



Office of the City Manager
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Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: October 29, 2015
Initiated By: Angel L. Mumma, Director of Finance
Re: Ordinance No. 83-15, Adopting the Annual Operating Budget for 2016

Summary

Ordinance 83-15 authorizes the adoption of the 2016 Annual Operating Budget. The City Council workshops to review the proposed budget are scheduled for Monday, November 9th and Wednesday, November 18th at 6:30 p.m. The complete schedule for all workshops is attached.

Also attached is a copy of the memo that was provided to the Management Team in August providing direction on the preparation of the 2016 Operating Budget.

Finally, staff would like to point out that requests for additional funding were made by Syntero (Dublin Counseling Center) as well as the Dublin Convention and Visitors Bureau (DCVB). Information provided by Syntero will be presented during the November 18 workshop. With respect to the DCVB, staff has been working with Scott Dring and his board in their search for a new location as their current lease will expire in 2016. At this point in time, staff recommends holding off on any additional funding until a location is selected. Consideration for additional funding may be best provided in the form of lease assistance/building modifications as opposed to a general increase in the bed tax allocation with no specified purpose. Staff will keep Council informed on the progress of these discussions with the DCVB. Staff further recommends Council consider scheduling a direct discussion with these organizations as part of a Finance Committee of the Whole meeting to obtain a full understanding of their individual requests. If you would prefer these organizations present their requests at the November 18th meeting, they can be added to the agenda.

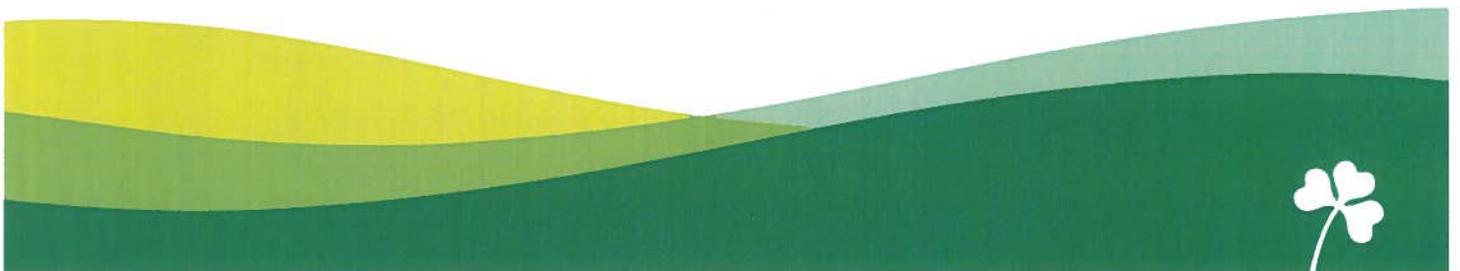
Recommendation

Staff recommends approval of Ordinance No. 83-15 by emergency action at the second reading/public hearing on December 7, 2015 in order to have the ordinance effective January 1, 2016.

2016

Proposed

Operating Budget





City of Dublin

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
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October 29, 2015

■ **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 2016 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 currently adopted goals. This budget, like preceding years' budgets, continues to recognize the external economic conditions that demand conservative approaches to managing expenses while delivering 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 75.9% in 2010 to 107.9% in 2014. As a result of a decline in income tax revenues coupled with nearly \$12 million of advances made to various Tax Increment Financing (TIF) funds to finance capital projects, the fund balance is projected to be 93.6% or \$56.88 million at year-end 2015. While a decrease from 2014, this level of reserve remains strong and is considered favorable 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. Based on the loss of one of the City's largest employers, Cellco Partnership (Verizon Wireless), the 2015 original income tax revenue projection reflected a 7.3% reduction over 2014 actual receipts. However, notwithstanding this loss, through the third quarter 2015, total income tax collections had declined just 1.3% as compared to collections through the third quarter 2014. This decline was attributable to net profits, which was down 19.2%, largely as a result of the loss of Verizon. Withholding, the largest component of income tax revenue, showed an increase of 1.4%. This speaks to the diversity of our businesses, making us more financially resilient. Continuing with our conservative approach to budgeting, the Administration revised its original projected income tax revenue for 2015 to reflect a 5.4% reduction over 2014 actual receipts.

While our 2015 income tax revenue has exceeded expectations, albeit down from 2014, we continue to be cognizant of the volatility in this revenue stream. In estimating income tax revenue for 2016, Staff has taken into consideration the loss of another large employer, Nationwide Mutual Insurance Company (Nationwide), who will begin moving their employees to a neighboring community in 2016. Since we are aware of the timing of the loss of these jobs, we can, with relative accuracy, anticipate the impact and adjust our budget accordingly.

The 2016 estimated income tax revenue reflects no change over the revised 2015 projected revenue. This estimate takes into consideration the loss of withholding from Nationwide while recognizing the growth that has occurred in the remaining businesses within the City throughout 2015.

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

The revenue generated in a number of the special revenue funds is insufficient to cover the expenditures of those funds. As a result, it is necessary for the General Fund to subsidize those operations. The funds which receive revenue from the General Fund are as follows: Street Maintenance and Repair, Cemetery, Recreation, Safety, and the Pool funds.

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 2015, the estimated operating revenues are projected to be \$81.2 million, which represents a 5.5% increase over 2015 budgeted revenues. This increase in actual revenues over projections is attributable to better than expected income tax revenues, as previously discussed, as well as an increase in revenue from licenses and permits, parks and recreation, and special event revenue. In 2016, operating revenues are projected to be \$78.3 million, which represents a 1.8% increase over 2015 budgeted operating revenues. An increase in projected income tax revenues (over the original 2015 estimate) as well as growth in hotel/motel tax revenue contribute to this increase.

Operating Revenues (in millions)

	2011	2012	2013	2014	2015 Projected	2016 Proposed
Budgeted Revenues	\$62.84	\$65.87	\$69.10	\$71.70	\$76.96	\$78.35
Actual Revenues	\$71.30	\$75.67	\$80.23	\$85.89	<i>\$81.21</i>	

The 2016 Operating Budget reflects funding requests totaling \$82.35 million in operating expenditures. This represents a 4.54% increase compared to the 2015 Operating Budget.

Operating Expenditures (in millions)

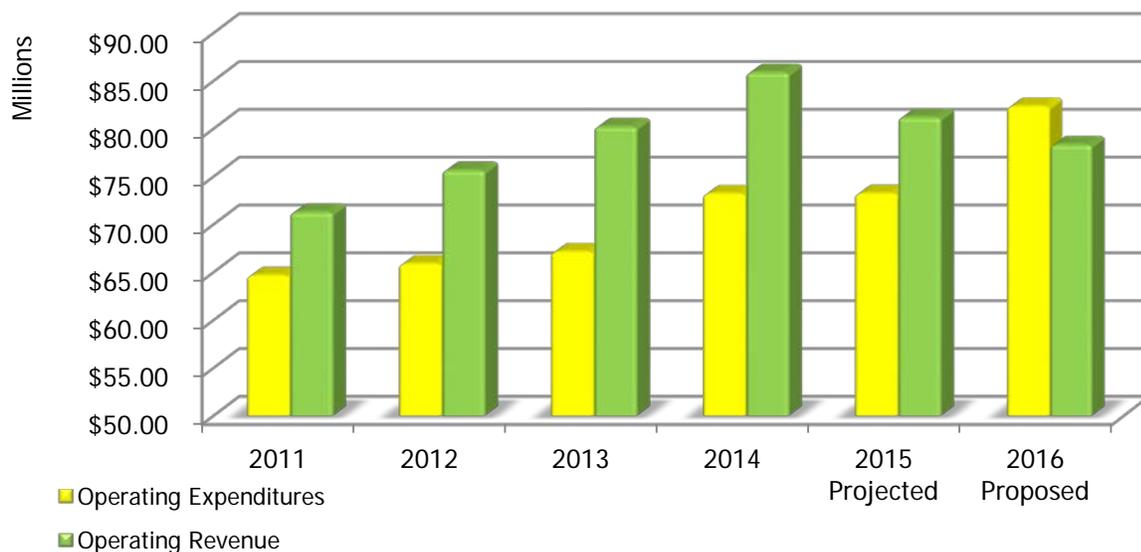
	2011	2012	2013	2014	2015 Projected	2016 Proposed
Budgeted Expenditures¹	\$66.68	\$68.10	\$71.23	\$74.01	\$78.37	\$82.35
Actual Expenditures	\$64.67	\$65.88	\$67.14	\$69.66	\$73.24 ²	
Actual Encumbrances	\$4.69	\$3.52	\$3.76	\$4.48		

¹ Does not include encumbrances carried forward.

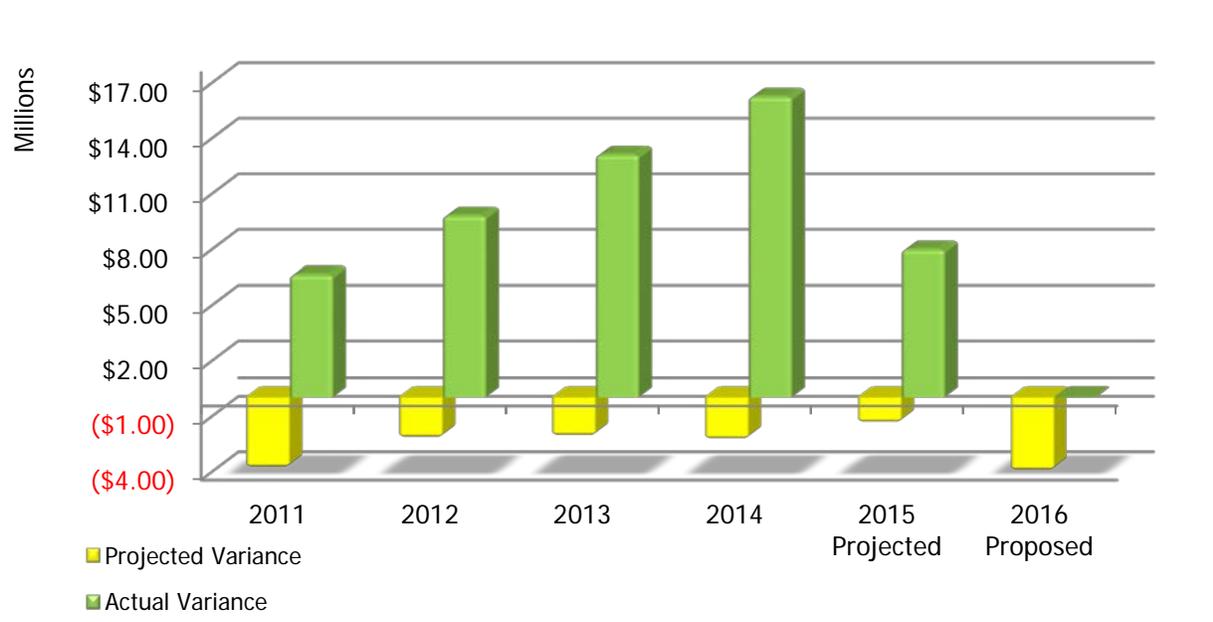
² Includes anticipated encumbrances.

The annual Operating Budget is prepared using conservative revenue and expenditure estimates, which usually results in the projected operating expenditures exceeding operating revenues and the reliance on the existing fund balances to offset the difference or “gap”. However, it is generally anticipated that 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. When the 2015 Operating Budget was prepared, the projected expenditures were expected to exceed revenue by \$1.8 million. However, based on better than expected revenues and expenditures not occurring as planned, the revenues are expected to exceed expenditures by nearly \$8.0 million.

While the 2016 Operating Budget reflects operating expenditures exceeding operating revenue by \$4.0 million, this is not anticipated to be the case. Should expenses exceed revenue, each of the funds have sufficient fund balances to offset any difference. For this reason, the Administration maintains that the 2016 Operating Budget is balanced.



The following chart depicts the projected versus actual variance between Operating Revenue and Operating Expenditures from 2011 through 2014, as well as the projected variance for 2015 and 2016:



From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2016 are consistent with the budgeted amounts, the 2016 General Fund year-end balance is projected to be approximately \$53.97 million, or 77.9% of the 2016 General Fund expenditures and operating transfers, exceeding the 50% target balance by \$19.33 million. This is a reduction of \$2.9 million over the estimated 2015 year-end General Fund balance of \$56.88 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 the staffing changes proposed, the 2016 Operating Budget reflects funding for 387 full-time employees – an increase of two employees over the 2015 authorization level.

The additional staffing requested in 2016 supports the longstanding focus area of fiscal health and economic vitality. A focus on economic development programming is essential to our relationships with our business community and the effort to retain, expand and create new businesses and jobs. As we are well aware, these businesses and jobs provide the City with the financial resources needed to continue providing excellent services, maintaining and improving our infrastructure, and providing for new amenities.

Within the Division of Economic Development, I am requesting one additional Economic Development Administrator. With this addition, each of the three administrators will be assigned to one of three economic development focus areas within the City – the West Innovation District, legacy office parks, and the Bridge Street District.

In order to leverage the City’s technology for economic development purposes, I am requesting the addition of one Network Engineer within Information Technology. This request reflects our expansion in a number of service areas (including Dispatching for neighboring communities and support responsibilities within the Dublin Entrepreneurial Center). In the near future, we anticipate additional expansion of network services as we begin providing telecommunications and network services for Washington Township and as the 100-Gig project expands Dublink throughout our legacy office parks. While revenue was not a primary driver for any of these opportunities, all of these expansions of service from IT represent direct or indirect revenue increases for the City, which offset the cost of the requested position.

Over the past year, Directors have been reviewing processes, functions and positions within their respective areas. As a result of those reviews, we have incorporated within the 2016 Operating Budget three reclassifications of existing employees. These reclassifications include the following:

- Within Community Relations, reclassify one vacant Office Assistant (6.1 or 6.2) to a Public Information Officer (4.3). The City's team of professional journalists serves as the public information/communication officers of 30+ City departments, divisions and special projects. Information on demand (24/7), a heightened level of community outreach, prompt response to community incidents and the increase of information for and about Dublin's best practices and cutting edge services continue to peak at a consistent rate. This reclassification provides the City a "depth of professionalism" and "aligned communication discipline" to support a strategic and pro-active multi-faceted communication plan as well as Dublin's progressive and results-driven leadership team. Our ratio of public information officers to operating departments with the scope and breadth of activity is too low. Reclassifying an existing position will provide better support to these operating departments.
- Within Finance, reclassify one Accounting Specialist to a Payroll Specialist. The payroll operations for the City are currently handled by two individuals – a Payroll Specialist (4.3) and an Accounting Specialist (5.2). It is the expectation that both of these individuals can process all aspects of payroll in the absence of the other. The job responsibilities are the same for both individuals and as a result, Staff feel that both positions should be classified as a Payroll Specialist, both of whom report to the Deputy Director of Finance. By reclassifying this position/employee, we address the issue of having appropriate depth within this important area.
- Within Planning, reclassify downward the recently vacated Senior Project Manager (3.3) to a Planner I (4.3). This reclassification creates the opportunity to bring an entry level planner into the department who will support the current planning functions. These include development casework, board and commission staffing, and daily interaction with residents concerning zoning and related matters. This position reports to the Senior Planner charged with managing the current planning team.

Additionally, over the past year, the Administration has conducted an evaluation of the administrative support network with the overarching goal of creating a classification with higher progressive knowledge, skills, abilities, and tasks within a common profession. As a result of this evaluation, new classifications for the administrative support staff were created. The 2016 Operating Budget reflects the new job classification titles and the adjusted pay grades.

The 2016 Operating Budget also reflects the Council-approved organizational changes made throughout 2015. The revised organizational chart is included for your review on page 1-21.

The budget provides for an overall increase of up to 2.0% for non-bargaining unit salaries as well as the negotiated wage increase for employees covered by each of the three collective bargaining agreements. The agreement with the Fraternal Order of Police provides for a 2.5% wage increase; the agreement with the Fraternal Order of Police – Ohio Labor Council, Inc. provides for a 2.5% increase; and the agreement with the United Steelworkers of America provides for a 1% wage increase for Maintenance Workers and those employees classified as an Auto Mechanic I. The agreement with the United Steelworkers of America expires August 31, 2016 while the others will remain in effect for the entire year. The overall cost of the salary increases is approximately \$510,000 (\$434,000 for salaries, \$76,000 for Medicare and pension costs).

Recognizing that pending changes are or likely will be mandated by the federal government regarding health care benefits, including the reduction in the amount of money the City can contribute to employee's health savings accounts, this proposed budget holds the cost of benefits at a level similar to what was provided to employees in 2015. The funding level for single coverage has been increased for 2016 by approximately 17% and for family coverage, approximately 18.5%. These increases take into account a

projected increase in medical claims of 20.7%, as well as other plan design changes. The incremental cost of the insurance benefits over the 2015 Operating Budget is approximately \$1,210,000.

The 2016 Operating Budget reflects funding for 248 full-time equivalent (FTE) part-time and seasonal positions, which is a decrease of five over the current staffing. The changes include:

- The reduction of one part-time/seasonal employee within Solid Waste Management.
- The addition of one intern in Information Technology to provide assistance to Support Services and more specifically, the Dublink project.
- A reduction of four part-time/seasonal employees within Streets and Utilities, taking the total from ten to six FTE. The budget for part-time/seasonal staff represents approximately 9,360 work hours and may include more (or less) than six employees at any one time.
- A reduction of one part-time/seasonal employee within Recreation.
- The additional of one part-time/seasonal employee within Facilitates at the DCRC. This position will assist while a full-time maintenance worker is on military leave for at least six months.
- The reduction of one part-time seasonal employee within Sewer Maintenance.

From an operational standpoint, employee training and development remain a high priority within the 2016 Operating Budget. Aligned with the City Council Strategic Focus Area of being a Smart Customer-Focused Government, the City has a commitment toward continuous improvement. In order to ensure that we are conducting our operations efficiently, the budget includes funding for a consultant to provide LEAN and Six Sigma training throughout the City. The mission of this program is to make government services simpler, faster, better, and less costly. The Division of Building Standards recently went through a Kaizen event which reviewed their building permit processes. As a result of this exercise, the review services team was able to eliminate their queue of building permit applications and streamline their review process. The funding for the Lean program will result in six Lean Six Sigma Black Belt certifications for City employees along with additional Kaizen events focusing on various processes throughout the organization. Additionally, funds have been included to take advantage of local training opportunities here in Dublin at Ohio University and the Voinovich School of Leadership and Public Affairs for supervisory and leadership training.

Recreational programming, to some extent, goes hand-in-hand with economic development. In the latter part of 2016, we will pilot recreational programs for the City's corporate residents and their employees. This not only creates a healthier community, but contributes to the overall "connection" that our companies have with the City. In today's competitive environment, this connection to the community may help influence a company's decision to keep their business here. Additionally, the City is fortunate to have wonderful amenities, such as the Scioto River, which provide tremendous opportunities beyond the traditional municipal recreation services. Leveraging these amenities and providing new opportunities to our residents (both individual and corporate) will strengthen the affinity people have for Dublin.

The City's 21st century technology such as DubLink and the 100-gig project goes hand-in-hand with economic development. With Council's support, we implemented an Intelligent Community Forum's Global Institute for the Study of the Intelligent Community within the City. Funding to host this institute has been incorporated within the Office of the City Manager's budget.

The 2016 Operating Budget also appropriates funds to implement the first year of the five-year Capital Improvements Program (CIP), including major and non-major capital expenditures. Capital improvements funded from the Capital Improvements Tax Fund include the construction of the roadway system surrounding the new Dublin branch of the Columbus Metropolitan Library, construction of a restroom facility, parking lot, pedestrian bridge, visitor orientation area and shared use paths at the Holder-Wright Farm and Earthworks, preliminary design costs for the US33/SR 161/Post Road Interchange, design of the roadways and sidewalks at the Mid-Century Neighborhood, the implementation of a comprehensive city-wide wayfinding system, design of the park along Riverside Drive, and construction of a shared-use path along Glick Road. Other capital improvements programmed for 2016 from Tax Increment Financing (TIF) funds or other capital funds include the relocation of Rings Road (Churchman Road), the construction of

Phase II of John Shields Parkway, access modifications to Post Preserve, and the construction of the roadway network surrounding Tuller Flats.

The maintenance of the City's existing infrastructure is equally important. For this reason, significant funding has been programmed in the 2016 Operating Budget to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in excellent condition. Details of the 2016 capital improvements are included under the 'Capital Project Funds' tab of the budget.

The 2016-2020 CIP is likely one of our most aggressive programs to date. While our goal is to deliver the projects on-time and on-budget, we need assistance in the form of professional services. Incorporated through the 2016 Operating Budget are funds necessary to help in the execution of our CIP, in particular within Engineering and Building Standards.

The Administration is committed to meeting the goals established by City Council and to ensure that high quality services remain a community hallmark. The 2016 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dana L. McDaniel". The signature is fluid and cursive, with a large initial "D" and "M".

Dana L. McDaniel
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, 2015

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, 2015. 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

2016

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 – Dana McDaniel

Assistant City Manager
Michelle Crandall

Director of Development
Donna L. Goss

Director of Public Works
Megan O'Callaghan

Director of Finance
Angel L. Mumma

Chief of Police
Heinz W. VonEckartsberg

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Dublin Community Profile

Encompassing nearly 25 square miles, Dublin is located on the Scioto River in the northwest part of the Columbus, Ohio metropolitan area. The City is home to more than 44,000 residents and more than 65,000 corporate citizens. Completion of the I-270 outerbelt and development of the Muirfield Village Golf Club and residential community began an extensive period of growth for Dublin in the 1970s that continues today. Dublin was platted as a Village in 1810 and officially became a city in August 1987.

Dublin's residential market offers something for every lifestyle, from historic neighborhoods to contemporary condominiums and breathtaking estates. Dublin residents are primarily upwardly mobile, young, married and employed, a majority of whom have children living at home. In a recent National Citizen Survey, residents ranked Dublin as the best place to live. Dublin's commitment to an outstanding quality of life makes it a great place to live and raise a family.

The City owns more than 1,200 acres of parkland, maintains 54 public parks along with 100+ miles of bike paths to complement a healthy and active community. The City has been named a Tree City USA by the National Arbor Foundation for 25 years in a row, and was named a Bicycle Friendly City by the League of American Bicyclists.

The City owns and operates the 110,000 square-foot Dublin Community Recreation Center that includes fitness facilities, two indoor pools, classrooms, a community hall and the Abbey Theater of Dublin. The City also owns and operates two outdoor municipal pools.

Dublin also is known as a leader in municipal innovations, including tax increment financing, underground fiber optics, Wi-Fi deployment and green initiatives. In 2011, Dublin was named a Smart21 Community by the Intelligent Community Forum for the fourth consecutive year. Since 2010, the City has been selected as a Top Seven Intelligent Community. Also in 2009, *Forbes* recognized Dublin as one of the top 25 places to move in America. In October 2013, the City welcomed visitors from around the world for the 2013 Presidents Cup at Muirfield Village Golf Club. The Presidents Cup is a biennial golf tournament designed to give the world's best non-European golfers an opportunity to compete in international team competition. As a host community, Dublin became the only city in the world to have hosted The Solheim Cup, The Ryder Cup and the Presidents Cup.

The City also boasts solid financial ratings, receiving successive Aaa ratings from Moody's Investors Service since 2004 and AAA ratings from Fitch Ratings since 2001. *"The City's conservative budgeting and adherence to prudent fund balance policies have resulted in substantial reserves and ample financial flexibility."* – excerpt from Fitch Ratings 2015 report.

The City of Dublin is home to the Annual Dublin Irish Festival and was named an IFEA World Festival and Event City in 2012 by the International Festival and Events Association. The City commemorated 25 years of presenting the Dublin Irish Festival in 2013, one of the largest Irish celebrations of its kind in the world. More than 100,000 people attend the Dublin Irish Festival attracting people from all over the U.S. and the world. *Columbus Monthly* magazine named it the area's best festival.

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Dublin Community Profile (continued)

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

Dublin sets the bar when it comes to police protection. The City was named one of the top 100 safest cities in the U.S. by NeighborhoodScout and one of the Safest 50 Cities in Ohio, by Safewise. The City has seen a decrease in property crimes over the past five years which is a trend that is expected to continue through 2016.

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

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Principal Business by Employment

Employer	Business	Rank	Approximate Number of Employees	Percentage of Total City Employment
Cardinal Health, Inc.	Pharmaceuticals	1	3,600	3.67%
Nationwide Insurance Enterprise	Insurance & Financial	2	3,400	3.46%
Express Scripts	Retailers/Wholesalers	3	2,000	2.04%
Dublin City Schools	Education	3	1,800	1.83%
Ohio Health	Medical & Administration	4	1,680	1.71%
Fiserv Corporation	Electronic Bill Payments	6	900	0.92%
CareWorks Family of Companies	Insurance & Financial	7	850	0.87%
Ashland Chemical Co.	Research & Development	8	800	0.82%
Online Computer Library Center	Computer Library	9	750	0.76%
Wendy's International	Restaurant Chain/Corp	10	615	0.63%
NCO Financial Group	Financial Institutions	11	600	0.61%
Nexeo Solutions, LLC	Chemical Distribution	12	550	0.56%
JP Morgan Chase	Financial Services	13	500	0.51%
Smiths Medical	Medical Manufacturing	14	500	0.51%
CenturyLink	Telecommunications	15	500	0.51%
XPO Logistics	Transportation Logistics	16	450	0.46%
Alcatel-Lucent	Telecommunications	17	425	0.43%
IGS Energy	Natural Gas Retailer	18	400	0.41%
Laboratory Corp. of America	Medical Laboratory Testing	19	380	0.39%
City of Dublin	Government	20	378	0.39%
Total			21,078	21.48%

Sources: City of Dublin Fiscal Administration and Economic Development for 2014. Data sources include news stories, public records, and employer telephone surveys. Employee counts may be estimates, as many companies consider this data confidential.

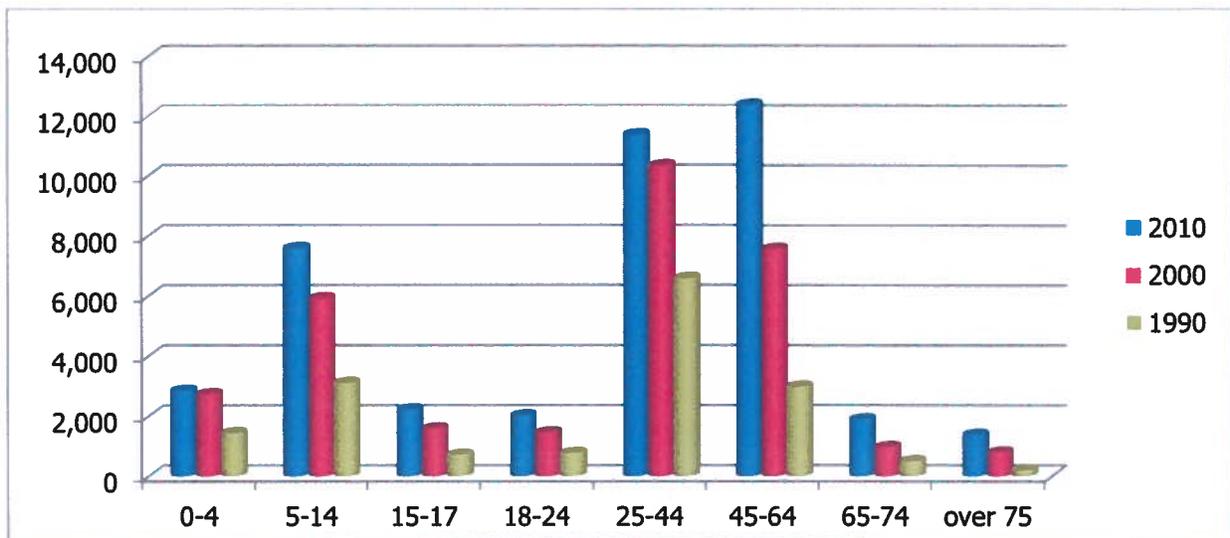
2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Demographic and Economic Statistics

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

Note: Per Mid-Ohio Regional Planning (MORPC) estimates, the City of Dublin's estimated population in 2015 is 44,375 with 15,880 households.

Age



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

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

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

2016 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

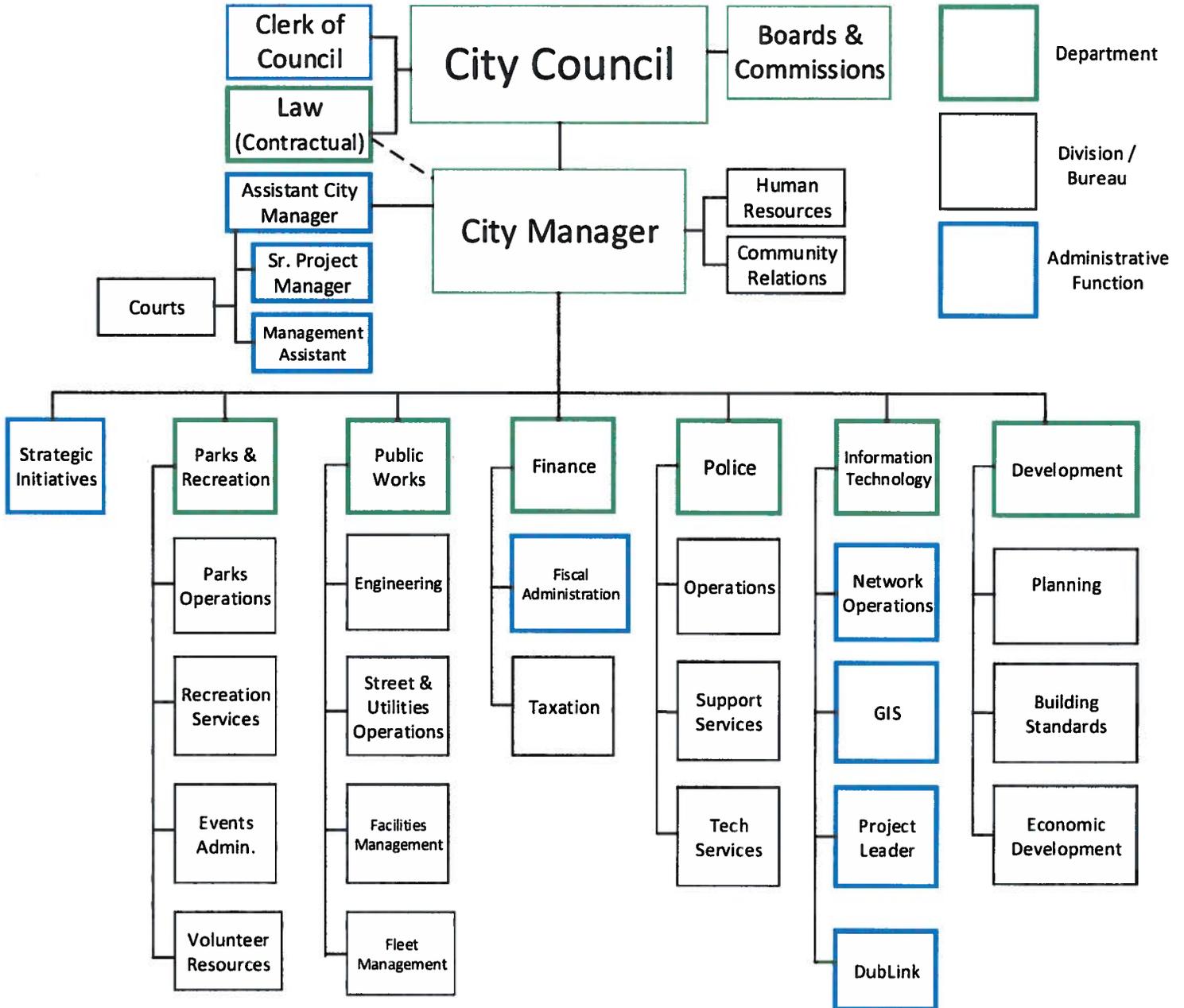
The City's organizational structure is designed to support quality services in a successful, efficient and effective manner.

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 387 authorized and funded full-time positions anticipated to be staffed in 2016.

