City Council Meeting Agenda

Monday, May 8, 2017 ~ 7:30 P.M.

Louis J. R. Goorey Worthington Municipal Building
John P. Coleman Council Chamber
6550 North High Street
Worthington, Ohio 43085

Bonnie D. Michael, President
Scott Myers, President Pro-Tem
Rachael Dorothy
Douglas C. Foust
David M. Norstrom
Douglas Smith
Michael C. Troper

Matthew H. Greeson, City Manager
D. Kay Thress, Clerk of Council

If you have questions regarding this agenda please contact the Clerk of Council at 614-786-7347. This agenda and amendments that may be made to it can be found at www.worthington.org
CALL TO ORDER

Roll Call

Pledge of Allegiance

REPORTS OF CITY OFFICIALS

Policy Item(s)

1) Parks Master Plan

2) Proposed 2017 Street Improvement Program

Information Item(s)

3) Community Center HVAC Improvements – Design Build Process

4) Financial Report

REPORTS OF COUNCIL MEMBERS

OTHER

EXECUTIVE SESSION

ADJOURNMENT
City Manager Report to City Council for the Meeting of Monday, May 8, 2017

REPORTS OF CITY OFFICIALS

Policy Item(s)

1) Parks Master Plan

The Parks & Recreation Commission has completed their Parks Master Plan process and the document was distributed at the City Council meeting on May 1st. It is available on the Parks & Recreation Commission section of the City’s website at www.worthington.org/259/Parks-Recreation-Commission. Staff and representatives of the Commission will provide an overview of the plan, answer questions and seek City Council approval of the plan. Additional information is included in the attached memorandum from the Director of Parks & Recreation.

2) Proposed 2017 Street Improvement Program

Service & Engineering staff will make a brief presentation outlining some new approaches to management and implementation of the City’s Street program. They will review a revised evaluation approach, as well as some cost effective maintenance preservation techniques to be utilized in 2017 and future years. Possible dates for a tour of 2017 proposed Street Improvement Program work will be discussed as part of the presentation.

Information Item(s)

3) Community Center HVAC Improvements – Design Build Process

The Capital Improvements Program (CIP) includes funding for HVAC improvements at the Community Center, which were originally identified in a study conducted in 2015. Staff recommends these improvements be implemented through the design build process. This is a process that is newly available to the City as a result of the recent changes to the City Charter. Staff will provide an overview of how the design build process works and how it will be utilized for the HVAC improvements.
4) Financial Report

The Finance Director will present the Financial Report for the month of April, which is attached.

EXECUTIVE SESSION
MEMORANDUM

TO: Matthew H. Greeson, City Manager
FROM: Darren Hurley, Parks & Recreation Director
DATE: May 3, 2017
SUBJECT: Parks Master Plan Presentation

The Parks and Recreation Commission has completed their Parks Master Planning process and are prepared to present their recommendations at the May 8 City Council meeting. The plan was distributed to Council members at their May 1 meeting.

The planning process has included public feedback, park tours, benchmarking, open houses, prioritization exercises and considerable review over a two year period of time. The result is a plan which provides prioritized recommendations for each park as well as the overall park system.

Commission members and staff will be giving a presentation and overview of the plan and will be prepared to answer questions from Council members as we work towards Council adoption of the Parks Master Plan.
April 2017 Financial Report

Quick Facts

Income Tax Collections
- Income tax revenues are below April 2016 collections by $17,451 or -.94%; Year to date collections are above 2016 YTD by $834,019 or 11.11%.
- Income tax collections are above estimates by $767,666 or 10.13% as of April 30, 2017.
- Refunds issued in April totaled $30,721.86 with year to date refunds totaling $153,432.

Income Tax Revenue by Account Type
For April of 2017:
- Withholding Accounts – 81.15% of collections
- Individual Accounts – 7.72% of collections
- Net Profit Accounts – 11.13% of collections

For April 2016:
- Withholding Accounts – 79.87% of collections
- Individual Accounts – 8.04% of collections
- Net Profit Accounts – 12.08% of collections

Highlights & Trends for April 2017

All Funds

<table>
<thead>
<tr>
<th>04/30/2017</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances</td>
<td>93.7%</td>
</tr>
<tr>
<td>$26,958,856</td>
<td>of appropriations.</td>
</tr>
<tr>
<td>(January 1, 2017 balance: $23,225,624)</td>
<td></td>
</tr>
<tr>
<td>Revenues above expenditures by $3,733,233</td>
<td></td>
</tr>
</tbody>
</table>

