -	\$ 180,000	\$ 330,000
Total	\$ 115,866	\$ 145,599	\$ 365,468	\$ 481,485



Additional \$38,000 included for planning consultant assistance

Budgeting for a transfer to the ED Fund

ED Fund

Increased allocation for economic development incentives

Reduced funding for ReCAP



Personnel: Accomplishments & Objectives

2015

- Completed employment processes for four positions, a promotional process for one, and appointed two positions from existing lists
- Assisted with an RFP process for consultant services for health insurance consortium
- Completed health screenings for employees/spouses
- Initiated selection processes for four key positions

2016

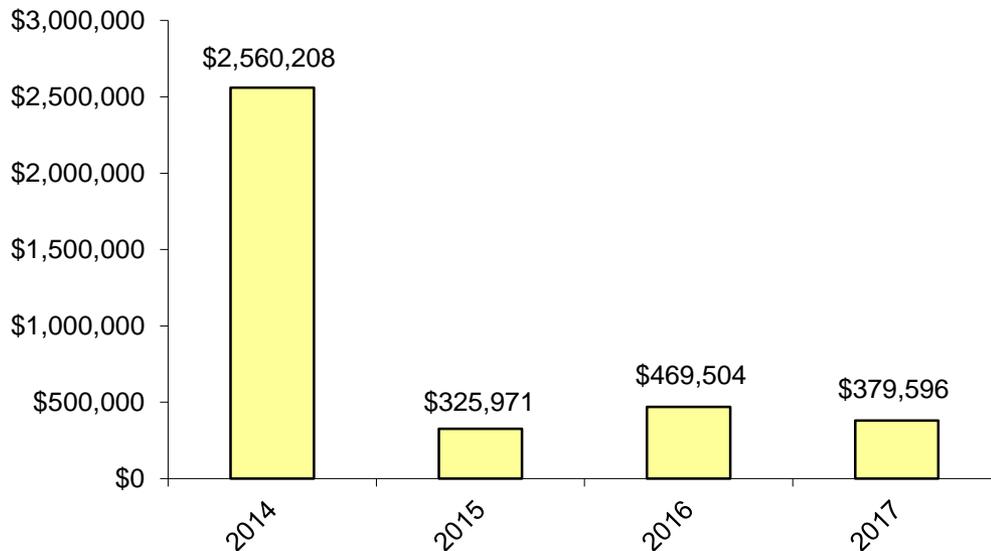
- Revise Citywide Substance Abuse policy
- Provide citywide training on diversity, inclusion and harassment
- Partner with Healthy Worthington, Worthington Schools and Worthington Libraries on employee and community wellness initiative
- Review employment application processes



Funding & Expenditure Summary

Personnel

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 189,207	\$ 221,776	\$ 374,228	\$ 276,074
Additional Personal Services	2,344,695	71,995	62,376	60,322
Supplies and Materials	-	-	-	-
Capital Equipment	-	-	-	-
Contractual Services	26,306	32,200	32,900	43,200
Total	\$2,560,208	\$ 325,971	\$ 469,504	\$ 379,596



Retirement pay line
increased due to
anticipated retirements



Finance: Accomplishments & Objectives

2015

- Continued to monitor and maintain General Fund Carryover Balance
- Prepared 2014 General Purpose Finance Statements and financial trends report
- Integrated budget modifications related to program based budgeting
- Incorporated Income Tax Code changes required by changes in State law
- Participated in LEAN training
- Achieved uniform participation in the City's direct deposit program

2016

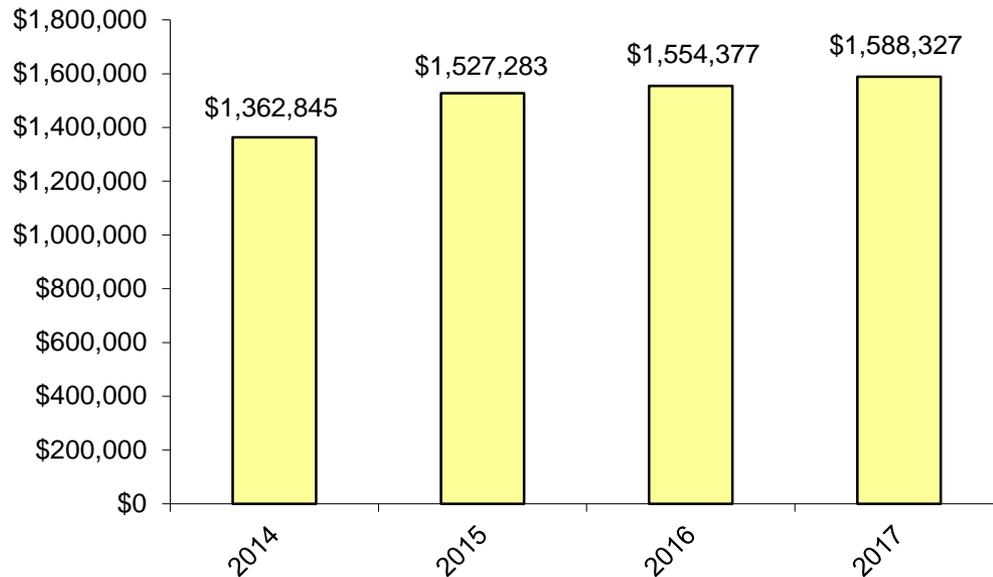
- Continue reviewing criteria for submission to GFOA award program
- Continue to refine budget documents to capture program based budgeting concepts
- Maintain fiscal stability and monitor investments
- Continue to leverage technology by exploring electronic payment options
- Prepare 2015 GAAP conversion in compliance with new GASB standards
- Prepared for a strive to maintain current unqualified audit opinion



