

# RECORD OF ORDINANCES

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



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

# Memo

**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager  
**Date:** December 3, 2015  
**Initiated By:** Angel L. Mumma, Director of Finance  
**Re:** Ordinance No. 83-15 - Adopting the Annual Operating Budget for 2016

## Summary

Ordinance No. 83-15 authorizes the adoption of the City's 2016 Operating Budget. City Council reviewed the proposed budget during workshops held on November 9 and November 18, 2015. Following is a recap of related information from the November 18<sup>th</sup> workshop.

## Budget Adjustments:

None during the November 18<sup>th</sup> workshop.

## Follow-Up Items:

### Parks Operations

*Parks Operations budgeted \$10,000 for landscape renovation/improvements to the upper Indian Run parking lot off of North Street in Historic Dublin. City Council wanted to know the future impact on the landscaping with the construction of the Bridge Street parking garage.*

#### **Parks Operations staff provided the following response:**

The current landscaping is overgrown on the west side of the lot, encroaching into the parking spaces. Many of the shrubs on the north side of the lot have died off or been removed, leaving a sparse and unattractive landscape. The funding requested is to do minimal rehabilitation to the existing landscape in order to make the lot and surrounding area more appealing. Much of the detail and timing for the future development in close proximity to this lot have yet to be finalized, and staff will only proceed with the rehabilitation work if such plans do not call for the imminent changes.

*City Council asked for an analysis of the savings for park maintenance that is currently being contracted out. Council wanted to know from staff's perspective, if it is worth having contractors versus City staff do this work.*

#### **Parks Operations staff provided the following response:**

Attached (exhibit A) is a spreadsheet comparison of contracted maintenance to "in-house" maintenance costs related to the right-of-way (ROW) areas throughout the City. In summary, the total cost of contracted work currently saves the City an estimated \$220,000 annually, based on the total square footage of various types of work. This estimate does not include the costs associated with hiring additional staff nor the related equipment purchases and maintenance. In

addition to these savings, there is an inherent risk factor involved with most ROW areas in that they are close to roadway traffic. Minimizing this risk to City staff has been an additional consideration aside from the monetary savings.

### **Community Relations**

*City Council asked for an update on the "Open for Business" campaign for the shops in Historic Dublin.*

The Director of Community Relations sent City Council an e-mail on November 20 updating them on the efforts made on this campaign. For the campaign in its entirety, please visit the new website <http://openforbusiness.dublinohiousa.gov>.

### **Human Resources – Risk Management**

*City Council requested additional information regarding 2015 Workers Compensation numbers, CORMA insurance renewals, and cyber insurance coverage.*

The City's Risk Manager has provided a response (exhibit B).

### **Recommendation**

Staff recommends approval of Ordinance 83-15 by emergency action at the December 7, 2015 Council meeting. Emergency language is requested in order that the ordinance is effective on January 1, 2016.

**EXHIBIT A**

**2015 Right of Way Landscape Contract Costs**

|                                  |                  |
|----------------------------------|------------------|
| North Contract                   | \$288,059        |
| Facilities Contract              | \$79,964         |
| South Contract                   | \$186,110        |
| <b>Total Landscape Contracts</b> | <b>\$554,133</b> |

**Contract Compositions**

|                          | Level 1 Turf<br>Square feet<br>(Mow & fert) | Level 2 Turf<br>Square feet<br>(Mow only) | Mulch Bed<br>Square feet | Street Trees<br>count |
|--------------------------|---|---|--------------------------|-----------------------|
| North Contract           | 3,760,405                                   | 1,322,847                                 | 296,143                  | 2,023                 |
| South Contract           | 3,315,237                                   | 904,365                                   | 285,613                  | 1,814                 |
| Facilities Contract      | 712,670                                     | 206,632                                   | 72,167                   | 0                     |
| <b>Contracted Totals</b> | <b>9,788,312</b>                            | <b>2,433,864</b>                          | <b>653,923</b>           | <b>3,839</b>          |

**Total Contracted Areas**

|              |             |
|--------------|-------------|
| Level 1 Turf | 224.7 acres |
| Level 2 Turf | 55.87 acres |
| Mulch Bed    | 15.01 acres |
| Street Trees | 3,839       |

**City Staff Costs based on Citywork's rates**

|                                |                    |               |                     |
|--------------------------------|--------------------|---------------|---------------------|
| Total area mowed               | 280.57 acres       | x 30x \$50.80 | \$427,588.68        |
| Total area fertilized          | 224.7 acres        | x3x\$76.20    | \$51,366.42         |
| Bed Maintenance                | \$12 per 1000sq ft | x 25          | \$196,176.90        |
| Mulch                          | 4035 yds x \$20    |               | \$80,700.00         |
| Street tree mulching           | 3839 trees x \$5   |               | \$19,195.00         |
| <b>Total In-house Estimate</b> |                    |               | <b>\$775,027.00</b> |

**Notes:**

Cityworks mowing cost is \$31.60 labor plus \$19.20 for equipment, includes fuel/maintenance  
 Does not include costs of additional equipment that would be needed  
 Cityworks fertilizer cost includes \$31.60 labor plus equipment plus material

**EXHIBIT B**



**City of Dublin**

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

**Memo**

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**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager  
**Date:** November 30, 2015  
**Initiated By:** Ron Whittington, Risk Manager  
**Re:** Re: 2015 Workers' Compensation/ CORMA Insurance Renewals

**Summary**

At the November 19, 2015 budget workshop, a variety of questions arose regarding the Workers' Compensation fund and Self Insurance Fund, in particular the renewal information of several insurance coverages. In response to Council's questions, enclosed please find an Excess Workers Compensation proposal, City of Dublin Cyber Liability Insurance proposal and Central Ohio Risk Management Association (CORMA) insurance program proposal staff referenced at the budget workshop. All proposals were presented by CORMA's insurance broker, Wichert Insurance.

The 2015-16 Excess Workers' Compensation premium rate increased at 3.5% over the previous policy period. Midwest Casualty's original quote was double that, but because the City of Dublin had exceptional 2013-14 loss results, our broker was able to negotiate a reduction. Our coverage was marketed to the following insurance carriers for 2015-16 with the following indications:

- NY Marine –\$500,000 retention
- US Specialty - Declined
- Ace – Minimum Premium of \$200,000
- Arch – Minimum Premium \$100,000 and minimum retention for police of \$750,000
- Safety National – Indicated \$85,000 - \$95,000 with \$500,000 retention
- Midwest Casualty – See attached proposal
- Employers Mutual – Indicated premium of \$85,000 - \$90,000 with a \$500,000 retention

Attachment 1 contains the Excess Workers Compensation proposal from Midwest Casualty. Staff choose to renew a one-year term with Midwest Casualty with a \$500,000 retention effective 4/1/15 with an annual premium of \$67,440.

Attachment 2 contains the City of Dublin Cyber Liability insurance renewal that offered two options. Staff chose to purchase the expiring covering terms with Chartis/AIG effective 2/25/15 (Option 1) with an annual premium of \$8,594. We moved our cyber liability coverage from Travelers to AIG during our 2014-15 renewal due to a 28% premium reduction.

CORMA's Governmental Crime Policy is also written by AIG, which serves as a benefit in the event of a cyber-theft claim.

Attachment 3 is the 2015 CORMA insurance proposal summarizing the eight-member plan and indicating all coverage limits, deductibles and stop loss information. The CORMA program renewal was effective 10/1/15. Although the attached proposal quotes a \$630,000 stop loss aggregate and \$100,000 retention, the CORMA board elected to increase the stop loss aggregate to \$750,000 and fund at \$630,000 (84% confidence level) and increase the retention limit (per occurrence) to \$150,000, thus reducing the total proposed premium by \$77,006. The total program premium and loss fund contribution for the City of Dublin was \$461,396. Also included is a breakdown of this total annual contribution for your review.

Should you have any questions regarding the any of the attached 2015 insurance proposals, please contact Ron Whittington.

ATTACHMENT 1

# City of Dublin

## Excess Workers Compensation Proposal

Policy Period: April 1, 2015 – April 1, 2016

Carrier: Midwest Casualty Company  
AM Best Rating: A + XV

Presented By: Dale Dixon  
Principal



400 N. Memorial Drive  
P O Box 278  
Lancaster, OH 43130  
[www.wichert.com](http://www.wichert.com)

**OPTION 1 – ONE YEAR TERM - \$500,000 RETENTION**

\$500,000 Retention: \$67,440 Deposit Premium  
\$60,696 Minimum Premium

Premium is based on an estimated annual payroll of: \$32,221,666  
Rate: .2093 per \$100 of payroll

*14/15 Payroll Estimate: \$31,760,695  
Expiring Rate: .2022 per \$100 of payroll  
Expiring Retention: \$500,000*

**OPTION 2 – ONE YEAR TERM - \$550,000 RETENTION**

\$450,000 Retention: \$61,318 Deposit Premium  
\$55,186 Minimum Premium

Premium is based on an estimated annual payroll of: \$32,221,666  
Rate: .1903 per \$100 of payroll

**OPTION 3 – TWO YEAR TERM - \$500,000 RETENTION**

\$500,000 Retention: \$137,200 Deposit Premium  
\$123,480 Minimum Premium

Premium is based on an estimated annual payroll of: \$32,221,666  
Rate: .2129 per \$100 of payroll

**OPTION 4 – TWO YEAR TERM - \$550,000 RETENTION**

\$500,000 Retention: \$124,956 Deposit Premium  
\$112,460 Minimum Premium

Premium is based on an estimated annual payroll of: \$32,221,666  
.1939 per \$100 of payroll



ATTACHMENT 2

# City of Dublin Cyber Liability Insurance Proposal

**Carrier: Illinois National Insurance Company (Chartis/AIG)**

**AM Best Rating: A XV**

**Policy Period: 02-25-15/16**

**Presented By: Dale Dixon, Principal**



**CITY OF DUBLIN - CYBER LIABILITY QUOTATION- OPTION 1**  
**POLICY PERIOD: 02-25-15/16**

**First Party Coverage**

- |    |  |                        |
|----|--|------------------------|
| A. | Cyber Extortion<br><i>(Covers monies paid to thwart a Security Threat, including investigation)</i>  | \$1,000,000 Each Event |
|    | Retention  | \$10,000 Each Event    |
|    | Retroactive Date:  | N/A                    |
|    | Continuity Date:   | 2-25-13                |
| B. | Event Management Event Expenses<br><i>(Investigative costs, costs to hire public relations firm, security breach notification, credit monitoring, cost to restore, recreate electronic data)</i> | \$500,000 Each Event   |
|    | Retention  | \$25,000 Each Event    |
|    | Retroactive Date:  | N/A                    |
|    | Continuity Date:   | 2-25-13                |
| C. | Reputation Guard<br><i>(Covers reasonable expenses in response to a covered event)</i>   | \$50,000 Each Event    |
|    | Retention  | \$-0- Each Event       |
|    | Retroactive Date:  | N/A                    |
|    | Continuity Date:   | <b>2-25-15</b>         |
|    | Coinsurance:   | 0%                     |

**Third Party Coverage**

- |    |   |                        |
|----|---|------------------------|
| D. | Security and Privacy Liability<br><i>(Covers compensatory damages, judgments, settlements and defense costs relating to a covered cyber event)</i>                  | \$1,000,000 Each Claim |
|    | Retention   | \$10,000 Each Event    |
|    | Retroactive Date:   | 2-17-12                |
|    | Continuity Date:  | 2-25-13                |
| E. | Media Content<br><i>(Covers compensatory damages, judgments, settlements and defense costs relating to a claims resulting from media content on internet sites)</i> | \$1,000,000 Each Claim |
|    | Retention   | \$25,000 Each Event    |
|    | Retroactive Date:   | 2-17-12                |
|    | Continuity Date:  | 2-25-13                |
| F. | Regulatory Action Expenses<br><i>(Request for information and/or demands brought by or on behalf of a governmental agency)</i>                                      | \$500,000 Each Claim   |
|    | Retention   | \$10,000 Each Event    |
|    | Retroactive Date:   | 2-17-12                |
|    | Continuity Date:  | 2-25-13                |

|                   |                             |
|-------------------|-----------------------------|
| Form:             | Claims Made                 |
| Discovery Period: | 60 Days - Policy Expiration |

**Combined Annual Premium: \$8,594**  
**Carrier: Illinois National Insurance Company**

**AM Best Rated: A XV**

**CITY OF DUBLIN - CYBER LIABILITY QUOTATION- OPTION 2**  
**POLICY PERIOD: 02-25-15/16**

**First Party Coverage**

- A. **Cyber Extortion** \$1,000,000 Each Event  
*(Covers monies paid to thwart a Security Threat, including investigation)*  
Retention \$25,000 Each Event  
 Retroactive Date: N/A  
 Continuity Date: 2-25-13
  
- B. **Event Management Event Expenses** \$1,000,000 Each Event  
*(Investigative costs, costs to hire public relations firm, security breach notification, credit monitoring, cost to restore, recreate electronic data)*  
Retention \$25,000 Each Event  
 Retroactive Date: N/A  
 Continuity Date: 2-25-13
  
- C. **Reputation Guard** \$50,000 Each Event  
*(Covers reasonable expenses in response to a covered event)*  
Retention \$-0- Each Event  
 Retroactive Date: N/A  
 Continuity Date: 2-25-15  
 Coinsurance: 0%

**Third Party Coverage**

- D. **Security and Privacy Liability** \$1,000,000 Each Claim  
*(Covers compensatory damages, judgments, settlements and defense costs relating to a covered cyber event)*  
Retention \$25,000 Each Event  
 Retroactive Date: 2-17-12  
 Continuity Date: 2-25-13
  
- E. **Media Content** \$1,000,000 Each Claim  
*(Covers compensatory damages, judgments, settlements and defense costs relating to a claims resulting from media content on internet sites)*  
Retention \$25,000 Each Event  
 Retroactive Date: 2-17-12  
 Continuity Date: 2-25-13
  
- F. **Regulatory Action Expenses** \$1,000,000 Each Claim  
*(Request for information and/or demands brought by or on behalf of a governmental agency)*  
Retention \$25,000 Each Event  
 Retroactive Date: 2-17-12  
 Continuity Date: 2-25-13
  
- G. **Network Interruption Insurance** \$1,000,000 Each Claim  
Retention \$25,000 Each Event  
Retroactive Date: N/A  
Continuity Date: 2-25-15  
Waiting Period: 24 Hours

Form: Claims Made  
 Discovery Period: 60 Days - Policy Expiration

**Combined Annual Premium: \$9,703**  
**Carrier: Illinois National Insurance Company**

**AM Best Rated: A XV**

ATTACHMENT 3  
CORMA 2015 Insurance Proposal



**Public Entity Insurance Proposal for  
Central Ohio Risk Management Association**

**Policy Period:** October 1, 2015 through October 1, 2016

**Presented By:**

Dale Dixon  
Agency Principal

Thomas Wichert, CPCU  
Agency Principal and CEO

**Carriers:** Great American Insurance Company  
Travelers Insurance Company



1200 Graham Road  
Cuyahoga Fall, OH 44224

[www.wichert.com](http://www.wichert.com)



CORMA 2015 Insurance Proposal

**I. Details of Coverage**

|  |   |                      |  |                            |  |                        |  |
|--|---|----------------------|--|----------------------------|--|------------------------|--|
| Umbrella/Excess Limits<br><br>Great American<br>\$15,000,000<br>\$20,000,000         |   |                      |  |                            |  |                        |  |
| Law Enforcement Liability  | Public Officials and Employment Practices Liability | Automobile Liability | 1)General Liability/<br>2)Employment Benefits<br>3)Employers Liability | Automobile Physical Damage | Property and Inland Marine   | Boiler                 | Crime & Cyber  |
| Great American   | Great American                                      | Great American       | Great American   | Great American             | Travelers  | Travelers              | Various  |
| \$1,000,000  | \$1,000,000   | \$1,000,000          | 1)\$1,000,000/\$2,000,000  |                            | \$300,000,000  | \$50,000,000           | Each Member has a separate policy specific to the city |
| \$1,000,000  | \$1,000,000   | Per Accident         | 2)\$1,000,000/\$2,000,000<br>3)\$1,000,000/\$1,000,000                 |                            |  |                        |  |
| \$100,000 CORMA Per Loss Self Insured Retention/\$630,000 Aggregate Annual Retention |   |                      |  | Deductible:<br>\$50,000    | Deductibles:<br>\$25,000 Property and \$25,000 Inland Marine,<br><br>\$100,000/ \$250,000 Flood Zone A<br><br>\$100,000 Earthquake,<br><br>\$25,000 Off Prem Power Failure,<br><br>\$100,000 Underground Tanks | Deductible<br>\$10,000 |  |
| \$1,000 Per Member Disappearing Deductible Per Loss                                  |   |                      |  |                            |  |                        |  |

**CORMA MEMBERS 2015-2016**

City of Canal Winchester

City of Dublin

City of Grove City

City of Groveport

City of Pickerington

City of Powell



**CORMA 2015 Insurance Proposal**

City of Upper Arlington

City of Westerville

**Property and Inland Marine**

|   | <u>Travelers 2014-15</u> ..... | <u>Travelers 2015-16</u> |
|---|--------------------------------|--------------------------|
| Policy Limit .....  | \$300,000,000 .....            | \$300,000,000            |
| Total Insured Values (Per Statement of Values) .....  | \$430,228,288 .....            | \$433,341,902            |
| Animal Mortality .....  | Excluded .....                 | Excluded                 |
| Business Income (Per Occurrence) .....  | \$5,000,000 .....              | \$5,000,000              |
| <i>(Ordinary Payroll is excluded. Extended Business Income or Rental Value at 60 Days. Civil Authority 30 Days)</i> |                                |                          |
| Electronic Data Processing Equipment and Electronic   |                                |                          |
| Data Processing Data and Media (Per Occurrence).....  | \$8,500,000 .....              | \$8,500,000              |
| Dependent Business Income.....  | \$250,000 .....                | \$250,000                |
| Extra Expense (Per Occurrence) .....  | \$5,000,000 .....              | \$5,000,000              |
| Earthquake, Volcanic Eruption, Landslide  |                                |                          |
| and Mine Subsidence (Aggregate) .....   | \$25,000,000 .....             | \$25,000,000             |
| Fine Arts .....   |                                |                          |
| .....   | \$4,000,000 .....              | \$4,000,000              |
| .....   | \$750,000 per item .....       | \$750,000 per item       |
| Flood (Aggregate) .....   | \$25,000,000 .....             | \$25,000,000             |
| Flood Zone A Locations.....   | \$10,000,000 .....             | \$10,000,000             |
| Contractors Equipment (Per Schedule, Per Occurrence) .....  | \$10,000,000 .....             | \$10,000,000             |
| Maximum per Item- including Leased & Rented Equipment.....  | \$500,000 .....                | \$500,000                |
| Newly Acquired or Constructed .....   | \$2,500,000 (120 Days).....    | \$2,500,000 (120 Days)   |
| Ordinance or Law  |                                |                          |
| Undamaged Limit .....   | \$10,000,000 .....             | \$10,000,000             |
| Demolition and Increased Cost of Construction .....   | \$1,000,000 .....              | \$1,000,000              |
| Outdoor Property  |                                |                          |
| Trees, Shrubs, Plants .....   | \$500,000 .....                | \$500,000                |
| Maximum Per Item .....  | \$5,000 .....                  | \$5,000                  |
| Sewer Backup .....  | Included as Flood.....         | Included as Flood        |
| Street Lights and Poles .....   | As scheduled .....             | As scheduled             |

CORMA 2015 Insurance Proposal



**Property and Inland Marine - continued**

|   |             |             |
|---|-------------|-------------|
| Off Premises Power Failure Direct Damage                      |             |             |
| and Time Element (Per Occurrence) .....                       | \$2,500,000 | \$2,500,000 |
| Underground Tanks and Pipes (Per Occurrence-Named Perils) ... | \$6,000,000 | \$6,000,000 |
| Utility Interruption .....                                    | \$2,500,000 | \$2,500,000 |
| Vacancy Provision .....                                       | 60 Days     | 60 Days     |
| <b>COVERAGE:</b> Special Form Perils, Replacement Cost.....   | Included    | Included    |
| Agreed Value.....   | Included    | Included    |
| <b><u>Property &amp; Inland Marine Deductibles:</u></b>       |             |             |
| Any Covered Loss (Per Occurrence) .....                       | \$25,000    | \$25,000    |
| Underground Storage Tanks - Per occurrence.....               | \$100,000   | \$100,000   |
| Contractors Equipment.....                                    | \$25,000    | \$25,000    |
| Earthquake .....  | \$100,000   | \$100,000   |
| Off Premises Power Failure Direct Damage                      |             |             |
| 48 hours Time Element .....                                   | \$25,000    | \$25,000    |
| Flood Per Occurrence – All Other Locations .....              | \$100,000   | \$100,000   |
| Flood Per Occurrence (Flood Zone A) Locations .....           | \$250,000   | \$250,000   |

**Boiler & Machinery**

| <b><u>Travelers 2015-16</u></b>                                   | <b><u>Travelers 2014-15</u></b> |
|---|---------------------------------|
| <b>Total Limit per Breakdown .....</b>                            | <b>\$50,000,000</b>             |
| Business Income .....   | \$5,000,000                     |
| Business Income Period of Restoration Extension ..30 Days .....   | 30 Days                         |
| Extra Expense   |                                 |
| .....   | \$1,000,000                     |
| Extra Expense Period of Restoration Extension ..... 30 Days ..... | 30 Days                         |
| Spoilage Damage Coverage Extension ..... 30 Days .....            | 30 Days                         |
| (Applies only if interruption lasts at least 12 hours)            |                                 |
| Utility Interruption Time Element Extension .....                 | \$500,000                       |
| (Applies only if interruption lasts at least 12 hours)            |                                 |
| Electronic Data or Media Coverage Extension .....                 | \$100,000                       |



**CORMA 2015 Insurance Proposal**

|   |                 |           |
|---|-----------------|-----------|
| Expediting Expense Coverage Extension ..... | \$500,000 ..... | \$500,000 |
| Fungus, Wet Rot and Dry Rot Extension ..... | \$15,000 .....  | \$15,000  |

**Boiler & Machinery continued**

|  |                   |             |
|--|-------------------|-------------|
| Hazardous Substance Limitation .....           | \$500,000 .....   | \$500,000   |
| Newly Acquired Locations (Up to 90 Days) ..... | \$1,000,000 ..... | \$1,000,000 |
| Ordinance or Law .....                         | \$500,000 .....   | \$500,000   |
| Refrigerant Contamination .....                | \$500,000 .....   | \$500,000   |
| Water Damage Limit .....                       | \$500,000 .....   | \$500,000   |

**Boiler & Machinery Deductibles:**

|                            |                       |                 |
|----------------------------|-----------------------|-----------------|
| Property Damage .....      | \$10,000 .....        | \$10,000        |
| Business Income .....      | 1 x Daily Value ..... | 1 x Daily Value |
| Utility Interruption ..... | 24 Hours .....        | 24 Hours        |

**Property and Boiler & Machinery Premium Summary**

|                              | <u>Travelers 2014-15</u> | <u>Travelers 2015-16</u> |
|------------------------------|--------------------------|--------------------------|
| Premium                      | \$323,071 .....          | \$321,111                |
| Carrier AM Best Rating ..... | A+ (Superior), XIV ..... | A+ (Superior), XIV       |
| Admitted Carrier .....       | Yes .....                | Yes                      |

CORMA 2015 Insurance Proposal



**General Liability**      **Aggregate Limits apply separately to each member**

|   | <u>Great American 2014-15</u> | <u>Great American 2015-16</u> |
|---|-------------------------------|-------------------------------|
| General Liability Limit Per Occurrence .....              | \$1,000,000 .....             | \$1,000,000                   |
| General Aggregate Per Member .....                        | \$2,000,000 .....             | \$2,000,000                   |
| Medical Payments .....                                    | NO COVERAGE .....             | NO COVERAGE                   |
| Fire Damage Legal Liability .....                         | \$1,000,000 .....             | \$1,000,000                   |
| Employee Benefit Liability .....                          | \$1,000,000 .....             | \$1,000,000                   |
| Annual Aggregate per Member .....                         | \$2,000,000 .....             | \$2,000,000                   |
| <i>Claims-Made Form: No Retroactive Date/Aggregate</i>    |                               |                               |
| Employer's Liability Stop-Gap (each accident) .....       | \$1,000,000 .....             | \$1,000,000                   |
| Each Employee .....                                       | \$1,000,000 .....             | \$1,000,000                   |
| Pesticide and Herbicide Applicator (Per Claim/Agg.) ..... | \$5,000,000 .....             | \$5,000,000                   |
| <i>Claims-Made Form: Retroactive Date 10-1-2009</i>       |                               |                               |
| Sewage Overflow or Backup (Per Occurrence) .....          | \$1,000,000 .....             | \$1,000,000                   |
| Annual Aggregate .....                                    | \$2,000,000 .....             | \$2,000,000                   |
| Failure to Supply (Per Occurrence) .....                  | \$5,000,000 .....             | \$5,000,000                   |
| Unmanned Aircraft .....                                   | Excluded .....                | Included*                     |
| *See restrictions   |                               |                               |
| <b>Retained Limit (per occurrence)</b> .....              | <b>\$100,000 .....</b>        | <b>\$100,000</b>              |
| <b>Claims Aggregate</b> .....                             | <b>\$615,600 .....</b>        | <b>\$630,000</b>              |

**Additional Coverages Included:**

|   |                |          |
|---|----------------|----------|
| Premises and Operations.....  | Included ..... | Included |
| Products and Completed Operations.....  | Included ..... | Included |
| Independent Contractors.....  | Included ..... | Included |
| Employees, Elected Officials and Volunteers<br>as Additional Insureds .....             | Included ..... | Included |
| Liquor Liability .....  | Included ..... | Included |
| <i>If permit or license is not required – or for events less than 10 days in length</i> |                |          |
| Abuse or Molestation Exclusion .....  | Removed.....   | Removed  |
| Blanket Contractual Liability (insured contracts).....                                  | Included ..... | Included |
| Loss Adjustment Expenses Inside retention .....   | Included ..... | Included |
| Watercraft Liability- owned less than 26 feet .....                                     | Included ..... | Included |

**Automobile Liability**

|  | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|--|--------------------------------------|--------------------------------------|
| Limit (per accident).....  | \$1,000,000 .....                    | \$1,000,000                          |
| Combined Single Limit Bodily Injury and<br>Property Damage Liability ..... | Included .....                       | Included                             |
| All Owned Autos.....   | Included .....                       | Included                             |
| Hired and Non-Owned Autos .....  | Included .....                       | Included                             |
| <b>Retention (per occurrence)</b> .....                                    | \$100,000 .....                      | \$100,000                            |
| <b>Claims Aggregate</b> .....  | \$615,600 .....                      | \$630,000                            |

**Automobile Physical Damage**

|   | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|---|--------------------------------------|--------------------------------------|
| Comprehensive and Collision Deductible (per accident) ..            | \$50,000 .....                       | \$50,000                             |
| Actual Cash Value (ACV).....  | Included .....                       | Included                             |
| Damage to All City Owned Vehicles .....                             | Included .....                       | Included                             |
| Value Guard Coverage for Fire Departments<br>and Rescue Squads..... | Included .....                       | Included                             |
| <b>Deductible</b> .....   | \$50,000 .....                       | \$50,000                             |

**Garage Keepers Coverage**

|   | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|---|--------------------------------------|--------------------------------------|
| Comprehensive Limit (per occurrence)..... | \$1,000,000 .....                    | \$1,000,000                          |
| Comprehensive Deductible .....            | \$100,000 .....                      | \$1,000,000                          |
| Collision Limit (per occurrence).....     | \$1,000,000 .....                    | \$1,000,000                          |
| Collision Deductible.....                 | \$100,000 .....                      | \$100,000                            |

CORMA 2015 Insurance Proposal

**Law Enforcement Liability**

|   | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|---|--------------------------------------|--------------------------------------|
| Limit Each Wrongful Act (per member)..... | \$1,000,000 .....                    | \$1,000,000                          |
| Annual Aggregate (per member).....        | \$1,000,000 .....                    | \$1,000,000                          |
| Occurrence Form .....                     | Yes .....                            | Yes                                  |
| Authorized Moonlighting* .....            | Included .....                       | Included                             |
| <b>Retention Each Wrongful Act</b> .....  | <b>\$100,000 .....</b>               | <b>\$100,000</b>                     |
| <b>Claims Aggregate</b> .....             | <b>\$615,600 .....</b>               | <b>\$630,000</b>                     |

- Authorized Moonlighting and coverage applies as a result of a mutual law enforcement assistance agreement or contract between political subdivisions and/or departmentally approved activities.

**Public Officials/Employment Practices Liability**

|   | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|---|--------------------------------------|--------------------------------------|
| Limit per Occurrence .....                              | \$1,000,000 .....                    | \$1,000,000                          |
| Annual Aggregate per Member.....                        | \$1,000,000 .....                    | \$1,000,000                          |
| Loss of Wages- Sub-Limit per Occurrence/Aggregate ..... | \$1,000,000 .....                    | \$1,000,000                          |
| Employment Practices Non-Monetary Suit Defense          |                                      |                                      |
| Costs per Claim/Aggregate .....                         | \$100,000 .....                      | \$100,000                            |
| <b>Retention</b> .....                                  | <b>\$100,000 .....</b>               | <b>\$100,000</b>                     |
| <b>Claims Aggregate</b> .....                           | <b>\$615,600 .....</b>               | <b>\$630,000</b>                     |

**Claims-Made Policy Form. Retroactive Dates:**

|  |  |
|--|--|
| <i>City of Canal Winchester- Full Prior Acts</i> | <i>City of Pickerington- 10/1/1999</i>   |
| <i>City of Dublin- 11/1/1990</i>                 | <i>City of Powell- Full Prior Acts</i>   |
| <i>City of Grove City- Full Prior Acts</i>       | <i>City of Upper Arlington- 9/1/1990</i> |
| <i>City of Groveport- Full Prior Acts</i>        | <i>City of Westerville- 6/1/1991</i>     |

CORMA 2015 Insurance Proposal

**Umbrella Liability**

|   | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|---|--------------------------------------|--------------------------------------|
| Limit per Occurrence .....                                  | \$15,000,000 .....                   | \$15,000,000                         |
| Annual Aggregate per Member .....                           | \$20,000,000 .....                   | \$20,000,000                         |
| Retained Limit .....  | \$-0- .....                          | \$-0-                                |
| Follow Form underlying except for the following sub-limits: |                                      |                                      |
| Failure to Supply Limit .....                               | \$5,000,000 .....                    | \$5,000,000                          |
| Herbicide and Pesticide Limit .....                         | \$5,000,000 .....                    | \$5,000,000                          |

**Additional Exclusions:** Sewage Overflow or Backup, Garage Keepers Coverage

**Coverage over the following lines of liability coverage:**

|   |                |          |
|---|----------------|----------|
| Automobile Liability .....                            | Included ..... | Included |
| General Liability .....                               | Included ..... | Included |
| Employee Benefit Liability .....                      | Included ..... | Included |
| Law Enforcement Liability .....                       | Included ..... | Included |
| Stop Gap Liability .....                              | Included ..... | Included |
| Public Officials/Employment Practices Liability ..... | Included ..... | Included |

**Casualty Premium Summary**

|                              | <b><u>Great American 2014-15</u></b> | <b><u>Great American 2015-16</u></b> |
|------------------------------|--------------------------------------|--------------------------------------|
| Premium                      | \$614,404 .....                      | \$665,859                            |
| Carrier AM Best Rating ..... | A+ (Superior), XIV .....             | A+ (Superior), XIV                   |
| Admitted Carrier .....       | Yes .....                            | Yes                                  |

*\*Option to increase the General Liability, Auto Liability, Public Officials and Law Enforcement Liability retention from \$100,000 to \$150,000 and Stop Loss Aggregate from \$630,000 to \$750,000 would save the Pool \$77,481 annually.*

### III. Renewal Premium Summary

|                                 | <u>2014-2015</u>   | <u>2015-2016</u>   |
|---------------------------------|--------------------|--------------------|
| Property and Inland Marine..... | \$282,200          | \$278,639          |
| Boiler & Machinery .....        | \$40,871           | \$42,472           |
| Casualty (SIR \$100,000).....   | \$614,404          | \$665,859          |
| <b>Annual Premium.....</b>      | <b>\$937,475</b>   | <b>\$986,970</b>   |
| Pool Administration .....       | \$125,000          | \$125,000          |
| Claims Administration .....     | \$50,000*          | \$50,000*          |
| *Plus expenses                  |                    |                    |
| <b>TOTAL .....</b>              | <b>\$1,112,475</b> | <b>\$1,161,970</b> |

*NOTE: Coverage for Certified Acts of Terrorism is included*

### Details of Payment Terms

Annual premium due upon receipt of invoice from Wichert Insurance, except Claims Administration which is invoiced quarterly.

### IV. Recommendations and Topics of Discussion

- 2015-16 Grant
- Environmental Liability
- Unmanned Aircraft Endorsement will be added for the 2015-16 policy year, with the stipulation that before use, each member will submit their Policies and Procedures for utilization. Dublin and Grove City currently have unmanned aircraft. Additional CORMA cities should notify Wichert Insurance if they acquire such aircraft and advise of their intended use.

## **V. Your Wichert Insurance Team**

### **Agency Principals:**



Thomas H. Wichert, CPCU, ARM

Email: [tom@wichert.com](mailto:tom@wichert.com)

330-920-8621



Dale Dixon

Email: [dale@wichert.com](mailto:dale@wichert.com)

740-654-0532 X 2101

### **Policy Service and Policy Changes:**



Aly Larson, CPCU, CIC, ARM, CRM

Email: [aly@wichert.com](mailto:aly@wichert.com)

330-920-8643

**OR**

Sabrina Gingrich, CISR

Email: [sabrina@wichert.com](mailto:sabrina@wichert.com)

330-920-7650

Denise Arison, Account Manager

Email: [denise@wichert.com](mailto:denise@wichert.com)

330-920-8625

Maria Norman, Account Manager

Email: [maria@wichert.com](mailto:maria@wichert.com)

330-920-8626



### **Claims Director:**

Rich Studenic, CPCU

Email: [rich@wichert.com](mailto:rich@wichert.com)

330-920-8624



### **Claims Reporting:**

Lindsey Rose, Claims Specialist

Email: [lindsey@wichert.com](mailto:lindsey@wichert.com)

330-920-8632



### **Loss Control Questions or Recommendations:**

Tracy Combs, Risk Management and Loss Control Specialist

Email: [tracy@wichert.com](mailto:tracy@wichert.com)

330-920-7649

## 2015 Log for Professional Service Contracts

Page 1

| Contract No. | Contractor                          | Project Description  | PO #   | Project No.          | Total Contract Amount |
|--------------|-------------------------------------|--|--------|----------------------|-----------------------|
| PSA#15-01-04 | HULL & ASSOCIATE INC.               | GROUNDS OF REMEMBRANCE<br>PATH REPLACEMENT AT<br>DUBLIN VETERANS PARK  | 150439 | AR1501               | NTE<br>\$8,300.00     |
| PSA#15-02-04 | CT CONSULTANT INC                   | HOLDER-WRIGHT PARK CONSTRUCTION<br>VISITOR ORIENTATION SPACE           | 150171 | GR1114               | NTE<br>\$101,600.00   |
| PSA#15-03-11 | EMH&T INC                           | DARREE FIELDS PUMP STATION UPDGRADE                                    | 150172 | GR9901               | NTE<br>\$27,952.00    |
| PSA#15-04-11 | ICE MILLER<br>LLP                   | CONSULTING SERVICE FOR DUBLINK   | 150505 | NO PROJECT<br>NUMBER | NTE<br>\$90,000.00    |
| PSA#15-05-11 | ICE MILLER<br>LLP                   | LEGAL SERVICES FOR THE CITY OF DUBLIN                                  | 150654 | NO PROJECT<br>NUMBER | NTE<br>\$25,000.00    |
| PSA#15-06-19 | DONALD P MCCARTHY<br>CONSULTING LLC | DUBLIN JUSTICE CENTER EXPANSION &<br>RENOVATION PROJECT                | 150487 | AB1503               | NTE<br>\$86,125.00    |
| PSA#15-07-04 | ECO-DESIGN &<br>ENGINEERING, LTD    | DONEGAL CLIFFS TEENIS COURT DRAINAGE<br>MITIGATION AND RENOVATION PLAN | 143626 | AR1401               | NTE<br>\$11,400.00    |
| PSA#15-08-05 | DLZ OHIO, INC                       | CONSTRUCTION MATERIALS TESTING<br>CIPP & CUBES                         | 150434 | ES0701               | NTE<br>\$11,400.00    |
| PSA#15-09-05 | EMH&T INC.                          | COTA PARK & RIDE AT BRIGHT ROAD  | 144018 | ET1411               | NTE<br>\$126,869.00   |

NTE=Not To Exceed

## 2014 Log for Professional Service Contracts

Page 1

| Contract No. | Contractor  | Project Description                        | PO# | Addendum Amount | Addendum | Total Contract Amount           |
|--------------|---|--|-----|-----------------|----------|---------------------------------|
| PSA#14-01-11 | PATRICK VALENTE                                   | PRV CONSULTING-EXTENDING EXISTING CONTRACT |     |                 |          | NTE<br>\$48,491.00              |
| PSA#14-02-09 | STUDIO GRAPHIQUE INC                              | SIGN & GRAPHICS PLAN REVIEW SERVICE        |     |                 |          | NTE<br>HRLY RATE<br>\$140.00/HR |
| PSA#14-03-05 | DIXION ENGINEERING INC                            | AVERY ROAD WATER TOWER TECHNICAL SERVICE   |     |                 |          | NTE \$3,000.00                  |
| PSA#14-04-15 | NANCY RICHISON                                    | COMMUNICATION CONSULTANT                   |     |                 |          | NTE<br>\$30,000.00              |
| PSA#14-05-15 | BILL WALKER                                       | GRAPHIC DESIGN CONSULTANT                  |     |                 |          | NTE<br>\$30,000.00              |
| PSA#14-06-15 | SHARED VISION COMMUNICATION INC.                  | VIDEO SERVICES FOR THE City of Dublin      |     |                 |          | NTE<br>\$150,000.00             |
| PSA#14-07-06 | JULIAN & GRUBE, INC                               | AUDITING SERVICE FOR FINANCE               |     |                 |          | NTE<br>\$30,000.00              |
| PSA#14-08-11 | BLANQUERA CONSULTING LLC dba SOCIAL BOOMERANG LLC | SOCIAL MEDIA CONSULTANT                    |     |                 |          | NTE<br>\$35,640.00              |
| PSA#14-09-11 | AQUARIAN TECHNOLOGY SYSTEMS                       | BUSINESS-EDUCATION PARTNERSHIP CONSULTANT  |     |                 |          | NTE<br>\$15,000.00              |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>             | <b>Project Description</b>                                  | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------------------|---|------------|------------------------|-----------------|------------------------------|
| PSA#14-10-11        | THE RIVER GROUP LTD           | DEVELOPMENT OF THE NETWORK INFRASTRUCTURE FOR DUBLIN        |            |                        |                 | NTE \$7,500.00               |
| PSA#14-11-11        | ICE MILLER                    | DUBLINK CONSULTANT  |            |                        |                 | NTE \$90,000.00              |
| PSA#14-12-11        | ICE MILLER                    | LEGAL SERVICES FOR CELL TOWER ISSUES & OTHER                |            |                        |                 | NTE \$60,491.00              |
| PSA#14-13-11        | GET-U-CONNECTED               | CHAZ FREUTEL/GET-U-CONNECTED BUSINESS/TECHNOLOGY CONSULTANT |            |                        |                 | NTE \$60,491.00              |
| PSA#14-14-06        | REVENUE & COST SPECIALIST LLC | COST STUDY CONSULTANT                                       |            |                        |                 | NTE \$5,000.00               |
| PSA#14-15-15        | MJ2 MARKETING GROUP           | MARKETING CONSULTANT  |            |                        |                 | NTE \$10,000.00              |
| PSA#14-16-15        | MATT SULLIVAN                 | PHOTOGRAPHY SERVICE   |            |                        |                 | NTE \$5,000.00               |
| PSA#14-17-11        | COLUMBUS FIBERNET             | FIBER CONSULTANT  |            |                        |                 | NTE \$10,000.00              |
| PSA#14-18-05        | EMH&T INC                     | MUIRFIELD VILLIAGE WATER LINE REPLACEMENT PHASE II          |            |                        |                 | NTE \$45,892.00              |

