City of Dublin

2013 Operating Budget

City of Dublin, Ohio

Adopted by Ordinance No. 67-12

City of Dublin

December 10, 2012

Office of City Manager
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Dublin, Ohio 43017

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www.dublinohiousa.gov

Dear Members of City Council and Citizens of the City of Dublin,

I am pleased to present to you the Administration's 2013 Operating Budget for review and consideration. This budget was developed in accordance with the City Charter, the annual budget calendar, the stated financial management policies and guidelines of the City, and City Council's adopted goals. This budget, like preceding year's budgets, continues to recognize the external economic conditions that demand conservative approaches to managing expenses while continuing to deliver high quality services to residents and corporate citizens.

A key indicator of the City's financial strength is the General Fund balance. Each year, a primary focus of the budget process has been to ensure that sufficient fund balances are available to provide necessary funding for unanticipated needs or opportunities and to ensure satisfactory cash flow. As a result, the City has implemented a practice of targeting a General Fund year-end balance of at least 50 percent of the General Fund expenditures, including operating transfers. The General Fund balance, as a percentage of expenditures and operating transfers, has grown from 59.8% in 2008, to 64.9% in 2009, 75.9% in 2010, and 82.8% in 2011. Given the potential expenditures that will likely occur in the upcoming years as the Bridge Street District redevelops, maintaining a fund balance in excess of the target better positions the City for opportunities that will arise.

As a result of an increase in income tax revenues in 2012, the City's unexpended General Fund balance is projected to be $48.3 million at year-end 2012, which, as a percentage of projected expenditures and operating transfers, is approximately 83.5%. This level of reserve is looked upon extremely favorably by the rating agencies and has been highlighted by both Moody's Investors Service and Fitch Ratings as a rationale for the City's Aaa/AAA bond rating, the highest rating available from both agencies.

High quality services are a community hallmark of Dublin. To that extent, I am pleased to incorporate in this Operating Budget performance measurement information for a number of City service areas. Performance management focuses on the results that residents expect from the services provided by the City, as determined by citizen surveys, public forums, and other information gathering techniques. Performance measurement and management provide a higher level of accountability through regular performance reporting. City leaders in the areas of Human Resources, Community Relations, Solid Waste Management, Fleet Maintenance, Building, Parks and Open Space, Recreation, Economic Development, Mayor's Court, Volunteer Resources, Police and Events Administration have compiled performance measurement data and utilized this data in preparing their 2013 Operating Budget. We believe this information will assist City Council in making informed financial and service delivery decisions in the future.

In addition to high quality services, high quality events are another of many attributes that distinguish Dublin from other municipalities. In the fall of 2012, we were honored to receive the World Festival and Event City Award from the International Festivals and Events Association for Dublin's annual Irish Festival. Looking forward to 2013, we are proud to welcome the President's Cup to Muirfield

Village Golf Course and the City of Dublin from October 1 - 6. As we prepare to welcome the players, dignitaries, and other visitors to our community, the weeks and months leading up to this prestigious event will be spent ensuring the City is in pristine condition.

The health of the City's corporate residents is reflected in the City's income tax revenues. The total income tax collections through the third quarter 2012 were up 5.58% when compared to collections through the third quarter 2011. This increase is a result of growth in all three segments of the City's collections – withholding, net profit, and individual taxes. Continuing with our conservative approach to budgeting, the Administration has projected the total income tax revenues for 2012 will be up 3% as compared to the total income tax revenues for 2011. In 2013, it is estimated that income tax revenues will increase 1.5% from 2012 projected income tax revenues.

The philosophy of conservatively estimating revenues has been followed over the years because of the limited control the City has over revenues as evidenced by the 2009 decline in income tax revenues. Operating revenues other than income taxes have continued to exceed the amount budgeted. In 2012, the estimated operating revenues are projected to be $73.0 million, which represents a 10.82% increase over 2012 budgeted revenues. In addition to the increase in income tax revenue, this increase is attributable to an increase in revenue from estate taxes, licenses and permits, parks and recreation, and special event revenue. In 2013, operating revenues are projected to be $69.10 million, which represents a 4.90% increase over 2012 budgeted operating revenues.

Operating Revenues (in millions)

	2008	2009	2010	2011	2012 Projected	2013 Projected
Budgeted Revenues	$64.94	$67.69	$60.75	$62.84	$65.87	$69.10
Actual Revenues	$70.96	$66.57	$68.32	$71.30	$73.00	

The goals of City Council continue to guide the actions of the Administration. The budget development was driven by the five strategic focus areas and goal statements adopted by City Council in 2012.

- Fiscal Health & Economic Vitality
- Livable, Sustainable and Safe
- Civic Engagement
- Public Services and Infrastructure
- Smart, Customer-focused Government

The 2013 Operating Budget reflects funding requests totaling $71.23 million in operating expenditures. This reflects a 4.60% increase compared to the 2012 Operating Budget. However, excluding the expenditures attributable to the President's Cup and the additional expenditures projected for economic development incentive payments, the increase is 3.46% over the 2012 Operating Budget.

Operating Expenditures (in millions)

	2008	2009	2010	2011	2012 Projected	2013 Proposed
Budgeted Expenditures[1]	$68.68	$71.54	$65.10	$66.68	$68.10	$71.23
Actual Expenditures	$63.33	$65.30	$63.60	$64.67	$68.13[2]	
Actual Encumbrances	$2.99	$3.06	$3.07	$4.69		

[1] Does not include encumbrances carried forward.

[2] Includes anticipated encumbrances.

A continued focus of the Administration is to provide quality services to our residents in the most efficient and effective manner. To that extent, maintaining appropriate staffing levels given the changing needs of the community is essential. While there are a number of staffing changes proposed, the 2013 Operating Budget reflects funding for 368 full-time employees; the same level as funded in 2012.

The most notable staffing change proposed is within the Division of Police. In an effort to reduce crime and crashes while being prepared to successfully resolve major crimes and critical incidents, the implementation of a new Community Impact Unit (CIU) has been proposed in this budget. The hiring of two new CIU officers is recommended for assignment to long-term investigations, proactive policing strategies and tactics, problem-solving and street crime prevention. In addition, the hiring of one full-time Accreditation Manager has been proposed. Currently staffed with a sworn officer, the hiring of a civilian for this position would allow the incumbent to be reassigned to perform the functions that only sworn police officers can perform.

An evaluation of vacancies that occurred in Facilities Management in 2012 resulted in the reduction of funding for two full-time positions; one custodial worker and one maintenance worker.

Recognizing the changing needs in Information Technology, authorization and funding for one Support Services Administrator position is included in this budget. In addition, a vacant Senior Support Services Analyst will be downgraded to a Support Services Analyst. These particular staffing changes will allow for there to be day-to-day oversight over the Support Services unit by the Administrator while the hiring of an Analyst will maximize the success of the unit and enable the team to satisfy the current demand for internal customer service.

Split 50% between Parks and Open Space and the Hotel/Motel Tax Fund is the addition of one Public Art Conservation/Contract Specialist position. The purpose of this position is to manage the City's investment in public art through proactive management of maintenance, conservation, selection and design of public artworks.

Within the Land Use & Long Range Planning division, a Planner and Senior Planner position have been removed from the Operating Budget. The removal of these positions is based on the desire to utilize more specialized consultants as we focus our efforts on the redevelopment of the Bridget Street District and other areas of the City.

Based on changing needs within the Engineering Division, one Office Assistant position has been removed from the Budget. In mid-2012, the Office Assistant was reassigned and now performs work within the Office of the City Manager, Community Relations, and the Income Tax Division.

Funding for the Sustainability Coordinator has been removed from the Office of the City Manager as well. This position has been vacant since October 2011 and has been determined that it is not necessary at this time.

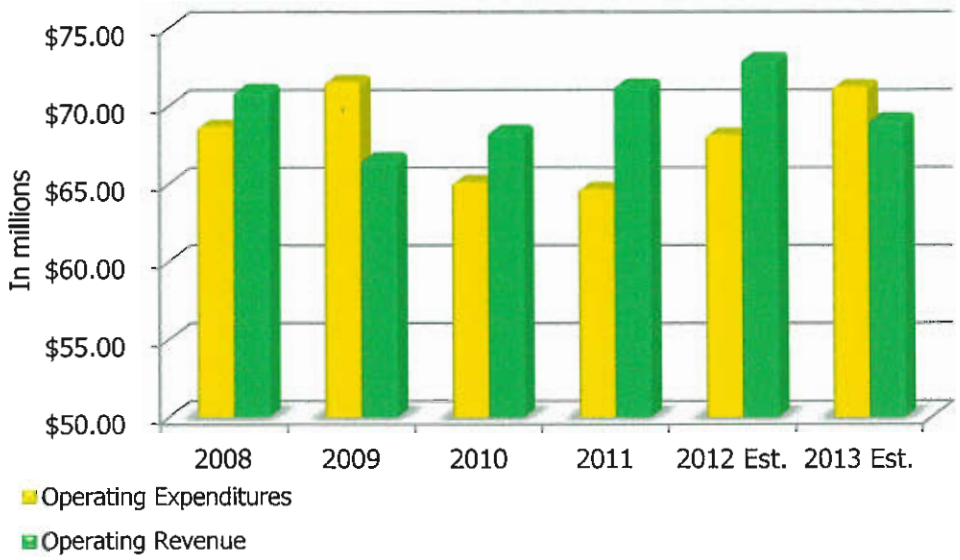
In addition to close examination of full-time staffing, the Administration closely reviewed part-time and seasonal staffing needs. As you are aware, the Director of Strategic Initiative/Special Projects was added in 2012 and funding has been programmed in the 2013 budget. Furthermore, one part-time Court Liaison position was added. Similar to the hiring of the Accreditation Manager, the hiring of this position will enable a sworn officer (that currently performs the duties of Court Liaison) to perform duties that only sworn officers can perform. Based on the changes in full-time staffing in Information Technology, one intern position has been removed. Finally, there was a reduction of 5 part-time employees at the outdoor pools as a result of a shortened 2013 swimming season. These changes result in the net reduction of 2 FTE part-time and seasonal positions in the organization.

The budget provides for an overall 2.5% adjustment for non-bargaining unit salaries. Negotiated wage increases have also been included for those employees covered by the United Steelworkers of America, Fraternal Order of Police – Ohio Labor Council (Communications Technicians), and Fraternal Order of Police – City Lodge #9 (Police) contracts.

The 2013 Operating Budget also appropriates funds to implement the first year of the five-year Capital Improvements Program (CIP), funds to implement a phase of a major, multi-year project, and funds for non-major capital expenditures, which include those of a continuing nature. Along with the Bridge Street District, other capital improvements funded from the Capital Improvements Tax Fund include the construction of the Coffman Road/Brand Road roundabout, construction of shared-use paths along Brand Road, Dublin Road South, and Glick Road, and the Coffman Park expansion.

The maintenance of the City's existing infrastructure is equally important. For this reason, significant funding has been programmed in the 2013 Operating Budget to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in excellent condition. Details of the 2013 capital improvements are included under the 'Capital Project Funds' tab of the budget.

The City's strong tax base and conservative budget philosophy have resulted in operating revenues exceeding operating expenditures for many years. While the 2013 estimated operating expenditures exceed the 2013 estimated operating revenue, it is anticipated the difference or the "gap" at the end of the year will likely be less than projected or what typically has occurred, with the exception of 2009, is the operating expenditures will actually be less than the operating revenue. In 2012, the actual operating revenues are expected to exceed the budgeted operating revenues by approximately $7.1 million.



From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2013 are consistent with the budgeted amounts, the 2013 General Fund year-end balance is projected to be approximately 80.1% of the 2013 General Fund expenditures and operating transfers, exceeding the 50% target balance by approximately $18.2 million.

As previously stated, the 2013 Operating Budget includes allocations focused on Dublin City Council's adopted goals. The allocations include:

- *Increased networking between business and government* – The Administration continues to actively engage Dublin businesses to develop relationships, understand needs and gain insights on future plans. Many venues have been created to accomplish this to include: one-on-one visits; leveraging relationships and activities of the Chambers of Commerce (Dublin and Columbus); Business Appreciation Week; Memorial Tournament and Villa; evening at the Irish Festival; co-sponsoring and hosting events; economic development forums (i.e. DEC, TechDEC, JASCO, ICF.); real estate/developer engagements; Columbus2020 events; TechColumbus events; new business ground breakings/openings; and workforce engagements. Funding has been programmed in 2013 to continue these activities as well as add an activity at the Presidents Cup. In addition, the Administration will be conducting "business neighborhood engagements".

- *21 Century Learning Environment* – At the direction of City Council, the Administration has continued working with community partners, including the library system, private non-profit institutions, and higher education institutions to focus on meeting future workforce development needs within Dublin. As we welcome new partners to the community, including Ohio University and Dayton University, we will continue those discussions for the betterment of the City. As the Administration proceeds with the redevelopment of the Bridge Street District, the location of the library will become a pivotal point of discussion.

- *Bridge Street District* – As part of the five-year CIP, an amount has been programmed for future debt payments in anticipation of infrastructure improvements within the Bridge Street District. Furthermore, additional operating dollars have been included in this budget to hire professionals that specialize in areas such as strategic retail consulting, wayfinding, and parking garage consulting.

- *Brand recognition* – The budget incorporates funding to further advance brand alignment through messaging and imaging. The Administration will continue to work with residents and the business community to validate and promote the City's international reputation, which centers on vibrancy, professionalism and leadership.

- *Community culture of health, wellness and work/life balance* – The budget incorporates continued funding for community and employee health and wellness initiatives. Funding for the Healthy Dublin initiative is continued as well, with a goal of exploring new initiatives that will improve upon this already highly successful program. These efforts are working to improve the health of employees and residents.

- *Shared services* - The Administration continues to closely examine services and to capitalize on opportunities to work with other jurisdictions and organizations to share services. In partnership with a number of local entities, in 2012 the City applied for grant funding from the Local Government Innovation Fund to further evaluate compressed natural gas vehicle infrastructure needs and opportunities, emergency call dispatching consolidation, and information technology services and infrastructure consolidation. In 2013, the Administration will continue working with other jurisdictions in furthering the already identified areas of shared services as well as exploring new opportunities.

- *Professional development* – There remains an emphasis on employee development with funding of citywide and specialized learning opportunities. In 2013, emphasis will continue to be placed on the development of City supervisors through training programs as well as the extension of Dublin-specific customer service training to employees that interact with the public frequently. Recognizing that Dublin is a community of many cultures, the City also will conduct cultural awareness training for all employees.

As has been the practice, the financial activity in 2013 will be closely monitored and adjustments made as necessary. Operations and services will continue to be reviewed and analyzed to better understand the cost of service delivery and to identify potential savings with minimal or no service reduction.

The Administration is committed to meeting the goals established by City Council and to ensuring that high quality services remain a community hallmark. The 2013 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,

Marsha I. Grigsby
City Manager

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City of Dublin

Mission Statement

The City of Dublin strives to preserve and enhance the unique high quality of life offered to those who live or work in our community by providing the vision, leadership and performance standards which allow for managed growth and development. We endeavor to deliver our services cost-effectively, with an emphasis on quality and innovation. The City of Dublin seeks recognition in the field of local government as being responsive, cooperative, and culturally and environmentally sensitive, while embracing the highest standards of integrity and accountability to those we serve.

Core Values

The City of Dublin operates under a set of seven key core values: integrity, respect, communication, teamwork, accountability, positive attitude and dedication to service. Staff members use these seven values as the basis for daily decision-making, including the decisions that go into the budget process.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Dublin

Ohio

For the Fiscal Year Beginning

January 1, 2012

President

Executive Director

2013

OPERATING BUDGET

CITY OF DUBLIN, OHIO

COUNCIL

Timothy A. Lecklider - Mayor
Amy J. Salay, Vice - Mayor
Cathy A. Boring
Marilee Chinnici-Zuercher
Richard S. Gerber
Michael H. Keenan
John G. Reiner

Clerk of Council, Anne Clarke

City Manager – Marsha I. Grigsby

Deputy City Manager/Director of Economic Development - Dana L. McDaniel

Deputy City Manager/Director of Finance – Angel L. Mumma

Director of Law - Stephen J. Smith

Dublin City Council Goals

On June 18, 2012, City Council adopted Resolution 13-12, a statement of strategic focus areas for the City of Dublin and goals related to key elements of those areas. These goals are grouped into five major categories that address the areas of highest priority determined by consensus of City Council. This resolution represents the outcome of City Council's goal setting process, and serves as a guide for City residents, visitors, staff and officials in understanding the high quality of life in the City of Dublin.

In the preparation of the 2013 Operating Budget, each City division will use these goals as guidance for operational priorities for 2013. Although not always reflected as specific budget items in the operating and/or capital improvement budgets, the daily functions and activities of all operating units are closely aligned with these goals, and, as such, are important to highlight as part of the overall budget document.

Strategic Focus Areas:

1. **Fiscal Health & Economic Vitality**
    - The City ensures its financial security through the implementation and coordination of sound fiscal policies; carefully balanced land planning reflecting sound land use principles; forward investing in infrastructure development; and a continuous focus on successful economic development programs.

2. **Liveable, Sustainable and Safe**
    - The City supports a Liveable, Sustainable and Safe community by encouraging community pride and facilitating a high level of quality of life for citizens by planning and emphasizing public safety, innovative programs and extraordinary amenities.

3. **Civic Engagement**
    - The City creates a participatory environment for the active engagement of residents and community stakeholders by promoting proactive and ongoing communication; providing opportunities for citizens to utilize their talents and skills to benefit the community; and encouraging citizen education and interactions with the City and other organizations in order to foster pride and ownership in the community.

4. **Public Services and Infrastructure**
    - The City provides appropriately designed, well maintained and robust public infrastructure systems. Additionally, the City provides exemplary public services delivered in a manner to ensure an extraordinary quality of life. Infrastructure and services are provided in a cost-effective manner to meet the needs and expectations of residents, businesses, visitors and other stakeholders. These systems and services are created and implemented through a process of thoughtful prioritization with broad community input.

5. **Smart, Customer-focused Government**
    - The City maximizes its financial and human resources to execute the responsibilities of local government and to achieve established goals. The City is accountable and responsive to the needs and the desires of the community by employing performance-based management systems; evaluating best practices of other high-performing organizations; and working collaboratively with other public entities to provide efficient, responsive and innovation local government.

City Council Goals:

2013 Goals:

1. Facilitate increased networking between business and government to better understand business needs, challenges and opportunities to optimize Dublin's business climate. Continue to focus on and pursue international opportunities that support the attraction, growth and development of businesses.

2. Develop a 21st century learning environment, combining library and educational facilities, which will provide opportunities for lifelong learning, educational synergies and support the City's economic development, while advancing the community's quality of life. The City will initiate a site selection process for the facility(ies) and establish a plan for acquisition.

3. Realize the vision of true mixed-use, walkable neighborhoods in the Bridge Street District by working with our public and private partners to create a sustainable, vibrant and dynamic mix of land uses, creative open spaces, and signature architecture that attract a diverse population of residents and visitors. Begin implementation of the vision by cooperating in the development of charter projects, establishing gateways at major District entries, and evaluating the creation of entertainment districts.

4. Develop brand recognition locally, nationally and internationally through key stakeholders and strategic market initiatives. Tell and validate the Dublin experience through engagement of third parties who champion the brand for the advancement of Dublin.

5. Create a community culture of health, wellness and work/life balance for those who work and live in Dublin using innovative, collaborative, community-based educational and motivational initiatives.

6. Build on the City's existing practice of shared services by continuing to explore new partnerships with private, non-profit, and governmental entities, with a focus on service improvement and/or cost reduction.

7. Design and implement a city-wide training and professional development program that reinforces the Dublin brand by ensuring employees have access to the right resources, training and skill improvement opportunities that maximize employee talents, foster a culture of innovation, and promote excellence in customer service through a coordinated, multi-year employee development strategy.

On-going Goals:

1. Achieve a higher level of distinction and establish Dublin's competitive edge.

2. Actively seek partnerships with Dublin City Schools, Columbus Metropolitan Libraries, community organizations and individuals for the creation of a new Dublin library and redevelopment of school property in Historic Dublin.

3. Enhance further development of Historic Dublin.

4. Promote a high quality of life by emphasizing neighborhoods and fostering a sense of community.

5. Set the standard as a leading Green Community.

Dublin Community Profile

Encompassing nearly 25 square miles, Dublin is located in the northwest part of the Columbus, Ohio metropolitan area. The City is home to more than 42,000 residents and more than 65,000 corporate citizens. Completion of the I-270 outerbelt and development of the Muirfield Village Golf Club and residential community began an extensive period of growth for Dublin in the 1970s that continues today. Dublin officially became a city in August 1987.

Dublin's residential market offers something for every lifestyle, from historic neighborhoods to contemporary condominiums and breathtaking estates. Dublin residents are primarily upwardly mobile, young, married and employed, a majority of whom have children living at home. On the following page, a chart showing Dublin's economic and demographic statistics illustrates the growth in the City over the past 10 years.

The City owns more than 1,000 acres of parkland and 100+ miles of bike paths to complement a healthy and active community. The City owns and operates the 110,000 square-foot Dublin Community Recreation Center that includes fitness facilities, two indoor pools, classrooms, a community hall and the Abbey Theater of Dublin. The City also owns and operates two outdoor municipal pools.

In 2011, Dublin was named a Smart21 Community by the Intelligent Community Forum for the fourth consecutive year. Since 2010, the City has been selected as a Top Seven Intelligent Community. Also in 2009, *Forbes* recognized Dublin as one of the top 25 places to move in America. In 2011, Dublin was selected as the host City for the 2013 Presidents Cup which will be held at the Muirfield Village Golf Club.

The City also boasts solid financial ratings, receiving successive Aaa ratings from Moody's Investors Service and AAA ratings from Fitch Ratings for 10 consecutive years. Offering a first-class quality of life with natural beauty, historic sights and tourist attractions, Dublin is a great place to live, work and visit.

The City of Dublin appreciates art and culture and was named an IFEA World Festival and Event City in 2012. The City sponsors the Dublin Irish Festival, one of the largest Irish celebrations of its kind in the world. More than 100,000 people attend the Dublin Irish Festival attracting people from all over the U.S. and the world.

Dublin is home to several U.S. and international companies, including Ashland Chemical, Cardinal Health, Stanley Steemer, IGS Energy, OCLC, Verizon Wireless, and the Wendy's Company. The income taxes generated by these and more than 3,000 other businesses are the primary source of funding for the City. A listing of the City's principal businesses and approximate number of employees is included on the following page.

Most Dublin residents live in the Dublin City School District, one of the 12th largest school districts in Ohio. Educating more than 14,000 students, the district consistently ranks among the top districts in Ohio. Dublin's three high schools have been ranked in the top 500 in the nation by Newsweek.

Demographic and Economic Statistics
Last 10 years

Year	Population	New Construction Permits Residential	Commercial
2001	34,397	308	99
2002	35,500	375	61
2003	36,300	449	54
2004	37,590	458	71
2005	38,900	383	244
2006	40,163	263	171
2007	40,519	154	49
2008	40,874	81	18
2009	41,093	83	18
2010	41,751	86	18
2011	42,038	118	42

Employer	Business		Approx # of Employees	Total City Employment
Nationwide Insurance Enterprises	Insurance & Financial	1	4,171	4.94%
Cardinal Health	Pharmaceuticals	2	3,226	3.82%
Dublin City Schools	Education	3	1,840	2.18%
Cellco Partnership Inc/Verizon Wireles:	Telecommunications	4	1,650	1.95%
Ohio Health	Medical & Administration	5	1,257	1.49%
Medco Health Solutions, Inc.	Retailers/Wholesalers	6	1,025	1.21%
Fiserv Corporation	Electronic Bill Payments	7	902	1.07%
CareWorks Family of Companies	Insurance & Financial	8	750	0.89%
Online Computer Library Center	Computer Library	9	730	0.86%
Ashland Chemical Co.	Research & Development	10	650	0.77%
NCO Financial Group	Financial Institutions	11	605	0.72%
Nexeo Solutions, LLC	Chemical Distribution	12	550	0.65%
Smith's Medical	Medical Manufacturing	13	533	0.63%
Century Link	Telecommunications	14	500	0.59%
Alcatel Lucent	Telecommunications	15	500	0.59%
Wendy's International	Restaurant Chain/Corp	16	500	0.59%
Laboratory Corp of America	Medical Laboratory Testing	17	493	0.58%
Pacer Global Logistics	Transportation Logistics	18	450	0.53%
City of Dublin	Government	19	369	0.44%
The Kroger Co (3 stores)	Retailers/Wholesalers	20	350	0.41%
Total			21,051	29.61%

Source: City of Dublin Comprehensive Annual Financial Statement for the fiscal year ended December 31, 2011

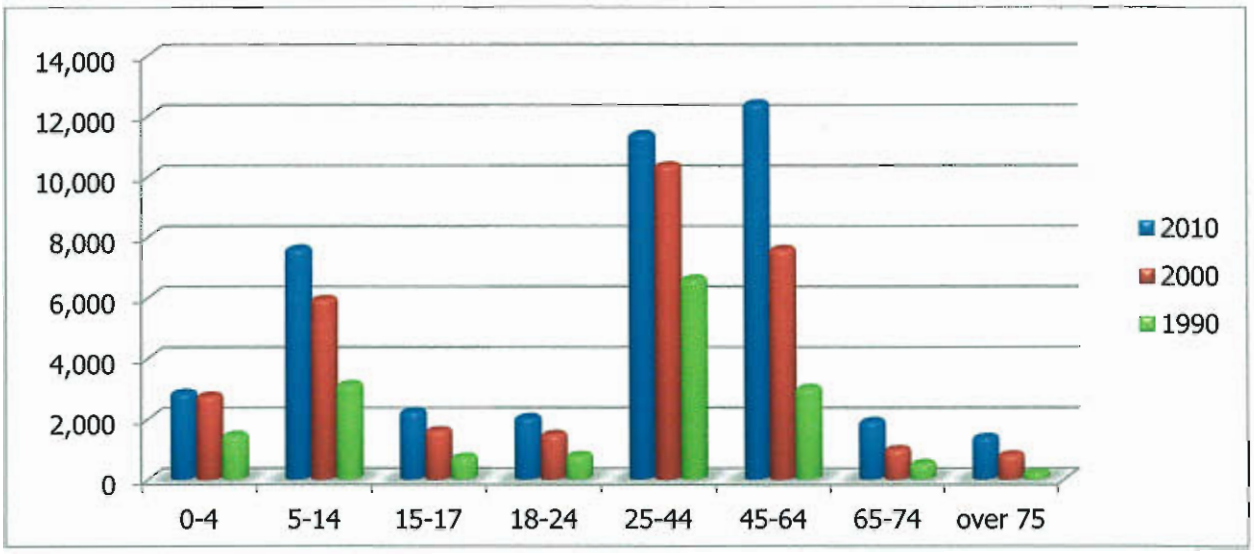
2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Demographic Information

Population and Density

	2010	2000	1990
Population	41,751	31,478	16,371
People /square mile	1,684	1,489	924
Household Size	2.78	2.81	2.95
Households	14,984	12,040	5,923
Households /square mile	604	570	334

Age



Race and Ethnicity

	2010	2000	1990
White	33,089	27,855	15,225
Black	722	415	243
Native American	22	22	0
Asian/Islander	6,382	2,497	806
Other	772	414	0

Housing Statistics

	2010	2000	1990
Owner Occupied	11,862	8,622	4,458
Renter Occupied	3,122	2,543	1,069
Vacant Units	795	875	396

Data Source: MORPC (1990, 2000, 2010 data from the US Census Bureau)

Form of Government

The City of Dublin was platted as a village under the laws of the State of Ohio in 1810. The City is a home rule municipal corporation and operates under its own charter. Voters adopted the City's original Charter on July 24, 1979, and revised the charter in 1996. The City's original Charter and the Revised Charter have provided for a Council/City Manager form of government.

The legislative authority is vested by the Charter in a seven-member Council with overlapping four-year terms. Three members are elected at-large and four members are elected from wards. The City Council fixes compensation of City officials and employees, and enacts ordinances and resolutions relating to City services; tax levies; appropriating and borrowing money; licensing and regulating businesses and trades; and other municipal purposes.

The presiding officer is the Mayor, who is a member of City Council and is elected by City Council for a two-year term. The Vice Mayor is also a member of City Council, elected by City Council for a two-year term.

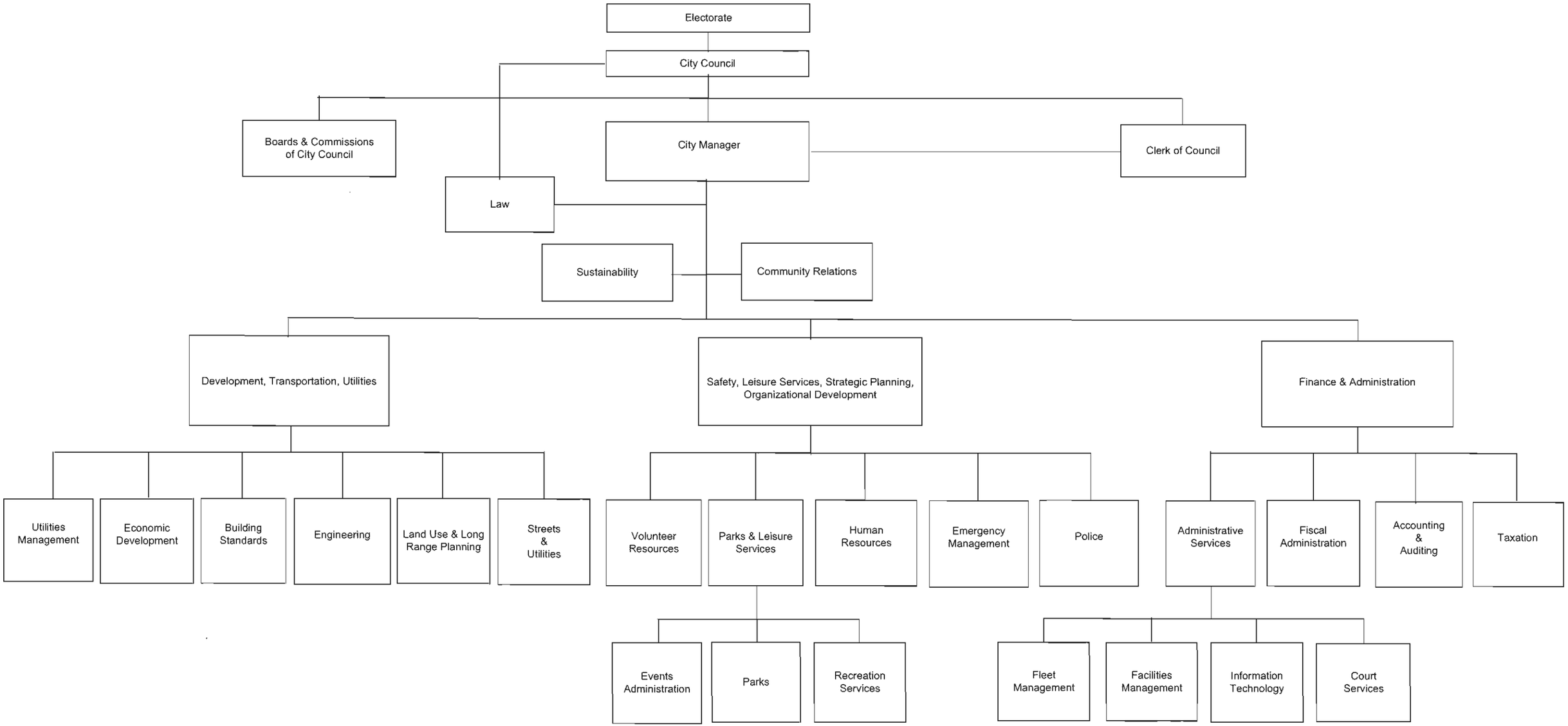
The City Manager is the chief executive and administrative officer of the City and is appointed by the City Council to serve at its pleasure. The City Manager is charged with the responsibility for the administration of all municipal affairs as empowered by the Charter.

City Organizational Structure

The City's organizational structure is designed to support quality services in a successful, efficient and effective manner.

The City Manager is supported by two Deputy City Managers as well as a management team comprised primarily of directors from across the organization. The City has 368 authorized full-time positions, of which 368 are funded and anticipated to be staffed in 2013.

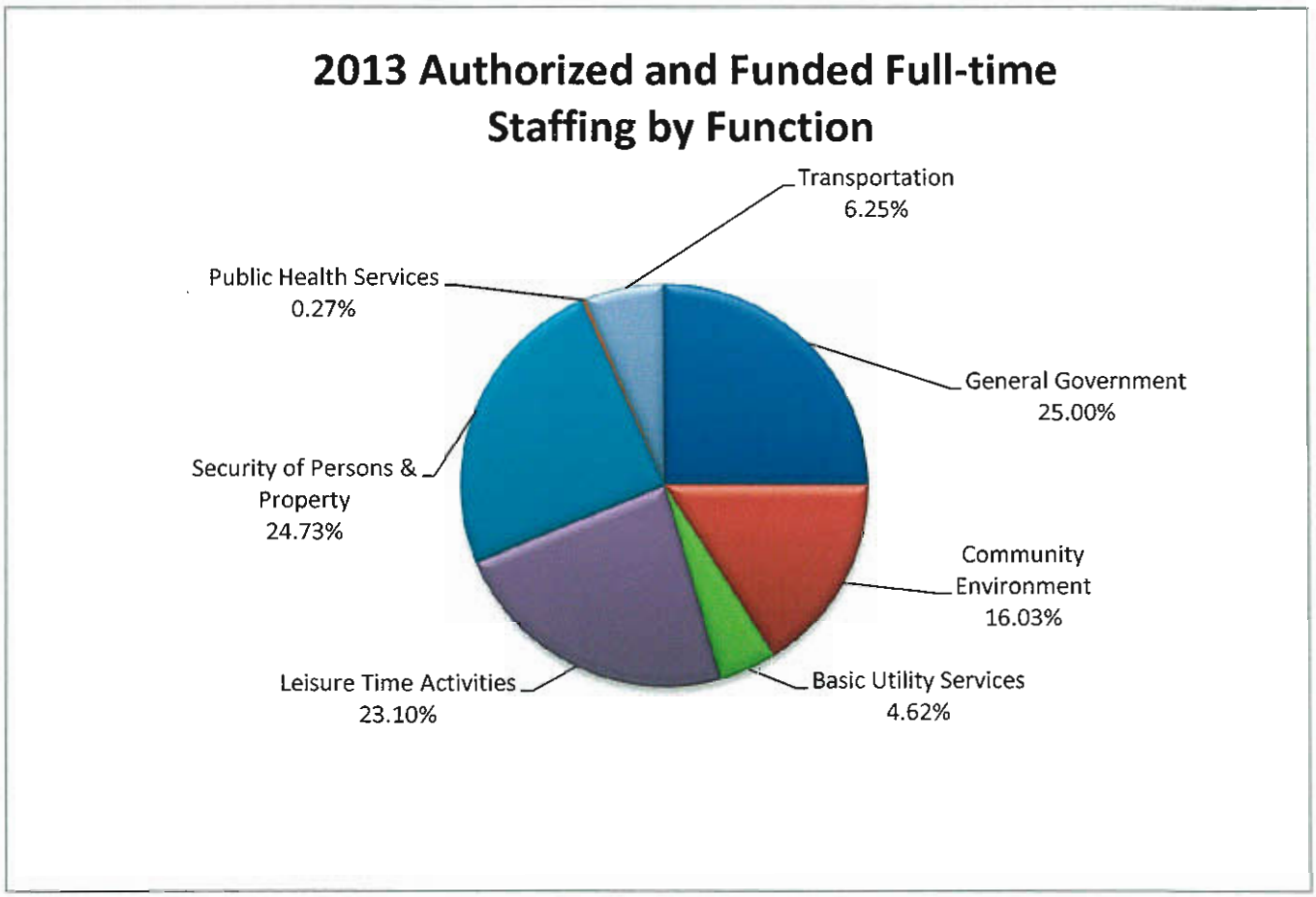
City of Dublin
Functional Organizational Chart



Staffing Comparison by Function
Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2013 Operating Budget also funds approximately 232 part-time and seasonal positions throughout the City.

	2009 Authorized	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
General Government	99	96	95	93	92
Community Environment	72	70	64	62	59
Basic Utility Services	20	17	17	17	17
Leisure Time Activities	87	89	88	85	85
Security of Persons & Property	94	94	90	88	91
Public Health Services	1	1	1	1	1
Transportation	26	24	27	23	23
TOTALS	399	391	382	369	368



Full-Time Staffing by Work Unit

Work Unit	2009 Authorized	2010 Authorized	2011 Authorized	2012 Authorized	2012 Funded	2013 Funded	See Notes
City Council	3	3	3	3	2	2	(1)
Office of the City Manager	5	6	6	6	6	6	(2)
Human Resources	9	9	9	9	9	9	
Community Relations	9	8	7	7	7	7	
Finance/ Office of the Director	6	6	5	5	5	5	
Procurement	1	1	1	1	1	1	
Accounting and Auditing	6	6	6	6	6	6	
Taxation	5	5	5	5	5	5	
Public Service/ Office of Director	2	0	0	0	0	0	
Solid Waste Management	8	7	7	7	7	7	
Fleet Management	9	9	9	9	9	9	
Engineering	30	30	28	28	28	27	(2)
Building Standards	18	18	15	15	15	15	
Land Use and Long Range Planning	23	22	21	19	19	17	(3)
Parks and Open Space	47	47	47	47	47	48	(4)
Economic Development	3	3	5	5	5	5	
Administrative Services	4	2	2	2	2	2	
Information Technology	14	14	13	12	12	13	(5)
Court Services/Records Management	6	6	6	5	5	5	
Facilities Management	17	16	16	16	16	15	(6)
Volunteer Resources	0	2	2	2	2	2	
Streets and Utilities	21	19	22	19	19	19	
Public Service/Engineering	5	5	5	4	4	4	
Cemetery Maintenance	1	1	1	1	1	1	
Recreation Services	6	8	7	7	7	7	
Community Recreation Center	17	14	15	15	15	15	
Community Recreation Center - Faciliti	15	15	14	11	11	10	(7)
Police	94	94	90	88	88	91	(8)
Special Events	3	5	5	5	5	5	
Water Maintenance	1	1	1	1	1	1	
Sewer Maintenance	11	9	9	9	9	9	
TOTALS	399	391	382	369	368	368	

NOTES:

(1) One Staff Assistant position was unfunded in 2012 and removed for 2013.

(2) One Office Assistant position is funded 20% by the City Manager's Office, 40% by Community Relations, and 40% by Taxation in conjunction with hours worked for each Work Unit. Previously, this position had been funded 100% by Engineering. The Sustainability Coordinator position is removed.

(3) One vacant Planner position and one vacant Senior Planner position are removed.

(4) One Public Arts Conservation/Contract Specialist position is funded at 50% by Parks & Open Space and 50% by Hotel/Motel Tax.

(5) One Support Services Administrator is being authorized and funded. One Senior Support Services analyst is being downgraded in 2013 and backfilled at the Support Services Analyst level. One Support Services Analyst position is added due to the current Senior Support Analyst position being upgraded.

(6) One vacant Maintenance Worker position is removed.

(7) One vacant Custodial Worker position is removed.

(8) The Police Department plans to establish a Community Impact Unit (CIU). Two officer positions have been added as part of that Unit. A Civilian Accreditation Manager position is also added.

2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

THE RELATIONSHIP BETWEEN FUNDS AND CITY WORK UNITS

The City of Dublin's organizational structure consists of work units performing various activities necessary for the City's operations, while the City's finances are reported in Funds. The following table is provided as a guide to understand the use of Funds by Work Unit.

Work Unit	General	Special Revenue Funds									Enterprise Funds	
		Street Mtc & Repair	State Highway	Cemetery	Recreation	Safety	Swimming Pool	Hotel / Motel	Law enforcement	Mayor's Court Computer	Water	Sewer
City Council	X											
City Manager	X											
Human Resources	X											
Community Relations	X											
Legal Services	X											
Finance:												
Office of Director	X											
Procurement	X											
Accounting / Auditing	X											
Taxation	X											
Solid Waste	X											
Fleet Mgmt	X											
Engineering	X	X	X								X	X
Building	X											
LU&LRP	X											
Parks & Open Space	X											
Economic Development	X											
Administrative Services	X											
Information Technology	X											
Court Services	X									X		
Facilities Mgmt	X				X							
Volunteer Resources	X											
Streets & Utilities		X	X								X	X
Cemetery				X								
Recreation					X		X					
Police						X			X			
Events Administration								X				
Utilities – Water Mtc											X	
Utilities – Sanitary Sewer Mtc												X

2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

FINANCIAL MANAGEMENT POLICIES

OPERATING BUDGET POLICIES

- The City will pay for all current expenditures with current revenues and fund balances. The City will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.

- The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement.

- The City will protect against catastrophic losses through a combination of insurance and self-insurance funded programs.

- The City will maintain a budgetary control system to help it adhere to the budget.

- Financial reports, which compare actual performance with the budget, are available on-line for budgetary review by the departments/divisions.

RESERVE POLICIES

- The City will appropriate $150,000 to a contingency account in the General Fund to provide for non-recurring and unanticipated expenditures.

- The City will prepare the operating budget with the goal of maintaining an actual year-end General Fund balance equal to 50 percent of the actual General Fund expenditures.

CAPITAL IMPROVEMENT PROGRAM POLICIES

- The City will develop a five-year Capital Improvements Program on an annual basis.

- The City will enact an annual capital improvement budget based on the multi-year Capital Improvements Program.

- The City will coordinate development of the capital improvement budget with development of the operating budget.

DEBT MANAGEMENT POLICIES

- The City will confine long-term borrowing to capital improvement projects.
- When the City finances capital projects by issuing debt, it will repay the debt within a period not to exceed the expected useful life of the project.
- The City will evaluate issuing debt and pay-as-you-go financing to maintain flexibility for the future.
- The City will continually seek to maintain and improve our current bond rating to minimize borrowing costs and to ensure that access to credit is preserved.
- The City will follow a policy of full disclosure on financial reports and official statements.

REVENUE POLICIES

- The City will estimate its annual revenues by a conservative, objective, and analytical process.
- Non-recurring revenues will be used only to fund non-recurring expenditures.
- The City will encourage a diversified and stable local economy to avoid excessive reliance on any one industry or business for income tax revenues.
- The City will update the Cost of Services Study on an annual basis to calculate the costs of providing services and consider such information when establishing user charges.

PURCHASING POLICIES

- Purchases will be made in accordance with federal, state, and municipal requirements.
- Purchases will be made in an impartial, economical, competitive, and efficient manner.
- Purchases will be made from the lowest priced and most responsive vendor. Qualitative factors such as vendor reputation and financial condition will be considered, as well as price.

Accounting and Fund Structure

Basis of Accounting

The City follows the guidance of the Government Accounting Standards Board (GASB) Statement No. 34 in presenting its annual financial statements. Statement No. 34 requires that both government-wide full-accrual basis statements, and fund-level modified-accrual basis statements, be included in annual reports. Under the full-accrual basis of accounting, revenues are recorded when earned, and expenses are recorded at the time a liability is incurred, regardless of the timing of the related cash flows. Under the modified-accrual basis of accounting, revenues are recorded when received, or if they are both measurable and collectible within 60 days after year-end (soon enough to pay currently maturing liabilities). Expenditures are recorded when the related fund liability is incurred, with the exception of certain long-term liabilities which are recognized only when expected to be liquidated with existing resources (such as some compensated absences), or debt service which is recognized when due and paid.

Fund Accounting – Fund Types

The City of Dublin operates from and administers several different types of funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities. Like other state and local governments, Dublin uses fund accounting to ensure and demonstrate compliance with finance-related requirements. The following are the fund types used by the City:

General Fund: The General Fund is the primary operating fund of the City and is used to account for all financial resources except those required to be accounted for in another fund. The largest revenue source to the City's General Fund is the local income tax. The General Fund is used to finance many of the services traditionally associated with local government, including parks, planning, economic development and the general administration of the City government, as well as any other activity for which a special fund has not been created.

Special Revenue Funds: Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City's special revenue funds include the Street Maintenance and Repair Fund, into which the City's share of gasoline taxes and motor vehicle registration fees are deposited; the Recreation Fund, for user fees associated with the City's numerous recreation programs and programs provided at the Dublin Community Recreation Center; and the Safety Fund, into which property tax revenues earmarked for police services and contractual revenues for provision of dispatching services to Washington Township are deposited. The City also has special revenue funds for operation of the City's special events, outdoor pools, and for other purposes.

Debt Service Funds: Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Included are funds for general obligation debt as well as funds generated by special assessments for debt issued to finance those specific projects.

Fund Accounting – Fund Types (Continued)

Capital Projects Funds: Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Capital Construction Fund: In 2012, the City issued debt to fund the costs of improving the municipal street lighting system by replacing the existing street lighting with light emitting diode (LED) street lights. To account for the funding of these construction projects with the objective of ensuring that only appropriated funds pertaining to each project are utilized, the City established the Capital Construction Fund. This fund will be closed out when the project is completed.

Enterprise Funds: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private businesses, where the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges. The City operates the following enterprise funds:

Water Fund. The Water Fund is an enterprise fund that accounts for activities associated with the City's water supply. The City is connected to the City of Columbus water system, which provides supply, purification and distribution services. The City is responsible for the construction and maintenance of the water lines. Revenues are derived from user charges, specifically surcharges based on consumption and one-time initial tap-in fees. Expenses relate to the ongoing maintenance of the system.

Sewer Fund. The Sewer Fund is an enterprise fund that accounts for activities associated with the City's sanitary sewers. The City is connected to the City of Columbus sanitary sewer system, which provides sewage treatment services. The City is responsible for the construction and maintenance of the sanitary sewer lines. Revenues are derived from user charges, specifically surcharges based on usage and one-time initial tap in fees. Expenses relate to the ongoing maintenance of the system. The City's storm sewers and drainage systems are not included in the fund's activities, but are instead included in governmental activities.

Water and Sewer Construction Funds. In 2012, the City issued debt to fund the construction of the Dublin Road water tower and sewer lining and repair. To account for the funding of these construction projects with the objective of ensuring that only appropriated funds pertaining to each project are utilized, the City established the Water Tower Construction Fund and the Sewer Construction Fund. These funds will be closed out when the projects are completed.

Merchandising Fund. The Merchandising Fund accounts for the purchase and sale of Dublin-branded retail merchandise, such as apparel and souvenir items.

Fund Accounting – Fund Types (Continued)

Internal Service Funds: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis. The City maintains two internal service funds to account for the City's employee benefits self-insurance plan and workers' compensation self-insurance plan activities. Citywide program expenditures are incurred in the funds and the City's various departments reimburse the internal service funds for those costs.

Fiduciary Funds These funds are used for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. Agency funds include deposits and unclaimed monies held for individuals and private organizations, hotel/motel taxes collected on behalf of the Dublin Convention and Visitors Bureau, building surcharges, sewer capacity charges, court assessments, revenue sharing and payroll withholdings held for other governmental units and the Central Ohio Interoperable Radio System (COIRS).

Budget Procedures

Tax Budget

The City is required by state statute to adopt an annual appropriation cash basis tax budget. All funds except agency funds are legally required to be budgeted utilizing encumbrance accounting.

The tax budget is adopted by City Council, after a public hearing is held, by July 15 of each year. The budget is submitted to the Franklin and Delaware County Auditors, as Secretaries to the County Budget Commissions, by July 20 of each year, for the period January 1 to December 31 of the following year. Union County no longer requires submission of a Tax Budget. The Franklin County Commission (the Commission) determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews revenue estimates. The Commission certifies its actions to the City on or around September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenue of each fund. On or about January 1, the certificate of estimated resources is amended to include unencumbered fund cash balances at December 31. Prior to December 31, the City must revise its budget so that total contemplated expenditures from any fund during the ensuing total fiscal year will not exceed the amount stated in the certificate of estimated resources. For the 2013 budget year, the tax budget was approved by City Council on June 4, 2012 and was forwarded to the Franklin County Budget Commission before the deadline of July 20, 2012.