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City of Dublin Residents



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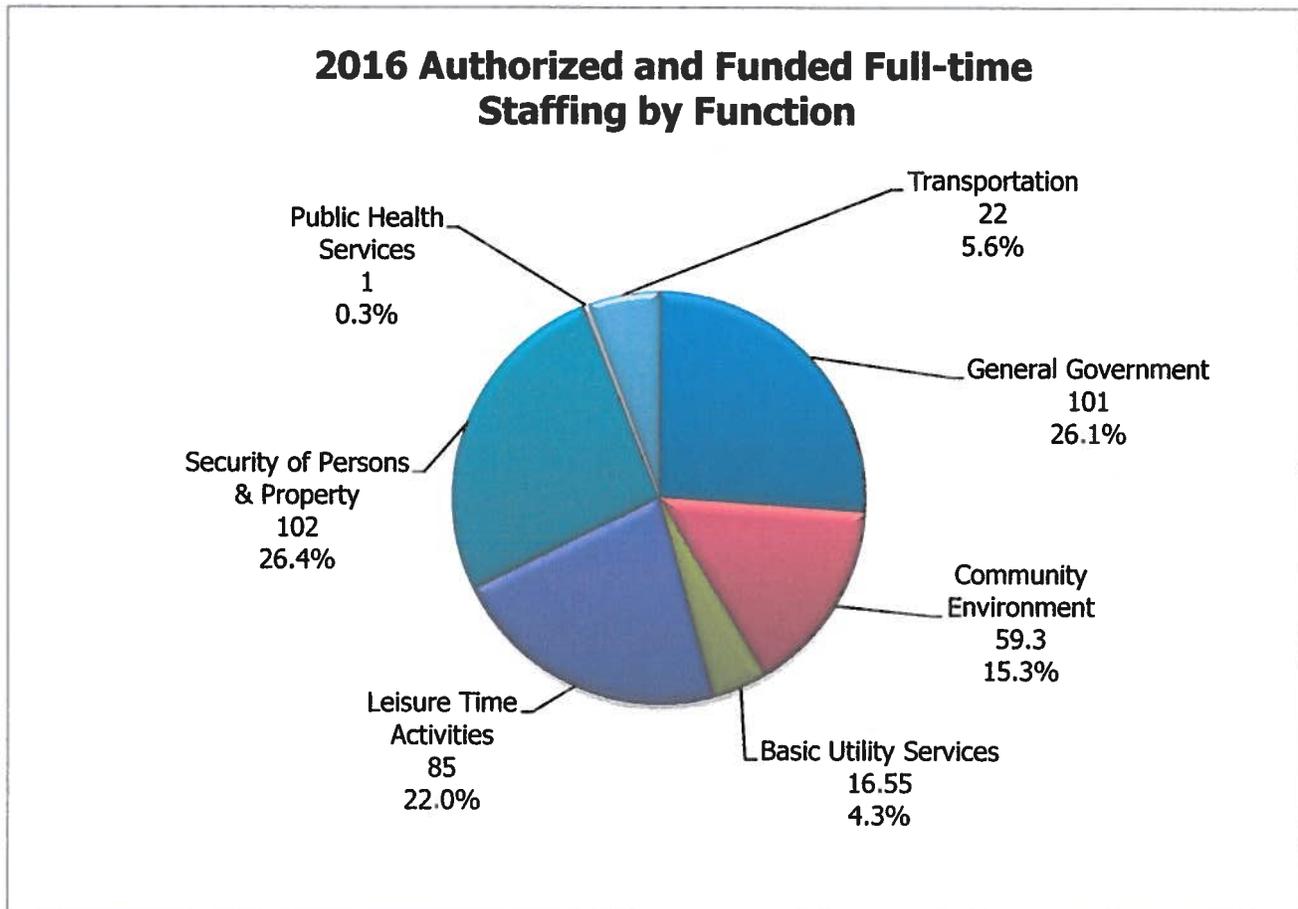


2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Staffing Comparison by Function Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2016 Operating Budget also funds approximately 248 part-time and seasonal positions throughout the City.

	2012	2013	2014	2015	2016
General Government	92	92	93	99	101
Community Environment	62	59	59	60	59.3
Basic Utility Services	17	17	17	16	16.55
Leisure Time Activities	85	85	86	85	85
Security of Persons & Property	88	91	97	102	102
Public Health Services	1	1	1	1	1
Transportation	23	23	25	22	22.15
TOTALS	368	368	378	385	387



2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Full-Time Staffing by Work Unit

Work Unit	2011 Funded	2012 Funded	2013 Funded	2014 Funded	(1) 2015 Funded	(1) 2015 Current	(1) 2016 Proposed	See Notes
City Council	3	2	2	2	3	3	3	
Office of the City Manager	6	6	6	6	6	6	6	(2)
Human Resources	9	9	9	10	10	10	9.75	
Community Relations	7	7	7	7	8	8	8	(3)
Finance/ Office of the Director	5	5	5	10	11	10.5	10.5	(4)
Procurement	1	1	1	1	0	0	0	
Fiscal Administration	6	6	6	0	0	0	0	
Taxation	5	5	5	6	6	5.5	5.5	(4)
Public Works/ Office of Director	0	0	0	2	7	7	7	
Solid Waste Management	7	7	7	7	6	6.25	6.25	
Engineering	28	28	27	27	26	25.3	25.3	
Parks and Recreation/ Office of the Director	0	0	0	0	0	0	5.25	
Parks Operations	47	47	48	48	47	46.75	41.5	
Development/Office of the Director	0	0	0	0	0	0	2	
Economic Development	5	5	5	5	5	5	4	(5)
Building Standards	15	15	15	15	15	15	15	
Planning	21	19	17	17	19	19	19	(6)
Fleet Management	9	9	9	9	9	9	9	
Administrative Services	2	2	2	0	0	0	0	
Information Technology	13	12	13	13	13	13	14	(7)
Court Services/Records Management	6	5	5	4	4	4	4	
Facilities Management	16	16	15	15	15	15	15	
Volunteer Resources	2	2	2	2	2	2	2	
Street and Utilities Operations	22	19	19	21	22	22.15	22.15	
Public Service/Engineering/Sign Shop	5	4	4	4	0	0	0	
Cemetery Maintenance	1	1	1	1	1	1	1	
Recreation Services	7	7	7	7	7	9.25	9.95	
Community Recreation Center	15	15	15	15	15	12.3	11.3	
Municipal Pool	n/a	n/a	n/a	n/a	n/a	0.95	1.25	
Community Recreation Center - Facilities	14	11	10	10	9	9	9	
Police	90	88	91	97	102	102	102	
Events Administration	5	5	5	6	6	6	6	
Hotel/Motel Tax - Public Art	0	0	0	0	1	0.75	0.75	
Water Maintenance	1	1	1	1	1	1.6	1.6	
Sewer Maintenance	9	9	9	9	9	8.7	8.7	
Employee Benefits Self Insurance	0	0	0	1	1	1	1.25	
TOTALS	382	368	368	378	386	385	387	

NOTES:

- (1) For current year and 2016 positions, the format has changed to show the percentage allocation to each Division. This change was made for ease of the reader and staff.
- (2) The vacant Senior Project Manager position is funded to allow the City Manager the flexibility to determine the needs of the Office.
- (3) One Office Assistant is reclassified to a Public Information Officer position.
- (4) The Department of Finance removed one position during 2015. One Accounting Specialist is reclassified to a Payroll Specialist.
- (5) One Economic Development Administrator position is added.
- (6) Senior Project Manager position is reclassified to a Planner 1 position.
- (7) One Network Engineer position is added.

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

The Relationship between Funds and City Departments/Divisions

The City of Dublin’s organizational structure consists of Departments/Divisions 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 Department/Division.

Department / Division	General Fund	Special Revenue Funds									Enterprise Funds	
		Street Maintenance & Repair	State Highway	Cemetery	Recreation	Safety	Swimming Pool	Hotel / Motel Tax	Law Enforcement	Mayors Court Computer	Water	Sewer
City Council	X											
City Manager	X							X				
Human Resources	X											
Community Relations	X											
Legal Services (Contractual)	X											
Court Services	X									X		
Records Management	X											
Finance	X											
Fiscal Administration	X											
Taxation	X											
Public Works	X											
Solid Waste	X											
Engineering	X	X	X								X	X
Street & Utilities Operations		X	X									
Utilities – Water Mtc.											X	
Utilities – San. Sewer Mtc.												X
Facilities Management	X				X							
Fleet Management	X											
Information Technology	X											
Parks & Recreation					X			X				
Parks Operations	X											
Cemetery				X								
Recreation Services					X		X					
Events Administration								X				
Volunteer Resources	X											
Development												
Building	X											
Planning	X											
Economic Development	X											
Police						X			X			

(2) Financial Overview

2016 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.

2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2016 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2016 Unencumbered Balance
GENERAL	\$ 56,885,801	\$ 66,911,260	\$ 30,000	\$ 123,827,061	\$ 51,253,320	\$ 18,601,000	\$ 53,972,741
SPECIAL REVENUE FUNDS							
Street Maintenance and Repair	\$ 665,834	1,463,050	2,000,000	4,128,884	3,883,300	-	245,584
State Highway Improvement	\$ 1,510,482	869,505	-	2,379,987	92,000	25,000	2,262,987
Cemetery	\$ 38,128	27,200	130,000	195,328	176,885	-	18,443
Recreation	\$ 1,138,246	3,345,805	4,500,000	8,984,051	8,199,235	-	784,816
Safety	\$ 1,266,784	2,051,036	11,080,000	14,397,820	13,684,900	-	712,920
Swimming Pool	\$ 135,786	483,525	400,000	1,019,311	993,065	-	26,246
Permissive	\$ 8,860	92,845	-	2,401,705	2,400,000	-	1,705
Hotel/Motel	\$ 2,987,466	3,086,700	2,300,000	6,074,166	4,151,700	162,300	1,760,166
Education and Enforcement	\$ 78,648	1,407	-	80,055	-	-	80,055
Law Enforcement Trust	\$ 2,217	100	-	2,317	-	-	2,317
Mandatory Drug Fine	\$ 2,549	-	-	2,549	-	-	2,549
Mayor's Court Computer Fund	\$ 19,422	8,150	-	27,572	19,490	-	8,082
Accrued Leave Reserves	\$ 541,976	142,850	-	684,826	350,000	-	334,826
Wireless 9-1-1 System	\$ 392,890	100,000	-	492,890	-	80,000	412,890
DEBT SERVICE FUNDS							
G.O. Debt Service	6,609,022	7,080	9,128,108	15,744,210	12,735,710	-	3,008,500
Special Assessment	-	-	-	-	-	-	-
1992 Special Assessment	-	-	-	-	-	-	-
2001 Special Assessment	199,294	126,525	-	325,819	129,200	-	196,619
CAPITAL PROJECTS FUNDS							
Capital Improvements Tax	12,000,251	23,586,700	733,500	36,320,451	21,436,000	8,666,100	6,218,351
Capital Construction	70,543,713	-	-	70,543,713	38,543,713	-	32,000,000
Parkland Acquisition	456,764	657,285	1,605,600	2,719,649	413,300	236,700	2,069,649
Woerner-Temple TIF	8,443	228,300	221,000	457,743	3,000	448,700	6,043
Ruscilli TIF	1,085,867	612,015	-	1,697,882	8,000	1,035,500	654,382
Pizzuti TIF	610,323	727,300	-	1,337,623	205,000	-	1,132,623
Thomas/Kohler TIF	1,974,853	728,300	-	2,703,153	310,000	405,700	1,987,453
McKittrick TIF	4,064,997	1,156,800	-	5,221,797	765,000	2,354,200	2,102,597
Perimeter Center TIF	2,741,812	450,000	-	3,191,812	6,000	-	3,185,812
Rings Road TIF	3,892	400,000	274,100	677,992	276,800	274,100	127,092
Perimeter West TIF	1,386,595	1,189,000	500,000	3,075,595	2,108,000	966,000	1,595
Upper Metro Place TIF	4,639,988	8,240,000	-	12,879,988	8,802,800	722,508	3,354,680
Rings/Frantz TIF	5,004,436	385,000	-	5,389,436	2,105,000	-	3,284,436
Historic Dublin TIF	49,851	77,000	-	126,851	2,000	70,000	54,851
Emerald Pkwy Phase 5 TIF	22,107	-	-	22,107	-	-	22,107

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
SUMMARY OF ALL FUNDS

Fund	1/1/2016 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2016 Unencumbered Balance
Emerald Pkwy Phase 8 TIF	2,315,386	-	-	2,315,386	-	483,800	1,831,586
Perimeter Loop TIF	8,598	36,000	-	44,598	500	35,000	9,098
Tartan West TIF Fund	1,286,019	700,000	-	1,986,019	364,000	-	1,622,019
Shamrock Blvd. TIF Fund	63,399	48,000	-	111,399	600	25,000	85,799
River Ridge TIF Fund	1,572,665	30,000	-	1,602,665	400	137,200	1,465,065
Lifetime Fitness TIF	95,938	641,000	-	736,938	8,700	150,000	578,238
COIC Improvement Fund	114,814	-	-	114,814	-	-	114,814
Irean Place TIF	2,621	4,200	-	6,821	50	3,500	3,271
Shier Rings Road TIF	103,701	11,000	-	114,701	500	-	114,201
Shamrock Crossing TIF	169,547	144,000	-	313,547	1,700	100,000	211,847
Bridge and High TIF	516,928	113,500	-	630,428	1,300	100,000	529,128
Dublin Methodist Hospital TIF	87,869	150,000	-	237,869	2,000	-	235,869
Kroger Centre TIF	120,864	275,000	-	395,864	3,500	-	392,364
Frantz/Dublin Road TIF	12,854	-	-	12,854	-	-	12,854
Delta Energy TIF	44,630	34,000	-	78,630	400	30,000	48,230
Bridge Street TIF	92,779	-	1,200,000	1,292,779	1,140,000	-	152,779
Vrable TIF	15,341	-	-	15,341	-	-	15,341
West Innovation TIF	-	-	350,000	350,000	340,000	-	10,000
Innovation TIF	-	-	-	-	-	-	-
Ohio University TIF	4,484	-	260,000	264,484	260,000	-	4,484
Tuller Flats TIF	2,394,000	395,000	-	2,789,000	2,789,000	-	-
Bridge Park TIF	3,500,000	-	-	3,500,000	-	-	3,500,000
ENTERPRISE FUNDS							
Water	13,604,504	952,720	200,000	14,757,224	1,948,265	-	12,808,959
Water Tower Construction Fund	-	-	-	-	-	-	-
Sewer	4,457,922	2,109,525	200,000	6,767,447	3,749,000	-	3,018,447
Sewer Construction Fund	550,149	-	-	550,149	550,149	-	-
Merchandising	34,361	2,270	-	36,631	5,000	-	31,631
INTERNAL SERVICE FUNDS							
Employee Benefits Self-Insurance	1,222,081	7,121,530	-	8,343,611	7,074,905	-	1,268,706
Workers' Compensation Self-Insurance	464,009	153,540	-	617,549	268,950	-	348,599
FIDUCIARY FUNDS							
Trust and Agency	203,201	707,500	-	910,701	828,795	-	81,906
Convention and Visitor's Bureau	55,414	550,000	-	550,000	500,000	-	50,000
Cemetery Perpetual Care	1,258,600	26,070	-	1,284,670	-	-	1,284,670
Totals	\$ 211,449,973	\$ 131,359,593	\$ 35,112,308	\$ 377,866,460	\$ 192,891,132	\$ 35,112,308	\$ 149,863,020

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Revenue Comparisons - All Funds

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
GENERAL FUND	\$ 75,875,774	\$ 65,689,990	\$ 91,535,875	\$ 66,941,260
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair	3,801,449	3,563,050	3,365,970	3,463,050
State Highway Improvements	2,542,550	869,505	1,027,500	869,505
Cemetery	167,291	177,200	165,221	157,200
Recreation	6,653,342	6,872,805	7,353,219	7,845,805
Safety	11,540,654	13,087,165	12,142,478	13,131,036
Swimming Pool	713,081	833,525	883,331	883,525
Permissive Tax	104,637	92,845	92,538	2,392,845
Hotel/Motel Tax	4,202,222	2,936,700	3,841,370	3,086,700
Enforcement and Education	1,783	1,410	1,457	1,407
Law Enforcement Trust	116	100	240	100
Mandatory Drug Fine	15	-	15	-
Mayor's Court Computer	8,007	5,150	12,100	8,150
Accrued Leave Reserves	-	139,000	139,000	142,850
Wireless 9-1-1 System	130,047	100,000	100,000	100,000
DEBT SERVICE FUNDS				
General Obligation Bond Retirement	16,271,798	9,334,858	13,390,776	9,135,188
Special Assessment Bond Retirement	7,542	-	745	-
1992 Special Assessment Bond Retirement	100,965	-	770	-
2001 Special Assessment Bond Retirement	132,028	141,525	127,530	126,525
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax	26,471,566	23,177,950	24,075,465	24,320,200
Capital Construction	205	15,135,000	101,980,000	-
Parkland Acquisition	1,507,296	657,285	1,152,925	2,262,885
Woerner-Temple TIF	469,220	464,450	463,550	449,300
Ruscilli TIF	551,222	547,000	612,015	612,015
Pizzuti TIF	1,384,581	1,084,500	206,200	727,300
Thomas/Kohler TIF	1,018,063	790,900	727,300	728,300
McKittrick TIF	1,156,029	6,532,000	1,186,800	1,156,800
Perimeter Center TIF	525,245	493,500	473,700	450,000
Rings Road TIF	421,712	421,700	31,300	674,100
Perimeter West TIF	2,211,691	4,810,000	3,189,000	1,689,000
Upper Metro Place TIF	9,242,990	8,390,000	8,240,000	8,240,000
Rings/Frantz TIF	417,285	417,200	385,100	385,000
Historic Dublin Parking TIF	59,212	59,000	77,800	77,000
Emerald Pkwy Phase 8 TIF	2,485,754	-	645,600	-
Perimeter Loop TIF	36,415	36,400	36,000	36,000
Tartan West TIF Fund	734,255	636,000	705,200	700,000
Shamrock Blvd. TIF Fund	23,681	23,700	48,500	48,000
River Ridge TIF	2,019,861	19,900	30,000	30,000
Lifetime Fitness TIF	742,357	1,142,400	741,800	641,000
COIC Improvement Fund	288	-	-	-
Irean Place TIF	4,217	4,200	4,200	4,200
Shier Rings Road TIF	42,532	42,500	(75,700)	11,000
Shamrock Crossing TIF Fund	66,027	66,000	144,000	144,000
Bridge and High TIF Fund	113,763	113,500	113,600	113,500
Dublin Methodist Hospital TIF Fund	138,216	138,200	151,800	150,000
Kroger Centre TIF	250,508	250,000	284,700	275,000
Frantz/Dublin Road TIF	-	2,650,000	-	-
Delta Energy TIF	34,357	34,000	34,300	34,000
Bridge Street TIF	14,500,163	9,150,000	6,075,000	1,200,000
Vrable TIF	2,300,000	-	239,000	-
Ohio University TIF	1,010,000	-	5,000	260,000
West Innovation TIF	-	1,950,000	1,700,000	350,000
Tuller TIF	-	10,600,000	2,600,000	395,000
Bridge Park TIF	-	-	3,500,000	-
ENTERPRISE FUNDS				
Water	4,242,947	1,152,720	2,261,681	1,152,720
Water Tower Construction Fund	137	-	10	-
Sewer	4,316,680	2,309,525	4,265,982	2,309,525
Sewer Construction Fund	6	-	2,500,002	-
Merchandising	3,513	3,270	2,273	2,270
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance	4,507,824	5,980,670	6,440,510	7,121,530
Worker's Compensation	53,758	158,540	103,545	153,540
FIDUCIARY FUNDS				
Cemetery Perpetual Care	60,177	26,070	84,500	26,070
Convention and Visitors' Bureau	668,511	500,000	737,000	550,000
Other Agency	1,280,817	327,500	853,586	707,500
SUBTOTAL	207,326,382	204,140,408	311,213,379	166,471,901
Less:				
Transfers and advances	(40,221,583)	(40,148,478)	(91,097,834)	(35,112,308)
TOTAL REVENUE	167,104,799	163,991,930	220,115,545	131,359,593

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Revenue Comparison - General Fund

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
TAXES				
Income Taxes	\$ 66,051,400	\$ 61,237,500	\$ 62,463,750	\$ 62,463,750
INTERGOVERNMENTAL REVENUE				
Local Government	537,402	501,500	490,070	501,520
Estate Taxes	90,657	-	10,786	-
Cigarette Taxes	638	635	559	635
Liquor and Beer Permits	58,094	55,000	62,800	55,000
Grants-State & Federal	-	-	-	-
Other	3,613	-	6,111	-
CHARGES FOR SERVICES				
General Fees and Charges	44,170	15,000	37,900	15,000
Sale of Fuel	1,452,577	1,100,000	1,246,000	1,100,000
Vehicle Maintenance Services	37,331	20,000	54,250	20,000
FINES, LICENSES AND PERMITS				
Fines and Forfeitures	271,575	230,000	275,000	230,000
Licenses and Permits	2,915,984	1,946,355	2,634,399	1,941,355
OTHER REVENUES				
Interest Income	359,763	324,000	360,000	324,000
Other	967,571	260,000	584,250	260,000
NONOPERATING REVENUE				
Transfers/Advances	3,085,000	-	23,310,000	30,000
TOTAL GENERAL FUND REVENUE	\$ 75,875,775	\$ 65,689,990	\$ 91,535,875	\$ 66,941,260

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Recap of 2016 Requests

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
GENERAL FUND				
City Council/Boards & Commissions	\$ 695,870			
City Manager	1,361,390			
Miscellaneous	788,990			
Human Resources	2,106,225			
Community Relations	1,865,865			
Legal Services	1,750,000			
Information Technology	4,874,230			
Court Services	419,945			
Records Management	156,950			
Finance				
Office of the Director	1,415,580			
Procurement	129,900			
Transfers/Advances	18,601,000			
Miscellaneous	577,850			
Taxation	3,285,630			
Public Services				
Office of the Director	842,265			
Solid Waste Management	3,296,185			
Fleet Management	3,572,560			
Engineering	3,466,735			
Miscellaneous	350,000			
Facilities Management	2,612,555			
Development				
Office of the Director	299,535			
Planning	2,422,905			
Economic Development	5,195,215			
Building Standards	1,734,825			
Parks and Recreation				
Office of the Director	620,355			
Parks and Open Space	7,148,965			
Volunteer Resources	262,795			
		\$69,854,320	\$69,854,320	
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair Fund				
Streets & Utilities	3,518,800			
Engineering	364,500			
		3,883,300		
State Highway Improvements Fund				
Streets & Utilities	25,000			
Engineering	92,000			
		117,000		
Cemetery Fund				
Cemetery	176,885			
		176,885		
Recreation Fund				
Recreation	2,637,810			
Community Recreation Center	3,988,070			
Community Recreation Center - Facilities	1,573,355			
		8,199,235		
Safety Fund				
Police	11,395,135			
Communication	2,289,765			
		13,684,900		
Swimming Pool Fund				
Dublin Municipal Pools	993,065			
		993,065		
Permissive Tax Fund	2,400,000			
		2,400,000		
Hotel/Motel Tax Fund				
City Manager	185,285			
Events Administration	3,236,135			
Taxation	730,280			
Transfers/Advances	162,300			
		4,314,000		

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Recap of 2016 Requests

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
SPECIAL REVENUE FUNDS (Continued)				
Education and Enforcement Fund				
Police	<u>0</u>			
Law Enforcement Trust Fund		0		
Police	<u>0</u>			
Mayor's Court Computer Fund			0	
Court Services	<u>19,490</u>			
Accrued Leave Reserve Fund			19,490	
Finance	<u>350,000</u>			
Wireless 9-1-1 System				
Transfers/Advances	<u>80,000</u>	80,000	34,217,875	
DEBT SERVICE FUNDS				
General Obligation Debt Service Fund		12,735,710		
2001 Special Assessment Bond Retirement Fund		<u>129,200</u>		
			12,864,910	
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax Fund		30,102,100		
Capital Construction Fund		38,543,713		
Parkland Acquisition Fund		<u>650,000</u>		
			69,295,813	
ENTERPRISE FUNDS				
Water Fund				
Finance	296,200			
Streets & Utilities	443,785			
Engineering	<u>1,208,280</u>			
		1,948,265		
Sewer Fund				
Finance	1,857,805			
Streets & Utilities	1,140,055			
Engineering	<u>751,140</u>			
		3,749,000		
Sewer Construction Fund			550,149	
Merchandising Fund				
Community Relations			5,000	
			6,252,414	
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance Fund		7,074,905		
Workers' Comp. Self-Insurance Fund		<u>268,950</u>		
			7,343,855	
TRUST AND AGENCY FUNDS				
Agency Fund		828,795		
Convention & Visitors' Bureau Fund		<u>500,000</u>		
			1,328,795	
				<u>\$201,157,982</u>
RECAP:				
Total Amount Budgeted	\$201,157,982			
TIF Fund Projected Expenditures	26,845,458			
Less:				
Transfers & Advances	<u>(35,112,308)</u>			
Total Expenditures	<u>\$192,891,132</u>			

2016 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
Estimated revenues:									
Income taxes	\$ 62,463,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property taxes	-	-	-	-	-	368,985	-	-	-
Hotel/Motel taxes	-	-	-	-	-	-	-	-	1,650,000
Intergovernmental revenue	557,155	1,449,000	117,470	-	-	35,000	-	90,000	-
Charges for services	1,135,000	10,500	-	27,000	3,070,000	1,638,161	482,000	-	955,500
Fines, licenses and permits	2,171,355	-	-	-	-	-	-	-	136,000
Interest income	324,000	2,550	2,035	200	12,125	6,090	1,525	2,845	15,200
Miscellaneous	260,000	1,000	750,000	-	263,680	2,800	-	-	330,000
Total estimated revenues	66,911,260	1,463,050	869,505	27,200	3,345,805	2,051,036	483,525	92,845	3,086,700
Estimated expenditures:									
Personal services	24,309,710	2,260,950	-	142,075	5,068,405	13,027,715	609,640	-	761,860
Other expenses	26,534,260	1,609,850	22,000	20,800	2,843,330	631,185	307,025	-	3,310,340
Capital outlay	409,350	12,500	70,000	14,010	287,500	26,000	76,400	2,400,000	79,500
Total estimated expenditures	51,253,320	3,883,300	92,000	176,885	8,199,235	13,684,900	993,065	2,400,000	4,151,700
Excess of revenues over expenditures	15,657,940	(2,420,250)	777,505	(149,685)	(4,853,430)	(11,633,864)	(509,540)	(2,307,155)	(1,065,000)
Other financing sources:									
Transfers in	-	2,000,000	-	130,000	4,500,000	11,080,000	400,000	-	-
Transfers out	(18,030,000)	-	(25,000)	-	-	-	-	-	(162,300)
Advances in	30,000	-	-	-	-	-	-	2,300,000	-
Advances out	(571,000)	-	-	-	-	-	-	-	-
Total other financing sources	(18,571,000)	2,000,000	(25,000)	130,000	4,500,000	11,080,000	400,000	2,300,000	(162,300)
Net change in fund balance	(2,913,060)	(420,250)	752,505	(19,685)	(353,430)	(553,864)	(109,540)	(7,155)	(1,227,300)
Estimated fund balance, January 1	56,885,801	665,834	1,510,482	38,128	1,136,246	1,266,784	135,786	8,860	2,987,466
Estimated fund balance, December 31	\$ 53,972,741	\$ 245,584	\$ 2,262,987	\$ 18,443	\$ 784,816	\$ 712,920	\$ 26,246	\$ 1,705	\$ 1,760,166

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

Fund	Enforcement & Education	Law Enforcement	Mandatory Drug Fine	Court Computer	Accrued Leave	Wireless 911	Debt Service	Capital Improvements	Parkland Acquisition
Estimated revenues:									
Income taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,821,250	\$ -
Property taxes	-	-	-	-	-	-	-	2,364,300	593,500
Hotel/Motel taxes	-	-	-	-	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-	100,000	-	254,000	62,260
Charges for services	-	-	-	-	142,850	-	-	-	-
Fines, licenses and permits	1,000	-	-	8,000	-	-	-	-	-
Interest income	407	100	-	150	-	-	8,605	147,150	1,525
Miscellaneous	-	-	-	-	-	-	125,000	-	-
Total estimated revenues	1,407	100	-	8,150	142,850	100,000	133,605	23,586,700	657,285
Estimated expenditures:									
Personal services	-	-	-	-	350,000	-	-	-	-
Other expenses	-	-	-	19,490	-	-	12,864,910	38,500	10,000
Capital outlay	-	-	-	-	-	-	-	21,397,500	403,300
Total estimated expenditures	-	-	-	19,490	350,000	-	12,864,910	21,436,000	413,300
Excess of revenues over expenditures	1,407	100	-	(11,340)	(207,150)	100,000	(12,731,305)	2,150,700	243,985
Other financing sources:									
Transfers in	-	-	-	-	-	-	9,128,108	-	-
Transfers out	-	-	-	-	-	(80,000)	-	(4,132,000)	(236,700)
Advances in	-	-	-	-	-	-	-	733,500	1,605,600
Advances out	-	-	-	-	-	-	-	(4,534,100)	-
Total other financing sources	-	-	-	-	-	(80,000)	9,128,108	(7,932,600)	1,368,900
Net change in fund balance	1,407	100	-	(11,340)	(207,150)	20,000	(3,603,197)	(5,781,900)	1,612,885
Estimated fund balance, January 1	78,648	2,217	2,549	19,422	541,976	392,890	6,808,316	12,000,251	456,764
Estimated fund balance, December 31	\$ 80,055	\$ 2,317	\$ 2,549	\$ 8,082	\$ 334,826	\$ 412,890	\$ 3,205,119	\$ 6,218,351	\$ 2,069,649

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

Fund	Water	Sewer	Merchandising	Employee Benefits	Workers Compensation	Total
Estimated revenues:						
Income taxes	\$ -	\$ -	\$ -	\$ -	\$ -	83,285,000
Property taxes	-	-	-	-	-	3,326,785
Hotel/Motel taxes	-	-	-	-	-	1,650,000
Intergovernmental revenue	-	-	-	-	-	2,664,885
Charges for services	880,000	2,076,500	2,000	7,088,900	150,000	17,658,411
Fines, licenses and permits	1,800	-	-	-	-	2,318,155
Interest income	70,920	33,025	200	7,630	3,540	639,822
Miscellaneous	-	-	70	25,000	-	1,757,550
Total estimated revenues	952,720	2,109,525	2,270	7,121,530	153,540	113,300,608
Estimated expenditures:						
Personal services	189,015	988,035	-	148,160	-	47,855,565
Other expenses	763,250	2,274,965	5,000	6,926,745	268,950	58,450,500
Capital outlay	996,000	486,000	-	-	-	26,658,060
Total estimated expenditures	1,948,265	3,749,000	5,000	7,074,905	268,950	132,964,225
Excess of revenues over expenditures	(995,545)	(1,639,475)	(2,730)	46,625	(115,410)	(19,663,617)
Other financing sources:						
Transfers in	200,000	200,000	-	-	-	27,638,108
Transfers out	-	-	-	-	-	(22,666,000)
Advances in	-	-	-	-	-	4,669,100
Advances out	-	-	-	-	-	(5,105,100)
Total other financing sources	200,000	200,000	-	-	-	4,536,108
Net change in fund balance	(795,545)	(1,439,475)	(2,730)	46,625	(115,410)	
Estimated fund balance, January 1	13,604,504	4,457,922	34,361	1,222,081	464,009	
Estimated fund balance, December 31	\$ 12,808,959	\$ 3,018,447	\$ 31,631	\$ 1,268,706	\$ 348,599	

*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'

2016 PROPOSED OPERATING BUDGET - CITY OF DUBLIN, OHIO

DEBT SERVICE SCHEDULE
Reflects Debt as of 12/31/15

	Date Of Issue	Original Amount	O/S Principal	2016		
				Principal Payment	Interest Payment	
<u>Unvoted Bonds (G.O.)</u>						
(3)	Upper Scioto West Branch (OWDA)	1/1/99	19,716,717	3,169,599	1,227,564	123,156.79
(1)	Avery-Muirfield Interchange	9/1/99	8,316,788	2,205,000	530,000	44,250.00
(4)	Rings Road Improvements (TIF)	12/1/00	3,535,000	1,242,369	227,412	46,668.96
(6)	Arts Facility Acquisition	12/1/00	1,360,000	472,100	86,416	17,734.20
(6)	Arts Facility Renovation	12/1/00	755,000	263,382	48,211	9,893.82
(4)	Perimeter Drive Extension (TIF)	12/1/00	3,940,000	1,386,484	253,791	52,082.58
(4)	Emerald Parkway-Phase 7A (TIF)	12/1/00	2,020,000	705,665	129,170	26,507.94
(1)	Service Center	12/1/01	3,675,000	1,385,101	225,164	51,365.58
(1)	Municipal Pool South (OMB)	4/14/04	2,986,000	1,689,000	141,000	77,459.00
(4)	Industrial Pkwy/SR 161 Improvements	1/7/14	8,210,000	7,315,000	445,000	215,031.26
(2)	Darree Fields Water Tower	1/7/14	1,710,000	1,525,000	95,000	44,762.50
(3)	Sanitary Sewer Lining	1/7/14	1,880,000	1,675,000	100,000	49,325.00
(1)	LED Street Lights	10/2/12	2,185,000	1,670,000	220,000	41,850.00
(2)	Dublin Road Water Tower	10/2/12	2,360,000	2,080,000	95,000	61,412.50
(3)	Sewer Lining & Repairs	10/2/12	2,540,000	2,240,000	105,000	66,050.00
(4)	Emerald Parkway Phase 8	12/17/13	5,420,000	5,410,000	5,000	177,725.00
(4)	Emerald Parkway Phase 8	1/7/14	1,580,000	1,050,000	280,000	21,050.00
(4)	Bridge Street - Land Acquisition	12/17/13	4,435,000	4,425,000	5,000	145,100.00
(4)	Bridge Street - Land Acquisition	1/7/14	1,265,000	835,000	225,000	16,637.50
(4)	270/33 Interchange (Design, ROW)	1/7/14	9,000,000	7,325,000	850,000	185,475.00
(1)	Justice Center Improvements	9/30/15	10,600,000	10,600,000	310,000	473,559.22
(3)	Sewer Lining & Repairs	9/30/15	2,500,000	2,500,000	75,000	111,703.88
(1)	BSD Transportation (Riverside Dr/161/Park)	9/30/15	25,000,000	25,000,000	725,000	1,116,848.68
(4)	BSD Transportation (Riverside Dr/161/Park)	9/30/15	11,100,000	11,100,000	0	498,980.02
(1)	BSD Parking Structures (Tax-Exempt)	10/28/15	16,000,000	16,000,000	0	784,069.12
(1)	BSD Parking Structures (Taxable)	10/28/15	16,000,000	16,000,000	0	734,336.88
(4)	270/33 Interchange (Construction) (SIB)	2/10/15	10,010,000	10,010,000	197,358	525,150.00
				139,278,700	6,601,086	5,718,185
<u>Unvoted Special Assessment Bonds</u>						
(7)	Ballantrae	12/1/01	1,700,000	644,899	104,836	23,915.66
				644,899	104,836	23,915.66
<u>Voted Bonds (G.O.)</u>						
(1)	Recreation Center expansion	10/15/98	3,998,000	689,000	252,000	26,172.50
(1)	Emerald Parkway Bridge	10/15/98	7,518,000	1,026,000	513,000	41,040.00
(4)	Emerald Parkway-Phase 2 (TIF)	10/15/98	7,874,000	475,000	475,000	19,000.00
(4)	Woerner-Temple Road	12/1/00	5,555,000	1,643,000	385,000	63,662.50
(1)	Emerald Parkway Overpass - Phase 7	12/1/00	6,565,000	1,953,000	458,000	75,675.00
(5)	Coffman Park Expansion	12/1/00	3,135,000	1,044,000	197,000	39,700.00
				6,830,000	2,280,000	265,250.00
Total Debt Payments				\$146,753,599	\$8,985,922	\$6,007,351
(1)	Supported by income tax revenue			78,217,101	3,374,164	3,466,626
(2)	Supported by Water Fund revenue			3,605,000	190,000	106,175
(3)	Supported by Sewer Fund revenue			9,584,599	1,507,564	350,236
(4)	Supported by TIF revenue			52,922,518	3,477,731	1,993,071
(5)	Supported by property tax revenue			1,044,000	197,000	39,700
(6)	Supported by hotel/motel tax revenue			735,482	134,627	27,628
(7)	Supported by special assessment revenue			644,899	104,836	23,916

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(3) General Fund

2016 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.