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**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>              | <b>Project Description</b>   | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b>                      | <b>Total Contract Amount</b> |
|---------------------|--------------------------------|--|------------|------------------------|--------------------------------------|------------------------------|
| PSA#14-19-05        | AMERICAN STRUCTUREPOINT        | FINAL ENGINEERING & SURVEYING CHURCHMAN ROAD EXTENSION PHASE II          |            |                        |                                      | NTE<br>\$235,652.00          |
| PSA#14-20-15        | KALLNER & ASSOCIATES           | AFFAIRS/LOBBYIST CONSULTANT  |            |                        |                                      | NTE<br>\$60,000.00           |
| PSA#14-21-15        | CAPITAL PARTNERSHIP LLC        | AFFAIRS/LOBBYIST CONSULTANT  |            |                        |                                      | NTE<br>\$84,000.00           |
| PSA#14-22-11        | PRV CONSULTING                 | CREATION, IMPLEMENTATION OF DUBLIN INTERNATIONAL BUSINESS CENTER         |            |                        |                                      | NTE<br>\$48,491.00           |
| PSA#14-23-05        | EMH&T                          | JOHN SHIELDS PARKWAY MOONEY ROAD TO TULLER RIDGE                         |            |                        |                                      | NTE<br>\$72,235.00           |
| PSA#14-24-20        | MSA ARCHITECTS                 | DUBLIN PROGRAMMING AND SPACE NEED STUDY                                  |            |                        |                                      | NTE<br>\$44,600.00           |
| PSA#14-25-04        | JAMES BURKHART ASSOCIATES INC. | DUBLIN ARTS CENTER SITE RENOVATION                                       |            |                        | 500.00 REIMBURSEMENT INCLUDED IN P.O | NTE<br>\$10,850.00           |
| PSA#14-26-15        | FAHLGREN MORTINE               | MARKETING & COMMUNICATIONS   |            |                        |                                      | NTE<br>\$30,000.00           |
| PSA#14-27-05        | AMERICAN STRUCTURE POINT       | FUNDING APPLICATION MORPC & OPWC TUTTLE RD EXTENSION/AVERY ROAD WIDENING |            |                        | ET0103                               | NTE<br>\$18,000.00           |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>               | <b>Project Description</b>   | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b>                           |
|---------------------|---------------------------------|--|------------|------------------------|-----------------|--|
| PSA#14-28-05        | CAPITAL PARTNERSHIP             | TIGER VI GRANT REQUEST<br>I270/US 33 INTERCHANGE                   |            |                        | ET1401          | NTE<br>\$16,800.00                                     |
| PSA#14-29-05        | DLZ                             | CONSTRUCTION MATERIALS TESTING<br>SERVICES EMERALD PARKWAY PHASE 8 |            |                        |                 | NTE<br>\$144,589.50                                    |
| PSA#14-30-05        | AMERICAN STRUCTURE<br>POINT     | LEVEL 1 ANIMATION FOR<br>SR161/RIVERSIDE DRIVE ROUNDABOUT          |            |                        |                 | NTE<br>\$21,500.00                                     |
| PSA#14-31-04        | MKSK                            | COFFMAN PARK PHASE II  |            |                        |                 | NTE<br>\$96,650.00                                     |
| PSA#14-32-05        | GPD GROUP                       | ACADEMIC DRIVE PHASE I   |            |                        |                 | NTE<br>\$111,7000.00                                   |
| PSA#14-33-23        | M+A ARCHITECTS                  | CONCEPT DESIGN RIVER RIDGE SPA PROJECT                             |            | 75408                  | ET1403          | NTE<br>\$10,580.00                                     |
| PSA#14-34-04        | ECO-DESIGN &<br>ENGINEERING LTD | BRANDON POND FISHING PIER  |            |                        | GR1402          | NTE \$8,400.00<br>\$500.00<br>REIMBURSABLE<br>EXPENSES |
| PSA#14-35-15        | SKIP MOSIC                      | BROADCASTING SERVICES  |            |                        |                 | NTE \$800.00   |
| PSA#14-36-09        | KOLAR DESIGN INC.               | DEVELOPMENT OF A STREET SCAPE &<br>WAYFINDING MASTER PLAN          |            |                        |                 | NTE<br>\$36,800.00                                     |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                           | <b>Project Description</b>                      | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b>   |
|---------------------|---|---|------------|------------------------|-----------------|--------------------------------|
| PSA#14-37-05        | URS CORPORATION                             | MUIRFIELD DRIVE BIKE LANE                       |            |                        |                 | NTE<br>\$253,503.93            |
| PSA#14-38-01        | MKSK  | BRIDGE STREET DISTRICT TYPOLGY PROJECT<br>SCOPE |            |                        |                 | NTE<br>\$67,434.13             |
| PSA#14-39-04        | THE OHIO STATE<br>UNIVERSITY (OSU)          | ARCHAEOLOGICAL INVESTIGATIONS<br>AGREEMENT      |            |                        |                 | N/A                            |
| PSA#14-40-23        | MEACHAM & APEL<br>ARCHITECTS INC            | DESIGN CONSULTANT-RIVER RIDGE SPA               |            |                        |                 | NTE<br>\$10,800.00             |
| PSA#14-41-14        | SWEEP-A-LOT, INC                            | 2014 STREET SWEEPING                            |            |                        |                 | NTE<br>\$54,590.00             |
| PSA#14-42-19        | ECO-DESIGN                                  | DCRC DUMPSTER/COMPACTOR RELOCATION              |            |                        |                 | NTE<br>\$5,000.00              |
| PSA#14-43-19        | SYSTEMS BY RICH<br>CUSTODIAL<br>ENGINEERING | DUBLIN CUSTODIAL SERVICE CONSULTING             |            |                        |                 | NTE<br>\$43,000.00             |
| PSA#14-44-20        | JENNIFER TYREE, NURSE                       | SUMMER CAMP NURSE SERVICE CONTRACT              |            |                        |                 | NTE<br>\$467/28HR<br>WORK WEEK |
| PSA#14-45-12        | CARR ENGINEERING                            | VOLUNTEERHUB SERVICES                           |            |                        |                 | NTE<br>\$3,412.00              |

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**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>           | <b>Project Description</b>                                   | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|-----------------------------|--|------------|------------------------|-----------------|------------------------------|
| PSA#14-46-05        | EMH&T, INC                  | RIVERSIDE DRIVE REALIGNMENT FINAL DESIGN                     |            |                        |                 | NTE<br>\$479,650.00          |
| PSA#14-47-05        | EMH&T, INC                  | DALE DRIVE TULLER RIDGE CONNECTOR                            |            |                        |                 | NTE<br>\$284,103.00          |
| PSA#14-48-05        | AMERICAN<br>STRUCTUREPOINT  | SR 161 & RIVERSIDE DRIVE ROUNDABOUT<br>FINAL DESIGN          |            |                        |                 | NTE<br>\$366,278.00          |
| PSA#14-49-05        | GBC CONSULTING, LLC         | BRIDGE STREET CIVIC CORE                                     |            |                        |                 | NTE<br>\$46,800.00           |
| PSA#14-50-01        | GPD                         | PROGRAM MANAGEMENT CONSULTANT (PMC)<br>PUBLIC INFRASTRUCTURE |            |                        |                 | NTE<br>\$399,952.00          |
| PSA#14-51-05        | EMH&T                       | BRIDGE STREET DISTRICT<br>GENERAL SERVICE                    |            |                        |                 | NTE<br>\$50,000.00           |
| PSA#14-52-05        | DIXION ENGINEERING          | AVERY/BLAZER PKWY WATER TANKS<br>INSPECTION SERVICE          |            |                        |                 | NTE<br>\$32,604.00           |
| PSA#14-53-05        | AMERICAN<br>STRUCTUREPOINTE | LEVEL 1 ANIMATION FOR US 33/1270<br>INTERCHANGE              |            |                        |                 | NTE<br>\$35,000.00           |
| PSA#14-54-05        | URS CORPORATION             | STORM SEWER IMPROVEMENTS-2 AREAS/<br>5 LOCATIONS             |            |                        |                 | NTE<br>\$69,500.00           |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                | <b>Project Description</b>  | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|----------------------------------|---|------------|------------------------|-----------------|------------------------------|
| PSA#14-55-05        | STANTEC CONSULTING SERVICES, INC | HOUCARD ROAD BUSINESS PARK  |            |                        |                 | NTE<br>\$213,500.00          |
| PSA#14-56-05        | URS CORPORATION                  | WATER BOOSTER STATION EVALUATION  |            |                        |                 | NTE<br>\$23,600.00           |
| PSA#14-57-05        | URS CORPORATION                  | GLICK ROAD SHARED USE PATH SECTION 1<br>DAVINGTON DRIVE TO MUIRFIELD DRIVE                        |            |                        |                 | NTE<br>\$118,658.71          |
| PSA#14-58-05        | DIXON ENGINEERING INC            | WATER TANK MAINTENANCE INSPECTION<br>SERVICE TARTAN, DARREE FIELDS, BLAZER<br>PARKWAY, AVERY PARK |            |                        |                 | NTE<br>\$12,165.00           |
| PSA#14-59-05        | URS CORPORATION                  | SHARED USE PATH CONNECTIVITY  |            |                        |                 | NTE<br>\$99,937.45           |
| PSA#14-60-04        | SPOHN RANCH INC                  | SKATE PARK EQUIPMENT & BUILD SERVICES   |            |                        |                 | NTE<br>\$23,750.00           |
| PSA#14-61-14        | POD LLC                          | DUBLIN OFFICE PARKING STUDY PHASE ONE<br>TASK SUMMARY   |            |                        |                 | NTE<br>\$24,150.00           |
| PSA#14-62-23        | MKSK STUDIOS                     | NE QUADRANT OF HISTORIC DUBLIN WEST SIDE<br>PLANNING STUDY  |            |                        |                 | NTE<br>\$92,446.91           |
| PSA#14-63-17        | AFFION PUBLIC LLC                | INFORMATION TECHNOLOGY DIRECTOR<br>SEARCH FOR HIRE  |            |                        |                 | NTE<br>\$21,000.00           |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                               | <b>Project Description</b>  | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|---|---|------------|------------------------|-----------------|------------------------------|
| PSA#14-64-13        | FEINKNOPF MACIOCE<br>SCHAPPA ARCHITECTS,<br>INC | COMMERCIAL AND RESIDENTIAL PLANS<br>EXAMINATION SERVICES                    |            |                        |                 | NTE<br>\$10,000.00           |
| PSA#14-65-13        | M.P. KELLEHER &<br>ASSOCIATES, INC              | BACKUP ELECTRICAL INSPECTION SERVICE  |            |                        |                 | NTE \$60.00<br>HOURLY RATE   |
| PSA#14-66-06        | UNITED AMERICAN<br>CAPITAL CORPORATION<br>UACC  | INVESTMENT CONSULTANT   |            |                        |                 | NTE<br>\$45,000.00           |
| PSA#14-67-23        | MKSK STUDIOS                                    | BRIDGE STREET DISTRICT PLANNING<br>CONTINUING SERVICES CONTRACT             |            |                        |                 | NTE<br>\$25,000.00           |
| PSA#14-68-04        | ECO-DESIGN &<br>ENGINEERING LTD                 | DUBLIN SPRING SHELTER AND FOUNDATION<br>RENOVATION                          |            |                        |                 | NTE<br>\$4,800.00            |
| PSA#14-69-07        | NBBJ  | PROGRAMMING DUBLIN ARTS COUNCIL AND<br>DUBLIN CONVENTION AND VISTORS BUREAU |            |                        |                 | NTE<br>\$16,400.00           |
| PSA#14-70-04        | ECO-DESIGN &<br>ENGINEERING LTD                 | DONEGALCLIFFS PLAYGROUND DRAINAGE<br>MITIGATION & RENOVATION PROJECT        |            |                        |                 | NTE<br>\$9,600.00            |
| PSA#14-71-17        | NBBJ  | CONCEPTUAL DESIGN FOR SHARED FACILITY<br>BETWEEN CML DUBLIN, THE DCVB       |            |                        |                 | NTE<br>\$22,250.00           |
| PSA#14-72-11        | COLUMBUS FIBERNET                               | METRO PLACE FIBER BUILD OUT   |            |                        |                 | NTE<br>\$139,760.00          |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>         | <b>Project Description</b>  | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|---------------------------|---|------------|------------------------|-----------------|------------------------------|
| PSA#14-73-09        | WALKER PARKING CONSULTANT | PARKING OPERATIONS STUDY SERVICE FOR BRIDGE STREET DISTRICT PARKING |            |                        |                 | NTE<br>\$52,000.00           |
|                     |                           |   |            |                        |                 |                              |
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NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b> | <b>Project Description</b> | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------|----------------------------|------------|------------------------|-----------------|------------------------------|
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**Addendum**

| <b>Contract No.</b> | <b>Contractor</b>                | <b>Project Description</b>                                   | <b>PO No. Assigned</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|----------------------------------|--|------------------------|------------------------|-----------------|------------------------------|
| PSA#14-23-05        | EMH&T                            | JOHN SHIELDS PARKWAY<br>MOONEY ROAD TO TULLER RIDGE          | 140025                 | \$24,100.00            | I               | \$96,335.00                  |
| PSA#14-38-01        | MKSK                             | BRIDGE STREET DISTRICT TYPOLOGY<br>PROJECT SCOPE             | 142288                 | \$29,080.00            | I               | \$96,514.00                  |
| PSA#14-28-05        | CAPITAL PARTNERSHIP              | TIGER VI GRANT REQUEST I270/US 33<br>INTERCHANGE             | 141252                 | \$4,200.00             | I               | \$21,000.00                  |
| PSA#14-48-05        | AMERICAN<br>STRUCTUREPOINTE, INC | SR 161/RIVERSIDE DRIVE<br>ROUNDAABOUT FINAL DESIGN           | 142062                 | \$4,440.00             | I               | \$370,678.50                 |
| PSA#14-36-09        | KOLAR DESIGN INC                 | City of Dublin WAY FINDING PROJECT                           | 141469                 | \$17,895.00            | I               | \$54,695.00                  |
| PSA#14-36-09        | KOLAR DESIGN INC                 | City of Dublin WAY FINDING PROJECT                           | 141469                 | 70,050.00              | II              | 124,745.00                   |
| PSA#14-51-05        | EMH&T                            | BRIDGE STREET DISTRICT GENERAL<br>SERVICES                   | 142260                 | \$11,000.00            | I               | \$61,000.00                  |
| PSA#14-53-05        | AMERICAN<br>STRUCTUREPOINT, INC  | LEVEL 1 ANIMATION FOR US 33/I 270<br>INTERCHANGE             | 142628                 | \$10,247.50            | I               | \$45,247.50                  |
| PSA#14-50-01        | GPD GROUP                        | PROGRAM MANAGEMENT CONSULTANT<br>PUBLIC INFRASTRUCTURE       | 142628                 | \$181,646.40           | I               | \$581,598.40                 |
| PSA#14-46-05        | EMH&T                            | RIVERSIDE DRIVE REALIGNMENT<br>FINAL DESIGN                  | 142060                 | \$94,016.00            | I               | \$573,666.00                 |
| PSA#14-50-01        | GPD GROUP                        | PROGRAM MANAGEMENT CONSULTANT<br>PUBLIC INFRASTRUCTURE       | 142628                 | \$26,912.00            | II              | \$608,510.40                 |
| PSA#14-48-05        | AMERICAN<br>STRUCTUREPOINT       | SR 161 & RIVERSIDE DRIVE<br>ROUNDAABOUT FINAL DESIGN         | 142062                 | \$26,400.00            | II              | \$397,078.50                 |
| PSA#14-50-01        | GPD                              | PROGRAM MANAGEMENT CONSULTANT<br>(PMC) PUBLIC INFRASTRUCTURE | 142287                 | \$1,578,314.80         | III             | \$2,186,825.20               |
|                     |                                  |  |                        |                        |                 |                              |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b> | <b>Project Description</b> | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------|----------------------------|------------|------------------------|-----------------|------------------------------|
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| <b>Addendum</b>     |                         |   |                        |                               |                 |                              |
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| <b>Contract No.</b> | <b>Contractor</b>       | <b>Project Description</b>                                      | <b>PO No. Assigned</b> | <b>Addendum Amount</b>        | <b>Addendum</b> | <b>Total Contract Amount</b> |
| PSA#14-02-09        | STUDIO GRAPHIQUE INC    | SIGN & GRAPHICS PLAN REVIEW SERVICE                             | 141790                 | EXTENDED CONTRACT TO 12/31/15 | I               | NO AMOUNT CHANGE             |
| PSA#14-51-05        | EMH&T                   | BRIDGE STREET DISTRICT GENERAL SERVICES                         | 142260                 | \$50,000.00                   | II              | \$111,000.00                 |
| PSA#14-19-05        | AMERICAN STRUCTUREPOINT | FINAL ENGINEERING & SURVEYING CHURCHMAN ROAD EXTENSION PHASE II | 134252                 | \$12,000.00                   | I               | \$248,000.00                 |
| PSA#14-46-05        | EMH&T                   | RIVERSIDE DRIVE REALIGNMENT FINAL DESIGN                        | 142060                 | \$83,445.00                   | II              | \$647,111.00                 |
| PSA#14-49-05        | GBC CONSULTING LLC      | BRIDGE STREET CIVIC CORE PROFESSIONAL SERVICES                  | 141920                 | \$15,000.00                   | I               | \$61,800.00                  |
| PSA#14-67-17        | MKSK STUDIOS            | BRIDGE STREET DISTRICT PLANNING CONITNUING SERVICES CONTRACT    | 151666                 | \$25,000.00                   | I               | \$50,000.00                  |
| PSA#14-36-09        | KOLAR DESIGN, INC       | DEVELOPMENT OF A STREET SCAPE & WAYFINDING MASTER PLAN          | 141469                 | \$35,509.00                   | III             | \$160,254.00                 |
| PSA#14-48-05        | AMERICAN STRUCTUREPOINT | SR 161 & RIVERSIDE DRIVE ROUNDABOUT FINAL DESIGN                | 142062                 | \$330,397.00                  | III             | \$727,475.50                 |
| PSA#14-23-05        | EMH&T                   | JOHN SHIELDS PARKWAY MOONEY ROAD TO TULLER RIDGE                | 140025                 | \$13,900.00                   | II              | \$110,235.00                 |
| PSA#14-23-05        | EMH&T                   | JOHN SHIELDS PARKWAY MOONEY ROAD TO TULLER RIDGE                | 140025                 | \$7,400.00                    | III             | \$117,675.00                 |
| PSA#14-57-05        | URS CORPORATION         | GLICK ROAD SHARED-USE PATH DAVINGTON DRIVE TO MUIRFIELD DR      | 134207                 | \$26,576.20                   | I               | \$145,234.37                 |
|                     |                         |   |                        |                               |                 |                              |

NTE=Not To Exceed

**2014 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b> | <b>Project Description</b> | <b>PO#</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------|----------------------------|------------|------------------------|-----------------|------------------------------|
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|--------------|----------------------------|---|--------|-------------|----|--------------|
|              |                            | <b>Addendum</b>   |        |             |    |              |
| PSA#14-19-05 | AMERICAN<br>STRUCTUREPOINT | FINAL ENGINEERING & SURVEYING<br>CHURCHMAN ROAD EXTENSION PHASE<br>II | 134252 | \$44,020.00 | II | \$292,020.00 |
|              |                            |   |        |             |    |              |
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NTE=Not To Exceed

2014 Log for Professional Service Contracts

| Contract No. | Contractor | Project Description | PO# | Addendum Amount | Addendum | Total Contract Amount |
|--------------|------------|---------------------|-----|-----------------|----------|-----------------------|
|--------------|------------|---------------------|-----|-----------------|----------|-----------------------|

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                         | <b>Project Description</b>   | <b>PO #</b>       | <b>Project No.</b>                 | <b>Total Contract Amount</b> |
|---------------------|---|--|-------------------|------------------------------------|------------------------------|
| PSA#15-10-11        | GET-U-CONNECTED                           | DUBLIN ENTREPRENEURIAL CENTER (DEC) FACILITY & TENANT MANAGEMENT   | 150637            | NO PROJECT NUMBER                  | NTE \$149,600.00             |
| PSA#15-11-15        | NANCY RICHISON                            | CONSULTANT OF RESEARCHING & WRITING SCRIPTS FOR THE CITY OF DUBLIN | 150573            | NO PROJECT NUMBER                  | NTE \$30,000.00              |
| PSA#15-12-15        | SHARED VISION COMMUNICATION INC           | VIDEO SERVICES FOR THE CITY OF DUBLIN                              | 150576            | NO PROJECT NUMBER                  | NTE \$202,400.00             |
| PSA#15-13-15        | MJ2 MARKETING LLC                         | MARKETING CONSULTANT   | 150574            | NO PROJECT NUMBER                  | NTE \$12,240.00              |
| PSA#15-14-15        | CAPITAL PARTNERSHIP LLC                   | AFFAIRS/LOBBYIST CONSULTANT  | 150090            | NO PROJECT NUMBER                  | NTE \$60,000.00              |
| PSA#15-15-15        | KALLNER & ASSOCIATES                      | DUBLIN COMMUNICATION CONSULTANT                                    | 150207            | NO PROJECT NUMBER                  | NTE \$60,000.00              |
| PSA#15-16-15        | THE PUBLISHING GROUP LTD/CITY SCENE MEDIA | DUBLIN LIFE MAGAZINE   | 150622/<br>150724 | NO PROJECT NUMBER                  | NTE \$2,300.00               |
| PSA#15-17-15        | WALKER DESIGN & MARKETING LLC             | GRAPHIC DESIGN CONSULTANT  | 150577            | Additional cost@ \$575.00 per page | NTE \$30,000.00              |
| PSA#15-18-15        | ERIC GEORGE                               | PHOTOGRAPHY SERVICE  | 150321/<br>152258 | NO PROJECT NUMBER                  | NTE \$5,000.00               |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>               | <b>Project Description</b>   | <b>PO #</b> | <b>Project No.</b> | <b>Total Contract Amount</b> |
|---------------------|---------------------------------|--|-------------|--------------------|------------------------------|
| PSA#15-19-16        | ASSETWORKS LLC                  | ASSETWORKS SOFTWARE AMP RISK MANAGEMENT MODULE                         | 151586      | NO PROJECT NUMBER  | NTE<br>\$4,300.00            |
| PSA#15-20-11        | AQUARIAN TECHNOLOGY SYSTEMS     | CONSULTANT FOR BUSINESS/EDUCATION COMMUNITY ON ISSUES AND ACTIVITIES   | 150638      | NO PROJECT NUMBER  | NTE<br>\$15,000.00           |
| PSA#15-21-11        | REV1 VENTURES/ TECHCOLUMBUS     | MANAGAER OF THE TECHSTART PROGRAM AND ENHANCE ENTEREPRENEURIAL SERVICE | 150639      | NO PROJECT NUMBER  | NTE<br>\$200,000.00          |
| PSA#15-22-04        | MKSK STUDIOS                    | RIVERSIDE PARK DESIGN SERVICE  | 150933      | GR1303             | NTE<br>\$910,657.31          |
| PSA#15-23-09        | CLARION ASSOCIATES              | CONSULTANT OF SUBDIVISION REGULATIONS                                  | 151001      | NO PROJECT NUMBER  | NTE<br>\$35,000.00           |
| PSA#15-24-09        | HIGHER GROUND GREEN ROOFS LLC   | COLUMBUS METRO DUBLIN LIBRARY GREEN ROOF SERVICE                       | 151081      | NO PROJECT NUMBER  | NTE<br>\$9,500.00            |
| PSA#15-25-04        | CT CONSULTANTS                  | US 33/I-270 INTERCHANGE IMPROVEMENTS LANDSCAPE AND IRRIGATION SYSTEM   | 151182      | ET1401             | NTE<br>\$32,750.00           |
| PSA#15-26-17        | GALLAGHER CONSULTING GROUP INC. | BRIEF ASSESSMENT OF THE CITY'S COMMUNICATION AND PUBLIC RELATIONS      | 151432      | NO PROJECT NUMBER  | NTE<br>\$16,100.00           |
| PSA#15-27-11        | PRV CONSULTING                  | DUBLIN INTERNATIONAL BUSINESS CENTER                                   | 151173      | NO PROJECT NUMBER  | NTE<br>\$54,000.00           |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>            | <b>Project Description</b>   | <b>PO #</b> | <b>Project No.</b> | <b>Total Contract Amount</b> |
|---------------------|------------------------------|--|-------------|--------------------|------------------------------|
| PSA#15-28-05        | STANTECH CONSULTING          | RINGS RD SHARED-USE PATH FRANTZ RD TO DUBLIN RD PRELIMINARY DESIGN | 151109      | AT1504             | NTE<br>\$25,690.00           |
| PSA#15-29-05        | BURGESS & NIPLE INC.         | AVERY RD AND BRAND RD PRELIMINARY DESIGN                           | 151183      | ET1406             | NTE<br>\$50,200.00           |
| PSA#15-30-15        | SAPERSTEIN ASSOCIATES INC    | SURVEY CONSULTANT FOR CITY OF DUBLIN                               | 150575      | NO PROJECT NUMBER  | NTE<br>\$19,900.00           |
| PSA#15-31-04        | ECO-DESIGN & ENGINEERING LTD | DARREE FIELDS NEW PARKING AND GRADING IMPROVEMENTS COSGRAY RD      | 151082      | GR9901             | NTE<br>\$18,000.00           |
| PSA#15-32-04        | THE LAKE DOCTORS, INC.       | 2015 POND MAINTENANCE CONTRACT                                     | 151304      | NO PROJECT NUMBER  | NTE<br>\$17,465.00           |
| PSA#15-33-19        | SCHORR ARCHITECTS INC.       | PARTIAL ROOF REPLACEMENT RECREATION CENTER                         | 143735      | AB1403             | NTE<br>\$37,000.00           |
| PSA#15-34-08        | THE COLLECTIVE GENIUS LLC    | COUNCIL RETREAT SPEAKER  | 151321      | NO PROJECT NUMBER  | NTE<br>\$4,000.00            |
| PSA#15-35-05        | TRANSMAP CORP                | PAVEMENT CONDITION SURVEY  | 151277      | PP0803             | NTE<br>\$56,808.44           |
| PSA#15-36-18        | CCG SYSTEMS                  | FLEET MANAGEMENT SOLUTION (FASTER)                                 | 151348      | AT1501             | NTE<br>\$86,200.00           |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                       | <b>Project Description</b>                                 | <b>PO #</b>                | <b>Project No.</b>   | <b>Total Contract Amount</b> |
|---------------------|---|--|----------------------------|----------------------|------------------------------|
| PSA#15-37-13        | FEINKNOPF MACIOCE<br>SCHAPPA ARCHITECTS | COMMERCIAL & RESIDENTIAL PLAN RIVIEW<br>SERVICE            | 150182                     | \$78.00 PER<br>HOUR  | NTE<br>\$10,000.00           |
| PSA#15-38-18        | TYLER TECHNOLOGIES<br>INC.              | SOFTWARE PRODUCTS & SERVICES                               | 151651<br>151694<br>151695 | AI1501               | NTE<br>\$522,914.00          |
| PSA#15-39-17        | WEBB MANANGEMENT<br>SERVICES INC.       | PERFORMING ARTS FACILITY FEASIBILITY<br>STUDY              | 151510<br>151945           | AB1301               | NTE<br>\$55,100.00           |
| PSA#15-40-13        | M+A ARCHITECTS                          | RESIDENTIAL & COMMERCIAL PLAN REVIEW<br>SERVICE            | 151916                     | \$90.00 PER<br>HOUR  | NTE<br>\$10,000.00           |
| PSA#15-41-05        | EMH&T INC                               | JOHN SHIELDS PARKWAY PHASE 2                               | 151795                     | ET1409               | NTE<br>\$88,610.00           |
| PSA#15-42-15        | SKIP MOSIC                              | RADIO BROADCASTING SERVICE                                 | 151568                     | NO PROJECT<br>NUMBER | NTE<br>\$800.00              |
| PSA#15-43-19        | SPGB ARCHITECTS LLC                     | FEASIBILITY STUDY IMPROVEMENTS TO<br>COFFMAN PARK PAVILION | 152420                     | AB1501               | NTE<br>\$6,500.00            |
| PSA#15-44-04        | SMBH INC.                               | WATCH HOUSE SCULPTURE CAD DRAWING                          | 151809                     | AR1501               | NTE<br>\$1,600.00            |
| PSA#15-45-11        | POD DESIGN LLC.                         | DUBLIN OFFICE PARKING STUDY PHASE 2<br>TASK SUMMARY        | 151258                     | NO PROJECT<br>NUMBER | NTE<br>\$18,200.00           |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                                    | <b>Project Description</b>  | <b>PO #</b>      | <b>Project No.</b> | <b>Total Contract Amount</b> |
|---------------------|--|---|------------------|--------------------|------------------------------|
| PSA#15-46-17        | NBBJ   | REVISE PROGRAMMING DOCUMENT FOR COLUMBUS METRO LIBRARY DUBLIN BRANCH BLDG | 151946           | AB1301             | NTE<br>\$8,500.00            |
| PSA#15-47-19        | SCHORR ARCHITECTS INC                                | CONNIE BARN MAINTENANCE REPAIRS   | 152155           | AB1501             | NTE<br>\$7,500.00            |
| PSA#15-48-01        | CONTRACT SWEEPERS AND EQUIPMENT                      | 2015 STREET SWEEPING  | 151921           | NO PROJECT NUMBER  | NTE<br>\$75,815.00           |
| PSA#15-49-19        | MOODY NOLAN  | MASTER PLANNING / FACILITY  | 152050           | AB1501             | NTE<br>\$34,360.00           |
| PSA#15-50-03        | MARATHON TECHICAL SERVICE USA, INC                   | GROUND DISPENSER FILTER PANELS  | 153127<br>153741 | AV1505             | NTE<br>\$52,000.00           |
| PSA#15-51-02        | MICHAEL SCHUSTER ASSOCIATES INC. DBA: MSA ARCHITECTS | JUSTICE CENTER ADDITION AND RENOVATIONS                                   | 152355           | NO PROJECT NUMBER  | NTE<br>\$620,000.00          |
| PSA#15-52-04        | MKSK STUDIOS   | COFFMAN PARK PHASE 2 CONSTRUCTION ADMINISTRATION SERVICES                 | 152086           | GR9902             | NTE<br>\$33,605.00           |
| PSA#15-53-19        | KOLAR NORTH AMERICA                                  | CONCEPTUAL MASTER PLAN CITY OF DUBLIN JUSTICE CENTER                      | 152254           | AB1503             | NTE<br>\$15,750.00           |
| PSA#15-54-05        | EMH&T INC  | FLOW MONTERING SANITARY SEWER   | 152212           | NO PROJECT NUMBER  | NTE<br>\$45,216.00           |

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**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>             | <b>Project Description</b>  | <b>PO #</b>       | <b>Project No.</b>                                | <b>Total Contract Amount</b>                   |
|---------------------|-------------------------------|---|-------------------|---|--|
| PSA#15-55-05        | EMH&T INC                     | SCIOTO RIVER FLOOD HAZARD IMPACT STUDY-PROPOSED BRIDGE STREET DISTRICT ( BSD) PROJECT | 152250            | AB1301  | NTE<br>\$35,000.00                             |
| PSA#15-56-05        | GPD GROUP                     | MUIRFIELD DRIVE AND MEMORIAL DRIVE ALTERNATIVE ANALYSIS                               | 152249            | ET1402  | NTE<br>\$62,830.00                             |
| PSA#15-57-06        | DALENE M. PRIDE               | INDEPENDENT GOVERNMENT AFFAIRS CONSULTANT FOR OHIO BUREAU OF MOTER RECORDS AUDIT      | 152414            | FOR EACH INCORRECT NON-IRP AND TRUCK REGISTRATION | NTE PER CORRECTION<br>\$13.50 NTE<br>\$3000.00 |
| PSA#15-58-05        | PRIME AE GROUP INC            | 2015 CONSTRUCTION INSPECTION SERVICE  | 152406            | NO PROJECT NUMBER                                 | NTE<br>\$87,400.00                             |
| PSA#15-59-19        | SYSTEM BY RICH CONSULTING LLC | QUALITY CONTROL CONSULTING & TRAINING CUSTODIAL SERVICE                               | 152632/<br>152633 | NO PROJECT NUMBER                                 | NTE<br>\$48,450.00                             |
| PSA#15-60-09        | MKSK                          | BRIGHT ROAD AREA PLAN UPDATE  | 152677            | NO PROJECT NUMBER                                 | NTE<br>\$32,000.00                             |
| PSA#15-61-05        | AMERICAN STRUCTUREPOINT       | AVERY ROAD WIDENING-NORTH PHASE CRAMER DITCH TO WOENER TEMPLE DR                      | 152852            | ET1402  | NTE<br>\$465,943.00                            |
| PSA#15-62-17        | 3 POINT CONSULTING LTD        | PROCESS IMPROVEMENT CONSULTING PARTNERSHIP  | 153418            | NO PROJECT NUMBER                                 | NTE<br>\$5,200.00                              |
| PSA#15-63-17        | INTUITIVE CONCEPTS            | MYERS-BRIGGS TYPE FOR DUBLIN LEADERSHIP STAFF RETREAT                                 | 152724            | NO PROJECT NUMBER                                 | NTE<br>\$2,675.00                              |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b>           | <b>Contractor</b>                            | <b>Project Description</b>  | <b>PO #</b> | <b>Project No.</b>                                    | <b>Total Contract Amount</b>  |
|-------------------------------|--|---|-------------|---|-------------------------------|
| PSA#15-64-14                  | WINELCO INC.                                 | PREVENTIVE MAINTENANCE OF THE WYANDOTTE WOODS SANITARY SEWER PUMP STATION             | 152831      | NO PROJECT NUMBER                                     | NTE<br>\$26,820.00            |
| PSA#15-65-05                  | DLZ OHIO, INC                                | HYLAND-CROY ROAD / MCKITRICK ROAD ROUNDABOUT DESIGN                                   | 152722      | ET0809  | NTE<br>\$203,700.00           |
| PSA#15-66-05                  | MS CONSULTANTS INC                           | STORMWATER MAINTENANCE PROGRAM  | 152812      | NO PROJECT NUMBER                                     | NTE<br>\$59,994.00            |
| PSA#15-67-05                  | EMH&T INC                                    | DEAR RUN SSES REPORT  | 152814      | NO PROJECT NUMBER                                     | NTE<br>\$39,160.00            |
| PSA#15-68-05                  | EMH&T INC                                    | PUMP STATION MASTER PLAN  | 152813      | NO PROJECT NUMBER                                     | NTE<br>\$19,844.00            |
| PSA#15-69-19<br><b>CLOSED</b> | ELFORD, INC                                  | <del>DUBLIN JUSTICE CENTER EXPANSION/RENOVATION PRECONSTRUCTION PHASE AGREEMENT</del> | 152252      | <del>AB1503 PO OPEN FOR THIS AMOUNT \$68,000.00</del> | NTE<br><del>\$67,954.00</del> |
| PSA#15-71-19                  | PROFESSIONAL SERVICE INDUSTRIARIES INC (PSI) | JUSTICE CENTER ADDITION RENOVATION CONSTRUCTION INSPECTION SERVICE                    | 152972      | AB1503  | NTE<br>\$37,748.00            |
| PSA#15-72-05                  | EMH&T INC                                    | COTA PARK & RIDE AT DALE DRIVE DESIGN SERVICE   | 152981      | ET1411  | NTE<br>\$56,483.00            |
| PSA#15-73-05                  | EMH&T INC                                    | NORTH RIVERVIEW STREET EXTENSION DESIGN SERVICE                                       | 152982      | ET1614  | NTE<br>\$28E,459.00           |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b>                      | <b>Contractor</b>           | <b>Project Description</b>   | <b>PO #</b>       | <b>Project No.</b> | <b>Total Contract Amount</b>  |
|--|-----------------------------|--|-------------------|--------------------|-------------------------------|
| PSA#15-74-19                             | KOLAR DESIGN INC            | BRANDED ENVIRONMENTS AND WAYFINDING SIGNAGE FOR JUSTICE CENTER BLDG                        | 153064            | AB1503             | NTE<br>\$39,700.00            |
| PSA#15-75-05                             | AECOM INC                   | PERIMETER DR SHARED-USE PATH AVERY-MUIRFIELD DRIVE TO HOLT ROAD                            | 153057            | AT1504             | NTE<br>\$78,784.00            |
| PSA#15-76-05                             | AECOM INC                   | DUBLIN ROAD SHARED-USE PATH TUTTLE RD TO LIMESTONE RIDGE DR                                | 153058            | AT1504             | NTE<br>\$32,278.00            |
| PSA#15-77-05                             | AECOM INC                   | SHIER-RINGS RAD SHARED-USE PATH AVERY ROAD TO EASTERN PROPERTY LINE OF 6399 SHIER-RINGS RD | 153059            | AT1504             | NTE<br>\$19,634.60            |
| <del>PSA#15-78-04</del><br><b>CLOSED</b> | <del>DKB ARCHITECTS</del>   | <del>WATCH HOUSE RESTORATION</del>   | <del>153124</del> | <del>#####</del>   | <del>NTE<br/>\$7,900.00</del> |
| PSA#15-79-05                             | BURGESS & NIPLE INC         | AVERY-MUIRFIELD DR NORTH CORRIDOR IMPROVEMENT  | 153055            | ET0104             | NTE<br>\$624,025.00           |
| PSA#15-80-05                             | STRAWSER PAVING CO. INC.    | RIVERSIDE DRIVE SHARED-USE PATH THADDEUS KOSCIUSZKO PARK TO TONTI DRIVE                    | 153131            | AT1507             | NTE<br>\$63,947.95            |
| PSA#15-81-05                             | RESOURCE INTERNATIONAL INC. | PAVEMENT EVALUATION & DESIGN RECOMMENDATION  | 153162            | NO PROJECT NUMBER  | NTE<br>\$18,930.00            |
| PSA#15-82-09                             | KOLAR DESIGN                | GATEWAY STRATEGY AND CONCEPTUAL PLAN   | 153457            | NO PROJECT NUMBER  | NTE<br>\$42,100.00            |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b>                                      | <b>Project Description</b>   | <b>PO #</b>      | <b>Project No.</b>    | <b>Total Contract Amount</b> |
|---------------------|--|--|------------------|-----------------------|------------------------------|
| PSA#15-83-04        | EMH&T INC  | DARREE FIELDS PUMP STATION UPGRADES  | 153314           | GR9901                | NTE<br>\$5,300.00            |
| PSA#15-84-15        | M! SPECIALTY ADV, INC.                                 | EMPLOYEE MERCHANDISE ORDER-410<br>COMMUNICATION TEAM PULLOVERS                                     | 153438           | NO PROJECT<br>NUMBER  | NTE<br>\$1000.00             |
| PSA#15-85-04        | MCKAY LODGE FINE<br>ARTS CONSERVATION<br>LABORTORY INC | PUBLIC ART MAINTENANCE   | 153370           | NO PROJECT<br>NUMBER  | NTE<br>\$10,917.00           |
| PSA#15-86-09        | MKSK   | JOHN SHIELDS PARKWAY UPDATE GREENWAY<br>CONCEPT  | 153511           | NO PROJECT<br>NUMBER  | NTE<br>\$25,000.00           |
| PSA#15-87-04        | KATHLEEN LOLLY   | COFFMAN PARK PEDESTRIAN BRIDGE ART<br>WORK   | 153607           | NO PROJECT<br>NUMBER  | NTE<br>\$35,400.00           |
| PSA#15-88-15        | ROBERT MCCORMICK                                       | PHOTOGRAPHY  | REQ#81978        | NO PROJECT<br>NUMBER  | NTE<br>\$2000.00             |
| PSA#15-89-20        | BRICKS4KIDZ  | 2015-2016 BIRTHDAY PARTY INSTRUCTOR<br>PROGRAM AGREEMENT   | 150614<br>153304 | \$120.00 PER<br>PARTY | NTE<br>\$8,870.00            |
| PSA#15-90-05        | EMH&T INC  | HIGH STREET AND LIBRARY ROADWAYS<br>DESIGN HIGH, ROCK CRESS, FRANKLIN,<br>NORTH AND BRIDGE STREETS | REQ#82033        | ET1610                | NTE<br>\$558,817.00          |
| PSA#15-91-11        | PLUG SMART   | ENERGY SERVICES CONSULTANT AGREEMENT   |                  |                       | NTE<br>\$48,000.00           |

NTE=Not To Exceed

2015 Log for Professional Service Contracts

| Contract No. | Contractor        | Project Description               | PO #   | Project No. | Total Contract Amount |
|--------------|-------------------|-----------------------------------|--------|-------------|-----------------------|
| PSA#15-92-04 | COLUMBUS FIBERNET | POLICE DEPARTMENT DUCT RELOCATION | 153382 | GR9902      | NTE<br>\$28,303.64    |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |
|              |                   |                                   |        |             |                       |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b> | <b>Project Description</b> | <b>PO #</b> | <b>Project No.</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------|----------------------------|-------------|--------------------|------------------------------|
|---------------------|-------------------|----------------------------|-------------|--------------------|------------------------------|

**Addendum**

| <b>Contract No.</b>           | <b>Contractor</b>               | <b>Project Description</b>   | <b>PO No. Assigned</b> | <b>Addendum Amount</b> | <b>Addendum</b> | <b>Total Contract Amount</b> |
|-------------------------------|---------------------------------|--|------------------------|------------------------|-----------------|------------------------------|
| PSA#15-41-05                  | EMH&T                           | JOHN SHIELDS PARKWAY PHASE 2   | 151795                 | \$384,385.00           | I               | \$472,995.00                 |
| PSA#15-41-05                  | EMH&T                           | JOHN SHIELDS PARKWAY PHASE 2   | 151795                 | -\$532.78              | II              | \$472,462.22                 |
| PSA#15-28-05                  | STANTECH CONSULTING             | RINGS RD SHARED-USE PATH FRANTZ RD TO DUBLIN RD PRELIMINARY DESIGN         | 151109                 | \$3,200.00             | I               | \$28,890.00                  |
| PSA#15-69-19<br><b>CLOSED</b> | ELFORD, INC                     | DUBLIN JUSTICE CENTER EXPANSION/RENOVATION PRECONSTRUCTION PHASE AGREEMENT | 152252                 | \$113,963.00           | +               | \$181,917.00                 |
| PSA#15-41-05                  | EMH&T                           | JOHN SHIELDS PARKWAY PHASE 1   | 151795                 | \$384385.00            | I               | \$472,995.00                 |
| PSA#15-02-04                  | CT CONSULTANT INC               | HOLDER-WRIGHT PARK CONSTRUCTION VISITOR ORIENTATION SPACE                  | 150171                 | 12,000.00              | I               | \$113,600.00                 |
| PSA#15-58-05                  | PRIME AE                        | 2015 CONSTRUCTION INSPECTION SERVICE                                       | 152406                 | 25,000.00              | I               | \$45,000.00                  |
| PSA#15-11-15                  | NANCY RICHISON                  | CONSULTANT OF RESEARCHING & WRITING SCRIPTS FOR THE CITY OF DUBLIN         | 152459                 | 6000.00                | I               | \$36,000.00                  |
| PSA#15-48-01                  | CONTRACT SWEEPERS AND EQUIPMENT | 2015 STREET SWEEPING   | 151921                 | 3000.00                | I               | \$78,815.00                  |

NTE=Not To Exceed

**2015 Log for Professional Service Contracts**

| <b>Contract No.</b> | <b>Contractor</b> | <b>Project Description</b> | <b>PO #</b> | <b>Project No.</b> | <b>Total Contract Amount</b> |
|---------------------|-------------------|----------------------------|-------------|--------------------|------------------------------|
|---------------------|-------------------|----------------------------|-------------|--------------------|------------------------------|

| <b>PROFESSIONAL SERVICE AGREEMENT DEPARTMENT CODE#</b> | <b>(PSA# YR-ORDER-DEPT#)</b> |
|--|------------------------------|
| 01-PUBLIC WORKS  | 12-EVENTS ADMINISTRATION     |
| 02-POLICE  | 13-BUILDING STANDARDS        |
| 03-FLEET MANANGEMENT                                   | 14-STREETS & UTILITIES       |
| 04-PARKS & <b>RECREATION</b>                           | 15-COMMUNITY RELATIONS       |
| 05-ENGINEERING   | 16-HUMAN RESOURCE            |
| 06-FINANCE   | 17-CITY MANAGER              |
| 07-COURT/MAYOR'S COURT                                 | 18-INFORMATION TECHNOLOGY    |
| 08-LEGISLATION/COUNCIL                                 | 19-FACILITIES                |
| 09-PLANNING  | 20-RECREATION                |
| 10-TAXATION  | 21-VOLUNTEER RESOURCE        |
| 11- ECONOMIC DEVELOPMENT                               | 22-LEGAL/LAW OFFICE          |
|  |                              |

NTE=Not To Exceed



**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager  
**Date:** November 18, 2015  
**Initiated By:** Angel L. Mumma, Director of Finance  
**Re:** Ordinance No. 83-15, Adopting the Annual Operating Budget for 2016

## Summary

Ordinance No. 85-13 authorizes the adoption of the City's 2016 Operating Budget. City Council is reviewing the proposed budget during workshops held on November 9, 2015 and November 18, 2015.

