

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. **109-14**

Passed _____, 20____

AN ORDINANCE TO ADOPT THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015, AND DECLARING AN EMERGENCY

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

WHEREAS, City Council has received and reviewed the annual Operating Budget for 2015; and

WHEREAS, the Administration has incorporated in the attached 2015 Operating Budget any necessary modifications as 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 2015 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, 2015. This ordinance shall therefore be effective on January 1, 2015.

Passed this _____ day of _____, 2014.

Mayor - Presiding Officer

ATTEST:

Clerk of Council



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 *mlg*
Date: October 30, 2014
Initiated By: Angel L. Mumma, Director of Finance
Re: Ordinance No. 109- Adopting the Annual Operating Budget for 2015

Summary

Ordinance 109-14 authorizes the adoption of the 2015 Annual Operating Budget. City Council workshops to review the proposed budget are scheduled for Wednesday, November 5 and Wednesday, November 12 at 6:30 p.m. The complete schedule for all workshops is attached.

Recommendation

Staff recommends passage of Ordinance 109-14 at the second reading/public hearing on December 8, 2014. Emergency action is requested at that time to provide that the ordinance is effective on January 1, 2015. If you have any questions, please do not hesitate to contact Angel Mumma at 614.410.4401.

City Council Review of the Proposed Operating Budget for 2015

**Agenda
November 5, 2014
(Meeting to begin at 6:30 p.m.)**

Estimated Time	Department/Division	Tab/Budget Page
	Development	
6:30 p.m.	Economic Development	General Fund 3-61 – 3-64
6:40 p.m.	Building Standards	General Fund 3-65 – 3-70
6:50 p.m.	Planning	General Fund 3-71 – 3-74
	Public Service	
7:00 p.m.	Office of the Director	General Fund 3-41 – 3-44
7:10 p.m.	Parks and Open Space	General Fund 3-57 – 3-60
	Cemetery Fund	Special Revenue Funds 4-13 – 4-16
	Hotel-Motel Tax Fund-Public Art	Special Revenue Funds 4-41 – 4-44
7:20 p.m.	Engineering	General Fund 3-51 – 3-53
	Utilities / Repairs & Maintenance	General Fund 3-54 – 3-56
	State Highway Fund	Special Revenue Funds 4-9 – 4-12
	Water	Enterprise Funds 7-5 – 7-6
	Sewer	Enterprise Funds 7-11 – 7-12
	Transportation Signal & Street Lights	Special Revenue Funds 4-5 – 4-8
7:30 p.m.	Street and Utilities Operations	
	Solid Waste	General Fund 3-45 – 3-50
	Street Maintenance	Special Revenue Funds 4-1 – 4-4
	Water	Enterprise Funds 7-1 – 7-2
	Sewer	Enterprise Funds 7-7 – 7-8
7:40 p.m.	Office of the City Manager	General Fund 3-4 – 3-8
	Miscellaneous Accounts/Contingencies	General Fund 3-9 – 3-12
7:50 p.m.	Legal Services	General Fund 3-21 – 3-24
8:00 p.m.	Community Relations	General Fund 3-17 – 3-20
	Merchandising Fund	Enterprise Funds 7-13 – 7-16

**City Council Review of the Proposed Operating Budget for 2015
Agenda
November 12, 2014
(Meeting to begin at 6:30 pm)**

Estimated Time	Department/Division	Tab/Budget Page
	Administrative Services	
6:30 p.m.	Fleet Management	General Fund 3-75 – 3-78
6:40 p.m.	Information Technology	General Fund 3-79 – 3-82
6:50 p.m.	Court Services	General Fund 3-83 – 3-86
	Records Management	General Fund 3-87 – 3-90
	Court Computer Fund	Special Revenue Funds 4-45 – 4-48
7:00 p.m.	Facilities	General Fund 3-91 – 3-94
	DCRC Facilities	Special Revenue Funds 4-25 – 4-28
7:10 p.m.	Volunteer Resources	General Fund 3-95 – 3-98
7:20 p.m.	City Council	General Fund 3-1 – 3-2
	Boards and Commissions	General Fund 3-3
7:30 p.m.	Police	Special Revenue Funds 4-57 – 4-64
	Education and Enforcement	Special Revenue Funds 4-65 – 4-68
	Law Enforcement Trust	Special Revenue Funds 4-69 – 4-72
7:40 p.m.	Events Administration	Special Revenue Funds 4-33 – 4-40
7:50 p.m.	Recreation Services	
	Recreation	Special Revenue Funds 4-17 – 4-20
	Community Recreation Center	Special Revenue Funds 4-21 – 4-24
	Swimming Pool Fund	Special Revenue Funds 4-29 – 4-32
8:00 p.m.	Human Resources	General Fund 3-13 – 3-16
	Employee Benefits Self-Insurance Fund	Internal Service Funds 8-1 – 8-4
	Workers Compensation Self-Insurance Fund	Internal Service Funds 8-5 – 8-8
8:10 p.m.	Finance	
	Office of the Director	General Fund 3-25 – 3-27
	Procurement	General Fund 3-28 – 3-30
	Taxation	General Fund 3-37 – 3-40
	Hotel-Motel Tax Fund	Special Revenue Funds 4-41 – 4-44
	Transfers and Advances	General Fund 3-31 – 3-32
	Miscellaneous Accounts	General Fund 3-33 – 3-36
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	Accrued Leave Reserves	Special Revenue Funds 4-53 – 4-56
	Wireless 9-1-1	Special Revenue Funds 4-73 – 4-76
	Debt Service	Debt Service Funds 5-1 – 5-4
	Water Debt	Enterprise Funds 7-3
	Sewer Debt	Enterprise Funds 7-9
	Fiduciary	Fiduciary Funds 9-1 – 9-2
8:20 p.m.	Capital Improvements Program	Capital Project Funds 6-1 – 6-10
	Parkland Acquisition Fund	Capital Project Funds 6-11 – 6-12



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

Date: October 30, 2014

Initiated By: Angel L. Mumma, Director of Finance

Re: 2015 Operating Budget Overview

Summary

Per discussion with Council Member Chinnici-Zuercher, Finance Committee Chair, the overview information for the 2015 Operating Budget is not scheduled to be reviewed during the November 5, 2014 budget workshop (as was the case with the 2015 – 2019 Capital Improvement Program approved by Council in September). However, the overview materials have been prepared in a presentation format and included in your materials for your review.

Staff will be available to respond to any questions during the budget workshops. In the meantime, if you any have questions, please contact Angel Mumma, Director of Finance at 410-4401 (office) or 745-9904 (cell).

November 5, 2014



2015 Proposed Operating Budget

2015 Proposed Operating Budget

Presentation Outline

- Budget Preparation
 - Financial Management Policies & Guidelines
- Operating Revenue
 - Income Tax Revenue
 - Non-Income Tax Revenue
- Operating Expenditures
- Budgeted Operating Revenues vs. Expenditures (historical and projected)
- Actual Operating Revenues vs. Expenditures (historical and projected)



2015 Proposed Operating Budget

2015 Proposed Operating Budget Overview

- Factors Influencing the Preparation of the Operating Budget
 - Financial Management Policies and Guidelines
 - City Council Goals
 - Maintaining levels of service
 - Implementation of the 1st year of the Capital Improvements Program (CIP)



2015 Proposed Operating Budget

Financial Management Policies & Guidelines

- Maintain targeted reserves
- Revenue projections
- Current expenditures matched to current revenues
- Annual update of five-year CIP
- Evaluate debt capacity and pay-as-you-go financing



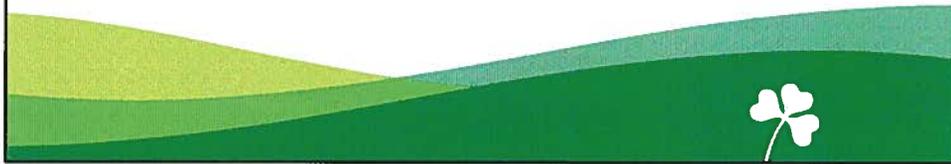
2015 Proposed Operating Budget

Financial Management Policies & Guidelines

Maintain targeted reserves

- Provides financial flexibility
 - Allows City to manage unforeseen circumstances
 - Provides City with the ability to capitalize on opportunities

- Considerations:
 - Cash flow/operating requirements
 - Historical knowledge of revenues & expenditures
 - Reliance on income tax



2015 Proposed Operating Budget

Financial Management Policies & Guidelines

Maintain targeted reserves

- Established in the following funds:
 - General fund
 - Accrued Leave Reserve Fund
 - Capital Projects Funds (TIFs)
 - Water and Sewer Funds



2015 Proposed Operating Budget

General Fund Balance Compared to General Fund Expenditures

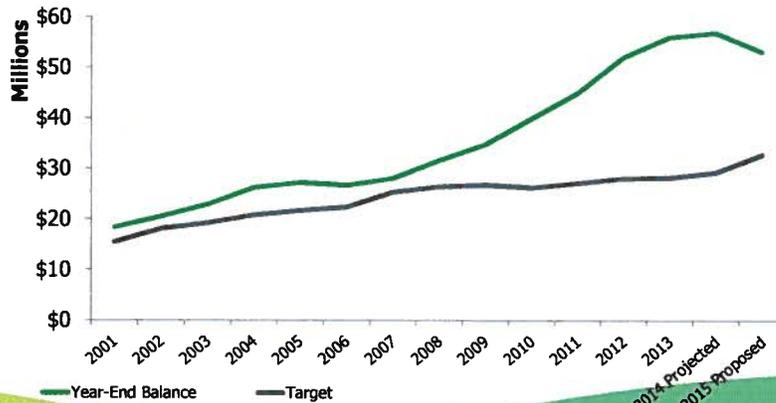
	Year-End Balance	Expenditures*	Percent
2008	\$31,626,245	\$52,882,620	59.8%
2009	\$34,773,949	\$53,605,030	64.9%
2010	\$39,926,471	\$52,580,723	75.9%
2011	\$45,001,134	\$54,349,386	82.8%
2012	\$52,039,415	\$56,242,629	92.5%
2013	\$56,038,803	\$56,454,574	99.3%
2014 Projected	\$56,957,482	\$58,597,960	97.2%
2015 Proposed	\$53,171,433	\$65,620,787	81.0%

*Excludes advances



2015 Proposed Operating Budget

General Fund Year-End Balance Compared to Target of 50% General Fund Expenditures



2015 Proposed Operating Budget

Accrued Leave Reserve Fund

- Match projected payouts with time as earned
- 2015 projected year-end balance - \$813,379
- Estimated five-year payout - \$876,650
- Goal of maintaining a five-year reserve level
 - Approximately 4.6 year reserve level anticipated at year-end 2015
 - Significant amount of payouts in 2013, 2014
 - Will monitor and adjust funding in 2016 if necessary



2015 Proposed Operating Budget

Tax Increment Financing (TIF) Funds

- Program future projects based on service payment projection
- Consideration given to the issuance of debt – Revenue streams provides payment toward debt service
- Timing on repayment of advances provides revenue stream to originating fund; Can be adjusted if necessary



2015 Proposed Operating Budget

Water & Sewer Funds

City policy – Goal of maintaining system fund balances of 25% of system historical value

As of 12/31/13:

	System Value	Fund Balance	2013 Percentage
Water	\$57,316,494	\$12,012,716	21.0%
Sewer	\$61,751,899	\$6,396,498	10.4%
Total	\$119,068,393	\$18,409,214	15.5%

Outstanding Advances - \$2,314,750 (due to Water Fund)

Including advances, total fund balance equals 17.4% of total system value



2015 Proposed Operating Budget

Water & Sewer Funds

City policy – Goal of maintaining system fund balances of 25% of system historical value

Projected fund balances looking forward

	2014 est. Percentage	2015 est. Percentage	2016 est. Percentage	2017 est. Percentage	2018 est. Percentage	2019 est. Percentage
Water	20.6%	21.6%	21.0%	21.4%	20.2%	20.5%
Sewer	8.6%	6.8%	4.9%	2.7%	1.7%	2.0%



2015 Proposed Operating Budget

Revenue Projections

- Conservative Philosophy
- Current economic conditions/events
 - State of Ohio Budget impacts
 - Development activity
- Historical performance
- Alternative revenue sources/flexibility
- Review revenue performance at regular intervals and make adjustments when warranted



Operating Revenue & Expenditures



2015 Proposed Operating Budget

Operating Revenue & Expenditures

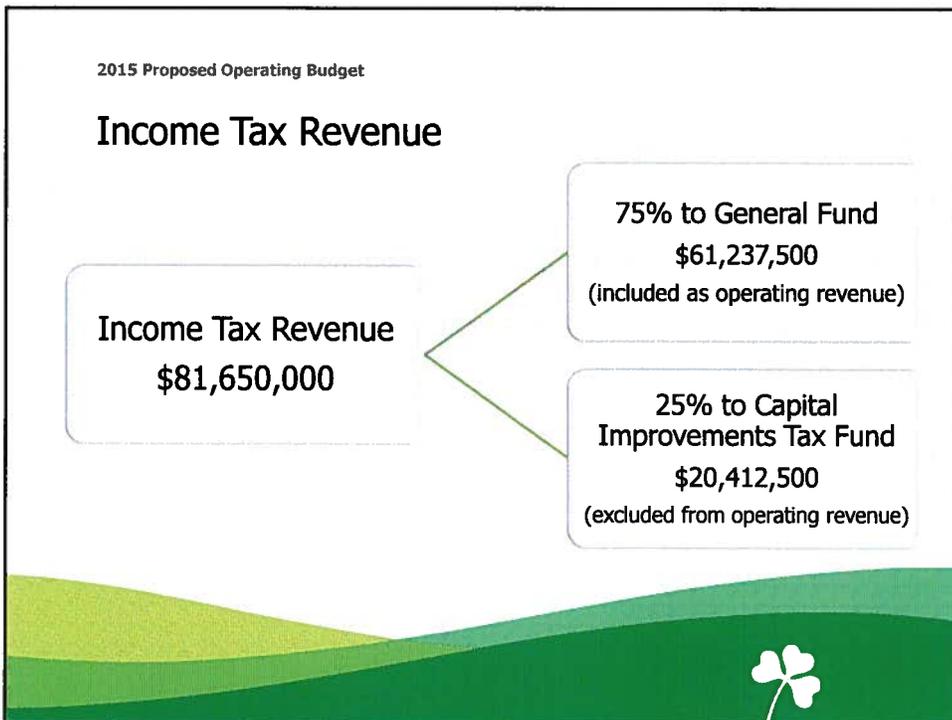
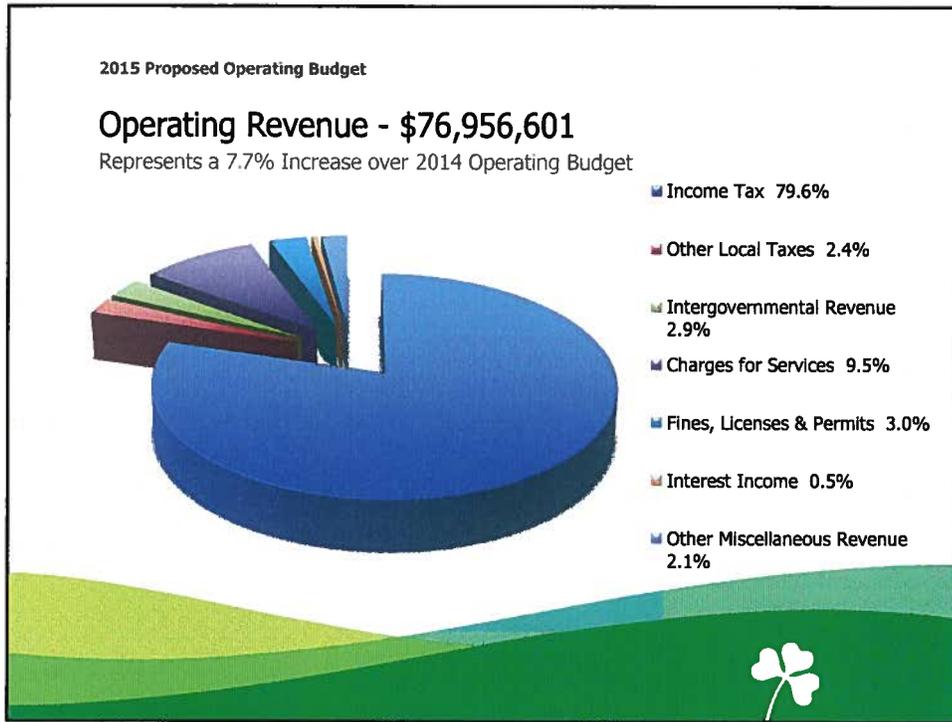
Incorporates revenues and expenditures from the following funds:

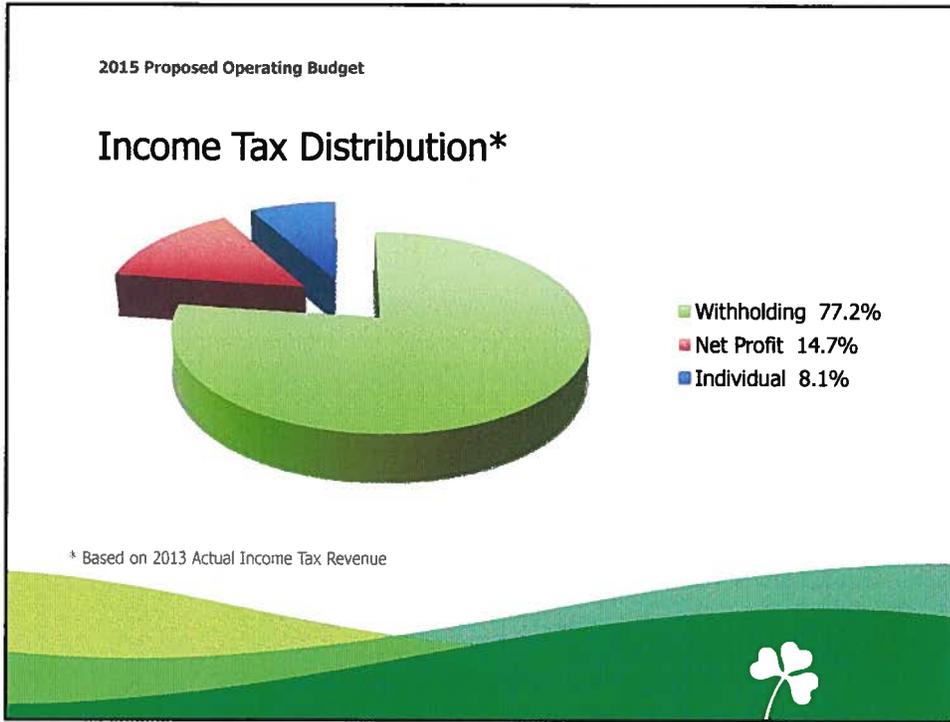
- General
- Street Maintenance & Repair
- State Highway
- Cemetery
- Recreation
- Safety
- Pool
- Hotel/Motel Tax
- Enforcement & Education
- Law Enforcement
- Mandatory Drug Fine
- Mayor's Court Computer
- Wireless 911



Operating Revenue







2015 Proposed Operating Budget

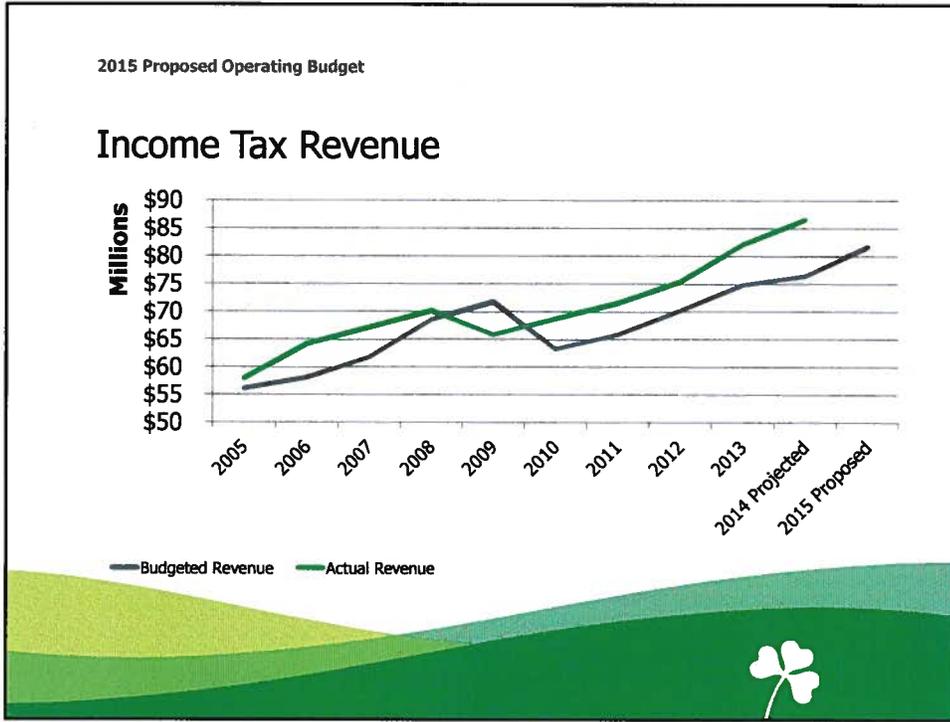
Income Tax Revenue

2015 projected revenue - \$81,650,000

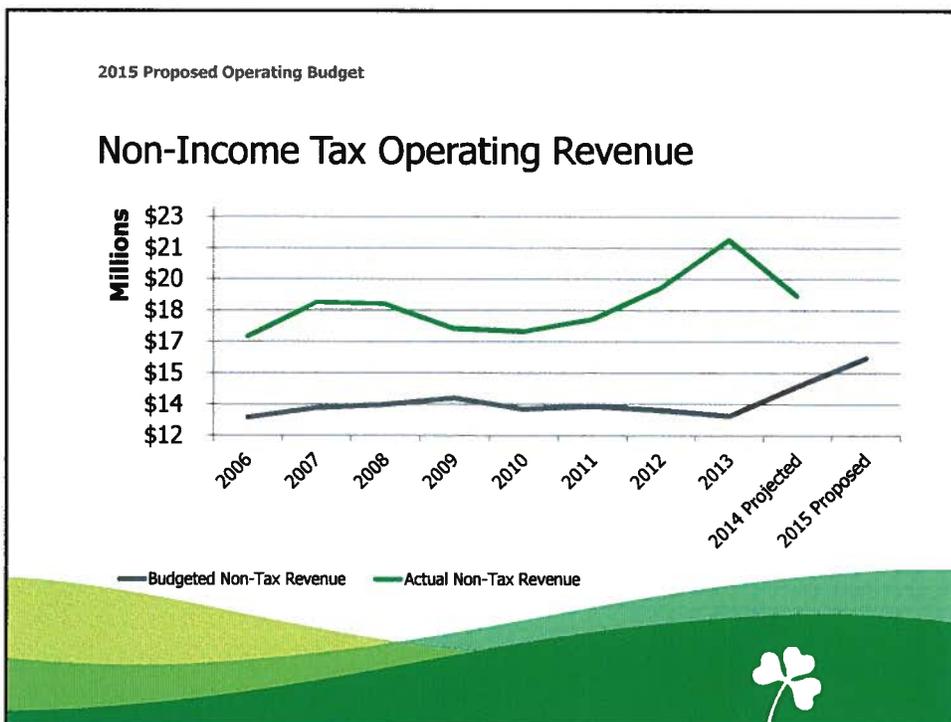
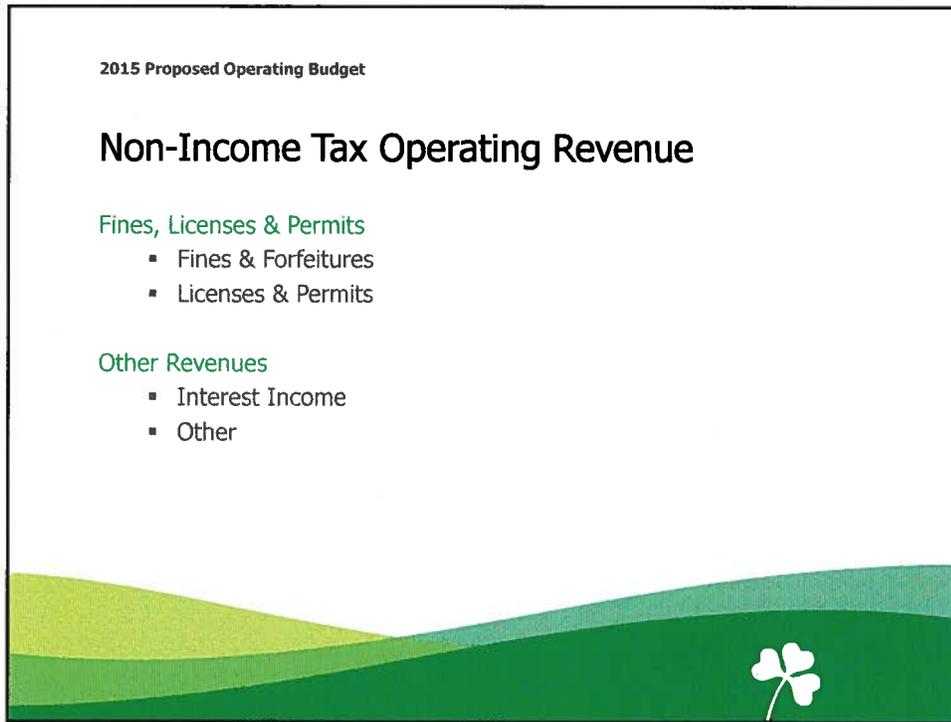
Actual revenues through September 30, 2014 - \$68,695,785

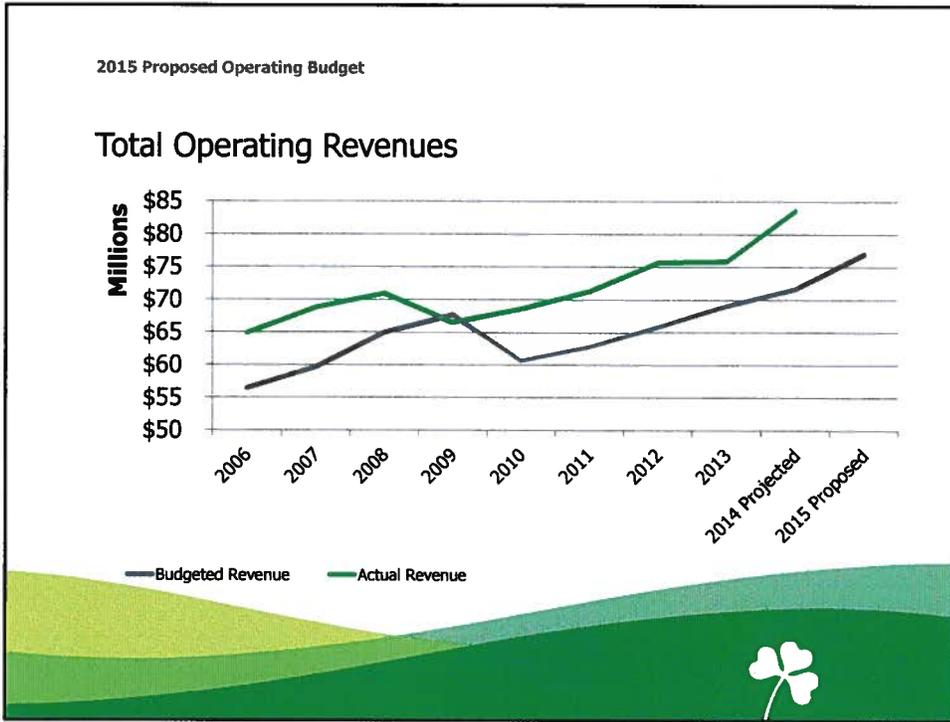
- Income tax revenues are up 9.4% over 2013 or \$5,911,370
 - Withholding up 10.5% over 2013 or \$4,998,052
 - Business net profits up 13.9% over 2013 or \$1,305,178
 - Individual returns down 7.0% over 2013 or \$391,860



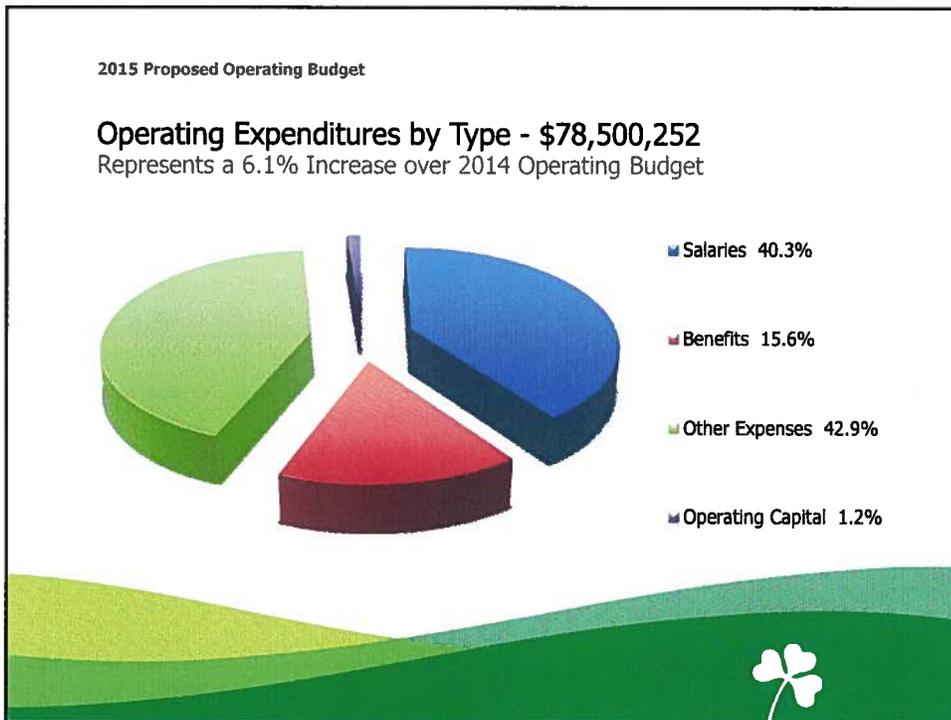
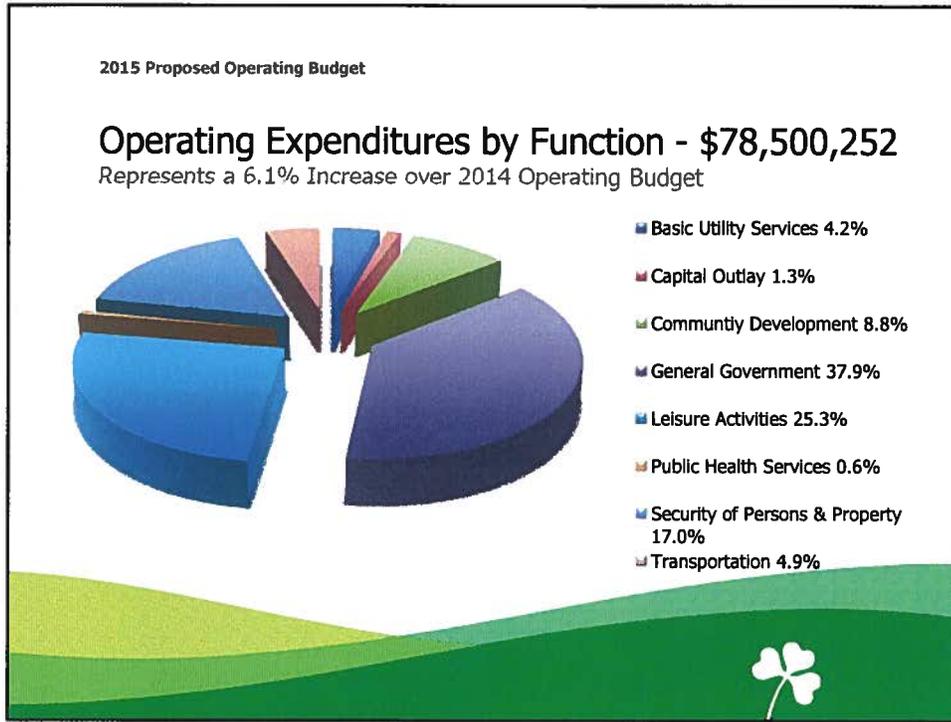


- 2015 Proposed Operating Budget
- ### Non-Income Tax Operating Revenue
- Other Local Taxes
 - Hotel/Motel Tax
 - Intergovernmental Revenues
 - Local Government Funds
 - Motor Vehicle License Fees & Gasoline Taxes
 - Charges for Services
 - Fees and Charges
 - Sale of Fuel
-





Operating Expenditures



2015 Proposed Operating Budget

Operating Expenditures

Personal Services - Salaries / Wages

Goal of providing high quality services efficiently and effectively

	2011 Funded	2012 Funded	2013 Funded	2014 Funded	2015 Proposed
Full-Time	382	368	368	378	386
Part-Time	240	234	232	236	251

2015 Proposed Operating Budget

Operating Expenditures

Personal Services – Salaries / Wages

Full-Time Staffing Changes Proposed for 2015
386 total full-time employees; increase of eight positions

- Legislative Affairs
 - One additional Deputy Clerk of Council
- Community Relations
 - One additional Public Information Officer
- Taxation
 - New position - Assistant Director of Taxation (or similar title)
 - Reduction in Accounting Specialists from three to two

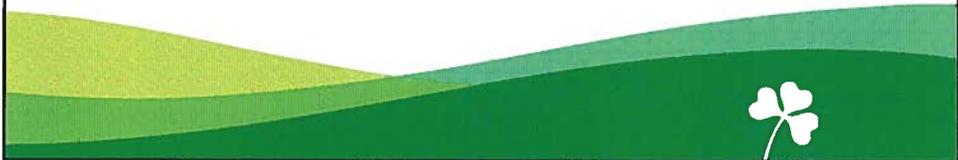
2015 Proposed Operating Budget

Operating Expenditures

Personal Services – Salaries / Wages

Full-Time Staffing Changes Proposed for 2015 (continued)

- Planning
 - New position - Senior Project Manager
 - Reclassification – Zoning Inspector (from part-time to full-time)
- Police
 - Two additional Police Officers
 - Two additional Communication Technicians
 - New position - Communication Manager
- Dublin Community Recreation Center
 - Reduction of Custodian from six to five



2015 Proposed Operating Budget

Operating Expenditures

Personal Services - Salaries / Wages

- Funding programmed for an overall adjustment of up to 2.5% for non-bargaining unit salaries
- Incorporates wage increases for the following employees:
 - USW – Pursuant to contract
 - Up to 1% increase in 2014 depending on job classification
 - FOP – 2.5%
- Bargaining with the FOP Ohio Labor Council (Communication Technicians) underway in mid-November



2015 Proposed Operating Budget

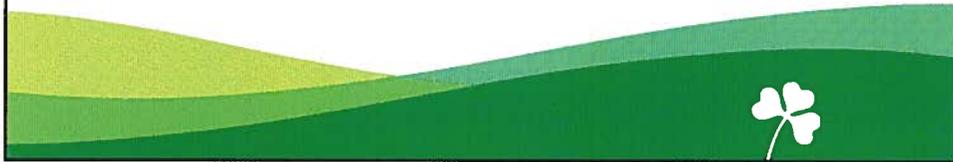
Operating Expenditures

Personal Services – Employee Benefits

- Ohio Public Employees Retirement System (OPERS)
 - Employees contribute 10% of wages
 - City contributes 14% of wages

