City of Dublin

**Office of the City Manager**
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614-410-4400 • Fax: 614-410-4490

# Memo

**To:** Members of Dublin City Council

**From:** Marsha I. Grigsby, City Manager MIG

**Date:** October 31, 2013

**Initiated By:** Angel L. Mumma, Director of Finance

**Re:** Ordinance No. 85-13- Adopting the Annual Operating Budget for 2014

**Summary**

Ordinance No. 85-13 authorizes the adoption of the 2014 Annual Operating Budget. City Council workshops to review the proposed 2014 budget are scheduled for Wednesday, November 6 and Wednesday, November 20 at 6:30 p.m. The complete schedule for all workshops is attached.

If you have any questions, please do not hesitate to contact Angel Mumma.

**City Council Review of the Proposed Operating Budget for 2014**
**Agenda**
**November 6, 2013**
**(Meeting to begin at 6:30 pm)**

| Estimated Time | Department/Division | Tab/Budget Page |
|---|---|---|
| 6:30 p.m. | Overview | General Overview |
| 7:00 p.m. | Community Relations | General Fund 3-17 – 3-20 |
| | Merchandising Fund | Enterprise Funds 7-13 – 7-15 |
| 7:10 p.m. | Information Technology | General Fund 3-87 – 3-89 |
| 7:20 p.m. | Court Services | General Fund 3-91 – 3-94 |
| | Records Management | General Fund 3-95 – 3-98 |
| | Court Computer Fund | Special Revenue Funds 4-61 – 4-63 |
| 7:40 p.m. | City Council | General Fund 3-1 – 3-2 |
| | Boards and Commissions | General Fund 3-3 – 3-4 |
| 7:50 p.m. | Police/Communication | Special Revenue Funds 4-29 – 4-34 |
| | Education and Enforcement | Special Revenue Funds 4-55 – 4-56 |
| | Law Enforcement Trust | Special Revenue Funds 4-57 – 4-59 |
| 8:00 p.m. | Recreation Services | |
| | Recreation | Special Revenue Funds 4-17 – 4-19 |
| | Community Recreation Center | Special Revenue Funds 4-21 – 4-23 |
| | Swimming Pool Fund | Special Revenue Funds 4-35 – 4-37 |
| 8:10 p.m. | Parks and Open Space | Special Revenue Funds 3-75 – 3-77 |
| | Cemetery Fund | Special Revenue Funds 4-13 – 4-15 |
| 8:20 p.m. | Office of the City Manager | General Fund 3-5 – 3-7 |
| | Miscellaneous Accounts | General Fund 3-9 – 3-11 |
| 8:30 p.m. | Finance | |
| | Office of the Director of Finance | General Fund 3-25 – 3-27 |
| | Procurement | General Fund 3-28 – 3-29 |
| | Accounting and Auditing | General Fund 3-37 – 3-39 |
| | Taxation | General Fund 3-41 – 3-43 |
| | Hotel-Motel Tax Fund | General Fund 4-51 – 4-53 |
| | Transfers-Advances | General Fund 3-31 – 3-32 |
| | Miscellaneous Accounts | General Fund 3-33 – 3-35 |
| | Accrued Leave Reserves | Special Revenue Funds 4-65 – 4-67 |
| | Wireless 9-1-1 | Special Revenue Funds 4-69 – 4-71 |
| | Debt Service | Debt Service Funds 5-1 – 5-3 |
| | Water Debt | Enterprise Funds 7-3 |
| | Sewer Debt | Enterprise Funds 7-9 |
| | Fiduciary | Fiduciary Funds 9-1 – 9-2 |
| 8:40 p.m. | Capital Improvements Program | Capital Project Funds 6-1 – 6-8 |
| | Parkland Acquisition Fund | Capital Project Funds 6-9 – 6-10 |

**City Council Review of the Proposed Operating Budget for 2014**

**Agenda**
**November 20, 2013**
***(Meeting to begin at 6:30 p.m.)***

| Estimated Time | Department/Division | Tab/Budget Page |
|---|---|---|
| 6:30 p.m. | Overview | |
| 7:00 p.m. | Events Administration | Special Revenue Funds 4-43 – 4-49 |
| | Hotel-Motel Tax Fund | Special Revenue Funds 4-51 – 4-53 |
| 7:10 p.m. | Public Service Director | General Fund 3-45 – 3-47 |
| 7:20 p.m. | Volunteer Resources | General Fund 3-103 – 3-106 |
| 7:40 p.m. | Building Standards | General Fund 3-65 – 3-70 |
| 7:50 p.m. | Economic Development | General Fund 3-79 – 3-82 |
| 8:00 p.m. | Land Use and Long Range Planning | General Fund 3-71 – 3-73 |
| 8:10 p.m. | Engineering | |
| | Street Lighting | General Fund 3-62 – 3-63 |
| | Transportation Signage | Special Revenue Funds 4-5 – 4-7 |
| | State Highway Fund | Special Revenue Funds 4-9 – 4-11 |
| | Water | Enterprise Funds 7-5 – 7-6 |
| | Sewer | Enterprise Funds 7-11 – 7-12 |
| 8:20 p.m. | Streets and Utilities | |
| | Solid Waste | General Fund 3-49 – 3-53 |
| | Street Maintenance | Special Revenue Funds 4-1 – 4-3 |
| | Water | Enterprise Funds 7-1 – 7-2 |
| | Sewer | Enterprise Funds 7-7 – 7-9 |
| | Human Resources | General Fund 3-13 – 3-15 |
| 8:50 p.m. | Employee Benefits Self-Insurance Fund | Internal Service Funds 8-1 – 8-4 |
| | Workers Compensation Self-Insurance Fund | Internal Service Funds 8-5 – 8-8 |
| | Legal Services | General Fund 3-21 – 3-23 |
| 9:00 p.m. | Fleet Management | General Fund 3-55 – 3-58 |
| 9:10 p.m. | Facilities | General Fund 3-99 – 3-101 |
| | DCRC Facilities | Special Revenue Funds 4-25 – 4-27 |
| | | |
| | | |
| | | |

# RECORD OF ORDINANCES

Dayton Legal Blank, Inc. Form No. 30043

*Ordinance No.* 85-13 *Passed* _____, 20____

**AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2014, AND DECLARING AN EMERGENCY**

**WHEREAS**, Section 8.02(a) of the Revised Charter requires the City Manager to prepare and submit the annual operating budget to City Council; and

**WHEREAS**, City Council has received and reviewed the annual operating budget for 2014; and

**WHEREAS**, the Administration has incorporated in the attached 2014 Operating Budget the modifications requested by City Council as a result of the budget review workshops.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Dublin, State of Ohio, _____ of its elected members concurring, that:

Section 1. The 2014 Annual Operating Budget attached as an Exhibit be, and hereby is, approved.

Section 2. This ordinance is declared to be an emergency necessary to protect the health, safety and welfare of the residents of the City, and for the further reason that the annual operating budget must be in effect by January 1, 2014. This ordinance shall therefore be effective on January 1, 2014.

Passed this _____ day of _____, 2013.

_____
Mayor - Presiding Officer

ATTEST:

_____
Clerk of Council

City of Dublin

November 5, 2013

**Office of City Manager**
5200 Emerald Parkway
Dublin, Ohio 43017

phone 614.410.4400

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 2014 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 increased over the past five years from 59.8% in 2008 to 92.5% in 2012. As a result of an increase in income tax revenues in 2013, the fund balance is projected to be 87.46% or $50.60 million at year-end 2013. 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.

With income tax collections representing the City's most significant revenue source, the financial health of the City is reflective of the health of the City's corporate residents, as employee withholding taxes generally represent over 80% of the total income tax receipts. Through the third quarter 2013, total income tax collections were up 8.52% as compared to collections through the third quarter 2012. 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 2013 will be up 4% as compared to the total income tax revenues for 2012. In 2014, it is estimated that income tax revenues will increase 2.14% from 2013 projected income tax revenues.

The City of Dublin operates from and administers several different types of funds, including the General Fund, special revenue funds, debt service funds, capital project funds, capital construction funds, enterprise funds, internal service funds, and fiduciary funds. While the General Fund is the City's most prevalent, in order to provide our stakeholders with a concise depiction of operating revenues and expenditures, staff has combined revenue and expenditures from a number of funds to reflect total operating revenues and expenditures. The following funds are included:

- General
- Street Highway and Repair
- State Highway
- Cemetery
- Recreation
- Safety
- Pool
- Hotel/Motel Tax
- Enforcement and Education
- Law Enforcement
- Mandatory Drug Fine
- Mayor's Court Computer
- Wireless 911

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 2013, the estimated operating revenues are projected to be $75.86 million, which represents a 9.79% increase over 2013 budgeted revenues. In addition to the increase in income tax revenue, this increase is attributable to an increase in revenue from estate taxes, grants, licenses and permits, parks and recreation, and special event revenue. In 2014, operating revenues are projected to be $71.70 million, which represents a 3.77% increase over 2013 budgeted operating revenues.

**Operating Revenues (in millions)**

| | 2009 | 2010 | 2011 | 2012 | 2013 Projected | 2014 Proposed |
|---|---|---|---|---|---|---|
| **Budgeted Revenues** | $67.69 | $60.75 | $62.84 | $65.87 | $69.10 | $71.70 |
| **Actual Revenues** | $66.57 | $68.32 | $71.30 | $75.67 | $75.86 | |

The 2014 Operating Budget reflects funding requests totaling $74.01 million in operating expenditures. This represents a 3.90% increase compared to the 2013 Operating Budget. However, a major initiative of which funding is included in the Operating Budget is providing emergency dispatching services to the Norwich Township Fire Department and the City of Hilliard Police Department. Excluding the funding to support that initiative, operating expenditures would reflect a 3.20% increase compared to the 2013 Operating Budget.

**Operating Expenditures (in millions)**

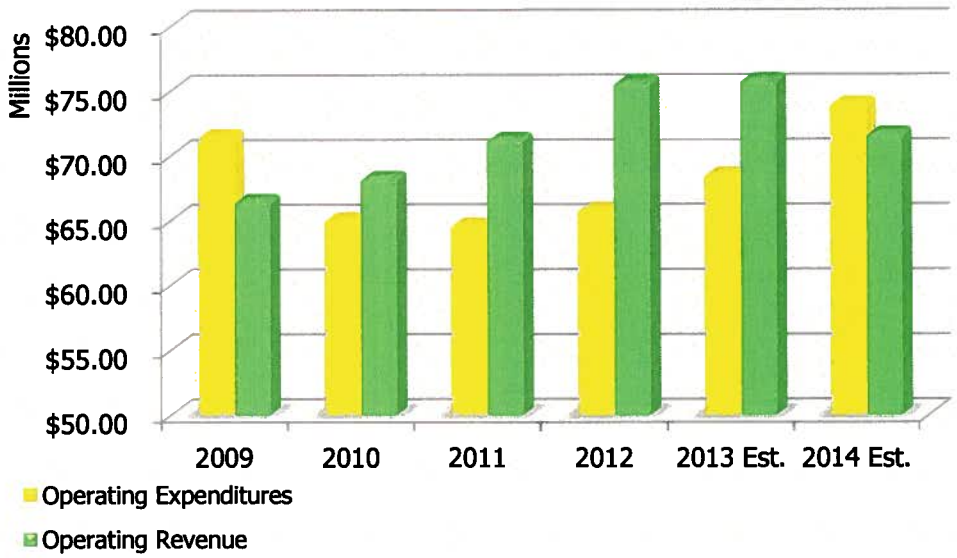
| | 2009 | 2010 | 2011 | 2012 | 2013 Projected | 2014 Proposed |
|---|---|---|---|---|---|---|
| **Budgeted Expenditures[1]** | $71.54 | $65.10 | $66.68 | $68.10 | $71.23 | $74.01 |
| **Actual Expenditures** | $65.30 | $63.60 | $64.67 | $65.88 | $68.59[2] | |
| **Actual Encumbrances** | $3.06 | $3.07 | $4.69 | $3.52 | | |

[1] Does not include encumbrances carried forward.

[2] Includes anticipated encumbrances.

The City's strong tax base and conservative budget philosophy have resulted in operating revenues exceeding operating expenditures for many years. While the 2014 estimated operating expenditures exceed the 2014 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 2013, the actual operating revenues are expected to exceed the budgeted operating revenues by approximately $7.27 million.




From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2014 are consistent with the budgeted amounts, the 2014 General Fund year-end balance is projected to be approximately 80.57% of the 2014 General Fund expenditures and operating transfers, exceeding the 50% target balance by approximately $18.84 million.

High quality services are a community hallmark of Dublin. To provide those services to our residents in the most efficient and effective manner, it is essential for the Administration to maintain appropriate staffing levels given the changing needs of the community. With a number of staffing changes proposed, the 2014 Operating Budget reflects funding for 378 full-time employees – an increase of 10 employees over the 2013 authorization level.

The most notable staffing change proposed is within the Division of Police with the addition of five Communication Technicians and one Communication Supervisor. In keeping with a prior year's goal to work with other jurisdictions to identify shared service opportunities, the City agreed to provide emergency dispatching services for the Norwich Township Fire Department, beginning in October 2013, and the Hilliard Division of Police, beginning in January 2014. In order to provide the services to these two entities, the hiring of these staff members is necessary.

This budget reflects a continued emphasis on employee development with funding of citywide and specialized learning opportunities. In order to lead these efforts, a Talent Development Manager is proposed within the Division of Human Resources. This individual will be responsible for establishing a comprehensive training, coaching and professional development program for supervisors and staff. Training programs for all employees include technology training as well as the continuation of Dublin-specific customer service training to employees that interact with the public frequently.

Additionally, under the direction of the Director of Human Resources, the budget incorporates funding for a full-time Benefits Administrator. This position will expand upon existing wellness programs, including Healthy Dublin, and work with our heath partners to implement plan design changes and incentives that will result in a healthier workforce and community. If approved, this position will be charged 25% to the General Fund (Human Resources) and 75% to the Employee Benefits Self-Insurance Fund.

To enhance quality event programming and service to our residents and guests that attend the City's special events, it is proposed that an Events Assistant be reclassified from a part-time position to a full-time Events Coordinator position.

In order to more properly staff multiple projects such as asphalt repairs, concrete work, the chipper program, leaf pick-up, snow/ice operations, and traffic control support, two Maintenance Worker positions have been added to Streets & Utilities.

The Administration closely examines full-time staffing levels, especially when vacancies occur. While the number of employees within a given department or division are important, more important are the types of positions needed to efficiently and effectively carry out the responsibilities of the work unit for the foreseeable future. As a result of these ongoing analyses, positions are occasionally reclassified and/or changed from full-time to part-time.

Given upcoming retirements within the Land Use & Long Range Planning division, staff is proposing the downgrade of an Administrative Assistant to an Office Assistant 2 position as well as the upgrade of an Office Assistant 1 to an Office Assistant 2 position. Additionally, it is recommended that the vacant position of Landscape Architect be replaced by a Planner position. These changes will provide the level of staffing necessary to properly serve residents, businesses and internal staff at this time.

Within Court Services/Records Management, one vacant Court Clerk 2 position has been changed to a part-time position.

Within the Finance Department, one full-time Accountant has been changed to a part-time position. While the responsibilities have not changed for that individual, it has been determined that the work can be accomplished on a part-time basis. Additionally, beginning with the 2014 Operating Budget, the Division of Accounting & Auditing has been incorporated within the Office of the Director of Finance budget. Procurement and Taxation remain stand-alone divisions within the Department of Finance.

Similarly, the positions classified under the Director of Administrative Services have been redistributed to other work units for 2014. The Director of Administrative Services has been reclassified as the Assistant City Manager and will be incorporated with the Office of the City Manager's budget. The Administrative Specialist will report to the Director of Public Service, and will be incorporated in that Department's budget.

The 2014 Operating Budget reflects funding for 236 full-time equivalent (FTE) part-time and seasonal positions. In addition to the changes noted above, a GIS intern position has been included while a Court Liaison position has been removed from the Division of Police. Finally, in adding a full-time Benefits Administrator position, the wellness intern position has been removed. These changes result in the net increase of four FTE part-time and seasonal positions in the organization.

The budget provides for an overall adjustment of up to 3% for non-bargaining unit salaries. Additionally, it incorporates the negotiated wage increase for employees covered by the Fraternal Order of Police – Ohio Labor Council (Communications Technicians) contract. With the previous contract expiring September 1, 2013, the new contract with the United Steelworkers of America was recently ratified by its' members and awaits City Council approval. If approved, employees within this bargaining unit will receive an increase in 2014 up to 2% based on their job classification. Bargaining with the Fraternal Order of Police – City Lodge #9 (Police Officers, Corporals, and Sergeants) will be underway soon for their contract which expires December 31, 2013.

The 2014 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. Capital improvements funded from the Capital Improvements Tax Fund include design and engineering for the Riverside Drive realignment, the roundabout at Riverside Drive and S.R. 161, Riverside Park, and the Scioto River pedestrian bridge. Additionally, funding is included for improvements to Amberleigh Community Park, construction of shared-use paths along Dublin Road South, and Glick Road, as well as the installation of bike lanes on Muirfield Drive.

The maintenance of the City's existing infrastructure is equally important. For this reason, significant funding has been programmed in the 2014 Operating Budget to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in excellent condition. Details of the 2014 capital improvements are included under the 'Capital Project Funds' tab of the budget.

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 2013.

<u>Focus Areas</u>

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

Programs that will be undertaken in 2014 to support the goal statements include the following:

- *Engaging leaders of business, government and education systems to better understand business needs, challenges and opportunities to optimize Dublin's business climate* – 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. In addition, the Administration will continue pursuing "business neighborhood engagements". Participants for the Business industry cluster discussion groups have been identified and Battelle

has been retained to help establish and facilitate the creation of these venues. Funding has been programmed in 2014 to facilitate these activities.

- *Identify, nurture and build upon the qualities of Dublin that attract, retain, create a sense of pride and bond residents and businesses to the community* – Building relationships and engaging Dublin's companies are the key to success in bonding businesses to the community. The City's marketing efforts focus on creating a sense of place and belonging by recognizing companies and requesting that they provide testimony as to why they located in and are staying in Dublin. This enables companies to tell the story of their company while articulating what is important to them in Dublin. Social interaction and the relationships that are built at events such as the Memorial Tournament and Irish Festival are effective ways to promote our community and its amenities. Staff also encourages Dublin companies to seek membership in the Dublin Chamber of Commerce, participate in volunteer activities and local service organizations as a way to help root the company, its leaders, and employees to the Dublin community.

  The Administration facilitates year-round efforts to engage our residents. Events held with the Homeowner Association, the Dublin Convention and Visitors Bureau, Experience Columbus, the Dublin Arts Council and Dublin City schools have provided Dublin with a renewed sense of pride, which generates enthusiasm and harnesses the talents of our residents.

- *21 Century Learning Environment* – At the direction of City Council, the Administration continues 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 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* – The Administration is proud of the developments in the Bridge Street District that have occurred over the past few years. Between the City of Dublin and private developers, key parcels have been acquired which allow for the transformation of the District. As part of the five-year CIP, catalytic public infrastructure improvements have been programmed, including the riverside park, the iconic pedestrian bridge, the relocation of Riverside Drive, and the construction of a roundabout at Riverside Drive and S.R. 161.

- *Brand recognition* – In 2014, staff will continue building upon the momentum generated by our third party validation campaigns, which positions Dublin as a leader with national and international recognition and takes our brand alignment to a next level with our employees through key messaging and aligned service standards. Examples include *Where Champions Reside*, a campaign which will continue to feature more recognizable Dublin residents and corporate citizens and will expand from print to other mediums as well as *Our Brands Speak for Themselves*, a video series featuring prominent and interesting leaders of Dublin businesses whose brands are recognized worldwide. We are proud that this particular campaign was awarded the Excellence in Economic Development Marketing Award by the Ohio Economic Development Association at its 2013 Annual Summit held here in Dublin in late October.

The Administration is committed to meeting the goals established by City Council and to ensure that high quality services remain a community hallmark. The 2014 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

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO
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# Indicates pages not included in proposed budget document but will be included in final budget document.

# 2014

# 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

Assistant City Manager – Michelle Crandall

Director of Development - Dana L. McDaniel

Director of Finance – Angel L. Mumma

Director of Law - Stephen J. Smith

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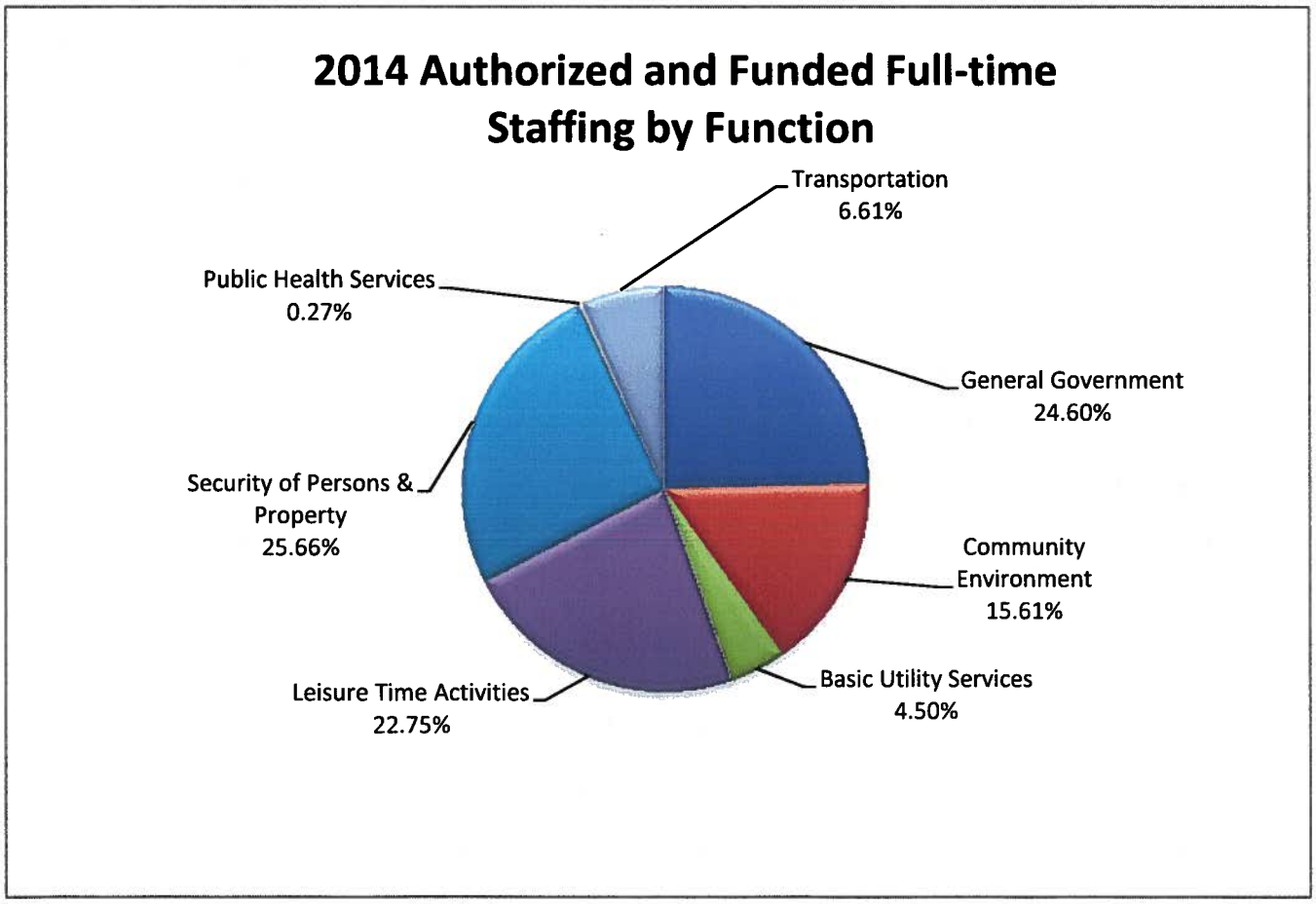
City of Dublin

## Staffing Comparison by Function
## Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2014 Operating Budget also funds approximately 236 part-time and seasonal positions throughout the City.

| | 2010 Authorized | 2011 Authorized | 2012 Authorized | 2013 Authorized | 2014 Authorized |
|---|---|---|---|---|---|
| General Government | 96 | 95 | 93 | 92 | 93 |
| Community Environment | 70 | 64 | 62 | 59 | 59 |
| Basic Utility Services | 17 | 17 | 17 | 17 | 17 |
| Leisure Time Activities | 89 | 88 | 85 | 85 | 86 |
| Security of Persons & Property | 94 | 90 | 88 | 91 | 97 |
| Public Health Services | 1 | 1 | 1 | 1 | 1 |
| Transportation | 24 | 27 | 23 | 23 | 25 |
| **TOTALS** | 391 | 382 | 369 | 368 | 378 |



## Full-Time Staffing by Work Unit

| Work Unit | 2010 Authorized | 2011 Authorized | 2012 Authorized | 2012 Funded | 2013 Funded | 2014 Requested | See Notes |
|---|---|---|---|---|---|---|---|
| City Council | 3 | 3 | 3 | 2 | 2 | 2 | |
| Office of the City Manager | 6 | 6 | 6 | 6 | 6 | 7 | (1) |
| Human Resources | 9 | 9 | 9 | 9 | 9 | 10 | (2) |
| Community Relations | 8 | 7 | 7 | 7 | 7 | 7 | |
| Finance/ Office of the Director | 6 | 5 | 5 | 5 | 5 | 10 | (3) |
| Procurement | 1 | 1 | 1 | 1 | 1 | 1 | |
| Accounting and Auditing | 6 | 6 | 6 | 6 | 6 | 0 | (3) |
| Taxation | 5 | 5 | 5 | 5 | 5 | 5 | |
| Public Service/ Office of Director | 0 | 0 | 0 | 0 | 0 | 2 | (4) |
| Solid Waste Management | 7 | 7 | 7 | 7 | 7 | 7 | |
| Fleet Management | 9 | 9 | 9 | 9 | 9 | 9 | |
| Engineering | 30 | 28 | 28 | 28 | 27 | 27 | |
| Building Standards | 18 | 15 | 15 | 15 | 15 | 15 | |
| Land Use and Long Range Planning | 22 | 21 | 19 | 19 | 17 | 17 | |
| Parks and Open Space | 47 | 47 | 47 | 47 | 48 | 48 | |
| Economic Development | 3 | 5 | 5 | 5 | 5 | 5 | |
| Administrative Services | 2 | 2 | 2 | 2 | 2 | 0 | (1) |
| Information Technology | 14 | 13 | 12 | 12 | 13 | 13 | |
| Court Services/Records Management | 6 | 6 | 5 | 5 | 5 | 4 | (4) |
| Facilities Management | 16 | 16 | 16 | 16 | 15 | 15 | |
| Volunteer Resources | 2 | 2 | 2 | 2 | 2 | 2 | |
| Streets and Utilities | 19 | 22 | 19 | 19 | 19 | 21 | (5) |
| Public Service/Engineering/Sign Shop | 5 | 5 | 4 | 4 | 4 | 4 | |
| Cemetery Maintenance | 1 | 1 | 1 | 1 | 1 | 1 | |
| Recreation Services | 8 | 7 | 7 | 7 | 7 | 7 | |
| Community Recreation Center | 14 | 15 | 15 | 15 | 15 | 15 | |
| Community Recreation Center - Facilities | 15 | 14 | 11 | 11 | 10 | 10 | |
| Police | 94 | 90 | 88 | 88 | 91 | 97 | (6) |
| Events Administration | 5 | 5 | 5 | 5 | 5 | 6 | (7) |
| Water Maintenance | 1 | 1 | 1 | 1 | 1 | 1 | |
| Sewer Maintenance | 9 | 9 | 9 | 9 | 9 | 9 | |
| Employee Benefits Self Insurance | 0 | 0 | 0 | 0 | 0 | 1 | (8) |
| TOTALS | 391 | 382 | 369 | 368 | 368 | 378 | |

**NOTES:**

(1) - Reclassification of the Director of Administrative Services to the Assistant City Manager and movement of position to the Office of the City Manager, and removed the Administrative Services Work Unit.
(2) - Addition of a Talent Development Manager.
(3) - Combined Accounting and Auditing into Finance; full-time Accountant reclassified as part-time.
(4) - Reduced one full-time Court Clerk position to a part-time position.
(5) - Addition of two Maintenance Worker positions.
(6) - Addition of five Dispatcher positions and one Supervisory position for other agency dispatch service.
(7) - Move one part-time Events Assistant position to a full-time Events Coordinator position.
(8) - Addition of a Benefits Administrator position.

