



**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager   
**Initiated By:** Angel L. Mumma, Director of Finance  
**Date:** September 8, 2016  
**Re: Ordinance No. 34-16 - Amending the Annual Appropriations for Fiscal Year Ending December 31, 2016**

## Background

Ordinance No. 34-16 amends the annual appropriations for the fiscal year ending December 31, 2016 in the General Fund and in various other funds to provide sufficient funding in certain budget accounts.

Section 1 requests funding authorization in General Fund accounts.

- Supplemental appropriation funding is requested for Volunteer Services in the amount of \$8,000. The funding is requested for running of background checks of approximately 650 more volunteers than was originally planned for and budgeted. Originally, \$3,500 was budgeted for background checks of approximately 180 adult volunteers who provide their time to the City in an unsupervised capacity on a regular basis. In 2016, the threshold was adjusted to run background checks on approximately 650 additional volunteers who serve in several other capacities (even on a one-time basis). This change was unplanned at the time of 2016 budgeting. A total of 830 background checks in total will be completed in 2016. Of those, 600 are for the Dublin Irish Festival, while the rest are for volunteers that support all other areas of the City of Dublin.

In 2017, all City volunteers, regardless of assignment or tenure in the volunteer program will complete a criminal background check. The background checks will be run every five years.

*Initiating Department: Department of Parks & Recreation/Volunteer Resources Division*

- Supplemental appropriation funding of \$250,000 is requested to cover the increased permit activity that the Building Standards work unit has been experiencing. The request includes \$90,000 allocation to plan review, \$150,000 allocation for building inspections, and \$10,000 in refunds. This increase is the result of construction activity in the City, mainly from the Bridge Street District projects. Jeff Tyler, Director of Building Standards offers the following statistics:
  - ◇ 52% increase in building permits issued from the same time last year; 10% increase over the previous five-year high;
  - ◇ 35% increase in trade permits issued from the same time last year; 22% increase over the previous five- year high;

- ◇ 123% increase in residential dwelling unit permits issued from the same time last year; 25% over the previous five-year high;
- ◇ 118% increase in square footage of construction from the same time last year; 27% over the previous five-year high;
- ◇ 154% increase in construction valuation from the same time last year, which is also the previous five-year high.

These metrics were taken from July measurements. To add to those increases, permits have been issued for approximately 7,400 plumbing fixtures for the first half of this year. By comparison, in 2015 permits were issued for 6,087 fixtures for the entire year. Building Standards expects approximately 14,800 additional plumbing fixtures to be permitted for the remainder of this year. The fixture count is what permit fees are based on, but more importantly it shows the level of activity for both plan review and inspection services. The exponential increase is a result of the multi-family component of the various Bridge Street District projects (i.e. apartments, condominiums and hotels.)

*Initiating Department: Department of Development/Building Standards Division*

- Supplemental appropriation funding is requested in the amount of \$1,250,000. This request includes funding to process income tax refunds currently in the 90-day cycle, and the estimated amount to cover the October extension deadline. This request is based upon the significant number/amount of refund requests received in April and estimated (based on the previous five-year period) filings anticipated to be received in October. The City is required, by Ohio Revised Code Section 718 to issue refunds within 90 days of receipt. The steep increase in refund requests are part of large blocks of stock options being exercised and, based on current information, this trend will continue for the next several years.

*Initiating Department: Department of Finance/Income Tax Division*

Section 2 requests funding in the State Highway Fund in the amount of \$32,450. Of that amount, \$22,450 is for the court settlement of land acquired for the intersection improvements at Dublin Road and Glick Road. The project required the acquisition of right-of-way located at the southeast corner of the intersection. Ordinance 58-14 approved by Dublin City Council in July 2014 authorized the property purchase at the appraised value of \$77,550. Court documents dated July 12, 2016 specified the judgement entry per court settlement to be \$100,000. \$22,450 is requested in appropriations to settle this matter with the property owner. The remaining \$10,000 is requested to cover rising AEP utility costs for street lights. Cost increases are due to various City projects including the transfer of the new US 33 median lights to the City's account. These lights were installed as part of the ODOT 2170/33 interchange improvements. Street lights were also added with the SR 161/Riverside Drive roundabout and relocated Riverside Drive project.