- Ohio Police & Fire Pension Fund (OP&F)
 - Employee contributes 10.75% of wages
 - City contributes 19.5% of wages

- City contribution based on Ohio Revised Code



2015 Proposed Operating Budget

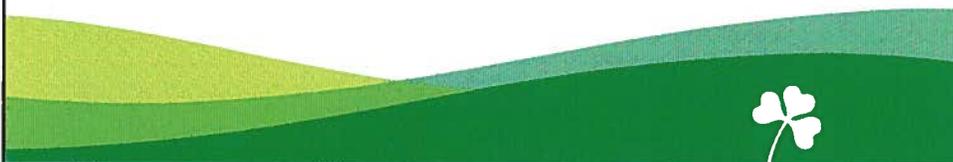
Operating Expenditures

Personal Services – Employee Benefits

- Participation of all City employees in the Consumer Driven Health Plan HSA

- City's contribution to HSA is based on Healthy By Choice (HBC) participation

- Additional financial contributions to HSA by City based on meeting key health targets



2015 Proposed Operating Budget

Operating Expenditures

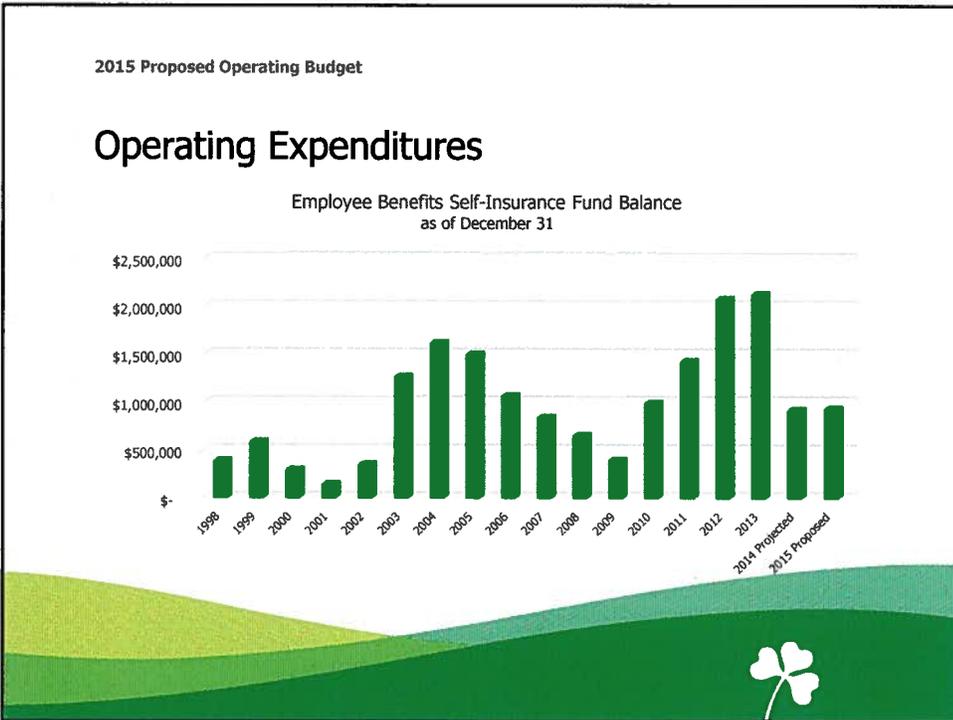
Personal Services – Employee Benefits

- Funding level for employee medical, dental, and vision benefits

Single	\$8,712	Family	\$19,475
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Increase of approximately 30% over 2014 funding level as a result of:

- Increased number of covered lives
- Increased number of large claimants
- Lowering of 2014 funding level as a result of healthy fund balance in the Employee Benefits Self-Insurance Fund

2015 Proposed Operating Budget

Operating Expenditures

Non-Personal Services Expenditures

	2011	2012	2013	2014 Projected	2015 Proposed
Overtime*	\$641,903	\$794,251	\$959,809	\$1,126,085	\$1,130,260
Conference & Mileage*	\$213,692	\$287,938	\$279,972	\$375,480	\$565,793
Professional Services*	\$4,097,324	\$3,856,366	\$3,980,725	\$4,720,185	\$5,260,591

*While not traditionally included in Operating Expenditures, Water, Sewer and Self-Insurance Funds have been included



2015 Proposed Operating Budget

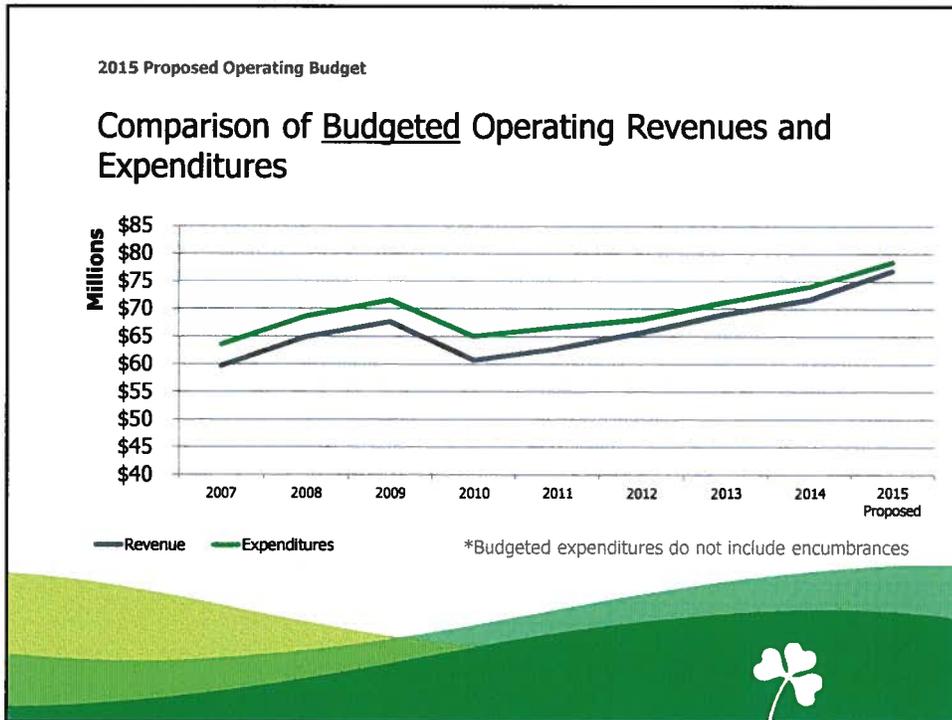
Total Operating Expenditures

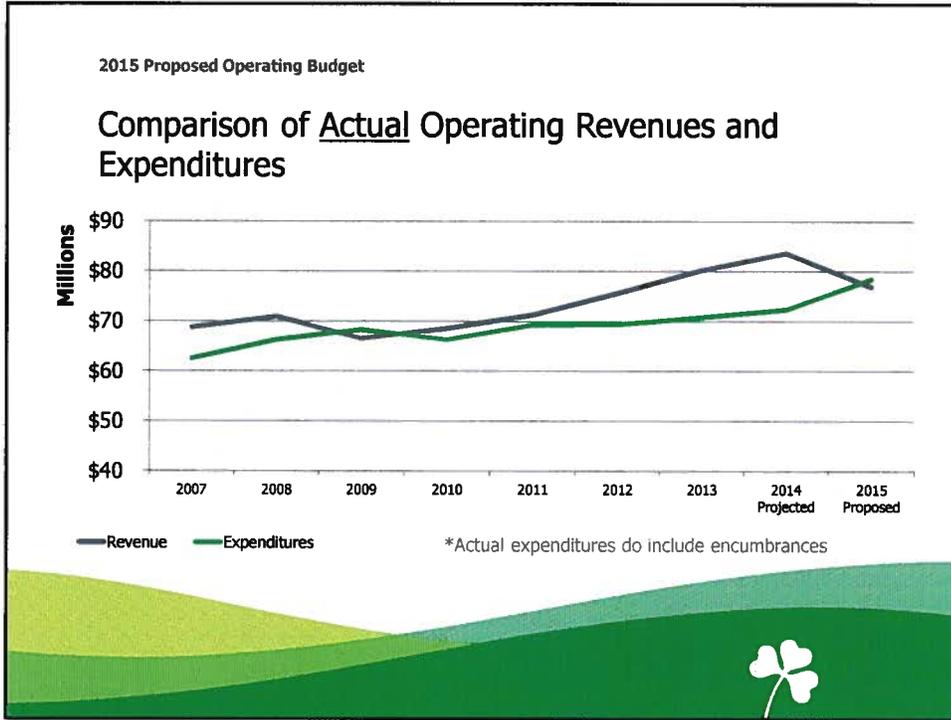
	2010	2011	2012	2013	2014 Projected	2015 Proposed
Budget	\$65,095,099	\$66,678,690	\$68,104,940	\$71,235,840	\$74,015,930	\$78,500,252
Actual*	\$66,398,489	\$69,360,616	\$69,396,768	\$70,903,192	\$72,408,090	
Difference	\$1,303,390	\$2,681,926	\$1,291,828	<\$332,648>	<\$1,607,840>	

*Includes encumbrances



Budgeted vs. Actual Operating Revenues & Expenditures





Conclusion



City of Dublin

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Indicates pages not included in proposed budget document but will be included in final budget document.

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(1) General Overview



November 3, 2014

■ **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 2015 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 64.9% in 2009 to 99.3% in 2013. As a result of an increase in income tax revenues in 2014, the fund balance is projected to be 97.2% or \$56.96 million at year-end 2014. 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 2014, total income tax collections were up 9.4% as compared to collections through the third quarter 2013. This increase is due, in large part, to an increase in withholding, which have increased nearly \$5 million in 2014. Continuing with our conservative approach to budgeting, the Administration has projected the total income tax revenues for 2014 will be up 5.5% as compared to the total income tax revenues for 2013.

While our 2014 income tax revenue has exceeded expectations, we are ever cognizant of the volatility in this revenue stream. In estimating income tax revenue for 2015, Staff have taken into consideration the loss of two large employers – Cellco Partnership (Verizon Wireless) and Nationwide Mutual Insurance Company. The movement of these two employers to neighboring communities reinforces the need for conservative revenue projections. It is estimated that 2015 income tax revenues will decrease 5.7% from the revised 2014 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 Maintenance 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

Given the City's dependency on income tax revenues, the philosophy of conservatively estimating revenues has been followed over the years because of the limited control the City has over revenues. Operating revenues have continued to exceed the amount budgeted. In 2014, the estimated operating revenues are projected to be \$83.65 million, which represents a 16.7% increase over 2014 budgeted revenues. In addition to the increase in income tax revenue, this increase is attributable to an increase in revenue from charges for services, licenses and permits, parks and recreation, and special event revenue. In 2015, operating revenues are projected to be \$76.96 million, which represents a 7.3% increase over 2014 budgeted operating revenues.

Operating Revenues (in millions)

	2010	2011	2012	2013	2014 Projected	2015 Proposed
Budgeted Revenues	\$60.75	\$62.84	\$65.87	\$69.10	\$71.70	\$76.96
Actual Revenues	\$68.32	\$71.30	\$75.67	\$80.23	\$83.65	

The 2015 Operating Budget reflects funding requests totaling \$78.50 million in operating expenditures. This represents a 6.1% increase compared to the 2014 Operating Budget.

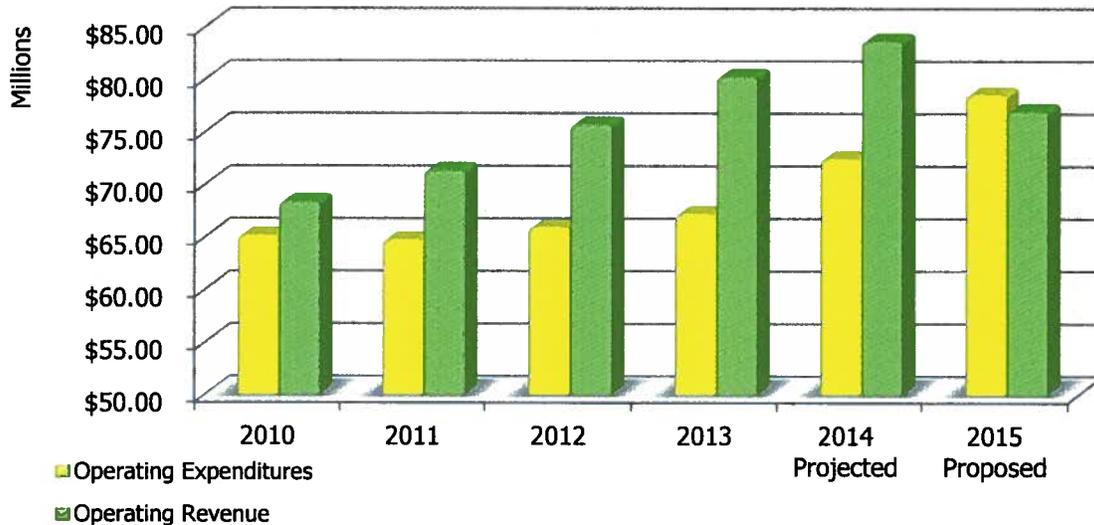
Operating Expenditures (in millions)

	2010	2011	2012	2013	2014 Projected	2015 Proposed
Budgeted Expenditures¹	\$65.10	\$66.68	\$68.10	\$71.23	\$74.01	\$78.50
Actual Expenditures	\$63.60	\$64.67	\$65.88	\$67.14	\$72.41 ²	
Actual Encumbrances	\$3.07	\$4.69	\$3.52	\$3.76		

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. In 2014, the actual operating revenues are expected to exceed the operating expenditures by approximately \$11.25 million. While the 2015 estimated operating expenditures exceed the 2015 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 is the operating expenditures will actually be less than the operating revenue. Should expenses exceed revenue, existing funds balances will be used to offset the difference. For this reason, the Administration maintains that the 2015 Operating Budget is balanced.



From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2015 are consistent with the budgeted amounts, the 2015 General Fund year-end balance is projected to be approximately 81.0% of the 2015 General Fund expenditures and operating transfers, exceeding the 50% target balance by \$20.36 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 2015 Operating Budget reflects funding for 386 full-time employees – an increase of eight employees over the 2014 authorization level.

As the largest suburb in central Ohio, Dublin is recognized as one of the safest, with the lowest crime rate of the suburban communities. This has been accomplished with staffing levels of sworn officers similar to those in place 15 years ago. As our population has increased, the 'face of crime' has changed as well. In order to keep up with these changes, the administration is recommending the hiring of two additional police officers. The hiring of these two officers is part of a phase request that will, if approved each year, provide up to ten additional police officers over the next five years. During this same period of time, the Administration anticipates the retirement of seven sworn personnel, which provides the opportunity to continually evaluate and adjust staffing levels.

The City is proud of the partnerships that have ensued as a result of the establishment of the Northwest Regional Emergency Communication Center (NRECC). Formed in October 2013, the NRECC is the primary public safety dispatch center for the City of Dublin, City of Hilliard, Washington Township and Norwich Township. From July 1, 2013 through June 30, 2014, the City facilitated nearly 66,000 traffic, fire, EMS, and mutual aid calls for the participating entities. Having now completed one full year providing these services to neighboring jurisdictions, we are requesting the addition of two Communication Technicians

and one Communication Manager. These additions will help ensure that the first point of contact for public safety calls, including 911 calls placed from wireless phones throughout northwest Franklin County, will continue to be answered with the highest level of service. Furthermore, it will minimize the amount of time Communication Supervisors will need to spend performing dispatching functions and allow them to focus their efforts on supervisory tasks such as quality assurance reviews, complaint investigations, and policy development and training. The costs of these additional positions will be shared with the partners of the NRECC.

Timely and accurate communication with our residents, corporate citizens, visitors, investors, and the media continues to be a priority, especially given the significant changes that will be occurring throughout our community over the next few years. The mode in which our stakeholders obtain their information is frequently changing, with social media such as Facebook, LinkedIn, and Twitter becoming more relied upon over traditional sources such as television and newspaper. Within the Community Relations Division, an additional Public Information Officer (PIO) is being requested; returning the staffing level back to the level it was in 2009. This individual will be the social media content strategist and coordinator. Additionally, this individual will be responsible for employee communication, recognition and appreciation which has been identified as a priority in the Novak Group's Work Experience Study. The PIO also will provide support to many internal City departments/work units including Human Resources, Legislative Affairs, Office of the City Manager, Volunteer Resources, Administrative Services, Fleet Management and Information Technology.

Within Taxation, funding for an Assistant Director of Taxation (or similar title) is being requested. This position will support the Director of Taxation in day-to-day oversight of the collection of income tax revenues, implementation of anticipated changes to the income tax code, as well as provide assistance in auditing more complex returns. Furthermore, as retirements within Taxation are anticipated over the coming years, the hiring of this position will provide some succession planning in order to ensure continuity in collection of this vital revenue stream. If this position is approved, staff would recommend the reduction in the number of Accounting Specialists from three to two (which is the current staffing level as a result of a vacancy).

Within the office of Legislative Affairs, funding for an additional Deputy Clerk of Council is recommended. This individual will assist in the day-to-day operations of the department and will be available as back-up in the Clerk of Council's absence.

Within Planning, staff is proposing the addition of a Senior Project Manager position to carry out specialized planning projects throughout the City. Additionally, staff is recommending the reclassification of the Zoning Inspector from a part-time to full-time position.

The Department of Public Service was re-established in 2014 and throughout the year, the Director has been reviewing processes, functions and positions. As a result of those reviews, we have incorporated within the 2015 Operating Budget a number of reallocations, which move employees from one work unit to another. These reallocations include:

- Operations Administrator from Street and Utilities Operations to the Public Service Department Office of the Director, reporting to the Infrastructure Asset Manager Engineer to assist with asset management
- Office Assistant II from Street and Utilities Operations to Engineering
- Engineering Project Inspector from Engineering to the Public Service Department Office of the Director to assist with inventoring and routine condition assessments of the City's transportation and utility assets.
- Maintenance Workers within the Sign Shop from Engineering to the Street and Utilities Operations

Along with the above mentioned reallocations, Engineering is being reorganized with several goals in mind, including: emphasizing the maintenance of our existing assets; creating a separate and dedicated work group focused on utilities and one focused on development; and creating a supervisor responsible for construction management and planning and managing the work of the Engineering Project Coordinators and Engineering Project Inspectors. These changes are expected to improve communication and flow of information.

These changes do not increase the number of full-time staff within the Department of Public Service.

The 2015 Operating Budget reflects funding for 250 full-time equivalent (FTE) part-time and seasonal positions, which is an increase of six over the current staffing. The changes include:

- The addition of two Interns within Engineering
- The reduction of one part-time Zoning Inspector, which has been reclassified as a full-time position
- The addition of one Intern for Information Technology (support services area)
- The addition of one part-time employee within Volunteer Resources
- The addition of one part-time employee within Recreation Services
- The addition of one part-time employees within the Community Recreation Center
- The addition of one Intern within Events Administration

The budget provides for an overall increase of up to 2.5% for non-bargaining unit salaries. Additionally, it incorporates the negotiated wage increase for employees covered by the Fraternal Order of Police and the United Steelworkers of America labor contracts. The collective bargaining agreement with the Fraternal Order of Police – Ohio Labor Council, Inc. (Communications Technicians) expires December 31, 2014. Bargaining with this group will be underway within the next few weeks with the expectation that a new contract will be in place by January 1, 2015.

The 2015 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 the realignment of Riverside Drive, additional improvements to Coffman Park and construction of shared-use paths along Dublin Road South and Glick Road. Other capital improvements programmed for 2015 from Tax Increment Financing (TIF) funds include the construction of Phase II of John Shields Parkway, construction of a roundabout at Riverside Drive and S.R. 161, intersection improvements to Sawmill Road and Hard Road, Phase 1 improvements to the I-270/US 33 Interchange, and the development of the Riverside Park.

The maintenance of the City's existing infrastructure is equally important. For this reason, significant funding has been programmed in the 2015 Operating Budget to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in excellent condition. Details of the 2015 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 2014.

Focus Areas

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

Programs that will be undertaken in 2015 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 including invitations to Council to attend and or arrange their own visits; developing plans to include Council on engagement missions with businesses, industry sectors and site consultants; leveraging relationships and activities of the Chambers of Commerce (Dublin, Columbus and foreign chambers); 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, TIEOhio); real estate/developer engagements; Columbus2020 events; TechColumbus events; new business ground breakings/openings; and workforce engagements. Business industry cluster discussions between individual businesses and Battelle are underway. Economic Development is conducting a complete inventory and assessment of its programmatic offerings with the assistance of Battelle to determine what is working well, what isn't working well and what, if any, new focus areas should be considered. Funding has been programmed in 2015 to facilitate the continuation of 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 which focus on creating a sense of place and belonging by recognizing companies will continue with the *Where Champions Reside* and *Our Brands Speak for Themselves* series. These print and digital ad series feature prominent and interesting leaders of Dublin businesses whose brands are recognized worldwide.

Social interaction and the relationships that are built at events such as the Memorial Tournament and Irish Festival continue to be 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.

- *21 Century Learning Environment*– The Administration remains engaged with community partners, including the Columbus Metropolitan Library, Dublin City Schools (through their STEM [Science, Technology, Engineering and Math] Initiative), and Columbus2020, along with higher education institutions such as Ohio University and Columbus State, to focus on meeting future workforce development needs within Dublin.

The Dublin branch of the Columbus Metropolitan Library provides a tremendous community benefit. As the Bridge Street District redevelops, staff remain committed to working with the Library to ensure the new Dublin branch is a relevant part of the District, creating a destination for residents and visitors alike.

- *Bridge Street District* – Staff continue to work with private developers in bringing to fruition the mixed-use, walkable neighborhoods so desired within the Bridge Street District. 2015 will be a transformational year for the District as major transportation projects commence, including the construction of the Riverside Drive/S.R. 161 roundabout and the realignment of Riverside Drive, while others projects started in 2014 are completed, including John Shields Parkway Phase I, from Tuller Ridge Drive to Mooney Street, and the Dale Drive/Tuller Road connector. Construction of other roadways essential in establishing the grid system for the District will begin as development occurs within the area.

- *Brand recognition* – In 2015, 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. Internally, our enhanced communication, appreciation and engagement efforts reflect our brand attributes including professionalism, friendliness and accountability. Externally, new efforts include Why Dublin 2.0 – a multidimensional campaign expansion of the Why Dublin? video campaign that began in 2014. The goal is business retention and expansion highlighting Dublin’s value and benefits for the business and employees. The campaign will be digital and print, while providing tools and a platform for relationship building. We are proud our economic development marketing efforts received the Excellence in Economic Development Marketing Award by the Ohio Economic Development Association at its 2014 Annual Summit. Our combined digital/social/mobile efforts have multiplied significantly and are being followed and shared by regional influencers including print media and local network stations.

- *Creation of a gathering place where the Dublin community can celebrate creativity in both personal and shared experiences of the arts* – Staff will continue working with Ohio University, who has expressed interest in establishing a resident professional theater company with a permanent home in Dublin. This desire is being considered as the City embarks on a performing arts center feasibility study, of which the results are anticipated in mid-2015.

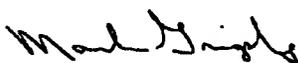
- *Competitive office space* – Three key initiatives are underway and will be completed in 2015. These include ongoing deployment of a 100 gigabit dubLINK research and education backbone; analysis of office buildings relative to parking ratios; the evaluation and potential implementation of an Environmental Special Improvement District (ESID). Other areas to be assessed will include amenities and signage. Economic Development staff will continue to work aggressively on retention, expansion, attraction, creation and workforce efforts.

- *Future needs of aging residents to ensure they remain active and engaged community members* – An internal staff working group was recently formed to begin the development of an ‘Aging in Place’ Strategic Plan. Three subcommittees will be established which will identify current and future needs of Dublin’s senior population in a variety of service areas. It is anticipated that a survey and/or focus groups will likely occur in 2015 which will provide information from residents and other organizations that provide services to or are impacted by this segment of the Dublin population.

- *Partnerships which would facilitate a shared vision and master plan for the US 33 Corridor* – In 2015, staff will continue working with Columbus 2020, and economic development staff from Union County and the City of Marysville to coordinate a more focused effort on advocating the US 33 corridor. Outreach efforts will provide information about what companies are looking for and how the jurisdictions can better prepare to attract, retain and expand businesses along the corridor.

The Administration is committed to meeting the goals established by City Council and to ensure that high quality services remain a community hallmark. The 2015 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,



Marsha I. Grigsby
City Manager

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Mission Statement

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

Core Values

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Dublin

Ohio

For the Fiscal Year Beginning

January 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Dublin for its annual budget for the fiscal year beginning January 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

2015

**OPERATING BUDGET
CITY OF DUBLIN, OHIO**

City Council

Michael H. Keenan, Mayor

Richard S. Gerber, Vice – Mayor	Greg Peterson
Marilee Chinnici-Zuercher	John G. Reiner
Tim Lecklider	Amy J. Salay

Clerk of Council - Anne Clarke

City Administration

City Manager – Marsha I. Grigsby

Assistant City Manager
Michelle Crandall

Director of Development
Dana L. McDaniel

Director of Public Service
Megan O’Callaghan

Director of Finance
Angel L. Mumma

Chief of Police
Heinz W. VonEckartsberg

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Form of Government

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

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

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

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

City Organizational Structure

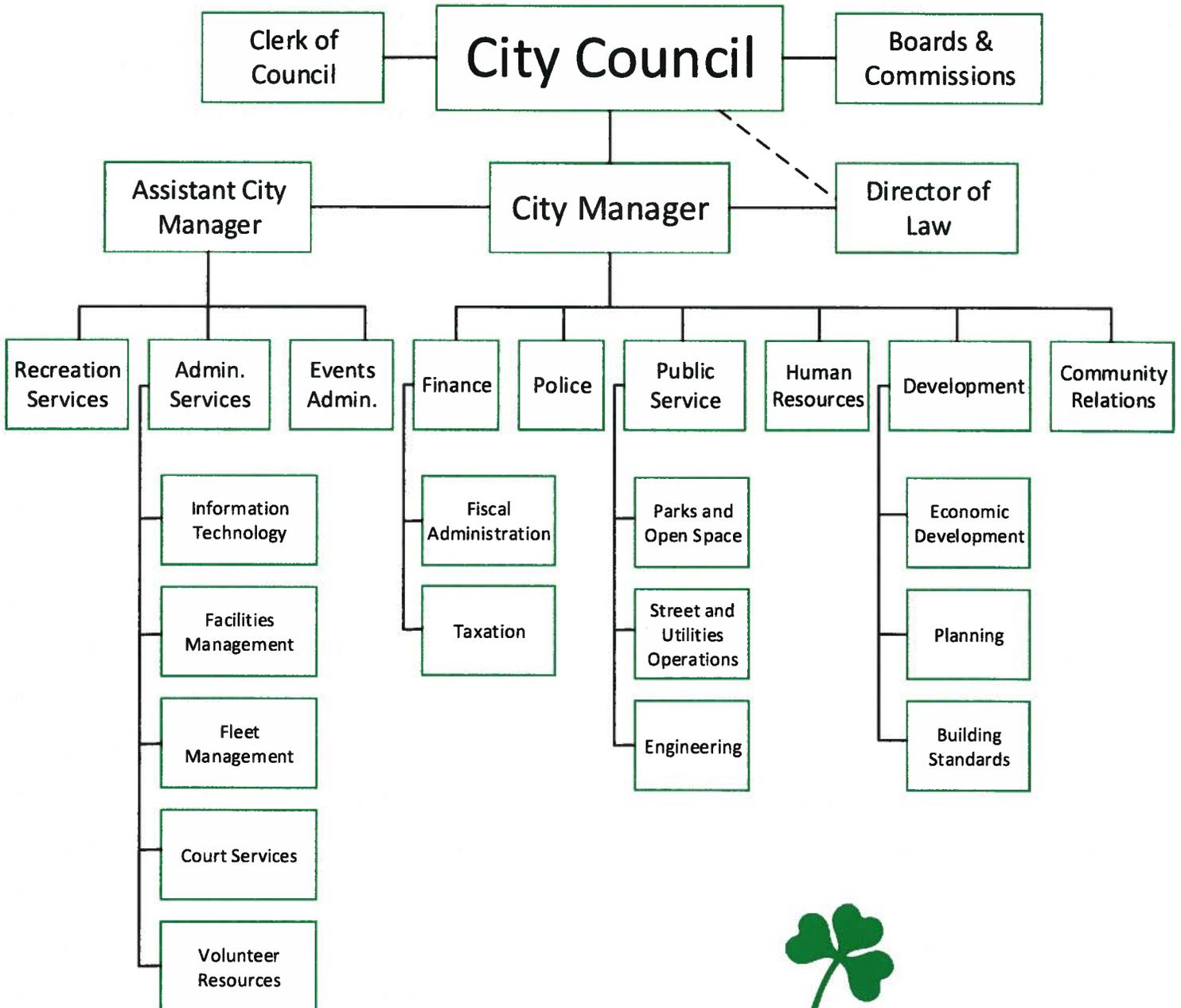
The City's organizational structure is designed to support quality services in a successful, efficient and effective manner.

The City Manager is supported by an Assistant City Manager, as well as a management team comprised primarily of directors from across the organization. The City has 386 authorized and funded full-time positions anticipated to be staffed in 2015.

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City of Dublin Residents



ORGANIZATIONAL CHART

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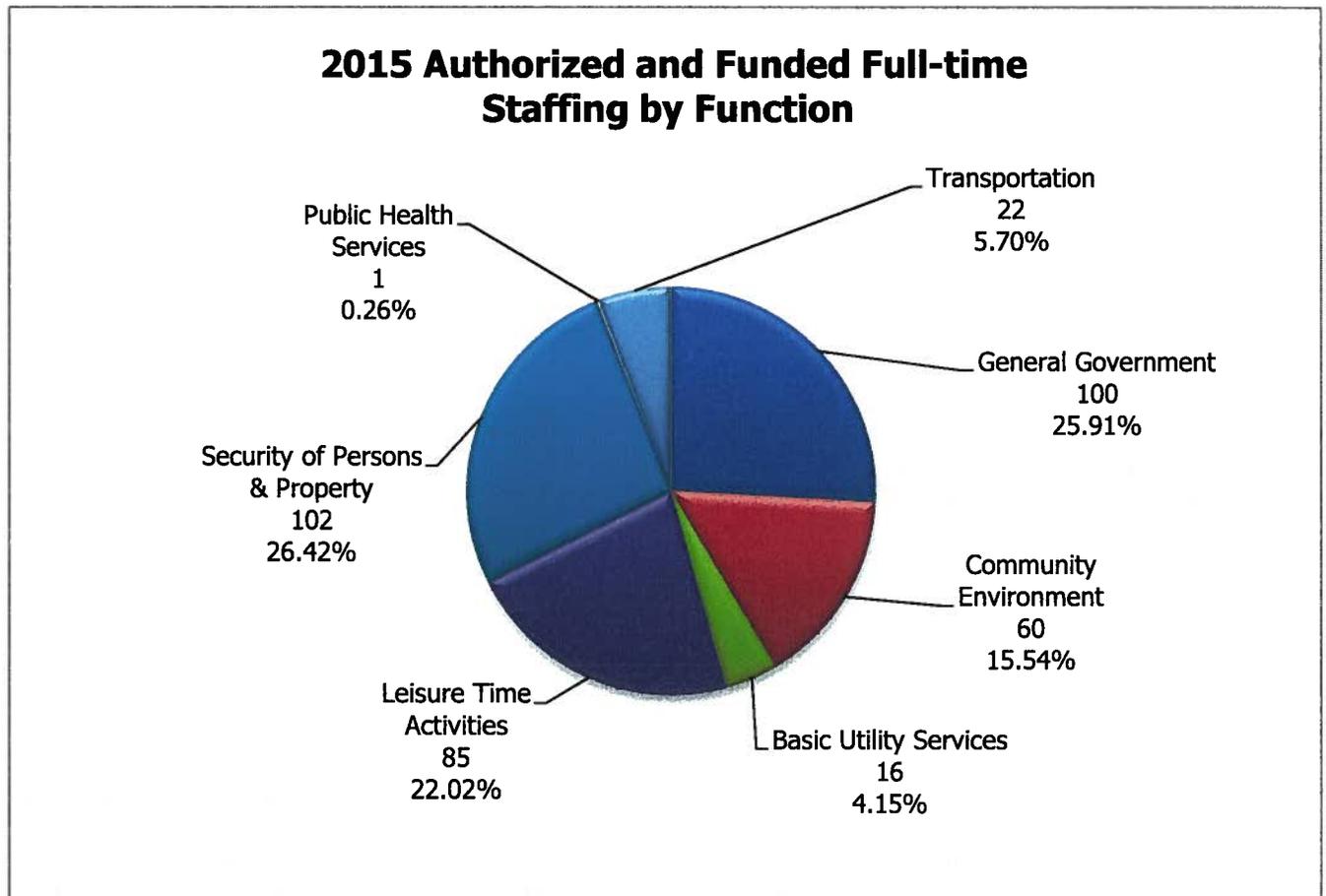


2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Staffing Comparison by Function Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2015 Operating Budget also funds approximately 251 part-time and seasonal positions throughout the City.