Basis of Budgeting

Budgets for all City fund types are prepared on a cash basis. This basis of budgeting means that revenues are recorded when received in cash and expenditures are recorded when encumbered or paid in cash.

Appropriations

City Council is required by Charter to adopt an appropriation ordinance prior to the beginning of the ensuing fiscal year. The appropriation ordinance controls expenditures at the fund and function or major organizational unit level (the legal level of control) and may be amended or supplemented by Council during the year as required. Appropriations within an organizational unit may be transferred within the same organizational unit with approval of the City Manager.

Unencumbered appropriations lapse at year-end and may be re-appropriated in the following year's budget. Encumbrances outstanding at year-end are carried forward in the following year. The prior year appropriations corresponding to these encumbrances are also carried forward as part of the budgetary authority for the next year and are included in the revised budget amounts shown in the budget to actual comparisons.

Budget Procedures (Continued)

Encumbrances

The City establishes encumbrances by which purchase orders, contracts and other commitments are recorded to set aside a portion of the applicable appropriation. An encumbrance reserves the available spending authority as a commitment for a future expenditure.

Budgetary Controls

In addition to internal accounting controls, the City maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions outlined in the annual appropriation ordinance approved by City Council. Activities of all funds, with the exception of advances, are included in the annual appropriation ordinance. All funds except Agency Funds are legally required to be budgeted. Upon adoption of the annual appropriation ordinance by City Council, it becomes the formal budget for City operations. The appropriation ordinance controls expenditures at the object level and may be amended or supplemented by City Council during the year as required. Appropriations within a functional unit may be transferred within the same unit with approval of the City Manager.

Financial reports, which compare actual performance with the budget, are available on-line to directors so they are able to review the financial status and measure the effectiveness of the budgetary controls. The financial reports are distributed to City Council on a quarterly basis. The City also maintains an encumbrance accounting system as one technique for accomplishing budgetary control. At the end of the year, outstanding encumbrances are carried forward to the new year and unencumbered amounts lapse.

The Annual Budget Process

City Council has adopted an annual budget calendar. The calendar has established time frames for preparing, reviewing, and adopting the City's five-year capital improvements program and the annual operating budget. The calendar is a planning tool that provides consistency from year-to-year and ensures the budget documents are adopted in a timely manner.

- General time frames established by annual budget calendar are as follows:
  - Proposed operating budget completed by the end of October.
  - City Council review during November.
  - Adoption by year-end.

2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Specific Time Frames for the 2013 Operating Budget

August 14, 2012	Memo with budget parameters was forwarded to Departments and Divisions.
September 7, 2012	Revenue estimates were completed.
September 10, 2012	2013 budget requests were submitted to the Finance Department.
September 14, 2012	Finance review of requests was completed, including comparison of estimated resources to budget requests, debt service and capital improvement program.
September 17 - October 3, 2012	Budget review meetings with the Budget Review Committee, consisting of the City Manager, Deputy City Manager/Director of Economic Development, Deputy City Manager/Director of Finance, Director of Administrative Services, Senior Project Manager in the Office of the City Manager, Deputy Finance Director, and Fiscal Analyst.
October 12, 2012	Final budget revisions were sent to the managers of all City work units for final review and comment.
November 1, 2012	The proposed 2013 Operating Budget was assembled for distribution to City Council. City administrative staff did not receive printed documents; instead, the document was made available through the City's shared drive to reduce the number of documents reproduced.
November 5, 2012	First reading by Dublin City Council of the 2013 Operating Budget.
November 7, 2012	City Council budget workshop.
November 14, 2012	City Council budget workshop.
December 10, 2012	Public hearing and passage of the 2013 Operating Budget by Dublin City Council.

2013 OPERATING BUDGET-CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2013 Cash Balance	Estimated Revenue	Estimated Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Transfers-Out	12/31/2013 Unencumbered Balance
GENERAL	48,311,044	59,983,490	500,000	108,794,534	44,353,110	16,067,250	48,374,174
SPECIAL REVENUE FUNDS							
Street Maintenance and Repair	377,086	1,552,070	1,650,000	3,579,156	3,351,670	-	227,486
State Highway Improvement	421,618	126,785	-	548,403	275,750	-	272,653
Cemetery	14,555	23,250	150,000	187,805	185,375	-	2,430
Recreation	1,332,927	3,128,900	3,500,000	7,961,827	7,648,075	-	313,752
Safety	666,685	977,720	9,580,000	11,224,405	11,139,550	-	84,855
Swimming Pool	240,330	511,530	300,000	1,051,860	861,560	-	190,300
Permissive	1,407,068	100,120	-	1,507,188	867,000	-	640,188
Hotel/Motel	2,706,858	2,778,000	-	5,484,858	3,628,390	162,300	1,694,168
Education and Enforcement	72,603	2,310	-	74,913	-	-	74,913
Law Enforcement Trust	20,375	300	-	20,675	20,000	-	675
Mandatory Drug Fine	2,495	20	-	2,515	-	-	2,515
Mayor's Court Computer Fund	20,043	6,510	-	26,553	22,360	-	4,193
Accrued Leave Reserves	1,521,083	-	-	1,521,083	160,000	-	1,361,083
Wireless 9-1-1 System	246,543	10,000	-	256,543	-	80,000	176,543
DEBT SERVICE FUNDS							
G.O. Debt Service	945,070	147,790	6,315,010	7,407,870	6,613,300	-	794,570
Special Assessment	-	-	-	-	-	-	-
1992 Special Assessment	64,723	100,000	-	164,723	107,630	-	57,093
2001 Special Assessment	183,344	141,525	-	324,869	128,510	-	196,359
CAPITAL PROJECTS FUNDS							
Capital Improvements Tax	18,048,205	21,880,400	908,500	40,837,105	23,132,500	6,649,120	11,055,485
Capital Construction	2,110,000	-	-	2,110,000	2,110,000	-	-
Park Development	2,136,080	661,630	500,000	3,297,710	396,000	225,250	2,676,460
Woerner-Temple TIF	26,576	223,000	217,250	466,826	2,600	445,200	19,026
Ruscilli TIF	1,489,136	288,500	-	1,777,636	6,800	-	1,770,836
Pizzuti TIF	599,178	265,000	900,000	1,764,178	1,753,000	-	11,178
Thomas/Kohler TIF	1,779,942	757,000	-	2,536,942	539,000	656,500	1,341,442
McKitrick TIF	3,101,465	1,188,000	-	4,289,465	15,000	1,980,540	2,293,925
Perimeter Center TIF	1,809,640	480,000	-	2,289,640	6,400	-	2,283,240
Rings Road TIF	182,186	410,000	-	592,186	4,700	271,200	316,286
Perimeter West TIF	467,918	1,350,000	500,000	2,317,918	1,077,000	974,900	266,018
Upper Metro Place TIF	1,582,872	244,600	750,000	2,577,472	802,800	-	1,774,672
Rings/Frantz TIF	4,683,328	557,000	-	5,240,328	706,500	-	4,533,828
Historic Dublin TIF	38,397	76,000	-	114,397	870	50,000	63,527
Emerald Pkwy Phase 5 TIF	22,107	-	450,000	472,107	-	220,000	252,107
Emerald Pkwy Phase 8 TIF	3,539	10,400,000	-	10,403,539	9,710,000	-	693,539
Perimeter Loop TIF	6,266	35,000	-	41,266	410	35,000	5,856

2013 OPERATING BUDGET-CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2013 Cash Balance	Estimated Revenue	Estimated Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Transfers-Out	12/31/2013 Unencumbered Balance
Tartan West TIF Fund	4,358,076	552,000	-	4,910,076	3,400,000	850,000	660,076
Shamrock Blvd. TIF Fund	11,200	11,300	-	22,500	130	-	22,370
River Ridge TIF Fund	622,396	66,500	-	688,896	760	-	688,136
Lifetime Fitness TIF	1,641,351	646,000	-	2,287,351	551,700	-	1,735,651
COIC Improvement Fund	105,243	-	-	105,243	-	-	105,243
Irelan Place TIF	150	4,000	-	4,150	50	3,500	600
Shier Rings Road TIF	96,046	41,000	-	137,046	500	-	136,546
Shamrock Crossing TIF	5,027	59,000	-	64,027	750	-	63,277
Bridge and High TIF	233,414	57,000		290,414	750	-	289,664
Dublin Methodist Hospital TIF	134,482	207,000		341,482	7,000	100,000	234,482
Kroger Centre TIF	484,293	240,000	-	724,293	2,800	450,000	271,493
Frantz/Dublin Road TIF	12,854	-	2,650,000	2,662,854	2,650,000	-	12,854
Delta Energy TIF	2,818	18,000	-	20,818	750	-	20,068
ENTERPRISE FUNDS							
Water	10,776,366	912,040	350,000	12,038,406	1,408,050	-	10,630,356
Water Tower Construction Fund	133,990	-	-	133,990	133,990	-	-
Sewer	6,542,767	1,934,860	-	8,477,627	3,608,740	-	4,868,887
Sewer Construction Fund	76,546	-	-	76,546	76,546	-	-
Merchandising	37,360	1,390	-	38,750	8,000	-	30,750
INTERNAL SERVICE FUNDS							
Employee Benefits Self-Insurance	1,492,425	5,060,950	-	6,553,375	5,467,120	-	1,086,255
Workers' Compensation Self-Insuranc	750,744	256,050	-	1,006,794	343,310	-	663,484
FIDUCIARY FUNDS							
Trust and Agency	360,786	473,500	-	834,286	614,000	-	220,286
Income Tax Revenue Sharing Fund	-	-	-	-	-	-	-
Convention and Visitor's Bureau	40,870	500,000	-	540,870	500,000	-	40,870
Cemetery Perpetual Care	1,030,018	11,450	-	1,041,468	-	-	1,041,468
Totals	125,590,507	119,458,490	29,220,760	274,269,757	138,400,806	29,220,760	106,648,191

2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Revenue Projections for 2013

Projecting revenues is an important element in the preparation of an operating budget. The City's Annual Budget Calendar provides for the projection of revenues to be completed prior to receiving budget requests from the City's work units. Revenue projections and their level of growth should be used to evaluate the level of growth allowed for operating expenditures. As stated in our Capital Improvements Program (CIP), both City Council and the Administration recognize that controlling the rate of growth of expenditures will provide additional funding for capital improvements.

As part of the City's budget philosophy, as reflected in the Financial Management Policies section of the budget document, revenue will be estimated using a conservative, objective and analytical approach. This philosophy is predicated on the fact the City has limited control over revenues. It is better to underestimate revenues which would result in an increase in our fund balances than to overestimate and have a shortfall. Our goal is to make reasonable revenue projections, especially for our key revenues such as income taxes, property taxes, intergovernmental revenues, and charges for services.

The following information provides projections for the major revenue sources of the City for 2013. The information provides actual information for 2010 and 2011, estimates for 2012, and projections for 2013, 2014, and 2015.

General Fund

Income Taxes (General Fund only)

2010	$51,636,396
2011	53,714,445
2012	55,325,900
2013	56,155,800
2014	56,998,200
2015	57,853,200

The actual revenue and projections reflect 75% of the total income taxes collected. The remaining 25% is reflected in the Capital Improvements Tax Fund and can only be used for capital improvements, as established by Ordinance.

Income tax revenues are the City's largest revenue source. In 2013, income tax revenues are estimated to comprise 94% of our General Fund operating revenues (which does not include transfers or advances) and 81% of all operating revenue.

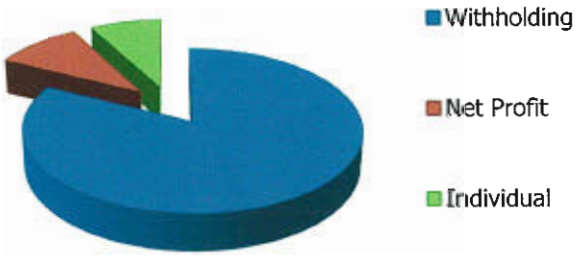
Due to the importance of our income tax revenue, collections are monitored on a daily basis. In making current year estimates, we rely on the Receipts Distribution Summary, a report that compares the current year collections by type to last year's collections by type, and an in-house spreadsheet which

General Fund (continued)

indicates total collections by month, percentage of increase/decrease, and each month's collection as a percentage of total collections for past years.

Based on activity, adjustments may be made to the current year estimate periodically through the year. When the 2012 Operating Budget was prepared in the fall of 2011, income tax revenues for the year were projected to remain even with the estimated 2011 income tax revenues. However, based on growth in income tax receipts of 7.2% through the first half of 2012, the 2012 projected income tax revenue was revised to reflect a 3% increase over 2011; a projection that remains at this time. Through October, income tax revenues were up 5.02% over 2011.

Distribution of 2013 General Fund Income Tax Revenue



Payroll withholding taxes generally make up approximately 80% of our income tax revenue, which makes economic development efforts to retain and expand existing businesses and attract new businesses to the City very important. The City continues to aggressively pursue high-end commercial development which has resulted in several major corporate expansions and several corporate relocations to Dublin.

Balancing the growth in income tax revenues through 2012 with our conservative philosophy, we are estimating that the 2013 income tax revenues will increase 1.5% over the 2012 estimated income tax revenues. The 2014 and 2015 estimated revenue reflects a 1.5% growth rate each year. This estimate is consistent with projections utilized in the 2013 – 2017 CIP.

Intergovernmental Revenues

There are several different revenues that comprise intergovernmental revenues in the General Fund. The most significant are local government fund collections.

Local Government

2010	$1,040,397
2011	1,030,607
2012	690,300
2013	534,200
2014	500,000
2015	500,000

General Fund (continued)

The Local Government Fund is the State of Ohio's revenue sharing program, whereby local governmental entities share a portion of the State's tax revenue. A portion of the funds are distributed directly to the City from the State of Ohio and a portion of the funds are distributed to the counties who, in turn, distribute to local governmental entities.

The State of Ohio's fiscal year 2012 – 2013 biennial budget made changes to the funding of the Local Government Fund, whereby the 'percentage of revenue' funding method was replaced with a designated percentage based on the specific dollar amounts. Monthly distributions received by the City beginning in August 2011 through July 2012 reflected a 25% year-over-year reduction. Beginning in August 2012 through July 2013, the distributions are based on a 50% year-over-year reduction.

While the 'percentage of revenue' is expected to go back into effect beginning in July 2013 (for the August 2013 distribution), the State of Ohio is performing a one-time calculation of new funding percentages of the State's tax revenue that will go toward the Local Government Fund. Due to the uncertainty surrounding this calculation, the City has budgeted local government revenue conservatively for 2013 and beyond.

Estate Taxes

2010	$493,998
2011	384,816
2012	950,494
2013	25,000
2014	0
2015	0

The Ohio estate tax is a graduated tax levied on the transfer of assets of an estate. In 2011, this tax was repealed for estates of individuals who pass away on or after January 1, 2013. While the tax will no longer be imposed in 2013, the City anticipates receiving some revenue due to the lag time that exists between the death of an individual and the settlement of the estate and subsequent payment to the City.

Licenses and Permits

Various licenses and permits are issued by the City with the vast majority related to development and building activity with the City.

2010	$1,481,567
2011	2,485,794
2012	2,212,820
2013	1,508,690
2014	1,508,690
2015	1,508,690

General Fund (continued)

The City has adopted a fee structure based on the cost of providing services. The intent of this method is to identify the benefactor of a service (that is not a general tax service) and charge them a user fee based on the cost to provide the service. The total revenue collected for development and building activity fees are dependent upon the economy and can fluctuate significantly from year to year. 2012 revenue projections reflect a growing trend in building activity, both residential and commercial, in the City of Dublin. While we expect this growth to continue, we do recognize that economic conditions nationally and locally could impede this growth. For this reason, we estimate revenue in 2013 and beyond conservatively.

Special Revenue Funds

Motor Vehicle License Taxes and Gasoline Taxes

2010	$1,779,409
2011	1,693,387
2012	1,670,910
2013	1,668,750
2014	1,500,000
2015	1,500,000

These revenues can only be used for the repair and maintenance of streets and state highways and are based on the number of motor vehicle license registrations. The City receives 34% of the motor vehicle registration fees charged for vehicles registered in one of our taxing districts. The gasoline taxes received by the City are based on the number of vehicles registered in our taxing districts and the amount of State assessed gasoline taxes collected.

Recreation Fees

The Dublin Community Recreation Center (DCRC) was opened in 1996. When the rate structure was established for Phase 1 of the DCRC, the intent was that operating costs would be significantly covered by user fees collected. The rates established for other recreational programming are based on a goal of 50% cost recovery.

	DCRC Only	Total Recreation
2010	$2,398,715	$3,661,318
2011	2,387,489	3,804,441
2012	2,265,000	3,660,740
2013	2,048,000	3,128,900
2014	2,048,000	3,128,900
2015	2,048,000	3,128,900

Special Revenue Funds (continued)

Hotel/Motel Taxes

2010	$1,531,541
2011	1,682,188
2012	1,700,000
2013	1,500,000
2014	1,500,000
2015	1,500,000

The City of Dublin Hotel/Motel Tax Fund was established to improve the quality of life for the City's residents, corporate citizens and visitors. Home to 14 hotels/motels, Dublin generates funds from a six-percent tax on overnight stays. These amounts reflect 75% of the total hotel/motel taxes collected. The remaining 25% is recorded in the Dublin Convention & Visitors Bureau (DCVB) Fund and distributed to the Bureau on a monthly basis.

The City, the DCVB, and administrators from the local hotels work to identify "slow times" as far as hotel vacancies and to schedule events to maximize occupancy rates. This group also works with event organizers to coordinate schedules and promote events that result in overnight stays in the City.

The 2012 estimate and projections for 2013 through 2015 represent conservative estimates based on current revenue and economic conditions. As with income tax revenues, the Administration closely monitors hotel/motel tax revenue throughout the year and makes adjustments to projected revenue as necessary.

Capital Projects Funds

The primary funding source for the Five-Year Capital Improvements Program (CIP) is the City's income tax revenue. Projecting income tax revenues for the five year period is a significant element in determining resources available for capital programming.

Income Taxes

2010	$17,212,130
2011	17,904,812
2012	18,442,000
2013	18,718,600
2014	18,999,400
2015	19,284,400

The actual revenue and projections reflect 25% of the total income taxes collected. The remaining 75% is reflected in the General Fund.

Capital Projects Funds (continued)

Property Taxes

2010	$3,106,052
2011	3,070,907
2012	2,934,510
2013	2,875,900
2014	2,875,900
2015	2,875900

The property tax revenue from the City's inside millage, or 1.75 mills, was allocated 100% to the Parkland Acquisition Fund from 2001 – 2006. This allocation addressed a City Council goal to identify a revenue source for the purpose of acquiring parkland, open space, and recreational facility sites. Beginning in 2007, the City began allocating .95 mills of the total 1.75 mills to the Parkland Acquisition Fund and the remaining .80 mills to the Capital Improvements Tax Fund. Beginning in 2010, the City allocated 1.4 mills to the Capital Improvements Tax Fund and the remaining .35 mills to the Parkland Acquisition Fund. Recognizing the benefits and flexibility of allocating more of the City's inside millage to the Capital Improvements Tax Fund, Council approved continuing this allocation from 2013 – 2017 as part of the CIP. This allocation is reviewed each year during the CIP process and can be reallocated if Council deems it appropriate.

In addition to the revenue generated from the City's 1.75 mills from inside millage, the City also receives revenue from 1.20 mills of outside millage which is credited to the Safety Fund for police operations.

The amounts shown above reflect the combined property tax receipts of the Capital Improvement Tax Fund and Parkland Acquisition Fund. Since the Safety Fund is not considered a Capital Project Fund, the property tax revenue generated within that fund is not included in this comparison.

Enterprise Funds

Water and Sanitary Sewer Surcharges

2010	$2,631,275
2011	2,629,664
2012	2,336,490
2013	2,344,730
2014	2,439,200
2015	2,534,000

The user fees provide the funding for ongoing maintenance of the water and sewer systems. Until 2008, user fees had not been increased since 1996. However, with maintenance needs increasing for the sewer system, an increase of $0.25/MCF was implemented each year beginning in 2008 and continuing through 2011. In addition, in 2008, 2009, and 2010, $0.25/MCF was reallocated

Enterprise Funds (continued)

from the Water Fund to the Sewer Fund. An additional $0.25/MCF reallocation from the Water Fund to the Sewer Fund resumed in 2012 and will continue through 2013. Revenue projections beyond 2013 are based on a $0.50/MCF increase to the sewer surcharge each year. While that rate structure was discussed as part of the 2013 - 2017 CIP, actual modifications to the rate will only occur upon legislative approval by City Council.

Water and Sanitary Sewer Tap Fees (Capacity Charges)

2010	$368,194
2011	577,779
2012	400,000
2013	307,500
2014	307,500
2015	307,500

Beginning in 2013, all water and sewer tap fees will increase 5%, increasing the fee for the standard ¾" diameter tap to $1,890 for water and $2,210 for sewer.

Growth in new residential and commercial development that started in 2011 and continued into 2012 is reflected in the figures shown above. However, continued growth is dependent upon the economy and can fluctuate significantly from year to year. Recognizing that economic conditions nationally and locally can impact this growth, revenue for 2013 and beyond is estimated conservatively at a rate of 75 new taps for both water and sanitary sewer each year.

The Administration has made tentative projections for revenues and expenses in the Water and Sewer Funds through 2021. The projections are revised annually. The City's Community Plan update and the information available from the City's geographic information system (GIS) provides information on the availability of developable land, the type of development and the infrastructure needs based on the anticipated development.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Revenue Comparisons - All Funds

	2011 Actual	2012 Budget	2012 Estimate	2013 Budget
GENERAL FUND	$63,878,262	$56,734,925	$62,172,560	$60,483,490
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair	3,255,929	3,200,070	3,232,600	3,202,070
State Highway Improvements	130,635	126,625	153,175	126,785
Cemetery	125,054	139,370	152,160	173,250
Recreation	7,304,441	7,188,900	7,160,740	6,628,900
Safety	10,238,675	10,373,810	10,473,380	10,557,720
Swimming Pool	739,330	792,525	908,745	811,530
Permissive Tax	114,738	1,755,180	1,301,120	100,120
Hotel/Motel Tax	3,625,407	2,713,150	3,549,880	2,778,000
Enforcement and Education	3,080	2,610	2,730	2,310
Law Enforcement Trust	2,040	710	470	300
Mandatory Drug Fine	39	20	20	20
Mayor's Court Computer	8,497	7,720	7,210	6,510
Accrued Leave Reserves	149,664	76,600	76,600	-
Wireless 9-1-1 System	152,108	120,000	140,000	10,000
DEBT SERVICE FUNDS				
General Obligation Bond Retirement	5,718,557	5,788,320	9,519,053	6,462,800
Special Assessment Bond Retirement	335	-	1,518	-
1992 Special Assessment Bond Retirement	100,977	100,000	102,750	100,000
2001 Special Assessment Bond Retirement	148,336	152,525	144,775	141,525
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax	22,330,648	21,842,170	23,704,550	22,788,900
Captal Construction	-	-	2,397,970	-
Park Development	815,432	696,170	906,420	1,161,630
Woerner-Temple TIF	392,026	470,000	453,900	440,250
Ruscilli TIF	466,659	425,000	306,900	288,500
Pizzuti TIF	269,220	250,000	265,200	1,165,000
Thomas/Kohler TIF	859,665	1,650,000	906,500	757,000
McKitrick TIF	1,276,142	1,165,000	1,228,000	1,188,000
Perimeter Center TIF	513,256	450,000	495,900	480,000
Rings Road TIF	403,700	400,000	411,500	410,000
Perimeter West TIF	1,134,195	1,100,000	1,356,400	1,850,000
Upper Metro Place TIF	312,895	243,000	995,600	994,600
Rings/Frantz TIF	551,957	540,000	557,400	557,000
Historic Dublin Parking TIF	117,258	60,000	96,300	76,000
Emerald Pkwy Phase 5 TIF	385,672	-	-	450,000
Emerald Pkwy Phase 8 TIF	167	10,300,000	1,035,000	10,400,000
Perimeter Loop TIF	42,394	50,000	35,500	35,000
Tartan West TIF Fund	3,114,173	2,350,000	1,523,400	552,000
Shamrock Blvd. TIF Fund	(13,246)	11,800	11,300	11,300
Land Acquisition Fund	489,421	-	-	-
River Ridge TIF	124,716	65,000	2,067,000	66,500
Lifetime Fitness TIF	162,973	135,000	146,300	646,000
COIC Improvement Fund	3,406,380	-	137,960	-
Irelan Place TIF	9,537	9,000	(800)	4,000
Shier Rings Road TIF	13,730	30,000	41,500	41,000
Shamrock Crossing TIF Fund	60,112	58,000	109,000	59,000
Bridge and High TIF Fund	52,660	55,000	66,800	57,000
Dublin Methodist Hospital TIF Fund	245,144	100,000	207,600	207,000
Kroger Centre TIF	227,274	225,000	240,500	240,000
Frantz/Dublin Road TIF	-	2,650,000	-	2,650,000
Delta Energy TIF	1,290,000	-	58,600	18,000
ENTERPRISE FUNDS				
Water	1,355,690	1,168,820	3,343,370	1,262,040
Water Tower Construction Fund	-	2,990,000	4,709,800	-
Sewer	2,286,284	3,521,710	4,037,760	1,934,860
Sewer Construction Fund	148,934	2,110,000	3,199,810	-
Merchandising	3,518	1,390	3,560	1,390
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance	5,266,594	5,329,420	4,962,520	5,060,950
Worker's Compensation	202,843	256,070	243,770	256,050
FIDUCIARY FUNDS				
Cemetery Perpetual Care	35,821	23,460	13,890	11,450
Convention and Visitors' Bureau	560,729	483,300	566,670	500,000
Other Agency	668,958	493,000	672,350	473,500
TOTALS	145,279,635	150,980,370	160,615,186	148,679,250
Less:				
Transfers and advances	(30,616,178)	(28,570,320)	(33,807,353)	(29,220,760)
Sub-total	114,663,457	122,410,050	126,807,833	119,458,490
Debt Issuances/SIB and OWDA loans	-	(15,000,000)	(10,865,000)	(9,500,000)
TOTAL REVENUE	$114,663,457	$107,410,050	$115,942,833	$109,958,490

2013 OPERATING BUDGET-CITY OF DUBLIN, OHIO

Revenue Comparisons - General Fund

	2011 Actual	2012 Budget	2012 Estimate	2013 Budget
TAXES				
Income Taxes	53,714,445	52,669,100	55,325,900	56,155,800
Property Taxes	0	0	0	0
INTERGOVERNMENTAL REVENUE				
Personal Property Reimbursement	3,457	0	0	0
Local Government	1,030,606	692,400	690,300	534,200
Estate Taxes	384,816	25,000	950,000	25,000
Cigarette Taxes	669	250	630	300
Liquor and Beer Permits	53,584	40,000	53,300	45,000
Grants-State & Federal	0	0	18,950	0
Other	150	0	0	0
CHARGES FOR SERVICES				
General Fees and Charges	46,876	10,000	30,000	15,000
Sale of Fuel	1,008,520	775,000	1,000,000	775,000
FINES,LICENSES AND PERMITS				
Fines and Forfeitures	230,309	230,000	225,000	225,000
Licenses and Permits	2,485,795	1,367,675	2,212,820	1,508,690
OTHER REVENUES				
Interest Income	684,768	606,000	455,000	455,000
Other	522,541	244,500	1,210,660	244,500
NONOPERATING REVENUE				
Transfers/Advances	3,711,726	0	0	500,000
TOTAL GENERAL FUND REVENUE	$63,878,262	$56,659,925	$62,172,560	$60,483,490

2013 OPERATING BUDGET-CITY OF DUBLIN, OHIO

RECAP OF 2013 REQUESTS

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
GENERAL FUND				
City Council/Boards & Commissions	$499,150			
City Manager	810,870			
Miscellaneous	777,670			
Human Resources	1,668,505			
Community Relations	1,547,300			
Legal Services	1,711,000			
Finance				
Office of the Director	573,960			
Procurement	186,300			
Transfers/Advances	16,067,250			
Miscellaneous	443,150			
Accounting & Auditing	645,340			
Taxation	2,878,750			
Public Services				
Solid Waste Management	3,639,710			
Fleet Management	2,998,595			
Engineering	2,749,270			
Miscellaneous	339,200			
Building Standards	1,466,895			
Land Use/ Long Range Planning	2,032,120			
Parks and Recreation				
Parks and Open Space	7,110,005			
Volunteer Resources	194,600			
Economic Development				
Office of the Director	6,098,295			
Administrative Services				
Office of the Director	244,830			
Information Technology	2,929,435			
Court Services	432,150			
Records Management	144,090			
Facilities Management	2,231,920			
		$60,420,360	$60,420,360	
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair Fund				
Streets & Utilities	2,492,020			
Engineering	859,650			
		3,351,670		
State Highway Improvements Fund				
Streets & Utilities	0			
Engineering	275,750			
		275,750		
Cemetery Fund				
Cemetery	185,375			
		185,375		
Recreation Fund				
Recreation	2,159,585			
Community Recreation Center	3,827,520			
Community Recreation Center - Facilities	1,660,970			
		7,648,075		
Safety Fund				
Police	11,139,550			
		11,139,550		
Swimming Pool Fund				
Dublin Municipal Pools	861,560			
		861,560		
Permissive Tax Fund	867,000			
		867,000		
Hotel/Motel Tax Fund				
City Manager	140,020			
Events Administration	2,797,630			
Taxation	690,740			
Transfers/Advances	162,300			
		3,790,690		

2013 OPERATING BUDGET-CITY OF DUBLIN, OHIO

RECAP OF 2013 REQUESTS

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
SPECIAL REVENUE FUNDS (Continued)				
Education and Enforcement Fund				
Police	0			
		0		
Law Enforcement Trust Fund				
Police	20,000			
		20,000		
Mayor's Court Computer Fund				
Court Services	22,360			
		22,360		
Accrued Leave Reserve Fund				
Finance	160,000			
		160,000		
Wireless 9-1-1 System				
Police	0			
Transfers/Advances	80,000			
		80,000		
			28,402,030	
DEBT SERVICE FUNDS				
General Obligation Debt Service Fund		6,613,300		
Special Assessment Bond Retirement Fund		0		
1992 Special Assessment Bond Retirement Fund		107,630		
2001 Special Assessment Bond Retirement Fund		128,510		
			6,849,440	
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax Fund		29,781,620		
Capital Construction Fund		2,110,000		
Parkland Acquisition Fund		621,250		
			32,512,870	
ENTERPRISE FUNDS				
Water Fund				
Finance	527,720			
Streets & Utilities	369,580			
Engineering	510,750			
		1,408,050		
Water Tower Constriction Fund		133,990		
Sewer Fund				
Finance	1,534,470			
Streets & Utilities	1,013,070			
Engineering	1,061,200			
		3,608,740		
Sewer Construction Fund		76,546		
Merchandising Fund				
Community Relations		8,000		
			5,235,326	
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance Fund		5,467,120		
Workers' Comp. Self-Insurance Fund		343,310		
			5,810,430	
TRUST AND AGENGY FUNDS				
Agency Fund		614,000		
Convention & Visitors' Bureau Fund		500,000		
			1,114,000	
			12,159,756	$140,344,456
RECAP:				
Total Amount Budgeted	$140,344,456			
Project funds carried forward	27,277,110			
Less:				
Transfers	(29,220,760)			
Total Expenditures	$138,400,806			

Expenditure and Budget Summary
General Fund

	2011 Actual	2012 Revised Budget	2012 Estimate	2013 Budget
General Fund				
City Council	$415,834	$457,716	$445,140	$464,100
Boards and Commissions	13,510	28,950	20,450	35,050
Office of the City Manager	699,881	732,499	709,870	810,870
Miscellanous Account/Contingencies	662,802	2,887,956	2,532,500	777,670
Human Resources	1,453,392	1,574,758	1,444,760	1,668,505
Community Relations	1,357,069	1,454,200	1,389,030	1,547,300
Legal Services	1,800,049	1,836,923	1,780,000	1,711,000
Finance - Office of the Director	332,269	628,000	468,750	573,960
Procurement	144,170	190,686	179,460	186,300
Transfers and Advances	16,430,000	15,375,000	15,855,000	16,067,250
Miscellaneous Accounts	365,527	398,980	389,380	443,150
Accounting and Auditing	605,735	635,081	612,840	645,340
Taxation	2,704,983	2,845,407	2,487,330	2,878,750
Solid Waste Management	2,990,151	3,567,741	3,534,090	3,639,710
Fleet Management	2,671,235	2,948,054	2,783,180	2,998,595
Engineering	2,891,631	2,908,814	2,842,920	2,749,270
Miscellaneous	351,761	428,748	364,200	339,200
Building Standards	1,381,151	1,473,106	1,354,700	1,466,895
Land Use and Long Range Planning	2,166,181	2,330,917	2,044,800	2,032,120
Parks and Recreation				
Parks	6,183,133	7,034,730	6,648,670	7,110,005
Economic Development - Office of the Director	5,401,857	5,898,867	5,085,310	6,098,295
Administrative Services - Office of the Director	225,220	242,115	239,340	244,830
Information Technology	2,381,974	3,175,545	2,740,650	2,929,435
Court Services	414,982	480,829	420,300	432,150
Records Management	139,714	144,104	137,070	144,090
Facilities Management	2,051,579	2,480,876	2,150,740	2,231,920
Volunteer Resources	193,603	204,570	202,170	194,600
TOTAL	**$56,429,393**	**$62,365,172**	**$58,862,650**	**$60,420,360**

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue and Expenditure Summary

Fund	General	Street Maintenance	State Highway	Cemetery	Recreation	Safety	Pool	Permissive Tax
Estimated revenues:								
Income taxes	$56,155,800	$0	$0	$0	$0	$0	$0	$0
Property taxes	0	0	0	0	0	369,050	0	0
Hotel/Motel taxes	0	0	0	0	0	0	0	0
Intergovernemntal revenue	604,500	1,544,000	124,750	0	0	34,800	0	90,000
Charges for services	790,000	2,000	0	23,000	2,925,000	565,000	509,000	0
Fines, licenses and permits	1,733,690	0	0	0	0	0	0	0
Interest income	455,000	5,070	2,035	250	10,120	6,070	2,530	10,120
Miscellaneous	244,500	1,000	0	0	193,780	2,800	0	0
Total estimated revenues	**59,983,490**	**1,552,070**	**126,785**	**23,250**	**3,128,900**	**977,720**	**511,530**	**100,120**
Estimated expenditures:								
Personal services	20,432,390	2,234,860	0	130,295	4,784,995	10,562,380	531,070	0
Other expenses	23,655,045	1,116,810	25,750	21,680	2,458,130	545,470	296,490	0
Capital outlay	265,675	0	250,000	33,400	404,950	31,700	34,000	867,000
Total estimated expenditures	**44,353,110**	**3,351,670**	**275,750**	**185,375**	**7,648,075**	**11,139,550**	**861,560**	**867,000**
Excess of revenues over expenditures	**$15,630,380**	**($1,799,600)**	**($148,965)**	**($162,125)**	**($4,519,175)**	**($10,161,830)**	**($350,030)**	**($766,880)**
Other financing sources:								
Transfers in	0	1,650,000	0	150,000	3,500,000	9,580,000	300,000	0
Transfers out	(15,100,000)	0	0	0	0	0	0	0
Advances in	500,000	0	0	0	0	0	0	0
Advances out	(967,250)	0	0	0	0	0	0	0
Total other sources	**(15,567,250)**	**1,650,000**	**0**	**150,000**	**3,500,000**	**9,580,000**	**300,000**	**0**
Net change in fund balance	**63,130**	**(149,600)**	**(148,965)**	**(12,125)**	**(1,019,175)**	**(581,830)**	**(50,030)**	**(766,880)**
Estimated fund balance, January 1	**48,311,044**	**377,086**	**421,618**	**14,555**	**1,332,927**	**666,685**	**240,330**	**1,407,068**
Estimated fund balance, December 31	**$48,374,174**	**$227,486**	**$272,653**	**$2,430**	**$313,752**	**$84,855**	**$190,300**	**$640,188**

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue and Expenditure Summary

Fund	Hotel/Motel Tax	Enforcement Education	Law Enforcement	Mandatory Drug Fine	Court Computer	Accrued Leave	Wireless 9-1-1	Debt Service
Estimated revenues:								
Income taxes	$0	$0	$0	$0	$0	$0	$0	$0
Property taxes	0	0	0	0	0	0	0	0
Hotel/Motel taxes	1,500,000	0	0	0	0	0	0	0
Intergovernemntal revenue	0	0	0	0	0	0	10,000	141,710
Charges for services	827,800	0	0	0	0	0	0	0
Fines, licenses and permits	120,000	1,800	0	0	6,000	0	0	0
Interest income	20,200	510	300	20	510	0	0	6,080
Miscellaneous	310,000	0	0	0	0	0	0	0
Total estimated revenues	**2,778,000**	**2,310**	**300**	**20**	**6,510**	**0**	**10,000**	**147,790**
Estimated expenditures:								
Personal services	570,110	0	0	0	0	160,000	0	0
Other expenses	3,023,280	0	13,000	0	18,360	0	0	6,613,300
Capital outlay	35,000	0	7,000	0	4,000	0	0	0
Total estimated expenditures	**3,628,390**	**0**	**20,000**	**0**	**22,360**	**160,000**	**0**	**6,613,300**
Excess of revenues over expenditures	**($850,390)**	**$2,310**	**($19,700)**	**$20**	**($15,850)**	**($160,000)**	**$10,000**	**($6,465,510)**
Other financing sources:								
Transfers in	0	0	0	0	0	0	0	6,315,010
Transfers out	(162,300)	0	0	0	0	0	(80,000)	0
Advances in	0	0	0	0	0	0	0	0
Advances out	0	0	0	0	0	0	0	0
Total other sources	**(162,300)**	**0**	**0**	**0**	**0**	**0**	**(80,000)**	**6,315,010**
Net change in fund balance	**(1,012,690)**	**2,310**	**(19,700)**	**20**	**(15,850)**	**(160,000)**	**(70,000)**	**(150,500)**
Estimated fund balance, January 1	**2,706,858**	**72,603**	**20,375**	**2,495**	**20,043**	**1,521,083**	**246,543**	**945,070**
Estimated fund balance, December 31	**$1,694,168**	**$74,913**	**$675**	**$2,515**	**$4,193**	**$1,361,083**	**$176,543**	**$794,570**

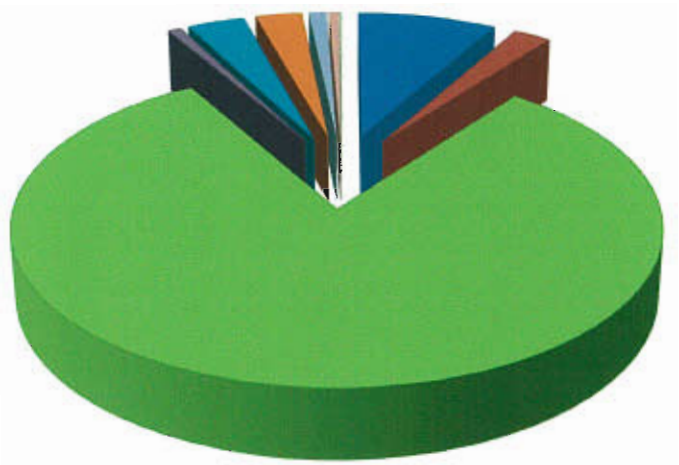
2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue and Expenditure Summary

Fund	Capital Improvements	Parkland Acquisition	Water	Sewer	Merchandising	Employee Benefits	Workers Compensation
Estimated revenues:							
Income taxes	$18,718,600	$0	$0	$0	$0	$0	$0
Property taxes	2,286,300	589,600	0	0	0	0	0
Hotel/Motel taxes	0	0	0	0	0	0	0
Intergovernemntal revenue	724,000	51,780	29,540	32,530	0	0	0
Charges for services	0	0	800,500	1,851,730	1,000	5,057,880	250,000
Fines, licenses and permits	0	0	1,000	0	0	0	0
Interest income	151,500	20,250	81,000	50,600	360	3,070	6,050
Miscellaneous	0	0	0	0	30	0	0
Total estimated revenues	**21,880,400**	**661,630**	**912,040**	**1,934,860**	**1,390**	**5,060,950**	**256,050**
Estimated expenditures:							
Personal services	0	0	163,830	850,970	0	50,190	0
Other expenses	45,000	11,000	921,770	1,872,220	8,000	5,416,930	343,310
Capital outlay	23,087,500	385,000	322,450	885,550	0	0	0
Total estimated expenditures	**23,132,500**	**396,000**	**1,408,050**	**3,608,740**	**8,000**	**5,467,120**	**343,310**
Excess of revenues over expenditures	**($1,252,100)**	**$265,630**	**($496,010)**	**($1,673,880)**	**($6,610)**	**($406,170)**	**($87,260)**
Other financing sources:							
Transfers in	0	0	0	0	0	0	0
Transfers out	(2,599,120)	(225,250)	0	0	0	0	0
Advances in	908,500	500,000	350,000	0	0	0	0
Advances out	(4,050,000)	0	0	0	0	0	0
Total other sources	**(5,740,620)**	**274,750**	**350,000**	**0**	**0**	**0**	**0**
Net change in fund balance	**(6,992,720)**	**540,380**	**(146,010)**	**(1,673,880)**	**(6,610)**	**(406,170)**	**(87,260)**
Estimated fund balance, January 1	**18,048,205**	**2,136,080**	**10,776,366**	**6,542,767**	**37,360**	**1,492,425**	**750,744**
Estimated fund balance, December 31	**$11,055,485**	**$2,676,460**	**$10,630,356**	**$4,868,887**	**$30,750**	**$1,086,255**	**$663,484**

2013 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Comparison of Operating Revenue and Operating Expenditures

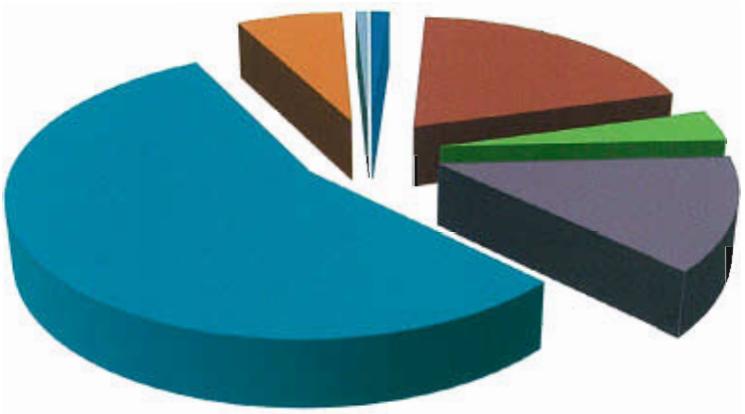
2013 Operating Revenue - $69,100,865



- Charges for Services 8.2%
- Hotel/Motel Tax 2.2%
- Income Tax 81.3%
- Interest Income 0.7%
- Intergovernmental Revenue 3.3%
- Licenses, Fines & Permits 2.7%
- Miscellaneous 1.0%
- Property Taxes 0.5%
- Refunds & Reimbursements 0.1%

2013 Operating Expenditures - $71,235,840

- Capital Outlay 1.2%
- Contractual Services 19.4%
- Other 3.5%
- Other Projects/Programs 13.1%
- Personal Services 55.1%
- Supplies 6.9%
- Travel and Training 0.8%



2013 Appropriations Summary by Expenditure Category - All Funds

	Personal Services	Other Expenses	Capital Outlay	Total
General Fund	$ 20,432,390	$ 23,655,045	$ 265,675	$ 44,353,110
Special Revenue Funds				
Street Maintenance and Repair Fund				
Streets and Utilities	1,897,210	593,610	1,200	2,492,020
Engineering	337,650	499,750	22,250	859,650
State Highway Fund				
Streets and Utilities	-	-	-	-
Engineering	-	25,750	250,000	275,750
Cemetery Fund	130,295	21,680	33,400	185,375
Recreation Fund				
Recreation Services	1,392,780	753,805	13,000	2,159,585
Community Recreation Center	2,562,445	1,245,625	19,450	3,827,520
Community Recreation Center Facilities	829,770	458,700	372,500	1,660,970
Safety Fund	10,562,380	545,470	31,700	11,139,550
Swimming Pool Fund	531,070	296,490	34,000	861,560
Permissive Tax Fund	-	-	867,000	867,000
Hotel/Motel Tax Fund	570,110	3,023,280	35,000	3,628,390
Educations and Enforcement Fund	-	-	-	-
Law Enforcement Fund	-	13,000	7,000	20,000
Mayor's Court Computer Fund	-	18,360	4,000	22,360
Accrued Leave Reserve Fund	160,000	-	-	160,000
Wireless 9-1-1 Fund	-	-	-	-
Debt Service Funds				
General Obligation Debt Service	-	6,613,300	-	6,613,300
Special Assessments	-	236,140	-	236,140
Capital Projects Funds				
Capital Improvements Tax Fund	-	45,000	23,087,500	23,132,500
Capital Construction Fund	-	-	2,110,000	2,110,000
Parkland Acquisition Fund	-	11,000	385,000	396,000
Enterprise Funds				
Water Fund				
Streets and Utilities	145,230	217,050	7,300	369,580
Finance	-	527,720	-	527,720
Engineering	18,600	177,000	315,150	510,750
Water Tower Construction Fund				
Engineering	-	-	133,990	133,990
Sewer Fund				
Streets and Utilities	704,270	258,250	50,550	1,013,070
Finance	-	1,534,470	-	1,534,470
Engineering	146,700	79,500	835,000	1,061,200
Sewer Construction Fund				
Streets and Utilities	-	-	76,546	76,546
Merchandise Fund	-	8,000	-	8,000
Internal Service Funds				
Employee Benefits Self-Insurance Fund	50,190	5,416,930	-	5,467,120
Worker's Compensation Self-Insurance Fund	-	343,310	-	343,310
Fiduciary Funds				
Agency Fund	-	614,000	-	614,000
Dublin Convention and Visitor's Bureau Fund	-	500,000	-	500,000
Totals	**$ 40,471,090**	**$ 47,732,235**	**$ 28,957,211**	**$ 117,160,536**

Note: Does not include transfers or advances

2013 Appropriations Summary by Expenditure Category - General Fund

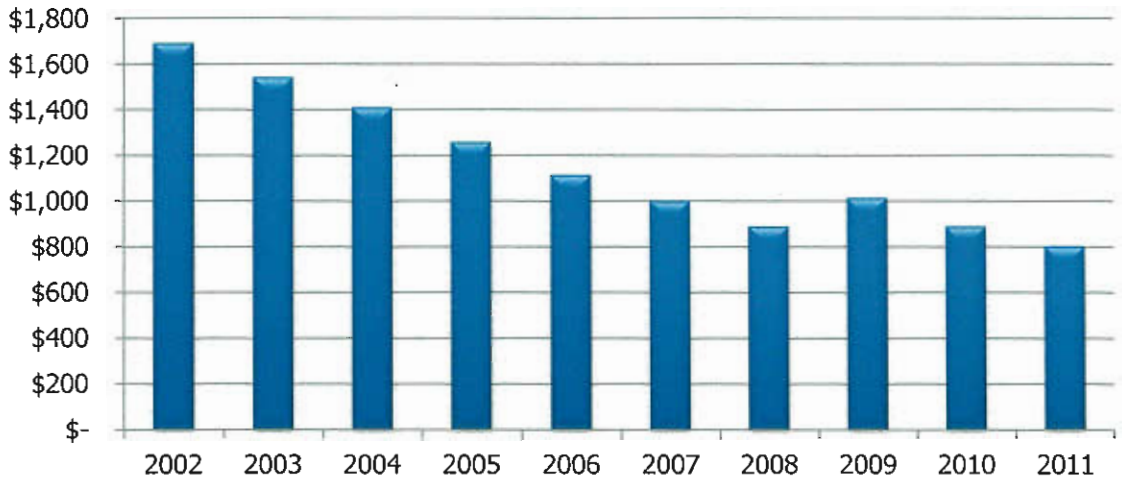
General Fund	Personal Services	Other Expenses	Capital Outlay	Total
City Council	$ 379,150	$ 84,950	$ -	$ 464,100
Boards and Commissions	9,800	25,250	-	35,050
Office of the City Manager	766,525	44,345	-	810,870
Miscellanous Account/Contingencies	-	777,670	-	777,670
Human Resources	1,002,150	665,855	500	1,668,505
Community Relations	744,600	802,700	-	1,547,300
Legal Services	-	1,711,000	-	1,711,000
Finance - Office of the Director	556,660	17,300	-	573,960
Procurement	77,900	108,400	-	186,300
Miscellaneous Accounts	-	443,150	-	443,150
Accounting and Auditing	546,065	99,275	-	645,340
Taxation	531,300	2,346,975	475	2,878,750
Public Services				
Solid Waste Management	667,730	2,971,080	900	3,639,710
Fleet Management	797,165	2,195,930	5,500	2,998,595
Engineering	2,505,730	236,690	6,850	2,749,270
Miscellaneous	-	339,200	-	339,200
Building Standards	1,340,395	126,500	-	1,466,895
Land Use and Long Range Planning	1,730,100	300,020	2,000	2,032,120
Parks and Recreation				
Parks Open Space	4,840,840	2,052,215	216,950	7,110,005
Economic Development - Office of the Director	565,290	5,519,505	13,500	6,098,295
Administrative Services - Office of the Director	234,880	9,950	-	244,830
Information Technology	1,295,870	1,632,565	1,000	2,929,435
Court Services	333,100	99,050	-	432,150
Records Management	74,890	54,200	15,000	144,090
Facilities Management	1,266,950	961,970	3,000	2,231,920
Volunteer Resources				
Volunteer Resources	165,300	29,300	-	194,600
Totals	**$ 20,432,390**	**$ 23,655,045**	**$ 265,675**	**$ 44,353,110**

Note: Does not include transfers or advances.