Following is a recap of related information from the November 9<sup>th</sup> workshop.

### **Budget Adjustments:**

#### **Office of the City Manager – Miscellaneous Accounts (101-1119)**

**Syntero (Dublin Counseling Center) approached City Council regarding an increase in funding for 2016.**

City Council approved an additional \$75,000 for aging seniors/aging in-place programming to be earmarked for Dublin residents. Also approved was \$10,000 for community-based alcohol and other drug prevention programming to be earmarked for Dublin residents. These amounts have been added to the 2016 budget.

#### **Hotel/Motel Tax Fund (217) and Convention and Visitors Bureau (804)**

**Currently the Dublin Convention and Visitors Bureau (DCVB) receives 25% of the revenue collected from the City's hotel/motel tax. The DCVB also requested a funding increase.**

City Council approved a 10% funding increase for the DCVB to be used for sales and marketing campaigns for the City. Text in the budget has been modified to reflect the increase in funding for 2016 for the DCVB to 35%, and the decrease in funding to the Hotel/Motel Tax Fund to 65%. The accounting adjustment made was in the Convention and Visitors Bureau Fund where hotel/motel tax collections were increased by \$220,000 and decreased by the same amount in the Hotel/Motel Tax Fund. The DCVB's estimated funding in the 2016 budget increased accordingly.

**Follow-Up Items:**

**City Council requested lists of all professional service agreements signed in 2015.**

For City Council's review, we've attached the professional service agreement lists from 2015 (to-date) as well as from 2014.

**Police 214-1820**

**In account 2140, City Council asked for the dry cleaning budget amount.**

As City Council is aware, the FOP contract includes provisions for uniform cleaning at no cost to the member. In any week, a member is entitled to have laundered/cleaned up to ten (10) uniform items. Additionally, each member may have their coat and hat cleaned once per year. Uniform items for non-uniformed members are defined as items of regular work clothing. The City designated a dry cleaning service or services where uniforms are to be cleaned and the City has the exclusive authority to contract for the provisions of such services (section 22.7). Currently, dry cleaning is being done by Dublin Cleaners. For 2016, the bid was won by Swan Cleaners (effective January 1, 2016). The budget for dry cleaning in 2016 is \$25,000. In 2014 the City spent \$17,500 on dry cleaning for police members. As of October 31, the City has spent approximately \$16,000 on dry cleaning. It is estimated that by year end, the City will spend between \$19,000 and \$20,000 on dry cleaning for FOP members.

**Recommendation**

Staff recommends passage of the 2016 budget during the December 7, 2015 meeting of City Council. Emergency language is requested to provide for the ordinance to become effective on January 1, 2016.

**To:** Management Team  
**From:** Dana L. McDaniel, City Manager  
**Date:** August 17, 2015  
**Initiated By:** Angel L. Mumma, Director of Finance  
Melody Kennedy, Budget Manager  
**Re:** Preparation of the 2016 Operating Budget

Preparation of the 2016 Operating Budget provides us, as an organization, the opportunity to continue to review the City's operations and determine how we can use our resources most effectively. As always, City Council and the Administration are committed to responsible fiscal stewardship and the continuation of excellent customer service.

As you are aware, the City's largest revenue source for operations is income tax revenue. This source comprises over 90% of the City's General Fund operating revenues. Therefore, it is one of the City's key economic indicators that is reviewed when determining the level of growth for the upcoming year. In the 2015 Operating Budget, we projected \$81,650,000 in revenue from local income tax. The estimate was based on an assumption of a 5.7% decrease over the 2014 revised revenue estimate determined when the 2015 Operating Budget was approved in December 2014. However, the actual income tax revenue for 2014 exceeded the revised estimate by 1.7%. The main driver behind the decrease in projected income tax revenue for 2015 was the loss of revenue from Verizon's departure from Dublin.

Through the second quarter of 2015, income tax revenues declined 2.92% or \$1,382,026. This reduction was driven by an 18.7% decrease in net profits, or approximately \$1,620,000. On a positive note, withholding, which is the City's largest source of income tax revenue, remained relatively stable despite the loss of one of the City's largest employers.

Looking towards 2016, staff can draw more informed conclusions as to the projected income tax revenues for the year based on collections through the first half of this year. As previously mentioned, the 2015 projection took into account the reduction in revenue from Verizon. Actual revenue reductions have not been as high as anticipated. While remaining conservative, we have revised our 2015 income tax revenues upward by 2% to reflect anticipated revenues of \$83,285,000. Nonetheless, this amount still represents a 5.4% decrease over 2014 actual collections. Similar for 2016, we must take into account a reduction in income tax revenue as a result of the loss of Nationwide, which is expecting to begin moving their employees from Dublin to Grandview Heights/Columbus during the second half of 2016. However, we are balancing this loss out with the growth we have seen in our other employers. As a result, we are currently projecting the 2016 income tax revenues to be even with the current 2015 estimate - \$83,285,000. Please keep in mind that this amount is not entirely available to be allocated to the City's operating expenditures. Of this amount, 25% is committed to capital improvement projects as established by City Ordinance.

# 2016 Operating Budget



Adopted by  
Ordinance No. 83-15



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|  | 10-1 |
|--|------|

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December 7, 2015

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

phone 614.410.4400

[www.dublinohiousa.gov](http://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 \$81.21 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 \$78.13 million, which represents a 1.5% increase over 2015 budgeted operating revenues. An increase in projected income tax revenues (over the original 2015 estimate) contributed to this increase.

**Operating Revenues (in millions)**

|                          | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015<br/>Projected</b> | <b>2016<br/>Proposed</b> |
|--------------------------|-------------|-------------|-------------|-------------|---------------------------|--------------------------|
| <b>Budgeted Revenues</b> | \$62.84     | \$65.87     | \$69.10     | \$71.70     | \$76.96                   | \$78.13                  |
| <b>Actual Revenues</b>   | \$71.30     | \$75.67     | \$80.23     | \$85.89     | <i>\$81.21</i>            |                          |

The 2016 Operating Budget reflects funding requests totaling \$82.47 million in operating expenditures. This represents a 5.2% increase compared to the 2015 Operating Budget.

### Operating Expenditures (in millions)

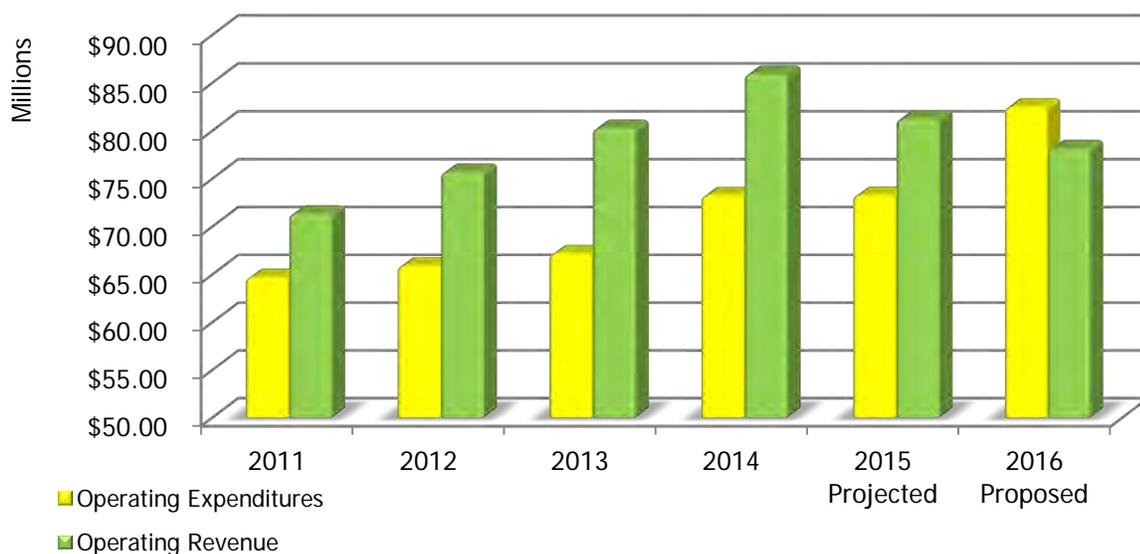
|  | 2011    | 2012    | 2013    | 2014    | 2015<br>Projected    | 2016<br>Proposed |
|--|---------|---------|---------|---------|----------------------|------------------|
| <b>Budgeted Expenditures<sup>1</sup></b> | \$66.68 | \$68.10 | \$71.23 | \$74.01 | \$78.37              | \$82.47          |
| <b>Actual Expenditures</b>               | \$64.67 | \$65.88 | \$67.14 | \$69.66 | \$73.24 <sup>2</sup> |                  |
| <b>Actual Encumbrances</b>               | \$4.69  | \$3.52  | \$3.76  | \$4.48  |                      |                  |

<sup>1</sup> Does not include encumbrances carried forward.

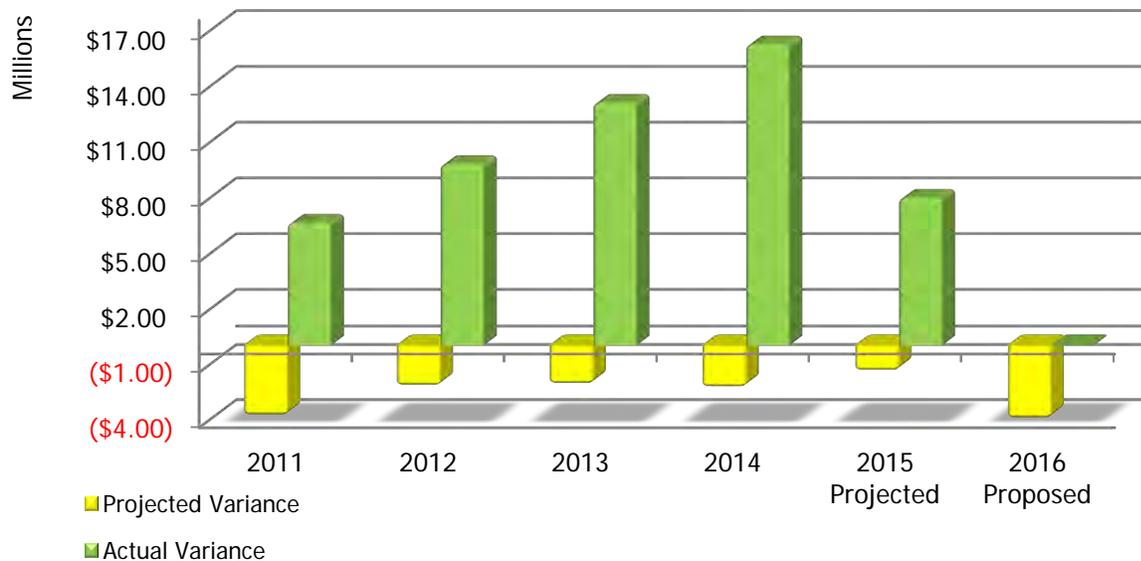
<sup>2</sup> Includes anticipated encumbrances.

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 \$4.3 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 \$53.89 million, or 77.6% of the 2016 General Fund expenditures and operating transfers, exceeding the 50% target balance by \$19.20 million. This is a reduction of \$3.0 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 Dublin 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 21<sup>st</sup> 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', written in a cursive style.

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**

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

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

### City Council

Michael H. Keenan, Mayor

Richard S. Gerber, Vice Mayor

Gregory S. Peterson

Marilee Chinnici-Zuercher

John G. Reiner

Timothy A. Lecklider

Amy J. Salay

Clerk of Council - Anne Clarke

### City Administration

#### Senior Leadership Team

City Manager

Dana L. McDaniel

Assistant City Manager

Michelle Crandall

Director of Community Relations

Sandra Puskarcik

Director of Development

Donna L. Goss

Director of Finance

Angel L. Mumma

Director of Human Resources

Homer C. Rogers

Chief Information Officer

Douglas E. McCollough

Law Director

Stephen J. Smith

Director of Parks & Recreation

Matthew C. Earman

Chief of Police

Heinz W. Von Eckartsberg

Director of Public Works

Megan D. O'Callaghan

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Dublin City Council Goals

On June 9, 2014, City Council adopted Resolution 43-14, a statement of strategic focus areas for the City of Dublin and goals related to key elements of those areas. These goals are grouped into five major categories that address the areas of highest priority determined by consensus of City Council. This resolution represents the outcome of City Council's goal setting process, and serves as a guide for City residents, visitors, staff and officials in understanding the high quality of life in the City of Dublin.

In the preparation of the 2016 Operating Budget, each City division will use these goals as guidance for operational priorities for 2016. Although not always reflected as specific budget items in the operating and/or capital improvement budgets, the daily functions and activities of all operating units are closely aligned with these goals, and, as such, are important to highlight as part of the overall budget document.

#### Strategic Focus Areas:

1. **Fiscal Health & Economic Vitality**

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

2. **Liveable, Sustainable and Safe**

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

3. **Civic Engagement**

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

4. **Public Services and Infrastructure**

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

5. **Smart, Customer-focused Government**

***Policy:*** The City maximizes its financial and human resources to execute the responsibilities of local government and to achieve established goals. The City is accountable and responsive to the needs and the desires of the community by employing performance-based management systems; evaluating best practices of other high-performing organizations; and working collaboratively with other public entities to provide efficient, responsive and innovative local government, including when appropriate, a focus on shared-service delivery and strategic partnerships.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **City Council Goals:**

1. Engage leaders of business, government and education systems to better understand business needs, challenges and opportunities to vocational schools, higher education, and private learning centers to provide local and perspective business and industry clusters with a relevant and ready workforce. Partner with local education and business leaders to develop programs to meet the needs of industry, with the objective of growing existing businesses as well as attracting new businesses to the City. Continue to focus on and pursue international opportunities that support the attraction, growth and development of businesses.
2. Identify, nurture and build upon the qualities of Dublin that attract, retain, and create a sense of pride and bond residents and businesses to the community.
3. Develop a 21<sup>st</sup> century learning environment, combining library and educational facilities, which will provide opportunities for lifelong learning educational synergies and support the City's economic development, while advancing the community's quality of life. The City will initiate a site selection process for the facility/facilities and establish a plan for acquisition.
4. Embrace the vision of true mixed-use, walkable neighborhoods in the Bridge Street District by working with our public and private partners to create a sustainable, vibrant and dynamic mix of land uses, creative open spaces, and signature architecture that attract a diverse population of residents and visitors. Begin implementation of the vision by cooperating in the development of charter projects, establishing gateways at major District entries, and evaluating the creation of entertainment districts.
5. Develop brand recognition locally, nationally and internationally through key stakeholders and land strategic market initiatives. Tell and validate the Dublin experience through engagement of third parties who champion the brand for the advancement of Dublin. Identify and engage local senior executives in an effort to utilize their influence to promote Dublin as the ideal environment in which to live, work and create.
6. Create a gathering place where the Dublin community can celebrate creativity in both personal and shared experiences of the arts. Review and consider community models for creating a cultural arts center in Dublin, envisioning a multi-disciplinary complex, an educational resources, a space for popular and innovative performing arts, and an exhibit space for visual artists.
7. Explore and implement initiatives that result in a larger, more diverse number of residents being engaged in and knowledgeable about the community and our local government. This would include the development of a communications plan that clearly explains revenue sources related to all services provided to City residents and the development of new methods of engaging residents, including town hall meetings and interactive technologies.
8. Develop strategies to ensure the City's corporate office space remains competitive. These strategies will ensure that development and redevelopment processes are agile to quickly adapt to changes in the marketplace. Immediate emphasis should be placed on the recommendations included in the recently completed building viability and competitiveness study.
9. Create a strategic plan that examines the current and potential future needs of residents that would provide an environment for them to remain in Dublin as they age and to remain active and engaged community members. Areas that may be considered include recreational programming, health/wellness, housing, transportation and infrastructure needs.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **City Council Goals (continued):**

10. In partnership with Jerome Township, Mill Creek Township, Union County and the City of Marysville, develop a shared vision and master plan for the US 33 Corridor that ensures well-planned future development of this important corridor.

### **On-going Goals:**

1. Achieve a higher level of distinction and establish Dublin's competitive edge.
2. Actively seek partnerships with Dublin City Schools, Columbus Metropolitan Libraries, community organizations and individuals for the creation of a new Dublin library and redevelopment of school property in Historic Dublin.
3. Enhance further development of Historic Dublin.
4. Promote a high quality of life by emphasizing neighborhoods and fostering a sense of community.
5. Set the standard as a leading Green Community.

## 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<br>Number of<br>Employees | Percentage<br>of<br>Total City<br>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.

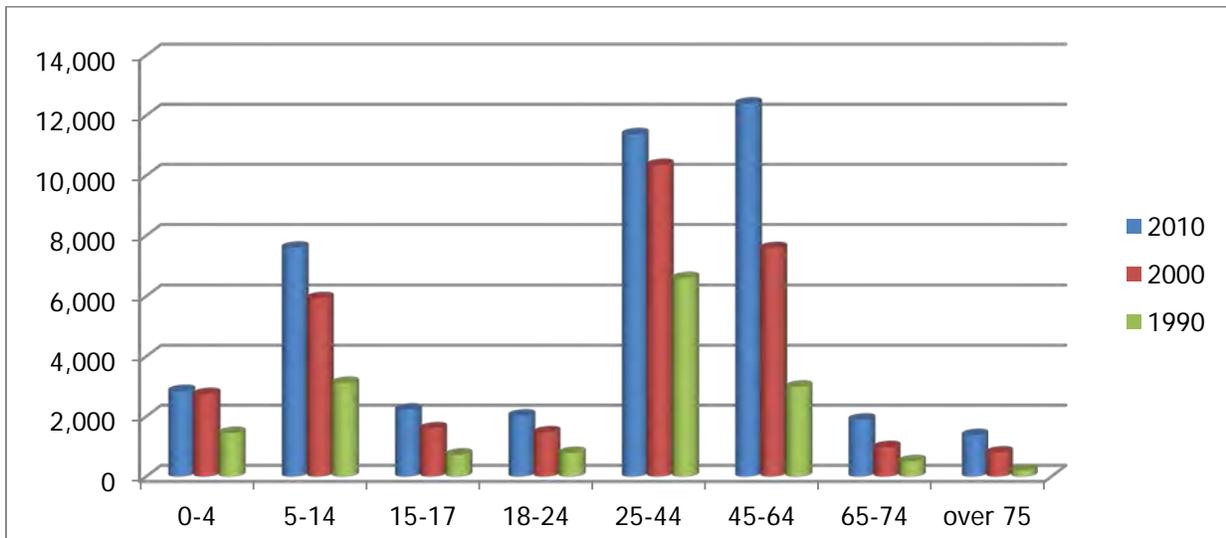
## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Demographic and Economic Statistics

| <i>Population and Density</i>  | <b>2010</b> | <b>2000</b> | <b>1990</b> |
|--------------------------------|-------------|-------------|-------------|
| <b>Population</b>              | 41,751      | 31,478      | 16,371      |
| <b>People /square mile</b>     | 1,684       | 1,489       | 924         |
| <b>Household Size</b>          | 2.78        | 2.81        | 2.95        |
| <b>Households</b>              | 14,984      | 12,040      | 5,923       |
| <b>Households /square mile</b> | 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> | <b>2010</b> | <b>2000</b> | <b>1990</b> |
|---------------------------|-------------|-------------|-------------|
| <b>White</b>              | 33,089      | 27,855      | 15,225      |
| <b>Black</b>              | 722         | 415         | 243         |
| <b>Native American</b>    | 22          | 22          | 0           |
| <b>Asian/Islander</b>     | 6,382       | 2,497       | 806         |
| <b>Other</b>              | 772         | 414         | 0           |

| <i>Housing Statistics</i> | <b>2010</b> | <b>2000</b> | <b>1990</b> |
|---------------------------|-------------|-------------|-------------|
| <b>Owner Occupied</b>     | 11,862      | 8,622       | 4,458       |
| <b>Renter Occupied</b>    | 3,122       | 2,543       | 1,069       |
| <b>Vacant Units</b>       | 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**

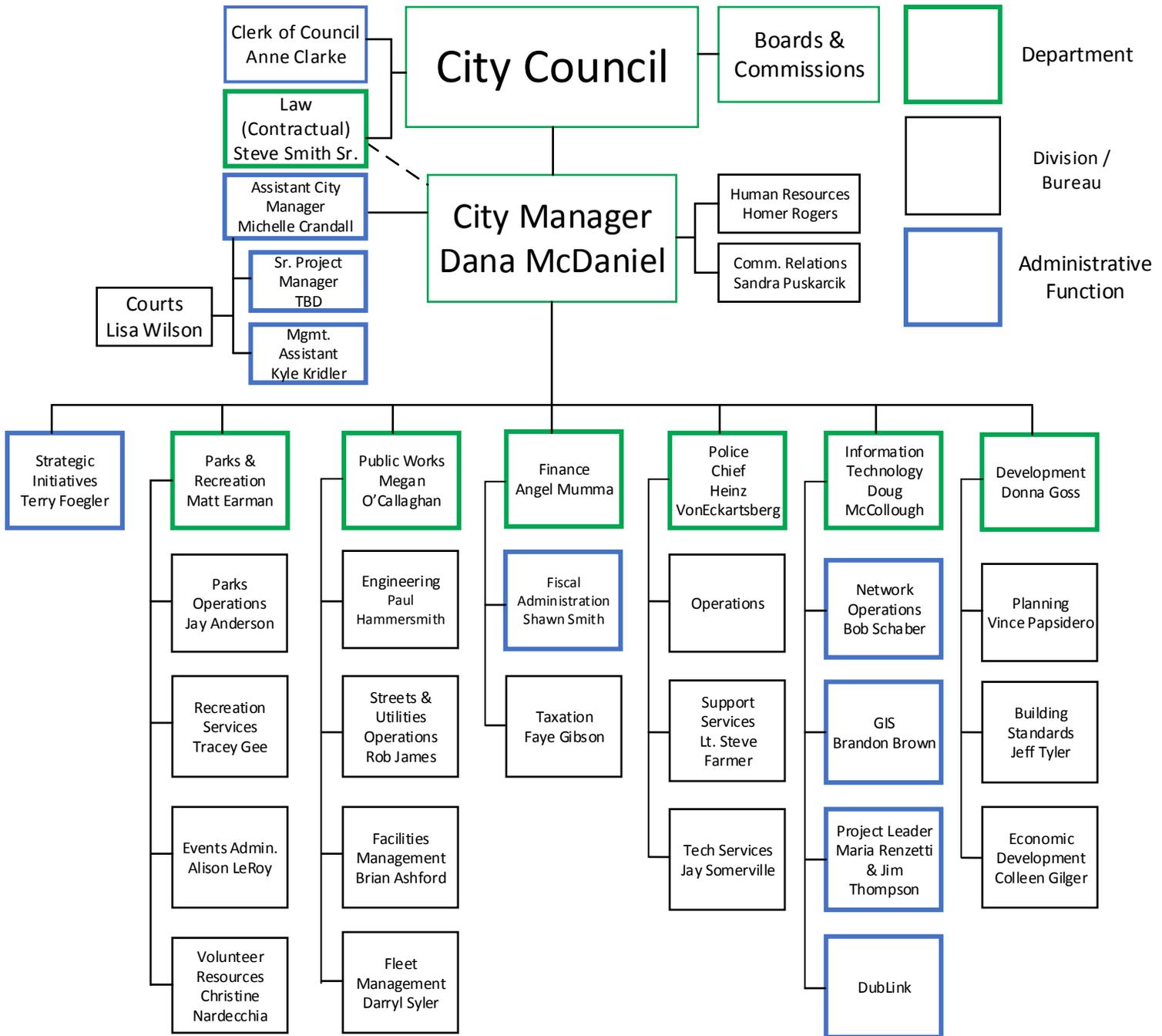
The City's organizational structure is designed to support quality services in a successful, efficient and effective manner.

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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ORGANIZATIONAL  
STRUCTURE



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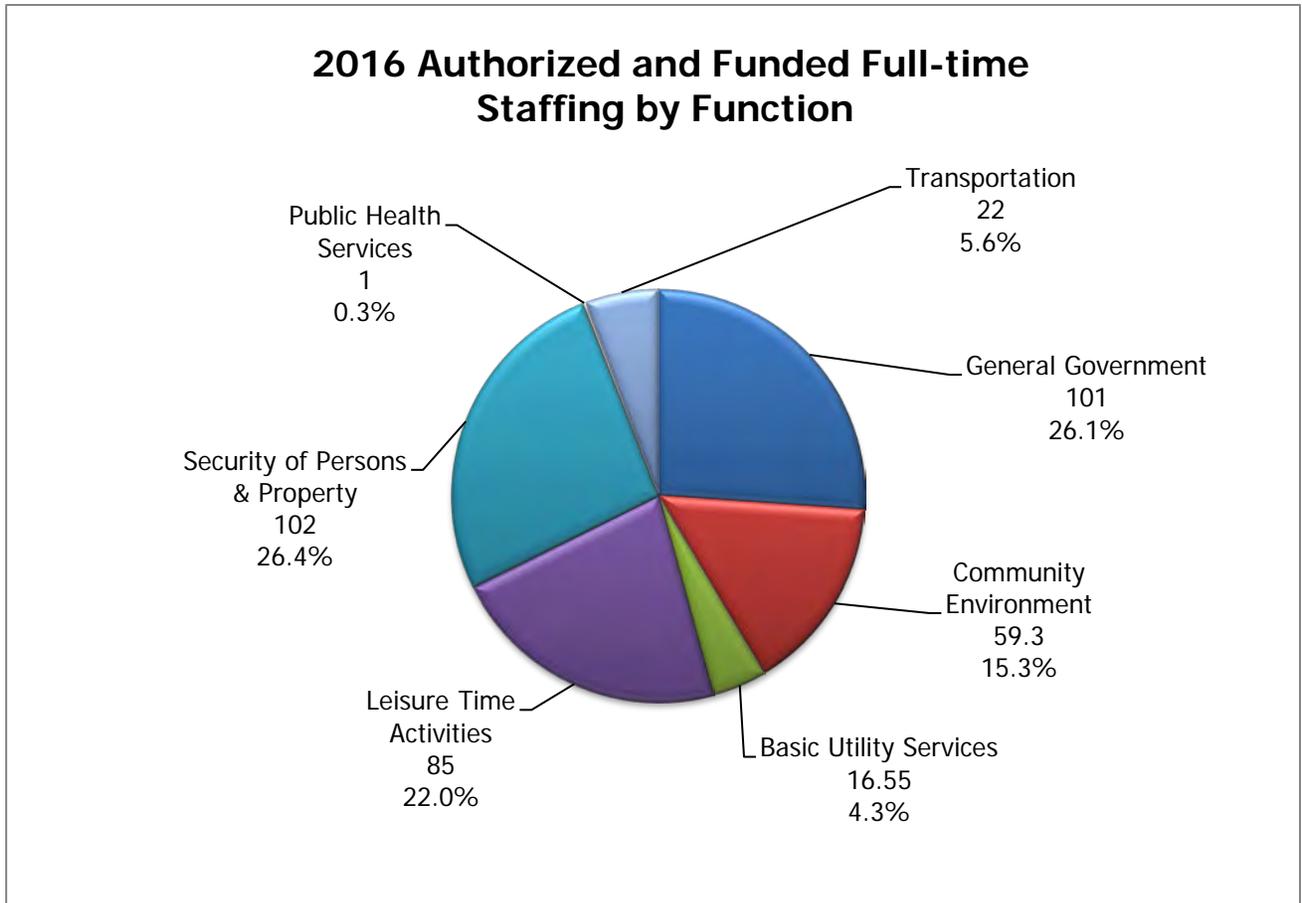


## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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      |
| <b>TOTALS</b>                  | <b>368</b> | <b>368</b> | <b>378</b> | <b>385</b> | <b>387</b> |



**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Full-Time Staffing by Work Unit**

| <b>Work Unit</b>                             | <b>2011<br/>Funded</b> | <b>2012<br/>Funded</b> | <b>2013<br/>Funded</b> | <b>2014<br/>Funded</b> | <b>(1)<br/>2015<br/>Funded</b> | <b>(1)<br/>2015<br/>Current</b> | <b>(1)<br/>2016<br/>Proposed</b> | <b>See<br/>Notes</b> |
|--|------------------------|------------------------|------------------------|------------------------|--------------------------------|---------------------------------|----------------------------------|----------------------|
| 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                             |                      |
| <b>TOTALS</b>                                | <b>382</b>             | <b>368</b>             | <b>368</b>             | <b>378</b>             | <b>386</b>                     | <b>385</b>                      | <b>387</b>                       |                      |

**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 |
| <b>City Council</b>           | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>City Manager</b>           | X            |                             |               |          |            |        |               | X                 |                 |                       |                  |       |
| Human Resources               | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Community Relations           | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Legal Services (Contractual)  | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Court Services                | X            |                             |               |          |            |        |               |                   |                 | X                     |                  |       |
| Records Management            | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Finance</b>                | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Fiscal Administration         | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Taxation                      | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Public Works</b>           | 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            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Information Technology</b> | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Parks &amp; Recreation</b> |              |                             |               |          | X          |        |               | X                 |                 |                       |                  |       |
| Parks Operations              | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Cemetery                      |              |                             |               | X        |            |        |               |                   |                 |                       |                  |       |
| Recreation Services           |              |                             |               |          | X          |        | X             |                   |                 |                       |                  |       |
| Events Administration         |              |                             |               |          |            |        |               | X                 |                 |                       |                  |       |
| Volunteer Resources           | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Development</b>            |              |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Building                      | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Planning                      | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| Economic Development          | X            |                             |               |          |            |        |               |                   |                 |                       |                  |       |
| <b>Police</b>                 |              |                             |               |          |            | X      |               |                   | X               |                       |                  |       |

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## **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, economic, 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

### ACCOUNTING AND FUND STRUCTURE

#### **Basis of Accounting**

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

The City produces a Comprehensive Annual Financial Report (CAFR), in conformance with the guidelines prescribed by the Government Financial Officers Association (GFOA). The GFOA awarded the Certificate of Achievement for Excellence in Financial Reporting to the City for its CAFR for the fiscal year ended December 31, 2013. This is the highest form of recognition for excellence in financial reporting. A copy of the CAFR can be obtained from the Finance Department or on the City's website at [www.dublinohiousa.gov](http://www.dublinohiousa.gov).

#### **Fund Accounting – Fund Types**

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

The following are the fund types used by the City:

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

Special Revenue Funds: Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City's special revenue funds include the Street Maintenance and Repair Fund, into which the City's share of gasoline taxes and motor vehicle registration fees are deposited; the Recreation Fund, for user fees associated with the City's numerous recreation programs and programs provided at the Dublin Community Recreation Center;

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

and the Safety Fund, into which property tax revenues earmarked for police services and contractual revenues for provision of dispatching services to Washington Township, Norwich Township, and the City of Hilliard are deposited. The City also has special revenue funds for operation of the City's special events, outdoor pools, and for other purposes.

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

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

Capital Construction Fund: In 2015, the City issued debt to fund the costs of renovating the Justice Center. To account for the funding of this construction project with the objective of ensuring that only appropriated funds pertaining to the project are utilized, the City established the Capital Construction Fund. This fund will be closed out when the project is completed.

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

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

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

Sewer Construction Funds: In 2015, the City issued debt to fund sewer lining and repair. To account for the funding of this construction project with the objective of ensuring that only appropriated funds pertaining to each project are utilized, the City established the Sewer Construction Fund. This fund will be closed out when the projects are completed.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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

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

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

## **2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **BUDGET PROCEDURES**

#### **Tax Budget**

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

The tax budget is adopted by City Council, after a public hearing is held, by July 15 of each year. The budget is submitted to the Franklin and Delaware County Auditors, as Secretaries to the County Budget Commissions, by July 20 of each year, for the period January 1 to December 31 of the following year. Union County no longer requires submission of a Tax Budget. The Franklin County Commission (the Commission) determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews revenue estimates. The Commission certifies its actions to the City on or around September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenue of each fund. On or about January 1, the certificate of estimated resources is amended to include unencumbered fund cash balances at December 31. Prior to December 31, the City must revise its budget so that total contemplated expenditures from any fund during the ensuing total fiscal year will not exceed the amount stated in the certificate of estimated resources. For the 2016 budget year, the tax budget was approved by City Council on June 8, 2015 and was forwarded to the Franklin County Budget Commission before the deadline of July 20, 2015.

#### **Basis of Budgeting**

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

The basis of budgeting used for each fund in the operating budget is not the same as the basis of accounting used in the financial statements prepared at year-end for external reporting purposes.

#### **Appropriations**

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

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

## **2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Encumbrances**

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

### **Budgetary Controls**

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

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

### **The Annual Budget Process**

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

General timeframes established by annual budget calendar are as follows:

- Proposed operating budget completed by the end of October
- City Council review during November
- Adoption by year-end

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### TIMEFRAMES FOR THE 2016 OPERATING BUDGET

|                                |  |
|--------------------------------|--|
| August 27, 2015                | Memo with budget parameters was forwarded to Departments and Divisions   |
| September 2, 2015              | Revenue estimates were completed   |
| September 2, 2015              | 2016 budget requests were submitted to the Finance Department  |
| September 11, 2015             | Finance review of requests were completed, including comparison of estimated resources to budget requests and debt service   |
| September 22 – October 3, 2015 | Budget review meetings were conducted by the Budget Committee, which consists of the City Manager, Director of Finance, Deputy Director of Finance, and Budget Manager |
| October 9, 2015                | Final budget revisions were completed  |
| October 29, 2015               | The proposed 2016 Operating Budget was distributed to City Council. Electronic copies of the document were made available to City staff                                |
| November 2, 2015               | The first reading of the 2016 Operating Budget was heard by Dublin City Council  |
| November 9, 2015               | City Council budget workshop conducted   |
| November 18, 2015              | City Council budget workshop conducted   |
| December 7, 2015               | Public hearing and adoption of the 2016 Operating Budget by Dublin City Council  |

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

| Fund                          | 1/1/2016<br>Cash<br>Balance | Estimated<br>Revenue | Estimated<br>Advances and<br>Transfers-In | Estimated<br>Resources<br>Available | Estimated<br>Expenditures | Estimated<br>Advances and<br>Transfers-Out | 12/31/2016<br>Unencumbered<br>Balance |
|-------------------------------|-----------------------------|----------------------|---|-------------------------------------|---------------------------|--|---------------------------------------|
| GENERAL                       | \$ 56,885,801               | \$ 66,911,260        | \$ 30,000                                 | \$ 123,827,061                      | \$ 51,338,320             | \$ 18,601,000                              | \$ 53,887,741                         |
| <b>SPECIAL REVENUE FUNDS</b>  |                             |                      |   |                                     |                           |  |                                       |
| 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               | 2,300,000                                 | 2,401,705                           | 2,400,000                 | -  | 1,705                                 |
| Hotel/Motel                   | \$ 2,987,466                | 2,866,700            | -   | 5,854,166                           | 4,151,700                 | 162,300                                    | 1,540,166                             |
| 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                               |
| <b>DEBT SERVICE FUNDS</b>     |                             |                      |   |                                     |                           |  |                                       |
| 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                               |
| <b>CAPITAL PROJECTS FUNDS</b> |                             |                      |   |                                     |                           |  |                                       |
| 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<br>Cash<br>Balance | Estimated<br>Revenue | Estimated<br>Advances and<br>Transfers-In | Estimated<br>Resources<br>Available | Estimated<br>Expenditures | Estimated<br>Advances and<br>Transfers-Out | 12/31/2016<br>Unencumbered<br>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                             |
| <b>ENTERPRISE FUNDS</b>              |                             |                      |   |                                     |                           |  |                                       |
| 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                                |
| <b>INTERNAL SERVICE FUNDS</b>        |                             |                      |   |                                     |                           |  |                                       |
| 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                               |
| <b>FIDUCIARY FUNDS</b>               |                             |                      |   |                                     |                           |  |                                       |
| Trust and Agency                     | 203,201                     | 707,500              | -   | 910,701                             | 828,795                   | -  | 81,906                                |
| Convention and Visitor's Bureau      | 55,414                      | 770,000              | -   | 825,414                             | 765,000                   | -  | 60,414                                |
| Cemetery Perpetual Care              | 1,258,600                   | 26,070               | -   | 1,284,670                           | -                         | -  | 1,284,670                             |
| Totals                               | \$ 211,449,973              | \$ 131,359,593       | \$ 35,112,308                             | \$ 377,921,874                      | \$ 193,241,132            | \$ 35,112,308                              | \$ 149,568,434                        |

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### REVENUE PROJECTIONS FOR 2016

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

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

The following information provides projections for the major revenue sources of the City for 2016. The information provides actual information for 2013 and 2014, estimates for 2015, and projections for 2016, 2017, and 2018.