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized	2015 Proposed
General Government	95	93	92	93	100
Community Environment	64	62	59	59	60
Basic Utility Services	17	17	17	17	16
Leisure Time Activities	88	85	85	86	85
Security of Persons & Property	90	88	91	97	102
Public Health Services	1	1	1	1	1
Transportation	27	23	23	25	22
TOTALS	382	369	368	378	386



2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Full-Time Staffing by Work Unit

Work Unit	2011 Funded	2012 Funded	2013 Funded	2014 Funded	2014 Current #	2015 Proposed	See Notes
City Council	3	2	2	2	2	3	(1)
Office of the City Manager	6	6	6	6	6	6	(2)
Human Resources	9	9	9	10	10	10	
Community Relations	7	7	7	7	7	8	(3)
Finance/ Office of the Director	5	5	5	10	11	11	(4)
Procurement	1	1	1	1	0	0	
Accounting and Auditing	6	6	6	0	0	0	
Taxation	5	5	5	6	6	6	(5)
Public Service/ Office of Director	0	0	0	2	4	7	(6)
Solid Waste Management	7	7	7	7	6	6	(7)
Engineering	28	28	27	27	27	26	(8)
Parks and Open Space	47	47	48	48	48	47	(9)
Economic Development	5	5	5	5	5	5	
Building Standards	15	15	15	15	15	15	
Planning	21	19	17	17	17	19	(10)
Fleet Management	9	9	9	9	9	9	
Administrative Services	2	2	2	0	0	0	
Information Technology	13	12	13	13	13	13	
Court Services/Records Management	6	5	5	4	4	4	
Facilities Management	16	16	15	15	15	15	
Volunteer Resources	2	2	2	2	2	2	
Street and Utilities Operations	22	19	19	21	20	22	(11)
Public Service/Engineering/Sign Shop	5	4	4	4	4	0	(11)
Cemetery Maintenance	1	1	1	1	1	1	
Recreation Services	7	7	7	7	7	7	
Community Recreation Center	15	15	15	15	15	15	
Community Recreation Center - Facilities	14	11	10	10	10	9	
Police	90	88	91	97	97	102	(12)
Events Administration	5	5	5	6	6	6	
Hotel/Motel Tax - Public Art	0	0	0	0	0	1	(9)
Water Maintenance	1	1	1	1	1	1	
Sewer Maintenance	9	9	9	9	9	9	
Employee Benefits Self Insurance	0	0	0	1	1	1	
TOTALS	382	368	368	378	378	386	

NOTES:

- (1) Reflects the addition of a Deputy Clerk of Council to assist with the needs of the Office.
- (2) The Senior Project Manager position is funded for 6 months to allow the new City Manager the flexibility to determine the needs of the Office.
- (3) Reflects the addition of a Public Information Officer to assist with the needs of the Office with a focus on the Police
- (4) All Finance staff are reflected under the Office of the Director of Finance.
- (5) One vacant Accounting Specialist position has been eliminated and an Assistant Director of Taxation position has been added.
- (6) Although the number of positions for this Work Unit has increased, the positions have been reclassified from other Work Units under the supervision of the Public Service Director. No new positions have been added for 2015.
- (7) Ordinance 46-14 approved by City Council on June 23, 2014 authorized the reclassification and transfer of funding for a Maintenance Crew Supervisor position.
- (8) One Engineering Project Inspector position is being reassigned from Engineering to the Public Service Department to assist with asset management.
- (9) The Public Art Conservation/Contract Specialist position is now reflected in the Hotel/Motel Tax Fund.
- (10) Reflects the addition of a Senior Project Manager and reclassifying a Zoning Inspector position from part-time to full-time.
- (11) The Sign Shop personnel is reallocated to the Street and Utilities Operations Work Unit. One of the Maintenance Worker positions remains vacant while the other position has been removed and the position reclassified to a Land Acquisition & Utilities Manager under the Department of Public Service reporting to the Director. This action was authorized by Ordinance 46-14.
- (12) Reflects two additional Police Officer positions, two additional Communication Technician positions, and a Communications Manager position. The Communication Technician positions and the Communications Manager position are needed due to dispatching agreements with other agencies and demands of the dispatching center. Funding for 2015 is allocated for a portion of the year.

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

The Relationship between Funds and City Work Units

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

Work Unit	General	Special Revenue Funds									Enterprise Funds	
		Street Maintenance & Repair	State Highway	Cemetery	Recreation	Safety	Swimming Pool	Hotel / Motel	Law Enforcement	Mayors Court Computer	Water	Sewer
City Council	X											
City Manager	X							X				
Human Resources	X											
Community Relations	X											
Legal Services	X											
Finance	X											
Procurement	X											
Taxation	X											
Public Service	X											
Solid Waste	X											
Engineering	X	X	X							X	X	
Street & Utilities Operations		X	X							X	X	
Parks & Open Space	X							X				
Cemetery				X								
Utilities – Water Mtc.										X		
Utilities – San. Sewer Mtc.											X	
Administrative Services												
Information Technology	X											
Court Services	X								X			
Records Management	X											
Facilities Management	X				X							
Volunteer Resources	X											
Fleet Management	X											
Development												
Building	X											
Planning	X											
Economic Development	X											
Recreation					X		X					
Events Administration								X				
Police						X			X			

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(2) Financial Overview

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

FINANCIAL MANAGEMENT POLICIES

OPERATING BUDGET POLICIES

- The City will pay for all current expenditures with current revenues and fund balances. The City will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.
- The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement.
- The City will protect against catastrophic losses through a combination of insurance and self-insurance funded programs.
- The City will maintain a budgetary control system to help it adhere to the budget.
- Financial reports, which compare actual performance with the budget, are available on-line for budgetary review by the departments/divisions.

RESERVE POLICIES

- The City will appropriate \$150,000 to a contingency account in the General Fund to provide for non-recurring and unanticipated expenditures.
- The City will prepare the operating budget with the goal of maintaining an actual year-end General Fund balance equal to 50 percent of the actual General Fund expenditures.

CAPITAL IMPROVEMENT PROGRAM POLICIES

- The City will develop a five-year Capital Improvements Program on an annual basis.
- The City will enact an annual capital improvement budget based on the multi-year Capital Improvements Program.
- The City will coordinate development of the capital improvement budget with development of the operating budget.

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2015 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2015 Unencumbered Balance
GENERAL	\$ 56,957,482	\$ 65,689,990	\$ 30,000	\$ 122,677,472	\$ 48,520,789	\$ 20,985,250	\$ 53,171,433
SPECIAL REVENUE FUNDS							
Street Maintenance and Repair	330,124	1,463,050	2,100,000	3,893,174	3,801,021	-	92,153
State Highway Improvement	806,005	869,505	-	1,675,510	22,000	25,000	1,628,510
Cemetery	11,322	27,200	150,000	188,522	172,990	-	15,532
Recreation	1,636,298	3,372,805	3,500,000	8,509,103	7,969,832	-	539,271
Safety	736,832	2,007,169	11,080,000	13,824,001	13,001,915	-	822,086
Swimming Pool	176,926	483,525	350,000	1,010,451	977,920	-	32,531
Permissive	661,666	92,845	-	754,511	750,000	-	4,511
Hotel/Motel	3,384,155	2,936,700	-	6,320,855	3,993,795	161,300	2,165,760
Education and Enforcement	77,259	1,407	-	78,666	12,000	-	66,666
Law Enforcement Trust	9,288	100	-	9,388	8,500	-	888
Mandatory Drug Fine	2,519	-	-	2,519	-	-	2,519
Mayor's Court Computer Fund	23,803	5,150	-	28,953	19,490	-	9,463
Accrued Leave Reserves	949,379	139,000	-	1,088,379	275,000	-	813,379
Wireless 9-1-1 System	356,663	100,000	-	456,663	-	80,000	376,663
DEBT SERVICE FUNDS							
G.O. Debt Service	873,110	7,080	9,327,778	10,207,968	9,274,000	-	933,968
Special Assessment	-	-	-	-	-	-	-
1992 Special Assessment	53,378	-	-	53,378	-	53,378	-
2001 Special Assessment	200,370	141,525	-	341,895	128,900	-	212,995
CAPITAL PROJECTS FUNDS							
Capital Improvements Tax	16,327,262	23,177,950	419,850	39,925,062	24,377,500	10,377,700	5,169,862
Capital Construction	223,496	15,135,000	-	15,358,496	15,358,496	-	-
Park Development	42,239	657,285	1,605,600	2,305,124	412,500	233,500	1,659,124
Woerner-Temple TIF	7,857	229,200	235,250	472,307	2,600	462,100	7,607
Ruscilli TIF	1,515,207	547,000	-	2,062,207	6,100	1,038,100	1,018,007
Pizzuti TIF	403,002	334,500	750,000	1,487,502	1,238,400	-	249,102
Thomas/Kohler TIF	2,624,616	790,900	-	3,415,516	980,100	155,400	2,280,016
McKibrick TIF	3,074,492	6,532,000	-	9,606,492	5,415,000	2,864,700	1,326,792
Perimeter Center TIF	2,377,754	493,500	-	2,871,254	656,500	-	2,214,754
Rings Road TIF	246,614	421,700	-	668,314	4,800	269,400	394,114
Perimeter West TIF	1,765,289	2,210,000	2,600,000	6,575,289	2,695,500	963,500	2,916,289
Upper Metro Place TIF	1,879,286	8,240,000	150,000	10,269,286	8,802,800	320,000	1,146,486
Rings/Frantz TIF	4,880,690	417,200	-	5,297,890	1,905,500	-	3,392,390
Historic Dublin TIF	43,908	59,000	-	102,908	800	70,000	32,108
Emerald Pkwy Phase 5 TIF	22,107	-	-	22,107	-	-	22,107

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2015 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2015 Unencumbered Balance
EMERALD PKWY PHASE 8 TIF	2,068,543	-	-	2,068,543	-	-	2,068,543
Perimeter Loop TIF	8,094	36,400	-	44,494	500	35,000	8,994
Tartan West TIF Fund	748,964	636,000	-	1,384,964	10,000	650,000	724,964
Shamrock Blvd. TIF Fund	40,486	23,700	-	64,186	300	-	63,886
River Ridge TIF Fund	1,681,132	19,900	-	1,701,032	230	138,400	1,562,402
Lifetime Fitness TIF	938,837	642,400	500,000	2,081,237	1,901,600	-	179,637
COIC Improvement Fund	8,105	-	-	8,105	-	-	8,105
Irelan Place TIF	1,952	4,200	-	6,152	50	3,500	2,602
Shier Rings Road TIF	179,849	42,500	-	222,349	500	-	221,849
Shamrock Crossing TIF	127,165	66,000	-	193,165	750	60,000	132,415
Bridge and High TIF	504,348	113,500	-	617,848	1,300	75,000	541,548
Dublin Methodist Hospital TIF	114,433	138,200	-	252,633	2,000	176,350	74,283
Kroger Centre TIF	139,352	250,000	-	389,352	2,900	300,000	86,452
Frantz/Dublin Road TIF	12,854	-	2,650,000	2,662,854	2,650,000	-	12,854
Delta Energy TIF	40,761	34,000	-	74,761	400	30,000	44,361
Bridge Street TIF	114,750	8,950,000	200,000	9,264,750	8,950,000	256,900	57,850
Vrable TIF	105,000	-	-	105,000	-	-	105,000
Houchard TIF	-	-	1,950,000	1,950,000	1,950,000	-	-
Tueller Flats TIF	-	9,100,000	1,500,000	10,600,000	10,100,000	364,000	136,000
ENTERPRISE FUNDS							
Water	11,881,302	952,720	850,000	13,684,022	1,438,337	-	12,245,685
Water Tower Construction Fund	124,723	-	-	124,723	124,723	-	-
Sewer	5,455,919	2,109,525	200,000	7,765,444	3,629,841	-	4,135,603
Sewer Construction Fund	20,230	3,000,000	-	3,020,230	3,020,230	-	-
Merchandising	31,444	3,270	-	34,714	8,000	-	26,714
INTERNAL SERVICE FUNDS							
Employee Benefits Self-Insurance	924,191	5,980,670	-	6,904,861	5,968,045	-	936,816
Workers' Compensation Self-Insurance	624,692	158,540	-	783,232	368,800	-	414,432
FIDUCIARY FUNDS							
Trust and Agency	1,872,558	447,500	-	2,320,058	835,900	-	1,484,158
Convention and Visitor's Bureau	46,461	500,000	-	500,000	500,000	-	-
Cemetery Perpetual Care	1,164,543	26,070	-	1,190,613	-	-	1,190,613
Totals	\$ 131,703,091	\$ 169,817,381	\$ 40,148,478	\$ 341,580,484	\$ 192,249,154	\$ 40,148,478	\$ 109,225,221

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue Comparisons - All Funds

	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
GENERAL FUND	\$ 71,826,213	\$ 61,290,710	\$ 74,061,639	\$ 65,719,990
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair	3,125,537	3,377,970	3,536,598	3,563,050
State Highway Improvements	135,750	120,685	2,533,270	869,505
Cemetery	168,618	172,230	173,858	177,200
Recreation	7,265,679	6,817,350	6,834,254	6,872,805
Safety	10,843,614	12,047,680	11,778,179	13,087,169
Swimming Pool	761,470	807,530	812,840	833,525
Permissive Tax	1,208,709	92,855	98,885	92,845
Hotel/Motel Tax	4,090,666	2,892,000	4,065,142	2,936,700
Enforcement and Education	2,251	2,310	1,852	1,407
Law Enforcement Trust	416	300	122	100
Mandatory Drug Fine	18	-	-	-
Mayor's Court Computer	7,317	5,200	7,000	5,150
Accrued Leave Reserves	-	-	-	139,000
Wireless 9-1-1 System	144,583	100,000	113,820	100,000
DEBT SERVICE FUNDS				
General Obligation Bond Retirement	5,777,307	8,260,045	15,837,736	9,334,858
Special Assessment Bond Retirement	2,342	-	7,540	-
1992 Special Assessment Bond Retirement	101,851	94,500	100,965	-
2001 Special Assessment Bond Retirement	143,251	141,525	131,903	141,525
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax	25,281,869	22,278,150	26,096,898	23,597,800
Capital Construction	2,689	-	140	15,135,000
Park Development	882,375	656,260	1,557,051	2,262,885
Woerner-Temple TIF	444,853	487,500	467,500	464,450
Ruscilli TIF	532,861	520,000	547,100	547,000
Pizzuti TIF	1,196,382	596,000	634,600	1,084,500
Thomas/Kohler TIF	825,023	807,000	1,009,600	790,900
McKlrick TIF	1,229,550	1,139,000	1,148,500	6,532,000
Perimeter Center TIF	556,924	541,500	504,800	493,500
Rings Road TIF	265,903	266,000	421,800	421,700
Perimeter West TIF	1,130,230	1,130,000	2,211,700	4,810,000
Upper Metro Place TIF	3,270,549	8,240,000	9,242,500	8,390,000
Rings/Frantz TIF	213,213	425,000	418,300	417,200
Historic Dublin Parking TIF	66,877	66,500	59,200	59,000
Emerald Pkwy Phase 8 TIF	8,300,034	1,250,000	2,480,800	-
Perimeter Loop TIF	36,158	36,000	36,500	36,400
Tartan West TIF Fund	792,081	733,000	695,500	636,000
Shamrock Blvd. TIF Fund	12,393	12,400	23,700	23,700
River Ridge TIF	(35,210)	66,000	2,019,500	19,900
Lifetime Fitness TIF	141,353	641,000	142,500	1,142,400
Irelan Place TIF	4,187	4,200	4,200	4,200
Shier Rings Road TIF	42,232	42,000	42,500	42,500
Shamrock Crossing TIF Fund	137,044	62,000	66,000	66,000
Bridge and High TIF Fund	81,412	81,000	113,500	113,500
Dublin Methodist Hospital TIF Fund	145,689	145,500	138,500	138,200
Kroger Centre TIF	248,740	248,000	250,500	250,000
Frantz/Dublin Road TIF	-	2,650,000	-	2,650,000
Delta Energy TIF	34,279	34,000	34,400	34,000
Bridge Street TIF	11,035,040	365,000	13,140,200	9,150,000
Vrable TIF	-	-	4,500,000	-
West Innovation TIF	-	-	-	1,950,000
Tuller TIF	-	-	-	10,600,000
ENTERPRISE FUNDS				
Water	2,116,632	1,165,800	4,138,341	1,802,720
Water Tower Construction Fund	2,444	-	-	-
Sewer	2,256,986	2,268,200	4,234,259	2,309,525
Sewer Construction Fund	119,653	-	-	3,000,000
Merchandising	6,168	3,450	4,683	3,270
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance	4,883,873	4,447,930	4,523,950	5,980,670
Worker's Compensation	160,414	156,050	159,005	158,540
FIDUCIARY FUNDS				
Cemetery Perpetual Care	79,864	29,550	50,619	26,070
Convention and Visitors' Bureau	642,102	500,000	650,000	500,000
Other Agency	1,008,681	418,500	3,981,516	447,500
TOTALS	173,757,141	148,735,380	205,845,965	209,965,859
Less:				
Transfers and advances	(40,221,583)	(30,344,875)	(49,297,256)	(40,148,478)
Sub-total	133,535,558	118,390,505	156,548,709	169,817,381
Debt Issuances/Loans	(9,992,433)	-	(12,325,092)	(49,585,000)
TOTAL REVENUE	\$ 123,543,125	\$ 118,390,505	\$ 144,223,617	\$ 120,232,381

2015 OPERATING BUDGET-CITY OF DUBLIN, OHIO
Revenue Comparison - General Fund

	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
TAXES				
<u>Income Taxes</u>	\$ 61,579,029	\$ 57,356,250	\$ 64,950,000	\$ 61,237,500
INTERGOVERNMENTAL REVENUE				
<u>Local Government</u>	545,544	503,410	504,300	501,500
Estate Taxes	496,629	-	45,728	-
Cigarette Taxes	675	300	638	635
Liquor and Beer Permits	59,360	45,000	56,500	55,000
Grants-State & Federal	225,399	-	-	-
Other	7,070	-	3,613	-
CHARGES FOR SERVICES				
<u>General Fees and Charges</u>	43,581	15,000	38,930	15,000
Sale of Fuel	1,138,172	931,500	1,325,000	1,100,000
Vehicle Maintenance Services	23,423	14,950	28,000	20,000
FINES,LICENSES AND PERMITS				
<u>Fines and Forfeitures</u>	245,685	225,000	250,200	230,000
Licenses and Permits	3,009,096	1,636,300	2,697,215	1,946,355
OTHER REVENUES				
<u>Interest Income</u>	408,628	325,000	329,500	324,000
Other	693,922	238,000	747,015	260,000
NONOPERATING REVENUE				
<u>Transfers/Advances</u>	3,350,000	-	3,085,000	30,000
TOTAL GENERAL FUND REVENUE	\$ 71,826,213	\$ 61,290,710	\$ 74,061,639	\$ 65,719,990

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Recap of 2015 Requests

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
<u>SPECIAL REVENUE FUNDS (Continued)</u>				
Education and Enforcement Fund				
Police	<u>12,000</u>			
		12,000		
Law Enforcement Trust Fund				
Police	<u>8,500</u>			
		8,500		
Mayor's Court Computer Fund				
Court Services	<u>19,490</u>			
		19,490		
Accrued Leave Reserve Fund				
Finance	<u>275,000</u>			
		275,000		
Wireless 9-1-1 System				
Transfers/Advances	<u>80,000</u>			
		80,000	31,270,763	
<u>DEBT SERVICE FUNDS</u>				
General Obligation Debt Service Fund		9,274,000		
1992 Special Assessment Bond Retirement Fund		53,378		
2001 Special Assessment Bond Retirement Fund		<u>128,900</u>		
			9,456,278	
<u>CAPITAL PROJECTS FUNDS</u>				
Capital Improvements Tax Fund		34,755,200		
Capital Construction Fund		15,358,496		
Parkland Acquisition Fund		<u>646,000</u>		
			50,759,696	
<u>ENTERPRISE FUNDS</u>				
Water Fund				
Finance	294,500			
Streets & Utilities	414,112			
Engineering	<u>729,725</u>			
		1,438,337		
Water Construction Fund		124,723		
Sewer Fund				
Finance	1,939,700			
Streets & Utilities	970,691			
Engineering	<u>719,450</u>			
		3,629,841		
Sewer Construction Fund		3,020,230		
Merchandising Fund				
Community Relations		8,000		
			8,221,131	
<u>INTERNAL SERVICE FUNDS</u>				
Employee Benefits Self-Insurance Fund		5,968,045		
Workers' Comp. Self-Insurance Fund		<u>368,800</u>		
			6,336,845	
<u>TRUST AND AGENCY FUNDS</u>				
Agency Fund		835,900		
Convention & Visitors' Bureau Fund		<u>500,000</u>		
			1,335,900	
			<u>\$176,886,652</u>	
<u>RECAP:</u>				
Total Amount Budgeted	\$176,886,652			
Construction/TIF Fund Projected Expenditures	55,510,980			
Less:				
Transfers	(40,148,478)			
Total Expenditures	<u>\$192,249,154</u>			

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue and Expenditure Summary
 (Excludes TIF Funds/Construction Funds/Fiduciary Funds)

Fund	General	Street Maintenance	State Highway	Cemetery	Recreation	Safety	Pool	Permissive Tax	Hotel/Motel Tax	Enforcement & Education	Law Enforcement	Mandatory Drug Fine
Estimated revenues:												
Income taxes	\$ 61,237,500	\$ -	\$ -	\$ -	\$ -	\$ 368,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property taxes	-	-	-	-	-	-	-	-	1,500,000	-	-	-
Hotel/Motel taxes	-	-	117,470	-	-	35,000	-	90,000	-	-	-	-
Intergovernmental revenue	557,135	1,449,000	-	-	3,125,000	1,594,294	482,000	-	955,500	-	-	-
Charges for services	1,135,000	10,500	-	27,000	-	-	-	-	136,000	1,000	-	-
Fines, licenses and permits	2,176,355	-	-	-	-	-	-	2,845	-	407	100	-
Interest income	324,000	2,550	2,035	200	12,125	6,090	1,525	-	15,200	-	-	-
Miscellaneous	260,000	1,000	750,000	-	235,680	2,800	-	-	330,000	-	-	-
Total estimated revenues	65,689,990	1,463,050	869,505	27,200	3,372,805	2,007,169	483,525	92,845	2,936,700	1,407	100	-
Estimated expenditures:												
Personal services	22,900,133	2,287,461	-	134,990	4,836,067	12,371,485	605,450	-	716,265	10,000	-	-
Other expenses	25,230,906	1,512,060	22,000	22,050	2,663,565	597,130	310,720	-	3,277,530	-	2,000	-
Capital outlay	389,750	1,500	-	15,950	470,200	33,300	61,750	750,000	-	2,000	6,500	-
Total estimated expenditures	48,520,789	3,801,021	22,000	172,990	7,969,832	13,001,915	977,920	750,000	3,993,795	12,000	8,500	-
Excess of revenues over expenditures	17,169,201	(2,337,971)	847,505	(145,790)	(4,597,027)	(10,994,746)	(494,395)	(657,155)	(1,057,095)	(10,593)	(8,400)	-
Other financing sources:												
Transfers in	-	2,100,000	-	150,000	3,500,000	11,080,000	350,000	-	-	-	-	-
Transfers out	(17,100,000)	-	(25,000)	-	-	-	-	-	(161,300)	-	-	-
Advances in	30,000	-	-	-	-	-	-	-	-	-	-	-
Advances out	(3,885,250)	-	-	-	-	-	-	-	-	-	-	-
Total other financing sources	(20,955,250)	2,100,000	(25,000)	150,000	3,500,000	11,080,000	350,000	-	(161,300)	-	-	-
Net change in fund balance	(3,786,049)	(237,971)	822,505	4,210	(1,097,027)	85,254	(144,395)	(657,155)	(1,218,395)	(10,593)	(8,400)	-
Estimated fund balance, January 1	56,957,482	330,124	806,005	11,322	1,636,298	736,832	176,926	661,666	3,384,155	77,259	9,288	2,519
Estimated fund balance, December 31	\$53,171,433	\$ 92,153	\$ 1,628,510	\$ 15,532	\$ 539,271	\$ 822,086	\$ 32,531	\$ 4,511	\$ 2,165,760	\$ 66,666	\$ 888	\$ 2,519

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue and Expenditure Summary
(Excludes TIF Funds/Construction Funds/Fiduciary Funds)

Fund	Court Computer	Accrued Leave	Wireless 911	Debt Service	Capital Improvements	Parkland Acquisition	Water	Sewer	Merchandising	Employee Benefits	Workers Compensation	Total
Estimated revenues:												
Income taxes	\$ -	\$ -	\$ -	\$ -	\$ 20,412,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,650,000
Property taxes	-	-	-	-	2,364,300	593,500	-	-	-	-	-	3,326,785
Hotel/Motel taxes	-	-	-	-	-	-	-	-	-	-	-	1,500,000
Intergovernmental revenue	-	-	100,000	-	254,000	62,260	-	-	-	-	-	2,664,865
Charges for services	-	139,000	-	-	-	880,000	2,076,500	3,000	5,973,040	155,000	-	16,555,834
Fines, licenses and permits	5,000	-	-	-	-	1,800	-	-	-	-	-	2,320,155
Interest income	150	-	-	8,605	147,150	70,920	33,025	200	7,630	3,540	-	639,822
Miscellaneous	-	-	-	140,000	-	-	-	-	70	-	-	1,719,550
Total estimated revenues	5,150	139,000	100,000	148,605	23,177,950	657,285	952,720	2,109,525	3,270	5,980,670	158,540	110,377,011
Estimated expenditures:												
Personal services	-	275,000	-	-	-	-	167,537	853,681	-	110,790	-	45,268,859
Other expenses	19,490	-	-	9,402,900	50,000	27,500	709,800	2,350,160	8,000	5,857,255	368,800	52,431,866
Capital outlay	-	-	-	-	24,327,500	385,000	561,000	426,000	-	-	-	27,430,450
Total estimated expenditures	19,490	275,000	-	9,402,900	24,377,500	412,500	1,436,337	3,629,841	8,000	5,968,045	368,800	125,131,175
Excess of revenues over expenditures	(14,340)	(136,000)	100,000	(9,254,295)	(1,199,550)	244,785	(485,617)	(1,520,316)	(4,730)	12,625	(210,260)	(14,754,164)
Other financing sources:												
Transfers in	-	-	-	9,327,778	-	-	200,000	200,000	-	-	-	26,907,778
Transfers out	-	-	(80,000)	(53,378)	(3,727,700)	(233,500)	-	-	-	-	-	(21,380,878)
Advances in	-	-	-	-	419,850	1,605,600	650,000	-	-	-	-	2,705,450
Advances out	-	-	-	-	(6,650,000)	-	-	-	-	-	-	(10,535,250)
Total other financing sources	-	-	(80,000)	9,274,400	(9,957,850)	1,372,100	850,000	200,000	-	-	-	(2,302,900)
Net change in fund balance	(14,340)	(136,000)	20,000	20,105	(11,157,400)	1,616,885	364,383	(1,320,316)	(4,730)	12,625	(210,260)	(14,754,164)
Estimated fund balance, January 1	23,803	949,379	356,663	1,126,858	16,327,262	42,239	11,881,302	5,455,919	31,444	924,191	624,692	
Estimated fund balance, December 31	\$ 9,463	\$ 813,379	\$ 376,663	\$ 1,146,963	\$ 5,169,862	\$ 1,659,124	\$ 12,245,685	\$ 4,135,603	\$ 26,714	\$ 936,816	\$ 414,432	

*Note: Given that TIF Funds are excluded from the Revenue and Expenditure Summary, the total of 'Transfers In' will not equal the total of 'Transfers Out' nor will the 'Advances In' equal the 'Advances Out'

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

DEBT SERVICE SCHEDULE
Reflects debt as of 12/31/2014

	Date Of Issue	Date Of Maturity	Interest Rate	Original Amount	O/S Principal	2015 Principal Payment	Interest Payment	
Unvoted Bonds (G.O.)								
(3)	Upper Scioto West Branch (OWDA)	1/1/1999	7/1/2018	4.35%	\$19,716,717	\$4,346,066	\$1,176,467	\$174,253
(1)	Avery-Muirfield Interchange	1/1/1999	12/1/2019	5.17%	8,316,788	2,725,000	520,000	54,750
(4)	Rings Road Improvements	12/1/2000	12/1/2020	5.22%	3,535,000	1,454,512	212,143	57,215
(6)	Arts Facility Acquisition	12/1/2000	12/1/2020	5.22%	1,360,000	553,595	81,495	21,786
(6)	Arts Facility Renovation	12/1/2000	12/1/2020	5.22%	755,000	309,149	45,767	12,169
(4)	Perimeter Drive Extension	12/1/2000	12/1/2020	5.22%	3,940,000	1,624,293	237,809	63,905
(4)	Emerald Parkway-Phase 7A	12/1/2000	12/1/2020	5.22%	2,020,000	828,452	122,787	32,613
(1)	Service Center	12/1/2001	12/1/2021	4.42%	3,675,000	1,603,442	218,341	57,916
(1)	Municipal Pool South (OMB)	4/14/2004	1/1/2025	4.30%	2,986,000	1,826,000	137,000	83,345
(4)	Industrial Pkwy/SR 161 Improvements	1/7/2014	12/1/2029	Various	8,210,000	7,755,000	440,000	221,631
(2)	Darree Fields Water Tower	1/7/2014	12/1/2029	Various	1,710,000	1,615,000	90,000	46,113
(3)	Sanitary Sewer Lining	1/7/2014	12/1/2029	Various	1,880,000	1,775,000	100,000	50,825
(1)	LED Street Lights	10/2/2012	12/1/2022	Various	2,185,000	1,890,000	220,000	46,250
(2)	Dublin Road Water Tower	10/2/2012	12/1/2032	Various	2,360,000	2,175,000	95,000	63,313
(3)	Sewer Lining & Repairs	10/2/2012	12/1/2032	Various	2,540,000	2,340,000	100,000	68,100
(4)	Emerald Parkway Phase 8	12/17/2013	12/1/2033	Various	5,420,000	5,415,000	5,000	177,825
(4)	Emerald Parkway Phase 8	1/7/2014	12/1/2019	Various	1,580,000	1,325,000	275,000	25,175
(4)	Bridge Street - Land Acquisition	12/17/2013	12/1/2033	Various	4,435,000	4,430,000	5,000	145,200
(4)	Bridge Street - Land Acquisition	1/7/2014	12/1/2019	Various	1,265,000	1,060,000	225,000	20,013
(4)	270/33 Interchange	1/7/2014	12/1/2023	Various	9,000,000	8,165,000	840,000	198,075
						53,215,508	5,146,808	1,620,470
Unvoted Special Assessment Bonds								
(7)	Ballantrae	12/1/2001	12/1/2021	4.42%	1,700,000	746,558	101,659	26,965
						746,558	101,659	26,965
Voted Bonds (G.O.)								
(1)	Recreation Center expansion	10/15/1998	12/1/2018	4.66%	3,998,000	936,000	247,000	33,583
(1)	Emerald Parkway Bridge	10/15/1998	12/1/2017	4.62%	7,518,000	1,530,000	504,000	56,160
(4)	Emerald Parkway-Phase 2	10/15/1998	12/1/2016	4.56%	7,874,000	989,000	514,000	34,420
(4)	Woerner-Temple Road	12/1/2000	12/1/2019	5.20%	5,555,000	2,022,452	379,452	82,555
(1)	Emerald Parkway Overpass - Phase 7	12/1/2000	12/1/2019	5.20%	6,565,000	2,398,991	445,991	97,895
(5)	Coffman Park Expansion	12/1/2000	12/1/2020	5.22%	3,135,000	1,228,557	184,557	48,888
						9,105,000	2,275,000	353,500
	Total Debt Payments					\$63,067,066	\$7,523,467	\$2,000,936

	2015 Summary		
(1) Supported by Income tax revenue	\$12,909,433	\$2,292,332	\$429,898
(2) Supported by Water Fund revenue	3,790,000	185,000	109,425
(3) Supported by Sewer Fund revenue	8,461,066	1,376,467	293,178
(4) Supported by TIF revenue	35,068,708	3,256,190	1,058,626
(5) Supported by property tax revenue	1,228,557	184,557	48,888
(6) Supported by hotel/motel tax revenue	862,744	127,262	33,955
(7) Supported by special assessment revenue	746,558	101,659	26,965

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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. Ward Council members must be residents of the ward which they represent at the time they file for office and during their entire 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council (1)	<u>1</u>	<u>2</u>
TOTAL	9	10

NOTES AND ADJUSTMENTS:

(1) A Deputy Clerk of Council position was added to assist with the growing demands of the office.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Legislative Affairs

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1510						
Personal Services						
2110	Salaries/Wages	241,148	244,155	244,155	244,155	304,185
2111	Overtime Wages	4,533	4,610	4,610	4,610	4,610
2112	Other Wages	0	0	0	0	0
2120	Employee Benefits	125,497	133,190	133,190	133,190	201,530
		371,178	381,955	381,955	381,955	510,325
Other Expenses						
2201	Conference/Mileage	9,536	20,000	20,000	10,000	20,000
2211	Meeting Expenses	2,319	2,500	2,700	2,500	2,500
2212	Long Term Strategic Plar	6,803	10,000	10,000	10,000	12,000
2240	Ceremonial Functions	47,669	20,180	20,180	20,180	20,180
2349	Professional Services	4,895	10,000	15,105	10,000	15,000
2370	Advertising	6,235	7,500	16,631	7,500	15,000
2391	Memberships/Subscriptic	1,132	1,800	1,800	1,200	1,610
2410	Office Supplies	5,073	7,500	7,887	5,100	8,000
		83,662	79,480	94,303	66,480	94,290
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		\$454,840	\$461,435	\$476,258	\$448,435	\$604,615

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Boards and Commissions

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 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	1,300
		9,698	9,800	9,800	9,800	9,700
Other Expenses						
2201	Conference/Mileage	8,996	23,500	23,500	10,000	23,500
2211	Meeting Expenses	0	1,000	1,000	0	1,000
2391	Memberships/Subscriptic	0	750	750	0	750
		8,996	25,250	25,250	10,000	25,250
TOTALS		\$18,694	\$35,050	\$35,050	\$19,800	\$34,950

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 benefits including 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 funding 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 funding for advertising expenses related to publication in local newspapers of the annual meeting schedule and Council candidate campaign finance reports. 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 orientation and training.
- 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 improvements 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.

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
City Manager	1	1
Assistant City Manager	1	1
Senior Project Manager (1)	1	1
Management Assistant	1	1
Executive Assistant (2)	1	1
Office Assistant I (2)	<u>1</u>	<u>1</u>
TOTAL	6	6
<u>PART-TIME/SEASONAL STAFF</u>		
Director of Strategic Initiatives/Special Projects	1	1
Intern	<u>1</u>	<u>1</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

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

(1) The Senior Project Manager position has been vacant since April 2014. The position is included to allow the new City Manager the flexibility to determine the needs of the office. Funding for the position is budgeted for one-half of calendar year 2015.

(2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Office of the Director

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1110						
Personal Services						
2110	Salaries/Wages	569,028	727,310	727,310	630,000	681,410
2111	Overtime Wages	1,250	300	300	300	500
2112	Other Wages	13,397	22,125	22,125	18,000	18,440
2113	Short Term Disability	3,874	0	0	0	0
2119	Instant Bonuses	750	0	0	0	0
2120	Employee Benefits	160,291	187,685	187,685	161,000	209,131
2140	Uniforms & Clothing	2	250	250	0	0
		748,592	937,670	937,670	809,300	909,481
Other Expenses						
2201	Conference/Mileage	7,754	16,000	16,121	8,000	18,000
2211	Meeting Expenses	794	4,250	4,250	2,000	4,250
2230	Staff Goal Setting	0	4,500	4,500	2,000	4,500
2349	Professional Services	4,322	0	0	0	0
2380	Printing & Reproductions	6	250	250	0	250
2391	Memberships/Subscriptic	3,415	6,785	6,785	5,000	6,895
2410	Office Supplies	1,975	2,200	2,200	2,200	2,500
2440	Small Tools & Minor Equ	0	200	200	0	200
2812	Special Projects/Program	4,943	7,000	7,000	3,000	15,000
		23,209	41,185	41,306	22,200	51,595
Capital Outlay						
2520	Equipment & Furniture	1,313	0	0	0	0
		1,313	0	0	0	0
TOTALS		\$773,114	\$978,855	\$978,976	\$831,500	\$961,076

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager

BUDGET SUMMARY:

101-1110

- Account 2110 provides funding for the full-time staffing reflected under Personnel Data.
- 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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Miscellaneous

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1119						
Other Expenses						
2349	Professional Services	142,050	145,000	159,000	159,000	160,000
2362	Workers' Compensation	155,000	200,000	200,000	150,000	200,000
2391	Memberships/Subscriptic	57,690	54,625	54,625	54,625	59,000
2392	County Wide Disaster Se	42,257	46,000	46,000	46,000	46,000
2821	Grants/Community Org	153,885	175,150	180,815	173,500	187,065
2823	Leadership Dublin	10,000	10,000	10,000	10,000	10,000
2840	Settlement Claims	10,000	0	0	0	0
2990	Contingencies	60,496	150,000	250,100	250,000	150,000
		631,378	780,775	900,540	843,125	812,065
TOTALS		\$631,378	\$780,775	\$900,540	\$843,125	\$812,065

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Miscellaneous Accounts/Contingencies

BUDGET SUMMARY:

101-1119

- Account 2349 provides funding for federal and state lobbying efforts.
- Account 2362 provides funding for the City's self-insured workers' compensation program. This amount reflects the City's program costs including claims, third party administration and excess loss coverage.
- Account 2391 includes funds for memberships/subscriptions to the Ohio Municipal League, the National League of Cities, 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 (FEMA) 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 funding amount for the Dublin Counseling Center is \$131,250, which reflects a 5% increase over last year's funding amount. 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 is \$23,815.
- Account 2823 provides funding for Leadership Dublin.
- Account 2990 provides funding for unanticipated expenditures that may occur throughout the year.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Human Resources

STATEMENT OF FUNCTIONS

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

OBJECTIVES & ACTIVITIES

- To develop and administer recruitment/selection processes based on a competency-based strategy; partnering with all work units in the selection of high quality candidates.
- To provide leadership in developing and implementing 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.
- To develop, implement, and administer a staff technology program that focuses on technical skills for staff to effectively use technology tools that are pertinent to their job.
- To maintain a City-wide customer service training program that reinforces the Dublin Brand.
- To administer labor relations functions, including collective bargaining, contract administration, and grievance arbitration processes; conduct negotiations for successor collective bargaining agreements.
- 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.