# 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.

2014 OPERATING BUDGET-CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

| Fund | 1/1/2014 Cash Balance | Estimated Revenue | Estimated Advances and Transfers-In | Estimated Resources Available | Estimated Expenditures | Estimated Advances and Transfers-Out | 12/31/2014 Unencumbered Balance |
|---|---|---|---|---|---|---|---|
| GENERAL | 50,598,035 | 61,290,710 | 30,000 | 111,918,745 | 45,783,405 | 16,475,000 | 49,660,340 |
| SPECIAL REVENUE FUNDS | | | | | | | |
| Street Maintenance and Repair | 528,888 | 1,477,970 | 1,900,000 | 3,906,858 | 3,665,500 | - | 241,358 |
| State Highway Improvement | 526,159 | 120,685 | 300,000 | 946,844 | 830,750 | - | 116,094 |
| Cemetery | 63,374 | 22,230 | 150,000 | 235,604 | 210,305 | - | 25,299 |
| Recreation | 1,896,438 | 3,317,350 | 3,500,000 | 8,713,788 | 7,678,600 | - | 1,035,188 |
| Safety | 735,615 | 1,967,680 | 10,080,000 | 12,783,295 | 12,023,275 | - | 760,020 |
| Swimming Pool | 264,811 | 507,530 | 300,000 | 1,072,341 | 902,535 | - | 169,806 |
| Permissive | 724,172 | 92,855 | - | 817,027 | 167,000 | - | 650,027 |
| Hotel/Motel | 2,982,246 | 2,892,000 | - | 5,874,246 | 3,693,160 | 161,900 | 2,019,186 |
| Education and Enforcement | 75,466 | 2,310 | - | 77,776 | - | - | 77,776 |
| Law Enforcement Trust | 15,065 | 300 | - | 15,365 | 15,040 | - | 325 |
| Mandatory Drug Fine | 2,515 | - | - | 2,515 | - | - | 2,515 |
| Mayor's Court Computer Fund | 15,666 | 5,200 | - | 20,866 | 18,360 | - | 2,506 |
| Accrued Leave Reserves | 1,341,528 | - | - | 1,341,528 | 160,000 | - | 1,181,528 |
| Wireless 9-1-1 System | 328,260 | 100,000 | - | 428,260 | - | 80,000 | 348,260 |
| DEBT SERVICE FUNDS | | | | | | | |
| G.O. Debt Service | 893,572 | 148,670 | 8,111,375 | 9,153,617 | 8,397,550 | - | 756,067 |
| Special Assessment | - | - | - | - | - | - | - |
| 1992 Special Assessment | 58,978 | 94,500 | - | 153,478 | 106,560 | - | 46,918 |
| 2001 Special Assessment | 198,033 | 141,525 | - | 339,558 | 129,840 | - | 209,718 |
| CAPITAL PROJECTS FUNDS | | | | | | | |
| Capital Improvements Tax | 12,849,088 | 22,278,150 | 188,500 | 35,315,738 | 19,550,000 | 7,570,775 | 8,194,963 |
| Capital Construction | 850,712 | - | - | 850,712 | 850,712 | - | - |
| Park Development | 2,624,495 | 656,260 | - | 3,280,755 | 407,400 | 242,650 | 2,630,705 |
| Woemer-Temple TIF | 23,670 | 227,500 | 260,000 | 511,170 | 2,600 | 480,900 | 27,670 |
| Ruscilli TIF | 2,007,341 | 520,000 | - | 2,527,341 | 6,000 | 702,500 | 1,818,841 |
| Pizzuti TIF | 1,471,080 | 296,000 | 300,000 | 2,067,080 | 1,703,500 | - | 363,580 |
| Thomas/Kohler TIF | 2,317,688 | 807,000 | - | 3,124,688 | 539,500 | 156,100 | 2,429,088 |
| McKitrick TIF | 3,122,126 | 1,139,000 | - | 4,261,126 | 3,055,000 | 646,300 | 559,826 |
| Perimeter Center TIF | 2,375,887 | 541,500 | - | 2,917,387 | 509,500 | - | 2,407,887 |
| Rings Road TIF | 172,786 | 266,000 | - | 438,786 | 77,500 | 270,500 | 90,786 |
| Perimeter West TIF | 586,400 | 1,130,000 | 350,000 | 2,066,400 | 1,065,000 | 988,300 | 13,100 |
| Upper Metro Place TIF | 1,753,566 | 8,240,000 | - | 9,993,566 | 8,802,800 | 314,450 | 876,316 |
| Rings/Frantz TIF | 4,604,704 | 425,000 | - | 5,029,704 | 2,041,000 | - | 2,988,704 |
| Historic Dublin TIF | 55,389 | 66,500 | - | 121,889 | 800 | 50,000 | 71,089 |
| Emerald Pkwy Phase 5 TIF | 22,107 | - | - | 22,107 | - | - | 22,107 |
| Emerald Pkwy Phase 8 TIF | 9,504,493 | 900,000 | 350,000 | 10,754,493 | 9,500,000 | 837,000 | 417,493 |
| Perimeter Loop TIF | 6,936 | 36,000 | - | 42,936 | 500 | 35,000 | 7,436 |
| Tartan West TIF Fund | 1,023,118 | 733,000 | - | 1,756,118 | 142,500 | 850,000 | 763,618 |

2014 OPERATING BUDGET-CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

| Fund | 1/1/2014 Cash Balance | Estimated Revenue | Estimated Advances and Transfers-In | Estimated Resources Available | Estimated Expenditures | Estimated Advances and Transfers-Out | 12/31/2014 Unencumbered Balance |
|---|---|---|---|---|---|---|---|
| Shamrock Blvd. TIF Fund | 17,032 | 12,400 | - | 29,432 | 150 | - | 29,282 |
| River Ridge TIF Fund | 2,562,056 | 66,000 | - | 2,628,056 | 2,001,500 | - | 626,556 |
| Lifetime Fitness TIF | 1,562,400 | 641,000 | 260,000 | 2,463,400 | 2,457,000 | - | 6,400 |
| COIC Improvement Fund | 125,530 | - | - | 125,530 | - | - | 125,530 |
| Irelan Place TIF | 1,313 | 4,200 | - | 5,513 | 50 | 3,500 | 1,963 |
| Shier Rings Road TIF | 137,815 | 42,000 | - | 179,815 | 500 | - | 179,315 |
| Shamrock Crossing TIF | 61,894 | 62,000 | - | 123,894 | 750 | - | 123,144 |
| Bridge and High TIF | 392,113 | 81,000 | | 473,113 | 950 | - | 472,163 |
| Dublin Methodist Hospital TIF | 77,607 | 145,500 | | 223,107 | 7,000 | 100,000 | 116,107 |
| Kroger Centre TIF | 400,232 | 248,000 | - | 648,232 | 2,900 | 350,000 | 295,332 |
| Frantz/Dublin Road TIF | 12,854 | - | 2,650,000 | 2,662,854 | 2,650,000 | - | 12,854 |
| Delta Energy TIF | 36,770 | 34,000 | - | 70,770 | 400 | 30,000 | 40,370 |
| Bridge Street TIF | 457,584 | - | 365,000 | 822,584 | 365,000 | - | 457,584 |
| **ENTERPRISE FUNDS** | | | | | | | |
| Water | 11,772,200 | 965,800 | 1,050,000 | 13,788,000 | 2,561,965 | - | 11,226,035 |
| Water Tower Construction Fund | - | - | - | - | - | - | - |
| Sewer | 5,459,747 | 2,068,200 | 200,000 | 7,727,947 | 3,166,715 | - | 4,561,232 |
| Sewer Construction Fund | - | - | - | - | - | - | - |
| Merchandising | 38,865 | 3,450 | - | 42,315 | 8,000 | - | 34,315 |
| **INTERNAL SERVICE FUNDS** | | | | | | | |
| Employee Benefits Self-Insurance | 1,977,204 | 4,447,930 | - | 6,425,134 | 4,849,550 | - | 1,575,584 |
| Workers' Compensation Self-Insurance | 665,686 | 156,050 | - | 821,736 | 331,100 | - | 490,636 |
| **FIDUCIARY FUNDS** | | | | | | | |
| Trust and Agency | 670,671 | 418,500 | - | 1,089,171 | 585,000 | - | 504,171 |
| Income Tax Revenue Sharing Fund | - | - | - | - | - | - | - |
| Convention and Visitor's Bureau | 43,169 | 500,000 | - | 543,169 | 500,000 | - | 43,169 |
| Cemetery Perpetual Care | 1,114,640 | 29,550 | - | 1,144,190 | - | - | 1,144,190 |
| Totals | 134,207,788 | 120,369,005 | 30,344,875 | 284,921,668 | 151,524,722 | 30,344,875 | 103,052,071 |

## Revenue Comparisons - All Funds

| | 2012 Actual | 2013 Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|
| GENERAL FUND | $64,491,071 | $60,483,490 | $65,032,560 | $61,320,710 |
| SPECIAL REVENUE FUNDS | | | | |
| Street Maintenance and Repair | 3,190,137 | 3,202,070 | 3,157,305 | 3,377,970 |
| State Highway Improvements | 158,254 | 126,785 | 123,045 | 420,685 |
| Cemetery | 162,642 | 173,250 | 177,540 | 172,230 |
| Recreation | 7,470,914 | 6,628,900 | 7,082,440 | 6,817,350 |
| Safety | 10,549,972 | 10,557,720 | 10,656,560 | 12,047,680 |
| Swimming Pool | 809,988 | 811,530 | 836,270 | 807,530 |
| Permissive Tax | 618,704 | 100,120 | 1,207,215 | 92,855 |
| Hotel/Motel Tax | 3,784,202 | 2,778,000 | 3,820,250 | 2,892,000 |
| Enforcement and Education | 3,283 | 2,310 | 2,310 | 2,310 |
| Law Enforcement Trust | 433 | 300 | 305 | 300 |
| Mandatory Drug Fine | 25 | 20 | 15 | - |
| Mayor's Court Computer | 7,207 | 6,510 | 6,805 | 5,200 |
| Accrued Leave Reserves | 73,938 | - | - | - |
| Wireless 9-1-1 System | 151,718 | 10,000 | 150,000 | 100,000 |
| DEBT SERVICE FUNDS | | | | |
| General Obligation Bond Retirement | 9,524,147 | 6,462,800 | 5,574,215 | 8,260,045 |
| Special Assessment Bond Retirement | 1,518 | - | 2,345 | - |
| 1992 Special Assessment Bond Retirement | 102,753 | 100,000 | 101,850 | 94,500 |
| 2001 Special Assessment Bond Retirement | 144,956 | 141,525 | 143,035 | 141,525 |
| CAPITAL PROJECTS FUNDS | | | | |
| Capital Improvements Tax | 24,204,072 | 22,788,900 | 23,242,235 | 22,466,650 |
| Captal Construction | 2,399,202 | - | 1,600 | - |
| Park Development | 923,440 | 1,161,630 | 2,873,840 | 656,260 |
| Woerner-Temple TIF | 683,919 | 440,250 | 444,750 | 487,500 |
| Ruscilli TIF | 300,817 | 288,500 | 530,100 | 520,000 |
| Pizzuti TIF | 265,264 | 1,165,000 | 1,196,000 | 596,000 |
| Thomas/Kohler TIF | 932,684 | 757,000 | 821,000 | 807,000 |
| McKitrick TIF | 1,231,733 | 1,188,000 | 1,224,500 | 1,139,000 |
| Perimeter Center TIF | 512,077 | 480,000 | 553,800 | 541,500 |
| Rings Road TIF | 411,959 | 410,000 | 266,000 | 266,000 |
| Perimeter West TIF | 1,356,443 | 1,850,000 | 1,130,200 | 1,480,000 |
| Upper Metro Place TIF | 994,590 | 994,600 | 8,795,500 | 8,240,000 |
| Rings/Frantz TIF | 557,369 | 557,000 | 213,200 | 425,000 |
| Historic Dublin Parking TIF | 96,302 | 76,000 | 66,900 | 66,500 |
| Emerald Pkwy Phase 5 TIF | - | 450,000 | - | - |
| Emerald Pkwy Phase 8 TIF | 1,570,000 | 10,400,000 | 9,830,030 | 1,250,000 |
| Perimeter Loop TIF | 35,572 | 35,000 | 36,000 | 36,000 |
| Tartan West TIF Fund | 1,523,305 | 552,000 | 792,000 | 733,000 |
| Shamrock Blvd. TIF Fund | 11,329 | 11,300 | 12,400 | 12,400 |
| Land Acquisition Fund | - | - | - | - |
| River Ridge TIF | 2,066,954 | 66,500 | (35,200) | 66,000 |
| Lifetime Fitness TIF | 146,344 | 646,000 | 141,300 | 901,000 |
| COIC Improvement Fund | 142,960 | - | - | - |
| Irelan Place TIF | (791) | 4,000 | 4,200 | 4,200 |
| Shier Rings Road TIF | 41,549 | 41,000 | 42,200 | 42,000 |
| Shamrock Crossing TIF Fund | 109,059 | 59,000 | 137,000 | 62,000 |
| Bridge and High TIF Fund | 66,813 | 57,000 | 81,400 | 81,000 |
| Dublin Methodist Hospital TIF Fund | 207,604 | 207,000 | 145,700 | 145,500 |
| Kroger Centre TIF | 240,559 | 240,000 | 248,700 | 248,000 |
| Frantz/Dublin Road TIF | - | 2,650,000 | - | 2,650,000 |
| Delta Energy TIF | 58,630 | 18,000 | 34,300 | 34,000 |
| Bridge Street TIF | 3,775,000 | - | 4,350,000 | 365,000 |
| ENTERPRISE FUNDS | | | | |
| Water | 3,551,746 | 1,262,040 | 2,165,290 | 2,015,800 |
| Water Tower Construction Fund | 4,709,800 | - | 1,625 | - |
| Sewer | 4,511,443 | 1,934,860 | 2,232,120 | 2,268,200 |
| Sewer Construction Fund | 3,199,800 | - | 119,400 | - |
| Merchandising | 5,248 | 1,390 | 3,520 | 3,450 |
| INTERNAL SERVICE FUNDS | | | | |
| Employee Benefits Self-Insurance | 5,005,074 | 5,060,950 | 4,832,455 | 4,447,930 |
| Worker's Compensation | 199,425 | 256,050 | 161,130 | 156,050 |
| FIDUCIARY FUNDS | | | | |
| Cemetery Perpetual Care | 17,932 | 11,450 | 80,580 | 29,550 |
| Convention and Visitors' Bureau | 616,404 | 500,000 | 650,000 | 500,000 |
| Other Agency | 920,613 | 473,500 | 958,220 | 418,500 |
| TOTALS | 168,848,105 | 148,679,250 | 166,458,060 | 150,713,880 |
| Less: | | | | |
| Transfers and advances | (38,996,298) | (29,220,760) | (33,496,680) | (30,344,875) |
| Sub-total | 129,851,807 | 119,458,490 | 132,961,380 | 120,369,005 |
| Debt Issuances/SIB and OWDA loans | (11,224,104) | (9,500,000) | (15,000,000) | (8,000,000) |
| TOTAL REVENUE | $118,627,703 | $109,958,490 | $117,961,380 | $112,369,005 |

## 2014 OPERATING BUDGET-CITY OF DUBLIN, OHIO

### Revenue Comparisons - General Fund

| | 2012 Actual | 2013 Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|
| TAXES | | | | |
| Income Taxes | 56,572,887 | 56,155,800 | 58,835,800 | 57,356,250 |
| Property Taxes | 0 | 0 | 0 | 0 |
| INTERGOVERNMENTAL REVENUE | | | | |
| Local Government | 691,262 | 534,200 | 537,820 | 503,410 |
| Estate Taxes | 1,038,727 | 25,000 | 424,970 | 0 |
| Cigarette Taxes | 635 | 300 | 675 | 300 |
| Liquor and Beer Permits | 56,740 | 45,000 | 58,000 | 45,000 |
| Grants-State & Federal | 18,950 | 0 | 225,400 | 0 |
| Other | 450 | 0 | 7,070 | 0 |
| CHARGES FOR SERVICES | | | | |
| General Fees and Charges | 33,203 | 15,000 | 37,755 | 15,000 |
| Sale of Fuel | 1,231,414 | 775,000 | 1,096,500 | 931,500 |
| Vehicle Maintenance Services | 0 | 0 | 14,950 | 14,950 |
| FINES,LICENSES AND PERMITS | | | | |
| Fines and Forfeitures | 238,181 | 225,000 | 225,000 | 225,000 |
| Licenses and Permits | 2,578,053 | 1,508,690 | 2,583,255 | 1,636,300 |
| OTHER REVENUES | | | | |
| Interest Income | 496,617 | 455,000 | 337,030 | 325,000 |
| Other | 1,303,952 | 244,500 | 648,335 | 238,000 |
| NONOPERATING REVENUE | | | | |
| Transfers/Advances | 230,000 | 500,000 | 0 | 30,000 |
| TOTAL GENERAL FUND REVENUE | $64,491,071 | $60,483,490 | $65,032,560 | $61,320,710 |

## 2014 OPERATING BUDGET-CITY OF DUBLIN, OHIO

### RECAP OF 2014 REQUESTS

| | Total Budget | Budget Total By Fund | Budget Total By Fund Type | Total |
|---|---|---|---|---|
| GENERAL FUND | | | | |
| City Council/Boards & Commissions | $496,485 | | | |
| City Manager | 978,855 | | | |
| Miscellaneous | 780,775 | | | |
| Human Resources | 1,772,975 | | | |
| Community Relations | 1,453,560 | | | |
| Legal Services | 1,736,000 | | | |
| Finance | | | | |
| Office of the Director | 1,261,245 | | | |
| Procurement | 191,245 | | | |
| Transfers/Advances | 16,475,000 | | | |
| Miscellaneous | 524,100 | | | |
| Accounting & Auditing | 0 | | | |
| Taxation | 2,943,620 | | | |
| Public Services | | | | |
| Office of the Director | 270,430 | | | |
| Solid Waste Management | 3,647,880 | | | |
| Fleet Management | 3,108,200 | | | |
| Engineering | 2,776,835 | | | |
| Miscellaneous | 343,500 | | | |
| Building Standards | 1,496,550 | | | |
| Land Use/ Long Range Planning | 2,016,520 | | | |
| Parks and Recreation | | | | |
| Parks and Open Space | 7,458,440 | | | |
| Volunteer Resources | 213,155 | | | |
| Economic Development | | | | |
| Office of the Director | 5,971,590 | | | |
| Administrative Services | | | | |
| Information Technology | 3,452,480 | | | |
| Court Services | 405,815 | | | |
| Records Management | 157,760 | | | |
| Facilities Management | 2,325,390 | | | |
| | | $62,258,405 | $62,258,405 | |
| SPECIAL REVENUE FUNDS | | | | |
| Street Maintenance and Repair Fund | | | | |
| Streets & Utilities | 2,802,925 | | | |
| Engineering | 862,575 | | | |
| | | 3,665,500 | | |
| State Highway Improvements Fund | | | | |
| Engineering | 830,750 | | | |
| | | 830,750 | | |
| Cemetery Fund | | | | |
| Cemetery | 210,305 | | | |
| | | 210,305 | | |
| Recreation Fund | | | | |
| Recreation | 2,242,350 | | | |
| Community Recreation Center | 3,707,780 | | | |
| Community Recreation Center - Facilities | 1,728,470 | | | |
| | | 7,678,600 | | |
| Safety Fund | | | | |
| Police | 10,108,565 | | | |
| Communication | 1,914,710 | | | |
| | | 12,023,275 | | |
| Swimming Pool Fund | | | | |
| Dublin Municipal Pools | 902,535 | | | |
| | | 902,535 | | |
| Permissive Tax Fund | 167,000 | | | |
| | | 167,000 | | |
| Hotel/Motel Tax Fund | | | | |
| City Manager | 170,045 | | | |
| Events Administration | 2,827,380 | | | |
| Taxation | 695,735 | | | |
| Transfers/Advances | 161,900 | | | |
| | | 3,855,060 | | |

## 2014 OPERATING BUDGET-CITY OF DUBLIN, OHIO

### RECAP OF 2014 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 | 15,040 | | | |
| | | 15,040 | | |
| Mayor's Court Computer Fund | | | | |
| Court Services | 18,360 | | | |
| | | 18,360 | | |
| Accrued Leave Reserve Fund | | | | |
| Finance | 160,000 | | | |
| | | 160,000 | | |
| Wireless 9-1-1 System | | | | |
| Police | 0 | | | |
| Transfers/Advances | 80,000 | | | |
| | | 80,000 | | |
| | | | 29,606,425 | |
| DEBT SERVICE FUNDS | | | | |
| General Obligation Debt Service Fund | | 8,397,550 | | |
| Special Assessment Bond Retirement Fund | | 0 | | |
| 1992 Special Assessment Bond Retirement Fund | | 106,560 | | |
| 2001 Special Assessment Bond Retirement Fund | | 129,840 | | |
| | | | 8,633,950 | |
| CAPITAL PROJECTS FUNDS | | | | |
| Capital Improvements Tax Fund | | 27,120,775 | | |
| Capital Construction Fund | | 850,712 | | |
| Parkland Acquisition Fund | | 650,050 | | |
| | | | 28,621,537 | |
| ENTERPRISE FUNDS | | | | |
| Water Fund | | | | |
| Finance | 686,075 | | | |
| Streets & Utilities | 392,525 | | | |
| Engineering | 1,483,365 | | | |
| | | 2,561,965 | | |
| Sewer Fund | | | | |
| Finance | 1,708,770 | | | |
| Streets & Utilities | 887,605 | | | |
| Engineering | 570,340 | | | |
| | | 3,166,715 | | |
| Merchandising Fund | | | | |
| Community Relations | | 8,000 | | |
| | | | 5,736,680 | |
| INTERNAL SERVICE FUNDS | | | | |
| Employee Benefits Self-Insurance Fund | | 4,849,550 | | |
| Workers' Comp. Self-Insurance Fund | | 331,100 | | |
| | | | 5,180,650 | |
| TRUST AND AGENGY FUNDS | | | | |
| Agency Fund | | 585,000 | | |
| Convention & Visitors' Bureau Fund | | 500,000 | | |
| | | | 1,085,000 | |
| | | | 12,002,330 | $141,122,647 |
| RECAP: | | | | |
| Total Amount Budgeted | $141,122,647 | | | |
| Project funds carried forward | 40,746,950 | | | |
| Less: | | | | |
| Transfers | (30,344,875) | | | |
| Total Expenditures | $151,524,722 | | | |

## 2014 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 | $57,356,250 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Property taxes | 0 | 0 | 0 | 0 | 0 | 366,050 | 0 | 0 |
| Hotel/Motel taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intergovernmental revenue | 548,710 | 1,469,000 | 118,650 | 0 | 0 | 34,800 | 0 | 90,000 |
| Charges for services | 961,450 | 5,400 | 0 | 22,030 | 3,090,500 | 1,557,960 | 505,000 | 0 |
| Fines, licenses and permits | 1,861,300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest income | 325,000 | 2,570 | 2,035 | 200 | 12,120 | 6,070 | 2,530 | 2,855 |
| Miscellaneous | 238,000 | 1,000 | 0 | 0 | 214,730 | 2,800 | 0 | 0 |
| **Total estimated revenues** | **61,290,710** | **1,477,970** | **120,685** | **22,230** | **3,317,350** | **1,967,680** | **507,530** | **92,855** |
| **Estimated expenditures:** | | | | | | | | |
| Personal services | 20,958,565 | 2,474,965 | 0 | 127,625 | 4,716,865 | 11,371,405 | 579,475 | 0 |
| Other expenses | 24,435,385 | 1,162,535 | 25,750 | 18,180 | 2,444,285 | 593,570 | 304,560 | 0 |
| Capital outlay | 389,455 | 28,000 | 805,000 | 64,500 | 517,450 | 58,300 | 18,500 | 167,000 |
| **Total estimated expenditures** | **45,783,405** | **3,665,500** | **830,750** | **210,305** | **7,678,600** | **12,023,275** | **902,535** | **167,000** |
| **Excess of revenues over expenditures** | **$15,507,305** | **($2,187,530)** | **($710,065)** | **($188,075)** | **($4,361,250)** | **($10,055,595)** | **($395,005)** | **($74,145)** |
| **Other financing sources:** | | | | | | | | |
| Transfers in | 0 | 1,900,000 | 0 | 150,000 | 3,500,000 | 10,080,000 | 300,000 | 0 |
| Transfers out | (15,850,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Advances in | 30,000 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 |
| Advances out | (625,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total other sources** | **(16,445,000)** | **1,900,000** | **300,000** | **150,000** | **3,500,000** | **10,080,000** | **300,000** | **0** |
| **Net change in fund balance** | **(937,695)** | **(287,530)** | **(410,065)** | **(38,075)** | **(861,250)** | **24,405** | **(95,005)** | **(74,145)** |
| **Estimated fund balance, January 1** | **50,598,035** | **528,888** | **526,159** | **63,374** | **1,896,438** | **735,615** | **264,811** | **724,172** |
| **Estimated fund balance, December 31** | **$49,660,340** | **$241,358** | **$116,094** | **$25,299** | **$1,035,188** | **$760,020** | **$169,806** | **$650,027** |

## 2014 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 | 100,000 | 141,710 |
| Charges for services | 907,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fines, licenses and permits | 130,000 | 1,800 | 0 | 0 | 5,000 | 0 | 0 | 0 |
| Interest income | 20,200 | 510 | 300 | 0 | 200 | 0 | 0 | 6,960 |
| Miscellaneous | 334,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total estimated revenues** | **2,892,000** | **2,310** | **300** | **0** | **5,200** | **0** | **100,000** | **148,670** |
| **Estimated expenditures:** | | | | | | | | |
| Personal services | 639,275 | 0 | 0 | 0 | 0 | 160,000 | 0 | 0 |
| Other expenses | 3,053,885 | 0 | 8,320 | 0 | 18,360 | 0 | 0 | 8,397,550 |
| Capital outlay | 0 | 0 | 6,720 | 0 | 0 | 0 | 0 | 0 |
| **Total estimated expenditures** | **3,693,160** | **0** | **15,040** | **0** | **18,360** | **160,000** | **0** | **8,397,550** |
| **Excess of revenues over expenditures** | **($801,160)** | **$2,310** | **($14,740)** | **$0** | **($13,160)** | **($160,000)** | **$100,000** | **($8,248,880)** |
| **Other financing sources:** | | | | | | | | |
| Transfers in | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,111,375 |
| Transfers out | (161,900) | 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** | **(161,900)** | **0** | **0** | **0** | **0** | **0** | **(80,000)** | **8,111,375** |
| **Net change in fund balance** | **(963,060)** | **2,310** | **(14,740)** | **0** | **(13,160)** | **(160,000)** | **20,000** | **(137,505)** |
| **Estimated fund balance, January 1** | **2,982,246** | **75,466** | **15,065** | **2,515** | **15,666** | **1,341,528** | **328,260** | **893,572** |
| **Estimated fund balance, December 31** | **$2,019,186** | **$77,776** | **$325** | **$2,515** | **$2,506** | **$1,181,528** | **$348,260** | **$756,067** |

## 2014 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 | $19,118,750 | $0 | $0 | $0 | $0 | $0 | $0 |
| Property taxes | 2,257,700 | 588,800 | 0 | 0 | 0 | 0 | 0 |
| Hotel/Motel taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intergovernemntal revenue | 724,000 | 62,280 | 20,000 | 25,000 | 0 | 0 | 0 |
| Charges for services | 0 | 0 | 863,000 | 1,996,500 | 3,000 | 4,437,750 | 150,000 |
| Fines, licenses and permits | 0 | 0 | 1,800 | 0 | 0 | 0 | 0 |
| Interest income | 177,700 | 5,180 | 81,000 | 46,700 | 300 | 10,180 | 6,050 |
| Miscellaneous | 0 | 0 | 0 | 0 | 150 | 0 | 0 |
| **Total estimated revenues** | **22,278,150** | **656,260** | **965,800** | **2,068,200** | **3,450** | **4,447,930** | **156,050** |
| **Estimated expenditures:** | | | | | | | |
| Personal services | 0 | 0 | 165,790 | 855,095 | 0 | 106,155 | 0 |
| Other expenses | 45,000 | 22,400 | 1,138,975 | 2,011,920 | 8,000 | 4,743,395 | 331,100 |
| Capital outlay | 19,505,000 | 385,000 | 1,257,200 | 299,700 | 0 | 0 | 0 |
| **Total estimated expenditures** | **19,550,000** | **407,400** | **2,561,965** | **3,166,715** | **8,000** | **4,849,550** | **331,100** |
| **Excess of revenues over expenditures** | **$2,728,150** | **$248,860** | **($1,596,165)** | **($1,098,515)** | **($4,550)** | **($401,620)** | **($175,050)** |
| **Other financing sources:** | | | | | | | |
| Transfers in | 0 | 0 | 200,000 | 200,000 | 0 | 0 | 0 |
| Transfers out | (3,710,775) | (242,650) | 0 | 0 | 0 | 0 | 0 |
| Advances in | 188,500 | 0 | 850,000 | 0 | 0 | 0 | 0 |
| Advances out | (3,860,000) | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total other sources** | **(7,382,275)** | **(242,650)** | **1,050,000** | **200,000** | **0** | **0** | **0** |
| **Net change in fund balance** | **(4,654,125)** | **6,210** | **(546,165)** | **(898,515)** | **(4,550)** | **(401,620)** | **(175,050)** |
| **Estimated fund balance, January 1** | **12,849,088** | **2,624,495** | **11,772,200** | **5,459,747** | **38,865** | **1,977,204** | **665,686** |
| **Estimated fund balance, December 31** | **$8,194,963** | **$2,630,705** | **$11,226,035** | **$4,561,232** | **$34,315** | **$1,575,584** | **$490,636** |

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City of Dublin

## 2014 PROPOSED OPERATING BUDGET - CITY OF DUBLIN, OHIO

### DEBT SERVICE SCHEDULE

| | | Date of Issue | Date of Maturity | Interest Rate | Original Amount | O/S Principal | 2014 Principal Payment | Interest Payment |
|---|---|---|---|---|---|---|---|---|
| | Unvoted Bonds (G.O.) | | | | | | | |
| (2) | Rings/Blazer Water Tower | 10/15/94 | 12/1/14 | 6.14% | $ 4,100,000 | $ 335,000 | $ 335,000 | $ 21,440 |
| (3) | Upper Scioto West Branch (OWDA) | 1/1/99 | 7/1/18 | 4.35% | 19,716,717 | 5,473,565 | 1,127,499 | 223,222 |
| (1) | Avery-Muirfield Interchange | 9/1/99 | 12/1/19 | 5.17% | 8,316,788 | 3,235,000 | 510,000 | 65,050 |
| (4) | Rings Road Improvements | 12/1/00 | 12/1/20 | 5.22% | 3,535,000 | 1,660,594 | 206,082 | 64,397 |
| (6) | Arts Facility Acquisition | 12/1/00 | 12/1/20 | 5.22% | 1,360,000 | 632,761 | 79,166 | 24,545 |
| (6) | Arts Facility Renovation | 12/1/00 | 12/1/20 | 5.22% | 755,000 | 353,607 | 44,459 | 13,719 |
| (4) | Perimeter Drive Extension | 12/1/00 | 12/1/20 | 5.22% | 3,940,000 | 1,855,308 | 231,015 | 71,956 |
| (4) | Emerald Parkway-Phase 7A | 12/1/00 | 12/1/20 | 5.22% | 2,020,000 | 947,729 | 119,278 | 36,770 |
| (1) | Service Center | 12/1/01 | 12/1/21 | 4.42% | 3,675,000 | 1,818,372 | 214,930 | 63,289 |
| (1) | Municipal Pool South (OMB) | 4/14/04 | 1/1/25 | 4.30% | 2,986,000 | 1,958,000 | 132,000 | 82,606 |
| (1) | Aryshire Drive Culvert Repl. (OPWC) | 7/1/04 | 1/1/14 | 0.00% | 279,748 | 13,987 | 13,987 | 0 |
| (4) | Industrial Pkwy/SR 161 Improvements (BAB) | 11/18/09 | 12/1/29 | Various | 8,130,000 | 8,130,000 | 410,000 | 273,394 |
| (2) | Darree Fields Water Tower (BAB) | 11/18/09 | 12/1/29 | Various | 1,695,000 | 1,695,000 | 85,000 | 57,002 |
| (3) | Sanitary Sewer Lining (BAB) | 11/18/09 | 12/1/29 | Various | 1,865,000 | 1,865,000 | 95,000 | 62,755 |
| (1) | LED Street Lights | 10/2/12 | 12/1/22 | Various | 2,185,000 | 2,105,000 | 215,000 | 50,600 |
| (2) | Dublin Road Water Tower | 10/2/12 | 12/1/32 | Various | 2,360,000 | 2,270,000 | 95,000 | 65,213 |
| (3) | Sewer Lining & Repairs | 10/2/12 | 12/1/32 | Various | 2,540,000 | 2,440,000 | 100,000 | 70,100 |
| | | | | | | 36,788,923 | 4,013,416 | 1,246,058 |
| | Unvoted Special Assessment Bonds | | | | | | | |
| (7) | Ballantrae | 12/1/01 | 12/1/21 | 4.42% | 1,700,000 | 846,628 | 100,070 | 29,467 |
| | | | | | | 846,628 | 100,070 | 29,467 |
| | Voted Bonds (G.O.) | | | | | | | |
| (1) | Recreation Center expansion | 10/15/98 | 12/1/18 | 4.66% | 3,998,000 | 1,175,000 | 239,000 | 40,753 |
| (1) | Emerald Parkway Bridge | 10/15/98 | 12/1/17 | 4.62% | 7,518,000 | 2,017,000 | 487,000 | 70,770 |
| (4) | Emerald Parkway-Phase 2 | 10/15/98 | 12/1/16 | 4.56% | 7,874,000 | 1,583,000 | 594,000 | 52,240 |
| (4) | Woerner-Temple Road | 12/1/00 | 12/1/19 | 5.20% | 5,555,000 | 2,401,904 | 379,452 | 101,448 |
| (1) | Emerald Parkway Overpass - Phase 7 | 12/1/00 | 12/1/19 | 5.20% | 6,565,000 | 2,844,983 | 445,992 | 120,114 |
| (5) | Coffman Park Expansion | 12/1/00 | 12/1/20 | 5.22% | 3,135,000 | 1,413,113 | 184,556 | 58,076 |
| | | | | | | 11,435,000 | 2,330,000 | 443,401 |
| | Voted Special Assessment Bonds | | | | | | | |
| (7) | Tuller Road | 10/15/94 | 12/1/14 | 6.14% | 1,185,000 | 100,000 | 100,000 | 6,400 |
| | | | | | | 100,000 | 100,000 | 6,400 |
| | Total Debt Payments | | | | | 49,170,551 | 6,543,486 | 1,725,326 |

| | 2014 Summary O/S Principal | Principal Payment | Interest Payment |
|---|---|---|---|
| (1) Supported by income tax revenue | $ 15,167,342 | $ 2,257,909 | $ 493,182 |
| (2) Supported by Water Fund revenue | 4,300,000 | 515,000 | 143,655 |
| (3) Supported by Sewer Fund revenue | 9,778,565 | 1,322,499 | 356,077 |
| (4) Supported by TIF revenue | 16,578,535 | 1,939,827 | 600,205 |
| (5) Supported by property tax revenue | 1,413,113 | 184,556 | 58,076 |
| (6) Supported by hotel/motel tax revenue | 986,368 | 123,625 | 38,264 |
| (7) Supported by special assessment revenue | 946,628 | 200,070 | 35,867 |
| BAB - Build America Bond; Interest subsidy on BABs has been reduced to reflect reduced credit for the Federal fiscal year 2014 | $ 49,170,551 | $ 6,543,486 | $ 1,725,326 |

*This table represents debt existing as of 10/31/2013.

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City of Dublin

# 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 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.
- To continue to be responsive to the needs and expectations of the citizens of Dublin.