#### General Fund

##### Income Taxes (General Fund only)

|      |              |
|------|--------------|
| 2013 | \$61,579,029 |
| 2014 | 66,051,400   |
| 2015 | 62,463,750   |
| 2016 | 62,463,750   |
| 2017 | 61,650,000   |
| 2018 | 62,574,750   |

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

Income tax revenues are the City's largest revenue source. In 2016, income tax revenues are estimated to comprise approximately 93% of our General Fund operating revenues (which does not include transfers or advances) and nearly 80% of all operating revenue.

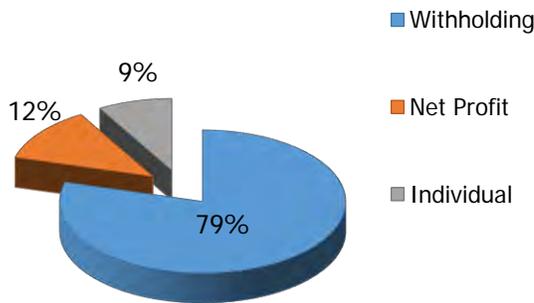
Due to the importance of our income tax revenue, collections are monitored on a daily basis. In making current year estimates, we rely on the Receipts Distribution Summary, a report that compares the current year collections by type to last year's collections by type, and an in-house spreadsheet which indicates total collections by month, percentage of increase/decrease, and each month's collection as a percentage of total collections for the past years.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Based on activity, adjustments may be made to the current year estimate periodically through the year. When the 2015 Operating Budget was prepared in the fall of 2014, Staff projected \$81,650,000 in revenue from the local income tax. This estimate was based on an assumption of a 5.7% decrease over the 2014 revised revenue estimate, determined when the 2015 Operating Budget was approved in December 2014. However, our actual income tax revenue for 2014 exceeded the revised estimate by 1.7%.

The main driver behind the decrease in projected income tax revenue for 2015 was the loss of revenue from Cellco Partnerships (Verizon). The first quarter ended with income tax revenues decreasing 3.4% over the same period in 2014 and the second quarter ended with income tax revenues decreasing 2.9% over the same period in 2014. The decline through the second quarter was primarily driven by an 18.7% decrease in net profits, while withholding revenue remained stable.

### Estimated Distribution of 2016 Income Tax Revenue



Based on income tax receipts as of 10/31/2015

Given the budgeted income tax revenues versus actual collections through June, Staff revised the 2015 income tax revenues upwards by 2% to reflect anticipated revenue of \$83,285,000, an increase of \$1,635,000.

The City made up some ground during the third quarter with year-to-date income tax revenues reflecting a 1.3% reduction, or \$884,227, over 2014. Withholding, the largest component of income tax revenue, showed an increase of 1.4%, while revenue from individuals increased 8.1%. Revenue from net profits remained down 19.2% largely as a result from the loss of one of the City's largest employers.

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

The City's dependency on this volatile revenue source reinforces the need for conservative revenue projections. The 2016 income tax projections reflecting 0% growth takes into consideration the growth that has occurred in withholding from our existing businesses, while recognizing the loss in revenue as one of the City's largest employers moves outside the City of Dublin. As a result of that continued relocation into the following year, 2017 income tax projections reflect a 1.3% reduction over 2016. 2018, 2019, and 2020 each reflect an annual increase of 1.5%. These estimates are consistent with projections utilized in the 2016 – 2020 CIP.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **Intergovernmental Revenues**

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

### **Local Government**

|      |           |
|------|-----------|
| 2013 | \$545,544 |
| 2014 | 537,402   |
| 2015 | 490,070   |
| 2016 | 501,520   |
| 2017 | 501,520   |
| 2018 | 501,520   |

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

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

The 'percentage of revenue' funding approach went back into effect beginning in July 2013 (for the August 2013 distribution). Additionally, the State of Ohio performed a one-time calculation of new funding percentages of the State's tax revenue that will go toward the Local Government Fund. This calculation resulted in a reduction from 3.68% which was in place prior to the FY 2012-2013 biennial budget to 1.66%. Given the reduction of revenue allocated to the Local Government Fund from the State of Ohio, the City has budgeted local government revenue conservatively for 2016 and beyond.

### **Estate Taxes**

|      |           |
|------|-----------|
| 2013 | \$496,629 |
| 2014 | 90,657    |
| 2015 | 10,786    |
| 2016 | 0         |
| 2017 | 0         |
| 2018 | 0         |

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

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

settlement of the estate and subsequent payment to the City. However, the City will not budget for any revenue from this source in 2016 or beyond.

### **Licenses and Permits**

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

|      |             |
|------|-------------|
| 2013 | \$3,009,096 |
| 2014 | 2,915,984   |
| 2015 | 2,634,399   |
| 2016 | 1,941,355   |
| 2017 | 1,941,355   |
| 2018 | 1,941,355   |

The City has adopted a fee structure based on the cost of providing services. The intent of this method is to identify the benefactor of a service (that is not a general tax service) and charge them a user fee based on the cost to provide the service. The total revenue collected for development and building activity fees are dependent upon the economy and can fluctuate significantly from year to year. Building activity increased in 2013 due in part to an increase in larger-scale projects which resulted in an increase in revenue associated with inspections and plan review. Although we anticipate building activity to increase in the upcoming years, we do recognize that economic conditions nationally and locally could impede this growth. For this reason, we estimate revenue in 2016 and beyond conservatively.

### **Special Revenue Funds**

#### **Motor Vehicle License Taxes and Gasoline Taxes**

|      |             |
|------|-------------|
| 2013 | \$1,763,525 |
| 2014 | 1,793,571   |
| 2015 | 1,600,470   |
| 2016 | 1,566,470   |
| 2017 | 1,566,470   |
| 2018 | 1,566,470   |

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

### **Recreation Fees**

The Dublin Community Recreation Center (DCRC) was opened in 1996. When the rate structure was established for Phase 1 of the DCRC, the intent was that operating costs would be significantly covered by user fees collected. The rates established for other

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

recreational programming are based on a goal of 50% cost recovery.

|      | <b>DCRC Only</b> | <b>Total Recreation</b> |
|------|------------------|-------------------------|
| 2013 | \$2,428,198      | \$3,865,679             |
| 2014 | 2,481,184        | 4,003,342               |
| 2015 | 2,124,000        | 3,853,219               |
| 2016 | 2,172,000        | 3,345,805               |
| 2017 | 2,172,000        | 3,345,805               |
| 2018 | 2,172,000        | 3,345,805               |

### **Hotel/Motel Taxes**

|      |             |
|------|-------------|
| 2013 | \$1,926,307 |
| 2014 | 2,005,534   |
| 2015 | 1,825,000   |
| 2016 | 1,430,000   |
| 2017 | 1,430,000   |
| 2018 | 1,430,000   |

The City of Dublin Hotel/Motel Tax Fund was established to improve the quality of life for the City's residents, corporate citizens and visitors. Home to 15 hotels/motels, Dublin generates funds from a six-percent tax on overnight stays. As part of the 2016 Operating Budget, Dublin City Council approved an increase to the percentage of bed tax revenues that the Dublin Convention & Visitors Bureau (DCVB) receive, from 25% to 35%. As such, the 2013, 2014 and 2015 amounts reflect 75% of the total hotel/motel taxes collected, while 2016, 2017 and 2018 amounts reflect 65% of the projected total hotel/motel taxes collected. The remainder is recorded in the DCVB Fund and distributed to the Bureau on a monthly basis.

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

### **Capital Projects Funds**

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

### **Income Taxes**

|      |              |
|------|--------------|
| 2013 | \$20,526,340 |
| 2014 | 22,017,130   |
| 2015 | 20,821,250   |
| 2016 | 20,821,250   |
| 2017 | 20,550,000   |
| 2018 | 20,858,250   |

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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

### **Property Taxes**

|      |             |
|------|-------------|
| 2013 | \$2,995,696 |
| 2014 | 3,030,202   |
| 2015 | 2,797,310   |
| 2016 | 2,957,800   |
| 2017 | 2,957,800   |
| 2018 | 2,957,800   |

The property tax revenue from the City's inside millage, or 1.75 mills, was allocated 100% to the Parkland Acquisition Fund from 2001 – 2006. This allocation addressed a City Council goal to identify a revenue source for the purpose of acquiring parkland, open space, and recreational facility sites. Beginning in 2007, the City began allocating .95 mills of the total 1.75 mills to the Parkland Acquisition Fund and the remaining .80 mills to the Capital Improvements Tax Fund. Beginning in 2010, the City allocated 1.4 mills to the Capital Improvements Tax Fund and the remaining .35 mills to the Parkland Acquisition Fund. Recognizing the benefits and flexibility of allocating more of the City's inside millage to the Capital Improvements Tax Fund, that allocation has continued since 2010 and most recently, was approved by City Council for 2016 – 2020 as part of the five-year CIP. This allocation is reviewed each year during the CIP process and can be reallocated if Council deems it appropriate.

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

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

### **Enterprise Funds**

#### **Water and Sanitary Sewer Surcharges**

|      |             |
|------|-------------|
| 2013 | \$2,579,211 |
| 2014 | 2,494,104   |
| 2015 | 2,506,500   |
| 2016 | 2,506,500   |
| 2017 | 2,586,814   |
| 2018 | 2,616,316   |

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

The user fees provide the funding for ongoing maintenance of the water and sewer systems. Increasing maintenance needs within the sewer system have necessitated an increase in the surcharge over the past few years. In 2013, \$0.25/MCF was reallocated from the Water Fund to the Sewer Fund. In both 2014 and 2015, a \$0.25/MCF increase in the sewer surcharge was approved while the water surcharge remained unchanged. Considering existing fund balances as well as operational and capital needs within the Water and Sewer Funds, a \$0.25/MCF increase in the sewer surcharge was approved for both 2016 and 2017 with an additional \$0.25/MCF reallocated from the water surcharge to the sewer surcharge in 2016.

### **Water and Sanitary Sewer Tap Fees (Capacity Charges)**

|      |           |
|------|-----------|
| 2013 | \$746,070 |
| 2014 | 899,330   |
| 2015 | 1,190,000 |
| 2016 | 675,800   |
| 2017 | 725,410   |
| 2018 | 635,270   |

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

While growth in development, particularly commercial development, is anticipated in the upcoming years, it is recognized that such growth is dependent upon the economy and can fluctuate significantly from year to year. Recognizing that economic conditions nationally and locally can impact this growth, revenue for 2016 and beyond is estimated conservatively at a rate of 110 new taps for both water and sanitary sewer each year.

The Administration has made tentative projections for revenues and expenses in the Water and Sewer Funds through 2024. The projections are revised annually. The City's Community Plan update and the information available from the City's geographic information system (GIS) provides information on the availability of developable land, the type of development and the infrastructure needs based on the anticipated development.

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

|   | 2014<br>Actual     | 2015<br>Budget     | 2015<br>Estimate   | 2016<br>Budget     |
|---|--------------------|--------------------|--------------------|--------------------|
| GENERAL FUND                            | \$ 75,875,774      | \$ 65,689,990      | \$ 91,535,875      | \$ 66,941,260      |
| <b>SPECIAL REVENUE FUNDS</b>            |                    |                    |                    |                    |
| 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          | 2,866,700          |
| 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            |
| <b>DEBT SERVICE FUNDS</b>               |                    |                    |                    |                    |
| 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            |
| <b>CAPITAL PROJECTS FUNDS</b>           |                    |                    |                    |                    |
| 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                | -                  | -                  | -                  |
| Irelan 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          | -                  |
| <b>ENTERPRISE FUNDS</b>                 |                    |                    |                    |                    |
| Water                                   | 4,242,947          | 1,152,720          | 1,761,681          | 1,246,720          |
| Water Tower Construction Fund           | 137                | -                  | 10                 | -                  |
| Sewer                                   | 4,316,680          | 2,309,525          | 4,820,982          | 2,441,325          |
| Sewer Construction Fund                 | 6                  | -                  | 2,500,002          | -                  |
| Merchandising                           | 3,513              | 3,270              | 2,273              | 2,270              |
| <b>INTERNAL SERVICE FUNDS</b>           |                    |                    |                    |                    |
| 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            |
| <b>FIDUCIARY FUNDS</b>                  |                    |                    |                    |                    |
| Cemetery Perpetual Care                 | 60,177             | 26,070             | 84,500             | 26,070             |
| Convention and Visitors' Bureau         | 668,511            | 500,000            | 737,000            | 770,000            |
| Other Agency                            | 1,280,817          | 327,500            | 853,586            | 707,500            |
| <b>SUBTOTAL</b>                         | <b>207,326,382</b> | <b>204,140,408</b> | <b>311,268,379</b> | <b>166,697,701</b> |
| Less:                                   |                    |                    |                    |                    |
| Transfers and advances                  | (40,221,583)       | (40,148,478)       | (91,097,834)       | (35,112,308)       |
| <b>TOTAL REVENUE</b>                    | <b>167,104,799</b> | <b>163,991,930</b> | <b>220,170,545</b> | <b>131,585,393</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Revenue Comparison - General Fund**

|                                   | 2014<br>Actual       | 2015<br>Budget       | 2015<br>Estimate     | 2016<br>Budget       |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>TAXES</b>                      |                      |                      |                      |                      |
| Income Taxes                      | \$ 66,051,400        | \$ 61,237,500        | \$ 62,463,750        | \$ 62,463,750        |
| <b>INTERGOVERNMENTAL REVENUE</b>  |                      |                      |                      |                      |
| 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                | -                    |
| <b>CHARGES FOR SERVICES</b>       |                      |                      |                      |                      |
| 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               |
| <b>FINES,LICENSES AND PERMITS</b> |                      |                      |                      |                      |
| 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            |
| <b>OTHER REVENUES</b>             |                      |                      |                      |                      |
| Interest Income                   | 359,763              | 324,000              | 360,000              | 324,000              |
| Other                             | 967,571              | 260,000              | 584,250              | 260,000              |
| <b>NONOPERATING REVENUE</b>       |                      |                      |                      |                      |
| Transfers/Advances                | 3,085,000            | -                    | 23,310,000           | 30,000               |
| <b>TOTAL GENERAL FUND REVENUE</b> | <b>\$ 75,875,775</b> | <b>\$ 65,689,990</b> | <b>\$ 91,535,875</b> | <b>\$ 66,941,260</b> |

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

|  | Total<br>Budget | Budget Total<br>By Fund | Budget Total<br>By Fund Type | Total |
|--|-----------------|-------------------------|------------------------------|-------|
| <b>GENERAL FUND</b>                      |                 |                         |                              |       |
| City Council/Boards & Commissions        | \$ 695,870      |                         |                              |       |
| City Manager                             | 1,361,390       |                         |                              |       |
| Miscellaneous                            | 873,990         |                         |                              |       |
| 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         |                         |                              |       |
|  |                 | \$69,939,320            | \$69,939,320                 |       |
| <b>SPECIAL REVENUE FUNDS</b>             |                 |                         |                              |       |
| 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<br>Budget      | Budget Total<br>By Fund | Budget Total<br>By Fund Type | Total                |
|--|----------------------|-------------------------|------------------------------|----------------------|
| <b>SPECIAL REVENUE FUNDS (Continued)</b>     |                      |                         |                              |                      |
| Education and Enforcement Fund               |                      |                         |                              |                      |
| Police                                       | <u>0</u>             | 0                       |                              |                      |
| Law Enforcement Trust Fund                   |                      |                         |                              |                      |
| Police                                       | <u>0</u>             | 0                       |                              |                      |
| Mayor's Court Computer Fund                  |                      |                         |                              |                      |
| Court Services                               | <u>19,490</u>        | 19,490                  |                              |                      |
| Accrued Leave Reserve Fund                   |                      |                         |                              |                      |
| Finance                                      | <u>350,000</u>       | 350,000                 |                              |                      |
| Wireless 9-1-1 System                        |                      |                         |                              |                      |
| Transfers/Advances                           | <u>80,000</u>        | 80,000                  | 34,217,875                   |                      |
| <b>DEBT SERVICE FUNDS</b>                    |                      |                         |                              |                      |
| General Obligation Debt Service Fund         |                      | 12,735,710              |                              |                      |
| 2001 Special Assessment Bond Retirement Fund |                      | <u>129,200</u>          | 12,864,910                   |                      |
| <b>CAPITAL PROJECTS FUNDS</b>                |                      |                         |                              |                      |
| Capital Improvements Tax Fund                |                      | 30,102,100              |                              |                      |
| Capital Construction Fund                    |                      | 38,543,713              |                              |                      |
| Parkland Acquisition Fund                    |                      | <u>650,000</u>          | 69,295,813                   |                      |
| <b>ENTERPRISE FUNDS</b>                      |                      |                         |                              |                      |
| 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                    |                      |
| <b>INTERNAL SERVICE FUNDS</b>                |                      |                         |                              |                      |
| Employee Benefits Self-Insurance Fund        |                      | 7,074,905               |                              |                      |
| Workers' Comp. Self-Insurance Fund           |                      | <u>268,950</u>          | 7,343,855                    |                      |
| <b>TRUST AND AGENCY FUNDS</b>                |                      |                         |                              |                      |
| Agency Fund                                  |                      | 828,795                 |                              |                      |
| Convention & Visitors' Bureau Fund           |                      | <u>765,000</u>          | 1,593,795                    |                      |
|  |                      |                         |                              | <u>\$201,507,982</u> |
| <b>RECAP:</b>                                |                      |                         |                              |                      |
| Total Amount Budgeted                        | \$201,507,982        |                         |                              |                      |
| TIF Fund Projected Expenditures              | 26,845,458           |                         |                              |                      |
| Less:  |                      |                         |                              |                      |
| Transfers & Advances                         | <u>(35,112,308)</u>  |                         |                              |                      |
| Total Expenditures                           | <u>\$193,241,132</u> |                         |                              |                      |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Expenditure and Budget Summary - General Fund**

|                        | 2014<br>Actual       | 2015<br>Budget       | 2015<br>Estimate     | 2016<br>Budget       |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>GENERAL FUND</b>    |                      |                      |                      |                      |
| City Council           | \$ 427,749           | \$ 604,615           | \$ 478,100           | \$ 660,920           |
| Boards & Commissions   | 9,599                | 34,950               | 19,350               | 34,950               |
| City Manager           | 833,916              | 961,075              | 823,335              | 1,361,390            |
| Miscellaneous          | 723,827              | 812,065              | 729,385              | 873,990              |
| Human Resources        | 1,595,422            | 1,794,780            | 1,674,861            | 2,106,225            |
| Community Relations    | 1,366,062            | 1,732,490            | 1,574,548            | 1,865,865            |
| Legal Services         | 1,577,062            | 1,750,000            | 1,915,000            | 1,750,000            |
| Information Technology | 3,021,667            | 3,695,520            | 3,150,200            | 4,874,230            |
| Court Services         | 342,985              | 398,860              | 389,010              | 419,945              |
| Records Management     | 129,791              | 151,725              | 149,370              | 156,950              |
| Finance                |                      |                      |                      |                      |
| Office of the Director | 1,129,183            | 1,441,060            | 1,186,035            | 1,415,580            |
| Procurement            | 128,589              | 125,475              | 104,650              | 129,900              |
| Transfers/Advances     | 28,685,000           | 17,100,000           | 50,719,250           | 18,601,000           |
| Miscellaneous          | 506,615              | 678,400              | 799,365              | 577,850              |
| Accounting & Auditing  | 2,564                | -                    | -                    | -                    |
| Taxation               | 3,165,749            | 3,299,110            | 3,149,300            | 3,285,630            |
| Public Services        |                      |                      |                      |                      |
| Office of the Director | 283,473              | 842,015              | 631,200              | 842,265              |
| Solid Waste Management | 3,347,911            | 3,293,950            | 3,353,635            | 3,296,185            |
| Fleet Management       | 3,265,359            | 3,461,930            | 3,031,425            | 3,572,560            |
| Engineering            | 2,768,317            | 3,079,570            | 2,867,000            | 3,466,735            |
| Miscellaneous          | 343,994              | 350,000              | 336,300              | 350,000              |
| Facilities Management  | 2,180,275            | 2,552,810            | 2,488,520            | 2,612,555            |
| Development            |                      |                      |                      |                      |
| Office of the Director | 4,861,216            | 5,546,625            | 5,210,180            | 299,535              |
| Planning               | 1,727,166            | 2,296,160            | 2,005,720            | 2,422,905            |
| Economic Development   | -                    | -                    | -                    | 5,195,215            |
| Building Standards     | 1,421,789            | 1,549,245            | 1,459,900            | 1,734,825            |
| Parks and Recreation   |                      |                      |                      |                      |
| Office of the Director | -                    | -                    | -                    | 620,355              |
| Parks and Open Space   | 6,857,315            | 7,749,895            | 7,174,825            | 7,148,965            |
| Volunteer Resources    | 194,931              | 254,355              | 246,655              | 262,795              |
| <b>TOTAL</b>           | <b>\$ 70,897,526</b> | <b>\$ 65,556,680</b> | <b>\$ 95,667,119</b> | <b>\$ 69,939,320</b> |

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
 Revenue and Expenditure Summary  
 (Excludes TIF Funds/Construction Funds)

| Fund  | General                | Street Maintenance    | State Highway       | Cemetery            | Recreation            | Safety                 | Pool                | Permissive Tax        | Hotel/Motel Tax       |
|---|------------------------|-----------------------|---------------------|---------------------|-----------------------|------------------------|---------------------|-----------------------|-----------------------|
| <b>Estimated revenues:</b>                  |                        |                       |                     |                     |                       |                        |                     |                       |                       |
| Income taxes                                | \$ 62,463,750          | \$ -                  | \$ -                | \$ -                | \$ -                  | \$ -                   | \$ -                | \$ -                  | \$ -                  |
| Property taxes                              | -                      | -                     | -                   | -                   | -                     | 368,985                | -                   | -                     | -                     |
| Hotel/Motel taxes                           | -                      | -                     | -                   | -                   | -                     | -                      | -                   | -                     | 1,430,000             |
| 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               |
| <b>Total estimated revenues</b>             | <b>\$ 66,911,260</b>   | <b>\$ 1,463,050</b>   | <b>\$ 869,505</b>   | <b>\$ 27,200</b>    | <b>\$ 3,345,805</b>   | <b>\$ 2,051,036</b>    | <b>\$ 483,525</b>   | <b>\$ 92,845</b>      | <b>\$ 2,866,700</b>   |
| <b>Estimated expenditures:</b>              |                        |                       |                     |                     |                       |                        |                     |                       |                       |
| Personal services                           | 24,309,710             | 2,260,950             | -                   | 142,075             | 5,068,405             | 13,027,715             | 609,640             | -                     | 761,860               |
| Other expenses                              | 26,619,260             | 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                |
| <b>Total estimated expenditures</b>         | <b>\$ 51,338,320</b>   | <b>\$ 3,883,300</b>   | <b>\$ 92,000</b>    | <b>\$ 176,885</b>   | <b>\$ 8,199,235</b>   | <b>\$ 13,684,900</b>   | <b>\$ 993,065</b>   | <b>\$ 2,400,000</b>   | <b>\$ 4,151,700</b>   |
| <b>Excess of revenues over expenditures</b> | <b>\$ 15,572,940</b>   | <b>\$ (2,420,250)</b> | <b>\$ 777,505</b>   | <b>\$ (149,685)</b> | <b>\$ (4,853,430)</b> | <b>\$ (11,633,864)</b> | <b>\$ (509,540)</b> | <b>\$ (2,307,155)</b> | <b>\$ (1,285,000)</b> |
| <b>Other financing sources:</b>             |                        |                       |                     |                     |                       |                        |                     |                       |                       |
| 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)              | -                     | -                   | -                   | -                     | -                      | -                   | -                     | -                     |
| <b>Total other financing sources</b>        | <b>\$ (18,571,000)</b> | <b>\$ 2,000,000</b>   | <b>\$ (25,000)</b>  | <b>\$ 130,000</b>   | <b>\$ 4,500,000</b>   | <b>\$ 11,080,000</b>   | <b>\$ 400,000</b>   | <b>\$ 2,300,000</b>   | <b>\$ (162,300)</b>   |
| <b>Net change in fund balance</b>           | <b>\$ (2,998,060)</b>  | <b>\$ (420,250)</b>   | <b>\$ 752,505</b>   | <b>\$ (19,685)</b>  | <b>\$ (353,430)</b>   | <b>\$ (553,864)</b>    | <b>\$ (109,540)</b> | <b>\$ (7,155)</b>     | <b>\$ (1,447,300)</b> |
| <b>Estimated fund balance, January 1</b>    | <b>\$ 56,885,801</b>   | <b>\$ 665,834</b>     | <b>\$ 1,510,482</b> | <b>\$ 38,128</b>    | <b>\$ 1,138,246</b>   | <b>\$ 1,266,784</b>    | <b>\$ 135,786</b>   | <b>\$ 8,860</b>       | <b>\$ 2,987,466</b>   |
| <b>Estimated fund balance, December 31</b>  | <b>\$ 53,887,741</b>   | <b>\$ 245,584</b>     | <b>\$ 2,262,987</b> | <b>\$ 18,443</b>    | <b>\$ 784,816</b>     | <b>\$ 712,920</b>      | <b>\$ 26,246</b>    | <b>\$ 1,705</b>       | <b>\$ 1,540,166</b>   |

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
 Revenue and Expenditure Summary  
 (Excludes TIF Funds/Construction Funds)

| Fund  | Enforcement & Education | Law Enforcement | Mandatory Drug Fine | Court Computer     | Accrued Leave       | Wireless 911       | Debt Service           | Capital Improvements  | Parkland Acquisition |
|---|-------------------------|-----------------|---------------------|--------------------|---------------------|--------------------|------------------------|-----------------------|----------------------|
| <b>Estimated revenues:</b>                  |                         |                 |                     |                    |                     |                    |                        |                       |                      |
| 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                | -                     | -                    |
| <b>Total estimated revenues</b>             | <b>\$ 1,407</b>         | <b>\$ 100</b>   | <b>\$ -</b>         | <b>\$ 8,150</b>    | <b>\$ 142,850</b>   | <b>\$ 100,000</b>  | <b>\$ 133,605</b>      | <b>\$ 23,586,700</b>  | <b>\$ 657,285</b>    |
| <b>Estimated expenditures:</b>              |                         |                 |                     |                    |                     |                    |                        |                       |                      |
| Personal services                           | -                       | -               | -                   | -                  | 350,000             | -                  | -                      | -                     | -                    |
| Other expenses                              | -                       | -               | -                   | 19,490             | -                   | -                  | 12,864,910             | 38,500                | 10,000               |
| Capital outlay                              | -                       | -               | -                   | -                  | -                   | -                  | -                      | 21,397,500            | 403,300              |
| <b>Total estimated expenditures</b>         | <b>\$ -</b>             | <b>\$ -</b>     | <b>\$ -</b>         | <b>\$ 19,490</b>   | <b>\$ 350,000</b>   | <b>\$ -</b>        | <b>\$ 12,864,910</b>   | <b>\$ 21,436,000</b>  | <b>\$ 413,300</b>    |
| <b>Excess of revenues over expenditures</b> | <b>\$ 1,407</b>         | <b>\$ 100</b>   | <b>\$ -</b>         | <b>\$ (11,340)</b> | <b>\$ (207,150)</b> | <b>\$ 100,000</b>  | <b>\$ (12,731,305)</b> | <b>\$ 2,150,700</b>   | <b>\$ 243,985</b>    |
| <b>Other financing sources:</b>             |                         |                 |                     |                    |                     |                    |                        |                       |                      |
| 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)           | -                    |
| <b>Total other financing sources</b>        | <b>\$ -</b>             | <b>\$ -</b>     | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ (80,000)</b> | <b>\$ 9,128,108</b>    | <b>\$ (7,932,600)</b> | <b>\$ 1,368,900</b>  |
| <b>Net change in fund balance</b>           | <b>\$ 1,407</b>         | <b>\$ 100</b>   | <b>\$ -</b>         | <b>\$ (11,340)</b> | <b>\$ (207,150)</b> | <b>\$ 20,000</b>   | <b>\$ (3,603,197)</b>  | <b>\$ (5,781,900)</b> | <b>\$ 1,612,885</b>  |
| <b>Estimated fund balance, January 1</b>    | <b>\$ 78,648</b>        | <b>\$ 2,217</b> | <b>\$ 2,549</b>     | <b>\$ 19,422</b>   | <b>\$ 541,976</b>   | <b>\$ 392,890</b>  | <b>\$ 6,808,316</b>    | <b>\$ 12,000,251</b>  | <b>\$ 456,764</b>    |
| <b>Estimated fund balance, December 31</b>  | <b>\$ 80,055</b>        | <b>\$ 2,317</b> | <b>\$ 2,549</b>     | <b>\$ 8,082</b>    | <b>\$ 334,826</b>   | <b>\$ 412,890</b>  | <b>\$ 3,205,119</b>    | <b>\$ 6,218,351</b>   | <b>\$ 2,069,649</b>  |

2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
 Revenue and Expenditure Summary  
 (Excludes TIF Funds/Construction Funds)

| Fund  | Water                | Sewer                 | Merchandising     | Employee Benefits   | Workers Compensation | Fiduciary           | Total                  |
|---|----------------------|-----------------------|-------------------|---------------------|----------------------|---------------------|------------------------|
| <b>Estimated revenues:</b>                  |                      |                       |                   |                     |                      |                     |                        |
| Income taxes                                | \$ -                 | \$ -                  | \$ -              | \$ -                | \$ -                 | \$ -                | 83,285,000             |
| Property taxes                              | -                    | -                     | -                 | -                   | -                    | -                   | 3,326,785              |
| Hotel/Motel taxes                           | -                    | -                     | -                 | -                   | -                    | 770,000             | 2,200,000              |
| Intergovernmental revenue                   | -                    | -                     | -                 | -                   | -                    | -                   | 2,664,885              |
| Charges for services                        | 974,000              | 2,208,300             | 2,000             | 7,088,900           | 150,000              | 21,000              | 17,905,211             |
| Fines, licenses and permits                 | 1,800                | -                     | -                 | -                   | -                    | -                   | 2,318,155              |
| Interest income                             | 70,920               | 33,025                | 200               | 7,630               | 3,540                | 5,070               | 644,892                |
| Miscellaneous                               | -                    | -                     | 70                | 25,000              | -                    | 707,500             | 2,465,050              |
| <b>Total estimated revenues</b>             | <b>\$ 1,046,720</b>  | <b>\$ 2,241,325</b>   | <b>\$ 2,270</b>   | <b>\$ 7,121,550</b> | <b>\$ 153,540</b>    | <b>\$ 1,503,570</b> | <b>\$ 113,306,408</b>  |
| <b>Estimated expenditures:</b>              |                      |                       |                   |                     |                      |                     |                        |
| 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              | 1,593,795           | 60,129,395             |
| Capital outlay                              | 996,000              | 486,000               | -                 | -                   | -                    | -                   | 26,658,060             |
| <b>Total estimated expenditures</b>         | <b>\$ 1,948,265</b>  | <b>\$ 3,749,000</b>   | <b>\$ 5,000</b>   | <b>\$ 7,074,905</b> | <b>\$ 268,950</b>    | <b>\$ 1,593,795</b> | <b>\$ 134,643,020</b>  |
| <b>Excess of revenues over expenditures</b> | <b>\$ (901,545)</b>  | <b>\$ (1,507,675)</b> | <b>\$ (2,730)</b> | <b>\$ 46,625</b>    | <b>\$ (115,410)</b>  | <b>\$ (90,225)</b>  | <b>\$ (21,336,612)</b> |
| <b>Other financing sources:</b>             |                      |                       |                   |                     |                      |                     |                        |
| Transfers in                                | 200,000              | 200,000               | -                 | -                   | -                    | -                   | 27,638,108 *           |
| Transfers out                               | -                    | -                     | -                 | -                   | -                    | -                   | (22,666,000) *         |
| Advances in                                 | -                    | -                     | -                 | -                   | -                    | -                   | 4,669,100 *            |
| Advances out                                | -                    | -                     | -                 | -                   | -                    | -                   | (5,105,100) *          |
| <b>Total other financing sources</b>        | <b>\$ 200,000</b>    | <b>\$ 200,000</b>     | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>         | <b>\$ 4,536,108</b>    |
| <b>Net change in fund balance</b>           | <b>\$ (701,545)</b>  | <b>\$ (1,307,675)</b> | <b>\$ (2,730)</b> | <b>\$ 46,625</b>    | <b>\$ (115,410)</b>  | <b>\$ (90,225)</b>  |                        |
| <b>Estimated fund balance, January 1</b>    | <b>\$ 13,604,504</b> | <b>\$ 4,457,922</b>   | <b>\$ 34,361</b>  | <b>\$ 1,222,081</b> | <b>\$ 464,009</b>    | <b>\$ 1,517,215</b> |                        |
| <b>Estimated fund balance, December 31</b>  | <b>\$ 12,902,959</b> | <b>\$ 3,150,247</b>   | <b>\$ 31,631</b>  | <b>\$ 1,268,706</b> | <b>\$ 348,599</b>    | <b>\$ 1,426,990</b> |                        |

\*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 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
 Revenue and Expenditure Summary by Fund Type  
 (Excludes TIF Funds/Construction Funds)

| Fund  | General Fund           |                        |                        | Special Revenue Funds  |                        |                        | Debt Service Funds    |                       |                        | Capital Project Funds  |                       |                       |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|-----------------------|-----------------------|
|   | 2014 Actual            | 2015 Estimate          | 2016 Budget            | 2014 Actual            | 2015 Estimate          | 2016 Budget            | 2014 Actual           | 2015 Estimate         | 2016 Budget            | 2014 Actual            | 2015 Estimate         | 2016 Budget           |
| <b>Estimated revenues:</b>                  |                        |                        |                        |                        |                        |                        |                       |                       |                        |                        |                       |                       |
| Income taxes                                | \$ 66,051,400          | \$ 62,463,750          | \$ 62,463,750          | \$ -                   | \$ -                   | \$ -                   | \$ -                  | \$ -                  | \$ -                   | \$ 22,011,130          | \$ 20,821,250         | \$ 20,821,250         |
| Permits fees                                | -                      | -                      | -                      | 436,398                | 420,843                | 368,985                | -                     | -                     | -                      | 3,030,202              | 2,797,310             | 2,957,800             |
| Hotel/Room taxes                            | -                      | -                      | -                      | 2,006,534              | 1,825,000              | 1,430,000              | -                     | -                     | -                      | -                      | -                     | -                     |
| Intergovernmental revenue                   | 690,404                | 570,326                | 557,155                | 2,101,812              | 2,737,090              | 1,791,470              | -                     | -                     | -                      | 450,207                | 390,065               | 316,260               |
| Charges for services                        | 1,534,078              | 1,135,150              | 1,135,000              | 7,261,013              | 7,205,154              | 6,326,011              | 23,732                | -                     | -                      | -                      | -                     | -                     |
| Fees, licenses and permits                  | 3,187,559              | 2,909,399              | 2,171,355              | 204,739                | 209,000                | 145,000                | 8,930                 | -                     | -                      | 369,112                | 148,525               | -                     |
| Interest income                             | 359,763                | 360,000                | 324,000                | 61,300                 | 60,123                 | 43,227                 | 8,930                 | 10,460                | 8,605                  | 155,807                | -                     | 148,675               |
| Miscellaneous                               | 967,571                | 584,250                | 260,000                | 1,134,398              | 757,229                | 1,347,480              | 8,938,800             | 6,022,085             | 125,000                | 247,904                | 33,190                | -                     |
| <b>Total estimated revenues</b>             | <b>\$ 72,790,775</b>   | <b>\$ 68,225,875</b>   | <b>\$ 66,911,260</b>   | <b>\$ 13,205,194</b>   | <b>\$ 13,214,439</b>   | <b>\$ 11,452,173</b>   | <b>\$ 8,971,462</b>   | <b>\$ 6,032,545</b>   | <b>\$ 133,605</b>      | <b>\$ 26,270,362</b>   | <b>\$ 24,190,340</b>  | <b>\$ 24,243,985</b>  |
| <b>Estimated expenditures:</b>              |                        |                        |                        |                        |                        |                        |                       |                       |                        |                        |                       |                       |
| Personal services                           | 19,813,797             | 20,943,214             | 24,309,710             | 18,940,242             | 20,436,735             | 22,220,645             | -                     | -                     | -                      | -                      | -                     | -                     |
| Other expenses                              | 22,137,824             | 23,607,280             | 26,534,260             | 8,210,768              | 7,948,966              | 8,764,020              | 16,184,727            | 8,238,240             | 12,864,910             | 71,314                 | 48,100                | 48,500                |
| Capital outlay                              | 250,905                | 397,375                | 409,350                | 2,082,744              | 2,680,421              | 2,965,910              | -                     | -                     | -                      | 20,940,956             | 21,713,250            | 21,800,800            |
| <b>Total estimated expenditures</b>         | <b>\$ 42,212,526</b>   | <b>\$ 44,947,869</b>   | <b>\$ 51,253,320</b>   | <b>\$ 29,233,754</b>   | <b>\$ 31,066,122</b>   | <b>\$ 33,950,575</b>   | <b>\$ 16,184,727</b>  | <b>\$ 8,238,240</b>   | <b>\$ 12,864,910</b>   | <b>\$ 21,012,270</b>   | <b>\$ 21,761,350</b>  | <b>\$ 21,849,300</b>  |
| <b>Excess of revenues over expenditures</b> | <b>\$ 30,578,249</b>   | <b>\$ 23,278,006</b>   | <b>\$ 15,657,940</b>   | <b>\$ (16,028,560)</b> | <b>\$ (17,851,683)</b> | <b>\$ (22,498,402)</b> | <b>\$ (7,213,265)</b> | <b>\$ (2,205,695)</b> | <b>\$ (12,731,305)</b> | <b>\$ 5,258,092</b>    | <b>\$ 2,428,990</b>   | <b>\$ 2,394,685</b>   |
| <b>Other financing sources:</b>             |                        |                        |                        |                        |                        |                        |                       |                       |                        |                        |                       |                       |
| Transfers in                                | -                      | -                      | -                      | -                      | -                      | 18,110,000             | -                     | -                     | 9,128,108              | -                      | -                     | -                     |
| Transfers out                               | (14,330,000)           | (15,830,000)           | (18,030,000)           | (241,889)              | (241,300)              | (267,300)              | (6,858)               | (54,876)              | -                      | (3,382,767)            | (3,355,800)           | (4,368,700)           |
| Advances in                                 | 3,085,000              | 23,310,000             | 30,000                 | -                      | -                      | 2,300,000              | -                     | -                     | -                      | -                      | -                     | -                     |
| Advances out                                | (14,355,000)           | (34,889,250)           | (571,000)              | -                      | -                      | -                      | -                     | -                     | -                      | (8,345,000)            | (6,305,000)           | (4,534,100)           |
| <b>Total other financing sources</b>        | <b>\$ (25,600,000)</b> | <b>\$ (27,409,250)</b> | <b>\$ (18,571,000)</b> | <b>\$ (241,889)</b>    | <b>\$ (241,300)</b>    | <b>\$ 20,142,700</b>   | <b>\$ (6,858)</b>     | <b>\$ (54,876)</b>    | <b>\$ 9,128,108</b>    | <b>\$ (11,727,767)</b> | <b>\$ (9,660,800)</b> | <b>\$ (6,902,800)</b> |
| <b>Net change in fund balance</b>           | <b>\$ 4,978,249</b>    | <b>\$ (4,131,244)</b>  | <b>\$ (2,913,060)</b>  | <b>\$ (16,270,449)</b> | <b>\$ (18,092,983)</b> | <b>\$ (2,355,702)</b>  | <b>\$ (7,220,123)</b> | <b>\$ (2,260,571)</b> | <b>\$ (3,603,197)</b>  | <b>\$ (6,469,675)</b>  | <b>\$ (7,231,810)</b> | <b>\$ (6,508,115)</b> |