General Fund

<table>
<thead>
<tr>
<th>04/30/2017</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>91.1%</td>
</tr>
<tr>
<td>$12,340,723</td>
<td>of appropriations.</td>
</tr>
<tr>
<td>(January 1, 2017 balance: $11,628,193)</td>
<td></td>
</tr>
<tr>
<td>Revenues above expenditures by $712,530</td>
<td></td>
</tr>
</tbody>
</table>

April Year to Date Income Tax Collections

Income Tax Refunds as of April

Expenditures 93.7% of appropriations.
Revenues above expenditures by $3,733,233

Expenditures 91.1% of appropriations.
Revenues above expenditures by $712,530

Financial statements and data as of April 30, 2017.
Highlights & Trends for April (continued)

Notable Initiatives & Activities

- Fund balances for all funds increased from $23,225,624 on January 1, 2017 to $26,958,856 as of April 30, 2017, with year to date revenues exceeding expenditures for all funds by $3,733,233.
- For the month of April, fund balances for all funds increased from $26,918,803 as of April 1, 2017 to $26,958,856 as of April 30, 2017, with revenues exceeding expenditures by $40,053.
- Year to date revenues for all funds are below 2016 revenues by -$896,243 (excluding bond proceeds) and above estimates by $885,245. Total revenues include $3,960,000 in bond issuance proceeds received in January 2017.
- Expenditures for all funds tracked at 93.7% of anticipated expenditure levels for the month of April.
- The General Fund balance increased from $11,628,193 as of January 1, 2017 to $12,340,723 as of April 30, 2017, with revenues exceeding expenditures by $712,530.
- For the month of April, the General Fund balance deceased from $12,460,269 on April 1, 2017 to $12,340,723 as of April 30, 2017, with expenditures exceeding revenues by $119,546.
- General Fund revenues are above 2016 revenues by $741,633 and above estimates by $626,107 or 7.14%.
- General Fund Expenditures tracked at 91.13% of anticipated expenditure levels for the month of April 2017.
Financial Tracking

April Year to Date
Revenue to Expenditures
All Funds

April Year to Date
General Fund
Cash Position
April 2017
Cash Reconciliation

Total Fund Balances: $26,958,856.23

Depository Balances:
- General Account: $7,642,760.05
- EMS Lock Box: 2,088,104.05
  Total Bank Balances: $9,730,864.10

Investment Accounts:
- Certificates of Deposits: $6,159,780.78
- Certificates of Deposits (EMS): 2,100,000.00
- Star Ohio/Star Plus: 1,229,445.82
- Fifth Third MMKT/CDs: 7,382,192.13
- Bicentennial Fund CD: 69,988.00
- J.K. Memorial Library CD: 12,219.32
- CF Bank MMKT/CD: 272,836.08
  Total Investment Accounts: $17,226,462.13

Petty Cash/Change Fund: 1,530.00

Total Treasury Balance as of April 30, 2017 $26,958,856.23

Total Interest Earnings as of April 30, 2017 $66,818.77

Average Interest Earnings .79%

Debt Statement

<table>
<thead>
<tr>
<th>Issuance</th>
<th>Purpose</th>
<th>Maturity</th>
<th>Rate</th>
<th>Principal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>2015 Refunding Bonds</td>
<td>December 2021</td>
<td>1.62%</td>
<td>$3,780,000.00</td>
</tr>
<tr>
<td>2017</td>
<td>2017 Various Purpose Bonds</td>
<td>December 2032</td>
<td>2.21%</td>
<td>$3,960,000.00</td>
</tr>
<tr>
<td>2008</td>
<td>OPWC 0% Loan – ADA Ramps</td>
<td>December 2028</td>
<td>0%</td>
<td>$89,815.69</td>
</tr>
<tr>
<td>2015</td>
<td>OPWC 0% Loan – Kenyonbrook</td>
<td>December 2045</td>
<td>0%</td>
<td>$582,175.16</td>
</tr>
<tr>
<td></td>
<td>Total Principal Debt Balance</td>
<td></td>
<td></td>
<td>$8,411,990.85</td>
</tr>
</tbody>
</table>
# City of Worthington