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Human Resources	1	1
Human Resource Manager	1	1
Human Resource Specialist	3	3
Human Resource Coordinator	0	1
Human Resource Assistant	1	0
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Staff Assistant (2)	1	1
Talent Development Manager	<u>1</u>	<u>1</u>
TOTAL	10	10

NOTES AND ADJUSTMENTS:

- (1) Funding is included for the reclassification from a Human Resources Assistant position to a Human Resources Coordinator position.
- (2) All Administrative Staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Human Resources

2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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101-1120

Personal Services

2110	Salaries/Wages	579,730	722,110	657,330	625,000	607,785
2111	Overtime Wages	1,447	2,000	2,000	1,500	8,000
2112	Other Wages	5,633	0	24,100	24,000	0
2113	Short Term Disability	12,185	0	45,030	45,000	0
2120	Employee Benefits	226,769	253,925	253,925	240,000	303,340
2125	Employee Training & Dev	58,602	68,000	73,145	35,000	74,240
2126	Tuition Reimbursement	36,412	35,000	50,225	50,000	50,000
2140	Uniforms & Clothing	217	2,000	2,000	1,000	2,000
		920,995	1,083,035	1,107,755	1,021,500	1,045,365

Other Expenses

2201	Conference/Mileage	2,078	20,000	20,000	10,000	20,000
2210	Reimbursable Business I	1,233	2,000	2,000	2,000	2,000
2211	Meeting Expenses	2,791	5,500	5,500	5,500	5,500
2320	Communications	10	0	0	0	0
2349	Professional Services	71,648	120,000	126,362	75,000	122,310
2351	Maint. of Equipment	0	180	180	180	180
2360	Insurance & Bonding	430,228	461,760	461,760	461,760	501,123
2365	Insurance Claims paid	3,294	10,000	10,000	5,000	10,000
2370	Advertising	37,167	15,250	17,480	17,480	15,250
2380	Printing & Reproductions	1,686	3,000	3,000	1,500	8,000
2390	Misc Contractual Service	20,924	24,135	26,895	26,895	24,135
2391	Memberships/Subscriptic	5,513	6,500	6,500	6,500	8,000
2410	Office Supplies	10,721	6,065	6,651	6,650	8,065
2810	Employee Awards Progr	2,806	2,800	2,800	2,800	4,600
2812	Special Projects/Program	0	300	300	0	300
2815	Risk Mgt./Safety Program	6,141	12,450	13,092	7,500	19,955
		596,240	689,940	702,520	628,765	749,418

Capital Outlay

2520	Equipment & Furniture	1,439	0	0	0	0
		1,439	0	0	0	0

TOTALS		\$1,518,674	\$1,772,975	\$1,810,275	\$1,650,265	\$1,794,783
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Human Resources

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 Central Ohio Risk Management Association (CORMA) self-insured loss fund, for stop loss premiums for the coverage period of October 1, 2014 to October 1, 2015, 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 (EAP) 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Human Resources

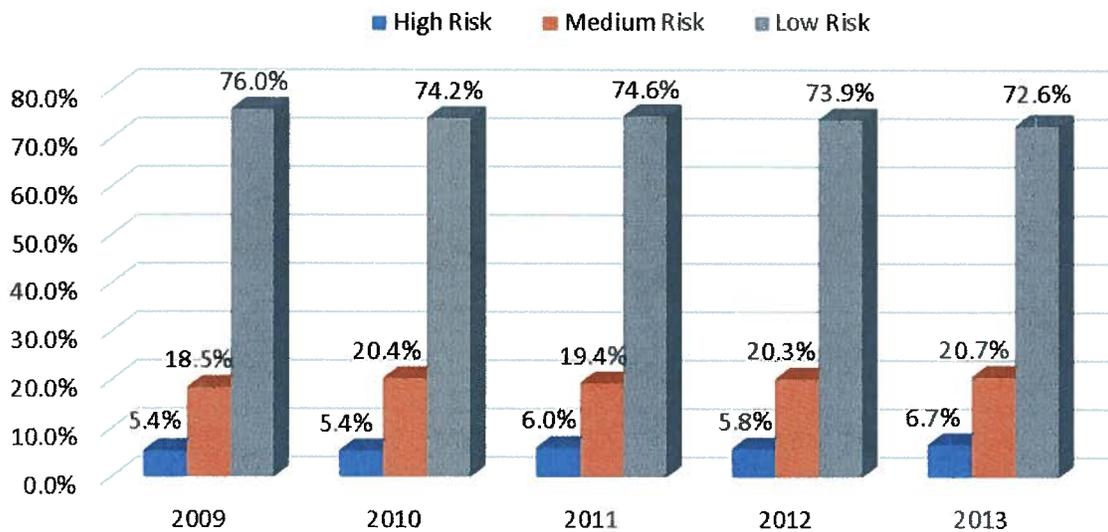
Performance Measures:

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	5.4%	18.5%	76.0%
2010	578	5.4%	20.4%	74.2%
2011	562	6.0%	19.4%	74.6%
2012	556	5.8%	20.3%	73.9%
2013*	556*	6.7%*	20.7%*	72.6%*

*The 2013 low, medium and high risk categories are slightly elevated due to fewer employee participation in the Health Risk Assessment. These numbers will be re-evaluated for 2014.

Percent of Employee Populations 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Community Relations

STATEMENT OF FUNCTIONS

Community Relations' primary functions are communications/public affairs, social/digital media, multi-media productions and employee and resident communications and engagement. Community Relations serves as the in-house marketing and creative agency for 25+ city departments/divisions and is responsible for citywide media relations, brand alignment and government affairs. Priority communication efforts include the 270/33 Interchange Improvement Project, Bridge Street District, Economic Development and Storm Water Management. Also key are ceremonial and relationship building efforts with international delegates, the Memorial Tournament and elected officials. 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.
- 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 ceremonial, media and 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 Business Association to market the District, promote their events and special projects, and facilitate the banner program.

PERSONNEL DATA

POSITION TITLE

2014 CURRENT NUMBER

2015 PROPOSED

Director, Community Relations	1	1
Public Affairs Officer	1	1
Senior Public Information Officer	1	1
Public Information Officer	0	1
Website Administrator	1	1
Website Developer	1	1
Administrative Assistant (1)	1	1
Office Assistant II (1)	<u>1</u>	<u>1</u>
TOTAL	7	8

PART-TIME/SEASONAL STAFF

Communications Intern	1	1
Digital Media Intern	<u>1</u>	<u>1</u>
TOTAL	2	2

NOTES & ADJUSTMENTS:

(1) All Administrative Staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Community Relations

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1130						
Personal Services						
2110	Salaries/Wages	467,979	530,035	528,150	528,000	604,740
2111	Overtime Wages	3,688	4,000	6,100	6,000	4,000
2112	Other Wages	25,318	25,000	25,000	25,000	25,000
2113	Short Term Disability	6,527	0	1,685	1,650	0
2120	Employee Benefits	176,887	183,445	183,445	183,445	248,850
2140	Uniforms & Clothing	36	1,200	1,200	1,200	1,200
		680,435	743,680	745,580	745,295	883,790
Other Expenses						
2201	Conference/Mileage	115	8,250	8,250	5,000	10,250
2211	Meeting Expenses	1,682	5,550	5,550	5,550	4,550
2320	Communications	28	500	500	500	500
2349	Professional Services	328,380	323,600	366,168	340,000	389,950
2351	Maint. of Equipment	0	1,000	1,000	500	1,000
2370	Advertising	16,998	20,000	25,165	12,000	23,000
2380	Printing & Reproductions	1,669	15,000	19,000	15,000	15,000
2390	Misc Contractual Service	994	2,600	2,600	2,600	2,200
2391	Memberships/Subscriptic	1,363	3,280	3,280	3,000	4,450
2410	Office Supplies	2,768	5,000	5,000	3,000	5,000
2420	Operating Supplies	11,713	12,000	12,000	12,000	5,000
2440	Small Tools & Minor Equ	3,426	2,500	2,500	1,500	2,500
2812	Special Projects/Program	75,990	103,500	123,435	123,435	175,200
2813	Promotional Programs	236,497	207,100	207,100	207,100	210,100
		681,623	709,880	781,548	731,185	848,700
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		\$1,362,058	\$1,453,560	\$1,527,128	\$1,476,480	\$1,732,490

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Community Relations

Budget Summary:

101-1130

- Account 2110 provides funding for staffing reflected under Personnel Data.
- Account 2111 provides funding of overtime for events, meetings and special projects.
- Account 2112 provides funding for interns.
- Account 2140 provides funding for uniforms for staff working community-wide ceremonial functions and observances, and for the 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, City 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 data analysis and integration; 2016 Community Attitude Survey; brand application; music licenses for video and social media production; Dublin Life magazine and special inserts; 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 marketing and advertising through traditional media, social media and magazine marketing insert.
- Account 2380 provides funding for printing the annual report, new resident resource guide, tax brochure and citywide informational material.
- Account 2390 provides funding for award entries, as well as 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 2410 provides funding for office supplies.
- Account 2420 provides funding for Historic Dublin pennants and banners.
- Account 2440 provides funding for video and DTV equipment.
- Account 2812 includes funding for community reception and internal meet and greet for new City Manager; employee recognition program and longevity premiums; director receptions; Civic Association Initiative - block party supplies and annual meetings; Christmas tree lighting ceremony and decorations; sponsorship support for Dr. Martin Luther King Jr. Day, Central Ohio Safe Ride and Legends Luncheon; Transportation Leadership Briefing; Memorial Day; Veterans Day and State of the City; Bridge Street District and 270-33 communication needs
- Account 2813 includes funding for the Memorial Tournament activities including hospitality villa, catering, badge package, advertising in the Memorial Tournament Magazine the Nicklaus Academies Golf School, host of the Nicklaus Cup outing and international media promotions.

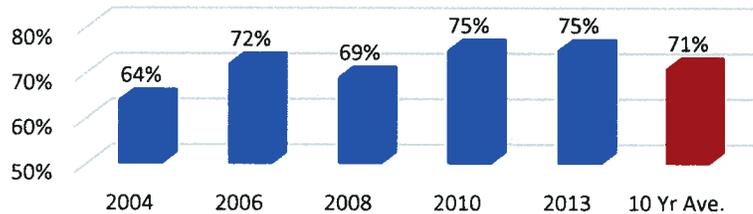
2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Community Relations

PERFORMANCE MEASURES:

1. Percent of Citizens Rating the City's Communication Tools/Public Information Efforts as Good or Excellent – Dublin Citizen Satisfactory Survey.

Percent of Citizens Rating City's Communication Tools/Public Information Efforts as Good or Excellent



75% of Dublin residents rated the City's communication tools as Good or Excellent in 2013 which continues to see a gradual increase with each Citizen Satisfactory Survey over the past 10 years. By surveying the citizens, City staff members are able to evaluate the effectiveness of communication tools and make more informed budgeting decisions.

PERFORMANCE MEASURES:

Digital // By the Numbers

Website	2011	2012	2013
 Page views	2,294,681	2,117,640	2,093,339
 Sessions	761,433	762,360	821,080
Mobile Visits	30,985	122,367	191,582

A session is a period of time a user is actively with the website, application, etc. All usage data (screen views, events, ecommerce, etc.) is associated with a session. Page views are the total number of pages viewed. Repeated views of a single page are counted.

Social Media	2011	2012	2013	2014 (Jan. – Aug.)
Facebook	2,959	3,757	6,844	7,585
Twitter	2,354	4,886	7,658	8,661
LinkedIn	-	-	424	608
Instagram	51	233	717	1,163
eNews	2,127	2,267	2,739	3,172

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Legal Services

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

101-1140

Other Expenses

2345	Legal Services	945,704	986,000	1,064,717	986,000	1,000,000
2346	Other Legal Services	482,701	575,000	671,359	575,000	575,000
2349	Professional Services	123,548	175,000	180,063	175,000	175,000
		1,551,953	1,736,000	1,916,139	1,736,000	1,750,000
TOTALS		\$1,551,953	\$1,736,000	\$1,916,139	\$1,736,000	\$1,750,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Office of the Director

STATEMENT OF FUNCTIONS

The 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. Responsibilities also include 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 Director of Finance also has administrative authority over Taxation and Procurement.

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

POSITION TITLE

	<u>2014</u>	<u>2015</u>
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director of Finance	1	1
Deputy Director of Finance	1	1
Chief Accountant	1	1
Budget Manager	1	1
Financial Analyst	1	1
Payroll Specialist	1	1
Accounting Specialist	3	3
Procurement Assistant (1)	1	1
Administrative Assistant (2)	<u>1</u>	<u>1</u>
TOTAL	11	11

PART-TIME/SEASONAL STAFF

Accountant	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

- (1) Due to a retirement, this position is currently vacant and is being re-evaluated by the Director of Finance.
- (2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
 Finance Director
 Finance

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1210						
Personal Services						
2110	Salaries/Wages	348,874	864,700	858,075	850,000	984,665
2111	Overtime Wages	1,698	3,000	3,600	3,500	3,500
2113	Short Term Disability	4,668	0	6,375	6,300	0
2120	Employee Benefits	112,174	267,570	267,570	267,000	382,175
		467,414	1,135,270	1,135,620	1,126,800	1,370,340
Other Expenses						
2201	Conference/Mileage	3,472	12,000	12,400	6,000	12,000
2340	Accounting/Auditing Serv	550	1,200	1,200	1,200	1,200
2349	Professional Services	2,750	38,000	38,000	33,000	42,000
2370	Advertising	0	75	75	0	0
2380	Printing & Reproductions	1,621	3,000	3,000	3,000	6,000
2390	Misc Contractual Service	0	63,000	70,500	70,000	65,900
2391	Memberships/Subscriptic	220	2,700	2,700	2,000	2,700
2410	Office Supplies	604	6,000	6,040	6,000	5,000
		9,217	125,975	133,915	121,200	134,800
Capital Outlay						
2520	Equipment & Furniture	5,948	0	510	500	0
		5,948	0	510	500	0
TOTALS		\$482,579	\$1,261,245	\$1,270,045	\$1,248,500	\$1,505,140

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Office of the Director

BUDGET SUMMARY:

101-1210

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2340 provides funding for the Government Finance Officers Association (GFOA) budget award application and Comprehensive Annual Financial Report (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 Annual Operating Budget, Five Year Capital Improvements Budget, the cost study document, and the CAFR. The number of hard copy documents produced will be fewer due to an increase in CD Rom versions, as well as availability of posting documents 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. It also 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 forms such as employee leave request forms and W-2s.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance Director

Procurement

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1211						
Personal Services						
2110	Salaries/Wages	48,096	50,025	50,025	15,000	0
2111	Overtime Wages	394	500	500	0	0
2120	Employee Benefits	24,118	24,530	24,530	6,100	0
		72,608	75,055	75,055	21,100	0
Other Expenses						
2201	Conference/Mileage	0	500	500	0	500
2320	Communications	16,500	30,000	32,600	30,000	30,000
2330	Rents/Leases	36,987	12,190	18,040	18,000	16,400
2351	Maint. of Equipment	0	1,000	1,000	0	1,000
2370	Advertising	2,834	3,000	4,050	4,000	4,075
2390	Misc Contractual Service	29,132	25,000	32,046	25,000	25,000
2391	Memberships/Subscriptic	590	700	700	700	700
2410	Office Supplies	30,246	27,000	27,015	27,000	27,000
2420	Operating Supplies	538	800	800	600	800
2429	Coffee/Misc. Supplies	16,662	16,000	16,000	16,000	20,000
		133,489	116,190	132,751	121,300	125,475
TOTALS		\$206,097	\$191,245	\$207,806	\$142,400	\$125,475

2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 (TIF) districts.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Transfers/Advances		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1217 Transfers						
2710	Street Maintenance Fund	\$1,450,000	\$1,900,000	\$1,900,000	\$1,900,000	\$2,100,000
2711	Recreation Fund	3,400,000	3,500,000	3,500,000	3,000,000	3,500,000
2712	Safety Fund	9,500,000	10,000,000	10,000,000	9,500,000	11,000,000
2714	General Bond Retirement Fund	0	0	0	0	0
2715	Capital Improvements Tax Fund	0	0	0	0	0
2718	Swimming Pool Fund	225,000	300,000	300,000	300,000	350,000
2720	Cemetery Fund	135,000	150,000	150,000	150,000	150,000
101-1218 Advances (1)						
2739	Parkland Acquisition Fund	0	0	0	0	0
2741	Woerner-Temple TIF	217,250	0	0	240,000	235,250
2744	Upper Metro Place TIF	3,055,000	0	0	0	0
2745	Bridge Street District	5,600,000	0	0	9,805,000	200,000
2746	Emerald Parkway	2,500,000	0	0	0	0
2748	Houchard TIF	0	0	0	0	1,950,000
2749	Tuller Flats TIF	0	0	0	0	1,500,000
TOTALS		\$26,082,250	\$15,850,000	\$15,850,000	\$24,895,000	\$20,985,250

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

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
Finance Director

Miscellaneous	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1219					
Other Expenses					
2301 County Auditor Deductior	5,317	16,000	16,000	4,200	7,000
2340 Accounting/Auditing Serv	53,929	60,400	61,052	60,400	60,400
2398 Real Estate Taxes	92,493	148,000	148,000	148,000	255,000
2910 Refunds	945	0	0	0	0
2309 Health Services	279,087	299,700	299,700	299,700	356,000
	431,771	524,100	524,752	512,300	678,400
TOTALS	\$431,771	\$524,100	\$524,752	\$512,300	\$678,400

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance/ Miscellaneous Accounts

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.
- 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. The amount budgeted varies widely each year based on properties acquired.
- Account 2309 provides funding for the City's contract with the Franklin County Board of Health and mosquito control.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO
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.

<u>PERSONNEL DATA</u>	<u>2014</u>	<u>2015</u>
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Taxation	1	1
Assistant Director of Taxation	0	1
Accounting Specialist	3	2
Accounting Assistant (1)	0	1
Staff Assistant (1)	1	0
Office Assistant I (2) (3)	<u>1</u>	<u>1</u>
TOTAL	6	6
 <u>PART-TIME/SEASONAL STAFF</u>		
Office Assistant II (1)	1	0
Office Assistant I (1)	1	0
Accounting Assistant	<u>0</u>	<u>2</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

- (1) These administrative positions are reclassified to Accounting Assistant positions.
- (2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.
- (3) The funding for this position is split sixty percent (60%) to this budget and forty percent (40%) to the City Manager's Office budget to assist with covering front desk duties.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
Finance Director

Taxation	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1230					
Personal Services					
2110 Salaries/Wages	383,388	406,420	406,920	400,000	466,900
2111 Overtime Wages	1,999	2,500	2,500	2,500	2,500
2113 Short Term Disability	6,430	0	0	0	0
2120 Employee Benefits	144,174	139,105	139,105	139,105	174,042
	535,991	548,025	548,525	541,605	643,442
Other Expenses					
2201 Conference/Mileage	2,302	4,700	4,700	4,000	4,700
2320 Communications	11,479	15,225	15,225	13,000	16,020
2330 Rents/Leases	0	0	0	0	0
2349 Professional Services	15,622	14,875	14,875	14,875	18,000
2351 Maint. of Equipment	0	400	400	0	400
2390 Misc Contractual Service	51,123	50,360	63,718	50,610	50,582
2391 Memberships/Subscriptic	870	1,315	1,315	1,000	1,770
2410 Office Supplies	1,254	2,500	3,083	2,500	3,000
2414 Dublin Forms	9,285	9,970	9,970	9,500	10,000
2910 Refunds	2,510,000	2,294,250	2,294,250	2,294,250	2,550,000
	2,601,935	2,393,595	2,407,536	2,389,735	2,654,472
Capital Outlay					
2520 Equipment & Furniture	0	2,000	2,000	2,000	1,200
	0	2,000	2,000	2,000	1,200
TOTALS	\$3,137,926	\$2,943,620	\$2,958,061	\$2,933,340	\$3,299,114

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Taxation

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Office of the Director

STATEMENT OF FUNCTIONS

The Department of Public Service provides direction and oversight to Street & Utilities Operations, Parks & Open Space and Engineering.

OBJECTIVES AND ACTIVITIES

- To provide leadership and direction to the staff within Street & Utilities Operations, Parks & Open Space and Engineering including setting of departmental goals, clear customer service standards and accountability for achieving these goals and standards.
- To develop and manage the Citywide infrastructure assets, maintenance of those assets, and manage 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

<u>POSITION TITLE</u>	<u>2014 CURRENT NUMBER</u>	<u>2015 PROPOSED</u>
Director, Public Service	1	1
Infrastructure Asset Manager Engineer (1)	1	1
Land Acquisition & Utilities Manager (1)	1	1
Operations Administrator (2)	0	1
Engineering Project Inspector (3)	0	1
Administrative Specialist (4)	1	1
Contract and Procurement Coordinator (5)	0	1
TOTAL	4	7

PART-TIME/SEASONAL STAFF

Intern	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

(1) Ordinance 46-14 approved by City Council on June 23, 2014 authorized the reclassification and transfer of funding for these positions.

(2) This position was previously allocated between the Solid Waste Management Work Unit and the Street & Utilities Operations Work Unit and has been reassigned to the Public Service Department Office of the Director.

(3) This position was previously allocated to the Engineering Work Unit and is being reassigned to the Public service Department Office of the Director to assist with Asset Management.

(4) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

(5) This position was previously allocated to the Engineering Work Unit as a Staff Assistant. The position is reclassified to a Contract and Procurement Coordinator to reflect the level of job tasks assigned.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Office of the Director

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1310						
Personal Services						
2110	Salaries/Wages	0	189,560	189,560	189,560	573,340
2111	Overtime Wages	0	1,000	1,000	1,000	2,000
2112	Other Wages	0	5,000	5,000	0	8,195
2120	Employee Benefits	0	60,420	60,420	60,420	191,125
2140	Uniforms & Clothing	0	0	0	0	1,125
		0	255,980	255,980	250,980	775,785
Other Expenses						
2201	Conference/Mileage	0	3,750	3,750	2,000	11,230
2211	Meeting Expenses	0	1,000	1,000	750	1,000
2320	Communications	0	200	200	200	200
2349	Professional Services	0	5,000	5,000	1,000	5,000
2380	Printing & Reproductions	0	0	0	0	0
2390	Misc Contractual Service	0	0	0	0	40,000
2391	Memberships/Subscriptic	0	1,500	1,500	750	2,300
2410	Office Supplies	0	1,500	1,500	750	2,500
2420	Operating Supplies	0	1,500	1,500	500	2,000
		0	14,450	14,450	5,950	64,230
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	2,000
		0	0	0	0	2,000
TOTALS		\$0	\$270,430	\$270,430	\$256,930	\$842,015

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Office of the Director

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 2390 provides funding for Integrated Business Solutions (IBS - NAPA) which is the City's parts provider and assists with inventory and warranties. Currently, Fleet has a three year contract with IBS that provides for a NAPA employee to be on-site during regular business hours in the City's garage. The funding in this account provides for an additional NAPA employee to facilitate supplies for the rest of the Service Center and track inventory of equipment.
- Account 2391 provides funding for professional memberships.
- Account 2520 provides funding for miscellaneous office furniture.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Solid Waste Management

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA **POSITION TITLE**

2014 **CURRENT NUMBER**

2015 **PROPOSED**

Operations Administrator (1)
Maintenance Crew Supervisor (2)
Maintenance Worker
Office Assistant II (3)
TOTAL

1
0
4
1
6

1
0
4
1
6

PART-TIME/SEASONAL **STAFF**

Seasonal Maintenance Worker
TOTAL

3
3

3
3

NOTES AND ADJUSTMENTS:

The Director of Street & Utilities Operations position is allocated twenty-five percent (25%) to this budget, and a Maintenance Crew Supervisor is funded fifty percent (50%) from this budget.

(1) The Operations Administrator position is allocated to this budget and to the Street & Utilities Operations Fund as a fifty percent (50%) split.

(2) Ordinance 46-14 approved by City Council on June 23, 2014 authorized the reclassification and transfer of funding for this position.

(3) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Solid Waste Management

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1311						
Personal Services						
2110	Salaries/Wages	374,377	400,790	400,790	400,790	391,845
2111	Overtime Wages	33,211	34,250	34,250	34,250	35,000
2112	Other Wages	25,363	63,650	63,650	30,000	56,800
2113	Short Term Disability	9,520	0	0	0	0
2120	Employee Benefits	170,608	167,425	167,528	162,000	203,180
2140	Uniforms & Clothing	5,726	5,200	5,200	5,200	6,040
		618,805	671,315	671,418	632,240	692,865
Other Expenses						
2201	Conferences/Mileage	334	5,500	5,500	1,000	6,800
2320	Communications	0	0	0	0	100
2330	Rents/Leases	0	3,000	3,000	1,500	3,000
2349	Other Professional Serv	2,971	5,300	5,300	3,000	5,300
2351	Maint. of Equipment	3,596	5,000	5,000	3,500	3,000
2380	Printing & Reproductions	0	300	300	200	300
2391	Memberships/Subscriptic	704	520	520	520	160
2410	Office Supplies	298	300	300	300	300
2420	Operating Supplies	2,448	2,650	2,713	1,500	3,560
2440	Small Tools & Minor Equ	352	2,000	2,000	1,000	4,124
2811	Refuse Collect./Recyclin	2,943,442	2,946,610	3,390,010	2,946,610	2,572,445
2813	Promotional Programs	450	1,900	1,900	750	1,000
		2,954,595	2,973,080	3,416,543	2,959,880	2,600,089
Capital Outlay						
2520	Equipment & Furniture	0	3,485	4,385	3,500	1,000
		0	3,485	4,385	3,500	1,000
TOTALS		\$3,573,400	\$3,647,880	\$4,092,346	\$3,595,620	\$3,293,954

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Solid Waste Management

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 (CDL) renewals, professional development training, meal allowances, and the LTAP 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, plastic bags, and other consumable items.
- Account 2440 provides funding for hand tools, rakes for leaf collection, pitch forks, EZ reach grippers, blowers, and other small tools.
- Account 2811 provides funding for the City's refuse/recycling contract with Rumpke. In addition, this account provides funds for small facility recycling containers, dumpsters for special events, recycling containers for events, and funds to repair or replace existing residential program containers.
- Account 2813 provides funding for Earthweek and Household Hazardous Waste.
- Account 2520 provides funding for miscellaneous office furniture.

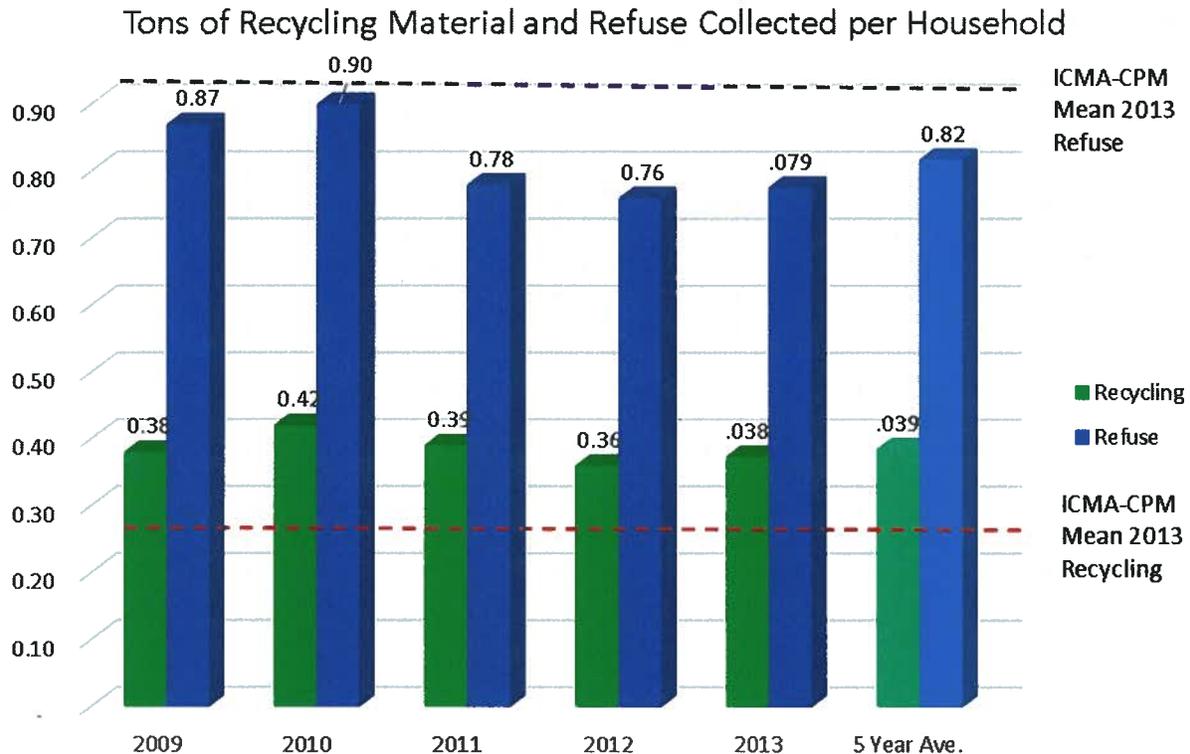
2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Solid Waste Management

Performance Measures:

Tons of Recyclable Material Collected per Household

Tons of Refuse Collected per Household



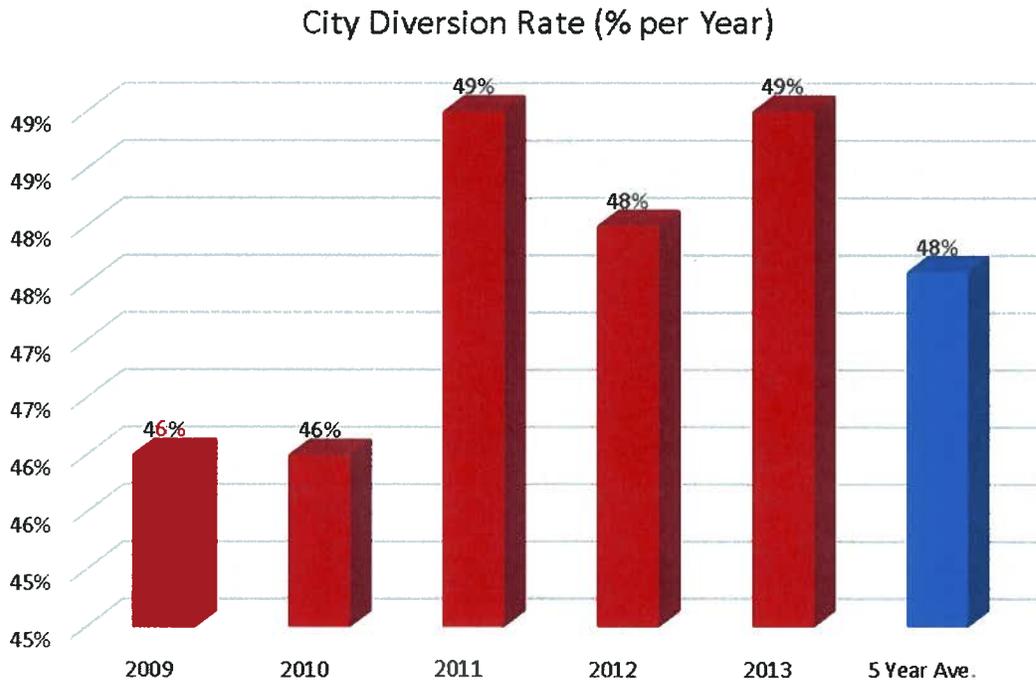
The Street and Utilities Operations Work Unit uses both measurements above (tons of refuse and tons of recycling collected per household) to calculate an average rate of tons collected per solid waste customer in Dublin. The recycling rate per account remains fairly constant over the five-year span at around 0.39 tons/account, which is higher than the mean average of the 2013 ICMA-Center for Performance Measures of 0.23. The refuse rate has declined since 2010 to 0.79 in 2013 which is below the average 2012 ICMA-CPM of 0.92 tons per account. In other words, the City of Dublin produces less waste per household than the average ICMA Member community and recycles more.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Solid Waste Management

Performance Measures:

City Diversion Rate (% per Year)



Goal: To increase and maintain the City of Dublin's diversion rate above 50% annually.

The City of Dublin measures diversion rate as the amount of waste directed away from the landfill through reuse, recycling and yard waste, which includes leaf and chipper materials. There are economic, environmental and social benefits to increasing the City's diversion and recycling rates including the savings from not just the value of the recycled goods but the savings from reducing the tipping fees of the tonnage entering the landfill.