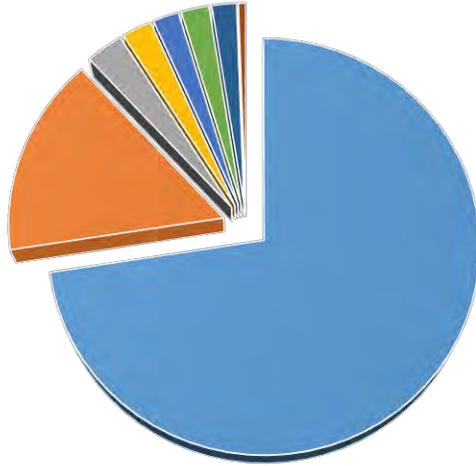
2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
 Revenue and Expenditure Summary by Fund Type  
 (Excludes TIF Funds/Construction Funds)

| Fund  | Enterprise Funds      |                       |                       | Internal Service Funds |                     |                     | Fiduciary Funds     |                     |                     | Totals                 |                        |                        |
|---|-----------------------|-----------------------|-----------------------|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|------------------------|------------------------|
|   | 2014 Actual           | 2015 Estimate         | 2016 Budget           | 2014 Actual            | 2015 Estimate       | 2016 Budget         | 2014 Actual         | 2015 Estimate       | 2016 Budget         | 2014 Actual            | 2015 Estimate          | 2016 Budget            |
| <b>Estimated revenues:</b>                  |                       |                       |                       |                        |                     |                     |                     |                     |                     |                        |                        |                        |
| Income taxes                                | \$ -                  | \$ -                  | \$ -                  | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ 88,068,530          | \$ 83,285,000          | \$ 83,285,000          |
| Property taxes                              | -                     | -                     | -                     | -                      | -                   | -                   | -                   | -                   | -                   | 3,494,600              | 3,116,153              | 3,326,785              |
| Intergovernmental revenue                   | 10,415                | -                     | -                     | 668,511                | 737,000             | 770,000             | -                   | -                   | -                   | 3,494,600              | 3,116,153              | 3,326,785              |
| Charges for services                        | 3,396,671             | 3,698,500             | 3,184,300             | 4,503,329              | 6,083,040           | 7,238,900           | 53,300              | 77,890              | 21,000              | 5,252,838              | 3,697,481              | 2,664,885              |
| Fees, licenses and permits                  | 2,730                 | 5,500                 | 1,800                 | -                      | -                   | -                   | -                   | -                   | -                   | 16,772,123             | 18,402,734             | 17,905,211             |
| Interest income                             | 114,076               | 103,948               | 104,145               | 12,728                 | 7,615               | 11,170              | 6,877               | 6,610               | 5,070               | 3,764,140              | 3,123,899              | 2,318,155              |
| Miscellaneous                               | 3,789,248             | 208,730               | 70                    | 45,525                 | 3,400               | 25,000              | 1,288,817           | 853,586             | 707,500             | 719,481                | 697,281                | 644,892                |
| <b>Total estimated revenues</b>             | <b>\$ 7,313,140</b>   | <b>\$ 4,016,678</b>   | <b>\$ 3,290,315</b>   | <b>\$ 4,561,582</b>    | <b>\$ 6,094,055</b> | <b>\$ 7,275,070</b> | <b>\$ 2,009,505</b> | <b>\$ 1,675,086</b> | <b>\$ 1,503,570</b> | <b>\$ 135,122,020</b>  | <b>\$ 123,449,018</b>  | <b>\$ 114,809,978</b>  |
| <b>Estimated expenditures:</b>              |                       |                       |                       |                        |                     |                     |                     |                     |                     |                        |                        |                        |
| Salaries                                    | 948,436               | 1,013,120             | 1,177,050             | 59,348                 | 109,895             | 148,140             | -                   | -                   | -                   | 39,781,843             | 42,503,064             | 47,855,565             |
| Other expenses                              | 6,519,681             | 2,645,330             | 3,043,215             | 6,014,040              | 6,064,555           | 7,196,695           | 1,926,144           | 1,718,746           | 1,593,795           | 61,064,498             | 50,261,217             | 60,044,395             |
| Capital outlay                              | 971,484               | 3,322,513             | 1,482,000             | -                      | -                   | -                   | -                   | -                   | -                   | 24,256,089             | 28,113,559             | 26,658,060             |
| <b>Total estimated expenditures</b>         | <b>\$ 8,459,601</b>   | <b>\$ 6,980,963</b>   | <b>\$ 5,702,265</b>   | <b>\$ 6,073,408</b>    | <b>\$ 6,164,550</b> | <b>\$ 7,343,855</b> | <b>\$ 1,926,144</b> | <b>\$ 1,718,746</b> | <b>\$ 1,593,795</b> | <b>\$ 125,102,430</b>  | <b>\$ 120,877,840</b>  | <b>\$ 134,558,020</b>  |
| <b>Excess of revenues over expenditures</b> | <b>\$ (1,146,461)</b> | <b>\$ (2,964,285)</b> | <b>\$ (2,411,950)</b> | <b>\$ (1,511,826)</b>  | <b>\$ (70,495)</b>  | <b>\$ (68,785)</b>  | <b>\$ 83,361</b>    | <b>\$ (43,660)</b>  | <b>\$ (90,225)</b>  | <b>\$ 10,019,590</b>   | <b>\$ 2,571,178</b>    | <b>\$ (19,748,042)</b> |
| <b>Other financing sources:</b>             |                       |                       |                       |                        |                     |                     |                     |                     |                     |                        |                        |                        |
| Transfers out                               | -                     | -                     | 400,000               | -                      | -                   | -                   | -                   | -                   | -                   | (17,961,514)           | (9,481,976)            | 27,638,108             |
| Advances in                                 | -                     | -                     | -                     | -                      | -                   | -                   | -                   | -                   | -                   | 3,085,000              | 23,310,000             | (2,666,000)            |
| Advances out                                | -                     | -                     | -                     | -                      | -                   | -                   | -                   | -                   | -                   | (22,700,000)           | (41,194,250)           | (5,105,100)            |
| <b>Total other financing sources</b>        | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ 400,000</b>     | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ (37,576,514)</b> | <b>\$ (37,366,226)</b> | <b>\$ 2,197,008</b>    |
| <b>Net change in fund balance</b>           | <b>\$ (1,146,461)</b> | <b>\$ (2,964,285)</b> | <b>\$ (2,011,950)</b> | <b>\$ (1,511,826)</b>  | <b>\$ (70,495)</b>  | <b>\$ (68,785)</b>  | <b>\$ 83,361</b>    | <b>\$ (43,660)</b>  | <b>\$ (90,225)</b>  | <b>\$ (27,556,924)</b> | <b>\$ (34,795,048)</b> | <b>\$ (17,551,034)</b> |

**2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

**COMPARISON OF REVENUE AND EXPENDITURES<sup>1</sup>  
(Excludes TIF Funds/Construction Funds)**

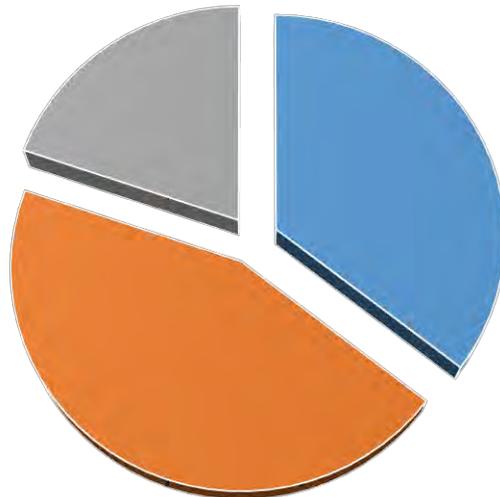
2016 Revenue - \$114,809,978



- Income Tax 72.5%
- Charges for Services 15.6%
- Property Taxes 2.9%
- Intergovernmental Revenue 2.3%
- Fines, Licenses & Permits 2.0%
- Miscellaneous 2.2%
- Hotel/Motel Tax 1.9%
- Interest Income 0.6%

2016 Expenditures - \$134,643,020

- Personal Services 35.5%
- Other Expenses 44.7%
- Capital Outlay 19.8%



<sup>1</sup>Amounts do not include Transfers or Advances

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**2016 Appropriations Summary by Expenditure Category - All Funds**

|   | <u>Personal Services</u> | <u>Other Expenses</u> | <u>Capital Outlay</u> | <u>Transfers</u>     | <u>Total</u>          |
|---|--------------------------|-----------------------|-----------------------|----------------------|-----------------------|
| <b>General Fund</b>                         | \$ 24,309,710            | \$ 26,606,760         | \$ 421,850            | \$ 18,030,000        | \$ 69,368,320         |
| <b>Special Revenue Funds</b>                |                          |                       |                       |                      |                       |
| Street Maintenance and Repair Fund          |                          |                       |                       |                      |                       |
| Streets and Utilities                       | 2,256,450                | 1,260,850             | 1,500                 | -                    | 3,518,800             |
| Engineering                                 | 4,500                    | 349,000               | 11,000                | -                    | 364,500               |
| State Highway Fund                          |                          |                       |                       |                      |                       |
| Engineering                                 | -                        | 22,000                | 70,000                | 25,000               | 117,000               |
| Cemetery Fund                               | 142,075                  | 20,800                | 14,010                | -                    | 176,885               |
| Recreation Fund                             |                          |                       |                       |                      |                       |
| Recreation Services                         | 1,662,650                | 963,160               | 12,000                | -                    | 2,637,810             |
| Community Recreation Center                 | 2,587,395                | 1,320,175             | 80,500                | -                    | 3,988,070             |
| Community Recreation Center Facilities      | 818,360                  | 559,995               | 195,000               | -                    | 1,573,355             |
| Safety Fund                                 |                          |                       |                       |                      |                       |
| Police                                      | 10,809,650               | 559,485               | 26,000                | -                    | 11,395,135            |
| Communication                               | 2,218,065                | 71,700                | -                     | -                    | 2,289,765             |
| Swimming Pool Fund                          | 609,640                  | 307,025               | 76,400                | -                    | 993,065               |
| Permissive Tax Fund                         | -                        | -                     | 2,400,000             | -                    | 2,400,000             |
| Hotel/Motel Tax Fund                        | 761,860                  | 3,310,340             | 79,500                | 162,300              | 4,314,000             |
| Education and Enforcement Fund              | -                        | -                     | -                     | -                    | -                     |
| Law Enforcement Fund                        | -                        | -                     | -                     | -                    | -                     |
| Mayor's Court Computer Fund                 | -                        | 19,490                | -                     | -                    | 19,490                |
| Accrued Leave Reserve Fund                  | 350,000                  | -                     | -                     | -                    | 350,000               |
| Wireless 9-1-1 Fund                         | -                        | -                     | -                     | 80,000               | 80,000                |
| <b>Debt Service Funds</b>                   |                          |                       |                       |                      |                       |
| General Obligation Debt Service             | -                        | 12,735,710            | -                     | -                    | 12,735,710            |
| Special Assessments                         | -                        | 129,200               | -                     | -                    | 129,200               |
| <b>Capital Projects Funds</b>               |                          |                       |                       |                      |                       |
| Capital Improvements Tax Fund               | -                        | 38,500                | 21,397,500            | 4,132,000            | 25,568,000            |
| Parkland Acquisition Fund                   | -                        | 10,000                | 403,300               | 236,700              | 650,000               |
| <b>Enterprise Funds</b>                     |                          |                       |                       |                      |                       |
| Water Fund                                  |                          |                       |                       |                      |                       |
| Streets and Utilities                       | 165,385                  | 277,400               | 1,000                 | -                    | 443,785               |
| Finance                                     | -                        | 296,200               | -                     | -                    | 296,200               |
| Engineering                                 | 23,630                   | 189,650               | 995,000               | -                    | 1,208,280             |
| Sewer Fund                                  |                          |                       |                       |                      |                       |
| Streets and Utilities                       | 826,645                  | 287,410               | 26,000                | -                    | 1,140,055             |
| Finance                                     | -                        | 1,857,805             | -                     | -                    | 1,857,805             |
| Engineering                                 | 161,390                  | 129,750               | 460,000               | -                    | 751,140               |
| Merchandise Fund                            | -                        | 5,000                 | -                     | -                    | 5,000                 |
| <b>Internal Service Funds</b>               |                          |                       |                       |                      |                       |
| Employee Benefits Self-Insurance Fund       | 148,160                  | 6,926,745             | -                     | -                    | 7,074,905             |
| Worker's Compensation Self-Insurance Fund   | -                        | 268,950               | -                     | -                    | 268,950               |
| <b>Fiduciary Funds</b>                      |                          |                       |                       |                      |                       |
| Trust & Agency Funds                        | -                        | 828,795               | -                     | -                    | 828,795               |
| Dublin Convention and Visitor's Bureau Fund | -                        | 765,000               | -                     | -                    | 765,000               |
| <b>Totals</b>                               | <b>\$ 47,855,565</b>     | <b>\$ 60,116,895</b>  | <b>\$ 26,670,560</b>  | <b>\$ 22,666,000</b> | <b>\$ 157,309,020</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**2016 Appropriations Summary by Expenditure Category - General Fund**

| <b>General Fund</b>                           | <b>Personal Services</b> | <b>Other Expenses</b> | <b>Capital Outlay</b> | <b>Transfers</b>     | <b>Total</b>         |
|---|--------------------------|-----------------------|-----------------------|----------------------|----------------------|
| City Council                                  | \$ 566,850               | \$ 94,070             | \$ -                  | \$ -                 | \$ 660,920           |
| Boards and Commissions                        | 9,700                    | 25,250                | -                     | -                    | 34,950               |
| Office of the City Manager                    | 988,085                  | 371,805               | 1,500                 | -                    | 1,361,390            |
| Miscellaneous Account/Contingencies           | -                        | 862,990               | 11,000                | -                    | 873,990              |
| Human Resources                               | 1,330,450                | 775,775               | -                     | -                    | 2,106,225            |
| Community Relations                           | 948,615                  | 917,250               | -                     | -                    | 1,865,865            |
| Legal Services                                | -                        | 1,750,000             | -                     | -                    | 1,750,000            |
| Information Technology                        | 1,692,570                | 3,180,660             | 1,000                 | -                    | 4,874,230            |
| Court Services                                | 307,760                  | 112,185               | -                     | -                    | 419,945              |
| Records Management                            | 114,350                  | 42,600                | -                     | -                    | 156,950              |
| Finance - Office of the Director              | 1,274,180                | 141,400               | -                     | -                    | 1,415,580            |
| Procurement                                   | -                        | 129,900               | -                     | -                    | 129,900              |
| Miscellaneous Accounts                        | -                        | 577,850               | -                     | -                    | 577,850              |
| Transfers                                     | -                        | -                     | -                     | 18,030,000           | 18,030,000           |
| Taxation                                      | 677,585                  | 2,608,045             | -                     | -                    | 3,285,630            |
| Public Services                               |                          |                       |                       |                      |                      |
| Office of the Director                        | 756,735                  | 83,530                | 2,000                 | -                    | 842,265              |
| Solid Waste Management                        | 701,595                  | 2,593,590             | 1,000                 | -                    | 3,296,185            |
| Fleet Management                              | 898,835                  | 2,673,225             | 500                   | -                    | 3,572,560            |
| Engineering                                   | 2,816,375                | 633,960               | 16,400                | -                    | 3,466,735            |
| Miscellaneous                                 | -                        | 350,000               | -                     | -                    | 350,000              |
| Facilities Management                         | 1,395,385                | 1,132,170             | 85,000                | -                    | 2,612,555            |
| Parks and Recreation - Office of the Director | 606,205                  | 14,150                | -                     | -                    | 620,355              |
| Parks Open Space                              | 4,766,135                | 2,079,880             | 302,950               | -                    | 7,148,965            |
| Volunteer Resources                           | 222,595                  | 40,200                | -                     | -                    | 262,795              |
| Development - Office of the Director          | 294,625                  | 4,910                 | -                     | -                    | 299,535              |
| Planning                                      | 2,005,755                | 417,150               | -                     | -                    | 2,422,905            |
| Economic Development                          | 459,600                  | 4,735,615             | -                     | -                    | 5,195,215            |
| Building Standards                            | 1,475,725                | 258,600               | 500                   | -                    | 1,734,825            |
| <b>Totals</b>                                 | <b>\$ 24,309,710</b>     | <b>\$ 26,606,760</b>  | <b>\$ 421,850</b>     | <b>\$ 18,030,000</b> | <b>\$ 69,368,320</b> |

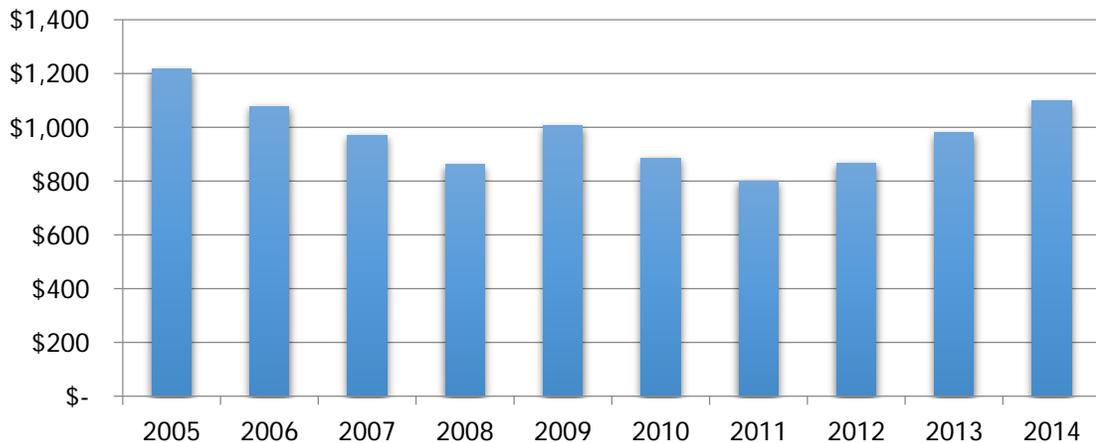
Note: Does not include advances.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### DEBT ADMINISTRATION

Dublin's infrastructure needs are met through a five-year Capital Improvements Program (CIP). Currently, the 2016 - 2020 CIP programs \$120.3 million in major capital improvements. Several capital projects in past years have been funded utilizing proceeds from long-term debt. The City's CIP document provides a summary of additional infrastructure needs anticipated to be funded with long-term debt. By policy, fifteen percent of income tax revenues are allocated for debt service. Based on existing debt, the annual debt service for income tax funded projects totals 8.2% of 2016 projected income tax revenues.

#### Net Bonded General Obligation Debt per Capita as of December 31, 2014



In anticipation of a general obligation debt issuance that occurred in September 2015, the City received ratings from both Moody's Investors Service ("Moody's") and Fitch Ratings ("Fitch"). After completing a review that evaluated the City's existing financial condition, current developments and trends, and prospects for growth, Moody's and Fitch both assigned its highest ratings, "Aaa" and "AAA", respectively, to the City's bonds. In its report, Moody's stated the city's "finances are expected to remain strong given the robust reserves and proactive and conservative management team which has demonstrated an ability and willingness to adjust to financial pressures." Additionally, in anticipation of a special obligation nontax revenue bond issuance that occurred in October 2015, the City was assigned a Aa1 rating by Moody's. This second highest rating recognizes the nontax revenue nature of the bonds, while giving consideration to the City's overall financial strength. These ratings enable the City's debt to be issued at the lowest interest rates, resulting in reductions in future debt service payments. The City's diverse economic base, the City's history of operating surpluses and the continued use of that surplus to fund capital projects, and the City's continued long-term planning efforts will help maintain high credit ratings.

## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

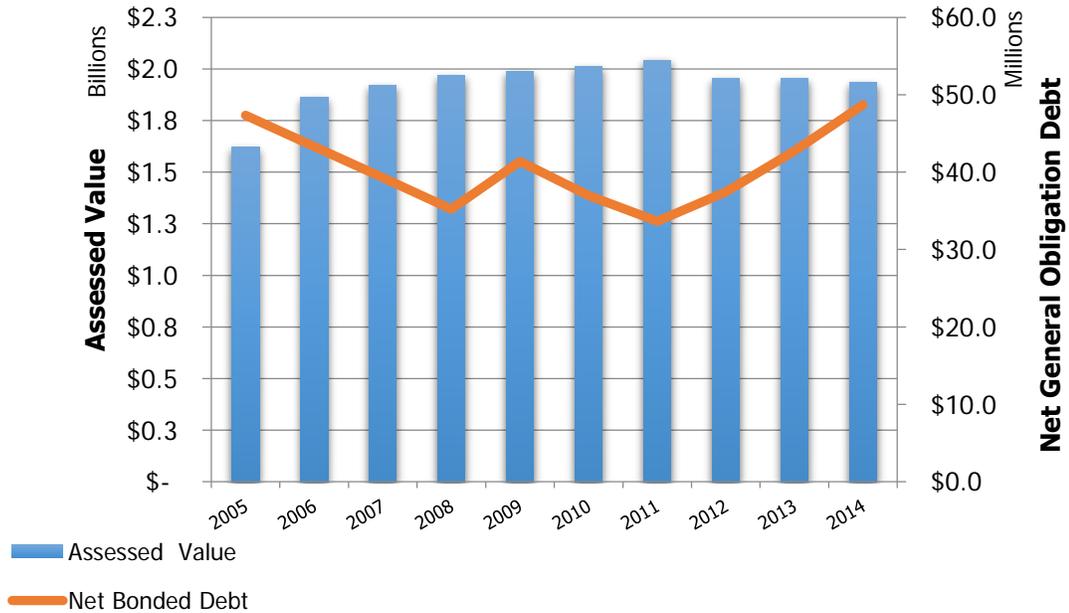
The City's long-term debt outstanding as of December 31, 2015 will be \$146.7 million. Of the total, approximately \$3.6 million will be retired using revenues generated by the City's water system operations, \$9.6 million will be retired using revenues generated by the City's sewer system operations, \$645,000 will be retired through the collection of special assessments, \$1.0 million will be retired using property tax revenues, \$735,000 will be retired using hotel/motel tax revenues, and \$52.9 million will be retired using service payments in lieu of taxes from tax increment financing districts. The remaining \$78.2 million, or about 53%, will be retired with income tax revenue.

Under current state statutes, the City's general obligation debt issuances are subject to a legal limitation based on the total assessed value of real and personal property. Total general obligation debt of the City, exclusive of certain exempt debt, shall never exceed 10.5% of the total assessed valuation. The unvoted general obligation debt of the City cannot exceed 5.5% of the total assessed valuation. In 2015, the City's total taxable assessed valuation was \$2,003,415,640. As a result, the City had a legal debt margin for total debt of \$210,358,642 and a legal debt margin for unvoted debt of \$110,187,860.

| Limitation            | Nonexempt Debt Outstanding | Additional Debt Capacity Within Limitation |
|-----------------------|----------------------------|--|
| 10 ½% = \$210,358,642 | \$6,093,549                | \$204,265,093                              |
| 5 ½% = \$110,187,860  | \$0                        | \$107,383,129                              |

As of October 31, 2015

### Assessed Value Compared to Net General Obligation Debt



2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

**DEBT SERVICE SCHEDULE**

Reflects Debt as of 12/31/15

|   | Date<br>Of<br>Issue                        | Original<br>Amount | O/S<br>Principal | 2016<br>Principal<br>Payment | Interest<br>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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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**City Council**

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**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.

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**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.

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| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| Mayor  | 1  | 1   |
| Vice Mayor   | 1  | 1   |
| Council Member   | 5  | 5   |
| Clerk of Council   | 1  | 1   |
| Deputy Clerk of Council (1)                                  | <u>2</u>   | <u>2</u>                                    |
| <b>TOTAL</b>   | <b>10</b>  | <b>10</b>                                   |

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**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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>101-1510</b>   |                           |                  |                  |                        |                  |                  |
| 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 Plan  | 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/Subscriptions | 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           |
| <b>TOTALS</b>     |                           | <b>\$427,749</b> | <b>\$604,615</b> | <b>\$609,758</b>       | <b>\$478,100</b> | <b>\$660,920</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

City Council

Boards and Commissions

|                   |                         | 2014<br>Actual | 2015<br>Budget  | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget  |
|-------------------|-------------------------|----------------|-----------------|------------------------|------------------|-----------------|
| <hr/>             |                         |                |                 |                        |                  |                 |
| 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          |
| <b>TOTALS</b>     |                         | <b>\$9,599</b> | <b>\$34,950</b> | <b>\$34,950</b>        | <b>\$19,350</b>  | <b>\$34,950</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### City Council Boards and Commissions

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#### **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

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### **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.

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### **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.

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### **PERSONNEL DATA** **POSITION TITLE**

**2015**  
**CURRENT NUMBER**                      **2016**  
**ADOPTED**

|                                       |          |          |
|---------------------------------------|----------|----------|
| 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> |
| <b>TOTAL</b>                          | <b>6</b> | <b>6</b> |

### **PART-TIME/SEASONAL STAFF**

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

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### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget     |
|-------------------|--------------------------|------------------|------------------|------------------------|------------------|--------------------|
| <b>101-1110</b>   |                          |                  |                  |                        |                  |                    |
| 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/Subscriptic  | 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/Progran | 12,600           | 15,000           | 16,900                 | 16,900           | 152,400            |
|                   |                          | 35,401           | 51,595           | 56,521                 | 43,025           | 373,305            |
| <b>TOTALS</b>     |                          | <b>\$833,916</b> | <b>\$961,075</b> | <b>\$964,001</b>       | <b>\$823,335</b> | <b>\$1,361,390</b> |

# 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## Office of the City Manager

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### **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

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#### **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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

General Fund

City Manager

Miscellaneous

2014  
Actual

2015  
Budget

2015  
Revised Budget

2015  
Estimate

2016  
Budget

---

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          | 272,250          |
| 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          | 873,990          |
| <b>TOTALS</b> |                           | <b>\$723,827</b> | <b>\$812,065</b> | <b>\$857,597</b> | <b>\$729,385</b> | <b>\$873,990</b> |

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Miscellaneous Accounts / Contingencies

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#### **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, plus \$75,000 additional for senior/aging-in-place programming, plus an additional \$10,000 for drug/alcohol abuse prevention programming for a total of \$216,250. 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.

| <b><u>PERSONNEL DATA</u></b>              | <b>2015</b>                  | <b>2016</b>           |
|---|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>              | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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>              |
| <b>TOTAL</b>                              | <b>10</b>                    | <b>9.75</b>           |
| <br>                                      |                              |                       |
| <b><u>PERMANENT PART-TIME</u></b>         |                              |                       |
| Human Resources Coordinator (2)           | <u>0</u>                     | <u>.5</u>             |
| <b>TOTAL</b>                              | <b>0</b>                     | <b>.5</b>             |

**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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|---------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1120</b>   |                           |                    |                    |                        |                    |                    |
| 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            |
| <b>TOTALS</b>     |                           | <b>\$1,595,422</b> | <b>\$1,794,780</b> | <b>\$1,812,919</b>     | <b>\$1,674,861</b> | <b>\$2,106,225</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

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#### **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**

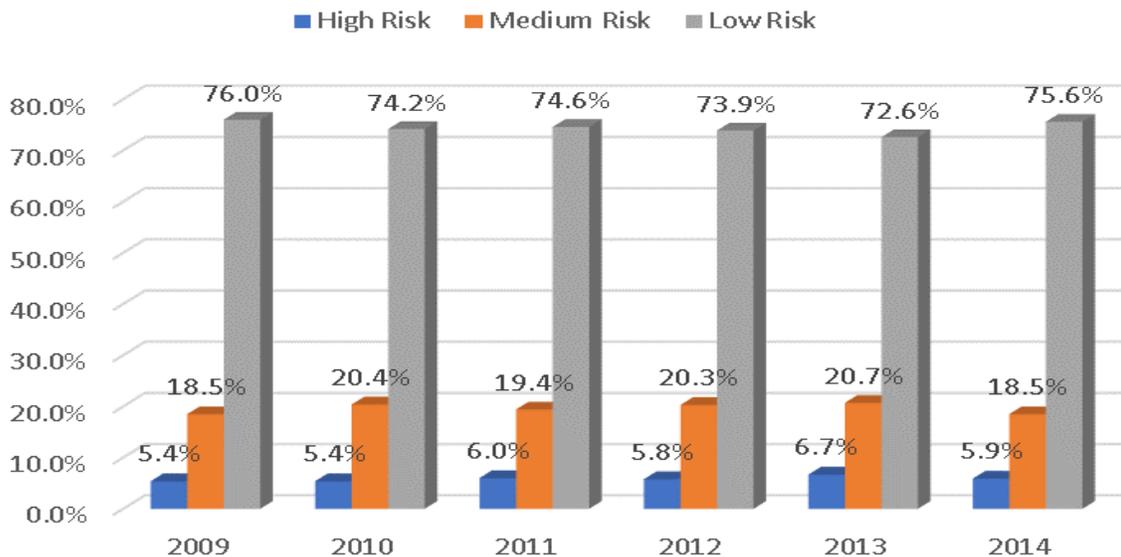
**Office of the City Manager / Human Resources**

**Performance Measures:**

- 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 serves as the full service communication counseling, in-house marketing and creative agency for 25+ City departments/divisions. Community Relations' primary functions are communications, media relations, social/digital media, brand alignment, multi-media productions, public affairs and engagement with employees, residents, key stakeholders and other priority audiences.

### OBJECTIVES/ACTIVITIES

- Produce and manage seven digital properties/websites: City of Dublin, DubNet, Dublin Irish Festival, Bridge Street District, Economic Development, 270-33 Interchange and Healthy Dublin.
- Manage social media efforts through strategic messaging, 24/7 monitoring, measurement, analysis and optimization.
- Develop and administer the City's employee communications, engagement and recognition programs.
- Manage a proactive media relations strategy that is fueled by citywide opportunities and issues and supported by key relationships, a robust online newsroom and proactive social media efforts.
- Incorporate video production and messaging into citywide strategic communication efforts; manage video on demand and Dublin's cable TV station with rich content including Council meetings, It's Happening in Dublin, public service announcements and special features.
- Develop economic development focused marketing strategies and media buying aligned with regional efforts to attract, retain and grow business in Dublin.
- Manage and optimize brand alignment to create consistent, relevant and distinctive representations of the City through visual identity, messaging, marketing, tone and personnel.
- 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.
- Implement the Neighborhood Leadership Initiative.
- Leverage the international platform of the Memorial Tournament to enhance relationships with local and global key stakeholders including media, elected officials, community leaders and international delegates to advance economic development, relationship building and recognition efforts.
- Facilitate the annual public affairs agenda.
- Collaborate with the DCVB, Chamber, Schools, DAC as well as Experience Columbus, Columbus 2020, ODOT and MORPC to market Dublin and elevate awareness of our significance in the region.
- Research and prepare columns, speeches and talking points for City Council members, City Manager, Directors and other key officials.
- Coordinate informational and media recognition/marketing events including State of the City Address.
- Support community ceremonial events including Memorial Day and Veterans Day.

### PERSONNEL DATA

#### POSITION TITLE

#### 2015 CURRENT NUMBER

#### 2016 ADOPTED

Director, Community Relations  
Public Affairs Officer  
Senior Public Information Officer  
Public Information Officer (1)  
Website Administrator  
Website Developer  
Administrative Support 3  
Administrative Support 2 (1)

1  
1  
1  
1  
1  
1  
1  
1

1  
1  
1  
2  
1  
1  
1  
0

#### **TOTAL**

**8**

**8**

### PART-TIME/SEASONAL STAFF

Communications Interns

2

2

#### **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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget |
|-------------------|--------------------------|----------------|----------------|------------------------|------------------|----------------|
| <hr/>             |                          |                |                |                        |                  |                |
| 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/Progran | 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

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#### **Budget Summary:**

#### **101-1130**

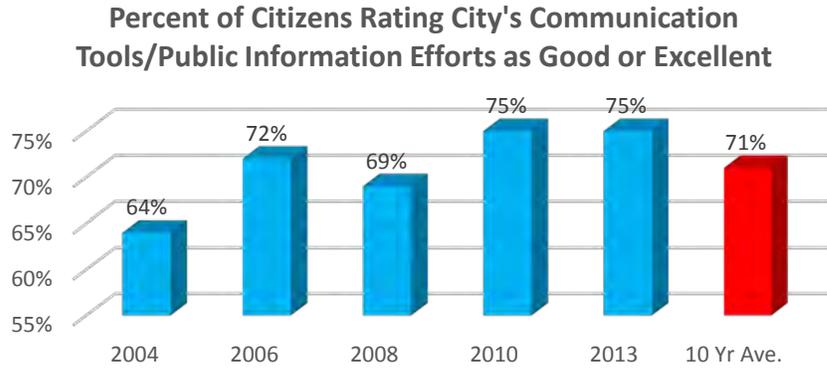
- Account 2110 provides funding for staffing reflected under Personnel Data.
- Account 2111 provides funding of overtime for events, meetings and special projects.
- Account 2112 provides funding for interns.
- Account 2140 provides funding for uniforms for critical incident response and ceremonial observances and for the employee communication/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; scripting/writing; graphic design; photography; social media strategy; survey data analysis and integration; brand alignment; 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, digital and social media.
- Account 2380 provides funding for printing the annual report, marketing materials, new resident resource guide, survey report, citywide 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 pennants and banners.
- Account 2440 provides funding for video and DTV equipment.
- Account 2812 includes funding for Bridge Street District and 270-33 communication and creative support; employee communication, engagement and recognition program; director receptions; Neighborhood Leadership Initiative - block party supplies and annual meetings; State of the City Address; Christmas tree lighting ceremony and streetscape; sponsorship and promotional support for Dr. Martin Luther King Jr. Day, Central Ohio Safe Ride, Legends Luncheon, Memorial Day, Veterans Day.
- 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

| Website  | 2012      | 2013      | 2014      | 2015 (Jan. – Aug.) |
|--|-----------|-----------|-----------|--------------------|
|  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.

| Social Media | 2012  | 2013  | 2014  | 2015 (Jan. – Aug.) |
|--------------|-------|-------|-------|--------------------|
| 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**

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**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.

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**OBJECTIVES AND ACTIVITIES**

- To provide legal counsel in accordance with the contract.

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| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| Director of Law *  | 1  | 1   |
| Assistant Director of Law *                                  | <u>2</u>   | <u>2</u>                                    |
| <b>TOTAL</b>   | <b>3</b>   | <b>3</b>                                    |

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**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

---

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          |
| <b>TOTALS</b> |                       | <b>\$1,577,062</b> | <b>\$1,750,000</b> | <b>\$1,902,753</b> | <b>\$1,915,000</b> | <b>\$1,750,000</b> |

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Legal Services

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#### **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**

**2015  
CURRENT NUMBER**

**2016  
ADOPTED**

|                            |             |             |
|----------------------------|-------------|-------------|
| 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 3   | <u>1</u>    | <u>1</u>    |
| <b>TOTAL</b>               | <b>10.5</b> | <b>10.5</b> |

**PERMANENT PART-TIME/SEASONAL STAFF**

|              |          |          |
|--------------|----------|----------|
| Accountant   | <u>1</u> | <u>1</u> |
| <b>TOTAL</b> | <b>1</b> | <b>1</b> |

**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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|---------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1210</b>   |                           |                    |                    |                        |                    |                    |
| 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                  |
| <b>TOTALS</b>     |                           | <b>\$1,129,183</b> | <b>\$1,441,060</b> | <b>\$1,448,367</b>     | <b>\$1,185,730</b> | <b>\$1,415,580</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Office of the Director / Fiscal Administration

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#### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>101-1211</b>   |                           |                  |                  |                        |                  |                  |
| 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          |
| <b>TOTALS</b>     |                           | <b>\$128,589</b> | <b>\$125,475</b> | <b>\$134,006</b>       | <b>\$104,650</b> | <b>\$129,900</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Office of the Director / Procurement

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#### **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

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#### **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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

General Fund

Finance

| Transfers/Advances |                                  | 2014<br>Actual      | 2015<br>Budget      | 2015<br>Revised Budget | 2015<br>Estimate    | 2016<br>Budget      |
|--------------------|----------------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|
| <hr/>              |                                  |                     |                     |                        |                     |                     |
| 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 <b>(1)</b>              |                     |                     |                        |                     |                     |
| 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                   |
| <b>TOTALS</b>      |                                  | <b>\$28,685,000</b> | <b>\$17,100,000</b> | <b>\$17,100,000</b>    | <b>\$50,719,290</b> | <b>\$18,601,000</b> |

**(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

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#### **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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

General Fund

Finance Director

Miscellaneous

2014  
Actual

2015  
Budget

2015  
Revised Budget

2015  
Estimate

2016  
Budget

---

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 |

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|  |  |         |         |         |         |         |
|--|--|---------|---------|---------|---------|---------|
|  |  | 506,615 | 678,400 | 820,400 | 799,365 | 577,850 |
|--|--|---------|---------|---------|---------|---------|

|               |  |                  |                  |                  |                  |                  |
|---------------|--|------------------|------------------|------------------|------------------|------------------|
| <b>TOTALS</b> |  | <b>\$506,615</b> | <b>\$678,400</b> | <b>\$820,400</b> | <b>\$799,365</b> | <b>\$577,850</b> |
|---------------|--|------------------|------------------|------------------|------------------|------------------|

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance/ Miscellaneous Accounts

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#### **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**  
**ADOPTED**

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

**PERMANENT PART-TIME/SEASONAL STAFF**

|                      |          |          |
|----------------------|----------|----------|
| Accounting Assistant | <u>2</u> | <u>2</u> |
| <b>TOTAL</b>         | <b>2</b> | <b>2</b> |

**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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1230</b>   |                          |                    |                    |                        |                    |                    |
| 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                  |
| <b>TOTALS</b>     |                          | <b>\$3,165,749</b> | <b>\$3,299,110</b> | <b>\$3,313,969</b>     | <b>\$3,149,300</b> | <b>\$3,285,630</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Taxation

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#### **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**

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**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.

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**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.

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| <b><u>PERSONNEL DATA</u></b>               | <b><u>2015</u></b>           | <b><u>2016</u></b>    |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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>              |
| <b>TOTAL</b>                               | <b>7</b>                     | <b>7</b>              |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Intern                                     | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                               | <b>1</b>                     | <b>1</b>              |

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**NOTES AND ADJUSTMENTS:**

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Office of the Director

|                   |                          | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|--------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>101-1310</b>   |                          |                  |                  |                        |                  |                  |
| 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            |
| <b>TOTALS</b>     |                          | <b>\$283,473</b> | <b>\$842,015</b> | <b>\$842,147</b>       | <b>\$631,200</b> | <b>\$842,265</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Office of the Director

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#### **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

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#### **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.

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#### **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.