Debt Administration

Dublin's infrastructure needs are met through a five-year Capital Improvements Program (CIP); currently, the 2013 - 2017 CIP programs $90.2 million in major capital improvements. Several capital projects in past years have been funded utilizing proceeds from long-term debt. The City's CIP document provides a summary of additional infrastructure needs anticipated to be funded with long-term debt. By policy, fifteen percent of income tax revenues are allocated for debt service. Annual debt service for income tax funded projects totals 3.5% of 2013 projected income tax revenues.

Net Bonded General Obligation Debt per Capita

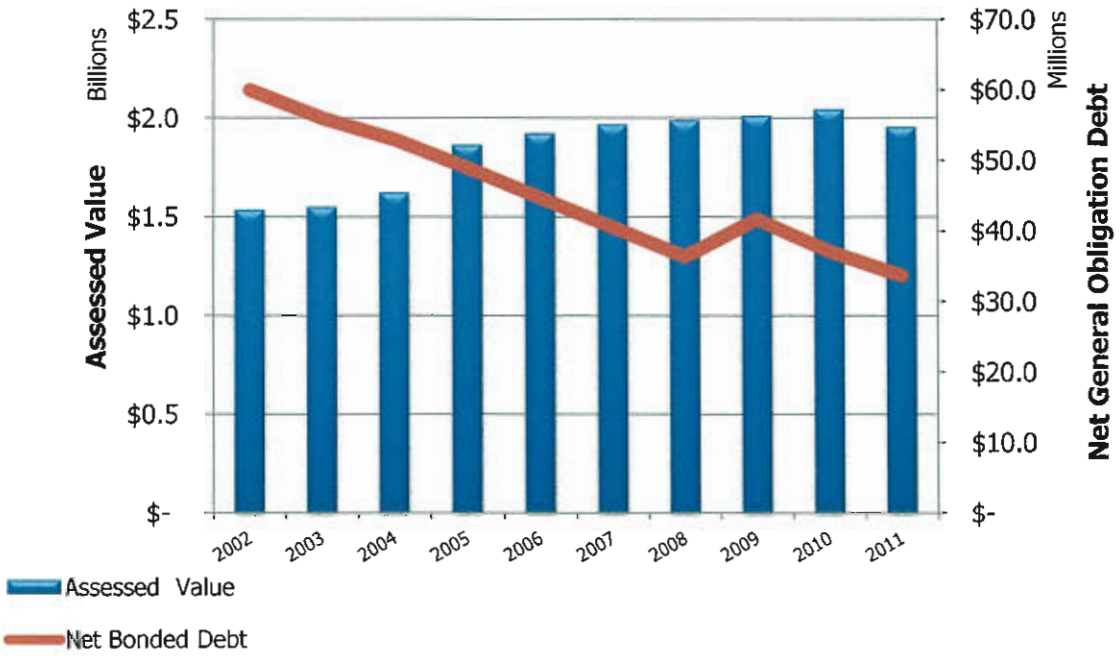


In anticipation of a new debt issuance in October 2012, the City received updated ratings from both Moody's Investors Service and Fitch Rations. After completing a review that evaluated the City's existing financial condition, current developments and trends, and prospects for growth, Moody's maintained the City's rating at its highest levels of "Aaa", citing the City's "strong financial operations supported by ample reserves, strong management team, and manageable debt burden." Fitch, after similar review, maintained the City at its highest rating of "AAA". These ratings enable the City's debt to be issued at the lowest available interest rates, resulting in reductions in future debt service payments. The City's diverse economic base, the City's history of operating surpluses and the continued use of that surplus to fund capital projects, and the City's continued long-term planning efforts will help maintain high credit ratings.

As of December 31, 2012, the City will have approximately $55.3 million in long-term debt outstanding. Of the total, approximately $4.8 million will be retired using revenues generated by the City's water system operations, $11.0 million will be retired using revenues generated by the City's sewer system operations, $1.1 million will be retired through the collection of special assessments, $1.6 million retired using property tax revenues, $1.1 million retired using hotel/motel tax revenues, and $18.5 million retired using service payments in lieu of taxes from tax increment financing districts. The remaining $17.2 million, or about 31% will be retired with income tax revenue.

Debt Administration (Continued)

Assessed Value Compared to Net General Obligation Debt



Under current state statutes, the City's general obligation debt issuances are subject to a legal limitation based on the total assessed value of real and personal property. Total general obligation debt of the City, exclusive of certain exempt debt, shall never exceed 10.5% of the total assessed valuation. The unvoted general obligation debt of the City cannot exceed 5.5% of the total assessed valuation. As of December 31, 2011, the City had a legal debt margin for total debt of $188,796,841 and a legal debt margin for unvoted debt of $105,712,012.

2013 PROPOSED OPERATING BUDGET - CITY OF DUBLIN, OHIO

DEBT SERVICE SCHEDULE

		Date of Issue	Date of Maturity	Interest Rate	Original Amount	2013 O/S Principal	2013 Principal Payment	2013 Interest Payment
	Unvoted Bonds (G.O.)							
(2)	Rings/Blazer Water Tower	10/15/94	12/1/14	6.14%	4,100,000	650,000	315,000	41,600
(3)	Upper Scioto West Branch (OWDA)	1/1/99	7/1/18	4.35%	19,716,717	6,554,071	1,080,569	270,152
(1)	Avery-Muirfield Interchange	9/1/99	12/1/19	5.17%	8,316,788	3,735,000	500,000	75,150
(4)	Rings Road Improvements	12/1/00	12/1/20	5.22%	3,535,000	1,860,616	200,022	71,106
(6)	Arts Facility Acquisition	12/1/00	12/1/20	5.22%	1,360,000	709,599	76,838	27,122
(6)	Arts Facility Renovation	12/1/00	12/1/20	5.22%	755,000	396,758	43,151	15,166
(4)	Perimeter Drive Extension	12/1/00	12/1/20	5.22%	3,940,000	2,079,528	224,220	79,477
(4)	Emerald Parkway-Phase 7A	12/1/00	12/1/20	5.22%	2,020,000	1,063,499	115,769	40,653
(1)	Service Center	12/1/01	12/1/21	4.42%	3,675,000	2,026,478	208,106	67,451
(1)	Municipal Pool South (OMB)	4/14/04	1/1/25	4.30%	2,986,000	2,086,000	128,000	94,066
(1)	Aryshire Drive Culvert Repl. (OPWC)	7/1/04	1/1/14	0.00%	279,748	41,962	27,975	0
(4)	Industrial Pkwy/SR 161 Improvements	11/18/09	12/1/13	2.00%	1,540,000	400,000	400,000	8,000
(2)	Darree Fields Water Tower	11/18/09	12/1/13	2.00%	320,000	85,000	85,000	1,700
(3)	Sanitary Sewer Lining	11/18/09	12/1/13	2.00%	355,000	90,000	90,000	1,800
(4)	Industrial Pkwy/SR 161 Improvements (BAB)	11/18/09	12/1/29	Various	8,130,000	8,130,000	0	263,190
(2)	Darree Fields Water Tower (BAB)	11/18/09	12/1/29	Various	1,695,000	1,695,000	0	54,873
(3)	Sanitary Sewer Lining (BAB)	11/18/09	12/1/29	Various	1,865,000	1,865,000	0	60,414
(1)	LED Street Lights	10/2/12	12/1/22	Various	2,185,000	2,185,000	80,000	53,550
(2)	Dublin Road Water Tower	10/2/12	12/1/32	Various	2,360,000	2,360,000	90,000	67,063
(3)	Sewer Lining & Repairs	10/2/12	12/1/32	Various	2,540,000	2,540,000	100,000	72,100
						40,553,511	3,764,650	1,364,634
	Unvoted Special Assessment Bonds							
(7)	Ballantrae	12/1/01	12/1/21	4.42%	1,700,000	943,522	96,894	31,405
						943,522	96,894	31,405
	Voted Bonds (G.O.)							
(1)	Recreation Center expansion	10/15/98	12/1/18	4.66%	3,998,000	1,411,000	236,000	45,473
(1)	Emerald Parkway Bridge	10/15/98	12/1/17	4.62%	7,518,000	2,496,000	479,000	80,350
(4)	Emerald Parkway-Phase 2	10/15/98	12/1/16	4.56%	7,874,000	2,173,000	590,000	64,040
(4)	Woerner-Temple Road	12/1/00	12/1/19	5.20%	5,555,000	2,734,425	332,521	112,615
(1)	Emerald Parkway Overpass - Phase 7	12/1/00	12/1/19	5.20%	6,565,000	3,235,727	390,744	133,247
(5)	Coffman Park Expansion	12/1/00	12/1/20	5.22%	3,135,000	1,574,849	161,736	63,507
						13,625,000	2,190,000	499,231
	Voted Special Assessment Bonds							
(7)	Tuller Road	10/15/94	12/1/14	6.14%	1,185,000	195,000	95,000	12,480
						195,000	95,000	12,480
	Total Debt Payments					$55,317,033	$6,146,544	$1,907,750

	2013 Summary O/S Principal	2013 Principal Payment	2013 Interest Payment
(1) Supported by income tax revenue	17,217,167	2,049,824	549,287
(2) Supported by Water Fund revenue	4,790,000	490,000	165,236
(3) Supported by Sewer Fund revenue	11,049,071	1,270,569	404,466
(4) Supported by TIF revenue	18,441,067	1,862,532	639,082
(5) Supported by property tax revenue	1,574,849	161,736	63,507
(6) Supported by hotel/motel tax revenue	1,106,358	119,989	42,289
(7) Supported by special assessment revenue	1,138,522	191,894	43,885
BAB - Build America Bond Total	$55,317,033	$6,146,544	$1,907,750

City Council

STATEMENT OF FUNCTIONS

All powers of the City permitted by the Revised Charter, the Constitution and the laws of the State of Ohio are vested in Council. Council provides for the exercise of all City powers and for the performance of all duties and obligations imposed on the City by law, through the adoption of legislation. City Council's responsibilities include reviewing, deliberating, and approving legislation as prescribed by the Revised Charter and the laws of the State of Ohio applicable to municipalities. City Council establishes goals and long-range policies for the City.

Council is composed of seven members who serve four-year terms. Three are nominated and elected by the electors of the City at large and four are nominated and elected by the electors of each of the four Council wards. All candidates for City Council must be residents of Dublin for one year prior to filing a petition of candidacy. Council Members must be residents of the City of Dublin throughout their term of office.

City Council elects a Mayor and Vice Mayor to serve two-year terms. The Mayor presides over all City Council meetings. The Vice Mayor performs these duties in the absence of the Mayor.

The Clerk of Council is appointed by the City Council and serves at its pleasure. The Clerk of Council is an officer of the City and provides notice of Council meetings to its members and the public, keeps the minutes of Council's proceedings and performs other duties as provided by the Revised Charter or by Council.

OBJECTIVES AND ACTIVITIES

- To continue to be responsive to the needs and concerns of the citizens of Dublin.
- To establish goals for the community to be implemented by staff and/or City Council.
- To set policy in a clear and consistent manner in order to provide a framework for administrative implementation.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council	1	1
Staff Assistant (1)	1	0
TOTAL	**10**	**9**

NOTES AND ADJUSTMENTS

(1) The Staff Assistant position which was unfilled and unfunded in 2012 has been eliminated.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Legislative Affairs

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1510						
Personal Services						
2110	Salaries/Wages	234,989	241,010	241,010	241,010	246,100
2111	Overtime Wages	5,027	3,000	5,000	5,000	3,500
2112	Other Wages	0	0	0	0	0
2120	Employee Benefits	128,648	128,120	128,120	128,120	129,550
		368,664	372,130	374,130	374,130	379,150
Other Expenses						
2201	Conference/Mileage	5,818	20,000	20,000	10,000	20,000
2211	Meeting Expenses	1,809	2,500	2,656	2,500	2,500
2212	Long Term Strategic Plan.	6,271	10,000	10,000	10,000	10,000
2240	Ceremonial Functions	16,344	20,000	20,000	20,000	27,540
2320	Communications	0	0	0	0	0
2330	Rents/Leases	0	0	0	0	0
2349	Professional Services	8,782	10,000	10,000	10,000	10,000
2351	Maint. of Equipment	0	0	0	0	0
2370	Advertising	4,902	2,000	13,608	13,600	7,500
2391	Memberships/Subscriptions	1,072	1,910	1,910	1,910	1,910
2410	Office Supplies	2,172	5,000	5,412	3,000	5,500
		47,170	71,410	83,586	71,010	84,950
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		$415,834	$443,540	$457,716	$445,140	$464,100

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Boards and Commissions		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1520						
Personal Services						
2110	Salaries/Wages	8,400	8,400	8,400	8,400	8,400
2120	Employee Benefits	1,298	1,300	1,300	1,300	1,400
		9,698	9,700	9,700	9,700	9,800
Other Expenses						
2201	Conference/Mileage	3,812	17,500	17,500	10,000	23,500
2211	Meeting Expenses	0	1,000	1,000	500	1,000
2391	Memberships/Subscriptions	0	750	750	250	750
		3,812	19,250	19,250	10,750	25,250
TOTALS		$13,510	$28,950	$28,950	$20,450	$35,050

City Council
Boards and Commissions

BUDGET SUMMARY

101-1510

- Accounts 2110 and 2111 provide funding for the salaries/wages of Council Members and staff reflected under Personnel Data.
- Account 2120 includes funding for health insurance contributions for City Council Members, the Clerk of Council and Deputy Clerk of Council.
- Account 2201 includes funding for travel and training for Council Members and certification-related training for the Clerk of Council and Deputy Clerk of Council.
- Account 2212 provides funding for long-term strategic planning workshops, and Council retreat(s).
- Account 2240 includes funds for reimbursable business expenses and for citywide ceremonial functions, which are reviewed and approved by the Mayor and the City Manager. These include the annual board and commission member recognition event hosted by City Council; Memorial Tournament badges for Council Members; Presidents Cup badges for Council Members; and flowers, memorial donations, and special occasion recognition.
- Account 2349 provides funding for codification services.
- Account 2370 provides funds for advertising expenses related to local newspaper publication of the meeting schedule once each year and Council candidate campaign finance reports during municipal election years. This account also includes funding to record annexation documents with the county and state.

101-1520

- Account 2110 provides funding for the salaries/wages of seven Planning and Zoning Commission members.
- Account 2201 provides funding, as authorized by Council, of up to $2,500 per Planning & Zoning Commission member for relevant travel and training, and funding for new appointee orientation.
- Account 2211 provides funding for expenses related to meetings sponsored by various City advisory boards, commissions, committees and task forces.
- Account 2391 provides funding for American Planning Association (APA) memberships.

Office of the City Manager

STATEMENT OF FUNCTIONS:

The City Manager is the Chief Administrative and Law Enforcement Officer of the City and is charged with the responsibility for the administration of all municipal affairs as empowered by the Revised Charter of the City of Dublin, City Ordinances or Resolutions, and State laws. Some of the City Manager's primary responsibilities include: directing and supervising the administration of all departments and functions of the City; attending all Council meetings; ensuring that all laws, Revised Charter provisions, and ordinances and resolutions of Council are faithfully executed; preparing the annual budget and capital improvement program; publishing an annual report of the financial and administrative activities of the City; and executing, on behalf of the City, all contracts and agreements.

OBJECTIVES AND ACTIVITIES:

- To implement goals established by City Council.
- To provide leadership and direction for staff.
- To be responsive to needs of the community and to advise citizenry regarding the structure and activities of the City organization.
- To facilitate citizen involvement and requests for service.
- To provide leadership in sustainable municipal services.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
City Manager	1	1
Senior Project Manager	1	1
Sustainability Programs Administrator (3)	1	0
Management Assistant	1	1
Executive Assistant	1	1
Office Assistant I (1)	1	2
TOTAL	**6**	**6**
PART-TIME/SEASONAL STAFF		
Director of Strategic Initiatives/Special Projects (2)	0	1
Intern	1	1
TOTAL	**1**	**2**

NOTES AND ADJUSTMENTS:

(1) One Office Assistant I position is being funded at 20% from the Office of the City Manager, 40% from the Community Relations budget, and 40% from the Tax budget. This position was moved from Engineering in mid-2012.

(2) Position established in March 2012 and filled in April 2012. As of October 2012, the position is set at 20 hours per week.

(3) The Sustainability Programs Administrator position has been vacant since October 2011 and is eliminated for 2013.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1110						
Personal Services						
2110	Salaries/Wages	497,612	485,880	485,880	485,880	566,900
2111	Overtime Wages	1,415	3,000	3,000	1,500	1,800
2112	Other Wages	15,807	19,500	19,500	19,500	22,125
2113	Short Term Disability	3,582	0	0	0	0
2119	Instant Bonuses	3,000	6,000	6,000	3,000	6,000
2120	Employee Benefits	161,570	157,360	157,360	157,360	169,700
2140	Uniforms & Clothing	0	0	0	0	0
		682,986	671,740	671,740	667,240	766,525
Other Expenses						
2201	Conference/Mileage	5,589	10,500	10,500	7,000	13,750
2210	Reimbursable Business Ex	0	0	0	0	0
2211	Meeting Expenses	1,247	4,900	4,900	2,000	4,900
2230	Staff Goal Setting	0	4,500	4,500	4,500	4,500
2320	Communications	0	0	0	0	0
2330	Rents/Leases	0	0	0	0	0
2349	Professional Services	508	5,000	8,018	5,000	5,000
2351	Maint. of Equipment	0	0	0	0	0
2380	Printing & Reproductions	0	430	430	430	250
2390	Misc Contractual Services	0	0	0	0	0
2391	Memberships/Subscriptions	3,092	5,000	5,000	5,000	6,245
2410	Office Supplies	1,063	2,000	2,000	1,600	2,000
2420	Operating Supplies	0	0	0	0	0
2440	Small Tools & Minor Equip	0	200	200	0	200
2812	Special Projects/Programs	4,527	21,500	23,111	15,000	7,500
		16,026	54,030	58,659	40,530	44,345
Capital Outlay						
2520	Equipment & Furniture	869	2,100	2,100	2,100	0
		869	2,100	2,100	2,100	0
TOTALS		$699,881	$727,870	$732,499	$709,870	$810,870

BUDGET SUMMARY:

101-1110

- Account 2110 provides funding for the full-time staffing reflected under Personnel Data. Funding for the Director of Strategic Initiatives/ Special Projects, and the partial funding of one of the Office Assistant I position is reflected in the increased budget for 2013.
- Account 2112 provides funding for part-time (Intern) staff.
- Account 2211 provides funding for meetings sponsored by the City. This may include food, beverages, and any necessary supplies.
- Account 2230 provides funding for a management staff goal setting meeting.
- Account 2349 provides funding for a sustainability consultant.
- Account 2391 provides funding for staff's membership to organizations such as International City/County Management Association (ICMA) and Ohio City/County Management Association (OCMA).
- Account 2812 provides funding for follow-up work on the ICMA's National Citizen Survey and Employee Survey to be completed.

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City of Dublin

Miscellaneous Accounts/Contingencies

STATEMENT OF FUNCTIONS:

These are miscellaneous accounts within the General Fund which are not directly related to the operational costs of a specific function. The functional "supervision" of these accounts is provided by the Office of the City Manager.

Funds are appropriated to the contingency account to be held for any unforeseen expenses during the current fiscal year. The expenditures are required to be approved by the City Manager.

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Miscellaneous

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1119						
Other Expenses						
2349	Professional Services	132,000	145,000	164,000	150,000	145,000
2362	Workers' Compensation	183,500	225,000	225,000	225,000	200,000
2391	Memberships/Subscriptions	48,286	55,750	60,073	50,000	57,170
2392	County Wide Disaster Serv	38,575	40,000	40,000	40,000	42,000
2821	Grants/Community Org	138,013	165,000	165,000	165,000	173,500
2823	Leadership Dublin	10,000	10,000	10,000	10,000	10,000
2840	Settlement Claims	0	0	0	0	0
2990	Contingencies	102,428	150,000	233,883	125,000	150,000
		652,802	790,750	897,956	765,000	777,670
Capital Outlay						
2510	Land & Land Improvements	10,000	0	1,990,000	1,767,500	0
		10,000	0	1,990,000	1,767,500	0
TOTALS		$662,802	$790,750	$2,887,956	$2,532,500	$777,670

Office of the City Manager
Miscellaneous Accounts/Contingencies

BUDGET SUMMARY:

101-1119

- Account 2349 provides funding for federal and state lobbying efforts.
- Account 2362 provides funding for the City's self-insured workers' compensation program. This amount reflects the City's program costs including claims, third party administration and excess loss coverage.
- Account 2391 includes funds for memberships/subscriptions to the Ohio Municipal League, the National League of Cities, Mid-Ohio Regional Planning Commission, and any other citywide memberships/subscriptions.
- Account 2821 provides funding for the Dublin Counseling Center, the Beautify Your Neighborhood grant program and the Historic Dublin parking lot lease at the Dublin Community Church. The amount for the Dublin Counseling Center is $125,000. Funding for the Beautify Your Neighborhood grant is budgeted at a maximum of $32,000. Funding for the Historic Dublin parking lot lease at the Dublin Community Church is budgeted at a maximum of $16,500.
- Account 2823 provides funding for Leadership Dublin.
- Account 2990 provides funding for unanticipated expenditures that may occur throughout the year.

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City of Dublin

Human Resources

STATEMENT OF FUNCTIONS:

Human Resources is an engaged team of professionals who work in partnership with managers, their teams, and individual employees to sustain a talented, diverse workforce, foster a culture of health, safety, and productivity and provide innovative, collaborative business solutions that contribute to the strategic goals of the City. Human Resources provides leadership and direction to the organization in all functional areas of Human Resources Management including recruitment & selection; classification & compensation; performance management; wage & salary administration; benefits administration; labor/employee relations; policy analysis/development; and organizational analysis/development. Human Resources also provides leadership and direction to the organization in Risk Management and Occupational Safety & Health.

OBJECTIVES & ACTIVITIES:

- To develop and administer recruitment/selection processes based on a competency-based strategy; partnering with all work units in the selection of high quality candidates.
- To provide leadership in developing and implementing new benefit and health management strategies (i.e. Health Savings Accounts, Healthy by Choice Plus Program); evaluate medical benefits and HBC Plus program effectiveness for future potential plan design modifications.
- To provide leadership and direction in the administration of classification & compensation systems, ensuring that managers are effectively trained in administration of systems.
- ***To provide leadership and direction in administration*** of performance management system; ensure managers are trained in administration of system; provide direction to managers in the development of meaningful performance objectives for their employees.
- To develop, implement, and administer professional development programs that focus on skill/competency development and reinforce the Dublin Brand.
- To implement a City-wide customer service training program that reinforces the Dublin Brand and promotes excellence in customer service.
- To administer labor relations functions, including collective bargaining, contract administration, and grievance arbitration processes; conduct negotiations for successor collective bargaining agreements with the United Steelworkers bargaining unit (Maintenance Workers, Auto Mechanics, Custodial Workers) and the Fraternal Order of Police, Capital City Lodge No. 9 bargaining units (Police Officers, Corporals, Sergeants).
- To lead the organization in workforce planning and succession/talent management efforts to help ensure the sustained success of the organization in the future.
- To administer the City's property & casualty insurance, risk management, and occupational safety & health programs.
- To administer the City's self-insured workers compensation program.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Human Resources	1	1
Human Resource Manager	1	1
Human Resource Specialist (1)	2	2
Human Resource Coordinator (1)	0	1
Human Resource Assistant	1	1
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Staff Assistant	1	1
TOTAL	**9**	**9**

NOTES AND ADJUSTMENTS:

(1) In 2011, there were 3 Human Resource Specialist positions. In late 2011, one of these positions became vacant. In April 2012, in accordance with the adoption of Ordinance No. 18-12, the vacant Human Resource Specialist position was downgraded to a Human Resource Coordinator position. The Human Resource Coordinator position was created in April 2012 as a result of the downgrade of a vacant Human Resource Specialist position, as authorized by Ordnance No. 18-12.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Human Resources

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1120						
Personal Services						
2110	Salaries/Wages	624,240	643,480	643,480	575,000	645,300
2111	Overtime Wages	1,134	2,000	2,000	1,500	2,000
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	254,752	254,190	254,190	230,000	254,900
2125	Employee Training & Dev.	20,883	36,000	36,000	36,000	64,750
2126	Tuition Reimbursement	22,191	35,000	42,153	30,000	35,000
2140	Uniforms & Clothing	0	0	0	0	200
		923,200	970,670	977,823	872,500	1,002,150
Other Expenses						
2201	Conference/Mileage	4,428	5,780	5,780	4,000	6,775
2210	Reimbursable Business Ex	1,442	3,000	3,000	1,500	2,000
2211	Meeting Expenses	300	600	600	300	600
2320	Communications	0	0	0	0	0
2330	Rents/Leases	4,099	0	820	0	0
2349	Professional Services	48,544	66,530	72,165	66,530	105,070
2351	Maint. of Equipment	961	1,000	1,000	1,000	1,000
2360	Insurance & Bonding	411,162	433,930	433,930	433,930	466,010
2365	Insurance Claims paid	0	10,000	10,000	5,000	10,000
2370	Advertising	5,782	7,800	7,800	6,000	9,400
2380	Printing & Reproductions	886	2,000	2,000	1,000	2,000
2390	Misc Contractual Services	29,550	22,500	22,500	22,500	24,140
2391	Memberships/Subscriptions	7,453	6,500	7,000	7,000	6,500
2410	Office Supplies	5,784	7,500	11,000	11,000	15,480
2440	Small Tools & Minor Equip	0	0	0	0	200
2810	Employee Awards Program	2,629	2,800	2,800	2,500	2,800
2812	Special Projects/Programs	0	0	0	0	200
2815	Risk Mgt./Safety Programs	7,172	16,460	16,540	10,000	13,680
		530,192	586,400	596,935	572,260	665,855
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	500
		0	0	0	0	500
TOTALS		$1,453,392	$1,557,070	$1,574,758	$1,444,760	$1,668,505

BUDGET SUMMARY:

101-1120

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2125 provides funding for an organization-wide Customer Service Training program in support of Council's professional development goal, City-wide Drug and Alcohol Training, City-wide Cultural Awareness Training, and a City-wide staff Technology Development program.
- Account 2126 provides funding for the organization-wide tuition reimbursement program.
- Account 2201 provides funding for local training seminars and conferences for the Human Resources and Risk Management staff.
- Account 2349 provides funding for various employment screening and assessment services, i.e. criminal record checks, driving record checks, sexual offender checks, drug tests, medical examinations, polygraphs and psychological evaluations for police officer candidates and promotional assessments for police corporal and sergeant candidates.
- Account 2360 provides funding for the City's contribution to the CORMA (Central Ohio Risk Management Association) self-insured loss fund, for stop loss premiums for the coverage period of October 1, 2013 to October 1, 2014, and for cyber coverage.
- Account 2370 provides funding for recruitment announcements in newspapers, professional/trade journals and publications, and on various websites.
- Account 2390 includes funding for the City's Employee Assistance Program and the maintenance fees for the City's on-line employment application program.
- Account 2810 funds employee service awards.
- Account 2815 provides funding for employee safety programs, some of which are mandated by State safety regulations.

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City of Dublin

Community Relations

STATEMENT OF FUNCTIONS

Community Relations' three work units are communications/public affairs, digital media and multi-media production. Community Relations serves as the in-house creative agency for 25+ city departments/divisions as well as citywide initiatives including City of Dublin Brand Management, Emergency Preparedness, 270/33 Interchange Improvement Project, Bridge Street District, Storm Water Management, Historic Dublin, Memorial Tournament and the 2013 Presidents Cup. Community Relations works to protect and enhance the image of the City of Dublin through strategic communications with the City's stakeholders: employees, residents, corporate citizens, visitors, investors, influencers and the media.

OBJECTIVES/ACTIVITIES

- Produce the City's websites including City of Dublin, DubNet 410, Dublin Irish Festival and DublinOhioCares.me.
- Manage citywide social media efforts including streaming video, blogging, social networking, application development and podcasts. Manage the City's bulletin board.
- Develop and administer the City's employee communications and recognition programs.
- Support Dublin and Washington Township Public Safety efforts and initiatives through emergency and critical incident response as well as media and public information management; NIMS certified.
- Conduct, analyze and promote public opinion, citizen satisfaction and benchmarking surveys.
- Research and prepare columns, speeches and talking points for City Council members, City Manager, Directors and other key officials.
- Coordinate community recognition activities including State of the City Address, Memorial Day and Veterans Day.
- Manage and produce the City's cable station including Council meetings, a bi-weekly news magazine show, public service announcements and special features. Work with organizations including Dublin Schools to incorporate community programming. Implement the Civic Association Initiative via engagement with homeowner association leaders, regular correspondence, bi-annual meetings, block party package.
- Coordinate citywide Memorial Tournament activities to enhance relationships with local, regional and statewide elected officials, community leaders and VIPs for economic development, relationship building and international recognition.
- Assist Presidents Cup 2013 efforts by supporting the marketing efforts, serving on the Steering Committee and coordinating the City of Dublin's activities.
- Serve as a liaison to Historic Dublin and the Historic Dublin Business Association to market the District, promote their events and special projects, facilitate the banner program and manage holiday streetscape program.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Community Relations	1	1
Public Affairs Officer	1	1
Public Information Officer	1	1
Website Administrator	1	1
Website Developer	1	1
Administrative Assistant	1	1
Office Assistant II	1	1
TOTAL	**7**	**7**
PART-TIME/SEASONAL STAFF		
Communications Intern	1	1
Graphics/Digital Media Intern	1	1
TOTAL	**2**	**2**

NOTES & ADJUSTMENTS:

This budget funds 40% of the Office Assistant 1 position in the Office of the City Manager.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Community Relations		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1130						
Personal Services						
2110	Salaries/Wages	444,963	482,800	479,800	470,000	517,200
2111	Overtime Wages	5,245	4,000	4,000	4,000	6,000
2112	Other Wages	8,382	20,000	20,000	17,000	20,000
2113	Short Term Disability	12,555	0	3,000	3,000	0
2120	Employee Benefits	186,332	188,280	188,280	188,280	200,900
2140	Uniforms & Clothing	0	400	400	400	500
		657,477	695,480	695,480	682,680	744,600
Other Expenses						
2201	Conference/Mileage	481	6,750	6,750	4,000	6,750
2211	Meeting Expenses	1,117	2,200	2,200	1,800	2,200
2320	Communications	5,242	6,100	6,100	5,500	500
2330	Rents/Leases	0	0	0	0	0
2349	Professional Services	326,958	354,500	380,400	354,500	333,750
2351	Maint. of Equipment	2,885	1,100	1,100	500	1,000
2370	Advertising	21,062	11,000	20,036	20,000	20,000
2380	Printing & Reproductions	1,407	22,000	22,000	18,000	8,000
2390	Misc Contractual Services	1,723	2,600	2,600	2,300	2,000
2391	Memberships/Subscriptions	4,434	3,450	4,350	3,450	3,100
2410	Office Supplies	2,235	5,000	7,184	4,000	5,000
2420	Operating Supplies	671	16,000	16,000	16,000	16,500
2440	Small Tools & Minor Equip	1,059	1,000	1,000	1,000	8,500
2812	Special Projects/Programs	99,333	73,700	73,700	60,000	101,700
2813	Promotional Programs	230,985	215,300	215,300	215,300	293,700
		699,592	720,700	758,720	706,350	802,700
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		$1,357,069	$1,416,180	$1,454,200	$1,389,030	$1,547,300

Community Relations

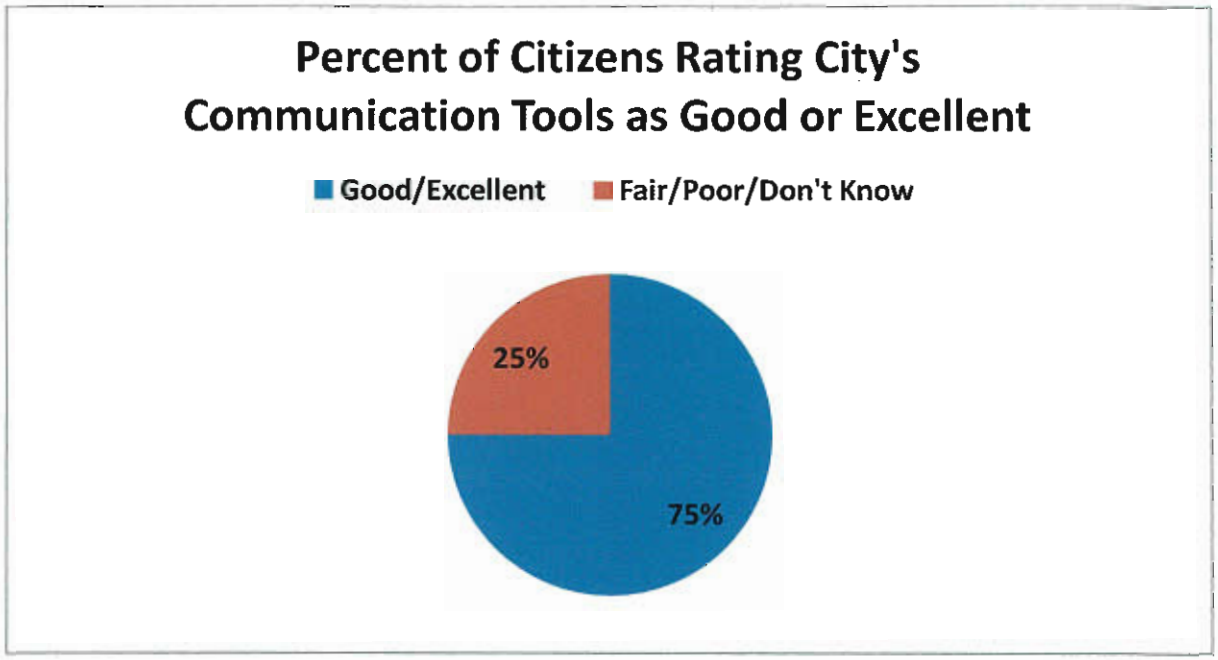
Budget Summary:

101-1130

- Account 2110 provides funding for staffing reflected under Personnel Data.
- Account 2111 provides funding of overtime for events, meetings and special projects.
- Account 2112 provides funding for interns.
- Account 2140 provides funding for uniforms for staff working community-wide ceremonial functions and observances.
- Account 2201 provides funding for staff professional development.
- Account 2211 provides funding for the Experience Columbus Annual Meeting, professional association meetings, and business engagement meetings.
- Account 2320 provides funding for courier services.
- Account 2349 includes funding for videography – creative, production, on-air talent; communication/marketing consultant; graphic designer; photographer; digital media consultant; continued survey analysis and integration; brand application; music licenses for video and social media production; Dublin Life; digital media support – enews, web enhancement; web page hosting; photo hosting/digital library.
- Account 2351 provides funding for equipment maintenance for 1610 AM and DTV.
- Account 2370 provides funding for citywide marketing and advertising. Funding includes a weekly "In Touch" advertisement.
- Account 2380 provides funding for publication of the annual report and citywide brochures. Reduced funding is due to the City doing more on-line publications.
- Account 2390 provides funding for awards, sales tax and credit card fees for history books and merchandise sales.
- Account 2391 provides funding for professional association memberships, newspapers, AP style guide.
- Account 2420 provides funding for Historic Dublin High Street pennants and Bridge Street banners.
- Account 2440 provides funding for video and DTV equipment, PA system. The increase reflects funding for a replacement and upgrade of the DTV equipment from 2005.
- Account 2812 includes allocations for the city-wide employee recognition program; director receptions; Civic Association Initiative - block party supplies, president's manual and annual meetings; Christmas tree lighting ceremony; Historic Dublin holiday streetscape; Dr. Martin Luther King Jr. Day; Central Ohio Safe Ride Program; Legends Luncheon; Transportation Leadership Briefing; Memorial Day; Veterans Day and State of the City.
- Account 2813 includes funding for the Memorial Tournament activities including hospitality villa, catering, badge package, advertising in the Memorial Tournament Magazine, inclusion in the Nicklaus/Flick golf school; inclusion and host of the Nicklaus Cup outing, and international media promotions. Presidents Cup activities include hospitality villa, catering, specialized badge package, international media promotions and recognition mementos for guests, Presidents Cup ceremonial recognition, print pieces, resident/corporate incentives.

PERFORMANCE MEASURES:

1) **Percent of Citizens Rating the City's Communication Tools as Good or Excellent, in terms of the ease of use and effectiveness in communicating information – Dublin Citizen Satisfaction Survey 2010.**



By asking citizens to rate the City's communication tools, City staff members are able to evaluate the effectiveness of communication tools and make more informed budgeting decisions.

Legal Services

STATEMENT OF FUNCTIONS:

The Law Director provides legal representation to City Council, the City Manager, the administrative departments, and various Boards and Commissions. The Law Director is appointed by the City Manager with the approval of City Council. Currently this position is filled on a contractual basis.

Periodically, other legal counsel is retained for specialized problems or legal work. The Director of Law prepares ordinances, resolutions, legal opinions, contracts, agreements and legal documents. The Director also advises City Officials of pending legislation affecting municipal operations. In addition, either the Director or one of the Director's assistants prosecutes all criminal cases which come before the Dublin Mayor's Court.

OBJECTIVES AND ACTIVITIES:

- To provide legal counsel in accordance with the contract.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director of Law *	1	1
Assistant Director of Law *	2	2
TOTAL	**3**	**3**

NOTES AND ADJUSTMENTS:

* These positions are contracted and not considered employees of the City. Numerous associates within the firm of Ice Miller, LLP work under the direction of the Director of Law to provide legal counsel for the City.

General Fund

City Manager

Legal Services

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1140						
Other Expenses						
2345	Legal Services	956,241	986,000	986,000	955,000	986,000
2346	Other Legal Services	793,469	625,000	750,923	750,000	625,000
2349	Professional Services	50,339	100,000	100,000	75,000	100,000
		1,800,049	1,711,000	1,836,923	1,780,000	1,711,000
TOTALS		$1,800,049	$1,711,000	$1,836,923	$1,780,000	$1,711,000

Legal Services

BUDGET SUMMARY:

101-1140

- Account 2345 is used to pay for general services provided by the Director of Law, including Mayor's Court. The budget is based on the contract authorized by City Council.
- Account 2346 provides funding for special legal services provided by the Director of Law (i.e. labor negotiations and telecommunications, roadway projects, and litigation).
- Account 2349 includes funds for services related to economic development and other outside legal services as needed.

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City of Dublin

Finance / Office of the Director

STATEMENT OF FUNCTIONS:

The Deputy City Manager/Director of Finance assists the City Manager in the preparation and administration of the operating budget, the capital improvements program, and is responsible for the administration of the City's debt and the various economic development and tax increment financing agreements.

The Deputy City Manager/Director of Finance also has administrative authority over Taxation, Procurement, and Accounting and Auditing.

OBJECTIVES AND ACTIVITIES:

- To help maintain a fiscally sound government and to conform to regulations by improving methods for financial planning and capital improvement planning.
- To provide assistance to the City Manager in the preparation and administration of the City's operating and capital budgets.
- To update, on an annual basis, the costs of all services provided by the City and to compare and evaluate the service cost with the service revenue.
- To maintain the financial records, ensure compliance with economic development commitments, and allocate funds in accordance with the applicable agreements for the City's various Tax Increment Financing Districts.
- To administer the City's debt financing function with the goal of maintaining the AAA rating from Fitch Ratings and Aaa rating from Moody's Investors Service.
- To receive the Distinguished Budget Presentation Award for the 2012 Operating Budget.
- To develop, implement and administer the City's procurement functions, including competitive bid processes and utilization of cooperative purchasing and reverse auction alternatives.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Deputy City Manager/Director of Finance	1	1
Deputy Director of Finance	1	1
Budget Manager (1)	1	1
Financial Analyst	1	1
Procurement Assistant	1	1
Administrative Assistant	1	1
TOTAL	**6**	**6**

NOTES AND ADJUSTMENTS:

(1) The Budget Manager position has been vacant since July 2010. The position is funded for 2013.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1210						
Personal Services						
2110	Salaries/Wages	243,345	453,790	453,790	340,000	416,400
2111	Overtime Wages	1,013	1,000	1,000	1,000	1,000
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	79,584	156,660	156,660	113,000	139,260
		323,942	611,450	611,450	454,000	556,660
Other Expenses						
2201	Conference/Mileage	261	4,500	4,500	4,500	5,000
2320	Communications	0	0	0	0	0
2340	Accounting/Auditing Serv	550	550	550	550	600
2380	Printing & Reproductions	999	1,500	1,500	1,200	2,000
2390	Misc Contractual Services	5,000	7,500	7,500	6,000	7,500
2391	Memberships/Subscriptions	735	1,000	1,000	1,000	1,200
2410	Office Supplies	782	1,000	1,000	1,000	1,000
		8,327	16,050	16,050	14,250	17,300
Capital Outlay						
2520	Equipment & Furniture	0	0	500	500	0
		0	0	500	500	0
TOTALS		$332,269	$627,500	$628,000	$468,750	$573,960

BUDGET SUMMARY:

101-1210

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2340 provides funding for the GFOA Budget filing fee.
- Account 2380 provides funding for the printing of the City's operating and capital budgets and the cost study document. The number of hard copy documents will be fewer due to an increase in CD Rom versions as well as availability on the City's web site.
- Account 2390 funds continuing consultation for the annual update of the cost of services study and upgrades to the software used to complete the study.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Procurement

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1211						
Personal Services						
2110	Salaries/Wages	49,082	50,040	50,040	50,040	51,100
2111	Overtime Wages	833	0	500	500	500
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	25,100	24,970	24,970	24,970	26,300
		75,015	75,010	75,510	75,510	77,900
Other Expenses						
2201	Conference/Mileage	11	0	0	0	500
2320	Communications	15,000	30,000	30,000	30,000	30,000
2330	Rents/Leases	11,986	11,450	11,450	11,450	11,900
2351	Maint. of Equipment	0	1,000	1,000	500	1,000
2370	Advertising	2,048	2,500	2,500	2,500	2,500
2390	Misc Contractual Services	11,202	20,000	20,000	20,000	20,000
2391	Memberships/Subscriptions	651	800	800	800	700
2410	Office Supplies	16,598	25,000	26,384	25,000	25,000
2420	Operating Supplies	727	700	700	700	800
2429	Coffee/Misc. Supplies	10,932	19,500	22,342	13,000	16,000
		69,155	110,950	115,176	103,950	108,400
TOTALS		$144,170	$185,960	$190,686	$179,460	$186,300

Finance / Procurement

BUDGET SUMMARY:

101-1211

- Account 2320 reflects postage expenses for City Hall.
- Account 2330 includes funding for rental of the City Hall postage machine and water coolers.
- Account 2370 provides funding for bid notices/legal advertisements for public improvement and construction projects; greater use of the City's website as well as use of alternative advertising venues have reduced this cost.
- Account 2390 provides funding for the fees related to fixed assets sold on GovDeals, an online auction provider.
- Account 2410 provides funding for letterhead stationery/envelopes, business cards, note cards, and folders for citywide usage.
- Account 2429 provides funding for coffee and related supplies to make coffee available to City staff and visitors during meetings at City buildings.

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City of Dublin

Finance / Transfers / Advances

STATEMENT OF FUNCTIONS:

The General Fund is the general operating fund of the City; money can be transferred from the General Fund to any other fund with approval of City Council. A transfer is the permanent movement of money from one fund to another.

Operating transfers are made to the Street Maintenance and Repair Fund, the Recreation Fund, the Safety Fund, the Cemetery Fund and the Swimming Pool Fund to supplement revenues directly credited to those funds. Funds are transferred when their fund balance drops below the average monthly expenditures anticipated.

Transfers to the Capital Improvements Tax Fund and other capital project funds are based on projects identified in the City's Five-Year Capital Improvements Program (CIP). To the extent that cash reserves become available in the General Fund, additional capital projects are programmed in the CIP.

An advance is a temporary movement of money from one fund to another. The City has utilized advances, for the most part, to provide initial funding for capital projects associated with the tax increment financing districts.

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Transfers/Advances		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1217	Transfers					
2710	Street Maintenance Fund	$1,650,000	$1,650,000	$1,650,000	$1,650,000	$1,650,000
2711	Recreation Fund	3,500,000	4,000,000	4,000,000	3,500,000	3,500,000
2712	Safety Fund	8,975,000	9,300,000	9,300,000	9,300,000	9,500,000
2714	General Bond Retirement Fund	0	0	0	0	0
2715	Capital Improvements Tax Fund	0	0	0	0	0
2718	Swimming Pool Fund	125,000	300,000	300,000	300,000	300,000
2720	Cemetery Fund	100,000	125,000	125,000	125,000	150,000
101-1218	Advances (1)					
2741	Woerner-Temple TIF	240,000	0	0	230,000	217,250
2742	Tartan West TIF	1,000,000	0	0	0	0
2743	Delta Energy TIF	840,000	0	0	0	0
2744	Upper Metro Place TIF	0	0	0	750,000	750,000
TOTALS		$16,430,000	$15,375,000	$15,375,000	$15,855,000	$16,067,250

(1) Advances are not required to be appropriated, they are reflected for cash flow purposes.

Finance / Miscellaneous Accounts

STATEMENT OF FUNCTIONS:

These are miscellaneous accounts within the General Fund which are not directly related to the operational costs of a specific function. The functional "supervision" of these accounts is provided by the Department of Finance.

The cost of the City's annual audit has been reflected in the Miscellaneous Accounts due to its citywide nature.

NOTES AND ADJUSTMENTS:

General Fund

Finance

Miscellaneous

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1219						
Other Expenses						
2301	County Auditor Deductions	4,915	15,000	16,700	16,700	16,000
2340	Accounting/Auditing Serv	53,077	50,250	54,580	54,580	54,650
2398	Real Estate Taxes	75,361	80,000	80,000	70,400	80,000
2910	Refunds	0	0	7,700	7,700	0
2309	Health Services	232,174	240,000	240,000	240,000	292,500
		365,527	385,250	398,980	389,380	443,150
TOTALS		$365,527	$385,250	$398,980	$389,380	$443,150

BUDGET SUMMARY:

101-1219

- Account 2301 provides funding for County Auditor deductions, election expenses and expenses related to advertising and collecting delinquencies. These fees are deducted from the City's property tax settlements.
- Account 2309 provides funding for the City's contract with the Franklin County Board of Health.
- Account 2340 provides funding for the City's annual audit. The Auditor of State approved a three-year contract for 2012-2014 (audit years 2011-2013) for Clark, Schaefer, Hackett and Co. to perform audit duties.
- Account 2398 funds real estate taxes for properties owned by the City that are not tax-exempt based on usage, or for which property tax exemption is pending.