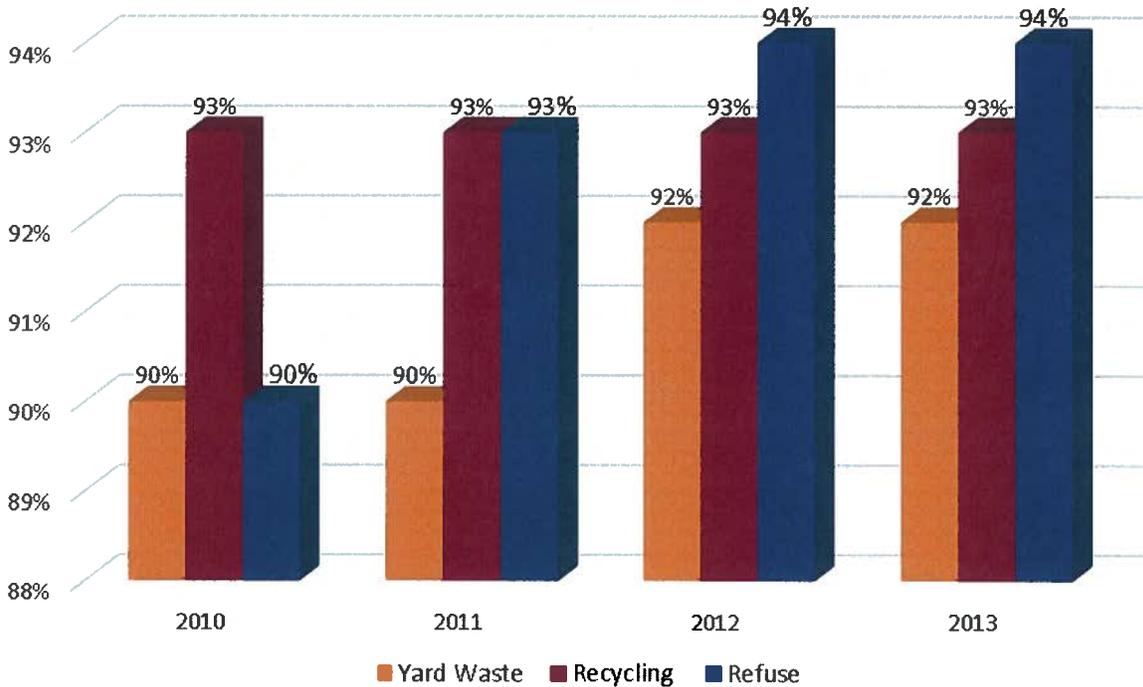
2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Solid Waste Management

Performance Measures:

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 yard waste, recycling and refuse collection. The quality of services offered along with the commitment of City staff to provide excellent follow-up to Dublin residents has attributed to the high satisfaction rates shown above for solid waste services. All responses over the past four years have been above 90%, in other words, 9 out of 10 residents find that the City's yard waste, recycling and refuse programs to be good or excellent.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 Street and Utilities Operations, 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

POSITION TITLE

**2014
CURRENT NUMBER**

**2015
PROPOSED**

Director, Engineering	1	1
Engineering Manager	3	2
Senior Civil Engineer	0	3
Civil Engineer II	7	5
Engineering Assistant	1	1
Electrical Worker	4	4
Engineering Project Coordinator	2	2
Engineering Project Inspector(1)	6	5
Administrative Assistant (3)	1	1
Office Assistant II (2) (3)	1	2
Staff Assistant (2)	<u>1</u>	<u>0</u>
TOTAL	27	26

PART-TIME/SEASONAL STAFF

Interns	<u>2</u>	<u>2</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

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 (620) budget.

(1) This position is being reassigned from Engineering to Public Service, Office of the Director to assist with asset management.

(2) The Engineering Staff Assistant position is being transferred to Public Service and will provide department-wide management of bid contracts and prevailing wages. The Street & Utilities Operations Office Assistant II position is being transferred to Engineering to increase their clerical assistance.

(3) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Engineering

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

101-1330

Personal Services

2110	Salaries/Wages	1,754,618	1,827,775	1,827,875	1,827,775	1,824,040
2111	Overtime Wages	67,294	45,000	65,100	65,000	68,000
2112	Other Wages	0	0	0	0	17,000
2113	Short Term Disability	9,191	0	0	0	0
2120	Employee Benefits	666,255	654,060	662,560	662,500	754,200
2140	Uniforms & Clothing	4,228	5,000	6,345	6,345	6,490
		2,501,586	2,531,835	2,561,880	2,561,620	2,669,730

Other Expenses

2201	Conferences/Mileage	19,667	25,000	27,672	20,000	26,500
2211	Meeting Expenses	1,149	2,000	2,000	1,500	2,000
2320	Communications	727	2,000	2,000	2,000	2,000
2330	Rents/Leases	0	0	0	0	0
2346	Eng. Inspection	91,142	50,000	50,000	50,000	65,000
2348	Plan Review	1,950	5,000	5,000	2,000	5,000
2349	Other Professional Serv	272,683	129,500	161,790	161,790	274,500
2351	Maint. of Equipment	0	0	0	0	0
2380	Printing and Reproductio	2,333	3,000	3,000	3,000	3,000
2391	Memberships/Subscriptic	5,760	6,000	6,000	6,000	6,240
2410	Office Supplies	3,982	7,000	7,000	6,000	7,000
2420	Operating Supplies	4,987	14,000	14,000	14,000	15,000
2910	Refunds	390	0	0	0	0
		404,770	243,500	278,462	266,290	406,240

Capital Outlay

2520	Equipment & Furniture	5,960	1,500	1,500	1,500	3,600
		5,960	1,500	1,500	1,500	3,600
TOTALS		\$2,912,316	\$2,776,835	\$2,841,842	\$2,829,410	\$3,079,570

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering

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 office equipment and furniture.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Miscellaneous

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
<hr/>						
101-1339						
Other Expenses						
2310	Utilities	169,475	218,500	274,385	274,385	225,000
2430	Repair & Maintenance	88,646	125,000	145,635	100,000	125,000
		258,121	343,500	420,020	374,385	350,000
TOTALS		\$258,121	\$343,500	\$420,020	\$374,385	\$350,000
<hr/>						

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service /Engineer Miscellaneous

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
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	1
Office Assistant II (1)	1	1
Public Art Conservation/Contract Specialist (2)	<u>1</u>	<u>0</u>
TOTAL	48	47
 <u>PART-TIME/SEASONAL STAFF</u>		
Intern	1	0
Seasonal Maintenance Worker (3)	<u>44</u>	<u>45</u>
TOTAL	45	45

NOTES AND ADJUSTMENTS:

- (1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.
- (2) The Public Art Conservation/Contract Specialist position is now reflected in the Hotel/Motel Tax Fund. For 2014, the position is funded 50% from the Parks & Open Space Fund and 50% from the Hotel/Motel Tax Fund. For 2015, the position is funded 25% from the Parks & Open Space Fund and 75% from the Hotel/Motel Tax Fund.
- (3) The Work Unit requested a seasonal maintenance worker (forestry worker) position in lieu of an intern position.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Parks and Open Space

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1620						
Personal Services						
2110	Salaries/Wages	2,693,433	2,957,570	2,896,720	2,807,570	2,974,580
2111	Overtime Wages	134,747	110,000	170,000	150,000	125,000
2112	Other Wages	487,941	581,000	581,000	581,000	620,000
2113	Short Term Disability	11,345	0	850	0	0
2120	Employee Benefits	1,247,581	1,241,055	1,279,341	1,279,340	1,463,760
2140	Uniforms & Clothing	50,800	62,380	68,981	62,380	62,860
		4,625,847	4,952,005	4,996,892	4,880,290	5,246,200
Other Expenses						
2201	Conferences/Mileage	22,494	31,525	31,965	25,000	32,187
2310	Utilities	252,611	239,100	265,701	239,100	275,000
2320	Communications	424	1,100	1,929	800	1,100
2330	Rents/Leases	4,246	5,200	7,587	5,000	3,500
2351	Maint. of Equipment	0	0	0	0	0
2390	Misc Contractual Service	1,158,257	1,342,845	1,516,766	1,200,000	1,335,261
2391	Memberships/Subscriptio	8,287	10,660	10,730	9,000	9,896
2410	Office Supplies	5,429	8,000	11,109	6,500	8,000
2420	Operating Supplies	38,980	66,275	86,639	60,000	65,000
2421	Reforestation	115,570	0	57,168	57,000	0
2428	Special Events	0	0	0	0	0
2432	Park Maintenance	217,392	304,560	349,147	260,000	324,860
2433	Equipment Maintenance	90,316	141,200	148,851	100,000	140,000
2440	Small Tools & Minor Equ	15,558	24,650	24,900	18,000	25,945
2812	Special Projects/Program	2,448	9,850	9,850	7,000	18,000
		1,932,012	2,184,965	2,522,342	1,987,400	2,238,749
Capital Outlay						
2510	Land & Land Improveme	85,255	266,000	283,479	120,000	241,500
2520	Equipment & Furniture	29,330	55,470	66,590	50,000	23,450
		114,585	321,470	350,069	170,000	264,950
TOTALS		\$6,672,444	\$7,458,440	\$7,869,303	\$7,037,690	\$7,749,899

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Parks and Open Space

BUDGET SUMMARY:

101-1620

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2112 includes funding for staffing seasonal Maintenance Workers reflected in the Personnel Data and Notes and Adjustments.
- Account 2140 provides funding for uniforms for full-time and seasonal staff.
- Account 2201 includes funding for training for full-time staff to support parks operations. Included is education to provide 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, trash bags, irrigation system supplies, and greenhouse supplies.
- 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, ladders, blades, pruners, drills, wheelbarrows, pole saws, etc.
- Account 2510 includes funding for continued expansion of inground irrigation on athletic fields, pond aerator replacement and new, containment netting, replacement and additional street trees and park trees, shrubs and herbaceous.
- Account 2520 includes funding for additional picnic tables, benches and trash cans. Includes funds replacement weedeaters and blowers, mulch bucket for dingo, shelving, cabinet and York rake and five additional planters for Historic Dublin.
- Account 2812 provides funding Arbor Day, Earth Day Activities, Spooktacular, Nature Education and Green Team plantings. Additionally includes funding for Legacy Tree Program and Legacy Bench Program (new for 2015), Christmas tree and historical Dublin planter decorations.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

STATEMENT OF FUNCTION

Director of Development oversees Economic Development, Planning, Building Standards, and a team of consultants. The 2015 budget provides for continued emphasis on the key components of the City's economic development program in support of Council's goals, which 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 2015 budget include a new workforce training program, increased international business programming and the implementation of a 100-gig backbone fiber project. Additionally, economic development efforts will continue to include active engagement with Dublin-based businesses, 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.
- Continue to promote development of seven key business districts.
- Seek opportunities for Council to engage businesses in accordance with Council goals.
- 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 the Dublin Entrepreneurial Center space, programming and partnerships.
- Continue implementation of the Battelle Study strategies to strengthen the 4 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.
- Assess and adjust organizational functions and processes in order to be development/re-development friendly while promoting and upholding high-quality growth standards.
- Positively and cooperatively interact with other government agencies and entities.

PERSONNEL DATA

POSITION TITLE

	2014	2015
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director of Development	1	1
Director of Economic Development	1	1
Economic Development Administrator	2	2
Administrative Specialist (1)	<u>1</u>	<u>1</u>
TOTAL	5	5

PART-TIME/SEASONAL STAFF

Economic Development Intern	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

(1) All Administrative Staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Development

Economic Development

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1710						
Personal Services						
2110	Salaries/Wages	439,632	454,345	454,345	454,345	473,605
2111	Overtime Wages	1,595	2,500	2,500	2,500	2,500
2112	Other Wages	0	8,640	8,640	4,000	8,640
2120	Employee Benefits	125,509	115,980	115,980	126,000	134,735
		566,736	581,465	581,465	586,845	619,480
Other Expenses						
2201	Conference/Mileage	10,551	17,000	17,429	10,000	21,350
2210	Reimbursable Business Exp	2,078	2,500	2,500	1,500	2,500
2211	Meeting Expenses	32,043	41,000	41,200	35,000	47,000
2320	Communications	373	250	250	250	250
2330	Rents/Leases	220,996	221,000	221,000	221,000	286,000
2349	Professional Services	197,076	399,995	571,927	300,000	429,500
2370	Advertising	46,880	90,745	117,948	60,000	100,350
2380	Printing & Reproductions	7,404	7,500	9,875	7,500	10,100
2391	Memberships/Subscriptions	31,413	35,210	35,210	35,210	38,983
2410	Office Supplies	1,233	2,000	2,396	1,500	2,000
2822	Economic Development	436,759	627,100	751,100	600,000	764,100
2825	Economic Dev Incentives	3,836,724	3,945,825	3,975,825	3,200,000	3,225,015
		4,823,530	5,390,125	5,746,660	4,471,960	4,927,148
Capital Outlay						
2520	Equipment & Furniture	13,234	0	0	0	0
		13,234	0	0	0	0
TOTALS		\$5,403,500	\$5,971,590	\$6,328,125	\$5,058,805	\$5,546,628

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

BUDGET SUMMARY:

101-1710

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2201 includes travel/training and certification courses for staff and one international mission with Columbus 2020.
- 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.
- Account 2330 provides funding for the City's contribution to office, conference and training spaces at the Dublin Entrepreneurial Center. The increase in 2015 provides funding for the DEC expansion area lease.
- 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. The increase in 2015 provides additional funding for DEC management due to the expansion area lease.
- 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, and maintenance and right-of-way acquisition.
- Account 2825 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

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
2013	9	1,169	806
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 2014	4.2%
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 2014	13.2%
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 2013	378
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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / 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 Director of 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 design professional, contractors, builders, homeowners, and the general public.
 - To provide timely information regarding levels and types of construction activity within the City to City departments, applicants, and the public.
 - To provide architectural support to City projects.
-

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Building Standards	1	1
Review Services Analyst	1	1
Commercial Plans Examiner	1	1
Building Inspector (1)	4	3
Electrical Inspector (1)	1	2
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Office Assistant II (2)	3	3
Senior Building Inspector	1	1
Staff Assistant	<u>1</u>	<u>1</u>
TOTAL	15	15
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Worker (3)	<u>0</u>	<u>1</u>
TOTAL	0	1

NOTES AND ADJUSTMENTS:

- (1) Based upon increasing inspections and proposed projects, such as Bridge Park East, Bridge Park West, Tuller Flats, Project Granite, the new library, etc., the vacant building inspector position will be filled with an electrical inspector who also has a building inspector certification.
- (2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.
- (3) This represents funding for a back-up electrical inspector. Funding was included for this in the 2014 budget, but not shown as a position.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Building Standards

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1340						
Personal Services						
2110	Salaries/Wages	820,298	986,880	986,930	986,880	973,280
2111	Overtime Wages	9,166	5,000	7,000	5,000	8,000
2112	Other Wages	3,622	2,000	2,050	2,000	1,000
2113	Short Term Disability	3,237	0	0	0	0
2120	Employee Benefits	302,163	363,170	363,170	363,170	372,465
2140	Uniforms & Clothing	1,339	2,500	2,500	2,500	5,000
		1,139,825	1,359,550	1,361,650	1,359,550	1,359,745
Other Expenses						
2201	Conferences/Mileage	4,764	7,500	7,500	7,500	8,000
2211	Meeting Expenses	394	2,000	2,000	1,000	2,000
2347	Building Inspection Serv	82,518	75,000	83,482	83,480	85,000
2348	Plan Review	29,130	27,500	110,050	110,000	60,000
2349	Other Professional Serv	0	0	0	0	5,000
2380	Printing and Reproductio	2,250	2,500	3,250	3,250	2,500
2390	Contractual Services	8,622	5,000	15,100	15,000	8,000
2391	Memberships/Subscriptic	1,616	2,500	4,150	2,500	4,000
2410	Office Supplies	3,294	4,500	4,985	3,500	4,500
2420	Operating Supplies	4,276	5,000	4,400	4,300	5,000
2910	Refunds	1,498	5,000	6,600	6,500	5,000
		138,362	136,500	241,517	237,030	189,000
Capital Outlay						
2520	Equipment & Furniture	0	500	500	0	500
		0	500	500	0	500
TOTALS		\$1,278,187	\$1,496,550	\$1,603,667	\$1,596,580	\$1,549,245

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Building Standards

BUDGET SUMMARY:

101-1340

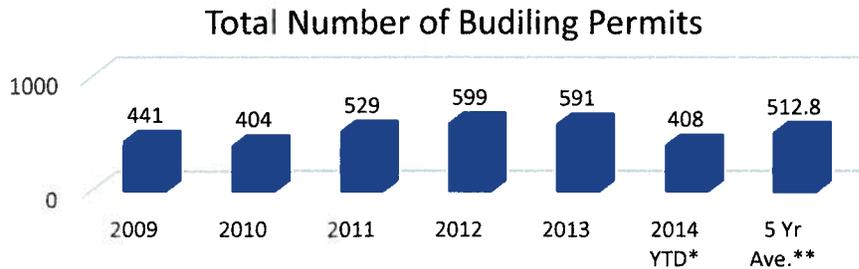
- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2140 includes shirts, boots and cold weather wear for Inspectors.
- Account 2201 provides funding for training, attendance at regional conferences and required State certifications.
- Account 2347 includes funding 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 2349 provides funding to compliment the City's in-house plan review process. It is projected that additional contracted services will be used next year due to anticipated commercial construction and the continued increase in residential permits.
- 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Building Standards

PERFORMANCE MEASURES:

1. Total Number of Building Permits Issued (Commercial & Residential)



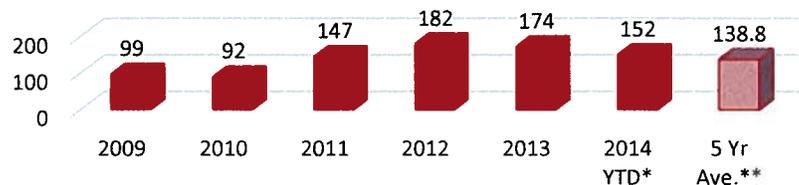
**2014 figure represents data collected as of July 31, 2014*

***5 year average does not include 2014 YTD statistic*

Construction activity within the City of Dublin has maintained the solid gains that were made from 2011 to 2013. Based on review of the year-to-date numbers, 2014 will be another high volume year for permits issued. Building Standards must continue to examine its resources, both fiscally and in personnel, to keep pace with these indicators and to maintain a high level of service as the activity increases with the addition of major commercial and residential development in the City.

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

Total Number of Building Permits Issued for New Residential Dwellings



**2014 figure represents data collected as of July 31, 2014*

***5 year average does not include 2014 YTD statistic*

The total number of permits issued for new residential dwellings has steadily increased from a low in 2008 and now exceeds the previous high levels of 2007 (154). Permits for new residential building dwellings are now at record levels, and based on recent and planned residential developments within the City, the trends indicate that 2014 and 2015 will set record breaking numbers for new residential permits.

Residential construction is a good indicator of the overall health of the construction sector. New residential developments continue to open throughout the city in response to the public demand for new housing. Building Standards should continue to see increasing activity for the near term. One after effect of new residential construction is a corresponding increase for permits related to remodeling activity in residential units, mostly in accessory structure permits (decks, screened porches) and basement remodels. These homeowner improvement permits continue to place a demand on staff resources in the form of permit processing, plan review and building, electrical and mechanical inspections.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

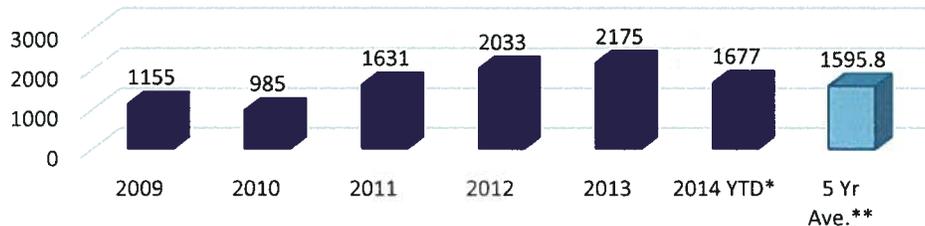
Development / Building Standards

PERFORMANCE MEASURES:

3. Building Permits Issued: Total Square Feet x 1,000

(Commercial and Residential)

Total Number of Building Permits Issued: Total Sq. Ft x 1,000
(Commercial & Residential)



**2014 figure represents data collected as of July 31, 2014*

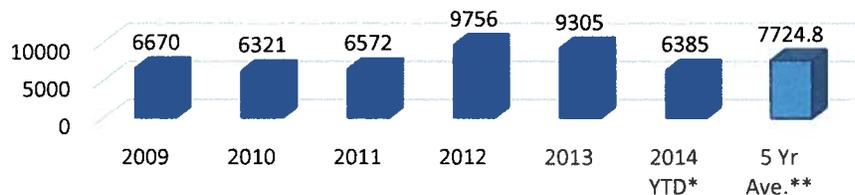
***5 year average does not include 2014 YTD statistic*

The total number of square feet of construction in 2013 set a record for recent construction activity. While the total for 2014 did not match that level, it did maintain the previous high levels established in 2008 and 2011. Upcoming development in the Bridge Street District, other commercial developments and continued strength in residential construction bode well for 2015 and beyond.

Building permit fees are based primarily on the square feet of the space that is constructed. When square foot activity increases, building permit revenues also increase. There is also corresponding increase in "over-the-counter" permit activity because of the need for new associated electrical, mechanical and plumbing permits.

4. Total Number of Building and Electrical Inspections Performed

Total Number of Building & Electrical Inspections Performed



**2014 figure represents data collected as of July 31, 2014*

***5 year average does not include 2014 YTD statistic*

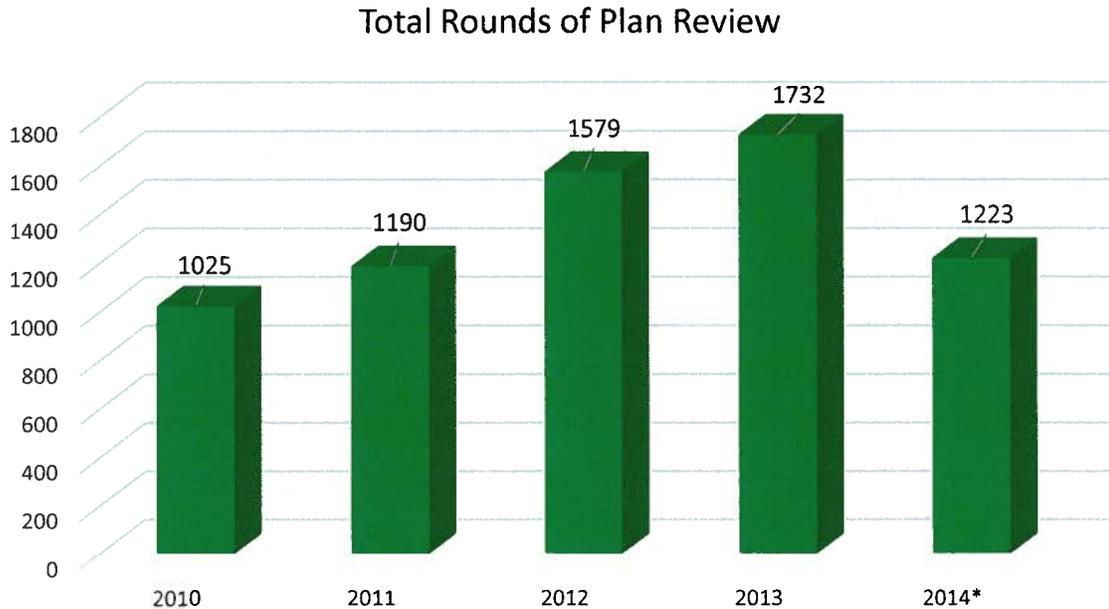
The total number of building and electrical inspections for 2012 and 2013 showed marked increases over the preceding four year period. Based on the year-to-date number of inspections for 2014, the total number of inspections performed will maintain or exceed the high levels set in the past two years. While building and electrical inspections typically lag behind the numbers for building permits issued, anticipated development of the Bridge Street District, other commercial areas and increasing residential construction will likely increase the volume of inspections for 2015 and beyond.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Building Standards

PERFORMANCE MEASURES:

5. Total Rounds of Plan Review



**2014 figure represents data collected as of July 31, 2014*

Total rounds of plan review is a new performance measure that has been added for 2015. The total rounds of plan review from 2010 to date have been shown as a gauge of past and current plan review activity. The volume of plan review reflects the activity of the staff that must take place before a building permit can be issued. It is also an indicator of upcoming permitting and inspection activity that are to follow.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Planning

STATEMENT OF FUNCTIONS

Planning is responsible for the City's land use planning, zoning reviews, code enforcement, and oversight of several boards and commissions. More importantly, the Work Unit 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 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.

<u>PERSONNEL DATA</u>	<u>2014</u>	<u>2015</u>
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Planning	1	1
Senior Project Manager	0	1
Planning Manager	1	1
Senior Planner	2	2
Planner	5	5
Code Enforcement Supervisor	1	1
Code Enforcement Officer	2	2
Zoning Inspector (1)	1	2
Administrative Assistant (2)	1	1
Staff Assistant (2)	1	1
Office Assistant I (2)	1	1
Office Assistant II (2)	<u>1</u>	<u>1</u>
TOTAL	17	19
<u>PART-TIME/SEASONAL STAFF</u>		
Zoning Inspector (1)	1	0
Planning Assistant	<u>4</u>	<u>4</u>
TOTAL	5	4

NOTES AND ADJUSTMENTS:

- (1) The part-time Zoning Inspector position is moving to a full-time position due to increase in work load.
- (2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Development

Planning

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1410						
Personal Services						
2110	Salaries/Wages	1,052,421	1,171,710	1,166,255	1,100,000	1,323,765
2111	Overtime Wages	13,298	12,500	12,500	12,500	12,500
2112	Other Wages	67,808	113,070	113,070	80,000	90,270
2113	Short Term Disability	3,191	0	5,555	5,500	0
2120	Employee Benefits	388,033	432,970	432,970	410,000	536,941
2140	Uniforms & Clothing	2,202	4,550	7,723	3,500	4,550
		1,526,953	1,734,800	1,738,073	1,611,500	1,968,026
Other Expenses						
2201	Conferences/Mileage	26,053	24,000	27,300	20,000	39,414
2211	Meeting Expenses	680	1,050	1,050	800	1,050
2320	Communications	2,500	7,500	8,300	8,200	7,500
2330	Rents/Leases	3,405	2,820	2,820	2,820	2,820
2344	Planning Services	204,637	170,000	340,491	170,000	200,000
2349	Other Professional Serv	24,157	40,000	87,850	40,000	40,000
2351	Maint. of Equipment	341	850	1,915	700	850
2370	Advertising	0	500	0	0	500
2380	Printing and Reproduction	201	1,500	1,500	500	1,500
2390	Contractual Services	10,248	0	1,288	1,250	0
2391	Memberships/Subscriptions	7,187	9,000	10,435	9,000	10,000
2410	Office Supplies	4,907	8,000	11,219	8,000	8,000
2420	Operating Supplies	3,799	4,000	4,025	4,000	4,000
2830	Code Enforcement	4,054	6,500	6,005	6,000	6,500
2910	Refunds	5,426	6,000	10,050	10,000	6,000
		297,595	281,720	514,248	281,270	328,134
Capital Outlay						
2520	Equipment & Furniture	366	0	3,691	0	0
		366	0	3,691	0	0
TOTALS		\$1,824,914	\$2,016,520	\$2,256,012	\$1,892,770	\$2,296,160

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Planning

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 (Planner certifications), 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 infill projects, 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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Fleet Manager	1	1
Fleet Administrator	1	1
Automotive Mechanic I	6	6
Staff Assistant (1)	<u>1</u>	<u>1</u>
TOTAL	9	9

NOTES AND ADJUSTMENTS:

(1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Service

Fleet Management

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

101-1321

Personal Services

2110	Salaries/Wages	540,356	579,260	579,260	579,260	581,405
2111	Overtime Wages	33,410	25,000	40,500	40,000	35,000
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	189,851	190,915	190,915	190,915	225,225
2140	Uniforms & Clothing	6,925	8,575	8,937	7,000	8,575
		770,542	803,750	819,612	817,175	850,205

Other Expenses

2201	Conference/Mileage	13,544	15,500	15,500	14,000	16,500
2330	Rents/Leases	2,989	1,500	1,570	900	51,500
2349	Professional Services	18,416	14,750	15,068	12,520	12,750
2351	Maint. of Equipment	15,000	13,500	18,641	16,000	13,500
2390	Misc Contractual Service	36,595	76,000	117,358	117,350	75,500
2391	Memberships/Subscriptic	1,498	1,600	1,600	1,600	1,775
2410	Office Supplies	1,443	1,500	2,425	2,400	1,500
2420	Operating Supplies	5,120	12,500	12,150	5,000	12,500
2421	Fuel	1,610,033	1,886,800	2,048,118	1,750,000	2,090,900
2431	Vehicle Maintenance	269,975	270,000	306,723	306,000	325,000
2440	Small Tools & Minor Equ	5,955	9,800	9,800	9,000	9,800
		1,980,568	2,303,450	2,548,953	2,234,770	2,611,225

Capital Outlay

2520	Equipment & Furniture	2,750	1,000	1,000	1,000	500
		2,750	1,000	1,000	1,000	500

TOTALS		\$2,753,860	\$3,108,200	\$3,369,565	\$3,052,945	\$3,461,930
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Fleet Management

BUDGET SUMMARY:

101-1321

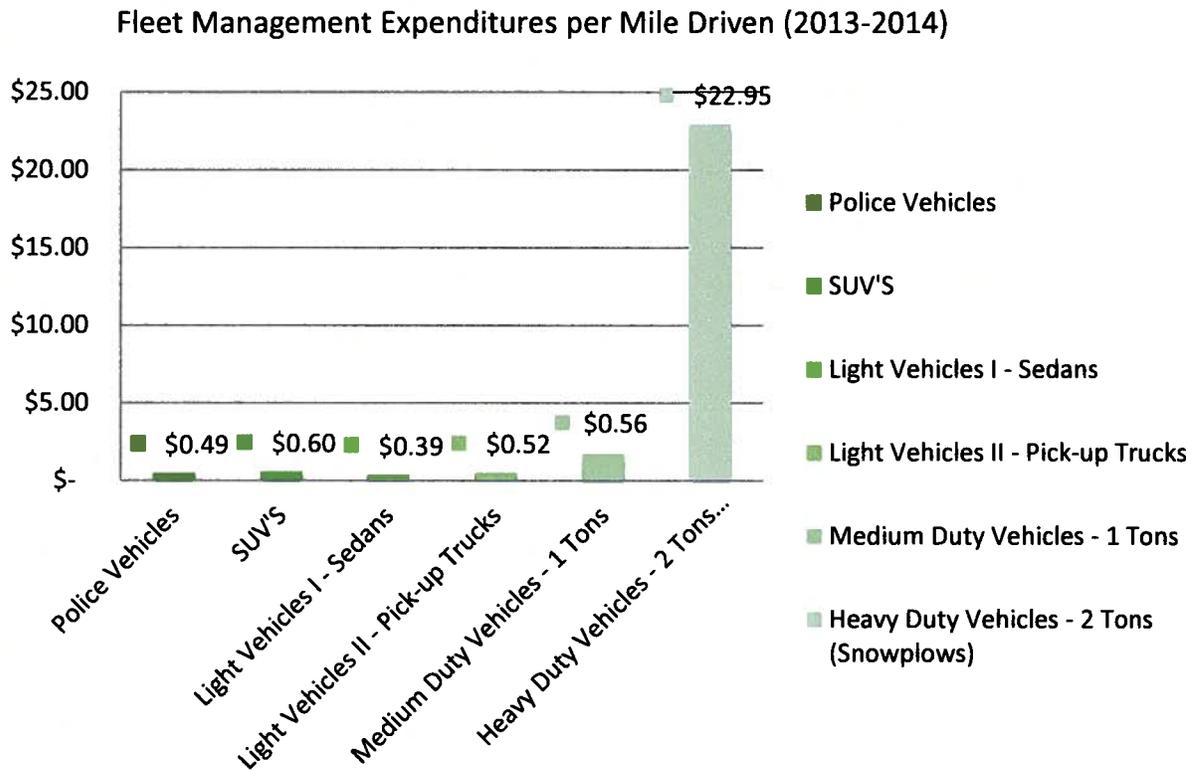
- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2111 provides funding for overtime. Increases are due to snow shifts.
- Account 2140 provides funding for rental uniforms, boots and gloves, and safety glasses.
- Account 2201 provides funding for ASE certifications, welding certifications (for two technicians), and other specialized training (CNG tank certification). New for 2015 is the NAPA Expo.
- Account 2330 provides funding for rental of welding tanks, vehicle and equipment rental. For 2015, instead of purchasing equipment such as sod cutters and backhoes, this account provides funding for rental of additional equipment.
- Account 2349 includes funding 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 on lift inspections, fuel system maintenance and repairs, bucket truck inspections (OSHA required), and bulk oil delivery system.
- Account 2390 provides funding 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 funding for subscriptions and employee membership dues in the National Association of Fleet Administrators (NAFA), and Municipal Equipment Maintenance Association (MEMA) membership.
- 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. The largest increase in this account is attributed to a projected increase in the need for CNG. A portion of the CNG supply is utilized by IGS. Those costs are recovered by 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 miscellaneous office furniture.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Fleet Management

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 Information Technology 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 work units.

OBJECTIVES AND ACTIVITIES:

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

PERSONNEL DATA

POSITION TITLE

	2014	2015
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Information Technology	1	1
Geographic Info Systems Administrator	1	1
Senior GIS Analyst	1	1
GIS Analyst	1	1
Support Services Administrator	1	1
Support Services Analyst	2	2
Network Operations Manager	1	1
Information Technology Project Leader	2	2
Network Engineer (1)	1	1
Software Application Specialist	1	1
Administrative Assistant (2)	<u>1</u>	<u>1</u>
TOTAL	13	13

PART-TIME/SEASONAL STAFF

Intern (GIS)	1	1
Intern (Support Services)	<u>1</u>	<u>2</u>
TOTAL	2	3

NOTES AND ADJUSTMENTS:

(1) A designated Network Administrator position is desired by the Information Technology Work Unit to handle additional daily administration tasks resulting from increased networking demands related to the City's rapid technology growth as well as expanding responsibilities to integrate external agencies. The Network Administrator position is in the same pay range as the Network Engineer position. The City will be evaluating the potential to add the Network Administrator position in 2015.