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Mayor | 1 | 1 |
| Vice Mayor | 1 | 1 |
| Council Member | 5 | 5 |
| Clerk of Council | 1 | 1 |
| Deputy Clerk of Council | 1 | 1 |
| **TOTAL** | **9** | **9** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

| Legislative Affairs | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1510 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 241,770 | 246,100 | 246,100 | 246,100 | 244,155 |
| 2111 | Overtime Wages | 4,031 | 3,500 | 3,500 | 3,500 | 4,610 |
| 2120 | Employee Benefits | 127,107 | 129,550 | 129,550 | 129,550 | 133,190 |
| | | 372,908 | 379,150 | 379,150 | 379,150 | 381,955 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 9,699 | 20,000 | 20,000 | 10,000 | 20,000 |
| 2211 | Meeting Expenses | 1,266 | 2,500 | 2,500 | 2,000 | 2,500 |
| 2212 | Long Term Strategic Plan. | 8,689 | 10,000 | 10,000 | 9,000 | 10,000 |
| 2240 | Ceremonial Functions | 20,645 | 27,540 | 27,540 | 27,540 | 20,180 |
| 2349 | Professional Services | 13,233 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2370 | Advertising | 6,449 | 7,500 | 7,567 | 7,500 | 7,500 |
| 2391 | Memberships/Subscriptions | 1,023 | 1,910 | 1,910 | 1,200 | 1,800 |
| 2410 | Office Supplies | 2,500 | 5,500 | 6,896 | 5,500 | 7,500 |
| | | 63,504 | 84,950 | 86,413 | 72,740 | 79,480 |
| TOTALS | | $436,412 | $464,100 | $465,563 | $451,890 | $461,435 |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

| Boards and Commissions | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1520 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 8,400 | 8,400 | 8,400 | 8,400 | 8,400 |
| 2120 | Employee Benefits | 1,298 | 1,400 | 1,400 | 1,400 | 1,400 |
| | | 9,698 | 9,800 | 9,800 | 9,800 | 9,800 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 2,743 | 23,500 | 23,500 | 10,000 | 23,500 |
| 2211 | Meeting Expenses | 0 | 1,000 | 1,000 | 0 | 1,000 |
| 2391 | Memberships/Subscriptions | 0 | 750 | 750 | 0 | 750 |
| | | 2,743 | 25,250 | 25,250 | 10,000 | 25,250 |
| TOTALS | | $12,441 | $35,050 | $35,050 | $19,800 | $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; 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 annual meeting schedule, public hearing notices for re-zonings 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 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 board and commission member 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| City Manager | 1 | 1 |
| Assistant City Manager (1) | 1 | 1 |
| Senior Project Manager | 1 | 1 |
| Management Assistant | 1 | 1 |
| Executive Assistant | 1 | 1 |
| Office Assistant I | 2 | 2 |
| **TOTAL** | **6** | **6** |
| **PART-TIME/SEASONAL STAFF** | | |
| Director of Strategic Initiatives/Special Projects | 1 | 1 |
| Intern | 1 | 1 |
| **TOTAL** | **2** | **2** |

**NOTES AND ADJUSTMENTS:**

(1) The Administrative Services Director position was reclassified mid-year 2013 to the Assistant City Manager position in the Office of the City Manager (Ordinance 56-13) and the Administrative Services Work Unit was removed.

This budget also funds forty percent (40%) of a full-time Office Assistant 1 position to facilitate front desk receptionist coverage in the City Hall lobby. Sixty percent (60%) of that position is funded by the City's Taxation Work Unit.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

| Office of the Director | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1110 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 522,593 | 566,900 | 563,000 | 560,000 | 727,310 |
| 2111 | Overtime Wages | 829 | 1,800 | 1,800 | 1,400 | 300 |
| 2112 | Other Wages | 20,860 | 22,125 | 22,125 | 22,125 | 22,125 |
| 2113 | Short Term Disability | 0 | 0 | 3,900 | 3,875 | 0 |
| 2119 | Instant Bonuses | 1,200 | 6,000 | 6,000 | 1,250 | 0 |
| 2120 | Employee Benefits | 162,314 | 169,700 | 169,700 | 169,700 | 187,685 |
| 2140 | Uniforms & Clothing | 0 | 0 | 0 | 0 | 250 |
| | | 707,796 | 766,525 | 766,525 | 758,350 | 937,670 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 9,265 | 13,750 | 14,250 | 10,000 | 16,000 |
| 2211 | Meeting Expenses | 1,714 | 4,900 | 4,900 | 2,500 | 4,250 |
| 2230 | Staff Goal Setting | 0 | 4,500 | 3,150 | 2,000 | 4,500 |
| 2349 | Professional Services | 0 | 5,000 | 5,000 | 2,000 | 0 |
| 2380 | Printing & Reproductions | 0 | 250 | 250 | 250 | 250 |
| 2391 | Memberships/Subscriptions | 3,869 | 6,245 | 6,245 | 4,500 | 6,785 |
| 2410 | Office Supplies | 564 | 2,000 | 2,000 | 2,000 | 2,200 |
| 2420 | Operating Supplies | 20 | 0 | 0 | 0 | 0 |
| 2440 | Small Tools & Minor Equip | 0 | 200 | 200 | 200 | 200 |
| 2812 | Special Projects/Programs | 11,859 | 7,500 | 7,500 | 7,500 | 7,000 |
| | | 27,291 | 44,345 | 43,495 | 30,950 | 41,185 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 764 | 0 | 1,350 | 1,350 | 0 |
| | | 764 | 0 | 1,350 | 1,350 | 0 |
| TOTALS | | $735,851 | $810,870 | $811,370 | $790,650 | $978,855 |

**BUDGET SUMMARY**:

**101-1110**

- Account 2110 provides funding for the full-time staffing reflected under Personnel Data including the addition of the Assistant City Manager position that was a result of a reclassification of the Director of Administrative Service position.
- Account 2112 provides funding for part-time (Intern) staff.
- Account 2211 provides funding for external and internal meetings sponsored by the City. This may include food, beverages, and any necessary supplies for meetings with City Council, staff retreats, forums, etc.
- Account 2230 provides funding for a management staff goal setting meeting.
- 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).

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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.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Miscellaneous

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1119 | | | | | | |
| Other Expenses | | | | | | |
| 2349 | Professional Services | 147,347 | 145,000 | 162,000 | 145,000 | 145,000 |
| 2362 | Workers' Compensation | 180,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| 2391 | Memberships/Subscriptions | 53,221 | 57,170 | 56,910 | 55,000 | 54,625 |
| 2392 | County Wide Disaster Serv | 39,258 | 42,000 | 42,260 | 42,260 | 46,000 |
| 2821 | Grants/Community Org | 172,687 | 173,500 | 181,739 | 173,500 | 175,150 |
| 2823 | Leadership Dublin | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2840 | Settlement Claims | 0 | 0 | 10,000 | 10,000 | 0 |
| 2990 | Contingencies | 58,378 | 150,000 | 203,070 | 100,000 | 150,000 |
| | | 660,891 | 777,670 | 865,979 | 735,760 | 780,775 |
| Capital Outlay | | | | | | |
| 2510 | Land & Land Improvements | 1,767,408 | 0 | 0 | 0 | 0 |
| | | 1,767,408 | 0 | 0 | 0 | 0 |
| TOTALS | | $2,428,299 | $777,670 | $865,979 | $735,760 | $780,775 |

## 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, dues to the Mid-Ohio Regional Planning Commission, and any other citywide memberships/subscriptions.
- Account 2392 provides funding to the Franklin County Emergency Management Agency for the countywide disaster services program.
- 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. The Beautify Your Neighborhood Grant Program Funding remains at the same funding level ($32,000) as last year. Funding for the Historic Dublin parking lot lease will likely increase as the lease agreement is renewed with the Dublin Community Church, therefore amount is estimated to be a maximum of $18,150.
- 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 provide 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, Health Reimbursement 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 develop, implement, and administer a staff technology program that focuses on technical skills and addresses the needs of staff to effectively use the City provided technology tools that are pertinent to their job.
- 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Human Resources | 1 | 1 |
| Human Resource Manager | 1 | 1 |
| Human Resource Specialist (1) | 2 | 3 |
| Human Resource Coordinator (1) | 1 | 0 |
| Human Resource Assistant | 1 | 1 |
| Safety Administrator/Risk Manager | 1 | 1 |
| Risk Management Assistant | 1 | 1 |
| Staff Assistant | 1 | 1 |
| Talent Development Manager (2) | 0 | 1 |
| **TOTAL** | **9** | **10** |

**NOTES AND ADJUSTMENTS:**

(1) – Reclassification from a HR Coordinator position to a HR Specialist position.

(2) - Position facilitates leadership development training.

A Benefits Administrator position is charged twenty-five percent (25%) to this budget and seventy-five percent (75%) to the Employee Benefits Self Insurance Fund.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Human Resources

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1120 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 590,732 | 645,300 | 639,300 | 620,000 | 722,110 |
| 2111 | Overtime Wages | 1,349 | 2,000 | 2,000 | 2,000 | 2,000 |
| 2112 | Other Wages | 0 | 0 | 6,000 | 6,000 | 0 |
| 2120 | Employee Benefits | 234,008 | 254,900 | 254,900 | 247,000 | 253,925 |
| 2125 | Employee Training & Dev. | 37,221 | 64,750 | 66,245 | 64,750 | 68,000 |
| 2126 | Tuition Reimbursement | 24,717 | 35,000 | 56,376 | 35,000 | 35,000 |
| 2140 | Uniforms & Clothing | 0 | 200 | 400 | 200 | 2,000 |
| | | 888,027 | 1,002,150 | 1,025,221 | 974,950 | 1,083,035 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 2,581 | 6,775 | 6,775 | 4,000 | 20,000 |
| 2210 | Reimbursable Business Exp | 557 | 2,000 | 2,000 | 1,000 | 2,000 |
| 2211 | Meeting Expenses | 30 | 600 | 2,100 | 2,000 | 5,500 |
| 2320 | Communications | 0 | 0 | 50 | 0 | 0 |
| 2349 | Professional Services | 58,988 | 105,070 | 111,612 | 80,000 | 120,000 |
| 2351 | Maint. of Equipment | 995 | 1,000 | 1,000 | 1,000 | 180 |
| 2360 | Insurance & Bonding | 441,838 | 466,010 | 466,010 | 466,010 | 461,760 |
| 2365 | Insurance Claims paid | 5,863 | 10,000 | 10,000 | 5,000 | 10,000 |
| 2370 | Advertising | 5,726 | 9,400 | 23,013 | 23,000 | 15,250 |
| 2380 | Printing & Reproductions | 2,460 | 2,000 | 2,000 | 2,000 | 3,000 |
| 2390 | Misc Contractual Services | 20,478 | 24,140 | 24,140 | 24,140 | 24,135 |
| 2391 | Memberships/Subscriptions | 7,315 | 6,500 | 6,709 | 6,500 | 6,500 |
| 2410 | Office Supplies | 9,543 | 15,480 | 15,543 | 13,000 | 6,065 |
| 2440 | Small Tools & Minor Equip | 0 | 200 | 200 | 200 | 0 |
| 2810 | Employee Awards Program | 2,346 | 2,800 | 2,810 | 2,810 | 2,800 |
| 2812 | Special Projects/Programs | 0 | 200 | 200 | 200 | 300 |
| 2815 | Risk Mgt./Safety Programs | 10,243 | 13,680 | 15,673 | 13,680 | 12,450 |
| | | 568,963 | 665,855 | 689,835 | 644,540 | 689,940 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 500 | 500 | 500 | 0 |
| | | 0 | 500 | 500 | 500 | 0 |
| TOTALS | | $1,456,990 | $1,668,505 | $1,715,556 | $1,619,990 | $1,772,975 |

**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-free Workplace Training, a City-wide staff Technology Development program, a supervisory training program for conflict management, and leadership development and coaching.
- 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, and polygraphs and psychological evaluations for police officer 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 and Memorial Tournament. 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 270-33 Interchange.
- 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 engagement 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.
- Serve as a liaison to Historic Dublin and the Historic Dublin Business Association to market the District, promote their events and special projects and facilitate the banner program.

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Community Relations | 1 | 1 |
| Public Affairs Officer | 1 | 1 |
| Senior 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 |
| Digital Media Intern | 1 | 1 |
| **TOTAL** | **2** | **2** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

| Community Relations | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1130 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 488,132 | 517,200 | 512,200 | 470,000 | 530,035 |
| 2111 | Overtime Wages | 3,739 | 6,000 | 6,000 | 4,500 | 4,000 |
| 2112 | Other Wages | 17,084 | 20,000 | 25,000 | 25,000 | 25,000 |
| 2113 | Short Term Disability | 2,952 | 0 | 0 | 0 | 0 |
| 2120 | Employee Benefits | 194,554 | 200,900 | 200,900 | 190,000 | 183,445 |
| 2140 | Uniforms & Clothing | 372 | 500 | 500 | 250 | 1,200 |
| | | 706,833 | 744,600 | 744,600 | 689,750 | 743,680 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 6,431 | 6,750 | 6,750 | 3,000 | 8,250 |
| 2211 | Meeting Expenses | 1,828 | 2,200 | 2,200 | 2,200 | 5,550 |
| 2320 | Communications | 4,198 | 500 | 500 | 250 | 500 |
| 2330 | Rents/Leases | 0 | 0 | 0 | 0 | 0 |
| 2349 | Professional Services | 320,701 | 333,750 | 366,963 | 333,750 | 323,600 |
| 2351 | Maint. of Equipment | 0 | 1,000 | 1,000 | 500 | 1,000 |
| 2370 | Advertising | 18,421 | 20,000 | 21,036 | 20,000 | 20,000 |
| 2380 | Printing & Reproductions | 14,332 | 8,000 | 8,110 | 8,000 | 15,000 |
| 2390 | Misc Contractual Services | 1,279 | 2,000 | 2,000 | 2,000 | 2,600 |
| 2391 | Memberships/Subscriptions | 2,650 | 3,100 | 3,100 | 3,100 | 3,280 |
| 2410 | Office Supplies | 3,690 | 5,000 | 5,848 | 3,000 | 5,000 |
| 2420 | Operating Supplies | 14,228 | 16,500 | 18,000 | 15,000 | 12,000 |
| 2440 | Small Tools & Minor Equip | 973 | 8,500 | 8,500 | 8,500 | 2,500 |
| 2812 | Special Projects/Programs | 64,485 | 101,700 | 101,700 | 80,000 | 103,500 |
| 2813 | Promotional Programs | 213,504 | 293,700 | 293,700 | 293,700 | 207,100 |
| | | 666,720 | 802,700 | 839,407 | 773,000 | 709,880 |
| TOTALS | | $1,373,553 | $1,547,300 | $1,584,007 | $1,462,750 | $1,453,560 |

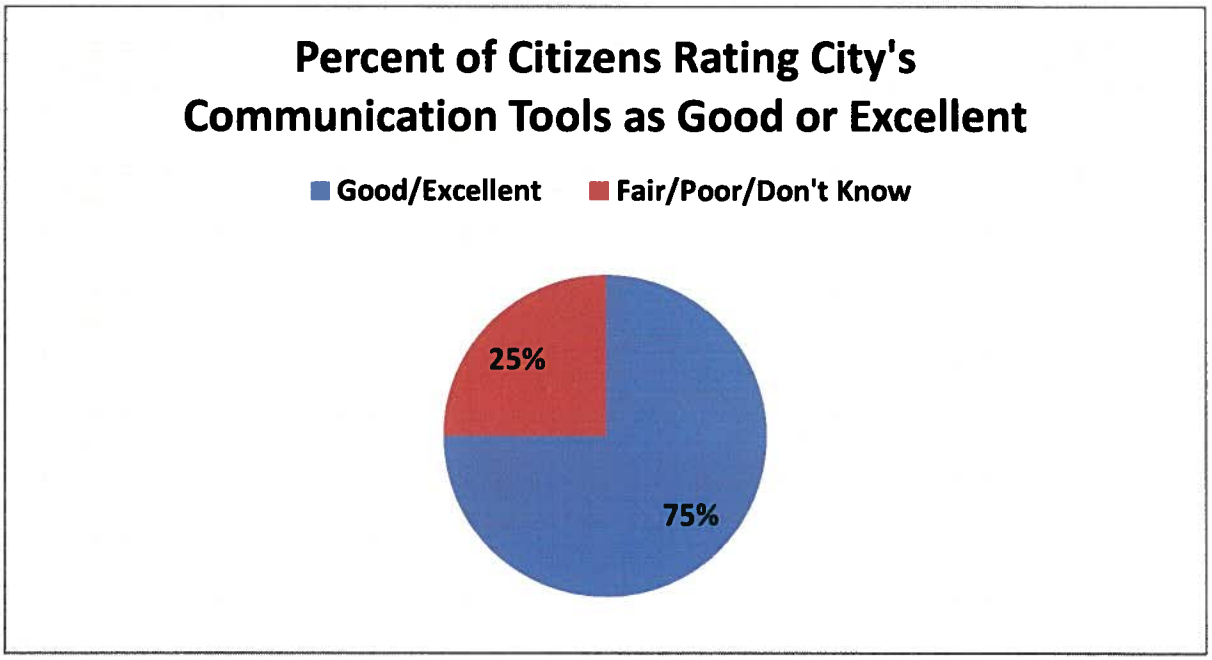
**Budget Summary:**

**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 and employee engagement team.
- Account 2201 provides funding for staff professional development.
- Account 2211 provides funding for the Experience Columbus Annual Meeting, professional association meetings, business engagement meetings, employee engagement communication 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; 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; media analytics and measurement.
- Account 2351 provides funding for equipment maintenance for 1610 AM and DTV.
- Account 2370 provides funding for citywide 270-33 marketing and advertising.
- Account 2380 provides funding for publication of the annual report, new resident resource guide, tax brochure, 270-33 maps and informational material.
- Account 2390 provides funding for Community Relations awards, World City Award, 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 pennants and banners.
- Account 2440 provides funding for video and DTV equipment.
- 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 has been removed*; 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 Acadamies golf school; inclusion and host of the Nicklaus Cup outing, and international media promotions.

## 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 2013.**




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.

## Other Related Notes:

Social Media and Web Analysis from June 2012 through June 2013

City's website – **dublinohiousa.gov**
Page views = 2,011,578
Total visits = 409,724
Mobile visits = 115,865

Facebook followers = 5,109

Twitter followers = 5,765

E-News Subscribers = 2,204

Linkedin followers = 316

Instagram followers = 365

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 Frost Brown Todd LLC work under the direction of the Director of Law to provide legal counsel for the City.

General Fund

City Manager

Legal Services

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1140 | | | | | | |
| Other Expenses | | | | | | |
| 2345 | Legal Services | 952,587 | 986,000 | 986,000 | 986,000 | 986,000 |
| 2346 | Other Legal Services | 818,541 | 625,000 | 658,136 | 550,000 | 575,000 |
| 2349 | Professional Services | 61,196 | 100,000 | 175,000 | 175,000 | 175,000 |
| | | 1,832,324 | 1,711,000 | 1,819,136 | 1,711,000 | 1,736,000 |
| TOTALS | | $1,832,324 | $1,711,000 | $1,819,136 | $1,711,000 | $1,736,000 |

## 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. 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).

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 2013 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.
- To receive the Certificate of Achievement for Excellence in Financial Reporting for the City's CAFR. 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Deputy City Manager/Director of Finance | 1 | 1 |
| Deputy Director of Finance | 1 | 1 |
| Director of Accounting & Auditing (2) | 1 | 0 |
| Budget Manager (1) | 1 | 1 |
| Chief Accountant (2) | 0 | 1 |
| Financial Analyst | 1 | 1 |
| Accountant (3) | 1 | 0 |
| Payroll Specialist | 1 | 1 |
| Accounting Specialist | 3 | 3 |
| Procurement Assistant | 1 | 1 |
| Administrative Assistant | 1 | 1 |
| **TOTAL** | **12** | **11** |
| **PART-TIME/SEASONAL STAFF** | | |
| Accountant (3) | 0 | 1 |
| **TOTAL** | **0** | **1** |

**NOTES AND ADJUSTMENTS:**

(1) The Budget Manager position has been vacant since July 2010. The position is funded for 2014.
(2) Title Reclassification from Director of Accounting & Auditing to Chief Accountant.
(3) Full-Time Accountant reclassified to a part-time Accountant.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

| Office of the Director | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1210 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 341,078 | 416,400 | 411,300 | 355,000 | 864,700 |
| 2111 | Overtime Wages | 396 | 1,000 | 1,400 | 1,000 | 3,000 |
| 2113 | Short Term Disability | 0 | 0 | 4,700 | 4,700 | 0 |
| 2120 | Employee Benefits | 111,216 | 139,260 | 139,260 | 120,000 | 267,570 |
| | | 452,690 | 556,660 | 556,660 | 480,700 | 1,135,270 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 3,660 | 5,000 | 5,000 | 5,000 | 12,000 |
| 2340 | Accounting/Auditing Serv | 550 | 600 | 600 | 550 | 1,200 |
| 2349 | Professional Services | 0 | 0 | 0 | 0 | 38,000 |
| 2370 | Advertising | 0 | 0 | 0 | 0 | 75 |
| 2380 | Printing & Reproductions | 323 | 2,000 | 2,000 | 1,500 | 3,000 |
| 2390 | Misc Contractual Services | 6,000 | 7,500 | 1,550 | 0 | 63,000 |
| 2391 | Memberships/Subscriptions | 408 | 1,200 | 1,200 | 600 | 2,700 |
| 2410 | Office Supplies | 332 | 1,000 | 1,000 | 600 | 6,000 |
| | | 11,273 | 17,300 | 11,350 | 8,250 | 125,975 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 590 | 0 | 5,950 | 5,950 | 0 |
| | | 590 | 0 | 5,950 | 5,950 | 0 |
| TOTALS | | $464,553 | $573,960 | $573,960 | $494,900 | $1,261,245 |

**BUDGET SUMMARY:**

**101-1210**

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2340 provides funding for the GFOA Budget and CAFR filing fees.
- 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 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.
- Account 2410 provides funding for blank check stock and forms such as employee leave request form and w-2s.

General Fund

Finance

Procurement

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1211 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 48,529 | 51,100 | 51,100 | 51,100 | 50,025 |
| 2111 | Overtime Wages | 325 | 500 | 500 | 500 | 500 |
| 2120 | Employee Benefits | 24,877 | 26,300 | 26,300 | 26,300 | 24,530 |
| | | 73,731 | 77,900 | 77,900 | 77,900 | 75,055 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 0 | 500 | 500 | 250 | 500 |
| 2320 | Communications | 30,000 | 30,000 | 30,000 | 15,000 | 30,000 |
| 2330 | Rents/Leases | 11,782 | 11,900 | 11,900 | 11,900 | 12,190 |
| 2351 | Maint. of Equipment | 0 | 1,000 | 1,000 | 500 | 1,000 |
| 2370 | Advertising | 2,831 | 2,500 | 3,000 | 3,000 | 3,000 |
| 2390 | Misc Contractual Services | 15,368 | 20,000 | 24,632 | 24,000 | 25,000 |
| 2391 | Memberships/Subscriptions | 620 | 700 | 700 | 700 | 700 |
| 2410 | Office Supplies | 24,663 | 25,000 | 32,123 | 25,000 | 27,000 |
| 2420 | Operating Supplies | 562 | 800 | 800 | 800 | 800 |
| 2429 | Coffee/Misc. Supplies | 11,513 | 16,000 | 16,910 | 16,000 | 16,000 |
| | | 97,339 | 108,400 | 121,565 | 97,150 | 116,190 |
| TOTALS | | $171,070 | $186,300 | $199,465 | $175,050 | $191,245 |

## 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 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:**

General Fund

Finance

| Transfers/Advances | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1217 | Transfers | | | | | |
| 2710 | Street Maintenance Fund | $1,550,000 | $1,650,000 | $1,650,000 | $1,650,000 | $1,900,000 |
| 2711 | Recreation Fund | 3,600,000 | 3,500,000 | 3,500,000 | 3,500,000 | 3,500,000 |
| 2712 | Safety Fund | 9,300,000 | 9,500,000 | 9,500,000 | 9,500,000 | 10,000,000 |
| 2714 | General Bond Retirement Fund | 0 | 0 | 0 | 0 | 0 |
| 2715 | Capital Improvements Tax Fund | 0 | 0 | 0 | 0 | 0 |
| 2718 | Swimming Pool Fund | 200,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| 2720 | Cemetery Fund | 125,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 101-1218 | Advances (1) | | | | | |
| 2739 | Parkland Acquisition Fund | 0 | 0 | 0 | 2,000,000 | 0 |
| 2741 | Woerner-Temple TIF | 460,000 | 0 | 0 | 217,250 | 260,000 |
| 2744 | Upper Metro Place TIF | 750,000 | 0 | 0 | 3,055,000 | 0 |
| | | | | | | 365,000 |
| 2745 | Bridge Street District | 0 | 0 | 0 | 3,350,000 | 0 |
| TOTALS | | $15,985,000 | $15,100,000 | $15,100,000 | $23,722,250 | $16,475,000 |

(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 | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1219 | | | | | | |
| Other Expenses | | | | | | |
| 2301 | County Auditor Deductions | 17,713 | 16,000 | 16,000 | 16,000 | 16,000 |
| 2340 | Accounting/Auditing Serv | 53,949 | 54,650 | 55,281 | 55,000 | 60,400 |
| 2398 | Real Estate Taxes | 73,230 | 80,000 | 90,000 | 90,000 | 148,000 |
| 2910 | Refunds | 7,662 | 0 | 1,000 | 1,000 | 0 |
| 2309 | Health Services | 239,233 | 292,500 | 292,500 | 292,500 | 299,700 |
| | | 391,787 | 443,150 | 454,781 | 454,500 | 524,100 |
| TOTALS | | $391,787 | $443,150 | $454,781 | $454,500 | $524,100 |

**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 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.
- Account 2309 provides funding for the City's contract with the Franklin County Board of Health.

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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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Accounting & Auditing | 1 | 0 |
| Accountant | 1 | 0 |
| Payroll Specialist | 1 | 0 |
| Accounting Specialist | 3 | 0 |
| **TOTAL** | **6** | **0** |

**NOTES AND ADJUSTMENTS:**

The staff positions and budget for Accounting & Auditing has been moved into the Office of the Finance Director for 2014.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

| Accounting and Auditing | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1220 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 406,029 | 421,300 | 407,000 | 380,000 | 0 |
| 2111 | Overtime Wages | 951 | 1,000 | 1,800 | 1,000 | 0 |
| 2120 | Employee Benefits | 121,200 | 123,765 | 123,765 | 115,000 | 0 |
| | | 528,180 | 546,065 | 532,565 | 496,000 | 0 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 2,662 | 7,100 | 7,125 | 3,000 | 0 |
| 2340 | Accounting/Auditing Serv | 580 | 600 | 600 | 600 | 0 |
| 2349 | Professional Services | 30,000 | 30,000 | 46,000 | 32,500 | 0 |
| 2370 | Advertising | 78 | 75 | 75 | 75 | 0 |
| 2380 | Printing & Reproductions | 745 | 1,000 | 1,000 | 1,000 | 0 |
| 2390 | Misc Contractual Services | 50,813 | 54,000 | 54,000 | 54,000 | 0 |
| 2391 | Memberships/Subscriptions | 1,003 | 1,500 | 1,500 | 1,500 | 0 |
| 2410 | Office Supplies | 1,660 | 5,000 | 3,800 | 2,000 | 0 |
| 2910 | Refunds | 0 | 0 | 200 | 0 | 0 |
| | | 87,541 | 99,275 | 114,300 | 94,675 | 0 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 0 | 1,000 | 1,000 | 0 |
| | | 0 | 0 | 1,000 | 1,000 | 0 |
| TOTALS | | $615,721 | $645,340 | $647,865 | $591,675 | $0 |

**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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Taxation | 1 | 1 |
| Accounting Specialist | 3 | 3 |
| Staff Assistant | 1 | 1 |
| Office Assistant I (1) | 1 | 1 |
| **TOTAL** | **6** | **6** |
| **PART-TIME/SEASONAL STAFF** | | |
| Office Assistant II | 1 | 1 |
| Office Assistant I | 1 | 1 |
| **TOTAL** | **2** | **2** |

**NOTES AND ADJUSTMENTS:**

(1) This budget funds sixty percent (60%) of the full-time Office Assistant 1 position and the Office of the City Manager funds forty percent (40%) of the position.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Taxation

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1230 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 368,125 | 386,800 | 386,800 | 386,800 | 406,420 |
| 2111 | Overtime Wages | 2,054 | 2,000 | 2,000 | 2,000 | 2,500 |
| 2120 | Employee Benefits | 137,985 | 142,500 | 142,500 | 142,500 | 139,105 |
| | | 508,164 | 531,300 | 531,300 | 531,300 | 548,025 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 3,217 | 4,100 | 4,795 | 4,100 | 4,700 |
| 2320 | Communications | 11,711 | 15,180 | 15,180 | 13,000 | 15,225 |
| 2349 | Professional Services | 12,994 | 13,450 | 16,043 | 16,000 | 14,875 |
| 2351 | Maint. of Equipment | 146 | 200 | 200 | 200 | 400 |
| 2390 | Misc Contractual Services | 41,813 | 50,610 | 51,548 | 50,610 | 50,360 |
| 2391 | Memberships/Subscriptions | 875 | 1,305 | 1,305 | 1,305 | 1,315 |
| 2410 | Office Supplies | 1,760 | 2,500 | 2,616 | 2,000 | 2,500 |
| 2414 | Dublin Forms | 8,785 | 9,630 | 9,630 | 9,630 | 9,970 |
| 2910 | Refunds | 1,687,262 | 2,250,000 | 2,250,000 | 2,250,000 | 2,294,250 |
| | | 1,768,563 | 2,346,975 | 2,351,317 | 2,346,845 | 2,393,595 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 1,500 | 475 | 475 | 475 | 2,000 |
| | | 1,500 | 475 | 475 | 475 | 2,000 |
| TOTALS | | $2,278,227 | $2,878,750 | $2,883,092 | $2,878,620 | $2,943,620 |

**BUDGET SUMMARY:**

**101-1230**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2320 provides funding for 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 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 / Office of the Director

**STATEMENT OF FUNCTIONS:**

The Department of Public Services provides direction and oversight to the Divisions of Streets & Utilities, Parks & Open Space and Engineering.

**OBJECTIVES AND ACTIVITIES:**

- To provide leadership and direction to the staff within Streets & Utilities, Parks & Open Space and Engineering including setting of departmental goals, clear customer service standards and accountability for achieving these goals and standards.
- Development and management of the City-wide infrastructure assets, maintenance of those assets, and the management of the day-to-day service delivery.
- To manage all departmental functions and to develop and recommend policies, procedures and program improvements.
- 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.

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Public Services (1) | 0 | 1 |
| Administrative Specialist (2) | 0 | 1 |
| **TOTAL** | **0** | **2** |
| **PART-TIME/SEASONAL STAFF** | | |
| Intern | 0 | 1 |
| **TOTAL** | **0** | **1** |

**NOTES AND ADJUSTMENTS:**

(1) Ordinance 56-13 established the new position.

(2) Formerly the Administrative Specialist position was in the Administrative Services Work Unit which has been removed.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

| Office of the Director | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1310 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 0 | 0 | 0 | 0 | 189,560 |
| 2111 | Overtime Wages | 0 | 0 | 0 | 0 | 1,000 |
| 2112 | Other Wages | 0 | 0 | 0 | 0 | 5,000 |
| 2120 | Employee Benefits | 0 | 0 | 0 | 0 | 60,420 |
| | | 0 | 0 | 0 | 0 | 255,980 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 0 | 0 | 0 | 0 | 3,750 |
| 2211 | Meeting Expenses | 0 | 0 | 0 | 0 | 1,000 |
| 2320 | Communications | 0 | 0 | 0 | 0 | 200 |
| 2349 | Professional Services | 0 | 0 | 0 | 0 | 5,000 |
| 2391 | Memberships/Subscriptions | 0 | 0 | 0 | 0 | 1,500 |
| 2410 | Office Supplies | 0 | 0 | 0 | 0 | 1,500 |
| 2420 | Operating Supplies | 0 | 0 | 0 | 0 | 1,500 |
| | | 0 | 0 | 0 | 0 | 14,450 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 0 | 0 | 0 | 0 |
| | | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | $0 | $0 | $0 | $0 | $270,430 |

**BUDGET SUMMARY**:

**101-1310**

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2111 provides overtime funding to support staff for evening/weekend meetings or special events.
- Account 2112 provides one intern position to support the Office of the Director.
- Account 2391 provides funding for professional memberships.