## Fund Summary Report

as of April 30, 2017

<table>
<thead>
<tr>
<th>FUND</th>
<th>1/1/2017 Beginning Balance</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expenses</th>
<th>04/30/2017 Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$9,399,132.48</td>
<td>$8,686,602.61</td>
<td>$12,340,723.19</td>
</tr>
<tr>
<td>202</td>
<td>Street M&amp;R</td>
<td>$310,496.40</td>
<td>$268,931.22</td>
<td>$51,952.47</td>
</tr>
<tr>
<td>203</td>
<td>State Highway</td>
<td>$37,067.29</td>
<td>$36,106.43</td>
<td>$1,950.86</td>
</tr>
<tr>
<td>204</td>
<td>Water</td>
<td>$19,071.15</td>
<td>$25,032.33</td>
<td>$97,001.63</td>
</tr>
<tr>
<td>205</td>
<td>Sewer</td>
<td>$17,790.64</td>
<td>$29,678.00</td>
<td>$83,596.88</td>
</tr>
<tr>
<td>212</td>
<td>Police Pension</td>
<td>$93,630.71</td>
<td>$216,034.62</td>
<td>$303,853.76</td>
</tr>
<tr>
<td>214</td>
<td>Law Enforcement Trust</td>
<td>$2,281.89</td>
<td>$527.17</td>
<td>$59,461.82</td>
</tr>
<tr>
<td>215</td>
<td>Municipal MV License Tax</td>
<td>$40,178.73</td>
<td>$0.00</td>
<td>$236,605.32</td>
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<tr>
<td>216</td>
<td>Enforcement/Education</td>
<td>$182.44</td>
<td>$0.00</td>
<td>$48,054.92</td>
</tr>
<tr>
<td>217</td>
<td>Community Technology</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>218</td>
<td>Court Clerk Computer</td>
<td>$3,318.00</td>
<td>$483.45</td>
<td>$231,285.09</td>
</tr>
<tr>
<td>219</td>
<td>Economic Development</td>
<td>$32,410.69</td>
<td>$177,136.61</td>
<td>$457,445.80</td>
</tr>
<tr>
<td>220</td>
<td>FEMA Grant</td>
<td>$8,934.79</td>
<td>$8,934.79</td>
<td>$0.00</td>
</tr>
<tr>
<td>221</td>
<td>Law Enf CED</td>
<td>$7,480.00</td>
<td>$0.00</td>
<td>$7,480.00</td>
</tr>
<tr>
<td>224</td>
<td>Parks &amp; Rec Revolving</td>
<td>$456,869.31</td>
<td>$226,307.47</td>
<td>$520,157.36</td>
</tr>
<tr>
<td>229</td>
<td>Special Parks</td>
<td>$5,418.50</td>
<td>$0.00</td>
<td>$28,164.76</td>
</tr>
<tr>
<td>253</td>
<td>2003 Bicentennial</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$71,022.84</td>
</tr>
<tr>
<td>306</td>
<td>Trunk Sewer</td>
<td>$375,148.78</td>
<td>$0.00</td>
<td>$375,148.78</td>
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<tr>
<td>308</td>
<td>Capital Improvements</td>
<td>$4,074,100.02</td>
<td>$1,167,855.11</td>
<td>$10,046,165.68</td>
</tr>
<tr>
<td>313</td>
<td>County Permissive Tax</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>409</td>
<td>General Bond Retirement</td>
<td>$1,614,414.94</td>
<td>$1,350,376.74</td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Special Assessment Bond</td>
<td>$0.00</td>
<td>$278,447.93</td>
<td></td>
</tr>
<tr>
<td>825</td>
<td>Accrued Acreage Benefit</td>
<td>$0.00</td>
<td>$58,800.93</td>
<td></td>
</tr>
<tr>
<td>830</td>
<td>OBBS</td>
<td>$1,119.86</td>
<td>$1,234.76</td>
<td>$1,988.22</td>
</tr>
<tr>
<td>838</td>
<td>Petty Cash</td>
<td>$0.00</td>
<td>$1,530.00</td>
<td></td>
</tr>
<tr>
<td>910</td>
<td>Worthington Sta TIF</td>
<td>$18,352.32</td>
<td>$15,548.78</td>
<td>$2,843.94</td>
</tr>
<tr>
<td>920</td>
<td>Worthington Place (The Heights)</td>
<td>$140,279.20</td>
<td>$86,128.03</td>
<td>$13,717.74</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td><strong>$23,225,623.51</strong></td>
<td><strong>$16,221,778.75</strong></td>
<td><strong>$12,488,546.03</strong></td>
<td><strong>$26,958,856.23</strong></td>
</tr>
</tbody>
</table>