*Initiating Department: Department of Finance/Legal*

Section 3 requests funding in the Pizzuti TIF Fund in the amount of \$30,000 for the Frantz Road Utility Burial Project for change order #3 which allocates funding for conduit to be extended to AEP riser poles. The Frantz Road utility burial has been programmed in prior year's Capital Improvement Programs. There was no funding programmed in 2016 for this project as it was

anticipated to be completed by the end of the 2015 calendar year. However, construction continued into 2016 and additional costs have been incurred.

*Initiating Department: Public Works/Engineering Division*

Section 4 requests \$308,000 in the Upper Metro Place TIF Fund for the Professional Services Agreement for US33/SR 161 & Post Road/Frantz Road Intersection Alternative Analysis Study with Parsons Brinckerhoff Inc. for approximately \$290,000 - the scope of this work includes planning and project coordination, alternatives development and analysis for the intersection, roadway design, preliminary engineering exhibits, graphics and reports, and multiple opportunities for public input and iterations to the alternative under development; approximately \$15,000 with Burgess & Niple, Inc. for a professional services agreement to complete a MORPC Attributable Funding Application for the interchange project, and \$3,000 to cover the updated cost estimate submitted by AT&T Midwest to bury aerial facilities along Post Road. This particular improvement is part of the I-270/US 33 interchange improvement, funding of which has been programmed in previous years' CIPs.

*Initiating Department: Public Works/Engineering Division*

Section 5 requests funding in the Bridge Street Fund in the total amount of \$430,000. This includes funding for contractual payments related to the professional services agreement signed in June 2016 with Moody-Nolan, Inc. for the City parking garage that will be built in conjunction with the Columbus Metropolitan Library. The scope of the contract includes concept/schematic design, design development, construction documents, assistance with bidding the project, and construction administration of the project at a cost of \$418,040, and further provides funding for the Walker Parking Consultant's agreement for \$10,400 to identify and quantify the costs associated with garage operations and maintenance in a report to the City. Funding for these professional services were unknown at the time of preparation of the 2016-2020 CIP, and therefore had not been previously budgeted.

*Initiating Department: Public Works/Engineering Division – Director of Strategic Initiatives*

Section 6 appropriates funding in the Sanitary Sewer Construction Fund in the amount of \$177,030. \$48,510 is for transfer to the Sewer Fund for expenditures incurred with the sanitary sewer lining project authorized by Resolution No. 88-14. This project has been funded by bond proceeds received in 2015, which were deposited into the Sanitary Sewer Construction Fund. However, prior to the bonds being issued, the project commenced using the Sewer Fund. As such, this appropriations simply authorizes the transfer of the bond proceeds to reimburse the Sewer Fund. The remaining funding of \$128,520 provides for a change order to the City's manhole rehabilitation contract, the funding of which was originally approved in the 2015-2019 CIP. To date, \$366,590 has been appropriated for manhole rehabilitation of the original \$500,000 approved budget. The additional \$128,520 funding requested provides for the addition of 79 manholes to the project to continue the rehabilitation of manholes within the Deer Run sewer shed. This project corrects the inflow and infiltration problem occurring in these additional manholes.

*Initiating Department: Public Works/Engineering Division/Department of Finance*

Section 7 appropriates funding in the Agency Fund in the amount of \$305,000 for funds collected by the City of Dublin on behalf of the City of Columbus for sewer taps. The Agency Funds are used to account for the assets held for distribution by the City as an agent for another entity for which the City has custodial responsibility. For this reason, the Agency Funds are considered clearing accounts and do not provide measurement of operations, and they are not required to be budgeted. However, the City prefers to monitor the accounts, and to the extent possible, eliminate deficit balances. Therefore, supplemental amounts are requested as shown in the accompanying ordinance. All payments made from the accounts within the Agency Fund have revenue to offset the expenses with no net impact to the City's financial balance.