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

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|--------------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1311</b>          |                          |                    |                    |                        |                    |                    |
| <b>Personal Services</b> |                          |                    |                    |                        |                    |                    |
| 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            |
| <b>Other Expenses</b>    |                          |                    |                    |                        |                    |                    |
| 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          |
| <b>Capital Outlay</b>    |                          |                    |                    |                        |                    |                    |
| 2520                     | Equipment & Furniture    | 2,927              | 1,000              | 1,000                  | 0                  | 1,000              |
|                          |                          | 2,927              | 1,000              | 1,000                  | 0                  | 1,000              |
| <b>TOTALS</b>            |                          | <b>\$3,347,911</b> | <b>\$3,293,950</b> | <b>\$3,749,563</b>     | <b>\$3,353,635</b> | <b>\$3,296,185</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

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#### **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.

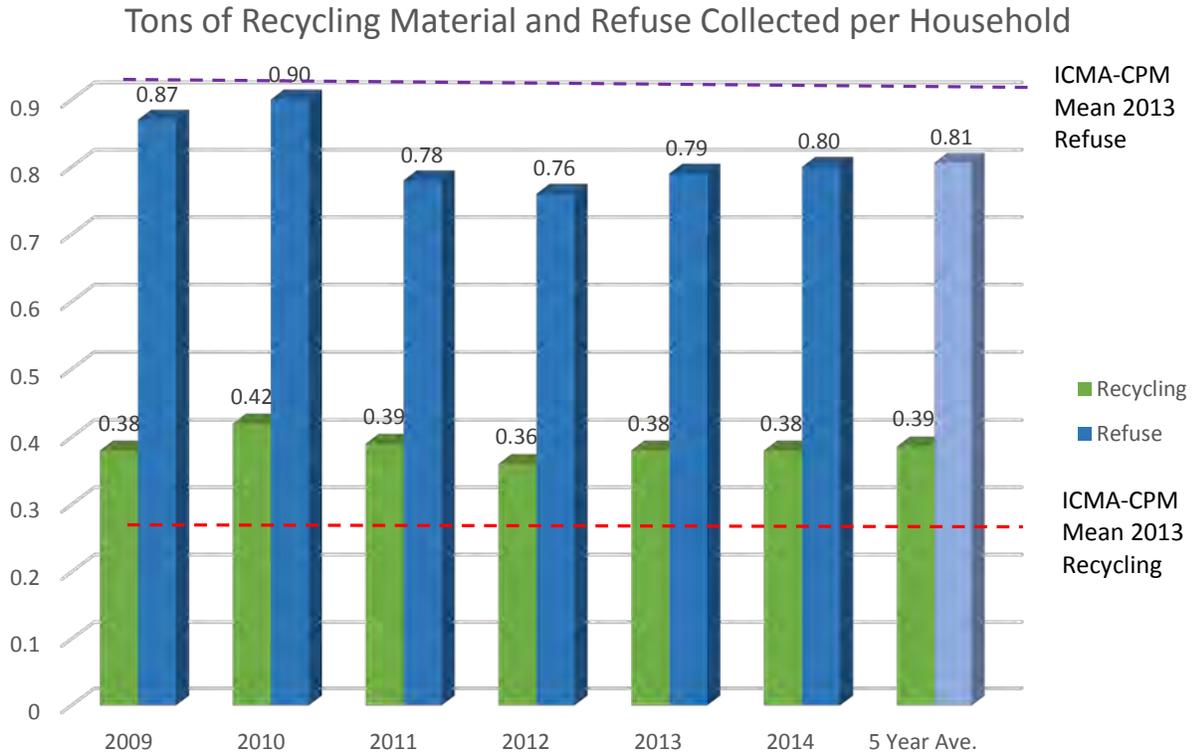
## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

#### Performance Measures:

#### Tons of Recyclable Material Collected per Household

#### Tons of Refuse Collected per Household



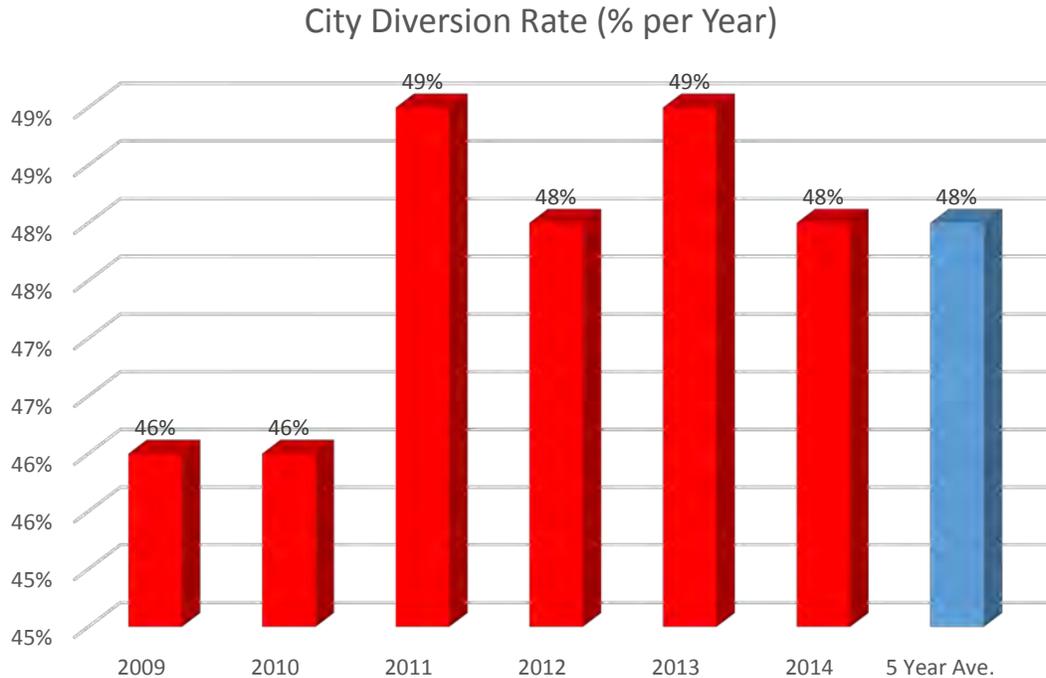
The Street and Utilities Operations Work Unit uses both measurements above (tons of refuse and tons of recycling collected per household) to calculate an average rate of tons collected per solid waste customer in Dublin. The recycling rate per account remains fairly constant over the five-year span at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

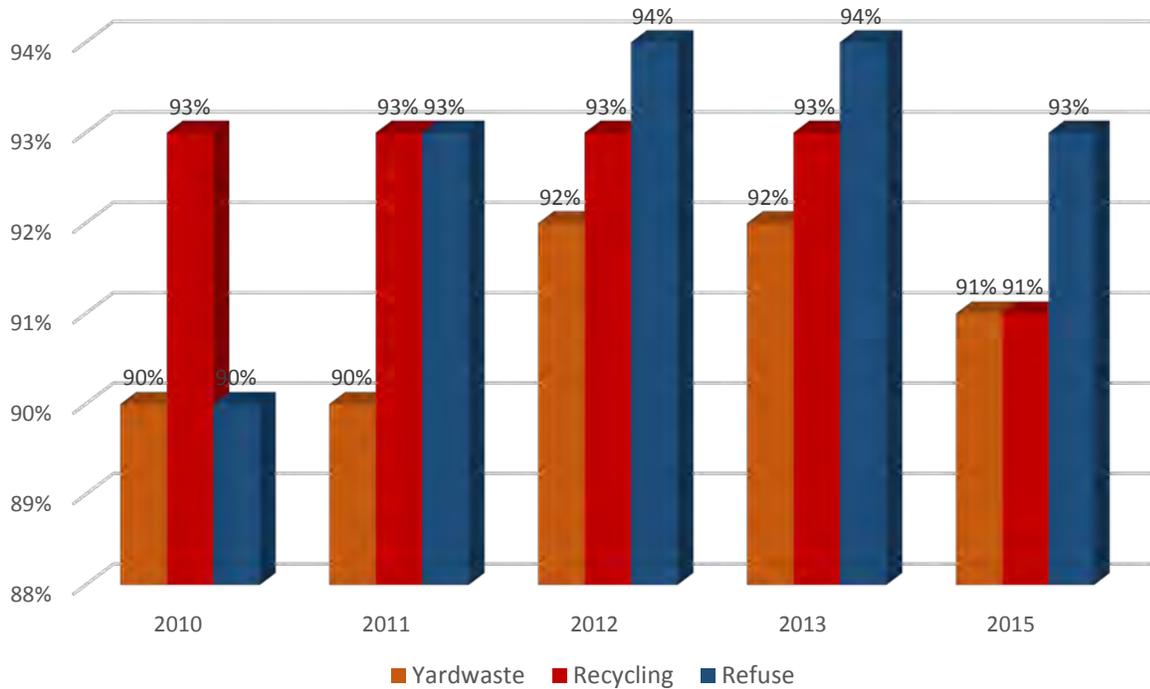
## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

| <b><u>PERSONNEL DATA</u></b>               | <b><u>2015</u></b>           | <b><u>2016</u></b>    |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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 2                   | <u>2</u>                     | <u>2</u>              |
| <b>TOTAL</b>                               | <b>25.30</b>                 | <b>25.30</b>          |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Interns                                    | <u>2</u>                     | <u>2</u>              |
| <b>TOTAL</b>                               | <b>2</b>                     | <b>2</b>              |

**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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1330</b>   |                          |                    |                    |                        |                    |                    |
| 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             |
| <b>TOTALS</b>     |                          | <b>\$2,768,317</b> | <b>\$3,079,570</b> | <b>\$3,117,793</b>     | <b>\$2,867,000</b> | <b>\$3,466,735</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering

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#### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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          |
| <b>TOTALS</b>  |                      | <b>\$343,994</b> | <b>\$350,000</b> | <b>\$384,990</b>       | <b>\$336,300</b> | <b>\$350,000</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works /Engineer Miscellaneous

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#### **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**

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**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.

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**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.

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| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| Fleet Manager  | 1  | 1   |
| Fleet Administrator  | 1  | 1   |
| Automotive Mechanic I  | 6  | 6   |
| Administrative Support 2                                     | <u>1</u>   | <u>1</u>                                    |
| <b>TOTAL</b>   | <b>9</b>   | <b>9</b>                                    |

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**NOTES AND ADJUSTMENTS:**

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Fleet Management

|                   |                          | 2014<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1321</b>   |                          |                    |                    |                        |                    |                    |
| 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                |
| <b>TOTALS</b>     |                          | <b>\$3,265,359</b> | <b>\$3,461,930</b> | <b>\$3,632,722</b>     | <b>\$3,031,425</b> | <b>\$3,572,560</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

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#### **BUDGET SUMMARY:**

#### **101-1321**

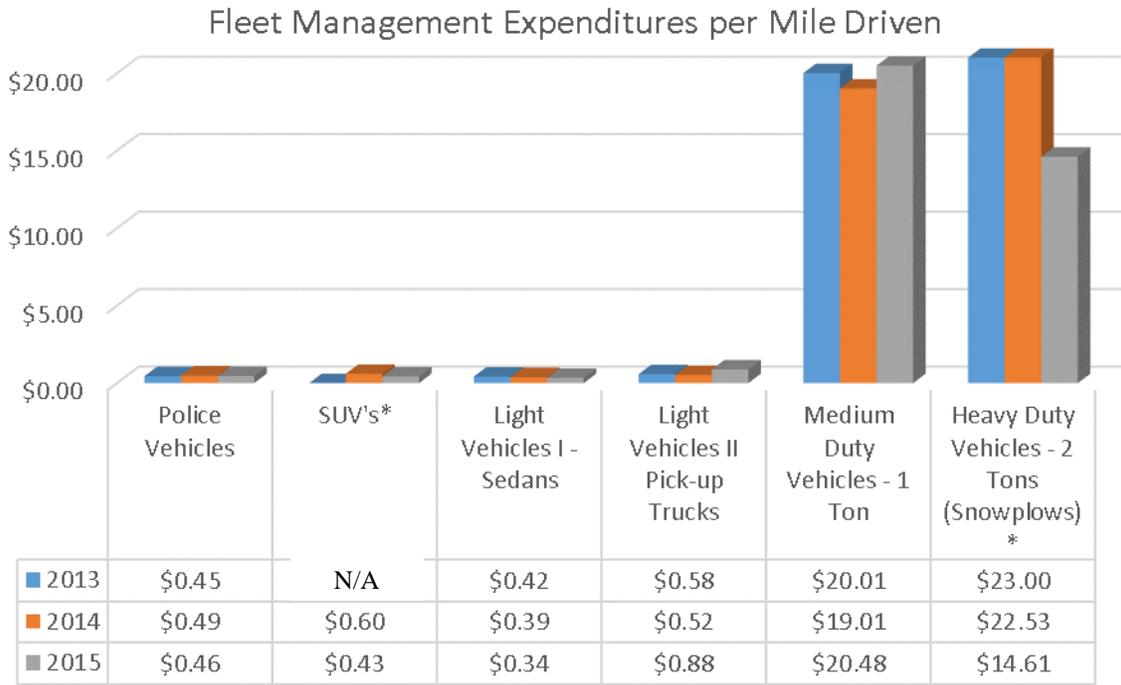
- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2111 provides funding for overtime. Increases are due to snow shifts.
- Account 2140 provides funding for rental uniforms, boots and gloves, and safety glasses.
- Account 2201 provides funding for ASE certifications,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

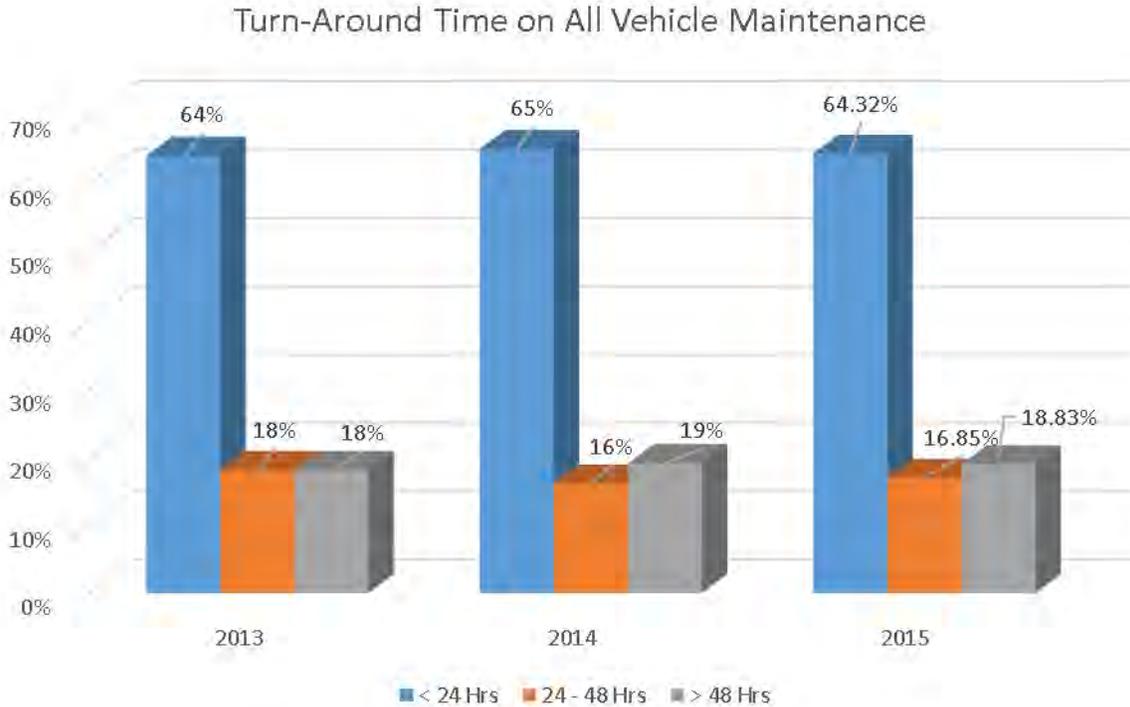
\*In 2014, Fleet Management began to measure SUV's in their own category. Previously, Fleet had lumped SUV's and Light Vehicles into the Light Vehicles category, but has decided to break them out separately for create more robust data.

# 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## Public Works / Fleet Management

### PERFORMANCE MEASURES:

#### 2. Turn-Around Time on All Vehicle Maintenance



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**

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**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.

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**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.

---

| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| 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>                                    |
| <b>TOTAL</b>   | <b>15</b>  | <b>15</b>                                   |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b>                   |  |   |
| Seasonal Maintenance Worker                                  | <u>4</u>   | <u>4</u>                                    |
| <b>TOTAL</b>   | <b>4</b>   | <b>4</b>                                    |

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**NOTES AND ADJUSTMENTS:**

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Public Works

Facilities Management

|                   |                          | 2014<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1940</b>   |                          |                    |                    |                        |                    |                    |
| 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             |
| <b>TOTALS</b>     |                          | <b>\$2,180,275</b> | <b>\$2,552,810</b> | <b>\$2,766,523</b>     | <b>\$2,488,520</b> | <b>\$2,612,555</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Facilities

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#### **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

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#### **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.

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#### **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.
- 

#### **PERSONNEL DATA**

##### **POSITION TITLE**

Director of Development  
Administrative Support 3

##### **TOTAL**

##### **2015 CURRENT NUMBER**

0  
0  
**0**

##### **2016 ADOPTED**

1  
1  
**2**

#### **PART-TIME/SEASONAL STAFF**

Intern

##### **TOTAL**

0  
**0**

1  
**1**

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget   |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|------------------|
| <b>101-1710</b>   |                          |                    |                    |                        |                    |                  |
| 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/Subscriptic  | 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            |
| <b>TOTALS</b>     |                          | <b>\$4,861,216</b> | <b>\$5,546,625</b> | <b>\$5,858,182</b>     | <b>\$5,210,180</b> | <b>\$299,535</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Office of the Director

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#### **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 CURRENT NUMBER

#### 2016 ADOPTED

|  |          |          |
|--|----------|----------|
| 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> |
| <b>TOTAL</b>                           | <b>5</b> | <b>4</b> |

### PART-TIME/SEASONAL STAFF

|              |          |          |
|--------------|----------|----------|
| Intern       | <u>1</u> | <u>1</u> |
| <b>TOTAL</b> | <b>1</b> | <b>1</b> |

### 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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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                  |
| <b>TOTALS</b>     |                           | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>             | <b>0</b>         | <b>\$5,195,215</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

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#### **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.

| <b>Year</b> | <b>EDAs</b> | <b>Jobs Retained</b> | <b>New Jobs</b> |
|-------------|-------------|----------------------|-----------------|
| 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             |
| <b>Tot</b>  | <b>96</b>   | <b>7,656</b>         | <b>7,238</b>    |

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

|             |       |
|-------------|-------|
| <b>2014</b> | 3.63% |
| <b>2013</b> | 4.92% |
| <b>2012</b> | 4.78% |
| <b>2011</b> | 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

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4) **City of Dublin Commercial Office Vacancy Rate**

|             |        |
|-------------|--------|
| <b>2014</b> | 13.80% |
| <b>2013</b> | 14.50% |
| <b>2012</b> | 14.40% |
| <b>2011</b> | 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**

|             |     |
|-------------|-----|
| <b>2014</b> | 308 |
| <b>2013</b> | 366 |
| <b>2012</b> | 355 |
| <b>2011</b> | 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

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#### **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.

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#### **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.
- 

| <b><u>PERSONNEL DATA</u></b>           | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>           | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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 3               | 1                            | 1                     |
| Administrative Support 2               | <u>3</u>                     | <u>3</u>              |
| <b>TOTAL</b>                           | <b>15</b>                    | <b>15</b>             |
| <b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Electrical Inspector (2)               | 1                            | 0                     |
| Building Inspector (3)                 | <u>0</u>                     | <u>1</u>              |
| <b>TOTAL</b>                           | <b>1</b>                     | <b>1</b>              |

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1340</b>   |                          |                    |                    |                        |                    |                    |
| 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                |
| <b>TOTALS</b>     |                          | <b>\$1,421,789</b> | <b>\$1,549,245</b> | <b>\$1,575,518</b>     | <b>\$1,459,900</b> | <b>\$1,734,825</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

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#### **BUDGET SUMMARY:**

##### **101-1340**

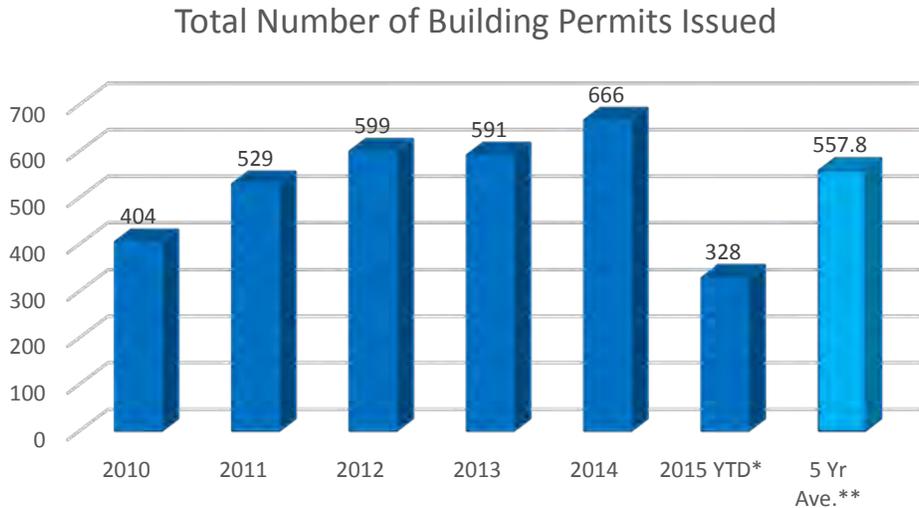
- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2140 includes shirts, boots and cold weather wear for Inspectors.
- Account 2201 provides funding for training, attendance at regional conferences and required State certifications.
- Account 2347 includes funding 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)

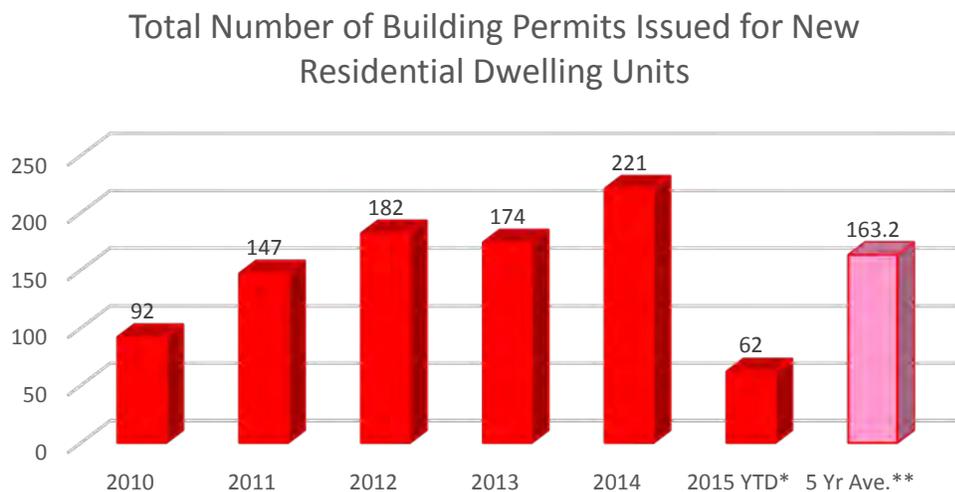


*\*2015 figure represents data collected as of August 30, 2015*

*\*\*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)



*\*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

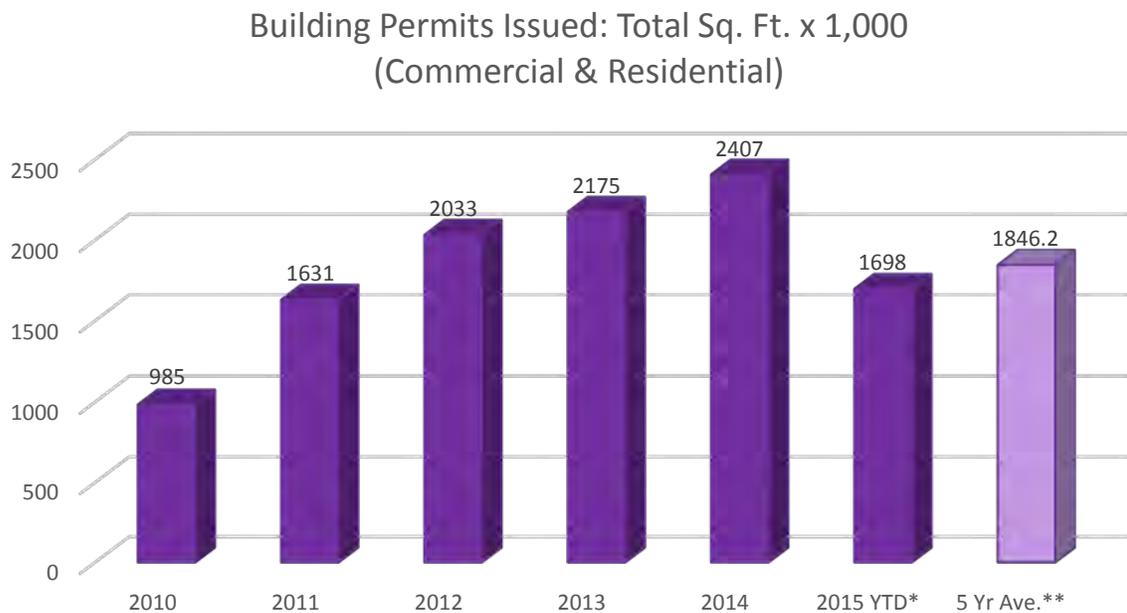
## Development / Building Standards

### 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*

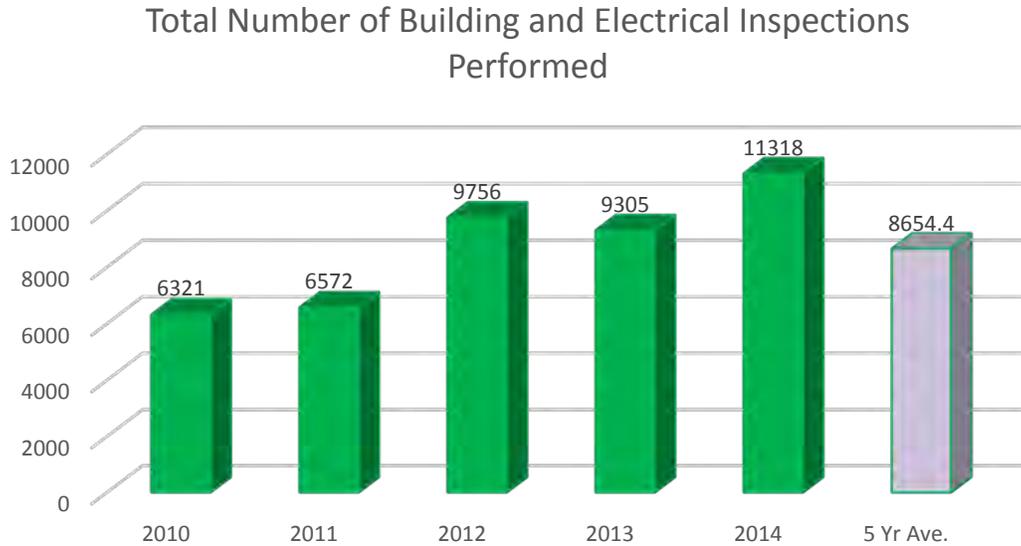
The total number of square feet of construction in 2014 set a record for recent construction activity. Upcoming development in the Bridge Street District, other commercial developments and continued strength in residential construction bode well for 2016 and beyond.

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

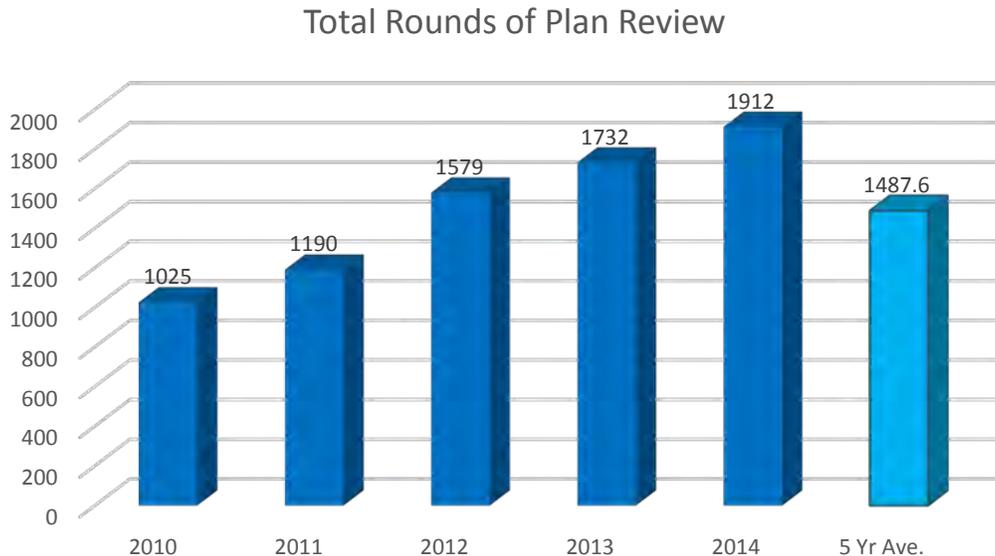
## Development / Building Standards

### 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 ADOPTED**

|                             |           |           |
|-----------------------------|-----------|-----------|
| Director, Planning          | 1         | 1         |
| Senior Project Manager (1)  | 1         | 0         |
| Planning Manager            | 1         | 1         |
| Senior Planner              | 2         | 2         |
| Planner II                  | 3         | 3         |
| Planner I (1)               | 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    | <u>2</u>  | <u>2</u>  |
| <b>TOTAL</b>                | <b>19</b> | <b>19</b> |

#### **PART-TIME/SEASONAL STAFF**

|                    |          |          |
|--------------------|----------|----------|
| Planning Assistant | <u>4</u> | <u>4</u> |
| <b>TOTAL</b>       | <b>4</b> | <b>4</b> |

#### **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                  |
| <b>TOTALS</b> |                       | <b>\$1,727,166</b> | <b>\$2,296,160</b> | <b>\$2,631,036</b> | <b>\$2,005,720</b> | <b>\$2,422,905</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Planning

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#### **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. Also included are funds for a transportation study. 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**

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**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.

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**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.

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| <b><u>PERSONNEL DATA</u></b>                        | <b>2015</b>                  | <b>2016</b>           |
|---|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>                        | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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 3 (3)                        | 0                            | 1                     |
| Public Art Conservation/Contract Specialist (2) (4) | <u>0</u>                     | <u>.25</u>            |
| <b>TOTAL</b>  | <b>0</b>                     | <b>5.25</b>           |

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**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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|--------------------------|----------------|----------------|------------------------|------------------|------------------|
| <b>101-1610</b>   |                          |                |                |                        |                  |                  |
| 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                |
| <b>TOTALS</b>     |                          | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>             | <b>\$0</b>       | <b>\$620,355</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation

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#### **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.

| <b><u>PERSONNEL DATA</u></b>                    | <b>2015</b>                  | <b>2016</b>           |
|---|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>                    | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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 3 (3)                    | 1                            | 0                     |
| Administrative Support 2                        | 1                            | 1                     |
| Public Art Conservation/Contract Specialist (3) | <u>.25</u>                   | <u>0</u>              |
| <b>TOTAL</b>                                    | <b>46.75</b>                 | <b>41.50</b>          |
| <br>  |                              |                       |
| <b><u>PART-TIME/SEASONAL STAFF</u></b>          |                              |                       |
| Seasonal Maintenance Worker                     | <u>45</u>                    | <u>45</u>             |
| <b>TOTAL</b>                                    | <b>45</b>                    | <b>45 (6)</b>         |

**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 3, 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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|---------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <hr/>             |                           |                    |                    |                        |                    |                    |
| 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            |
| <b>TOTALS</b>     |                           | <b>\$6,857,315</b> | <b>\$7,749,895</b> | <b>\$8,069,900</b>     | <b>\$7,174,825</b> | <b>\$7,148,965</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations

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#### **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

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#### 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.

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#### 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.

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| <b><u>PERSONNEL DATA</u></b>           | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>           | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Volunteer Administrator                | 1                            | 1                     |
| Administrative Support 2               | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                           | <b>2</b>                     | <b>2</b>              |
| <b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Seasonal Worker                        | 1                            | 1                     |
| Intern                                 | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                           | <b>2</b>                     | <b>2</b>              |

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#### NOTES AND ADJUSTMENTS:

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

General Fund

Parks & Recreation

Volunteer Resources

|                   |                          | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|--------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>101-2010</b>   |                          |                  |                  |                        |                  |                  |
| 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/Progran | 12,313           | 16,000           | 16,000                 | 16,000           | 16,000           |
|                   |                          | 22,303           | 40,200           | 40,353                 | 32,500           | 40,200           |
| <b>TOTALS</b>     |                          | <b>\$194,931</b> | <b>\$254,355</b> | <b>\$254,508</b>       | <b>\$246,655</b> | <b>\$262,795</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Volunteer Resources

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#### **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% |
|--|-----|

*\* 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**

|                                       | <b><u>2015</u></b>           | <b><u>2016</u></b>    |
|---------------------------------------|------------------------------|-----------------------|
|                                       | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Chief Information Officer             | 1                            | 1                     |
| Geographic Info Systems Administrator | 1                            | 1                     |
| Senior GIS Analyst                    | 2                            | 2                     |
| 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 3              | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                          | <b>13</b>                    | <b>14</b>             |

#### **PART-TIME/SEASONAL STAFF**

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

### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|--------------------------|-------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>101-1920</b>          |                         |                    |                    |                        |                    |                    |
| <b>Personal Services</b> |                         |                    |                    |                        |                    |                    |
| 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          |
| <b>Other Expenses</b>    |                         |                    |                    |                        |                    |                    |
| 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          |
| <b>Capital Outlay</b>    |                         |                    |                    |                        |                    |                    |
| 2520                     | Equipment & Furniture   | 1,050              | 1,000              | 1,000                  | 0                  | 1,000              |
|                          |                         | 1,050              | 1,000              | 1,000                  | 0                  | 1,000              |
| <b>TOTALS</b>            |                         | <b>\$3,021,667</b> | <b>\$3,695,520</b> | <b>\$4,214,806</b>     | <b>\$3,150,200</b> | <b>\$4,874,230</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Information Technology

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#### **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**

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**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.

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**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.

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| <b><u>PERSONNEL DATA</u></b> | <b><u>2015</u></b>           | <b><u>2016</u></b>    |
|------------------------------|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b> | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Court Administrator (1)      | .5                           | .5                    |
| Community Justice Officer    | 1                            | 1                     |
| Court Clerk                  | 1                            | 1                     |
| Administrative Support 2 (2) | <u>.75</u>                   | <u>.75</u>            |
| <b>TOTAL</b>                 | <b>3.25</b>                  | <b>3.25</b>           |

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**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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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         |
|                   |                           | <hr/>          |                |                        |                  |                |
|                   |                           | 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              |
|                   |                           | <hr/>          |                |                        |                  |                |
|                   |                           | 72,245         | 109,260        | 134,315                | 105,760          | 112,185        |
| <hr/>             |                           |                |                |                        |                  |                |
| 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

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#### **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.

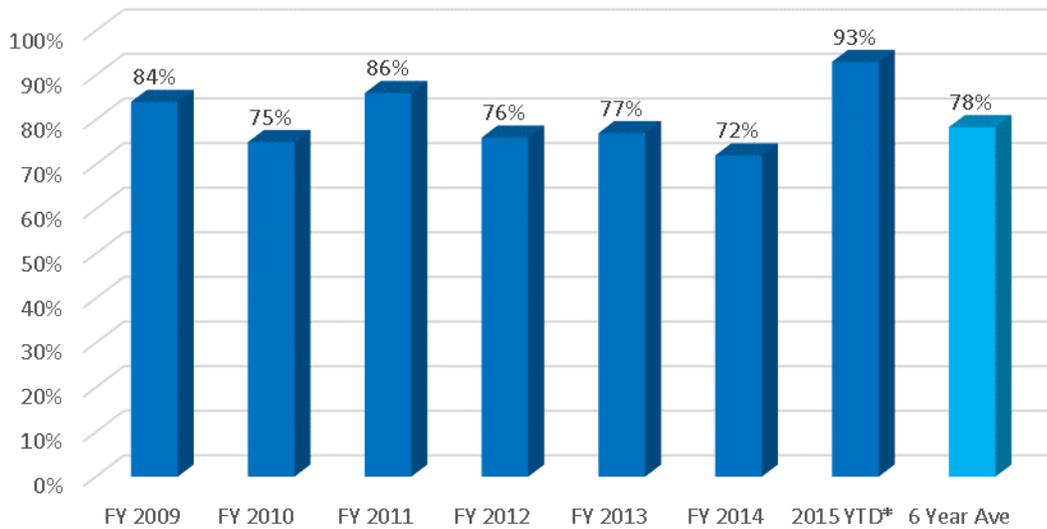
# 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## 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**

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**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.

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**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**  
**ADOPTED**

Court Administrator (1)

.5

.5

Administrative Support 2 (1)

.25

.25

**TOTAL**

.75

.75

**PERMANENT PART-TIME/SEASONAL STAFF**

Records Management Technician

1

1

**TOTAL**

**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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|--------------------------|------------------|------------------|------------------------|------------------|------------------|
| <hr/>             |                          |                  |                  |                        |                  |                  |
| 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           |
| <b>TOTALS</b>     |                          | <b>\$129,791</b> | <b>\$151,725</b> | <b>\$171,125</b>       | <b>\$149,370</b> | <b>\$156,950</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Records Management

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#### **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.

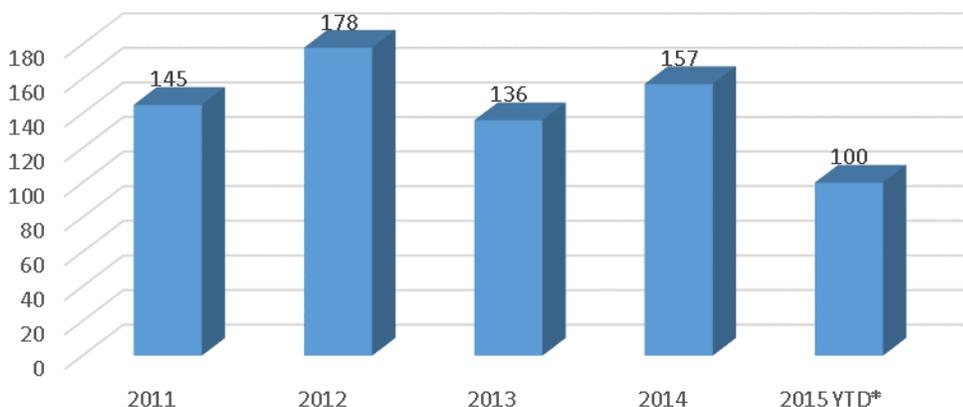
Percentage of Records Stored in City Storage Facility Destroyed as Scheduled



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

2. Annual Records Requests Located in the Justice Center:

Annual Records Requests Located in Justice Center



*\*2015 YTD as of September 23, 2015*

**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**  
**ADOPTED**

|   |              |              |
|---|--------------|--------------|
| Director, Street & Utilities Operations (1) | .50          | .50          |
| Operations Administrator (2)                | .95          | .95          |
| Maintenance Crew Supervisor (3)             | 2.70         | 2.70         |
| Maintenance Worker                          | 16           | 16           |
| Administrative Support 3                    | 1            | 1            |
| Administrative Support 2                    | <u>1</u>     | <u>1</u>     |
| <b>TOTAL</b>                                | <b>22.15</b> | <b>22.15</b> |

**PART-TIME/SEASONAL STAFF**

|                             |           |              |
|-----------------------------|-----------|--------------|
| Seasonal Maintenance Worker | <u>10</u> | <u>6</u>     |
| <b>TOTAL</b>                | <b>10</b> | <b>6 (4)</b> |

**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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|-------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>210-1320</b>   |                         |                    |                    |                        |                    |                    |
| 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              |
| <b>TOTALS</b>     |                         | <b>\$3,268,206</b> | <b>\$3,451,020</b> | <b>\$3,605,458</b>     | <b>\$3,090,595</b> | <b>\$3,518,800</b> |

**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 Traffic Signals

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#### **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.