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City of Dublin

Finance / Accounting & Auditing

STATEMENT OF FUNCTIONS:

Accounting & Auditing is responsible for maintaining the financial records of the City including: recording all receipts and expenditures; processing the City's payroll, maintaining capital asset records, internally examining and auditing accounts of the various departments and preparation of the City's Comprehensive Annual Financial Report (CAFR).

OBJECTIVES AND ACTIVITIES:

- To receive an unqualified audit opinion during the annual audit of the City's financial statements.
- To receive the Certificate of Achievement for Excellence in Financial Reporting for the City's CAFR.
- To collect, deposit, and accurately account for City monies received, and ensure compliance with established procedures.
- To pay vendors providing goods and services to the City in a timely manner, account for expenditures accurately and ensure compliance with established procedures.
- To ensure accurate and timely payment of employees' wages, salaries and benefits in accordance with the City's labor contracts, administrative policies, and federal and state regulations.
- To safe-keep and invest City monies in a manner consistent with the Ohio Revised Code and the City's investment policy.
- To maintain accountability for the City's capital assets.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Accounting & Auditing	1	1
Accountant	1	1
Payroll Specialist	1	1
Accounting Specialist	3	3
TOTAL	**6**	**6**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Accounting and Auditing		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1220						
Personal Services						
2110	Salaries/Wages	399,746	414,070	414,070	400,000	421,300
2111	Overtime Wages	557	1,000	1,000	1,000	1,000
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	115,431	119,820	119,820	119,820	123,765
		515,734	534,890	534,890	520,820	546,065
Other Expenses						
2201	Conference/Mileage	4,527	6,500	6,671	3,000	7,100
2340	Accounting/Auditing Serv	580	600	600	600	600
2349	Professional Services	30,000	30,000	32,500	30,000	30,000
2370	Advertising	66	70	70	70	75
2380	Printing & Reproductions	1,043	1,100	1,100	1,100	1,000
2390	Misc Contractual Services	50,902	52,750	52,750	52,750	54,000
2391	Memberships/Subscriptions	1,314	1,500	1,500	1,500	1,500
2410	Office Supplies	1,569	5,000	5,000	3,000	5,000
2910	Refunds	0	0	0	0	0
		90,001	97,520	100,191	92,020	99,275
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		$605,735	$632,410	$635,081	$612,840	$645,340

BUDGET SUMMARY:

101-1220

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2340 provides funding for the Government Finance Officers Association (GFOA) filing of the Comprehensive Annual Financial Reports (CAFR).
- Account 2349 provides funding for the use of an investment advisor for most of the City's portfolio.
- Account 2380 provides funding for the printing of the City's CAFR. A minimum number of hard copies of the document will be printed, and compact disk versions will be used to distribute the document when appropriate.
- Account 2390 provides funding for custodial fees related to investment accounts, other banking fees, and fees associated with the City's purchasing card program.
- Account 2410 provides funding for blank check stock and leave request forms for City employees.

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City of Dublin

Finance / Taxation

STATEMENT OF FUNCTIONS:

Taxation is responsible for the collection of all tax revenues including hotel/motel tax, audits, delinquency collections, compliance projects, refunds, coordination of hotel/motel tax grants, and other duties as assigned. The City of Dublin continues to grow and, as a mandatory filing community, the City is always striving to reduce the number of forms printed to become "greener" and to use more innovative means for tax filings to achieve a higher level of distinction in Central Ohio. Preliminary and final audits are conducted to insure that all tax obligations have been fulfilled. The Director of Taxation works closely with businesses to ensure proper and timely filing, paying and processing of all tax forms.

OBJECTIVES AND ACTIVITIES:

- To operate an efficient, organized and cooperative tax office.
- To reduce the number of withholding forms printed by sending a letter with a Personal URL to each non-payroll service withholder to allow them to access their own forms and to print them as needed (reduction in cost of printing and postage).
- Work with City of Columbus to develop a uniform method to allow payroll service providers to file using ACH Credit.
- To accept payments via credit/debit cards and electronic checks through a third party provider at no cost to the City (increase customer service and reduce delinquencies).
- To allow all Dublin residents to file electronically to reduce amount of paper received.
- To allow tax practitioners to file clients' returns and pay any tax due electronically.
- To maintain prompt processing time frames on all returns and refunds.
- To review withholding frequencies on all accounts and make necessary adjustments.
- To closely monitor progress of collection efforts through formally established delinquency procedures.
- To monitor income tax legislation and update income tax ordinance as necessary.
- To accept payments processed through the Ohio Business Gateway and the Online Tax Tool and to accept W-2's via magnetic tape or diskette.
- To implement electronic filing and electronic funds transfer for withholding accounts.
- To provide assistance in the administration of tax increment financing and economic development agreements.
- To scan all tax documents to enable records to be accessed quickly and efficiently at each work-station and to cross-train Taxation staff.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Taxation	1	1
Accounting Specialist	3	3
Staff Assistant	1	1
TOTAL	**5**	**5**
PART-TIME/SEASONAL STAFF		
Office Assistant II	1	1
Office Assistant I	1	1
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

This budget funds 40% of the Office Assistant 1 position in the Office of the City Manager.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Taxation		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1230						
Personal Services						
2110	Salaries/Wages	345,253	358,550	358,550	358,550	386,800
2111	Overtime Wages	1,294	2,000	2,100	2,100	2,000
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	7,090	0	0	0	0
2120	Employee Benefits	134,734	130,610	130,610	130,610	142,500
		488,371	491,160	491,260	491,260	531,300
Other Expenses						
2201	Conference/Mileage	3,403	4,200	4,200	4,200	4,100
2320	Communications	11,476	12,700	12,700	12,700	15,180
2349	Professional Services	6,645	14,880	14,957	14,880	13,450
2351	Maint. of Equipment	130	260	260	260	200
2390	Misc Contractual Services	62,485	57,040	57,831	50,000	50,610
2391	Memberships/Subscriptions	1,074	880	880	880	1,305
2410	Office Supplies	1,613	3,000	3,169	3,000	2,500
2414	Dublin Forms	9,083	9,250	9,250	9,250	9,630
2910	Refunds	2,120,703	2,250,000	2,250,000	1,900,000	2,250,000
		2,216,612	2,352,210	2,353,247	1,995,170	2,346,975
Capital Outlay						
2520	Equipment & Furniture	0	900	900	900	475
		0	900	900	900	475
TOTALS		$2,704,983	$2,844,270	$2,845,407	$2,487,330	$2,878,750

BUDGET SUMMARY:

101-1230

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2320 provides funding costs related to the distribution of tax forms (i.e. postage, labels).
- Account 2349 provides funding for the online tax tool (including withholding) and electronic filing for both individuals and tax practitioners as well as the cost for the State of Ohio tape which is used to ensure compliance.
- Account 2390 includes funding to utilize a collection agency for collection of delinquent accounts.
- Account 2414 funds letters with Personal URLs that are sent to filers to direct them to their own site via the online tax tool to reduce the number of paper returns received; thus reducing the manpower necessary to ensure the returns are truly "Dublin" returns. Non-payroll service provider withholding accounts will receive a letter with a Personal URL instead of a booklet that will allow them to print forms with their Dublin identification as needed and will identify them as "active" accounts thereby reducing the City's accepting dollars for accounts with Dublin mailing address but not physically located in Dublin.
- Account 2520 includes funding for one overhead bin.
- Account 2910 provides funding for income tax refunds. The budget reflects a calculation based on 3.0% of total collections.

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City of Dublin

Public Service / Solid Waste Management

STATEMENT OF FUNCTIONS:

The City of Dublin seeks recognition in the field of local government as being environmentally sensitive. To this end the City will provide a comprehensive solid waste management program. This program will provide services to Dublin residents with an emphasis on reduction, reuse, recycling, and beautification. This program will ensure the City's compliance with all solid waste management rules and regulations. All related services will be performed with the emphasis on providing the highest level of customer satisfaction.

OBJECTIVES AND ACTIVITIES:

- To deliver one of the highest quality curbside chipper/leaf pickup service in the central Ohio area.
- To continue to ensure our contracted refuse services are of the highest quality.
- To maintain good customer relations by providing quality service pickup.
- To keep storm systems free of leaf debris.
- To keep the City's right-of-way free of unsightly and unsafe vegetative debris piles.
- To perform chipper/leaf pickups in an economical efficient manner.
- To continue to inform and educate the public on the City's solid waste programs.
- To continue to increase the diversion rate from landfills by encouraging both business and residential recycling.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Operations Administrator (1)	1	1
Maintenance Crew Supervisor (2)	1	1
Maintenance Worker	4	4
Office Assistant II	1	1
TOTAL	**7**	**7**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	3	3
TOTAL	**3**	**3**

NOTES AND ADJUSTMENTS:

(1) The Operations Administrator position is allocated 33% to this budget and 67% to the Street Maintenance and Repair Fund.

(2) The Maintenance Crew Supervisor is allocated 50% to this budget and 50% to the Street Maintenance and Repair Fund and the Director of Streets and Utilities reflected in the Street Maintenance and Repair Fund is allocated 25% to this budget.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Solid Waste Management		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1311						
Personal Services						
2110	Salaries/Wages	377,731	382,330	380,380	380,380	395,800
2111	Overtime Wages	11,359	34,250	34,250	34,250	34,250
2112	Other Wages	51,140	52,130	52,130	52,130	55,230
2113	Short Term Disability	287	0	1,950	1,950	0
2120	Employee Benefits	179,713	186,990	186,990	186,990	178,240
2140	Uniforms & Clothing	5,814	7,500	7,516	5,500	4,210
		626,044	663,200	663,216	661,200	667,730
Other Expenses						
2201	Conferences/Mileage	2,016	2,800	2,800	2,000	4,050
2320	Communications	0	0	0	0	50
2330	Rents/Leases	216	3,000	3,000	3,000	3,000
2349	Other Professional Serv	641	6,500	8,769	4,000	4,500
2351	Maint. of Equipment	750	4,000	4,000	4,000	5,000
2380	Printing & Reproductions	0	300	300	0	300
2391	Memberships/Subscriptions	724	520	520	520	520
2410	Office Supplies	396	480	480	480	300
2420	Operating Supplies	1,862	2,750	2,750	2,750	2,850
2440	Small Tools & Minor Equip	603	2,000	2,000	2,000	2,000
2811	Refuse Collect./Recycling	2,356,370	2,645,730	2,874,866	2,850,000	2,946,610
2813	Promotional Programs	529	900	1,800	900	1,900
		2,364,107	2,668,980	2,901,285	2,869,650	2,971,080
Capital Outlay						
2520	Equipment & Furniture	0	3,240	3,240	3,240	900
		0	3,240	3,240	3,240	900
TOTALS		$2,990,151	$3,335,420	$3,567,741	$3,534,090	$3,639,710

BUDGET SUMMARY:

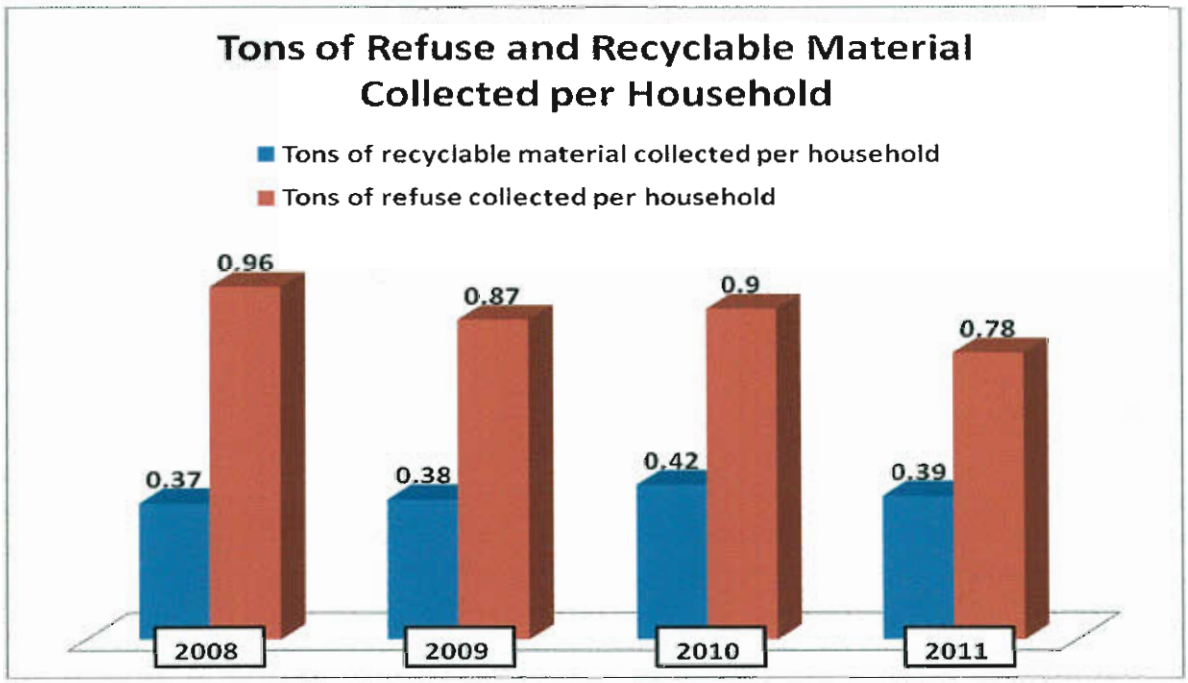
101-1311

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2201 provides funding for Commercial Driver's License renewals, professional development training, SWACO Emerald Awards attendance and LTAP Road Scholar training.
- Account 2330 provides contingency funding for equipment rental that may be required in the event of detrimental weather.
- Account 2349 provides funding for professional services to remove City facility hazardous waste and street sweeper waste disposal.
- Account 2420 provides funding for operation supplies including waste hauler permits, paint, nuts/bolts, and other consumable items.
- Account 2811 provides funding for the City's refuse/recycling contract with Rumpke, which was renewed in 2009 for the 2010–2014 time period. In addition, this account provides funds for small facility recycling containers, tipping fees for dumpsters/special events, recycling containers for events, and funds to repair or replace existing residential recycling containers. Account 2813 provides funding for Earthweek, and Household Hazardous Waste.
- Account 2520 provides funding to replace small equipment such as weedeaters, handheld blowers, and wheeled trimmers.

PERFORMANCE MEASURES:

1) **Tons of Recyclable Material Collected per Household**

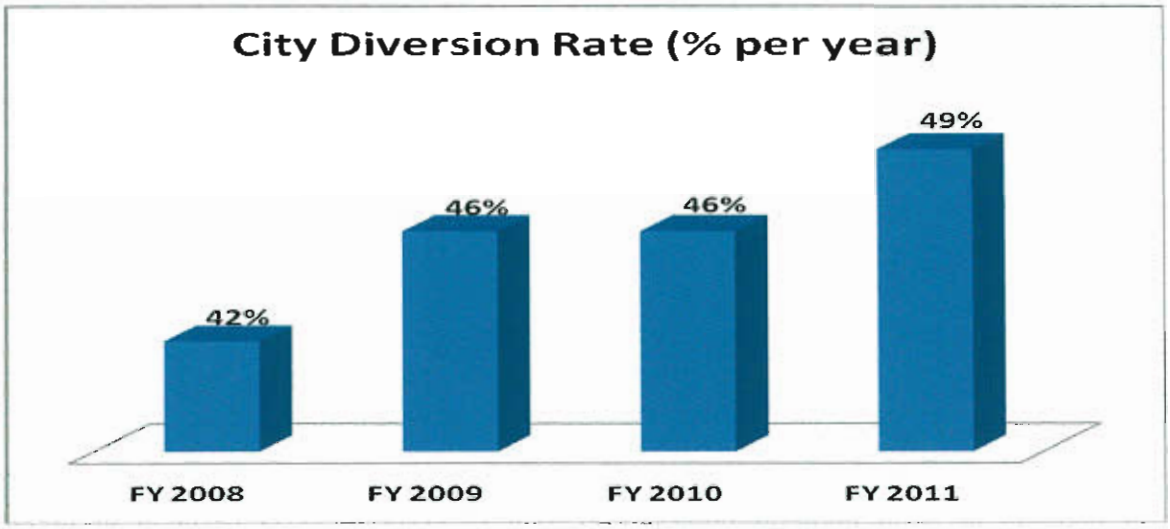
2) **Tons of Refuse Collected per Household**



The Streets and Utilities Division uses both measurements above (tons of refuse/recycling collected per household) to calculate an average rate of tons collected per solid waste customer in Dublin. The division is able to compare the data for recycling and refuse collection to better understand the effect of new programs and the effect of the economy on quantities of solid waste material collected. This enables the City to focus on continuous innovative improvement therefore helping to increase the City's overall diversion rate.

PERFORMANCE MEASURES: CONTINUED

3) City Diversion Rate (% per Year)



The City of Dublin measures diversion rate as the amount of waste directed away from the landfill through reuse, recycling, and composting of materials. There are economic, environmental and social benefits to increasing the City's diversion and recycling rates including: decreased tipping fees, increased landfill life span, and the conservation of resources.

4) Percent of Citizens Rating Yard Waste, Leaf Collection, Recycling Collection and Chipper Service as Good or Excellent (Dublin Citizen Satisfaction Survey)

Residents value the aesthetic qualities of Dublin and appreciate services such as recycling, leaf collection, yard waste collection and chipper service. The quality of the services offered along with the commitment of City staff to providing excellent customer service to Dublin residents has attributed to the high satisfaction rates shown above.

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City of Dublin

Administrative Services / Fleet Management

STATEMENT OF FUNCTIONS:

The Fleet Management Division provides City staff with safe, well-maintained transportation, enabling them to perform tasks with highly maintained vehicles that reflect a positive image for the City. Goals include ensuring all vehicles and equipment are well maintained and repairs are made in a timely and effective manner. Staff will continue to pursue alternative fuel and other options in an effort to reduce emissions of the City fleet and equipment.

OBJECTIVES AND ACTIVITIES:

- Provide the highest vehicle maintenance standards.
- Properly maintain fleet to ensure all City equipment is safe for use.
- Add/replace vehicles and equipment as needed to ensure the correct equipment is available to complete tasks safely and economically while delivering services to residents at expected levels.
- Implement consistent preventative maintenance procedures to ensure maximum usage of equipment.
- Provide support for the online auction to dispose of older vehicles and equipment from the fleet.
- Analyze alternative fuel and hybrid fleet options and incorporate those options when appropriate.
- Oversee the City's fueling station.
- Monitor and analyze vehicle and equipment usage to ensure proper size of fleet.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Fleet Manager	1	1
Fleet Administrator	1	1
Automotive Mechanic I	6	6
Office Assistant II	1	1
TOTAL	**9**	**9**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Fleet Maintenance		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1321						
Personal Services						
2110	Salaries/Wages	466,140	560,230	560,230	530,000	566,700
2111	Overtime Wages	11,115	20,000	20,000	15,000	20,000
2113	Short Term Disability	1,868	0	0	0	0
2120	Employee Benefits	185,750	216,380	216,380	195,000	201,890
2140	Uniforms & Clothing	6,939	8,580	8,913	8,580	8,575
		671,812	805,190	805,523	748,580	797,165
Other Expenses						
2201	Conference/Mileage	7,001	11,500	11,500	11,500	14,500
2320	Communications	0	0	0	0	0
2330	Rents/Leases	3,555	2,500	2,522	2,500	2,500
2349	Professional Services	12,469	8,000	8,327	8,000	14,250
2351	Maint. of Equipment	6,344	6,500	6,600	6,500	12,000
2390	Misc Contractual Services	6,614	6,500	13,018	13,000	89,000
2391	Memberships/Subscriptions	0	0	1,000	1,000	880
2410	Office Supplies	982	1,300	1,300	1,300	1,500
2420	Operating Supplies	14,889	15,000	15,117	15,000	12,500
2421	Fuel	1,672,519	1,700,000	1,796,000	1,700,000	1,767,000
2431	Vehicle Maintenance	269,304	265,000	276,347	265,000	274,000
2440	Small Tools & Minor Equip	4,832	5,300	5,300	5,300	7,800
		1,998,509	2,021,600	2,137,031	2,029,100	2,195,930
Capital Outlay						
2520	Equipment & Furniture	914	5,500	5,500	5,500	5,500
		914	5,500	5,500	5,500	5,500
TOTALS		$2,671,235	$2,832,290	$2,948,054	$2,783,180	$2,998,595

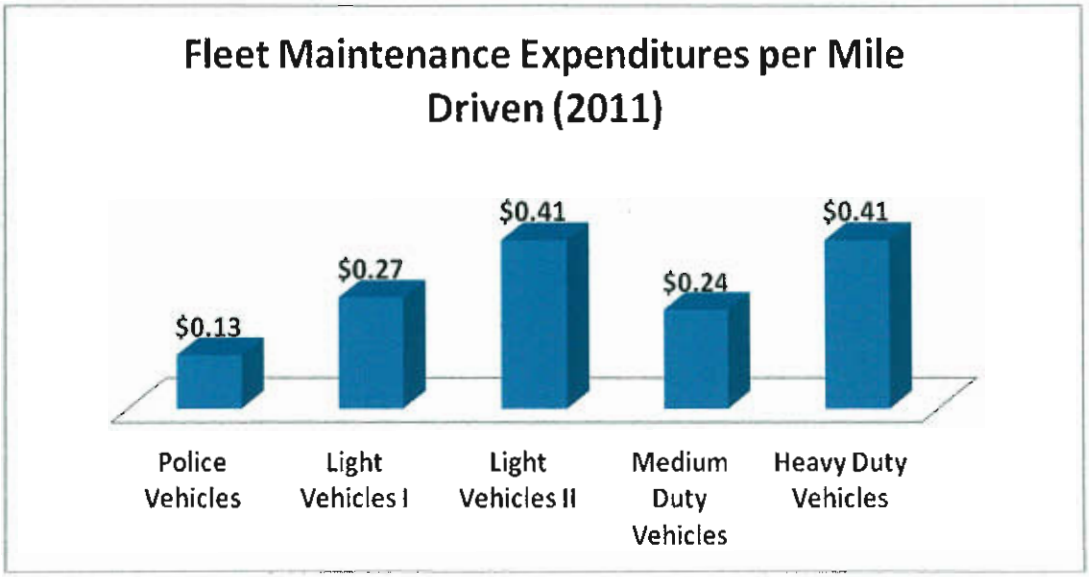
BUDGET SUMMARY:

101-1321

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2140 provides funding for rental uniforms, boots and gloves, and safety glasses.
- Account 2201 provides funding for ASE certifications, welding certifications (for two mechanics), other specialized training for division, FASTER conference, Green Fleet and Government Fleet conferences.
- Account 2330 provides funding for rental of welding tanks.
- Account 2349 includes funds for required fuel tank registrations and fuel tank cleanings; service on the parts cleaner; vehicle registration, titles, plates and all towing of vehicles; and removal of used tires.
- Account 2351 provides funding for maintenance and various equipment inspections. This would include maintenance & lift inspections, fuel system maintenance and repairs, bucket truck inspections (OSHA required), and bulk oil delivery system.
- Account 2390 provides funds for car washes as needed, and for purchase of fire extinguishers. This account also provides funding for Integrated Business Solutions (IBS - NAPA) which will be the City's parts provider and assist with inventory and warranties. It is a three year contract and provides for a NAPA employee to be on-site during regular business hours.
- Account 2391 provides funds for employee membership dues and subscriptions.
- Account 2420 includes funding for soaps, hand cleaners and other operating supplies.
- Account 2421 provides funding for fuel and other petroleum products. Over 50% of the fuel purchased by the City is consumed by the Dublin City School District and Washington Township. Those costs are recovered through reimbursement to the City based on actual usage plus surcharge.
- Account 2431 provides funding for the repair and maintenance of all City-owned vehicles and equipment (tires, parts, curb shoes, blades, plows, cutting edges).
- Account 2440 provides funding for hand tools and special tools due to model year changes.
- Account 2520 provides funding for a scissor lift, and office furniture.

PERFORMANCE MEASURES:

1) Total Maintenance Expenditure per Mile Driven (by Vehicle Type)



Fleet Management tracks this measurement to assess the overall cost per mile by vehicle type to determine the operating cost to the City. Various management decisions can be based on the results. For example, increased maintenance costs for a particular vehicle or vehicle type factors into decisions regarding replacement and replacement cycles.

Public Service / Engineering

STATEMENT OF FUNCTIONS:

Engineering provides services such as design review, pavement management, operation and maintenance of traffic signals, street lights, the outdoor warning system, school zone flashers, traffic sign and pavement marking maintenance, surveying, construction inspection, design, operation and maintenance of water distribution, storm and sanitary sewers, flood plain, retention and detention basins, management of capital improvement projects and consultation on proposed projects to various City departments. The City Engineer is responsible for ensuring engineering standards and guidelines are followed for all work in the public rights-of-way and easements. This function reviews the engineering aspects of all development projects and provides significant support to Streets and Utilities, Parks and Open Space, and Facilities Management regarding the maintenance of City infrastructure. The City Engineer provides advice and information to City Council, the Planning and Zoning Commission, and Task Forces when convened for special initiatives/projects.

OBJECTIVES AND ACTIVITIES:

- To maintain City infrastructure by establishing a maintenance program for sanitary and storm sewers, manholes, streets, curb and gutters, sidewalks, bikepaths, traffic signals, signage, pavement markings, flood plain and ponds.
- To manage timely completion of City capital improvement projects.
- To ensure comprehensive, timely review of engineering plans and reports for capital improvement projects, subdivisions and development related projects.
- To coordinate with other governmental agencies in regards to pursuing federal and state grants, storm and sanitary sewer, water distribution and other applicable issues.
- To manage the comprehensive stormwater maintenance and improvement program.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Engineering	1	1
Engineering Manager	3	3
Civil Engineer	7	7
Engineering Assistant	1	1
Electrical Worker	4	4
Engineering Project Coordinator	2	2
Engineering Project Inspector	6	6
Administrative Assistant	1	1
Office Assistant II (1)	1	1
Office Assistant I (2)	1	0
Staff Assistant	1	1
TOTAL	**28**	**27**

NOTES AND ADJUSTMENTS:

(1) The Office Assistant I was reclassified to an Office Assistant II position on September 26, 2012.

(2) One Office Assistant I position was moved from Engineering in mid-2012. The position is now allocated between the Office of the City Manager, Community Relations, and Taxation.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Engineering		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1330						
Personal Services						
2110	Salaries/Wages	1,656,647	1,774,270	1,760,320	1,760,320	1,784,600
2111	Overtime Wages	28,775	20,000	30,000	30,000	25,000
2112	Other Wages	873	0	0	0	0
2113	Short Term Disability	23,814	0	6,950	6,950	0
2120	Employee Benefits	697,243	712,280	712,280	712,280	688,400
2140	Uniforms & Clothing	4,025	10,830	12,668	8,000	7,730
		2,411,377	2,517,380	2,522,218	2,517,550	2,505,730
Other Expenses						
2201	Conferences/Mileage	14,719	20,650	20,650	15,000	25,280
2211	Meeting Expenses	2,299	2,000	2,000	2,000	2,000
2320	Communications	1,383	3,000	3,000	2,000	3,000
2346	Eng. Inspection	44,394	50,000	50,000	45,000	50,000
2348	Plan Review	2,443	10,000	10,000	5,000	2,000
2349	Other Professional Serv	393,344	230,000	271,576	230,000	124,500
2380	Printing and Reproduction	4,311	3,000	3,000	3,000	3,000
2391	Memberships/Subscriptions	4,049	5,280	5,280	5,280	5,910
2410	Office Supplies	6,937	10,000	10,000	7,000	7,000
2420	Operating Supplies	4,067	7,000	7,000	7,000	14,000
		477,946	340,930	382,506	321,280	236,690
Capital Outlay						
2520	Equipment & Furniture	2,308	4,090	4,090	4,090	6,850
		2,308	4,090	4,090	4,090	6,850
TOTALS		$2,891,631	$2,862,400	$2,908,814	$2,842,920	$2,749,270

BUDGET SUMMARY:

101-1330

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2140 provides funding for safety vests, fire retardant pants and shirts, boots, rain gear and safety glasses.
- Account 2201 provides funding for staff development training, webinars, and local conferences.
- Account 2211 includes funding for group meetings sponsored by the City. Funding is included for food, beverages, and associated supplies.
- Account 2346 provides funding for inspection of construction materials by the City of Columbus, contract geo-technical testing services and contract inspection services.
- Account 2348 provides funding for consultant and specialized plan review.
- Account 2349 provides funding for consulting services, including surveying, micro-modeling training, bridge load ratings and inspections mandated by the Ohio Department of Transportation and the Federal Highway Administration, the National Pollution Discharge Elimination System (NPDES) permit fee and required public education and outreach, and professional services associated with floodplain permit review. The budget for 2013 includes funding for the North Fork Indian Run Floodplain study, W. Bridge Street school zone flasher signal replacement, and stormwater inspection services.
- Account 2380 provides funding for printing contract documents and plans related to the City's capital improvement projects, and toner for various printers.
- Account 2391 provides funding for memberships including APWA, and engineering license renewals.
- Account 2420 provides funding for supplies for the Inspectors including spray paint, soil probes, tapes, lathes, etc. This account also provides funding for the rain barrel and compost bin programs.
- Account 2520 provides funding for road plates for the street maintenance program, laser levels, flat file cabinet, metal detectors and digital cameras.

General Fund

Public Service

Miscellaneous

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1339						
Other Expenses						
2310	Utilities	207,501	214,200	224,193	214,200	214,200
2430	Repair & Maintenance	144,260	192,500	204,555	150,000	125,000
		351,761	406,700	428,748	364,200	339,200
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		$351,761	$406,700	$428,748	$364,200	$339,200

BUDGET SUMMARY:

101-1339

- Account 2310 provides funding for electrical service to the City's streetlights and outdoor early warning siren system.
- Account 2430 provides funding to purchase parts and supplies for the City's streetlights and outdoor early warning siren system.

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City of Dublin

Public Service / Building Standards

STATEMENT OF FUNCTIONS:

Building Standards is under the administrative direction of the Director of Building Standards (Chief Building Official) who reports to the Deputy City Manager/Director of Economic Development. The primary responsibility of Building Standards is to ensure that all new construction, both commercial and residential, complies with all applicable state, local, and national building codes.

OBJECTIVES AND ACTIVITIES:

- To ensure that all new construction complies with all applicable state, local, and national building codes.
- To perform plan reviews on applications, perform inspections, issue permits and issue certificates of occupancy.
- To provide direction and communicate with the construction applicants and the public.
- To provide timely information regarding levels and types of construction activity within the City to City departments, applicants, and the public.
- To provide drafting and architectural support to City projects.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Building Standards	1	1
Review Services Analyst	1	1
Commercial Plans Examiner	1	1
Building Inspector (3)	4	4
Electrical Inspector	1	1
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Office Assistant II (2)	2	3
Senior Building Inspector	1	1
Staff Assistant	1	1
Office Assistant I (1)	1	0
TOTAL	**15**	**15**

NOTES AND ADJUSTMENTS:

(1) Filling the Staff Assistant position internally created a vacancy in one of the Office Assistant II position. After assessment, the position was downgraded to an Office Assistant I position which was filled in 2012.

(2) The Director of Building Standards has asked that HR review the Office Assistant I position for an upgrade to Office Assistant II.

(3) The need for re-filling the vacant Building Inspector position is being reviewed by HR.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Building Standards		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1340						
Personal Services						
2110	Salaries/Wages	930,800	955,970	955,970	875,000	966,000
2111	Overtime Wages	3,602	4,250	4,250	3,500	6,500
2112	Other Wages	2,762	10,000	10,000	4,000	0
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	355,978	360,720	360,720	335,000	365,395
2140	Uniforms & Clothing	1,536	2,500	2,500	2,000	2,500
		1,294,678	1,333,440	1,333,440	1,219,500	1,340,395
Other Expenses						
2201	Conferences/Mileage	6,406	7,500	7,500	6,500	7,500
2211	Meeting Expenses	87	500	500	100	2,000
2347	Building Inspection Serv	55,662	50,000	65,023	65,000	75,000
2348	Plan Review	7,860	25,000	30,000	30,000	15,000
2349	Other Professional Serv	0	0	0	0	0
2380	Printing and Reproduction	664	2,500	3,643	2,500	2,500
2390	Contractual Services	3,728	2,500	5,500	5,500	5,000
2391	Memberships/Subscriptions	2,508	2,500	2,500	2,500	2,500
2410	Office Supplies	3,737	4,500	4,500	4,000	4,500
2420	Operating Supplies	3,625	5,000	5,000	3,600	5,000
2910	Refunds	1,875	7,500	15,000	15,000	7,500
		86,152	107,500	139,166	134,700	126,500
Capital Outlay						
2520	Equipment & Furniture	321	500	500	500	0
		321	500	500	500	0
TOTALS		$1,381,151	$1,441,440	$1,473,106	$1,354,700	$1,466,895

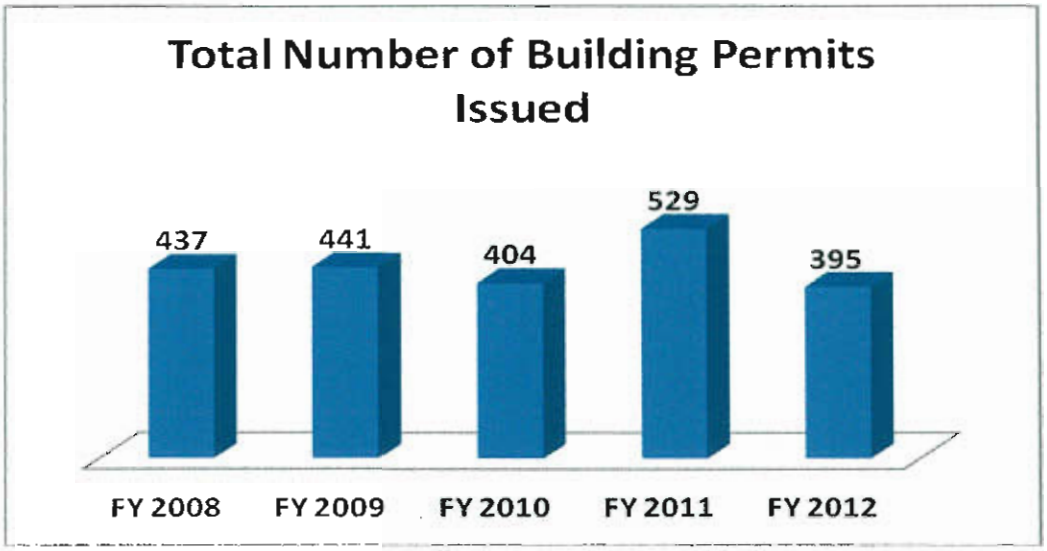
BUDGET SUMMARY:

101-1340

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2140 includes shirts, boots and cold weather wear for Inspectors.
- Account 2201 provides funding for training, attendance at regional conferences and required State certifications.
- Account 2347 includes funding for plumbing inspection services from the Franklin County Board of Health. The budget for this account fluctuates with the level of building activity; however fees collected directly offset this expense.
- Account 2348 funds contract services needed to complement the plan review which is completed in-house.
- Account 2420 provides funding for supplies such as technical equipment, code reference materials for Inspectors and Plan Review staff.
- Account 2910 provides funding for unanticipated refunds.

PERFORMANCE MEASURES:

1) Total Number of Building Permits Issued (Commercial and Residential)

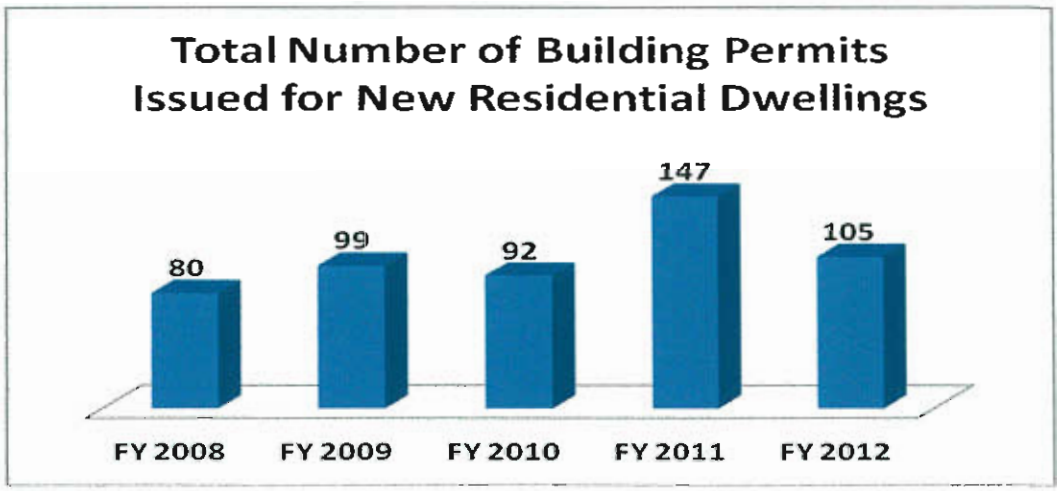


**2012 figure represents data collected as of August 2012*

The total number of building permits increased from 2008 to 2011 approximately 21%. The lowest numbers of permits were issued in 2010. However, Building Standards saw a 31% increase in 2011. It appears that these numbers are continuing to trend upwards when looking at month to month comparisons.

The numbers begin to reflect a growing trend of upward activity in the construction sector of Dublin's economy. Based upon these trends it shows that Building Standards needs to continue to examine its resources, both fiscally and in personnel, to continue to keep up with those trends.

2) Total Number of Building Permits Issued for New Residential Dwelling Units (Incl. Single Family and Multi-Family)



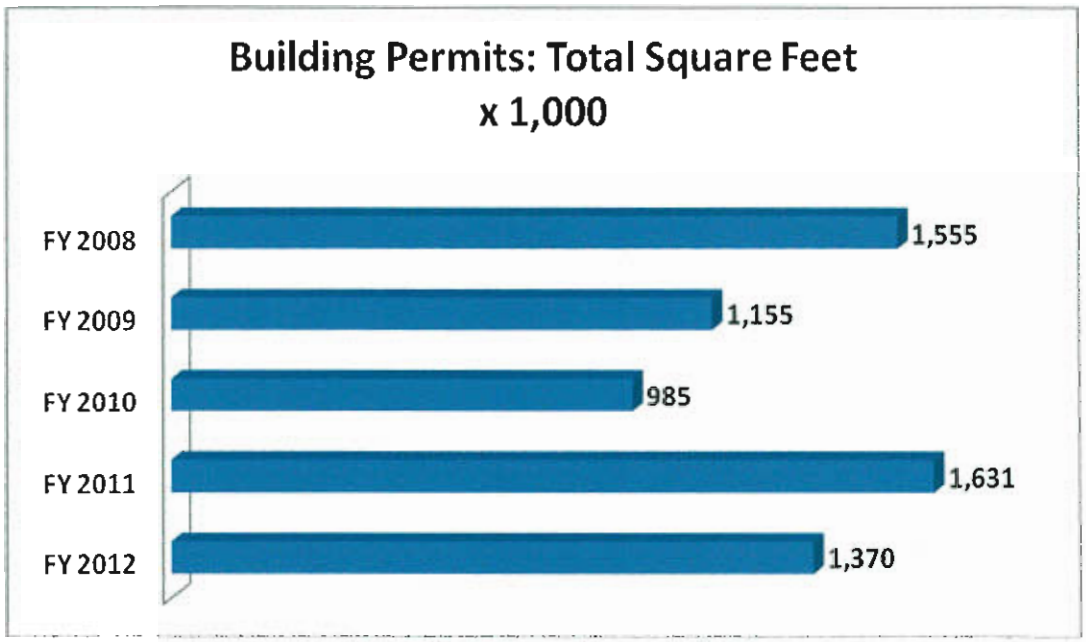
**2012 figure represents data collected as of August 2012*

PERFORMANCE MEASURES: CONTINUED

The total number of new residential building permits increased from 2008 to 2011 approximately 84%. The lowest numbers of permits were issued in 2008. This was a drastic decrease from the 2007 high of 154 new residential dwelling permits issued. It appears that we are on track to match or exceed the 2007 permits issued for 2012.

A good indicator of construction growth is in residential sector construction. While we have seen a drastic decrease from 2007 numbers, the positive side is that the City is seeing a marked trend upward from 2008. This bodes well for the amount of permit activity that Building Standards will continue to see for the near term. Generally speaking, after construction of these residential units, there generally is also a trend of remodeling that occurs, mostly in basements of these buildings. Those basement finishes tend to continue to place a demand on our staff resources in the form of permit processing, plan review and inspections in the building, electrical and mechanical trades.

3) Building Permits Issued: Total Square Feet x 1,000 (Commercial and Residential)



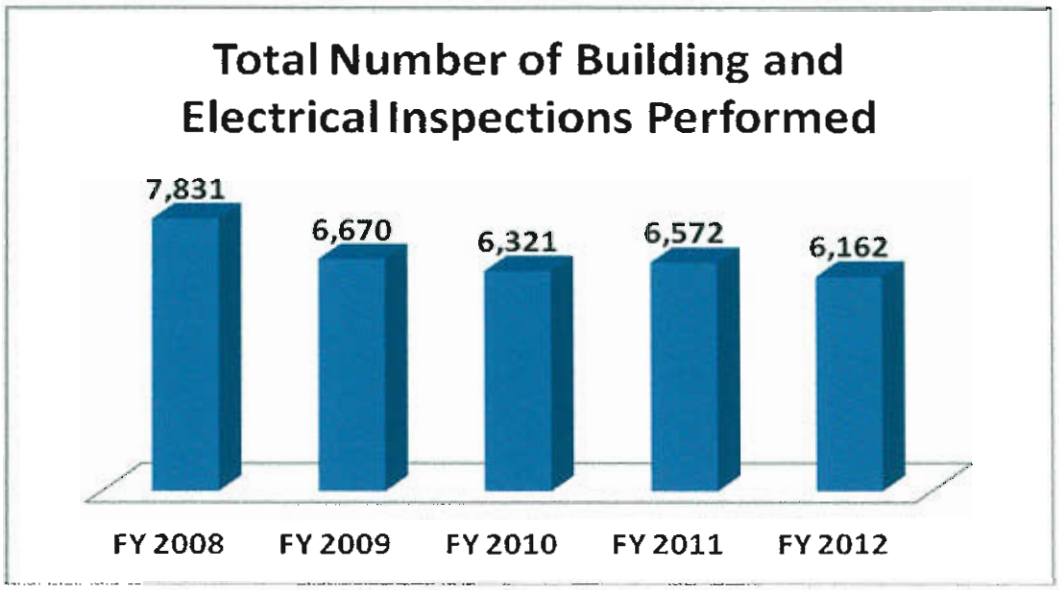
**2012 figure represents data collected as of August 2012*

The total number of square feet of construction increased from 2008 to 2011 approximately 5%. The lowest square feet of construction came in 2010. However, between 2010 and 2011, there was an increase of 66%. There has also been a 22% increase in construction square footage from August of 2011 and August of 2012.

Our permits are mainly based upon square feet of construction. Therefore, as square foot activity increases, our permit revenue also increases. Also, as a by-product, as this type of construction activity increases then the "over-the-counter" permit activity increases because of the need for new associated electrical, mechanical and plumbing permits.

PERFORMANCE MEASURES: CONTINUED

4) Total Number of Building and Electrical Inspections Performed



**2012 figure represents data collected as of August 2012*

The total number of building and electrical inspections decreased from 2008 to 2011 approximately 16%. However, with the low of 6,321 inspections in 2010, there was an increase of 4% between 2010 and 2011. There was also an increase of 47% between August of 2011 (57% of 2011 total inspections) and August of 2012. Since building and electrical inspections usually lag behind the numbers for permits issued, it appears that inspections will remain trending upward into 2013.

Land Use and Long Range Planning

STATEMENT OF FUNCTIONS

The division is responsible for the City's land use planning, zoning reviews, code enforcement, and oversight of several boards and commissions. More importantly, the division is responsible for analyzing the changing needs of the city and identifying and implementing long range planning objectives that address these needs. This includes identifying trends that need to be addressed (changes in demographics, attracting and retaining a stable business community, aging infrastructure, etc). Once the objectives of the project are established, a strategic work plan is created to oversee and implement recommendations that will be forwarded to various public entities including the Dublin City Council.

All of these activities relate to the following functional areas: review of development proposals; preparing/updating and implementing the Community Plan; project analysis; area studies; code enforcement; zoning compliance inspections; land use modeling and impact analysis; capital improvement programming and economic development support; code amendment preparation; and customer service operations. The mission statement is as follows:

Mission Statement

The Mission of the Land Use and Long Range Planning work unit is to provide professional and technical expertise to guide the land use decisions of public officials, residents, and the development community. We engage our citizens to establish and realize a long range vision for Dublin's land use and development character. We facilitate the zoning process through the implementation of the Community Plan and the administration and enforcement of the City's land use codes.

OBJECTIVES AND ACTIVITIES

- To be responsive to citizens on planning issues and facilitate a citizen participation process.
- To plan the orderly, high quality growth of the city by implementing the Community Plan.
- To assist economic development activities by providing land use/site design support.
- To assist in the coordination and the implementation of the capital improvement program.
- To manage development proposals through the public hearing process.
- To administer development regulations.
- To be responsive to City Council goals.
- To ensure compliance with all orders of City Council, Planning Commission, Administrative Review Team, Board of Zoning Appeals, Architectural Review Board, and various special subcommittees, task forces, and other groups.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Land Use & Long Range Planning	1	1
Planning Manager	1	1
Senior Planner (1)	3	2
Planner (2)	5	4
Code Enforcement Supervisor	1	1
Code Enforcement Officer	2	2
Landscape Architect	1	1
Zoning Inspector	1	1
Administrative Assistant	2	2
Office Assistant I	1	1
Office Assistant II	1	1
TOTAL	**19**	**17**
PART-TIME/SEASONAL STAFF		
Zoning Inspector	1	1
Planning Assistant	4	4
TOTAL	**5**	**5**

NOTES AND ADJUSTMENTS

(1) One vacant Senior Planner position has been removed.
(2) One vacant Planner position has been removed.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Land Use/Long Range Plans

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1410						
Personal Services						
2110	Salaries/Wages	1,214,312	1,256,540	1,256,540	1,240,000	1,193,160
2111	Overtime Wages	8,347	12,500	12,500	9,000	12,500
2112	Other Wages	59,828	93,750	93,750	73,000	90,270
2113	Short Term Disability	1,598	0	0	0	0
2120	Employee Benefits	475,098	499,820	499,820	486,000	429,620
2140	Uniforms & Clothing	3,049	3,950	5,786	3,950	4,550
		1,762,232	1,866,560	1,868,396	1,811,950	1,730,100
Other Expenses						
2201	Conferences/Mileage	16,845	20,650	30,465	20,650	24,000
2211	Meeting Expenses	763	850	925	850	850
2320	Communications	12,538	10,000	10,000	10,000	7,500
2330	Rents/Leases	15,080	3,200	5,338	3,200	2,820
2344	Planning Services	280,357	127,500	297,576	127,500	200,000
2349	Other Professional Serv	34,125	33,500	42,170	33,500	26,000
2351	Maint. of Equipment	17,148	2,500	2,635	2,500	850
2370	Advertising	0	500	500	250	500
2380	Printing and Reproduction	1,556	6,000	19,300	6,000	4,000
2390	Contractual Services	2,205	0	1,000	0	0
2391	Memberships/Subscriptions	8,122	9,000	9,300	9,000	9,000
2410	Office Supplies	8,043	7,000	8,376	7,000	8,000
2420	Operating Supplies	1,388	4,000	8,600	3,000	4,000
2830	Code Enforcement	3,789	5,400	8,810	5,400	6,500
2910	Refunds	180	10,000	10,000	1,000	6,000
		402,139	240,100	454,995	229,850	300,020
Capital Outlay						
2520	Equipment & Furniture	1,810	3,000	7,526	3,000	2,000
		1,810	3,000	7,526	3,000	2,000
TOTALS		$2,166,181	$2,109,660	$2,330,917	$2,044,800	$2,032,120

BUDGET SUMMARY

101-1410

- Accounts 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2112 provides wages for the Planning Assistants.
- Account 2201 includes funding for participating in the HTE Users Group conference, planners attending the national and state planning conferences, consultants for City Council and Planning and Zoning Commission joint training sessions, training and certification requirements of the Landscape Architect and Landscape Inspectors, and training and certification requirements for our Code Enforcement Officers.
- Account 2211 provides funding for group meetings sponsored by the City and includes resources for food, beverages, and associated supplies.
- Account 2320 provides funding for postage for all divisions located within the 5800 Building.
- Account 2344 provides funding for planning area studies. Funding has been included for continued studies related to the Next Dublin project (a long-term study reviewing inter-generational shifts), modifications to the Community Plan, and various Bridge Street District consulting services.
- Account 2349 provides funding for architectural consulting services for the Administrative Review Team, supporting the Historic District and the rest of the Bridge Street District, and the West Innovation District. The services will also be used to provide recommendations for general graphics design for other division projects.
- Account 2391 provides funding for membership fees such as the APA (state and national) and ASLA.
- Account 2420 includes funding for office supplies and supplies for specialized presentations.
- Account 2830 provides funding for mowing services and landscape projects under the supervision of the City's Zoning Inspectors and Code Enforcement Officers. The majority of these costs are recovered through assessments.

