



MUNICIPAL BUILDING  
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**To:** Mayor, Members of Council and City Administrator

**From:** Jason Carr, CPA, Finance Director

**Date:** February 24, 2025

**RE:** 2025 Budget – Ordinance 2025-006

The following is a summary of appropriation amendments based on actual carryover fund balances and changes to estimated receipts, as applicable:

#### General Fund Balance Reserves

Below is an update to General Fund balance reserves when considering the close of calendar year 2024 and proposed budget amendment 2025-006:

Year Ended December 31,	2020	2021	2022	2023	2024	2025
Proj. Fund Balance	\$3,598,892	\$3,668,308	\$5,890,128	\$13,052,891	\$9,061,790	\$11,907,089
Actual Fund Balance	3,986,961	5,947,898	9,904,333	14,632,136	20,161,595	N/A
Expenditures	14,327,161	15,528,185	18,691,738	18,109,095	19,982,850	*25,076,993
Fund Balance Vs. Expenditures Coverage	27.85%	38.30%	52.99%	80.80%	100.89%	47.48%

\* - Represents 2025 amended general fund appropriations.

There were no changes in General Fund estimated receipts between the original and amended budget. General fund appropriations increased \$291,966 which is primarily attributed to the purchase of new equipment, marketing projects, and changes in employee salaries and benefits that were not identified from the original budget. See the itemized detail of increases and decreases can be found on page 4 of this report.

Town Hall 648 Main Street, Groveport, OH 43125  
Groveport Recreation & Aquatic Center 7370 Groveport Road, Groveport, OH 43125  
Public Works Facility 7400 Groveport Road, Groveport, OH 43125  
Groveport Municipal Golf Course 1005 Richardson Road, Groveport, OH 43125  
Police Department 5690 Clyde Moore Drive, Groveport, OH 43125

## Debt Service Activity

The 2025 budget includes the following debt transactions:

Debt Description	2025 Debt Proceeds	2024 Debt Proceeds	2023 Debt Proceeds	2022 Debt Proceeds
Bond Anticipation Notes	\$6,000,000	\$2,500,000	\$1,500,000	\$1,800,000
Interfund Loans	2,152,646	0	0	1,850,000
Leases	0	251,929	251,735	64,514
<b>Total</b>	<b>\$8,152,646</b>	<b>\$2,751,929</b>	<b>\$1,751,735</b>	<b>\$3,714,514</b>

Debt Description	2025 Debt Retirement	2024 Debt Retirement	2023 Debt Retirement	2022 Debt Retirement
Principal	\$3,526,637	\$2,710,945	\$2,859,907	\$2,196,899
Interest	469,854	224,754	438,770	452,493
<b>Total</b>	<b>\$3,996,491</b>	<b>\$2,935,699</b>	<b>\$3,298,677</b>	<b>\$2,649,392</b>

Total debt service principal and interest costs between 2025 and 2024 increased \$1,060,792 from \$2,935,699 to \$3,996,491 based on the increase in the City's outstanding bond anticipation note principal and interest.

Total 2025 debt proceeds have been amended from the original 2025 budget of \$11,452,646 to \$8,152,646 as the City will issue bond anticipation at a level sufficient to cover construction costs. Specific to the outstanding \$6,000,000 bond anticipation note issued in 2025, \$2,000,000 is the re-issuance of bond anticipation notes for golf course improvements and construction of pickleball courts which reflect a payment of \$500,000 for paydown of golf course and public works vehicle previously issued bond anticipation notes. New bond anticipation note proceeds of \$4,000,000 will be used for Wirt Road Reconstruction and parking lot improvements while new Ohio Public Works Commission (OPWC) loans of \$2,152,646 will be used for State Route 317 and Firehouse Lane and Port Road Reconstruction, Phase II.