(2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Information Technology

	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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101-1920

Personal Services

2110	Salaries/Wages	923,931	966,900	966,900	966,900	1,001,950
2111	Overtime Wages	9,311	12,000	12,000	11,000	12,000
2112	Other Wages	10,604	25,540	25,540	25,540	38,310
2113	Short Term Disability	9,268	0	0	0	0
2120	Employee Benefits	311,707	303,125	306,885	306,885	360,720
		1,264,821	1,307,565	1,311,325	1,310,325	1,412,980

Other Expenses

2201	Conference/Mileage	28,917	28,420	28,420	28,420	38,921
2320	Communications	416,826	390,985	413,464	390,985	495,400
2330	Rents/Leases	81,604	68,520	80,289	74,400	88,125
2349	Professional Services	189,676	850,690	1,182,511	550,000	736,898
2351	Maint. of Equipment	717,594	700,000	725,541	700,000	800,000
2391	Memberships/Subscriptic	4,156	6,300	6,300	5,000	2,200
2410	Office Supplies	1,627	4,000	4,316	3,000	4,000
2420	Operating Supplies	84,687	95,000	110,012	110,000	116,000
		1,525,087	2,143,915	2,550,853	1,861,805	2,281,544

Capital Outlay

2520	Equipment & Furniture	0	1,000	1,050	1,050	1,000
		0	1,000	1,050	1,050	1,000
TOTALS		\$2,789,908	\$3,452,480	\$3,863,228	\$3,173,180	\$3,695,524

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Information Technology

BUDGET SUMMARY:

101-1920

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2201 provides funding for conferences, certifications and training for professional staff 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. Funding reflects the increase in costs for citywide communications.
- Account 2330 includes the rent and leasing of network rack and office space for the City's data center at the Metro Data Center. Funding reflects the addition of a back-up site for the City's 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 projects for 2015 include the new Finance/HR application and implementation.
- 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 ID badges and toner for the badge printer.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Court Services

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES:

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

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Court Administrator (1)	1	1
Community Justice Officer	1	1
Court Clerk (2)	1	1
Staff Assistant (3) (4)	<u>1</u>	<u>1</u>
TOTAL	4	4

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) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Court Services

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1930						
Personal Services						
2110	Salaries/Wages	197,721	217,155	217,155	217,155	209,395
2111	Overtime Wages	107	2,500	2,500	1,000	2,000
2120	Employee Benefits	67,772	68,110	68,110	68,110	78,205
		265,600	287,765	287,765	286,265	289,600
Other Expenses						
2201	Conference/Mileage	2,371	3,000	3,586	2,500	3,000
2320	Communications	2,450	3,000	5,000	3,000	3,000
2345	Legal Services	1,667	3,000	3,000	3,000	3,200
2349	Professional Services	56,795	81,500	93,523	60,000	82,500
2351	Maint. of Equipment	260	300	300	300	300
2390	Misc Contractual Service	3,244	6,000	7,876	4,000	6,000
2391	Memberships/Subscriptio	613	700	700	700	760
2410	Office Supplies	1,544	2,500	2,549	2,000	2,500
2420	Operating Supplies	4,758	8,000	8,000	7,000	8,000
2910	Refunds	0	50	50	50	0
		73,702	108,050	124,584	82,550	109,260
Capital Outlay						
2520	Equipment & Furniture	0	10,000	10,000	10,000	0
		0	10,000	10,000	10,000	0
TOTALS		\$339,302	\$405,815	\$422,349	\$378,815	\$398,860

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Court Services

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

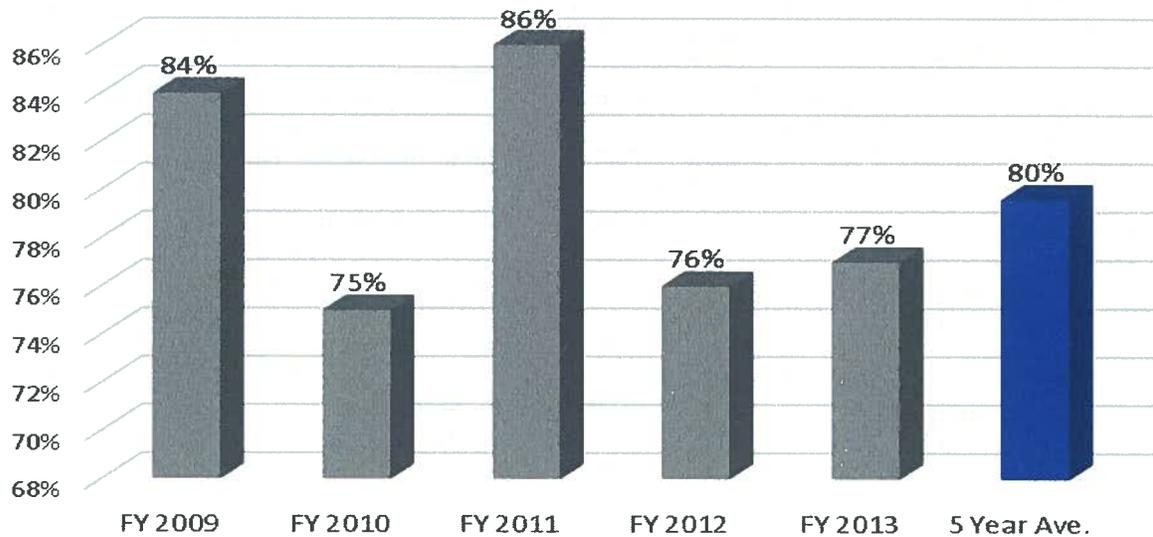
Administrative Services / Court Services

Performance Measures:

1. Percent of Juveniles Successfully Completing Diversion Program:

This measure 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.

Percent of Juveniles who have Successfully Completed the Diversion Program



2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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:

- 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.
-

<u>PERSONNEL DATA</u>	<u>2014</u>	<u>2015</u>
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
<u>PART-TIME/SEASONAL STAFF</u>		
Records Management Technician	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Records Management

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1931						
Personal Services						
2110	Salaries/Wages	52,009	81,060	73,250	55,000	80,450
2111	Overtime Wages	36	0	310	100	500
2112	Other Wages	0	0	14,000	13,900	0
2120	Employee Benefits	20,461	24,000	24,000	24,000	28,175
		72,506	105,060	111,560	93,000	109,125
Other Expenses						
2201	Conference/Mileage	0	500	500	0	500
2349	Professional Services	36,351	40,000	50,000	30,000	30,000
2351	Maint. of Equipment	3,708	3,900	3,900	3,900	3,500
2390	Misc Contractual Service	4,982	6,000	6,000	6,000	6,000
2391	Memberships/Subscriptic	270	300	300	300	600
2410	Office Supplies	1,376	2,000	2,500	1,500	2,000
		46,687	52,700	63,200	41,700	42,600
Capital Outlay						
2520	Equipment & Furniture	31,700	0	0	0	0
		31,700	0	0	0	0
TOTALS		\$150,893	\$157,760	\$174,760	\$134,700	\$151,725

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Records Management

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

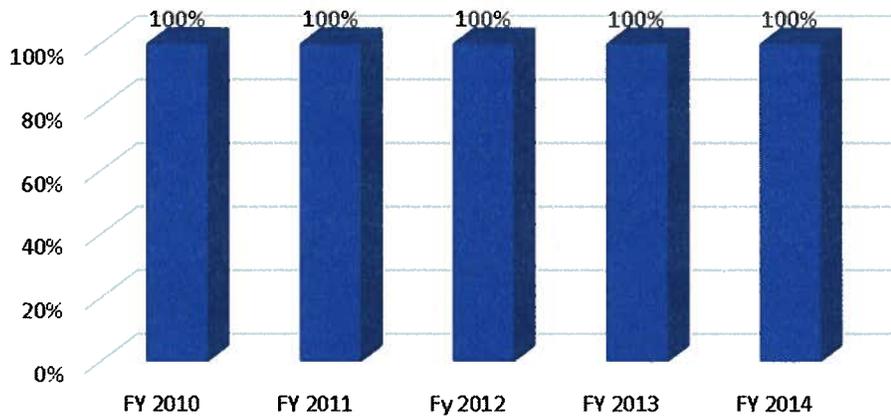
Administrative Services / Records Management

Performance Measures:

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

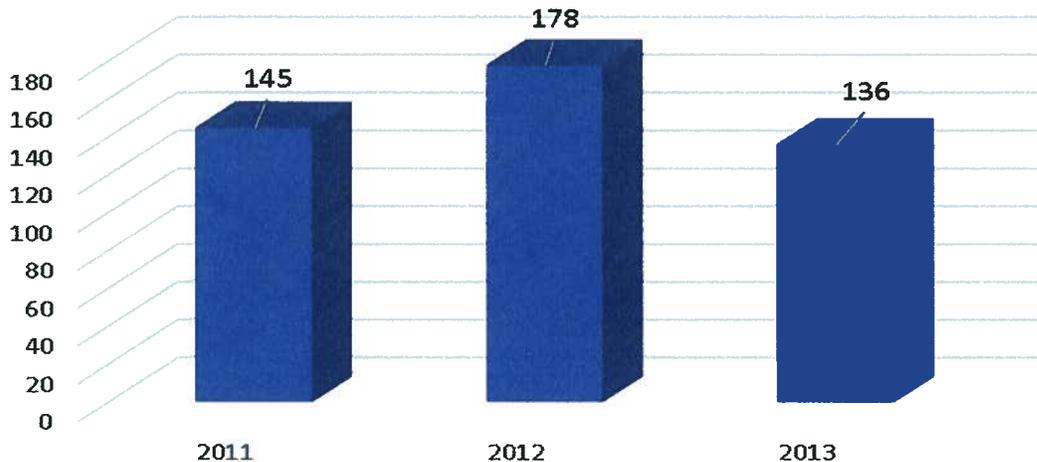
This measure reflects the percentage of cubic foot boxes in storage at the Justice Center that are destroyed each year according to the City's records retention schedule. Retaining records beyond their retention date can create unnecessary storage issues as well as potential liability issues.

Percentage of Records Stored in City Storage Facility Destroyed as Scheduled



**Only includes records stored in Justice Center, not those held by individual employees*

2. Annual Records Requests Located in the Justice Center



2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Facilities Manager	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Facilities System Specialist	1	1
Maintenance Worker	3	3
Custodians	6	6
Staff Assistant (1)	<u>1</u>	<u>1</u>
TOTAL	15	15
 <u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>4</u>	<u>4</u>
TOTAL	4	4

NOTES AND ADJUSTMENTS:

(1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Facilities Management

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-1940						
Personal Services						
2110	Salaries/Wages	821,908	865,435	865,435	865,435	860,405
2111	Overtime Wages	18,429	25,000	25,000	25,000	25,000
2112	Other Wages	51,500	59,900	59,900	59,900	61,900
2113	Short Term Disability	3,883	0	0	0	0
2120	Employee Benefits	317,119	315,795	320,795	320,795	360,889
2140	Uniforms & Clothing	13,711	11,600	11,804	11,800	11,600
		1,226,550	1,277,730	1,282,934	1,282,930	1,319,794
Other Expenses						
2201	Conference/Mileage	2,141	7,100	7,100	3,500	10,350
2211	Meeting Expenses	172	250	250	250	250
2310	Utilities	409,101	430,000	488,194	430,000	465,000
2320	Communications	3,298	5,900	6,473	3,500	5,600
2330	Rents/Leases	3,512	4,000	4,000	4,000	4,000
2350	Maint. of Facilities	160,862	183,390	209,894	183,390	219,500
2390	Misc Contractual Service	248,068	222,900	253,806	222,900	264,500
2391	Memberships/Subscriptik	681	820	820	820	820
2410	Office Supplies	2,306	3,000	3,555	3,000	3,000
2420	Operating Supplies	138,478	134,500	147,466	134,500	140,000
2440	Small Tools & Minor Equ	3,615	7,300	7,300	4,000	5,000
		972,234	999,160	1,128,858	989,860	1,118,020
Capital Outlay						
2520	Equipment & Furniture	2,478	48,500	48,500	48,500	115,000
		2,478	48,500	48,500	48,500	115,000
TOTALS		\$2,201,262	\$2,325,390	\$2,460,292	\$2,321,290	\$2,552,814

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Facilities

BUDGET SUMMARY:

101-1940

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data. A Maintenance Worker position was reallocated to a new Facilities System Specialist position in mid-2014. This position leads all maintenance work related to the City's Compressed Natural Gas fuel system and building HVAC systems.
- Account 2111 includes 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. An increase in funds is to provide specialized training to a new Operations Administrator and a new Crew Supervisor.
- 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 is provided for maintenance of the Compressed Natural Gas fuel system and additional building security cameras.
- Account 2390 includes funding for preventive maintenance contracts for mechanical systems throughout City-owned facilities, custodial quality control program and cleaning services for carpet, resilient flooring and windows.
- Account 2420 includes funding for operating supplies to custodial and maintenance functions.
- Account 2440 includes funding for maintenance tools and small custodial equipment.
- Account 2520 includes funding for tables, chairs, desks, etc., for various City buildings.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / 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.
-

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Volunteer Administrator	1	1
Administrative Assistant (1)	<u>1</u>	<u>1</u>
TOTAL	2	2
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Worker	0	1
Intern	<u>1</u>	<u>1</u>
TOTAL	1	2

NOTES AND ADJUSTMENTS:

(1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Administrative Services

Volunteer Resources

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
101-2010						
Personal Services						
2110	Salaries/Wages	123,035	129,190	129,190	129,190	130,310
2111	Overtime Wages	877	2,000	2,000	1,000	2,050
2112	Other Wages	5,222	8,800	8,800	7,000	37,100
2120	Employee Benefits	34,760	35,265	35,265	35,265	44,295
2140	Uniforms & Clothing	0	0	0	0	400
		163,894	175,255	175,255	172,455	214,155
Other Expenses						
2201	Conference/Mileage	1,924	2,500	2,500	2,500	3,000
2211	Meeting Expenses	474	2,500	2,500	500	2,500
2330	Rents/Leases	0	1,000	1,000	0	1,000
2349	Professional Services	1,786	3,000	3,000	1,800	3,500
2370	Advertising	0	800	800	800	800
2380	Printing & Reproductions	3,491	5,000	5,000	4,000	5,000
2391	Memberships/Subscriptic	347	500	500	500	500
2410	Office Supplies	824	1,400	1,599	1,000	1,700
2420	Operating Supplies	1,046	5,200	5,213	1,500	6,200
2812	Special Projects/Program	13,543	16,000	16,000	15,000	16,000
		23,435	37,900	38,112	27,600	40,200
TOTALS		\$187,329	\$213,155	\$213,367	\$200,055	\$254,355

2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / 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 funding for part-time and seasonal staff.
- 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services / Volunteer Resources

PERFORMANCE MEASURES:

1) Dollar Value of a Volunteer Hour

City of Dublin	<i>Known</i> City of Dublin volunteer hours per year average 43,000
National value: \$22.55 per hr*	\$969,650 (\$22.55 x 43,000 hrs) for Dublin, OH
State value: \$21.40 per hr*	\$920,200 (\$21.40 x 43,000 hrs) for Dublin, OH

**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 \$22.55 per volunteer hour. The Independent Sector/Bureau of Labor Statistics updates the figures regularly based on national labor statistic research.

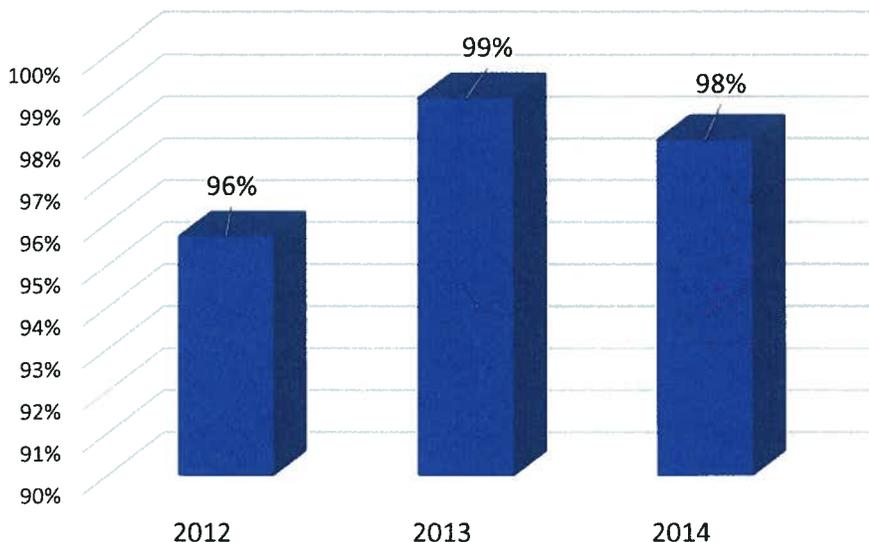
2) Percent of City Programs Utilizing Volunteer Services

Of the 27 departments/divisions that make up the City of Dublin (based on the 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

2014 Volunteer Resources Survey Responses*	98%
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** Survey results as of September 2014*



2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Street and Utilities Operations

STATEMENT OF FUNCTIONS

Streets and Utilities is the direct responsibility of the Director of Street & Utilities Operations, who reports to the Director of Public Service. Minor repairs and maintenance to the City's streets are charged to this program as is snow plowing and street salting. Guardrail repair/replacement (as a result of accidents), street signs, pavement markings, 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 five times per year to enhance the neighborhoods and construction areas.
- Plan, coordinate, and execute involvement with special events activities in a professional and economical manner.
- Continued inspection procedure for catch basins, manholes, guardrails, vegetation control, trash pick-up and pavement conditions.
- To provide well-maintained streets that are clearly signed and marked.

PERSONNEL DATA **POSITION TITLE**

2014 **CURRENT NUMBER**

2015 **PROPOSED**

Director, Street & Utilities Operations (1)	1	1
Operations Administrator (2)	1	0
Maintenance Crew Supervisor (3)	3	3
Maintenance Worker (4 & 5)	12	16
Administrative Assistant (7)	1	1
Office Assistant II (6) (7)	1	0
Office Assistant I (7)	<u>1</u>	<u>1</u>
TOTAL	20	22

PART-TIME/SEASONAL STAFF

Seasonal Maintenance Worker	<u>10</u>	<u>10</u>
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 (101) and twenty-five percent (25%) to the Sewer Fund (620). Additionally, forty-five (45%) of the Operations Administrator position (reflected in the Sewer Fund) is allocated to this budget.

(2) The Operations Administrator position is reallocated in the Public Service Department.

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

(4) In the 2014 Street & Utilities Operations budget it was approved for two full-time Streets & Utilities maintenance worker positions. One of the positions remains vacant while the other position has been removed and the position reclassified to a Land Acquisition & Utilities Manager under the Department of Public Service reporting to the Director. This action was authorized by Ordinance 46-14.

(5) The Maintenance Worker positions from Engineering/Sign Shop are now allocated in the Street & Utilities Operations Work Unit.

(6) The Office Assistant II position is reassigned to the Engineering Work Unit.

(7) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Street and Utilities

	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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210-1320

Personal Services

2110	Salaries/Wages	1,061,999	1,301,050	1,284,050	1,150,000	1,352,930
2111	Overtime Wages	139,725	93,700	200,200	200,000	120,000
2112	Other Wages	178,320	200,140	200,140	200,140	200,000
2113	Short Term Disability	34,554	0	0	0	0
2120	Employee Benefits	469,804	514,935	529,927	514,935	590,785
2140	Uniforms & Clothing	17,097	18,365	18,365	18,365	23,746
		1,901,499	2,128,190	2,232,682	2,083,440	2,287,461

Other Expenses

2201	Conferences/Mileage	8,809	9,650	12,150	9,650	24,730
2302	Repair Services	4,220	6,500	15,035	15,000	6,500
2320	Communications	0	0	0	0	100
2330	Rents/Leases	3,818	5,800	5,800	5,800	5,800
2349	Other Professional Serv	55,840	102,000	110,551	90,000	9,000
2351	Maint. of Equipment	645	1,000	1,000	1,000	3,000
2390	Contractual Services	0	0	0	0	87,500
2391	Memberships/Subscriptik	558	705	705	600	1,350
2410	Office Supplies	4,654	6,400	7,934	5,000	6,400
2420	Operating Supplies	33,554	66,500	69,100	66,500	66,500
2422	Street Salt	376,208	457,480	783,374	783,370	754,880
2428	Special Events	1,945	3,000	3,000	2,000	3,000
2440	Small Tools & Minor Equ	9,449	12,700	12,700	8,000	13,300
2441	Signs	0	0	0	0	180,000
2910	Refunds	0	0	0	0	0
		499,700	671,735	1,021,349	986,920	1,162,060

Capital Outlay

2520	Equipment & Furniture	623	3,000	3,000	3,000	1,500
		623	3,000	3,000	3,000	1,500

TOTALS	\$2,401,822	\$2,802,925	\$3,257,031	\$3,073,360	\$3,451,021
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Street and Utilities Operations

BUDGET SUMMARY:

210-1320

- Account 2110 provides funding for the staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2112 includes funding for seasonal staff.
- Account 2201 includes funding for training in the following areas: OSHA, vector control, equipment operation (forklift), LTAP Training Courses. The increase in this account reflects the addition of a work zone training course for field staff for 2015.
- Account 2302 provides funding for mailbox repairs, and other emergency street and drainage repairs.
- Account 2330 includes funding for equipment rentals necessary in operations.
- Account 2349 includes funding for accreditation costs (see account 2349 for further information).
- Account 2390 provides funding for contracted street sweeping, storm sewer contingency and the repairs of guardrails due to accidents. In prior years these items were budgeted under account 2349. These items are now budgeted in the Contractual Services line item to better reflect the type of expenditure.
- 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 4,000 tons of salt at \$70.22 per ton (ODOT), and 2,000 tons @ \$112.50 per tons (SWOP4G), plus \$4.00 per ton piling fee, 2,000 tons of enhanced salt at \$100.00 per ton, and funding for calcium chloride and salt brine. The price for salt has significantly increased for winter 2014/2015 compared to prices for 2013/2014 which was; salt at \$49.22 per ton, and enhanced salt at \$60.83 per ton.
- Account 2440 includes funding for traffic control signage, small power tools and hand tools.
- Account 2441 provides funding for materials and supplies for the City's sign shop. This also includes materials and supplies for the HP Latex Printer.
- Account 2520 provides funding for miscellaneous office furniture.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / Transportation Signals and Street Lights

STATEMENT OF FUNCTION

This program is responsible for installing, repairing, and maintaining all traffic 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 budget is emergency warning signal maintenance, maintenance of school zones, and pedestrian crossings.

OBJECTIVES AND ACTIVITIES

- To provide well-maintained electrical assets for public health and safety.
-

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Maintenance Worker	<u>4</u>	<u>0</u>
TOTAL	4	0

NOTES AND ADJUSTMENTS:

Personnel from the Sign Shop have been reassigned to the Street & Utilities Operations Work Unit. Expenses reflected in this account is for work completed by the Electrical Crew. The Electrical Crew's positions are reflected in the Engineering Work Unit.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Engineering

2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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210-1330

Personal Services

2110	Salaries/Wages	224,245	246,350	246,350	246,350	0
2111	Overtime Wages	13,201	11,000	11,000	11,000	0
2120	Employee Benefits	81,096	85,175	85,175	85,175	0
2140	Uniforms & Clothing	3,520	4,250	4,499	4,250	0
		322,062	346,775	347,024	346,775	0

Other Expenses

2201	Conferences/Mileage	700	800	800	800	0
2310	Utilities	22,013	26,000	30,427	25,000	28,000
2349	Other Professional Serv	66,220	125,000	183,464	125,000	125,000
2351	Maint. of Equipment	250	2,000	2,000	1,200	1,000
2420	Operating Supplies	511	5,000	5,000	2,000	2,500
2430	Repair & Maintenance	80,040	190,000	190,000	95,000	190,000
2440	Small Tools & Minor Equ	2,075	7,000	7,000	3,000	3,500
2441	Signs	106,201	135,000	135,000	110,000	0
		278,010	490,800	553,691	362,000	350,000

Capital Outlay

2520	Equipment & Furniture	11,365	25,000	28,986	20,000	0
		11,365	25,000	28,986	20,000	0

TOTALS	\$611,437	\$862,575	\$929,701	\$728,775	\$350,000
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / Transportation Signals and Street Lights

BUDGET SUMMARY:

210-1330

- 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 other traffic signal repair and maintenance.

Note: Personnel from the Sign Shop have been reassigned to the Street & Utilities Operations Work Unit. Expenses reflected in this account is for work completed by the Electrical Crew. The Electrical Crew's positions are reflected in the Engineering Work Unit.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

State Highway Public Service Engineering		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
211-1330						
Other Expenses						
2310	Utilities	22,013	25,750	30,177	25,750	22,000
2349	Other Professional Services	8,117	0	50,004	50,000	0
		30,130	25,750	80,181	75,750	22,000
Capital Outlay						
2550	Street Maint. Projects	0	805,000	2,187,000	2,186,000	0
		0	805,000	2,187,000	2,186,000	0
TOTALS		\$30,130	\$830,750	\$2,267,181	\$2,261,750	\$22,000
211-0314						
Capital Outlay						
2790	Transfers	\$0	\$0	\$0	\$0	\$25,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / Highway Maintenance

BUDGET SUMMARY:

211-0314

- Account 2790 provides funding for necessary transfers.

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / 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.
-

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Maintenance Worker	<u>1</u>	<u>1</u>
TOTAL	1	1
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>2</u>	<u>2</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Cemetery

Public Service

Cemetery Maintenance

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

212-1621

Personal Services

2110	Salaries/Wages	61,776	62,310	62,335	62,310	64,465
2111	Overtime Wages	1,235	5,000	5,550	5,500	5,000
2112	Other Wages	26,286	28,320	28,320	28,320	28,320
2120	Employee Benefits	27,304	29,895	31,420	31,420	35,080
2140	Uniforms & Clothing	450	2,100	2,100	1,000	2,125
		117,051	127,625	129,725	128,550	134,990

Other Expenses

2201	Conferences/Mileage	53	1,000	1,000	200	1,000
2310	Utilities	205	930	1,325	700	950
2349	Other Professional Serv	1,000	1,000	1,000	0	1,000
2351	Maint. of Equipment	737	1,500	1,500	500	500
2380	Printing and Reproductio	49	500	500	500	500
2390	Contractual Services	2,354	6,750	6,750	2,000	11,000
2410	Office Supplies	257	300	300	300	300
2430	Repair & Maintenance	6,000	6,200	9,372	2,500	6,800
		10,655	18,180	21,747	6,700	22,050

Capital Outlay

2510	Land & Land Improveme	10,035	64,500	91,975	91,975	12,750
2520	Equipment & Furniture	0	0	0	0	3,200
		10,035	64,500	91,975	91,975	15,950
TOTALS		\$137,741	\$210,305	\$243,447	\$227,225	\$172,990

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Cemetery Maintenance

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 2201 provides funding for equipment safety training as needed.
- Account 2310 provides funding for electricity and water.
- 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 funds for cemetery arborist work niche engraving fees. Fees for niche engraving will be recovered through fee collection.
- 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.
- Account 2520 includes a tombstone grapple device.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

<u>POSITION TITLE</u>	<u>2014 CURRENT NUMBER</u>	<u>2015 PROPOSED</u>
Director, Recreation Service	1	1
Recreation Services Administrator	1	1
Recreation Program Supervisor	4	4
Recreation Program Coordinator	<u>1</u>	<u>1</u>
TOTAL	7 (1)	7 (1)

PART-TIME/SEASONAL STAFF

Front Desk	3.25	3.25
Intern	3	3
Open Gym & Sports Programs	3	3
Special Events	.25	.25
Pre-School / Youth Camps (2)	15.5	15.5
Pre-School / Youth Programs	.50	.50
Teen Camps	3.25	3.25
Teen Programs / Lounge	1.75	1.75
Adult Programs	.25	1.0
Senior Programs / Program Assistants	.75	.75
Special Needs	<u>1</u>	<u>1</u>
TOTAL	32.5 FTE	33.25 FTE

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 part-time staffing for additional Adult Program Specialist position to implement new adult programming plans.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Office of City Manager

Recreation Services

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
213-1630						
Personal Services						
2110	Salaries/Wages	568,562	589,470	589,505	589,470	604,765
2111	Overtime Wages	3,077	3,000	3,550	3,500	3,000
2112	Other Wages	526,776	550,000	550,000	550,000	630,000
2113	Short Term Disability	8,765	0	6,515	6,500	0
2120	Employee Benefits	286,796	285,495	306,754	285,495	340,785
2140	Uniforms & Clothing	8,186	12,450	12,450	12,450	13,951
		1,402,162	1,440,415	1,468,774	1,447,415	1,592,501
Other Expenses						
2201	Conferences/Mileage	4,503	7,060	7,060	7,060	7,059
2320	Communications	1,580	9,060	9,060	3,000	9,058
2330	Rents/Leases	90,536	135,845	145,400	120,000	142,925
2349	Other Professional Serv	307,105	324,650	349,611	324,650	371,838
2351	Maint. of Equipment	0	1,000	1,000	0	1,000
2370	Advertising	0	850	1,350	0	844
2380	Printing & Reproductions	1,314	32,500	45,859	45,000	32,500
2390	Misc Contractual Services	37,156	36,000	36,000	36,000	36,000
2391	Memberships/Subscriptions	2,972	4,410	4,410	3,000	2,643
2410	Office Supplies	4,696	14,160	16,572	12,000	14,160
2420	Operating Supplies	51,007	77,505	77,395	70,000	75,005
2423	Concessions	0	0	0	0	0
2442	Sports Equipment	10,077	11,000	11,299	11,000	12,150
2840	Special Events	775	800	1,010	1,000	30,800
2841	Sr. Citizens Activities	27,096	28,655	30,455	28,655	28,655
2842	Sports Leagues	47,536	56,440	62,963	50,000	56,636
2910	Refunds	47,174	60,000	60,000	60,000	60,000
		633,527	799,935	859,444	771,365	881,273
Capital Outlay						
2520	Equipment & Furniture	1,732	2,000	12,000	12,000	1,000
		1,732	2,000	12,000	12,000	1,000
TOTALS		\$2,037,421	\$2,242,350	\$2,340,218	\$2,230,780	\$2,474,774

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation Services

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 an increase in funding for part-time and seasonal staff wages for potential camp program and additional part-time Adult Program Specialist position to implement new adult programming plan.
- 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 anticipated increase in costs for planned field trips for summer camps, proposed new adult programming and additional senior fitness programs. All additional costs will be offset by additional revenue through fees collected.
- Account 2380 includes funding for the Healthy Brochure (split between this budget and the Community Recreation Center budget) and will include pages for the Dublin Schools community education programs as part of the partnership between the City and Dublin Schools.
- 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 summer camp programs, special needs programs, teen programs, adult and youth programs.
- Account 2840 includes increased funding for new/additional Healthy Dublin programming.
- Account 2841 provides funding for senior citizens activities and programming.
- 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 lounge furniture.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

<u>POSITION TITLE</u>	<u>2014 CURRENT NUMBER</u>	<u>2015 PROPOSED</u>
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 (2)	<u>1</u>	<u>1</u>
TOTAL	15 (1)	15 (1)

PART-TIME/SEASONAL STAFF

Reservation Facility Workers (3)	3	3.6
Fitness/Wellness	10	10
Aquatics	20	20
Babysitters	5.5	5.5
Wee Folk Room Front Desk	1.5	1.5
Head Front Desk	6	6
Theater Staff (3)	1	1.2
Manager on Duty	<u>1</u>	<u>1</u>
TOTAL	48 FTE	48.8 FTE

NOTES AND ADJUSTMENTS:

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.

- (1) The full-time positions are allocated between this budget, the Recreation Programs budget, and the Dublin Municipal Pool's budget.
- (2) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.
- (3) Additional part-time staff for reservations/rentals and for the Abbey Theater for additional stage manager hours for planned productions.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Office of City Manager

Community Recreation Ctr

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
213-1631						
Personal Services						
2110	Salaries/Wages	649,374	719,575	719,645	719,575	715,560
2111	Overtime Wages	5,708	4,500	6,050	6,000	4,500
2112	Other Wages	1,234,735	1,228,915	1,228,915	1,228,915	1,261,175
2113	Short Term Disability	9,616	0	4,130	4,100	0
2120	Employee Benefits	439,281	499,360	503,377	500,000	481,480
2140	Uniforms & Clothing	7,228	7,830	8,665	8,100	8,146
		2,345,942	2,460,180	2,470,782	2,466,690	2,470,861
Other Expenses						
2201	Conferences/Mileage	22,319	37,680	43,177	37,000	31,712
2310	Utilities	536,150	500,000	577,807	520,000	540,450
2320	Communications	7	12,200	12,400	2,500	12,200
2330	Rents/Leases	6,025	11,300	13,273	11,300	11,300
2349	Other Professional Serv	199,872	236,015	286,342	215,000	205,155
2351	Maint. of Equipment	635	6,000	7,500	2,500	6,000
2370	Advertising	11,262	15,000	17,180	13,000	15,000
2380	Printing & Reproductions	48,702	39,000	39,240	39,240	39,000
2390	Misc Contractual Services	44,153	42,800	43,879	42,800	42,800
2391	Memberships/Subscriptions	3,803	4,615	4,615	4,615	4,490
2410	Office Supplies	10,069	20,000	23,283	14,000	20,000
2420	Operating Supplies	19,322	31,110	35,193	28,000	40,120
2425	Merchandise for resale	3,341	3,000	4,050	3,100	3,000
2426	Program Supplies	35,506	44,105	56,920	44,105	45,005
2430	Repair & Maintenance	34,188	49,750	54,684	40,000	65,760
2440	Small Tools & Minor Equip	310	2,250	2,250	1,000	2,250
2442	Sports Equipment	50,789	81,325	105,215	80,000	104,500
2910	Refunds	35,188	40,000	40,000	40,000	40,000
		1,061,641	1,176,150	1,367,008	1,138,160	1,228,742
Capital Outlay						
2520	Equipment & Furniture	9,094	71,450	85,513	73,000	59,200
		9,094	71,450	85,513	73,000	59,200
TOTALS		\$3,416,677	\$3,707,780	\$3,923,303	\$3,677,850	\$3,758,803

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Community Recreation Center

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 an increase to fund additional staffing needs for operation and reservation/rentals, and additional part-time staff for the Abbey Theater. Much of the additional funding requests will be recovered through anticipated additional revenue.
- Account 2201 includes funding for staff continuing education/conferences, lifeguard certifications and swim team coach travel for anticipated swim meets.
- Account 2330 includes funding for rental of a postage machine and copier and reflects an increase for the rental of a 50 meter pool for the Community Swim Team.
- Account 2349 includes a reduction in funding due to payment for USA Swimming fees and all meet fees being paid directly through the swim team booster organization.
- Account 2380 includes funding for the Healthy Brochure (split between this budget and the Community Recreation Center budget) and will include additional pages for the Dublin Schools community education programs as part of the partnership between the City and Dublin Schools.
- 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. Includes additional funding for replacement of outdated AED units.
- Account 2426 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals.
- Account 2430 includes additional funding for repairs and preventive maintenance for the Colorado Timing System in the competition pool.
- 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 for security cameras, patio umbrellas, miscellaneous lobby enhancements, and replacement chairs and tables.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services/Community Recreation Center – Facilities

STATEMENT OF FUNCTIONS

The Facilities Work Unit is charged with protecting the City's investment in the Community Recreation Center (DCRC) 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.

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Maintenance Crew Supervisor	1	1
Maintenance Worker	3	3
Custodians (1)	<u>6</u>	<u>5</u>
TOTAL	10	9
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>0</u>	<u>0</u>
TOTAL	0	0

NOTES AND ADJUSTMENTS:

(1) A Custodial Worker position that became vacant due to retirement is eliminated, and contract custodial services is expanded.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Recreation

Administrative Services

Facilities Management

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
213-1940						
Personal Services						
2110	Salaries/Wages	513,159	541,235	541,435	541,235	488,525
2111	Overtime Wages	10,001	13,000	13,000	13,000	13,000
2120	Employee Benefits	212,955	254,035	254,221	254,035	263,980
2140	Uniforms & Clothing	8,939	8,000	9,000	8,500	7,200
		745,054	816,270	817,656	816,770	772,705
Other Expenses						
2201	Conferences/Mileage	95	1,700	1,700	100	1,600
2211	Meeting Expenses	0	350	350	0	350
2330	Rents/Leases	0	1,500	1,500	1,500	1,500
2350	Maint. of Equipment	65,395	79,750	87,917	79,750	87,200
2390	Misc Contractual Service	235,595	288,100	313,055	250,000	366,100
2420	Operating Supplies	68,245	95,000	108,476	95,000	95,000
2440	Small Tools & Minor Equ	993	1,800	1,800	1,800	1,800
		370,323	468,200	514,798	428,150	553,550
Capital Outlay						
2520	Equipment & Furniture	1,353	0	30,507	30,000	0
2530	Bldgs. & Other Structure:	292,889	444,000	590,678	444,000	410,000
		294,242	444,000	621,185	474,000	410,000
TOTALS		\$1,409,619	\$1,728,470	\$1,953,639	\$1,718,920	\$1,736,255

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services/Community Recreation Center – Facilities

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.
- Account 2390 includes funding for preventive maintenance services, technical maintenance services, duct work cleaning, drain cleaning, custodial quality control inspections and expanded 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 for a number of capital improvement projects including a Geothermal system to provide cooling for most of the facility.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
<u>PART-TIME/SEASONAL STAFF</u>		
Pool Manager	4.5	4.5
Concession Manager	.75	.75
Assistant Concession Manager	2.75	2.75
Pool Lifeguard	39.5	39.5
Desk Staff/Concession Staff	13.75	13.75
Swim Team Coaches	3.75	3.75
Swim Instructors	.25	.25
TOTAL	65.25 FTE	65.25FTE

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

NOTES AND ADJUSTMENTS:

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%).