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City of Dublin

Parks and Recreation/ Parks and Open Space

STATEMENT OF FUNCTIONS:
The City of Dublin takes pride in providing its residents and visitors the highest quality public parks to pursue their active and passive outdoor needs. Parks strives to be both environmentally and economically sound in its management of public areas including parks, gateways and rights-of-way.

OBJECTIVES AND ACTIVITIES:
The Division of Parks and Open Space, in partnership with the community, will plan, develop, and maintain a distinctive, diverse, and readily accessible park system and will lead efforts to enhance and preserve the natural environment.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Parks and Open Space	1	1
Parks Administrator	1	1
Landscape Architect	1	1
Contract Specialist	1	1
Operations Specialist	1	1
Nature Education Coordinator	1	1
City Horticulturist	1	1
City Forester	1	1
Maintenance Crew Supervisor	6	6
Maintenance Worker	20	20
Assistant Forester	5	5
Assistant Horticulturist (1)	6	6
Administrative Assistant	1	1
Office Assistant II	1	1
Public Art Conservation/Contract Specialist (2)	0	1
TOTAL	**47**	**48**
PART-TIME/SEASONAL STAFF		
Horticulture Intern	1	0
Seasonal Maintenance Worker (3)	40	41
TOTAL	**41**	**41**

NOTES AND ADJUSTMENTS:

(1) There is one vacant Assistant Horticulturist position. HR is currently reviewing the need for re-filling the position.

(2) Funding for the Public Art Conservation/Contract Specialist will help protect the City's significant investment in public art and assist in the contract administration of various maintenance contracts. This position is funded 50% by this budget and 50% by the Hotel/Motel Tax Fund.

(3) Funding is included in 2013 for one additional Seasonal Maintenance Worker for Horticulture for park tree inventory to include EAP and Asian Longhorn Beetle Inspections. This position is replacing the Horticulture Intern position.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Parks and Recreation

Parks and Open Space		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1620						
Personal Services						
2110	Salaries/Wages	2,690,215	2,733,550	2,733,550	2,675,000	2,828,570
2111	Overtime Wages	88,975	110,000	110,000	110,000	110,000
2112	Other Wages	443,719	581,000	581,000	500,000	581,000
2113	Short Term Disability	6,487	0	0	0	0
2120	Employee Benefits	1,299,097	1,258,090	1,258,090	1,258,090	1,260,660
2140	Uniforms & Clothing	47,984	58,420	63,123	58,420	60,610
		4,576,477	4,741,060	4,745,763	4,601,510	4,840,840
Other Expenses						
2201	Conferences/Mileage	16,892	22,590	23,514	17,000	25,455
2310	Utilities	224,963	234,400	246,784	234,400	242,000
2320	Communications	816	1,200	1,576	1,200	1,200
2330	Rents/Leases	5,460	5,200	6,833	5,200	5,200
2390	Misc Contractual Services	743,650	950,150	1,100,240	950,150	1,223,825
2391	Memberships/Subscriptions	8,561	9,610	9,610	9,610	9,650
2410	Office Supplies	6,093	8,650	9,650	8,650	8,800
2420	Operating Supplies	42,261	55,000	59,499	55,000	66,870
2421	Reforestation	97,538	0	259,410	259,410	0
2428	Special Events	0	0	0	0	0
2432	Park Maintenance	220,276	234,160	241,784	234,160	296,625
2433	Equipment Maintenance	87,211	135,000	141,315	100,000	148,800
2440	Small Tools & Minor Equip	11,513	18,720	19,470	18,720	15,415
2812	Special Projects/Programs	10,120	18,660	18,660	18,660	8,375
		1,475,354	1,693,340	2,138,345	1,912,160	2,052,215
Capital Outlay						
2510	Land & Land Improvements	91,130	76,950	77,046	75,000	158,600
2520	Equipment & Furniture	40,172	70,520	73,576	60,000	58,350
		131,302	147,470	150,622	135,000	216,950
TOTALS		$6,183,133	$6,581,870	$7,034,730	$6,648,670	$7,110,005

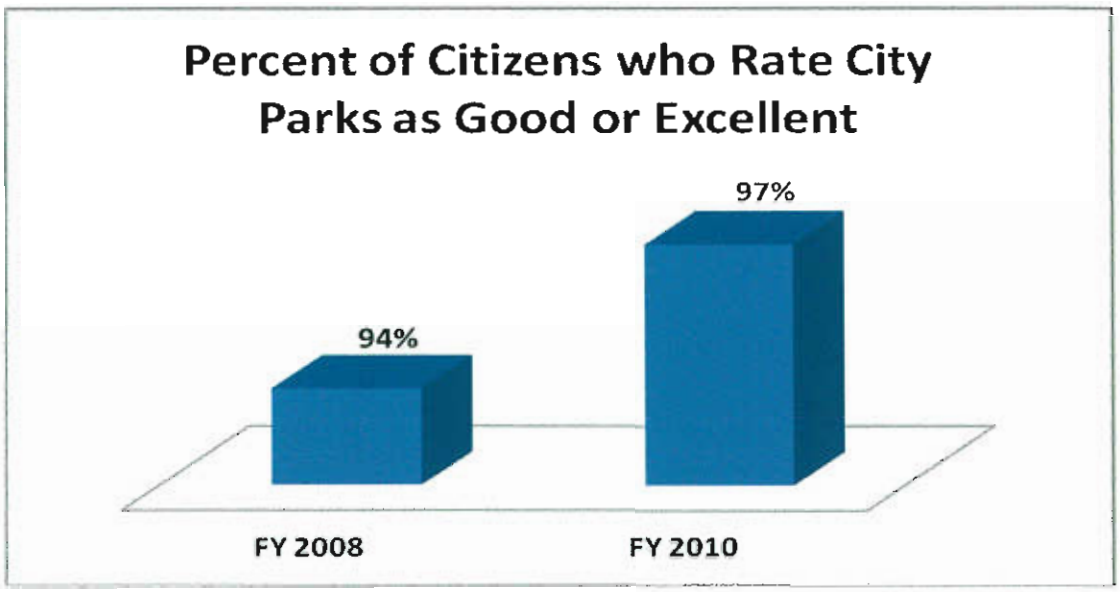
BUDGET SUMMARY:

101-1620

- Account 2110 includes funding for full-time staff as reflected in the Personnel Data. It also includes 50% of the funding for a Public Art Conservation/Contract Specialist position.
- Account 2112 includes funding for staffing seasonal Maintenance Workers reflected in the Personnel Data and Notes and Adjustments. This additional seasonal position includes the reflected increase for this account.
- Account 2201 includes funding for training for full-time staff to support parks operations and provides recertification credits for professional certifications, as well as pesticide applicator credits and staff training and development.
- Account 2310 provides funding for electricity, natural gas and water and sewer charges for services provided in the City's parks. Increases in utility expenses are expected as additional parks come on-line.
- Account 2330 provides funding for miscellaneous equipment rental.
- Account 2390 provides funding for contractual services for arborist work, rights-of-way maintenance, mulching, plant replacement and additional funds for City buildings and high visibility landscaped areas.
- Account 2391 provides funding for such memberships and renewals as commercial drivers' license, pesticide license renewal, arborist license renewal, National Wildlife Society membership, Landscape Architect license renewal, and reference materials.
- Account 2420 provides funding for supplies such as lumber and hardware, electric and plumbing supplies, and greenhouse supplies. Increases are due to more fence repairs, painting and an increased usage in trash bags.
- Account 2421 provides for reforestation across the City from funds collected for removal of trees.
- Account 2432 provides funding for soil amendments, sod, grass seed, mulch, fertilizer and chemicals. An additional allocation is included in the 2013 budget for re-mulching of high-profile areas prior to the President's Cup in October.
- Account 2433 provides funding for equipment maintenance and repair, including contingency work associated with Ballantrae water play area, pond aerators, and irrigation systems.
- Account 2440 provides funding for small tools such as replacement power pole pruners and replacement blades, hand saws, and water pumps.
- Account 2510 includes funding for plant materials, enhancement to natural areas, expansion of in-ground irrigation system at Avery Park and Darree Fields, replacement of fencing Shannon Glen, Sheffield Meadows and the Wedgewood Hills pond area and concrete benches for the Grounds of Remembrance. It also includes enhancements in preparation of the President's Cup to multiple landscapes areas. It includes Coffman Road fence replacement for frontage along three subdivisions.
- Account 2520 includes funding for additional park grills, picnic tables, benches and trash cans. Includes funds for weed-eaters, a walk behind edger, blowers, additional V-plow for Polar Trac, power washers, chainsaws, air spade, backpack blower, pump, pole pruners and fuel cabinet. It also includes funds for dog park agility equipment.
- Account 2812 provides funding Arbor Day, Earth Day Activities, Growing Green Expo (Originally Eco-Dublin Expo), Nature Education and Green Team plantings.

PERFORMANCE MEASURES:

1) Percent of Citizens who Rate City Parks as Good or Excellent (Dublin Citizen Satisfaction Survey)



This measure reflects the perceptions of citizens regarding the services, amenities, and aesthetics of City parks. The Parks and Open Space division uses this information for budgeting purposes, park design, and work planning efforts.

Economic Development

STATEMENT OF FUNCTION:

The Deputy City Manager/Director of Economic Development oversees the Divisions of Economic Development, LU&LRP, Engineering, Building Standards, Streets & Utilities and a team of consultants. The 2013 budget provides for continued emphasis on the key components of the City's economic development program to include: business retention and expansion; business attraction; business creation; workforce development; marketing and advocacy (website, marketing, and communications to Dublin businesses); and managing the City's broadband infrastructure. Significant changes in the 2013 budget include: inclusion of 3 International/DIBAC events, establishing a series of Business Neighborhood Engagement meetings, and hiring a Strategic Retail Consultant. Economic development efforts will continue to include activities with various private and public organizations/agencies involved in local, regional and state-wide economic development; the integration of local economic development objectives with broader community planning policies and goals; pro-actively engage the development/real estate community; maintain involvement with community organizations; administer City's incentive programs; and serve as a local business liaison to assist with development issues.

OBJECTIVES AND ACTIVITIES:

- Retain, expand, attract and create high tech & knowledge-based jobs to ensure the financial security of the City of Dublin.
- Implement and promote the development of the Bridge Street Corridor, West Innovation District, TechFlex District, SO zoning district, Blazer Parkway Research District, Metro Center and Emerald Phase 8 as a result of new zoning, zoning codes, processes and infrastructure.
- Implement and leverage the expertise of new advisory committees/boards organized in 2013.
- Provide a business retention and expansion program that effectively and pro-actively communicates to, engages with and involves Dublin businesses in the community.
- Build upon the success of the Dublin Entrepreneurial Center (DEC), Green Integrator, Dublin International Business Assistance Center and TechDEC. Expand and promote the DEC programming as a broader business training center.
- Implement specific Battelle Study strategies to strengthen the four targeted industry clusters. Continuously leverage the expertise and efforts of Columbus 2020 for business attraction and leverage the talent of City staff to respond to leads.
- Effectively communicate with Dublin businesses and the education/training community to understand access to, availability of and needs regarding a qualified workforce.
- Continually strengthen and improve relations with the development and real estate community.
- Develop strategies to implement use of publicly-owned bandwidth in the Wi-Fi and fiber optic systems.
- Assist the City Manager with special projects.
- Assess and adjust organizational functions and processes in order to be development/re-development friendly while promoting and upholding high-quality growth standards.
- Positively and cooperatively interact with other government agencies and entities.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Deputy City Manager/Director of Economic Development	1	1
Economic Development Manager	1	1
Economic Development Administrator	2	2
Administrative Specialist	1	1
TOTAL	**5**	**5**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Economic Development

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1710						
Personal Services						
2110	Salaries/Wages	361,299	429,900	429,900	429,900	436,200
2111	Overtime Wages	1,602	2,500	2,500	2,500	2,500
2112	Other Wages	0	0	0	0	0
2120	Employee Benefits	99,187	112,340	112,340	112,340	126,590
2140	Uniforms & Clothing	0	0	0	0	0
		462,088	544,740	544,740	544,740	565,290
Other Expenses						
2201	Conference/Mileage	5,015	8,000	8,000	8,000	8,000
2210	Reimbursable Business Ex	1,399	2,000	2,000	2,000	2,000
2211	Meeting Expenses	14,933	27,000	27,000	17,000	50,000
2320	Communications	1,838	3,150	3,555	3,150	1,750
2330	Rents/Leases	80,409	161,000	200,511	161,000	221,000
2349	Professional Services	303,223	346,500	534,317	346,500	416,500
2370	Advertising	79,876	85,000	103,384	85,000	79,695
2380	Printing & Reproductions	2,238	7,250	7,250	5,000	9,250
2391	Memberships/Subscriptions	28,210	34,320	34,320	34,320	35,210
2410	Office Supplies	1,444	2,000	2,200	2,000	2,000
2822	Economic Development	439,868	475,100	593,400	475,100	494,100
2825	Economic Dev Incentives	3,979,474	3,700,000	3,836,690	3,400,000	4,200,000
		4,937,927	4,851,320	5,352,627	4,539,070	5,519,505
Capital Outlay						
2520	Equipment & Furniture	1,842	1,500	1,500	1,500	13,500
		1,842	1,500	1,500	1,500	13,500
TOTALS		$5,401,857	$5,397,560	$5,898,867	$5,085,310	$6,098,295

Economic Development

BUDGET SUMMARY:

101-1710

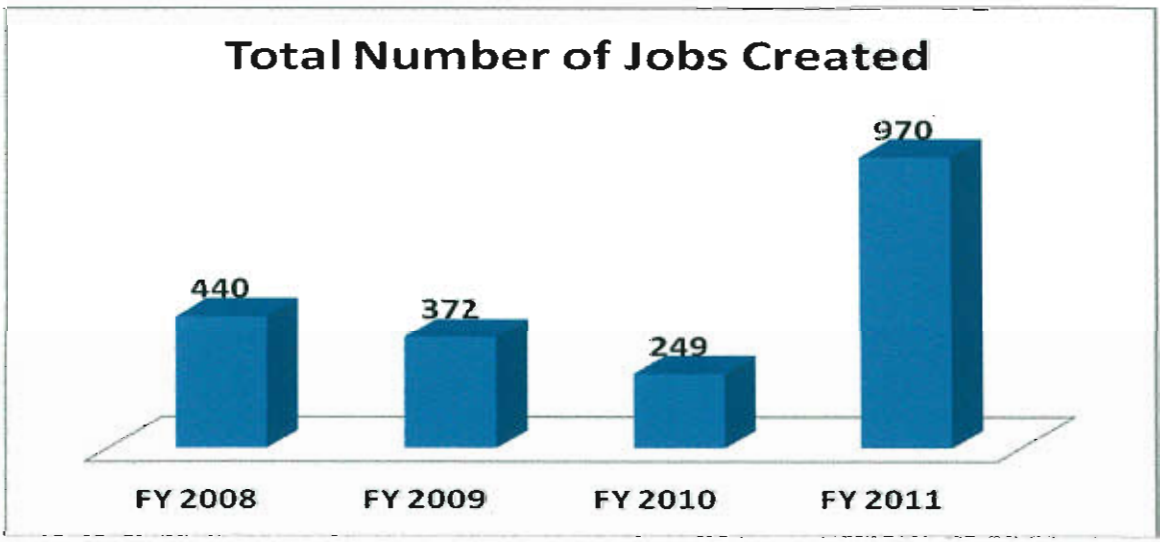
- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2210 includes funds for business meeting expenses for luncheons with developers, business leaders, prospective industries, etc.
- Account 2211 provides funding for group meetings sponsored by the City and includes funding for one international mission with Columbus 2020.
- Account 2320 provides funding for phone service for City spaces at the Dublin Entrepreneurial Center.
- Account 2330 provides funding for the City's leased areas at the Dublin Entrepreneurial Center.
- Account 2349 includes funding for consultation related to economic development, continued Wi-Fi and fiber expansions, telecommunications engineering and wireless consulting, workforce development consulting.
- Account 2370 includes funds for marketing and advertising focused on attraction efforts including print and web advertising.
- Account 2380 funds printed projects, site selection materials, and event invitations for economic development.
- Account 2391 provides funding for such memberships as with the Dublin Chamber of Commerce, Union County Chamber of Commerce, Delaware County Chamber of Commerce, MODE/Columbus 2020, TechColumbus, Xceligent, etc.
- Account 2822 includes funds to support economic development programs including regional outreach, economic outlook, business attraction, retention and expansion; along with regional and joint partnerships, including TechColumbus. This account also includes expenses associated with DubLink operations, maintenance and right-of-way acquisition.
- Account 2825 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

PERFORMANCE MEASURES:

1) Total Number of Jobs Retained through Economic Development Agreements

This measure shows that through the execution of Retention/Expansion Economic Development Agreements (EDAs), the City is successful at retaining large employers at risk of moving from Dublin. This does not include the decision of companies to stay in Dublin and/or do not request specific incentives from the City to do so.

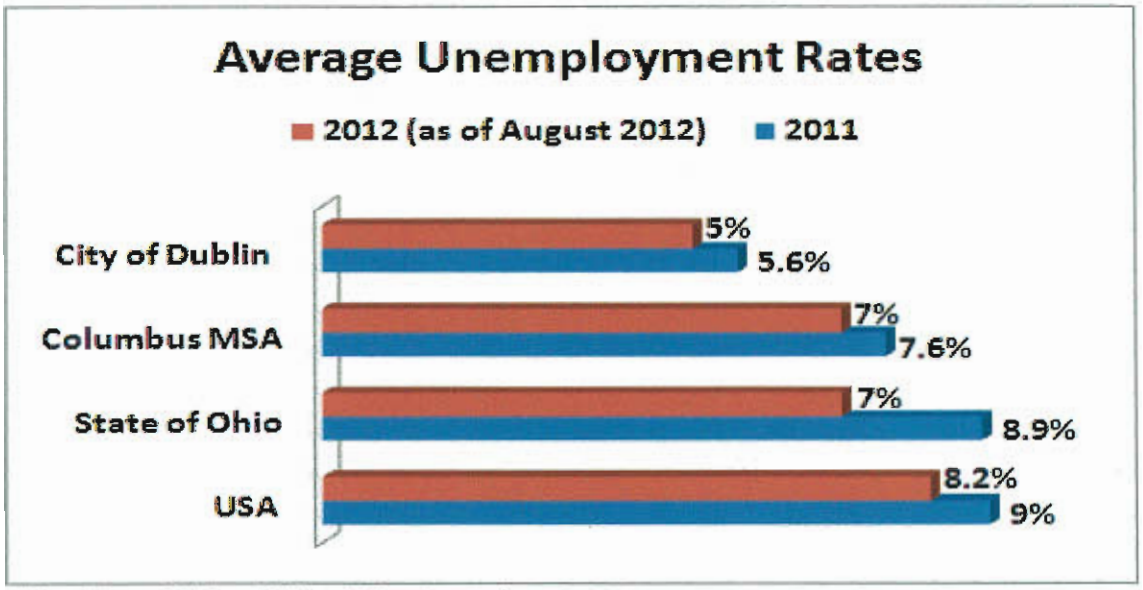
2) Total Number of Jobs Created through Economic Development Agreements



This measure shows that through the execution of Attraction EDAs, the City is successful at recruiting new employers to Dublin.

PERFORMANCE MEASURES: CONTINUED

3) City of Dublin (43017) Unemployment Rate



**As of June 2012 – Civilian Labor Force data*

A high rate of unemployment indicates limited employment opportunities in a labor market that is in a situation of oversupply. A low rate of unemployment indicates a tight labor market, potential scarcity of skilled labor, and future cost pressures from wage demands from workers. Ideally, 5.5% is an acceptable percentage. Anything above 8% or below 5% is challenging.

4) City of Dublin Commercial Office Vacancy Rate

FY 2012*	14.9%

**As of June 2012*

Stabilization of vacancy is considered 12.5%. Dipping below 10% indicates the need for more office product/new development, and rental rates typically begin to rise and get increasingly competitive. Getting above 13% indicates it's a renter's market, and rates are typically low and very competitive. Anything consistently about 17% requires deeper analysis to understand if there is a great overall issue driving the high rate (a recent spike in new buildings added to inventory, aging buildings going empty, crime, unrealistic pricing, surrounding infrastructure problems, recent change in building values and/or taxes, recent and proximate new inventory competition, etc).

5) Annual Number of Retention Visits Conducted

FY 2011*	283

**May through December 2011*

The goal is to have meaningful interactions with as many companies as possible annually. This is accomplished through 1-on-1 meetings, tours, conversations to discuss and solve issues, and recognitions. The Economic Development Division's annual goal is 500 visits.

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City of Dublin

Administrative Services / Office of the Director

STATEMENT OF FUNCTIONS:

Administrative Services provides direction and oversight to Court Services, Records Management, Information Technology, Facilities Management and Fleet Management.

OBJECTIVES AND ACTIVITIES:

- To provide leadership and direction to the staff within Information Technology, Fleet Management, Court Services and Facilities Management.
- To ensure the City's goals and strategic objectives are reached in each of the functional areas in an efficient, effective and responsive manner.
- To provide appropriate learning and development opportunities to employees and employee teams.
- To provide citywide special project support as needed.
- To provide support to the Community Services Advisory Commission.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Administrative Services	1	1
Administrative Specialist	1	1
TOTAL	**2**	**2**
PART-TIME/SEASONAL STAFF		
Intern (1)	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1910						
Personal Services						
2110	Salaries/Wages	166,727	170,580	170,580	170,580	177,050
2111	Overtime Wages	0	1,000	1,000	500	1,000
2112	Other Wages	0	5,000	5,000	4,000	5,000
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	49,557	50,410	50,410	50,410	51,830
2140	Uniforms & Clothing	0	0	0	0	0
		216,284	226,990	226,990	225,490	234,880
Other Expenses						
2201	Conference/Mileage	1,968	4,150	4,975	4,150	3,300
2211	Meeting Expenses	762	1,000	1,000	1,000	1,000
2320	Communications	35	250	250	100	200
2330	Rents/Leases	0	0	0	0	0
2349	Professional Services	0	0	0	0	0
2370	Advertising	0	0	0	0	0
2380	Printing & Reproductions	0	0	0	0	0
2391	Memberships/Subscriptions	3,822	1,400	1,400	1,400	1,450
2410	Office Supplies	1,117	1,000	1,000	1,000	1,000
2420	Operating Supplies	476	1,000	1,300	1,000	1,000
2812	Special Projects/Programs	756	3,000	5,200	5,200	2,000
		8,936	11,800	15,125	13,850	9,950
TOTALS		$225,220	$238,790	$242,115	$239,340	$244,830

BUDGET SUMMARY:

101-1910

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2111 provides overtime funding to support Community Services Advisory Commission (CSAC) or other evening/weekend meetings or events.
- Account 2112 provides one intern position to support the Office of the Director.
- Account 2391 provides funding for memberships including International City/County Management Association (ICMA) and Ohio City/County Management Association (OCMA).

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City of Dublin

Administrative Services / Information Technology

STATEMENT OF FUNCTIONS:

Mission Statement: Enabling our customers to meet the needs and desires of the community by optimizing the use of appropriate and forward thinking technology solutions that are aligned with citywide goals and objectives.

The administration of the City's information technology is the responsibility of the Director of Information Technology (IT). This involves planning, maintaining, developing, overseeing and managing the City's local area and wide area networks, the IBM iSeries Systems, all personal computers, printers, copiers, the citywide telephone system, and any other technology related issue. IT must also enhance and promote the utilization of technology so that city operations realize the benefits of using technology as a tool. On a citywide basis technology is analyzed to determine how it could affect improvements in productivity and decision-making, increase staff and citizen safety, and enhancements to all City services. This function continues to grow with the expectation of efficiencies and innovation that technology can provide to meet City needs. The ultimate goal of the Information Technology Division is to continually strive towards improving our quality of service and value to the organization and to be viewed as a business partner with the other City Divisions.

OBJECTIVES AND ACTIVITIES:

- Provide vision, leadership and direction for evaluating and re-evaluating current and emerging technologies and implementing cost-effective technology solutions.
- Enhance services to the entire Dublin community through the appropriate and proactive use of technology.
- Provide a reliable infrastructure/network to effectively and efficiently use technologies.
- Provide timely and efficient technical support to all work units.
- Become a business enabler and partner with work units by assisting them in operational improvements, through an understanding of their business processes and needs and managing the implementation of technology solutions to meet those needs.
- Provide comprehensive project management services for implementing technology solutions, including procurement, contract negotiations, professional services, software integration and project status reporting
- To provide technology solutions that meet overall City objectives.
- Develop and retain motivated, competent staff to meet these business objectives.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Information Technology	1	1
Geographic Info Systems Administrator	1	1
Senior GIS Analyst	1	1
GIS Analyst	1	1
Support Services Administrator (1)	0	1
Senior Support Services Analyst (2)	1	0
Support Services Analyst (2)	1	2
Network Operations Manager	1	1
Network Administrator	1	1
Information Technology Project Leader	2	2
Software Application Specialist	1	1
Administrative Assistant	1	1
TOTAL	**12**	**13**
PART-TIME/SEASONAL STAFF		
Intern (Support Services)	2	1
TOTAL	**2**	**1**

NOTES AND ADJUSTMENTS:

(1) One Support Services Administrator position is being authorized and funded.

(2) One Senior Support Services Analyst is being downgraded in 2013 and backfilled at the Support Services Analyst level. This request has been approved and supported by an audit conducted by HR.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Information Technology		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1920						
Personal Services						
2110	Salaries/Wages	805,292	870,800	870,800	850,000	946,600
2111	Overtime Wages	9,956	12,000	12,000	12,000	12,000
2112	Other Wages	39,297	13,270	13,270	13,270	12,770
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	302,424	313,020	313,020	300,000	324,500
		1,156,969	1,209,090	1,209,090	1,175,270	1,295,870
Other Expenses						
2201	Conference/Mileage	22,901	25,000	25,600	25,000	29,270
2320	Communications	360,248	382,680	402,907	382,680	396,005
2330	Rents/Leases	28,601	40,000	83,200	83,200	91,030
2349	Professional Services	204,254	350,000	628,469	350,000	318,960
2351	Maint. of Equipment	526,065	698,700	724,036	625,000	700,000
2391	Memberships/Subscriptions	4,806	6,300	6,300	5,000	6,300
2410	Office Supplies	2,792	4,000	4,493	3,500	4,000
2420	Operating Supplies	74,844	87,000	90,450	90,000	87,000
		1,224,511	1,593,680	1,965,455	1,564,380	1,632,565
Capital Outlay						
2520	Equipment & Furniture	494	1,000	1,000	1,000	1,000
		494	1,000	1,000	1,000	1,000
TOTALS		$2,381,974	$2,803,770	$3,175,545	$2,740,650	$2,929,435

BUDGET SUMMARY:

101-1920

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2201 provides funding for conferences and training including software conferences, training in network security and virtual servers, HTE annual conference, Windows 7 certification, GIS training and conferences.
- Account 2320 includes funds for citywide phone usage, citywide cellular phone usage, mobile phone management, and mobile computing fees for Police, Building Standards, Land Use and Long Range Planning (Code Enforcement), Engineering, Facilities Management and Streets and Utilities.
- Account 2330 includes funds for the rents and leases of citywide copiers. Many of these leased copiers also serve as faxing devices, scanners and printers. Rents and leases now include the leasing of network rack and office space for our data center at the Metro Data Center.
- Account 2349 provides for computer consulting services for the implementation of new applications; to enhance present application usage; and for special projects when specific expertise is desired and/or to augment the staffing assignments due to workload.
- Account 2351 provides funding for hardware and software maintenance fees.
- Account 2391 provides funding for memberships to software user groups and provides funding for technical manuals and subscriptions.
- Account 2420 provides funding for general operating supplies, citywide toner costs and the costs associated with the large format scanner in Engineering.

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City of Dublin

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Court Services

STATEMENT OF FUNCTIONS:

Court Services serves as the judicial branch of the City. Court Services is responsible for monitoring all court operations including the collection of fines, preparing the court docket, and processing all parking, traffic, and criminal citations. As a sentencing alternative, Adult Probation, Adult and Juvenile Diversion, Adult and Juvenile Traffic Diversion, and Provided No Conviction programs are offered. Court Services is also responsible for implementing and operating the City's Records Management Program, which includes both on and off-site central storage, destruction of records in accordance with the City of Dublin's retention schedule and document imaging services.

OBJECTIVES AND ACTIVITIES:

- To provide the highest level of quality service to our customers, both internal and external.
- To enforce court orders.
- To maintain high levels of accuracy on all court records.
- To effectively administer the adult probation, adult and juvenile diversion, juvenile traffic diversion, and the provided no convictions programs.
- To eliminate unnecessary time delays in scheduling adult probation cases, diversion cases and in processing court documents.
- To effectively monitor all sentencing alternatives cases for compliance with court orders.
- To maintain harmonious relations between the Magistrates, the prosecutors, the Police and the court staff in order to better serve the public.
- To maintain secure and orderly courtroom operations.
- To provide information and outreach about the criminal justice system to the public.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Court Administrator (1)	1	1
Community Justice Officer	1	1
Court Clerk (3)	2	2
Staff Assistant (2)	1	1
TOTAL	**5**	**5**

NOTES AND ADJUSTMENTS:

Court Services also performs the additional duties of Records Management to comply with conditions set forth in the Ohio Revised Code. Salaries, wages and benefits have been allocated to Court Services and Records Management for each position as follows:

(1) Allocates fifty percent (50%) to Court Services and fifty percent (50%) to Records Management.
(2) Allocates seventy-five percent (75%) to Court Services and twenty-five percent (25%) to Records Management.
(3) There is one vacant Court Clerk position. Human Resources (HR) is currently reviewing the need for re-filling the position.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Court Services		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1930						
Personal Services						
2110	Salaries/Wages	238,720	245,250	245,250	245,250	251,700
2111	Overtime Wages	620	2,500	2,500	1,000	2,500
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	77,070	124,480	124,480	85,000	78,900
		316,410	372,230	372,230	331,250	333,100
Other Expenses						
2201	Conference/Mileage	2,394	3,000	3,000	3,000	3,000
2320	Communications	2,248	3,000	3,502	3,000	3,000
2330	Rents/Leases	496	0	0	0	0
2345	Legal Services	1,905	3,000	3,600	2,500	3,000
2349	Professional Services	73,567	78,850	81,317	70,000	76,000
2351	Maint. of Equipment	309	300	300	300	300
2390	Misc Contractual Services	3,780	7,000	7,000	4,000	6,000
2391	Memberships/Subscriptions	613	700	700	700	700
2410	Office Supplies	2,235	2,500	3,130	2,500	2,500
2420	Operating Supplies	11,025	4,500	6,000	3,000	4,500
2820	Probation Supplies	0	0	0	0	0
2910	Refunds	0	50	50	50	50
		98,572	102,900	108,599	89,050	99,050
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		$414,982	$475,130	$480,829	$420,300	$432,150

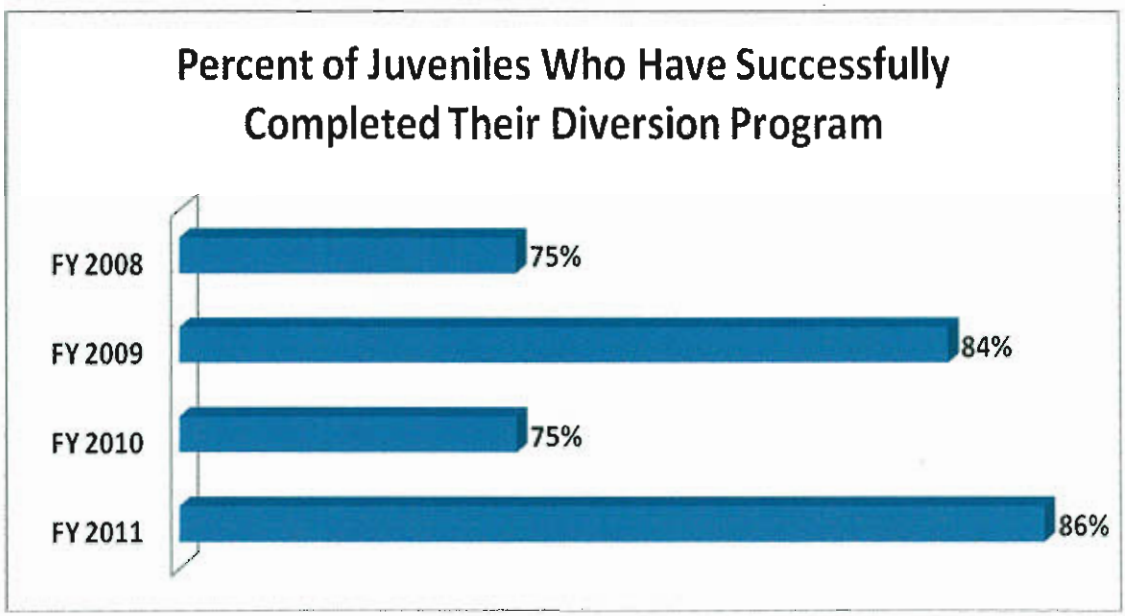
BUDGET SUMMARY:

101-1930

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2111 provides funding for overtime at special events only. Staff is flexing their hours to eliminate overtime as a result of Mayor's Court on Tuesday evenings.
- Account 2201 provides funding for staff training and conferences.
- Account 2345 provides funding for services provided by the Delaware County Prosecutor's office, the Franklin County Public Defender's office and Union County Public Defender's office.
- Account 2349 includes funds for prisoner boarding and medical services at the Franklin County Jail, the City's share of the Franklin County Municipal Court's operational costs, interpreter's fees, and fees for use of a full time magistrate.
- Account 2390 provides funding for witness fees and bank fees for accepting credit cards.
- Account 2420 provides funding for specific supplies that are necessary to court operations such as court pockets, citations and criminal complaint forms.

PERFORMANCE MEASURES:

1) Percent of Juveniles Successfully Completing Diversion Program



This measurement is reflective of the percentage of juveniles who completed all of the required conditions of the diversion program and did not re-offend during the 6 months the case remained open. It is also used as a benchmark to ensure that the City is providing the appropriate level of client-service.

Administrative Services / Records Management

STATEMENT OF FUNCTIONS:

Records Management was established to maintain efficient methods for storage and retrieval of documents and to eliminate the unnecessary retention of obsolete records. As part of Records Management, a central storage facility was created to reduce the amount of prime office space being utilized by active and inactive records. Operated by Court Services, the central storage facility allows for active and inactive records to be examined, archived and/or scheduled for destruction in accordance with the procedures established in the Ohio Revised Code and standards accepted by the City of Dublin Records Commission. Records Management also supervises document imaging services.

OBJECTIVES AND ACTIVITIES:

Records Management

- To provide the highest level of quality service to our customers, both internal and external.
- To continue to develop and implement Records Management policies to provide consistency in maintaining records for the City of Dublin.
- To continue to micro-image permanent documents for archival and historical purposes.
- To effectively administer a central storage facility for archival of active and inactive records and the scheduled destruction of obsolete records.
- To assist all City work units in maintaining records in accordance with Ohio Revised Code and standards accepted by the City of Dublin Records Commission.
- To assist with the City of Dublin's eco-friendly day by providing a company to shred residents' documents.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
(1)		

NOTES AND ADJUSTMENTS:

(1) The Records Management Technician position was vacated in January 2011 and the position was removed from the budget for 2012. Court Services administers Records Management for the City. The removal of the Records Management Technician position is reflected in the following re-allocation of percentages of service for both Court Services and Records Management for each position: the Director of Court Services allocates 50% of their time to Records Management, and the Staff Assistant allocates 25% of their time to Records Management.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Records Management		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1931						
Personal Services						
2110	Salaries/Wages	52,557	52,150	52,150	52,150	53,300
2111	Overtime Wages	8	250	250	250	250
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	21,509	20,820	20,820	20,820	21,340
		74,074	73,220	73,220	73,220	74,890
Other Expenses						
2201	Conference/Mileage	0	500	500	200	500
2349	Professional Services	52,714	40,000	40,000	35,000	40,000
2351	Maint. of Equipment	3,708	3,850	3,850	3,850	3,900
2390	Misc Contractual Services	7,593	8,000	8,714	8,000	7,500
2391	Memberships/Subscriptions	270	300	300	300	300
2410	Office Supplies	1,355	2,000	2,520	1,500	2,000
		65,640	54,650	55,884	48,850	54,200
Capital Outlay						
2520	Equipment & Furniture	0	15,000	15,000	15,000	15,000
		0	15,000	15,000	15,000	15,000
TOTALS		$139,714	$142,870	$144,104	$137,070	$144,090

BUDGET SUMMARY:

101-1931

- Account 2110 provides funding for staffing allocations as provided under the Personnel Data - Notes and Adjustments section.
- Account 2349 provides funding for the scanning of permanent records and frequently accessed records.
- Account 2351 provides funding for maintenance contracts for software and two microfilm readers.
- Account 2390 provides funding for off-site records storage and retrieval of all computer back-up tapes, microfilmed originals and historical paper documents, and on-site records destruction.
- Account 2520 provides funding for a digital microform scanner to replace the microfiche reader/printer at the Justice Center. Replacement parts and toner are no longer available for the current reader/printer. This scanner will enable the City to convert microfilm images to digital images.

PERFORMANCE MEASURES:

1) Percent of Records Stored in City Storage Facility Destroyed as Scheduled

FY 2012*	77%

**Additional 23% will be destroyed before the end of the year. Only includes records stored in Justice Center, not those held by individual employees.*

This measurement reflects the percentage of cubic foot boxes in storage at the Justice Center that are destroyed each year according to the City's retention schedule. Retaining records beyond their retention date can create unnecessary storage issues.

Administrative Services / Facilities

STATEMENT OF FUNCTIONS:

The Facilities Work Unit is charged with protecting the City's investment in public buildings by insuring that both the appearance and functions are preserved. This is accomplished by adhering to proper preventive maintenance programs, performing repairs in a professional manner and as quickly as possible, maintaining a safe and clean environment for building occupants and visitors, and by seeking the most efficient utilization of space and energy resources.

OBJECTIVES AND ACTIVITIES:

- To establish and implement a proactive preventive maintenance program.
- To perform regular inspections of City facilities and equipment.
- To provide custodial services in City facilities, utilizing green cleaning practices as much as possible.
- To perform repairs to equipment and facility components.
- To provide oversight for facility construction and renovation projects.
- To perform citywide space needs evaluation, planning and design.
- To reduce energy consumption in City facilities by introducing best practices in conservation and installing efficient mechanical and electrical systems.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Facilities Manager	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Maintenance Worker (1)	5	4
Custodians	6	6
Staff Assistant	1	1
TOTAL	**16**	**15**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	4	4
TOTAL	**4**	**4**

NOTES AND ADJUSTMENTS:

(1) Removed one vacant Maintenance Worker position.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Facilities Management		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-1940						
Personal Services						
2110	Salaries/Wages	793,441	900,560	900,560	825,000	853,800
2111	Overtime Wages	16,268	25,000	25,000	25,000	25,000
2112	Other Wages	82,485	57,400	80,000	80,000	59,400
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	302,633	356,990	356,990	320,000	317,150
2140	Uniforms & Clothing	15,190	12,400	15,028	15,000	11,600
		1,210,017	1,352,350	1,377,578	1,265,000	1,266,950
Other Expenses						
2201	Conference/Mileage	1,959	5,150	7,250	3,000	6,300
2211	Meeting Expenses	106	250	280	250	250
2310	Utilities	391,531	480,000	524,142	400,000	430,000
2320	Communications	2,188	5,300	6,368	4,000	5,900
2330	Rents/Leases	2,988	4,000	4,143	4,000	4,000
2350	Maint. of Facilities	103,499	118,410	143,064	110,000	150,000
2390	Misc Contractual Services	198,075	207,900	248,129	225,000	222,900
2391	Memberships/Subscriptions	497	820	820	820	820
2410	Office Supplies	1,449	3,000	4,205	3,000	3,000
2420	Operating Supplies	128,867	138,500	156,460	130,000	134,500
2440	Small Tools & Minor Equip	2,480	5,650	6,263	3,500	4,300
		833,639	968,980	1,101,124	883,570	961,970
Capital Outlay						
2520	Equipment & Furniture	6,549	0	2,174	2,170	3,000
2530	Bldgs. & Other Structures	1,374	0	0	0	0
		7,923	0	2,174	2,170	3,000
TOTALS		$2,051,579	$2,321,330	$2,480,876	$2,150,740	$2,231,920

BUDGET SUMMARY:

101-1940

- Account 2110 provides funding for full-time staffing reflected in Personnel Data and Notes and Adjustments.
- Account 2111 provides funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 2112 provides funding for Seasonal Maintenance Workers.
- Account 2310 provides funding for electricity, natural gas and water and sewer charges for City facilities with the exception of the Community Recreation Center (charged to the DCRC facility account).
- Account 2320 provides funding for postage for the Service Center mail meter and funds for express mail and courier services.
- Account 2350 includes funding for ongoing general maintenance of City-owned facilities except for the Community Recreation Center and outdoor pools, which have their own funding source. Additional funding to maintain new Compressed Natural Gas installation (HVAC).
- Account 2390 includes funding for preventive maintenance contracts for mechanical systems throughout City-owned facilities and cleaning services for carpet, resilient flooring and windows. Additional funding is provided for contracted painting/drywall repair.
- Account 2420 includes funding for custodial and maintenance supplies.
- Account 2440 includes funding for maintenance hand-tools and small custodial equipment.

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City of Dublin

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Volunteer Resources

STATEMENT OF FUNCTIONS:

Volunteer Resources supports the achievement of meaningful, inclusive community engagement through innovative service opportunities that support and enhance City services and Dublin's quality of life.

OBJECTIVES AND ACTIVITIES:

- To provide a comprehensive, citywide volunteer program, to allow citizens an opportunity for service within their community.
- To continue to be recognized as a national model for engaging citizens in a effective community and government involvement with committed passionate community members and staff leadership.
- To operate under the following values:

  Belonging - Fostering a sense of community belonging.
  Engaging - Engaging residents in city government to build relationships and leadership.
  Enriching - Enriching people's lives through service.
  Outstanding - Innovation and recognition.
  Learning - Emphasis on learn-and-serve programming, focusing on local government learning.
  Developing - Building special connections with youth.
  Supporting - Developing fiscally responsible opportunities for enhancing City services and the community's quality of life.
  Connecting – In partnership with Economic Development and Events sponsorships, help to connect Dublin businesses to the community increasing their role of corporate citizenship/resident and potential long term commitment to Dublin.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Volunteer Administrator	1	1
Administrative Assistant	1	1
TOTAL	**2**	**2**
PART-TIME/SEASONAL STAFF		
Intern	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Volunteer Resources

Volunteer Resources		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
101-2010						
Personal Services						
2110	Salaries/Wages	130,447	135,060	135,060	135,060	123,800
2111	Overtime Wages	1,592	2,000	2,000	2,000	2,000
2112	Other Wages	9,317	8,640	8,640	8,640	8,800
2120	Employee Benefits	33,298	31,720	31,720	31,720	30,700
2140	Uniforms & Clothing	0	0	0	0	0
		174,654	177,420	177,420	177,420	165,300
Other Expenses						
2201	Conference/Mileage	1,450	1,700	1,700	1,700	2,500
2211	Meeting Expenses	0	750	750	250	1,500
2330	Rents/Leases	0	1,000	1,000	500	1,000
2349	Professional Services	58	1,600	1,600	1,600	1,600
2370	Advertising	131	400	400	200	400
2380	Printing & Reproductions	3,810	5,100	5,100	4,500	5,000
2391	Memberships/Subscriptions	175	600	600	600	500
2410	Office Supplies	930	1,200	1,200	1,200	1,200
2420	Operating Supplies	904	1,600	1,600	1,200	1,600
2812	Special Projects/Programs	11,491	13,000	13,200	13,000	14,000
		18,949	26,950	27,150	24,750	29,300
TOTALS		$193,603	$204,370	$204,570	$202,170	$194,600

Volunteer Resources

BUDGET SUMMARY:

101-2010

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data.
- Account 2111 provides overtime funding to supervise volunteer service projects.
- Account 2112 provides for one intern position to support volunteer programs.
- Account 2349 provides funding for on-line background checks for unsupervised volunteers, and specialized volunteer training such as CPR/First Aid.
- Account 2380 provides funding for printing needs such as training manuals; signage and posters; identification badges, cards and specialty papers; photography and miscellaneous printing/copying needs.
- Account 2812 provides funding for citywide volunteer and corporate volunteer recognition presentations, programs and award items; teen service support; program support and promotion, and volunteer on-site event management needs.

Volunteer Resources

PERFORMANCE MEASURES:

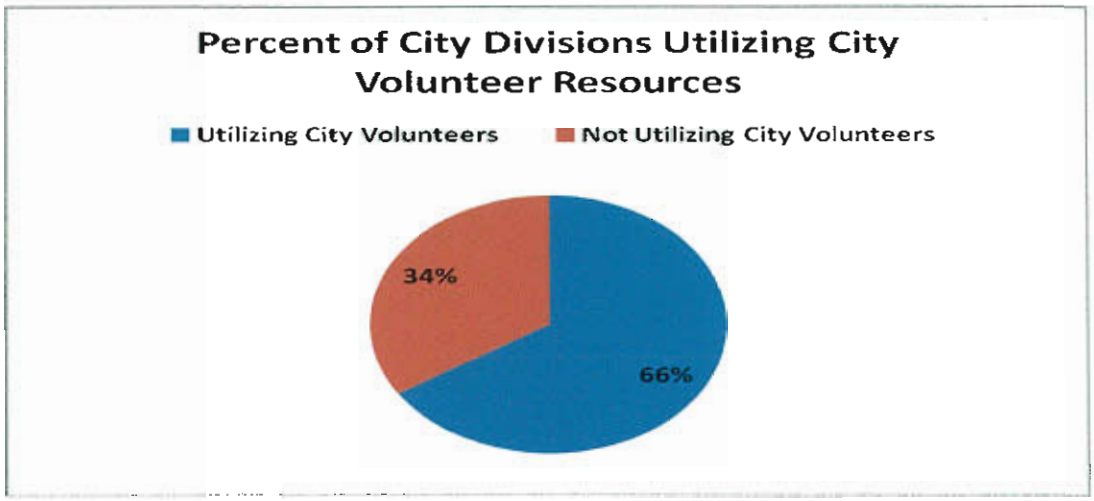
1) Dollar Value of a Volunteer Hour

City of Dublin - A cost study pending in 2013.	Known City of Dublin volunteer hours per year average 41,000
National value: $21.79 per hr*	$893,390 ($21.79 x 41,000 hrs) for Dublin, OH
State value: $18.87 per hr*	$773,670 ($18.87 x 41,000 hrs) for Dublin, OH

**2011 figures from The Independent Sector/Bureau of Labor Statistics*

Industry standard figures are used in the above table. Customarily, the field of volunteer administration utilizes the national figure of $21.79 per volunteer hour. The Independent Sector/Bureau of Labor Statistics updates the figures regularly based on national labor statistic research.