PERSONNEL DATA **POSITION TITLE**

2015 **CURRENT NUMBER**

2016 **PROPOSED**

Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council (1)	2	2
TOTAL	10	10

NOTES & ADJUSTMENTS:

(1) The vacant Deputy Clerk of Council position was filled in September 2015.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Legislative Affairs

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1510						
Personal Services						
2110	Salaries/Wages	246,963	304,185	304,185	250,000	316,725
2111	Overtime Wages	3,475	4,610	4,610	4,600	4,610
2120	Employee Benefits	125,564	201,530	189,030	135,000	245,515
		376,002	510,325	497,825	389,600	566,850
Other Expenses						
2201	Conference/Mileage	1,358	20,000	20,000	15,000	30,500
2211	Meeting Expenses	1,032	2,500	2,657	2,500	2,500
2212	Long Term Strategic Plar	9,423	12,000	11,900	10,000	12,000
2240	Ceremonial Functions	18,734	20,180	32,780	22,000	20,260
2349	Professional Services	13,343	15,000	18,719	15,000	16,000
2370	Advertising	5,448	15,000	15,000	15,000	3,000
2391	Memberships/Subscriptic	964	1,610	1,610	1,000	1,810
2410	Office Supplies	1,445	8,000	9,267	8,000	8,000
		51,747	94,290	111,933	88,500	94,070
TOTALS		\$427,749	\$604,615	\$609,758	\$478,100	\$660,920

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Boards and Commissions

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1520						
Personal Services						
2110	Salaries/Wages	8,300	8,400	8,400	8,400	8,400
2120	Employee Benefits	1,159	1,300	1,300	900	1,300
		9,459	9,700	9,700	9,300	9,700
Other Expenses						
2201	Conference/Mileage	140	23,500	23,500	10,050	23,500
2211	Meeting Expenses	0	1,000	1,000	0	1,000
2391	Memberships/Subscriptic	0	750	750	0	750
		140	25,250	25,250	10,050	25,250
TOTALS		\$9,599	\$34,950	\$34,950	\$19,350	\$34,950

2016 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 Clerks of Council.
- Account 2201 includes funding for travel and training for Council Members and certification-related training for the Clerk of Council and Deputy Clerks 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.

2016 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.

PERSONNEL DATA

POSITION TITLE

2015 CURRENT NUMBER

2016 PROPOSED

City Manager	1	1
Assistant City Manager	1	1
Senior Project Manager (1)	1	1
Management Assistant	1	1
Executive Administrative Professional	1	1
Administrative Support 1	<u>1</u>	<u>1</u>
TOTAL	6	6

PART-TIME/SEASONAL STAFF

Director of Strategic Initiatives/Special Projects (2)	1	1
Intern	<u>1</u>	<u>1</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

- (1) The Senior Project Manager position has been vacant since April 2014. The position is included to allow the City Manager the flexibility to determine the needs of the office.
- (2) This is a permanent part-time position.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Office of the Director

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1110						
Personal Services						
2110	Salaries/Wages	624,383	681,410	681,410	600,000	717,905
2111	Overtime Wages	308	500	500	310	500
2112	Other Wages	15,450	18,440	18,440	0	22,125
2120	Employee Benefits	158,374	209,130	207,130	180,000	247,555
		798,515	909,480	907,480	780,310	988,085
Other Expenses						
2201	Conference/Mileage	14,331	18,000	18,550	14,500	18,000
2211	Meeting Expenses	2,988	4,250	6,250	4,250	6,750
2230	Staff Goal Setting	0	4,500	4,500	700	2,500
2349	Professional Services	0	0	0	0	182,500
2380	Printing & Reproductions	0	250	250	0	250
2391	Memberships/Subscriptio	3,699	6,895	6,895	3,700	8,205
2410	Office Supplies	1,783	2,500	2,976	2,975	2,500
2440	Small Tools & Minor Equ	0	200	200	0	200
2812	Special Projects/Program	12,600	15,000	16,900	16,900	152,400
		35,401	51,595	56,521	43,025	373,305
TOTALS		\$833,916	\$961,075	\$964,001	\$823,335	\$1,361,390

2016 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 2349 provides funding for WiFi locations/new structure consulting, ROW telecom engineering, wireless structures location consulting, telecom consulting legal services, and Aquarian Consulting (ICF).
- Account 2391 provides funding for staff's membership to organizations such as International City/County Management Association (ICMA) and Ohio City/County Management Association (OCMA).
- Account 2812 provides funding for projects such as the Citizens Academy, ICF Institute and the LEAN Program.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Miscellaneous

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1119						
Other Expenses						
2349	Professional Services	144,000	160,000	168,000	168,000	168,000
2362	Workers' Compensation	50,000	200,000	200,000	100,000	150,000
2391	Memberships/Subscriptions	47,263	59,000	59,000	50,000	64,420
2392	County Wide Disaster Serv	42,855	46,000	60,413	60,413	59,320
2821	Grants/Community Org	167,564	187,065	190,972	190,972	187,250
2823	Leadership Dublin	10,000	10,000	10,000	10,000	10,000
2990	Contingencies	262,145	150,000	169,212	150,000	150,000
		723,827	812,065	857,597	729,385	788,990
TOTALS		\$723,827	\$812,065	\$857,597	\$729,385	\$788,990

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Miscellaneous Accounts / Contingencies

BUDGET SUMMARY:

101-1119

- Account 2349 provides funding for federal and state lobbying efforts.
- Account 2362 provides funding for the City's self-insured workers' compensation program. This amount reflects the City's program costs including claims, third party administration and excess loss coverage.
- Account 2391 includes funds for memberships/subscriptions to the Ohio Municipal League, the National League of Cities, 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. 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 \$24,000.
- Account 2823 provides funding for Leadership Dublin.
- Account 2990 provides funding for unanticipated expenditures that may occur throughout the year.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Office of the City Manager / 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 property & casualty insurance, risk management, and occupational safety & health programs.
- To administer the City's self-insured Workers Compensation Program.

PERSONNEL DATA

POSITION TITLE

**2015
CURRENT NUMBER**

**2016
PROPOSED**

Director, Human Resources	1	1
Human Resource Manager	1	1
Benefits Administrator (1)	0	.25
Human Resource Specialist	3	3
Human Resource (Wellness) Coordinator (2)	1	.5
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Administrative Support 2	1	1
Talent Development Manager	<u>1</u>	<u>1</u>
TOTAL	10	9.75

PERMANENT PART-TIME

Human Resources Coordinator (2)	<u>0</u>	<u>.5</u>
TOTAL	0	.5

NOTES AND ADJUSTMENTS:

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

(2) Funding fifty percent of the Human Resources (Wellness) Coordinator from this account allows for a Permanent Part Time Human Resources Coordinator to process seasonal hires. The other fifty percent (50%) of the Human Resources (Wellness) Coordinator is funded in the Internal Service/Employee Benefits budget.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
 City Manager
 Human Resources

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1120						
Personal Services						
2110	Salaries/Wages	574,649	607,785	635,785	635,000	787,410
2111	Overtime Wages	1,322	8,000	8,000	500	8,000
2112	Other Wages	21,627	0	0	0	0
2113	Short Term Disability	44,776	0	2,000	1,956	0
2120	Employee Benefits	221,875	303,340	277,013	245,500	368,290
2125	Employee Training & Dev.	38,656	74,240	59,140	38,655	114,750
2126	Tuition Reimbursement	37,182	50,000	50,000	37,000	50,000
2140	Uniforms & Clothing	809	2,000	2,000	0	2,000
		940,896	1,045,365	1,033,938	958,611	1,330,450
Other Expenses						
2201	Conference/Mileage	9,685	20,000	20,095	10,000	21,300
2210	Reimbursable Business Exp	0	2,000	4,500	4,500	3,500
2211	Meeting Expenses	5,615	5,500	5,500	3,500	5,000
2349	Professional Services	86,368	122,310	134,320	130,000	157,055
2351	Maint. of Equipment	0	180	180	0	180
2360	Insurance & Bonding	474,294	501,120	501,120	475,000	500,910
2365	Insurance Claims paid	2,785	10,000	10,000	10,000	10,000
2370	Advertising	11,822	15,250	31,250	25,250	19,250
2380	Printing & Reproductions	2,136	8,000	5,500	2,200	3,000
2390	Misc Contractual Services	26,204	24,135	24,333	19,850	24,135
2391	Memberships/Subscriptions	6,462	8,000	8,165	6,500	6,500
2410	Office Supplies	5,487	8,065	8,377	7,400	8,145
2810	Employee Awards Program	2,283	4,600	4,600	2,300	5,000
2812	Special Projects/Programs	106	300	300	0	300
2815	Risk Mgt./Safety Programs	21,279	19,955	20,741	19,750	11,500
		654,526	749,415	778,981	716,250	775,775
TOTALS		\$1,595,422	\$1,794,780	\$1,812,919	\$1,674,861	\$2,106,225

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Human Resources

BUDGET SUMMARY:

101-1120

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2125 provides funding for a City-wide Drug-free Workplace Training for employees, a City-wide staff Technology Development program, an Ohio University Essentials of Supervision Training program (Dublin Leadership Academy), and an Ohio University School of Leadership and Public Affairs program focused on Strategic, Operation Leadership for the City Manager and Directors, Training on the Use of NEOGOV software for position advertising/recruitment and Lominger software used to determine competencies/position descriptions.
- 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, 2016 to October 1, 2017, 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

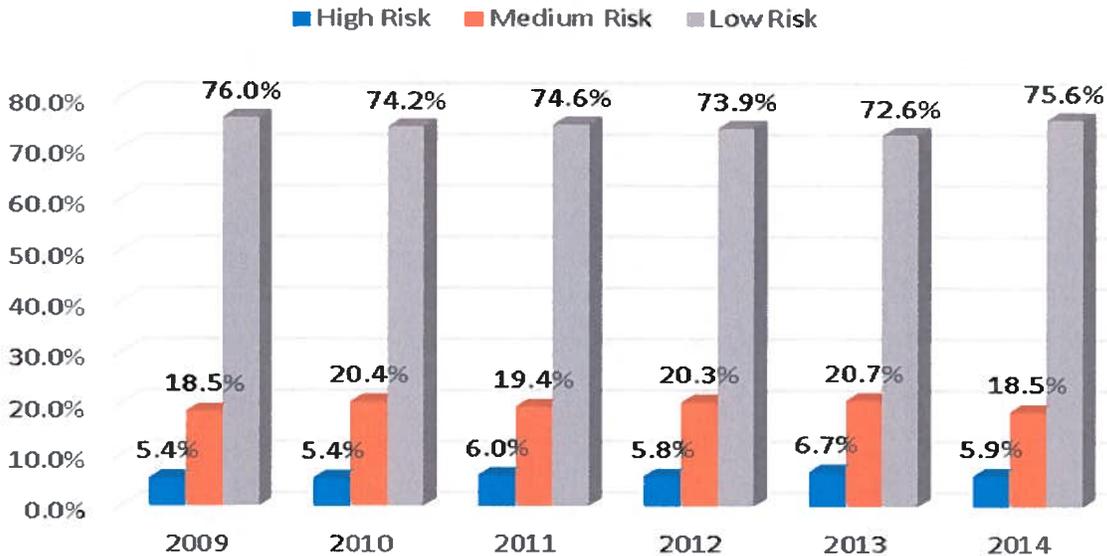
Office of the City Manager / Human Resources

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%
2014	540	5.9%	18.5%	75.6%

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. In 2014, our high and medium risk population decreased and our low risk population increased, which indicate our risks are decreasing and our population is at least maintaining if not improving their health status.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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 stormwater 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

	<u>2015</u>	<u>2016</u>
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Community Relations	1	1
Public Affairs Officer	1	1
Senior Public Information Officer	1	1
Public Information Officer (1)	1	2
Website Administrator	1	1
Website Developer	1	1
Administrative Assistant	1	1
Administrative Support 2 (1)	<u>1</u>	<u>0</u>
TOTAL	8	8

PART-TIME/SEASONAL STAFF

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

NOTES & ADJUSTMENTS:

(1) Administrative Support 2 (Office Assistant II) position reclassified to a Public Information Officer position.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Community Relations

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1130						
Personal Services						
2110	Salaries/Wages	508,461	604,740	600,775	535,000	620,595
2111	Overtime Wages	4,764	4,000	5,000	5,000	4,500
2112	Other Wages	28,735	25,000	30,000	28,750	30,000
2113	Short Term Disability	1,632	0	3,465	3,463	0
2120	Employee Benefits	185,901	248,850	248,850	235,000	292,320
2140	Uniforms & Clothing	854	1,200	1,600	0	1,200
		730,347	883,790	889,690	807,213	948,615
Other Expenses						
2201	Conference/Mileage	5,923	10,250	10,250	6,500	10,250
2211	Meeting Expenses	4,756	4,550	4,550	4,000	5,050
2320	Communications	126	500	500	100	500
2349	Professional Services	290,685	389,950	426,580	336,350	390,150
2351	Maint. of Equipment	215	1,000	1,000	215	1,000
2370	Advertising	14,118	23,000	28,785	22,400	23,000
2380	Printing & Reproductions	12,279	15,000	25,570	14,200	20,000
2390	Misc Contractual Service	1,552	2,200	2,200	2,200	2,200
2391	Memberships/Subscriptic	4,167	4,450	4,450	4,370	4,700
2410	Office Supplies	2,830	5,000	5,222	5,000	5,000
2420	Operating Supplies	73	5,000	15,000	15,000	7,000
2440	Small Tools & Minor Equ	2,016	2,500	2,500	1,000	2,500
2812	Special Projects/Program	105,225	175,200	180,100	166,000	202,000
2813	Promotional Programs	191,750	210,100	214,790	190,000	243,900
		635,715	848,700	921,497	767,335	917,250
TOTALS		\$1,366,062	\$1,732,490	\$1,811,187	\$1,574,548	\$1,865,865

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Community Relations

Budget Summary:

101-1130

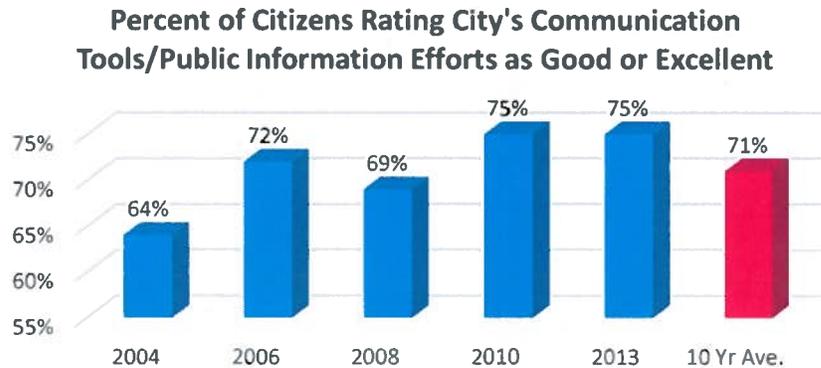
- Account 2110 provides funding for staffing reflected under Personnel Data.
- Account 2111 provides funding of overtime for events, meetings and special projects.
- Account 2112 provides funding for interns.
- Account 2140 provides funding for uniforms for staff working community-wide ceremonial functions 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Community Relations

PERFORMANCE MEASURES:

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



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.

Digital // By the Numbers

<u>Website</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015 (Jan. – Aug.)</u>
 Page views	2,117,640	2,093,339	2,052,637	1,607,810
 Sessions	762,360	821,080	844,969	688,074
Mobile Visits	122,367	191,582	255,302	255,617

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.

<u>Social Media</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015 (Jan. – Aug.)</u>
Facebook	2,757	6,844	7,918	9,301
Twitter	4,886	7,658	9,206	10,958
LinkedIn	N/A	424	784	1,110
Instagram	233	717	1,400	2,034
eNews	2,267	2,739	3,185	3,924
Nextdoor	N/A	N/A	1,611	4,511

2016 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 Law 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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director of Law *	1	1
Assistant Director of Law *	<u>2</u>	<u>2</u>
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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Manager

Legal Services

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1140						
Other Expenses						
2345	Legal Services	945,551	1,000,000	1,083,817	850,000	1,000,000
2346	Other Legal Services	522,077	575,000	632,436	565,000	575,000
2349	Professional Services	109,434	175,000	186,500	500,000	175,000
		1,577,062	1,750,000	1,902,753	1,915,000	1,750,000
TOTALS		\$1,577,062	\$1,750,000	\$1,902,753	\$1,915,000	\$1,750,000

2016 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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Office of the Director / Fiscal Administration

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>2015 CURRENT NUMBER</u>	<u>2016 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	2
Accounting Specialist (2)	3.5	2.5
Administrative Support 2	<u>1</u>	<u>1</u>
TOTAL	10.5	10.5

PERMANENT PART-TIME/SEASONAL STAFF

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

NOTES AND ADJUSTMENTS:

- (1) One Accounting Specialist position is reclassified to a Payroll Specialist position.
- (2) One Accounting Specialist position is allocated fifty percent (50%) to this budget and fifty percent (50%) to the Taxation Division budget.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
Finance Director

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1210						
Personal Services						
2110	Salaries/Wages	766,685	942,065	942,065	782,500	929,605
2111	Overtime Wages	3,590	3,500	5,000	4,000	3,500
2113	Short Term Disability	6,275	0	0	0	0
2120	Employee Benefits	226,846	360,695	360,695	280,000	341,075
		1,003,396	1,306,260	1,307,760	1,066,500	1,274,180
Other Expenses						
2201	Conference/Mileage	5,732	12,000	12,626	6,500	12,000
2320	Communications	0	0	10	5	0
2340	Accounting/Auditing Serv	1,130	1,200	1,200	1,130	1,200
2349	Professional Services	30,830	42,000	45,000	38,500	45,000
2370	Advertising	78	0	0	0	0
2380	Printing & Reproductions	2,369	6,000	6,000	5,200	6,000
2390	Misc Contractual Services	78,770	65,900	66,581	59,500	69,500
2391	Memberships/Subscriptions	2,115	2,700	2,690	2,200	2,700
2410	Office Supplies	4,353	5,000	6,500	6,500	5,000
		125,377	134,800	140,607	119,535	141,400
Capital Outlay						
2520	Equipment & Furniture	410	0	0	0	0
		410	0	0	0	0
TOTALS		\$1,129,183	\$1,441,060	\$1,448,367	\$1,185,730	\$1,415,580

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Office of the Director / Fiscal Administration

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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
 Finance Director
 Procurement

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1211						
Personal Services						
2110	Salaries/Wages	14,884	0	0	0	0
2111	Overtime Wages	0	0	0	0	0
2120	Employee Benefits	6,057	0	0	0	0
		20,941	0	0	0	0
Other Expenses						
2201	Conference/Mileage	0	500	500	0	500
2320	Communications	22,574	30,000	28,463	23,700	28,000
2330	Rents/Leases	14,192	16,400	17,034	14,200	27,400
2351	Maint. of Equipment	0	1,000	1,000	150	500
2370	Advertising	3,905	4,075	6,283	3,900	5,000
2390	Misc Contractual Services	19,195	25,000	27,798	15,200	20,000
2391	Memberships/Subscriptions	703	700	700	700	700
2410	Office Supplies	25,190	27,000	28,591	26,000	27,000
2420	Operating Supplies	604	800	800	800	800
2429	Coffee/Misc. Supplies	21,285	20,000	22,837	20,000	20,000
		107,648	125,475	134,006	104,650	129,900
TOTALS		\$128,589	\$125,475	\$134,006	\$104,650	\$129,900

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Finance / Office of the Director / 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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2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance

Transfers/Advances		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1217 Transfers						
2710	Street Maintenance Fund	\$2,100,000	\$2,100,000	\$2,100,000	\$1,850,000	\$2,000,000
2711	Recreation Fund	2,650,000	3,500,000	3,500,000	3,500,000	4,500,000
2712	Safety Fund	9,250,000	11,000,000	11,000,000	10,000,000	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	200,000	350,000	350,000	350,000	400,000
2720	Cemetery Fund	130,000	150,000	150,000	130,000	130,000
101-1218 Advances (1)						
2741	Woerner-Temple TIF	240,000	0	0	235,290	221,000
2745	Bridge Street District	11,165,000	0	0	2,475,000	0
2747	Vrable TIF	2,300,000	0	0	239,000	0
2749	Tuller Flats TIF	0	0	0	2,600,000	0
2750	Parkland Acquisition Fund	650,000	0	0	410,000	0
2751	Capital Construction	0	0	0	23,280,000	0
2752	West Innovation TIF	0	0	0	1,700,000	350,000
2753	Employee Benefits Self Insurance	0	0	0	450,000	0
2754	Bridge Park TIF	0	0	0	3,500,000	0
TOTALS		\$28,685,000	\$17,100,000	\$17,100,000	\$50,719,290	\$18,601,000

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

2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance Director

Miscellaneous

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1219						
Other Expenses						
2301	County Auditor Deductio	5,225	7,000	500	100	6,500
2340	Accounting/Auditing Ser	49,558	60,400	56,900	50,265	60,350
2398	Real Estate Taxes	150,884	255,000	395,000	381,000	125,000
2910	Refunds	0	0	12,000	12,000	12,000
2309	Health Services	300,948	356,000	356,000	356,000	374,000
		506,615	678,400	820,400	799,365	577,850
TOTALS		\$506,615	\$678,400	\$820,400	\$799,365	\$577,850

2016 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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Finance / Taxation

STATEMENT OF FUNCTIONS

The Division of 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 guarantee 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 workstation and to cross-train Taxation staff.

PERSONNEL DATA

POSITION TITLE

**2015
CURRENT NUMBER**

**2016
PROPOSED**

Director, Taxation	1	1
Tax Manager	1	1
Accounting Specialist (1)	2.5	2.5
Accounting Assistant	<u>1</u>	<u>1</u>
TOTAL	5.5	5.5

PERMANENT PART-TIME/SEASONAL STAFF

Accounting Assistant	<u>2</u>	<u>2</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

(1) One Accounting Specialist position is allocated fifty percent (50%) to this budget and fifty percent (50%) to the Finance Division budget.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Finance Director

Taxation

	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
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101-1230

Personal Services

2110	Salaries/Wages	393,282	466,900	451,400	405,000	482,370
2111	Overtime Wages	1,957	2,500	2,500	2,500	2,500
2112	Other Wages	0	0	0	0	3,000
2113	Short Term Disability	0	0	15,500	10,500	0
2120	Employee Benefits	132,012	174,040	174,040	147,000	189,715
		527,251	643,440	643,440	565,000	677,585

Other Expenses

2201	Conference/Mileage	3,499	4,700	4,700	2,500	4,500
2320	Communications	4,098	16,020	24,520	11,500	19,875
2349	Professional Services	17,418	18,000	18,000	18,000	19,000
2351	Maint. of Equipment	0	400	400	0	400
2390	Misc Contractual Service	46,282	50,580	56,799	38,000	49,500
2391	Memberships/Subscriptic	793	1,770	1,770	800	1,770
2410	Office Supplies	2,218	3,000	3,140	2,300	3,000
2414	Dublin Forms	9,301	10,000	10,000	10,000	10,000
2910	Refunds	2,553,252	2,550,000	2,550,000	2,500,000	2,500,000
		2,636,861	2,654,470	2,669,329	2,583,100	2,608,045

Capital Outlay

2520	Equipment & Furniture	1,637	1,200	1,200	1,200	0
		1,637	1,200	1,200	1,200	0
TOTALS		\$3,165,749	\$3,299,110	\$3,313,969	\$3,149,300	\$3,285,630

2016 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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Office of the Director

STATEMENT OF FUNCTIONS

The Department of Public Works provides direction and oversight to the Divisions of Street & Utilities Operations, Engineering, Facilities Management and Fleet Management. The Department is also responsible for infrastructure asset management.

OBJECTIVES AND ACTIVITIES

- To provide leadership and direction to the staff within the Divisions of Street & Utilities Operations, Engineering, Facilities Management and Fleet Management 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, inspection, assessment, and 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Public Works	1	1
Infrastructure Asset Manager Engineer	1	1
Land Acquisition & Utilities Manager	1	1
Operations Administrator	1	1
Engineering Project Inspector	1	1
Administrative Support 3	1	1
Contract and Procurement Coordinator	<u>1</u>	<u>1</u>
TOTAL	7	7
<u>PART-TIME/SEASONAL STAFF</u>		
Intern	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Office of the Director

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1310						
Personal Services						
2110	Salaries/Wages	222,235	573,340	573,340	473,000	541,795
2111	Overtime Wages	899	2,000	2,000	2,000	4,000
2112	Other Wages	0	8,195	8,195	8,000	13,310
2120	Employee Benefits	55,760	191,125	191,125	135,000	196,630
2140	Uniforms & Clothing	0	1,125	1,125	200	1,000
		278,894	775,785	775,785	618,200	756,735
Other Expenses						
2201	Conference/Mileage	568	11,230	11,230	8,500	15,530
2211	Meeting Expenses	1,016	1,000	1,000	500	1,000
2320	Communications	0	200	200	0	200
2349	Professional Services	0	5,000	5,000	0	5,000
2390	Misc Contractual Service	0	40,000	40,000	0	55,000
2391	Memberships/Subscriptic	901	2,300	2,300	500	2,300
2410	Office Supplies	911	2,500	2,632	1,500	2,000
2420	Operating Supplies	1,183	2,000	2,000	2,000	2,500
		4,579	64,230	64,362	13,000	83,530
Capital Outlay						
2520	Equipment & Furniture	0	2,000	2,000	0	2,000
		0	2,000	2,000	0	2,000
TOTALS		\$283,473	\$842,015	\$842,147	\$631,200	\$842,265

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 annual 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.
- Account 2391 provides funding for professional memberships.
- Account 2520 provides funding for miscellaneous office furniture.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Street & Utilities Operations (1)	.25	.25
Operations Administrator (2)	.50	.50
Maintenance Crew Supervisor (3)	.50	.50
Maintenance Worker	4	4
Administrative Support 1	<u>1</u>	<u>1</u>
TOTAL	6.25	6.25
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>3</u>	<u>2</u>
TOTAL	3	2

NOTES AND ADJUSTMENTS:

- (1) The Director of Street & Utilities Operations position is allocated twenty-five percent (25%) to this budget, 25% to Sewer, and 50% to Street & Utilities Operations.
- (2) The Operations Administrator position is allocated to this budget and to the Street & Utilities Operations Fund as a fifty percent (50%) split.
- (3) A Maintenance Crew Supervisor position is allocated to this budget and to the Street & Utilities Operations Fund as a fifty percent (50%) split.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Solid Waste Management

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1311						
Personal Services						
2110	Salaries/Wages	381,130	391,845	391,845	375,000	390,555
2111	Overtime Wages	26,853	35,000	35,000	35,000	35,000
2112	Other Wages	19,419	56,800	56,800	5,000	45,240
2120	Employee Benefits	152,013	203,180	203,180	175,000	225,320
2140	Uniforms & Clothing	5,007	6,040	6,040	6,000	5,480
		584,422	692,865	692,865	596,000	701,595
Other Expenses						
2201	Conferences/Mileage	1,058	6,800	6,800	1,100	6,800
2320	Communications	0	100	100	0	100
2330	Rents/Leases	0	3,000	3,000	0	0
2349	Other Professional Serv	359	5,300	5,641	225	5,300
2351	Maint. of Equipment	288	3,000	3,000	300	0
2380	Printing & Reproductions	177	300	300	200	300
2391	Memberships/Subscriptic	361	160	160	160	160
2410	Office Supplies	0	300	300	0	300
2420	Operating Supplies	1,855	3,560	3,981	2,800	3,060
2440	Small Tools & Minor Equ	852	4,120	4,120	2,500	4,125
2811	Refuse Collect./Recyclin	2,755,249	2,572,445	3,027,296	2,750,000	2,572,445
2813	Promotional Programs	363	1,000	1,000	350	1,000
		2,760,562	2,600,085	3,055,698	2,757,635	2,593,590
Capital Outlay						
2520	Equipment & Furniture	2,927	1,000	1,000	0	1,000
		2,927	1,000	1,000	0	1,000
TOTALS		\$3,347,911	\$3,293,950	\$3,749,563	\$3,353,635	\$3,296,185

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 2112 reduced by one seasonal staff member from 2015.
- Account 2201 provides funding for Commercial Driver's License (CDL) renewals, professional development training, meal allowances, and the LTAP training.
- 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, , 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.