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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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 thirty-three percent (33%) to this budget and sixty-seven (67%) to the Street Maintenance and Repair Fund.

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

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Solid Waste Management

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1311 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 364,156 | 395,800 | 386,250 | 286,100 | 400,790 |
| 2111 | Overtime Wages | 29,402 | 34,250 | 34,250 | 34,250 | 34,250 |
| 2112 | Other Wages | 37,817 | 55,230 | 55,230 | 40,000 | 63,650 |
| 2113 | Short Term Disability | 1,937 | 0 | 9,550 | 9,550 | 0 |
| 2120 | Employee Benefits | 172,300 | 178,240 | 177,140 | 177,140 | 167,425 |
| 2140 | Uniforms & Clothing | 6,232 | 4,210 | 5,570 | 5,500 | 5,200 |
| | | 611,844 | 667,730 | 667,990 | 552,540 | 671,315 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 760 | 4,050 | 4,050 | 3,000 | 5,500 |
| 2320 | Communications | 0 | 50 | 50 | 50 | 0 |
| 2330 | Rents/Leases | 0 | 3,000 | 3,000 | 1,500 | 3,000 |
| 2349 | Other Professional Serv | 501 | 4,500 | 8,676 | 1,000 | 5,300 |
| 2351 | Maint. of Equipment | 3,376 | 5,000 | 5,466 | 2,500 | 5,000 |
| 2380 | Printing & Reproductions | 228 | 300 | 300 | 300 | 300 |
| 2391 | Memberships/Subscriptions | 562 | 520 | 520 | 520 | 520 |
| 2410 | Office Supplies | 647 | 300 | 307 | 300 | 300 |
| 2420 | Operating Supplies | 1,047 | 2,850 | 4,125 | 2,000 | 2,650 |
| 2440 | Small Tools & Minor Equip | 1,496 | 2,000 | 2,267 | 1,500 | 2,000 |
| 2811 | Refuse Collect./Recycling | 2,668,644 | 2,946,610 | 3,367,792 | 2,946,610 | 2,946,610 |
| 2813 | Promotional Programs | 544 | 1,900 | 3,100 | 500 | 1,900 |
| | | 2,677,805 | 2,971,080 | 3,399,653 | 2,959,780 | 2,973,080 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 3,176 | 900 | 900 | 900 | 3,485 |
| | | 3,176 | 900 | 900 | 900 | 3,485 |
| TOTALS | | $3,292,825 | $3,639,710 | $4,068,543 | $3,513,220 | $3,647,880 |

**BUDGET SUMMARY:**

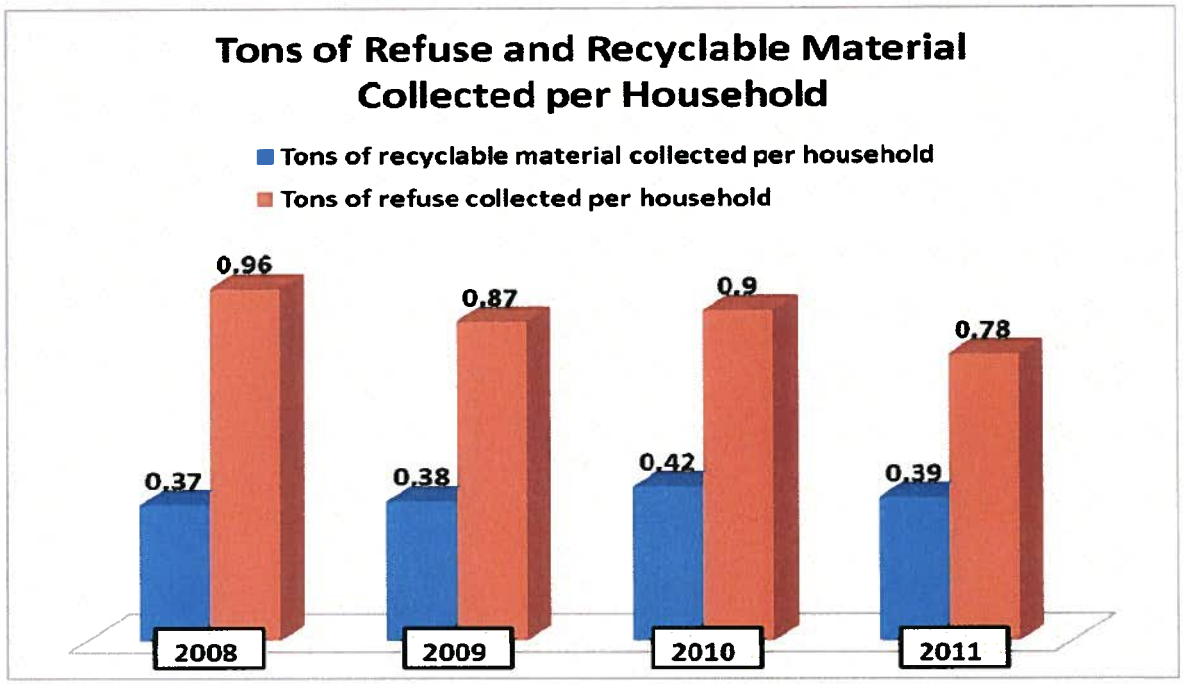
**101-1311**

- 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, and the 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 a roll-away locking toolbox and a two piece stackable toolbox.

**PERFORMANCE MEASURES:**

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

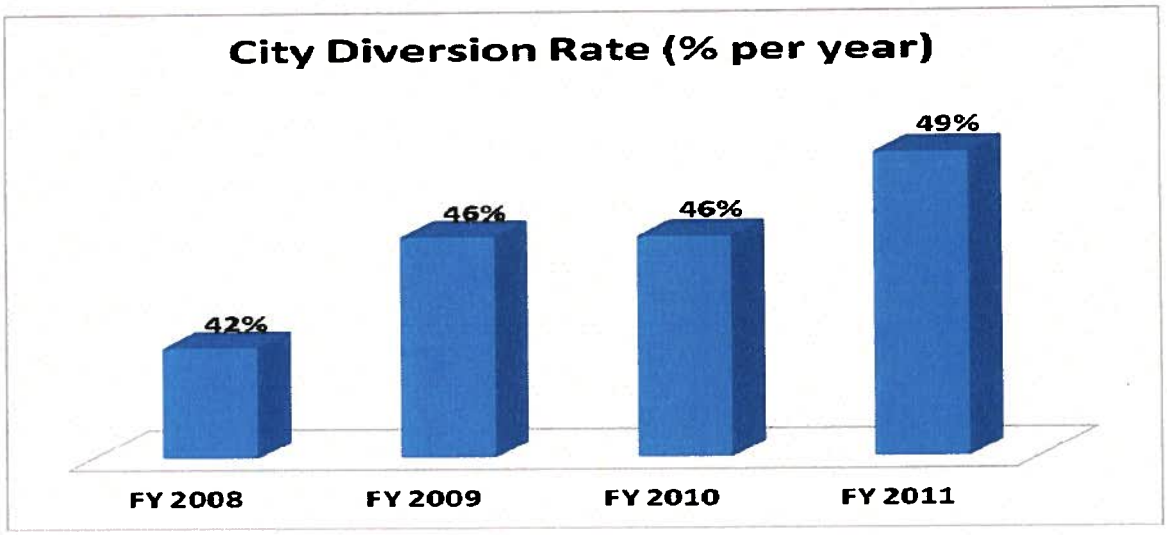
2) **Tons of Refuse Collected per Household**




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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Fleet Manager | 1 | 1 |
| Fleet Administrator | 1 | 1 |
| Automotive Mechanic I | 6 | 6 |
| Staff Assistant | 1 | 1 |
| **TOTAL** | **9** | **9** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

| Fleet Maintenance | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1321 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 544,875 | 566,700 | 551,700 | 551,700 | 579,260 |
| 2111 | Overtime Wages | 14,812 | 20,000 | 35,000 | 26,000 | 25,000 |
| 2120 | Employee Benefits | 197,127 | 201,890 | 201,890 | 201,890 | 190,915 |
| 2140 | Uniforms & Clothing | 6,853 | 8,575 | 8,720 | 8,575 | 8,575 |
| | | 763,667 | 797,165 | 797,310 | 788,165 | 803,750 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 13,496 | 14,500 | 14,350 | 14,350 | 15,500 |
| 2330 | Rents/Leases | 2,690 | 2,500 | 2,608 | 1,200 | 1,500 |
| 2349 | Professional Services | 5,228 | 14,250 | 20,640 | 20,000 | 14,750 |
| 2351 | Maint. of Equipment | 13,719 | 12,000 | 12,000 | 12,000 | 13,500 |
| 2390 | Misc Contractual Services | 24,012 | 89,000 | 83,259 | 83,250 | 76,000 |
| 2391 | Memberships/Subscriptions | 1,449 | 880 | 1,030 | 1,030 | 1,600 |
| 2410 | Office Supplies | 1,200 | 1,500 | 1,500 | 1,500 | 1,500 |
| 2420 | Operating Supplies | 8,245 | 12,500 | 12,500 | 9,000 | 12,500 |
| 2421 | Fuel | 1,725,489 | 1,767,000 | 1,801,082 | 1,767,000 | 1,886,800 |
| 2431 | Vehicle Maintenance | 290,157 | 274,000 | 283,119 | 274,000 | 270,000 |
| 2440 | Small Tools & Minor Equip | 5,024 | 7,800 | 7,800 | 7,800 | 9,800 |
| | | 2,090,709 | 2,195,930 | 2,239,888 | 2,191,130 | 2,303,450 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 4,840 | 5,500 | 5,500 | 5,500 | 1,000 |
| | | 4,840 | 5,500 | 5,500 | 5,500 | 1,000 |
| TOTALS | | $2,859,216 | $2,998,595 | $3,042,698 | $2,984,795 | $3,108,200 |

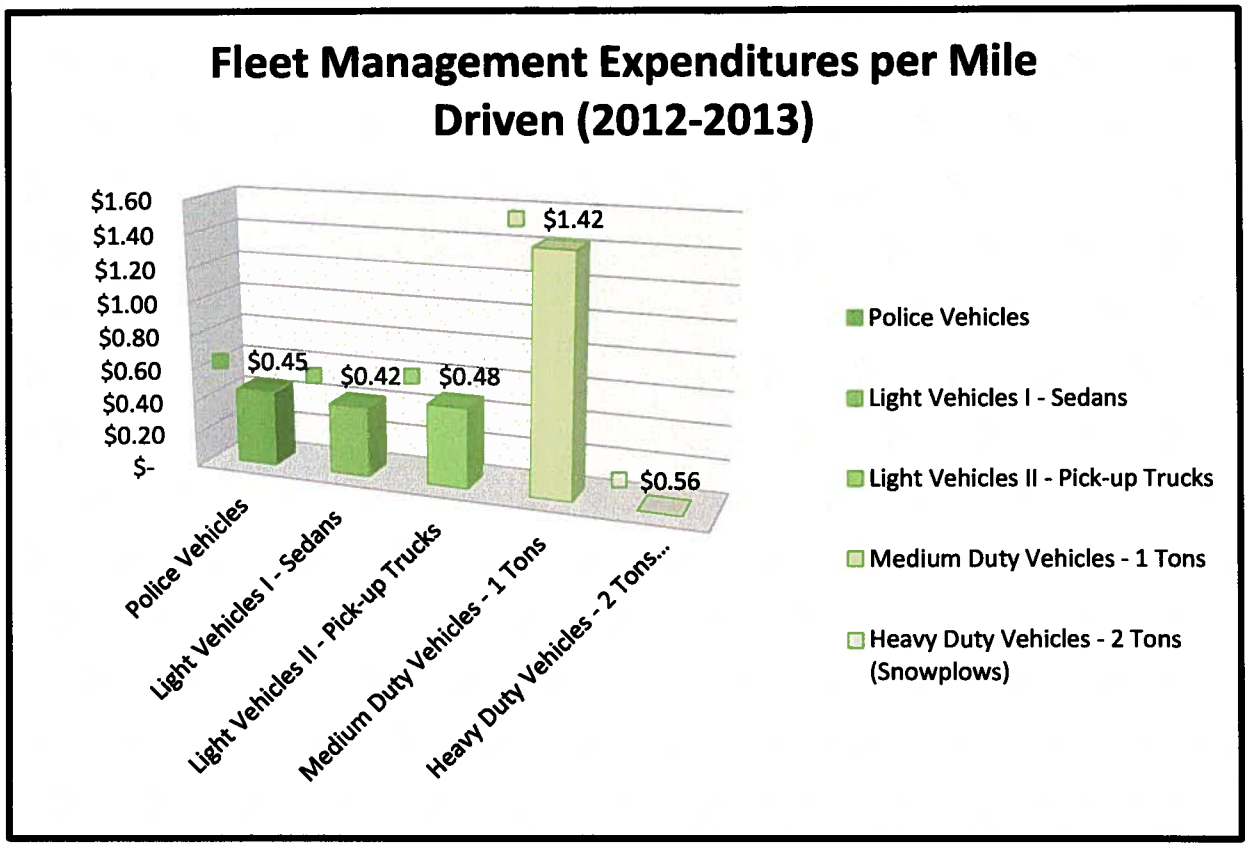
**BUDGET SUMMARY:**

**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 technicians), and other specialized training.
- 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. This account also provides funding for Integrated Business Solutions (IBS - NAPA) which is the City's parts provider and assists 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 subscriptions and employee membership dues in the National Association of Fleet Administrators (NAFA).
- Account 2420 includes funding for soaps, hand cleaners and other operating supplies.
- Account 2421 provides funding for fuel (unleaded, diesel, CNG) 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 a 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 mig welder and miscellaneous office furniture.

## PERFORMANCE MEASURES:

**Total Maintenance/Repairs and Fuel Expenditures cost 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, and Parks and Open Space 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 maintenance programs for sanitary and storm sewers, water lines, manholes, streets, curb and gutters, sidewalks, shared-use paths, traffic signals, signage, pavement markings, flood plain and ponds.
- To manage timely completion of assigned 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Engineering | 1 | 1 |
| Engineering Manager | 3 | 3 |
| Civil Engineer (1) | 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 |
| Staff Assistant | 1 | 1 |
| **TOTAL** | **27** | **27** |

**NOTES AND ADJUSTMENTS:**

(1) One Engineer's time is allocated thirty percent (30%) to this budget, twenty percent (20%) to the Water Fund (610) budget, and fifty percent (50%) to the Sewer Fund budget (620).

General Fund

Public Service

Engineering

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1330 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 1,727,630 | 1,784,600 | 1,775,400 | 1,775,400 | 1,827,775 |
| 2111 | Overtime Wages | 41,701 | 25,000 | 50,000 | 50,000 | 45,000 |
| 2113 | Short Term Disability | 7,110 | 0 | 9,200 | 2,960 | 0 |
| 2120 | Employee Benefits | 683,609 | 688,400 | 688,400 | 688,400 | 654,060 |
| 2140 | Uniforms & Clothing | 5,970 | 7,730 | 7,730 | 6,000 | 5,000 |
| | | 2,466,020 | 2,505,730 | 2,530,730 | 2,522,760 | 2,531,835 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 14,951 | 25,280 | 26,031 | 16,000 | 25,000 |
| 2211 | Meeting Expenses | 1,475 | 2,000 | 2,300 | 2,000 | 2,000 |
| 2320 | Communications | 1,994 | 3,000 | 3,000 | 2,000 | 2,000 |
| 2346 | Eng. Inspection | 49,228 | 50,000 | 50,000 | 50,000 | 50,000 |
| 2348 | Plan Review | 3,346 | 2,000 | 3,000 | 3,000 | 5,000 |
| 2349 | Other Professional Serv | 150,499 | 124,500 | 293,175 | 250,000 | 129,500 |
| 2380 | Printing and Reproduction | 2,053 | 3,000 | 3,000 | 3,000 | 3,000 |
| 2391 | Memberships/Subscriptions | 4,374 | 5,910 | 5,910 | 4,400 | 6,000 |
| 2410 | Office Supplies | 5,154 | 7,000 | 7,000 | 5,000 | 7,000 |
| 2420 | Operating Supplies | 5,710 | 14,000 | 13,822 | 10,000 | 14,000 |
| 2910 | Refunds | 0 | 0 | 390 | 0 | 0 |
| | | 238,784 | 236,690 | 407,628 | 345,400 | 243,500 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 2,920 | 6,850 | 6,850 | 6,850 | 1,500 |
| | | 2,920 | 6,850 | 6,850 | 6,850 | 1,500 |
| TOTALS | | $2,707,724 | $2,749,270 | $2,945,208 | $2,875,010 | $2,776,835 |

**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, 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, 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 three replacement desk chairs, and digital cameras.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Miscellaneous

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1339 | | | | | | |
| Other Expenses | | | | | | |
| 2310 | Utilities | 218,730 | 214,200 | 233,020 | 233,020 | 218,500 |
| 2430 | Repair & Maintenance | 33,604 | 125,000 | 180,910 | 90,000 | 125,000 |
| | | 252,334 | 339,200 | 413,930 | 323,020 | 343,500 |
| TOTALS | | $252,334 | $339,200 | $413,930 | $323,020 | $343,500 |

**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<br>POSITION TITLE | 2013<br>CURRENT<br>NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Building Standards | 1 | 1 |
| Review Services Analyst | 1 | 1 |
| Commercial Plans Examiner | 1 | 1 |
| Building Inspector (1) | 4 | 4 |
| Electrical Inspector | 1 | 1 |
| Residential Plans Examiner | 1 | 1 |
| Development Review Specialist | 1 | 1 |
| Office Assistant II | 3 | 3 |
| Senior Building Inspector | 1 | 1 |
| Staff Assistant | 1 | 1 |
| **TOTAL** | **15** | **15** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

| Building Standards | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1340 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 874,049 | 966,000 | 957,850 | 850,000 | 986,880 |
| 2111 | Overtime Wages | 2,300 | 6,500 | 7,500 | 6,000 | 5,000 |
| 2112 | Other Wages | 3,287 | 0 | 3,900 | 3,000 | 2,000 |
| 2113 | Short Term Disability | 0 | 0 | 3,250 | 3,250 | 0 |
| 2120 | Employee Benefits | 326,182 | 365,395 | 365,395 | 320,000 | 363,170 |
| 2140 | Uniforms & Clothing | 1,212 | 2,500 | 2,500 | 1,500 | 2,500 |
| | | 1,207,030 | 1,340,395 | 1,340,395 | 1,183,750 | 1,359,550 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 4,428 | 7,500 | 7,500 | 6,000 | 7,500 |
| 2211 | Meeting Expenses | 99 | 2,000 | 2,000 | 1,000 | 2,000 |
| 2347 | Building Inspection Serv | 70,908 | 75,000 | 75,000 | 75,000 | 75,000 |
| 2348 | Plan Review | 25,320 | 15,000 | 23,680 | 23,000 | 27,500 |
| 2380 | Printing and Reproduction | 2,075 | 2,500 | 3,279 | 2,500 | 2,500 |
| 2390 | Contractual Services | 5,242 | 5,000 | 8,500 | 5,000 | 5,000 |
| 2391 | Memberships/Subscriptions | 1,937 | 2,500 | 2,500 | 2,500 | 2,500 |
| 2410 | Office Supplies | 3,133 | 4,500 | 4,500 | 3,500 | 4,500 |
| 2420 | Operating Supplies | 2,895 | 5,000 | 5,930 | 4,000 | 5,000 |
| 2910 | Refunds | 13,741 | 7,500 | 4,000 | 4,000 | 5,000 |
| | | 129,778 | 126,500 | 136,889 | 126,500 | 136,500 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 0 | 0 | 0 | 500 |
| | | 0 | 0 | 0 | 0 | 500 |
| TOTALS | | $1,336,808 | $1,466,895 | $1,477,284 | $1,310,250 | $1,496,550 |

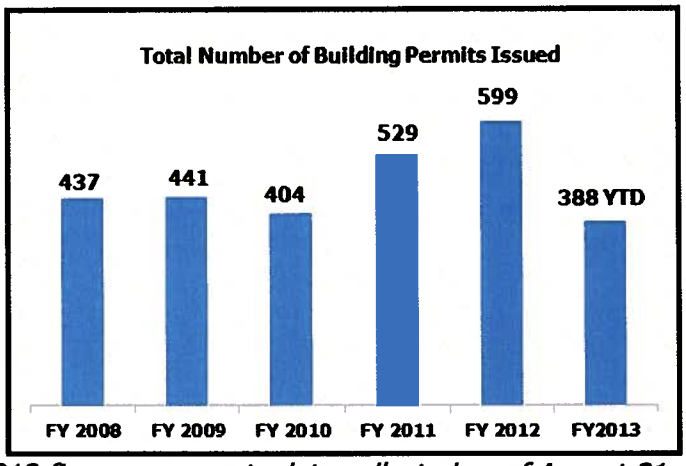
**BUDGET SUMMARY**:

**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 2390 provides funding for credit card machine transaction fees.
- 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)**

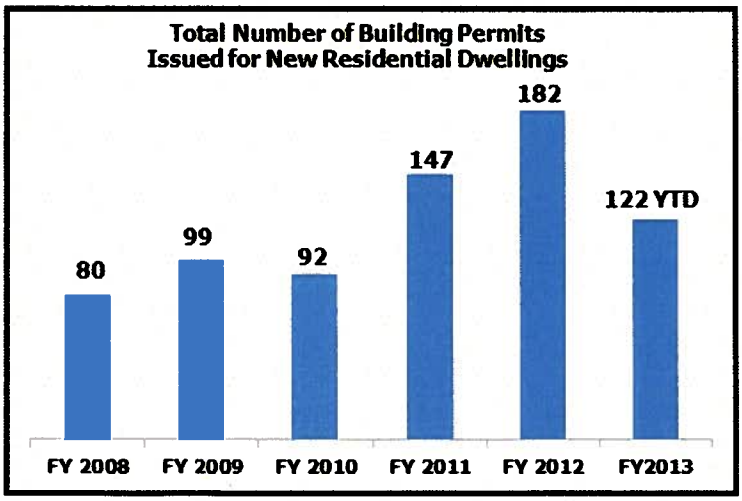



**2013 figure represents data collected as of August 31, 2013*

The total number of building permits increased from 2008 to 2012 approximately 37%. The lowest numbers of permits were issued in 2010. However, Building Standards saw a 13% increase compared to 2011 and 48% increase compared to 2010. The volume of permit activity is continuing an upward trend.

Based on the numbers activity in the construction sector of Dublin's economy appears to be making and sustaining solid gains. Based on this trend Building Standards must continue to examine its resources, both fiscally and in personnel, to continue to keep up with those indicators.

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



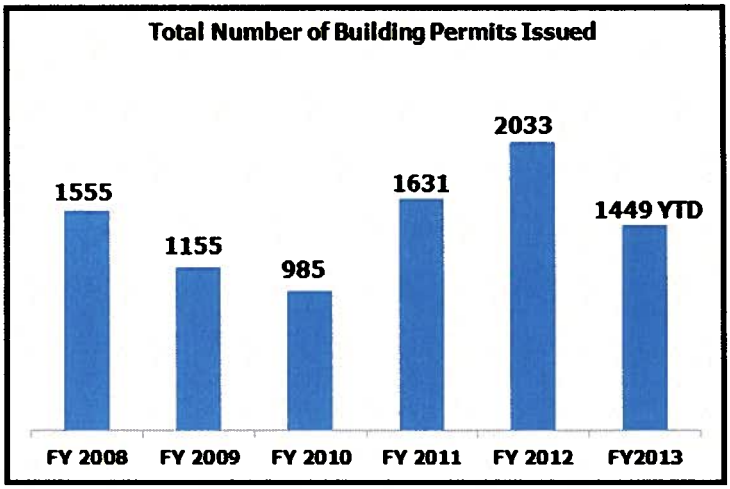

**2013 figure represents data collected as of August 31, 2013*

## PERFORMANCE MEASURES: CONTINUED

The total number of new residential building permits increased from 2008 to 2012 approximately 127%. 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 2013.

A good indicator of construction growth is in residential sector construction. While we have seen a drastic decrease from 2007 numbers, the City has seen a marked trend upward since the low 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)



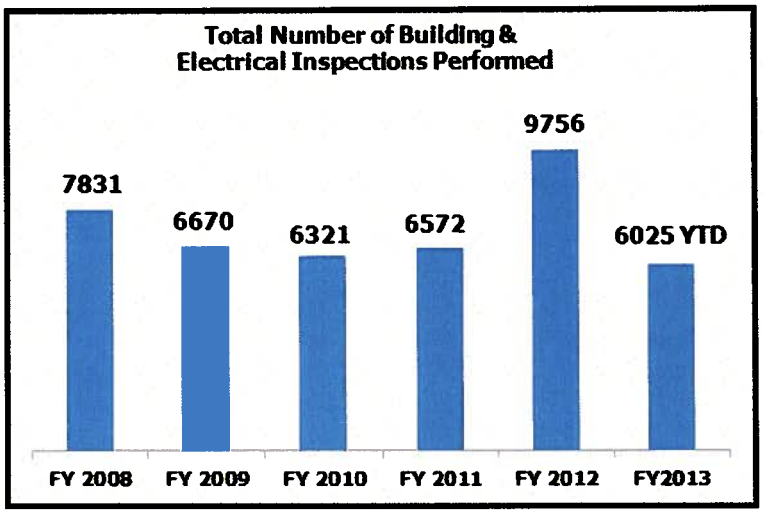

**2013 figure represents data collected as of August 31, 2013*

The total number of square feet of construction increased from 2008 to 2012 approximately 31%. The lowest square feet of construction came in 2010. However, between 2010 and 2012, there was an increase of 106%.

Building permit fees are primarily based on the square feet of construction space. As a result, when square foot activity increases, our building permit revenues also increase. Also, as building permit activity increases, "over-the-counter" permit activity also 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




**2013 figure represents data collected as of August 31, 2013*

The total number of building and electrical inspections decreased from 2008 to 2012 approximately 25%. Compared to a low of 6,321 inspections in 2010, there was an increase of 54% between 2010 and 2012. While building and electrical inspections usually lag behind the numbers for building permits issued, it appears that the volume of inspections will continue the upward trend compared to a few years ago.

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Land Use & Long Range Planning | 1 | 1 |
| Planning Manager | 1 | 1 |
| Senior Planner | 2 | 2 |
| Planner | 4 | 5 |
| Code Enforcement Supervisor | 1 | 1 |
| Code Enforcement Officer | 2 | 2 |
| Landscape Architect | 1 | 0 |
| Zoning Inspector | 1 | 1 |
| Administrative Assistant | 2 | 1 |
| Staff Assistant | 0 | 1 |
| Office Assistant I | 1 | 1 |
| Office Assistant II | 1 | 1 |
| **TOTAL** | **17** | **17** |
| **PART-TIME/SEASONAL STAFF** | | |
| Zoning Inspector | 1 | 1 |
| Planning Assistant | 4 | 4 |
| **TOTAL** | **5** | **5** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Land Use/Long Range Plans

Office of the Director

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1410 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 1,150,866 | 1,193,160 | 1,181,360 | 1,175,000 | 1,171,710 |
| 2111 | Overtime Wages | 7,436 | 12,500 | 12,500 | 10,000 | 12,500 |
| 2112 | Other Wages | 63,360 | 90,270 | 90,270 | 75,000 | 113,070 |
| 2113 | Short Term Disability | 0 | 0 | 1,800 | 1,800 | 0 |
| 2120 | Employee Benefits | 441,743 | 429,620 | 429,620 | 429,000 | 432,970 |
| 2140 | Uniforms & Clothing | 2,199 | 4,550 | 7,939 | 3,500 | 4,550 |
| | | 1,665,604 | 1,730,100 | 1,723,489 | 1,694,300 | 1,734,800 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 23,439 | 24,000 | 28,905 | 28,900 | 24,000 |
| 2211 | Meeting Expenses | 922 | 850 | 850 | 850 | 1,050 |
| 2320 | Communications | 10,000 | 7,500 | 7,500 | 5,000 | 7,500 |
| 2330 | Rents/Leases | 2,889 | 2,820 | 3,516 | 2,820 | 2,820 |
| 2344 | Planning Services | 120,648 | 200,000 | 376,928 | 260,000 | 170,000 |
| 2349 | Other Professional Serv | 0 | 26,000 | 68,170 | 26,000 | 40,000 |
| 2351 | Maint. of Equipment | 629 | 850 | 2,400 | 850 | 850 |
| 2370 | Advertising | 0 | 500 | 500 | 250 | 500 |
| 2380 | Printing and Reproduction | 635 | 4,000 | 21,865 | 1,500 | 1,500 |
| 2390 | Contractual Services | 0 | 0 | 10,000 | 6,000 | 0 |
| 2391 | Memberships/Subscriptions | 8,454 | 9,000 | 9,175 | 9,000 | 9,000 |
| 2410 | Office Supplies | 6,660 | 8,000 | 9,672 | 7,000 | 8,000 |
| 2420 | Operating Supplies | 2,022 | 4,000 | 8,032 | 3,000 | 4,000 |
| 2830 | Code Enforcement | 5,019 | 6,500 | 8,554 | 6,500 | 6,500 |
| 2910 | Refunds | 1,260 | 6,000 | 6,000 | 2,000 | 6,000 |
| | | 182,577 | 300,020 | 562,067 | 359,670 | 281,720 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 5,179 | 2,000 | 4,268 | 2,000 | 0 |
| | | 5,179 | 2,000 | 4,268 | 2,000 | 0 |
| TOTALS | | $1,853,360 | $2,032,120 | $2,289,824 | $2,055,970 | $2,016,520 |

**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 work units 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 | 6 | 6 |
| Administrative Assistant | 1 | 1 |
| Office Assistant II | 1 | 1 |
| Public Art Conservation/Contract Specialist (1) | 1 | 1 |
| **TOTAL** | **48** | **48** |
| **PART-TIME/SEASONAL STAFF** | | |
| Intern | 0 | 1 |
| Seasonal Maintenance Worker | 41 | 40 |
| **TOTAL** | **41** | **41** |

**NOTES AND ADJUSTMENTS:**
(1) Funding for the Public Art Conservation/Contract Specialist position is allocated fifty percent (50%) from this budget and fifty percent (50%) from the Hotel/Motel Tax Fund.

General Fund

Parks and Recreation

| Parks and Open Space | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1620 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 2,651,673 | 2,828,570 | 2,809,670 | 2,750,000 | 2,957,570 |
| 2111 | Overtime Wages | 106,759 | 110,000 | 117,500 | 117,500 | 110,000 |
| 2112 | Other Wages | 534,819 | 581,000 | 581,000 | 530,000 | 581,000 |
| 2113 | Short Term Disability | 0 | 0 | 11,400 | 11,350 | 0 |
| 2120 | Employee Benefits | 1,264,246 | 1,260,660 | 1,260,660 | 1,260,660 | 1,241,055 |
| 2140 | Uniforms & Clothing | 57,310 | 60,610 | 63,928 | 60,000 | 62,380 |
| | | 4,614,807 | 4,840,840 | 4,844,158 | 4,729,510 | 4,952,005 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 17,718 | 25,455 | 25,495 | 20,000 | 31,525 |
| 2310 | Utilities | 253,177 | 242,000 | 270,583 | 242,000 | 239,100 |
| 2320 | Communications | 607 | 1,200 | 1,638 | 800 | 1,100 |
| 2330 | Rents/Leases | 3,339 | 5,200 | 7,217 | 5,000 | 5,200 |
| 2390 | Misc Contractual Services | 942,899 | 1,223,825 | 1,315,191 | 950,000 | 1,342,845 |
| 2391 | Memberships/Subscriptions | 5,588 | 9,650 | 9,650 | 9,650 | 10,660 |
| 2410 | Office Supplies | 5,496 | 8,800 | 8,800 | 6,000 | 8,000 |
| 2420 | Operating Supplies | 51,054 | 66,870 | 67,761 | 55,000 | 66,275 |
| 2421 | Reforestation | 110,847 | 0 | 154,562 | 75,000 | 0 |
| 2432 | Park Maintenance | 194,613 | 296,625 | 303,455 | 225,000 | 304,560 |
| 2433 | Equipment Maintenance | 93,758 | 148,800 | 150,180 | 100,000 | 141,200 |
| 2440 | Small Tools & Minor Equip | 14,509 | 15,415 | 16,939 | 15,000 | 24,650 |
| 2812 | Special Projects/Programs | 7,872 | 8,375 | 8,375 | 5,000 | 9,850 |
| | | 1,701,477 | 2,052,215 | 2,339,846 | 1,708,450 | 2,184,965 |
| Capital Outlay | | | | | | |
| 2510 | Land & Land Improvements | 59,104 | 158,600 | 161,237 | 80,000 | 266,000 |
| 2520 | Equipment & Furniture | 65,184 | 58,350 | 61,424 | 50,000 | 55,470 |
| | | 124,288 | 216,950 | 222,661 | 130,000 | 321,470 |
| TOTALS | | $6,440,572 | $7,110,005 | $7,406,665 | $6,567,960 | $7,458,440 |

**BUDGET SUMMARY:**

**101-1620**

- Account 2110 includes funding for full-time staff as reflected in the Personnel Data.
- Account 2112 includes funding for staffing seasonal Maintenance Workers reflected in the Personnel Data and Notes and Adjustments.
- 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.
- 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.
- 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.
- 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 drills, pole saws, trail cam and battery replacement, screamer siren prytechnics and launcher pistol replacement for nature control.
- Account 2812 provides funding Arbor Day, Earth Day Activities, Growing Green Expo (Originally Eco-Dublin Expo), Nature Education and Green Team plantings.
- Account 2510 includes funding for plant materials for beautification projects, Cramer Crossing limestone slab at entrance, expansion of inground irrigation at Avery and Darree Fields, skate park repairs, fence repairs and stone wall repairs
- Account 2520 includes funding for additional picnic tables, benches and trash cans. Includes funds for replacement power washer, walk behind edger, drinking fountain, pond compressor system, Dingo to include misc attachments, replacement chain saws, sprayers, belt sander, bucket truck liner & tool holder, chainsaw and brushcutter.