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#### **OBJECTIVES AND ACTIVITIES**

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

#### **NOTES AND ADJUSTMENTS:**

There are no personnel assigned to this 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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|-------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>210-1330</b>   |                         |                  |                  |                        |                  |                  |
| 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           |
| <b>TOTALS</b>     |                         | <b>\$608,012</b> | <b>\$350,000</b> | <b>\$369,584</b>       | <b>\$130,436</b> | <b>\$364,500</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering / Transportation Traffic Signals

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#### **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

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#### **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.

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#### **NOTES AND ADJUSTMENTS:**

There are no personnel assigned to the Highway Maintenance budget.

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

| State Highway<br>Public Works<br>Engineering |                             | 2014<br>Actual     | 2015<br>Budget  | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget  |
|--|-----------------------------|--------------------|-----------------|------------------------|--------------------|-----------------|
| <hr/>  |                             |                    |                 |                        |                    |                 |
| 211-1330<br>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          |
| <hr/>  |                             |                    |                 |                        |                    |                 |
| 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          |
| <hr/>  |                             |                    |                 |                        |                    |                 |
| <b>TOTALS</b>                                |                             | <b>\$1,349,033</b> | <b>\$22,000</b> | <b>\$1,254,857</b>     | <b>\$1,245,021</b> | <b>\$92,000</b> |
| <hr/>  |                             |                    |                 |                        |                    |                 |
| 211-0314<br>Capital Outlay                   |                             |                    |                 |                        |                    |                 |
| 2790   | Transfers                   | \$0                | \$25,000        | \$25,000               | \$0                | \$25,000        |
| <hr/>  |                             |                    |                 |                        |                    |                 |

## 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**

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**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.

---

| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| Maintenance Crew Supervisor                                  | 1  | 1   |
| Maintenance Worker   | 3  | 3   |
| Custodians   | <u>5</u>   | <u>5</u>                                    |
| <b>TOTAL</b>   | <b>9</b>   | <b>9</b>                                    |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b>                   |  |   |
| Seasonal Maintenance Worker (1)                              | <u>0</u>   | <u>1</u>                                    |
| <b>TOTAL</b>   | <b>0</b>   | <b>1</b>                                    |

---

**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 |

|               |  |                    |                    |                    |                    |                    |
|---------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>TOTALS</b> |  | <b>\$1,645,349</b> | <b>\$1,736,255</b> | <b>\$1,965,193</b> | <b>\$1,873,700</b> | <b>\$1,573,355</b> |
|---------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works /Community Recreation Center – Facilities

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#### **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

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#### **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.

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#### **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**

|                                   | <b><u>2015</u></b>           | <b><u>2016</u></b>    |
|-----------------------------------|------------------------------|-----------------------|
|                                   | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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          | <u>.6</u>                    | <u>.6</u>             |
| <b>TOTAL (1)</b>                  | <b>9.25</b>                  | <b>9.95</b>           |

#### **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>       |
| <b>TOTAL</b>                         | <b>33.5 FTE</b> | <b>28.32 FTE</b> |

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|---------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>213-1630</b>   |                           |                    |                    |                        |                    |                    |
| 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             |
| <b>TOTALS</b>     |                           | <b>\$2,215,912</b> | <b>\$2,433,270</b> | <b>\$2,465,231</b>     | <b>\$2,346,080</b> | <b>\$2,637,810</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Recreation Services

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#### **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

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#### **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.

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#### **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.

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| <b>PERSONNEL DATA</b>                      | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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                    |
| <b>TOTAL (1)</b>                           | <b>12.3</b>                  | <b>11.3</b>           |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| 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                            | 1                            | 1.54                  |
| <b>TOTAL</b>                               | <b>48.8 FTE</b>              | <b>53 FTE</b>         |

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|-------------------|--------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>213-1631</b>   |                          |                    |                    |                        |                    |                    |
| 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             |
| <b>TOTALS</b>     |                          | <b>\$3,514,376</b> | <b>\$3,738,020</b> | <b>\$3,931,370</b>     | <b>\$3,718,030</b> | <b>\$3,988,070</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Community Recreation Center

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#### **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**

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**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.

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**OBJECTIVES AND ACTIVITIES**

- To provide proper burial grounds that reflect Dublin's high standards and to ensure a most respectful burial process.
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| <b><u>PERSONNEL DATA</u></b>               | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Maintenance Worker                         | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                               | <b>1</b>                     | <b>1</b>              |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Seasonal Maintenance Worker                | <u>2</u>                     | <u>2</u>              |
| <b>TOTAL</b>                               | <b>2</b>                     | <b>2</b>              |

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**NOTES AND ADJUSTMENTS:**

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Parks & Recreation  
Cemetery Maintenance

|                   |                           | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <hr/>             |                           |                  |                  |                        |                  |                  |
| 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           |
| <b>TOTALS</b>     |                           | <b>\$202,878</b> | <b>\$172,990</b> | <b>\$181,711</b>       | <b>\$156,195</b> | <b>\$176,885</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations / Cemetery Maintenance

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#### **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

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#### **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.

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#### **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.

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| <b><u>PERSONNEL DATA</u></b>               | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Director, Recreation Services              | .05                          | .05                   |
| Recreation Services Administrator          | .30                          | .30                   |
| Recreation Supervisor                      | .35                          | .35                   |
| Recreation Program Coordinator             | <u>.25</u>                   | <u>.55</u>            |
| <b>TOTAL (1)</b>                           | <b>.95</b>                   | <b>1.25</b>           |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| 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>            |
| <b>TOTAL</b>                               | <b>65.25 FTE</b>             | <b>65.25FTE</b>       |

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

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#### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|--------------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <b>215-1630</b>          |                           |                  |                  |                        |                  |                  |
| <b>Personal Services</b> |                           |                  |                  |                        |                  |                  |
| 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          |
| <b>Other Expenses</b>    |                           |                  |                  |                        |                  |                  |
| 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          |
| <b>Capital Outlay</b>    |                           |                  |                  |                        |                  |                  |
| 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           |
| <b>TOTALS</b>            |                           | <b>\$802,680</b> | <b>\$977,920</b> | <b>\$999,840</b>       | <b>\$865,890</b> | <b>\$993,065</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Dublin Municipal Pools

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#### **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** Prior to 2016, 75% of the hotel/motel tax revenues were credited to Hotel/Motel Tax Fund in accordance with City Ordinance No. 133-87 and the Ohio Revised Code. The remaining 25% was distributed to the Dublin Convention and Visitors Bureau (DCVB). For 2016, City Council has approved an increase for the DCVB to 35%, with the remaining 65% credited to the hotel/motel tax fund. 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. 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**

|                              | <b><u>2015<br/>CURRENT NUMBER</u></b> | <b><u>2016<br/>ADOPTED</u></b> |
|------------------------------|---------------------------------------|--------------------------------|
| Event Manager                | 1                                     | 1                              |
| Event Administrator          | 2                                     | 2                              |
| Event Coordinator            | 1                                     | 1                              |
| Administrative Support 2 (1) | 2                                     | 2                              |
| <b>TOTAL</b>                 | <b>6</b>                              | <b>6</b>                       |

##### **PART-TIME/SEASONAL STAFF**

|                                  |          |          |
|----------------------------------|----------|----------|
| Event Assistants, year-round     | 2        | 2        |
| Administrative Support 1- summer | 1        | 1        |
| Summer Event Support             | 5        | 5        |
| <b>TOTAL</b>                     | <b>8</b> | <b>8</b> |

#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|--------------------------|---------------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <b>217-1130</b>          |                           |                    |                    |                        |                    |                    |
| <b>Personal Services</b> |                           |                    |                    |                        |                    |                    |
| 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            |
| <b>Other Expenses</b>    |                           |                    |                    |                        |                    |                    |
| 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          |
| <b>Capital Outlay</b>    |                           |                    |                    |                        |                    |                    |
| 2520                     | Equipment & Furniture     | 0                  | 0                  | 0                      | 0                  | 34,500             |
|                          |                           | 0                  | 0                  | 0                      | 0                  | 34,500             |
| <b>TOTALS</b>            |                           | <b>\$2,784,403</b> | <b>\$2,998,550</b> | <b>\$2,998,550</b>     | <b>\$2,959,610</b> | <b>\$3,156,535</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Hotel/Motel Tax**

|  |                           | 2014<br>Actual  | 2015<br>Budget  | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget  |
|--|---------------------------|-----------------|-----------------|------------------------|------------------|-----------------|
| <b>Finance</b>                               |                           |                 |                 |                        |                  |                 |
| 217-1220                                     |                           |                 |                 |                        |                  |                 |
| 2390   | Misc Contractual Services | 2,900           | 3,000           | 3,000                  | 3,000            | 3,000           |
| <b>Street &amp; Utilities Operations</b>     |                           |                 |                 |                        |                  |                 |
| 217-1320                                     |                           |                 |                 |                        |                  |                 |
| 2420   | Operating Supplies        | 16,218          | 24,000          | 24,000                 | 24,000           | 24,000          |
| <b>Parks Operations</b>                      |                           |                 |                 |                        |                  |                 |
| 217-1620                                     |                           |                 |                 |                        |                  |                 |
| 2420   | Operating Supplies        | 11,404          | 26,500          | 28,229                 | 26,500           | 26,600          |
| <b>Police</b>                                |                           |                 |                 |                        |                  |                 |
| 217-1820                                     |                           |                 |                 |                        |                  |                 |
| 2390   | Misc Contractual Services | 20,426          | 26,000          | 26,000                 | 22,000           | 26,000          |
| <b>Special Events Total Other Work Units</b> |                           | <b>\$50,948</b> | <b>\$79,500</b> | <b>\$81,229</b>        | <b>\$75,500</b>  | <b>\$79,600</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

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#### **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**

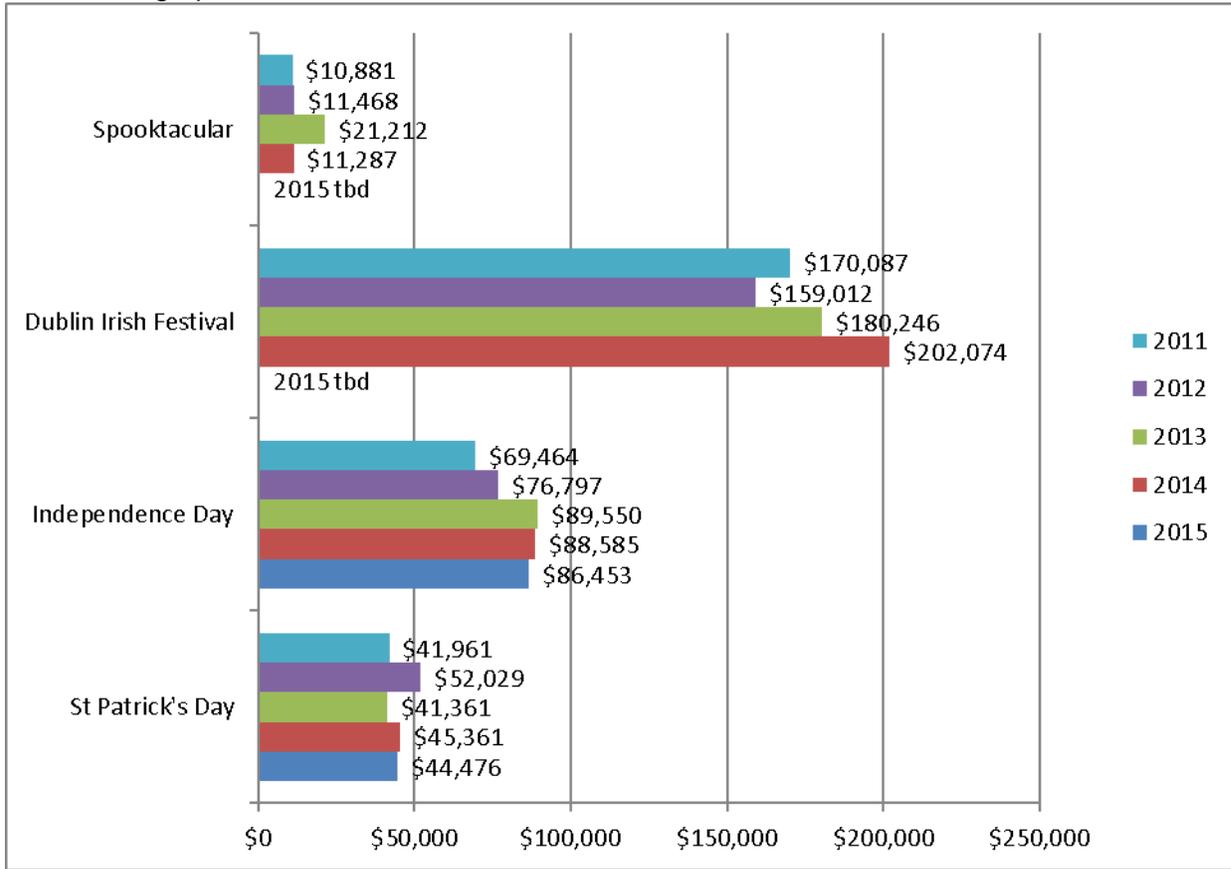
- Account 2390 includes funding to Police for private security hired for Independence Day and DIF.

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

#### Performance Measures:

- 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*

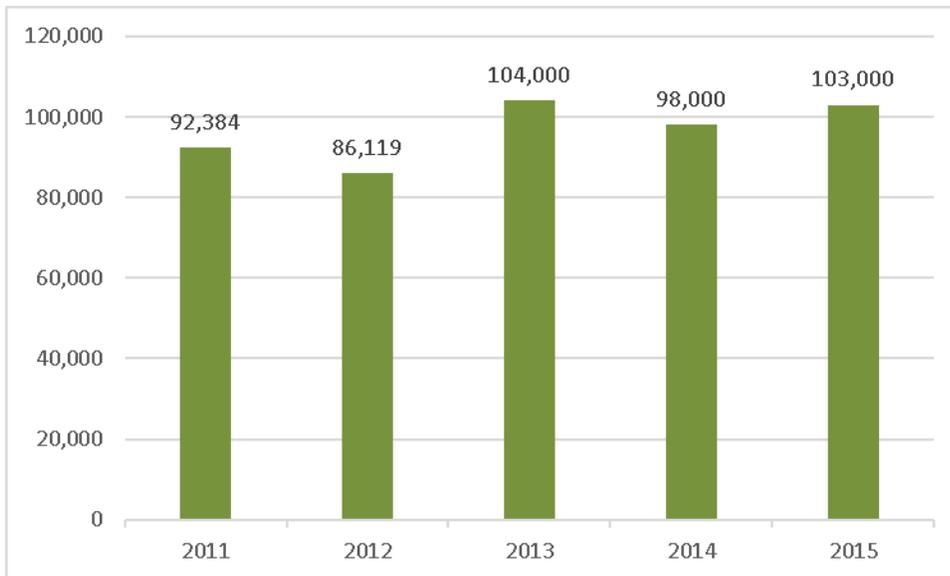
## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

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#### Performance Measures:

#### 2. Attendance at the Dublin Irish Festival



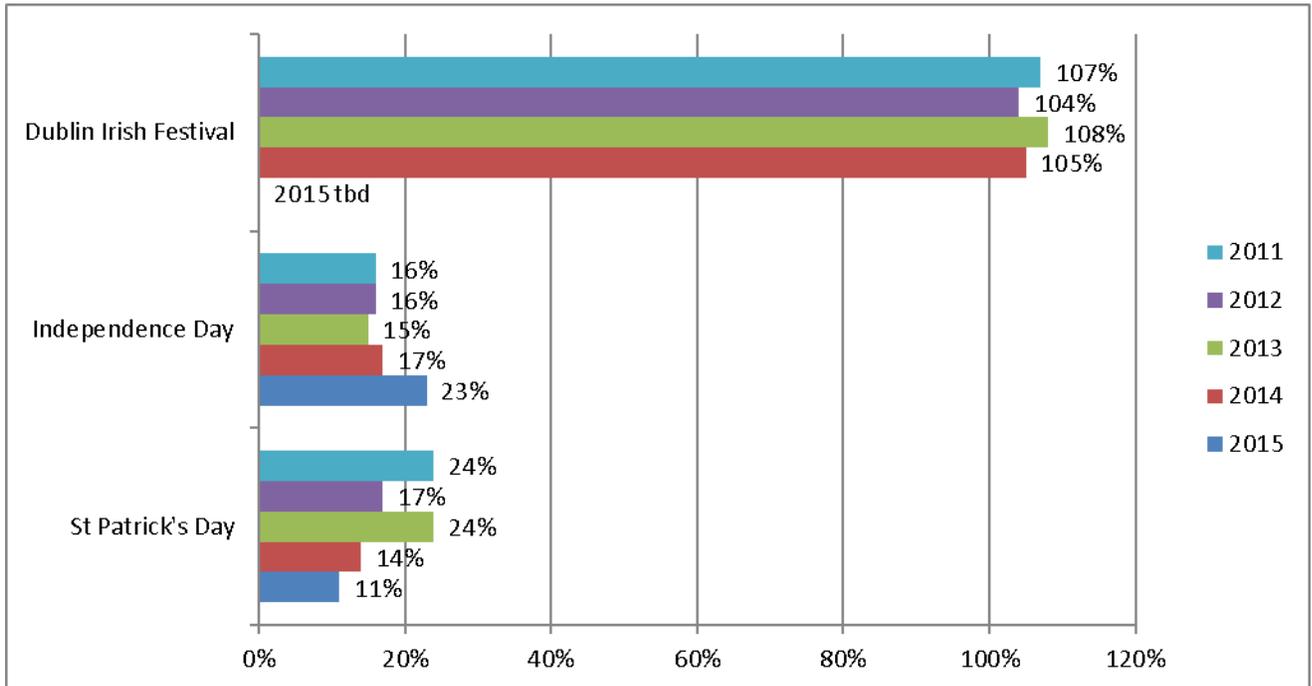
This measurement tracks the actual number of people who attend the Dublin Irish Festival.

## 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

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#### **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.

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#### **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.
- 

| <b><u>PERSONNEL DATA</u></b><br><b><u>POSITION TITLE</u></b> | <b><u>2015</u></b><br><b><u>CURRENT NUMBER</u></b> | <b><u>2016</u></b><br><b><u>ADOPTED</u></b> |
|--|--|---|
| Public Art Conservation/Contract Specialist                  | <u>.75</u>   | <u>.75</u>                                  |
| <b>TOTAL</b>   | <b><u>.75</u></b>                                  | <b><u>.75</u></b>                           |

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#### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <hr/>             |                           |                  |                  |                        |                  |                  |
| 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           |
| <b>TOTALS</b>     |                           | <b>\$535,888</b> | <b>\$197,195</b> | <b>\$197,295</b>       | <b>\$163,800</b> | <b>\$185,285</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Hotel/Motel Tax  
Finance Director

|                |                         | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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                | 0                |
| 2825           | City Sponsored Projects | 500              | 6,000            | 6,000                  | 6,000            | 6,000            |
| 2790           | Transfers               | 161,889          | 161,300          | 161,300                | 161,300          | 162,300          |
|                |                         | 822,166          | 879,845          | 954,851                | 948,300          | 892,580          |
| <b>TOTALS</b>  |                         | <b>\$822,166</b> | <b>\$879,845</b> | <b>\$954,851</b>       | <b>\$948,300</b> | <b>\$892,580</b> |
| <hr/>          |                         |                  |                  |                        |                  |                  |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Hotel Motel Tax Fund

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#### **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

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#### **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 an increase to \$8.00 was approved by City Council effective on January 1, 2016.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Mayor's Court Computer

Office of City Manager

Court Services

|                |                     | 2014<br>Actual  | 2015<br>Budget  | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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          |
| <b>TOTALS</b>  |                     | <b>\$16,358</b> | <b>\$19,490</b> | <b>\$19,530</b>        | <b>\$17,740</b>  | <b>\$19,490</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Court Services

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#### **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

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#### **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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Permissive Tax

Public Works

|                |                        | 2014<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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    |
| <hr/>          |                        |                |                |                        |                  |                |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Permissive Tax Fund

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#### **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

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#### **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.

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#### **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 |

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance/ Accrued Leave Reserve Fund

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#### **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><br><u>CURRENT NUMBER</u> | <u>2016</u><br><u>ADOPTED</u> |
|--|--------------------------------------|-------------------------------|
| Chief of Police  | 1                                    | 1                             |
| Police Lieutenant  | 2                                    | 2                             |
| Technical Services Bureau Commander                      | 1                                    | 1                             |
| Police Sergeant  | 6                                    | 6                             |
| Police Corporal  | 6                                    | 6                             |
| Police Officer (1) (2)                                   | 53                                   | 53                            |
| Emergency Management Coordinator/Law Enforcement Planner | 1                                    | 1                             |
| Civilian Accreditation Manager                           | 1                                    | 1                             |
| Administrative Support 3                                 | 1                                    | 1                             |
| Administrative Support 2                                 | 5                                    | 5                             |
| Police Property Technician                               | 1                                    | 1                             |
| Communications Technician                                | 20                                   | 20                            |
| Communications Supervisor                                | 3                                    | 3                             |
| Communications Manager                                   | <u>1</u>                             | <u>1</u>                      |
| <b>TOTAL</b>   | <b>102</b>                           | <b>102</b>                    |

### NOTES AND ADJUSTMENTS:

- (1) Ordinance 23-15 authorized three (3) additional sworn officer positions temporarily through December 31, 2015.
- (2) For 2016 Police request authorization for two (2) additional sworn officer positions temporarily to allow for future anticipated retirements.

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Safety

Police

|                   |                           | 2014<br>Actual     | 2015<br>Budget      | 2015<br>Revised Budget | 2015<br>Estimate    | 2016<br>Budget      |
|-------------------|---------------------------|--------------------|---------------------|------------------------|---------------------|---------------------|
| <b>214-1820</b>   |                           |                    |                     |                        |                     |                     |
| 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              |
| <b>TOTALS</b>     |                           | <b>\$9,431,991</b> | <b>\$10,915,360</b> | <b>\$11,032,912</b>    | <b>\$10,516,825</b> | <b>\$11,395,135</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Safety  
Communications

|                   |                           | 2014<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>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             |
|                   |                           | <hr/>              |                    |                        |                    |                    |
|                   |                           | 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              |
|                   |                           | <hr/>              |                    |                        |                    |                    |
|                   |                           | 33,965             | 75,200             | 86,119                 | 67,500             | 71,700             |
| Capital Outlay    |                           |                    |                    |                        |                    |                    |
| 2520              | Equipment & Furniture     | 0                  | 3,000              | 3,000                  | 0                  | 0                  |
|                   |                           | <hr/>              |                    |                        |                    |                    |
|                   |                           | 0                  | 3,000              | 3,000                  | 0                  | 0                  |
| <b>TOTALS</b>     |                           | <b>\$1,616,670</b> | <b>\$2,086,555</b> | <b>\$2,213,816</b>     | <b>\$1,860,700</b> | <b>\$2,289,765</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police

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#### **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 2410 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)**

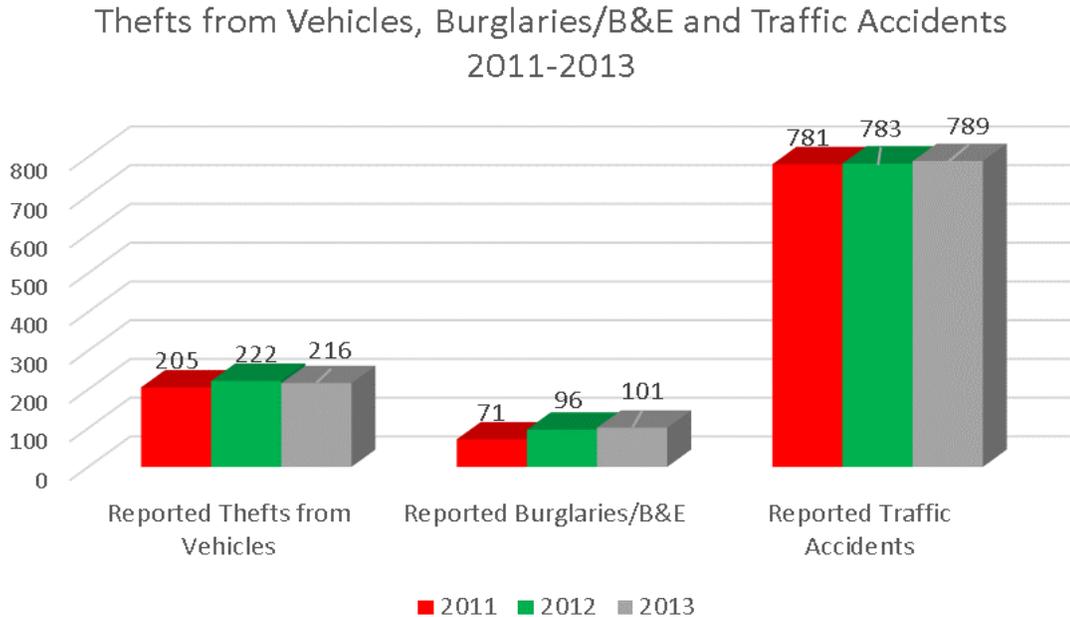
- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments for Communications Technicians, Communication Supervisors and a Communications Manager only.
- Account 2111 provides funding for overtime for Communications staff.
- Account 2140 provides funding 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



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.

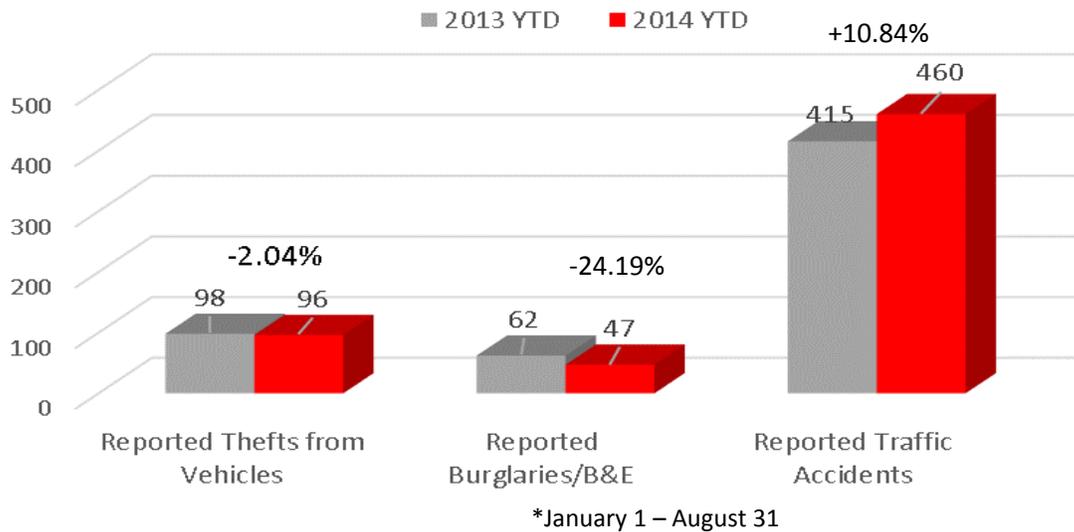
# 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## 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)

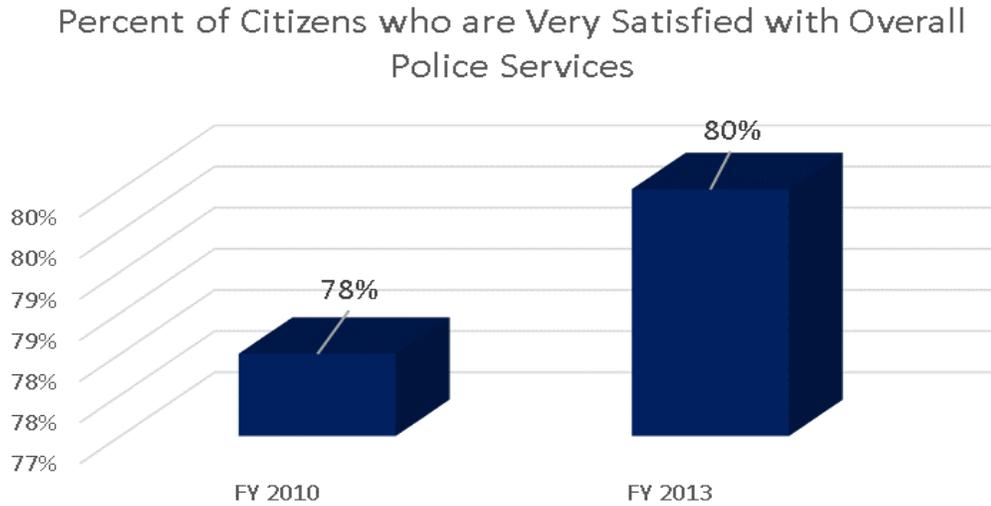
Percent Change in Thefts from Vehicles, Burglaries/B&E and Traffic Accidents from 2013 - 2014 Year to Date \*



Safety/ Police

Performance Measures:

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



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

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#### **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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Enforcement & Education  
 Safety  
 Police

|                     | 2014<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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

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#### **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**

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**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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Law Enforcement  
Safety

|                |                       | 2014<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget |
|----------------|-----------------------|----------------|----------------|------------------------|------------------|----------------|
| <hr/>          |                       |                |                |                        |                  |                |
| 219-1820       |                       |                |                |                        |                  |                |
| Other Expenses |                       |                |                |                        |                  |                |
| 2330           | Rents/Leases          | 3,448          | 2,000          | 2,052                  | 0                | 0              |
| 2420           | Operating Supplies    | 297            | 500            | 500                    | 0                | 0              |
|                |                       | 3,745          | 2,500          | 20,552                 | 0                | 0              |
| Capital Outlay |                       |                |                |                        |                  |                |
| 2520           | Equipment & Furniture | 7,529          | 6,500          | 9,018                  | 9,000            | 0              |
|                |                       | 7,529          | 6,500          | 9,018                  | 9,000            | 0              |
| TOTALS         |                       | \$11,274       | \$8,500        | \$11,570               | \$9,000          | \$0            |
| <hr/>          |                       |                |                |                        |                  |                |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety / Police / Law Enforcement Trust Fund

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#### **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

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#### **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.*

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**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

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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          |
| <b>TOTALS</b> |           | <b>\$80,000</b> | <b>\$80,000</b> | <b>\$80,000</b> | <b>\$80,000</b> | <b>\$80,000</b> |

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Safety / Police/ Wireless 9-1-1 Fund**

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**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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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### General Obligation Debt Service

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#### **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.

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#### **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

---

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             |
|               |                          | 15,947,895          | 9,274,000          | 9,951,250          | 8,109,240          | 12,735,710          |
| <b>TOTALS</b> |                          | <b>\$15,947,895</b> | <b>\$9,274,000</b> | <b>\$9,951,250</b> | <b>\$8,109,240</b> | <b>\$12,735,710</b> |

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Special Assessment Debt Service Funds  
Finance

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

**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          |
| <b>TOTALS</b>                  | <b>\$106,477</b> | <b>\$53,378</b> | <b>\$54,331</b> | <b>\$54,231</b> | <b>\$0</b> |

**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           |
| <b>TOTALS</b>                  | <b>\$129,671</b> | <b>\$128,900</b> | <b>\$128,900</b> | <b>\$128,900</b> | <b>\$129,200</b> |

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

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#### **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.

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#### **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](http://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            |
|                      | <b>Total Parks</b>                    | <b>\$615,000</b> |

**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  $\geq 75$  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:

| <b>General Location</b>  | <b>2016<br/>Design<br/>Amount</b> | <b>2016<br/>Construction<br/>Amount</b> | <b>2016<br/>Total</b> |
|--|-----------------------------------|---|-----------------------|
| 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<br>(2)                   | (3)                                     | 42,600                |
| Wedgewood Hill (through Wedgewood Hills Park)                                    | 49,400                            | (3)                                     | 49,400                |
| <b>Sub-Total</b>   | <b>\$92,000</b>                   | <b>\$355,500</b>                        | <b>\$447,500</b>      |
| Adjustment for rounding  |                                   |   | 2,500                 |
| <b>Total</b>   |                                   |   | <b>\$450,000</b>      |

- (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:

| <b>Location</b>                 | <b>Description</b>  | <b>Amount</b>    |
|---------------------------------|---|------------------|
| <b>Art's Council</b>            | Re-build stone sidewalk near patio  | \$ 5,000         |
|                                 | Additional window replacements  | 25,000           |
| <b>City Hall and Annex</b>      | 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            |
| <b>Fleet Building</b>           | Replace four overhead doors in vehicle wash bay                             | 75,000           |
| <b>Justice Center</b>           | Repair gutter and down spouts   | 27,500           |
| <b>Parks</b>                    | 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           |
| <b>Recreation Center (DCRC)</b> | 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           |
| <b>South Pool</b>               | Replace cedar roof on main building, concession stand and pump house        | 35,000           |
| <b>Various – Citywide</b>       | 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)          |
| <b>Total</b>                    |   | <b>\$645,000</b> |

**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)

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#### **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<br>Capital      | 2014<br>Actual      | 2015<br>Budget      | 2015<br>Revised Budget | 2015<br>Estimate    | 2016<br>Budget      |
|---------------------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|
| <b>401-0221</b>                       |                     |                     |                        |                     |                     |
| Other Expenses                        |                     |                     |                        |                     |                     |
| 2301 County Auditor Deductions        | 49,912              | 50,000              | 50,000                 | 38,100              | 38,500              |
| <b>401-0314</b>                       |                     |                     |                        |                     |                     |
| 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          |
| <b>TOTALS</b>                         | <b>\$31,172,444</b> | <b>\$28,105,200</b> | <b>\$34,107,392</b>    | <b>\$30,680,900</b> | <b>\$30,102,100</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Capital Improvement Tax  
Capital

401-0314

Capital Outlay

|       |  |                    |            |
|-------|--|--------------------|------------|
| <hr/> |  |                    |            |
| 2510  | <u>Land and Land Improvements</u>                            |                    |            |
|       | Land Acquisition (AL1601)                                    | <u>500,000</u>     | 500,000    |
| 2511  | <u>Park and Bikeway Improvements</u>                         |                    |            |
|       | 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  | <u>Police Capital Equipment</u>                              |                    |            |
|       | 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  | <u>City Maintenance Capital Projects</u>                     |                    |            |
|       | Fleet Management Program - vehicles (AV1601)                 | 1,140,000          |            |
|       | Fleet Management Program - equipment (AV1603)                | <u>710,000</u>     |            |
|       |  |                    | 1,850,000  |
| 2530  | <u>Buildings and Other Structures</u>                        |                    |            |
|       | Municipal Facilities (AB0601)                                | 5,915,000          |            |
|       | Funded by Debt (Service Center Expansion)                    | <u>(3,400,000)</u> |            |
|       |  |                    | 2,515,000  |
| 2550  | <u>Transportation Projects</u>                               |                    |            |
|       | 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

|              |   |                     |
|--------------|---|---------------------|
| <hr/>        |   |                     |
| <u>2562</u>  | <u>Stormwater Improvements</u>            |                     |
|              | Annual Stormwater Maintenance (AF1601)    | <u>560,000</u>      |
|              |   | 560,000             |
| <u>2570</u>  | <u>Other Projects &amp; 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)  | TOTAL   |                                   |         |      |      | TOTAL 2016-2020 |  |
|---|---|--|---|-----------------------------------|---------|------|------|-----------------|--|
|   |   |  | 2015  | 2016                              | 2017    | 2018 | 2019 |                 | 2020   |
| ET1013<br>Tuttle Crossing Boulevard Extension-Wilcox Road to Avery Road / Avery Road Widening - Tuttle Crossing Blvd. to Rings Road East, phase 1 (TIF) | 532,000<br>1,913,000<br>11,660,000<br>1,040,000<br>15,145,000 | 132,000<br>13,000<br>145,000                               | 400,000   | 1,900,000                         | 0       | 0    | 0    | 0               | 1,900,000<br>11,660,000<br>1,040,000<br>14,600,000 |
| ET1601<br>Tuttle Crossing Boulevard Extension, phase 2 (TIF)  | 125,000<br>0<br>0<br>0<br>125,000                             | 0  | 0   | 0                                 | 125,000 | 0    | 0    | 0               | 125,000<br>0<br>0<br>0<br>125,000                  |
| ET1014<br>Emerald Parkway, phase 8 (TIF)<br>(Includes a portion of Riverside Drive realignment)   | 922,000<br>4,071,000<br>17,885,000<br>314,000<br>23,192,000   | 922,000<br>4,071,000<br>8,994,000<br>314,000<br>13,887,000 | 0   | 0                                 | 0       | 0    | 0    | 0               | 0<br>0<br>0<br>0<br>0                              |
| ET1119<br>Relocated Rings Road (Churchman Road)   | 236,000<br>350,000<br>2,250,000<br>150,000<br>2,986,000       | 236,000  | 350,000   | 2,250,000<br>150,000<br>2,400,000 | 0       | 0    | 0    | 0               | 0<br>0<br>2,250,000<br>150,000<br>2,400,000        |
| ET1402<br>Avery Road Widening - Rings Road West to Woerner Temple (TIF)<br>Phase 2  | 452,000<br>637,000<br>7,415,000<br>560,000<br>9,064,000       | 2,000<br>172,000   | 450,000<br>165,000                                    | 300,000                           | 0       | 0    | 0    | 0               | 0<br>300,000<br>7,415,000<br>560,000<br>8,275,000  |
| ET1301<br>West Innovation Park Infrastructure (Onsite)  | 214,000<br>75,000<br>1,450,000<br>1,110,000<br>2,849,000      | 214,000  | 75,000<br>1,450,000<br>1,110,000<br>2,635,000         | 0                                 | 0       | 0    | 0    | 0               | 0<br>0<br>0<br>0<br>0                              |
| ET1403<br>Riverside Drive Realignment (TIF)   | 805,000<br>8,270,000<br>2,315,000<br>705,000<br>12,095,000    | 720,000<br>8,230,000                                       | 85,000<br>40,000<br>2,315,000<br>705,000<br>3,145,000 | 0                                 | 0       | 0    | 0    | 0               | 0<br>0<br>0<br>0<br>0                              |
| ET1405<br>John Shields Parkway, phase 1 (TIF)   | 125,000<br>244,000<br>1,245,000<br>110,000<br>1,724,000       | 115,000<br>4,000<br>1,150,000<br>110,000<br>1,379,000      | 10,000<br>240,000<br>95,000<br>345,000                | 0                                 | 0       | 0    | 0    | 0               | 0<br>0<br>0<br>0<br>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<br>Acquisition<br>Construction<br>Other expenses<br>Total                           | 0<br>4,580,000<br>305,000<br>4,580,000                 | 550,000<br>4,615,000<br>3,175,000<br>4,065,000 | 7,300,000 | 0                    | 0                   | 0          | 7,300,000       |
| ET1701  | Dale Drive Rehabilitation (TIF)                | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses<br>Total                           | 0<br>400,000<br>0<br>400,000                           | 0  | 400,000   | 0                    | 400,000             | 0          | 400,000         |
| ET1527  | Post Road Improvement (TIF)                    | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total | 0<br>400,000<br>100,000<br>0<br>500,000                | 0  | 0         | 0                    | 400,000             | 100,000    | 500,000         |
| ET1411  | COTA Relocation (TIF)                          | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape)<br>Total               | 131,000<br>0<br>850,000<br>975,000                     | 125,000  | 0         | 0                    | 400,000             | 100,000    | 500,000         |
| ET0606  | Eiterman Road Relocation (TIF)                 | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total | 137,000<br>0<br>370,000<br>137,000                     | 0  | 340,000   | 2,270,000<br>370,000 | 0                   | 0          | 2,980,000       |
| ET0003  | US33/SR161/Post Road Interchange (TIF)         | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Utilities)<br>Total               | 3,183,000<br>12,439,000<br>886,000<br>16,508,000       | 200,000  | 200,000   | 125,000              | 0                   | 23,600,000 | 23,725,000      |
| ET1515  | Old Avery Road Relocation                      | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses<br>Total                           | 200,000<br>0<br>0<br>200,000                           | 0  | 100,000   | 0                    | 100,000             | 0          | 200,000         |
| ET1517  | Shier Rings Road-Avery Road to Eiterman        | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses<br>Total                           | 200,000<br>0<br>0<br>200,000                           | 0  | 100,000   | 0                    | 100,000             | 0          | 200,000         |
| ET1518  | Hyland Croy and Post Preserve Roundabout (TIF) | Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape)<br>Total               | 225,000<br>150,000<br>1,500,000<br>30,000<br>1,905,000 | 225,000  | 150,000   | 150,000              | 1,500,000<br>30,000 | 1,530,000  | 2,225,000       |