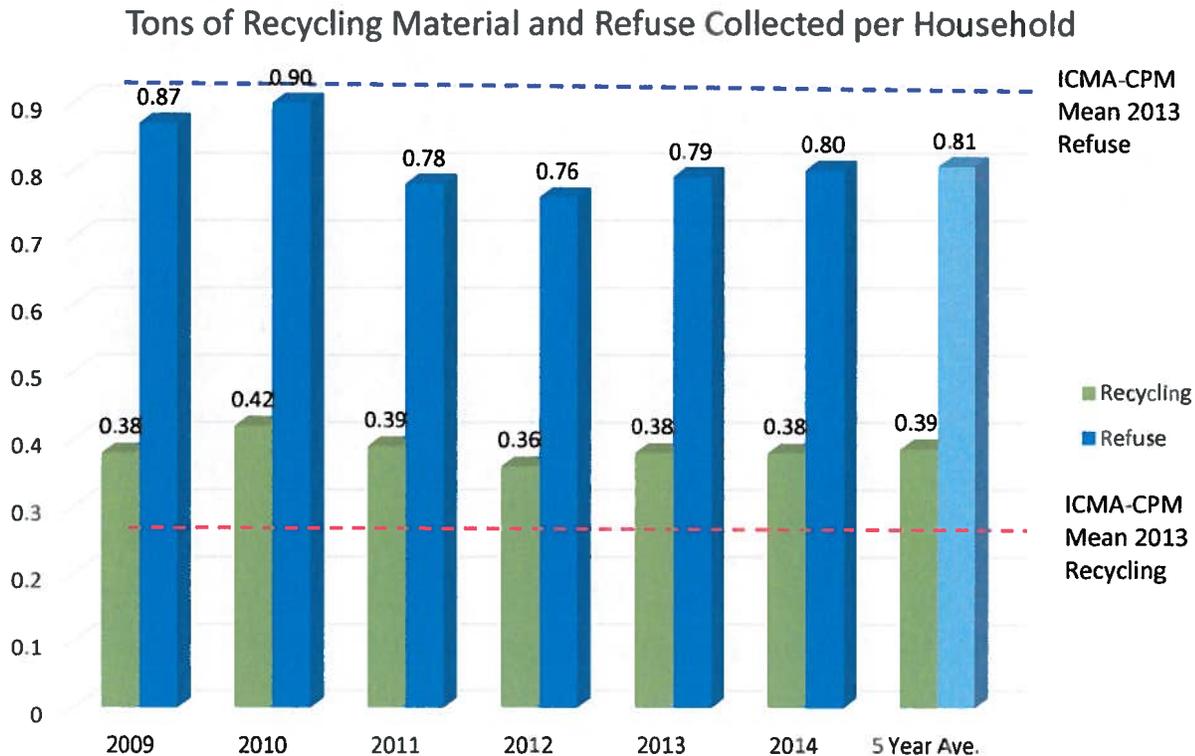
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Solid Waste Management

Performance Measures:

Tons of Recyclable Material Collected per Household

Tons of Refuse Collected per Household



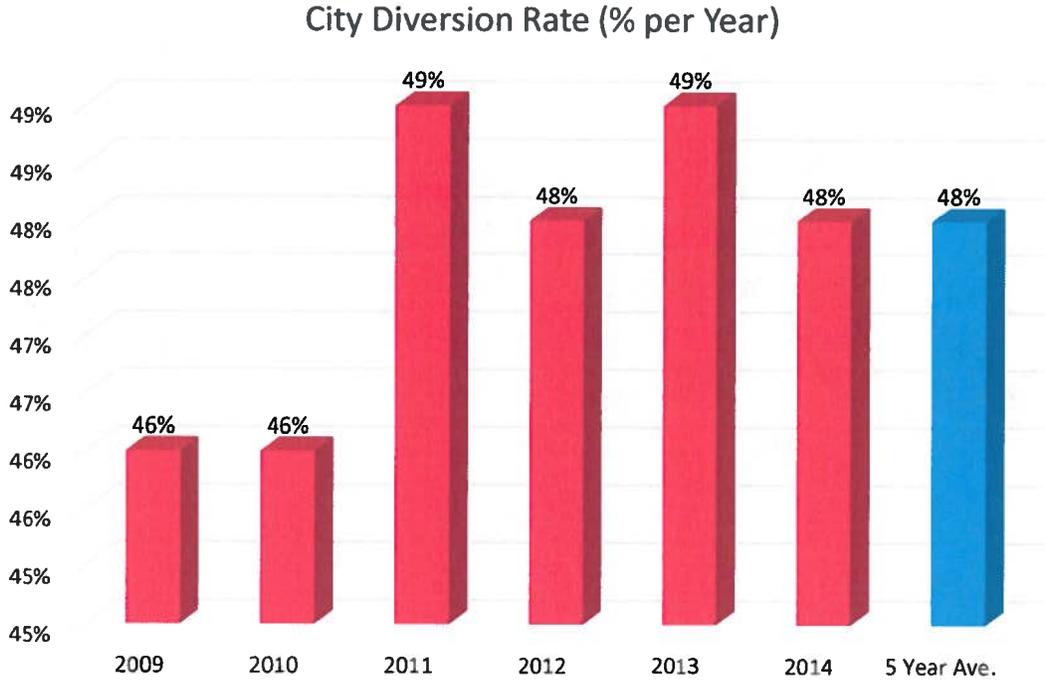
The Street and Utilities Operations Work Unit uses both measurements above (tons of refuse and tons of recycling collected per household) to calculate an average rate of tons collected per solid waste customer in Dublin. The recycling rate per account remains fairly constant over the five-year span at 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 0.80 in 2014 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.

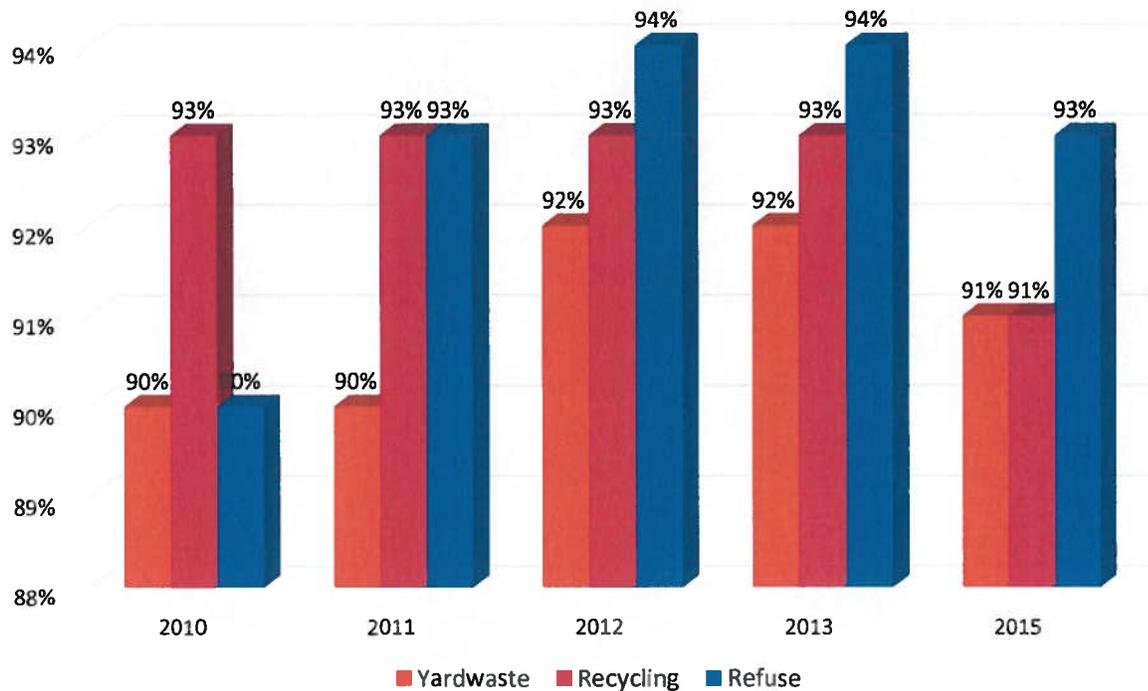
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 five 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Engineering

STATEMENT OF FUNCTIONS

Engineering provides services such as design review, street and bridge design and construction, operation and maintenance of traffic signals, street lights, the outdoor warning system, school zone flashers, traffic sign and pavement marking standards and design, 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 engineering support to Street and Utilities Operations. 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 establish design standards for City transportation and utility infrastructure including 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 City infrastructure by establishing maintenance programs for sanitary and storm sewers, water lines, manholes, traffic signals, flood plain and ponds.
- To manage the design and construction of transportation and utility 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 programs.

PERSONNEL DATA

<u>POSITION TITLE</u>	<u>2015 CURRENT NUMBER</u>	<u>2016 PROPOSED</u>
Director, Engineering	1	1
Engineering Manager	2	2
Senior Civil Engineer	2.30	2.30
Civil Engineer II	6	6
Engineering Assistant	1	1
Electrical Worker	4	4
Engineering Project Coordinator	2	2
Engineering Project Inspector	4	4
Administrative Support 3	1	1
Administrative Support 1	<u>2</u>	<u>2</u>
TOTAL	25.30	25.30

PART-TIME/SEASONAL STAFF

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

NOTES AND ADJUSTMENTS:

(1) One Senior Civil 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Engineering

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1330						
Personal Services						
2110	Salaries/Wages	1,817,490	1,824,040	1,820,040	1,800,000	1,849,690
2111	Overtime Wages	89,315	68,000	68,000	64,500	68,000
2112	Other Wages	0	17,000	17,000	8,000	17,000
2113	Short Term Disability	0	0	4,000	4,000	0
2120	Employee Benefits	656,515	754,200	754,200	725,000	875,195
2140	Uniforms & Clothing	5,751	6,490	6,490	6,400	6,490
		2,569,071	2,669,730	2,669,730	2,607,900	2,816,375
Other Expenses						
2201	Conferences/Mileage	16,049	26,500	26,500	16,000	30,850
2211	Meeting Expenses	907	2,000	2,000	2,000	2,000
2320	Communications	1,298	2,000	2,000	1,000	2,000
2346	Eng. Inspection	28,347	65,000	77,400	55,000	65,000
2348	Plan Review	935	5,000	5,565	5,000	5,000
2349	Other Professional Serv	125,671	274,500	298,045	155,000	498,000
2380	Printing and Reproductio	1,998	3,000	3,000	1,200	3,000
2391	Memberships/Subscriptic	4,345	6,240	6,240	4,400	6,110
2410	Office Supplies	5,001	7,000	7,000	7,000	7,000
2420	Operating Supplies	13,953	15,000	15,000	10,000	15,000
		198,504	406,240	442,750	256,600	633,960
Capital Outlay						
2520	Equipment & Furniture	742	3,600	5,313	2,500	16,400
		742	3,600	5,313	2,500	16,400
TOTALS		\$2,768,317	\$3,079,570	\$3,117,793	\$2,867,000	\$3,466,735

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Engineering

BUDGET SUMMARY:

101-1330

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2112 provides funding for part-time (Intern) staff.
- 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. The funding increase for 2016 is due to plan review expenses for the pedestrian bridge over the Scioto River, and environmental studies associated with the acquisition of the Rings Farm in order to make it "job ready" for economic development purposes.
- 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 chairs, tool kits for inspectors, and message board firmware/software upgrade.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
Public Works
Miscellaneous

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1339						
Other Expenses						
2310	Utilities	276,285	225,000	244,327	235,800	225,000
2430	Repair & Maintenance	67,709	125,000	140,663	100,500	125,000
		343,994	350,000	384,990	336,300	350,000
TOTALS		\$343,994	\$350,000	\$384,990	\$336,300	\$350,000
<hr/>						

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works /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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Fleet Manager	1	1
Fleet Administrator	1	1
Automotive Mechanic I	6	6
Administrative Support 2	<u>1</u>	<u>1</u>
TOTAL	9	9

NOTES AND ADJUSTMENTS:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Fleet Management

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1321						
Personal Services						
2110	Salaries/Wages	570,178	581,405	581,405	575,000	599,965
2111	Overtime Wages	38,023	35,000	47,650	46,550	35,000
2120	Employee Benefits	190,276	225,225	225,225	225,000	255,295
2140	Uniforms & Clothing	6,787	8,575	8,575	8,575	8,575
		805,264	850,205	862,855	855,125	898,835
Other Expenses						
2201	Conference/Mileage	12,315	16,500	16,500	16,500	16,500
2330	Rents/Leases	839	51,500	51,500	22,000	66,500
2349	Professional Services	9,620	12,750	12,750	5,000	12,750
2351	Maint. of Equipment	17,676	13,500	13,500	13,500	9,500
2390	Misc Contractual Service	103,584	75,500	75,867	75,000	79,500
2391	Memberships/Subscriptic	2,111	1,775	1,775	1,500	1,775
2410	Office Supplies	1,813	1,500	1,500	1,000	1,500
2420	Operating Supplies	1,447	12,500	12,561	4,500	39,500
2421	Fuel	1,900,264	2,090,900	2,144,570	1,600,000	2,090,900
2431	Vehicle Maintenance	403,855	325,000	427,500	427,500	345,000
2440	Small Tools & Minor Equ	6,571	9,800	11,344	9,800	9,800
		2,460,095	2,611,225	2,769,367	2,176,300	2,673,225
Capital Outlay						
2520	Equipment & Furniture	0	500	500	0	500
		0	500	500	0	500
TOTALS		\$3,265,359	\$3,461,930	\$3,632,722	\$3,031,425	\$3,572,560

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Fleet Management

BUDGET SUMMARY:

101-1321

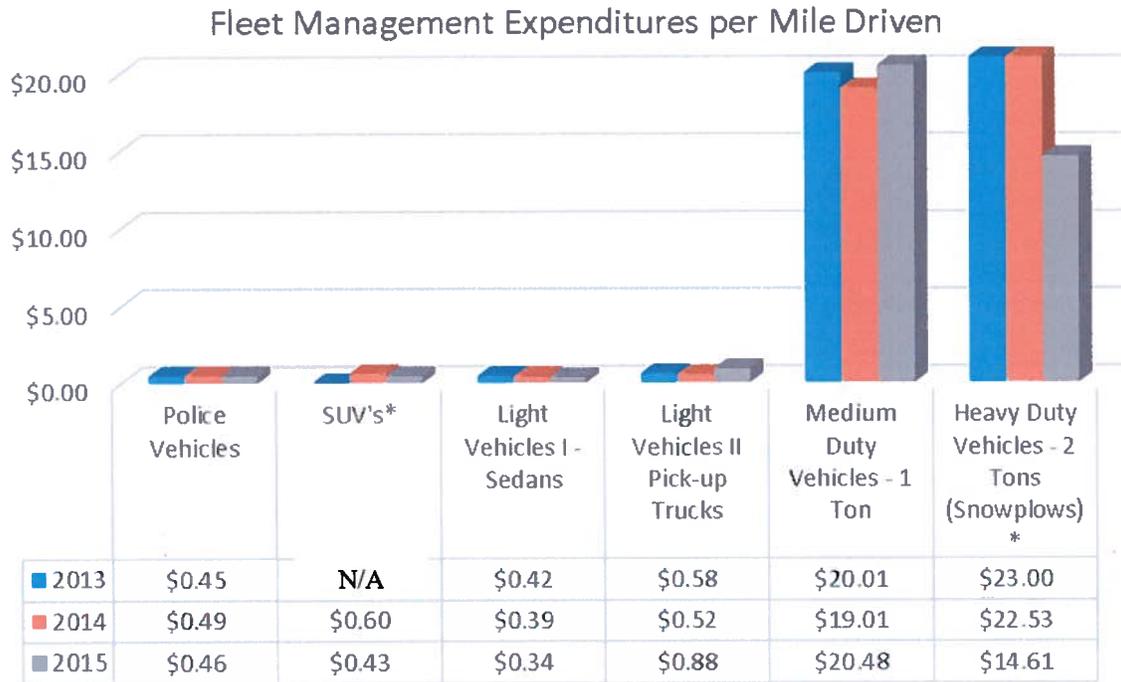
- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2111 provides funding for overtime. Increases are due to snow shifts.
- Account 2140 provides funding for rental uniforms, boots and gloves, and safety glasses.
- Account 2201 provides funding for ASE certifications, 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Fleet Management

PERFORMANCE MEASURES:

**1. 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.

*In 2014, Fleet Management began to measure SUV's in their own category. Previously, Fleet had lumped SUV's and Light Vehicles into the Light Vehicles category, but has decided to break them out separately for create more robust data.

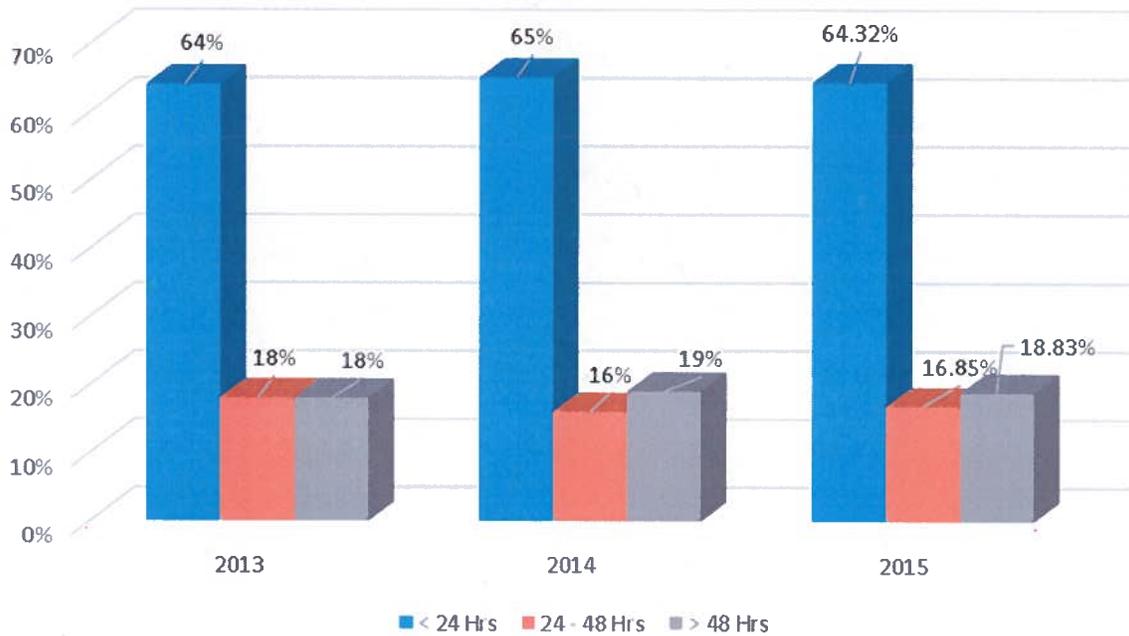
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Fleet Management

PERFORMANCE MEASURES:

2. Turn-Around Time on All Vehicle Maintenance

Turn-Around Time on All Vehicle Maintenance



The turn-around time begins when a vehicle is dropped off for service at the fleet maintenance facility and ends when maintenance is completed. The measures above include all of the City's fleet along with vehicles serviced for Washington Township. Best Practices in the industry are to have 70% of vehicle maintenance within 24 hours, 20% within 48 hours and 10% over 48 hours. One of Fleet's goals is to reach and one day exceed this standard.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</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
Administrative Support 2	<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:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Facilities Management

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1940						
Personal Services						
2110	Salaries/Wages	796,364	860,405	860,405	835,000	877,895
2111	Overtime Wages	19,693	25,000	25,000	25,000	25,000
2112	Other Wages	62,144	61,900	61,900	61,000	61,900
2120	Employee Benefits	302,235	360,885	360,885	350,000	418,590
2140	Uniforms & Clothing	12,193	11,600	12,454	12,400	12,000
		1,192,629	1,319,790	1,320,644	1,283,400	1,395,385
Other Expenses						
2201	Conference/Mileage	4,924	10,350	10,633	5,000	10,100
2211	Meeting Expenses	0	250	250	0	250
2310	Utilities	435,762	465,000	510,578	450,000	450,000
2320	Communications	2,657	5,600	6,400	5,600	3,600
2330	Rents/Leases	2,240	4,000	5,506	4,000	4,000
2350	Maint. of Facilities	152,493	219,500	248,211	219,500	230,500
2390	Misc Contractual Service	221,789	264,500	312,954	264,500	279,500
2391	Memberships/Subscriptic	160	820	820	820	820
2410	Office Supplies	716	3,000	3,777	700	2,500
2420	Operating Supplies	156,878	140,000	147,440	140,000	146,900
2440	Small Tools & Minor Equ	936	5,000	5,000	0	4,000
		978,555	1,118,020	1,251,569	1,090,120	1,132,170
Capital Outlay						
2520	Equipment & Furniture	9,091	115,000	194,310	115,000	85,000
		9,091	115,000	194,310	115,000	85,000
TOTALS		\$2,180,275	\$2,552,810	\$2,766,523	\$2,488,520	\$2,612,555

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Facilities

BUDGET SUMMARY:

101-1940

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data
- 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 in the parks during the spring and summer.
- Account 2201 provides funding for staff training and professional development. Includes funds for Compressed Natural Gas System training for one Maintenance Worker.
- 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..
- 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 replacement furniture in various City buildings.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Office of the Director

STATEMENT OF FUNCTION

The Director of Development oversees the divisions of Economic Development, Building Standards, and Planning. Beginning with the 2016 budget, the Director's office proposes the establishment of a separate budget to execute strategic projects and initiatives in support of Council's goals. Internally, these include a new workforce training program and implementation of process improvement measures to ensure the Department's staff is competent, responsive and customer service oriented. This office will also lead the Department in identifying and implementing recommendations to enhance transportation and circulation options, promote lifelong learning programs, and develop strategies to ensure the City's corporate office space remains competitive.

OBJECTIVES AND ACTIVITIES

- 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.
- 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.

<u>PERSONNEL DATA</u>	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director of Development	0	1
Administrative Support 3	0	<u>1</u>
TOTAL	0	2
<u>PART-TIME/SEASONAL STAFF</u>		
Intern	<u>0</u>	<u>1</u>
TOTAL	0	1

NOTES AND ADJUSTMENTS:

The Director of Development, the Administrative Support 3 and Intern were previously budgeted in the Economic Development budget. The Administrative Support 3 supports the Director of Development, the Director of Economic Development and the Director of Strategic Initiatives.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Development

Office of the Director

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1710						
Personal Services						
2110	Salaries/Wages	456,316	473,605	473,605	375,000	212,985
2111	Overtime Wages	1,905	2,500	2,500	2,500	2,500
2112	Other Wages	1,587	8,640	8,640	0	8,640
2120	Employee Benefits	122,627	134,735	134,735	108,000	70,500
		582,435	619,480	619,480	485,500	294,625
Other Expenses						
2201	Conference/Mileage	7,484	21,350	21,910	21,350	2,350
2210	Reimbursable Business I	1,659	2,500	2,500	2,500	500
2211	Meeting Expenses	27,376	47,000	47,343	20,000	1,000
2320	Communications	11	250	250	0	100
2330	Rents/Leases	220,996	286,000	286,000	285,000	0
2349	Professional Services	315,071	429,500	542,005	385,000	0
2370	Advertising	68,456	100,350	102,774	100,350	0
2380	Printing & Reproductions	6,296	10,100	19,214	4,500	500
2391	Memberships/Subscriptio	30,312	38,980	38,980	38,980	460
2410	Office Supplies	908	2,000	2,261	2,000	0
2822	Economic Development	405,374	764,100	910,450	600,000	0
2825	Economic Dev Incentives	3,194,838	3,225,015	3,265,015	3,265,000	0
		4,278,781	4,927,145	5,238,702	4,724,680	4,910
TOTALS		\$4,861,216	\$5,546,625	\$5,858,182	\$5,210,180	\$299,535

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Office of the Director

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.
- 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 Department.
- Account 2380 funds printed projects, presentation materials, and event invitations.
- Account 2391 provides funding for professional memberships.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

STATEMENT OF FUNCTION

Director of Economic Development oversees two Administrators and a team of Dublin Entrepreneurial Center 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; and marketing and advocacy (website, marketing, and communications to Dublin businesses). 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.
- Provide a business retention and expansion program that effectively and pro-actively communicates to, engages with and involves Dublin businesses in the community & region.
- 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 relations with the development and corporate real estate community.
- 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.
- Continue strengthening international business relationships and programming.
- Add one Administrator. With three Administrators, focus can be targeted to the City's three core strategies of (1) Bridge Street development, (2) West Innovation development and (3) Competitiveness Strategies for aging commercial buildings (Metro/Blazer focus).

PERSONNEL DATA

POSITION TITLE

	2015	2016
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director of Development	1	0
Director of Economic Development	1	1
Economic Development Administrator (1)	2	3
Administrative Support 3	<u>1</u>	<u>0</u>
TOTAL	5	4

PART-TIME/SEASONAL STAFF

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

NOTES AND ADJUSTMENTS:

The Director of Development and the Administrative Support 3 are now budgeted in the Office of the Development Director. The Administrative Support 3 supports the Director of Development, the Director of Economic Development and the Director of Strategic Initiatives. DubLink and telecommunications costs previously in this budget are now budgeted in the City Manager or Information Technology budgets.

(1) One additional Economic Development Administrator position has been added.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
 Development
 Economic Development

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1720						
Personal Services						
2110	Salaries/Wages	0	0	0	0	336,020
2111	Overtime Wages	0	0	0	0	0
2112	Other Wages	0	0	0	0	8,640
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	0	0	0	0	114,940
2140	Uniforms & Clothing	0	0	0	0	0
		0	0	0	0	459,600
Other Expenses						
2201	Conference/Mileage	0	0	0	0	48,000
2210	Reimbursable Business Exp	0	0	0	0	2,000
2211	Meeting Expenses	0	0	0	0	30,000
2320	Communications	0	0	0	0	250
2330	Rents/Leases	0	0	0	0	286,000
2349	Professional Services	0	0	0	0	356,600
2370	Advertising	0	0	0	0	103,350
2380	Printing & Reproductions	0	0	0	0	10,100
2391	Memberships/Subscriptions	0	0	0	0	37,315
2410	Office Supplies	0	0	0	0	2,000
2822	Economic Development	0	0	0	0	360,000
2825	Economic Dev Incentives	0	0	0	0	3,500,000
		0	0	0	0	4,735,615
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		\$0	\$0	\$0	0	\$5,195,215

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

BUDGET SUMMARY:

101-1720

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2201 includes travel/training and certification courses for staff and four international mission trips 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.
- Account 2349 includes funding for consultation related to economic development.
- 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.
- Account 2825 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

2016 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. This is not a city-wide statistic. It will ebb and flow every year, and cannot be compared to other years. Jobs Created and Job Retained figures are tied ONLY to the specific handful of EDAs executed each year: those that receive incentives to stay/grow/move to Dublin.

Year	EDAs	Jobs Retained	New Jobs
2014	6	289	269
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	1,097	610
2005	11	804	1,756
2004	9	478	530
Tot	96	7,656	7,238

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

2014	3.63%
2013	4.92%
2012	4.78%
2011	5.57%

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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Economic Development

4) City of Dublin Commercial Office Vacancy Rate

2014	13.80%
2013	14.50%
2012	14.40%
2011	14.85%

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

2014	308
2013	366
2012	355
2011	327

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

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2016 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 to communicate with the building design professionals, 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> <u>POSITION TITLE</u>	<u>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Building Standards	1	1
Review Services Analyst	1	1
Commercial Plans Examiner	1	1
Senior Building Inspector	1	1
Building Inspector (1)	3	4
Electrical Inspector (1)	2	1
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Administrative Support 2	<u>4</u>	<u>4</u>
TOTAL	15	15
 <u>PART-TIME/SEASONAL STAFF</u>		
Electrical Inspector (2)	1	0
Building Inspector (3)	<u>0</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

- (1) One Electrical Inspector has been reclassified to a Building Inspector position.
- (2) The part-time Electrical Inspector position is removed. Electrical inspections will be supplemented with contracted vendors.
- (3) A part-time Building Inspector position is added for 2016 to assist with building inspections which are anticipated to increase in 2016 due to construction in the Bridge Street District.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Development

Building Standards

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1340						
Personal Services						
2110	Salaries/Wages	896,539	973,280	958,180	892,000	1,017,425
2111	Overtime Wages	8,756	8,000	14,575	10,000	8,000
2112	Other Wages	2,208	1,000	3,200	3,200	1,000
2113	Short Term Disability	0	0	9,900	9,900	0
2120	Employee Benefits	291,985	372,465	358,390	345,000	444,300
2140	Uniforms & Clothing	1,116	5,000	5,000	2,500	5,000
		1,200,604	1,359,745	1,349,245	1,262,600	1,475,725
Other Expenses						
2201	Conferences/Mileage	8,094	8,000	8,000	5,000	10,000
2211	Meeting Expenses	774	2,000	2,000	800	1,000
2347	Building Inspection Serv	81,558	85,000	86,924	70,000	85,000
2348	Plan Review	93,412	60,000	84,139	84,000	120,000
2349	Other Professional Serv	0	5,000	5,000	0	5,000
2380	Printing and Reproductio	2,675	2,500	2,710	2,500	2,500
2390	Contractual Services	12,047	8,000	18,500	16,500	16,600
2391	Memberships/Subscriptic	5,584	4,000	4,000	4,000	4,000
2410	Office Supplies	4,041	4,500	4,500	4,500	4,500
2420	Operating Supplies	3,486	5,000	5,000	5,000	5,000
2910	Refunds	9,514	5,000	5,000	5,000	5,000
		221,185	189,000	225,773	197,300	258,600
Capital Outlay						
2520	Equipment & Furniture	0	500	500	0	500
		0	500	500	0	500
TOTALS		\$1,421,789	\$1,549,245	\$1,575,518	\$1,459,900	\$1,734,825

2016 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.

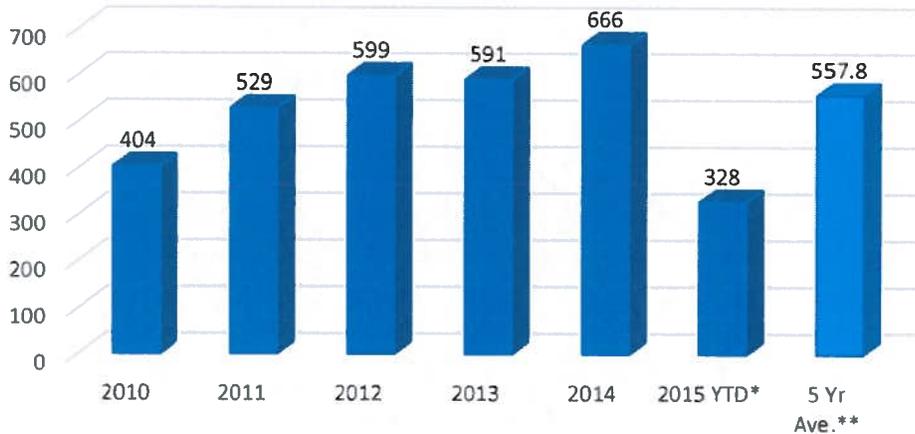
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Building Standards

PERFORMANCE MEASURES:

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

Total Number of Building Permits Issued



**2015 figure represents data collected as of August 30, 2015*

***5 year average does not include 2015 YTD statistic*

Construction activity within the City of Dublin has maintained the solid gains that were made from 2011 to 2014. Based on review of the year-to-date numbers, 2015 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 Dwelling Units



**2015 figure represents data collected as of August 30, 2015*

***5 year average does not include 2015 YTD statistic.*

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

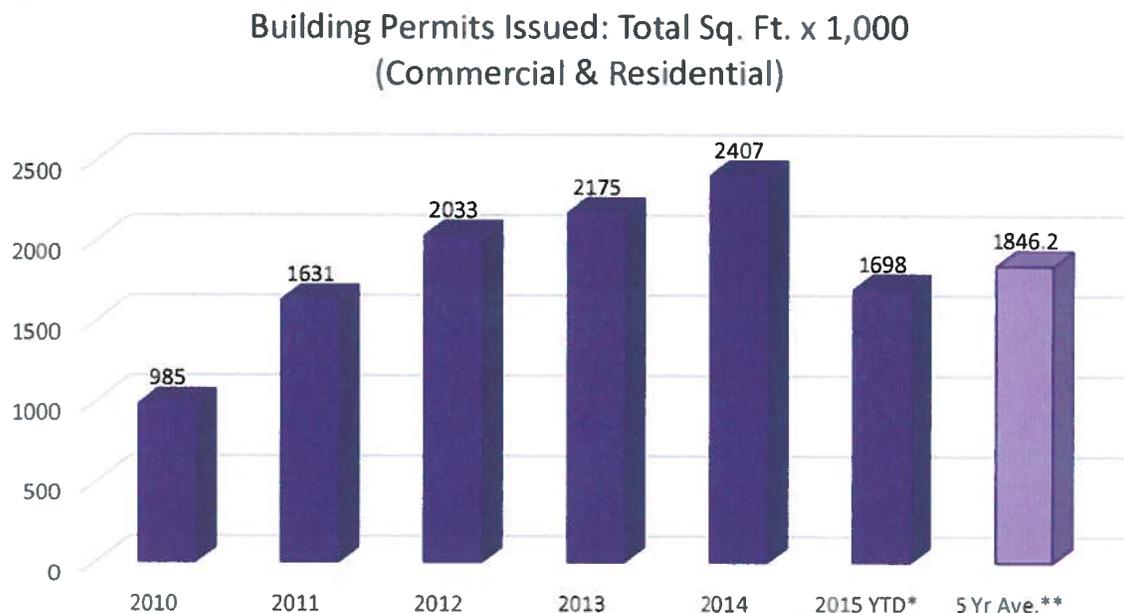
Development / Building Standards

PERFORMANCE MEASURES:

The total number of permits issued for new residential dwellings has steadily increased from a low in 2008. Permits for non-residential dwellings may decrease from 2014. However, new residential developments, such as Riviera should keep residential permits at a steady level.