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City of Dublin

## Development / Office of the Director

**STATEMENT OF FUNCTION:**

Director of Development oversees the Divisions of Economic Development, LU&LRP, Engineering, Building Standards, and a team of consultants. The 2014 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 2014 budget include a new workforce training program, increased international business programming and the implementation of a 100-gig backbone fiber project. 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, grow, attract & create industry-focused jobs to ensure financial security of the City.
- Implement and promote development of 7 key business districts: Bridge Street, West Innovation, Shier Rings Tech Flex, Blazer Research, Metro Center, Perimeter Commerce and Emerald Corporate as a result of updated zoning, marketing, processes and infrastructure.
- Implement & leverage expertise of industry-specific advisory committees organized in 2014.
- Provide a business retention and expansion program that effectively and pro-actively communicates to, engages with and involves Dublin businesses in the community & region.
- Expand and promote Dublin Entrepreneurial Center programming and partnerships.
- Implement specific Battelle Study strategies to strengthen the four targeted industry sectors. 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 commercial development and corporate real estate community.
- Implement strategies to expand wider use of publicly-owned bandwidth in the Wi-Fi and Dublink fiber optic systems.
- 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director of Development | 0 | 1 |
| Director of Economic Development | 1 | 1 |
| Economic Development Manager | 1 | 0 |
| Economic Development Administrator | 2 | 2 |
| Administrative Specialist | 1 | 1 |
| **TOTAL** | **5** | **5** |
| | | |
| **PART-TIME/SEASONAL STAFF** | | |
| Economic Development Intern | 0 | 1 |
| **TOTAL** | **0** | **1** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Economic Development

| Office of the Director | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1710 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 423,725 | 436,200 | 436,200 | 436,200 | 454,345 |
| 2111 | Overtime Wages | 1,519 | 2,500 | 2,500 | 2,000 | 2,500 |
| 2112 | Other Wages | 0 | 0 | 0 | 0 | 8,640 |
| 2120 | Employee Benefits | 124,109 | 126,590 | 126,590 | 126,590 | 115,980 |
| | | 549,353 | 565,290 | 565,290 | 564,790 | 581,465 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 6,776 | 8,000 | 8,250 | 7,000 | 8,000 |
| 2210 | Reimbursable Business Exp | 1,920 | 2,000 | 2,000 | 2,000 | 2,500 |
| 2211 | Meeting Expenses | 24,949 | 50,000 | 50,200 | 30,000 | 50,000 |
| 2320 | Communications | 1,545 | 1,750 | 1,750 | 1,750 | 250 |
| 2330 | Rents/Leases | 157,710 | 221,000 | 221,000 | 221,000 | 221,000 |
| 2349 | Professional Services | 302,448 | 416,500 | 571,815 | 305,000 | 399,995 |
| 2370 | Advertising | 74,573 | 79,695 | 93,476 | 65,000 | 90,745 |
| 2380 | Printing & Reproductions | 2,245 | 9,250 | 14,450 | 9,250 | 7,500 |
| 2391 | Memberships/Subscriptions | 30,417 | 35,210 | 35,210 | 35,210 | 35,210 |
| 2410 | Office Supplies | 929 | 2,000 | 2,668 | 1,500 | 2,000 |
| 2822 | Economic Development | 472,771 | 494,100 | 602,855 | 494,100 | 627,100 |
| 2825 | Economic Dev Incentives | 3,244,586 | 4,200,000 | 4,299,190 | 3,950,000 | 3,945,825 |
| | | 4,320,869 | 5,519,505 | 5,902,864 | 5,121,810 | 5,390,125 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 107 | 13,500 | 13,500 | 13,500 | 0 |
| | | 107 | 13,500 | 13,500 | 13,500 | 0 |
| TOTALS | | $4,870,329 | $6,098,295 | $6,481,654 | $5,700,100 | $5,971,590 |

**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 2330 provides funding for the City's contribution to office, conference and training spaces 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, marketing and workforce development consulting.
- Account 2370 includes funds for marketing and advertising focused on targeted industry attraction efforts including print and web advertising.
- Account 2380 funds printed projects, site selection materials, business retention packets and event invitations for economic development.
- Account 2391 provides funding for such memberships as with the Dublin Chamber of Commerce, TiE Ohio, Mid-Ohio Development Exchange, Columbus 2020, TechColumbus, Xceligent, etc.
- Account 2822 includes funds to support economic development programs including regional outreach, business appreciation, 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 employers at risk of moving from Dublin. This does not include companies renew leases without requesting 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.

| Year | EDAs | Jobs Retained | New Jobs |
|---|---|---|---|
| 2012 | 5 | 711 | 299 |
| 2011 | 12 | 638 | 970 |
| 2010 | 7 | 917 | 249 |
| 2009 | 7 | 541 | 372 |
| 2008 | 10 | 902 | 440 |
| 2007 | 9 | 110 | 937 |
| 2006 | 11 | 1097 | 610 |
| 2005 | 11 | 804 | 1,756 |
| 2004 | 9 | 478 | 530 |
| | **81** | **6,198** | **6,163** |

3) **City of Dublin (43017) Unemployment Rate** – *Civilian Labor Force data*

| | |
|---|---|
| **July 2013** | 5.1% |

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**

| | |
|---|---|
| **June 2013** | 14.9% |

Vacancy Stabilization 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 competitive. Anything consistently about 17% requires deeper analysis to understand if there is a great overall issue driving the high rate (a spike in new buildings added to inventory, aging buildings going empty, crime, unrealistic pricing, surrounding infrastructure problems, recent change in building values or taxes, recent and proximate new inventory competition, etc).

5) **Annual Number of Retention Visits Conducted**

| | |
|---|---|
| **FY 2012*** | 837 |

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.

## 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.

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Administrative Services | 1 | 0 |
| Administrative Specialist | 1 | 0 |
| **TOTAL** | **2** | **0** |
| **PART-TIME/SEASONAL STAFF** | | |
| Intern (1) | 1 | 0 |
| **TOTAL** | **1** | **0** |

**NOTES AND ADJUSTMENTS:**

While the Department of Administrative Services remains within the City's organization chart, the position of Director of Administrative Services has been reclassified to the Assistant City Manager position and serves in the Office of the City Manager. The Administrative Specialist position has been moved into the Office of the Public Service Director.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

| Office of the Director | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1910 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 171,291 | 177,050 | 177,050 | 177,050 | 0 |
| 2111 | Overtime Wages | 65 | 1,000 | 1,000 | 100 | 0 |
| 2112 | Other Wages | 3,732 | 5,000 | 5,000 | 5,000 | 0 |
| 2120 | Employee Benefits | 50,208 | 51,830 | 51,830 | 51,830 | 0 |
| | | 225,296 | 234,880 | 234,880 | 233,980 | 0 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 4,071 | 3,300 | 3,655 | 3,300 | 0 |
| 2211 | Meeting Expenses | 292 | 1,000 | 1,500 | 1,000 | 0 |
| 2320 | Communications | 34 | 200 | 200 | 200 | 0 |
| 2391 | Memberships/Subscriptions | -968 | 1,450 | 1,450 | 1,450 | 0 |
| 2410 | Office Supplies | 541 | 1,000 | 1,308 | 1,000 | 0 |
| 2420 | Operating Supplies | 1,389 | 1,000 | 1,000 | 1,000 | 0 |
| 2812 | Special Projects/Programs | 5,081 | 2,000 | 2,100 | 2,100 | 0 |
| | | 10,440 | 9,950 | 11,213 | 10,050 | 0 |
| TOTALS | | $235,736 | $244,830 | $246,093 | $244,030 | $0 |

**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, wireless access, the IBM iSeries Systems, all personal computers, printers, copiers, the citywide telephone system, mobile phones, mobile devices, 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Information Technology | 1 | 1 |
| Geographic Info Systems Administrator | 1 | 1 |
| Senior GIS Analyst (1) | 1 | 2 |
| GIS Analyst (1) | 1 | 0 |
| Support Services Administrator | 1 | 1 |
| Support Services Analyst | 2 | 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** | **13** | **13** |
| **PART-TIME/SEASONAL STAFF** | | |
| Intern (GIS) | 0 | 1 |
| Intern (Support Services) | 1 | 1 |
| **TOTAL** | **1** | **2** |

**NOTES AND ADJUSTMENTS:**

(1) – The GIS analyst upgrade to Senior GIS Analyst is currently under review by HR.

General Fund

Administrative Services

| Information Technology | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1920 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 849,972 | 946,600 | 943,950 | 935,000 | 966,900 |
| 2111 | Overtime Wages | 12,363 | 12,000 | 12,000 | 8,000 | 12,000 |
| 2112 | Other Wages | 14,482 | 12,770 | 12,770 | 11,000 | 25,540 |
| 2113 | Short Term Disability | 0 | 0 | 2,650 | 2,650 | 0 |
| 2120 | Employee Benefits | 296,656 | 324,500 | 324,500 | 315,000 | 303,125 |
| | | 1,173,473 | 1,295,870 | 1,295,870 | 1,271,650 | 1,307,565 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 25,008 | 29,270 | 29,270 | 25,000 | 28,420 |
| 2320 | Communications | 360,048 | 396,005 | 420,378 | 396,000 | 390,985 |
| 2330 | Rents/Leases | 91,071 | 91,030 | 92,389 | 91,030 | 68,520 |
| 2349 | Professional Services | 281,772 | 318,960 | 671,788 | 318,960 | 850,690 |
| 2351 | Maint. of Equipment | 683,534 | 700,000 | 744,007 | 700,000 | 700,000 |
| 2391 | Memberships/Subscriptions | 4,857 | 6,300 | 6,300 | 5,000 | 6,300 |
| 2410 | Office Supplies | 2,906 | 4,000 | 4,775 | 3,000 | 4,000 |
| 2420 | Operating Supplies | 96,358 | 87,000 | 87,171 | 87,000 | 95,000 |
| | | 1,545,554 | 1,632,565 | 2,056,078 | 1,625,990 | 2,143,915 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 948 | 1,000 | 1,000 | 1,000 | 1,000 |
| | | 948 | 1,000 | 1,000 | 1,000 | 1,000 |
| TOTALS | | $2,719,975 | $2,929,435 | $3,352,948 | $2,898,640 | $3,452,480 |

**BUDGET SUMMARY:**

**101-1920**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2201 provides funding for conferences and training including software conferences, training in network security and virtual servers, Sungard 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, Planning (Code Enforcement), Engineering, Facilities Management and Streets and Utilities.
- Account 2330 includes the rent and leasing of network rack and office space for the 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.
  Significant new projects for 2014 include the new Police Records / Dispatch / Mobile solution, and a new HR and Payroll system.
- 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, 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

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Court Administrator (1) | 1 | 1 |
| Community Justice Officer | 1 | 1 |
| Court Clerk (2) | 1 | 1 |
| Staff Assistant (3) | 1 | 1 |
| **TOTAL** | **4** | **4** |
| **PART-TIME/SASONAL STAFF** | | |
| Court Clerk (part-time) (4) | 1 | 1 |
| **TOTAL** | **1** | **1** |

**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) One Clerk position was vacated near the end of 2012 after publication of the 2013 Operating Budget. After review, the position was not re-filled as full-time but instead as a part-time position.
(3) Allocates seventy-five percent (75%) to Court Services and twenty-five percent (25%) to Records Management.
(4) Temporary part time position with possibility of permanent part time after review in one year.

General Fund

Administrative Services

Court Services

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1930 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 233,648 | 251,700 | 251,700 | 220,000 | 217,155 |
| 2111 | Overtime Wages | 1,347 | 2,500 | 2,500 | 1,000 | 2,500 |
| 2120 | Employee Benefits | 76,015 | 78,900 | 78,900 | 70,000 | 68,110 |
| | | 311,010 | 333,100 | 333,100 | 291,000 | 287,765 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 2,263 | 3,000 | 3,400 | 2,500 | 3,000 |
| 2320 | Communications | 2,554 | 3,000 | 4,750 | 3,000 | 3,000 |
| 2345 | Legal Services | 2,117 | 3,000 | 3,000 | 2,500 | 3,000 |
| 2349 | Professional Services | 52,485 | 76,000 | 79,975 | 76,000 | 81,500 |
| 2351 | Maint. of Equipment | 260 | 300 | 300 | 300 | 300 |
| 2390 | Misc Contractual Services | 2,884 | 6,000 | 6,030 | 6,000 | 6,000 |
| 2391 | Memberships/Subscriptions | 543 | 700 | 700 | 700 | 700 |
| 2410 | Office Supplies | 1,489 | 2,500 | 3,350 | 2,000 | 2,500 |
| 2420 | Operating Supplies | 3,886 | 4,500 | 4,500 | 4,500 | 8,000 |
| 2910 | Refunds | 0 | 50 | 50 | 50 | 50 |
| | | 68,481 | 99,050 | 106,055 | 97,550 | 108,050 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 0 | 0 | 0 | 10,000 |
| | | 0 | 0 | 0 | 0 | 10,000 |
| TOTALS | | $379,491 | $432,150 | $439,155 | $388,550 | $405,815 |

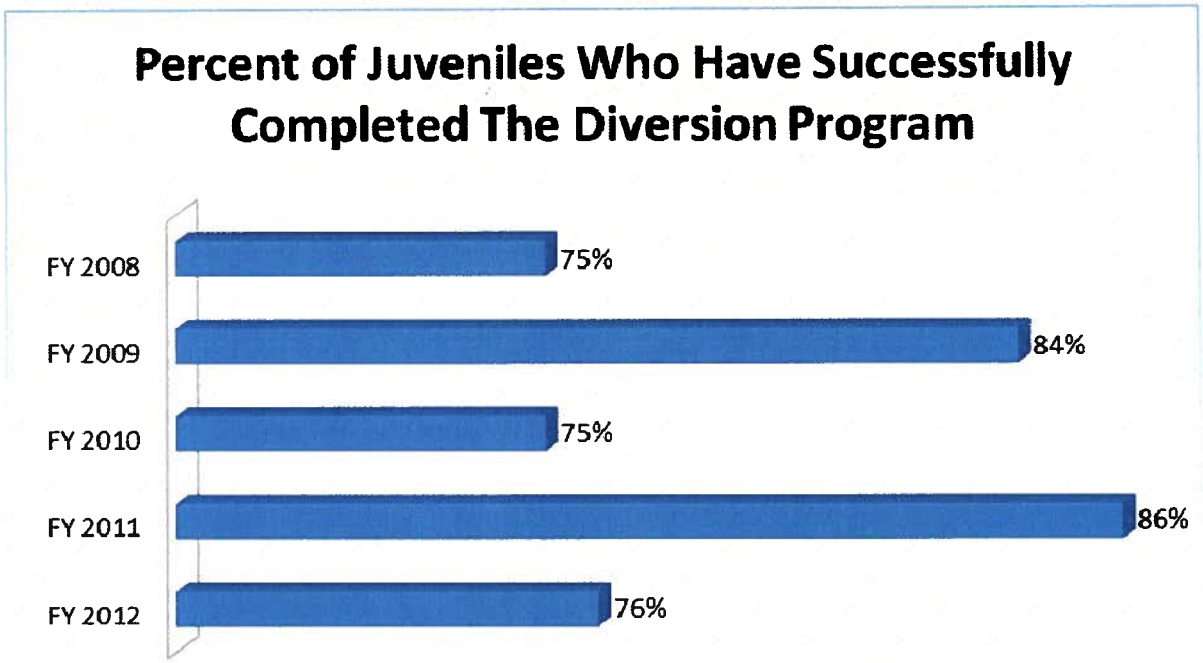
**BUDGET SUMMARY:**

**101-1930**

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2111 provides funding for overtime at special events only. Staff flexes 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.
- Account 2520 provides funding for a digital recording system to replace the current one in the Justice Center Courtroom.

**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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| (1) | | |

**NOTES AND ADJUSTMENTS:**

(1) The Court Administrator allocates fifty percent (50%) of their time to Records Management, and the Staff Assistant allocates twenty-five (25%) of their time to Records Management.

General Fund

Administrative Services

| Records Management | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1931 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 50,384 | 53,300 | 53,300 | 53,300 | 81,060 |
| 2111 | Overtime Wages | 280 | 250 | 250 | 250 | 0 |
| 2120 | Employee Benefits | 20,896 | 21,340 | 21,340 | 21,340 | 24,000 |
| | | 71,560 | 74,890 | 74,890 | 74,890 | 105,060 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 0 | 500 | 500 | 0 | 500 |
| 2349 | Professional Services | 23,810 | 40,000 | 55,000 | 30,000 | 40,000 |
| 2351 | Maint. of Equipment | 3,708 | 3,900 | 3,900 | 3,800 | 3,900 |
| 2390 | Misc Contractual Services | 5,526 | 7,500 | 8,986 | 7,500 | 6,000 |
| 2391 | Memberships/Subscriptions | 270 | 300 | 300 | 300 | 300 |
| 2410 | Office Supplies | 1,073 | 2,000 | 2,700 | 1,500 | 2,000 |
| | | 34,387 | 54,200 | 71,386 | 43,100 | 52,700 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 15,000 | 30,850 | 15,000 | 0 |
| | | 0 | 15,000 | 30,850 | 15,000 | 0 |
| TOTALS | | $105,947 | $144,090 | $177,126 | $132,990 | $157,760 |

**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 for microfilmed originals and historical paper documents, and on-site records destruction.

## PERFORMANCE MEASURES:

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

| | |
|---|---|
| **FY 2013*** | 100% |

**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 as well as potential liability 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Facilities Manager | 1 | 1 |
| Operations Administrator | 1 | 1 |
| Maintenance Crew Supervisor | 2 | 2 |
| Maintenance Worker | 4 | 4 |
| Custodians | 6 | 6 |
| Staff Assistant | 1 | 1 |
| **TOTAL** | **15** | **15** |
| **PART-TIME/SEASONAL STAFF** | | |
| Seasonal Maintenance Worker | 4 | 4 |
| **TOTAL** | **4** | **4** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

| Facilities Management | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-1940 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 825,705 | 853,800 | 849,900 | 849,900 | 865,435 |
| 2111 | Overtime Wages | 20,667 | 25,000 | 25,000 | 20,000 | 25,000 |
| 2112 | Other Wages | 76,265 | 59,400 | 59,400 | 50,000 | 59,900 |
| 2113 | Short Term Disability | 0 | 0 | 3,900 | 3,900 | 0 |
| 2120 | Employee Benefits | 310,778 | 317,150 | 317,150 | 310,000 | 315,795 |
| 2140 | Uniforms & Clothing | 12,659 | 11,600 | 11,898 | 11,600 | 11,600 |
| | | 1,246,074 | 1,266,950 | 1,267,248 | 1,245,400 | 1,277,730 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 3,025 | 6,300 | 10,350 | 3,500 | 7,100 |
| 2211 | Meeting Expenses | 0 | 250 | 280 | 250 | 250 |
| 2310 | Utilities | 359,430 | 430,000 | 535,819 | 410,000 | 430,000 |
| 2320 | Communications | 2,254 | 5,900 | 6,369 | 2,500 | 5,900 |
| 2330 | Rents/Leases | 4,592 | 4,000 | 4,000 | 4,000 | 4,000 |
| 2350 | Maint. of Facilities | 103,782 | 150,000 | 178,066 | 150,000 | 183,390 |
| 2390 | Misc Contractual Services | 176,907 | 222,900 | 280,547 | 222,900 | 222,900 |
| 2391 | Memberships/Subscriptions | 431 | 820 | 820 | 820 | 820 |
| 2410 | Office Supplies | 2,671 | 3,000 | 4,000 | 1,500 | 3,000 |
| 2420 | Operating Supplies | 133,941 | 134,500 | 152,805 | 134,500 | 134,500 |
| 2440 | Small Tools & Minor Equip | 3,315 | 4,300 | 7,235 | 4,300 | 7,300 |
| | | 790,348 | 961,970 | 1,180,291 | 934,270 | 999,160 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 2,166 | 3,000 | 3,000 | 3,000 | 48,500 |
| 2530 | Bldgs. & Other Structures | 0 | 0 | 0 | 0 | 0 |
| | | 2,166 | 3,000 | 3,000 | 3,000 | 48,500 |
| TOTALS | | $2,038,588 | $2,231,920 | $2,450,539 | $2,182,670 | $2,325,390 |

**BUDGET SUMMARY:**

**101-1940**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data.
- 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 who maintain restrooms and shelters in the parks during the spring and summer.
- Account 2201 provides funding for staff training and professional development. Increase in funds to train additional staff on maintaining the Compressed Natural Gas fuel site.
- 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 reflects transfer of responsibility for maintaining security cameras and door access system from the Information Technology Division.
- Account 2390 includes funding for preventive maintenance contracts for mechanical systems throughout City-owned facilities and cleaning services for carpet, resilient flooring and windows.
- Account 2420 includes funding for custodial and maintenance supplies.
- Account 2440 includes funding for maintenance tools and small custodial equipment.

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City of Dublin

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Volunteer Administrator | 1 | 1 |
| Administrative Assistant | 1 | 1 |
| **TOTAL** | **2** | **2** |
| **PART-TIME/SEASONAL STAFF** | | |
| Intern | 1 | 1 |
| **TOTAL** | **1** | **1** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Volunteer Resources

| Volunteer Resources | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 101-2010 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 121,692 | 123,800 | 123,800 | 123,800 | 129,190 |
| 2111 | Overtime Wages | 619 | 2,000 | 2,000 | 1,000 | 2,000 |
| 2112 | Other Wages | 4,955 | 8,800 | 8,800 | 7,000 | 8,800 |
| 2120 | Employee Benefits | 30,902 | 30,700 | 30,700 | 30,700 | 35,265 |
| | | 158,168 | 165,300 | 165,300 | 162,500 | 175,255 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 1,520 | 2,500 | 2,500 | 2,500 | 2,500 |
| 2211 | Meeting Expenses | 0 | 1,500 | 1,500 | 500 | 2,500 |
| 2330 | Rents/Leases | 0 | 1,000 | 1,000 | 0 | 1,000 |
| 2349 | Professional Services | 774 | 1,600 | 2,600 | 1,800 | 3,000 |
| 2370 | Advertising | 0 | 400 | 797 | 400 | 800 |
| 2380 | Printing & Reproductions | 3,924 | 5,000 | 4,000 | 4,000 | 5,000 |
| 2391 | Memberships/Subscriptions | 336 | 500 | 500 | 500 | 500 |
| 2410 | Office Supplies | 457 | 1,200 | 1,264 | 900 | 1,400 |
| 2420 | Operating Supplies | 254 | 1,600 | 1,700 | 800 | 5,200 |
| 2812 | Special Projects/Programs | 12,061 | 14,000 | 14,000 | 14,000 | 16,000 |
| | | 19,326 | 29,300 | 29,861 | 25,400 | 37,900 |
| TOTALS | | $177,494 | $194,600 | $195,161 | $187,900 | $213,155 |

## 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 necessary 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 2420 provides funding for operating supplies such as safety lights, protective gloves/goggles and first aid supplies, as well as a request for a City of Dublin identification badge maker machine for on and offsite usage.
- 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.

## PERFORMANCE MEASURES:

### 1) Dollar Value of a Volunteer Hour

| | |
|---|---|
| City of Dublin | Known City of Dublin volunteer hours per year average 43,000 |
| National value: $22.14 per hr* | $952,000 ($22.14 x 43,000 hrs) for Dublin, OH |
| State value: $19.23 per hr* | $826,890 ($19.23 x 43,000 hrs) for Dublin, OH |

**2013 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 $22.14 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 who, based on their current experience, will continue to volunteer

| | |
|---|---|
| 2013 Volunteer Resources Survey Responses* | 99% |

** Survey results as of September 2013*

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Director, Streets and Utilities (1) | 1 | 1 |
| Operations Administrator (2) | 1 | 1 |
| Maintenance Crew Supervisor (2) | 3 | 3 |
| Maintenance Worker | 11 | 13 |
| Administrative Assistant | 1 | 1 |
| Office Assistant II | 1 | 1 |
| Office Assistant I | 1 | 1 |
| **TOTAL** | **19** | **21** |
| **PART-TIME/SEASONAL STAFF** | | |
| Seasonal Maintenance Worker | 10 | 10 |
| **TOTAL** | **10** | **10** |

**NOTES AND ADJUSTMENTS:**

(1) The Director's wages are allocated fifty percent (50%) to this budget, twenty-five percent (25%) to Solid Waste and twenty-five percent (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.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Streets and Utilities

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 210-1320 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 1,120,405 | 1,148,100 | 1,097,350 | 1,097,350 | 1,301,050 |
| 2111 | Overtime Wages | 77,725 | 93,700 | 113,700 | 93,700 | 93,700 |
| 2112 | Other Wages | 136,806 | 175,000 | 175,000 | 140,000 | 200,140 |
| 2113 | Short Term Disability | 3,875 | 0 | 30,750 | 30,000 | 0 |
| 2120 | Employee Benefits | 460,139 | 466,320 | 466,320 | 466,320 | 514,935 |
| 2140 | Uniforms & Clothing | 19,744 | 14,090 | 16,843 | 14,090 | 18,365 |
| | | 1,818,694 | 1,897,210 | 1,899,963 | 1,841,460 | 2,128,190 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 3,207 | 11,595 | 14,955 | 6,000 | 9,650 |
| 2302 | Repair Services | 1,980 | 7,500 | 9,050 | 7,000 | 6,500 |
| 2320 | Communications | 0 | 50 | 50 | 0 | 0 |
| 2330 | Rents/Leases | 4,362 | 5,800 | 5,800 | 4,000 | 5,800 |
| 2349 | Other Professional Serv | 80,664 | 90,000 | 125,541 | 80,000 | 102,000 |
| 2351 | Maint. of Equipment | 1,841 | 3,000 | 3,000 | 2,000 | 1,000 |
| 2391 | Memberships/Subscriptions | 578 | 705 | 705 | 600 | 705 |
| 2410 | Office Supplies | 4,317 | 6,400 | 6,974 | 5,000 | 6,400 |
| 2420 | Operating Supplies | 36,428 | 64,500 | 78,237 | 45,000 | 66,500 |
| 2422 | Street Salt | 337,488 | 390,540 | 393,620 | 390,540 | 457,480 |
| 2428 | Special Events | 2,889 | 3,000 | 3,000 | 3,000 | 3,000 |
| 2440 | Small Tools & Minor Equip | 7,994 | 10,520 | 12,728 | 8,000 | 12,700 |
| | | 481,748 | 593,610 | 653,660 | 551,140 | 671,735 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 603 | 1,200 | 1,200 | 500 | 3,000 |
| | | 603 | 1,200 | 1,200 | 500 | 3,000 |
| TOTALS | | $2,301,045 | $2,492,020 | $2,554,823 | $2,393,100 | $2,802,925 |

**BUDGET SUMMARY:**

**210-1320**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2112 includes funding for seasonal staff.
- Account 2201 includes funding for training in the following areas: OSHA, vector control, equipment operation (forklift), Snow Conference in Cincinnati Oh, 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, 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 $49.22 per ton plus $4.00 per ton piling fee, 2,000 tons of enhanced salt at $60.83 per ton, and funding for calcium chloride and salt brine.
- Account 2440 includes funding for traffic control signage, small power tools and hand tools.
- Account 2520 provides funding for replacement of office chairs.

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City of Dublin

## Public Service / Engineering / Transportation Signage

**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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Maintenance Worker | 4 | 4 |
| **TOTAL** | **4** | **4** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Engineering

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 210-1330 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 239,247 | 243,100 | 240,100 | 240,100 | 246,350 |
| 2111 | Overtime Wages | 10,058 | 10,000 | 13,000 | 13,000 | 11,000 |
| 2120 | Employee Benefits | 82,864 | 80,300 | 80,300 | 80,300 | 85,175 |
| 2140 | Uniforms & Clothing | 3,771 | 4,250 | 4,250 | 3,800 | 4,250 |
| | | 335,940 | 337,650 | 337,650 | 337,200 | 346,775 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 2,861 | 1,000 | 1,000 | 1,000 | 800 |
| 2310 | Utilities | 21,310 | 25,750 | 32,216 | 25,750 | 26,000 |
| 2349 | Other Professional Serv | 114,838 | 125,000 | 125,000 | 115,000 | 125,000 |
| 2351 | Maint. of Equipment | 1,650 | 2,000 | 2,000 | 1,000 | 2,000 |
| 2420 | Operating Supplies | 1,513 | 10,000 | 10,000 | 2,500 | 5,000 |
| 2430 | Repair & Maintenance | 123,216 | 190,000 | 210,912 | 100,000 | 190,000 |
| 2440 | Small Tools & Minor Equip | 2,029 | 7,000 | 7,000 | 4,000 | 7,000 |
| 2441 | Signs | 92,136 | 139,000 | 139,000 | 110,000 | 135,000 |
| | | 359,553 | 499,750 | 527,128 | 359,250 | 490,800 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 49,101 | 22,250 | 22,250 | 22,250 | 25,000 |
| | | 49,101 | 22,250 | 22,250 | 22,250 | 25,000 |
| TOTALS | | $744,594 | $859,650 | $887,028 | $718,700 | $862,575 |

**BUDGET SUMMARY:**

**210-1330**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2201 provides funding for local training.
- Account 2310 provides funding for utilities for operation of traffic signals.
- Account 2349 provides funding for contracted long-line and short-line pavement marking services.
- Account 2430 provides funding for signal head replacements, 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 includes materials for 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

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 211-1330 | | | | | | |
| Other Expenses | | | | | | |
| 2310 | Utilities | 21,310 | 25,750 | 32,216 | 25,750 | 25,750 |
| 2349 | Other Professional Serv | 1,522 | 0 | 6,396 | 0 | 0 |
| | | 22,832 | 25,750 | 38,612 | 25,750 | 25,750 |
| Capital Outlay | | | | | | |
| 2550 | Street Maint. Projects | 0 | 250,000 | 250,000 | 0 | 805,000 |
| | | 0 | 250,000 | 250,000 | 0 | 805,000 |
| TOTALS | | $22,832 | $275,750 | $288,612 | $25,750 | $830,750 |

**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.

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City of Dublin

## 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Maintenance Worker | 1 | 1 |
| **TOTAL** | **1** | **1** |
| **PART-TIME/SEASONAL STAFF** | | |
| Seasonal Maintenance Worker | 2 | 2 |
| **TOTAL** | **2** | **2** |

Cemetery

Parks and Recreation

Cemetery Maintenance

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 212-1621 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 61,577 | 61,100 | 61,100 | 61,100 | 62,310 |
| 2111 | Overtime Wages | 4,652 | 5,000 | 5,000 | 5,000 | 5,000 |
| 2112 | Other Wages | 27,074 | 28,320 | 28,320 | 20,000 | 28,320 |
| 2120 | Employee Benefits | 35,134 | 33,750 | 33,750 | 33,750 | 29,895 |
| 2140 | Uniforms & Clothing | 1,018 | 2,125 | 2,125 | 1,100 | 2,100 |
| | | 129,455 | 130,295 | 130,295 | 120,950 | 127,625 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 55 | 0 | 0 | 0 | 1,000 |
| 2310 | Utilities | 951 | 930 | 930 | 930 | 930 |
| 2349 | Other Professional Serv | 0 | 1,000 | 1,000 | 1,000 | 1,000 |
| 2351 | Maint. of Equipment | 1,725 | 2,000 | 2,000 | 1,000 | 1,500 |
| 2380 | Printing and Reproduction | 0 | 500 | 500 | 0 | 500 |
| 2390 | Contractual Services | 5,057 | 6,750 | 10,850 | 3,000 | 6,750 |
| 2410 | Office Supplies | 0 | 300 | 300 | 100 | 300 |
| 2430 | Repair & Maintenance | 1,646 | 10,200 | 10,200 | 6,000 | 6,200 |
| | | 9,434 | 21,680 | 25,780 | 12,030 | 18,180 |
| Capital Outlay | | | | | | |
| 2510 | Land & Land Improvements | 10,976 | 33,400 | 43,355 | 15,000 | 64,500 |
| 2520 | Equipment & Furniture | 1,107 | 0 | 0 | 0 | 0 |
| | | 12,083 | 33,400 | 43,355 | 15,000 | 64,500 |
| TOTALS | | $150,972 | $185,375 | $199,430 | $147,980 | $210,305 |

## 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 funding for arborist work.
- Account 2430 includes funding for footers for monuments, grass seed, concrete, topsoil, and fertilizers. It also includes $2,000 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. In 2014 it also includes $50,000 for an 81 niche columbarium.