Funding & Expenditure Summary

Finance

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 241,520	\$ 277,447	\$ 291,551	\$ 305,897
Additional Personal Services	36,665	149,436	157,426	167,280
Supplies and Materials	2,126	3,100	3,100	3,100
Capital Equipment	488	500	500	500
Contractual Services	1,082,046	1,096,800	1,101,800	1,111,550
Total	\$1,362,845	\$1,527,283	\$1,554,377	\$1,588,327



No significant changes



Law: Accomplishments & Objectives

2015

- Provided support for economic development activities
- Assisted with evaluation of a document management system
- Drafted regulations for containment of running bamboo
- Negotiated lease agreement with the Kilbourne Building tenant
- Assisted with selection of construction manager-at-risk for Kilbourne Building improvements
- Managed Community Center Roof Remediation litigation to settlement
- Gathered and compiled responses to significant public records requests
- Provided guidance in the draft of the Wilson Bridge Road Corridor District code revisions
- Advised City Council and staff on the procedures and impacts of a proposed City charter amendment



Law: Accomplishments & Objectives

2016

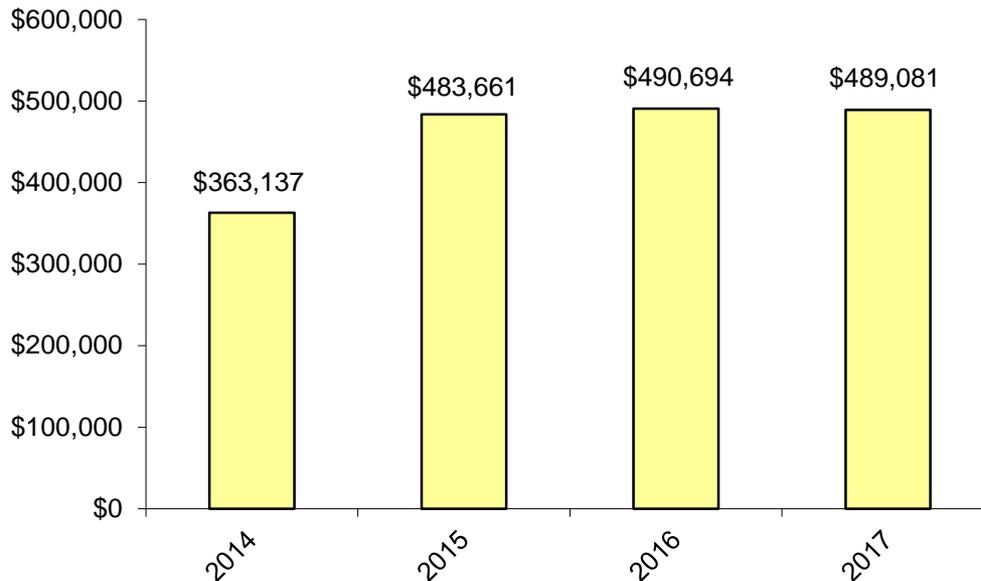
- Provide consultative services
- Assist with the selection of a charter review commission and provide advice throughout review
- Provide legal advice as needed regarding the UMCH property and the Wilson Bridge Road corridor



Funding & Expenditure Summary

Law

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 173,800	\$ 177,252	\$ 181,653	\$ 185,262
Additional Personal Services	32,112	89,809	92,441	97,019
Supplies and Materials	443	800	800	1,000
Capital Equipment	-	-	-	-
Contractual Services	156,782	215,800	215,800	205,800
Total	\$ 363,137	\$ 483,661	\$ 490,694	\$ 489,081



No significant changes



Information Technology: Accomplishments & Objectives

2015

- Implemented new Fire Division reporting & management software
- Upgraded technology in City Council Chambers
- Installed video network for Community Center
- Upgraded EMS software
- Installed new computers in Planning & Building, and Parks & Recreation Department
- Deployed new modems in police, fire and emergency medical vehicles