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.

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



**2015 figure represents data collected as of August 30, 2015*

***5 year average does not include 2015 YTD statistic*

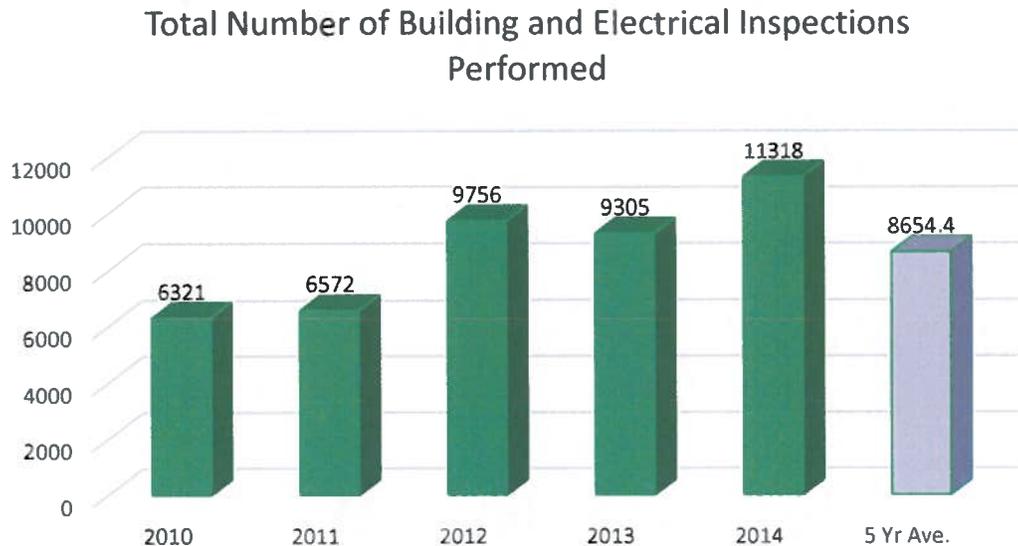
The total number of square feet of construction in 2014 set a record for recent construction activity. Upcoming development in the Bridge Street District, other commercial developments and continued strength in residential construction bode well for 2016 and beyond.

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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Development / Building Standards

4. Total Number of Building and Electrical Inspections Performed



The total number of inspections performed in 2014 exceeded 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 2016 and beyond.

5. Total Rounds of Plan Review



**2015 figure represents data collected as of August 30, 2015*

Total rounds of plan review is a new performance measure that was added in 2014. 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.

2016 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.

PERSONNEL DATA
POSITION TITLE

2015
CURRENT NUMBER

2016
PROPOSED

Director, Planning	1	1
Senior Project Manager (1)	1	0
Planning Manager	1	1
Senior Planner (1)	2	2
Planner II	3	3
Planner I	2	3
Code Enforcement Supervisor	1	1
Code Enforcement Officer	2	2
Zoning Inspector	2	2
Administrative Support 3	1	1
Administrative Support 2	1	1
Administrative Support 1	2	2
TOTAL	19	19

PART-TIME/SEASONAL STAFF

Planning Assistant	4	4
TOTAL	4	4

NOTES AND ADJUSTMENTS:

(1) The Senior Project Manager position is reclassified to a Planner I position.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Development

Planning

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1410						
Personal Services						
2110	Salaries/Wages	1,062,753	1,323,765	1,323,765	1,140,000	1,317,270
2111	Overtime Wages	13,389	12,500	12,500	10,000	12,500
2112	Other Wages	71,209	90,270	90,270	75,000	90,270
2113	Short Term Disability	5,452	0	0	0	0
2120	Employee Benefits	363,219	536,941	536,941	450,000	581,765
2140	Uniforms & Clothing	2,282	4,550	4,802	4,550	3,950
		1,518,304	1,968,026	1,968,278	1,679,550	2,005,755
Other Expenses						
2201	Conferences/Mileage	13,754	39,414	51,739	39,000	39,415
2211	Meeting Expenses	624	1,050	1,432	1,000	1,050
2320	Communications	9,775	7,500	8,000	7,500	7,500
2330	Rents/Leases	2,364	2,820	2,820	2,820	2,820
2344	Planning Services	141,778	200,000	394,362	200,000	250,000
2349	Other Professional Serv	7,650	40,000	156,791	50,000	80,000
2351	Maint. of Equipment	267	850	1,475	850	0
2370	Advertising	0	500	500	0	0
2380	Printing and Reproductio	673	1,500	1,825	0	1,500
2390	Contractual Services	1,229	0	575	500	365
2391	Memberships/Subscriptic	7,229	10,000	11,575	5,000	10,000
2410	Office Supplies	7,984	8,000	9,654	8,000	8,000
2420	Operating Supplies	2,736	4,000	4,350	4,000	4,000
2830	Code Enforcement	3,799	6,500	8,060	6,500	6,500
2910	Refunds	9,000	6,000	6,000	0	6,000
		208,862	328,134	659,158	325,170	417,150
Capital Outlay						
2520	Equipment & Furniture	0	0	3,600	1,000	0
		0	0	3,600	1,000	0
TOTALS		\$1,727,166	\$2,296,160	\$2,631,036	\$2,005,720	\$2,422,905

2016 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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation/ Office of the Director

STATEMENT OF FUNCTIONS:

The Department of Parks and Recreation provides direction and oversight to the Divisions of Parks Operations, Recreation Services, Community Events and Volunteer Services.

OBJECTIVES AND ACTIVITIES

- To provide leadership and direction to the staff within Parks Operations, Recreation Services, Community Events and Volunteer Services including setting of departmental goals, clear customer service standards and accountability for achieving these goals and standards.
- 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.

<u>PERSONNEL DATA</u>	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Parks and Recreation (1)	0	1
Landscape Architect (2)	0	1
Contract Specialist (2)	0	1
Maintenance Crew Supervisor (2)	0	1
Administrative Support 2 (3)	0	1
Public Art Conservation/Contract Specialist (2) (4)	<u>0</u>	<u>.25</u>
TOTAL	0	5.25

NOTES AND ADJUSTMENTS:

- (1) New position for the Department of Parks & Recreation.
- (2) Funding transferred from the Division of Parks Operations to the Department of Parks & Recreation.
- (3) Funding transferred from the Division of Parks Operations.
- (4) This position is charged twenty-five percent (25%) to this budget and seventy-five percent (75%) to the Hotel/Motel Tax Fund (217).

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Parks & Recreation

Office of the Director

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1610						
Personal Services						
2110	Salaries/Wages	0	0	0	0	414,160
2111	Overtime Wages	0	0	0	0	2,000
2112	Other Wages	0	0	0	0	0
2113	Short Term Disability	0	0	0	0	0
2120	Employee Benefits	0	0	0	0	190,045
		0	0	0	0	606,205
Other Expenses						
2201	Conferences/Mileage	0	0	0	0	6,040
2320	Communications	0	0	0	0	200
2330	Rents/Leases	0	0	0	0	0
2351	Maint. of Equipment	0	0	0	0	0
2390	Misc Contractual Service	0	0	0	0	0
2391	Memberships/Subscriptic	0	0	0	0	5,910
2410	Office Supplies	0	0	0	0	2,000
2420	Operating Supplies	0	0	0	0	0
		0	0	0	0	14,150
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	0
		0	0	0	0	0
TOTALS		\$0	\$0	\$0	\$0	\$620,355

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation

BUDGET SUMMARY:

101-1620

- Account 2110 provides funding for new Parks and Recreation Director, and additional staff that have been moved from the Division of Parks Operations budget.
- Account 2201 includes funding for training for full-time staff to support parks and recreation which includes education to provide recertification credits for professional certifications, as well as pesticide applicator credits, and staff training and development.
- Account 2320 provides minimal funding for courier service/fed-ex.
- Account 2391 provides funding for such memberships and renewals as NRPA and OPRA corporate and individual memberships, Landscape Architect license, Master Specs license renewal and other staff membership and recertification.
- Account 2410 provides funding for office supplies including printer supplies for landscape architect

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Parks Operations

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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Parks Operations (1)	1	1
Parks Administrator (2)	1	0
Landscape Architect (3)	1	0
Contract Specialist (3)	1	0
Operations Administrator (4)	1	1
Nature Education Coordinator (5)	.5	.5
City Horticulturist	1	1
City Forester	1	1
Maintenance Crew Supervisor (3)	6	5
Maintenance Worker	20	20
Assistant Forester	5	5
Assistant Horticulturist	6	6
Administrative Support 2 (3)	1	0
Administrative Support 2	1	1
Public Art Conservation/Contract Specialist (3)	.25	0
TOTAL	46.75	41.50
 <u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	45	45
TOTAL	45	45 (6)

NOTES AND ADJUSTMENTS:

- (1) Director of Parks & Open Space title changed to Director of Parks Operations.
- (2) There is no longer a Parks Administrator Position.
- (3) Landscape Architect, Administrative Support 2, Contract Specialist, one Maintenance Crew Supervisor and twenty-five percent (25%) of Public Art Conservation/Contract Specialist positions have been moved to the account for the Office of the Parks & Recreation.
- (4) Operations Specialist is now classified as Operations Administrator.
- (5) Nature Education Coordinator is funded fifty percent (50%) from the Parks Operations budget and fifty percent (50%) from the Recreation Services budget (213).
- (6) This is an approximate head count number. The budget for part-time/seasonal staff represents approximately 59,500 work hours and may include more (or less) than 45 employees at any one time.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Parks & Recreation

Park Operations

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1620						
Personal Services						
2110	Salaries/Wages	2,812,159	2,974,580	2,962,428	2,900,000	2,537,030
2111	Overtime Wages	147,527	125,000	155,900	155,900	125,000
2112	Other Wages	587,839	620,000	620,000	600,000	620,000
2113	Short Term Disability	830	0	12,152	7,000	0
2120	Employee Benefits	1,227,177	1,463,760	1,463,760	1,400,000	1,422,545
2140	Uniforms & Clothing	52,579	62,860	71,559	60,000	61,560
		4,828,111	5,246,200	5,285,799	5,122,900	4,766,135
Other Expenses						
2201	Conferences/Mileage	15,464	32,185	34,870	15,500	32,185
2310	Utilities	245,846	275,000	356,656	260,000	275,000
2320	Communications	468	1,100	1,264	250	200
2330	Rents/Leases	1,717	3,500	5,200	3,500	2,000
2390	Misc Contractual Services	1,069,875	1,335,260	1,465,115	975,000	1,208,545
2391	Memberships/Subscriptions	10,561	9,895	9,895	8,000	7,475
2410	Office Supplies	7,956	8,000	9,784	5,000	6,000
2420	Operating Supplies	53,145	65,000	73,450	50,000	67,490
2421	Reforestation	2,493	0	0	0	0
2432	Park Maintenance	261,464	324,860	339,698	324,000	329,560
2433	Equipment Maintenance	87,067	140,000	143,322	90,000	110,000
2440	Small Tools & Minor Equip	21,748	25,945	25,945	25,000	23,425
2812	Special Projects/Programs	6,352	18,000	18,360	18,000	18,000
		1,784,156	2,238,745	2,483,559	1,774,250	2,079,880
Capital Outlay						
2510	Land & Land Improvements	208,122	241,500	263,869	241,500	236,500
2520	Equipment & Furniture	36,926	23,450	36,673	36,175	66,450
		245,048	264,950	300,542	277,675	302,950
TOTALS		\$6,857,315	\$7,749,895	\$8,069,900	\$7,174,825	\$7,148,965

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Parks Operations

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, replacement and additional street trees and park trees, shrubs and herbaceous, Historic Dublin tree planter seasonal change landscape and renovation work for Indian Run parking lot.
- Account 2520 includes funding for additional picnic tables, benches and trash cans. Includes funds new/replacement park signs as needed. Includes replacement of weed eaters and blowers. Added funds for Arbor Jet air gun for tree injections and additional cabinets for storage.
- Account 2812 provides funding Arbor Day, Earth Day Activities, Spooktacular, Nature Education and Green Team plantings. Additionally includes funding for Legacy Tree Program, Legacy Bench Program and Dedication pavers/engraving for the Grounds of Remembrance (moved from different account numbers) and Christmas tree and historical Dublin planter decorations.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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 an 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>	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Volunteer Administrator	1	1
Administrative Support 2	<u>1</u>	<u>1</u>
TOTAL	2	2
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Worker	1	1
Intern	<u>1</u>	<u>1</u>
TOTAL	2	2

NOTES AND ADJUSTMENTS:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Parks & Recreation

Volunteer Resources

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-2010						
Personal Services						
2110	Salaries/Wages	127,442	130,310	130,310	130,310	135,300
2111	Overtime Wages	1,743	2,050	2,050	2,050	2,050
2112	Other Wages	8,861	37,100	37,100	37,100	37,100
2120	Employee Benefits	34,582	44,295	44,295	44,295	47,745
2140	Uniforms & Clothing	0	400	400	400	400
		172,628	214,155	214,155	214,155	222,595
Other Expenses						
2201	Conference/Mileage	1,674	3,000	3,000	1,500	3,000
2211	Meeting Expenses	496	2,500	2,500	2,500	2,500
2330	Rents/Leases	0	1,000	1,000	1,000	1,000
2349	Professional Services	410	3,500	3,500	3,500	3,500
2370	Advertising	0	800	800	0	800
2380	Printing & Reproductions	4,687	5,000	5,000	5,000	5,000
2391	Memberships/Subscriptic	257	500	500	500	500
2410	Office Supplies	957	1,700	1,761	1,000	1,700
2420	Operating Supplies	1,509	6,200	6,292	1,500	6,200
2812	Special Projects/Program	12,313	16,000	16,000	16,000	16,000
		22,303	40,200	40,353	32,500	40,200
TOTALS		\$194,931	\$254,355	\$254,508	\$246,655	\$262,795

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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, identification badge materials, first aid supplies and other necessary supplies for volunteer projects.
- 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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: \$23.07 per hr*	\$992,010 (\$23.07 x 43,000 hrs) for Dublin, OH
State value: \$21.46 per hr*	\$922,780 (\$21.46 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 \$23.07 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 eight departments that make up the City of Dublin (based on the organization chart) all eight departments utilize City volunteers.

3) Percent of Volunteers Very Satisfied or Satisfied with their Overall Volunteer Experience who, based on their current experience, will continue to volunteer

2015 Volunteer Resources Survey Responses*	98%
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** Survey results as of September 2015*

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

2015 CURRENT NUMBER

2016 PROPOSED

Director, Information Technology	1	1
Geographic Info Systems Administrator	1	1
Senior GIS Analyst	2	2
GIS Analyst	0	0
Support Services Administrator	1	1
Support Services Analyst	2	2
Network Operations Manager	1	1
Information Technology Project Leader	2	2
Network Engineer	1	2
Software Application Specialist	1	1
Administrative Support 2	<u>1</u>	<u>1</u>
TOTAL	13	14

PART-TIME/SEASONAL STAFF

Intern (GIS)	1	1
Intern (Support Services) (2)	<u>2</u>	<u>3</u>
TOTAL	3	4

NOTES AND ADJUSTMENTS:

- (1) A designated Network Engineer position is added 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.
- (2) An additional intern is added to assist with Dublin projects.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Information Technology

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1920						
Personal Services						
2110	Salaries/Wages	962,362	1,001,950	1,001,950	870,000	1,118,570
2111	Overtime Wages	9,109	12,000	12,000	12,000	12,000
2112	Other Wages	30,736	38,310	45,000	38,000	55,810
2120	Employee Benefits	311,156	360,720	360,720	330,000	506,190
		1,313,363	1,412,980	1,419,670	1,250,000	1,692,570
Other Expenses						
2201	Conference/Mileage	39,275	38,920	38,920	38,000	42,670
2320	Communications	467,062	495,400	515,246	475,000	450,000
2330	Rents/Leases	74,325	88,125	100,104	100,000	88,130
2349	Professional Services	289,922	736,895	1,131,798	325,000	1,158,635
2351	Maint. of Equipment	690,743	800,000	840,829	840,000	1,244,025
2391	Memberships/Subscriptic	4,150	2,200	2,200	2,200	2,200
2410	Office Supplies	4,258	4,000	4,039	4,000	4,000
2420	Operating Supplies	137,519	116,000	161,000	116,000	191,000
		1,707,254	2,281,540	2,794,136	1,900,200	3,180,660
Capital Outlay						
2520	Equipment & Furniture	1,050	1,000	1,000	0	1,000
		1,050	1,000	1,000	0	1,000
TOTALS		\$3,021,667	\$3,695,520	\$4,214,806	\$3,150,200	\$4,874,230

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Court Services

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES:

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

PERSONNEL DATA **POSITION TITLE**

2015 **CURRENT NUMBER**

2016 **PROPOSED**

Court Administrator (1)
Community Justice Officer
Court Clerk
Administrative Support 2 (2)
TOTAL

.5
1
1
.75
3.25

.5
1
1
.75
3.25

NOTES AND ADJUSTMENTS:

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

- (1) Allocates fifty percent (50%) to Court Services and fifty percent (50%) to Records Management.
- (2) Allocates seventy-five percent (75%) to Court Services and twenty-five percent (25%) to Records Management.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund
Office of the City Manager
Court Services

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
101-1930						
Personal Services						
2110	Salaries/Wages	203,647	209,395	209,395	205,000	217,125
2111	Overtime Wages	920	2,000	2,000	250	2,000
2120	Employee Benefits	66,153	78,205	78,205	78,000	88,635
		270,720	289,600	289,600	283,250	307,760
Other Expenses						
2201	Conference/Mileage	1,545	3,000	4,104	3,000	3,000
2320	Communications	3,400	3,000	4,200	0	3,000
2345	Legal Services	1,944	3,200	3,200	3,200	3,200
2349	Professional Services	53,999	82,500	100,415	82,500	82,500
2351	Maint. of Equipment	260	300	300	300	300
2390	Misc Contractual Services	4,337	6,000	6,783	6,000	9,000
2391	Memberships/Subscriptions	568	760	760	760	685
2410	Office Supplies	1,898	2,500	2,847	2,500	2,500
2420	Operating Supplies	4,294	8,000	11,706	7,500	8,000
2910	Refunds	20	0	0	0	0
		72,245	109,260	134,315	105,760	112,185
TOTALS		\$342,985	\$398,860	\$423,915	\$389,010	\$419,945
<hr/>						

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

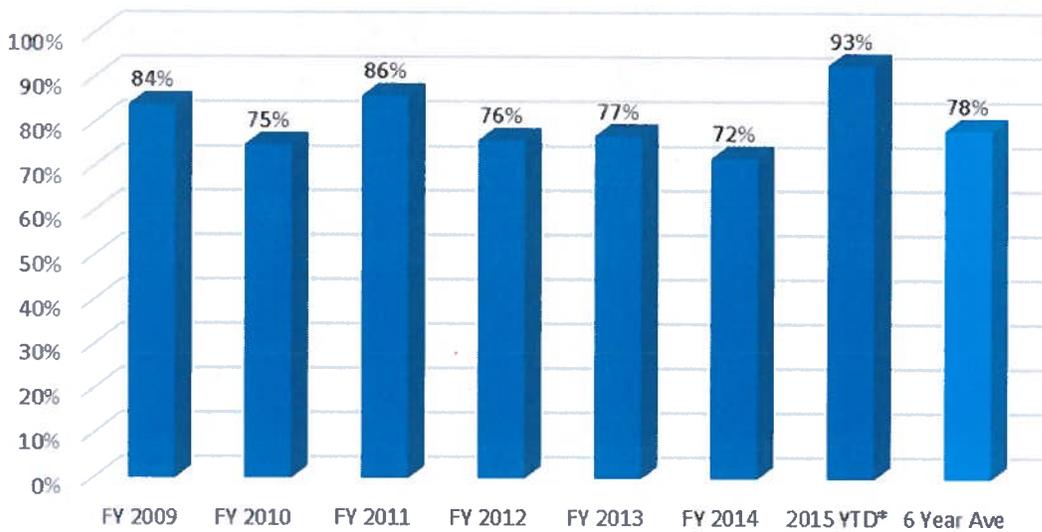
Office of the City Manager / Court Services

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 Successfully Completing Diversion Program 2009-2015



*2015 YTD rate as of June 30, 2015

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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 scan documents for accessibility, 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.
-

PERSONNEL DATA
POSITION TITLE

2015
CURRENT NUMBER

2016
PROPOSED

Court Administrator (1)
Administrative Support 2 (1)
TOTAL

.5
.25
.75

.5
.25
.75

PERMANENT PART-TIME/SEASONAL STAFF

Records Management Technician
TOTAL

1
1

1
1

NOTES AND ADJUSTMENTS:

(1) The Court Administrator allocates fifty percent (50%) of their time to Records Management, and the Administrative Support 2 allocates twenty-five (25%) of their time to Records Management.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Office of the City Manager

Records Management		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
101-1931						
Personal Services						
2110	Salaries/Wages	54,800	80,450	80,450	80,000	82,255
2111	Overtime Wages	307	500	500	100	500
2112	Other Wages	13,631	0	0	0	0
2120	Employee Benefits	21,807	28,175	28,175	28,000	31,595
		90,545	109,125	109,125	108,100	114,350
Other Expenses						
2201	Conference/Mileage	0	500	500	100	500
2349	Professional Services	31,008	30,000	48,900	30,000	30,000
2351	Maint. of Equipment	1,603	3,500	3,500	3,500	3,500
2390	Misc Contractual Service	4,738	6,000	6,000	6,000	6,000
2391	Memberships/Subscriptic	270	600	600	270	600
2410	Office Supplies	1,627	2,000	2,500	1,400	2,000
		39,246	42,600	62,000	41,270	42,600
TOTALS		\$129,791	\$151,725	\$171,125	\$149,370	\$156,950

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Records Management

Performance Measures:

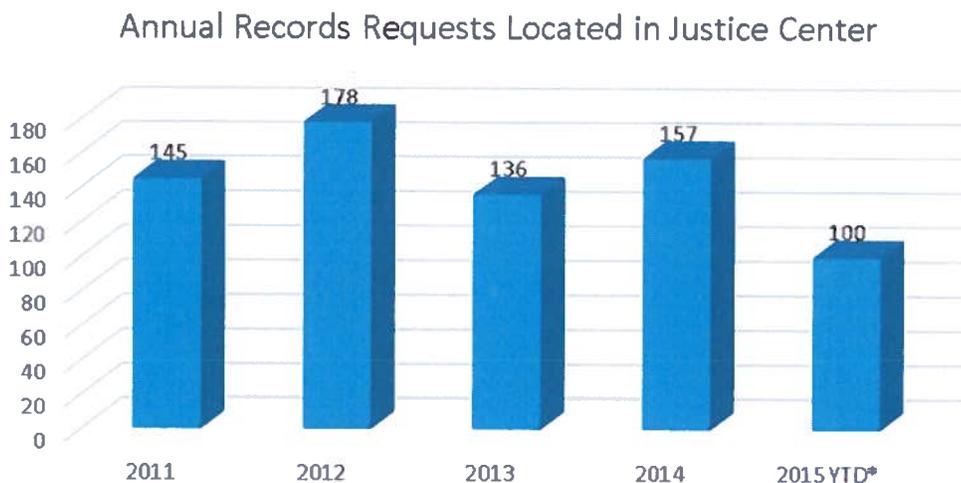
1. Percent of Records Stored in City Storage Facility Destroyed as Scheduled:

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.



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

2. Annual Records Requests Located in the Justice Center:



**2015 YTD as of September 23, 2015*

(4) Special Revenue Fund

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / Street and Utilities Operations

STATEMENT OF FUNCTIONS

Street and Utilities is the direct responsibility of the Director of Street & Utilities Operations, who reports to the Director of Public Works. Minor repairs and maintenance to the City's streets are charged to this program as is snow plowing and treating. Guardrail repair/replacement (as a result of accidents), street sign maintenance, pavement marking maintenance, and support to special events are also charged to this program.

OBJECTIVES AND ACTIVITIES

- 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.
- Actively pursue cost comparisons between in-house staff and outsourcing.
- Plan, coordinate, and execute involvement with special events activities in a professional and economical manner.
- To provide well-maintained streets that are clearly signed and marked.

PERSONNEL DATA

POSITION TITLE

2015 CURRENT NUMBER

2016 PROPOSED

Director, Street & Utilities Operations (1)
Operations Administrator (2)
Maintenance Crew Supervisor (3)
Maintenance Worker
Administrative Support 3
Administrative Support 1
TOTAL

.50
.95
2.70
16
1
1
22.15

.50
.95
2.70
16
1
1
22.15

PART-TIME/SEASONAL STAFF

Seasonal Maintenance Worker
TOTAL

10
10

6
6 (4)

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).

(2) Forty-five (45%) of an Operations Administrator position is allocated to this budget, forty-five (45%) to the Sewer Fund, and ten (10%) to the Water Fund. Fifty percent (50%) of another Operations Administrator position is allocated to this budget and fifty percent (50%) to the Solid Waste Fund.

(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) This is an approximate head count number. The budget for part-time/seasonal staff represents approximately 9,360 work hours and may include more (or less) than 6 employees at any one time.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Street Maint & Repair

Public Service

Street and Utilities

2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
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210-1320

Personal Services

2110	Salaries/Wages	1,060,026	1,352,930	1,352,930	1,125,000	1,287,515
2111	Overtime Wages	179,980	120,000	130,000	125,000	130,000
2112	Other Wages	156,891	200,000	189,750	160,000	135,720
2120	Employee Benefits	438,762	590,785	590,785	530,000	681,710
2140	Uniforms & Clothing	17,175	23,745	24,930	23,745	21,505
		1,852,834	2,287,460	2,288,395	1,963,745	2,256,450

Other Expenses

2201	Conferences/Mileage	5,640	24,730	24,730	6,000	24,730
2302	Repair Services	9,160	6,500	6,500	6,500	16,500
2320	Communications	0	100	100	0	100
2330	Rents/Leases	4,356	5,800	5,800	5,800	4,300
2349	Other Professional Serv	64,204	9,000	7,635	300	1,000
2351	Maint. of Equipment	628	3,000	3,000	650	2,000
2390	Contractual Services	0	87,500	90,200	30,000	95,500
2391	Memberships/Subscriptic	795	1,350	1,350	800	1,350
2410	Office Supplies	3,649	6,400	8,523	3,500	4,400
2420	Operating Supplies	57,934	66,500	67,725	66,500	83,500
2422	Street Salt	1,259,369	754,880	899,064	899,000	838,170
2428	Special Events	2,833	3,000	3,000	3,000	3,000
2440	Small Tools & Minor Equ	4,607	13,300	17,936	13,300	6,300
2441	Signs	0	180,000	180,000	90,000	180,000
		1,413,175	1,162,060	1,315,563	1,125,350	1,260,850

Capital Outlay

2520	Equipment & Furniture	2,197	1,500	1,500	1,500	1,500
		2,197	1,500	1,500	1,500	1,500

TOTALS		\$3,268,206	\$3,451,020	\$3,605,458	\$3,090,595	\$3,518,800
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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 six seasonal staff reduced from ten in 2015.
- Account 2201 includes funding for training in the following areas: OSHA, vector control, equipment operation (forklift), LTAP Training Courses.
- Account 2302 provides funding for mailbox repairs, and other emergency street and drainage repairs.
- Account 2390 provides funding for contracted street sweeping, storm sewer contingency and the repairs of guardrails due to accidents.
- Account 2391 includes funding for memberships in the American Public Works Association and the Ohio Certified Public Manager's Association.
- Account 2420 includes funding for operating supplies such as cold mix, hot mix, gravel, crack sealing materials, curb and catch basin repair supplies and construction materials.
- Account 2422 provides funding for the City's annual purchase of street salt.
- 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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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.
-

NOTES AND ADJUSTMENTS:

There are no personnel assigned to the Transportation and Street Lights budget. 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works

Engineering

Transportation Signals and Street Lights

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
210-1330						
Personal Services						
2110	Salaries/Wages	194,748	0	0	0	0
2111	Overtime Wages	11,327	0	0	0	0
2120	Employee Benefits	70,226	0	0	0	0
2140	Uniforms & Clothing	3,073	0	410	200	4,500
		279,374	0	410	200	4,500
Other Expenses						
2201	Conferences/Mileage	245	0	36	36	0
2310	Utilities	19,507	28,000	35,836	20,000	28,000
2349	Other Professional Serv	153,376	125,000	136,302	60,000	125,000
2351	Maint. of Equipment	1,053	1,000	1,000	0	1,000
2420	Operating Supplies	878	2,500	2,500	100	2,500
2430	Repair & Maintenance	62,974	190,000	190,000	50,000	190,000
2440	Small Tools & Minor Equ	1,555	3,500	3,500	100	2,000
2441	Signs	75,839	0	0	0	500
		315,427	350,000	369,174	130,236	349,000
Capital Outlay						
2520	Equipment & Furniture	13,211	0	0	0	11,000
		13,211	0	0	0	11,000
TOTALS		\$608,012	\$350,000	\$369,584	\$130,436	\$364,500

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works /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 the Highway Maintenance budget.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

State Highway Public Works Engineering		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
211-1330						
Other Expenses						
2310	Utilities	19,507	22,000	26,636	20,000	22,000
2349	Other Professional Services	62,034	0	7,000	7,000	0
		81,541	22,000	33,636	27,000	22,000
Capital Outlay						
2550	Street Maint. Projects	1,267,492	0	1,221,221	1,218,021	70,000
		1,267,492	0	1,221,221	1,218,021	70,000
TOTALS		\$1,349,033	\$22,000	\$1,254,857	\$1,245,021	\$92,000
211-0314						
Capital Outlay						
2790	Transfers	\$0	\$25,000	\$25,000	\$0	\$25,000

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.
- Account 2550 provides funding for projects approved in the 2016-2020 Capital Improvements Program (CIP).

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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>	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Maintenance Crew Supervisor	1	1
Maintenance Worker	3	3
Custodians	<u>5</u>	<u>5</u>
TOTAL	9	9
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker (1)	<u>0</u>	<u>1</u>
TOTAL	0	1

NOTES AND ADJUSTMENTS:

(1) Seasonal Maintenance Worker requested in 2016 due to a full-time Maintenance Worker who will be on Military Assignment for at least 6 months.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works

Community Recreation Center

Facilities	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget	
213-1940						
Personal Services						
2110	Salaries/Wages	527,540	488,525	481,025	475,000	486,105
2111	Overtime Wages	14,647	13,000	20,500	19,000	14,600
2112	Other Wages	0	0	0	0	18,200
2120	Employee Benefits	216,830	263,980	263,980	235,000	292,255
2140	Uniforms & Clothing	10,230	7,200	7,931	7,900	7,200
		769,247	772,705	773,436	736,900	818,360
Other Expenses						
2201	Conferences/Mileage	95	1,600	1,600	1,000	1,600
2211	Meeting Expenses	0	350	350	0	350
2330	Rents/Leases	0	1,500	1,500	0	1,500
2350	Maint. of Equipment	66,524	87,200	104,949	87,200	92,200
2390	Misc Contractual Service	290,763	366,100	388,510	366,100	359,075
2420	Operating Supplies	107,034	95,000	105,526	95,000	104,270
2440	Small Tools & Minor Equ	0	1,800	1,800	0	1,000
		464,416	553,550	604,235	549,300	559,995
Capital Outlay						
2520	Equipment & Furniture	2,728	0	0	0	0
2530	Bldgs. & Other Structure	408,958	410,000	587,522	587,500	195,000
		411,686	410,000	587,522	587,500	195,000
TOTALS		\$1,645,349	\$1,736,255	\$1,965,193	\$1,873,700	\$1,573,355

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works /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.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Recreation Services

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA

POSITION TITLE

	<u>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Recreation Service	.45	.45
Recreation Services Administrator	.8	1.8
Recreation Program Supervisor	5.1	5.1
Recreation Program Coordinator	1.3	1
Recreation Operations Supervisor	.25	.25
Nature Education Coordinator (2)	.5	.5
Recreation Operations Specialist	.25	.25
Administrative Support 3	.6	.6
TOTAL (1)	9.25	9.95

PART-TIME/SEASONAL STAFF

Front Desk	3.25	2.6
Intern	3	1.27
Open Gym & Sports Programs	3	3.44
Special Events	.25	.25
Pre-School / Youth Camps (2)	15.5	12.56
Pre-School / Youth Programs	.50	2.08
Teen Camps	3.25	2.59
Teen Programs / Lounge	1.75	1.40
Adult Programs	1.0	.10
Senior Programs / Program Assistants	.75	1.14
Special Needs	<u>1</u>	<u>.89</u>
TOTAL	33.5 FTE	28.32 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 (with the exception of the Nature Education Coordinator position).