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Pool

Office of City Manager

Recreation Services

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
215-1630						
Personal Services						
2110	Salaries/Wages	54,233	76,095	75,995	55,000	60,650
2111	Overtime Wages	1,253	500	600	600	500
2112	Other Wages	364,430	407,270	407,270	407,270	440,360
2113	Short Term Disability	1,142	0	0	0	0
2120	Employee Benefits	76,894	85,610	85,610	85,610	93,940
2140	Uniforms & Clothing	10,059	10,000	10,000	10,000	10,000
		508,011	579,475	579,475	558,480	605,450
Other Expenses						
2201	Conferences/Mileage	450	980	980	980	980
2310	Utilities	142,440	158,000	177,615	145,000	159,580
2320	Communications	0	200	200	200	200
2349	Other Professional Serv	709	730	1,005	1,000	810
2390	Misc Contractual Services	4,623	4,400	4,400	4,400	4,400
2391	Memberships/Subscriptions	0	1,200	1,200	1,200	1,350
2410	Office Supplies	0	1,000	1,000	100	1,000
2420	Operating Supplies	2,766	6,000	7,073	6,000	6,000
2423	Concessions	42,532	50,000	61,813	50,000	50,000
2424	Pool Supplies/Chemicals	13,289	21,500	30,811	16,000	21,500
2426	Program Supplies	735	3,050	3,050	1,500	2,900
2430	Repair & Maintenance	10,872	56,000	67,053	40,000	60,500
2910	Refunds	80	1,500	1,500	500	1,500
		218,496	304,560	357,700	266,880	310,720
Capital Outlay						
2520	Equipment & Furniture	28,215	18,500	18,500	18,500	24,250
2530	Bldgs. & Other Structure:	0	0	0	0	37,500
		28,215	18,500	18,500	18,500	61,750
TOTALS		\$754,722	\$902,535	\$955,675	\$843,860	\$977,920

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Dublin Municipal Pools

BUDGET SUMMARY:

215-1630

- Account 2110 provides funding for full-time staff allocated to this budget as reflected in the Notes and Adjustments.
- Account 2112 provides funding for seasonal staff wages based on pool operating schedules and analysis of spending trends.
- Account 2310 provides for utilities for the outdoor municipal pool facilities.
- Account 2391 includes funding for the 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 no change in funding due to spending trend analyses.
- Account 2430 includes an increase in funding for North Pool slide tower painting, canopy replacement and diving board tower painting.
- Account 2520 includes funding for new chaise lounge chairs, new portable ADA pool lift chair for DCPN and AED replacements.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 2015, these include the St. Patrick's Day Parade, Independence Day Celebration, Dublin Irish Festival (DIF) and Spooktacular. Events Administration plans, implements, and manages special events that enhance the City's international image, build community, provide fundraising opportunities for community organizations, and support the mission of the DCVB by attracting overnight visitors to Dublin hotels.

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA

POSITION TITLE

	2014	2015
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Event Manager	1	1
Event Administrator	2	2
Event Coordinator	1	1
Staff Assistant (1)	2	2
TOTAL	6	6

PART-TIME/SEASONAL STAFF

Event Assistants, year-round	2	2
Office Assistant I - summer	1	1
Summer Event Support	4	5
TOTAL	7	8

NOTES AND ADJUSTMENTS:

(1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax
Office of City Manger
Events Administration

2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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217-1130

Personal Services

2110	Salaries/Wages	332,907	378,660	378,760	378,660	395,080
2111	Overtime Wages	19,912	19,000	19,000	19,000	19,000
2112	Other Wages	77,021	60,000	80,000	80,000	77,000
2120	Employee Benefits	123,071	150,720	150,720	150,720	163,320
2140	Uniforms & Clothing	611	750	750	750	750
		<u>553,522</u>	<u>609,130</u>	<u>629,230</u>	<u>629,130</u>	<u>655,150</u>

Other Expenses

2201	Conferences/Mileage	4,914	9,050	9,050	9,050	7,050
2211	Meeting Expenses	1,774	1,750	2,225	2,200	2,650
2350	Communications	3,088	3,300	3,300	3,300	4,000
2349	Other Professional Services	1,666,824	1,667,050	1,667,050	1,667,050	1,769,330
2360	Insurance & Bonding	0	0	0	0	12,000
2370	Advertising	61,003	73,000	73,000	73,000	73,000
2380	Printing & Reproductions	16,890	25,150	23,395	20,000	18,150
2390	Misc. Contractual Services	5,622	4,500	6,505	6,500	6,500
2391	Memberships/Subscriptions	2,299	2,700	2,700	2,700	2,870
2410	Office Supplies	5,187	6,550	6,650	6,600	7,350
2420	Operating Supplies	303,817	320,100	350,100	350,000	364,150
2440	Small tools & Minor Equipment	1,447	5,200	5,200	5,200	5,950
2812	Special Projects/Programs	34,369	9,250	10,050	10,000	39,250
2813	Promotional Programs	130,365	4,400	4,400	4,400	8,600
2815	Volunteer Program Refunds	18,929	22,450	22,450	22,450	22,350
2910	Refunds	5,401	200	8,100	8,000	200
		<u>2,261,929</u>	<u>2,154,650</u>	<u>2,194,175</u>	<u>2,190,450</u>	<u>2,343,400</u>

TOTALS		\$2,815,451	\$2,763,780	\$2,823,405	\$2,819,580	\$2,998,550
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
Finance						
217-1220						
2390	Misc Contractual Services	2,900	3,000	3,000	3,000	3,000
Street & Utilities Operations						
217-1320						
2420	Operating Supplies	21,051	26,000	26,000	26,000	24,000
Parks & Open Space						
217-1620						
2420	Operating Supplies	13,947	12,100	13,489	12,100	26,500
2511	Capital Outlay	1,405	0	0	0	0
		15,352	12,100	13,489	12,100	26,500
Police						
217-1820						
2390	Misc Contractual Services	18,889	22,500	22,500	22,500	26,000
Special Events Total Other Work Units		\$58,192	\$63,600	\$64,989	\$63,600	\$79,500

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Events Administration

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% occurs 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 including materials for the Friends and Family packages, which is offset by revenue generated.
- Account 2815 includes funding for DIF volunteer programs including T-shirts and shuttles

The following four accounts include budget items formerly included within other funds and division budgets that have been allocated to Events Administration for 2015. This reallocation provides a more complete reflection of the direct costs associated with Events.

217-1220 - Finance

- Account 2390 provides funding for an 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, and grass seed for event turf area after the events.

217-1820 - Police

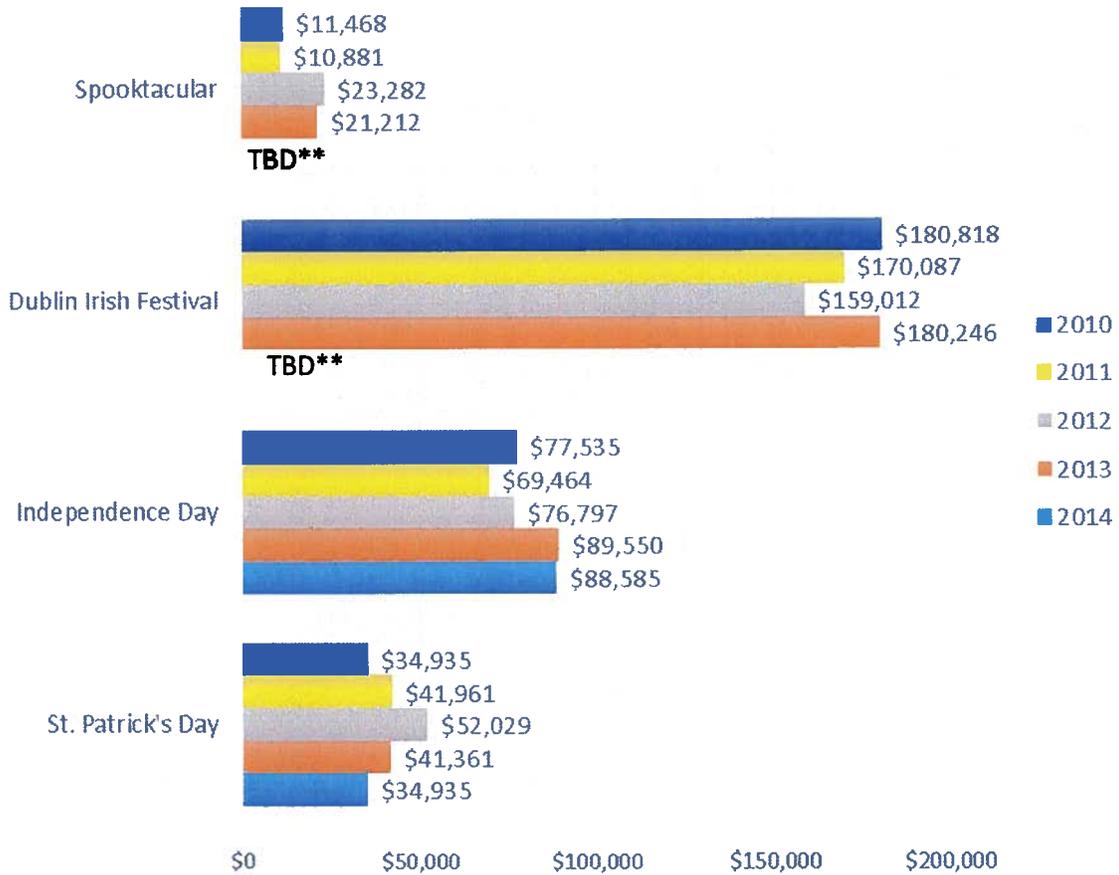
- Account 2390 includes funding to Police for private security hired for Independence Day and DIF.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Events Administration

Performance Measures:

- 1. Total Cost of House 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 the Dublin Irish Festival*

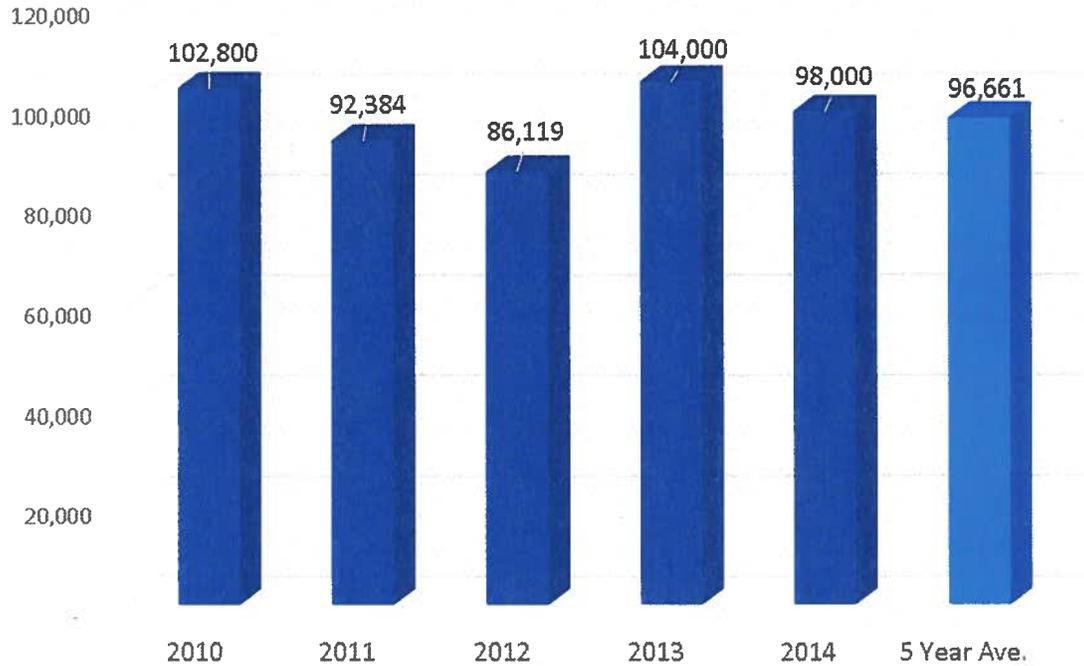
***2014 Figures are yet to be determined for Spooktacular & Dublin Irish Festival*

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Events Administration

Performance Measures:

2. Attendance at the Dublin Irish Festival



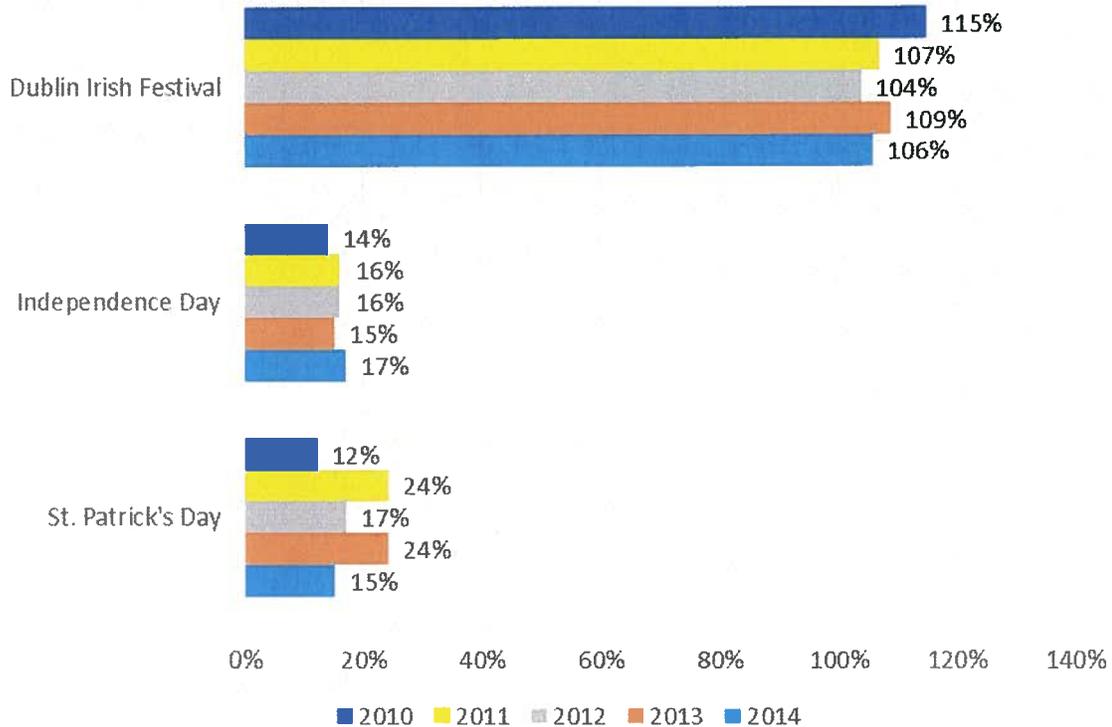
This measurement tracks the actual number of people who attend the Dublin Irish Festival. The weather can have the biggest effect on attendance, with rain causing a slight decrease in 2014.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Events Administration

Performance Measures:

3. Percent of Budgeted Expenditure 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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

OBJECTIVES AND ACTIVITIES

- Through its strategic use of public art, the City of Dublin strives to contribute to the character and landscape of the community in a sophisticated manner that celebrates the history and diversity of its residents.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Public Art Conservation/Contract Specialist	<u>0</u>	<u>1</u>
TOTAL	0	1

NOTES AND ADJUSTMENTS:

The Public Art Conservation/Contract Specialist position is now reflected in the Hotel/Motel Tax Fund instead of the Parks & Open Space Work Unit. For 2014, the position is funded 50% from the Parks & Open Space Fund and 50% from the Hotel/Motel Tax Fund. For 2015, the position is funded 25% from the Parks & Open Space Fund and 75% from the Hotel/Motel Tax Fund.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
Office of the City Manager/Parks & Open Space						
Public Art						
217-1110						
Personal Services						
2110	Salaries/Wages	1,725	25,700	25,750	25,700	38,055
2111	Overtime Wages	165	0	600	525	1,000
2112	Other Wages	10,217	0	0	0	0
2120	Employee Benefits	1539	3,975	8,025	8,000	21,560
2140	Uniforms & Clothing	0	470	470	0	500
		13,646	30,145	34,845	34,225	61,115
Other Expenses						
2201	Conference/Mileage	604	3,000	3,000	1,500	1,500
2349	Other Professional Services	5,449	26,000	26,112	10,000	27,000
2391	Memberships/Subscriptions	50	100	100	100	50
2420	Operating Supplies	0	0	0	0	3,234
2812	Special Projects/Programs	146,530	110,800	179,241	179,240	104,300
		152,633	139,900	208,453	190,840	136,084
TOTALS		\$166,279	\$170,045	\$243,298	\$225,065	\$197,199

**Finance
Taxation
217-1230**

Other Expenses

2821	Grants/Community Org.	107,572	200,000	230,803	200,000	200,000
2822	Grants/DAC	489,731	489,735	489,735	489,735	512,546
2825	City Sponsored Projects	152,967	6,000	8,176	6,000	6,000
2790	Transfers	162,277	161,900	161,900	161,900	161,300
TOTALS		\$912,547	\$857,635	\$890,614	\$857,635	\$879,846

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel Motel Tax Fund

BUDGET SUMMARY:

217-1110 – City Manager / Parks & Open Space

- Accounts 2110 and 2120 reflects 75% of the funding for the 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 and Darree Fields replacement art.

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services/ Court Services

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). The \$3.00 fee is currently under review. Analysis is being completed to determine if an increase is warranted.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Mayor's Court Computer

Administrative Services

Court Services

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

221-1930

Other Expenses

2201	Conference/Mileage	0	1,750	1,750	0	1,750
2349	Professional Services	11,084	0	10,110	0	0
2351	Maint. of Equipment	14,652	16,110	16,110	16,110	17,240
2410	Office Supplies	390	500	500	500	500
		26,126	18,360	28,470	16,610	19,490
TOTALS		\$26,126	\$18,360	\$28,470	\$16,610	\$19,490

2014 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Administrative Services/ Court Services

BUDGET SUMMARY:

221-1930

- Account 2201 provides funding for one staff member to attend the Sungard Annual Conference.
- Account 2351 includes funding for software maintenance agreement fees for Sungard and LEADS user fees.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Permissive Tax						
Public Service						
Engineering		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
<hr/>						
216-1330						
Other Expenses						
2791	Advances	510,000	0	0	0	0
		510,000	0	0	0	0
Capital Outlay						
2550	Street Maint. Projects	347,884	167,000	173,100	172,000	750,000
		347,884	167,000	173,100	172,000	750,000
TOTALS		\$857,884	\$167,000	\$173,100	\$172,000	\$750,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Permissive Tax Fund

BUDGET SUMMARY:

216-2550

- Account 2550 provides funding for CIP projects; intersection improvements at Avery-Muirfield Drive at Tullymore Drive, Valley Stream Drive and Avery Road, and Relocated Rings Road (Churchman Road).

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 2015.

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Accrued Leave Reserves

Finance Director

Finance

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

222-1210

Personal Services

2124	Accrued Leave Payout	252,149	160,000	300,200	300,000	275,000
		252,149	160,000	300,200	300,000	275,000
TOTALS		\$252,149	\$160,000	\$300,200	\$300,000	\$275,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance/ Accrued Leave Reserve Fund

BUDGET SUMMARY:

222-1210

- Account 2124 reflects the estimated payments that will be made for accrued leaves in 2015 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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 Police Work Units.

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

POSITION TITLE

	2014 CURRENT NUMBER	2015 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	53
Emergency Management Coordinator/Law Enforcement Planner	1	1
Civilian Accreditation Manager	1	1
Administrative Assistant (1)	1	1
Administrative Specialist (1)	1	1
Staff Assistant (1)	0	0
Office Assistant II	4	4
Police Property Technician	1	1
Communications Technician (2)	18	20
Communications Supervisor	3	3
Communications Manager (3)	0	1
TOTAL	97	102

NOTES AND ADJUSTMENTS:

- (1) All administrative staff positions are being reviewed by an outside human resources firm to determine if the City's pay ranges are comparable to the market.
- (2) Staff increase is due to other agency dispatching agreements. Funding is programmed for eight months in 2015.
- (3) New position added due to the demands of the Dispatching Center. Funding is programmed for half of 2015.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety

Safety

Police

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

214-1820

Personal Services

2110	Salaries/Wages	6,997,758	6,623,725	6,623,825	6,623,725	6,742,520
2111	Overtime Wages	415,403	306,700	341,700	306,700	512,100
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	7,189	0	0	0	0
2120	Employee Benefits	2,653,408	2,431,270	2,431,370	2,431,370	2,959,210
2140	Uniforms & Clothing	117,940	173,350	192,772	160,000	149,300
		10,191,698	9,535,045	9,589,667	9,521,795	10,363,130

Other Expenses

2201	Conferences/Mileage	53,034	102,250	132,050	100,000	131,250
2211	Meeting Expenses	6,599	11,000	11,000	7,000	8,500
2213	Seminar Expenses	35	2,000	2,000	100	2,000
2301	County Auditor Deductior	8,450	8,500	8,500	8,500	8,500
2320	Communications	79,680	78,500	80,686	78,500	69,000
2330	Rents/Leases	2,220	2,250	2,250	2,250	0
2349	Other Professional Serv	15,069	16,000	16,110	16,000	12,000
2351	Maint. of Equipment	91,628	93,000	108,338	93,000	91,300
2390	Contractual Services	18,435	39,240	49,275	20,000	40,690
2391	Memberships/Subscriptic	59,350	60,530	61,760	60,530	44,940
2410	Office Supplies	12,650	21,800	32,386	16,000	25,500
2420	Operating Supplies	51,719	71,150	87,605	55,000	82,250
2851	DARE Program	3,889	8,500	17,969	16,000	5,500
2910	Refunds	0	500	500	0	500
		402,758	515,220	610,429	472,880	521,930

Capital Outlay

2520	Equipment & Furniture	8,683	58,300	66,731	58,300	30,300
		8,683	58,300	66,731	58,300	30,300

TOTALS		\$10,603,139	\$10,108,565	\$10,266,827	\$10,052,975	\$10,915,360
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety

Safety

Communication

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

214-1821

Personal Services

2110	Salaries/Wages	0	1,268,380	1,268,480	1,268,380	1,371,510
2111	Overtime Wages	0	65,000	160,500	160,000	75,000
2112	Other Wages	0	0	0	0	0
2120	Employee Benefits	0	494,980	494,980	494,980	551,845
2140	Uniforms & Clothing	0	8,000	8,000	8,000	10,000
		0	1,836,360	1,931,960	1,931,360	2,008,355

Other Expenses

2201	Conferences/Mileage	0	16,500	16,500	8,000	14,500
2320	Communications	0	4,000	4,000	2,000	3,000
2351	Maint. of Equipment	0	50,150	50,150	50,150	49,000
2391	Memberships/Subscriptic	0	3,700	3,700	3,700	3,700
2410	Office Supplies	0	3,000	3,000	2,000	4,000
2420	Operating Supplies	0	1,000	1,000	1,000	1,000
		0	78,350	78,350	66,850	75,200

Capital Outlay

2520	Equipment & Furniture	0	0	0	0	3,000
		0	0	0	0	3,000

TOTALS		\$0	\$1,914,710	\$2,010,310	\$1,998,210	\$2,086,555
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

BUDGET SUMMARY:

214-1820 (Police)

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments (excluding Communications Technicians, Communication Supervisors and a Communications Manager).
- 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 no request in 2015.
- Account 2349 provides funding for hospitalization/medical expenses for arrestees; lab fees/physicals/handwriting analysis, web check fees for law enforcement applicants only and medication drop off disposals.
- 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 (car washes, towing, leads online, magnetometer costs for Court and City Council meetings).
- 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, miscellaneous equipment for the community impact unit and community service officers and miscellaneous furniture replacement.

214-1821 (Dispatch)

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments for Communications Technicians, Communication Supervisors and a Communications Manager 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.

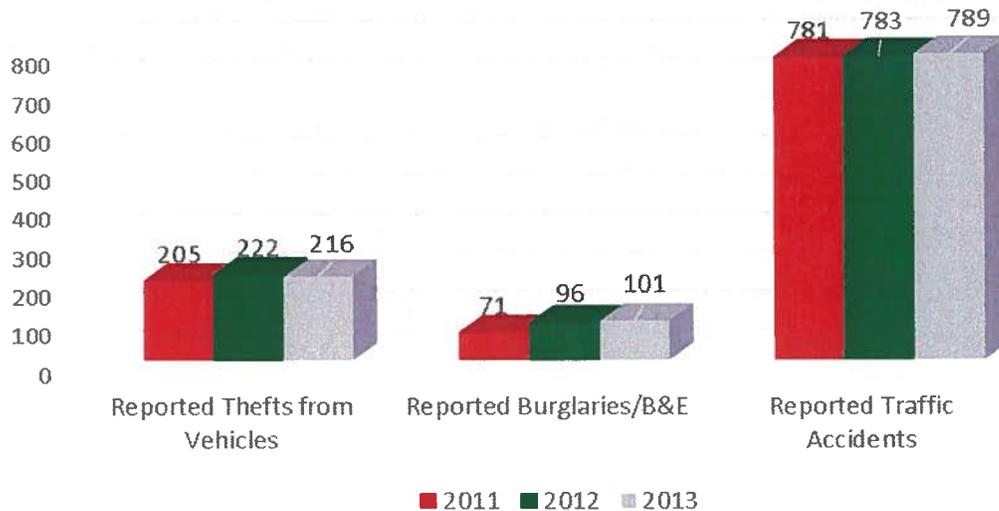
2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

Performance Measures:

1. Number of Reported Thefts from Vehicles:
2. Number of Reported Burglaries/B&E
3. Number of Reported Traffic Accidents

Thefts from Vehicles, Burglaries/B&E and Traffic Accidents
2011-2013



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.

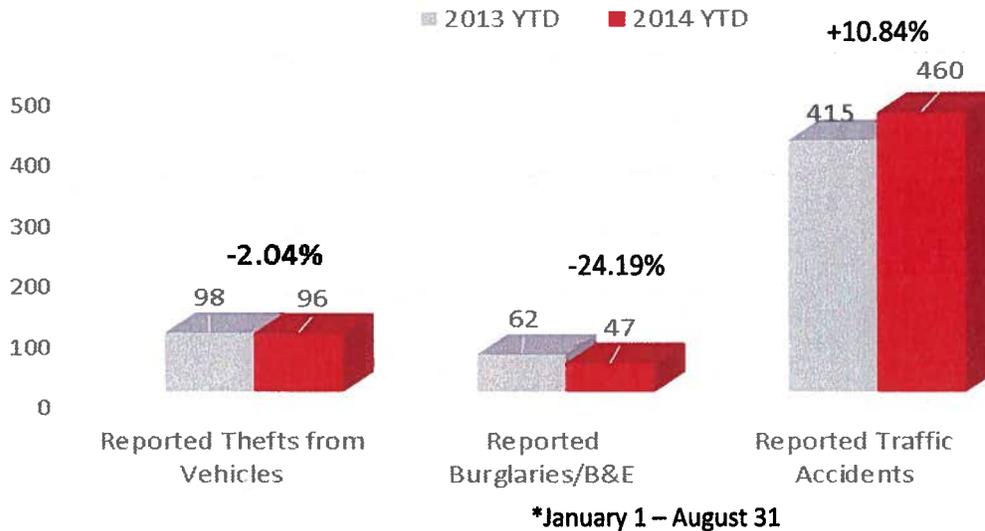
2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

Performance Measures:

4. Percent Change in the Number of Reported Thefts from Vehicles
(2013 to 2014 year to date)
5. Percent Change in the Number of Reported Burglaries/B&E4
(2013 to 2014 year to date)
6. Percent Change in the Number of Reported Traffic Accidents
(2012 to 2013 year to date)

Percent Change in Thefts from Vehicles, Burglaries/B&E and Traffic Accidents from 2013 - 2014 Year to Date *

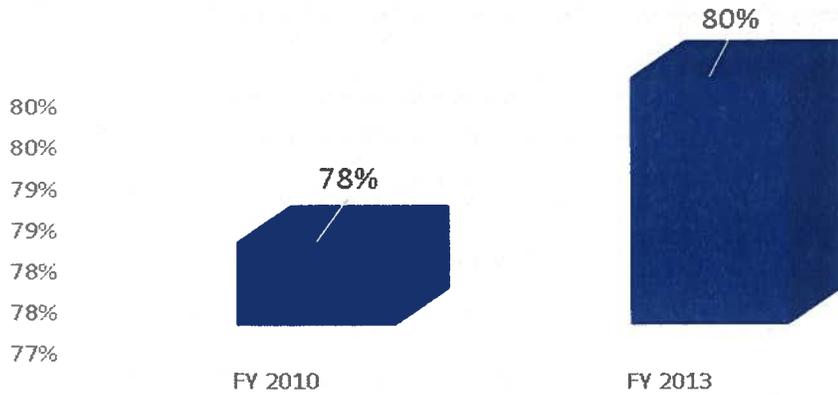


Safety/ Police

Performance Measures:

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

Percent of Citizens who are Very Satisfied with Overall Police Services



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

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

STATEMENT OF FUNCTIONS

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Enforcement & Education

Safety

Police

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

218-1820

Personal Services

2111	Overtime Wages	0	0	0	0	10,000
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		0	0	0	0	10,000
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Other Expenses

2520	Furniture	0	0	0	0	2,000
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		0	0	0	0	2,000
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TOTALS		\$0	\$0	\$0	\$0	\$12,000
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

BUDGET SUMMARY:

218-1820

- Account 2111 provides funding for overtime costs incurred during OVI enforcement activities.
- Account 2520 provides funds for the purchase of equipment utilized for educational purposes during Citizen Police Academy OVI instruction.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety / Police / Law Enforcement Trust Fund

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Law Enforcement

Safety

Police

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

219-1820

Other Expenses

2201	Conferences/Mileage	2,519	0	0	0	0
2330	Rents/Leases	1,098	5,120	5,120	2,500	2,000
2420	Operating Supplies	4,856	3,200	3,750	3,750	0
		8,473	8,320	8,870	6,250	2,000

Capital Outlay

2520	Equipment & Furniture	3,066	6,720	10,289	6,720	6,500
		3,066	6,720	10,289	6,720	6,500

TOTALS		\$11,539	\$15,040	\$19,159	\$12,970	\$8,500
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety / Police / Law Enforcement Trust Fund

BUDGET SUMMARY:

219-1820

- 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; no request in 2015.
- Account 2520 provides funding for crowd control unit less than lethal munitions, uniforms and equipment.

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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety / 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Wireless 9-1-1 System

Safety

Police

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

223-1820

Other Expenses

2790	Transfers	80,000	80,000	80,000	80,000	80,000
		80,000	80,000	80,000	80,000	80,000
TOTALS		\$80,000	\$80,000	\$80,000	\$80,000	\$80,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety / Police/ Wireless 9-1-1 Fund

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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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Debt Service

Finance

Accounting and Auditing

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

310-0210

Debt Service

2601	Debt Issuance Costs	106,631	156,800	216,601	216,600	0
2611	Principal-Parks Program	289,736	316,560	316,560	316,560	321,600
2612	Principal-Transportation	3,312,275	5,057,820	13,232,820	13,077,820	4,971,200
2613	Principal-Land & Bldgs	564,095	577,560	577,560	577,560	592,700
2615	Principal-Stormwater	27,975	13,990	13,990	13,990	0
2621	Interest-Parks Programs	150,860	140,690	140,690	140,690	132,300
2622	Interest-Transportation	1,123,096	1,991,820	1,991,820	1,482,680	2,743,300
2623	Interest-Land & Bldgs	155,212	142,310	142,310	142,310	512,900
		5,729,880	8,397,550	16,632,351	15,968,210	9,274,000
TOTALS		\$5,729,880	\$8,397,550	\$16,632,351	\$15,968,210	\$9,274,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Special Assessment Debt Service Funds
Finance

2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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320-0210

S. A. Debt Service

2301	County Auditor Deductions	13	0	684	684	0
2790	Transfers	2,330	0	6,858	6,856	0
TOTALS		\$2,343	\$0	\$7,542	\$7,540	\$0

321-0210

1992 S. A. Debt Service

2301	County Auditor Deductions	157	160	160	160	0
2612	Principal-Transportation	95,000	100,000	100,000	100,000	0
2622	Interest-Transportation	12,480	6,400	6,400	6,400	0
2790	Transfers	0	0	0	0	53,378
TOTALS		\$107,637	\$106,560	\$106,560	\$106,560	\$53,378

322-0210

2001 S. A. Debt Service

2301	County Auditor Deductions	252	300	300	300	200
2612	Principal-Transportation	96,894	100,070	100,070	100,070	101,700
2622	Interest-Transportation	31,405	29,470	29,470	29,470	27,000
TOTALS		\$128,551	\$129,840	\$129,840	\$129,840	\$128,900

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(6) Capital Project Funds

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

Summarized below is the listing of funds provided to implement the first year of the 2015-2019 CIP. The listing includes only those projects that are funded from the capital improvements tax fund and the parkland acquisition fund. Capital projects funded from TIF revenues and debt financing are excluded as funding for those projects is appropriated separately from the operating budget.

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.