Department of Finance – April 2017
### City of Worthington, Ohio General Fund Overview as of April 30, 2017

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Income Tax</td>
<td>$19,907,180</td>
<td>$19,749,766</td>
<td>$19,749,766</td>
<td>$6,061,071.82</td>
<td>$6,675,205</td>
<td>$614,133</td>
<td>10.13%</td>
</tr>
<tr>
<td>Property Tax</td>
<td>2,584,732</td>
<td>2,770,000</td>
<td>2,770,000</td>
<td>1,385,000</td>
<td>1,413,977</td>
<td>28,977</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Government</td>
<td>* 384,126</td>
<td>425,000</td>
<td>425,000</td>
<td>141,867</td>
<td>115,391</td>
<td>(26,276)</td>
<td>-18.55%</td>
</tr>
<tr>
<td>Inheritance Tax</td>
<td>2 -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>* 137,675</td>
<td>135,000</td>
<td>135,000</td>
<td>45,000</td>
<td>66,181</td>
<td>21,181</td>
<td>47.07%</td>
</tr>
<tr>
<td>Fines &amp; Forfeitures</td>
<td>* 158,133</td>
<td>265,000</td>
<td>265,000</td>
<td>66,333</td>
<td>41,768</td>
<td>24,565</td>
<td>-52.72%</td>
</tr>
<tr>
<td>Township Fire Service</td>
<td>2 450,323</td>
<td>475,000</td>
<td>475,000</td>
<td>66,000</td>
<td>74,531</td>
<td>8,531</td>
<td>12.93%</td>
</tr>
<tr>
<td>Community Center Membership/Program</td>
<td>* 1,200,564</td>
<td>1,435,000</td>
<td>1,435,000</td>
<td>478,333</td>
<td>498,595</td>
<td>10,262</td>
<td>2.14%</td>
</tr>
<tr>
<td>EMS Transport</td>
<td>* 544,514</td>
<td>600,000</td>
<td>600,000</td>
<td>200,000</td>
<td>245,021</td>
<td>45,021</td>
<td>22.51%</td>
</tr>
<tr>
<td>All Other Revenue</td>
<td>* 1,056,023</td>
<td>1,227,060</td>
<td>1,227,060</td>
<td>307,620</td>
<td>278,504</td>
<td>(29,116)</td>
<td>-9.46%</td>
</tr>
</tbody>
</table>

**Total Revenues**

$26,434,268 | $27,081,826 | $27,081,826 | $8,773,025 | $9,399,132 | $626,107 | 7.14%

**Expenditures**

| Planning & Building | $671,557 | $756,507 | $756,507 | $252,169 | $236,246 | (15,923) | 93.69% |
| General Government | 7,025,548 | 7,061,559 | 7,061,559 | 2,212,335 | 1,985,890 | (226,445) | 89.70% |
| Fire Operations | 5,972,910 | 6,501,944 | 6,501,944 | 2,177,815 | 1,977,509 | (200,306) | 90.80% |
| Parks & Recreation | 4,356,243 | 4,780,643 | 4,780,643 | 1,593,548 | 1,483,036 | (110,511) | 93.07% |
| Police Operations | 5,293,169 | 5,960,184 | 5,960,184 | 1,991,728 | 1,933,656 | (58,072) | 97.08% |
| Service/Engineering Department | 2,182,335 | 2,523,075 | 2,523,075 | 841,025 | 648,276 | (192,749) | 77.08% |

**Total Expenditures**

$25,541,762 | $27,583,911 | $28,183,911 | $9,068,620 | $8,264,613 | (804,007) | 91.13%

**Excess of Revenues Over (Under) Expenditures**

$892,506 | ($502,085) | ($1,102,085) | ($295,595) | $1,134,519

**Fund Balance at Beginning of Year**

$11,250,077 | $11,628,193 | $11,628,193 | $11,628,193 | $11,628,193

Unexpended Appropriations (98.0%)

| 551,678 | 563,678 | 563,678 | 1 - - Income Tax budget based on individual monthly projections. |

Expenditures versus Prior Year Enc

| 514,390 | 745,691 | 745,691 | 403,916 | 421,990 | 2 - - These revenue budgets are based on semi-annual payments. |

**General Fund Balance**

$11,628,193 | $10,932,096 | $10,344,096 | $11,492,361 | $12,340,723 |

All expenditure budgets are spread equally over each month.