(2) Nature Education Coordinator is funded fifty percent (50%) from the Recreation Services budget and fifty percent (50%) from the Parks Operations budget (101).

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation
Recreation Services

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
213-1630						
Personal Services						
2110	Salaries/Wages	624,556	604,765	604,765	604,765	573,075
2111	Overtime Wages	3,781	3,000	8,000	5,900	5,500
2112	Other Wages	554,320	594,000	594,000	594,000	697,730
2113	Short Term Disability	6,461	0	0	0	0
2120	Employee Benefits	301,934	335,285	335,285	320,000	372,000
2140	Uniforms & Clothing	8,510	13,950	14,540	9,000	14,345
		1,499,562	1,551,000	1,556,590	1,533,665	1,662,650
Other Expenses						
2201	Conferences/Mileage	7,028	7,060	7,060	7,000	7,050
2320	Communications	2,502	9,055	9,805	9,055	10,055
2330	Rents/Leases	85,642	142,925	114,040	88,000	135,300
2349	Other Professional Serv	343,151	371,835	394,711	390,000	434,060
2351	Maint. of Equipment	0	1,000	2,000	1,500	1,500
2370	Advertising	0	845	845	0	0
2380	Printing & Reproductions	31,524	32,500	32,500	30,000	29,000
2390	Misc Contractual Services	40,790	36,000	53,000	45,000	50,400
2391	Memberships/Subscriptions	1,599	2,645	2,645	2,645	2,195
2410	Office Supplies	6,158	14,160	16,454	6,700	14,160
2420	Operating Supplies	49,988	75,005	75,005	65,000	89,005
2442	Sports Equipment	9,857	12,150	12,150	10,000	11,000
2840	Special Events	910	30,800	30,800	5,000	30,800
2841	Sr. Citizens Activities	28,615	28,655	29,680	29,680	29,500
2842	Sports Leagues	51,314	56,635	58,696	56,635	59,135
2910	Refunds	47,590	60,000	68,000	65,000	60,000
		706,668	881,270	907,391	811,215	963,160
Capital Outlay						
2520	Equipment & Furniture	9,682	1,000	1,250	1,200	12,000
		9,682	1,000	1,250	1,200	12,000
TOTALS		\$2,215,912	\$2,433,270	\$2,465,231	\$2,346,080	\$2,637,810

2015 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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 new character education camp staff.
- Account 2320 provides funding for paper and ink for plotter, senior newsletter, and postage.
- Account 2330 provides funding for school custodial, A/C and buses from Dublin City Schools for summer camps, 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 and proposed new camp/health care form management software.
- 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 increased 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 new nature education programs, summer camp programs, special needs programs, teen programs, adult programs 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 teen lounge furniture and multi-use flooring for the teen lounge to expand usage of the room in non-peak hours for additional fitness programming to address space needs issue.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Community Recreation Center

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES:

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

PERSONNEL DATA	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Director, Recreation Services	.5	.5
Recreation Services Administrator	2.9	1.9
Recreation Program Supervisor	2.25	2.25
Membership Services Supervisor	.6	.6
Recreation Operations Supervisor	.75	.75
Theater Supervisor	.7	.7
Recreation Program Coordinator	2.65	2.65
Recreation Operations Specialist	1.55	1.55
Administrative Support 3	.4	.4
TOTAL (1)	12.3	11.3
 <u>PART-TIME/SEASONAL STAFF</u>		
Reservation Facility Workers	3.6	3.13
Fitness/Wellness	10	9.10
Aquatics	20	22.84
Babysitters	5.5	4.32
Wee Folk Room Front Desk	1.5	1.5
Head Front Desk	6	9.81
Theater Staff	1.2	.76
Manager on Duty	<u>1</u>	<u>1.54</u>
TOTAL	48.8 FTE	53 FTE

NOTES AND ADJUSTMENTS:

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

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation

Community Recreation Center

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
213-1631						
Personal Services						
2110	Salaries/Wages	651,689	715,560	715,560	715,000	751,205
2111	Overtime Wages	6,396	4,500	9,500	8,000	6,800
2112	Other Wages	1,228,923	1,243,175	1,243,175	1,243,175	1,255,085
2113	Short Term Disability	4,078	0	0	0	0
2120	Employee Benefits	422,027	478,700	478,700	478,700	562,955
2140	Uniforms & Clothing	8,037	8,145	8,145	8,145	11,350
		2,321,150	2,450,080	2,455,080	2,453,020	2,587,395
Other Expenses						
2201	Conferences/Mileage	41,368	31,710	37,977	30,000	37,685
2310	Utilities	526,378	540,450	623,209	540,450	540,000
2320	Communications	1,620	12,200	6,200	250	12,200
2330	Rents/Leases	8,767	11,300	13,700	9,000	13,300
2349	Other Professional Serv	218,017	205,155	254,250	254,250	286,785
2351	Maint. of Equipment	0	6,000	6,000	0	6,500
2370	Advertising	11,907	15,000	15,000	12,000	17,000
2380	Printing & Reproductions	15,851	39,000	57,902	50,000	43,500
2390	Misc Contractual Service	43,761	42,800	43,988	42,800	45,000
2391	Memberships/Subscriptic	4,169	4,490	4,490	4,490	1,430
2410	Office Supplies	10,741	20,000	20,916	20,000	20,000
2420	Operating Supplies	22,354	40,120	43,640	40,120	33,765
2425	Merchandise for resale	3,792	3,000	3,000	3,000	3,000
2426	Program Supplies	33,139	45,005	53,473	21,700	49,770
2430	Repair & Maintenance	38,674	65,760	76,375	50,500	63,090
2440	Small Tools & Minor Equ	316	2,250	2,250	2,250	2,250
2442	Sports Equipment	99,779	104,500	105,510	100,000	104,900
2910	Refunds	39,731	40,000	40,000	25,000	40,000
		1,120,364	1,228,740	1,407,880	1,205,810	1,320,175
Capital Outlay						
2520	Equipment & Furniture	72,862	59,200	68,410	59,200	80,500
		72,862	59,200	68,410	59,200	80,500
TOTALS		\$3,514,376	\$3,738,020	\$3,931,370	\$3,718,030	\$3,988,070

2016 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 funding for part time staffing positions.
- 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 an increase in funding for personal trainers and Parks and Recreation month activities. Personal trainer funds are offset by personal trainer package revenue.
- 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 increased fees for accepting credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 2420 provides funding for operating supplies such as pool chlorine, first aid supplies, and theater operating supplies.
- Account 2426 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals.
- Account 2430 includes additional funding for repairs and preventive maintenance for pool mechanicals, fitness equipment and the repair of an original cabinet in the Arts & Crafts room.
- 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 new dive blocks, community hall tables and chairs, security cameras and AV equipment at Kaltenbach Park and lighting upgrades for the theater.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Parks Operations / 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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</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:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation
Cemetery Maintenance

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
212-1621						
Personal Services						
2110	Salaries/Wages	62,099	64,465	64,465	64,465	66,220
2111	Overtime Wages	5,373	5,000	5,000	5,000	5,000
2112	Other Wages	22,523	28,320	28,320	26,200	29,280
2120	Employee Benefits	29,025	35,080	35,080	35,080	39,450
2140	Uniforms & Clothing	450	2,125	2,125	850	2,125
		119,470	134,990	134,990	131,595	142,075
Other Expenses						
2201	Conferences/Mileage	91	1,000	1,000	100	400
2310	Utilities	556	950	1,266	500	950
2349	Other Professional Serv	0	1,000	1,000	0	1,000
2351	Maint. of Equipment	337	500	700	650	700
2380	Printing and Reproduction	500	500	500	0	500
2390	Contractual Services	914	11,000	10,800	3,500	10,250
2410	Office Supplies	116	300	300	300	200
2430	Repair & Maintenance	3,422	6,800	7,585	6,800	6,800
		5,936	22,050	23,151	11,850	20,800
Capital Outlay						
2510	Land & Land Improvements	77,472	12,750	20,370	12,750	12,750
2520	Equipment & Furniture	0	3,200	3,200	0	1,260
		77,472	15,950	23,570	12,750	14,010
TOTALS		\$202,878	\$172,990	\$181,711	\$156,195	\$176,885

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Parks Operations / 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 funds for cordless trimmers, chargers and batteries.

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Dublin Municipal Pools

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

<u>PERSONNEL DATA</u> <u>POSITION TITLE</u>	<u>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Director, Recreation Services	.05	.05
Recreation Services Administrator	.30	.30
Recreation Supervisor	.35	.35
Recreation Program Coordinator	<u>.25</u>	<u>.55</u>
TOTAL (1)	.95	1.25
<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	<u>.25</u>	<u>.25</u>
TOTAL	65.25 FTE	65.25FTE

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

NOTES AND ADJUSTMENTS:

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

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation

Pools

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
215-1630						
Personal Services						
2110	Salaries/Wages	50,049	60,650	65,650	60,650	71,350
2111	Overtime Wages	604	500	2,500	2,500	605
2112	Other Wages	402,485	440,360	416,360	400,000	427,315
2120	Employee Benefits	80,104	93,940	100,940	80,000	97,370
2140	Uniforms & Clothing	9,894	10,000	10,000	10,000	13,000
		543,136	605,450	595,450	553,150	609,640
Other Expenses						
2201	Conferences/Mileage	126	980	980	450	980
2310	Utilities	140,304	159,580	173,262	159,580	150,000
2320	Communications	0	200	200	0	200
2349	Other Professional Serv	769	810	810	810	880
2390	Misc Contractual Service	3,674	4,400	4,700	4,700	4,400
2391	Memberships/Subscriptic	1,200	1,350	1,350	1,350	1,350
2410	Office Supplies	0	1,000	1,000	0	1,000
2420	Operating Supplies	4,793	6,000	6,000	6,000	6,000
2423	Concessions	44,919	50,000	58,000	55,000	50,000
2424	Pool Supplies/Chemicals	14,344	21,500	29,048	14,500	21,500
2426	Program Supplies	840	2,900	2,900	2,900	2,800
2430	Repair & Maintenance	40,558	60,500	61,190	40,000	66,415
2910	Refunds	0	1,500	1,700	1,700	1,500
		251,527	310,720	341,140	286,990	307,025
Capital Outlay						
2520	Equipment & Furniture	8,017	24,250	25,750	25,750	41,400
2530	Bldgs. & Other Structure:	0	37,500	37,500	0	35,000
		8,017	61,750	63,250	25,750	76,400
TOTALS		\$802,680	\$977,920	\$999,840	\$865,890	\$993,065

2016 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 dive tower painting, North Pool painting, and funds to update the aging North Pool restrooms.
- Account 2520 includes funding for new chaise lounge chairs, safety equipment, umbrellas, and new dive blocks.
- Account 2530 provides funding for projects approved in the 2016-2020 Capital Improvements Program (CIP).

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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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 Dublin's signature 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. The division also permits all community events, ensures they are following guidelines and ordinances and coordinates any City staff support of those events.

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 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

	<u>2015 CURRENT NUMBER</u>	<u>2016 PROPOSED</u>
Event Manager	1	1
Event Administrator	2	2
Event Coordinator	1	1
Administrative Support 2 (1)	2	2
TOTAL	6	6

PART-TIME/SEASONAL STAFF

Event Assistants, year-round	2	2
Administrative Support 1- summer	1	1
Summer Event Support	5	5
TOTAL	8	8

NOTES AND ADJUSTMENTS:

(1) Due to a year-end retirement of an Administrative Support staff, the position is being reviewed and possibly reclassified to better fit the job duties.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax
Parks & Recreation
Events Administration

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
217-1130						
Personal Services						
2110	Salaries/Wages	369,753	395,080	395,080	395,000	414,430
2111	Overtime Wages	17,587	19,000	19,000	19,000	19,000
2112	Other Wages	79,893	77,000	77,000	77,000	79,000
2120	Employee Benefits	135,381	163,320	163,320	163,000	184,195
2140	Uniforms & Clothing	785	750	1,250	1,200	750
		603,399	655,150	655,650	655,200	697,375
Other Expenses						
2201	Conferences/Mileage	11,693	7,050	7,050	7,050	10,275
2211	Meeting Expenses	2,330	2,650	2,650	2,650	2,900
2320	Communications	3,135	4,000	4,000	3,400	4,000
2349	Other Professional Serv	1,697,415	1,769,330	1,777,330	1,769,000	1,866,080
2360	Insurance & Bonding	0	12,000	5,090	5,090	5,200
2370	Advertising	59,566	73,000	73,000	73,000	82,000
2380	Printing & Reproductions	14,183	18,150	15,500	15,500	17,350
2390	Misc Contractual Services	6,021	6,500	6,510	6,500	6,700
2391	Memberships/Subscriptions	2,495	2,870	2,870	2,870	3,555
2410	Office Supplies	6,870	7,350	7,350	7,350	7,800
2420	Operating Supplies	339,216	364,150	364,150	364,000	361,400
2440	Small Tools & Minor Equip	2,041	5,950	6,600	6,600	2,500
2812	Special Projects/Programs	9,831	39,250	39,250	9,850	17,400
2813	Promotional Programs	3,858	8,600	8,600	8,600	11,100
2815	Volunteer Program	19,390	22,350	22,350	22,350	26,400
2910	Refunds	2,960	200	600	600	0
		2,181,004	2,343,400	2,342,900	2,304,410	2,424,660
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	34,500
		0	0	0	0	300,000
TOTALS		\$2,784,403	\$2,998,550	\$2,998,550	\$2,959,610	\$3,156,535

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 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	16,218	24,000	24,000	24,000	24,000
Parks & Open Space						
217-1620						
2420	Operating Supplies	11,404	26,500	28,229	26,500	26,600
Police						
217-1820						
2390	Misc Contractual Services	20,426	26,000	26,000	22,000	26,000
Special Events Total Other Work Units		\$39,544	\$53,000	\$53,000	\$49,000	\$53,000

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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 and August 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 marketing 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 and increase as profits increase. A significant amount of these expenditures are offset by revenue generated by the events.
- Account 23-60 provides funding for Alcohol liability policy to cover all DIF fundraising groups.
- Account 2370 includes funds for DIF advertising and the addition of the ad buyer which was previously in professional services account.
- 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.
- 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.
- Account 2520 provides funding for projects approved in the 2016-2020 Capital Improvements Program (CIP).

The following four accounts include budget items from other division that have been allocated to Events Administration for 2016. This allocation 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.

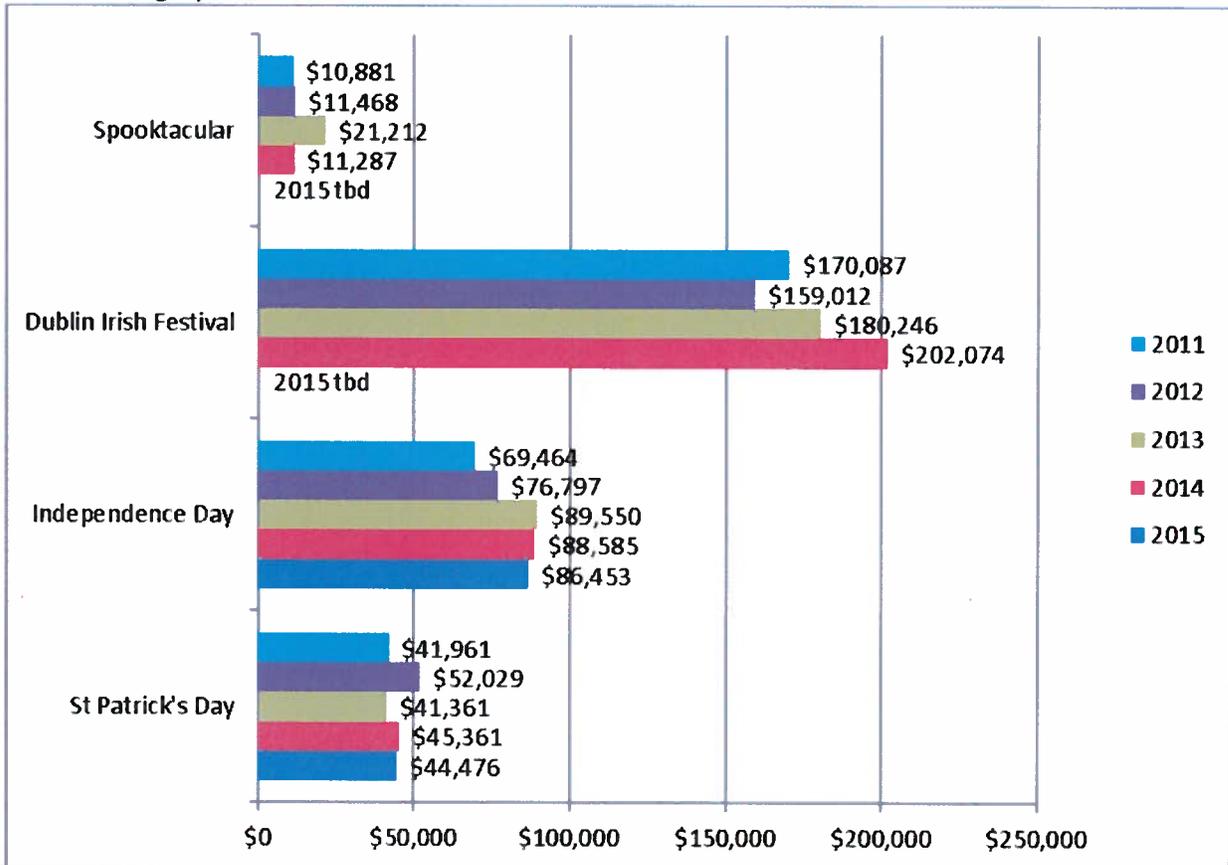
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Events Administration

Performance Measures:

1. Total Cost of Hours Worked at City Signature Events, all City Employees:

Time includes overtime and regular time for time at events and time spent preparing and cleaning up from event.



**Pre and post event costs are not calculated for the Dublin Irish Festival*

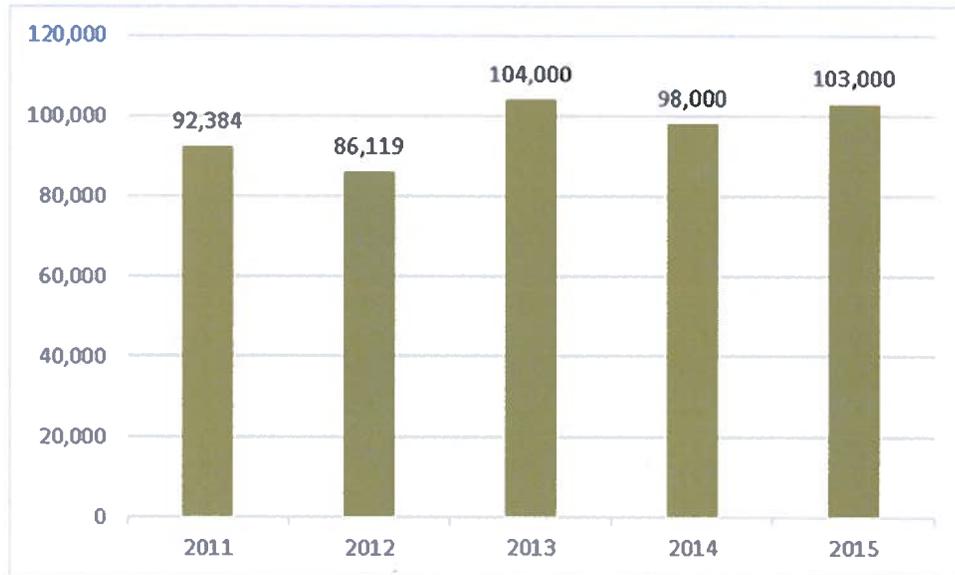
***2015 Figures are yet to be determined for Spooktacular & Dublin Irish Festival*

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / Events Administration

Performance Measures:

2. Attendance at the Dublin Irish Festival



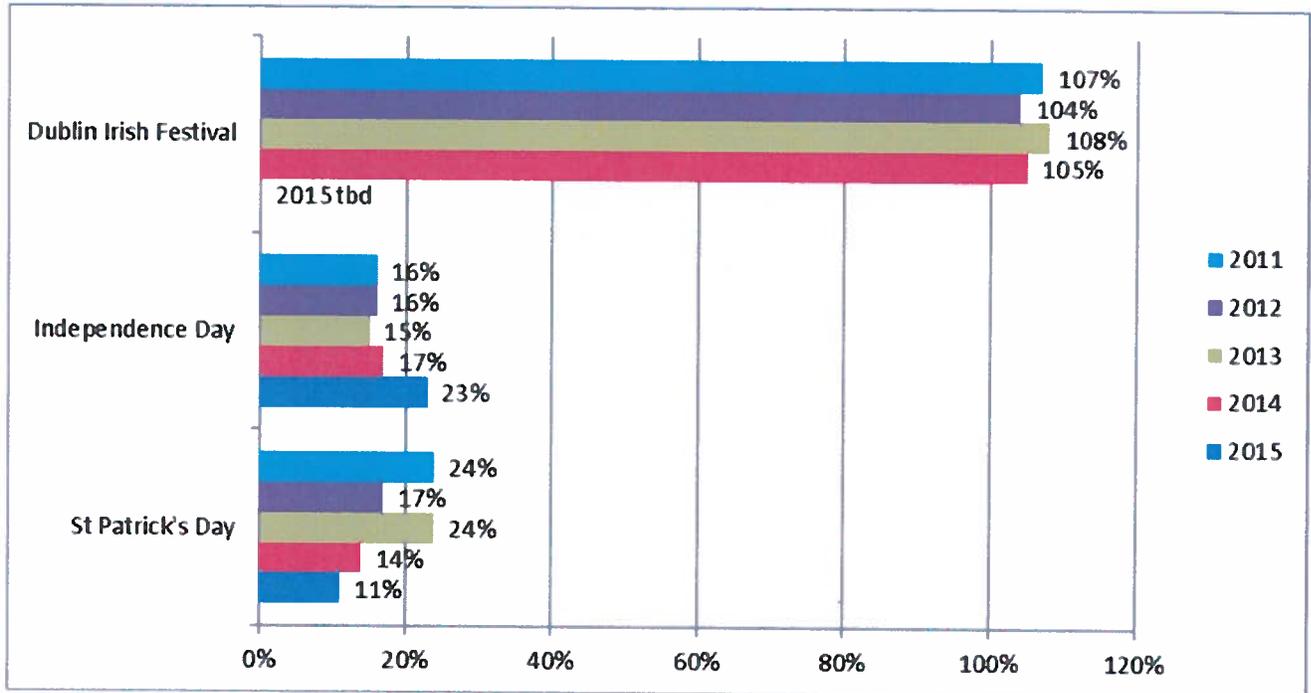
This measurement tracks the actual number of people who attend the Dublin Irish Festival.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation / 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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2016 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>2015</u> <u>CURRENT NUMBER</u>	<u>2016</u> <u>PROPOSED</u>
Public Art Conservation/Contract Specialist	<u>.75</u>	<u>.75</u>
TOTAL	<u>.75</u>	<u>.75</u>

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 and 2016, the position is funded 25% from the Parks & Open Space Fund and 75% from the Hotel/Motel Tax Fund.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax
Parks & Recreation

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
217-1110						
Personal Services						
2110	Salaries/Wages	24,588	38,055	38,055	25,000	38,865
2111	Overtime Wages	521	1,000	1,000	750	1,000
2112	Other Wages	1,710	0	0	0	0
2120	Employee Benefits	7,832	21,560	21,560	8,500	24,620
2140	Uniforms & Clothing	0	500	500	0	0
		34,651	61,115	61,115	34,250	64,485
Other Expenses						
2201	Conferences/Mileage	627	1,500	1,500	1,500	1,500
2349	Other Professional Serv	335,872	27,000	27,000	27,000	46,500
2391	Memberships/Subscriptions	50	50	50	50	110
2420	Operating Supplies	0	3,230	3,230	1,000	1,190
2812	Special Projects/Programs	164,688	104,300	104,400	100,000	26,500
		501,237	136,080	136,180	129,550	75,800
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	45,000
		0	0	0	0	45,000
TOTALS		\$535,888	\$197,195	\$197,295	\$163,800	\$185,285

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel/Motel Tax
Finance Director

Taxation		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
217-1230						
Other Expenses						
2821	Grants/Community Org.	158,751	200,000	275,006	275,000	200,000
2822	Grants/DAC	501,026	512,545	512,545	512,000	524,280
2823	Grants/DCVB	0	0	0	0	6,000
2825	City Sponsored Projects	500	6,000	6,000	0	0
2790	Transfers	161,889	161,300	161,300	161,300	162,300
		822,166	879,845	954,851	948,300	892,580
TOTALS		\$822,166	\$879,845	\$954,851	\$948,300	\$892,580

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Hotel Motel Tax Fund

BUDGET SUMMARY:

217-1110 – Park Operations

- 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.
- Account 2520 provides funding for projects approved in the Capital Improvements Programs: art maintenance and Dublin Arts Council (DAC) building repairs.

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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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 five dollars (\$5.00) per case; however, Substitute Senate Bill 246 allows the fee to be set as high as ten dollars (\$10.00). The \$5.00 fee is currently under review. Analysis has been completed and will be presented to City Council with the Cost of Services Study to determine if an increase to \$8.00 is warranted.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Mayor's Court Computer

Office of City Manager

Court Services

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
221-1930						
Other Expenses						
2201	Conference/Mileage	0	1,750	1,750	0	1,750
2351	Maint. of Equipment	16,071	17,240	17,240	17,240	17,240
2410	Office Supplies	287	500	540	500	500
		16,358	19,490	19,530	17,740	19,490
TOTALS		\$16,358	\$19,490	\$19,530	\$17,740	\$19,490

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / 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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2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Permissive Tax

Public Works

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
216-1330						
Capital Outlay						
2550	Street Maint. Projects	173,096	750,000	771,016	750,000	2,400,000
		173,096	750,000	771,016	750,000	2,400,000
TOTALS		\$173,096	\$750,000	\$771,016	\$750,000	\$2,400,000
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2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Permissive Tax Fund

BUDGET SUMMARY:

216-2550

- Account 2550 provides funding for Capital Improvement Program (CIP) projects: Relocated Rings Road (Churchman Road).

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2016 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.

This includes all types of leave accruals and both pensionable and non-pensionable leave amounts.

NOTES AND ADJUSTMENTS:

Contributions to this fund represent a percentage of full-time wages.

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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Accrued Leave Reserves

Finance Director

Finance

2014
Actual

2015
Budget

2015
Revised Budget

2015
Estimate

2016
Budget

222-1210

Personal Services

2124	Accrued Leave Payout	346,403	275,000	480,000	500,000	350,000
		346,403	275,000	480,000	500,000	350,000
TOTALS		\$346,403	\$275,000	\$480,000	\$500,000	\$350,000

2016 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 2016 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. Amounts in this account can vary widely from year-to-year.

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2016 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

	<u>2015</u>	<u>2016</u>
	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Chief of Police	1	1
Police Lieutenant	2	2
Civilian Bureau Commander	1	1
Police Sergeant	6	6
Police Corporal	6	6
Police Officer (1)	53	53
Emergency Management Coordinator/Law Enforcement Planner	1	1
Civilian Accreditation Manager	1	1
Administrative Support 3	1	1
Administrative Support 2	3	3
Administrative Support 1	2	2
Police Property Technician	1	1
Communications Technician	20	20
Communications Supervisor	3	3
Communications Manager	<u>1</u>	<u>1</u>
TOTAL	102	102

NOTES AND ADJUSTMENTS:

(1) Ordinance 23-15 authorized three (3) additional sworn officer positions temporarily through December 31, 2015.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety

Police

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
214-1820						
Personal Services						
2110	Salaries/Wages	6,185,037	6,742,520	6,727,520	6,727,520	6,966,380
2111	Overtime Wages	387,681	512,100	552,100	500,000	521,100
2112	Other Wages	0	0	4,200	4,200	0
2113	Short Term Disability	0	0	5,500	5,090	0
2120	Employee Benefits	2,279,221	2,959,210	2,928,710	2,705,000	3,135,270
2140	Uniforms & Clothing	136,372	149,300	210,160	140,000	186,900
		8,988,311	10,363,130	10,428,190	10,081,810	10,809,650
Other Expenses						
2201	Conferences/Mileage	95,920	131,250	157,618	131,250	109,000
2211	Meeting Expenses	7,056	8,500	8,500	8,500	8,500
2213	Seminar Expenses	0	2,000	2,000	0	2,000
2301	County Auditor Deductions	10,993	8,500	18,075	18,075	18,075
2320	Communications	55,447	69,000	41,309	40,000	15,000
2330	Rents/Leases	207	0	0	0	0
2349	Other Professional Serv	2,378	12,000	12,529	2,500	11,000
2351	Maint. of Equipment	56,644	91,300	99,773	55,000	87,600
2390	Contractual Services	18,979	40,690	58,209	25,000	147,400
2391	Memberships/Subscriptions	60,455	44,940	44,940	44,940	46,160
2410	Office Supplies	15,457	25,500	28,434	12,000	20,000
2420	Operating Supplies	70,868	82,250	92,684	82,250	88,750
2851	DARE Program	9,776	5,500	5,500	0	5,500
2910	Refunds	0	500	500	0	500
		404,180	521,930	570,071	419,515	559,485
Capital Outlay						
2520	Equipment & Furniture	39,500	30,300	34,651	15,500	26,000
		39,500	30,300	34,651	15,500	26,000
TOTALS		\$9,431,991	\$10,915,360	\$11,032,912	\$10,516,825	\$11,395,135

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety
Communications

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
214-1821						
Personal Services						
2110	Salaries/Wages	1,066,574	1,371,510	1,371,510	1,200,000	1,502,400
2111	Overtime Wages	173,251	75,000	190,000	190,000	75,000
2120	Employee Benefits	339,759	551,845	551,845	400,000	630,665
2140	Uniforms & Clothing	3,121	10,000	11,342	3,200	10,000
		1,582,705	2,008,355	2,124,697	1,793,200	2,218,065
Other Expenses						
2201	Conferences/Mileage	2,231	14,500	15,570	10,000	18,000
2320	Communications	339	3,000	3,000	800	2,000
2351	Maint. of Equipment	28,062	49,000	57,459	49,000	43,000
2391	Memberships/Subscriptions	1,325	3,700	4,499	3,700	3,700
2410	Office Supplies	2,008	4,000	4,591	4,000	4,000
2420	Operating Supplies	0	1,000	1,000	0	1,000
		33,965	75,200	86,119	67,500	71,700
Capital Outlay						
2520	Equipment & Furniture	0	3,000	3,000	0	0
		0	3,000	3,000	0	0
TOTALS		\$1,616,670	\$2,086,555	\$2,213,816	\$1,860,700	\$2,289,765

2016 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.

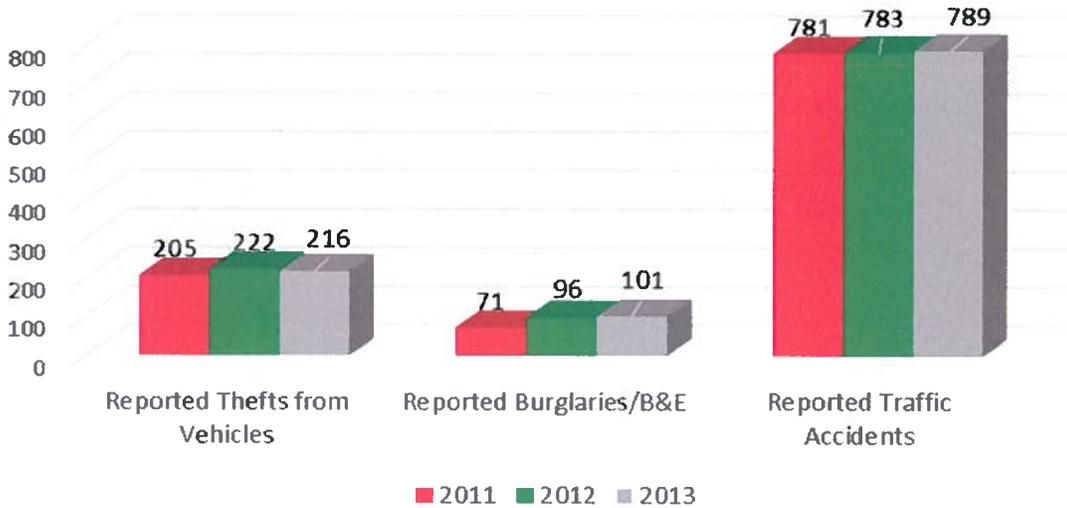
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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.