Project Code	Project	2015 Major	2015 Non-Major	2015 Total
<u>Land and Land Improvements</u>				
AL1501	Land Acquisitions	\$ -	\$ 500,000	
	Total	\$ -	\$ 500,000	\$ 500,000
<u>Park and Bikeway Improvements</u>				
AR1501	Park Renovations <i>(See NOTE 1 Below)</i>	\$ -	\$ 640,000	
GR1201	Dublin Arts Council Site Renovations	-	250,000	
GR1404	Obstacle Course	-	215,000	
GR9901	Darree Fields	660,000	-	
GR9903	Holder-Wright Farm and Earthworks	180,000	-	
GR9902	Coffman Park Expansion	2,900,000	-	
GR1302	Scioto River Pedestrian Bridge	2,500,000	-	
GR1303	Riverside Park	550,000	-	
	Total	\$ 6,790,000	\$ 1,105,000	\$ 7,895,000
<u>Police Capital Equipment</u>				
PP0804	Replacement Radars	\$ -	\$ 10,000	
PP0803	Replacement Lasers	-	15,000	
PP1301	Intersection & Crime Prevention Camera	-	80,000	
PP1302	Automatic License Plate Readers	-	100,000	
PP1501	Replacement Auto External Defib (AED)	-	20,000	
PP1502	LiveScan fingerprint System	-	35,000	
	Total	\$ -	\$ 260,000	\$ 260,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

Project Code	Project	2015 Major	2015 Non-Major	2015 Total
City Maintenance Equipment				
AV1501	Fleet Replacements	\$ 1,465,000	\$ -	
AV1503	Equipment Replacements	375,000	-	
	Total	\$ 1,840,000	\$ -	\$ 1,840,000
Buildings & Other Structures				
AB0601	Municipal Facilities	\$ 1,000,000	\$ -	
	Total	\$ 1,000,000	\$ -	\$ 1,000,000
Transportation Projects				
AT1501	Annual Street Maintenance (<i>See NOTE 2 Below</i>)	\$ -	\$ 4,500,000	
AT1502	Annual Infrastructure/Roadside Improv.	-	50,000	
AT1503	Annual Bikeway Maintenance	-	655,000	
AT1504	Annual Bikeway Connections/Additions (<i>See NOTE 3 Below</i>)	-	725,000	
AT1507	Annual Parking Lot Maintenance	-	100,000	
AT1508	Annual Pedestrian Tunnel Maintenance	-	100,000	
AT1510	Annual Guardrail Replacement	-	230,000	
AT1511	Annual Bike Rack Installation	-	25,000	
ET1101	Railroad Quiet Zone (contingent on State)	485,000	-	
ET0809	Hyland-Croy/ McKittrick Road	50,000	-	
ET1003	Dublin/Glick Intersection Improvements	5,000	-	
ET1203	Dublin Road South Bikeway	1,405,000	-	
ET1204	Glick Road Bikeway	810,000	-	
	Total	\$ 2,755,000	\$ 6,385,000	\$ 9,140,000
Storm Sewer Improvements				
AF1501	Annual Stormwater Maintenance	\$ -	\$ 560,000	
EF0201	Annual Stormwater Improvements	495,000	-	
	Total	\$ 495,000	\$ 560,000	\$ 1,055,000
Computer Hardware/Software				
AI1401	Hardware/Software	\$ 1,200,000	\$ -	
	Total	\$ 1,200,000	\$ -	\$ 1,200,000
Building Repairs and Renovations				
AB1501	Building Repairs/Renovations (<i>See NOTE 4 Below</i>)	\$ -	\$ 232,500	
	Total	\$ -	\$ 232,500	\$ 232,500
Other Projects				
AB1301	Bridge Street District	\$ 500,000	\$ -	
AB0802	Technology Improvements - Dublink	-	\$ 120,000	
AB1402	Dublink/Ignite	-	350,000	
AB1502	Public Art Maintenance	-	10,000	
	Total	\$ 500,000	\$ 480,000	\$ 980,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

Project Code	Project	2015 Major	2015 Non-Major	2015 Total
Contingencies				
AA1501	Contingencies	\$ -	\$ 225,000	
	Total	\$ -	\$ 225,000	\$ 225,000

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 2015, are summarized as follows:

NOTE 1: 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 2015:

Location	Description	Amount
Monterey Park	Tennis court resurface	\$ 22,000
Dublin Cemetery	Rebuild stone wall along Bridge Street	35,000
	Replace door #1 on mausoleum	7,800
	Replace door #2 on mausoleum	3,860
Hawks Nest	Basketball court resurface	15,000
Trinity Park	Basketball court resurfacing	15,000
Coffman Park/Wyndham Park	Stone wall repairs	25,000
Glick Road Fountain	Replace pump/vault repairs	40,000
Community Garden	Fencing	10,000
Indian Run Falls	Replace stairs/railings	28,670
Coffman Heritage House	Fence replacement	16,000
Grounds of Remembrance	Rail system	6,000
Amberleigh Park	Boardwalk/bridge resurface/sealing	10,000
Shawan Falls Drive	Redesign/rehab traffic islands	32,000
Bristol Commons	Playground	201,000
Llewellyn Farms South	Split rail fence repair	1,400
Watch House	Redesign and reconstruction	173,000
Rounding		(1,730)
Total Parks		\$640,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

NOTE 2: 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 allocation in 2015 is \$4,500,000. 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. The annual allocations for years 2015 through 2019 reflects an increase in funding to maintain the average pavement condition index (PCI) rating at around 80 ("good") and perform more preventative treatments.

NOTE 3: 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 2015, the following connections/additions are programmed for design and/or construction:

General Location	Amount
Eli Penney Elementary School connection from Glick Road to the corporate limit	\$ 250,950
Hyland Croy Road (north of Brand Road)	82,500
Riverside Drive from Thaddeus Kosciuszko Park to Tonti Drive	33,000
Metro Place South to Smiley Park	43,960
Post Road from Gorden Farms to Avery-Muirfield Drive	25,000
Summit View (from Wedgewood Hills Park at Summit View to Campden Lakes Boulevard)	35,000
Discovery Boulevard and Wall Street (corner)	129,510
Perimeter Drive from Avery-Muirfield to Holt Road	100,840
Dublin Road from Tuttle to Limestone Ridge Drive	25,000
Rounding	(760)
Total Bikeway System Improvements	\$725,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

NOTE 4: Building Maintenance/Renovations – Non-Major

This provides the allocations for necessary maintenance to City buildings. The amount funded for 2015 is as follows:

Location	Description	Amount
Municipal Building	Paint and seal exterior woodwork and install entrance bollards	\$ 18,000
	Tax window ballistic glass installation	7,900
5800 Building	Repair exterior brown painted surfaces and update wall-mount	5,000
	Security camera upgrade in lobby and parking lot	18,000
	Update remaining ceiling tile	5,000
Fleet Building	Renovation of locker rooms	8,500
	Replace south overhead doors	14,500
Parks	Replace shaker roof in Wyndham Park	12,000
	Renovations (painting, lighting, roof, etc.) in park barns	15,000
Various City Buildings	Small in-house renovations	15,000
	HVAC and pump replacement	25,000
	Carpet and other flooring replacements	50,000
	Painting and patching walls as needed	30,000
Chamber of Commerce Building	Paint building and repair sidewalk by front porch	11,000
Rounding		(2,400)
Total Building Maintenance/Renovations		\$232,500

Transfers and Advances

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

The advances programmed are based on projects programmed in the 2015-2019 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

Impact of Capital Investments on the Operating Budget

The City's Operating Budget covers a one-year time period, whereas the City's CIP covers a five-year period. While the CIP is prepared and approved separately from the Operating Budget, staff take into consideration the impact of the upcoming year's capital projects on the departmental operations, including the maintenance and upkeep of the assets.

When debt financing is used to fund capital projects, the principal and interest payments are included as expenditures in the Operating Budget.

The City has taken further steps to evaluate the impact of capital assets on the operating budget by adding an Infrastructure Asset Manager Engineer to its staff in 2014. This position is responsible for implementing and managing strategies in sustaining public infrastructure assets, with the fundamental goal to preserve and extend the service life of long-term infrastructure assets. In the course of inventorying and inspecting these assets, routine maintenance schedules will be established which will help the City to better understand the annual operating costs or additional savings related to the City's infrastructure assets, both existing and new additions. This will assist the City in better quantifying impacts of capital expenditures on the operating budget in future years.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

implementing and managing strategies in sustaining public infrastructure assets, with the fundamental goal to preserve and extend the service life of long-term infrastructure assets. In the course of inventorying and inspecting these assets, routine maintenance schedules will be established which will help the City to better understand the annual operating costs or additional savings related to the City's infrastructure assets, both existing and new additions. This will assist the City in better quantifying impacts of capital expenditures on the operating budget in future years.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Project Funds Capital	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
401-0221					
Other Expenses					
2301 County Auditor Deductions	38,243	45,000	49,225	49,200	50,000
401-0314					
Other Expenses					
2790 Transfers	2,599,111	3,710,775	3,710,775	2,307,500	3,727,700
2791 Advances	1,975,000	0	0	7,085,000	6,650,000
	4,574,111	3,710,775	3,710,775	9,392,500	10,377,700
Capital Outlay					
2510 Land and Land Improvements	0	500,000	500,000	0	500,000
2511 Park and Bikeway Improvements	2,440,451	1,910,000	4,100,567	4,100,000	7,895,000
2522 Police Capital Equipment	198,618	1,125,000	1,244,468	1,100,000	260,000
2523 City Maintenance Equipment	605,309	1,525,000	1,750,000	1,600,000	1,840,000
2530 Bldgs. & Other Structures	427,859	840,000	1,770,166	1,770,000	1,000,000
2550 Transportation Projects	9,212,818	9,880,000	14,116,152	12,900,000	9,140,000
2562 Storm Sewer Improvements	1,590,261	615,000	170,019	169,500	1,055,000
2571 Computer Hardware/Software	1,216,573	1,255,000	1,479,434	1,150,000	1,200,000
2572 Building Repairs and Renovations	783,641	475,000	878,997	550,000	232,500
2579 Other Projects	45,000	1,155,000	1,313,725	220,000	980,000
2599 Contingencies	62,907	225,000	281,446	75,000	225,000
	16,583,437	19,505,000	27,604,974	23,634,500	24,327,500
TOTALS	\$21,195,791	\$23,260,775	\$31,364,974	\$33,076,200	\$34,755,200

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvement Tax
Capital

401-0314

Capital Outlay

2510 Land and Land Improvements		
Land Acquisition (AI1401)	<u>500,000</u>	500,000
2511 Park and Bikeway Improvements		
Park Renovations/Improvements (AR1401)	640,000	
Dublin Arts Council Site Renovations (GR1201)	250,000	
Obstacle course (GR1404)	215,000	
Darree Fields (GR9901)	660,000	
Holder-Wright Farm and Earthworks (GR1114)	180,000	
Coffman Park Expansion (GR9902)	2,900,000	
Scioto River Pedestrian Bridge (GR1302)	2,500,000	
Riverside Park (GR1303)	550,000	
		7,895,000
2522 Police Capital Equipment		
Replacement Radars (PP0804)	10,000	
Replacement Lasers (PP0803)	15,000	
Intersection and Crime Prevention Cameras (PP1301)	80,000	
Automatic License Plate Readers (PP1302)	100,000	
Replacement Automated External Defibrillators (AED) (PP1501)	20,000	
LiveScan Fingerprint System (PP1502)	<u>35,000</u>	
		260,000
2523 City Maintenance Capital Projects		
Fleet Management Program - vehicles (AV1401)	1,465,000	
Fleet Management Program - equipment (AV1403)	<u>375,000</u>	
		1,840,000
2530 Buildings and Other Structures		
Municipal Facilities (AB0601)	10,685,000	
Funded by Debt	<u>(9,685,000)</u>	
		1,000,000
2550 Transportation Projects		
Annual Street Maintenance program (AT1501)	4,500,000	
Annual Infrastructure/Roadside Improvements (AT1502)	50,000	
Annual Shared-Use Path Maintenance (AT1503)	655,000	
Annual Shared-Use Path Additions/Connections (AT1504)	725,000	
Annual Parking Lot Maintenance (AT1507)	100,000	
Annual Pedestrian Tunnel Maintenance (AT1508)	100,000	
Annual Guardrail Replacement and Maintenance (AT1510)	230,000	
Annual Bike Rack Installation (AT1511)	25,000	
Railroad Quiet Zones (ET1101) (contingent on State funding)	485,000	
Riverside Drive Realignment (ET1403) - Debt Funded	-	
Hyland Croy/McKittrick Road (ET0809)	50,000	
Dublin Road/Glick Road Intersection Improvements (ET1003)	5,000	
Dublin Road Bikeway Connection (ET1203)	1,405,000	
Glick Road Bikeway Connection (ET1204)	<u>810,000</u>	
		9,140,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvement Tax
Capital

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2562	<u>Stormwater Improvements</u>		
	Annual Stormwater Maintenance (AF1501)	560,000	
	Stormwater Improvements (EF0201)	<u>495,000</u>	1,055,000
2570	<u>Other Projects & Equipment</u>		
2571	Computer Hardware/Software (AI1401)	1,200,000	
2572	Building Repairs and Renovations (AB1501)	232,500	
2579	Technology Improvements (AB0802)	120,000	
2579	Dublink/Ignite (AB1402)	350,000	
2579	Public Art Maintenance (AB1502)	10,000	
2579	Bridge Street District (AB1301)	<u>500,000</u>	2,412,500
2599	<u>Contingencies (AA1501)</u>	<u>225,000</u>	225,000
2790	<u>Transfers</u>		
	General Debt Service Fund	3,327,700	
	Water - Water Extensions	200,000	
	Sewer - Sewer Extensions	<u>200,000</u>	3,727,700
2791	<u>Advances</u>		
	Lifetime Fitness TIF	500,000	
	Pizzuti TIF	750,000	
	Perimeter West TIF	2,600,000	
	Frantz Road/Dublin Road TIF	2,650,000	
	Upper Metro	150,000	
			<u>6,650,000</u>
TOTAL			<u>\$34,705,200</u>

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2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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). Although this allocation is reviewed and can be changed annually, as part of the 2013-2017 CIP, Council approved the current allocation through 2017.

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.

In recent years, the Parkland Acquisition Fund has been utilized to acquire rights-of-way and/or easements for bikepath connections.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Project Fund		2013	2014	2014	2014	2015
Finance		Actual	Budget	Revised Budget	Estimate	Budget
Parkland Acquisition						
402-0210						
Other Expenses						
2349	Other Professional Services	10,611	11,400	15,000	15,000	15,000
		10,611	11,400	15,000	15,000	15,000
Capital Outlay						
2510	Land and Land Improvements	1,155,224	385,000	1,350,500	1,350,000	385,000
402-0221						
Other Expenses						
2301	County Auditor Deductions	9,565	11,000	12,520	12,500	12,500
402-0314						
Transfers						
2790	Transfers	225,243	242,650	242,725	242,700	233,500
TOTALS		\$1,400,643	\$650,050	\$1,620,745	\$1,620,200	\$646,000

(7) Enterprise Funds

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service/ Water Maintenance

STATEMENT OF FUNCTIONS

This program is under the joint supervision of the Directors of Street and Utilities Operations 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Maintenance Worker	<u>1</u>	<u>1</u>
TOTAL	1	1
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>1</u>	<u>1</u>
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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Street and Utilities

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
610-1320						
Personal Services						
2110	Salaries/Wages	87,119	89,640	89,740	89,640	91,285
2111	Overtime Wages	1,737	1,000	5,000	5,000	2,000
2112	Other Wages	7,605	18,060	18,060	10,000	14,000
2120	Employee Benefits	33,051	34,695	34,695	34,695	36,755
2140	Uniforms & Clothing	1,228	1,730	1,730	1,730	1,522
		130,740	145,125	149,225	141,065	145,562
Other Expenses						
2201	Conferences/Mileage	51	1,150	1,150	1,150	650
2303	Hydrant Maint. & Repair	13,793	48,500	55,419	20,000	51,600
2310	Utilities	147,999	154,500	174,319	155,000	155,000
2320	Communications	1,087	50	3,900	3,800	4,100
2351	Maint. of Equipment	0	500	500	500	500
2390	Misc Contractual Service	22,691	35,000	32,250	25,000	50,000
2420	Operating Supplies	5,309	5,200	5,200	5,200	5,200
2440	Small Tools & Minor Equ	233	500	500	500	500
2910	Refunds	1,900	0	0	4,000	0
		193,063	245,400	277,338	215,150	267,550
Capital Outlay						
2520	Equipment & Furniture	7,016	2,000	2,000	1,500	1,000
		7,016	2,000	2,000	1,500	1,000
TOTALS		\$330,819	\$392,525	\$428,563	\$357,715	\$414,112

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water Finance		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
<hr/>						
610-0210 Debt Service						
2601	Debt Issuance Costs	0	0	17,600	17,600	0
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610-1210 Debt Service						
2610	Principal -Water	490,000	515,000	2,220,000	2,220,000	185,000
2790	Interest-Water	194,783	171,075	171,075	171,075	109,500
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TOTALS		\$684,783	\$686,075	\$2,391,075	\$2,391,075	\$294,500
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service/ Water Maintenance

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 sessions.
- Account 2303 provides funding for replacement fire hydrants, nozzles and other miscellaneous 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 necessary replacement equipment.

610-0210

- Account 2601 provides funding for debt issuance costs.

610-1210

- Accounts 2610 and 2620 provide funding for debt service obligations for the Darree Fields water tower, and the Dublin Road water tower.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water

Public Service

Engineering

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

610-1330

Personal Services

2110	Salaries/Wages	15,041	15,150	15,150	15,150	15,500
2120	Employee Benefits	5,635	5,515	5,515	5,515	6,475
		20,676	20,665	20,665	20,665	21,975

Other Expenses

2201	Conferences/Mileage	331	1,500	1,500	1,500	500
2349	Other Professional Serv	24,468	86,000	101,259	86,000	7,250
2390	Misc Contractual Service	102,362	120,000	140,007	140,000	140,000
		127,161	207,500	242,766	227,500	147,750

Capital Outlay

2520	Equipment & Furniture	0	200	200	200	0
2561	Water System Imp.	45,027	1,255,000	1,292,285	1,255,000	560,000
		45,027	1,255,200	1,292,485	1,255,200	560,000

TOTALS	\$192,864	\$1,483,365	\$1,555,916	\$1,503,365	\$729,725
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2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / Water Maintenance

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service/ Sewer Maintenance

STATEMENT OF FUNCTIONS

This work program is under the joint supervision of the Director of Public Service and the Directors of Street and Utilities Operations, 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2014</u> <u>CURRENT NUMBER</u>	<u>2015</u> <u>PROPOSED</u>
Engineering Project Inspector	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	1	1
Maintenance Worker	<u>6</u>	<u>6</u>
TOTAL	9	9
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>2</u>	<u>2</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

The Operations Administrator position is allocated forty-five percent (45%) to this budget. Fifty percent (50%) of a Maintenance Crew Supervisor position and fifty percent (50%) of a Civil Engineer position reflected in Engineering (General Fund) is allocated fifty percent (50%) to this budget.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer

Public Service

Street and Utilities

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
620-1320						
Personal Services						
2110	Salaries/Wages	443,366	480,065	474,065	430,000	461,175
2111	Overtime Wages	9,818	12,080	18,080	28,000	12,000
2112	Other Wages	11,094	39,860	39,860	39,860	30,000
2113	Short Term Disability	9,520	0	0	0	0
2120	Employee Benefits	156,197	171,105	171,105	160,000	192,012
2140	Uniforms & Clothing	6,561	7,145	7,145	7,145	7,044
		636,556	710,255	710,255	665,005	702,231
Other Expenses						
2201	Conferences/Mileage	6,799	13,050	15,770	7,500	7,310
2320	Communications	677	50	575	850	2,600
2330	Rents/Leases	0	0	0	0	10,000
2349	Other Professional Serv	0	20,000	19,475	10,000	20,000
2351	Maint. of Equipment	4,957	17,000	22,500	15,000	14,000
2390	Misc Contractual Service	115,528	64,000	168,610	120,000	164,000
2410	Office Supplies	407	500	500	500	500
2420	Operating Supplies	2,316	6,350	10,498	5,000	6,350
2430	Repair & Maintenance	5,036	20,500	27,000	20,000	13,000
2440	Small Tools & Minor Equ	117	1,200	2,282	1,000	4,700
2910	Refunds	2,210	0	0	4,420	0
		138,047	142,650	267,210	184,270	242,460
Capital Outlay						
2520	Equipment & Furniture	19,110	9,700	9,700	9,700	1,000
2563	Sanitary Sewer Imp.	0	25,000	25,000	10,000	25,000
		19,110	34,700	34,700	19,700	26,000
TOTALS		\$793,713	\$887,605	\$1,012,165	\$868,975	\$970,691

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer Finance		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
620-0210						
Debt Service						
2601	Debt Issuance Costs	0	0	18,974	18,974	0
TOTALS		\$0	\$0	\$18,974	\$18,974	\$0
620-0314						
Debt Service						
2790	Transfers	118,700	0	0	0	0
TOTALS		\$118,700	\$0	\$0	\$0	\$0
620-1210						
Debt Service						
2614	Principal-Sewer	1,270,571	1,322,500	3,197,500	3,197,500	1,526,500
2624	Interest-Sewer	436,995	386,270	386,270	386,270	413,200
TOTALS		\$1,707,566	\$1,708,770	\$3,583,770	\$3,583,770	\$1,939,700

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service/ Sewer Maintenance

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 2320 provides funding for the cost of phone lines to pump stations.
- 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. This line item includes a budget for the Wedgewood Hills pump station which was not budget previously.
- 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, and ground rims/covers.
- Account 2440 provides funding for the replacement of flow bands and nozzles.
- Account 2563 provides contingency funding for lining and repair of main lines.

620-0210

- Accounts 2601 provides funding for debt service issuance costs.

620-1210

- Accounts 2614 and 2624 provide funding for debt service obligations related to the Upper Scioto West Branch Interceptor, sewer relining, and new debt in 2015 for sewer lining.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer

Public Service

Engineering

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

620-1330

Personal Services

2110	Salaries/Wages	96,993	103,720	94,195	95,000	104,500
2111	Overtime Wages	291	2,000	2,000	500	500
2113	Short Term Disability	4,761	0	9,525	9,600	0
2120	Employee Benefits	40,578	38,720	38,720	38,720	46,050
2140	Uniforms & Clothing	160	400	400	300	400
		142,783	144,840	144,840	144,120	151,450

Other Expenses

2201	Conferences/Mileage	1,361	1,500	2,439	1,500	2,500
2349	Other Professional Serv	82,432	156,000	156,000	156,000	165,000
2420	Operating Supplies	348	3,000	3,000	1,500	500
		84,141	160,500	161,439	159,000	168,000

Capital Outlay

2563	Sanitary Sewer Imp.	79,032	265,000	597,185	400,000	400,000
		79,032	265,000	597,185	400,000	400,000
TOTALS		\$305,956	\$570,340	\$903,464	\$703,120	\$719,450

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Service / Engineering / Sewer Maintenance

BUDGET SUMMARY:

620-1330

- Account 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments as related to Engineering staff.
- Account 2201 provides funding for Inspector training and educational requirements for the Civil Engineer.
- Account 2349 provides funding for the master plan maintenance of existing lift station, flow monitoring program, and development of a maintenance program model, and utility extension data gathering with Franklin County.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Merchandising Fund

STATEMENT 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Merchandising

City Manager

Community Relations

2013
Actual

2014
Budget

2014
Revised Budget

2014
Estimate

2015
Budget

630-1130

Other Expenses

2390	Misc Contractual Service	171	200	525	500	400
2420	Operating Supplies	8,481	7,800	7,825	7,800	7,600
		8,652	8,000	8,350	8,300	8,000
TOTALS		\$8,652	\$8,000	\$8,350	\$8,300	\$8,000

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Merchandising Fund

BUDGET SUMMARY:

630-1130

- Account 2420 provides funding to buy merchandise for resale.

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(8) Internal Service Funds

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 2015 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. 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.

<u>PERSONNEL DATA</u>	2014	2015
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Benefits Administrator (1)	<u>1</u>	<u>1</u>
TOTAL	1	1
<u>PERMANENT PART-TIME</u>		
Wellness Coordinator (2)	1	1
Wellness Intern (3)	<u>1</u>	<u>0</u>
TOTAL	2	1

NOTES AND ADJUSTMENTS:

The annual funding level for 2015 for all employee groups is as follows:

Single	\$ 8,712
Family	\$ 19,475

As the Operating Budget is prepared, Staff analyze projected expenditures along with the current fund balance to establish the funding levels for the upcoming year. In 2014, projected expenditures would have necessitated an increase in the funding level of approximately 5%. However, based on the healthy fund balance that existed, the funding level was reduced to reflect a 10% decrease. The impact of this change along with actual expenditures to date has brought down the fund balance to a more appropriate level. In order to ensure the proper level of reserves, the funding level has been increased for 2015 by approximately 31%. Had the funding level in 2014 increased by 5%, the increase from 2014 to 2015 would have been approximately 12%.

- (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 2015.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Emp. Benefits Self Ins.

City Manager

Human Resources

2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
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701-1120

Personal Services

2110	Salaries/Wages	0	46,875	46,875	26,000	82,850
2112	Other Wages	25,776	32,000	32,000	32,000	0
2120	Employee Benefits	3,982	27,280	27,280	20,200	27,940
		29,758	106,155	106,155	78,200	110,790

Other Expenses

2201	Conference/Mileage	0	0	0	0	5,000
2309	Third Party Admin.	229,181	235,920	261,120	261,120	255,380
2361	Medical,Dental,Rx,Visior	3,093,280	2,900,000	3,750,092	3,750,000	3,813,500
2364	Stop Loss Coverage	391,031	484,450	521,741	521,740	535,000
2366	Employer HSA Contributi	935,025	962,625	1,015,225	1,015,125	1,104,375
2390	Misc Contractual Service	154,481	160,400	161,999	100,000	144,000
		4,802,998	4,743,395	5,710,177	5,647,985	5,857,255
TOTALS		\$4,832,756	\$4,849,550	\$5,816,332	\$5,726,185	\$5,968,045

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Internal Service/ Employee Benefits Self Insurance

BUDGET SUMMARY:

701-1120

- Account 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2112 – no funding for 2015.
- Account 2201 provides funding for annual conferences.
- 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 95%) for HSA contribution.
- 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Human Resources

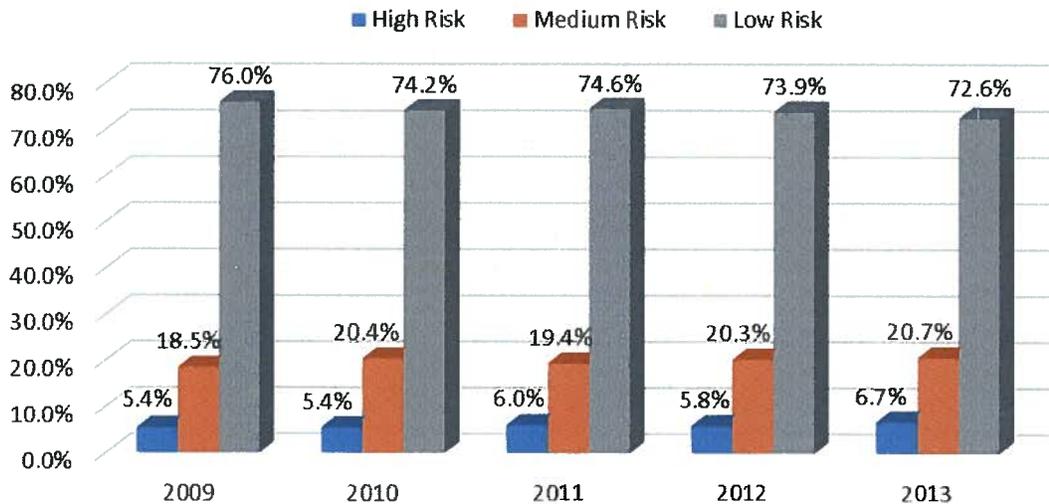
PERFORMANCE MEASURES:

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%
2013	556*	6.7%*	20.7%*	72.6%*

***The 2013 low, medium and high risk categories are slightly elevated due fewer employee participation in the Health Risk Assessment. These number will be re-evaluated for 2014.**

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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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, 2015 - December 31, 2015. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Workers' Comp. Self Ins.

City Manager

Human Resources

		2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
<hr/>						
703-1120						
Other Expenses						
2309	Third Party Admin.	18,080	40,800	48,800	30,000	52,600
2363	Claims	112,619	189,500	294,762	100,000	216,000
2364	Stop Loss Coverage	81,599	94,800	94,800	94,800	94,200
2390	Misc Contractual Service	1,486	6,000	6,000	1,500	6,000
		213,784	331,100	444,362	226,300	368,800
TOTALS		\$213,784	\$331,100	\$444,362	\$226,300	\$368,800

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Internal Service/ Workers' Compensation Fund

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 2015 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.

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Human Resources

PERFORMANCE MEASURES:

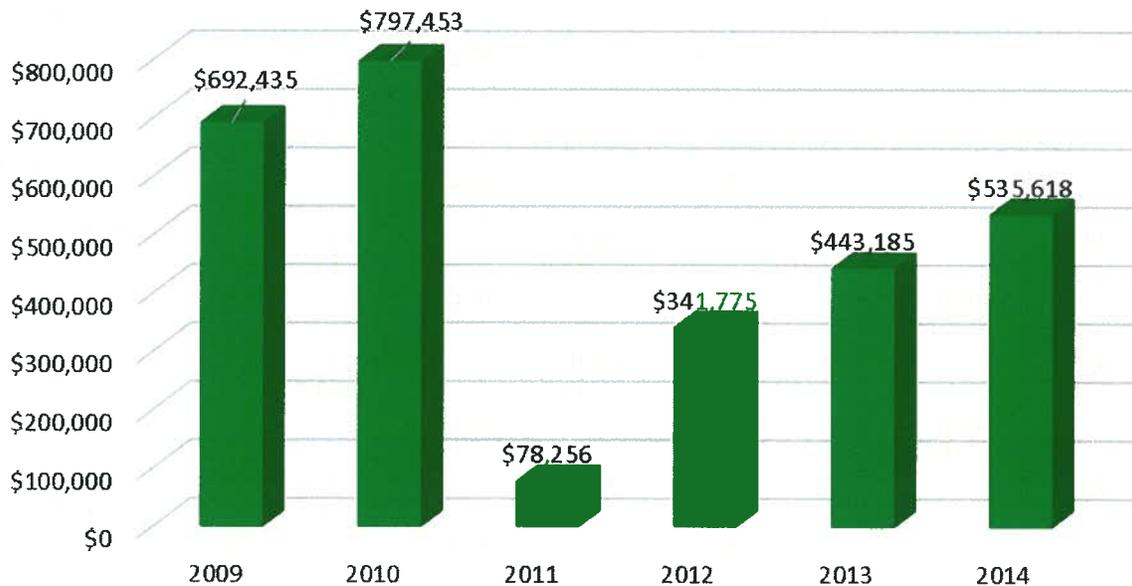
1) Percent Change in the Number of Worker's Compensation Claims Filed (including annual costs)

	FY2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014*
# of Worker's Compensation Claims	35	30	31	25	29	19
Total Self Insured Cost	\$186,951	\$161,871	\$190,975	\$230,135	\$223,022	\$134,071
Percent Change in Insured Cost	(22%)	(18%)	19%	20%	(4%)	(40%)

**As of 9/3/2014*

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.

Annual Self Insurance Cost Savings FY 2009 - 2014



The reason for the drop in cost savings in 2011 is because the Bureau of Worker's Compensation (BWC) issued a rebate to all "State Funded" BWC programs. Dublin's rebate would have been approximately \$342,658 that year.

(9) Fiduciary Funds

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Fiduciary Funds

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) originally established between the City of Dublin, the City of Worthington and Delaware County, with the City of Hilliard joining COIRS beginning in 2014.

NOTES AND ADJUSTMENTS:

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Fiduciary Funds
Finance

	2013 Actual	2014 Budget	2014 Revised Budget	2014 Estimate	2015 Budget
Income Tax Revenue Sharing					
<u>803-0210</u>					
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	7,725	0	0	0	0
2914 Refunds-Conditional Occupancy	0	0	0	0	0
TOTALS	\$7,725	\$0	\$0	\$0	\$0

Dublin Convention and Visitors Bureau
804-0211

2824 Payment to Dublin Convention & Visitors Bureau	637,052	500,000	650,100	650,000	500,000
2910 Refunds	1,758	0	0	0	0
TOTALS	\$638,810	\$500,000	\$650,100	\$650,000	\$500,000

Agency Fund
805-0210

2304 Sewer Tap Paybacks	456,615	250,000	500,100	500,000	405,000
2910 Refunds	256	10,000	83,100	83,000	57,000
2914 Refunds-Conditional Occupancy	385,400	150,000	300,100	300,000	200,000
2915 Refunds-BD of Bldg Stds-Res	4,614	2,500	5,018	5,000	4,500
2916 Refunds-BD of Bldg Stds-Comm	15,692	15,000	16,018	16,000	15,500
2917 Refunds-Park/CRC Deposits	52,082	40,000	52,100	52,000	55,000
2918 Refunds-DCRC Sea Dragons	0	17,000	17,000	0	500
2919 Refunds-Theatre Admission	0	0	0	0	0
2921 Refunds-Vendor Bonds	0	0	525	500	0
2922 Refunds-DCRC Dolphins	6,030	6,000	6,000	6,000	0
2923 Refunds-Washington Twp	15,480	3,500	3,500	3,500	7,500
2925 Refunds-School Programs	36,481	0	0	0	0
TOTALS	\$972,650	\$494,000	\$983,461	\$966,000	\$745,000

Central Ohio Interoperable Radio System (COIRS)
807-1210

2310 Utilities	3,601	5,000	5,406	5,000	5,000
2345 Legal Services	7,056	5,000	5,000	5,000	7,900
2349 Professional Services	0	15,000	1,468,500	1,468,460	0
2351 Maintenance of Equipment	56,307	57,000	140,100	140,000	70,000
2360 Insurance and Bonding	7,211	9,000	9,000	7,530	8,000
2990 Contingencies	9,448	0	0	0	0
TOTALS	\$83,623	\$91,000	\$1,628,006	\$1,625,990	\$90,900

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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 than 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.

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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.

COIRS - Central Ohio Interoperable Radio System (COIRS) originally established between the City of Dublin, the City of Worthington and Delaware County. The City of Dublin merged its four channel trunked radio system with the City of Worthington’s three channel conventional radio system and interconnected with the Motorola P25 master site located in Delaware County.

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.

DEC - the **Dublin Entrepreneurial Center** (DEC) was launched in March 2009 as a partnership between the City of Dublin and TechColumbus. The DEC is located at 565 Metro Place South and provides services and promotes an environment for potential entrepreneurial and technology development resulting in more new businesses and job creation in Dublin and the Columbus region.

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

2015 OPERATING BUDGET – CITY OF DUBLIN, OHIO

GLOSSARY OF TERMS

Employee Assistance Program (EAP) – a healthcare benefit for employees designed to assist with counseling to address significant life problems.

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

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

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

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

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.

Federal Emergency Management Agency (FEMA) – an agency of the federal government charged with the responsibility of preparing for, protecting against, responding to, recovering from and mitigating all hazards.

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.

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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 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.

ICF - The **Intelligent Community Forum** (ICF), a New York-based think tank dedicated to studying the use of information and communications technology to create the community of the 21st Century. The Intelligent Community Lifetime Achievement Award is given by ICF's founders to those who quietly and tirelessly dedicate their careers to improving their communities in ways that exemplify the global Intelligent Community movement.

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

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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.

NECC - the **Northwest Emergency Communications Center** (NRECC) is the primary public safety dispatch center for the City of Dublin, City of Hilliard, Washington Township and Norwich Township. Located inside the Dublin Justice Center, NRECC was formed in October 2013 when Dublin began providing dispatching services for Norwich Township

Fire and became the primary 9-1-1 answering point for all of Hilliard. Dispatching for Hilliard Police started in January of 2014.

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.

PCI - The **Pavement Condition Index** (PCI) provides a numerical rating for the condition of road segments within the road network, where 0 is the worst possible condition and 100 is the best.

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

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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.

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.

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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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