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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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 (2) | 1 | 3 |
| Open Gym & Sports Programs | 3 | 3 |
| Special Events | .25 | .25 |
| Pre-School / Youth Camps (2) | 15 | 15.5 |
| Pre-School / Youth Programs | .50 | .50 |
| Teen Camps | 3.25 | 3.25 |
| Teen Programs / Lounge | 1.75 | 1.75 |
| Adult Programs | .25 | .25 |
| Senior Programs / Program Assistants | .75 | .75 |
| Special Needs | 1 | 1 |
| **TOTAL** | **30 FTE** | **32.5 FTE** |

*FTE – full-time equivalent rounded to the nearest quarter

**NOTES AND ADJUSTMENTS:**

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

(2) Increase to the FTE's allocated for recreation Intern positions inadvertently not included in 2013. The remaining .5 FTE additions are to accommodate an additional week of summer camp program based on the Dublin City Schools' 2014 schedule.

Recreation

Parks and Recreation

| Recreation | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 213-1630 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 434,978 | 517,000 | 555,000 | 555,000 | 589,470 |
| 2111 | Overtime Wages | 28,889 | 3,000 | 3,000 | 3,000 | 3,000 |
| 2112 | Other Wages | 495,595 | 590,000 | 590,000 | 500,000 | 550,000 |
| 2113 | Short Term Disability | 3,781 | 0 | 8,800 | 6,500 | 0 |
| 2120 | Employee Benefits | 247,364 | 269,210 | 290,000 | 290,000 | 285,495 |
| 2140 | Uniforms & Clothing | 7,961 | 13,570 | 13,690 | 12,000 | 12,450 |
| | | 1,218,568 | 1,392,780 | 1,460,490 | 1,366,500 | 1,440,415 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 7,086 | 7,000 | 7,000 | 7,000 | 7,060 |
| 2320 | Communications | 2,252 | 9,060 | 9,060 | 3,000 | 9,060 |
| 2330 | Rents/Leases | 102,100 | 105,710 | 117,531 | 100,000 | 135,845 |
| 2349 | Other Professional Serv | 249,288 | 318,130 | 351,196 | 300,000 | 324,650 |
| 2351 | Maint. of Equipment | 0 | 1,000 | 1,000 | 200 | 1,000 |
| 2370 | Advertising | 0 | 850 | 1,350 | 0 | 850 |
| 2380 | Printing & Reproductions | 31,698 | 22,500 | 23,161 | 15,000 | 32,500 |
| 2390 | Misc Contractual Services | 35,419 | 36,000 | 36,000 | 36,000 | 36,000 |
| 2391 | Memberships/Subscriptions | 2,177 | 4,480 | 4,480 | 2,200 | 4,410 |
| 2410 | Office Supplies | 11,443 | 14,160 | 14,816 | 8,000 | 14,160 |
| 2420 | Operating Supplies | 86,332 | 78,480 | 84,116 | 70,000 | 77,505 |
| 2442 | Sports Equipment | 2,553 | 12,900 | 13,700 | 12,900 | 11,000 |
| 2840 | Special Events | 797 | 700 | 800 | 800 | 800 |
| 2841 | Sr. Citizens Activities | 24,286 | 28,655 | 30,423 | 25,000 | 28,655 |
| 2842 | Sports Leagues | 45,800 | 54,180 | 66,639 | 48,000 | 56,440 |
| 2910 | Refunds | 62,768 | 60,000 | 60,000 | 60,000 | 60,000 |
| | | 663,999 | 753,805 | 821,272 | 688,100 | 799,935 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 7,025 | 13,000 | 13,300 | 7,000 | 2,000 |
| | | 7,025 | 13,000 | 13,300 | 7,000 | 2,000 |
| TOTALS | | $1,889,592 | $2,159,585 | $2,295,062 | $2,061,600 | $2,242,350 |

**BUDGET SUMMARY:**

**213-1630**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 provides funding for seasonal staff wages, and includes a funding increase to accommodate an additional week of Wyandott summer camp – adjusted to accommodate 2014 Dublin City Schools' schedule.
- Account 2320 provides funding for paper and ink for plotter, senior newsletter, and postage.
- Account 2330 provides funding for rental of camp facilities from Dublin City Schools, passenger bus rentals for senior programs, and mail and copy machine rentals.
- Account 2349 includes an increase for additional preschool sports programs, and anticipated increase in costs for planned field trips for summer camp. All additional costs will be offset by additional revenue through fees collected.
- Account 2380 includes funding for the Healthy (Recreation Services Activities and Programs) Brochure (split between this budget and the Community Recreation Center budget) and will include additional pages for the Dublin Schools community education programs.
- 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 2842 includes funding for league officials, and for the revenue split with Dublin City Schools for use of tennis courts for tennis league.
- Account 2520 includes funding for replacements of senior lounge and teen lounge furniture.

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City of Dublin

## 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 |
| Administrative Assistant | 1 | 1 |
| **TOTAL** | **15** (1) | **15** (1) |
| **PART-TIME/SEASONAL STAFF** | | |
| Wellness Intern (2) | 1 | 0 |
| Reservation Facility Workers | 3 | 3 |
| Fitness/Wellness | 10 | 10 |
| Aquatics | 20.75 | 20 |
| Babysitters | 5.5 | 5.5 |
| Wee Folk Room Front Desk | 1.5 | 1.5 |
| Head Front Desk | 6 | 6 |
| Theater Staff | 1 | 1 |
| Manager on Duty | 1.25 | 1 |
| **TOTAL** | **50 FTE** | **48 FTE** |

*FTE – full-time equivalent rounded to the nearest quarter

**NOTES AND ADJUSTMENTS:**

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

(2) A Wellness Coordinator position is allocated twenty-five percent (25%) to this budget and seventy-five percent (75%) to the Employee Benefits Self Insurance Fund. The Wellness Intern position is removed.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Parks and Recreation

| Community Recreation Ctr | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 213-1631 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 755,441 | 782,600 | 777,500 | 700,000 | 719,575 |
| 2111 | Overtime Wages | 8,105 | 6,000 | 6,000 | 6,000 | 4,500 |
| 2112 | Other Wages | 1,168,099 | 1,277,190 | 1,277,190 | 1,200,000 | 1,228,915 |
| 2113 | Short Term Disability | 6,988 | 0 | 5,100 | 5,000 | 0 |
| 2120 | Employee Benefits | 464,597 | 489,325 | 489,325 | 470,000 | 499,360 |
| 2140 | Uniforms & Clothing | 8,253 | 7,330 | 8,148 | 6,000 | 7,830 |
| | | 2,411,483 | 2,562,445 | 2,563,263 | 2,387,000 | 2,460,180 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 24,109 | 32,070 | 38,618 | 25,000 | 37,680 |
| 2310 | Utilities | 420,563 | 612,750 | 682,129 | 525,000 | 500,000 |
| 2320 | Communications | 441 | 12,200 | 12,200 | 10,000 | 12,200 |
| 2330 | Rents/Leases | 6,220 | 11,200 | 12,650 | 6,000 | 11,300 |
| 2349 | Other Professional Serv | 205,012 | 211,800 | 286,804 | 211,800 | 236,015 |
| 2351 | Maint. of Equipment | 0 | 5,250 | 5,250 | 2,500 | 6,000 |
| 2370 | Advertising | 12,089 | 15,000 | 22,181 | 13,000 | 15,000 |
| 2380 | Printing & Reproductions | 22,129 | 36,500 | 73,465 | 50,000 | 39,000 |
| 2390 | Misc Contractual Services | 41,928 | 42,650 | 43,678 | 42,650 | 42,800 |
| 2391 | Memberships/Subscriptions | 4,752 | 4,870 | 4,870 | 4,870 | 4,615 |
| 2410 | Office Supplies | 5,013 | 20,000 | 26,892 | 12,000 | 20,000 |
| 2420 | Operating Supplies | 24,239 | 31,860 | 37,226 | 22,000 | 31,110 |
| 2425 | Merchandise for resale | 3,912 | 3,000 | 3,998 | 3,000 | 3,000 |
| 2426 | Program Supplies | 30,278 | 44,150 | 51,824 | 35,000 | 44,105 |
| 2430 | Repair & Maintenance | 39,757 | 48,200 | 50,400 | 25,000 | 49,750 |
| 2440 | Small Tools & Minor Equip | 437 | 2,250 | 2,250 | 1,000 | 2,250 |
| 2442 | Sports Equipment | 52,260 | 71,875 | 75,700 | 60,000 | 81,325 |
| 2910 | Refunds | 30,470 | 40,000 | 40,000 | 35,000 | 40,000 |
| | | 923,609 | 1,245,625 | 1,470,135 | 1,083,820 | 1,176,150 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 42,902 | 19,450 | 21,457 | 19,450 | 71,450 |
| | | 42,902 | 19,450 | 21,457 | 19,450 | 71,450 |
| TOTALS | | $3,377,994 | $3,827,520 | $4,054,855 | $3,490,270 | $3,707,780 |

**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 adjustments (reduction) to the funding for lifeguards based on trend spending analysis conducted this year. Reduction to the DCRC Manager on Duty position due to adjustments made to coverage between the Pool Manager (morning shift) and MOD schedule. Funding also included for additional hours for the reservation assistant to implement the proposed athletic field use policy.
- Account 2201 includes an increase to fund full lifeguard certification (required every other year) for existing staff and additional swim team coach travel for anticipated swim meets. All additional swim coach travel costs will be recovered through increased revenue for swim team participation fees.
- 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 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 2349 includes additional funding for payment for USA Swimming fees and all meet fees paid by participants in the indoor swim team program. Additional funding will be offset by fees collected by participants.
- Account 2330 includes funding for rental of a postage machine and copier and rental of a 50 meter pool for the Community Swim Team.
- Account 2380 includes funding for the Healthy (Recreation Services Activities and Programs) Brochure (split between this budget and the Community Recreation Center budget) and will include additional pages for the Dublin Schools community education programs.
- 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 2420 provides funding for operating supplies such as pool chlorine, first aid supplies, and theater operating supplies.
- Account 2426 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals. Funding reflects a decrease in program supplies due to investments in re-usable training textbooks in 2013.
- Account 2442 provides funding to replace heavily used fitness equipment, per the rotation schedule of equipment. All equipment being replaced will be placed into service at other employee fitness rooms and/or posted online for resale through GovDeals.
- Account 2520 includes funding to replace theater lighting, leisure pool deck furniture, provide an oven for the Amberleigh Pavilion, and replace the Community Hall chairs and tables, which are 13 years old and are failing.

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City of Dublin

## 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Maintenance Crew Supervisor | 1 | 1 |
| Maintenance Worker | 3 | 3 |
| Custodians | 6 | 6 |
| **TOTAL** | **10** | **10** |
| **PART-TIME/SEASONAL STAFF** | | |
| Seasonal Maintenance Worker | 0 | 0 |
| **TOTAL** | **0** | **0** |

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Administrative Services

Facilities Management

| 213-1940 | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 511,306 | 515,450 | 515,450 | 515,450 | 541,235 |
| 2111 | Overtime Wages | 10,788 | 15,000 | 15,000 | 10,000 | 13,000 |
| 2112 | Other Wages | 7,666 | 0 | 0 | 0 | 0 |
| 2120 | Employee Benefits | 238,367 | 291,320 | 291,320 | 250,000 | 254,035 |
| 2140 | Uniforms & Clothing | 9,803 | 8,000 | 8,987 | 8,000 | 8,000 |
| | | 777,930 | 829,770 | 830,757 | 783,450 | 816,270 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 63 | 1,700 | 1,700 | 100 | 1,700 |
| 2211 | Meeting Expenses | 0 | 350 | 350 | 0 | 350 |
| 2330 | Rents/Leases | 2,025 | 1,500 | 2,000 | 1,500 | 1,500 |
| 2350 | Maint. of Equipment | 64,289 | 70,250 | 81,755 | 60,000 | 79,750 |
| 2390 | Misc Contractual Services | 206,367 | 288,100 | 340,742 | 220,000 | 288,100 |
| 2420 | Operating Supplies | 64,902 | 95,000 | 108,330 | 70,000 | 95,000 |
| 2440 | Small Tools & Minor Equip | 0 | 1,800 | 3,000 | 1,800 | 1,800 |
| | | 337,646 | 458,700 | 537,877 | 353,400 | 468,200 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 40,000 | 40,000 | 40,000 | 0 |
| 2530 | Bldgs. & Other Structures | 273,940 | 332,500 | 482,082 | 480,000 | 444,000 |
| | | 273,940 | 372,500 | 522,082 | 520,000 | 444,000 |
| TOTALS | | $1,389,516 | $1,660,970 | $1,890,716 | $1,656,850 | $1,728,470 |

## BUDGET SUMMARY:

### 213-1940

- Account 2110 provides funding for full-time staffing as reflected in the Personnel Data.
- 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 staff wages.
- Account 2350 includes funding for ongoing general maintenance and repair of the Community Recreation Center (DCRC) as well as HVAC and related equipment repairs. Additional funding reflects transfer of responsibility from Information Technology to this budget for maintaining security cameras and door access systems.
- Account 2390 includes funding for preventive maintenance services, technical maintenance services, duct work cleaning, drain cleaning and contract cleaning services.
- Account 2420 provides funding for custodial supplies, light bulbs, filters, paints and other miscellaneous supplies to maintain the facility.
- Account 2440 provides funding for small hand tools.
- Account 2530 provides funding to replace the hot water storage tanks, painting the gymnasium, installing new flooring in the fitness area and Leisure pool, updating some of the electrical equipment and other renovations.

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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, community impact unit, bicycle and motorcycle patrol, and the K-9 and reserve officer programs. 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 office programs), neighborhood watch, field training, and special events. Technical Services includes the communications center, records, property room, accreditation and training, court liaison, technology support and accounting budgeting and clerical support. The primary responsibilities of the Support Services and Technical Services bureaus are to provide the required support for all of the Division 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 provide a high level of customer service to the community
- To enhance the quality of life in the community
- To provide a high level of leadership and advanced training for staff
- To increase proactive policing methods in an effort to reduce the incidence of crime
- To reduce the community's traffic crash rate
- To develop further partnerships with the community entities in furtherance of our efforts to reduce crime
- To respond effectively to neighborhood traffic and crime concerns

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Chief of Police | 1 | 1 |
| Police Lieutenant | 2 | 2 |
| Civilian Bureau Commander | 1 | 1 |
| Police Sergeant | 6 | 6 |
| Police Corporal | 6 | 6 |
| Police Officer | 51 | 51 |
| Emergency Management Coordinator/Law Enforcement Planner | 1 | 1 |
| Civilian Accreditation Manager | 1 | 1 |
| Administrative Specialist | 1 | 1 |
| Staff Assistant | 1 | 1 |
| Office Assistant II (1) | 3 | 4 |
| Office Assistant I (1) | 1 | 0 |
| Police Property Technician | 1 | 1 |
| Communications Technician (3) | 13 | 18 |
| Communications Supervisor (3) | 2 | 3 |
| **TOTAL** | **91** | **97** |
| **PART-TIME/SEASONAL STAFF** | | |
| Civilian Court Liaison (2) | 1 | 0 |
| **TOTAL** | **1** | **0** |

**NOTES AND ADJUSTMENTS:**
(1) Upgrade one Office Assistant I position to an Office Assistant II position.
(2) Remove the part-time Court Liaison position.
(3) Staff increases due to other agency dispatching agreements.

Safety

Safety

Police

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 214-1820 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 6,744,547 | 7,244,740 | 7,243,340 | 7,100,000 | 6,623,725 |
| 2111 | Overtime Wages | 371,428 | 332,010 | 332,010 | 332,010 | 306,700 |
| 2112 | Other Wages | 11,307 | 0 | 0 | 0 | 0 |
| 2113 | Short Term Disability | 0 | 0 | 1,400 | 1,400 | 0 |
| 2120 | Employee Benefits | 2,633,626 | 2,831,590 | 2,831,590 | 2,700,000 | 2,431,270 |
| 2140 | Uniforms & Clothing | 96,680 | 154,040 | 172,624 | 105,000 | 173,350 |
| | | 9,857,588 | 10,562,380 | 10,580,964 | 10,238,410 | 9,535,045 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 80,306 | 104,200 | 108,675 | 75,000 | 102,250 |
| 2211 | Meeting Expenses | 6,691 | 6,000 | 6,388 | 4,000 | 11,000 |
| 2213 | Seminar Expenses | 0 | 500 | 500 | 100 | 2,000 |
| 2301 | County Auditor Deductions | 8,478 | 8,500 | 8,500 | 8,500 | 8,500 |
| 2320 | Communications | 72,971 | 85,300 | 85,889 | 85,300 | 78,500 |
| 2330 | Rents/Leases | 10,036 | 2,000 | 2,754 | 2,000 | 2,250 |
| 2349 | Other Professional Serv | 11,218 | 16,000 | 19,802 | 16,000 | 16,000 |
| 2351 | Maint. of Equipment | 101,830 | 119,000 | 128,267 | 95,000 | 93,000 |
| 2390 | Contractual Services | 16,974 | 38,695 | 40,221 | 20,000 | 39,240 |
| 2391 | Memberships/Subscriptions | 50,261 | 65,475 | 65,865 | 55,000 | 60,530 |
| 2410 | Office Supplies | 15,556 | 20,500 | 24,029 | 16,000 | 21,800 |
| 2420 | Operating Supplies | 46,718 | 67,600 | 80,559 | 50,000 | 71,150 |
| 2851 | DARE Program | 8,045 | 11,200 | 15,325 | 10,000 | 8,500 |
| 2910 | Refunds | 0 | 500 | 500 | 0 | 500 |
| | | 429,084 | 545,470 | 587,274 | 436,900 | 515,220 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 9,328 | 31,700 | 31,700 | 15,000 | 58,300 |
| | | 9,328 | 31,700 | 31,700 | 15,000 | 58,300 |
| TOTALS | | $10,296,000 | $11,139,550 | $11,199,938 | $10,690,310 | $10,108,565 |

Safety

Safety

Communication

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 214-1821 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 0 | 0 | 0 | 0 | 1,268,380 |
| 2111 | Overtime Wages | 0 | 0 | 0 | 0 | 65,000 |
| 2120 | Employee Benefits | 0 | 0 | 0 | 0 | 494,980 |
| 2140 | Uniforms & Clothing | 0 | 0 | 0 | 0 | 8,000 |
| | | 0 | 0 | 0 | 0 | 1,836,360 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 0 | 0 | 0 | 0 | 16,500 |
| 2320 | Communications | 0 | 0 | 0 | 0 | 4,000 |
| 2351 | Maint. of Equipment | 0 | 0 | 0 | 0 | 50,150 |
| 2391 | Memberships/Subscriptions | 0 | 0 | 0 | 0 | 3,700 |
| 2410 | Office Supplies | 0 | 0 | 0 | 0 | 3,000 |
| 2420 | Operating Supplies | 0 | 0 | 0 | 0 | 1,000 |
| | | 0 | 0 | 0 | 0 | 78,350 |
| TOTALS | | $0 | $0 | $0 | $0 | $1,914,710 |

**BUDGET SUMMARY:**

**214-1820**

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments (excluding Communications Technicians and Communication Supervisors).
- Account 2111 provides funding for overtime for authorized sworn personnel and for support services for City special events.
- 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.
- Account 2201 includes funding for career development mandatory and optional training, and advanced training opportunities for police personnel.
- Account 2211 includes funds for awards presentation expenses, team meetings, CALEA meeting expenses, 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 expenses for arrestees; 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 contractual services including private security for magnetometers (car washes, towing, leads online).
- Account 2391 includes funds for various professional memberships/subscriptions for law enforcement personnel.
- Account 24-10 includes funding for miscellaneous office supplies, accreditation and recruiting supplies.
- Account 2420 includes funding for equipment, ammunition, jail supplies, range supplies, canine food and supplies, and other miscellaneous operating supplies that are needed.
- Account 2851 includes funding for all DARE related supplies and activities.
- Account 2520 includes funding for equipment for motorcycles, equipment for the emergency operations center and miscellaneous equipment for the community impact unit and community service officers and miscellaneous furniture replacement.

**214-1821**

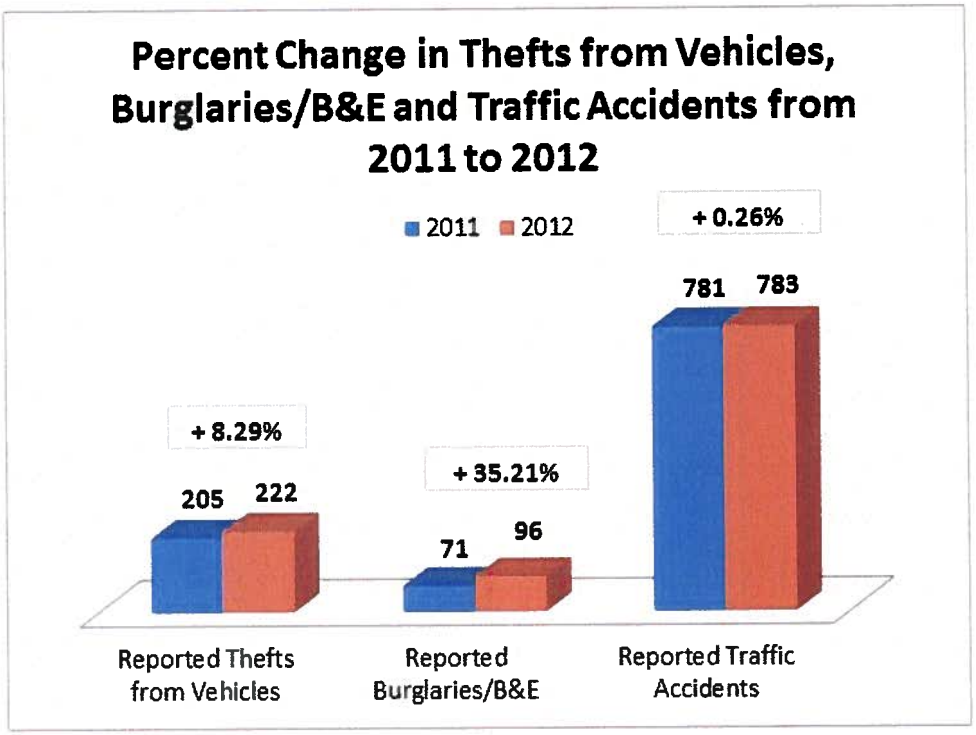
- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments for Communications Technicians and Communication Supervisors only.
- Account 2111 provides funding for overtime for Communications staff.
- Account 2140 provides funding for uniforms and dry cleaning as provided for in the negotiated contract and also includes funds for uniform replacements and uniforms for new personnel.
- Account 2201 includes funding for career development and training.
- Account 2351 provides for funding maintenance of E911 equipment, CAD multi-jurisdictional maintenance, and LEADS service agreement.
- Account 2391 provides funding for professional memberships and a language line subscription.

**PERFORMANCE MEASURES:**

1) **Percent Change in the Number of Reported Thefts from Vehicles (2011 to 2012)**

2) **Percent Change in the Number of Reported Burglaries/B&E (2011 to 2012)**

3) **Percent Change in the Number of Reported Traffic Accidents (2011 to 2012)**

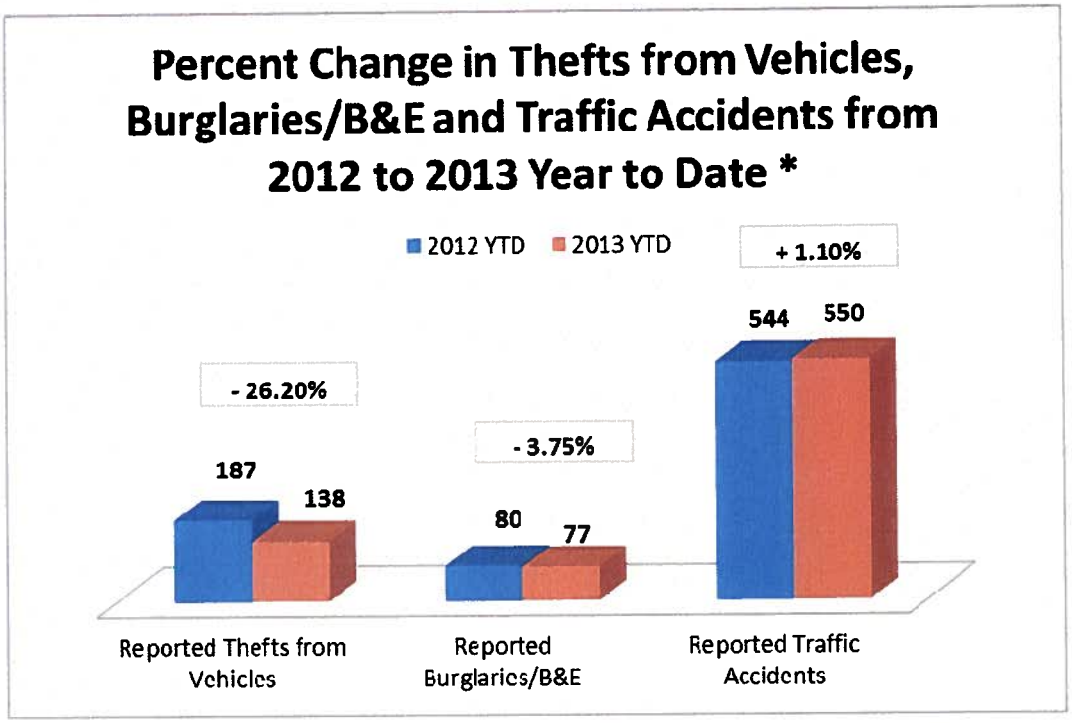



The Division of Police collects statistical data on burglaries/breaking & entering, thefts from vehicles, and traffic crashes as part of its annual division goals. The goal measurement is to reduce these categories of crime and disorder. These goals and categories were identified as a result of an extensive 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.

4) **Percent Change in the Number of Reported Thefts from Vehicles (2012 to 2013 year to date)**

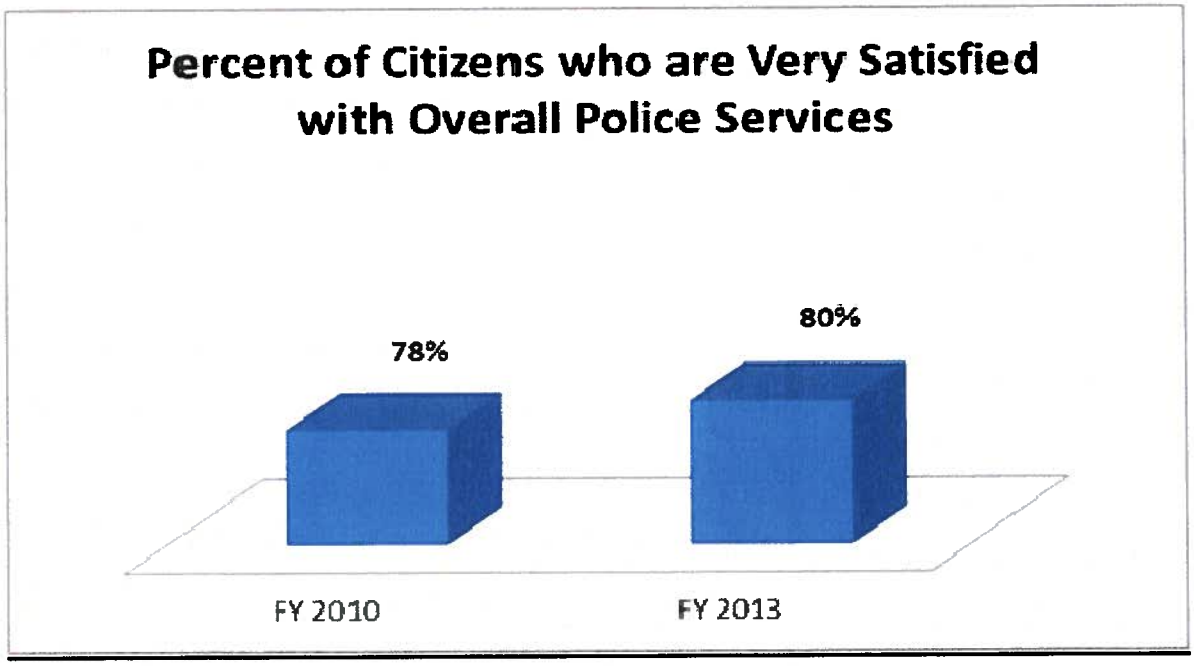
5) **Percent Change in the Number of Reported Burglaries/B&E (2012 to 2013 year to date)**

6) **Percent Change in the Number of Reported Traffic Accidents (2012 to 2013 year to date)**




*January 1 - September 30

**7) Percent of Citizens who are Very Satisfied with Overall Police Services (2013 Dublin Police 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.

## 2014 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| **PART-TIME/SEASONAL STAFF** | | |
| Pool Manager | 4.25 | **4.5** |
| Concession Manager | .75 | **.75** |
| Assistant Concession Manager | 2.75 | **2.75** |
| Pool Lifeguard | 38.75 | **39.5** |
| Desk Staff/Concession Staff | 13.5 | **13.75** |
| Swim Team Coaches | 3.75 | **3.75** |
| Swim Instructors | .25 | **.25** |
| **TOTAL** | **64 FTE** | **65.25 FTE** |

*FTE – full-time equivalent hours rounded to the nearest quarter

**NOTES AND ADJUSTMENTS:**

1. A portion of full-time staffing costs are allocated to this budget: Director of Recreation is five percent (5%), Recreation Program Coordinator is five percent (5%), Recreation Services Administrator is thirty percent (30%), Recreation Program Supervisor is thirty percent (30%), and Recreation Program Coordinator is thirty percent (30%).

2. Increase in the number of part time FTE's based on additional hours of operation due to the Dublin City School Schedule.