*Initiating Department: Department of Finance*

### **Recommendation**

Staff recommends that City Council approve Ordinance 34-16, amending the Annual Appropriations for the Fiscal Year Ending December 31, 2016, at the second reading/public hearing on September 26, 2016.

# RECORD OF ORDINANCES

Ordinance No. 34-16 Passed \_\_\_\_\_, 20\_\_\_\_

## AN ORDINANCE AMENDING THE ANNUAL APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016

**WHEREAS**, the Ohio Revised Code requires, when necessary, amendments to the annual appropriations ordinance be made in order that appropriations are not over expended; and

**WHEREAS**, it is necessary to amend the annual appropriations ordinance to provide funding in certain budget accounts; and

**WHEREAS**, at the beginning of each year, it is necessary to appropriate unencumbered balanced in various funds to authorize those funds for debt payments, project-related expenditures and other miscellaneous expenses.

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

**Section 1.** There be appropriated from the unappropriated balance in the General Fund the amount of \$1,508,000 as follows:

Volunteer Services

10110420-713004	Other Professional Services	\$ 8,000
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Building Standards

10120730-712003	Plan Review	\$ 90,000
10120730-712004	Building Inspection Services	\$150,000
10120730-755000	Refunds	\$ 10,000

Income Tax

10110220-755000	Refunds	\$1,250,000
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**Section 2.** There be appropriated from the unappropriated balance in the State Highway Fund the total amount of \$32,450. Of that amount, \$22,450 is to be allocated to account 20270320-713004 (Other Professional Services) for the settlement of property located at the southeast corner of Dublin Road and Glick Road for the construction of intersection improvements (Ordinance 58-14) (ET103), and \$10,000 is to be allocated to 20270320-717005 (Utilities) to cover increased utility costs for street lights.

**Section 3.** There be appropriated from the unappropriated balance in the Pizzuti TIF Fund the amount of \$30,000 to account 41680320-735006 for the Frantz Road Utility Burial Project (ET122).

**Section 4.** There be appropriated from the unappropriated balance in the Upper Metro Place TIF Fund the total amount of \$308,000. Of that amount, \$305,000 is to be allocated to account 43280320-713004 for the professional services agreement for US33/SR161 & Post Road/Frantz Road Intersection Alternative Analysis and funding the professional services agreement for the MORPC attributable funding application work, and \$3,000 is allocated to account 43280320-735004 to fund a new cost estimate for AT&T regarding the Post Road utility burial (ET141).

**Section 5.** There be appropriated from the unappropriated balance in the Bridge Street Fund the amount of \$430,000 to be allocated to account 45780350-735002 (Capital Improvement Building & Other Structures) to fund the professional services agreement with Moody-Nolan, Inc. and Walker Parking Consultants for the Historic Dublin Columbus Metropolitan Library Parking Garage project (ET16K).

# RECORD OF ORDINANCES

Ordinance No. 34-16

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**Section 6.** There be appropriated from the unappropriated balance in the Sewer Construction Fund the amount of \$177,030. Of that amount, \$48,510 is to be allocated to account 62396740-741000 for transfer to the Sewer Fund for expenditures associated with the sewer lining program, and \$128,520 is to be allocated to account 62380320-735008 for costs associated with the manhole rehabilitation project (ES122).

**Section 7.** There be appropriated from the unappropriated balance in the Agency Fund the amount of \$305,500 is to be allocated to account 80510210-71104 for remittance to the City of Columbus for sewer tap reimbursements. Revenue to this account offsets this expense.

**Section 8.** This ordinance shall take effect and be in force in accordance with Section 4.04(a) of the Dublin City Charter.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor – Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council