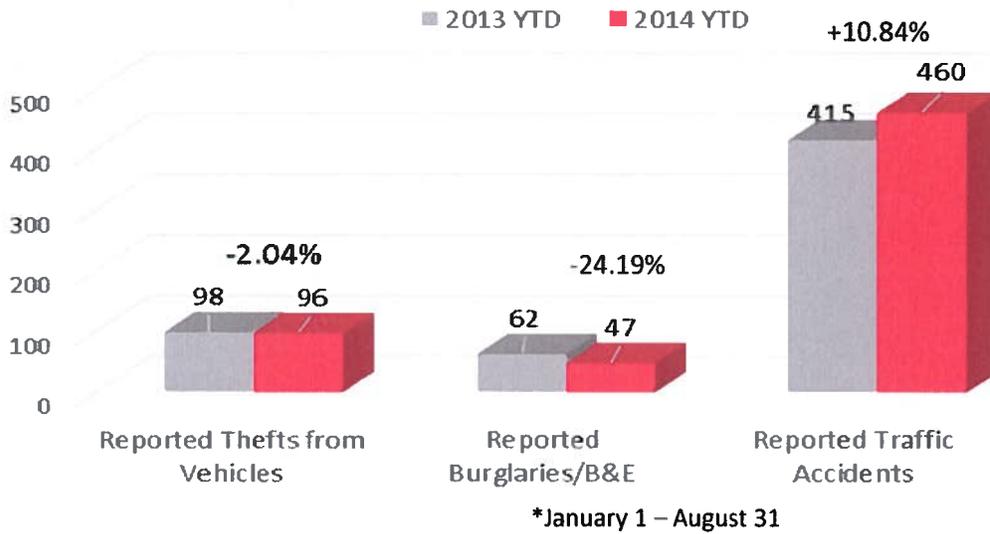
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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 *

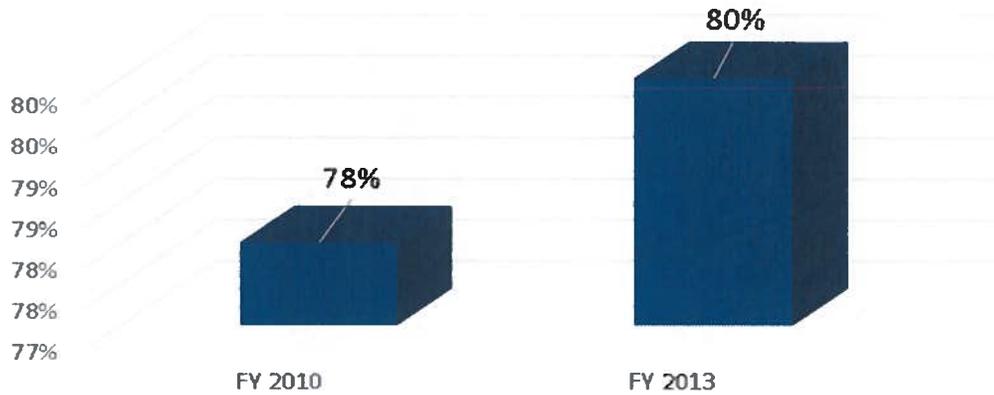


Safety/ Police

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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2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Enforcement & Education
 Safety
 Police

	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>					
218-1820					
Personal Services					
2111 Overtime Wages	0	10,000	0	0	0
	0	10,000	0	0	0
Other Expenses					
2520 Furniture	0	2,000	0	0	0
	0	2,000	0	0	0
TOTALS	\$0	\$12,000	\$0	\$0	\$0

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Safety/ Police

BUDGET SUMMARY:

218-1820

- Account 2520 provides funds for the purchase of equipment utilized for educational purposes during Citizen Police Academy OVI instruction. No request was made for 2016.

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2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Law Enforcement
Safety

	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
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219-1820

Other Expenses

2330	Rents/Leases	3,448	2,000	2,052	0	0
2420	Operating Supplies	297	500	500	0	0
		<hr/> 3,745	2,500	20,552	0	0

Capital Outlay

2520	Equipment & Furniture	7,529	6,500	9,018	9,000	0
		<hr/> 7,529	6,500	9,018	9,000	0
TOTALS		<hr/> \$11,274	\$8,500	\$11,570	\$9,000	\$0

2016 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; no request in 2016.
- Account 2420 provides funds for the increased number of drug investigations to purchase contraband and pay informants; no request in 2016.
- Account 2520 provides funding for crowd control unit less than lethal munitions, uniforms and equipment; no request in 2016.

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2016 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 (ORC) §128.57*, 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. Disbursements received may be used for personnel costs, once all equipment purchases have been completed.

**- effective date of section 128.57 ORC is 9/29/2015.*

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Wireless 9-1-1 System

Safety

Police

2014
Actual

2015
Budget

2015
Revised Budget

2015
Estimate

2016
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

2016 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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(5) Debt Service Funds

2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Debt Service

Finance

Accounting and Auditing

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
310-0210						
Debt Service						
2601	Debt Issuance Costs	210,301	0	677,250	677,250	5,375
2611	Principal-Parks Program:	316,556	321,600	321,600	321,600	338,000
2612	Principal-Transportation	13,077,819	4,971,200	4,971,200	4,946,200	5,948,800
2613	Principal-Land & Bldgs	577,555	592,700	592,700	592,700	921,800
2621	Interest-Parks Programs	140,682	132,300	132,300	132,300	111,785
2622	Interest-Transportation	1,482,677	2,743,300	2,743,300	1,313,690	4,831,150
2623	Interest-Land & Bldgs	142,305	512,900	512,900	125,500	578,800
		<hr/>				
		15,947,895	9,274,000	9,951,250	8,109,240	12,735,710
TOTALS		\$15,947,895	\$9,274,000	\$9,951,250	\$8,109,240	\$12,735,710
<hr/>						

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Special Assessment Debt Service Funds
Finance

	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
320-0210					
S. A. Debt Service					
2301 County Auditor Deductions	684	0	0	0	0
2790 Transfers	6,858	0	745	745	0
TOTALS	\$7,542	\$0	\$745	\$745	\$0

321-0210

1992 S. A. Debt Service

2301 County Auditor Deductions	77	0	200	100	0
2612 Principal-Transportation	100,000	0	0	0	0
2622 Interest-Transportation	6,400	0	0	0	0
2790 Transfers	0	53,378	54,131	54,131	0
TOTALS	\$106,477	\$53,378	\$54,331	\$54,231	\$0

322-0210

2001 S. A. Debt Service

2301 County Auditor Deductions	134	200	200	200	200
2612 Principal-Transportation	100,070	101,700	101,700	101,700	105,000
2622 Interest-Transportation	29,467	27,000	27,000	27,000	24,000
TOTALS	\$129,671	\$128,900	\$128,900	\$128,900	\$129,200

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(6) Capital Project Funds

2016 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

The Five-year Capital Improvements Program (CIP) establishes the City's blueprint for investments in its capital infrastructure. The CIP is used as a tool to help ensure the City's long and short-term capital investments are made in the context of careful consideration of the City's needs as well as the resources available to fund all projects. A complete copy of the document is available on-line on the City's website at dublinohiousa.gov/economic-development/capital-improvements-program.

The financial guidelines used in the preparation of the CIP provide assurances that the City can meet, in a full and timely manner, both its debt service obligations and all other obligations competing for the available resources. It is the City's objective to complete as many needed capital improvement projects as financially possible while maintaining flexibility and the ability to adapt to changes as they occur.

Project Prioritization

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

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

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

Major Projects

A complete listing of the City's Funded Major Projects for 2016-2020 is included in this section of the operating budget. It includes all City projects, however, capital projects funded from TIF revenues and debt financing are excluded as funding for those projects is appropriated separately from the operating budget.

Non-Major Projects

Guidelines have been established for several key areas which the City has utilized in projecting the non-major capital needs. A summary listing of the City's Funded Non-Major Projects for 2016-2020 is included in this section of the operating budget. These guidelines, along with some of the **highlighted** projects for 2016, 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

The following parks renovations and improvements are programmed in 2016:

Location	Description	Amount
Indian run Meadows	Playground replacement	\$ 288,000
Dublinshire Greenway	Plaza benches and pavers	25,000
Wedgewood Hills	Playground equipment	203,000
Woods of Brighton	Tennis court resurfacing	15,000
Balgriffin Park	Tennis court resurfacing	15,000
Llewellyn Park	Tennis court resurfacing	16,000
Dalmore Park	Basketball court resurfacing	5,000
Ballantrae Park	Rewiring and junction box replacement	15,000
Service Center	Irrigation replacement	8,000
	Solar power pond aerator	7,000
Scioto Park North	Shelter electric	17,000
Rounding		1,000
	Total Parks	\$615,000

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.

Funding provides for an annual allocation for repairing the City's roadways. The Street Maintenance Program consists of replacement of deteriorated concrete curb and gutter, street base stabilization, milling of deteriorated pavement surfaces and placement of new asphalt pavement. There are currently 264 miles of roadway in the City with an equivalent of 591 lane miles of pavement.

In 2015, the City contracted with Transmap Corporation to provide a comprehensive map based pavement condition inventory to aid in planning future maintenance. The pavement analysis is utilized to program the timing and type of street rehabilitation and maintenance work. The condition assessment is based on an index of 1 – 100, with an index of 100 being a new roadway. The City has a goal of the weighted average PCI to be ≥ 75 for the entire system and no weighted average PCI for any segment to be below 50 for all local streets or 60 for all others. The current estimated PCI for 2015 is 78.1. The funding also provides for more preventive treatments.

The factors used to prioritize and select streets for inclusion in the program include: existing pavement condition index, type and severity of deterioration, average daily traffic, functional classification of the street, annual maintenance costs, and expected economy of grouping streets by location to gain contractor efficiency and minimize neighborhood disruptions. We also evaluate the condition of the existing curb and gutter that work is aligned with the pavement work.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

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 2016, the following connections/additions are programmed for design and/or construction:

General Location	2016 Design Amount	2016 Construction Amount	2016 Total
Metro Place South to Smiley Park	(1)	\$205,500	\$205,500
Dublin Road from Tuttle to Limestone Ridge Drive	(1)	150,000	150,000
Summitview (from Wedgewood Hills Park at Summit View to Campden Lakes Boulevard)	\$42,600 (2)	(3)	42,600
Wedgewood Hill (through Wedgewood Hills Park)	49,400	(3)	49,400
Sub-Total	\$92,000	\$355,500	\$447,500
Adjustment for rounding			2,500
Total			\$450,000

- (1) – design funded in 2015.
- (2) – detailed design phase.
- (3) - construction funded in 2017.

2016 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 2016 is as follows:

Location	Description	Amount
Art's Council	Re-build stone sidewalk near patio	\$ 5,000
	Additional window replacements	25,000
City Hall and Annex	Replace glass doors at main entrance, rear entrances, and solid rear doors.	15,000
	Replace carpeting in Annex offices and reception area	10,000
	Update second floor lighting	2,000
Fleet Building	Replace four overhead doors in vehicle wash bay	75,000
Justice Center	Repair gutter and down spouts	27,500
Parks	Patch and paint ten ball field dugouts at Avery Park	6,000
	Soft top cover replacement for Amphitheater	25,000
	Replace pavilion roof	16,000
	Pavilion wall repairs	10,000
	Nyrop House (Post Road) - demolition	20,000
	Wood repairs and painting at Darree Fields	17,500
	Exterior Paint at Earlington Barn	22,000
	Multiple barns	10,000
Recreation Center (DCRC)	Exterior building paint and seal woodwork	70,000
	Exterior building lighting upgrade	10,000
	Remove Cleaver Brooks boiler	15,000
	Replace AON roof top units as needed	35,000
	Paint gymnasium	40,000
	Complete refurbishing of gymnasium floor	25,000
South Pool	Replace cedar roof on main building, concession stand and pump house	35,000
Various – Citywide	Small in-house renovations	25,000
	HVAC and pump replacements	25,000
	Carpet and flooring replacements	50,000
	Painting and patching walls as needed	30,000
	Adjustment for rounding	(1,000)
Total		\$645,000

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 2016-2020 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvements Program (CIP)

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. 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Project Funds Capital		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
401-0221						
Other Expenses						
2301	County Auditor Deductions	49,912	50,000	50,000	38,100	38,500
401-0314						
Other Expenses						
2790	Transfers	3,140,135	3,727,700	3,727,700	3,122,300	4,132,000
2791	Advances	8,345,000	0	0	6,305,000	4,534,100
		11,485,135	3,727,700	3,727,700	9,427,300	8,666,100
Capital Outlay						
2510	Land and Land Improvements	89,604	500,000	551,519	125,000	500,000
2511	Park and Bikeway Improvements	3,138,390	7,895,000	8,327,215	4,000,000	2,205,000
2522	Police Capital Equipment	907,360	260,000	427,272	260,000	662,000
2523	City Maintenance Equipment	1,484,074	1,840,000	2,998,880	2,998,000	1,850,000
2530	Bldgs. & Other Structures	1,275,485	1,000,000	1,642,054	1,000,000	2,515,000
2550	Transportation Projects	10,799,578	9,140,000	12,093,215	9,140,000	10,810,000
2562	Storm Sewer Improvements	178,194	1,055,000	1,060,948	1,055,000	560,000
2571	Computer Hardware/Software	1,096,133	1,200,000	1,333,182	1,200,000	965,500
2572	Building Repairs and Renovations	423,095	232,500	496,384	232,500	610,000
2579	Other Projects	228,233	980,000	1,174,023	980,000	495,000
2599	Contingencies	17,251	225,000	225,000	225,000	225,000
		19,637,397	24,327,500	30,329,692	21,215,500	21,397,500
SUB-TOTAL (0314)		31,122,532	28,055,200	34,057,392	30,642,800	30,063,600
TOTALS		\$31,172,444	\$28,105,200	\$34,107,392	\$30,680,900	\$30,102,100

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvement Tax
Capital

401-0314

Capital Outlay

2510 Land and Land Improvements		
Land Acquisition (AL1601)	<u>500,000</u>	500,000
2511 Park and Bikeway Improvements		
Park Renovations/Improvements (AR1601)	615,000	
Outdoor Exercise Equipment (GR1403)	20,000	
DCPN (North Pool) (GR1115)	75,000	
Post Road Bike Path Bridge (GR1602)	140,000	
Darree Fields (GR9901)	80,000	
Emerald Fields Park (GR9904)	55,000	
Holder-Wright Farm and Earthworks (GR1114)	1,125,000	
Coffman Park Expansion (GR9902)	95,000	
		2,205,000
2522 Police Capital Equipment		
Replacement Lasers (PP0803)	20,000	
Replacement Firearms (PP1602)	120,000	
Replacement Automated External Defibrillators (AED) (PP1601)	20,000	
Replacement DTU (PP1602)	20,000	
Mobile Radio Upgrades (PP1604)	125,000	
COM Center Consoles (PP1605)	310,000	
Replacement K-9 (2017) (PP1606)	12,000	
Body Camera Hardware	<u>35,000</u>	
		662,000
2523 City Maintenance Capital Projects		
Fleet Management Program - vehicles (AV1601)	1,140,000	
Fleet Management Program - equipment (AV1603)	<u>710,000</u>	
		1,850,000
2530 Buildings and Other Structures		
Municipal Facilities (AB0601)	5,915,000	
Funded by Debt (Service Center Expansion)	<u>(3,400,000)</u>	
		2,515,000
2550 Transportation Projects		
Annual Street Maintenance program (AT1601)	4,000,000	
Annual Infrastructure/Roadside Improvements (AT1602)	100,000	
Annual Shared-Use Path Maintenance (AT1603)	840,000	
Annual Shared-Use Path Additions/Connections (AT1604)	450,000	
Annual Sidewalk Program (AT1606)	50,000	
Annual Parking Lot Maintenance (AT1607)	400,000	
Annual Pedestrian Tunnel Maintenance (AT1608)	165,000	
Annual Guardrail Replacement and Maintenance (AT1610)	65,000	
Annual Bike Rack Installation (AT1511)	25,000	
Annual Bridge Maintenance (AT1612)	180,000	
Uncurbed Streets - Mid Century Neighborhood (ET1603)	430,000	
Bridge Street District Program Management (ET1607)	2,300,000	
Western Roadway Alignment Study (ET1613)	150,000	
Comprehensive Wayfinding System - City-Wide (ET1615)	705,000	
Sawmill Road Third Southbound Lane Addition (ET1616)	600,000	
Glick Road Shared Use Path (ET1204)	240,000	
Riverside Drive East Shared Use Path (ET1619)	75,000	
Concord Road Shared Use Path (ET1621)	35,000	
		10,810,000

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Improvement Tax
Capital

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<u>2562</u>	<u>Stormwater Improvements</u>		
	Annual Stormwater Maintenance (AF1601)	<u>560,000</u>	560,000
<u>2570</u>	<u>Other Projects & Equipment</u>		
2571	Computer Hardware/Software (AI1601)	965,500	
2572	Building Repairs and Renovations (AB1601)	610,000	
2579	Technology Improvements (AB0802)	120,000	
2579	Dublink/Ignite (AB1402)	<u>375,000</u>	2,070,500
<u>2599</u>	<u>Contingencies</u>	<u>225,000</u>	
			225,000
<u>2790</u>	<u>Transfers</u>		
	General Debt Service Fund	3,732,000	
	Water - Water Extensions	200,000	
	Sewer - Sewer Extensions	<u>200,000</u>	4,132,000
<u>2791</u>	<u>Advances</u>	4,534,100	
			<u>4,534,100</u>
<u>TOTAL</u>			<u>\$30,063,600</u>

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET0103	Tuttle Crossing Boulevard Extension-Wilcox Road to Avery Road / Avery Road Widening - Tuttle Crossing Blvd. to Rings Road East, phase 1 (TIF)									
	Architectural\Engineering fees	532,000	132,000	400,000						0
	Acquisition	1,913,000	13,000		1,900,000					1,900,000
	Construction	11,660,000						11,660,000		11,660,000
	Other Expenses (Utilities and Landscape)	1,040,000						1,040,000		1,040,000
	Total	15,145,000	145,000	400,000	1,900,000	0	0	12,700,000	0	14,600,000
ET1601	Tuttle Crossing Boulevard Extension, phase 2 (TIF)									
	Architectural\Engineering fees	125,000				125,000				125,000
	Acquisition	0								0
	Construction	0								0
	Other Expenses (Landscape)	0								0
	Total	125,000	0	0	0	125,000	0	0	0	125,000
ET0104	Emerald Parkway, phase 8 (TIF) (Includes a portion of Riverside Drive realignment)									
	Architectural\Engineering fees	922,000	922,000							0
	Acquisition	4,071,000	4,071,000							0
	Construction	17,885,000	8,894,000	8,991,000						0
	Other Expenses (Landscape)	314,000		314,000						0
	Total	23,192,000	13,887,000	9,305,000	0	0	0	0	0	0
ET1119	Relocated Rings Road (Churchman Road)									
	Architectural\Engineering fees	236,000	236,000							0
	Acquisition	350,000		350,000						0
	Construction	2,250,000			2,250,000					2,250,000
	Other Expenses (Landscape)	150,000			150,000					150,000
	Total	2,986,000	236,000	350,000	2,400,000	0	0	0	0	2,400,000
ET1402	Avery Road Widening - Rings Road West to Woerner Temple (TIF) Phase 2									
	Architectural\Engineering fees	452,000	2,000	450,000						0
	Acquisition	637,000	172,000	165,000	300,000					300,000
	Construction	7,415,000							7,415,000	7,415,000
	Other expenses (Landscape and Utilities)	560,000							560,000	560,000
	Total	9,064,000	174,000	615,000	300,000	0	0	0	7,975,000	8,275,000
ET1301	West Innovation Park Infrastructure (Onsite)									
	Architectural\Engineering fees	214,000	214,000							0
	Acquisition	75,000		75,000						0
	Construction	1,450,000		1,450,000						0
	Other expenses (Landscape and Utilities and Fiber)	1,110,000		1,110,000						0
	Total	2,849,000	214,000	2,635,000	0	0	0	0	0	0
ET1403	Riverside Drive Realignment (TIF)									
	Architectural\Engineering fees	805,000	720,000	85,000						0
	Acquisition	8,270,000	8,230,000	40,000						0
	Construction	2,315,000		2,315,000						0
	Other expenses (Landscape and Utilities)	705,000		705,000						0
	Total	12,095,000	8,950,000	3,145,000	0	0	0	0	0	0
ET1405	John Shields Parkway, phase 1 (TIF)									
	Architectural\Engineering fees	125,000	115,000	10,000						0
	Acquisition	244,000	4,000	240,000						0
	Construction	1,245,000	1,150,000	95,000						0
	Other expenses	110,000	110,000							0
	Total	1,724,000	1,379,000	345,000	0	0	0	0	0	0

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET1409	John Shields Parkway, phase 2 (TIF)									
	Architectural/Engineering fees	550,000	0	550,000						0
	Acquisition	4,615,000	4,580,000	35,000						0
	Construction	10,475,000		3,175,000	7,300,000					7,300,000
	Other expenses	305,000		305,000						0
	Total	15,945,000	4,580,000	4,065,000	7,300,000	0	0	0	0	7,300,000
ET1701	Dale Drive Rehabilitation (TIF)									
	Architectural/Engineering fees	400,000						400,000		400,000
	Acquisition	0								0
	Construction	0								0
	Other expenses	0								0
	Total	400,000	0	0	0	0	0	400,000	0	400,000
ET1527	Post Road Improvement (TIF)									
	Architectural/Engineering fees	400,000						400,000		400,000
	Acquisition	100,000							100,000	100,000
	Construction	0								0
	Other expenses (Landscape and Utilities)	0								0
	Total	500,000	0	0	0	0	0	400,000	100,000	500,000
ET1411	COTA Relocation (TIF)									
	Architectural/Engineering fees	256,000	131,000	125,000						0
	Acquisition	0								0
	Construction	850,000		850,000						0
	Other expenses (Landscape)	0								0
	Total	1,106,000	131,000	975,000	0	0	0	0	0	0
6-10 ET0606	Eiterman Road Relocation (TIF)									
	Architectural/Engineering fees	477,000	137,000		340,000					340,000
	Acquisition	0								0
	Construction	2,270,000					2,270,000			2,270,000
	Other expenses (Landscape and Utilities)	370,000					370,000			370,000
	Total	3,117,000	137,000	0	340,000	0	2,640,000	0	0	2,980,000
ET0003	US33/SR161/Post Road Interchange (TIF)									
	Architectural/Engineering fees	3,383,000	3,183,000		200,000					200,000
	Acquisition	36,164,000	12,439,000						23,600,000	23,725,000
	Construction	886,000	886,000			125,000				0
	Other expenses (Utilities)	100,000							100,000	100,000
	Total	40,533,000	16,508,000	0	200,000	125,000	0	0	23,700,000	24,025,000
ET1515	Old Avery Road Relocation									
	Architectural/Engineering fees	200,000				100,000		100,000		200,000
	Acquisition	0								0
	Construction	0								0
	Other expenses	0								0
	Total	200,000	0	0	0	100,000	0	100,000	0	200,000
ET1517	Shier Rings Road-Avery Road to Eiterman									
	Architectural/Engineering fees	200,000				100,000		100,000		200,000
	Acquisition	0								0
	Construction	0								0
	Other expenses	0								0
	Total	200,000	0	0	0	100,000	0	100,000	0	200,000
ET1518	Hyland Croy and Post Preserve Roundabout (TIF)									
	Architectural/Engineering fees	225,000				225,000				225,000
	Acquisition	150,000					150,000			150,000
	Construction	1,500,000						1,500,000		1,500,000
	Other expenses (Landscape)	30,000						30,000		30,000
	Total	1,905,000	0	0	0	225,000	150,000	1,530,000	0	1,905,000

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET1523	Perimeter Drive Widening - Holt Road to Commerce Parkway (TIF)									
	Architectural\Engineering fees	300,000							300,000	300,000
	Acquisition	0								0
	Construction	0								0
	Other expenses (Landscape and Utilities)	0								0
	Total	300,000	0	0	0	0	0	0	300,000	300,000
ET0902	Post Preserve Access Modification (TIF)									
	Architectural\Engineering fees	216,000	191,000	25,000						0
	Acquisition	0								0
	Construction	1,410,000			1,410,000					1,410,000
	Other expenses (Landscape and Utilities)	175,000			175,000					175,000
	Total	1,801,000	191,000	25,000	1,585,000	0	0	0	0	1,585,000
ET1602	Emerald Parkway Bridge (Scioto) Deck Overlay									
	Architectural\Engineering fees	100,000						100,000		100,000
	Acquisition	0								0
	Construction	2,500,000							2,500,000	2,500,000
	Other expenses	0								0
	Total	2,600,000	0	0	0	0	0	100,000	2,500,000	2,600,000
ET1603	Uncurbed Streets - Mid-Century Neighborhood									
	Architectural\Engineering fees	290,000			290,000					290,000
	Acquisition	140,000			140,000					140,000
	Construction	2,340,000				2,340,000				2,340,000
	Other expenses (Landscape and Utilities)	50,000				50,000				50,000
	Total	2,820,000	0	0	430,000	2,390,000	0	0	0	2,820,000
ET1604	University Boulevard Extension, phase 2 (TIF)									
	Architectural\Engineering fees	260,000			260,000					260,000
	Acquisition	0								0
	Construction	1,725,000						1,725,000		1,725,000
	Other expenses	75,000						75,000		75,000
	Total	2,060,000	0	0	260,000	0	0	1,800,000	0	2,060,000
ET1605	Riviera Hyland-Croy Connector									
	Architectural\Engineering fees	125,000				125,000				125,000
	Acquisition	150,000				150,000				150,000
	Construction	1,050,000					1,050,000			1,050,000
	Other expenses (Landscape and Utilities)	70,000					70,000			70,000
	Total	1,395,000	0	0	0	275,000	1,120,000	0	0	1,395,000
ET1606	Bridge Park Roadway System (TIF)									
	Architectural\Engineering fees	0								0
	Acquisition	0								0
	Construction	11,100,000		11,100,000						0
	Other expenses (Landscape and Utilities)	0								0
	Total	11,100,000	0	11,100,000	0	0	0	0	0	0
ET1607	Bridge Street District Program Management									
	Architectural\Engineering fees	3,075,000	410,000	1,085,000	380,000	600,000	600,000			1,580,000
	Acquisition	0								0
	Construction	2,785,000	170,000	695,000	1,920,000					1,920,000
	Other expenses (Landscape and Utilities)	0								0
	Total	5,860,000	580,000	1,780,000	2,300,000	600,000	600,000	0	0	3,500,000

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

	PROJECT	TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET1608	Bridge Park Public Infrastructure (TIF)									
	Architectural/Engineering fees	0								0
	Acquisition	0								0
	Construction	32,000,000		32,000,000						0
	Other expenses (Landscape and Utilities)	0								0
	Total	32,000,000	0	32,000,000	0	0	0	0	0	0
ET1609	Graham Street - CASTO Tuller Flats Roadway System (TIF)									
	Architectural/Engineering fees	0								0
	Acquisition	0								0
	Construction	2,340,000			2,340,000					2,340,000
	Other expenses (Landscape and Utilities)	0								0
	Total	2,340,000	0	0	2,340,000	0	0	0	0	2,340,000
ET1610	Historic District CM Library Street Network									
	Architectural/Engineering fees	840,000	90,000	750,000						0
	Acquisition	0								0
	Construction	6,400,000			6,400,000					6,400,000
	Other expenses (Utilities)	3,500,000		500,000	3,000,000					3,000,000
	Total	10,740,000	90,000	1,250,000	9,400,000	0	0	0	0	9,400,000
ET1611	Historic District CM Library Parking Deck									
	Architectural/Engineering fees	0								0
	Acquisition	0								0
	Construction	6,500,000				6,500,000				6,500,000
	Other expenses (Utilities)	0								0
	Total	6,500,000	0	0	0	6,500,000	0	0	0	6,500,000
ET1612	John Shields Parkway Bridge									
	Architectural/Engineering fees	240,000	90,000	150,000						0
	Acquisition	550,000							550,000	550,000
	Construction	0								0
	Other expenses (Utilities)	0								0
	Total	790,000	90,000	150,000	0	0	0	0	550,000	550,000
ET1613	Western Roadway Alignment Study									
	Architectural/Engineering fees	650,000		500,000	150,000					150,000
	Acquisition	0								0
	Construction	0								0
	Other expenses (Utilities)	0								0
	Total	650,000	0	500,000	150,000	0	0	0	0	150,000
ET1614	North Riverview Rehabilitation (Extension)									
	Architectural/Engineering fees	385,000		385,000						0
	Acquisition	0								0
	Construction	2,000,000					2,000,000			2,000,000
	Other expenses (Utilities)	0								0
	Total	2,385,000	0	385,000	0	0	2,000,000	0	0	2,000,000
ET1615	Comprehensive Wayfinding System - Phased City Wide									
	Architectural/Engineering fees	280,000		250,000		10,000	10,000	5,000	5,000	30,000
	Acquisition	0								0
	Construction	1,090,000			705,000	120,000	115,000	90,000	60,000	1,090,000
	Other expenses (Utilities)	0								0
	Total	1,370,000	0	250,000	705,000	130,000	125,000	95,000	65,000	1,120,000

6-12

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET1521	Muirfield Drive/Memorial Drive Alternative Analysis									
	Architectural/Engineering fees	290,000		65,000				225,000		225,000
	Acquisition	0								0
	Construction	0								0
	Other expenses (Utilities)	0								0
	Total	290,000	0	65,000	0	0	0	225,000	0	225,000
ET1302	SR 161/Hyland-Croy Road Temporary Intersection Improvement (TIF)									
	Architectural/Engineering fees	40,000		40,000						0
	Acquisition	0								0
	Construction	300,000					300,000			300,000
	Other expenses	0								0
	Total	340,000	0	40,000	0	0	300,000	0	0	300,000
ET1406	Avery Road/Brand Road Roundabout (TIF)									
	Architectural/Engineering fees	330,000		50,000	280,000					280,000
	Acquisition	75,000			75,000					75,000
	Construction	1,800,000				1,800,000				1,800,000
	Other expenses	335,000				335,000				335,000
	Total	2,540,000	0	50,000	355,000	2,135,000	0	0	0	2,490,000
ET1524	US33/SR161/Frantz Road Intersection (TIF)									
	Architectural/Engineering fees	500,000			250,000		250,000			500,000
	Acquisition	0								0
	Construction	0								0
	Other expenses	0								0
	Total	500,000	0	0	250,000	0	250,000	0	0	500,000
ET1203	Dublin Road South Shared Use Path Connection									
	Architectural/Engineering fees	308,000	308,000							0
	Acquisition	189,000	189,000							0
	Construction	2,315,000	735,000	1,580,000						0
	Other expenses (Landscape)	5,000		5,000						0
	Total	2,817,000	1,232,000	1,585,000	0	0	0	0	0	0
ET1204	Glick Road Shared Use Path Connection, sections 1 and 3									
	Architectural/Engineering fees	1,004,000	764,000	240,000						0
	Acquisition	112,000	57,000	50,000	5,000					5,000
	Construction	1,495,000	870,000	400,000	225,000					225,000
	Other expenses (Landscape and Utilities)	30,000	5,000	15,000	10,000					10,000
	Total	2,641,000	1,696,000	705,000	240,000	0	0	0	0	240,000
ET1617	Perimeter Drive Shared Use Path - Avery-Muirfield to Holt (TIF)									
	Architectural/Engineering fees	100,000		100,000						0
	Acquisition	0								0
	Construction	0								0
	Other expenses (Landscape and Utilities)	0								0
	Total	100,000	0	100,000	0	0	0	0	0	0
ET1618	Rings Road - Frantz Road to Dublin Road Shared Use Path (TIF)									
	Architectural/Engineering fees	70,000		70,000						0
	Acquisition	30,000			30,000					30,000
	Construction	400,000				400,000				400,000
	Other expenses (Landscape)	5,000				5,000				5,000
	Total	505,000	0	70,000	30,000	405,000	0	0	0	435,000