2) Percent of City Programs Utilizing Volunteer Services



Of the 27 departments/divisions that make up the City of Dublin (based on the 2011 organization chart) there are currently 18 departments/divisions utilizing City volunteers. This represents 66% of the entire organization.

3) Percent of Volunteers Very Satisfied or Satisfied with their Overall Volunteer Experience

2012 Volunteer Resources Survey Responses* (Good or Excellent)	95.7%

** Survey results as of October 2012*

City of Dublin volunteers are regularly surveyed following their volunteer event or programming experience. A standard question on all department volunteer surveys is: "Overall, how would you rate your experience as a volunteer?"

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Streets and Utilities

STATEMENT OF FUNCTIONS:

Streets and Utilities is the direct responsibility of the Director of Streets & Utilities, who reports to the Deputy City Manager/Director of Economic Development. Minor repairs and maintenance to the City's streets are charged to this program as is snow plowing and street salting. Programs include mosquito control and guardrail repair/replacement (as a result of accidents) and support to special events.

OBJECTIVES AND ACTIVITIES:

- Actively pursue cost comparisons between in-house staff and outsourcing.
- Provide well-maintained streets and rights-of-way ensuring safe travel and enhancing the beauty of the City.
- Clean all City streets four times per year to enhance the neighborhoods and construction areas.
- Plan, coordinate, and execute all special events activities in a professional and economical manner.
- Continued development of a comprehensive inspection procedure for catch basins, manholes, guardrails, vegetation control, trash pick-up and pavement conditions.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Streets and Utilities (1)	1	1
Operations Administrator (2)	1	1
Maintenance Crew Supervisor (2)	3	3
Maintenance Worker	11	11
Administrative Assistant	1	1
Office Assistant II	1	1
Office Assistant I	1	1
TOTAL	**19**	**19**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	10	10
TOTAL	**10**	**10**

NOTES AND ADJUSTMENTS:

(1) The Director's wages are allocated 50% to this budget, 25% to Solid Waste and 25% to the Sewer Fund.

(2) The Operations Administrator and Maintenance Crew Supervisors are allocated to multiple budgets, including the Street Maintenance and Repair Fund, Solid Waste, and the Water and Sewer Funds.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Streets and Utilities		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
210-1320						
Personal Services						
2110	Salaries/Wages	1,080,007	1,111,390	1,107,490	1,107,490	1,148,100
2111	Overtime Wages	108,394	93,700	93,700	93,700	93,700
2112	Other Wages	127,687	169,250	169,250	145,000	175,000
2113	Short Term Disability	708	0	3,900	3,900	0
2120	Employee Benefits	459,803	438,110	438,110	438,110	466,320
2140	Uniforms & Clothing	19,492	24,550	24,550	22,000	14,090
		1,796,091	1,837,000	1,837,000	1,810,200	1,897,210
Other Expenses						
2201	Conferences/Mileage	7,522	11,370	11,370	7,500	11,595
2302	Repair Services	18,114	17,000	17,000	10,000	7,500
2320	Communications	0	0	0	0	50
2330	Rents/Leases	5,293	5,600	5,600	5,600	5,800
2349	Other Professional Serv	94,745	126,390	138,375	110,000	90,000
2351	Maint. of Equipment	2,623	3,000	3,000	3,000	3,000
2391	Memberships/Subscriptions	1,120	680	680	680	705
2410	Office Supplies	5,389	7,400	8,067	6,000	6,400
2420	Operating Supplies	48,182	56,700	56,700	50,000	64,500
2422	Street Salt	657,187	516,420	516,420	375,000	390,540
2428	Special Events	1,824	3,000	3,000	2,000	3,000
2440	Small Tools & Minor Equip	6,828	11,900	11,900	10,000	10,520
		848,827	759,460	772,112	579,780	593,610
Capital Outlay						
2520	Equipment & Furniture	817	850	850	850	1,200
		817	850	850	850	1,200
TOTALS		$2,645,735	$2,597,310	$2,609,962	$2,390,830	$2,492,020

BUDGET SUMMARY:

210-1320

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 includes funding for seasonal staff.
- Account 2201 includes funding for training in the following areas: OSHA, vector control, equipment operation (forklift), snow removal, concrete and asphalt repair, load securement and traffic control.
- Account 2302 provides funding for mailbox repairs, and other emergency street and drainage repairs.
- Account 2330 includes funding for equipment rentals necessary in operations, and the DTN weather monitoring system.
- Account 2349 includes funding for contracted street sweeping, lab tests, vector control, storm sewer contingency and the repairs of guardrails due to accidents.
- Account 2391 includes funding for memberships in the American Public Works Association and the Ohio Certified Public Manager's Association.
- Account 2420 includes funding for operating supplies such as cold mix, hot mix, gravel, crack sealing materials, curb and catch basin repair supplies and construction materials.
- Account 2422 provides funding for the City's annual purchase of street salt; the budget is based on the purchase of approximately 6,000 tons of salt at $54.77 per ton plus $3.80 per ton piling fee, 2,000 tons of enhanced salt at $67.28 per ton plus $3.80 per ton piling fee, and calcium chloride and salt brine.
- Account 2440 includes funding for traffic control signage, small power tools and hand tools.
- Account 2520 provides funding for a keyboard system that will insure all keys for all vehicles and equipment are tracked and accounted for at all times.

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City of Dublin

Public Service / Engineering

STATEMENT OF FUNCTION:

This program is responsible for installing, major repairing, and maintaining all street name signs and traffic control signs within the public right-of-way, and maintaining all pavement markings such as crosswalk lines, stop bars, center lines and school zone markings. Also included within this unit is traffic signal maintenance and operation.

OBJECTIVES AND ACTIVITIES:

- To provide well-maintained streets that are clearly signed and marked.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Maintenance Worker	4	4
TOTAL	**4**	**4**

NOTES AND ADJUSTMENTS:

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Engineering

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
210-1330						
Personal Services						
2110	Salaries/Wages	250,967	237,430	237,430	237,430	243,100
2111	Overtime Wages	7,046	7,000	9,000	9,000	10,000
2120	Employee Benefits	95,034	86,740	86,740	86,740	80,300
2140	Uniforms & Clothing	3,570	4,900	4,900	4,900	4,250
		356,617	336,070	338,070	338,070	337,650
Other Expenses						
2201	Conferences/Mileage	264	4,100	4,100	3,500	1,000
2302	Repair Services	0	0	0	0	0
2310	Utilities	21,834	30,000	32,779	25,000	25,750
2320	Communications	0	0	0	0	0
2349	Other Professional Serv	114,781	125,000	125,000	125,000	125,000
2351	Maint. of Equipment	0	2,000	2,000	2,000	2,000
2420	Operating Supplies	4,175	10,000	10,000	5,000	10,000
2428	Special Events	0	0	0	0	0
2430	Repair & Maintenance	90,912	180,000	180,630	140,000	190,000
2440	Small Tools & Minor Equip	5,527	7,000	7,000	5,000	7,000
2441	Signs	100,066	115,000	125,000	115,000	139,000
		337,559	473,100	486,509	420,500	499,750
Capital Outlay						
2520	Equipment & Furniture	36,109	25,200	45,019	45,000	22,250
		36,109	25,200	45,019	45,000	22,250
TOTALS		$730,285	$834,370	$869,598	$803,570	$859,650

BUDGET SUMMARY:

210-1330

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2201 is reduced due to local training.
- Account 2310 provides funding for utilities for operation of traffic signals.
- Account 2349 provides funding for contracted long-line pavement marking services.
- Account 2430 provides funding for a Router for remote communications with traffic signals, and $180,000 for traffic signal repair and maintenance.
- Account 2441 provides funding for materials and supplies needed for sign fabrication. This budget reflects an increase in the cost of materials including latex plotter supplies, and pedestrian ballard replacements.

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City of Dublin

Public Service/ Highway Maintenance

STATEMENT OF FUNCTIONS:

This program is identical to the street maintenance program as outlined in the street maintenance section, except this covers work performed on the various state highways located within the City. The monies utilized for this section are from the State Highway Maintenance Improvements Fund which is generated by motor vehicle registration fees and gasoline tax revenues, and can only be spent for this limited purpose.

NOTES AND ADJUSTMENTS:

There are no personnel assigned to Highway Maintenance.

State Highway
Public Service
Engineering

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
211-1330						
Other Expenses						
2310	Utilities	21,809	25,000	27,779	25,000	25,750
2349	Other Professional Serv	0	0	7,919	0	0
		21,809	25,000	35,698	25,000	25,750
Capital Outlay						
2550	Street Maint. Projects	0	250,000	250,000	0	250,000
		0	250,000	250,000	0	250,000
TOTALS		$21,809	$275,000	$285,698	$25,000	$275,750

BUDGET SUMMARY:

211-1330

- Account 2310 provides funding for the cost of utilities related to the operation of traffic signals that are located on State highways.
- Account 2550 provides funding for a turn lane at Riverside Drive and Hard Road as outlined in the 2013 – 2017 Capital Improvements Program (CIP).

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City of Dublin

Parks and Recreation / Cemetery Maintenance

STATEMENT OF FUNCTIONS:

The City of Dublin recognizes its' responsibility to provide the proper grounds for its permanent residents by striving to protect and enhance its active and historical cemeteries. Cemetery Maintenance facilitates the burial process with the greatest of respect and ensures proper care of these sacred grounds by adherence to the highest of maintenance standards.

OBJECTIVES AND ACTIVITIES:

- To provide proper burial grounds that reflect Dublin's high standards and to ensure a most respectful burial process.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Maintenance Worker	1	1
TOTAL	**1**	**1**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

Cemetery

Parks and Recreation

Cemetery Maintenance		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
212-1621						
Personal Services						
2110	Salaries/Wages	61,330	59,500	61,000	61,000	61,100
2111	Overtime Wages	4,796	5,000	5,000	5,000	5,000
2112	Other Wages	19,547	28,320	28,320	28,320	28,320
2120	Employee Benefits	34,838	31,440	35,000	35,000	33,750
2140	Uniforms & Clothing	450	1,530	1,530	1,530	2,125
		120,961	125,790	130,850	130,850	130,295
Other Expenses						
2201	Conferences/Mileage	29	0	0	0	0
2310	Utilities	516	400	900	900	930
2349	Other Professional Serv	419	1,000	1,000	500	1,000
2351	Maint. of Equipment	633	1,500	2,500	2,500	2,000
2380	Printing and Reproduction	116	500	500	500	500
2390	Contractual Services	2,942	9,250	9,250	5,000	6,750
2410	Office Supplies	291	300	300	300	300
2430	Repair & Maintenance	1,799	4,800	4,800	2,500	10,200
2910	Refunds	15	0	0	0	0
		6,760	17,750	19,250	12,200	21,680
Capital Outlay						
2510	Land & Land Improvements	10,180	15,300	25,080	15,300	33,400
2520	Equipment & Furniture	0	1,400	1,400	1,400	0
		10,180	16,700	26,480	16,700	33,400
TOTALS		$137,901	$160,240	$176,580	$159,750	$185,375

BUDGET SUMMARY:

212-1621

- Account 2110 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data.
- Account 2112 provides funding for seasonal staff wages.
- Account 2351 provides funding for the repair and maintenance of mower, trimmers and other miscellaneous equipment used for cemetery maintenance.
- Account 2390 provides funding for the transaction expenses related to the acceptance of Visa/MasterCard and vault company services. It also includes an additional $5,000 in 2013 funding for arborist work.
- Account 2430 includes funding for footers for monuments, grass seed, concrete, topsoil, and fertilizers. It also includes $6,000 in 2013 for the aggregates to top dress the Main Cemetery's gravel drive.
- Account 2510 includes funding for fence and stone wall work, headstone refurbishing, annuals/perennials, tree planting replacements and mulch. It also includes $17,200 for the restoration of the Mt. Zion Cemetery.

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City of Dublin

Parks and Recreation / Recreation Services

STATEMENT OF FUNCTIONS:

Dublin Recreation Services is responsible for delivering diverse quality programs and services that promote active lifestyles, learning and the arts that will enhance the quality of life throughout the community.

OBJECTIVES AND ACTIVITIES:

- To provide proactive management, proficiency, and efficiency to all Recreation Services functions.
- To provide safe quality leisure time activities and opportunities.
- To promote active lifestyles and participation in recreation programs through comprehensive marketing strategies.
- To maximize accessibility for all citizens of Dublin.
- To provide the highest quality service to the community.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Director, Recreation Service	1	1
Recreation Services Administrator	1	1
Recreation Program Supervisor	4	4
Recreation Program Coordinator	1	1
TOTAL	**7** (1)	**7** (1)
PART-TIME/SEASONAL STAFF		
Front Desk	3.25	3.25
Intern	1	1
Open Gym & Sports Programs	3	3
Special Events	.25	.25
Pre-School / Youth Camps	15	15
Pre-School / Youth Programs	.50	.50
Teen Camps	2.75	3.25
Teen Programs / Lounge	1.75	1.75
Adult Programs	.25	.25
Senior Programs / Program Assistants	.75	.75
Special Needs	1	1
TOTAL	**29.5 FTE***	**30 FTE***

*FTE – full-time equivalent hours rounded.

NOTES AND ADJUSTMENTS:

(1) The full-time positions are allocated between this budget, the Dublin Community Recreation Center budget, and the Swimming Pool budget.

A comprehensive part-time wage analysis (in conjunction with HR) was conducted in 2012 for the purpose of establishing market pay ranges in order to improve recruitment and retention opportunities for high quality, experienced staff responsible for delivering excellent programs, customer service and public safety. The adjustments to these wages are reflected in this budget.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Parks and Recreation

Recreation		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
213-1630						
Personal Services						
2110	Salaries/Wages	433,574	481,900	481,900	440,000	517,000
2111	Overtime Wages	1,352	3,000	30,000	30,000	3,000
2112	Other Wages	487,289	559,380	559,380	510,000	590,000
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	246,710	285,780	285,780	255,000	269,210
2140	Uniforms & Clothing	13,414	9,550	11,486	9,550	13,570
		1,182,339	1,339,610	1,368,546	1,244,550	1,392,780
Other Expenses						
2201	Conferences/Mileage	6,823	7,000	7,000	7,000	7,000
2320	Communications	1,252	6,000	6,000	4,500	9,060
2330	Rents/Leases	79,281	70,000	80,001	80,000	105,710
2349	Other Professional Serv	245,806	240,000	255,005	240,000	318,130
2351	Maint. of Equipment	108	1,000	1,000	1,000	1,000
2370	Advertising	500	850	850	850	850
2380	Printing & Reproductions	21,965	27,500	42,980	32,000	22,500
2390	Misc Contractual Services	35,009	35,000	35,000	35,000	36,000
2391	Memberships/Subscriptions	3,153	4,220	4,220	4,220	4,480
2410	Office Supplies	7,948	10,000	16,206	10,000	14,160
2420	Operating Supplies	53,639	60,000	90,009	90,000	78,480
2442	Sports Equipment	8,107	13,900	13,900	10,000	12,900
2840	Special Events	352	700	1,000	1,000	700
2841	Sr. Citizens Activities	25,433	28,660	30,835	25,000	28,655
2842	Sports Leagues	40,213	50,000	63,029	50,000	54,180
2910	Refunds	72,196	60,000	65,000	65,000	60,000
		601,785	614,830	712,035	655,570	753,805
Capital Outlay						
2520	Equipment & Furniture	699	8,330	8,330	8,330	13,000
		699	8,330	8,330	8,330	13,000
TOTALS		$1,784,823	$1,962,770	$2,088,911	$1,908,450	$2,159,585

Parks and Recreation / Community Recreation Center

STATEMENT OF FUNCTIONS:

The Dublin Community Recreation Center (DCRC) is a well managed, efficiently operated, state of the art facility providing the highest standards of organized and open leisure activities to the residents of Dublin and the Dublin School District. Through well-planned facility management and programming, the DCRC is committed to the highest level of service for our internal and external customers.

OBJECTIVES AND ACTIVITIES:

- To provide excellent customer service and maximize operational efficiency.
- To provide safe, quality leisure activities and services.
- To provide a combination of open recreation and structured program opportunities.
- Maximize recreational and leisure activities and promote a healthy community.
- To provide a facility, which meets or exceeds all state and local health and safety requirements, and support environmentally sound practices where reasonably possible.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Recreation Service Administrator	3	3
Recreation Program Supervisor	3	3
Membership Services Supervisor	1	1
Recreation Operations Supervisor	1	1
Theater Supervisor	1	1
Recreation Program Coordinator	3	3
Recreation Operations Specialist (2)	2	2
Administrative Assistant	1	1
TOTAL	**15** (1)	**15** (1)
PART-TIME/SEASONAL STAFF		
Wellness Coordinator (3)	1	1
Wellness Intern (3)	1	1
Reservation Facility Workers	3	3
Fitness/Wellness	9.5	10
Aquatics	20.25	20.75
Front Desk Workers	4.75	0
Babysitters	5.5	5.5
Wee Folk Room Front Desk	1.5	1.5
Head Front Desk	1.5	6
Theater Staff	1	1
Manager on Duty	1.25	1.25
TOTAL	**50.25 FTE***	**51 FTE***

*FTE – full-time equivalent hours rounded.

NOTES AND ADJUSTMENTS:

(1) The full-time positions are allocated between this budget, the Recreation Programs budget, and the Swimming Pool budget.

(2) There is one vacant Recreation Operations Specialist position. HR is currently reviewing the need for re-filling the position.

(3) The Wellness positions are split between this budget (25%) and the Employee Benefits Self Insurance Fund (75%).

A comprehensive part-time wage analysis (in conjunction with HR) was conducted in 2012 for the purpose of establishing market pay ranges in order to improve recruitment and retention opportunities for high quality, experienced staff responsible for delivering excellent programs, customer service and public safety. The adjustments to these wages are reflected in this budget.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Parks and Recreation

Community Recreation Ctr		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
213-1631						
Personal Services						
2110	Salaries/Wages	799,258	828,220	828,220	775,000	782,600
2111	Overtime Wages	3,327	6,000	8,000	8,000	6,000
2112	Other Wages	1,085,341	1,163,490	1,163,490	1,163,490	1,277,190
2113	Short Term Disability	0	0	2,500	2,500	0
2120	Employee Benefits	466,054	498,540	498,540	475,000	489,325
2140	Uniforms & Clothing	3,199	6,470	11,632	6,470	7,330
		2,357,179	2,502,720	2,512,382	2,430,460	2,562,445
Other Expenses						
2201	Conferences/Mileage	20,614	24,910	28,549	24,910	32,070
2310	Utilities	551,585	612,750	622,044	500,000	612,750
2320	Communications	10,101	9,080	9,080	6,000	12,200
2330	Rents/Leases	4,510	7,220	7,895	7,220	11,200
2349	Other Professional Serv	220,809	220,000	256,073	220,000	211,800
2351	Maint. of Equipment	0	5,250	5,250	3,000	5,250
2370	Advertising	10,995	16,000	19,690	16,000	15,000
2380	Printing & Reproductions	27,227	53,500	71,536	40,000	36,500
2390	Misc Contractual Services	40,256	41,500	45,470	41,500	42,650
2391	Memberships/Subscriptions	3,484	5,950	5,950	5,950	4,870
2410	Office Supplies	12,252	20,500	23,300	15,000	20,000
2420	Operating Supplies	25,552	32,660	38,048	30,000	31,860
2425	Merchandise for resale	3,825	3,000	4,000	4,000	3,000
2426	Program Supplies	41,760	45,000	48,882	40,000	44,150
2430	Repair & Maintenance	48,908	40,000	47,421	40,000	48,200
2440	Small Tools & Minor Equip	992	2,250	2,250	2,250	2,250
2442	Sports Equipment	41,447	50,000	53,137	50,000	71,875
2812	Special Projects/Programs	52	0	0	0	0
2910	Refunds	32,384	40,000	40,000	35,000	40,000
		1,096,753	1,229,570	1,328,575	1,080,830	1,245,625
Capital Outlay						
2520	Equipment & Furniture	40,298	45,650	45,650	45,650	19,450
		40,298	45,650	45,650	45,650	19,450
TOTALS		$3,494,230	$3,777,940	$3,886,607	$3,556,940	$3,827,520

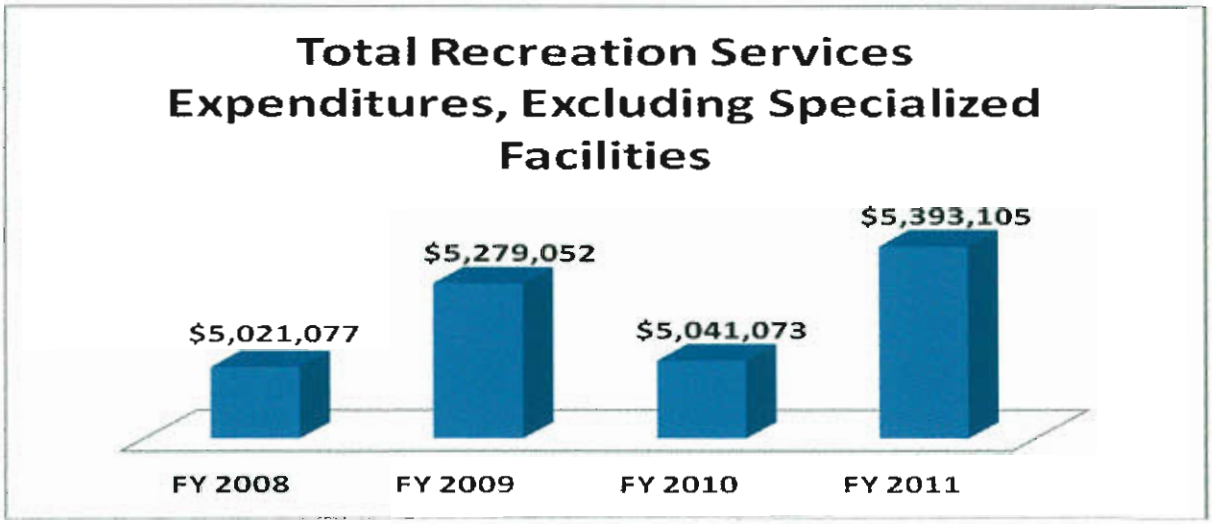
BUDGET SUMMARY:

213-1630

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 includes a funding increase to accommodate Front Desk portion of wages assigned to the Recreation budget as related to wage structure changes noted above. Camp Counselor hours in general will be fewer due to one fewer week of camp in 2013; however, adjustments (increases) have been made to accommodate updated supervision policies during swimming activities. There is also a planned increase in instructor wages for Zumba in order to add Zumba classes for seniors. These classes will be offset by program revenue. Special Needs Coordinator wages will be increased due to an increased number of work hours to accommodate programs, and due to market wage analysis.
- Account 2140 provides additional funding for replacement of uniforms to comply with the Citywide branding campaign.
- Account 2320 provides funding for paper and ink for plotter, senior newsletter, and postage.
- Account 2330 includes additional funding due to hourly rate increase charged by the Dublin City Schools for summer camp air conditioning. The rate increased from $19 per hour to $63 - $75 per hour depending on the school. An increase in camp fees is likely for 2013 to recover costs.
- Account 2349 includes an increase due to an addition of a camp lunch program offered in partnership with Dublin City Schools. 100% of cost is recovered in lunch payment program. Increases are also due to providing additional boomer and senior fitness classes (also to be offset by revenue).
- Account 2380 includes a decrease in funding due to anticipated lower costs associated with printing/distribution of the Healthy (Recreation Services Activities and Programs) Brochure.
- Account 2390 provides funding for fees to accept credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 2420 provides funding for supplies for programs for summer camps, special needs programs, teens programs, adult and youth programs, and linens for special events at the DCRC.
- Account 2520 includes an increase to replace worn and broken senior lounge furniture and equipment.

PERFORMANCE MEASURES:

1) Total Recreation Services Expenditures, Excluding Specialized Facilities



The above expenditures do not include the outdoor swimming pool operations, DCRC maintenance, or custodial expenditures. It is important to monitor these expenditures annually to ensure the aggregate (collective) target cost recovery rates for each program and service area meet the 50% cost recovery expectation set by City Council.

2) Total Recreation Services Revenue Earned

Revenues include all fees associated with DCRC memberships, programs, facility rentals, and services within Recreation Services. The revenues generated by the two outdoor swimming pool operations are not included in this total. As each operating budget is submitted, targeted revenues are projected to achieve the 50% cost recovery expectation set by City Council. Analyzing trends from year to year assists staff in projecting revenues annually.

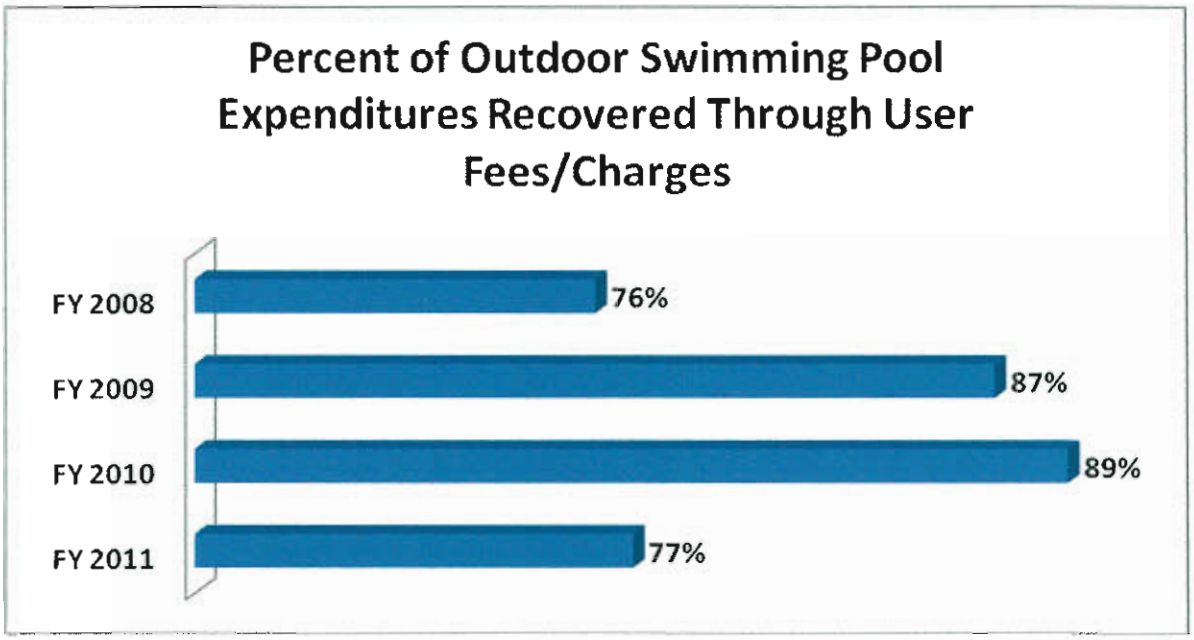
BUDGET SUMMARY:

213-1631

- Account 2110 provides funding for full-time staffing as reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 includes wage increases for lifeguards, swim instructors and front desk staff in accordance with the results of the part-time wage analysis conducted this year. Additional funding is also being requested to accommodate additional diving, teen fitness and group fitness classes. This additional funding will be offset by revenues generated by these classes.
- Account 2310 provides funding for utilities for operation of the recreation facility (DCRC).
- Account 2330 includes funding for rental of a postage machine and copier and reflects an increase for the rental of a 50 meter pool for the Community Swim Team.
- Account 2349 provides funding for the pool license, Red Cross swim lesson fee, personal trainers, accreditation application, movie license fee, theater presentations, and support for theater camps.
- Account 2380 includes a decrease in funding due to anticipated better pricing for the printing of the Healthy Brochure. Printing costs are shared 50/50 with this budget and the Recreation budget.
- Account 2390 provides funding for cable for the DCRC and fees for accepting credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 2391 includes an increase due to the Ohio Parks and Recreation Association's modification to its membership structure – allowing for 30 of the City's professionals to benefit from the value of statewide networking, education sessions and professional development opportunities.
- Account 2420 provides funding for pool chlorine and CO2, fitness floor supplies, theater operation supplies, and first aid supplies.
- Account 2426 reflects a decrease in program supplies due to investments in re-usable training textbooks in 2012. Funding in this account provides for arts and crafts supplies, and birthday party package supplies.
- Account 2430 provides funding for miscellaneous aquatics parts and supplies, fitness equipment parts, maintenance and preventive maintenance of equipment, community hall repairs, and theater repairs.
- Account 2442 provides funding to replace heavily used fitness equipment. As part of the rotation schedule of equipment, this budget reflects an increase for the purchase of additional equipment that was not purchased in the past two years due to budget constraints. All equipment being replaced will be placed into service at other employee fitness rooms and/or posted online for resale through GovDeals.
- Account 2520 provides funding for replacement of leisure pool deck furniture as needed, miscellaneous pool equipment, and replacement of community hall, classroom, and teen lounge furniture as needed.

PERFORMANCE MEASURES:

1) **Percent of Outdoor Swimming Pool Expenditures Recovered through User Fees/Charges**



It is important for Recreation Services to track the percentage of outdoor swimming pool expenditures recovered through user fees/charges in order to compare the cost recovery for similar operations from other jurisdictions. Outdoor pool levels of service, expenditures and fees (revenue) are typically determined in order to meet pre-determined cost recovery percentages.

Although the cost recovery of Dublin's outdoor swimming pools may be lower than other jurisdictions, it is due to the degree of service to the community that City Council wishes to subsidize. This is a good measure that can provide City Council with comparison data to ensure Recreation Services is meeting their expectations, and allows them to further gauge how much they wish to subsidize the service in the future.

Administrative Services/ Community Recreation Center – Facilities

STATEMENT OF FUNCTIONS:

The Facilities Work Unit is charged with protecting the City's investment in the Recreation Center by ensuring that both the appearance and functions are preserved. This is accomplished by adhering to proper preventive maintenance programs, performing repairs in a professional manner and as quickly as possible, maintaining a safe and clean environment for building occupants and visitors, and by seeking the most efficient utilization of space and energy resources.

OBJECTIVES AND ACTIVITIES:

- To establish and implement a proactive preventive maintenance program.
- To perform regular inspections of facilities and equipment.
- To provide custodial services, utilizing green cleaning practices as much as possible.
- To perform repairs to equipment and facility components.
- To provide oversight for certain recreation construction and renovation projects.
- To reduce energy consumption at the Recreation Center by introducing best practices in conservation and installing efficient mechanical and electrical systems.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Maintenance Crew Supervisor	1	1
Maintenance Worker	3	3
Custodians (1)	7	6
TOTAL	**11**	**10**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	0	0
TOTAL	**0**	**0**

NOTES AND ADJUSTMENTS:

(1) Removed one vacant Custodial Worker position.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Administrative Services

Facilities Management

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
213-1940						
Personal Services						
2110	Salaries/Wages	607,197	537,490	537,490	537,490	515,450
2111	Overtime Wages	6,231	15,000	15,000	12,000	15,000
2112	Other Wages	50,929	9,000	9,000	9,000	0
2113	Short Term Disability	10,405	0	0	0	0
2120	Employee Benefits	292,272	322,070	322,070	260,000	291,320
2140	Uniforms & Clothing	11,120	8,800	10,100	8,800	8,000
		978,154	892,360	893,660	827,290	829,770
Other Expenses						
2201	Conferences/Mileage	105	1,900	1,900	1,000	1,700
2211	Meeting Expenses	329	350	350	350	350
2320	Communications	0	0	0	0	0
2330	Rents/Leases	1,242	1,500	2,258	2,200	1,500
2350	Maint. of Equipment	71,435	75,000	89,595	75,000	70,250
2390	Misc Contractual Services	197,089	284,100	327,442	225,000	288,100
2420	Operating Supplies	100,129	105,000	114,861	90,000	95,000
2440	Small Tools & Minor Equip	32	3,000	3,000	3,000	1,800
		370,361	470,850	539,406	396,550	458,700
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	40,000
2530	Bldgs. & Other Structures	208,696	344,400	464,874	344,400	332,500
		208,696	344,400	464,874	344,400	372,500
TOTALS		$1,557,211	$1,707,610	$1,897,940	$1,568,240	$1,660,970

BUDGET SUMMARY:

213-1940

- Account 2110 provides funding for full-time staffing as reflected in the Personnel Data and the Notes and Adjustments. 2013 funding levels reflect the removal of one position from this budget.
- Account 2111 provides funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 2350 includes funding for ongoing general maintenance and repair of the Recreation Center (DCRC) as well as HVAC and related equipment repairs.
- Account 2390 includes funding for preventive maintenance services, technical maintenance services, inspections and cleaning services for carpet and windows. Funding is included for expanded contract custodial services in lieu of replacing vacant Custodial Worker positions. Additional funding is provided for painting/drywall repair, duct work cleaning and drain cleaning.
- Account 2420 provides funding for custodial supplies, light bulbs, filters, paints and other miscellaneous supplies to maintain the facility.
- Account 2440 provides funding for tools.
- Account 2520 provides funding for 22 LED pool lights and installation.
- Account 2530 includes $86,000 for enhancements to audio/visual system in Community Hall, $50,000 for redesign of main entrance overhang to discourage bird nesting, $25,000 for new lobby furniture and $20,000 for renovations to the Senior Lounge including new flooring, and window coverings.

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City of Dublin

Safety / Police

STATEMENT OF FUNCTIONS:
Police, under the direction of the Chief of Police, is comprised of three work units: Operations, Support Services, and Technical Services. Operations consist of the following: patrol, accident investigations, court liaison field training, bicycle and motorcycle patrol, and the K-9 and reserve officer program. The primary responsibility of the Operations Bureau is the maintenance of public order, involving the protection of constitutional guarantees, the enforcement of the law and the provision of services necessary to respond to other needs of the community. Support Services include the detective section, internal affairs, the Community Education Unit (including the DARE and school resource officer programs), neighborhood watch, and special events. Technical Services, created in 2005, includes the communications center, records, property room, accreditation and training, technology support and accounting, budgeting and clerical support. The primary responsibility of Support Services and Technical Services is to provide the required support services for all of Police.

Mission Statement: The Dublin Division of Police will provide the highest level of service through the enforcement of laws and the protection of life, property and the constitutional rights of all. We will meet the present and future needs of the public through a continued partnership with our community. We will remain dedicated to service and committed to excellence, focusing on the following core values:

- *Integrity - we hold ourselves accountable to the highest level of honesty, truthfulness, and ethical conduct.*
- *Pride - we take pride in ourselves as individuals, our Division as a team and our citizens as a Community.*
- *Respect - we will ensure that all persons are treated with equality, dignity and courtesy.*
- *Professionalism - we are committed to the highest level of professional standards through development of highly trained and motivated employees.*

OBJECTIVES AND ACTIVITIES

- To solve crimes and reduce the incidence of crime.
- To enhance the quality of life in the community.
- To provide a high level of advanced training for staff.
- To increase proactive policing methods in an effort to reduce the incidence of crime.
- To increase traffic enforcement and education activities in an effort to reduce the community's traffic crash rate.
- To develop improved partnerships with various community entities necessary to reduce criminal activity.
- To respond effectively to neighborhood traffic and crime concerns.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Chief of Police	1	1
Police Lieutenant	2	2
Civilian Bureau Commander	1	1
Police Sergeant	6	6
Police Corporal	6	6
Police Officer (1)	49	51
Emergency Management Coordinator/Law Enforcement Planner	1	1
Civilian Accreditation Manager (2)	0	1
Administrative Specialist	1	1
Staff Assistant	1	1
Office Assistant II	3	3
Office Assistant I	1	1
Police Property Technician	1	1
Communications Technician	13	13
Communications Supervisor	2	2
TOTAL	**88**	**91**
PART-TIME/SEASONAL STAFF		
Civilian Court Liaison (3)	0	1
TOTAL	**0**	**1**

NOTES AND ADJUSTMENTS:
(1) Two Police Officer positions are added and will be part of the Community Impact Unit (CIU).
(2) One Civilian Accreditation Manager is added as a new position.
(3) One part-time Civilian Court Liaison is added as a new position.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety

Safety

Police

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
214-1820						
Personal Services						
2110	Salaries/Wages	6,598,188	6,793,820	6,783,370	6,783,370	7,244,740
2111	Overtime Wages	287,995	324,200	324,200	324,200	332,010
2112	Other Wages	15,746	0	10,450	10,450	0
2113	Short Term Disability	4,128	0	0	0	0
2120	Employee Benefits	2,802,990	2,608,930	2,608,930	2,608,930	2,831,590
2140	Uniforms & Clothing	103,303	107,850	114,292	107,850	154,040
		9,812,350	9,834,800	9,841,242	9,834,800	10,562,380
Other Expenses						
2201	Conferences/Mileage	42,513	85,500	87,635	85,500	104,200
2211	Meeting Expenses	1,860	6,500	6,500	6,500	6,000
2213	Seminar Expenses	0	1,500	1,500	0	500
2301	County Auditor Deductions	7,290	7,500	8,500	8,500	8,500
2320	Communications	65,733	77,300	82,042	77,300	85,300
2330	Rents/Leases	8,959	14,000	14,070	14,000	2,000
2349	Other Professional Serv	4,443	18,500	19,474	15,000	16,000
2351	Maint. of Equipment	92,086	140,750	152,432	120,000	119,000
2390	Contractual Services	15,324	15,490	19,030	15,490	38,695
2391	Memberships/Subscriptions	50,564	59,770	60,197	55,000	65,475
2410	Office Supplies	15,366	21,000	22,252	16,000	20,500
2420	Operating Supplies	45,347	58,600	64,960	52,000	67,600
2851	DARE Program	15,789	11,200	12,215	11,200	11,200
2910	Refunds	0	500	500	0	500
		365,274	518,110	551,307	476,490	545,470
Capital Outlay						
2520	Equipment & Furniture	16,459	10,800	10,800	10,800	31,700
		16,459	10,800	10,800	10,800	31,700
TOTALS		$10,194,083	$10,363,710	$10,403,349	$10,322,090	$11,139,550

BUDGET SUMMARY:

214-1820

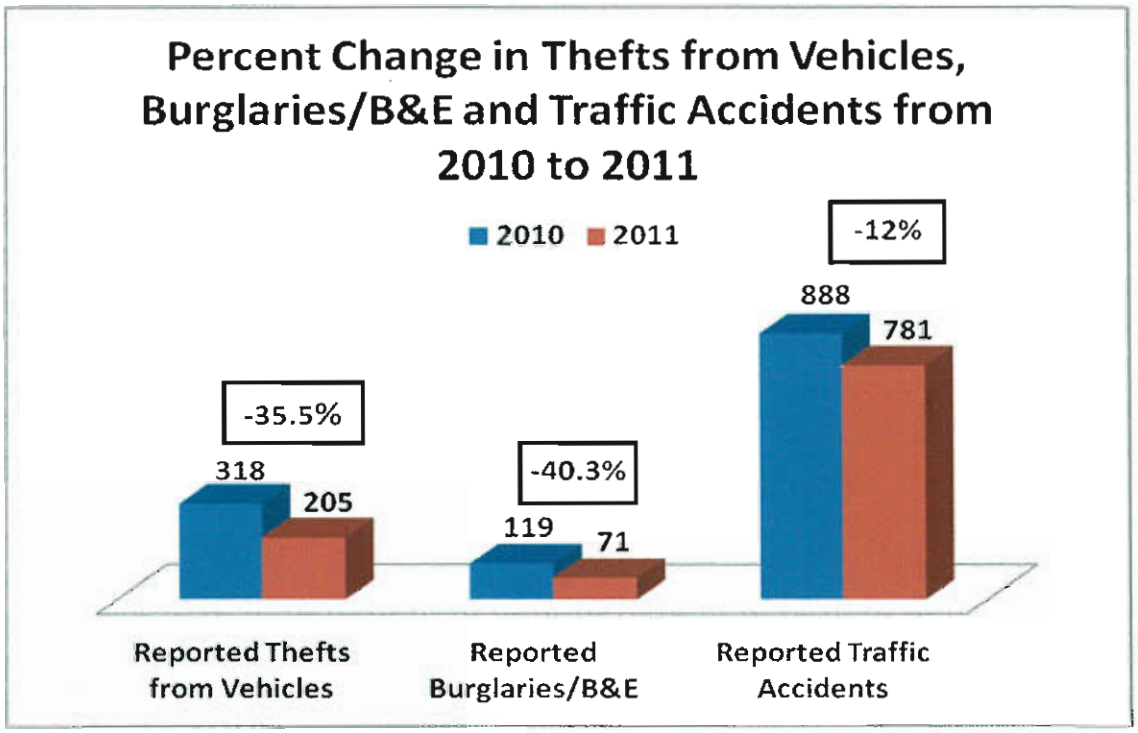
- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments. Funding is included for two additional police officers, a Civilian Accreditation Manager, and a part-time Civilian Court Liaison.
- Account 2111 provides funding for overtime for authorized sworn personnel and for support services for City special events. An increase in funding reflects the additional overtime needed in 2013 for the President's Cup.
- Account 2140 provides funding for uniform allowances and dry cleaning as provided for in the negotiated FOP contract; also includes funds for uniform replacements, uniforms for new personnel, replacement ballistic vests and first responder kits, uniform needs for the Community Impact Unit (CIU), Community Service Officer and two new Motor Officers which are all new initiatives.
- Account 2201 includes funding for career development mandatory and optional training, and advanced training opportunities for police personnel. This account also includes career development for new initiatives to include the CIU, new Motor Officers and basic academy for two new Officers.
- Account 2211 includes funds for awards presentation expenses, team meetings, expenses for a mock on-site, as well as funds for a Citizen Police Academy.
- Account 2320 provides funding for walkie/mobile parts and accessories, and COIRS annual fees.
- Account 2330 provides funding for a storage unit for an undercover surveillance van.
- Account 2349 provides funding for hospitalization/medical expense for prisoners and lab fees/physicals/handwriting analysis and web check fees for law enforcement applicants only.
- Account 2351 provides funding for maintenance agreements for all departmental equipment including but not limited to the radio system radios and consoles in the Communication Center, radar and laser repair, and cruiser video system maintenance and repair.
- Account 2390 provides funding for services pertaining to the K-9 and other miscellaneous services (car washes, towing, LEADS online). Funding is also included to contract for private security staffing for the magnetometers in Court and City Hall during City Council meetings.
- Account 2391 includes funds for various professional memberships/subscriptions for law enforcement personnel. Funding is also included in 2013 for Code Red weather alerts.
- Account 2420 includes funding for equipment, ammunition, jail supplies, range supplies, canine food and supplies, and other miscellaneous operating supplies that are needed.
- Account 2520 includes funding for equipment for motorcycles, AV upgrades for the roll call room, equipment for the emergency operations center and miscellaneous equipment for the Community Impact Unit and Community Service Officers which are both new initiatives.
- Account 2851 includes funding for all DARE related supplies and activities.

PERFORMANCE MEASURES:

1) **Percent Change in the Number of Reported Thefts from Vehicles (2010 to 2011)**

2) **Percent Change in the Number of Reported Burglaries/B&E (2010 to 2011)**

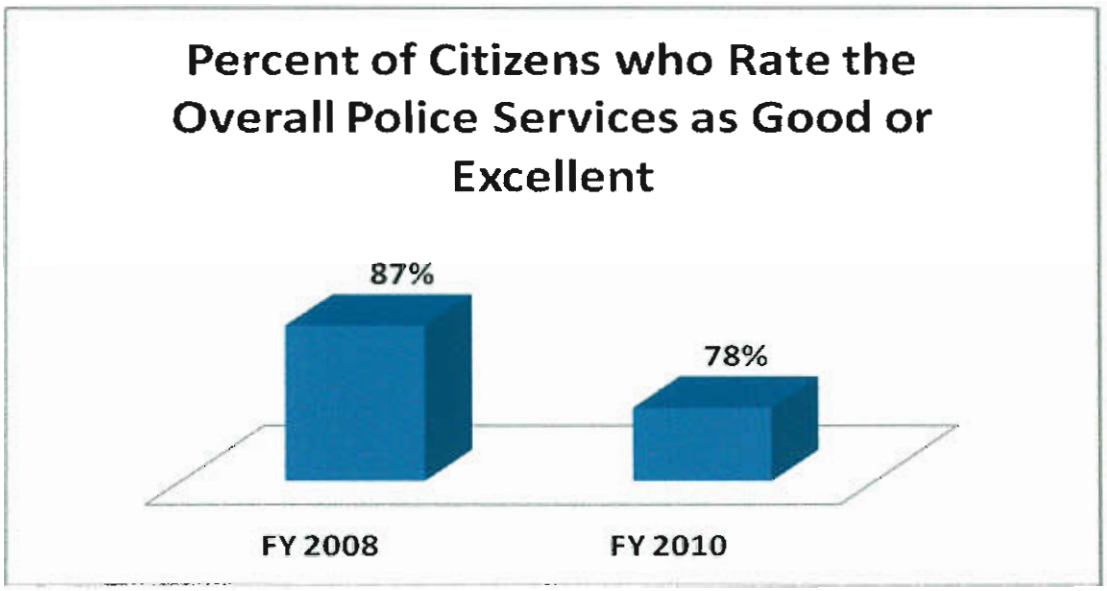
3) **Percent Change in the Number of Reported Traffic Accidents (2010 to 2011)**



The Division of Police collects statistical data on burglaries/breaking & entering, thefts from vehicles, and traffic crashes as part of its annual division goals. The goal measurement is to reduce these categories of crime and disorder. These goals and categories were identified as a result of an extensive goal setting process that involved: citizen survey data from residents, internal staff feedback from police supervisors, executive command staff professional judgment, and those crimes with a higher frequency of occurrence and being the type of crime/disorder where the police can partner with the community to address and reduce. The ultimate goal is to continue to make Dublin a safe place to live, work, and visit.

PERFORMANCE MEASURES: (CONTINUED)

4) Percent of Citizens who Rate Overall Police Services as Good or Excellent (Dublin Citizen Satisfaction Survey)



This measure reflects the perceptions of citizens regarding the services provided by the City of Dublin Division of Police. The division uses this information in various ways such as annual goal setting.

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City of Dublin

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks and Recreation / Dublin Municipal Pools

STATEMENT OF FUNCTIONS:

The Dublin North and South Community Pools are seasonal operations which provide the community diverse aquatic related recreation opportunities. Pool facilities include a lap pool, leisure play pool, tot pool, waterslides, diving boards and well, concession stand, and a water play/spray area. The operation of the Ballantrae Spray Park was added to the Dublin Municipal Pool Budget in 2012.

OBJECTIVES AND ACTIVITIES:

- To offer open recreational swim times for general public use.
- To offer a comprehensive outdoor aquatics program including swim lessons for all ages, a local recreational swim team program for school age youth, and water exercise classes.
- To provide continuing education and extensive safety training for all pool staff.
- To increase open recreation opportunities and incorporate community based activities.
- To operate swimming facilities that meet, or exceed all state health and safety requirements.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
PART-TIME/SEASONAL STAFF		
Pool Manager	4.5	4.25
Concession Manager	.75	.75
Assistant Concession Manager	3	2.75
Pool Lifeguard	41.5	38.75
Desk Staff/Concession Staff	15.25	13.5
Swim Team Coaches	3.75	3.75
Swim Instructors	.25	.25
TOTAL	**69 FTE***	**64 FTE***

*FTE – full-time equivalent hours rounded.

NOTES AND ADJUSTMENTS:

A portion of full-time staffing costs are allocated to this budget: Director of Recreation 5%, Recreation Program Coordinator 5%, Recreation Services Administrator 30%, Recreation Program Supervisor 30%, and Recreation Program Coordinator 30%.