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           |
|         | Acquisition  | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | Construction   | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | Other expenses (Landscape and Utilities)                       | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | <b>Total</b>   | <b>300,000</b>    | <b>0</b>       | <b>0</b>          | <b>0</b>         | <b>0</b>       | <b>0</b>         | <b>0</b>         | <b>300,000</b>    |
| ET0902  | Post Preserve Access Modification (TIF)                        |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 216,000           | 191,000        |                   |                  |                |                  |                  | 0                 |
|         | Acquisition  | 0                 | 25,000         |                   |                  |                |                  |                  | 0                 |
|         | Construction   | 1,410,000         |                |                   |                  |                |                  |                  | 1,410,000         |
|         | Other expenses (Landscape and Utilities)                       | 175,000           |                |                   |                  |                |                  |                  | 175,000           |
|         | <b>Total</b>   | <b>1,801,000</b>  | <b>191,000</b> | <b>25,000</b>     | <b>0</b>         | <b>0</b>       | <b>0</b>         | <b>0</b>         | <b>1,585,000</b>  |
| ET1602  | Emerald Parkway Bridge (Scioto) Deck Overlay                   |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 100,000           |                |                   |                  |                |                  |                  | 100,000           |
|         | Acquisition  | 0                 |                |                   |                  |                | 100,000          |                  | 0                 |
|         | Construction   | 2,500,000         |                |                   |                  |                |                  | 2,500,000        | 0                 |
|         | Other expenses   | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | <b>Total</b>   | <b>2,600,000</b>  | <b>0</b>       | <b>0</b>          | <b>0</b>         | <b>0</b>       | <b>100,000</b>   | <b>2,500,000</b> | <b>2,600,000</b>  |
| ET1603  | Uncurbed Streets - Mid-Century Neighborhood                    |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 290,000           |                |                   |                  |                |                  |                  | 290,000           |
|         | Acquisition  | 140,000           |                | 290,000           |                  |                |                  |                  | 140,000           |
|         | Construction   | 2,340,000         |                | 140,000           | 2,340,000        |                |                  |                  | 2,340,000         |
|         | Other expenses (Landscape and Utilities)                       | 50,000            |                |                   | 50,000           |                |                  |                  | 50,000            |
|         | <b>Total</b>   | <b>2,820,000</b>  | <b>0</b>       | <b>430,000</b>    | <b>2,390,000</b> | <b>0</b>       | <b>0</b>         | <b>0</b>         | <b>2,820,000</b>  |
| ET1604  | University Boulevard Extension, phase 2 (TIF)                  |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 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            |
|         | <b>Total</b>   | <b>2,060,000</b>  | <b>0</b>       | <b>260,000</b>    | <b>0</b>         | <b>0</b>       | <b>1,800,000</b> | <b>0</b>         | <b>2,060,000</b>  |
| ET1605  | Riviera Hyland-Croy Connector                                  |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 125,000           |                |                   |                  |                |                  |                  | 125,000           |
|         | Acquisition  | 150,000           |                |                   |                  |                |                  |                  | 150,000           |
|         | Construction   | 1,050,000         |                |                   | 125,000          |                |                  |                  | 1,050,000         |
|         | Other expenses (Landscape and Utilities)                       | 70,000            |                |                   | 150,000          |                |                  |                  | 70,000            |
|         | <b>Total</b>   | <b>1,395,000</b>  | <b>0</b>       | <b>0</b>          | <b>275,000</b>   | <b>0</b>       | <b>0</b>         | <b>0</b>         | <b>1,395,000</b>  |
| ET1606  | Bridge Park Roadway System (TIF)                               |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | Acquisition  | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | Construction   | 11,100,000        |                |                   |                  |                |                  |                  | 11,100,000        |
|         | Other expenses (Landscape and Utilities)                       | 0                 |                |                   |                  |                |                  |                  | 0                 |
|         | <b>Total</b>   | <b>11,100,000</b> | <b>0</b>       | <b>11,100,000</b> | <b>0</b>         | <b>0</b>       | <b>0</b>         | <b>0</b>         | <b>11,100,000</b> |
| ET1607  | Bridge Street District Program Management                      |                   |                |                   |                  |                |                  |                  |                   |
|         | Architectural\Engineering fees                                 | 3,075,000         | 410,000        | 1,085,000         | 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                 |
|         | <b>Total</b>   | <b>5,860,000</b>  | <b>580,000</b> | <b>1,780,000</b>  | <b>2,300,000</b> | <b>600,000</b> | <b>0</b>         | <b>0</b>         | <b>3,500,000</b>  |

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| 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 |         |           |        |         | 0               |
| 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 |         |           |        |         | 0               |
| Other expenses (Utilities)                              | 3,500,000  |               | 500,000    | 3,000,000 |         |           |        |         | 0               |
| 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 |         |           |        |         | 0               |
| Other expenses (Utilities)                              | 0          |               |            |           |         |           |        |         | 0               |
| Total   | 6,500,000  | 0             | 0          | 6,500,000 | 0       | 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 | 0               |
| 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    |               |            | 150,000   |         |           |        |         | 0               |
| 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 |        |         | 0               |
| 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  |           | 5,000  |         | 30,000          |
| Acquisition   | 0          |               |            |           |         | 10,000    |        |         | 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       |

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|        | PROJECT   | TOTAL COST  | PRIOR YEAR(S)  | 2015  | 2016               | 2017 | 2018    | 2019                | 2020                 | TOTAL 2016-2020  |
|--------|---|---|--|---|--------------------|------|---------|---------------------|----------------------|--|
| ET0410 | Avery-Muirfield/Perimeter Loop/Perimeter Drive (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total                            | 1,496,000<br>770,000<br>9,813,000<br>369,000<br>12,448,000      | 646,000<br>120,000<br>2,313,000<br>119,000<br>3,198,000  | 850,000   | 0                  | 0    | 0       | 650,000             | 7,500,000<br>250,000 | 0<br>650,000<br>7,500,000<br>250,000<br>8,400,000            |
| ET0508 | Riverside Drive/SR161 (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total   | 1,010,000<br>5,905,000<br>10,759,000<br>1,365,000<br>19,039,000 | 630,000<br>5,360,000<br>34,000<br>50,000<br>6,074,000    | 380,000<br>545,000<br>10,725,000<br>565,000<br>12,215,000 | 750,000<br>750,000 | 0    | 0       | 0                   | 0                    | 0<br>0<br>0<br>750,000<br>750,000                            |
| ET0605 | Sawmill Road/Hard Road (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape)<br>Total  | 334,000<br>347,000<br>2,720,000<br>10,000<br>3,411,000          | 334,000<br>347,000<br>2,720,000<br>10,000<br>681,000     | 2,720,000   | 10,000             | 0    | 0       | 0                   | 0                    | 0<br>0<br>0<br>10,000<br>10,000                              |
| ET1616 | Sawmill Road Third Southbound Lane Addition<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total                                     | 675,000<br>300,000<br>4,500,000<br>375,000<br>5,850,000         | 675,000<br>300,000<br>4,500,000<br>375,000<br>5,850,000  | 75,000  | 600,000            | 0    | 300,000 | 0                   | 0                    | 0<br>600,000<br>300,000<br>4,500,000<br>375,000<br>5,775,000 |
| ET1528 | Sawmill Road - Snouffer Road Intersection Improvements<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape)<br>Total  | 125,000<br>0<br>0<br>0<br>125,000                               | 125,000<br>0<br>0<br>0<br>125,000                        | 125,000   | 0                  | 0    | 0       | 0                   | 0                    | 0<br>0<br>0<br>0<br>0  |
| ET0809 | Hyland Croy Road/McKirk Road<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape)<br>Total  | 180,000<br>50,000<br>1,200,000<br>20,000<br>1,450,000           | 180,000<br>50,000<br>1,200,000<br>20,000<br>1,450,000    | 180,000<br>50,000   | 0                  | 0    | 0       | 1,200,000<br>20,000 | 0                    | 0<br>0<br>1,200,000<br>20,000<br>1,220,000                   |
| ET1401 | I-270/US 33 Interchange Improvements, phase 1 (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (grant writing/landscape/art)<br>Total                         | 5,817,000<br>4,500,000<br>10,363,000<br>2,676,000<br>23,356,000 | 5,817,000<br>500,000<br>1,183,000<br>21,000<br>7,521,000 | 4,000,000<br>9,180,000<br>2,655,000<br>15,835,000         | 0                  | 0    | 0       | 1,220,000           | 0                    | 0<br>0<br>0<br>0<br>1,220,000                                |
| ET1525 | I-270 AEP Overhead to Underground Crossing (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses<br>Total  | 0<br>0<br>1,105,000<br>0<br>1,105,000                           | 0<br>0<br>1,105,000<br>0<br>1,105,000                    | 1,105,000   | 0                  | 0    | 0       | 0                   | 0                    | 0<br>0<br>0<br>0<br>0  |
| ET1102 | US33/SR 161/Post Road Interchange Improvements - Eiterman Road Roundabout (TIF)<br>Architectural\Engineering fees<br>Acquisition<br>Construction<br>Other expenses (Landscape and Utilities)<br>Total | 173,000<br>0<br>2,395,000<br>185,000<br>2,753,000               | 173,000<br>0<br>2,395,000<br>185,000<br>2,753,000        | 2,395,000<br>185,000                                      | 0                  | 0    | 0       | 0                   | 0                    | 0<br>0<br>0<br>0<br>0  |

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|        | 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          | 0                | 65,000           |                |                  |                | 225,000        |          | 225,000          |
|        | Acquisition  | 0                |                  |                  |                |                  |                | 0              |          | 0                |
|        | Construction   | 0                |                  |                  |                |                  |                | 0              |          | 0                |
|        | Other expenses (Utilities)                                       | 0                |                  |                  |                |                  |                | 0              |          | 0                |
|        | <b>Total</b>   | <b>290,000</b>   | <b>0</b>         | <b>65,000</b>    | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>225,000</b> | <b>0</b> | <b>225,000</b>   |
| 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                |
|        | <b>Total</b>   | <b>340,000</b>   | <b>0</b>         | <b>40,000</b>    | <b>0</b>       | <b>0</b>         | <b>300,000</b> | <b>0</b>       | <b>0</b> | <b>300,000</b>   |
| 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          |
|        | <b>Total</b>   | <b>2,540,000</b> | <b>0</b>         | <b>50,000</b>    | <b>355,000</b> | <b>2,135,000</b> | <b>0</b>       | <b>0</b>       | <b>0</b> | <b>2,490,000</b> |
| ET1524 | US33/SR161/Frantz Road Intersection (TIF)                        |                  |                  |                  |                |                  |                |                |          |                  |
|        | Architectural\Engineering fees                                   | 500,000          |                  |                  | 250,000        |                  |                |                |          | 250,000          |
|        | Acquisition  | 0                |                  |                  |                |                  |                |                |          | 0                |
|        | Construction   | 0                |                  |                  |                |                  |                |                |          | 0                |
|        | Other expenses   | 0                |                  |                  |                |                  |                |                |          | 0                |
|        | <b>Total</b>   | <b>500,000</b>   | <b>0</b>         | <b>0</b>         | <b>250,000</b> | <b>0</b>         | <b>250,000</b> | <b>0</b>       | <b>0</b> | <b>500,000</b>   |
| 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                |
|        | <b>Total</b>   | <b>2,817,000</b> | <b>1,232,000</b> | <b>1,585,000</b> | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b> | <b>0</b>         |
| ET1204 | Gilek 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           |
|        | <b>Total</b>   | <b>2,641,000</b> | <b>1,696,000</b> | <b>705,000</b>   | <b>240,000</b> | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b> | <b>240,000</b>   |
| 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                |
|        | <b>Total</b>   | <b>100,000</b>   | <b>0</b>         | <b>100,000</b>   | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b> | <b>0</b>         |
| ET1618 | Rings Road - Frantz Road to Dublin Road Shared Use Path (TIF)    |                  |                  |                  |                |                  |                |                |          |                  |
|        | Architectural\Engineering fees                                   | 70,000           |                  | 70,000           | 30,000         |                  |                |                |          | 0                |
|        | Acquisition  | 30,000           |                  |                  |                |                  |                |                |          | 30,000           |
|        | Construction   | 400,000          |                  |                  |                | 400,000          |                |                |          | 400,000          |
|        | Other expenses (Landscape)                                       | 5,000            |                  |                  |                | 5,000            |                |                |          | 5,000            |
|        | <b>Total</b>   | <b>505,000</b>   | <b>0</b>         | <b>70,000</b>    | <b>30,000</b>  | <b>405,000</b>   | <b>0</b>       | <b>0</b>       | <b>0</b> | <b>435,000</b>   |

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| 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                  |
|         | <b>Total</b>   | <b>75,000</b>      | <b>0</b>          | <b>0</b>           | <b>75,000</b>     | <b>0</b>          | <b>0</b>         | <b>0</b>          | <b>0</b>          | <b>75,000</b>      |
| ET1620  | Shier Rings Road Shared Use Path - Eiterman to Cosgray |                    |                   |                    |                   |                   |                  |                   |                   |                    |
|         | Architectural\Engineering fees                         | 30,000             |                   |                    |                   | 30,000            | 75,000           |                   |                   | 30,000             |
|         | Acquisition  | 75,000             |                   |                    |                   |                   |                  |                   |                   | 75,000             |
|         | Construction   | 210,000            |                   |                    |                   |                   |                  | 210,000           |                   | 210,000            |
|         | Other expenses (Landscape)                             | 45,000             |                   |                    |                   |                   |                  | 45,000            |                   | 45,000             |
|         | <b>Total</b>   | <b>360,000</b>     | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>30,000</b>     | <b>75,000</b>    | <b>255,000</b>    | <b>0</b>          | <b>360,000</b>     |
| 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             |
|         | <b>Total</b>   | <b>395,000</b>     | <b>0</b>          | <b>80,000</b>      | <b>35,000</b>     | <b>280,000</b>    | <b>0</b>         | <b>0</b>          | <b>0</b>          | <b>315,000</b>     |
|         | <b>Total Transportation</b>                            | <b>295,897,000</b> | <b>67,867,000</b> | <b>107,705,000</b> | <b>31,955,000</b> | <b>13,420,000</b> | <b>7,560,000</b> | <b>19,575,000</b> | <b>47,815,000</b> | <b>120,325,000</b> |

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

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



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            |
| <b>Total Facilities</b>         | <b>17,445,000</b>    | <b>0</b>            | <b>11,065,000</b>    | <b>5,915,000</b>    | <b>465,000</b>      | <b>0</b>            | <b>0</b>            | <b>0</b>            | <b>6,380,000</b>     |
| 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            |
| AV1601                          |                      |                     |                      |                     |                     |                     |                     |                     |                      |
| Fleet Management Program        |                      |                     |                      |                     |                     |                     |                     |                     |                      |
| 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            |
| 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            |
| <b>Total Others</b>             | <b>19,055,000</b>    | <b>0</b>            | <b>3,440,000</b>     | <b>3,275,000</b>    | <b>3,550,000</b>    | <b>3,120,000</b>    | <b>2,890,000</b>    | <b>2,780,000</b>    | <b>15,615,000</b>    |
| <b>Grand Totals</b>             | <b>\$419,670,000</b> | <b>\$99,370,000</b> | <b>\$133,195,000</b> | <b>\$44,640,000</b> | <b>\$41,110,000</b> | <b>\$17,725,000</b> | <b>\$26,875,000</b> | <b>\$56,755,000</b> | <b>\$187,105,000</b> |

9/8/2015

CITY OF DUBLIN  
 CAPITAL IMPROVEMENT PROJECTS  
 2016-2020

| DEPARTMENT/<br>DIVISION | PRIOR<br>YEARS | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | TOTAL<br>16-20 |
|-------------------------|----------------|------|------|------|------|------|------|----------------|
|-------------------------|----------------|------|------|------|------|------|------|----------------|

**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         |
| <b>TOTAL</b>              | <b>4,936</b> | <b>13,107</b> | <b>11,482</b> | <b>10,605</b> | <b>10,155</b> | <b>9,935</b> | <b>9,605</b> | <b>51,782</b> |

12/07/15

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## 2016 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Parkland Acquisition Fund

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#### **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.

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#### **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<br>Finance<br>Parkland Acquisition |                             | 2014<br>Actual     | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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          |
| <b>TOTALS</b>   |                             | <b>\$1,567,593</b> | <b>\$646,000</b> | <b>\$764,750</b>       | <b>\$741,250</b> | <b>\$650,000</b> |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Public Works/ Water Maintenance**

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**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.

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**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.
- 

| <b><u>PERSONNEL DATA</u></b>               | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| 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>              |
| <b>TOTAL</b>                               | <b>1.60</b>                  | <b>1.60</b>           |
| <br><b><u>PART-TIME/SEASONAL STAFF</u></b> |                              |                       |
| Seasonal Maintenance Worker                | <u>1</u>                     | <u>1</u>              |
| <b>TOTAL</b>                               | <b>1</b>                     | <b>1</b>              |

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**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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget   |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|------------------|
| <hr/>             |                           |                  |                  |                        |                  |                  |
| 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            |
|                   |                           | <hr/>            |                  |                        |                  |                  |
|                   |                           | 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                |
|                   |                           | <hr/>            |                  |                        |                  |                  |
|                   |                           | 228,055          | 267,550          | 295,737                | 205,900          | 277,400          |
| Capital Outlay    |                           |                  |                  |                        |                  |                  |
| 2520              | Equipment & Furniture     | 700              | 1,000            | 1,000                  | 1,000            | 1,000            |
|                   |                           | <hr/>            |                  |                        |                  |                  |
|                   |                           | 700              | 1,000            | 1,000                  | 1,000            | 1,000            |
| <b>TOTALS</b>     |                           | <b>\$364,198</b> | <b>\$414,110</b> | <b>\$444,797</b>       | <b>\$348,675</b> | <b>\$443,785</b> |
| <hr/> <hr/>       |                           |                  |                  |                        |                  |                  |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

| Water<br>Finance |                     | 2014<br>Actual     | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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          |
| <hr/>            |                     |                    |                  |                        |                  |                  |
| <b>TOTALS</b>    |                     | <b>\$2,365,013</b> | <b>\$294,500</b> | <b>\$294,500</b>       | <b>\$294,500</b> | <b>\$296,200</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Water Maintenance

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#### **BUDGET SUMMARY:**

#### **610-1320**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2112 provides funding for part-time/seasonal staff.
- Account 2201 provides funding for training sessions.
- Account 2303 provides funding for replacement fire hydrants, nozzles and other miscellaneous parts.
- Account 2310 provides funding for utility costs related to the operation of the water system.
- Account 2390 provides funding for flushing and pumping of hydrants completed by the Washington Township Fire Department and contracted emergency repairs.
- Account 2520 provides funding for necessary replacement equipment.

#### **610-0210**

- Account 2601 provides funding for debt issuance costs.

#### **610-1210**

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

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Water  
Public Works  
Engineering

|                   |                           | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget     |
|-------------------|---------------------------|------------------|------------------|------------------------|------------------|--------------------|
| <hr/>             |                           |                  |                  |                        |                  |                    |
| 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            |
| <b>TOTALS</b>     |                           | <b>\$793,629</b> | <b>\$729,725</b> | <b>\$1,426,271</b>     | <b>\$729,225</b> | <b>\$1,208,280</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering / Water Maintenance

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#### **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

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#### **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.

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#### **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 ADOPTED**

|   |             |             |
|---|-------------|-------------|
| 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>    |
| <b>TOTAL</b>                                | <b>8.70</b> | <b>8.70</b> |

#### **PART-TIME/SEASONAL STAFF**

|                             |          |          |
|-----------------------------|----------|----------|
| Seasonal Maintenance Worker | <u>2</u> | <u>1</u> |
| <b>TOTAL</b>                | <b>2</b> | <b>1</b> |

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#### **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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>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           |
|                   |                             | <hr/>          |                |                        |                  |                 |
|                   |                             | 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               |
|                   |                             | <hr/>          |                |                        |                  |                 |
|                   |                             | 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          |
|                   |                             | <hr/>          |                |                        |                  |                 |
|                   |                             | 0              | 26,000         | 0                      | 0                | 26,000          |
| <br>TOTALS        |                             | <br>\$836,135  | <br>\$970,690  | <br>\$997,698          | <br>\$868,200    | <br>\$1,140,055 |
| <hr/> <hr/>       |                             |                |                |                        |                  |                 |

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

| Sewer<br>Finance         |                     | 2014<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget     |
|--------------------------|---------------------|--------------------|--------------------|------------------------|--------------------|--------------------|
| <hr/>                    |                     |                    |                    |                        |                    |                    |
| 620-0210<br>Debt Service |                     |                    |                    |                        |                    |                    |
| 2601                     | Debt Issuance Costs | 18,973             | 0                  | 19,550                 | 19,550             | 0                  |
| <b>TOTALS</b>            |                     | <b>\$18,973</b>    | <b>\$0</b>         | <b>\$19,550</b>        | <b>\$19,550</b>    | <b>\$0</b>         |
| <br>                     |                     |                    |                    |                        |                    |                    |
| 620-1210<br>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            |
| <b>TOTALS</b>            |                     | <b>\$3,553,623</b> | <b>\$1,939,700</b> | <b>\$1,959,250</b>     | <b>\$1,809,250</b> | <b>\$1,857,805</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Sewer Maintenance

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#### **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<br>Actual   | 2015<br>Budget   | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>Budget   |
|-------------------|-------------------------|------------------|------------------|------------------------|--------------------|------------------|
| <b>620-1330</b>   |                         |                  |                  |                        |                    |                  |
| 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          |
| <b>TOTALS</b>     |                         | <b>\$505,244</b> | <b>\$719,850</b> | <b>\$3,095,563</b>     | <b>\$2,929,813</b> | <b>\$751,140</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering / Sewer Maintenance

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#### **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.
- Account 2563 provides for capital improvement projects approved in the 2016-2020 Capital Improvements Program.

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Merchandising Fund**

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**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.

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

Merchandising

City Manager

Community Relations

2014  
Actual

2015  
Budget

2015  
Revised Budget

2015  
Estimate

2016  
Budget

---

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          |
| <b>TOTALS</b> |                          | <b>\$5,187</b> | <b>\$8,000</b> | <b>\$9,344</b> | <b>\$1,300</b> | <b>\$5,000</b> |

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**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Merchandising Fund**

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**BUDGET SUMMARY:**

**630-1130**

- Account 2420 provides funding to buy merchandise for resale.

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## 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.

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| <b><u>PERSONNEL DATA</u></b>               | <b>2015</b>                  | <b>2016</b>           |
|--|------------------------------|-----------------------|
| <b><u>POSITION TITLE</u></b>               | <b><u>CURRENT NUMBER</u></b> | <b><u>ADOPTED</u></b> |
| Benefits Administrator (1)                 | 1                            | .75                   |
| Human Resources (Wellness) Coordinator (2) | <u>0</u>                     | <u>.5</u>             |
| <b>TOTAL</b>                               | <b>1</b>                     | <b>1.25</b>           |

#### **PERMANENT PART-TIME**

|                          |           |          |
|--------------------------|-----------|----------|
| Wellness Coordinator (3) | <u>.5</u> | <u>0</u> |
| <b>TOTAL</b>             | <b>.5</b> | <b>0</b> |

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#### **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<br>Actual     | 2015<br>Budget     | 2015<br>Revised Budget | 2015<br>Estimate   | 2016<br>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          |
| <b>TOTALS</b>     |                           | <b>\$5,890,328</b> | <b>\$5,968,045</b> | <b>\$6,006,753</b>     | <b>\$5,962,350</b> | <b>\$7,074,905</b> |

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service/ Employee Benefits Self Insurance

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#### **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

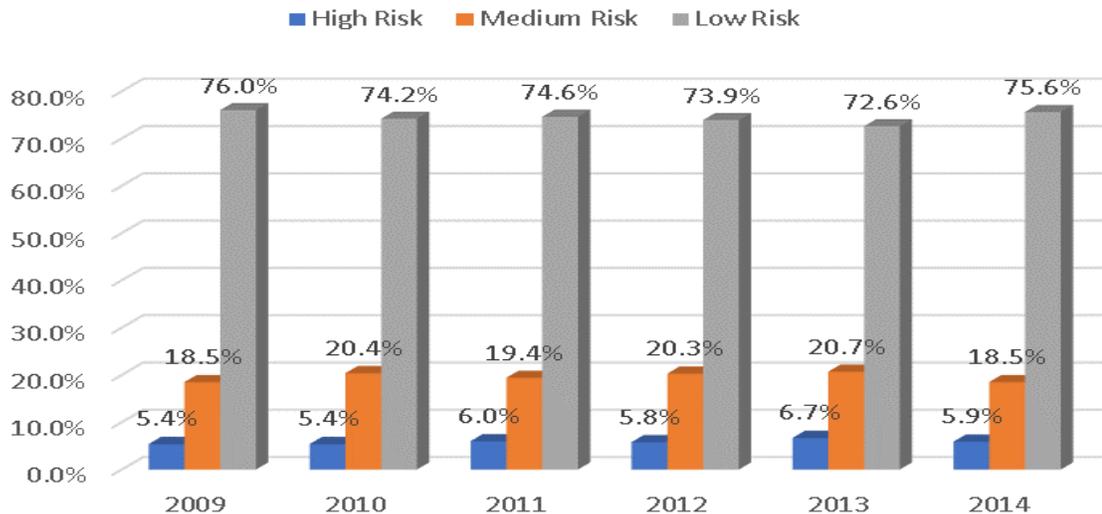
### Human Resources

#### **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**

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#### **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.

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#### **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<br>Actual | 2015<br>Budget | 2015<br>Revised Budget | 2015<br>Estimate | 2016<br>Budget |
|--|----------------|----------------|------------------------|------------------|----------------|
|--|----------------|----------------|------------------------|------------------|----------------|

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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     |
|        |                          | <hr/>     |           |           |           |           |
|        |                          | 183,080   | 368,800   | 466,481   | 202,200   | 268,950   |
|        |                          | <hr/>     |           |           |           |           |
| TOTALS |                          | \$183,080 | \$368,800 | \$466,481 | \$202,200 | \$268,950 |

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## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service/ Workers' Compensation Fund

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#### **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.

## 2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Fiduciary Funds

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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.

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### NOTES AND ADJUSTMENTS:

**2016 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

| Fiduciary Funds  |  | 2014               | 2015             | 2015             | 2015             | 2016             |
|--|--|--------------------|------------------|------------------|------------------|------------------|
| Finance  |  | Actual             | Budget           | Revised Budget   | Estimate         | Budget           |
| <u>Unclaimed Monies</u>                                |  |                    |                  |                  |                  |                  |
| <u>803-0210</u>  |  |                    |                  |                  |                  |                  |
| 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                |
| <b>TOTALS</b>  |  | <b>\$128,188</b>   | <b>\$0</b>       | <b>\$25,795</b>  | <b>\$25,795</b>  | <b>\$25,795</b>  |
| <u>Dublin Convention and Visitors Bureau</u>           |  |                    |                  |                  |                  |                  |
| <u>804-0211</u>  |  |                    |                  |                  |                  |                  |
| 2824   | Payment to Dublin Convention & Visitors Bureau | 665,507            | 500,000          | 731,051          | 731,051          | 765,000          |
| 2910   | Refunds  | 0                  | 0                | 0                | 0                | 0                |
| <b>TOTALS</b>  |  | <b>\$665,507</b>   | <b>\$500,000</b> | <b>\$731,051</b> | <b>\$731,051</b> | <b>\$765,000</b> |
| <u>Agency Fund</u>                                     |  |                    |                  |                  |                  |                  |
| <u>805-0210</u>  |  |                    |                  |                  |                  |                  |
| 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                |
| <b>TOTALS</b>  |  | <b>\$1,132,449</b> | <b>\$745,000</b> | <b>\$950,088</b> | <b>\$961,900</b> | <b>\$803,000</b> |
| <u>Central Ohio Interoperable Radio System (COIRS)</u> |  |                    |                  |                  |                  |                  |
| <u>807-1210</u>  |  |                    |                  |                  |                  |                  |
| 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                |
| <b>TOTALS</b>  |  | <b>\$1,631,061</b> | <b>\$90,900</b>  | <b>\$765,964</b> | <b>\$691,815</b> | <b>\$507,400</b> |

## 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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**City of Dublin**

Due to the importance of the City's income tax revenue, collections are monitored on a daily basis. The Department of Finance continuously monitors economic conditions and trends to determine the on-going reasonableness of the income tax revenue projections.

Another key financial indicator for the City is its' General Fund balance. The General Fund balance is a key component to the financial health and stability of the City. The City's policy is to maintain a year-end balance equal to or greater than 50% of the General Fund expenditures, including operating transfers. Due to an advance of \$22.6 million from the General Fund to the Capital Construction Fund during the second quarter of 2015 for the Riverside Drive realignment, Riverside Drive/SR 161 Roundabout, and Riverside Drive park project, the fund balance declined to 60.8% of our estimated General Fund expenditures. However, this advance will be repaid within the next few months with bond proceeds. Had the advance not been necessary, the fund balance would have been 95% of the anticipated 2015 General Fund expenditures.

This level of fund balance is necessary as we continue funding major improvements throughout the City. We will continue to make significant advances from the General Fund to various TIF funds for infrastructure improvements throughout the City. This allows the City to take advantage of opportunities as they arise and fund infrastructure improvements before TIF revenues are generated. The expectation is that these advances will be repaid to the General Fund over the 30-year life of each TIF.

As is the case each year, Division budgets should be prepared with the continued focus on providing excellent services to our customers in the most cost effective and efficient manner, and with City Council's 2014 – 2015 adopted goals in mind. My priorities are as follows:

1. Fiscal Health of the City – A continued focus on economic development is vital in order to have the financial resources needed to continue providing excellent services, maintaining and improving our infrastructure, and providing for new amenities. Economic development programming is essential to our relationship with our business community and the effort to retain, expand and create new businesses – and jobs. I am willing to accept some additional programming in the following areas on a limited and incremental basis:
  - a. One additional Economic Development Administrator – Assign one Administrator to West Innovation District (International engagement), one to legacy office parks (DEC) and one to Bridge Street District (Historic Dublin). Economic Development Director with continued support of consulting team focused on attraction efforts.
  - b. Beta test increased recreational programming focused on 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 their decision to keep their business here. Additionally, the City is fortunate to have 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.
2. Public and employee safety – Insuring our safety forces and all our employees are properly equipped and trained to provide for the safety of our public, generally, and our employees,

specifically. I believe our current levels of spending provide adequate funding to meet this requirement.

3. High quality services – As recognized by our past and most recent surveys of our citizens, Dublin ranks among the highest in the nation relative to our service levels. I expect our level of service to be maintained at this level. Therefore, I expect a status quo budget among our traditional program levels.
4. Infrastructure - Implement the City's Capital Improvement Budget on time and within budget, while maintaining the City's infrastructure. Council will likely approve a very aggressive capital budget. Our operating budget must ensure the appropriate amount of consulting services to support this effort. Staff changes in recent years should adequately cover in-house needs for oversight and maintenance of our existing infrastructure.
5. Leverage technology - Leverage the use of technology, namely information technology support into our daily operations and in our strategic decision making. My key areas of concern are protecting our data; defending our systems; and launching those new software systems in a realistic deployment scheme.
6. Community engagement and forward planning - Key planning efforts have been identified by City Council for execution: Bright Road Area Plan; Southwest/Tuttle Crossing Area Plan (Haydon Run Corridor Plan); Single Family Housing Study; 33 Corridor Joint Planning Process; Dublin-specific Transit Plan; Aging in Place; and updating the Form Based Code for the Bridge Street District.
7. Professional development – Repeat the dollars previously budgeted for professional development. Complete the first generation of leadership development and training. Be open to some expansion of travel/training for professional development, which should be closely monitored by Department/Division Heads.
8. Celebrate and engage our cultural diversity – The City's' diversity is mostly rooted in the Asian communities. We are doing business focused events with the Japanese, Chinese, Korean and Indus communities in 2015. We need to expand on these opportunities in 2016. We also need to create opportunities to engage our residents in these communities. I am open to incremental programming suggestions in this area.
9. Continuous improvement – We will fund a consultant to provide LEAN and Six Sigma training, facilitation, and advice. We will provide additional training to develop black belts or efforts towards obtaining black belt qualification. We will build a LEAN/Six Sigma – continuous improvement environment.

With the guidance provided above and based on current revenue and expenditure estimates and in consideration of the Financial Management Policies of the City, the 2016 Operating Budget requests **should reflect no increase as compared to the 2015 Operating Budget.**

As the City continues to transition from a rapidly growing community to a more stable community with controlled growth, there is a greater emphasis on maintaining the City's current assets. While

we have indicated that there should be no increase as compared to the 2015 Operating Budget, **we encourage departments to bring forward new initiatives that support the City Manager's priorities for the upcoming year** as well as funding requests that may be necessary in order to address areas of needed maintenance in the upcoming year. A detailed explanation for these requests should be provided as part of the budget documentation.

At this time, the Finance and Human Resources Department are evaluating the non-bargaining unit increases for 2016 as well as the cost for health insurance for all city employees. Therefore, the request for no increase applies only to non-personnel costs.

As it pertains to staffing, the operations of each Department/Division should continue to focus on utilizing the City's resources effectively and efficiently while providing high quality services. Staff are asked to review staffing levels to determine staffing needs. Regardless of whether the economic times are good or bad, these evaluations are and should be an ongoing process moving forward. As positions become vacant, we will continue the process of completing an evaluation to determine the level of need for staffing.

The following guidelines have been set to aid you in preparing your 2016 Operating Budget requests.

### ***Personnel***

- Any new position requests will require a compelling justification that supports the priorities outlined for 2016 and will be reviewed by the City Manager's Office and the Finance Department for inclusion in the Operating Budget. **Departments should meet with and discuss their requests for new staff with their Human Resources Business Partner prior to submitting the request as part of the Budget process.** This will provide HR an opportunity to evaluate the position being requested as well as determine the proper salary range.

If additional staffing is needed due to increased activity that may not be ongoing in nature, please consider requesting an increase in funding for contractual services. Like new position requests, justification for additional contractual service funds should be provided.

- The budget process will provide an opportunity to reevaluate the current vacancies.
- Salaries reflect current available information as of July 31, 2015. This will serve as the base for any salary adjustments. As previously mentioned, the potential salary adjustments for all non-bargaining unit members is currently being evaluated. Salaries for all bargaining units will reflect increases based on their current contracts. Overtime should continue to be closely managed and reduced whenever possible.
- Training/travel requests should be submitted with a "zero-based" approach and should be focused on local opportunities, including webinars, necessary training for licensing, certification, and needs to implement City Council goals.

### ***Operating Expenses***

Department/Division Managers should continue to evaluate the services they provide and their associated costs and delivery methods. This is best achieved by managers engaging all levels of staff in these discussions. The goal of this input is to actively engage those most directly involved in delivering the services to help identify more cost-effective and efficient ways to deliver City services and programs. Also, as part of our continued branding alignment, work units should evaluate their operations and how they coincide with other operations and how we can best utilize our resources, avoid duplication of services and more effectively identify the City as one unit.

Additionally, the impact of future capital improvement investments per the City's Five Year Capital Improvements Program (CIP) on operating expenditures should be considered.

### ***Review of Budget Proposals***

The Department of Finance will schedule meetings with each Department Director and the City Manager to discuss their operating budget proposals. At the conclusion of these meetings, the Department of Finance will provide all work units with any recommendations for targeted budget modifications.

The other portions of the budget process will remain the same as in previous years.

### ***2016 Budget Assumptions***

#### Salary and Benefits

The Department of Finance will provide the salary and benefits expenses for currently authorized and funded full-time and permanent part-time staff. The Department of Finance is in-process of updating these numbers for 2016 in HTE.

The salaries (account 2110) amount is detailed on the miscellaneous information screen in HTE and represents existing budgeted staff (filled and vacant) and should not be revised. The employer contribution for health insurance premiums along with other benefit information has, or will be, updated and entered for the staff listed above (account 2120).

Seasonal staff wages (account 2112) and overtime wages (account 2111) are left blank for you to calculate. Note that only those employees who will be on the City's payroll should be included in the calculation for seasonal wages (account 2112); individuals hired through an employment agency or independent contractors should be budgeted as miscellaneous contractual services (account 2390). You will need to adjust employee benefits (account 2120) based on total amounts reflected in accounts 2111 and 2112. Please add these amounts as a separate entry on the miscellaneous entry screen (F8) (do not change the amounts already shown on this screen). When updating the screen (F7), the additional amount will be added to the total. Retirement contributions and Medicare are calculated at 15.45%; health and life insurance are not applicable.

#### Utilities

The Finance Department will work with staff in Facilities to prepare budget estimates for utility costs.

### ***Budget Deadlines***

All final 2016 Operating Budget information should be entered online and supporting documentation submitted to Finance by **Tuesday, September 8, 2015**.

#### *Supporting Documentation*

Please provide detailed information for your budget requests. Providing detailed information about the basis for your recommendations will assist in making the budget committee discussions more productive. This detail is also beneficial when approving requisitions. **Please send all supporting documentation to JoAnna Clark, Administrative Assistant in Finance.**

Each work unit should review and update the front page of its budget section(s), which includes the Statement of Functions, Objectives and Activities, and Personnel Data, as well as the budget detail. Please remember to update these pages to correspond with your budget requests. **These forms will be emailed to you.**

#### *Performance Measures*

The 2013 Operating Budget was the City's first budget document to include performance measures. We are anticipating that additional measures will be included over time, and established measurements will be refined as we move forward. Measurements should reflect a linkage between performance and budgeting. Our goal is to include measurements that are meaningful to Managers and Staff, City Council, and the residents.

Performance measures are compiled through the City Manager's Office. Contact Kyle Kridler with questions or concerns.

#### *HTE Online Entry Refresher Training*

If you have additional questions, Finance staff is happy to provide more information about budget submissions, including HTE online entry. Please let Melody Kennedy know if you would like to schedule a meeting for this purpose, or if you have any budget questions.

Your diligence in the budget process is a vital step in guaranteeing that we accomplish our goals. As you prepare your budget requests, please do not hesitate to contact Finance with any questions.

### **2016 Operating Budget Reminders**

To assist you in formulating your 2016 Operating Budget, the following are a few reminders to provide some direction as to where and how to budget for certain expenditures. These notes are intended to add consistency to how some items are budgeted across all departments and divisions.

- Any individuals hired through a temporary agency or independent contractors should be budgeted under the line item for miscellaneous contractual services (ending in "2390".) Only temporary employees of the City (on our payroll) should be paid under other wages (ending in "2112".)
- Any clothing for employees, including shirts of any kind, should be budgeted as uniforms/clothing (ending in "2140"). Please include in your budget documentation a list of what apparel you plan to purchase and for which employees. (Apparel purchases should be limited to those employees for whom identifying apparel is necessary for the job function).

T-shirts for volunteers, program participants, etc., should be budgeted as operating supplies (ending in 2420).

- Budget ads under advertising (ending in "2370") rather than printing/reproduction (ending in "2380").
- If you would like to add new accounts to budget items, please call to discuss with Melody Kennedy. Finance will create these accounts for you.
- As in 2015, training allocations by job type will not be used in the formulation of the 2016 Operating Budget. Instead, proposals for training should reflect necessary training to maintain current certifications and/or licenses, or be necessary to the continued delivery of high quality services. As indicated earlier, training opportunities that do not require travel and/or overnight accommodations should be emphasized.
- Please provide as much detail as possible in the miscellaneous screen (F8). This detail is used to determine if an item has been budgeted when approving requisitions and may eliminate some questions during this process.