## Termination Fund

The City's Purchasing and Financial Policy established a methodology to provide funding for future retirements and severance payments. Ordinance 09-017 established the Termination Fund and purpose. Based on current estimates, the following is budgeted for future retirements:

Fund	2025 Budgeted Liability
General	\$309,307
Street	11,356
Recreation	22,795
Water	12,000
Sewer	2,400
Storm Water	2,400
<b>Total</b>	<b>\$363,758</b>

Each year the Administration will reconcile funding and related costs in order to determine the City is properly funded for future retirements. Changes also may be necessary during the year if employees leave service and are entitled to severance prior to projections. The 2025 budget includes estimates for known employees retiring in the General Fund.

## Transfers

Budgeted transfers from the General fund are as follows:

Fund	2025 Budget Amendment	2025 Budget	Change
General	(\$6,080,000)	(\$6,075,000)	\$5,000
Street	1,300,000	1,050,000	250,000
Recreation	2,475,000	2,900,000	(425,000)
Golf Course	1,380,000	1,300,000	80,000
Transportation	450,000	350,000	100,000
Parks	75,000	75,000	0
Senior Center	200,000	200,000	0
Termination	200,000	200,000	0

Transfers increased for the Street, Golf Course and Transportation funds in order to balance their respective budgets. The Recreation fund decreased as the costs to pay for HVAC improvements is attributed to paying for this project from the Capital Projects Fund (401).

## Interfund Loans

The 2025 budget continues the repayment of the \$1,850,000 loan from the Debt Service Fund to the General Fund for the interior buildout associated with the Rarey's Port/Wert's Grove Buildings. During calendar year 2025, the budget includes \$128,115 (\$69,000 principal, \$59,115 interest) for repayment back to the Debt Service Fund. This is a 20-year internal loan.

## Significant Capital Projects

The proposed 2025 Capital Request budget includes several funds with the following highlights below:

**Capital Projects Fund:** The City's Capital Projects Fund primary funding source is income taxes, of which City Council has approved 10% of total monthly income tax collections allocated to this fund. This fund is used to accomplish the City's capital improvements, such as our annual street maintenance program, road resurfacing, equipment and also as a local match for OPWC grants and loans we may receive. A general breakdown of capital items are as follows:

Description	Original Amount	Amended Amount
Buildings Improvements	\$527,500	\$2,043,480
Parks and Recreation	272,020	272,020
Equipment	168,049	168,049
Vehicles	270,000	270,000
Infrastructure	10,080,697	10,380,697
General Government	1,511,851	746,532
Debt Service	1,356,720	1,356,720
<b>Total Capital Projects Fund</b>	<b>\$14,186,837</b>	<b>\$15,237,498</b>

These capital projects will be paid for through the following sources: \$8,182,982 debt proceeds, \$514,175 grant proceeds, \$2,275,000 estimated income tax collections, \$50,000 other sources and \$3,531,666 from existing Capital Projects Fund carryover fund balance. The Administration has elected to spend a significant portion of estimated carryover balance in order to address the City's immediate equipment and building improvement needs.

The Wirt Road Reconstruction Project is estimated to total \$6,530,000 which excludes a \$2,000,000 potential reimbursement for private utility costs. Additional costs for this project not paid from the Capital Projects Fund of \$2,764,000 will be waterlines (\$350,000), sewer lines (\$1,376,000) and stormwater lines (\$594,000).