2016

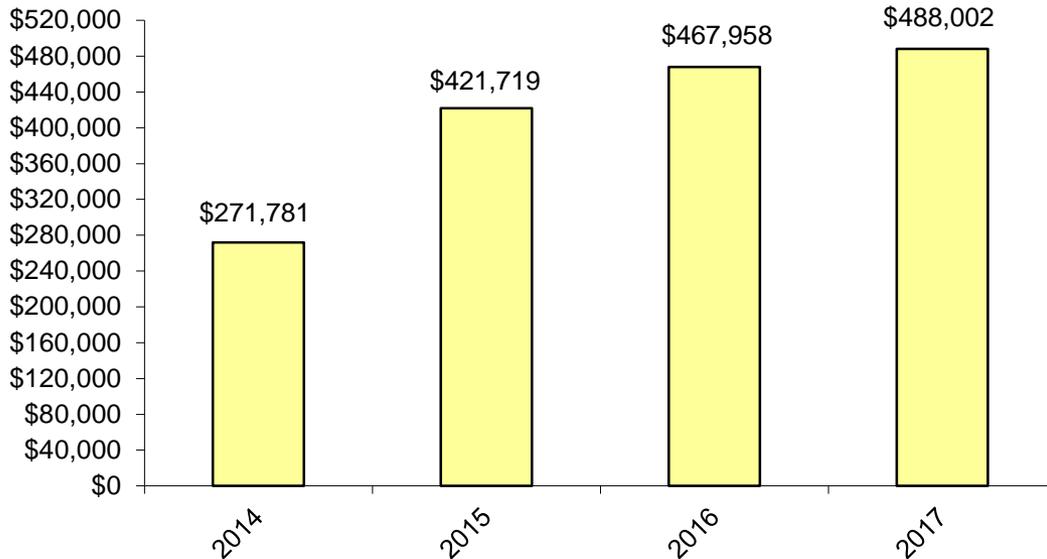
- Implement scheduled computer replacements
- Upgrade to new financial server
- Continue to roll out the document and agenda management system
- Complete the transition to a new Information Technology Manager



Funding & Expenditure Summary

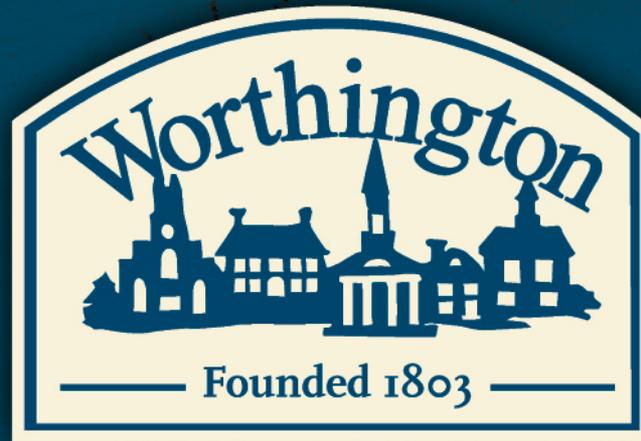
Information Technology

Category	Actual 2014	Approved 2015	Budget 2016	Forecast 2017
Personal Services	\$ 156,930	\$ 209,946	\$ 213,002	\$ 221,688
Additional Personal Services	23,951	101,773	119,956	127,314
Supplies and Materials	1,148	2,500	2,500	2,500
Capital Equipment	9,267	9,000	9,000	9,000
Contractual Services	80,485	98,500	123,500	127,500
Total	\$ 271,781	\$ 421,719	\$ 467,958	\$ 488,002



Funds allocated to accommodate new maintenance & support costs for new software (OnBase)

Removed funding for redesigned of City's website



2016 Proposed Operating Budget

Other Accounts (page 4-70)



Other Accounts

Dept. 1080 – Legal Advertising

- Reduced slightly

Dept. 1090 – County Auditor Deductions

- Audit planned for 2016

Dept. 1100 – Board of Health

Dept. 1110 – Transfers

- Transfer to Police Pension increased slightly

Dept. 1120 – Refuse Services

Dept. 1130 – Utilities

Dept. 1140 – Special Groups

- Changed to a lump sum amount & increased from \$60,748 to \$110,748



Other Accounts

Dept. 1150 – Contingency

Dept. 1170 – Lodging Tax

- Budgeted according to Ordinance No. 37-2014

Dept. 1180 – Cultural Arts Center

Dept. 1212 – Police Pension

- Increased from \$610,000 to \$650,000

Dept. 1414 – Law Enforcement Trust

- Allocating \$29,000 for equipment purchases

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

- Slightly increased allocation for consultants (from \$10,000 to \$13,000)
- Increased allocation for incentives from \$150,000 to \$305,000
- Reduced funding for promotion (from \$30,000 to \$20,000)
- Reduced funding for ReCAP from \$100,000 to \$85,000

Dept. 2020 – FEMA Grant

Dept. 4010 – Special Parks

- Allocating \$55,500 to fund projects identified in the 2015 CIP

Dept. 2525 – Accrued Acreage



Other Accounts

Dept. 5353 – Bicentennial

Dept. 6111 – Trunk Sanitary Sewer

Dept. 8110 – Capital Improvements

Dept. 8150 – County Permissive Tax

Dept. 9010 – General Bond Retirement

Dept. 1111- Special Assessment Bond Retirement

Dept. 3333 – O.B.B.S.

Dept. 9020 – TIF/CRA Funds

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