Pool

Parks and Recreation

| Recreation | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 215-1630 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 53,881 | 58,900 | 58,900 | 58,900 | 76,095 |
| 2111 | Overtime Wages | 1,463 | 500 | 1,500 | 1,500 | 500 |
| 2112 | Other Wages | 344,247 | 382,270 | 382,270 | 350,000 | 407,270 |
| 2113 | Short Term Disability | 91 | 0 | 0 | 0 | 0 |
| 2120 | Employee Benefits | 75,031 | 79,400 | 79,400 | 76,000 | 85,610 |
| 2140 | Uniforms & Clothing | 8,743 | 10,000 | 10,100 | 10,100 | 10,000 |
| | | 483,456 | 531,070 | 532,170 | 496,500 | 579,475 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 509 | 980 | 980 | 400 | 980 |
| 2310 | Utilities | 124,777 | 154,500 | 190,722 | 125,000 | 158,000 |
| 2320 | Communications | 0 | 200 | 200 | 0 | 200 |
| 2349 | Other Professional Serv | 685 | 700 | 800 | 800 | 730 |
| 2390 | Misc Contractual Services | 2,601 | 4,400 | 4,400 | 3,000 | 4,400 |
| 2391 | Memberships/Subscriptions | 1,050 | 1,060 | 860 | 860 | 1,200 |
| 2410 | Office Supplies | 40 | 1,000 | 1,000 | 100 | 1,000 |
| 2420 | Operating Supplies | 3,452 | 6,600 | 6,600 | 4,000 | 6,000 |
| 2423 | Concessions | 49,964 | 50,000 | 55,574 | 50,000 | 50,000 |
| 2424 | Pool Supplies/Chemicals | 14,037 | 21,500 | 33,463 | 15,000 | 21,500 |
| 2426 | Program Supplies | 576 | 3,050 | 3,050 | 1,500 | 3,050 |
| 2430 | Repair & Maintenance | 35,466 | 51,000 | 66,899 | 40,000 | 56,000 |
| 2910 | Refunds | 0 | 1,500 | 1,500 | 1,500 | 1,500 |
| | | 233,157 | 296,490 | 366,048 | 242,160 | 304,560 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 27,059 | 34,000 | 38,488 | 34,000 | 18,500 |
| | | 27,059 | 34,000 | 38,488 | 34,000 | 18,500 |
| TOTALS | | $743,672 | $861,560 | $936,706 | $772,660 | $902,535 |

**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. Increase in funding is based on the additional hours of operations anticipated for 2014. Additional funding is also included for the Dolphin Swim Team program, to be offset by additional revenue collected by participation fees.
- 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 an increase in funding for North Pool slide tower and diving board tower painting.
- Account 2520 includes reduction adjustment due to one-time purchase of new chaise lounge chairs purchased in 2013. Additional funding is included for new pool chair lift as required by the American Disabilities Act (ADA.)

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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.

Permissive Tax

Public Service

| Engineering | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 216-1330 | | | | | | |
| Capital Outlay | | | | | | |
| 2550 | Street Maintenance Projects | 1,540,696 | 867,000 | 1,007,902 | 357,000 | 167,000 |
| 2791 | Advances (1) | 0 | 0 | 0 | 510,000 | 0 |
| TOTALS | | $1,540,696 | $867,000 | $1,007,902 | $867,000 | $167,000 |

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

**BUDGET SUMMARY**:

**216-1330**

- 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.

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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 2014, 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Event Manager | 1 | 1 |
| Event Administrator | 2 | 2 |
| Event Coordinator (1) | 0 | 1 |
| Staff Assistant | 2 | 2 |
| **TOTAL** | **5** | **6** |
| | | |
| **PART-TIME/SEASONAL STAFF** | | |
| Event Assistants (1) | 3 | 2 |
| Office Assistant I | 1 | 1 |
| **TOTAL** | **4** | **3** |

**Notes and Adjustments:**

(1) Move one part-time Events Assistant position to a full-time Events Coordinator position.

Hotel/Motel Tax

City Manager

| Events Administration | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 217-1130 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 316,863 | 330,700 | 330,700 | 330,700 | 378,660 |
| 2111 | Overtime Wages | 15,762 | 15,500 | 20,500 | 15,500 | 19,000 |
| 2112 | Other Wages | 54,651 | 80,000 | 75,000 | 75,000 | 60,000 |
| 2120 | Employee Benefits | 111,434 | 116,040 | 116,040 | 116,040 | 150,720 |
| 2140 | Uniforms & Clothing | 729 | 1,000 | 1,000 | 750 | 750 |
| | | 499,439 | 543,240 | 543,240 | 537,990 | 609,130 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 5,137 | 5,650 | 5,650 | 4,000 | 9,050 |
| 2211 | Meeting Expenses | 1,481 | 1,450 | 1,850 | 1,450 | 1,750 |
| 2320 | Communications | 3,286 | 3,300 | 3,300 | 3,300 | 3,300 |
| 2349 | Other Professional Serv | 1,459,178 | 1,586,000 | 1,586,000 | 1,586,000 | 1,667,050 |
| 2370 | Advertising | 67,690 | 72,000 | 72,000 | 65,000 | 73,000 |
| 2380 | Printing & Reproductions | 15,221 | 31,450 | 25,700 | 15,000 | 25,150 |
| 2390 | Misc Contractual Services | 4,894 | 4,500 | 5,300 | 4,500 | 4,500 |
| 2391 | Memberships/Subscriptions | 2,813 | 2,640 | 2,640 | 2,500 | 2,700 |
| 2410 | Office Supplies | 5,387 | 5,500 | 5,500 | 5,000 | 6,550 |
| 2420 | Operating Supplies | 256,658 | 265,250 | 300,000 | 300,000 | 320,100 |
| 2440 | Small Tools & Minor Equip | 1,923 | 1,200 | 1,200 | 1,000 | 5,200 |
| 2812 | Special Projects/Programs | 42,566 | 34,450 | 34,450 | 34,450 | 9,250 |
| 2813 | Promotional Programs | 102,173 | 128,600 | 128,600 | 128,600 | 4,400 |
| 2815 | Volunteer Program | 19,146 | 20,650 | 20,650 | 20,650 | 22,450 |
| 2910 | Refunds | 911 | 200 | 5,500 | 200 | 200 |
| | | 1,988,464 | 2,162,840 | 2,198,340 | 2,171,650 | 2,154,650 |
| TOTALS | | $2,487,903 | $2,706,080 | $2,741,580 | $2,709,640 | $2,763,780 |

**Hotel/Motel Tax**

| | | 2011 Actual | 2012 Budget | 2012 Revised Budget | 2012 Estimate | 2013 Budget |
|---|---|---|---|---|---|---|
| **Accounting & Auditing** | | | | | | |
| 217-1220 | | | | | | |
| 2390 | Misc Contractual Services | 2,850 | 3,000 | 3,000 | 3,000 | 3,000 |
| **Streets & Utilities** | | | | | | |
| 217-1320 | | | | | | |
| 2420 | Operating Supplies | 12,170 | 20,950 | 24,980 | 20,950 | 26,000 |
| **Parks & Open Space** | | | | | | |
| 217-1620 | | | | | | |
| 2420 | Operating Supplies | 11,575 | 11,600 | 16,549 | 11,600 | 12,100 |
| 2511 | Capital Outlay | 73,704 | 35,000 | 41,250 | 35,000 | 0 |
| | | 85,279 | 46,600 | 57,799 | 46,600 | 12,100 |
| **Police** | | | | | | |
| 217-1820 | | | | | | |
| 2390 | Misc Contractual Services | 16,317 | 21,000 | 21,000 | 21,000 | 22,500 |
| **Special Events Total Other Divisions** | | $116,616 | $91,550 | $106,779 | $91,550 | $63,600 |

**BUDGET SUMMARY:**

**217-1130**

- Account 2110 provides funding for staffing reflected in Personnel Data and the Notes and Adjustments. Account 2111 provides funding for overtime of which approximately 95% is in July to support the two largest events.
- Account 2112 includes funding for part-time/seasonal staff.
- Account 2211 provides funding for committee and sponsorship meetings.
- Account 2320 includes funding for courier services and radio rental for Dublin Irish Festival (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. Funding is also provided to include composting and compostable supplies and cigarette recycling for the DIF.
- Account 2813 provides funding for DIF 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 2014. 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.

## 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.

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| Event Administrator | 2 | 2 |
| Event Coordinator (1) | 0 | 1 |
| Staff Assistant | 2 | 2 |
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| **PART-TIME/SEASONAL STAFF** | | |
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| Office Assistant I | 1 | 1 |
| **TOTAL** | **4** | **3** |

**Notes and Adjustments:**

(1) Move one part-time Events Assistant position to a full-time Events Coordinator position.

**BUDGET SUMMARY:**

**217-1130**

- Account 2110 provides funding for staffing reflected in Personnel Data and the Notes and Adjustments. Account 2111 provides funding for overtime of which approximately 95% is in July to support the two largest events.
- Account 2112 includes funding for part-time/seasonal staff.
- Account 2211 provides funding for committee and sponsorship meetings.
- Account 2320 includes funding for courier services and radio rental for Dublin Irish Festival (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.
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**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**

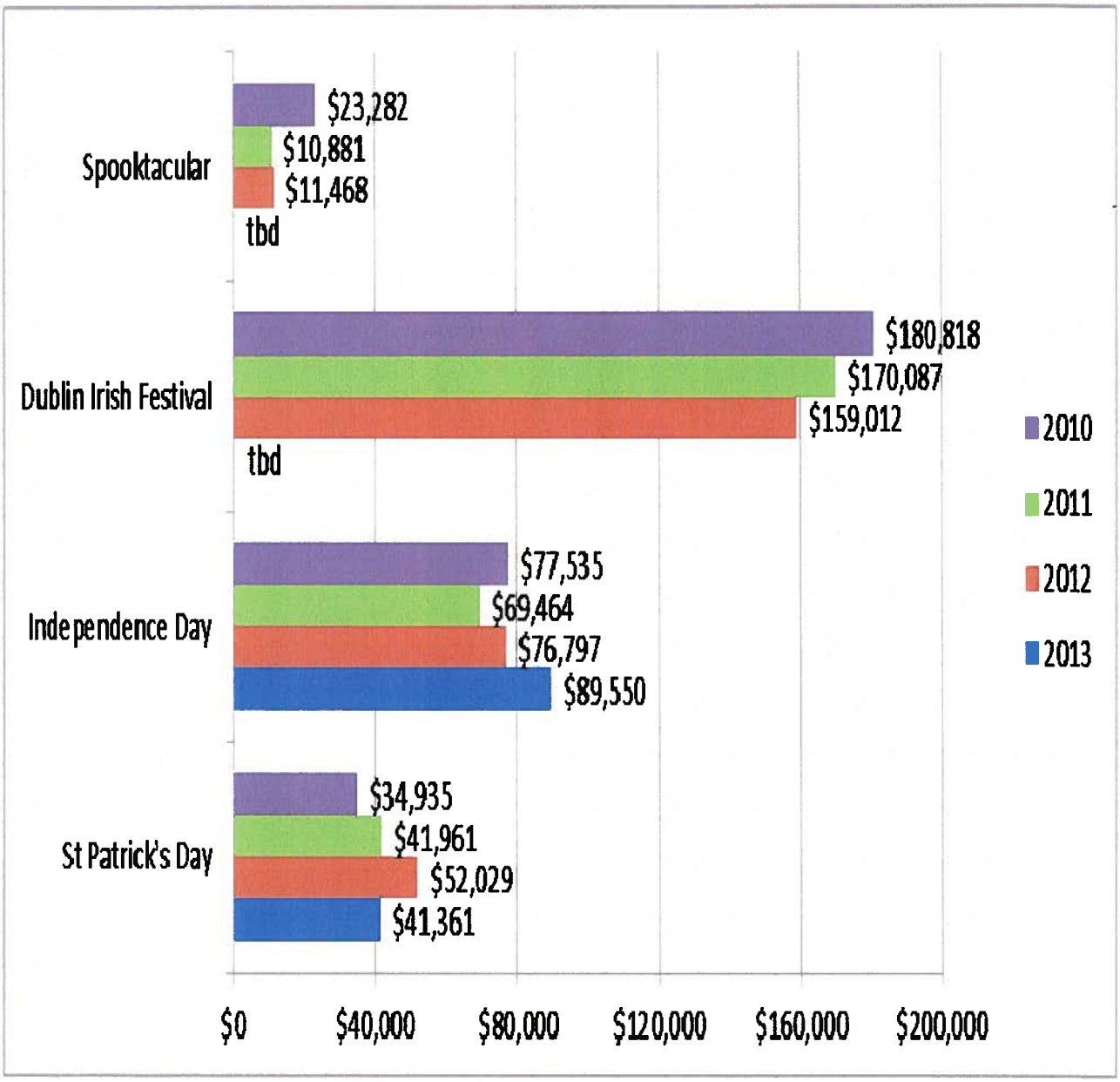
- Account 2420 includes funding to Parks for mulch, trash bags and materials needed for events.

**217-1820 - Police**

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

**PERFORMANCE MEASURES:**

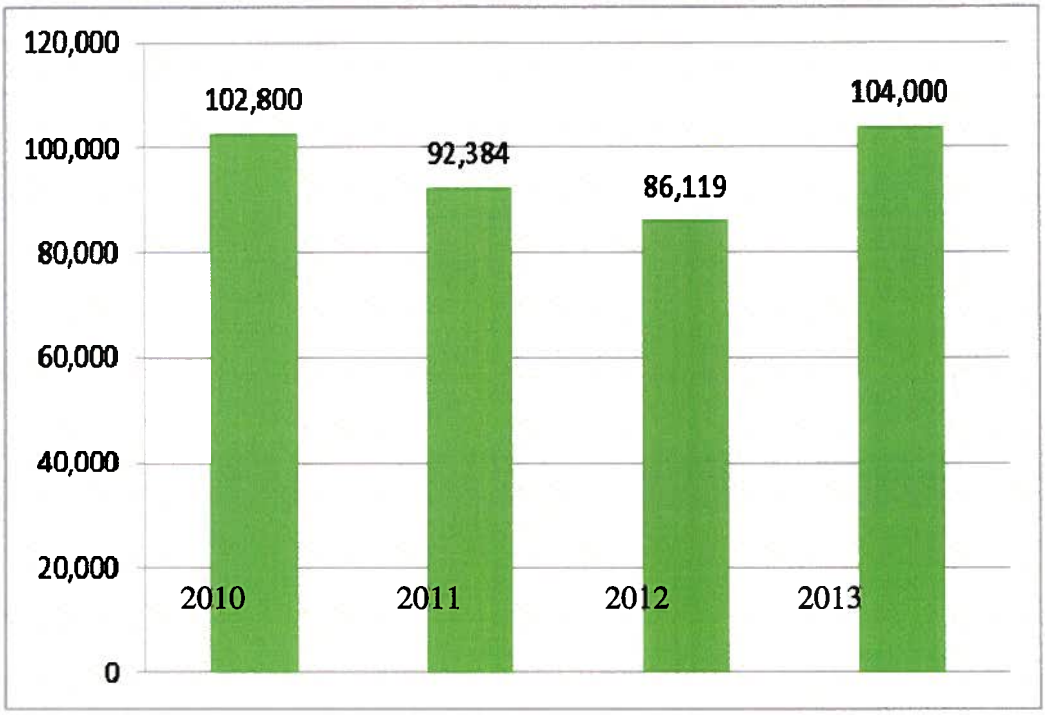
1) **Total Cost of Hours Worked at City Signature Events, all City Employees (Day of Event, Overtime Costs, including pre-event and post event costs)**



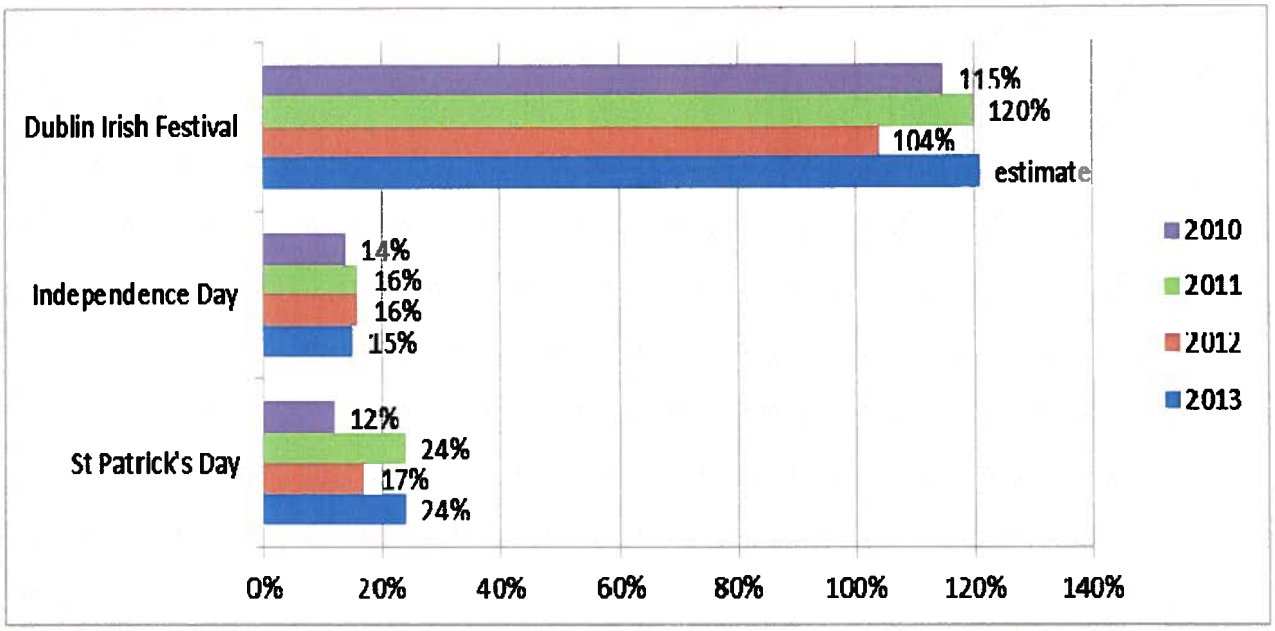

**Pre and post event costs are not calculated for DIF*

**PERFORMANCE MEASURES:**

**2) Attendance at Dublin Irish Festival**



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




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. Staffing costs are included, but Irish Festival only includes day of regular and overtime, not time spent preparing for event.

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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**

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| **Office of the City Manager** | | | | | | |
| 217-1110 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 0 | 0 | 0 | 0 | 25,700 |
| 2112 | Other Wages | 0 | 23,000 | 23,000 | 10,000 | 0 |
| 2120 | Employee Benefits | 0 | 3,400 | 3,400 | 1,600 | 3,975 |
| 2140 | Uniforms & Clothing | 0 | 470 | 470 | 470 | 470 |
| | | 0 | 26,870 | 26,870 | 12,070 | 30,145 |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 0 | 1,750 | 1,750 | 1,000 | 3,000 |
| 2349 | Other Professional Services | 17,354 | 16,000 | 16,000 | 5,000 | 26,000 |
| 2391 | Memberships/Subscriptions | 0 | 100 | 100 | 100 | 100 |
| 2812 | Special Projects/Programs | 33,146 | 95,300 | 311,227 | 95,300 | 110,800 |
| | | 50,500 | 113,150 | 329,077 | 101,400 | 139,900 |
| TOTALS | | $50,500 | $140,020 | $355,947 | $113,470 | $170,045 |
| **Finance** | | | | | | |
| **Taxation** | | | | | | |
| 217-1230 | | | | | | |
| Other Expenses | | | | | | |
| 2821 | Grants/Community Org. | 133,111 | 200,000 | 259,378 | 259,000 | 200,000 |
| 2822 | Grants/DAC | 478,661 | 484,740 | 484,740 | 484,740 | 489,735 |
| 2825 | City Sponsored Projects | 6,000 | 6,000 | 164,000 | 164,000 | 6,000 |
| 2790 | Transfers | 163,281 | 162,300 | 162,300 | 162,300 | 161,900 |
| TOTALS | | $781,053 | $853,040 | $1,070,418 | $1,070,040 | $857,635 |

## 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

## Safety/ Police

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.

**BUDGET SUMMARY:**

**218-1820**

- There are no funding requests for 2014.

**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.

Law Enforcement

Safety

Police

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 219-1820 | | | | | | |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 200 | 4,000 | 4,300 | 2,500 | 0 |
| 2330 | Rents/Leases | 907 | 3,000 | 3,093 | 3,000 | 5,120 |
| 2420 | Operating Supplies | 0 | 6,000 | 6,000 | 6,000 | 3,200 |
| | | 1,107 | 13,000 | 13,393 | 11,500 | 8,320 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 12,921 | 7,000 | 9,440 | 7,000 | 6,720 |
| | | 12,921 | 7,000 | 9,440 | 7,000 | 6,720 |
| TOTALS | | $14,028 | $20,000 | $22,833 | $18,500 | $15,040 |

**BUDGET SUMMARY:**

**219-1820**

- Account 2201 No request
- 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.

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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).

Mayor's Court Computer

Administrative Services

Court Services

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 221-1930 | | | | | | |
| Other Expenses | | | | | | |
| 2201 | Conference/Mileage | 0 | 1,750 | 1,750 | 1,750 | 1,750 |
| 2349 | Professional Services | 22,893 | 0 | 21,194 | 21,000 | 0 |
| 2351 | Maint. of Equipment | 13,700 | 16,110 | 16,110 | 16,110 | 16,110 |
| 2410 | Office Supplies | 469 | 500 | 500 | 500 | 500 |
| | | 37,062 | 18,360 | 39,554 | 39,360 | 18,360 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 4,306 | 4,000 | 4,000 | 4,000 | 0 |
| | | 4,306 | 4,000 | 4,000 | 4,000 | 0 |
| TOTALS | | $41,368 | $22,360 | $43,554 | $43,360 | $18,360 |

**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.

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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 2014.

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 | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 222-1210 | | | | | | |
| Personal Services | | | | | | |
| 2124 | Accrued Leave Payout | 131,894 | 160,000 | 160,000 | 160,000 | 160,000 |
| | | 131,894 | 160,000 | 160,000 | 160,000 | 160,000 |
| TOTALS | | $131,894 | $160,000 | $160,000 | $160,000 | $160,000 |

**BUDGET SUMMARY:**

**222-1210**

- Account 2124 reflects the estimated payments that will be made for accrued leaves in 2014 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.

Wireless 9-1-1 System

Safety

Police

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 223-1820 | | | | | | |
| Other Expenses | | | | | | |
| 2349 | Professional Services | 4,200 | 0 | 0 | 0 | 0 |
| 2790 | Transfers | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| | | 84,200 | 80,000 | 80,000 | 80,000 | 80,000 |
| TOTALS | | $84,200 | $80,000 | $80,000 | $80,000 | $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.

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City of Dublin

## 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.

General Debt Service

Finance

| Accounting and Auditing | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 310-0210 | | | | | | |
| Debt Service | | | | | | |
| 2601 | Debt Issuance Costs | 78,392 | 156,800 | 156,800 | 6,800 | 156,800 |
| 2611 | Principal-Parks Programs | 281,172 | 289,740 | 289,740 | 289,740 | 316,560 |
| 2612 | Principal-Transportation | 6,930,096 | 3,572,280 | 3,572,280 | 3,312,280 | 5,057,820 |
| 2613 | Principal-Land & Bldgs | 554,957 | 564,100 | 564,100 | 564,100 | 577,560 |
| 2615 | Principal-Stormwater | 27,975 | 27,980 | 27,980 | 27,980 | 13,990 |
| 2621 | Interest-Parks Programs | 160,264 | 157,580 | 157,580 | 157,580 | 140,690 |
| 2622 | Interest-Transportation | 1,206,774 | 1,689,600 | 1,689,600 | 1,123,100 | 1,991,820 |
| 2623 | Interest-Land & Bldgs | 167,697 | 155,220 | 155,220 | 155,220 | 142,310 |
| | | 9,407,327 | 6,613,300 | 6,613,300 | 5,636,800 | 8,397,550 |
| TOTALS | | $9,407,327 | $6,613,300 | $6,613,300 | $5,636,800 | $8,397,550 |

Special Assessment Debt Service Funds
Finance
Office of the Director

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 320-0210 | | | | | | |
| S. A. Debt Service | | | | | | |
| 2301 | County Auditor Deductions | 0 | 0 | 15 | 15 | 0 |
| 2790 | Transfers | 1,518 | 0 | 2,330 | 2,330 | 0 |
| TOTALS | | $1,518 | $0 | $2,345 | $2,345 | $0 |
| 321-0210 | | | | | | |
| 1992 S. A. Debt Service | | | | | | |
| 2301 | County Auditors' Deductions | 117 | 150 | 150 | 150 | 160 |
| 2612 | Principal-Transportation | 90,000 | 95,000 | 95,000 | 95,000 | 100,000 |
| 2622 | Interest-Transportation | 18,240 | 12,480 | 12,480 | 12,480 | 6,400 |
| TOTALS | | $108,357 | $107,630 | $107,630 | $107,630 | $106,560 |
| 322-0210 | | | | | | |
| 2001 S. A. Debt Service | | | | | | |
| 2301 | County Auditor Deductions | 132 | 200 | 300 | 300 | 300 |
| 2612 | Principal-Transportation | 95,305 | 96,900 | 96,900 | 96,900 | 100,070 |
| 2622 | Interest-Transportation | 33,311 | 31,410 | 31,410 | 31,410 | 29,470 |
| TOTALS | | $128,748 | $128,510 | $128,610 | $128,610 | $129,840 |

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City of Dublin

## 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 2014 – 2018 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 2014 - 2018 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) | 2014 Budgeted Expenditures |
|---|---|---|---|
| ET0103 | Tuttle Crossing Blvd Extension- Wilcox Road to Avery Road (TIF) | $ 2,278,000 | $ 1,900,000 |
| ET0104 | Emerald Parkway – Riverside Drive to Billingsley Creek (TIF) | 17,433,000 | 3,040,000 |
| ET1119 | Relocated Rings Road | 3,500,000 | - |
| ET1202 | Frantz Road Utility Burial (TIF) | 2,105,000 | 1,700,000 |
| ET0810 | Frantz Road-Dublin Road connector (TIF) | 2,934,000 | 2,650,000 |
| ET1101 | Railroad Quiet Zone (contingent State funding) | 495,000 | 485,000 |
| ET1402 | Avery Rd widening – Woerner Temple to Rings Road West (TIF) | 615,000 | 530,000 |
| ET1403 | Riverside Drive Realignment | 13,500,000 | 175,000 |
| ET1404 | Dublin village Center Roadway Network, phase 1 | 6,000,000 | 6,000,000 |
| ET0405 | Hyland-Croy/Brand road (TIF) | 3,802,000 | 30,000 |
| ET0410 | Avery-Muirfield/Perimeter Loop/Perimeter Drive | 7,923,000 | 500,000 |
| ET0508 | Riverside Drive/SR 161 (TIF) | 9,564,000 | 190,000 |
| ET0511 | Avery-Muirfield/Tullymore/Valley Stream/Avery Road (Permissive) | 575,000 | - |
| ET0605 | Sawmill Road/Hard Road (TIF) | 2,984,000 | 2,455,000 |
| ET0809 | Hyland-Croy/McKitrick Road | 1,450,000 | 50,000 |
| ET1401 | I-270/US 33 Interchange Phase 1 Improvements (TIF) | 17,750,000 | 5,500,000 |
| ET1003 | Dublin Road/Glick Road Intersection Improvements | 753,000 | 500,000 |
| ET1102 | US 33/SR 161/Post Road Interim Interchange Imp. (TIF) | 1,109,000 | 1,000,000 |
| ET1205 | Coffman Road/Brand Road | 2,048,000 | 65,000 |
| ET1521 | Muirfield Drive/Memorial Drive | 50,000 | 50,000 |
| ET1302 | SR 161/Hyland-Croy Road Temp. Intersection Improvement (TIF) | 340,000 | 40,000 |
| ET1101 | Avery Road/Brand Road Intersection (TIF) | 50,000 | 50,000 |

**Major Transportation Projects (continued)**

| | | | |
|---|---|---|---|
| ET1004 | Brand Road Shared-Use Path | 916,000 | 10,000 |
| ET1203 | Dublin Road South Shared-Use Path | 2,461,000 | 1,405,000 |
| ET1204 | Glick Road Shared-Use Path | 1,383,000 | 630,000 |
| ET1104 | Muirfield Drive Bike Lanes | 1,510,000 | 1,210,000 |
| | ***Total Transportation*** | ***$103,528,000*** | ***$30,165,000*** |

**Major Park Projects**

| Code | Project | Total Project Cost (all years) | 2014 Budgeted Expenditures |
|---|---|---|---|
| GR9901 | Darree Fields Development | $ 7,552,000 | $ 45,000 |
| GR9903 | Amberleigh Community Park Development | 2,611,000 | 320,000 |
| GR9904 | Emerald Fields Development | 5,740,000 | - |
| GR9902 | Coffman Park Expansion | 6,223,000 | 95,000 |
| GR1114 | Holder-Wright Farm and Earthworks | 1,360,000 | - |
| AL1202 | Parkland Acquisition | 3,900,000 | 650,000 |
| GL1302 | Scioto River Pedestrian Bridge | 14,345,000 | 300,000 |
| GL1303 | Riverside Park | 8,035,000 | 150,000 |
| | ***Total Parks*** | ***$49,766,000*** | ***$1,560,000*** |

**Major Utility Projects**

| Code | Project | Total Project Cost (all years) | 2014 Budgeted Expenditures |
|---|---|---|---|
| ES0701 | Sewer Lining and Repair (Sewer) | $ 8,181,000 | $ - |
| ES1402 | Sewer Extensions | 770,000 | 65,000 |
| EW1201 | Dublin Road Water Tower | 3,798,000 | - |
| EW1101 | Rings Road Waterline | 730,000 | - |
| EW1401 | Water Extensions | 310,000 | 65,000 |
| EF0201 | Stormwater Improvements | 4,913,000 | 55,000 |
| EF1301 | South fork Indian Run Floodplain Fill | 470,000 | - |
| | ***Total Utilities*** | ***$19,163,000*** | ***$185,000*** |

**Major Facility and Other Projects**

| Code | Project | Total Project Cost (all years) | 2014 Budgeted Expenditures |
|---|---|---|---|
| AB0601 | Municipal Facilities | $ 9,025,000 | $ 6,360,000 |
| AB1301 | Bridge Street District | 3,250,000 | 500,000 |
| AI1201 | Computer Hardware/Software Equipment | 6,330,000 | 1,255,000 |
| PP1601 | Radio System Upgrades | 825,000 | 825,000 |
| EW1401 | Allocation for Water Extensions | 1,000,000 | 200,000 |
| ES1402 | Allocation for Sewer Extensions | 1,000,000 | 200,000 |
| AV1201 | Fleet Replacements | 7,915,000 | 1,525,000 |
| | ***Total Facility and Other*** | ***$29,345,000*** | ***$10,865,000*** |

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 2014, are summarized as follows:

**Park renovation/improvements – Non-major**

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 2014:

| Location | Description | Amount |
|---|---|---|
| Donegal Cliffs | Playground/basketball court | $ 345,000 |
| Dublin Springs | Stairway replacement | 88,550 |
| | Driveway replacement | 18,600 |
| | Walking path | 13,380 |
| Wedgewood Hills | Split rail fence replacement | 4,025 |
| Monterey and Hawks Nest | Basketball court resurfacing | 19,000 |
| Darree Fields | Musco lighting control link retro fit | 30,000 |
| Llewellyn and Donegal Cliffs | Replace drinking fountains | 7,000 |
| Skate Park | Various repairs | 10,000 |
| DCRC Green Roof | Change path from bamboo to tile | 25,000 |
| Various parks | Stone wall masonry repairs | 15,000 |
| Various parks | Fence repairs | 54,000 |
| Rounding | | 445 |
| | ***Total Parks*** | ***$630,000*** |

**Bikeway System Improvements – Non-major**

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 2014, the following connections/additions are programmed for completion:

| General Location | Amount |
|---|---|
| Hyland-Croy Road, north of Brand Road | $ 82,500 |
| Hard Road (Scioto High Path) | 200,000 |
| Martin Road | 76,000 |
| ***Total Bikeway System Improvements*** | ***$358,500*** |

**Annual Street Maintenance Program – Non-major**

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 $3,500,000 allocation for 2014 reflects an 11% increase over 2013. 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 – Non-major**