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ET1619	Riverside Drive East Shared Use Path									
	Architectural\Engineering fees	75,000			75,000					75,000
	Acquisition	0								0
	Construction	0								0
	Other expenses (Landscape)	0								0
	Total	75,000	0	0	75,000	0	0	0	0	75,000
ET1620	Shier Rings Road Shared Use Path - Eiterman to Cosgray									
	Architectural\Engineering fees	30,000				30,000				30,000
	Acquisition	75,000					75,000			75,000
	Construction	210,000						210,000		210,000
	Other expenses (Landscape)	45,000						45,000		45,000
	Total	360,000	0	0	0	30,000	75,000	255,000	0	360,000
ET1621	Concord Road Shared Use Path									
	Architectural\Engineering fees	80,000		80,000						0
	Acquisition	30,000			30,000					30,000
	Construction	260,000				260,000				260,000
	Other expenses (Landscape and Utilities)	25,000			5,000	20,000				25,000
	Total	395,000	0	80,000	35,000	280,000	0	0	0	315,000
Total Transportation		295,897,000	67,867,000	107,705,000	31,955,000	13,420,000	7,560,000	19,575,000	47,815,000	120,325,000

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
GR9901	Darree Fields Park Development									
	Architectural\Engineering fees	618,000	578,000		40,000					40,000
	Acquisition	552,000	552,000							0
	Construction	5,416,000	4,716,000	660,000	40,000					40,000
	Other expenses	75,000	75,000							0
	Total	6,661,000	5,921,000	660,000	80,000	0	0	0	0	80,000
GR9903	Amberleigh Community Park Development									
	Architectural\Engineering fees	259,000	184,000						75,000	75,000
	Acquisition	732,000	732,000							0
	Construction	1,717,000	1,717,000							0
	Other expenses	0	0							0
	Total	2,708,000	2,633,000	0	0	0	0	0	75,000	75,000
GR9904	Emerald Fields Park Development									
	Architectural\Engineering fees	250,000	195,000		55,000					55,000
	Acquisition	1,220,000	1,220,000							0
	Construction	3,970,000	3,745,000			225,000				225,000
	Other expenses	0	0							0
	Total	5,440,000	5,160,000	0	55,000	225,000	0	0	0	280,000
GR9902	Coffman Park Expansion									
	Architectural\Engineering fees	575,000	480,000		95,000					95,000
	Acquisition	0	0							0
	Construction	6,343,000	2,458,000	2,900,000		985,000				985,000
	Other expenses (Landscape)	62,000	62,000							0
	Total	6,980,000	3,000,000	2,900,000	95,000	985,000	0	0	0	1,080,000
GR1114	Holder-Wright Farm and Earthworks									
	Architectural\Engineering fees	230,000	130,000	100,000						0
	Acquisition	1,500,000	1,500,000							0
	Construction	1,418,000	293,000		1,125,000					1,125,000
	Other expenses	0	0							0
	Total	3,148,000	1,923,000	100,000	1,125,000	0	0	0	0	1,125,000
GR1302	Scioto River Pedestrian Bridge									
	Architectural\Engineering fees	2,503,000	3,000	2,500,000						0
	Acquisition	725,000	725,000							0
	Construction	19,210,000				19,210,000				19,210,000
	Other expenses	0	0							0
	Total	22,438,000	728,000	2,500,000	0	19,210,000	0	0	0	19,210,000
GR1303	Riverside Park									
	Architectural\Engineering fees	2,505,000		1,055,000	130,000	300,000	600,000	300,000	120,000	1,450,000
	Acquisition	2,400,000	2,400,000							0
	Construction	7,275,000		450,000	580,000	885,000	2,305,000	1,710,000	1,345,000	6,825,000
	Other expenses	0	0							0
	Total	12,180,000	2,400,000	1,505,000	710,000	1,185,000	2,905,000	2,010,000	1,465,000	8,275,000
AL1601	Parkland Acquisition									
	Acquisition	3,900,000		650,000	650,000	650,000	650,000	650,000	650,000	3,250,000
	Total	3,900,000	0	650,000	650,000	650,000	650,000	650,000	650,000	3,250,000
	Total Parks	63,455,000	21,765,000	8,315,000	2,715,000	22,255,000	3,555,000	2,660,000	2,190,000	33,375,000

6-19

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
ES0701	Sewer Lining and Repair									
	Architectural\Engineering fees	0								0
	Acquisition	0								0
	Construction	10,501,000	6,901,000	2,100,000			1,500,000			1,500,000
	Other expenses	0								0
	Total	10,501,000	6,901,000	2,100,000	0	0	1,500,000	0	0	1,500,000
ES1602	Sewer Line Extensions									
	Architectural\Engineering fees	115,000			115,000					115,000
	Acquisition	0								0
	Construction	4,900,000				460,000	805,000	700,000	2,935,000	4,900,000
	Other expenses	0								0
	Total	5,015,000	0	0	115,000	460,000	805,000	700,000	2,935,000	5,015,000
ES1603	Deer Run Sewer Upsizing									
	Architectural\Engineering fees	75,000		75,000						0
	Acquisition	30,000			30,000					30,000
	Construction	505,000			505,000					505,000
	Other expenses	0								0
	Total	610,000	0	75,000	535,000	0	0	0	0	535,000
EW1101	Rings Road Waterline (Churchman Road)									
	Architectural\Engineering fees	65,000			65,000					65,000
	Acquisition	15,000			15,000					15,000
	Construction	650,000				650,000				650,000
	Other expenses	0								0
	Total	730,000	0	0	80,000	650,000	0	0	0	730,000
EW1601	Water Line Extensions									
	Architectural\Engineering fees	35,000			35,000					35,000
	Acquisition	0								0
	Construction	2,145,000				140,000	700,000	750,000	555,000	2,145,000
	Other expenses	0								0
	Total	2,180,000	0	0	35,000	140,000	700,000	750,000	555,000	2,180,000
EW1602	Tuswell Drive Waterline									
	Architectural\Engineering fees	15,000			15,000					15,000
	Acquisition	0								0
	Construction	100,000				100,000				100,000
	Other expenses	20,000				20,000				20,000
	Total	135,000	0	0	15,000	120,000	0	0	0	135,000
EF0201	Stormwater Improvements									
	Architectural\Engineering fees	745,000	545,000			50,000	30,000	55,000	65,000	200,000
	Acquisition	87,000	32,000	25,000					30,000	30,000
	Construction	3,815,000	2,260,000	470,000			455,000	245,000	385,000	1,085,000
	Other expenses	0								0
	Total	4,647,000	2,837,000	495,000	0	50,000	485,000	300,000	480,000	1,315,000
Total Utilities		23,818,000	9,738,000	2,670,000	780,000	1,420,000	3,490,000	1,750,000	3,970,000	11,410,000

6-17

**2016-2020
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM
FUNDED MAJOR PROJECTS**

PROJECT		TOTAL COST	PRIOR YEAR(S)	2015	2016	2017	2018	2019	2020	TOTAL 2016-2020
AB0601	Municipal Facilities									
	Architectural/Engineering fees	325,000		325,000						0
	Acquisition	0								0
	Construction	17,070,000		10,740,000	5,865,000	465,000				6,330,000
	Other expenses (Wayfinding)	50,000			50,000					50,000
	Total	17,445,000	0	11,065,000	5,915,000	465,000	0	0	0	6,380,000
	Total Facilities	17,445,000	0	11,065,000	5,915,000	465,000	0	0	0	6,380,000
AI1601	Computer Hardware/Software									
	Equipment	6,000,000		1,200,000	1,000,000	950,000	950,000	950,000	950,000	4,800,000
	Total	6,000,000	0	1,200,000	1,000,000	950,000	950,000	950,000	950,000	4,800,000
PP1601	Next Gen 911 Upgrade									
	Equipment	675,000				675,000				675,000
	Total	675,000	0	0	0	675,000	0	0	0	675,000
EW1401	Allocation for Water Extensions									
	Other expenses	1,200,000		200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
	Total	1,200,000	0	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
ES1402	Allocation for Sewer Extensions									
	Other expenses	1,800,000		200,000	200,000	200,000	400,000	400,000	400,000	1,600,000
	Total	1,800,000	0	200,000	200,000	200,000	400,000	400,000	400,000	1,600,000
	Fleet Management Program									
AV1601	Vehicles	6,895,000		1,465,000	1,140,000	1,120,000	1,125,000	1,045,000	1,000,000	5,430,000
AV1603	Equipment	2,485,000		375,000	735,000	405,000	445,000	295,000	230,000	2,110,000
	Total	9,380,000	0	1,840,000	1,875,000	1,525,000	1,570,000	1,340,000	1,230,000	7,540,000
	Total Others	19,055,000	0	3,440,000	3,275,000	3,550,000	3,120,000	2,890,000	2,780,000	15,615,000
	Grand Totals	\$419,670,000	\$99,370,000	\$133,195,000	\$44,640,000	\$41,110,000	\$17,725,000	\$26,875,000	\$56,755,000	\$187,105,000

CITY OF DUBLIN
 CAPITAL IMPROVEMENT PROJECTS
 2016-2020

DEPARTMENT/ DIVISION	PRIOR YEARS	2015	2016	2017	2018	2019	2020	TOTAL 16-20
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NON-MAJOR PROJECTS

City Manager's Office	0	725	725	725	725	725	725	3,625
Information Technology	0	470	495	370	245	245	245	1,600
Facilities	0	760	645	390	210	130	130	1,505
Parks & Recreation	1,103	900	865	1,105	805	1,000	1,080	4,855
Police	300	160	662	245	20	0	0	927
Sanitary Sewer System	378	700	320	475	595	525	250	2,165
Transportation	0	8,777	6,345	6,665	6,400	6,665	5,990	32,065
Water Distribution System	3,155	55	865	70	580	70	600	2,185
Stormwater System	0	560	560	560	575	575	585	2,855
TOTAL	4,936	13,107	11,482	10,605	10,155	9,935	9,605	51,782

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2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Capital Project Fund Finance Parkland Acquisition		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
402-0210						
Other Expenses						
2349	Other Professional Services	9,000	15,000	21,000	0	0
		9,000	15,000	21,000	0	0
Capital Outlay						
2510	Land and Land Improvements	1,303,559	385,000	497,750	497,750	403,300
402-0221						
Other Expenses						
2301	County Auditor Deductions	12,402	12,500	12,500	10,000	10,000
402-0314						
Transfers						
2790	Transfers	242,632	233,500	233,500	233,500	236,700
TOTALS		\$1,567,593	\$646,000	\$764,750	\$741,250	\$650,000

(7) Enterprise Funds

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works/ Water Maintenance

STATEMENT OF FUNCTIONS

This program is under the joint supervision of the Directors of Street and Utilities Operations and Engineering, who report to the Director of Public Works. 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>	2015	2016
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Operations Administrator (1)	.10	.10
Maintenance Crew Supervisor (2)	.30	.30
Senior Civil Engineer (3)	.20	.20
Maintenance Worker	<u>1</u>	<u>1</u>
TOTAL	1.60	1.60
<u>PART-TIME/SEASONAL STAFF</u>		
Seasonal Maintenance Worker	<u>1</u>	<u>1</u>
TOTAL	1	1

NOTES AND ADJUSTMENTS:

- (1) Ten (10%) of an Operations Administrator position is allocated to this budget, forty-five (45%) to the Sewer Fund, and forty-five (45%) to Street & Utilities Operations.
- (2) The Maintenance Crew Supervisors are allocated to multiple budgets, including the Street & Utilities Operations Fund, Solid Waste, and the Water and Sewer Funds.
- (3) Twenty percent (20%) of a Senior Civil Engineer position is allocated to the Water Fund, fifty percent (50%) to the Sewer Fund, , and thirty percent (30%) to Engineering.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water
Public Works

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
610-1320						
Personal Services						
2110	Salaries/Wages	84,638	91,285	91,285	85,000	91,910
2111	Overtime Wages	5,829	2,000	4,500	4,500	4,500
2112	Other Wages	7,247	14,000	14,000	14,000	22,620
2120	Employee Benefits	36,555	36,755	36,755	36,755	44,835
2140	Uniforms & Clothing	1,174	1,520	1,520	1,520	1,520
		135,443	145,560	148,060	141,775	165,385
Other Expenses						
2201	Conferences/Mileage	63	650	650	100	500
2303	Hydrant Maint. & Repair	45,866	51,600	48,694	45,000	50,600
2310	Utilities	144,611	155,000	183,989	155,000	155,000
2320	Communications	3,881	4,100	4,100	0	4,100
2351	Maint. of Equipment	0	500	500	100	500
2390	Misc Contractual Services	20,372	50,000	47,500	0	60,000
2420	Operating Supplies	5,223	5,200	5,804	5,200	6,200
2440	Small Tools & Minor Equip	464	500	500	500	500
2910	Refunds	7,575	0	4,000	0	0
		228,055	267,550	295,737	205,900	277,400
Capital Outlay						
2520	Equipment & Furniture	700	1,000	1,000	1,000	1,000
		700	1,000	1,000	1,000	1,000
TOTALS		\$364,198	\$414,110	\$444,797	\$348,675	\$443,785

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water Finance		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
610-0210 Debt Service						
2601	Debt Issuance Costs	17,599	0	0	0	0
<hr/>						
610-1210 Debt Service						
2610	Principal -Water	2,220,000	185,000	185,000	185,000	190,000
2790	Interest-Water	145,013	109,500	109,500	109,500	106,200
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TOTALS		\$2,365,013	\$294,500	\$294,500	\$294,500	\$296,200

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 2790 provide funding for debt service obligations for the Darree Fields water tower, and the Dublin Road water tower.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Water
Public Works
Engineering

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
610-1330						
Personal Services						
2110	Salaries/Wages	15,187	15,500	15,500	15,500	16,755
2120	Employee Benefits	5,361	6,475	6,475	6,475	6,875
		20,548	21,975	21,975	21,975	23,630
Other Expenses						
2201	Conference/Mileage	817	500	0	0	2,400
2349	Other Professional Serv	15,747	7,250	9,330	7,250	7,250
2390	Misc Contractual Services	149,890	140,000	156,432	140,000	180,000
		166,454	147,750	165,762	147,250	189,650
Capital Outlay						
2561	Water System Imp.	606,627	560,000	1,238,534	560,000	995,000
		606,627	560,000	1,238,534	560,000	995,000
TOTALS		\$792,812	\$729,225	\$1,426,271	\$729,225	\$1,205,880

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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 USIC Locating Services.
- Account 2561 provides funding for water quality units, water line replacements and water tower maintenance.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works/ Sewer Maintenance

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA **POSITION TITLE**

2015 **CURRENT NUMBER**

2016 **PROPOSED**

Director, Street & Utilities Operations (1)	.25	.25
Engineering Project Inspector	1	1
Operations Administrator (2)	.45	.45
Maintenance Crew Supervisor (3)	.50	.50
Senior Civil Engineer (4)	.50	.50
Maintenance Worker	<u>6</u>	<u>6</u>
TOTAL	8.70	8.70

PART-TIME/SEASONAL STAFF

Seasonal Maintenance Worker	<u>2</u>	<u>1</u>
TOTAL	2	1

NOTES AND ADJUSTMENTS:

- (1) The Director's wages are allocated twenty-five percent (25%) to this budget, twenty-five percent (25%) to Solid Waste (101), and twenty-five (25%) to Street & Utilities Operations.
- (2) Forty-five (45%) of an Operations Administrator position is allocated to this budget, forty-five (45%) to the Street & Utilities Operations Fund, and ten (10%) to the Water Fund.
- (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) Fifty percent (50%) of a Senior Civil Engineer position is allocated to this budget, twenty percent (20%) to the Water Fund, and thirty percent (30%) to Engineering.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer
Public Works
Street and Utilities Operations

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
620-1320						
Personal Services						
2110	Salaries/Wages	453,353	461,175	461,175	461,175	521,545
2111	Overtime Wages	23,734	12,000	27,500	25,600	20,000
2112	Other Wages	27,490	30,000	30,000	20,000	22,620
2120	Employee Benefits	160,640	192,010	192,010	185,000	255,635
2140	Uniforms & Clothing	7,052	7,045	7,045	7,045	6,845
		672,269	702,230	717,730	698,820	826,645
Other Expenses						
2201	Conferences/Mileage	7,287	7,310	11,687	7,310	7,310
2320	Communications	800	2,600	2,600	0	2,600
2330	Rents/Leases	0	10,000	10,000	3,500	48,000
2349	Other Professional Services	0	20,000	20,000	0	20,000
2351	Maint. of Equipment	10,910	14,000	17,000	5,000	14,000
2390	Misc Contractual Services	114,866	164,000	188,563	125,000	171,000
2410	Office Supplies	128	500	500	100	450
2420	Operating Supplies	6,850	6,350	6,717	6,350	6,350
2430	Repair & Maintenance	14,295	13,000	13,781	13,000	13,000
2440	Small Tools & Minor Equip	0	4,700	4,700	4,700	4,700
2910	Refunds	8,730	0	4,420	4,420	0
		163,866	242,460	279,968	169,380	287,410
Capital Outlay						
2520	Equipment & Furniture	0	1,000	0	0	1,000
2563	Sanitary Sewer Improvements	0	25,000	0	0	25,000
		0	26,000	0	0	26,000
TOTALS		\$836,135	\$970,690	\$997,698	\$868,200	\$1,140,055

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer Finance		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
620-0210	Debt Service					
2601	Debt Issuance Costs	18,973	0	19,550	19,550	0
TOTALS		\$18,973	\$0	\$19,550	\$19,550	\$0
620-1210	Debt Service					
2614	Principal-Sewer	3,197,499	1,526,500	1,526,500	1,376,500	1,507,565
2624	Interest-Sewer	356,124	413,200	413,200	413,200	350,240
TOTALS		\$3,553,623	\$1,939,700	\$1,959,250	\$1,809,250	\$1,857,805

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.
- 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 debt for sewer lining.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Sewer
Public Works
Engineering

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
620-1330						
Personal Services						
2110	Salaries/Wages	80,635	104,500	91,900	91,900	107,765
2111	Overtime Wages	11	500	500	0	500
2113	Short Term Disability	21,094	0	12,600	12,600	0
2120	Employee Benefits	38,276	46,050	46,050	46,050	52,725
2140	Uniforms	160	400	0	0	400
		140,176	151,450	151,050	150,550	161,390
Other Expenses						
2201	Conferences/Mileage	911	2,500	2,500	2,500	4,050
2349	Other Professional Serv	0	165,000	180,000	15,000	125,000
2420	Operating Supplies	0	500	500	250	700
		911	168,000	183,000	17,750	129,750
Capital Outlay						
2563	Sanitary Sewer Imp.	364,157	400,000	2,761,513	2,761,513	460,000
		364,157	400,000	2,761,513	2,761,513	460,000
TOTALS		\$505,244	\$719,850	\$3,095,563	\$2,929,813	\$751,140

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works / 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.

2016 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Merchandising

City Manager

Community Relations

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr style="border: 1px solid black;"/>						
630-1130						
Other Expenses						
2390	Misc Contractual Service	307	400	400	300	0
2420	Operating Supplies	4,880	7,600	8,944	1,000	5,000
		5,187	8,000	9,344	1,300	5,000
TOTALS		\$5,187	\$8,000	\$9,344	\$1,300	\$5,000
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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

2016 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 2016 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>	<u>2015</u>	<u>2016</u>
<u>POSITION TITLE</u>	<u>CURRENT NUMBER</u>	<u>PROPOSED</u>
Benefits Administrator (1)	1	.75
Human Resources (Wellness) Coordinator (2)	<u>0</u>	<u>.5</u>
TOTAL	1	1.25
<u>PERMANENT PART-TIME</u>		
Wellness Coordinator (3)	<u>.5</u>	<u>0</u>
TOTAL	.5	0

NOTES AND ADJUSTMENTS:

The annual funding level for 2016 for all employee groups is as follows:

Single	\$ 10,195
Family	\$ 23,080

In order to ensure the proper level of reserves, the funding level has been increased for 2016 by approximately 17% for single coverage and 18.5% for family coverage. These increases are based on projections from United Health Care for the upcoming benefit year.

- (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 Human Resources Coordinator (Wellness) position is funded fifty percent (50%) from this budget and fifty percent (50%) from the Human Resources budget in the General Fund.
- (3) This position is removed for 2016.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Emp. Benefits Self Ins.

City Manager

Human Resources

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
701-1120						
Personal Services						
2110	Salaries/Wages	26,070	82,850	75,795	75,000	102,470
2111	Overtime Wages	0	0	1,055	1,055	0
2112	Other Wages	20,548	0	0	0	0
2113	Short Term Disability	0	0	6,000	6,000	0
2120	Employee Benefits	12,750	27,940	27,940	27,940	45,690
		59,368	110,790	110,790	109,995	148,160
Other Expenses						
2201	Conference/Mileage	0	5,000	5,000	100	5,000
2309	Third Party Admin.	241,295	255,380	264,454	255,380	297,130
2361	Medical,Dental,Rx,Vision	3,966,255	3,813,500	3,837,275	3,813,500	4,621,285
2364	Stop Loss Coverage	478,371	535,000	535,000	535,000	742,095
2366	Employer HSA Contribution	1,017,375	1,104,375	1,104,375	1,104,375	1,107,935
2390	Misc Contractual Services	127,664	144,000	149,859	144,000	153,300
		5,830,960	5,857,255	5,895,963	5,852,355	6,926,745
TOTALS		\$5,890,328	\$5,968,045	\$6,006,753	\$5,962,350	\$7,074,905

2016 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 2016.
- 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.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

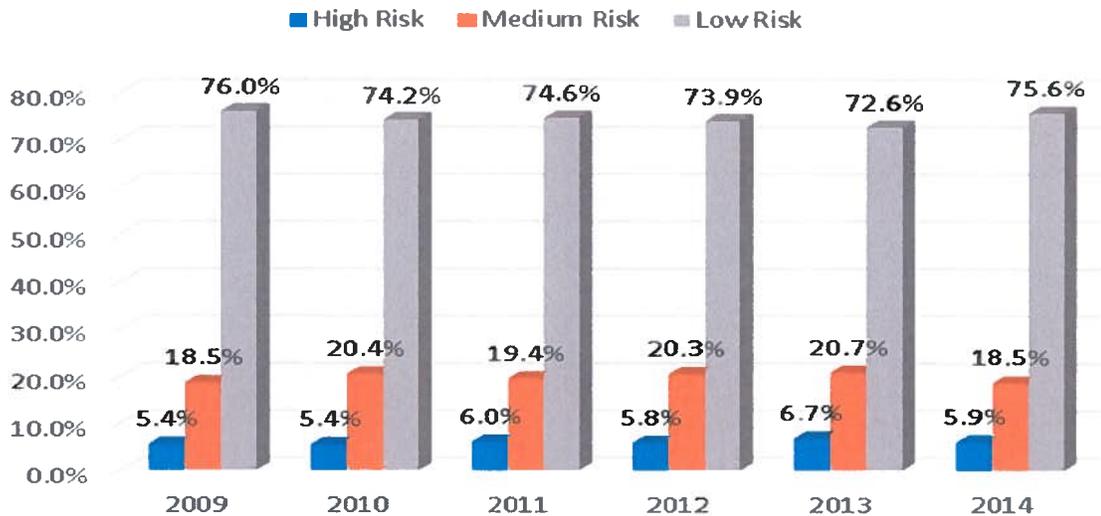
Human Resources

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%
2014	540	5.9%	18.5%	75.6%

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. In 2014, our high and medium risk populations decreased and our low risk population increased, which indicate our risks are decreasing and our population is at least maintaining if not improving their health status.

2016 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, 2016 - December 31, 2016. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Workers' Comp. Self Ins.

City Manager

Human Resources

		2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
<hr/>						
703-1120						
Other Expenses						
2309	Third Party Admin.	19,884	52,600	52,600	19,000	46,650
2363	Claims	83,345	216,000	313,681	83,000	130,500
2364	Stop Loss Coverage	75,595	94,200	94,200	94,200	85,800
2390	Misc Contractual Service	4,256	6,000	6,000	6,000	6,000
		183,080	368,800	466,481	202,200	268,950
TOTALS		\$183,080	\$368,800	\$466,481	\$202,200	\$268,950

2016 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 2016 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.

2016 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	FY2015*
# of Worker's Compensation Claims	35	30	31	25	29	22	19
Total Self Insured Cost	\$186,951	\$161,871	\$190,975	\$230,135	\$223,022	\$200,042	\$137,891
Percent Change in Insured Cost	(22%)	(18%)	19%	20%	(4%)	(10%)	(32%)

*As of 9/8/2015

The City collects this information to perform cost comparisons of 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 2009-2015



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

2016 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:

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Fiduciary Funds
Finance

	2014 Actual	2015 Budget	2015 Revised Budget	2015 Estimate	2016 Budget
Unclaimed Monies					
803-0210					
2911 Refunds-Gen Unclaimed Checks	26,769	0	795	795	795
2912 Refunds-Gen Unclaimed Payroll	1,833	0	0	0	0
2913 Refunds-Unclaimed Income Tax	79,673	0	25,000	25,000	25,000
2914 Refunds-Conditional Occupancy	19,913	0	0	0	0
TOTALS	\$128,188	\$0	\$25,795	\$25,795	\$25,795

Dublin Convention and Visitors Bureau
804-0211

2824 Payment to Dublin Convention & Visitors Bureau	665,507	500,000	731,051	731,051	500,000
2910 Refunds	0	0	0	0	0
TOTALS	\$665,507	\$500,000	\$731,051	\$731,051	\$500,000

Agency Fund
805-0210

2304 Sewer Tap Paybacks	548,936	405,000	502,000	502,000	420,000
2910 Refunds	81,916	57,000	57,000	57,000	57,000
2914 Refunds-Conditional Occupancy	387,800	200,000	305,000	305,000	250,000
2915 Refunds-BD of Bldg Stds-Res	5,289	4,500	5,212	4,500	4,500
2916 Refunds-BD of Bldg Stds-Comm	15,089	15,500	16,476	15,500	5,000
2917 Refunds-Park/CRC Deposits	59,903	55,000	51,500	65,000	55,000
2918 Refunds-DCRC Sea Dragons	0	500	500	0	0
2919 Refunds-Theatre Admission	0	0	2,500	2,500	2,500
2921 Refunds-Vendor Bonds	500	0	1,000	1,500	1,500
2922 Refunds-DCRC Dolphins	5,340	0	0	0	0
2923 Refunds-Washington Twp	5,040	7,500	8,900	8,900	7,500
2925 Refunds-School Programs	22,636	0	0	0	0
TOTALS	\$1,132,449	\$745,000	\$950,088	\$961,900	\$803,000

Central Ohio Interoperable Radio System (COIRS)
807-1210

2310 Utilities	3,353	5,000	6,647	5,000	6,500
2345 Legal Services	7,891	7,900	13,841	12,800	6,000
2349 Professional Services	1,470,846	0	732,235	660,815	34,500
2351 Maintenance of Equipment	141,445	70,000	5,241	5,200	177,900
2360 Insurance and Bonding	7,526	8,000	8,000	8,000	12,000
2910 Refunds	0	0	0	0	270,500
2990 Contingencies	0	0	0	0	0
TOTALS	\$1,631,061	\$90,900	\$765,964	\$691,815	\$507,400

2016 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.

2016 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.

2016 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.

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

GLOSSARY OF TERMS

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

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

GLOSSARY OF TERMS

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

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

GLOSSARY OF TERMS

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.

2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

GLOSSARY OF TERMS

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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RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 83-15

Passed _____, 20____

**AN ORDINANCE TO ADOPT THE ANNUAL OPERATING BUDGET
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016
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 budget for 2016; and

WHEREAS, the Administration has incorporated in the attached 2016 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 2016 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, 2016. This ordinance shall therefore be effective on January 1, 2016.

Passed this _____ day of _____, 2015.

Mayor - Presiding Officer

ATTEST:

Clerk of Council

City Council Review of the Proposed Operating Budget for 2016

Agenda
November 9, 2015
(Meeting to begin at 6:30 p.m.)

Estimated Time	Department/Division	Tab/Budget Page
	Development	
6:30 p.m.	Office of the Director	General Fund 3-67 – 3-69
6:40 p.m.	Economic Development	General Fund 3-71 – 3-75
6:50 p.m.	Building Standards	General Fund 3-77 – 3-82
7:00 p.m.	Planning	General Fund 3-83 – 3-85
	Public Works	
7:10 p.m.	Office of the Director	General Fund 3-41 – 3-43
7:20 p.m.	Engineering	General Fund 3-51 – 3-53
	Utilities / Repairs & Maintenance	General Fund 3-54 – 3-55
	State Highway Fund	Special Revenue Funds 4-9 – 4-11
	Water	Enterprise Funds 7-4– 7-6
	Sewer	Enterprise Funds 7-11 – 7-12
	Transportation Signal & Street Lights	Special Revenue Funds 4-5– 4-7
7:30 p.m.	Street and Utilities Operations	
	Solid Waste	General Fund 3-45 – 3-50
	Street Maintenance	Special Revenue Funds 4-1 – 4-3
	Water	Enterprise Funds 7-1 – 7-2
	Sewer	Enterprise Funds 7-7 – 7-8
7:40 p.m.	Facilities	General Fund 3-63 – 3-65
	DCRC Facilities	Special Revenue Funds 4-13 – 4-15
7:50 p.m.	Fleet Management	General Fund 3-57 – 3-61
8:00 p.m.	Police	Special Revenue Funds 4-57 – 4-63
	Education and Enforcement	Special Revenue Funds 4-65 – 4-67
	Law Enforcement Trust	Special Revenue Funds 4-69 – 4-71

City Council Review of the Proposed Operating Budget for 2016
Agenda
November 18, 2015
(Meeting to begin at 6:30 pm)

Estimated Time	Department/Division	Tab/Budget Page
	Parks & Recreation	
6:30 p.m.	Office of the Director	General Fund 3-87 – 3-89
6:40 p.m.	Parks Operations	General Fund 3-91 – 3-93
	Cemetery Fund	Special Revenue Funds 4-25 – 4-27
	Hotel-Motel Tax Fund-Public Art	Special Revenue Funds 4-41 – 4-42
6:50 p.m.	Recreation Services	Special Revenue Funds 4-17 – 4-19
	Community Recreation Center	Special Revenue Funds 4-21 – 4-23
	Swimming Pool Fund	Special Revenue Funds 4-29 – 4-31
7:00 p.m.	Volunteer Resources	General Fund 3-95 – 3-98
7:10 p.m.	Events Administration	Special Revenue Funds 4-33 – 4-39
7:20 p.m.	City Council	General Fund 3-1 – 3-2
	Boards and Commissions	General Fund 3-3 – 3-4
7:30 p.m.	Office of the City Manager	General Fund 3-5 – 3-7
	Miscellaneous Accounts/Contingencies	General Fund 3-9 – 3-11
	Legal Services	General Fund 3-21 – 3-23
7:40 p.m.	Information Technology	General Fund 3-99 – 3-101
7:50 p.m.	Community Relations	General Fund 3-17 – 3-20
	Merchandising Fund	Enterprise Funds 7-13 – 7-15
8:00 p.m.	Court Services	General Fund 3-103 – 3-106
	Records Management	General Fund 3-107 – 3-110
	Court Computer Fund	Special Revenue Funds 4-45 – 4-47
8:10 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
8:20 p.m.	Finance	
	Office of the Director / Fiscal Administration	General Fund 3-25 – 3-27
	Procurement	General Fund 3-28 – 3-29
	Taxation	General Fund 3-37– 3-39
	Hotel-Motel Tax Fund	Special Revenue Funds 4-43 – 4-44
	Transfers and Advances	General Fund 3-31 – 3-32
	Miscellaneous Accounts	General Fund 3-33 – 3-35
	Permissive Tax Fund	Special Revenue Funds 4-49 – 4-51
	Accrued Leave Reserves	Special Revenue Funds 4-53 – 4-55
	Wireless 9-1-1	Special Revenue Funds 4-73– 4-75
	Debt Service	Debt Service Funds 5-1 – 5-3
	Water Debt	Enterprise Funds 7-3
	Sewer Debt	Enterprise Funds 7-9
	Fiduciary	Fiduciary Funds 9-1 – 9-2
	Capital Improvements Program	Capital Project Funds 6-1 – 6-19
	Parkland Acquisition Fund	Capital Project Funds 6-21 – 6-22