A comprehensive part-time wage analysis (in conjunction with HR) was conducted in 2012 for the purpose of establishing market pay ranges in order to improve recruitment and retention opportunities for high quality, experienced staff responsible for delivering excellent programs, customer service and public safety. The adjustments to these wages are reflected in this budget. Overall, the decrease in the number of FTE's is due to a shorter pool season in 2013.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Pool

Parks and Recreation

Recreation		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
215-1630						
Personal Services						
2110	Salaries/Wages	52,149	38,790	54,000	54,000	58,900
2111	Overtime Wages	0	0	1,500	1,500	500
2112	Other Wages	351,749	360,000	360,000	350,000	382,270
2113	Short Term Disability	0	0	100	100	0
2120	Employee Benefits	75,827	92,450	91,700	80,000	79,400
2140	Uniforms & Clothing	7,925	8,000	8,750	8,750	10,000
		487,650	499,240	516,050	494,350	531,070
Other Expenses						
2201	Conferences/Mileage	479	500	500	500	980
2310	Utilities	148,052	150,000	170,352	140,000	154,500
2320	Communications	83	200	200	200	200
2349	Other Professional Serv	540	700	700	700	700
2390	Misc Contractual Services	2,481	4,200	4,200	3,000	4,400
2391	Memberships/Subscriptions	1,050	1,050	1,050	1,050	1,060
2410	Office Supplies	0	1,000	1,000	500	1,000
2420	Operating Supplies	3,705	5,000	5,000	5,000	6,600
2423	Concessions	48,166	60,000	60,000	56,000	50,000
2424	Pool Supplies/Chemicals	15,098	31,500	36,386	20,000	21,500
2426	Program Supplies	1,447	3,000	3,000	2,000	3,050
2430	Repair & Maintenance	70,261	73,000	74,470	50,000	51,000
2910	Refunds	169	1,500	1,500	0	1,500
		291,531	331,650	358,358	278,950	296,490
Capital Outlay						
2520	Equipment & Furniture	5,377	30,000	32,311	30,000	34,000
2530	Bldgs. & Other Structures	10,058	0	0	0	0
		15,435	30,000	32,311	30,000	34,000
TOTALS		$794,616	$860,890	$906,719	$803,300	$861,560

Parks and Recreation / Dublin Municipal Pools

BUDGET SUMMARY:

215-1630

- Account 2110 provides funding for full-time staff allocated to this budget as reflected in the Notes and Adjustments.
- Account 2112 provides funding for seasonal staff wages. A comprehensive part-time wage analysis (in conjunction with the Human Resources Department) was conducted in 2012 for the purpose of establishing market pay ranges in order to improve recruitment and retention opportunities for high quality, experienced staff responsible for delivering excellent programs, customer service and public safety. The adjustments to these wages are reflected in this budget.
- Account 2310 provides for utilities for the outdoor municipal pool facilities.
- Account 2391 includes additional funding for new N.E.W. Swim League fees for the Dolphins Swim Team program.
- Account 2423 provides funding for supplies to stock the concession stands at the pool facilities. Expenses for supplies are offset by revenues generated.
- Account 2424 provides funding for chlorine and CO2 and reflects a decrease in funding due to spending trend analyses.
- Account 2430 includes a decrease in funding due to the anticipated repairs needed for 2013.
- Account 2520 includes funding for various equipment replacements, including the entire inventory of lounge chairs/chaises at the North Pool.

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City of Dublin

Permissive Tax Fund

STATEMENT OF FUNCTIONS:

Funds are received from the County $5.00 Motor Vehicle License Tax Fund as individual projects are approved by the Franklin County Engineer's Office and Franklin County Commissioners. Projects must be for roadway construction or improvements. Funds are also received from legislation approved by Franklin and Delaware Counties to increase license registration fees in two $5.00 increments. The City receives 50% of the "first $5.00 increment". The revenue received can only be spent on roads and bridges.

NOTES AND ADJUSTMENTS:

Permissive Tax

Public Service

Engineering

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
216-1330						
Capital Outlay						
2550	Street Maint. Projects	167,000	1,817,000	1,913,800	1,200,000	867,000
		167,000	1,817,000	1,913,800	1,200,000	867,000
TOTALS		$167,000	$1,817,000	$1,913,800	$1,200,000	$867,000

Permissive Tax Fund

BUDGET SUMMARY:

- Account 2550 provides funding to make the third of six payments of $167,000 to the Franklin County Engineer for the Tuttle Crossing Boulevard project and $700,000 provides funding for intersection improvements at Avery-Muirfield/Tullymore/Valley Stream/Avery Road as outlined in the 2013 – 2017 Capital Improvements Program (CIP).

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City of Dublin

Events Administration

STATEMENT OF FUNCTIONS:

Hotel/Motel Tax Fund 75% of the hotel/motel tax revenues are credited to Hotel/Motel Tax Fund in accordance with City Ordinance No. 133-87 and the Ohio Revised Code. The remaining 25% is distributed to the Dublin Convention and Visitors Bureau (DCVB). From the Hotel/Motel Tax Fund, the City allocates approximately 25% of the total revenue to the Dublin Arts Council (DAC), up to a maximum as specified in a lease agreement executed for the DAC's use of a City-owned facility. Funds may be distributed to other organizations through City Council review of submitted hotel/motel tax grant applications.

Events Administration City-sponsored events are approved through the regular budget process. For 2013, these include the St. Patrick's Day Parade, Independence Day Celebration, Dublin Irish Festival (DIF) and Spooktacular. Events Administration plans, implements, and manages special events that enhance the City's international image, build community, provide fundraising opportunities for community organizations, and support the mission of the DCVB by attracting overnight visitors to Dublin hotels.

OBJECTIVES AND ACTIVITIES:

- To plan, implement, and manage City-sponsored festivals, events and parades in a professional and fiscally responsible manner.
- To help community events adhere to safety and city ordinances and policies by providing a one-stop shop for event approval
- To ensure that City Council's goals of fostering community pride and spirit by creating events and encouraging community participation are achieved.
- To establish, develop, and cultivate effective relations among the City, community organizations and schools involved in special events.
- To secure cash, media and in-kind donations for City of Dublin events by creating and maintaining mutually beneficial partnerships with local, regional and national corporations.
- To secure and build relationships with media partners to reach targeted audiences.
- To promote events to local, regional, national and international markets to increase overnight stay in Dublin hotels.
- To cultivate relationships with community organizations by providing fundraising opportunities in support of community initiatives.
- To develop and negotiate contracts in conjunction with risk management and legal counsel.
- To develop and manage a wide range of entertainment and activities targeting children, youth and adults.
- To plan and implement special event support services including transportation, accommodations, equipment rentals, electrical and sound services and hospitality.
- To implement safe events through efforts with NIMS training and a comprehensive and citywide safety plan.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Event Manager	1	1
Event Administrator	2	2
Staff Assistant	2	2
TOTAL	**5**	**5**
PART-TIME/SEASONAL STAFF		
Event Assistants	3	3
Office Assistant I	1	1
TOTAL	**4**	**4**

Hotel/Motel Tax

City Manager

Events Administration		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
217-1130						
Personal Services						
2110	Salaries/Wages	308,943	317,040	317,040	317,040	330,700
2111	Overtime Wages	13,300	14,000	16,000	16,000	15,500
2112	Other Wages	52,639	50,000	50,000	50,000	80,000
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	110,537	110,160	110,160	110,160	116,040
2140	Uniforms & Clothing	977	1,000	1,000	1,000	1,000
		486,396	492,200	494,200	494,200	543,240
Other Expenses						
2201	Conferences/Mileage	4,692	5,650	5,846	5,650	5,650
2211	Meeting Expenses	1,558	2,100	2,100	2,100	1,450
2320	Communications	3,884	4,150	4,150	4,150	3,300
2330	Rents/Leases	0	0	0	0	0
2349	Other Professional Serv	1,407,918	1,457,300	1,457,300	1,457,300	1,586,000
2370	Advertising	65,945	72,000	72,000	72,000	72,000
2380	Printing & Reproductions	19,953	21,950	21,950	21,950	31,450
2390	Misc Contractual Services	4,151	4,200	4,200	4,200	4,500
2391	Memberships/Subscriptions	2,278	2,640	2,640	2,640	2,640
2410	Office Supplies	5,037	5,000	5,000	5,000	5,500
2420	Operating Supplies	273,194	269,550	269,550	260,000	265,250
2440	Small Tools & Minor Equip	5,825	1,000	1,000	1,000	1,200
2812	Special Projects/Programs	5,129	51,250	51,250	45,000	34,450
2813	Promotional Programs	29,029	3,600	103,600	103,600	128,600
2815	Volunteer Program	20,686	21,900	21,900	21,900	20,650
2910	Refunds	1,585	200	1,000	1,000	200
		1,850,864	1,922,490	2,023,486	2,007,490	2,162,840
TOTALS		$2,337,260	$2,414,690	$2,517,686	$2,501,690	$2,706,080

Hotel/Motel Tax

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
Accounting & Auditing 217-1220						
2390	Misc Contractual Services	2,800	3,000	3,000	3,000	3,000
Streets & Utilities 217-1320						
2420	Operating Supplies	25,577	20,450	20,450	20,450	20,950
Parks & Open Space 217-1620						
2420	Operating Supplies	9,105	16,500	16,710	16,500	11,600
2511	Capital Outlay	0	0	80,000	80,000	35,000
Recreation 217-1630						
2420	Operating Supplies	380	0	0	0	0
Police 217-1820						
2390	Misc Contractual Services	14,402	21,000	21,000	18,000	21,000
Information Technology 217-1920						
2330	Rents/Leases	1,650	0	0	0	0
Special Events Total Other Divisions		$53,914	$60,950	$141,160	$137,950	$91,550

BUDGET SUMMARY:

217-1130

- Account 2110 provides funding for full-time staffing reflected in Personnel Data and the Notes and Adjustments.
- Account 2111 provides funding for overtime of which approximately 90% is for the Dublin Irish Festival (DIF).
- Account 2112 includes funding for part-time/seasonal staff. Funding has been increased to provide additional support staff.
- Account 2211 provides funding for committee and sponsorship meetings.
- Account 2320 includes funding for courier services and radio rental for DIF.
- Account 2349 includes professional services for City-sponsored events including photography, marketing and public relations services and graphic design; citywide ASCAP and BMI and SEASAC music licensing; entertainment and activities including fireworks, children's games, parade floats, exhibitors, musicians and dancers. Operational services include sound and electrical professionals, cleaning services, hotels for entertainers, patron shuttle service and credit card processing fees for tickets and beverage tokens for DIF; rentals including tents, generators, ice trucks, lights, port-a-johns, stages, tables, chairs, and golf carts. Payments to beverage fundraising groups for DIF are also included. A significant amount of these expenditures are offset by revenue generated by the events.
- Account 2370 includes funds for DIF advertising.
- Account 2380 includes funds for DIF print materials including brochures, tickets and on-site guides.
- Account 2420 includes funding for float supplies, prizes, crafts, helium, table coverings, signage, wristbands and beverages to sell at DIF (which accounts for the majority of the funding in this account). Beverage sales generate significant offsetting revenue.
- Account 2812 provides funding for committee ceremonial needs, funding for the DIF scholarship and funding for the 2013 Economic Impact Survey for DIF. Funding is also provided to include composting, compostable supplies, and event recycling boxes.
- Account 2813 provides funding for DIF and President's Cup promotional activities.
- Account 2815 includes funding for DIF volunteer programs including T-shirts, printing, shuttles, food and beverage for orientation, and recognition event.

The following four accounts include budget items formerly included within other funds and division budgets that have been allocated to Events Administration for 2013. This reallocation provides a more complete reflection of the direct costs associated with Events.

217-1220 - Finance

- Account 2390 provides funding to Accounting/Auditing for armored car pick-up of cash during the DIF.

217-1320 – Streets & Utilities

- Account 2420 includes funding to Streets and Utilities for special event materials such as gravel, barrier walls, cones and freestanding fencing.

217-1620 – Parks & Open Space

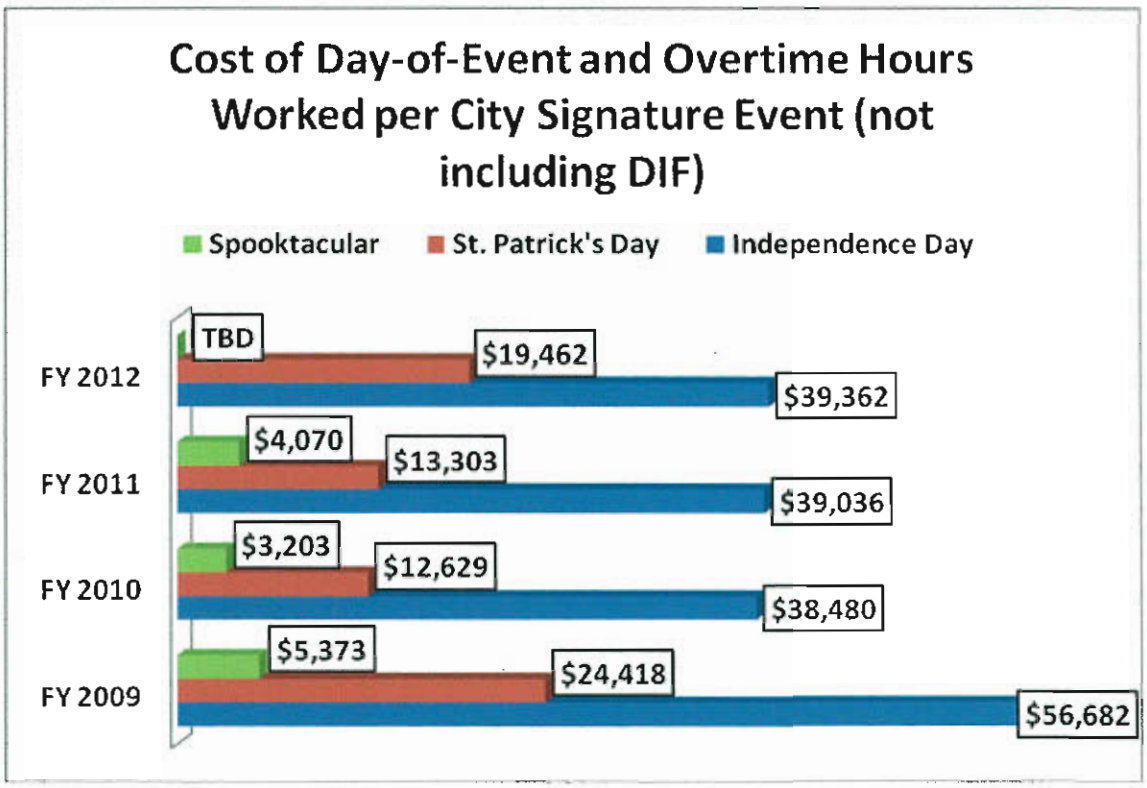
- Account 2420 includes funding to Parks for mulch, trash bags and materials needed for events.

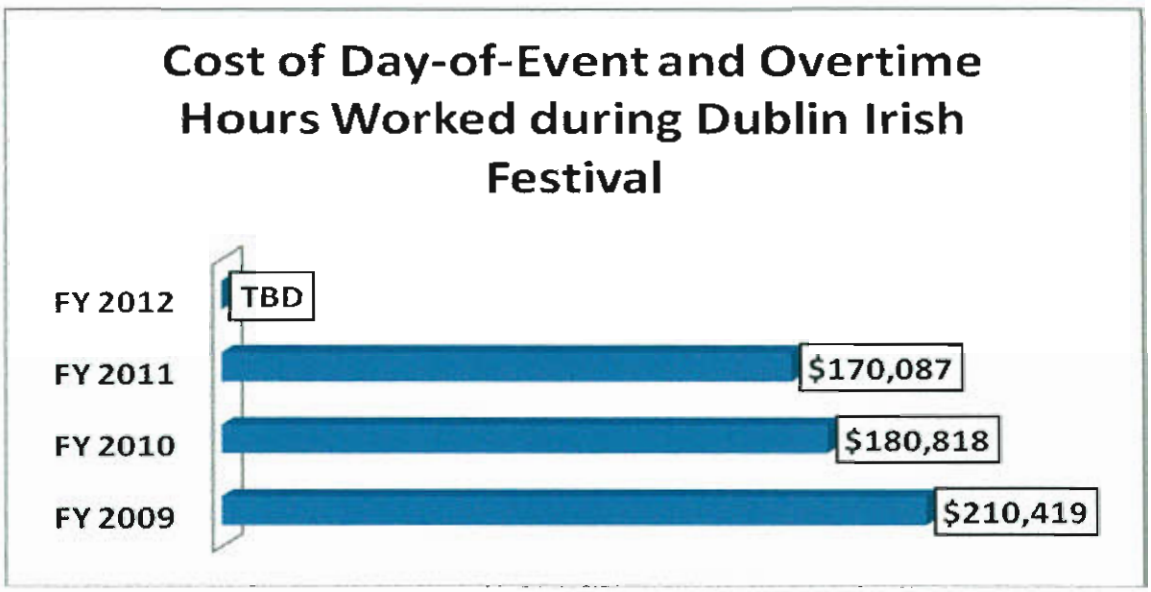
217-1820 - Police

- Account 2390 includes funding to Police for private security hired for Independence Day and DIF.

PERFORMANCE MEASURES:

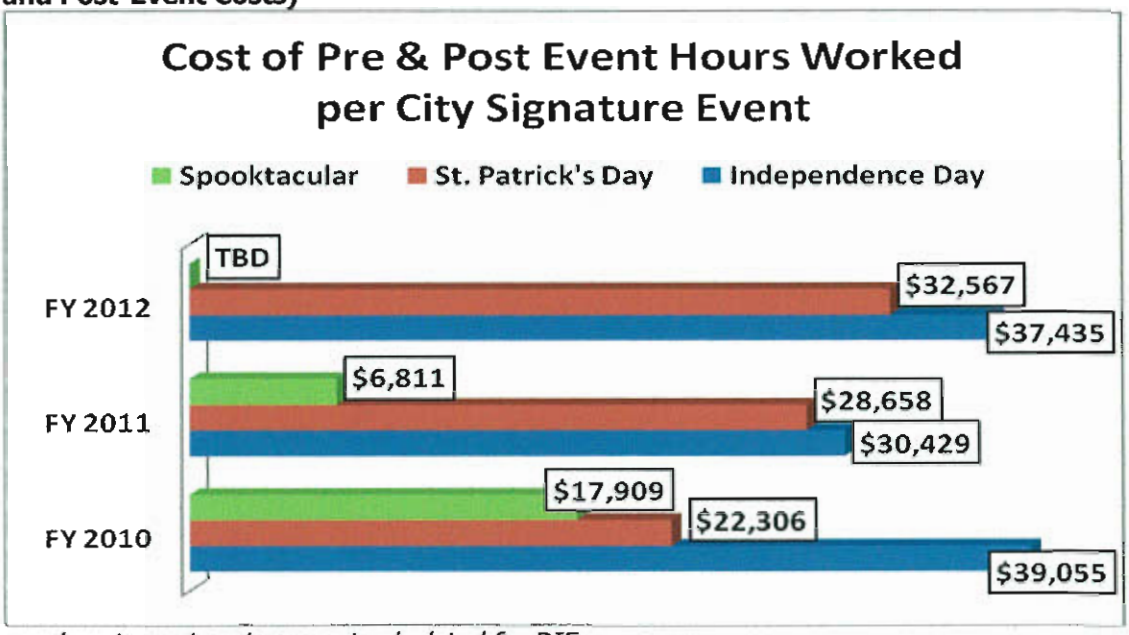
1) **Total Cost of Hours Worked at City Signature Events, all City Employees (Day of Event, Overtime Costs)**





PERFORMANCE MEASURES: CONTINUED

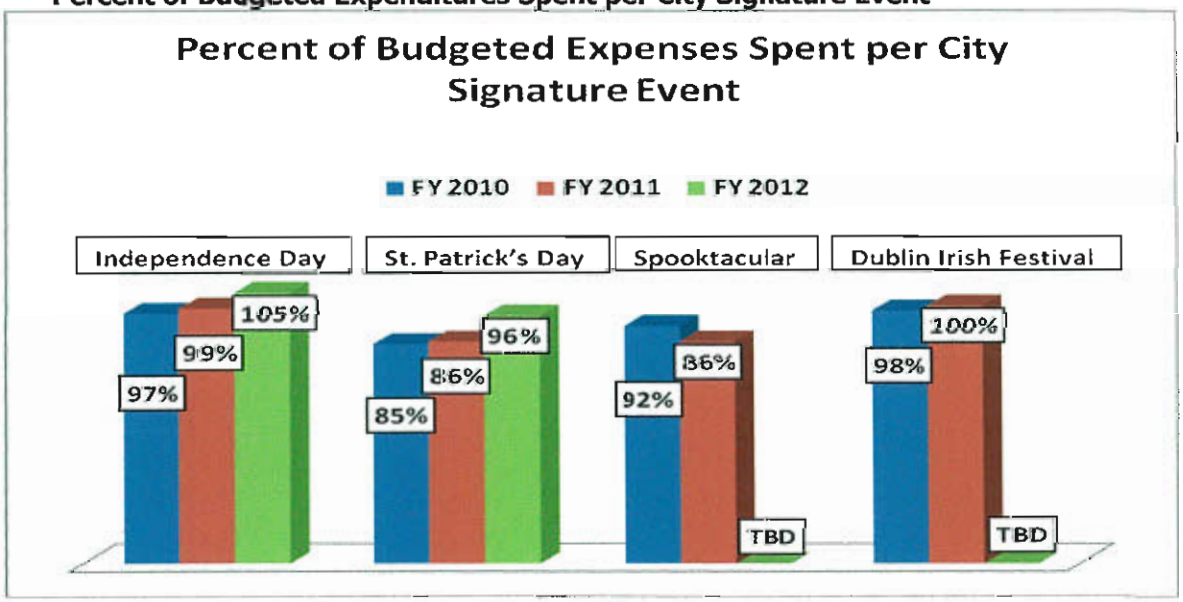
2) Total Cost of Hours Worked at City Signature Events, all City Employees (Pre-Event and Post-Event Costs)



**Pre and post event costs are not calculated for DIF*

The two measurements above (Total Cost of Hours Worked at City Signature Events, all City Employees – Day of Event Overtime Costs and Total Cost of Hours Worked at City Signature Events, all City Employees – Pre and Post Event Costs), tracks the City's labor costs per event. The overtime costs are directly related to the City holding the event, in contrasts to the pre-and post-event costs that would generally be spent whether the event was held or not.

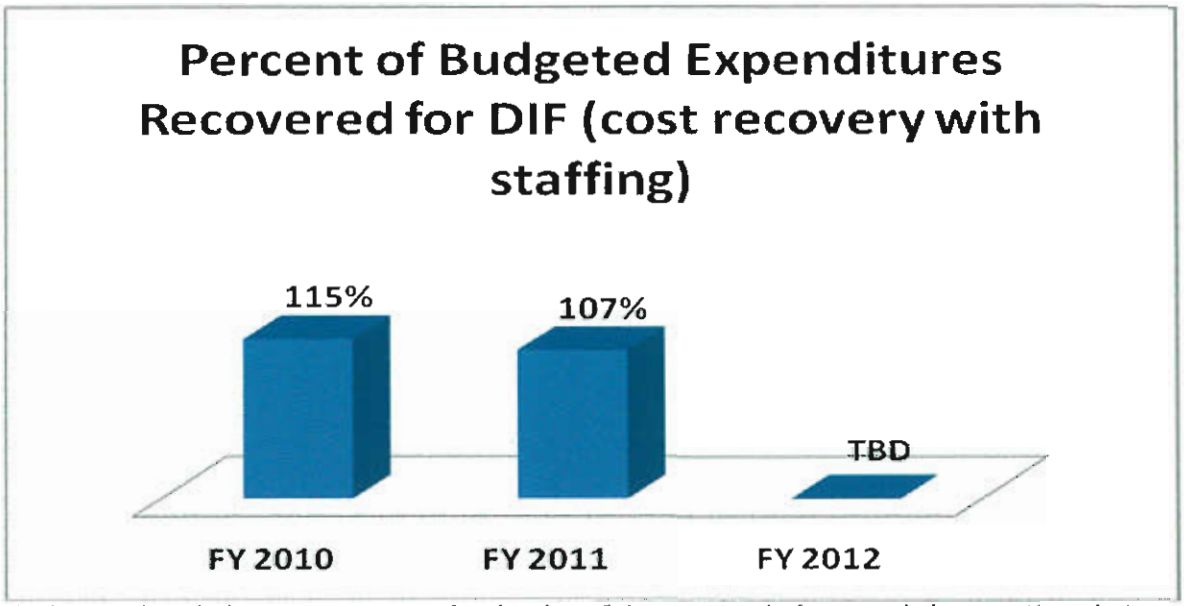
3) Percent of Budgeted Expenditures Spent per City Signature Event



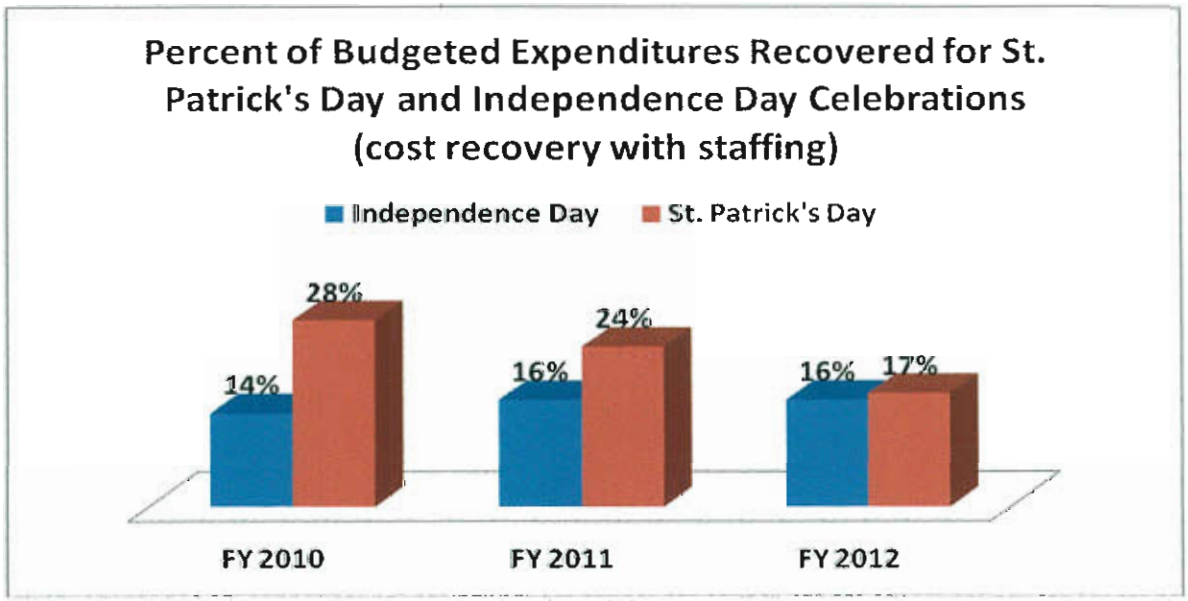
This measurement tracks the events that were completed within the approved budget. All events currently show they were completed in budget other than the 2012 Independence Day celebration which required additional funds to secure the headlining act.

PERFORMANCE MEASURES: CONTINUED

4) Percent of Budgeted Expenditures Recovered per City Signature Event (Cost Recovery with Staffing)



** The graph includes overtime costs for the day of the event only (prep and clean-up time during normal work hours is not calculated for DIF)*



** The graph includes overtime costs for the day of the event, prep, and clean-up time during normal work hours*

This measurement tracks the receipts collected (example: ticket sale and sponsorship) vs. the expenditures (example: entertainment) per event. Each event has different overall goals based on projected revenue potential.

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City of Dublin

Hotel Motel Tax Fund

STATEMENT OF FUNCTIONS:

City Council has directed tax receipts from overnight hotel stays be utilized for beautification, tourism, and community cultural opportunities. Allocations provide for the maintenance, management, programming and purchase of public art; grants to non-profit organizations that enhance visitor appeal, encourage overnight stays and visitor spending in the City, and grants for public space beautification. The Fund also provides revenue to the Dublin Convention and Visitor Bureau and the Dublin Arts Council.

Hotel/Motel Tax

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
Office of the City Manager						
217-1110						
Personal Services						
2112	Other Wages	0	0	0	0	23,000
2120	Employee Benefits	0	0	0	0	3,400
2140	Uniforms & Clothing	0	0	0	0	470
		0	0	0	0	26,870
Other Expenses						
2201	Conference/Mileage	0	1,750	1750	0	1,750
2349	Other Professional Services	3,444	24,000	35,800	24,000	16,000
2391	Memberships/Subscriptions	0	2,000	2000	2,000	100
2812	Special Projects/Programs	0	75,300	155,300	135,000	95,300
		3,444	103,050	194,850	161,000	113,150
TOTALS		$3,444	$103,050	$194,850	$161,000	$140,020
Finance						
Taxation						
217-1230						
Other Expenses						
2821	Grants/Community Org.	120,469	200,000	235,203	200,000	200,000
2822	Grants/DAC	467,802	471,660	471,660	471,660	484,740
2825	City Sponsored Projects	185,813	0	6,000	6,000	6,000
2790	Transfers	166,044	163,290	163,290	163,290	162,300
TOTALS		$940,128	$834,950	$876,153	$840,950	$853,040

BUDGET SUMMARY:

217-1110 – City Manager

- Accounts 2112, 2120 and 2140 provide 50% funding for a Contract Specialist with a Public Art focus.
- Account 2201 provides funding for professional development in public art administration.
- Account 2349 provides funding for a consultant to advise the City on restoration and maintenance of the numerous public art pieces currently owned by the City.
- Account 2812 provides funding for multiple public art projects including: photography, site selection, miscellaneous repairs, scheduled maintenance, loaned sculpture neighborhood project, Coffman Park pedestrian bridge artwork project and Art in Public Places site selection payment to the Dublin Arts Council.

217-1230 - Taxation

- Account 2821 is an allocation for grants to community organizations in accordance with the Hotel/Motel Grant Application Guidelines.
- Account 2822 provides funding for distribution with the Dublin Arts Council in accordance with the lease agreement executed for 7125 Riverside Drive.
- Account 2790 transfers funding for debt service associated with the acquisition and renovation of 7125 Riverside Drive.

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City of Dublin

Ordinance 96-90 authorized the establishment of the Enforcement and Education Fund. Revenues in this fund are derived from fines received in accordance with Section 4511.99 of the Ohio Revised Code. This fund is to be used by the Police to pay those costs it incurs in enforcing Section 4511.19 of the Ohio Revised Code, in educating the public of laws governing the operation of a motor vehicle while under the influence of alcohol, the dangers of operating a motor vehicle while under the influence of alcohol and other information relating to the operating of a motor vehicle and the consumption of alcoholic beverages.

NOTES AND ADJUSTMENTS:

BUDGET SUMMARY:

218-1820

- There are no funding requests for 2013.

STATEMENT OF FUNCTIONS:

Ordinance 94-90 authorized the establishment of the Law Enforcement Trust Fund. Revenues in the fund are derived from contraband property seizures in accordance with Section 2933.43 of the Ohio Revised Code. This fund is to be used to pay the costs of prolonged or complex investigations or prosecutions, to provide reasonable technical training or expertise, to provide matching funds to obtain federal grants to aid law enforcement, or for other law enforcement purposes that City Council determines to be appropriate.

NOTES AND ADJUSTMENTS:

Law Enforcement

Safety

Police

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
219-1820						
Other Expenses						
2201	Conferences/Mileage	0	3,000	3,000	3,000	4,000
2330	Rents/Leases	620	2,000	2,000	2,000	3,000
2420	Operating Supplies	5,175	10,000	10,000	6,000	6,000
		5,795	15,000	15,000	11,000	13,000
Capital Outlay						
2520	Equipment & Furniture	10,905	15,950	16,310	15,950	7,000
		10,905	15,950	16,310	15,950	7,000
TOTALS		$16,700	$30,950	$31,310	$26,950	$20,000

BUDGET SUMMARY:

219-1820

- Account 2201 provides funds for crowd control unit training as well as principal protection training that is a new initiative.
- Account 2330 provides funding for the lease and rental of undercover vehicles used in drug investigations, surveillance and other covert operations.
- Account 2420 provides funds for the increased number of drug investigations to purchase contraband and pay informants.
- Account 2520 provides funding for crowd control unit less than lethal munitions, uniforms and equipment, and shotguns for less lethal munitions.

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City of Dublin

STATEMENT OF FUNCTIONS:

Ordinance 41-93 authorized the establishment of the Mayor's Court Computer Fund. Revenues in this fund are derived from fees received in accordance with Substitute Senate Bill 246. This fund is to be used by Court Services to pay for any operational costs and/or any subsequent updates for the computerization of the Court office. The City currently assesses a fee of three dollars ($3.00) per case; however, Substitute Senate Bill 246 allows the fee to be set as high as ten dollars ($10.00).

NOTES AND ADJUSTMENTS:

Mayor's Court Computer

Administrative Services

Court Services

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
221-1930						
Other Expenses						
2201	Conference/Mileage	0	1,750	1,750	1,750	1,750
2349	Professional Services	43,913	0	44,108	44,100	0
2351	Maint. of Equipment	5,518	13,200	14,500	13,200	16,110
2410	Office Supplies	476	500	500	500	500
		49,907	15,450	60,858	59,550	18,360
Capital Outlay						
2520	Equipment & Furniture	0	14,000	14,000	14,000	4,000
		0	14,000	14,000	14,000	4,000
TOTALS		$49,907	$29,450	$74,858	$73,550	$22,360

BUDGET SUMMARY:

221-1930

- Account 2201 provides funding for one staff member to attend the Sungard Annual Conference.
- Account 2351 includes funding for computer maintenance fees for Sungard and LEADS user fees.
- Account 2520 provides funding for replacement PC's.

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City of Dublin

Finance/ Accrued Leave Reserve Fund

STATEMENT OF FUNCTIONS:

The Ohio Revised Code Section 5705.13 provides for the establishment of reserve funds for certain purposes, one of which is for the payment of accumulated sick, vacation and compensatory leave upon termination of employment or retirement. Because the City of Dublin will have a significant number of long-term employees either reach retirement age or the point of eligibility within either the Ohio Public Employees Retirement System or the Police/Fire Pension Fund System, the City's liability for payments for accrued leave balances is estimated to be substantial beginning in the next few years. These costs represent a liability accrued over a number of years. In order to prevent a disproportionate impact of these payments on any one budget year, the 2005 budget established a reserve fund and began deposits into it in anticipation of this liability.

In 2008, the City implemented changes to its leave policies for non-bargaining employees which will add to the City's potential liability for conversion of accrued leaves. Beginning in 2009, non-bargaining employees were eligible for conversion of a portion of accrued sick leave to cash at the time of any separation in good standing from City employment.

NOTES AND ADJUSTMENTS:

Contributions to this fund represent a percentage of full-time wages. Due to the existing fund balance that has accumulated over a period of time, it is not necessary to contribute to this fund in 2013.

Beginning in 2009, the expenditures budgeted in this fund also included an estimate for sick leave conversions for non-bargaining employees at separation from employment in good standing at any time. Because sick leave accruals were substantially reduced in 2009, this liability will decline over time as sick leave balances accrued under the previous, more generous accruals are either used or converted to payment at separation.

For all City bargaining units, conditions for conversions of accrued sick leave remain contingent on eligibility for retirement, minimum years of service and any minimum sick leave balance requirements.

Accrued Leave Reserves

Finance

Office of the Director

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
222-1210						
Personal Services						
2124	Accrued Leave Payout	57,949	76,600	115,000	115,000	160,000
		57,949	76,600	115,000	115,000	160,000
TOTALS		$57,949	$76,600	$115,000	$115,000	$160,000

Finance/ Accrued Leave Reserve Fund

BUDGET SUMMARY:

- Account 2124 reflects the estimated payments that will be made for accrued leaves in 2012 based on anticipated retirements. The amount also includes an estimate of conversions at non-retirement separations based on the revised leave policies for non-bargaining employees approved in 2008.

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City of Dublin

Police/ Wireless 9-1-1 Fund

STATEMENT OF FUNCTIONS:

In 2006 and as amended in 2008, House Bill 361 established a $0.28 per month user fee on every wireless phone bill to reimburse local public safety answering points for costs associated with receiving 9 -1 -1 calls placed from wireless telephones. As directed by the bill, the Wireless 9 -1 -1 Governmental Assistance Fund is administered by the Franklin County Commissioners, with funds disbursed in accordance with the formula set by the local 9 -1 -1 Planning Committee. To facilitate disbursement, local agencies are required to enter into intergovernmental agreements. In January 2010, the City of Dublin entered into an agreement with the Franklin County Commissioners for the disbursement of these funds.

Disbursements received from the Wireless 9 -1 -1 Governmental Assistance Fund must be used in accordance with Ohio Revised Code §4931.65, which includes those costs incurred in the designing, upgrading, purchasing and maintaining equipment as well as the training of staff who answer wireless 9 -1 -1 calls. Up to fifty percent of the disbursements received may be used for personnel costs, once all equipment purchases have been completed.

This funding is currently set by Ohio Revised Code to cease collections on December 31, 2012 unless the legislature elects to extend the collection through new legislation.

NOTES AND ADJUSTMENTS:

Wireless 9-1-1 System

Safety

Police

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
223-1820						
Other Expenses						
2349	Professional Services	73,160	0	4,200	4,200	0
2790	Transfers	94,230	80,000	80,000	80,000	80,000
		167,390	80,000	84,200	84,200	80,000
TOTALS		$167,390	$80,000	$84,200	$84,200	$80,000

BUDGET SUMMARY:

223-1820

- Account 2790 will be utilized to transfer funds to reimburse the Safety Fund for allowable expenses including eligible personnel expenditures.

General Obligation Debt Service

STATEMENT OF FUNCTIONS:

These funds reflect the cost of paying the principal and interest on various outstanding bond and note issues. Sources of funding include transfers from the Capital Improvements Tax Fund and various Tax Increment Financing Funds.

NOTES AND ADJUSTMENTS:

Budget requests for debt service payments reflect debt service obligations for both long-term and short-term debt issued by the City. The debt service payments for Water and Sewer Fund obligations are budgeted as debt service payments directly in the Water and Sewer Funds instead of transferring the money to the General Obligation Debt Service Fund and reflecting the debt payments in that Fund.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Debt Service

Finance

Accounting and Auditing		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
310-0210						
Other Expenses						
2301	County Auditor Deductions	0	0	0	0	0
2790	Transfers	0	0	0	0	0
		0	0	0	0	0
Debt Service						
2601	Debt Issuance Costs	17,694	216,000	216,000	81,500	156,800
2610	Principal-Water	0	0	0	0	0
2611	Principal-Parks Programs	274,521	281,180	281,180	281,180	289,740
2612	Principal-Transportation	3,074,709	3,143,340	6,930,140	6,930,110	3,572,280
2613	Principal-Land & Bldgs	674,736	554,960	554,960	554,960	564,100
2614	Principal-Sewer	0	0	0	0	0
2615	Principal-Stormwater	27,975	27,980	27,980	27,980	27,980
2620	Interest-Water	0	0	0	0	0
2621	Interest-Parks Programs	170,403	163,110	163,110	163,110	157,580
2622	Interest-Transportation	1,275,823	1,235,780	1,235,780	1,206,780	1,689,600
2623	Interest-Land & Bldgs	186,524	167,700	167,700	167,700	155,220
2624	Interest-Sewer	0	0	0	0	0
2625	Interest-Stormwater	0	0	0	0	0
		5,702,385	5,790,050	9,576,850	9,413,320	6,613,300
TOTALS		$5,702,385	$5,790,050	$9,576,850	$9,413,320	$6,613,300

Special Assessment Debt Service Funds
Finance
Office of the Director

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
320-0210						
S. A. Debt Service						
2790	Transfers	335	0	1,518	1,518	0
TOTALS		$335	$0	$1,518	$1,518	$0
321-0210						
1992 S. A. Debt Service						
2301	County Auditors' Deductions	141	150	150	150	150
2612	Principal-Transportation	85,000	90,000	90,000	90,000	95,000
2622	Interest-Transportation	23,680	18,240	18,240	18,240	12,480
TOTALS		$108,821	$108,390	$108,390	$108,390	$107,630
322-0210						
2001 S. A. Debt Service						
2301	County Auditor Deductions	50	200	200	200	200
2612	Principal-Transportation	92,707	95,310	95,310	95,310	96,900
2622	Interest-Transportation	36,605	33,320	33,320	33,320	31,410
TOTALS		$129,362	$128,830	$128,830	$128,830	$128,510

Capital Improvements Program (CIP)

STATEMENT OF FUNCTIONS:

This fund was created by City Council and has as its express purposes: the purchase of equipment, apparatus, property, construction of buildings, structures, roads and other public improvements as needed. City income tax collections are directly credited to this fund each year in accordance with Ordinance No. 17-87. Additional revenue is provided by real estate taxes, transfers from the General Fund, and interest income.

NOTES AND ADJUSTMENTS:

The following is a summary of the 2013 – 2017 CIP. A complete copy of the CIP can be found on the City's website. This section includes funding for the first year of the Five-Year CIP from the Capital Improvements Tax Fund and the Parkland Acquisition Fund. Capital projects are also funded from Tax Increment Financing (TIF) revenues, water and sewer revenues, debt financing and other special revenue sources. In accordance with State requirements, separate funds will be established when notes/bonds are issued for specific projects and the associated expenditures will also be assigned to that fund. Funding is based on the 2013 - 2017 CIP.

Project Prioritization

In developing prioritization of projects, several elements are taken into consideration:

- City Council's goals, both past and present;
- Findings included in the Economic Development Strategy;
- Commitments made by the City in agreements;
- Bi-Annual Community Survey results;
- Input from Citizen Committees and economic development opportunities.

Using these guidelines resulted in the list of projects to be funded that are focused towards needed infrastructure improvements such as road and utility needs.

Major Transportation Projects

Code	Project	Total Project Cost (all years)	2013 Budgeted Expenditures
ET0103	Tuttle Crossing Blvd Extension- Wilcox Road to Avery Road (TIF)	$ 2,663,000	700,000
ET0104	Emerald Parkway – Riverside Drive to Billingsley Creek (TIF)	16,681,000	9,710,000
ET0205	Emerald Parkway – Rings Road to Tuttle Crossing (TIF)	2,262,000	-
ET1119	Relocated Rings Road	1,165,000	90,000
ET1202	Frantz Road Utility Burial (TIF)	1,855,000	1,750,000
ET0810	Frantz Road-Dublin Road connector (TIF)	2,879,000	2,650,000
ET1101	Railroad Quiet Zone (contingent State funding)	480,000	470,000
ET1103	LED Street Light Replacement	2,259,000	-
ET1402	Avery Rd widening – Woerner Temple to Rings Road West (TIF)	530,000	-
ET0405	Hyland-Croy Road/Brand Road (TIF)	3,972,000	3,400,000
ET0410	Avery-Muirfield Drive/Perimeter Loop/Perimeter Drive (TIF)	7,536,000	-
ET0508	Riverside Drive/SR 161 (TIF)	2,754,000	-
ET0511	Avery-Muirfield/Tullymore/Valley Stream/Avery Road (Permissive)	751,000	700,000
ET0605	Sawmill Road/Hard Road (TIF)	2,485,000	550,000
ET1001	Cosgray Road/Shier-Rings Road (Permissive)	1,379,000	-
ET0809	Hyland-Croy/McKitrick Road	1,460,000	180,000
ET1401	I-270/US 33 Interchange Phase 1 Improvements (TIF)	12,900,000	800,000
ET1003	Dublin Road/Glick Road Intersection Improvements	217,000	60,000
ET1102	US 33/SR 161/Post Road Interim Interchange Imp. (TIF)	1,150,000	1,000,000
ET1205	Coffman Road/Brand Road	1,550,000	1,400,000
ET1521	Muirfield Drive/Memorial Drive	50,000	50,000
ET1301	West Innovation Park Infrastructure	50,000	50,000
ET1302	SR 161/Hyland-Croy Temporary Intersection Improvement (TIF)	340,000	40,000

Major Transportation Projects (continued)

ET1004	Brand Road Shared-Use Path	1,221,000	1,015,000
ET1203	Dublin Road South Shared-Use Path	2,401,000	1,740,000
ET1204	Glick Road Shared-Use Path	1,360,000	820,000
ET1104	Dublin Road Bike Lanes	1,510,000	-
	Total Transportation	***$73,860,000***	***$27,175,000***

Major Park Projects

Code	Project	Total Project Cost (all years)	2013 Budgeted Expenditures
GR9901	Darree Fields Development	$ 6,806,000	$60,000
GR9903	Amberleigh Community Park Development	2,686,000	40,000
GR9904	Emerald Fields Development	5,740,000	-
GR9902	Coffman Park Expansion	6,070,000	3,570,000
GR1114	Holder-Wright Farm and Earthworks	2,208,000	370,000
AL1202	Parkland Acquisition	3,900,000	650,000
	Total Parks	***$27,410,000***	***$4,690,000***

Major Utility Projects

Code	Project	Total Project Cost (all years)	2013 Budgeted Expenditures
ES0701	Sewer Lining and Repair (Sewer)	$ 8,990,000	-
EF1301	South fork Indian Run Floodplain Fill	470,000	$ 470,000
EW1101	Rings Road Waterline (Water)	730,000	-
EW1201	Dublin Road Water Tower (Water)	3,049,000	-
EF0201	Stormwater Improvements	4,138,000	865,000
	Total Utilities	***$17,377,000***	***$1,335,000***

Major Facility and Other Projects

Code	Project	Total Project Cost (all years)	2013 Budgeted Expenditures
AB0601	Municipal Facilities	$ 3,930,000	$ 735,000
AB0602	Historic Dublin	5,977,000	525,000
AB1301	Bridge Street District	4,000,000	750,000
AI1201	Computer Hardware/Software Equipment	6,145,000	1,130,000
PP1601	Radio System Upgrades	750,000	-
AV1201	Fleet Replacements	6,190,000	210,000
AV1203	Equipment Additions/Replacements	1,750,000	270,000
	Total Facility and Other	***$28,742,000***	***$3,620,000***

Non-Major Projects

Guidelines have been established for several key areas which the City has utilized in projecting the non-major capital needs. These guidelines, along with some of the highlighted projects for 2013, are summarized as follows:

Park renovation/improvements

Guidelines:

- The neighborhood park development priority is based upon the timing of subdivision build-out and input from residents.
- Evaluate the adequacy of active/athletic facilities in the community and the neighborhood parks.
- Identify opportunities to develop joint neighborhood and community parks with other governmental jurisdictions (i.e. Dublin City Schools and Washington Township).
- Program adequate funding for maintenance of existing assets.

The following renovations and improvements are programmed in 2013:

Location	Description	Amount
Avery Park	Ball field lighting panels	$ 54,430
Darree Fields	Shade structure adaptors	28,750
Emerald Fields	Dumpster enclosure	43,700
Lewellyn Farms	Basketball court resurfacing	11,500
Scioto Park	Stairs	39,100
Wellington Park	Playground **	201,250
	Basketball court resurfacing/hoops	27,830
	Erosion control/land management	34,465
Wyndham Park	Basketball court resurfacing/hoops	18,975
	Total	***$460,000***

** - suitable for universally accessible playground development.

Bikeway System Improvements

Guidelines:

- Bikeways are included as part of the City's major public roadway projects and include shared-use paths, bike lanes and sharrows.
- Identify connections and/or additions to the bikeway system which provide an alternate transportation system linking neighborhoods, community facilities and commercial destinations.
- Coordinate local system design with other governmental jurisdictions such as the Mid-Ohio Regional Planning Commission (MORPC), the Ohio Department of Transportation (ODOT) and other appropriate regional efforts.
- Identify the connections and/or additions that can be constructed by developers as part of private development.