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 – Non-Major

This provides the allocations for necessary maintenance to City buildings. The amount funded for 2014 is as follows:

| Location | Description | Amount |
|---|---|---|
| Municipal Building | Patio re-sloping and re-surfacing | $ 24,000 |
| | Lobby restroom renovations | 15,000 |
| | Annex offices/reception renovation | 26,000 |
| Events Administration Facility | Demolition | 18,000 |
| Justice Center | Replace boiler | 45,000 |
| | Paint common areas | 20,000 |
| | Replace carpet in Administration, elevator, hall | 30,000 |
| | Refurbish courtroom Judge's bench and tables | 16,000 |
| Outdoor Pools | Paint slides and platforms | 45,000 |
| Bristol barn | Replace roof gutters and structural supports | 20,000 |
| Conine barn | Repair floor joists and foundations | 100,000 |
| Other barns | Various repairs | 15,000 |
| Park restrooms | Hand dryers and waterless urinals | 5,000 |
| Recreation Center (DCRC) | Replace/consolidate electrical transformers | 45,000 |
| | Replace Evapco cooling towers | 60,000 |
| | Replace hot water storage tanks | 40,000 |
| | Paint gymnasium | 40,000 |
| | Install concrete deck in leisure pool | 165,000 |
| | Replace carpet in fitness area | 28,000 |
| | Replace rubber flooring – classroom C and weight room | 66,000 |
| Citywide | Replace carpet and other flooring | 50,000 |
| | HVAC and pump replacements | 25,000 |
| | Other miscellaneous in-house renovations | 15,000 |
| Rounding | | 2,000 |
| | ***Total Building Maintenance/Renovations*** | ***$915,000*** |

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 2014-2018 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

| Capital Improvement Tax<br>Capital | | 2012<br>Actual | 2013<br>Budget | 2013<br>Revised Budget | 2013<br>Estimate | 2014<br>Budget |
|---|---|---|---|---|---|---|
| 401-0221 | | | | | | |
| Other Expenses | | | | | | |
| 2301 | County Auditor Deductions | 41,541 | 45,000 | 45,000 | 40,000 | 45,000 |
| 401-0314 | | | | | | |
| Other Expenses | | | | | | |
| 2790 | Transfers | 2,564,499 | 2,599,120 | 2,599,120 | 2,599,120 | 3,710,775 |
| 2791 | Advances | 5,742,500 | 0 | 0 | 1,975,000 | 3,860,000 |
| | | 8,306,999 | 2,599,120 | 2,599,120 | 4,574,120 | 7,570,775 |
| Capital Outlay | | | | | | |
| 2510 | Land and Land Improvements | 0 | 0 | 0 | 0 | 500,000 |
| 2511 | Park and Bikeway Improvements | 2,143,313 | 5,170,000 | 5,919,983 | 5,374,985 | 1,910,000 |
| 2522 | Police Capital Equipment | 68,466 | 385,000 | 517,125 | 517,125 | 1,125,000 |
| 2523 | City Maintenance Equipment | 1,345,912 | 480,000 | 701,502 | 701,500 | 1,525,000 |
| 2530 | Bldgs. & Other Structures | 2,212,631 | 735,000 | 827,023 | 827,020 | 840,000 |
| 2550 | Transportation Projects | 6,788,168 | 11,065,000 | 12,844,584 | 12,629,840 | 9,880,000 |
| 2562 | Storm Sewer Improvements | 353,253 | 1,895,000 | 1,895,566 | 1,895,560 | 615,000 |
| 2571 | Computer hardware/software | 824,171 | 1,130,000 | 1,412,315 | 1,412,315 | 1,255,000 |
| 2572 | Building repairs and renovations | 351,150 | 612,500 | 1,192,343 | 1,192,340 | 475,000 |
| 2579 | Other Projects | 633,617 | 1,390,000 | 1,468,245 | 193,245 | 1,155,000 |
| 2599 | Contingencies | 11,677 | 225,000 | 295,585 | 295,585 | 225,000 |
| | | 14,732,358 | 23,087,500 | 27,074,271 | 25,039,515 | 19,505,000 |
| TOTALS | | $23,080,898 | $25,731,620 | $29,718,391 | $29,653,635 | $27,120,775 |

Capital Improvement Tax
Capital

401-0314

Capital Outlay

| | | | |
|---|---|---|---|
| 2511 | Land and Land Improvements | | |
| | Land Acquisition (AI1401) | 500,000 | |
| | | | 500,000 |
| 2511 | Park and Bikeway Improvements | | |
| | Park renovations/improvements (AR1401) | 630,000 | |
| | Dublin Arts Council site renovations (GR1201) | 15,000 | |
| | Wallace tract (GR1401) | 10,000 | |
| | Brandon Pond fishing pier (GR1402) | 55,000 | |
| | Outdoor exercise equipment (GR1403) | 35,000 | |
| | Obstacle course (GR1404) | 255,000 | |
| | Darree Fields (GR9901) | 45,000 | |
| | Amberleigh Community Park (GR9903) | 320,000 | |
| | Coffman Park expansion (GR9902) | 95,000 | |
| | Scioto River pedestrian bridge (GR1302) | 300,000 | |
| | Riverside Park (GR1303) | 150,000 | |
| | | | 1,910,000 |
| 2522 | Police Capital Equipment | | |
| | Replacement radars (PP0804) | 10,000 | |
| | Intersection and crime preventioncCameras (PP1301) | 80,000 | |
| | Replacement logging recorder (PP1401) | 150,000 | |
| | TAI measurement equipment (PP1402) | 25,000 | |
| | CIU surveillance and tracking equipment (PP1403) | 35,000 | |
| | Radio system upgrade (PP1501) | 825,000 | |
| | | | 1,125,000 |
| 2523 | City Maintenance Capital Projects | | |
| | Fleet management program - vehicles (AV1401) | 1,115,000 | |
| | Fleet management program - equipment (AV1403) | 410,000 | |
| | | | 1,525,000 |
| 2530 | Buildings and Other Structures | | |
| | Municipal Facilities (AB0601) | 840,000 | |
| | | | 840,000 |
| 2550 | Transportation Projects | | |
| | Annual street maintenance program (AT1401) | 3,500,000 | |
| | Annual infrastructure/roadside improvements (AT1402) | 300,000 | |
| | Annual shared-use path maintenance (AT1403) | 735,000 | |
| | Annual shared-use path additions/connections (AT1404) | 525,000 | |
| | Annual sidewalk program (AT1406) | 250,000 | |
| | Annual parking lot maintenance (AT1407) | 250,000 | |
| | Annual pedestrian tunnel maintenance (AT1408) | 150,000 | |
| | Annual guardrail replacement and maintenance (AT1410) | 65,000 | |
| | Annual bike rack installation (AT1411) | 25,000 | |
| | Railroad quiet zones (ET1101)(contingent on State funding) | 485,000 | |
| | Riverside Drive Realignment (ET1403) | 175,000 | |
| | Hyland Croy/McKitrick Road (ET0809) | 50,000 | |
| | Coffman/Brand Road intersection (ET1205) | 65,000 | |
| | Muirfield Drive/Memorial Drive (ET1521) | 50,000 | |
| | Brand Road shared-use path (ET1004) | 10,000 | |
| | Dublin Road Southshared-use path (ET1203) | 1,405,000 | |
| | Glick Road shared-use path (ET1204) | 630,000 | |
| | Muirfield Drive bike lanes (ET1104) | 1,210,000 | |
| | | | 9,880,000 |

Capital Improvement Tax
Capital

| | | | |
|---|---|---|---|
| 2562 | Stormwater Improvements | | |
| | Annual Stormwater maintenance (AF1401) | 560,000 | |
| | Stormwater Improvements (EF0201) | 55,000 | |
| | | | 615,000 |
| 2570 | Other Projects & Equipment | | |
| 2571 | Computer hardware/software (AI1401) | 1,255,000 | |
| 2572 | Building repairs and renovations (AB1401) | 475,000 | |
| 2579 | Technology improvements (AB0802) | 135,000 | |
| 2579 | Dublink/Ignite (AB1402) | 520,000 | |
| 2579 | Bridge Street District (AB1301) | 500,000 | |
| | | | 2,885,000 |
| 2599 | Contingencies (AA1401) | 225,000 | |
| | | | 225,000 |
| 2790 | Transfers | | |
| | General Debt Service Fund | 3,310,775 | |
| | Water - Water Extensions | 200,000 | |
| | Sewer - Sewer Extensions | 200,000 | |
| | | | 3,710,775 |
| 2791 | Advances | | |
| | State Highway | 300,000 | |
| | Lifetime Fiteness TIF | 260,000 | |
| | Pizzuti TIF | 300,000 | |
| | Perimeter West TIF | 350,000 | |
| | Frantz Road/Dublin Road TIF | 2,650,000 | |
| | | | 3,860,000 |
| TOTAL | | | $27,075,775 |

## 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<br>Finance<br>Office of the Director | | 2012<br>Actual | 2013<br>Budget | 2013<br>Revised Budget | 2013<br>Estimate | 2014<br>Budget |
|---|---|---|---|---|---|---|
| 402-0210 | | | | | | |
| Other Expenses | | | | | | |
| 2349 | Other Professional Services | 7,100 | 0 | 10,700 | 10,700 | 11,400 |
| | | 7,100 | 0 | 10,700 | 10,700 | 11,400 |
| Capital Outlay | | | | | | |
| 2510 | Land and Land Improvements | 2,021,971 | 385,000 | 385,000 | 627,050 | 385,000 |
| 402-0221 | | | | | | |
| Other Expenses | | | | | | |
| 2301 | County Auditor Deductions | 10,390 | 11,000 | 11,000 | 10,000 | 11,000 |
| 402-0314 | | | | | | |
| Transfers | | | | | | |
| 2790 | Transfers | 225,684 | 225,250 | 225,250 | 225,250 | 242,650 |
| TOTALS | | $2,265,145 | $621,250 | $631,950 | $873,000 | $650,050 |

## 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Streets and Utilities

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 610-1320 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 85,028 | 85,400 | 85,400 | 85,400 | 89,640 |
| 2111 | Overtime Wages | 2,491 | 1,000 | 1,000 | 1,000 | 1,000 |
| 2112 | Other Wages | 5,129 | 17,700 | 17,700 | 7,000 | 18,060 |
| 2120 | Employee Benefits | 37,179 | 39,700 | 39,700 | 35,000 | 34,695 |
| 2140 | Uniforms & Clothing | 1,305 | 1,430 | 1,430 | 1,400 | 1,730 |
| | | 131,132 | 145,230 | 145,230 | 129,800 | 145,125 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 67 | 300 | 300 | 100 | 1,150 |
| 2303 | Hydrant Maint. & Repair | 17,339 | 21,000 | 21,000 | 19,000 | 48,500 |
| 2310 | Utilities | 148,433 | 154,500 | 178,585 | 145,000 | 154,500 |
| 2320 | Communications | 584 | 50 | 1,250 | 600 | 50 |
| 2351 | Maint. of Equipment | 424 | 500 | 500 | 500 | 500 |
| 2390 | Misc Contractual Services | 20,002 | 35,000 | 51,644 | 35,000 | 35,000 |
| 2420 | Operating Supplies | 3,694 | 5,200 | 5,300 | 5,200 | 5,200 |
| 2440 | Small Tools & Minor Equip | 1,547 | 500 | 500 | 500 | 500 |
| 2910 | Refunds | 22,200 | 0 | 100 | 100 | 0 |
| | | 214,290 | 217,050 | 259,179 | 206,000 | 245,400 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 7,300 | 7,300 | 5,000 | 2,000 |
| | | 0 | 7,300 | 7,300 | 5,000 | 2,000 |
| TOTALS | | $345,422 | $369,580 | $411,709 | $340,800 | $392,525 |

Water

Finance

Office of the Director

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 610-1210 | | | | | | |
| Debt Service | | | | | | |
| 2610 | Principal-Water | 375,000 | 400,000 | 490,000 | 490,000 | 515,000 |
| 2620 | Interest-Water | 159,338 | 127,720 | 194,790 | 194,790 | 171,075 |
| | | 534,338 | 527,720 | 684,790 | 684,790 | 686,075 |
| TOTALS | | $534,338 | $527,720 | $684,790 | $684,790 | $686,075 |

**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 2201 provides funding for training including "What makes a Water Distribution System Work" and Hydrants, Valves and Other Water Appurtenances Training Session.
- 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 two airless spray guns 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.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Engineering

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 610-1330 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 14,510 | 15,000 | 15,000 | 15,000 | 15,150 |
| 2120 | Employee Benefits | 5,736 | 3,600 | 5,900 | 5,900 | 5,515 |
| | | 20,246 | 18,600 | 20,900 | 20,900 | 20,665 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 1,429 | 2,000 | 2,000 | 1,000 | 1,500 |
| 2349 | Other Professional Serv | 59,575 | 100,000 | 102,090 | 60,000 | 86,000 |
| 2390 | Misc Contractual Services | 66,399 | 75,000 | 88,252 | 75,000 | 120,000 |
| | | 127,403 | 177,000 | 192,342 | 136,000 | 207,500 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 0 | 150 | 150 | 150 | 200 |
| 2561 | Water System Imp. | 1,092,334 | 315,000 | 387,120 | 315,000 | 1,255,000 |
| | | 1,092,334 | 315,150 | 387,270 | 315,150 | 1,255,200 |
| TOTALS | | $1,239,983 | $510,750 | $600,512 | $472,050 | $1,483,365 |

**Budget Summary**:

**610-1330**

- Accounts 2110 provides funding for twenty (20%) of one Civil Engineer's salary.
- Account 2349 provides funding to update water modeling city wide; critical infrastructure study/vulnerability assessment; utility extension data gathering 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, water line replacements and water tower maintenance.

## 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| 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 eighty four percent (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.

Sewer

Public Service

| Streets and Utilities | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 620-1320 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 452,655 | 460,900 | 451,300 | 450,000 | 480,065 |
| 2111 | Overtime Wages | 8,562 | 12,080 | 12,080 | 8,000 | 12,080 |
| 2112 | Other Wages | 6,829 | 35,400 | 35,400 | 12,000 | 39,860 |
| 2113 | Short Term Disability | 1,937 | 0 | 9,600 | 9,600 | 0 |
| 2120 | Employee Benefits | 183,148 | 189,340 | 189,340 | 170,000 | 171,105 |
| 2140 | Uniforms & Clothing | 5,616 | 6,550 | 6,550 | 5,500 | 7,145 |
| | | 658,747 | 704,270 | 704,270 | 655,100 | 710,255 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 4,714 | 12,450 | 14,950 | 9,000 | 13,050 |
| 2320 | Communications | 877 | 50 | 750 | 400 | 50 |
| 2349 | Other Professional Serv | 15,792 | 74,000 | 73,800 | 73,800 | 20,000 |
| 2351 | Maint. of Equipment | 10,135 | 21,300 | 21,300 | 21,300 | 17,000 |
| 2390 | Misc Contractual Services | 147,678 | 121,800 | 145,042 | 121,800 | 64,000 |
| 2410 | Office Supplies | 500 | 500 | 500 | 500 | 500 |
| 2420 | Operating Supplies | 4,010 | 6,450 | 7,650 | 5,000 | 6,350 |
| 2430 | Repair & Maintenance | 35,641 | 20,500 | 20,500 | 15,000 | 20,500 |
| 2440 | Small Tools & Minor Equip | 2,060 | 1,200 | 1,200 | 600 | 1,200 |
| 2910 | Refunds | 26,100 | 0 | 0 | 0 | 0 |
| | | 247,507 | 258,250 | 285,692 | 247,400 | 142,650 |
| Capital Outlay | | | | | | |
| 2520 | Equipment & Furniture | 40,007 | 25,550 | 25,550 | 25,550 | 9,700 |
| 2563 | Sanitary Sewer Imp. | 14,950 | 25,000 | 25,000 | 25,000 | 25,000 |
| | | 54,957 | 50,550 | 50,550 | 50,550 | 34,700 |
| TOTALS | | $961,211 | $1,013,070 | $1,040,512 | $953,050 | $887,605 |

Sewer

Finance

Office of the Director

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 620-1210 | | | | | | |
| Debt Service | | | | | | |
| 2614 | Principal-Sewer | 1,125,595 | 1,170,570 | 1,270,570 | 1,270,570 | 1,322,500 |
| 2624 | Interest-Sewer | 423,651 | 363,900 | 437,000 | 437,000 | 386,270 |
| | | 1,549,246 | 1,534,470 | 1,707,570 | 1,707,570 | 1,708,770 |
| TOTALS | | $1,549,246 | $1,534,470 | $1,707,570 | $1,707,570 | $1,708,770 |

## 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, Flexidata software training 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, 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, and bioxide treatment.
- Account 2520 provides funding for the replacement of flow meter sensor cables.
- 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.

# 2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer

Public Service

Engineering

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 620-1330 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 99,226 | 102,200 | 102,200 | 102,200 | 103,720 |
| 2111 | Overtime Wages | 1,365 | 2,000 | 2,000 | 1,000 | 2,000 |
| 2120 | Employee Benefits | 41,561 | 42,100 | 42,100 | 42,100 | 38,720 |
| 2140 | Uniforms & Clothing | 160 | 400 | 400 | 200 | 400 |
| | | 142,312 | 146,700 | 146,700 | 145,500 | 144,840 |
| Other Expenses | | | | | | |
| 2201 | Conferences/Mileage | 482 | 1,500 | 2,846 | 1,500 | 1,500 |
| 2349 | Other Professional Serv | 152,171 | 75,000 | 92,288 | 75,000 | 156,000 |
| 2420 | Operating Supplies | 3,323 | 3,000 | 3,000 | 1,500 | 3,000 |
| | | 155,976 | 79,500 | 98,134 | 78,000 | 160,500 |
| Capital Outlay | | | | | | |
| 2563 | Sanitary Sewer Imp. | 592,627 | 835,000 | 835,000 | 835,000 | 265,000 |
| | | 592,627 | 835,000 | 835,000 | 835,000 | 265,000 |
| TOTALS | | $890,915 | $1,061,200 | $1,079,834 | $1,058,500 | $570,340 |

**Budget Summary**:

**620-1330**

- Accounts 2110 provides funding for thirty (30%) of one Civil Engineer's salary, and a Project Inspector's salary.
- Account 2349 provides funding to maintain the computer modeling program, and development of a maintenance program model, and utility extension data gathering with Franklin County.

## 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

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 630-1130 | | | | | | |
| Other Expenses | | | | | | |
| 2390 | Misc Contractual Services | 148 | 200 | 200 | 200 | 200 |
| 2420 | Operating Supplies | 11,555 | 7,800 | 11,074 | 2,000 | 7,800 |
| | | 11,703 | 8,000 | 11,274 | 2,200 | 8,000 |
| TOTALS | | $11,703 | $8,000 | $11,274 | $2,200 | $8,000 |

**BUDGET SUMMARY**:

**630-1130**

- Account 2420 provides funding to buy merchandise for resale.

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City of Dublin

## 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) or Health Reimbursement Account (HRA) and will include only two funding levels to match the two HSA employer contribution levels for an employee and family.

| PERSONNEL DATA<br>POSITION TITLE | 2013<br>CURRENT NUMBER | 2014<br>PROPOSED |
|---|---|---|
| Benefits Administrator (1) | 0 | 1 |
| **TOTAL** | **0** | **1** |
| **PART-TIME/SEASONAL STAFF** | | |
| Wellness Coordinator (2) | 1 | 1 |
| Wellness Intern (3) | 1 | 0 |
| **TOTAL** | **2** | **1** |

**NOTES AND ADJUSTMENTS:**
The annual funding level for 2014 for all employee groups is as follows:

| | |
|---|---|
| Single | $ 6,635 |
| Family | $ 14,890 |

Funding is based on the reduced level for 2014 due to the healthy balance existing in the fund and the anticipated expenditures for 2014. 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.

(1) The Benefits Administrator position is funded seventy-five percent (75%) from this budget and twenty-five percent (25%) from the Human Resources budget in the General Fund.
(2) The part-time Wellness Coordinator position is funded seventy-five percent (75%) from this budget and twenty-five percent (25%) from the Community Recreation Center account.
(3) This position is removed for 2014.

Emp. Benefits Self Ins.

City Manager

Human Resources

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 701-1120 | | | | | | |
| Personal Services | | | | | | |
| 2110 | Salaries/Wages | 0 | 0 | 0 | 0 | 46,875 |
| 2111 | Overtime Wages | 19 | 0 | 0 | 0 | 0 |
| 2112 | Other Wages | 26,315 | 43,440 | 43,440 | 30,000 | 32,000 |
| 2120 | Employee Benefits | 4,069 | 6,750 | 6,750 | 5,000 | 27,280 |
| | | 30,403 | 50,190 | 50,190 | 35,000 | 106,155 |
| Other Expenses | | | | | | |
| 2309 | Third Party Admin. | 210,862 | 228,620 | 251,509 | 228,620 | 235,920 |
| 2361 | Medical,Dental,Rx,Vision | 2,985,221 | 3,721,370 | 3,764,553 | 3,200,000 | 2,900,000 |
| 2364 | Stop Loss Coverage | 299,160 | 404,040 | 409,689 | 404,040 | 484,450 |
| 2366 | Employer HSA Contribution | 755,163 | 907,610 | 935,110 | 907,610 | 962,625 |
| 2390 | Misc Contractual Services | 77,801 | 155,290 | 208,913 | 155,290 | 160,400 |
| | | 4,328,207 | 5,416,930 | 5,569,774 | 4,895,560 | 4,743,395 |
| TOTALS | | $4,358,610 | $5,467,120 | $5,619,964 | $4,930,560 | $4,849,550 |

**BUDGET SUMMARY:**

**701-1120**

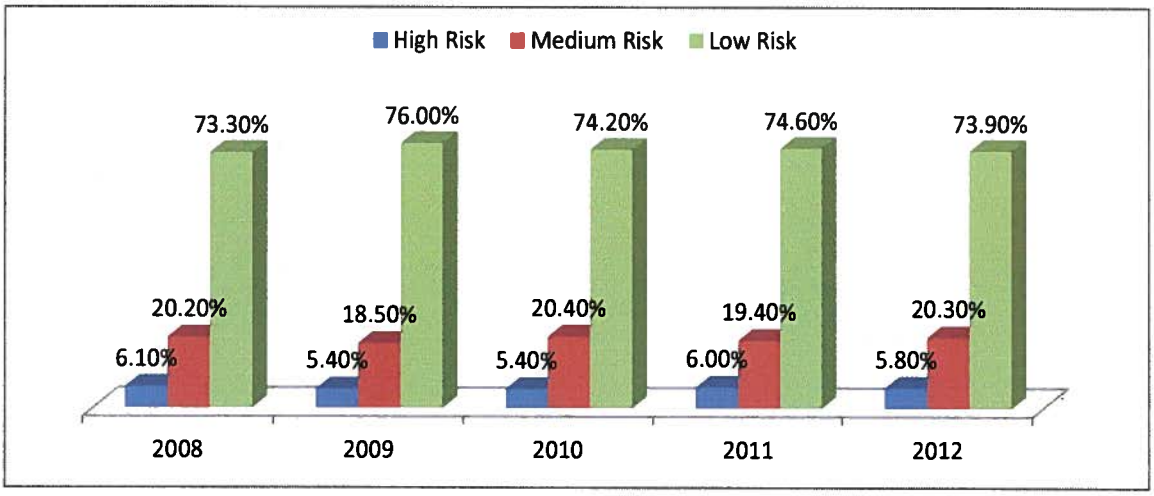
- Account 2112 provides funding for seventy-five percent (75%) cost-sharing of the Wellness Coordinator part-time position and the Intern position between this budget and the Recreation Services budget.
- Account 2309 reflects funding for third-party administration fees from United Health Care (UHC), 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 |
|---|---|---|---|---|
| 2009 | 551 | 5.40% | 18.50% | 76.00% |
| 2010 | 578 | 5.40% | 20.40% | 74.20% |
| 2011 | 562 | 6.00% | 19.40% | 74.60% |
| 2012 | 556 | 5.8% | 20.3% | 73.90% |

**Percent of Employee Population in High, Medium And Low Risk Levels**




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.

Based on 15 different risk categories. High risk = 5 + Health Risk. Medium Risk Factors – 3 to 4 risk factors. Low Risk Factors – 0 to 2 risk factors.

The Population goal is to reduce the number of those at high risk and increase the number those at low risk.

## 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

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| 703-1120 | | | | | | |
| Other Expenses | | | | | | |
| 2309 | Third Party Admin. | 30,093 | 35,800 | 35,800 | 20,000 | 40,800 |
| 2363 | Claims | 106,219 | 212,710 | 212,710 | 130,000 | 189,500 |
| 2364 | Stop Loss Coverage | 74,465 | 89,800 | 89,800 | 89,800 | 94,800 |
| 2390 | Misc Contractual Services | 695 | 5,000 | 5,000 | 1,000 | 6,000 |
| | | 211,472 | 343,310 | 343,310 | 240,800 | 331,100 |
| TOTALS | | $211,472 | $343,310 | $343,310 | $240,800 | $331,100 |

**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.

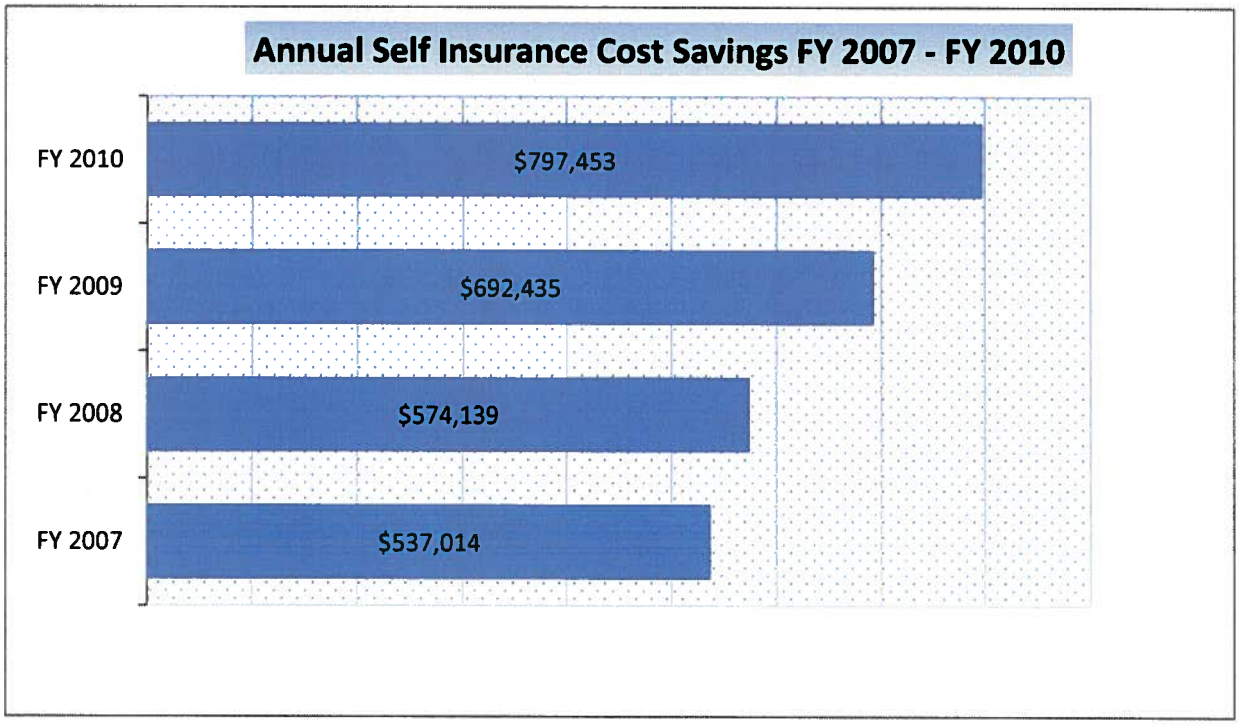
**PERFORMANCE MEASURES:**

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

| | FY 2009 | FY 2010 | FY 2011 | FY 2012 | FY 2013* |
|---|---|---|---|---|---|
| **# of Worker's Compensation Claims** | 35 | 30 | 31 | 25 | 21 |
| **Total Self Insured Cost** | $186,951 | $152,828 | $181,933 | $218,551 | $176,204 |
| **Percent Change in Insured Cost** | (22%) | (18%) | 19% | 20% | (19%) |

**As of 10/9/2013*

The City collects this information to perform cost comparisons of our Self Insured Workers' Compensation system vs. traditional State Funded system costs. 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

| | | 2012 Actual | 2013 Budget | 2013 Revised Budget | 2013 Estimate | 2014 Budget |
|---|---|---|---|---|---|---|
| **Income Tax Revenue Sharing** | | | | | | |
| 803-0210 | | | | | | |
| 2911 | Refunds-Gen Unclaimed Checks | 0 | 0 | 0 | 0 | 0 |
| 2912 | Refunds-Gen Unclaimed Payroll | 0 | 0 | 0 | 0 | 0 |
| 2913 | Refunds-Unclaimed Income Tax | 14,212 | 0 | 100 | 100 | 0 |
| 2914 | Refunds-Conditional Occupancy | 0 | 0 | 0 | 0 | 0 |
| TOTALS | | $14,212 | $0 | $100 | $100 | $0 |
| **Dublin Convention and Visitors Bureau** | | | | | | |
| 804-0211 | | | | | | |
| 2824 | Payment to Dublin Convention & Visitors Bureau | $614,105 | $500,000 | $650,000 | $650,000 | $500,000 |
| TOTALS | | $614,105 | $500,000 | $650,000 | $650,000 | $500,000 |
| **Agency Fund** | | | | | | |
| 805-0210 | | | | | | |
| 2304 | Sewer Tap Paybacks | 362,067 | 250,000 | 400,000 | 400,000 | 250,000 |
| 2910 | Refunds | 929 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2914 | Refunds-Conditional Occupancy | 178,900 | 150,000 | 200,000 | 200,000 | 150,000 |
| 2915 | Refunds-BD of Bldg Stds-Res | 4,004 | 2,500 | 4,001 | 4,000 | 2,500 |
| 2916 | Refunds-BD of Bldg Stds-Comm | 12,965 | 15,000 | 16,037 | 15,000 | 15,000 |
| 2917 | Refunds-CRC Deposits | 50,670 | 40,000 | 60,000 | 60,000 | 40,000 |
| 2918 | Refunds-DCRC Sea Dragons | 1,550 | 17,000 | 17,000 | 17,000 | 17,000 |
| 2919 | Refunds-Theatre Admission | 223 | 0 | 0 | 0 | 0 |
| 2922 | Refunds-DCRC Dolphins | 5,655 | 6,000 | 9,000 | 9,000 | 6,000 |
| 2923 | Refunds-Washington Twp | 7,200 | 3,500 | 9,500 | 9,500 | 3,500 |
| 2925 | Refunds-School Programs | 0 | 0 | 6,000 | 6,000 | 0 |
| TOTALS | | $624,163 | $494,000 | $731,538 | $730,500 | $494,000 |
| **Central Ohio Interoperable Radio System (COIRS)** | | | | | | |
| 807-1210 | | | | | | |
| 2310 | Utilities | 3,507 | 4,000 | 4,348 | 4,000 | 5,000 |
| 2345 | Legal Services | 3,414 | 4,000 | 7,000 | 5,000 | 5,000 |
| 2349 | Professional Services | 0 | 34,000 | 31,000 | 10,000 | 15,000 |
| 2351 | Maintenance of Equipment | 51,627 | 59,000 | 59,000 | 59,000 | 57,000 |
| 2360 | Insurance and Bonding | 7,176 | 9,000 | 9,000 | 7,300 | 9,000 |
| 2990 | Contingencies | 1,401 | 10,000 | 10,000 | 10,000 | 0 |
| TOTALS | | $67,125 | $120,000 | $120,348 | $95,300 | $91,000 |

## 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 – a** written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future called the maturity date(s), together with the periodic interest at a specified rate. Note: The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

**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.

## GLOSSARY OF TERMS

**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.

**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

## GLOSSARY OF TERMS

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.

**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.

**Fiduciary Fund** – any fund held in a fiduciary capacity, ordinarily as agent or trustee. Also called Trust and Agency Funds.

**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.

**Governmental Accounting Standards Board (GASB)** – the independent agency established under the Financial Accounting Foundation in 1984 as the official body designated to set accounting and financial reporting standards for state and local governments.

**Governmental Funds** – a generic classification used by the GASB to refer to all funds other than proprietary and fiduciary funds. The General Fund, special revenue funds, capital project funds, and debt service funds are types of funds referred to as "governmental funds."

**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

## GLOSSARY OF TERMS

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.

**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.

**Major Funds** - Many local governments manage and account for their financial activities in a limited number of funds--designated as major funds as recommended by the GASB.

**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.

## GLOSSARY OF TERMS

**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.

**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.

## GLOSSARY OF TERMS

**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.

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City of Dublin