#### Appropriation Itemized Changes by Fund

Fund	Department	Amount	Description
General	Police	(\$51,202)	Change in salaries and benefits based on hiring three new officers, off-set by additional sergeant when compared to the original budget.
General	Police	15,825.00	Testing and assessment for new sergeant position.
General	Town Hall	681.00	Increase in dental insurance costs.
General	Senior Transportation	262.00	Increase in dental insurance costs.
General	Senior Transportation	8,739.00	Increase for purchase of new van through Mid-Ohio Regional Planning Commission 5310 program.
General	Mayor Court	295.00	Increase in dental insurance costs.
General	Mayor Court	6,000.00	Purchase of new mayor's court software.
General	Legislative	763.00	Increase in dental insurance costs.
General	Administration	104.00	Increase in dental insurance costs.
General	Administration	50,000.00	Increase in marketing costs.
General	Administration	5,935.00	Purchase new chairs for conference rooms.
General	Finance	1,524.00	Increase in dental insurance costs.
General	Economic Development	56.00	Increase in dental insurance costs.
General	Law	193.00	Increase in dental insurance costs.
General	Parks	3,310.00	Increase in dental insurance costs.
General	Parks	14,250.00	Employees changing insurance from single to family for health reimbursement account.
General	Parks	87,342.00	Employees changing insurance from single to family for health reimbursement account.
General	Human Resources	248.00	Increase in dental insurance costs.
General	Human Resources	6,350.00	Additional outside training seminars for all City staff.
General	Transfers Out	5,000.00	Increase in transfers out to various funds.
General	Building & Zoning	544.00	Increase in dental insurance costs.
General	Facilities	351.00	Increase in dental insurance costs.
General	Facilities	480.00	Installation and testing of panic buttons at Municipal Building.
General	Engineering	634.00	Increase in dental insurance costs.
General	Engineering	47,680.00	Flow metering contract.
General	Transportation	692.00	Increase in dental costs.
General	Information Technology	(41,339.00)	Change original budget for benefits.
General	Information Technology	15,141.00	City server project final costs.
<b>TOTAL GENERAL FUND</b>		<b>\$179,858.00</b>	

**Appropriation Itemized Changes By Fund (Continued)**

<b>Fund</b>	<b>Department</b>	<b>Amount</b>	<b>Description</b>
Street	Public Works	4,291.00	Increase in dental costs.
Street	Public Works	137,000.00	SWACO recycling retainer purchase.
Street	Public Works	92,559.00	Change in employee health insurance from single to family.
Park Capital	Leisure Time	(1,490.00)	Decrease in contractual off-set by additional costs for park improvements.
Drug Enforcement	Police	(1,625.00)	Decrease to balance budget.
Motor Vehicle Fund	Public Works	(1,230.00)	Decrease to balance budget.
Termination	Finance	(1,139.00)	Decrease to balance budget.
Recreation	Operations	189.00	Increase in dental insurance costs.
Recreation	Operations	(480,000.00)	Recreation HVAC unit will be paid from Capital Projects Fund (401).
Golf Course	Operations	215.00	Increase in dental insurance costs.
Golf Course	Operations	8,850.00	Security Alarm Upgrades.
Golf Course	Maintenance	5,286.00	Increase in salary and benefits based on changing in staffing from original budget.
Golf Course	Facilities	5,775.00	Paddock Pub carpet cleaning.
Senior Center	Recreation	135.00	Increase in dental insurance costs.
Senior Center	Recreation	940.00	Installation and testing of panic button.
Opioid	Police	517.00	Increase to balance budget.
Capital Projects	General Govt.	(765,319.00)	Decrease in uncommitted contractual costs.
Capital Projects	Infrastructure	225,000.00	Purchase of property for Public Parking Lot and Reconstruction project.
Capital Projects	Golf	16,800.00	Clubhouse masonry repairs.
Capital Projects	Recreation	942,180.00	Recreation HVAC replacement project, Phase I and Phase II engineering.
Capital Projects	Facilities	557,000.00	Additional cost for construction, audio visual, information technology, furnishings for Rarey's Port Building, 2 <sup>nd</sup> floor space.
Capital Projects	Infrastructure	75,000.00	Port Road Reconstruction Phase II increase to match OPWC agreement.
Water	Utilities	1,717.00	Increase in dental insurance costs.
Sewer	Utilities	115.00	Increase in dental insurance costs.
Sewer	Utilities	25,000.00	Increase in Wirt Road construction costs.
Sewer Capital	Utilities	(181,373.00)	Decrease to balance budget.
Storm Water	Utilities	723.00	Increase in dental insurance costs.
Storm Water	Utilities	(44,368.00)	Decrease to balance budget.
All Other	Various	(74,786.00)	Decrease to balance budget – Columbus Water Maint. Fund, Surety Bond Fund, Township Inspection Fund, Escrow Inspection Fund, Cemetery Perpetual Fund, Tree Fund, Flexible Spending Fund, and Employee Withholding Fund.
<b>TOTAL OTERH FUNDS</b>		<b>\$547,962.00</b>	
<b>TOTAL ALL FUNDS</b>		<b>\$727,820.00</b>	