Staff recently completed a comprehensive review of its shared-use path connection/addition needs and has developed a comprehensive plan for completing these projects to further enhance the City's comprehensive shared-use path network. As a result, additional funds have been programmed in the Five-Year CIP to expedite the completion of these paths/additions. In 2013, the following connections/additions are programmed for completion:

General Location	Amount
Oak Park Southern Connector Glacier Ridge	$ 24,500
Smith parcel	137,500

Shared-Use Path Connections/Additions (continued)

General Location	Amount
Tullymore and Parkmill crossing	10,500
Wareham Street crossing	11,500
Westbury Belvedere crossing	48,500
Discovery to Post	107,000
Wilcox Road	187,500
Emerald Parkway Sharrow corridor	3,000
Total	***$530,000***

Annual Street Maintenance Program

Guidelines:

- Investment for street resurfacing is based on anticipated life of the asset.
- A comprehensive pavement management system has been established to ensure acceptable levels of service are maintained in a cost-effective manner.
- The City evaluates the pavement maintenance needs annually and programs improvements based on roadway conditions.

There is an annual allocation for repairing the City's roadways. The $3,150,000 allocation for 2013 reflects a 5% increase over 2012. In 2010, the City contracted with Stantec Consulting Services, Inc. to provide a comprehensive map based pavement condition inventory to aid in planning future maintenance. The pavement analysis has been completed and will be utilized to program the timing of street maintenance work. Based on an index of 1 – 100, with an index of 100 being a new roadway, the current overall index of the City's road-miles is rated with an index of 82. The results of the pavement analysis have allowed the City to more accurately identify pavement conditions and program repairs.

Asset Maintenance

Guidelines:

- Maintain the City's existing assets to ensure long-term viability.
- Maintain a comprehensive listing of the City's assets and identify the anticipated need for maintenance, repair or replacement.
- Evaluate and update the City's asset maintenance needs annually.

Building maintenance/renovations – This provides the allocations for necessary maintenance to City buildings. The amount funded for 2013 is as follows:

Building Maintenance/Renovations (continued)

Location	Description	Amount
Dublin Arts Council	Window/door replacements	$ 23,000
	Improve air conditioning in gallery	16,500
	Painting and wall repair	10,000
Municipal Building	Break room renovation	55,000
	Lobby desk	15,500
5620 Post Road barn	Roof replacement and other repairs	14,000
5800 Building	Replace window treatments in second floor lobby	5,000
Fleet Maintenance	Replace gutters and downspouts	20,000
	Renovate fleet locker rooms	50,000
Justice Center	Paint metal roof	95,000
	Replace chairs in court room	21,520
Earlington barn	Structural repairs (siding/trim, roof replacement)	150,000
Other barns	Various repairs	15,000
Parks restrooms	Hand dryers and waterless urinals	5,000
Recreation Center (DCRC)	Replace/consolidate electrical transformers	10,000
(Funded from Recreation)	Front entrance redesign	50,000
	Skylight repairs	6,500
	Dumpster enclosure	40,000
	Space needs analysis	20,000
	Replace boiler	40,000
	Geothermal study	15,000
	Replace main entrance doors	20,000
	Replace lobby furniture	25,000
	Senior lounge updates	20,000
	Audio/Visual upgrades in Tallas	86,000
All locations	Small in-house renovations	15,000
	Carpet replacement	50,000
	HVAC and pump replacements	25,000
	New facility access security system and cameras	25,000
Rounding		1,980
	Total	***$945,000***

Transfers

The majority of the funding programmed for transfers is for debt service obligations on capital projects financed by long-term debt.

Advances

The advances programmed are based on projects programmed in the 2013-2017 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

Capital Improvement Tax Capital		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
401-0221						
Other Expenses						
2301	County Auditor Deductions	38,060	40,000	40,000	40,000	45,000
401-0314						
Other Expenses						
2790	Transfers	4,633,102	2,749,680	2,749,680	2,516,756	2,599,120
2791	Advances	1,599,500	0	0	2,982,500	4,050,000
		6,232,602	2,749,680	2,749,680	5,499,256	6,649,120
Capital Outlay						
2511	Park and Bikeway Improvements	2,824,663	2,499,500	3,593,165	2,499,500	5,170,000
2522	Police Capital Equipment	616,755	165,000	205,461	165,000	385,000
2523	City Maintenance Equipment	2,058,155	1,580,000	1,796,148	1,580,000	480,000
2530	Bldgs. & Other Structures	1,059,357	150,000	2,310,058	2,310,000	735,000
2550	Transportation Projects	3,896,859	8,651,000	10,047,301	8,651,000	11,065,000
2562	Storm Sewer Improvements	295,428	300,000	353,909	353,900	1,895,000
2571	Computer hardware/software	835,087	990,000	1,253,615	990,000	1,130,000
2572	Building repairs and renovations	294,924	805,000	946,241	805,000	612,500
2579	Other Projects	535,595	630,000	1,211,386	800,000	1,390,000
2599	Contingencies	6,300	225,000	285,000	60,000	225,000
		12,423,123	15,995,500	22,002,284	18,214,400	23,087,500
TOTALS		$18,693,785	$18,785,180	$24,791,964	$23,753,656	$29,781,620

Capital Improvement Tax
Capital

401-0314

Capital Outlay

2511	Park and Bikeway Improvements		
	Park renovations/improvements (AR1301)	460,000	
	Darree Fields (GR9901)	60,000	
	Cramer Crossing Reserve E (GR1301)	75,000	
	Coffman Park expansion (GR9902)	3,570,000	
	Scioto Park restrooms (GR1202)	435,000	
	Amberleigh Community Park	40,000	
	Holder-Wright Farm and Earthworks (GR1114)	370,000	
	Dublin Community Pool North renovations (GR1115)	160,000	
			5,170,000
2522	Police Capital Equipment		
	Intersection & Crime Prevention Cameras (PP1301)	105,000	
	Replacement Tasers (PP1305)	120,000	
	Automatic License Plate Readers (PP1302)	125,000	
	Replacement Ballistic Shields (PP1303)	15,000	
	Megnetometers (PP1304)	20,000	
			385,000
2523	City Maintenance Capital Projects		
	Fleet management program-replacements (AV1301)	210,000	
	Fleet management program-equipment (AV1303)	270,000	
			480,000
2530	Buildings and Other Structures		
	Municipal Facilities (AB0601)	735,000	
			735,000
2550	Transportation Projects		
	Annual street maintenance program (AT1301)	3,150,000	
	Annual infrastructure/roadside improvements (AT1302)	325,000	
	Annual shared-use path maintenance (AT1303)	450,000	
	Annual shared-use path additions/connections (AT1304)	530,000	
	Annual sidewalk program (AT1306)	375,000	
	Annual parking lot maintenance (AT1307)	100,000	
	Annual pedestrian tunnel maintenance (AT1308)	150,000	
	Annual guardrail replacement and maintenance (AT1310)	65,000	
	Annual bike rack installation (AT1311)	25,000	
	Relocated Rings Road (ET1119)	90,000	
	Railroad quiet zones (ET1101)(contingent on State funding)	470,000	
	Hyland Croy/McKitrick Road (ET0809)	180,000	
	Dublin Road/Glick Road intersection	60,000	
	Coffman/Brand Road intersection (ET1205)	1,400,000	
	Muirfield Drive/Memorial Drive (ET1521)	50,000	
	West Innovation Park infrastructure (ET1301)	50,000	
	Brand Road shared-use path (ET1004)	1,015,000	
	Dublin Road Southshared-use path (ET1203)	1,740,000	
	Glick Road shared-use path (ET1204)	820,000	
	Road Plates	20,000	
			11,065,000

Capital Improvement Tax
Capital

2562	Stormwater Improvements		
	Annual Storm Sewer maintenance (AF1301)	560,000	
	South Fork Indian Run (SFIR) Floodplain fill (EF1301)	470,000	
	Stormwater Improvements	865,000	
			1,895,000
2570	Other Projects & Equipment		
2571	Computer hardware/software (AI1301)	1,130,000	
2572	Building repairs and renovations (AB1301)	612,500	
2579	Technology improvements (AB0802)	115,000	
2579	Historic Dublin (AB0602)	525,000	
2579	Bridge Street District (AB1301)	750,000	
			3,132,500
2599	Contingencies (AA1301)	225,000	
			225,000
2790	Transfers		
	General Debt Service Fund	2,599,120	
			2,599,120
2791	Advances		
	Pizzuti TIF	900,000	
	Perimeter West TIF	500,000	
	Frantz Road/Dublin Road TIF	2,650,000	
			4,050,000
TOTAL			$29,736,620

Parkland Acquisition Fund

STATEMENT OF FUNCTIONS:

Chapter 152 of the Codified Ordinances of Dublin provides for the payment of fees in lieu of parkland dedication. These fees are credited to the Parkland Acquisition Fund for the purpose of acquiring recreational facility sites, open space and/or parkland.

NOTES AND ADJUSTMENTS:

A longstanding goal of City Council has been to preserve parkland, open space and nature features. Beginning in 2001, City Council allocated the City's property tax revenue from its inside millage to the Parkland Acquisition Fund in order to set aside additional funding to meet their goal. In 2007, City Council adjusted the allocation from 100% (1.75 mills) of the inside millage to approximately 54% (.95 mills). The remaining 46% (.80 mills) was allocated to the Capital Improvements Tax Fund. For 2010 and 2011, the millage allocated to the Parkland Acquisition Fund was reduced to 20 percent (.35 mills).

Recognizing the benefits and flexibility of allocating more of the City's "inside millage" to the Capital Improvements Tax Fund, Council approved allocating 1.40 mills to the Capital Improvements Tax Fund and .35 mills to the Parkland Acquisition Fund begun in 2010 and has continued to do so each year since. This allocation will be reviewed during the CIP process each year and can be reallocated if Council deems it appropriate.

The funding programmed also provides for the City's annual commitment of $385,000 to the Franklin County Metropolitan Park District to provide financial assistance for land acquisition for the Glacier Ridge Metro Park, the annual debt service payments on the debt issued to acquire the land for the expansion of Coffman Park, and to provide additional funding for the acquisition of the site identified for the future Municipal Building. The final debt service payment for the expansion of Coffman Park will be made in 2020.

Parkland Acquisition Finance Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
402-0210						
Other Expenses						
2349	Other Professional Services	8,200	0	0	0	0
		8,200	0	0	0	0
Capital Outlay						
2510	Land and Land Improvements	669,180	460,470	2,100,000	2,100,000	385,000
402-0221						
Other Expenses						
2301	County Auditor Deductions	9,512	10,000	10,000	10,000	11,000
402-0314						
Transfers						
2790	Transfers	228,134	225,700	225,700	225,700	225,250
TOTALS		$915,026	$696,170	$2,335,700	$2,335,700	$621,250

Public Service/ Water Maintenance

STATEMENT OF FUNCTIONS:

This program is under the joint supervision of the Directors of Streets and Utilities and Engineering. This work unit includes planning and design of all new construction and improvements of the water distribution system which is tied to the City of Columbus system under a service contract. The Administration works in cooperation with architects, engineers, consultants, builders, and developers in planning improvements to the Dublin portion of the system. Also included is the hydrant maintenance program.

OBJECTIVES AND ACTIVITIES:

- Continue the ongoing hydrant maintenance program in-house with a significant cost savings.
- Prepare hydrants for repainting and continue the ongoing maintenance of hydrants.
- Locate all watch valves.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Maintenance Worker	1	1
TOTAL	**1**	**1**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

Ten percent (10%) of the Operations Administrator position reflected in the Sewer Fund is allocated to this budget. Thirty percent (30%) of a Maintenance Crew Supervisor and twenty (20%) of a Civil Engineer reflected in the Engineering General Fund is also allocated to this budget.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Streets and Utilities		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
610-1320						
Personal Services						
2110	Salaries/Wages	84,211	84,980	84,980	84,980	85,400
2111	Overtime Wages	2,428	1,000	2,500	2,500	1,000
2112	Other Wages	11,933	18,150	18,150	6,000	17,700
2113	Short Term Disability	200	0	0	0	0
2120	Employee Benefits	39,398	38,770	38,770	37,000	39,700
2140	Uniforms & Clothing	802	2,300	1,500	1,500	1,430
		138,972	145,200	145,900	131,980	145,230
Other Expenses						
2201	Conferences/Mileage	41	300	300	300	300
2303	Hydrant Maint. & Repair	19,482	21,000	37,200	21,000	21,000
2310	Utilities	148,720	155,000	175,820	150,000	154,500
2320	Communications	546	0	800	800	50
2351	Maint. of Equipment	0	500	500	500	500
2390	Misc Contractual Services	19,619	38,000	38,000	25,000	35,000
2420	Operating Supplies	3,163	4,100	4,100	4,100	5,200
2440	Small Tools & Minor Equip	1,667	1,800	1,800	1,800	500
2910	Refunds	3,400	0	25,000	25,000	0
		196,638	220,700	283,520	228,500	217,050
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	7,300
		0	0	0	0	7,300
TOTALS		$335,610	$365,900	$429,420	$360,480	$369,580

Water

Finance

Office of the Director

610-1210

Debt Service

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
2610	Principal-Water	360,000	375,000	375,000	375,000	400,000
2620	Interest-Water	167,720	208,200	208,200	159,340	127,720
		527,720	583,200	583,200	534,340	527,720
TOTALS		$527,720	$583,200	$583,200	$534,340	$527,720

BUDGET SUMMARY:

610-1320

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2112 provides funding for part-time/seasonal staff.
- Account 2303 provides funding for replacement fire hydrants and parts.
- Account 2310 provides funding for utility costs related to the operation of the water system.
- Account 2390 provides funding for flushing and pumping of hydrants completed by the Washington Township Fire Department and contracted emergency repairs.
- Account 2520 provides funding for a hydrant steam thawer, replacement air compressor, and other necessary equipment.

610-1210

- Accounts 2610 and 2620 provide funding for debt service obligations for the Rings/Blazer Parkway water tower, and the Dublin Road water tower.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Engineering

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
610-1330						
Personal Services						
2110	Salaries/Wages	14,149	14,440	14,440	14,440	15,000
2120	Employee Benefits	5,722	5,740	5,740	5,740	3,600
		19,871	20,180	20,180	20,180	18,600
Other Expenses						
2201	Conferences/Mileage	1	2,900	2,900	2,900	2,000
2349	Other Professional Serv	57,374	65,000	67,788	65,000	100,000
2390	Misc Contractual Services	30,650	45,000	56,651	56,650	75,000
		88,025	112,900	127,339	124,550	177,000
Capital Outlay						
2520	Equipment & Furniture	234	0	0	0	150
2561	Water System Imp.	1,660,967	850,000	1,386,770	1,200,000	315,000
		1,661,201	850,000	1,386,770	1,200,000	315,150
TOTALS		$1,769,097	$983,080	$1,534,289	$1,344,730	$510,750

Budget Summary:

610-1330

- Accounts 2110 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2349 provides funding to update water modeling city wide; critical infrastructure study/vulnerability assessment; utility extension policy with Franklin County Health.
- Account 2390 provides funding for water line locates by the City of Columbus.
- Account 2561 provides funding for water quality units.

Public Service/ Sewer Maintenance

STATEMENT OF FUNCTIONS:

This work program is under the joint supervision of the Deputy City Manager/Director of Economic Development, and the Directors of Streets and Utilities, and Engineering. This work unit includes planning and design of all new construction, improvements and removal of infiltration and inflow sources. Streets and Utilities are responsible for the execution of maintenance on the entire sanitary sewer system, and also conduct inspection of lines and collects data on the system for use by Engineering. Engineering analyzes system data to estimate amounts of extraneous flow to be eliminated, recommends the repair and work program and new construction to be performed. The City staff works in cooperation with homeowners, engineers, consultants, builders, developers, Ohio Environmental Protection Agency, and with the City of Columbus which provides wastewater treatment and a service contract.

OBJECTIVES AND ACTIVITIES:

- To minimize infiltration and inflow in both the public and private portions of the sanitary sewer system.
- To complete a warranty inspection on the installation and materials of the previous year's cured in place pipe (CIPP) installations.
- To assess condition of subsurface infrastructure underlying streets which are programmed for resurfacing in order that repairs be made as part of the street resurfacing program.
- To provide a safe work environment for all employees and ensure the safety of the public.
- To maintain/update the computer modeling program for the sewerage system.

PERSONNEL DATA POSITION TITLE	2012 CURRENT NUMBER	2013 ADOPTED
Engineering Project Inspector	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	1	1
Maintenance Worker	6	6
TOTAL	**9**	**9**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

The Operations Administrator position is allocated 84% to this budget. Fifty percent (50%) of a Maintenance Crew Supervisor position and fifty percent (50%) of a Civil Engineer position reflected in the Engineering General Fund is also allocated to this budget.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer

Public Service

Streets and Utilities		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
620-1320						
Personal Services						
2110	Salaries/Wages	412,217	444,710	442,760	442,760	460,900
2111	Overtime Wages	5,512	12,080	12,080	12,080	12,080
2112	Other Wages	27,153	32,800	32,800	16,000	35,400
2113	Short Term Disability	621	0	1,950	1,950	0
2120	Employee Benefits	177,249	184,410	184,410	184,410	189,340
2140	Uniforms & Clothing	4,460	9,450	8,550	8,550	6,550
		627,212	683,450	682,550	665,750	704,270
Other Expenses						
2201	Conferences/Mileage	2,176	8,900	8,900	8,900	12,450
2320	Communications	655	0	900	900	50
2349	Other Professional Serv	40,093	20,000	20,000	20,000	74,000
2351	Maint. of Equipment	20,805	19,500	19,500	19,500	21,300
2390	Misc Contractual Services	112,019	149,900	199,271	149,900	121,800
2410	Office Supplies	153	500	500	500	500
2420	Operating Supplies	10,986	6,100	6,634	6,100	6,450
2430	Repair & Maintenance	10,252	20,500	40,500	40,500	20,500
2440	Small Tools & Minor Equip	1,041	1,200	1,200	1,200	1,200
2910	Refunds	2,000	0	27,000	26,100	0
		200,180	226,600	324,405	273,600	258,250
Capital Outlay						
2520	Equipment & Furniture	11,666	11,300	40,300	40,300	25,550
2563	Sanitary Sewer Imp.	408,041	25,000	25,000	25,000	25,000
		419,707	36,300	65,300	65,300	50,550
TOTALS		$1,247,099	$946,350	$1,072,255	$1,004,650	$1,013,070

Sewer

Finance

Office of the Director		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
620-1210						
Debt Service						
2614	Principal-Sewer	1,082,493	1,125,600	1,125,600	1,125,600	1,170,570
2624	Interest-Sewer	456,573	461,680	461,680	422,660	363,900
		1,539,066	1,587,280	1,587,280	1,548,260	1,534,470
TOTALS		$1,539,066	$1,587,280	$1,587,280	$1,548,260	$1,534,470

BUDGET SUMMARY:

620-1320

- Account 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2201 includes funding for the training of personnel in accordance with Occupational Safety and Health Administration (OSHA) requirements and other necessary training including but not limited to: Confined space entry, respirator, PACP certifications, flow meters, advanced pipe cleaning and the Ohio Certified Public Manager Program.
- Account 2349 includes funding for services related to televising and cleaning the sewer system, as well as completing warranty inspections on previously lined sewers.
- Account 2351 includes funding to maintain and repair sewer equipment.
- Account 2390 includes funding for the pump station inspection and maintenance contract, Delaware County Engineering Fund, contracted fees to dump sewer trucks, and contracted storm sewer repairs.
- Account 2420 is funding for supplies necessary for doing in-house sewer cleaning and repairs.
- Account 2430 provides funding for the repair and maintenance of the sewer system including grades rings, ground rims/covers, precast concrete inlets and bioxide treatment.
- Account 2520 provides funding for the replacement of a 1994 year small diameter camera, 50% of a portable trench box, Manhole lid lifter and a reel for camera truck cable.
- Account 2563 provides contingency funding for lining and repair of main lines.

620-1210

- Accounts 2614 and 2624 provide funding for debt service obligations related to the Upper Scioto West Branch Interceptor, sewer relining, and manhole rehabilitation.

2013 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer

Public Service

Engineering

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
620-1330						
Personal Services						
2110	Salaries/Wages	96,889	99,300	99,300	99,300	102,200
2111	Overtime Wages	2,785	0	1,000	1,000	2,000
2120	Employee Benefits	42,139	50,010	50,010	43,000	42,100
2140	Uniforms & Clothing	240	550	550	550	400
		142,053	149,860	150,860	143,850	146,700
Other Expenses						
2201	Conferences/Mileage	538	2,500	2,500	2,500	1,500
2349	Other Professional Serv	107,308	179,120	194,128	179,120	75,000
2420	Operating Supplies	1,388	4,000	4,000	4,000	3,000
		109,234	185,620	200,628	185,620	79,500
Capital Outlay						
2563	Sanitary Sewer Imp.	207,015	0	592,690	567,990	835,000
		207,015	0	592,690	567,990	835,000
TOTALS		$458,302	$335,480	$944,178	$897,460	$1,061,200

Budget Summary:

620-1330

- Accounts 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2349 provides funding to maintain the computer modeling program.

Merchandising Fund

STATMENT OF FUNCTIONS:

Ordinance 11-93 authorized the establishment of the Merchandising Fund. Dublin merchandise is available for resale. The revenue from the sale of the merchandise is used to purchase merchandise, as the intent of the merchandising campaign is to be self-supporting.

Merchandising

City Manager

Community Relations

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
630-1130						
Other Expenses						
2390	Misc Contractual Services	171	200	200	200	200
2420	Operating Supplies	514	7,800	15,086	10,000	7,800
		685	8,000	15,286	10,200	8,000
TOTALS		$685	$8,000	$15,286	$10,200	$8,000

Merchandising Fund

BUDGET SUMMARY:

630-1130

- Account 2420 provides funding to buy merchandise for resale.

Internal Service / Employee Benefits Self-Insurance

STATEMENT OF FUNCTIONS:

The Employee Benefits Self-Insurance Fund has been established to account for monies received from other funds as payment for providing medical, dental and vision benefits. The Employee Benefits Self-Insurance Fund makes payments for services provided to employees (claims), the third party administrator(s) and for stop-loss coverage. The budgeted amounts are based on the expected dollar value of claims that would be paid under the plan, third party administrator fees, and the premium for stop-loss insurance. "Premiums" are charged to benefit accounts based on the estimated cost of coverage. In 2013 funds have been programmed for all non-union personnel and all union personnel, including the United Steelworkers of America, the Fraternal Order of Police - Capital City Lodge No. 9, and the Fraternal Order of Police – Ohio Labor Council to participate in the City-wide Consumer Driven Health Plan with Health Savings Accounts and Healthy By Choice Plus (HBC Plus) Program. 2013 will mark the first year that all City employees will be covered by the Consumer Driven Health Plan Health Savings Accounts Program. The Employee Benefits Self-Insurance Fund will continue the wellness benefit and the child care Flexible Spending Account benefit for all full-time employees who participate in HBC Plus. The City-wide health plan includes an optional Health Savings Account (HSA) and will include only two funding levels to match the two HSA employer contribution levels for an employee and family.

NOTES AND ADJUSTMENTS:

The annual funding level for 2013 for all employee groups is as follows:

Employee	$ 7,338
Family	$ 16,543

This represents 92.4% of the "premium equivalent" funding levels for the year. Funding is based on the reduced level for 2013 due to the healthy balance existing in the fund and the anticipated expenditures for 2013.

Included in this fund is the third party administration for the short-term disability benefit provided to non-bargaining employees. This addition was part of the leave program that was approved by City Council in October, 2008. Also funded are the health screenings, and various educational classes and programs that are included as part of HBC Plus.

Emp. Benefits Self Ins.

City Manager

Human Resources

701-1120		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
Personal Services						
2110	Salaries/Wages	0	0	0	0	0
2112	Other Wages	10,202	24,880	24,880	24,880	43,440
2120	Employee Benefits	1,576	3,850	3,850	3,850	6,750
		11,778	28,730	28,730	28,730	50,190
Other Expenses						
2201	Conference/Mileage	0	0	0	0	0
2309	Third Party Admin.	232,306	202,370	202,684	202,370	228,620
2361	Medical,Dental,Rx,Vision	3,432,457	3,687,150	3,752,172	3,450,000	3,721,370
2364	Stop Loss Coverage	279,252	326,940	326,940	326,940	404,040
2366	Employer HSA Contribution	752,253	904,680	904,680	756,000	907,610
2390	Misc Contractual Services	124,353	134,900	136,157	134,900	155,290
		4,820,621	5,256,040	5,322,633	4,870,210	5,416,930
TOTALS		$4,832,399	$5,284,770	$5,351,363	$4,898,940	$5,467,120

BUDGET SUMMARY:

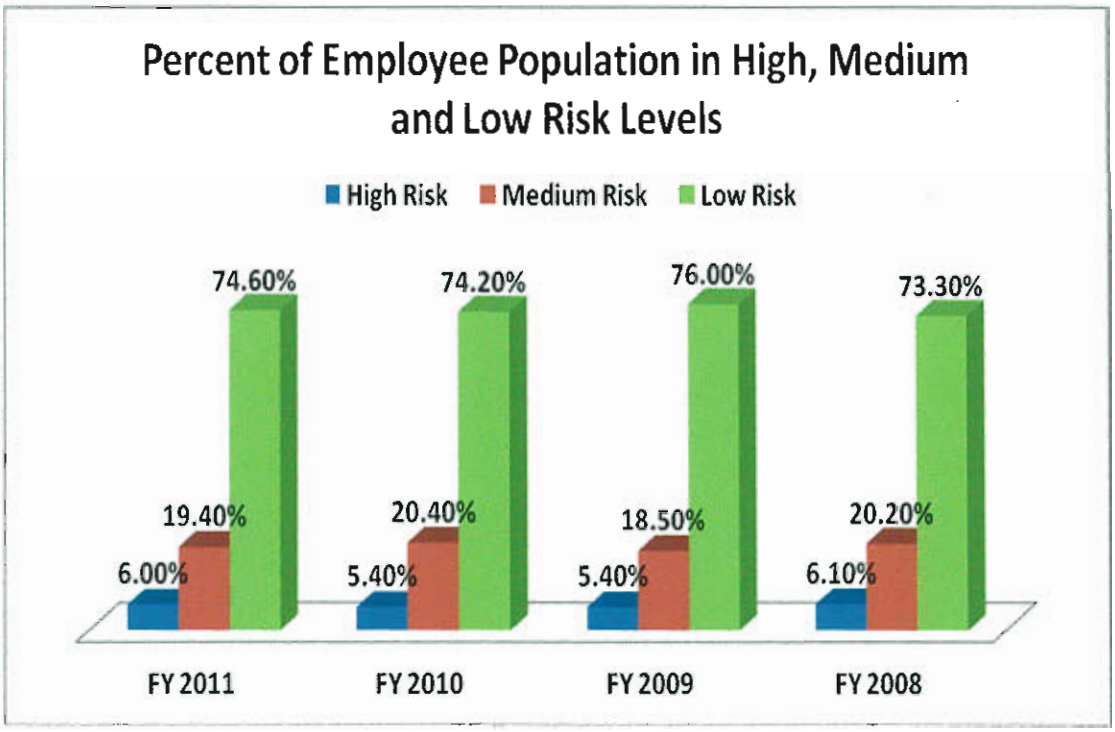
701-1120

- Account 2112 provides funding for seventy-five percent (75%) cost-sharing of the Wellness Coordinator part-time position and the Intern position between this budget and the Recreation Services budget.
- Account 2309 reflects funding for third-party administration fees from United Health Care (UHC), Envision Rx and EBMC, the administrator of the City's flexible spending programs and vision services benefit. Also included is third-party administration for the short-term disability program.
- Account 2361 includes funding for the all medical, dental, pharmacy and vision claims.
- Account 2364 provides funding for a stop-loss insurance policy to protect the City against catastrophic or extraordinarily high cost claims.
- Account 2366 provides funding for the employer contributions (funded at 85%) for HSA contribution. Funding projections have increased for 2013 based on the fact that more employees met health target measures in 2012 than originally projected.
- Account 2390 includes funding for the City's comprehensive wellness benefit. Funding is included for continuation of the on-site screenings and various educational classes and programs. Also funded is continuation of professional benefits consultation, continuation of return on investment analysis, and further review of plan design.

PERFORMANCE MEASURES: CONTINUED

1) **Percent of Employee Population in the Health Low Risk, Moderate Risk, and High Risk Levels**

Year	# Analyzed	High Risk	Medium Risk	Low Risk
FY 2011	562	6.00%	19.40%	74.60%
FY 2010	578	5.40%	20.40%	74.20%
FY 2009	551	5.40%	18.50%	76.00%
FY 2008	551	6.10%	20.20%	73.30%



Health risk status is determined by risk categories: low risk is zero to two risks; medium risk is three to four risks, and high risk is five or more risks. Changes in health status correlate with changes in cost. Individuals with high risks often migrate to having disease and high costs. There is a natural flow of individuals from low risk to high risk to disease to high cost. To contain cost, the goal is to keep the health population healthy and to try to stop the unnecessary progression in the direction of more risks and disease through wellness and prevention efforts.

Internal Service/ Workers' Compensation Fund

STATEMENT OF FUNCTIONS:

The Workers' Compensation Fund has been established to cover the costs associated with the City's Workers' Compensation coverage under a self-insurance plan. Funds are transferred from the General Fund to cover premiums, claims, and third party administration fees associated with the City's Workers' Compensation coverage.

NOTES AND ADJUSTMENTS:

This budget reflects estimated costs for the City's Self-Insurance Workers' Compensation coverage which includes expected medical expenses and compensation associated with work-related injuries and illnesses from January 1, 2013 - December 31, 2013. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

Workers' Comp. Self Ins.

City Manager

Human Resources

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
703-1120						
Other Expenses						
2309	Third Party Admin.	9,415	35,930	35,930	35,930	35,800
2363	Claims	105,512	207,000	207,000	130,000	212,710
2364	Stop Loss Coverage	77,372	80,500	80,500	80,500	89,800
2390	Misc Contractual Services	23	4,000	4,000	4,000	5,000
2391	Memberships/Subscriptions	0	0	0	0	0
		192,322	327,430	327,430	250,430	343,310
TOTALS		$192,322	$327,430	$327,430	$250,430	$343,310

BUDGET SUMMARY:

703-1120

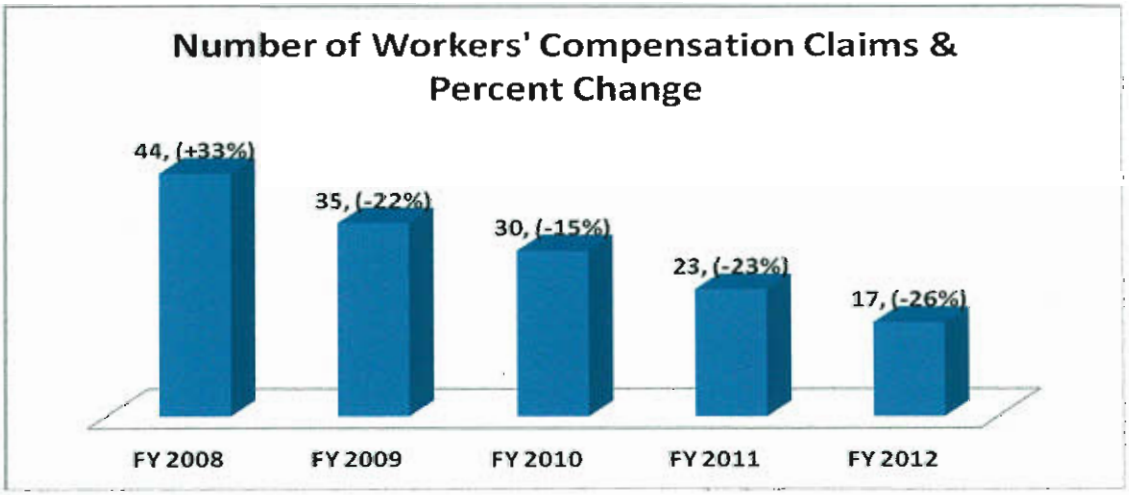
- Account 2309 includes the administrative fee for the self-funded program, independent medical evaluations of injured employees, and administrative fees for the state tail fund.
- Account 2363 funds medical and indemnity reserves for prior year claims, and estimated 2013 claims.
- Account 2364 includes the required payment to the state guarantee fund and the state fee for a self-insured plan. Also included are the excess coverage premium and volunteer coverage premium.
- Account 2390 provides funds for investigation of fraudulent claims.

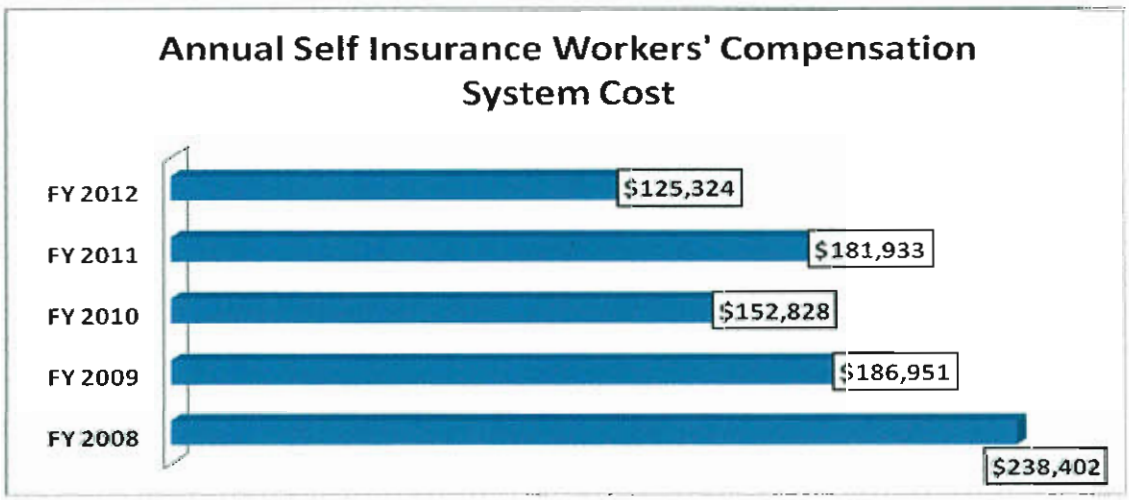
PERFORMANCE MEASURES:

2) **Percent Change in the Number of Worker's Compensation Claims Filed (including annual costs)**

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012*
# of Worker's Compensation Claims	44	35	30	23	17
Percent Change	(+33%)	(-22%)	(-15%)	(-23%)	(-26%)
Total Self Insured Cost	$238,402	$186,951	$152,828	$181,933	$125,324

**As of 9/19/2012*





The City collects this information to perform cost comparisons of our Self Insured Workers' Compensation system vs. traditional State Funded system costs (the City estimates a savings of $4 million since 2006). This information is also useful in projecting future costs, benchmarking with similar Cities/Municipal operations, City Safety Committee discussion topics and identification of future safety training needs.

Fiduciary Funds

STATEMENT OF FUNCTIONS:

These funds reflect the cost of reimbursing developers for the cost of installing certain public improvements (water & sewer reimbursement) and for refunding permit bonding fees deposited with the City to ensure completion of a project. A specific agency fund has been established for the collection of taxes on behalf of the Dublin Convention & Visitors Bureau, the tracking of unclaimed funds, the collection and distribution of a building surcharge mandated by State law, and for the agency fund to track the revenue and expenditures of the Central Ohio Interoperable Radio System (COIRS) established between the City of Dublin, the City of Worthington and Delaware County.

NOTES AND ADJUSTMENTS:

Fiduciary Funds
Finance
Office of the Director

		2011 Actual	2012 Budget	2012 Revised Budget	2012 Estimate	2013 Budget
Income Tax Revenue Sharing						
802-0210						
2390	Contractual Obligation-CRAs	123,115	0	0	0	0
TOTALS		$123,115	$0	$0	$0	$0
803-0210						
2911	Refunds-Gen Unclaimed Checks	5,107	0	0	0	0
2912	Refunds-Gen Unclaimed Payroll	239	0	0	0	0
2913	Refunds-Unclaimed Income Tax	175	0	14,300	14,300	0
2914	Refunds-Conditional Occupancy	3,500	0	0	0	0
TOTALS		$9,021	$0	$14,300	$14,300	$0
Dublin Convention and Visitors Bureau						
804-0211						
2824	Payment to Dublin Convention & Visitors Bureau	$559,433	$483,300	$566,670	$566,670	$500,000
TOTALS		$559,433	$483,300	$566,670	$566,670	$500,000
Agency Fund						
805-0210						
2304	Sewer Tap Paybacks	386,599	220,000	300,000	300,000	250,000
2910	Refunds	2,011	10,000	10,000	3,000	10,000
2914	Refunds-Conditional Occupancy	72,150	150,000	150,000	150,000	150,000
2915	Refunds-BD of Bldg Stds-Res	2,811	0	0	0	2,500
2916	Refunds-BD of Bldg Stds-Comm	12,000	15,000	15,000	15,000	15,000
2917	Refunds-CRC Deposits	38,565	40,000	40,000	40,000	40,000
2918	Refunds-DCRC Sea Dragons	17,350	17,000	17,000	0	17,000
2919	Refunds-Theatre Admission	0	0	300	300	0
2922	Refunds-DCRC Dolphins	5,655	0	6,000	6,000	6,000
2923	Refunds-Washington Twp	6,480	3,000	7,000	7,000	3,500
TOTALS		$543,621	$455,000	$545,300	$521,300	$494,000
Central Ohio Interoperable Radio System (COIRS)						
807-1210						
2310	Utilities	2,928	5,000	6,162	5,000	4,000
2345	Legal Services	50	4,000	7,950	4,000	4,000
2349	Professional Services	4,400	23,000	23,000	6,000	34,000
2351	Maintenance of Equipment	46,867	74,000	90,500	74,000	59,000
2360	Insurance and Bonding	7,125	10,000	10,000	7,200	9,000
2990	Contingencies	2,141	10,000	10,000	3,000	10,000
TOTALS		$63,511	$126,000	$147,612	$99,200	$120,000

GLOSSARY OF TERMS

While not inclusive, this glossary is provided to assist the reader with definitions of some unfamiliar terms used in the budget document.

Accrual Basis – a basis of accounting in which transactions are recognized at the time they are incurred or obligated, rather then when cash is received or spent.

Agency Fund - a type of fiduciary (trust) fund used to account for assets held by the City as an agent for individuals, other governments and/or other funds.

Appropriation – authorization from the legislative authority (City Council) to expend funds for a specific purpose or category of purposes. Appropriations are for the current fiscal year and lapse at the end of the fiscal year if not obligated for a specific purpose.

Balanced Budget – occurs when planned expenditures equal anticipated revenues.

Bond Rating – a measure of the City's credit-worthiness determined by established outside agencies by reviewing the City's financial viability and practices. A high bond rating results in favorable interest rates when the City borrows funding for long term capital projects.

Budget – the financial operating plan for a given time period which provides estimates of expenditures and revenues for that time period and outlines the assumptions under which those estimates were made.

Budget Amendment – a formal change of budgeted appropriations requiring legislative approval.

Budget Calendar – the schedule of key dates that are followed in the preparation and adoption of the budget.

Budgetary Basis – the basis under which the budget estimates are made.

Capital Asset (as defined by the City of Dublin) –tangible property, obtained or controlled as a result of past transactions, events or circumstances, which will benefit the City for a period of more than one (1) year and has a cost or dollar value of $1,000 or more.

Capital Outlay – a category of expenditures that includes items greater than a certain value and/or expected to last for greater than a specified time period.

Capital Improvements Program (CIP) –issued separately on an annual basis, but in coordination with the operating budget document, the CIP is the five-year plan for infrastructure and other long term investments such as roadways, technology, vehicles, parks, etc.

Capital Improvements Tax Fund - represents the 25% of the local income tax collected for the purpose of funding capital improvements.

Capital Projects Fund - used to account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed by Proprietary Funds and Trust Funds.

Capital Project – a major construction, acquisition, or renovation activity that adds value to or significantly increases the useful life of the government's physical assets.

Cash basis – a basis of accounting or budgeting in which transactions are recognized only when cash is increased or decreased.

GLOSSARY OF TERMS

Cemetery Fund - a fund provided to account for revenue received from the sale of cemetery lots and interment fees. Expenditures are restricted to the maintenance of the City's cemeteries.

Cemetery Perpetual Care Fund - established in order to set aside funds so that when all the City's cemetery burial lots are sold, funds remain to properly maintain all cemetery lots in perpetuity.

City Charter – a document ratified by a vote of the people that outlines the guidelines and policies under which a city will operate.

Council-Manager form of government – the form of government in which an elected City Council hires a professional city manager to serve as the chief administrative official for the City, as opposed to an elected mayor.

Contingency – a budgeted reserve set aside for emergencies or unforeseen expenditures not otherwise included within the budget.

Cost of Services Study – study conducted each year to determine the fees to be charged for various programs and services throughout the City. This study is a comprehensive review of the allocation of City costs to all City programs to ensure that fees charged accurately reflect the costs associated with provision of that service or program.

Debt Service – payment of principal and interest on borrowed funds according to a predetermined schedule.

Debt Service Fund – used to account for resources set aside to fund debt service and actual principal and interest payments.

Dublin Convention and Visitors Bureau Fund - accounts for 25% of the tax imposed on establishments that provide sleeping accommodations for transient guests and is due to the Dublin Visitors and Convention Bureaus as required by state law.

Employee Benefits Self-Insurance Fund – includes monies received from other funds as payment for providing medical, dental and vision benefits. The Employee Benefits Self-Insurance Fund may make payments for service provided to employees, for reimbursements to employees who have paid providers, to third party administrators for claim payment or administration, for stop-loss coverage, or any other similar purposes.

Encumbrance – the commitment of appropriated funds to purchase an item or service; to encumber funds means to commit them for a specified future expenditure.

Enforcement and Education Fund - provided to account for revenue received from penalties assessed in accordance with violations involving Section 4511.19, Ohio Revised Code. Expenditures are restricted to educating the public of laws governing the operation of a motor vehicle while under the influence of alcohol and other information relating to the operation of a motor vehicle and the consumption of alcoholic beverages.

Enterprise Fund - used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent is the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges.

GLOSSARY OF TERMS

Expenditure – the payment for goods or services; in a cash – based budget such as the City of Dublin's, expenditures are recognized only when the cash payment for the cost of goods received or services rendered is made.

Fiscal Year – the twelve-month period designated as the operating year for accounting and budget purposes; in the case of the City of Dublin, January 1 – December 31, or calendar year.

Full – Time Equivalent (FTE) – represents an employee working a standard 40-hour workweek, or its equal in terms of hours comprised of more than one employee.

Fund – the basis on which the governmental accounting system is organized; an independent financial and accounting entity with a self-balancing set of accounts in which transactions relating to resources, expenditures, assets and liabilities are recorded. Funds are established to account for the use of restricted revenue sources and to carry on specific activities.

Fund Balance – amounts shown as fund balance represent monies which remain unspent after all budgeted expenditures have been made.

General Fund – the general operating fund used to fund public services used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Debt – debt backed by the full faith, credit and taxing power of a government.

General Obligation Debt Service Fund – accounts for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources.

Grant – a contribution by a government or other entity to support a particular function.

Home Rule – the term used to describe the powers of municipal corporations operating under a charter which provides for or authorizes a method of procedure in the passage and publication of legislation, the making of improvements, and the levying of assessments differing from the method prescribed by general law, may pass and publish such legislation, make such improvements, and levy such assessments under the general law or in accordance with the procedure provided for or authorized by its charter.

Hotel Motel Tax Fund – fund into which taxes derived from hotel room stays (bed taxes) are deposited; this fund accounts for 75% of the tax imposed on establishments that provide sleeping accommodations for transient guests. Expenditures are restricted to the advancement of cultural development, beautification of public property, improvement of the historic district and any other project or expenditure which would enhance the City's appeal to visitors and tourists.

Income Tax Revenue Sharing Fund – fund into which income taxes to be shared with Dublin City Schools in conjunction with certain economic development agreements are deposited for payment to the schools.

Infrastructure – the physical assets of a government, including but not limited to public buildings, streets, curbs and traffic control devices, water and sewer facilities, and parks and public lands.

GLOSSARY OF TERMS

Internal Service Fund - used to account for the financing of goods or services provided by one department or agency of the City to other departments or agencies on a cost-reimbursement basis. Charges are intended only to recoup the total cost of such services.

Lapse of Appropriation – the expiration of appropriation authority at the end of the fiscal year if it is neither expended nor encumbered for a specific purpose.

Law Enforcement Trust Fund - accounts for all cash or cash proceeds that are a result of contraband property seizures and forfeitures of property.

Mandatory Drug Fine Fund - includes revenue from mandatory fines imposed for drug offense convictions in accordance with Section 2925.03, Ohio Revised Code. Expenditures are restricted to law enforcement efforts pertaining to drug offenses.

Mayor's Court Computer Fund – represents an additional fee collected for computerization of the Mayor's Court in accordance with Ohio Revised Code Section 1901.261.

Merchandising Fund - fund for receipts from sales of Dublin-related merchandise and related costs.

Operating Expenditure – costs of personnel, materials, services and equipment required for a City unit to function.

Operating Revenue – income received by the government to pay for ongoing operations, including items such as taxes, fees for services, investment earnings, grant revenues, etc.

Operating Transfer – an amount moved from one fund to another to support the funding of services in the recipient fund.

Parkland Acquisition Fund – created to account for property taxes and development fees collected for the purpose of funding acquisition of recreational facility sites, open space, and/or parkland.

Performance Measurements – any systematic attempt to learn how responsive a government's services are to the needs of the residents through use of standards, workload indicators, etc.

Permissive Tax Fund - accounts for permissive tax fees received in addition to the motor vehicle license tax. Expenditures are restricted to construction or permanent improvements of the streets and state highways within the City.

Personal Services – a category of expenditures that represents the amounts paid for all costs associated with personnel, including wages and benefits paid by the City.

Policy – a guiding principal which defines the underlying rules which will direct decision-making processes.

Program – a group of related activities intended to accomplish a specific objective.

Recreation Fund - created to account for revenues and expenditures for parks and recreation programs and activities, including the Community Recreation Center.

Reserve – funds set aside that are earmarked for a specific future use.

GLOSSARY OF TERMS

Revenue – sources of income received during a fiscal year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

Safety Fund - accounts for revenues and expenditures for the operations of the City's Police Department. Major revenue sources are property taxes and subsidies from the General Fund.

Service Payment – payment made in lieu of real estate taxes for purposes of retiring debt for improvements in a designated tax-increment financing (TIF) district.

Sewer Fund - provided to account for capacity charges for connecting into the sewer system and the costs associated with the maintenance and repair of the City's sewer lines.

Special Assessment Debt – debt issued for a specified purpose and based on collection of taxes levied against a pre-determined set of properties for that purpose.

Special Assessment Debt Service Fund - provided to account for the accumulation of resources and payment of special assessment bond principal and interest from special assessment levies with governmental commitment.

Special Revenue Fund - used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

State Highway Improvement Fund - provided to account for the allocation of revenues derived from motor vehicle license fees and gasoline taxes. Expenditures are restricted by state law to maintenance and repair of state highways within the City.

Street Maintenance and Repair Fund - provided to account for the allocation of revenues derived from motor vehicle license fees and gasoline taxes. Expenditures are restricted by state law to maintenance and repair of streets within the City.

Swimming Pool Fund- includes revenues and expenditures for outdoor swimming pool programs and activities at both outdoor facilities, excluding the capital cost of the swimming pool.

Tax-increment financing (TIF) - A method used for funding public improvements whereby real estate tax revenue increases resulting from those improvements are directed toward paying for those improvements.

Transfers – An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.

Unencumbered Balance – the remaining balance within a fund that is not obligated for any other purpose.

User Fee (or charge) – the payment of a fee for direct receipt of a public service by the party who benefits from the service.

Water Fund - provided to account for the collection of a user surcharge, permit fees and the costs associated with the maintenance and repair of the City's water lines.

Workers' Compensation Self-Insurance Fund – fund for the accumulation of funds to provide for payment of claims and other costs associated with the City's self-insured workers compensation program.